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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() Account	
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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*]	
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	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				
JNL SRC EFF DATE REFERENCE		UDGET STMENTS	ACTUALS	ENCUMBRANCES	AVATLABLE BALANCE
REAL ESTATE ASSESSMENT (21-RE) 21-INTRGV-REA-APPRSL&TAX SVCS					
13210800 541300 BLDG REMODELING/REHABILITATION			7,188.68	785.59	
CURRENT PERIOD TO ACCOUNT BAL	OTALS: ANCES 40,	,000.00	7,188.68	785.59	32,025.73
13210800 541300 BLDG REMODELING/REHABILITATION CURRENT PERIOD TG ACCOUNT BALL	OTALS: 40,	00.000.	7,188.68 7,188.68	785.59 785.59	32,025.73
13210800 541300 BLDG REMODELING/REHABILITATION			7,188.68	785.59	
CURRENT PERIOD TO ACCOUNT BALL 13210800 541300 AUA01 BLDG REMODELING/REHABILITATION	OTALS: ANCES 40,	,000.000	.00 7,188.68 6.154.00	.00 785.59 .00	32,025.73
CURRENT PERIOD TO CURRENT PERIOD TO ACCOUNT BALL 13210800 541300 ALA01 BLDG REMODELTNG/REHARTLITATION	OTALS: ANCES	00.	6,154.00 6.154.00 6.154.00	88.8	-6,154.00
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CURRENT PERIOD TO ACCOUNT BALL 13210800 543103 OFFICE MACHINERY & EQUIPMENT	OTALS: ANCES	00.	.00 6,154.00 14,999.00	.00 .00 38,436.00	-6,154.00
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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
JNL SKC EFF DALE KEFEKENCE	ADJUSIMENIS	ACIUALS	ENCUMBRANCES	BALANCE
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.	
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.	
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	
CURRENT PERIOD TOTALS: ACCOUNT BALANCES MAINERAME/SERVERS	362,000.00	.00 49,854.24 49.854.24	.00 4.32 4.32	312,141.44
CURRENT PERIOD TOTALS:	00.000 535	.00	00.	20 FFF CFC
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
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 ENTERRISE LICENSE AGREEME2013 645 API 09/05/13 801540 MOBILE APPLICATION PROFESSIONA 645 POL 09/05/13 801540 MOBILE APPLICATION PROFESSIONA CURRENT PERIOD TOTALS:	000000	195,000.00 13,750.00 208.750.00	-195,000.00 -13,750.00 -208,750.00	
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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645 POL 09/05/13 801540 MOBILE	E APPLICATION PROFESS2013 CURRENT PERIOD TOTALS: ACCOUNT BALANCES	.00 3,203,000.00	208,750.00 833,130.31	-13,750.00 -208,750.00 2,029,541.31	340,328.38
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13210800 544000 AUY01 SOFTWARE LICE	ENSE		45,536.34	00.	
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13210800 544000 AUZ12 SOFTWARE LICE	ENSE		19,300.00	00.	
	CURRENT PERIOD TOTALS: ACCOUNT BALANCES	000.	.00 19,300.00	00.	-19,300.00
13210800 544000 AUZ12 SOFTWARE LICE	ENSE		19,300.00	00.	
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13210800 544000 AUZ12 SOFTWARE LICE	ENSE		19,300.00	00.	
	CURRENT PERIOD TOTALS: ACCOUNT BALANCES	000.	.00 19,300.00	00.	-19,300.00
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	-712,731.00 6,119,820.66	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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Report 1	
	TEST DATABASE MUNIS V10.3 Sep 13 2013
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BUDGET

AVAILABLE BALANCE

ENCUMBRANCES																									
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INCE		Field Value	1 - Fund	Checked	Checked	9 - Org	Checked	Unchecked	0	unchecked	unchecked	0	unchecked	Unchecked	within year/period	2013	60	Expense	Detail	org, object, Project	Default view	Checked	Unchecked	Checked	
JNL SRC EFF DATE REFERE	Report Options	Field Name	Sequence 1	Total	Page Break	Sequence 2	Total	Page Break	Sequence 3	Total	Page Break	Sequence 4	Total	Page Break	Reporting year/period	Reporting year/period	Reporting year/period	Print	Version	Order accounts by	Multiyear view	Omit zero balance accounts	Print full GL account	Print report options	

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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	4 Year Comparison Yr/Per 2016/09 Original Budget Transfers In Transfers Out Revised Budget Actual (Memo)	Current Year History Fiscal Year 2016 68,000.00 .00 .00 68,000.00 15,658.45		Fiscal Year 2015 68,000.00 .00 .00 68,000.00 92,462.33		Fiscal Year 2014 68,000.00 .00 .00 68,000.00 53,220.18	8 8 8 8 8 8	Fiscal Year 2017 .00 .00 .00 .00 .00	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
	4 Year Comparison Yr Aler 2016/09 Original Budget Transfers In Transfers Out Revised Budget Actual (Memo) Eincumbrances	Current Year History Fiscal Year 2016 68,000.00 .00 68,000.00 15,688.45 2,492.28		Fiscal Year 2015 68,000.00 .00 68,000.00 92,462.33 .00		Fiscal Year 2014 68,000.00 .00 68,000.00 53,220.18 .00	8 8 8 8 8 8 8 8 8 8 8 8 8 8	Fiscal Year 2017 .00 .00 .00 .00 .00	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
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	4 Year Comparison Yr,Per 2016/09 Orignal Budget Transfers Dut Revised Budget Actual (Vemo) Encumbrances Requisitions Available Percent used	Current Year History Fiscal Year 2016 68,000.00 00 68,000.00 15,658.45 2,492.28 00 49,89.27 25.69		Piscel Year 2015 66,000.00 .00 .60 92,462.33 .00 .24,462.33 .35.97		Piscal Year 2014 66,000.00 .00 68,000.00 53,220.18 .00 14,779.82		Piscal Year 2017 .00 .00 .00 .00 .00 .00 .00 .00 .00	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		
	4 Year Comparison W/Per 2016/09 Original Budget Transfers In Transfers Out Revised Budget Actual (Memo) Encumbrances Regulations Available Percent used	Current Year History Fiscal Year 2016 66,000.00 00 68,000.00 15,658.45 2,492.28 .00 499,849.27 26.69		Piscal Year 2015 66,000.00 .00 .00 92,462.33 .00 -24,462.33 135.97		Fiscal Year 2014 68,000.00 .00 .00 68,000.00 53,220.18 .00 14,779.82 78.25		Piscal Year 2017 .00 .00 .00 .00 .00 .00 .00 .00 .00 .0			

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\backslash	Actual journals
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" <u>Detail</u> "shows detail	Encumbrance journals
transactions information	
	Source journal
Enter the vender number for	Reference 1
navments only to a specific	Reference 2
vendor	Reference 3
	Reference 4
	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
rovals													
	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 UNIVERSI
	Y	2016/03	03/02/16	POL	091009	62114020	91758674	LIQ/INV		-12,384.45			OHIO STATE UNIVERSI
	γ	2016/01	01/05/16	POE	091009	62114020		PO ENT/PRF		12,384.45			OHIO STATE UNIVERSI
	γ	2016/04	04/05/16	API	215537	62114056	91776425	1378		3,274.00	16027341	L 04061602	RECORDS IMAGING SE
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	Y	2016/04	04/05/16	POE	215537	62114056		PO ENT/PRF		3,274.00			RECORDS IMAGING SE
	Y	2016/08	08/16/16	POE	801717	62114089		PO ENT/PRF		2,492.28			DLT SOLUTIONS LLC

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

Invoice Data	- Munic IERANKLIN COUNTVI		
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	Disc basis .00	Voucher 48411	
	Disc percent .000	Warrant 04061602	
	Net amount 3,274.00	Inv date 04/05/2016	
	Retainage .00	Due date 04/05/2016	
		Work Order/Task 0	
	Payment meth N Normal	Dept/Loc 32114	
	Check no 16027341		
	Check date 04/06/2016	Include documentation	
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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	NIS 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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	Entry date	113
	Due date	114
	Check date	113
	Voucher/document	:
	Purchase order	
	Warrant	
	Check	
	Net amount	
	Use tax	
	Description	
Vendor's name (alpha 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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LE	XUR ENTERPRISES	07-0005	07-0005	49927V	72106018	03270703	10412134	77528.25	.00 PD	
LE	XUR ENTERPRISES	07-0007	07-0007	53323V	72106018	03290708	10413528	77326.87	.00 PD	
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LE	XUR ENTERPRISES	07-0020	07-0020	132118	72106018	08080702	10457269	71185.50	.00 PD	
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LE	XUR ENTERPRISES	07-0024	07-0024	154238	72106018	09110701	10468051	61517.25	.00 PD	
LE	XUR ENTERPRISES	07-0026	07-0026	162719	72106018	09210702	10473476	56146.50	.00 PD	
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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	IIS V10.3 Sep 13 2013* - krchesse - 09/27/2013	₽×
System Favorites Financials Human Resources/F	Payroll General Revenues Property Revenues Departmental Functions	
System Favorites III - I Lot Point Aduate Mont System Favorites III - I Human Resources A. General Ledger Minu + B. Budget Horessing - C. Purchasing - Purchasing	B. Invoice Processing C. Cell Debursments A. Vendors C. Cell Debursments A. Vendors C. Vendor Security and Reports A. Vendors A. Ven	

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*]	
My File Edit Tools	
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Sort Vendor Information Vendor 601314 43 Entity 1 1099 Data LEXUR ENTERPRISES Type Status ACTIVE Reason CORP - CORPORATION Check Inquiry	Audits Entered 07/12/2011 Modified 07/12/2011 By Change Set Current C
PO Inquiry Main General Miscellaneous Contacts Certifications	
Contact Information	Benithances (0) Comments (0)
GL Summary DBA History Address LEXUR APPRAISAL SERVICES Address LEXUR APPRAISAL SERVICES PO BOX 751282 Zip code 45475-1282 City DAYTON State OH Ohio Country Email WWW	
Identification	Additional
	Commodity
Vendor Alerts	
	Attachments (0)
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*]	
My File Edit Tools Help	
Sort General Wendor Information Audits 1099 Data Sort Entity 1 1099 Data Alpha LEXUR ENTERPRISES Trype Status ACTIVE Resson CORP - CORPORATION Modified Of-heck Inquiry Miscellaneous Contacts PO Inquiry Miscellaneous Contacts Recurring Invoices EXLIR ENTERPRISES INC Remittances (0)	
GLSUmmary History Address Zip code 45475-1282 Zip code 45475-1282 Zip code 45475-1282 Click on the Check Inquiry button button UNS Identification DUNS Under Shets	
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.

	Check Criteria												
	Cash Org/Object	9999	,		0		10	01000					•••
	Check number												
	Check date	01/0	1/2013	1] 2	0	:0			ĺ₽.≹#	4			
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		Sun	Mon 31	Tue	Wed	Thu	Fri	Sat	-				
Oldest o	heck date to select. (Alt+	6	7	8	9	10	11	12					OVF
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		20	21 28	22 29	23 30	24 31	25 1	26					
			20	<i>L 2</i>	50	01	+	<u> </u>					
<mark>d</mark> Che	cks Selection	3	4	5	6	7	8	9					
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1 Che My Fi	cks Selection E Edit Tools Help Check Criteria Cash Org/Object S Check number Check date C Cleared	3 99999 01/01,	4	5	6	7	8 101 þ9/2: € Sun	9	EX3 Tue		201 Thu	. (1 13 Fri	□ I) → Sat
Y Fi	cks Selection e Edit Tools Help Check Criteria Cash Org/Object Check number Check date Cleared Cleared	3 99999 01/01,	4	5	6	7	8 101 b9/2: Sun 25	9 1000 7/2013 5(Mon 26	Extension of the second	i 🗐	201 Thu 29	3	• • • • •
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🚾 Checks Selection					
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\square	Check Criteria				
	Cash Org/Object	9999 101000			
	Check number				
	Check date	01/01/2013 🛤 to 09/27/2013 🛤			
	Cleared	×			
Y - Cleared checks only N - Uncleared checks only					
Select: Y - Cleared checks only, N - Cleared checks only, A - 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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F	ile	Edit	Tools	Help									
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[Cash	Accou	nt		Check #	Check Date	Warrant	Clr	Cleared Date	Amount			<u>^</u>
	9999	10100	0		378922	07/24/2013	0719ACH1	Y	07/31/2013		159,468.75		
	9999	10100	0		377682	07/03/2013	0628ACH1	Y	06/30/2013		159,468.75		
	9999	10100	0		375602	05/16/2013	0513ACH2	Y	05/31/2013		190,928.64		
	9999	10100	0		373314	04/10/2013	0405ACH1	Y	04/30/2013		190,928.56		
	9999	10100	0		371767	03/13/2013	0308ACH1	Y	03/29/2013		278,091.06		
	9999	10100	0		370267	02/13/2013	0208ACH1	Y	02/28/2013		190,928.56		
	9999	10100	0		369646	01/25/2013	0122ACH1	Y	01/31/2013		190,928.56		
	Vend	or 801:	314 LE>	UR ENT	ERPRISES has	7 Checks for: 1,36	0,742.88						
	Sear	ch / Ei	ter —								Record		
	0		7	8			~		Go			1 of 7	
													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 '	iools Help			
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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 Vendor Details Committed Name PO mailing Image: Semiter of the semiter of	GL Effec Status GL Effec Status GL Effec Status GL Entry Buyer GL Buyer Change GL Expire GL Expi	in Notes	
	Line Ordered Amount Liquidated Balance 1	t GL Account Oro Liqu Bal	als dered uidated ance	
		Attachments (0)	9 _{0VR}	

🚾 Purchase Order Inquiry - Munis [*TEST DATABASE MUNIS V10.3 Sep 13 2013*]						
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GL Find Detail Find Audits Activity Approvals Line Detail GL Allocations GL Summary	Main Perms/Miscellaneous Purchase: vder 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					
	Balance					
		OVR:				

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

🔤 PO Inquiry Find							
My File	Edit Tools Help						
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	urchase Order		Vendor				
D	Dept/Loc		Vendor number				
F	iscal Year Perio	d	Status				
P	O number		Name				
G	ien commodity		Туре				
E	intry date		Class code				
N	leeded by date		Geographic code				
s	itatus						
T	уре						
R	tequisition number						
	Contract						
v	Vork Order						
G	eneral Description						
c	pen amount						
PO Departm	nent 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.

Munis Main Menu - FRANKLIN COUNTY - krchesse - 09/27/2016	
system Favorites Financials Human Resources/Payroll General Revenues Property Revenues Departmental Functions	
Burchara Order Insuity - Munic (FRANK/IN) COUNTY	
Wy file Edit Tools Help	
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Q. Find Main Terms/Mscelaneous	
Purchase Order Details Detail Find Dept/Loc 36215 Status 6 - Posted v	
Audits GL effective date 01/12/2016 Buyer Sharon A Sabree 12/2010015	
Piccel year 2016 Period 01 Received Address Period 01	
Ponumber 66215017 Expire	
Activity energy commonly energy commonly facet of development of the common of the com	0
Approvals Gold Gold Gold Gold Gold Gold Gold Gold	
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 MatAdeeMent A HomeLako Seculariy	
A III II SUMA BANKLET AS STREAK 300 JARANDE AK DE AL 300 JARANDE AK DE AL	
COLUMBIA SE 2923-4582 Reference	
Remit 0	
line Ordered Amount Liquidated Balance 1st GLAccount A Totals	
1 125000 5527 6.97128 295000-55000	
Ordered 12,500.00	
4 Datatic 0,9/1.23	
	OVR
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 Year/Purchase Order 2016/66215017 📃 📼 📧							
File Edit Tools	ile Edit Tools Help						
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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	Ψ	
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)