

WHAT'S NEW IN FINANCIALS?

Created: October 29th, 2008

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If you have any questions concerning the following procedures please use the following contact information:

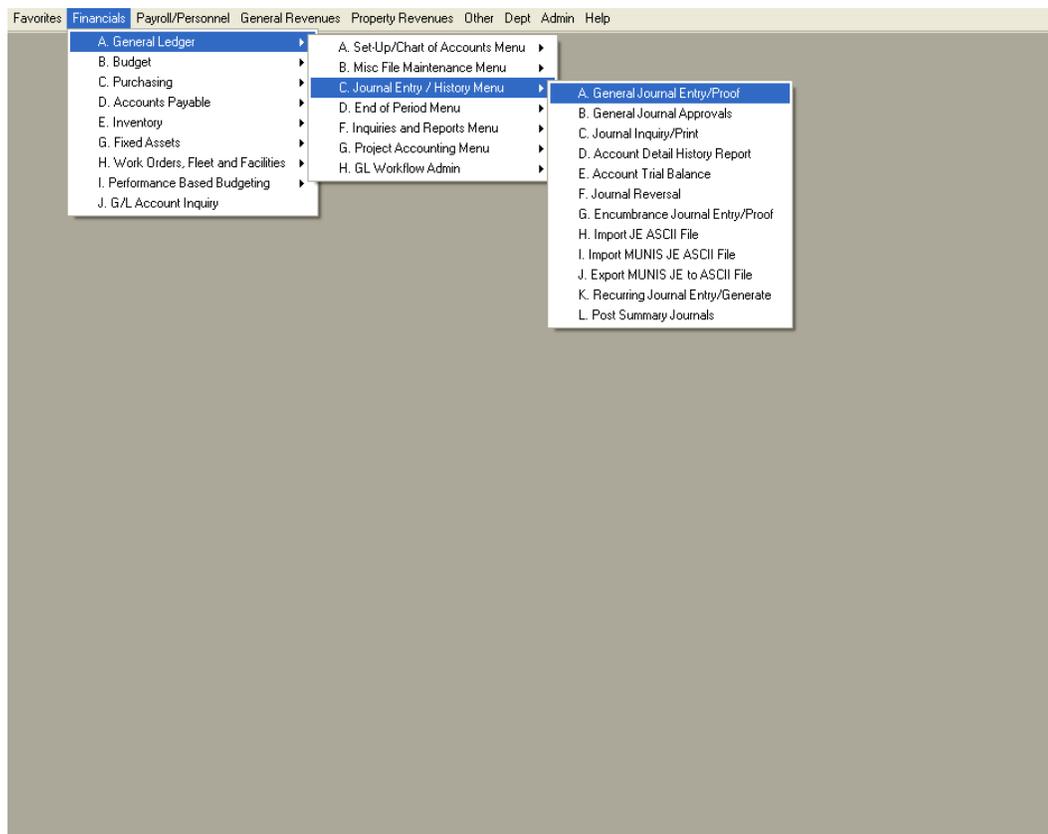
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GENERAL JOURNAL ENTRY:

The look and feel of general journal entry is a little different and now and is on the path towards an automated approval process similar to requisition and accounts payable processing.

- A. General Ledger
- C. Journal Entry/History Menu
- A. General Journal Entry/Proof



DATA ENTRY SEQUENCE:

- Click on the + key or (**Ctrl+A**) to add a new data record.
- **Effective Date:** Normally the date of entry, but can be adjusted
- **Journal:** System generated
- **Source Journal:** Leave as GEN
- **Auto Reverse Journal:** N
- **Short Description**
If within fund **AUD ONLY**
Between funds **TREAS**
- **Journal Reference:** Journal Entry Number
- **Journal Type:** N
- **Reference 2:** Agency number and MUNIS ID, such as 21COLEMA
- **Reference 3:** Tab through this and down to the journal lines. The approvers name will eventually appear here.
- **Journal Lines:** Follow the on-line screen prompts, being as descriptive as possible. The drop down options may provide assistance. You will need to tab through the lines as opposed to hitting enter, because it thinks you are done once you hit the enter key.
- **Additional Description:** Follow the following steps to put additional description in the journal entry:
 - Click on **Add'l Detail** from the side menu.
 - Click **Accept** from the toolbar.
 - Click **Add'l Description** from the side menu
 - Click **Update** and enter the additional description.
 - Click **Accept**, then close out

Favorites Financials Payroll/Personnel General Revenues Property Revenues Other Dept Admin Help

My File Edit Tools Help

CLERK: 21COLEMA

Effective date 10/22/2008 **Short description** AUD ONLY
Fiscal year 2008 Journal reference 23
Period 10 OCT Journal type N
 Journal 23 Budget year code 1
Source journal GEN Due to/Due from fund
Entity code 1 Reference 2 21COLEMA
Auto reverse journal N Reference 3
 Approval status Approved

Journal Lines

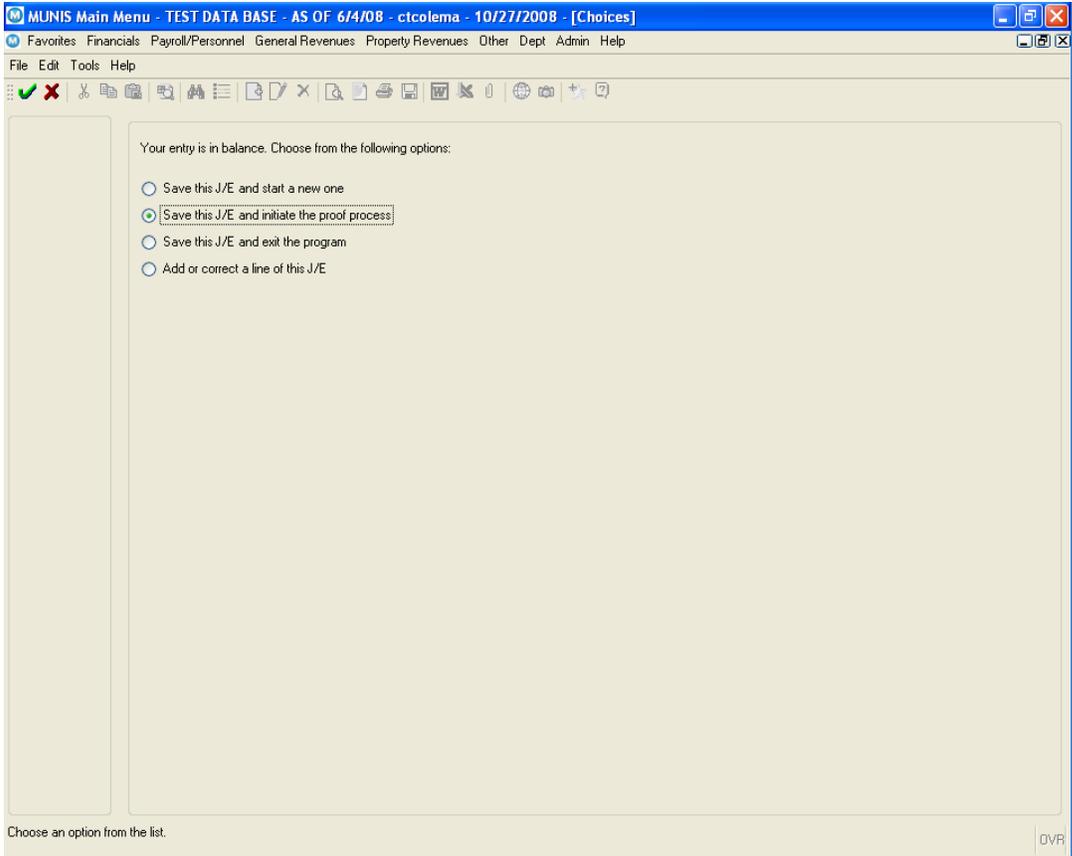
Line	Org	Object	Account Description	Line Description	Ref 1	D/C	Amount
1	10210000	520112	FINANCIAL SERVICES	CORRECTION TO ORG	23	D	10,000.00
2	10210200	520112	FINANCIAL SERVICES	CORRECTION TO ORG	23	C	10,000.00

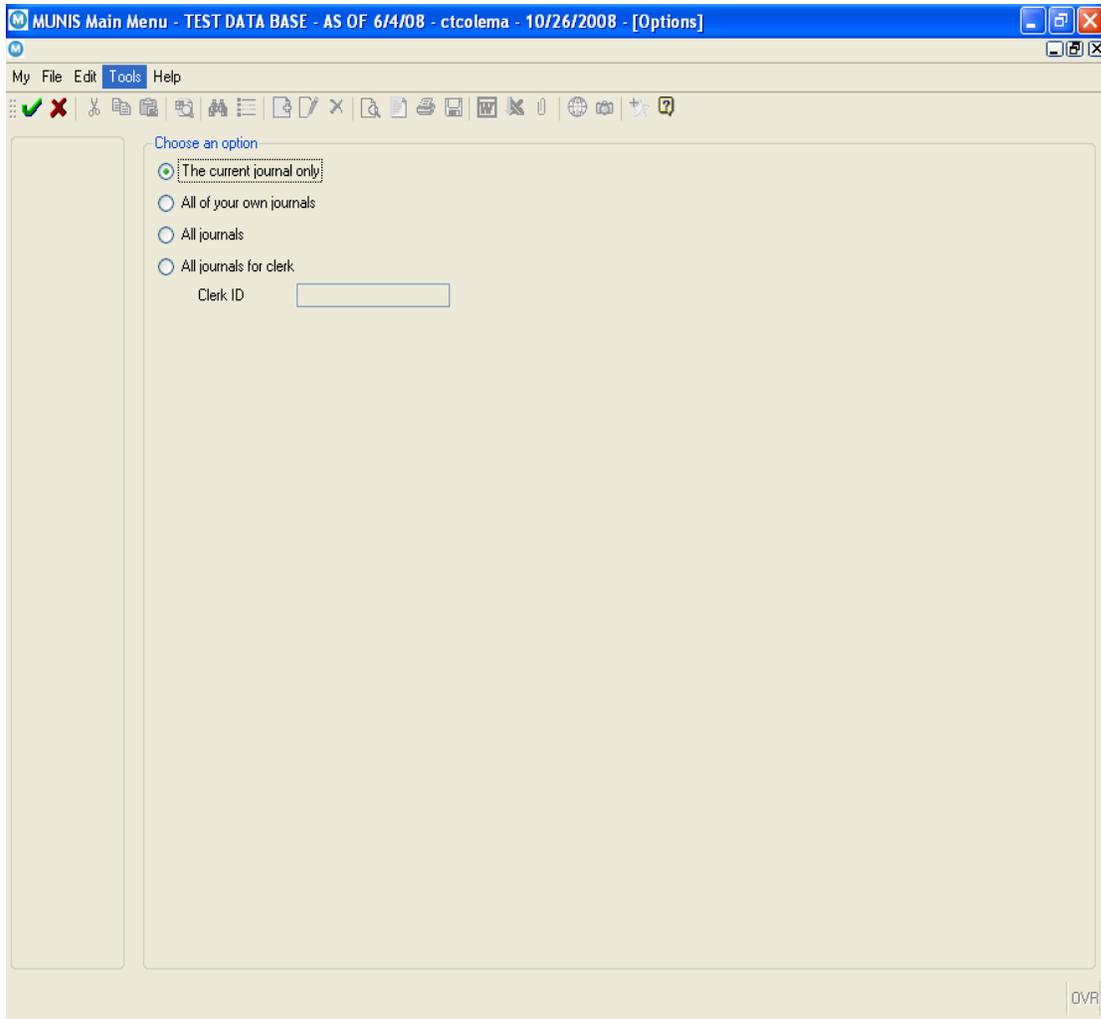
Journal Totals

Debits 10,000.00
 Credits 10,000.00

OVR

Once you complete the entry, hit enter and you should get a screen that looks as follows:





Print the hard copy of the journal entry and submit with supporting documentation to financial reporting for posting. Alternatively, you can send the information through email.

MUNIS Main Menu - TEST DATA BASE - AS OF 6/4/08 - ctcolema - 10/26/2008 - [Output]

Output type

MUNIS printer

Local printer

File

Comment: Launches your PC's print dialog to output to a printer available to your workstation.

Report title

GENERAL JOURNAL ENTRY PROOF

Options

Landscape

Copies

MUNIS OFFICE REFRESHER:

Any MUNIS program that has the Excel icon highlighted in the toolbar (located at the top of the screen) allows the use of MUNIS Office for Excel. Following is a list of programs with Excel functionality:

General Ledger:

- GL Account Inquiry
 - Can create great reports on particular segments
 - Great for looking at current year memo balances
 - Review Auditor tax collections

- YTD Budget Report
 - Good for summary reports, such as by Fund, then Character
 - Detail reports may take effort to make functional

- Accounts Payable Vendor Invoice Lists
 - Very flexible on how you request information
 - Audit people love this one
 - Good for reports on particular vendors, want information on more than one purchase order

- Purchase Order Inquiry
 - Great for reports on particular purchase orders
 - Folder on invoices is an improvement.
 - Short and to the point, I really like this one if the purchase order is known

- Fixed Asset Inquiry
 - Very flexible, excellent potential
 - Report used to verify fixed asset information at the end of the year

INQUIRIES AND REPORTS WORK SESSION:

Vendor Invoice Lists:

1. Do a find on Vendor 148933 and limit your selection to check date 01/01/2007..12/31/2007.
2. Click on the Excel button to open Excel with the vendor data.
3. Format the columns using format, column, auto-fit selection.
4. Remove the underscores using the edit, find, replace function.
5. Remove all columns except the vendor name, invoice, PO number, invoice date, check number, invoice net, invoice description, check date.
6. Dress the report up to make it appealing to your boss so you can get a big raise.

Purchase Order Inquiry:

This inquiry has significantly improved over the years!

1. Do a find on purchase order 72102003.
2. Click on the invoices folder.
3. Click on the Excel button to open Excel with the purchase order data.
4. The invoices easily can be totaled by hitting the summation sign.
5. You get a very simple report that is easy to dress up and make appealing, impress your boss and get a big raise.

GL Account Inquiry

1. Do a find on Org 1021????, object 41*
2. Click on Excel to download information.
3. Select the Summary button.
4. Remove all columns except Org, Object, CY Revised Budget, CY Memo Balance
5. Remove all the underscores found in the selected columns
6. Reformat the columns to accounting format.
7. Note that you can get totals at the bottom as the report downloads the budget and memo as numbers.