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

525-7390
525-7360
525-7348
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-A2-08-00-00-0000-01-520108

The account number is made up of nine segments.

Munis Main Menu - FRANKLIN	COUNTY - krchesse - 0	9/27/2016				- 0 - X
ystem Favorites Financials H	Human Resources/Payroll	General Revenues F	Property Revenues Departmental Functions			
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Embedded ORG Code Structure	Amounts Job Class Control Accts	Account Org code Object code Project code Eund AGENCY LINE OF BUS PROGRAM LOCATION APPROP AUTH SERVICES FUNCTION Object Project Posting effective date Beginning effective date Beginning effective date	13210800 21-INTRGV-REA-APPRSL&TAX SVCS 520108 APPRAISERS 2013 REAL ESTATE ASSESSMENT (21-RE) 21 AUDITOR A2 00 01 COMMISSIONERS 0000 GENERAL GOVERNMENT 520108 APPRAISERS	Account detail Last updated Account type Status Entity Spending plan Character code Grant Budget Budget Budget auge Roll availa Budget rollup coc Budget sub-rollup Payroll Payroll Payroll Balance sheet Balance type Normal balances Colosing balances Control account	09/26/2016 IEXAl Expense • Active • Active • Contra Account • 1 • SC MATERIALS widget detail • able budget forward • de 21:2013-SVCS & MATLS p code • • • • • • • • • • • • •	
		Full APPRA Next year full Reference account	ISERS Short APPRAISERS 🛱 Ao	ount Notes Notification		
	Monthly and Amount Amo		1 of 10	Budget Warnin	ng Percent 0.00	
	monthly and Annual Acco	ount 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 "<u>Fund</u>"
- The second (2nd) segment identifies the particular "<u>Agency</u>"
- The third (3rd) segment identifies the "<u>**Program**</u>"
- The fourth (4th) segment identifies the "<u>Location</u>"

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	А
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 <u>http://www.franklincountyauditor.com/fiscally-speaking</u>

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:	Object Code Range:
A – Personal Services	510000 - 513100
B – Fringe Benefits	514000 - 519900
C – Materials & Services	520000 - 539900
D – Capital Outlays	540000 - 549900
E – Grants	550000 - 559900
F – Debt Service	560000 - 569900
G – Interfund	570000 - 579900
H – Contingency	580000 - 589900
J – Social Services	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
ΑΡΙ	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)
I	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
\Leftrightarrow	Not equal to	<>85
:	Range	85:100
	Range	12:01:2012:59:30 (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.

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 DATABAS	iE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013 rer 1 12 9 9	
Report 1	PERTURDATIONS PROVIDED IN THE COLSPANS IN THE COLS	
Page: 1 of 2	Report generated: 00/15/2013 13:9 Page 1 Program 10: gittraal	Listening on port 6401

The format of the report is nearly identical to <u>Monthly Trial Balance by Fund</u>; 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.

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



The screen should appear like below:

Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krc	nesse - 09/25/2013	
stem Favorites Financials Human Resources/Payroll General Revenues Prope	ty Revenues Departmental Functions	
Account Trial Balance - Munis [*TEST DATABASE MUN My File Edit Tools Help Image: Second	S V10.3 Sep 13 2013"	
Define year, period, totals, etc.	OVR	

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

🖬 Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/25/2013	
System Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions	
Account Trial Balance - Munit ["TIST DATABASE MUNIS Y10.3 Sep 13 2013" If the Edit of the provide of the p	

🔤 GL	Segment Find - Mi	inis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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\cap	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



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



Your end result should resemble the report below.

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Pay-In Procedures

The top drop down menus do the following:

General Revenues

- A. Payment Processing
- A. Payment Entry

🚾 Munis Main Menu - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krche:	se - 09/27/2013	
System Favorites Financials Human Resources/Payroll General Revenues Property	Revenues Departmental Functions	
A. Payment Processing 🔸	A. Payment Entry	
B. Accounts Receivable 🔸	B. Payments Proof	
	C. Payments Journal	
	E. Receipts	
	F. Print Receipt Images	
	I. Over-Short Adjustment Process	
	J. Transfer of Overpayments	
	K. Bill Refund Processing	
	L. Mail Payment Processing	
	M. Process Lockbox File	
	O. Mass Payment Processing	
	Q. Payment Batch Reversal	
	R. Setoff Debt Processing	
	S. Accounts Payable Remittance	
	T. Customer Statement	
	U. Special Conditions/Notes Import	
	V. Miscellaneous Cash Receipts Export	
	X. Payments by Charge Group Export	
	Y. Partial Payment Bill Notice Export	
	Z. Bill Notice Export	
	AA. Non-Sufficient Funds Notice	
	AB. Payment Plan Processing	
	AF. Calculate Amounts for Report Writer	

- 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. <u>Write down the batch number that is automatically</u> <u>generated by the system.</u>

- 5. In the DEPOSIT NUMBER field enter the year for which the revenue was earned in. This <u>MUST</u> be completed <u>January thru March of each year!</u>
- 6. Press ENTER or the GREEN CHECKMARK to go to the next screen.

🚾 Payment Entr	y - Munis [*TEST DATAB	ASE MUNIS V10.3 Sep 13	3 2013*]
My File Edit 1	ſools Help		
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	Payment Entry Options		
	Entry Date	09/27/2013 분3의	
	Clerk	krchesse	Please remember to
	Receipt Option	1 - INDIV ONLY	enter your department
	Department	21 AUDITOR	number into this box
	Batch Number	10991	
	Deposit Number	<u> </u>	
	Interest Effective Date	09/27/2013	
	GL Effective Date	09/27/2013 Na Pie	ase enter the year for ich the revenue was
	GL Year/Period	2013 9 St ear	ned. *NOTE* THIS MUST
	Receipt Number	BE	COMPLETED JANUARY
	Number of Receipts	<u> </u>	ARCH OF EACH YEAR!
	Batch status	Unreleased 🔽	
	Validation Options		
	Auto Validate		
	Bank Code		×
	Bank Acct		
Validate transactions?			OVR

- 7. Click the add icon in order to add a receipt..
- 8. Tab down to **PAID BY** and type **<u>BOTH</u>** 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

Miscellaneou	s Receipts												
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Return to Chg Add Charge	Payment Detail Receipt 2 Loc/dept Customer Paid by Comment GL Payment Allocation	43793	1			Charge Detail Charge code Description Quantity Price Charge amount Cash account	MISC 2113 (MISCELLA			сазн Тћ	**	
	Seq Org 1	Obj	P <u>N</u> th	lease <u>AME</u> is bo	e remei & <u>PHC</u> x	nber to DNE NU	put yo MBER	our in	1.00	Description	101	1000	
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2nd 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.

mu Miscellaneous	s Receipts
My File Edit 1	Tools Help
00 %	
Return to Chg Add Charge	Payment Detal Receipt Loc/dept Customer 0 Paid by Royce Chesser x7390 Comment 1.00 Charge amount 1.00 Cash account 213 CASH** Cash account 1.00 1 Proj Acct Desc Ref Ref 1.00 1 Cash account 1.00 1 Cash account 1.00 Cash account 1.00 1.00 Cash account 1.00 <
	Totals an expense account or object code 101000! Charge amount 1.00 Sales tax amt .00 Total amount 1.00 Batch Information Batch # 10991 Deposit 2013 Current Receipt 0.00 Receipt Count 0
Revenue account org	OVR

 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.

🧰 Completing Receipt 243794 📃 🗖 🔀					
File Edit Tools Help					
000 × 4 4 9. 1 5 4 2 × 4 4 5 4 5					
Complete Receipt					
	✓ Last receipt for customer				
Payment method	1 - CHECK 💌 🔀				
Check/reference #	179471				
Add'l payment ref					
Receipt option	1 - INDIV ONLY				
Receipt copies	1 🗘				
Indv. receipt format	RCTMS40 - RECEIPT-MS-40WIDE				
Printer	lo 💌				
	Print GL accounts				
	Validate				
Effective date	09/27/2013				
Total this receipt					
Total for customer					
Reference	10993				
Paid by customer #	0				
Paid by reference Royce Chesser x7390					
Total remitted	1.00				
Change due	.00				
Enter NSF check data					
Mara Ophiana Capitana					
Mo	Continue				
Enter a General Ledger refere	ence. OVR				

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 (**Io**) is recommended.
- 5. A pop-up box will appear asking you if you would like to submit the batch. Click **YES**.



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

🚾 Payment Entr							
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	Payment Entry Options						
Resume	Entry Date	09/27/2013 単調					
Lookup Batch	Clerk	krchesse					
Output Bal	Receipt Option	1 - INDIV ONLY					
Output-Rel	Department	21 AUDITOR					
Settlement	Batch Number	10993					
	Deposit Number	2013					
	Interest Effective Date	09/27/2013	Think				
	GL Effective Date	09/27/2013 単美斗		button begins the			
	GL Year/Period	2013 9 SEP	proce	ss of releasing			
	Receipt Number		the ba	atch			
	Number of Receipts	1					
	Batch status	In Review 💉					
	Validation Options						
	Auto Validate						
	Bank Code						
	Bank Acct						
Print a proof list of cu Batch submitted for re	rrent batch, with option to re eview.	lease.	OVR 🔡				

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 <u>MUST</u> do this for <u>EACH</u> 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

•ORD

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	Payment Ent	ry - Munis [*TEST DATAI	BASE MUNIS V10. 3 Sep 13 2013*]
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		Payment Entry Options -	
	Resume	Entry Date	09/27/2013 #¥#
	Lookup Batch	Clerk	krchesse
	View-Rev	Receipt Option	1 - INDIV ONLY
		Department	21 AUDITOR
s button begins the 📗 🦯	Output-Rel	Batch Number	10994
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cess of reversing the	Settlement	Interest Effective Date	09/27/2013
sh 🛛 🖉		GL Effective Date	09/27/2013 HXH
		GL Year/Period	2013 9 SEP
		Receipt Number	
		Number or Receipts	1
		Ratch status	I.00
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		Auto Validate	
		Bank Code	~
		Bank Acct	
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	Print a proof list of cu	urrent batch, with option to r	elease. OVR



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.

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	TEST DATABASE MUNIS V10.3	Sep 13 2013			a tyler erp solution	
	ACCOUNT DETAIL HISTORY FOR 2013	3 00 TO 2013 13				
	ORG ACCOUNT 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- F	BLDG REMODELING/REHABILITATION REVISED BUDGET			.00	
	13/02 1461 02/07/13 API 113167 32114029	91200037 11055507	972.00	972.00		
	1896 WALL MATERIALS-5/8 X 9 FIRECO 13/02 4507 02/27/13 API 113167 32114029	DD KCG INC 91209751 11059970	675.27	1,647.27		
	2993 INV #11/1999.0-5/8 X 9' FIREC 13/02 4507 02/27/13 API 113167 32114056	91209753 11059970	491.13	2,138.40		
	13/03 3872 03/21/13 API 158635 3211405 4231 API 158635 3211405	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: 7,1	188.68 CREDITS:	.00 NET:	7,188.68		
	13210800 2013-21-A2-08-00-00-0000-01-541300-AU	UA01 BLDG REMODELING/REHABILITATIC REVISED BUDGET	N		.00	
	13/03 4945 03/28/13 API 144325 32114070 51 MATERIAL, LABOR FOR SPRINKER	91224289 11066782 S GENTRY FIRE PROTECTI	6,154.00	6,154.00		
	LEDGER BALANCES DEBITS: 6,3	154.00 CREDITS:	.00 NET:	6,154.00		
	13210800 2013-21-A2-08-00-00-0000-01-543103- 0	DFFICE MACHINERY & EQUIPMENT REVISED BUDGET			.00	
	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 3143 3-IR ANVANCE C5240 COPIER PRI	91302049 11103344 IN GORDON FLESCH CO INC	28,827.00	43,826.00		
	LEDGER BALANCES DEBITS: 43,8	826.00 CREDITS:	.00 NET:	43,826.00		
	13210800 2013-21-A2-08-00-00-0000-01-543200- t	DATA PROCESSING/TELECOM EQUIP REVISED BUDGET			.00	
	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 4821 21-ARURA 2Y NEXT-DAY SUPPORT	91265364 377426	1,155.00	4,146.50		
	LEDGER BALANCES DEBITS: 4,1	146.50 CREDITS:	.00 NET:	4,146.50		
	Report generated: 09/26/2013 08:32 User: krChesa Program ID: 01actbac				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*] 📃 🗖 🔀
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Account Fund Org 1321???? Object 54* Project Rollup Report Options Print GL master start-of-year balances Year and period range 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/dep	Define – enter in information that you know; wildcards can be used.
Enter the Object code(s) to print	ovr

- **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



🧰 Account Detail History Report - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*] 🛛 🔲 🔀
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Account Deselect this box to view Fund Org 1321777 Object 54* Project Rollup Project Rollup Project Rollup Project Rollup Report Options Print GL master start-of-year balances Year and period range Source journal code Include entries on or after Include 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# N

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

Enter	Choose the multiyear view you want to use.
Account Detail History Report - Munis (*TEST DATABASE MUN My File Edit Tools Help	File menu, then Output to send the printer. You can also use
Project the keyboard Rollup Report Options Print GL master start-of-year balances Source journal code Source journal code	shortcut (Ctrl + P).
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	To only see invoices paid, use "API" as the source journal.
Check for current or last year balances, uncheck for other years/no balances.	OVR 4

🔤 Output			
Output type Munis printer Local printer Save PDF Display	Printer name: lo Status: Available ID: lo Type: Command/script Comment: Outputs to a printer accept the default or	av ailable to the Munis serve r select a differen t printer f r	Properties er. You may rom the list.
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	Print Printer Name: HP LaserJet 4300 PCL 5e Status: Toner low; 0 documents waiting Type: HP LaserJet 4300 PCL 5e Where: IP_10.100.21.111 Comment: Print range • All Pages from: to; Selection	Properties Print to file Copies Number of copies: 1 123 123 Collate OK Cancel	Click on <u>OK</u>
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Cash account: subtotal by date or ref3/deposit#

Query the current database table.
Printing: 29

OVR

Year to Date Budget Report

Next steps under the Financials Menu:



🐝 tyler

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Seg Find Org Org Object Project Rollup code Rollup program Image: Column of the second of	lick on the magnifying glass to ind a data set. You can also use he keyboard shortcut (Ctrl + F)
Find records using the seg-account method.	OVR

- **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.)

Enter

	🚾 YTD Budget Re	port - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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	Find records using the 1,546 Record(s) found	seg-account method.	OVR

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Sequence 4 Report title	YEAR-TO-DAT	TE BUDGET REPO	DRT					Click on the Ad Options tab for report options.	ditiona more	
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Check to print M7D column										OVR

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

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Report 1		
	TEST DATABASE MUNIS V10.3 Sep 13 2013	
	YEAR-TO-DATE BUDGET REPORT	
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	Report title: YEAR-TO-DATE BUDGET REPORT	
	Includes accounts exceeding 0% of budget. Print totals only: Y Year/Period: 2012/ 9 Print Full or Short description: F Print MTD Version: N Print type: 1 Roll projects to object: N Double space: N Carry forward code: 1 Suppress zero bal accts: Y Include requisition amount: N Print Revenues-Version headings: N 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 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 Find Criteria Field Name Field Value	
	org 1321???? Object 5* Project Rollup code Rollup year Rollup year Rollup program Account type Account status	
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Page: 4 of 4		Listening on port 640
🔤 YTD Budget Report - Munis [*TEST DATABASE MUNIS V10.3 Sep 13	2013*]	
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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.

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

ORIGINAL APPROP	FRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
2013 REAL ESTATE ASSESSMENT (21-	-RE)					
5A PERSONAL SERVICES 4,670,399.69	46,786.00	4,717,185.69	3,472,384.38	0.00	1,244,801.31	73.6%
1,998,114.19	7,463.00	2,005,577.19	1,418,499.88	0.00	587,077.31	70.7%
5C MALEKLALS & SERVICES 7,009,227.83	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	85.7%
20 CAPIAL 001LATS 2,560,000.00	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	34.4%
ы ОТНЕК 82,000.00	0.00	82,000.00	0.00	0.00	82,000.00	%0.
TOTAL REAL ESTATE ASSESSMEN 16,319,741.71	ИТ (21-RE) 54,249.00	16,373,990.71	10,620,689.98	1,158,219.04	4,595,081.69	71.9%

4,595,081.69 1,158,219.04 ** END OF REPORT - Generated by Kerry R Chesser ** 10,620,689.98 16,373,990.71 GRAND TOTAL 16,319,741.71 54,249.00

71.9%

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of b 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 Revenue as credit: Y Print revenue budgets as zero: N Print journal detail: N 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 Total ≻≻zz Find Criteria ne Field Value YEAR-TO-DATE BUDGET REPORT 1321???? 5* -900 Field Report title: Org Object Project Rollup code Rollup year Rollup program Sequence 1 Sequence 2 Sequence 3 Sequence 4 Field Name

Account type Account status

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YEAR-TO-DATE BUDGET REPORT

ORIGINAL APPROP TRANFRS 2013 REAL ESTATE ASSESSMENT (21-RE) 54 PERSONAL SERVICES 13210800 21-INTRGV-REA-APPRSL&TAX 5 4,670,399.69 13210800 21-INTRGV-REA-APPRSL&TAX 5 4,570,399.69 58 FRINGE BENEFITS 1,008,114,10 13210800 21-INTRGV-REA-APPRSL&TAX 5 1,008,114,10	s/ADJSMTS 46,786.00 46,786.00	REVISED BUDGET 4,717,185.69 4,717,185.69	YTD EXPENDED 3,472,384.38 3,472,384.38 3,472,384.38	0.00 0.00	AVAILABLE BUDGET 1,244,801.31 1,244,801.31	86
TOTAL FRINGE BENEFITS 1,998,114.19 50 MATERIALS & SERVICES	7,463.00	2,005,577.19	1,418,499.88	00	587,077.33	
13210800 21-INTRGV-REA-APPRSL&TAX S 7,009,227.83 TOTAL MATERIALS & SERVICES	0.00	7,009,227.83	5,039,169.17	968,219.04	1,001,839.62	
7,009,227.83 5D CAPITAL OUTLAYS 13210800 21-INTRGV-REA-APPRSL&TAX S 2,560,000.00	0.00	7,009,227.83 2,560,000.00	5,039,169.17 690,636.55	968,219.04 190,000.00	1,001,839.62 1,679,363.45	
TOTAL CAPITAL OUTLAYS 2,560,000.00 5H OTHER 13210800 21-INTRGV-REA-APPRSL&TAX S	0.00	2,560,000.00	690,636.55	190,000.00	1,679,363.45	



YEAR-TO-DATE BUDGET REPORT

	% USED	.0%	71.9%
	AVAILABLE BUDGET	82,000.00	4,595,081.69
	ENCUMBRANCES	0.00	1,158,219.04
	YTD EXPENDED	0.00	10,620,689.98
	REVISED BUDGET	82,000.00	16,373,990.71
	TRANFRS/ADJSMTS	0.00	MENT(54,249.00
FOR 2012 09	ORIGINAL APPROP	ТОТАL ОТНЕR 82,000.00	TOTAL REAL ESTATE ASSESS 16,319,741.71

	71.9%	
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	10,620,689.98	
	16,373,990.71	
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GRAND IULAL	16,319,741.71	

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

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of b Print totals only: Y escription: F Print Full or Short description: F Frint full GL account: N Format type: 2 Double space: N Suppress zero bal accts: Y Include requisition amount: N Print Revenue as credit: Y 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 Print revenue budgets as zero: N Total Find Criteria Field value $\succ \succ z$ Sort/Total Budget Rollup: N Multiyear view: D YEAR-TO-DATE BUDGET REPORT 1321???? 5* Field # 1 9 0 Report title: -1 < 2 < 4 Sequence Sequence Sequence Sequence Field Name Project org object

Rollup code Rollup year Rollup program Account type

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

% USED	
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2013 REAL ESTATE ASSESSMENT (21-RE)

5D CAPITAL OUTLAYS

13210800 21-INTRGV-REA-APPRSL&TAX SVCS

100.0%	100.0%	100.0%	%0.	33.2%	34.4%	34.4%	34.4%
-5,500.00	-21,000.00	-7,836.55	10,000.00	1,703,700.00	1,679,363.45	1,679,363.45	1,679,363.45
5,500.00	21,000.00	0.00	0.00	163,500.00	190,000.00	190,000.00	190,000.00
0.00	0.00	7,836.55	0.00	682,800.00	690,636.55	690,636.55	690,636.55
0.00	0.00	0.00	10,000.00	2,550,000.00	2,560,000.00	2,560,000.00	2,560,000.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
541300 BLDG REMODELING/REHABILITA 0.00	049100 UFFLE MACHINEKY & EQUIPME 0.0 643300 MATA DDOFFEETUATE FOULED	040200 UALA FRUCESSING/IELECUM EQ 0.00 MATHIDAME/CEDVEDS	141202 MAINTRAME/SERVERS	2444000 SOFTWAKE LILENSE 2,550,000.00	TOTAL 21-INTRGV-REA-APPRSL&TAX 2,560,000.00	TOTAL CAPITAL OUTLAYS 2,560,000.00	TOTAL REAL ESTATE ASSESSMENT (2,560,000.00

 $^{*\pm}$ END OF REPORT - Generated by Kerry R Chesser $^{\pm\pm}$

34.4%

1,679,363.45

190,000.00

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2,560,000.00

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GRAND TOTAL 2,560,000.00



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Roll projects to object: N Carry forward code: 1 Year/Period: 2012/ 9 Print MTD Version: N Amounts/totals exceed 999 million dollars: Y 0% of budget. Page Break zzzz Includes accounts exceeding 0% of 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 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 Print revenue budgets as zero: N Include Fund Balance: N Print journal detail: N From Yr/Per: 2013/12 To Yr/Per: 2013/12 Total Y Y Field value YEAR-TO-DATE BUDGET REPORT 1321???? 54* Find Criteria ** Field 1901 Multiyear view: D Report title: Rollup code Rollup year Rollup program Account type Account status Sequence 1 Sequence 2 Sequence 3 Sequence 4 Field Name org object Project

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YEAR-TO-DATE BUDGET REPORT

FOR 2012 09

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% USED

ENCUMBRANCES AVAILABLE BUDGET

MTD EXPENDED

YTD EXPENDED

REVISED BUDGET

ORIGINAL APPROP

2013 REAL ESTATE ASSESSMENT (21-RE)

543103 OFFICE MACHINERY & EQUIPMENT						
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010213 BUC 138,000.00				ORIGINA	AL BUDGET 2013	
042313 PUE PU32114081515 PUKCHASE-P 090613 APT P0321140811N1N10468926				38,436.00 GORDON	FLESCH CO INC	
			28,827.00	GORDON	FLESCH#11103344	
030013 FOL FU34114001100310 061813 DDE D0331141030474 D04DD DEC				-28,827.00 GORDON	FLESCH CO INC	
001010 FUE FU34114100H1A BUARD RES				14,999.00 CDW GOV	/ERNMENT INC	
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072313 POL P032114103801616				-14,999.00 CDW GOV	/ERNMENT INC	
TOTAL OFFICE MACHINERY & EQUIP 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL REAL ESTATE ASSESSMENT (0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
TOTAL EXPENSES 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	
GRAND TOTAL 0.00	0.00	0.00	0.00	21,000.00	-21,000.00	100.0%
	** END OF REPORT	- Generated by }	(erry R Chesser *	*		

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YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

Field	# Total	Page Break	Year/Period: 2012/ 9
Sequence 1 1	7	z	Print revenue as credit: Y
Sequence 2 11	Y	z	Print totals only: N
Sequence 3 0	z	z	Suppress zero bal accts: Y
Sequence 4 0	z	z	Print full GL account: N
			Double space: N
Report title:			Roll projects to object: N
YEAR-TO-DATE BUDGE	T REPORT		
			Carry forward code: 1
			Print journal detail: Y
Print Full or Short	description	ш	From Yr/Per: 2013/ 1
Print MTD Version:			To Yr/Per: 2013/12
Print Revenues-Vers	ion headings	N .:	Include budget entries: Y
Format type: 2			Incl encumb/lig entries: Y
Print revenue budge	its as zero:	Z	Sort by JE # or PO #: P
Include Fund Balanc	e: N		Detail format option: 2
Include requisition	amount: N		
Multivear view: D			
Amounts/totals exce	ed 999 milli	on dollars: Y	
Find Criteri	e		

Field value Field Name

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



Under the Financials Menu, click on:



Fixed Assets



Inquiries and Reports

Asset Inquiry



Fixed Asset Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Purchases Asset Asset Asset Asset Asset	
Sale: Information Employees Imperiory Tag number Location Loc. memo Storg, loc Date acq. Fixed yr Click on the magnifying glass to find a data set. You can also use the keyboard shortcut (Ctrl + F).	
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Fixed Asset Inc	uiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]		
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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.



Hit "<u>Enter</u>"

🔤 Fixed Asset Inqu	iiry - Munis [*Tl	TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Purchases Repairs Tran History Maint History Po/Inv Find Find by Map Employees Inventory Items Project Amounts	Asset Asset Asset Status Class Sub-class Pending trans Main Addition Static Information Tag number Location Loc. memo Storg. loc Date acq. Fiscal yr Manufact Model year Lic/Reg #	ID0270 Commodity READER/PRINTER I - ALDIO/VISUAL Biblickary Assets Insactors WO Asset Subsidiary Assets ID0270 GOVERNMENT Subsidiary Assets ID0270 For Maintenance/Insurance Memos ID0270 Sources To download fixed asset informat an Excel spreadsheet, Click the Ex symbol on the menu bar. From th the data can be sorted and manip to your preferences. ID0270 Image: Square ft Image: Square ft Image: Ima	ion into cel nere, pulated
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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.

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

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ord 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	1FTNX20L5YED94200	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	SG2BM1401R	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	SG2CG1400N	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	
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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.

Click on the Financials menu and select:

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



The screen should appear like below:



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





- **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 Ledgers - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Sequence 3	
Sequence 4	
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✓ Print report options	
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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

iter - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/26/2013	
Financials Human Resources/Payroll General Revenues Property Revenues Departmen	ntal Functions
Subsidiary Ledgers - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
File Edit Tools Help	
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Project	
	Click on the File menu, then Output
	to send the report to the printer.
	You can also use the keyboard
	shortcut (Ctrl + P).
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APPROPRIATION SUBSIDIARY LEDGER FOR	र 2013 9				
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REAL ESTATE ASSESSMENT (21-RE) 21-INTRGV-REA-APPRSL&TAX SVCS					
13210800 541300 BLDG REMODELING/REHABILITATION			7,188.68	785.59	
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Report 1

TEST DATABASE MUNIS V10.3 Sep 13 2013

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APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

	BUDGET			AVAILABLE
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13210800 543200 DATA PROCESSING/TELECOM EQUIP		4,146.50	00.	
CURRENT PERIOD TOTALS: ACCOUNT BALANCES	315,000.00	.00.4,146.50	000.	310,853.50
13210800 543200 DATA PROCESSING/TELECOM EQUIP		4,146.50	00.	
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13210800 543200 DATA PROCESSING/TELECOM EQUIP		4,146.50	00.	
CURRENT PERIOD TOTALS: ACCOUNT BALANCES	315,000.00	4,146.50	000	310,853.50
13/210800 543/02 MAINFRAME/SERVERS		49,854.24	4.32	
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13210800 543202 MAINFRAME/SERVERS	00,000,200	49,854.24	4.32	44.TLT, 7TC
CURRENT PERIOD TOTALS: ACCOUNT BALANCES	362.000.00	49.854.24	.00	312,141.44
13210800 544000 SOFTWARE LICENSE		624,380.31	2,238,291.31	
645 API 09/05/13 801673 ENTERPRISE LICENSE AGREEMENT F 645 POL 09/05/13 801673 ENTERPRISE LICENSE AGREEME2013 645 API 09/05/13 801540 MOBILE APPLICATION PROFESSIONA 645 POL 09/05/13 801540 MOBILE APPLICATION PROFESSIO13 CURRENT PERIOD TOTALS: ACCOUNT BALANCES	.00 .00 .00 .00 .00 .00 .00	195,000.00 13,750.00 208,750.00 833,130.31	-195,000.00 -13,750.00 2,029,541.31	340,328.38
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ACCOUNT BALANCES	3,203,000.00	833,130.31 624 280 21	2,029,541.31	340,328.38
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TEST DATABASE MUNIS V10.3 Sep 13 2013



APPROPRIATION SUBSIDIARY LEDGER FOR 2013 9

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TOTAL 13210800 21-INTRGV-REA-APPRSL&TAX SVCS	CURRENT PERIOD TOTALS: ACCOUNT BALANCES:	.00 12,174,000.00	712,731.00 3,027,408.21	-712,731.006,119,820.66	3,026,771.13
TOTAL 2013 REAL ESTATE ASSESSMENT (21-RE)	CURRENT PERIOD TOTALS: ACCOUNT BALANCES:	12,174,000.00	712,731.00 3,027,408.21	-712,731.00 6,119,820.66	3,026,771.13

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APPROPRIATION SUBSIDIART LEDGER FOR 2013 9

BUDGET

AVAILABLE BALANCE

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Find Criteria Field Name Field Value

1321???? 54*	
org object 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



Account Inquiry	- Munis [*TEST DAT/	ABASE MUNIS V10.3 Se	p 13 2013*]			
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		0 of 0		Attachments (0)		
Display detail information	for current account.					OVR

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 charters 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.

Enter

	s Financials Human Res	ources/Payroll General R	evenues	Property Revenues D	epartment	al Functions					
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	Invoice
	Enter a date to start searching for detail. (Alt+Down Arrow)

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.

etail	Org 132108	00 Object 5	22101 Project		Acct 20	013-21-A2-08-00-0	1-0000-01-522101-						
urnal	Posted	YR/Per	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Che	eck #	Warrant	Vendor
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	Y	2016/03	03/02/16	POL	091009	62114020	91758674	LIQ/INV		-12,384.45			OHIO STATE UNIVERSI
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Detail of API entry (above) shows details such as PO Number, vendor, invoice number, etc. of selected entry (below).

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	Net amount 3,274.00	Inv date 04/05/2016	
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Above shows the "<u>4 Year Comparison</u>" 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.

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ail	Urg 13210	300 Object 5	22101 Project		Acct 2	013-21-A2-08-00-0	1-0000-01-522101-						
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Click on the Bud Group folder icon to view budget group rollup association for the current account.

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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.

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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

🧱 Munis Main Menu - *TEST DATABASE MUN	NS V10.3 Sep 13 2013* - krchesse - 09/27/2013	- X
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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.

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	Due date	HX4
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	Voucher/document	
	Purchase order	
	Warrant	
	Check	
	Net amount	
	Use tax	
	Description	
/endor's name (alnha s	ort).	

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.

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Vendor Inquiry

Go to FINANCIALS on the tool bar and select:

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

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

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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

🚾 Munis Main Menu - *TEST DATABASE MUN	Munis Main Menu - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/27/2013 📃 🛛 🔀					
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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.

🚃 Vendor Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Choose the sort sequence for vendors. (5)	OVR

Upon determining the correct vendor, select CHECKS INQ from the action toolbar on 6 the left.

🚾 Vendor Inguiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
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Choose the sort sequence for vendors. (5)	DVR

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.

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Select: Y	' - Cleared checks only, N	All checks.						

Use the dropdown arrow next to the Cleared field if you are searching for <u>only</u> 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.

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	9999	10100	D		378922	07/24/2013	0719ACH1	Y	07/31/2013		159,468.75		
	9999	101000	D		377682	07/03/2013	0628ACH1	Y	06/30/2013		159,468.75		
	9999	101000	D		375602	05/16/2013	0513ACH2	Y	05/31/2013		190,928.64		
	9999	101000	D		373314	04/10/2013	0405ACH1	Y	04/30/2013		190,928.56		
	9999	101000	D		371767	03/13/2013	0308ACH1	Y	03/29/2013		278,091.06		
	9999	101000	D		370267	02/13/2013	0208ACH1	Y	02/28/2013		190,928.56		
	9999	101000	D		369646	01/25/2013	0122ACH1	Y	01/31/2013		190,928.56		
	Vendo	or 8013	314 LEX	UR ENTE	ERPRISES has	7 Checks for: 1,3	50,742.88						
	Sear	ch / Fil	ter								Record		
	9		7	8			~		G			1 of 7	
Ì													
													OVR:

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).

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 - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]						
My File Edit	Fools Help					
i 🖉 🕲 🕺 🖿	🛍 🔍 🗊 🖬 🕂 🗷 🗱 😃 🖳 🖊 🖼 🗐 🖬	💀 🖄 🖉 🕷	🙀 🖗 📕 🕜			
GL Find Detail Find Audits Activity Approvals Line Detail GL Allocations GL Summary	Main Terms/Miscellaneous -Purchase Order Details Dept/Loc Fiscal year Period PO number General commodity General commodity General description -Wendor Details Committed Name PO mailing Image: Semiter of the semiter of	GL Effec Entry Needed By Expire Change	Shipping Details Ship to Reference Reference			
	Line Ordered Amount Liquidated Balance 1	st GL Account	Totals Ordered			
	S		Balance			
		Attach	thments (0)			
				9 OVR		

🔤 Purchase Or	der Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]	
My File Edit	Tools Help	
i 🖉 🔘 🐰 🗈) 🖾 🔍 🗊 📾 🕂 🗷 🗱 🚇 🖳 📕 🗐 🗐 🗔 🔜 ℕ 🔀 🝏 🐅 🖓 圈 🥐	
GL Find Detail Find Audits Activity Approvals Line Detail GL Allocations GL Summary	Main Perms/Miscellaneous Purchase: ryder Details Dept/Loc Fiscal year Period Entry Buyer PO number General commodity General commodity Committed Name PO mailing Remit Remit Main Perms/Miscellaneous General commodity General commodity Committed Name PO mailing Remit Remit	
	Line Ordered Amount Liquidated Balance 1st GL Account	
		=
		OVR:

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

🔤 PO In	nquiry Find		
My File	: Edit Tools He	łp	
i 🖉 🔕	X B B Q	■ 🖬 🕂 🛛 🗱 🕹 🖪 🖉	1 el el 🗆 🖽 📎 🖽 👗 🖕 »
	Purchase Order		Vendor
	Dept/Loc		Vendor number
	Fiscal Year	Period	Status
	PO number		Name
•	Gen commodity		Туре
	Entry date		Class code
	Needed by date		Geographic code
	Status		
•	Туре		
	Requisition number		
	Contract		
	Work Order		
	General Description		
	Open amount		
PO Departr	ment or Location Cod	e	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.

Munis Main Menu - FRANKLIN COUNTY - krchesse - 09/27/2016	
system Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions	
Burchara Order Innuir (FRANKIN) COUNTVI	
Wy file Edit Tools Help	
○ Ø X B C = E + 2 X ⊕ L B G G B A ★ 0 D Ø	
Q. Find Main Terms/Mscelaneous	
Purchase Order Details Detail Find Dept/Loc 36215 Status 6 - Posted	
Audits GL effective date 01/12/2016 Buyer Sharon A Sabree 13/201/D015	
Pical year 2016 Period 01 Readed By	
Ponumber 66215017 Expre	
Activity General commodity Gen	0
Approvals General Council Coun	
Line Detail Charles	
GL Allocations Vendor Details Shipping Details	_
GL Summary Vendor 801527 Committed Ship to 9620	
Name STAPLES CONTRACT & COMMERICIAL INC FRANKLIN COUNTY EMERGENCY	
PO maing 0 MalvAceVent A HoveLAVO SECURITY	
A III II SUUNA BANKLET AK STRYCK 300 JAKWEBOKT PROP DO COLLENS OF A 12330 COLLENS OF A 2330	
COLUMBIA SE 2923-4582 Reference	
Remit 0	
line Ordered Amount Liquidated Balance 1st GLAccount A Totals	
1 12500.0 5528.72 6.971.28 295010-50100	
Ordered 12,500.00	
Upulated 5,528.72	
4 Dearbe 0,9/1.23	
	OVR
1	
1	

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.

🧾 Invoices for Yea	r/Purchase Order 2016/66215017					
File Edit Tools	Help					
Ø Ø %		+ 🖻 X 🔒 🖻 I	k 🕄 🖬 🖬 🖻	0 🕫 y 🌞 0	0	
Invoices						
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	Ξ
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 Liquidate	d 5,528.72				
						OVR

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. he 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	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 Descriptions

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	Online Help Resources	Other Resources
Using Munis with Dashboard 6.1 (PDF)	Navigating Online Help	Tyler Community, eLearning, and Munis KnowledgeBase
Using Munis with Dashboard 5.8 (PDF)		Tyler Dashboard 6.1 (PDF)
Using Munis MapLink (PDF) Using Munis Scheduler (PDF) Using Munis Workflow (PDF)		Tyler Dashboard 5.8 (PDF)

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
13210800 2013-21-A2-08-00-00-000-01-520105-	21-INTRGV DATA PROCESSIN	-REA-APPRSL&T G CONSULTANTS	AX SVCS			
12/991 INTELLINETICS INC	22114015	2012/01	.00	.0	J REA-DAIA BOARD	RESOLUTICIOSEd
801317 METAMAP INC	32114166	2013/10	.00	.0) REA-SOLE SOURCE	VENDOR Closed
153167 NETWAVE CORPORATION	13211540	2011/08	.00	.0) REA-STATE TERM	AND OTHEClosed
801317 METAMAP INC 801317 METAMAP INC	$22114002 \\ 42114005$	2012/01 2014/02	.00	. 0)) REA-SOLE SOURCE) SOLE SOURCE-CON	VENDOR Closed SULTING Closed
			.00			
34209 TREASURER MAPSYS REIMBURSEME	52114068	2015/05	.00	. 0) INTER-COUNTY-FR	ANKLIN OPrinted
801317 METAMAP INC	32114007	2013/01	.00	. 0) REA-SOLE SOURCE	VENDOR Closed
153167 NETWAVE CORPORATION	13211457	2011/04	.00	. 0) REA-DATA CENTER	RESOLUTClosed
801492 MANATRON INC	13211525	2011/08	.00	. 0) REA-SOLE SOURCE	VENDOR Closed
801317 METAMAP INC	13211428	2011/03	.00	. 0) REA-SOLE SOURCE	PURCHASClosed
153167 NETWAVE CORPORATION	22114044	2012/02	.00	. 0) REA<\$1,000-NETW	AVE SERVClosed
155023 SIDWELL COMPANY	32114110	2013/06	.00	. 0) DATA BOARD RESC	LUTION Closed
	ACCOUNT	TOTAL	.00			
2013-21-A2-08-00-00-0000-01-520108- 801314 LEXUR ENTERPRISES INC	APPRAISERS 42114000	2014/02	.00	. 0) COUNTY CONTRACT	-2014 TRClosed
801584 TYLER TECHNOLOGIES INC	52114061	2015/04	291,010.08	291,010.03	8 2017 REVALUATIC	N AND NEPrinted
801314 LEXUR ENTERPRISES INC	12111578	2011/12	.00	. 0) REA-COUNTY CONT	RACT Closed
199582 PICTOMETRY INTERNATIONAL COR 199582 PICTOMETRY INTERNATIONAL COR	42114095 52114015	2014/07 2015/01	.00 .00	.00 14,250.00) GSA-AERIAL PHOT) COUNTY CONTRACT	OGRAPHY Closed -PICTOMEPrinted
			.00			
202370 FACET TECHNOLOGY CORP	13211435	2011/03	.00	. 0) REA-COUNTY CONT	RACT PURClosed
801584 TYLER TECHNOLOGIES INC	42114020	2014/02	.00	. 0) COUNTY CONTRACT	-STREET Closed
801314 LEXUR ENTERPRISES INC 801314 LEXUR ENTERPRISES INC	52114054 13211426	2015/04 2011/03	.00	. 01) 2015 NEW CONSTR) REA-COUNTY CONT	UCTION EClosed RACT PURClosed

.00

FRANKLIN COUNTY PURCHASE ORDERS BY GL ACCOUNT

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 COC	OPERATIVE CClosed
199582 PICTOMETRY INTERNATIONAL COR	32114087	2013/05	.00	.00	CONTRACT RESC)LUTION PO Closed
801314 LEXUR ENTERPRISES INC 801314 LEXUR ENTERPRISES INC	52114000 22114000	2015/01 2012/01	.00	.00	COUNTY CONTRA REA-COUNTY CO	ACT-2015 NEClosed ONTRACT Closed
			.00			
801584 TYLER TECHNOLOGIES INC 801584 TYLER TECHNOLOGIES INC 801584 TYLER TECHNOLOGIES INC 801584 TYLER TECHNOLOGIES INC	32114156 52114060 13211427 22114047	2013/10 2015/04 2011/03 2012/02	.00 495,714.28 .00 .00	.00 495,714.28 .00 .00	CONTRACT RESC 2016 NEW CONS REA-COUNTY CO REA-COUNTY CO)LUTION PO Closed STRUCTION APrinted NTRACT PURClosed NTRACT PURClosed
			495,714.28			
801314 LEXUR ENTERPRISES INC	32114047	2013/02	.00	.00	COUNTY CONTRA	ACT-CHANGEFClosed
124389 JERZELL L PIERRE LOUIS	32114129	2013/07	.00	.00	MANAGEMENT SE	ERVICES Closed
120683 PKF CONSULTING USA LLC	32114133	2013/08	.00	.00	APPRAISAL SEP	RVICES Closed
801584 TYLER TECHNOLOGIES INC	52114003	2015/01	14,000.00	14,000.00	COUNTY CONTRA	ACT-STREET Printed
	ACCOUNT 7	TOTAL	800,724.36			
2013-21-A2-08-00-00-0000-01-520108-AUD12 801314 LEXUR ENTERPRISES INC	APPRAISERS 22114113	2012/07	.00	.00	REA-COUNTY CO	ONTRACT Closed
	ACCOUNT 7	TOTAL	.00			
2013-21-A2-08-00-00-000-01-520108-AUD13 801314 LEXUR ENTERPRISES INC 801314 LEXUR ENTERPRISES INC 801314 LEXUR ENTERPRISES INC	APPRAISERS 32114000 32114167 22114185	2013/01 2013/11 2012/12	.00 .00 .00	.00 .00 .00	COUNTY CONTRA COUNTY CONTRA COUNTY CONTRA	ACT-2013 NEClosed ACT-2013 NEClosed ACT PURCHASClosed
			.00			
	ACCOUNT 7	TOTAL	.00			
2013-21-A2-08-00-00-000-01-520108-AUZ18 801314 LEXUR ENTERPRISES INC	APPRAISERS 32114115	2013/06	.00	.00	COUNTY CONTRA	ACT-2014 TRClosed
	ACCOUNT 7	TOTAL	.00			
2013-21-A2-08-00-00-000-01-520199- PROF 801492 MANATRON INC 801492 MANATRON INC	ESSIONAL SE 22114001 22114104	ERVICES-OTHER 2012/01 2012/06	.00 .00	.00	REA-SOLE SOUP REA-SOLE SOUP	CE VENDOR Closed CE VENDOR Closed
			.00			

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FRANKLIN COUNTY PURCHASE ORDERS BY GL ACCOUNT

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	RESOLUTIClosed
801492 MANATRON INC	32114001	2013/01	.00	.00) SOLE SOURCE-RE	ALM & SMDClosed
327178 3SG CORPORATION 327178 3SG CORPORATION	32114020 32114162	2013/01 2013/10	.00	. 00) REA-DATA BOARD) SCAN PROPERTY	RESOLUTIClosed RECORD CAClosed
			.00			
801492 MANATRON INC	42114001	2014/02	.00	.00) SOLE SOURCE-RE	ALM & SMDClosed
999999 MULTIPLE VENDOR - VENDOR TO	42114017	2014/02	.00	.00) COUNTY CONTRAC	TS-MEDIATClosed
801896 PROTEAM SOLUTIONS INC	42114019	2014/02	.00	.00) COUNTY CONTRAC	T-PROJECTClosed
801333 NIKISH SOFTWARE CORPORATION	42114054	2014/03	.00	.00) COUNTY CONTRAC	T-SOFTWARClosed
801900 PRIME AE GROUP INC	52114063	2015/04	26,622.27	26,622.2	7 STS-CONV, INDE	XING, MI@rinted
327155 GBQ CONSULTING LLC	52113032	2015/10	3,000.00	46,000.00) 3 QUOTES-PROCE	SS & INTEPrinted
801896 PROTEAM SOLUTIONS INC	52114089	2015/09	174,100.85	174,100.85	5 CONTRACT RESOL	UTION PO Printed
801492 MANATRON INC 801492 MANATRON INC 801492 MANATRON INC 801492 MANATRON INC	12111569 13211452 13211484 13211494	2011/11 2011/04 2011/05 2011/06	.00 .00 .00 .00	. 00 . 00 . 00 . 00) REA-SOLE SOURC) REA-SOLE SOURC) REA-SOLE SOURC) REA-SOLE SOURC	E VENDOR Closed E PURCHASClosed E VENDOR Closed E PURCHASClosed
			.00			
327178 3SG CORPORATION	22114050	2012/02	.00	.00) REA-DATA BOARD	RESOLUTIClosed
239637 QUICK SOLUTIONS INC 239637 QUICK SOLUTIONS INC	22114096 22114133	2012/05 2012/08	.00	. 00) REA-DATA BOARD) REA-DATA BOARD	RESOLUTIClosed
			.00			
153167 NETWAVE CORPORATION	22114189	2012/12	.00	.00) data board res	OLUTION Closed
327178 3SG CORPORATION	32114050	2013/02	.00	.00) REA-DATA BOARD	RESOLUTIClosed
170493 SIGN PROFESSOR LLC	32114057	2013/02	.00	.00) <\$1,000- INSTA	LL SIGNS Closed
999999 MULTIPLE VENDOR - VENDOR TO	32114099	2013/05	.00	.00) CONTRACT RESOL	UTION PO Closed
155023 SIDWELL COMPANY	42114018	2014/02	.00	.00) DATA BOARD RES	OLUTION-Closed
801492 MANATRON INC	42114088	2014/07	.00	.00) SOLE SOURCE-20	14 CONDENClosed
35218 FCSO COUNTY SPECIAL DUTY INV	42114102	2014/08	.00	.00) INTER-COUNTY-S	HERIFF-SPClosed

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FRANKLIN COUNTY PURCHASE ORDERS BY GL ACCOUNT

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

ACCOUNT/VENDOR	PO	YEAR/PER	OPEN LINE AMT	OPEN PO AMT I	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	SCÆlosed
35218 FCSO COUNTY SPECIAL DUTY INV	52114066	2015/05	1,106.99	1,106.99	INTER COUNTY-SECURIT	TY FPrinted
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-INTERGOVERNMENTA	AL Closed
239637 QUICK SOLUTIONS INC	22114070	2012/03	.00	.00	REA-DATA BOARD RESOI	LUTIClosed
801492 MANATRON INC	32114046	2013/02	.00	.00	REA-SOLE SOURCE-SMDA	A SUClosed
266180 MCPC INC	32114168	2013/11	.00	.00	STS-PROFESSIONAL SEF	RVICClosed
178572 GOVDELIVERY INC 178572 GOVDELIVERY INC	42114022 42114134	2014/02 2014/12	.00	.00 .00	DATA BOARD RESOLUTIO DATA BOARD RESOLUTIO	ON-DClosed ON-DClosed
			.00			
102334 ASIST TRANSLATION SERVICES I	52114041	2015/02	.00	.00	RE<\$1,000.00-TRANSLA	ATIOPrinted
801896 PROTEAM SOLUTIONS INC	52114087	2015/08	174,469.25	174,469.25	PROJECT MANAGEMENT,	BUSPrinted
327178 3SG CORPORATION	13211464	2011/04	.00	.00	STATE TERM/OTHER COC	PERClosed
801896 PROTEAM SOLUTIONS INC	22114165	2012/11	.00	.00	STS-INFRASTRUCTURE A	ASSEClosed
327178 3SG CORPORATION	32114021	2013/01	.00	.00	REA-DATA BOARD RESOI	LUTIClosed
801492 MANATRON INC	32114157	2013/10	.00	.00	REA-SOLE SOURCE VENI	OOR Closed
118579 ROYAL DOCUMENT DESTRUCTION	42114027	2014/02	.00	.00	REA<\$1,000.00-DOCUME	ENT Closed
801584 TYLER TECHNOLOGIES INC	42114032	2014/02	.00	.00	COUNTY CONTRACT-CAMP	A SYClosed
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-ERGONOM	AIC Printed
801919 CREATE PRODUCE MEDIA LLC	52114048	2015/02	3,730.00	3,730.00	THREE QUOTES-ASSIST	ANCEPrinted
104153 BINDERY & SPECIALTIES INC	13211503	2011/06	.00	.00	REA-DATA BOARD RESOI	LUTIClosed
999999 MULTIPLE VENDOR - VENDOR TO	13211544	2011/09	.00	.00	REA-SECURITY-INFORM	AL RClosed
801492 MANATRON INC	22114139	2012/09	.00	.00	REA-SOLE SOURCE VENI	OOR Closed

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FRANKLIN COUNTY PURCHASE ORDERS BY GL ACCOUNT

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 266180 MCPC INC	32114108 42114021	2013/06 2014/02	.00	.00	DATA BOARD STS-PROFESS	RESOLUTION Closed IONAL SERVICClosed
			.00			
104153 BINDERY & SPECIALTIES INC	42114069	2014/04	.00	.00	THREE QUOTE	S-TRIENNIAL Closed
283519 ARCHER COMPANY LLC	42114079	2014/06	.00	.00	THREE QUOTE	S-CLASSIFICAClosed
801673 ENVIRONMENTAL SYSTEM RESEARC	42114083	2014/06	.00	.00	DATA BOARD	RESOLUTION-EClosed
102334 ASIST TRANSLATION SERVICES I	42114111	2014/09	.00	.00	RE<\$1,000.0	0-INTERPRETIClosed
801896 PROTEAM SOLUTIONS INC	52114045	2015/02	.00	.00	CONTRACT RE	SOLUTION PO Printed
178572 GOVDELIVERY INC	52114039	2015/01	1,150.00	1,150.00	DATA BOARD	RESOLUTION-DPrinted
999999 MULTIPLE VENDOR - VENDOR TO	52114004	2015/01	138,340.00	138,340.00	COUNTY CONT	RACTS-MEDIATPrinted
327178 3SG CORPORATION 327178 3SG CORPORATION	12111581 12111587	2011/12 2011/12	.00	.00.	STATE TERM STATE TERM	PURCHASE-SCAClosed PURCHASE-SCAClosed
			.00			
239637 QUICK SOLUTIONS INC	22114051	2012/02	.00	.00	REA-DATA BO	ARD RESOLUTIClosed
327178 3SG CORPORATION 327178 3SG CORPORATION	22114119 32114031	2012/07 2013/01	.00	.00 .00	REA-DATA BO DATA BOARD	ARD RESOLUTIClosed RESOLUTION-Eclosed
			.00			
801896 PROTEAM SOLUTIONS INC	32114155	2013/10	.00	.00	CONTRACT RE	SOLUTION 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-BClosed
266180 MCPC INC	42114047	2014/03	.00	.00	STS-VMWARE	AND DELL ENŒlosed
801896 PROTEAM SOLUTIONS INC	52114009	2015/01	.00	.00	COUNTY CONT	RACT-PROJ MOPrinted
102334 ASIST TRANSLATION SERVICES I	52114088	2015/09	357.38	357.38	TRANSLATION	SERVICES-MEPrinted
283519 ARCHER COMPANY LLC	52114016	2015/01	11,000.00	13,750.00	THREE QUOTE	S-CLASSICATIPrinted
104708 HEFFNER PERFORMANCE GROUP IN	52114073	2015/05	23,600.00	29,500.00	THREE QUOTE	S-STRATEGIC Printed
	ACCOUNT	TOTAL	589,284.54			

P 5 poglacct

FRANKLIN COUNTY PURCHASE ORDERS BY GL ACCOUNT

P 37 poglacct

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 C	UTLEClosed
101332 GD SUPPLY INC	22114163	2012/11	.00	.00 REA<\$1,000.00-HVAC	MATEClosed
116876 SHERWIN WILLIAMS CO	22114164	2012/11	.00	.00 STS PURCHASE-PAINT/	SUPFClosed
101541 GRAYBAR ELECTRIC CO INC	32114039	2013/02	.00	.00 CABLES & SUPPLIES	Closed
169722 CONCORD ELECTRIC SUPPLY	22114162	2012/11	.00	.00 THREE QUOTES-ELECTR	ICALClosed
100120 SMITH DODSON CO INC	32114036	2013/02	.00	.00 REA<\$1,000.00-TRIM	Closed
	ACCOUNT 1	TOTAL	.00		
	ORG 132	210800TOTAL	1,817,918.23		

10/30/2015 08:35 krchesse		FRANKLIN CC PURCHASE OF	OUNTY RDERS BY GL	ACCOUNT							P 38 poglacct
YEAR/PERIOD: 2015/13 Amounts Include Unposted AP Invoice Liquidations											
ACCOUNT/VENDOR		F	PO YEA	R/PER	OPEN	LINE	AMT	OPEN PO AMT	DESCRIPTION	5	STATUS
======================================	ID_2013_REAL_H	ESTATE_ASSESSM	========== MENT_(21-RE		======	1,817	======== 7 <u>,918.23</u>				

JOURNAL INQUIRY / PRINT

"FINANCIALS" DROP DOWN MENU

- A GENERAL LEDGER MENU
- C JOURNAL ENTRY / HISTORY MENU
- C JOURNAL INQUIRY / PRINT

🧱 Journal Inquiry	/Print - Munis [FRANK	LIN COUNTY]					
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	Journal Header						
Unposted Find	Year	Source		Reference 1	Journal type	Created by	
Line Detail	Period	Entry date	[H]	Reference2	Auto reverse	Posted by	
Account Inquiry	Journal	GL effective	late 📖	Reference3	Over budget		
Advanced Find	Status			Reference4	Entity		
Advanced Find	Line Org	Ођ	Project T	Ref 1 Debit	Credit	OB	
	Control Accounts						
	Control Accounts	Obi	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Obj	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Ођ	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Ођ	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Ођ	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Obj	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Obj	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Ођ	Project T	Ref1 Debit	Credit	OB	
	Control Accounts Line Org	Obj	Project T	Refi Debit	Credit	OB	
	Control Accounts Line Org Totals Debit	Obj	Project T	Ref1 Debit	Credit	OB	

Find

- **Year** (ie. 2015)
- Per Enter period (ie. 10 for October)
- **Jnl** Enter journal number (ie. 982)

Enter



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



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Summary dd'l Detail	Journal information CLERK: Kerry R Chesser Effective date Fiscal year Period Journal Source journal Entity code Auto reverse jou	10/05/201 2015 10 C 384 GEN 1 N	5 BXX 5 J DCT J B C C R R R R	Short description lournal reference lournal type ludget year code Due to/Due from fund teference 2 teference 3 upproval status	AUD ONLY 384 N 1 21CHESSER Held	WO # Task # Vendor Transaction type	••• • ••• • ••				
	Journal Lines			1. P							
	Org	rg Object		Account Des	scription	Line Description	Ref 1	Effective Date	D/C	Amount	-
	10210100	520204		TELEPHONE	SERVICES	TEST	384	10/05/2015	D		_
	10210100	526002	02		ESSING SERVICES	TEST	384	10/05/2015	С		
						TEST	384	10/05/2015			
											-
											-
	•	1	1		"					1	٢
	Journal Totals										
	Debits 1	100.00									
	Credits 1	100.00									
A REAL PROPERTY AND A REAL											OVR

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 addition 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.

🧰 General Journa	Entry/Proof - Munis [TRAIN DATA	BASE Oct 2 2015]							0 2
My File Edit	Tools Help								
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	Journal Information								
	CLERK: Kerry R Chesser								
	Effective date	10/05/2015	Short description	AUD ONLY	WO #				
	Fiscal year	2015	Journal reference	384	Task #	0			
	Period	10 OCT	Journal type	N	Vendor	0			
	Journal	384	Budget year code	1					
	Source journal	GEN	Due to/Due from fund	1	-				
	Entity code	1	Reference 2	21CHESSER	Transaction type	Ψ			
	Auto reverse journal	N	Reference 3						
			Approval status	Approved					
	Journal Lines				Care and Sec)			
	Line Org	Object	Project	A Post Journa	ii coniirmat	ne Description	Ref 1	Effective Date	D/C *
	1 10210100	520204		TE No erro	ors detected.	ST	384	10/05/2015	D
	2 10210100	526002		D/ Post J	ournal?	ST	384	10/05/2015	С
				Yes	No				
				-					
	4								*
	Jacoment Tabala								
	Debits 100.00								
	Credits 100.00								
	100.00								

When the Post Journal box appears click on <u>NO</u>. Do not post the journal entry.

Then close the journal entry screen .

Removing Lines within a Journal Entry

Open the General Journal Entry program

🔤 Munis	Main Men	u - FRANKLIN COUNTY	- t	jshaffe - 08/28/2012			
Favorites	Financials	Human Resources/Payroll	G	eneral Revenues Property Reve	enues	Other Applications	Departmental Functions
	A. Gener B. Budge	al Ledger Menu It Processing	۲ ۲	A. Set Up/Chart of Accounts B. Miscellaneous Set Up	• •		
	C. Purch D. Accou E. Inven	asing Ints Payable tory Management	• • •	C. Journal Entry/History D. End of Period E. Inquiries and Reports	• •	A. General Journal B. General Ledger I C. Journal Inquiry/R	Entry/Proof Journal Approvals Print
	G. Fixed H. Work	Assets Orders, Fleet and Facilities	• •	F. Project Accounting G. GL Workflow Administration	*	D. Account Detail H	listory Report

Find the specific journal entry

Click Find and then key in your journal number

-					
🧰 General Journa	l Entry/Proof - Munis [FRANKLIN	(COUNTY]			
My File Edit Too	ıls Help				
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	Find a set of data records (Ctrl+F)			
Period	CLERK:				
Modify Lines	Effective date	표표 Short c	lescription	WO#	
	Fiscal year	Journal	reference	Task #	
	Period	Journal	type	Vendor	
Summary	Journal	Budget	year code		
Release	Source journal	Due to/I	Due from fund		
Output Back	Entity code	Referen	ce 2	Transaction type	*
Odcpdt-Post	Auto reverse journal	Referen	ce 3		
Posted Find		Approva	al status		
	Journal Lines				
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	Effective date	b Ya	Short description	we	. #
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	Fiscal year	2012		las	к#
	Period	08 AUG	Journal type	Ver	ldor
	Journal	4812	Budget year code		
	Source journal		Due to/Due from fund		
	Entity code		Reference 2	Tra	nsaction type
	Auto reverse journal	\square	Reference 3		
			Approval status		
	Journal Lines				1
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Once v	vou find	the jo	urnal,	select	modify	lines.
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Release		Source journal		GEN		Due t	o/Due	from fund	
		Entity code		1		Refer	ence 2	2	
Output-Post		Auto reverse journal	l	N		Refer	ence 3	}	
Posted Find						Appro	oval sta	atus	Approved
	_Journal	Lines							
	Line	Ora	Obie	ct	Project		Accoun	t Descripti	on
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🧰 General Journa	l Entry	//Proof - Munis [FR	ANKLIN COUNT	Y]		
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		Effective date	08/28/2012	1121 Sh	ort description	45COT/
Add'I Detail	1	Fiscal year	2012	Joi	urnal reference	
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		Journal	4812	Bu	dget year code	1
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	louvo al I	lines				
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	1	23450601	514400	Troject		TIONS
	2	2023	101000		CASH**	
	3	10450600	514400		COTA CONTRIBU	TIONS
	4	1000	101000		CASH**	
	5	94450605	514400		COTA CONTRIBU	TIONS
	6	2094	101000		CASH**	
	7	10450600	514400		COTA CONTRIBU	TIONS
	8	1000	101000		CASH**	
	9	10450104	514400		COTA CONTRIBU	TIONS
	10	1000	101000		CASH**	
	11	10450100	514400		COTA CONTRIBU	TIONS
	12	1000	101000		CASH**	

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

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.

🧰 General Journ	al Entry/Proof - Mur	nis [FRANKL	IN COUNTY]			
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Summary	CLERK: 45CANADA	Delet	<mark>e the current data rec</mark>	ord (Ctrl+D)		
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	Period		08 AUG	Journal type	N	Vendor
	Journal		4812	Budget year code	1	
	Source journa	i	GEN	Due to/Due from fund		
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		,		Approval status		
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	Org	Object	Project	Account Description		Line E
	23450601	514400		COTA CONTRIBUTIONS		
	2023	101000		CASH**		
	10450600	514400		COTA CONTRIBUTIONS		
	1000	101000		CASH**		
	94450605	514400		COTA CONTRIBUTIONS		

Once you are finished select the green check mark to complete the update.

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.

Recurring Jour	rnal Entry and Generate - Munis [TRAIN DATABASE Oct 2 2015]		
My File Edit	Tools Help			
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	Scheduled Run			
Lines	Execute this report	*		
Due To/From				
Generate	Journal Header			
Monthly	Journal code 45	COTA Clerk	21SHAFFE	
	Source journal GE	EN 👻 Allocated		
Сору	Journal reference 43	Org		
	Short description TR	REAS		
	Journal type N	Object		
	Entity code	Project		
	Due To/Due From fund	Project accounts ap	עוק עוק	
	Reset after gen			
	Effective dates 04	/23/2010 HIA to 04/23/2010 HIA	Ī	
	Frequency			
	Months 1 2 3 4	4 5 6 7 8	9 🗌 10 🗌 11 🗌 12 🗌	
	Weeks 1 2 3 4	4 5		
	1 of			
Create proof gener	al journal(s) from recurring jnl(s).			OVR
L				1. 1.13

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

My File Edit Tools Help Ines Scheduled Run Scheduled Run Scheduled Run Lines Due To/From Generate Image: Scheduled Run Generate Image: Scheduled Run Image: Scheduled Run Monthly Generate Journal(s) Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Run Image: Scheduled Ru
Scheduled Run Execute this report Due To/From Outroal Header Intes Outroal Define Posting Date Year/period Due To/Provid Intes
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Create proof journals from current recurring jnl.

Next Click on Gen Journal button

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	Create proof genera	al journal(s) from recurring jnl(s).	OVR

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.