

MUNIS PROCEDURES for Office Staff 2021-2022

A proud community inspiring and encouraging excellence for all.

BUSINESS OFFICE STAFF

DIRECTOR OF BUSINESS & FINANCE KIM WEATHERBY

EXT. 3710

BOOKKEEPER/ACCOUNTING CMYHATFIECD

EXT. 2112

ACCOUNTS PAYABLE/GENERAL OPERATING & NON OPERATING & WCAD SHANNON JEZIERSKI

EXT. 2110

PURCHASING/ACTIVITY & FEDERAL PROGRAMS TERESCIPEDDY

EXT. 2106

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TOOCBAR OPTION DESCRIPTIONS

Option	Description
Accept	Accept saves information after you have created or updated a record. This button is often highlighted when adding, updating, or searching for records.
Add +	Add enters a new record into th e database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the defaults. You can move from field-to-field by pressing Tab or by selecting a field with the mouse pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional field help button that lists available field entries.
Attach	 Attach allows you to view, add, or delete documentation related to the current record. If your organization uses Tyler Content Manager (TCM), the Attach option opens TCM where you can add or view documents. If your organization uses standard Munis Attachments, the Attach option provides the Attachments screen, where you can add or access documentation from your Munis server. Once a file is attached, it is copied and stored with the Munis program. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files. Note: The Attach option is available only if the View Attachments and Associated Documents check box is selected in the Roles–Munis System program. If this check box is not selected, the Attach button is not accessible.
Back	Back returns to the previous screen in a program.

Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen.On a browse screen, the Excel button exports the data directly to a Microsoft Excel spreadsheet.
Cancel	Cancel ends an operation, such as adding or updating a record.
Close	Close closes the program.
Delete	Delete removes from the program the record that is currently displayed. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.
Display	Display provides an on-screen report preview.
Email	Email creates an email message that contains a hyperlink to the active record.

Excel	Excel exports the active set of records to a Microsoft® Excel® spreadsheet.
±	 If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. This functionality does not require Munis Office, but you must have Microsoft Excel 2002 or higher installed on your workstation. If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet.
	In each case, the program inserts hyperlinks to the individual Munis records. The file created during export is automatically saved in the directory where the Munis software is installed; use the Save As feature in Excel to save the file to a new location.
Мар	Map allows integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session.
Menu	Menu provides options specific to managing data in the active program and options for accessing related programs. If you resize a screen that includes many options, the program may refresh to provide the options in a menu format.
Notify	Notify provides integration with the Tyler Notify program, which allows you to contact Munis customers by telephone or email using predefined content.
	Note: This feature is only available if your organization has implemented Tyler Notify.
Output	Output displays the Output dialog box that provides a list of available printers and print settings.
	PDF creates the report in PDF format. The program opens the document in the installed PDF reader. Note: The PDF button is only accessible if the

	Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.
Print	Print sends a report directly to your default printer.
Query	Query creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query, the Query Wizard (similar to the expression builders found in Microsoft Excel or Microsoft Access) allows you to create an expression based on the fields in the active program.
Save	Save creates the report and saves it as a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. You can access Saved Reports by clicking Saved Reports in the Departmental Functions group of the Munis menu.
Schedule	Schedule displays the Appointments screen, which allows you to schedule meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.
Search Q	Find locates records in a program. Find is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
Update	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.
Word	Word creates an active set of records to export into Microsoft® Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing. An additional feature of Microsoft Word Export is Mail Merge. This feature enables you to print professional forms, mailing labels, directories, and so on with user-defined templates.

ADD FAVORITES LIST TO YOUR LANDING PAGE

- 1. Click Edit Content (bottom left)
- 2. Add Card



3. Select Add Card From Library



- 4. Search Favorites in search bar (top right)
- 5. Check the box on the Favorites card



6. Click Add Cards (bottom right)

<u>REQUISITION ENTRY (or any Menu process/function)</u> <u>- ADD TO FAVORITES</u>

Add Requisition Entry (or any Menu process/function) to your Favorites List on the Munis Landing page:



Then select **Purchase Order Processing**



Then **Right click on Requisition Entry**, then maneuver over and **click on ★Add Favorite**

Tyler M	enu		:
Q Se	arch		
🗸 Muni	s		
✓ Fi	nancials		
>	General I	Ledger Menu	
~	Purchasi	ng	
	✓ Purch	nase Order Proce	essing
		Run this Link	quests
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	> Pu	★ Add Favorite	and Reports
>	Perfor	-	ting
>	Student /	Activity	
>	Employe Account	e Expense Inquiry	



1. From the Tyler Menu, select Financials, then select Purchasing, finally select Requisition Entry.

	i yier Menu			:			
	Q Search						
2. Sele	 Munis Financial Genei Purch Purch Perfo Stude Emple Accord Asset Ma Departmeter Ct I I I I I I I I I I I I I I I I I I I	s al Ledger Menu asing rchase Order Pri Item Order For Purchase Order In mance Based E nt Activity byee Expense unt Inquiry intenance ental Functions	rocessing m Requests try r Receiving quiry and Report Budgeting e top m	s Ienu.			
	e Back	Q Search	Browse	Add	Update	X Delete	
	Main						
	Dept/Loc ' Fiscal year	*			Cur	rent 🔘 í	Ne

Requisition number * General description General Notes

3. Tab down to General description - type a general description of the purpose for requisition.

Main		
Dept/Loc *	042 BRENHAM JUNIOR HIGH	
Fiscal year *	2021 O Current O Next	
Requisition number *	20215924	
General description		
🗖 General Notes		

4. Then **Tab down** to the **Vendor** box.

Vendor				
Vendor]		 Committed 	
Name				
PO mailing				
Delivery method	Print	Fax	E-Mail	E-Procurement
Remit				

You may use the **... box** to Search for the Vendor by name. Type Vendor name (or partial name) in Vendor Alpha search box, then select **Enter** on keyboard.

\$	Vendor Help	
E Back	Accept Cancel	
Vendor Al Vendor Na	pha	

5. Then **Double Click** on the **Vendor Name with the correct remit address** from the vendor list.

\$ *	Vendo	rs										
€ Back	↓ Accept	O Cancel	Q Search	Dutput	🖨 Print	Display	DF	Save	Excel	Word		
Vendo	or Ad	ddress # A	Alpha Sort		Vend	or Name					Address 1	
1563	0	0 9	STAPLES BUSIN	1	STAPL	LES BUSINES	SS ADVAN	TAGE			PO BOX 105638	
9952	3	0 9	STAPLES, INC.		STAPI	LES, INC.					P.O. BOX 95230	

 Tab through all the boxes until you get to the Reference box. If you would like to reference your name or another employee's name for the requisition, Type the name in the Reference box (this is not a required field).

<u>Please Note:</u> Be sure to **double-check** the "Ship to" address on this screen.

Vendor		Shipping and Billing	
Vendor	15630 🕒 Committed	Ship to *	
Name	STAPLES BUSINESS ADVANTAGE	Address	BRENHAM JUNIOR HIGH
PO mailing	0		1200 CARLEE DRIVE
Delivery method	✓ Print Fax E-Mail E-Procurement		
			BRENHAM TX 77833
Remit	0	Email	
Address	PO BOX 105638	Reference	
		Bill to	750 BUSINESS OFFICE
		Bill to email	
	ATLANTA GA 30348-5638		
Vendor/Sourcing Notes	Vendor Quotes (0)		

7. **Tab** five more times to the **next screen** showing **Line Items** in the top left corner.

Comparison Comparison Back Search Browse Add Update Delete Copy	() (S) Mass Shop Online Allocate		
quisition			
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letail			
Juantity *		Unit price UOM *	
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Add'I Desc/Notes		Discount	%
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apital Asset			
Sea T Account	Description	Amount GL Bud	

8. Click + from the top menu.

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Fiscal year Number												
Detail												
Quantity *												
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9. Enter the desired Quantity number of items.

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Requisition Fiscal year 2021 Number 20215924 Line 1 Detail Unit price 00000 00000 Quantity* Ioo UOM * EACH	e o o o o o o o o o o o o o o o o o o o			
Fiscal year 2021 Number 20215924 Line 1 Detail Unit price 00000 EACH	Requisition			
Detail Quantity* 100 Description* Unit price UOM * 1000 Add1 Desc/Notes Gross Freight 00 Discount 00 % 1000 Credit 00 00 Mount justification: UNKNOWN	Fiscal year 2021 Number 20215924 L	ine 1		
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Seg T Account Description Amount GL Bud	Capital Asset N 🔻			
	Seq T Account	Description	Amount GL Bud	

10. **Tab** to **Description** box and type a Description of items/purpose.

Back Accept Cancel			
lequisition iscal year 2021 Number 20215924	Line 1		
Vetail Juantity * 1.00 Description * Red Paint Blue Paint Green Paint Creen Paint Creen Paint		Unit price UOM * Gross Freight Discount Credit TOTAL Amount justification:	.00000 EACH
Aiscellaneous Capital Asset N •			
Seq T Account	Description	Amount GL Bud	

11. **Tab** to **Unit Price** and enter the amount. If ordering more than one item and you entered a <u>Quantity of greater than</u> <u>one</u>. This amount will be what it costs for <u>one item only</u>.

🌾 Line It	ems			
← ✓ Back Accept	O Cancel			
equisition				
iscal year 2021	Number 20215924 Line 1			
Detail				
Quantity *	1.00		Unit price UOM *	EACH
escription *	Red Paint Blue Paint Green Paint Add'I Desc/Notes	×	Gross Freight Discount	.00
			Credit TOTAL	.00.
			Amount justification:	UNKNOWN
liscellaneous				
apital Asset	N -			
Seq T Account		Description	Amount GL Bud	

12. Tab to Account and enter the account number.

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year	2021	N	umber	2021	15924	Line 1		
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pital As	set		Ν 🕶					
Seq T	Account					Description	Amount GL Bud	
04							5.00	

13. Tab to the Amount. If the amount is correct, Click </

Accept

from the top of the menu.

¢ Back	* Accept	O Cancel	Q Search	X Delete	Copy GL Acct	B browse_pl_gl_budget_gr	roupings					
Requisitior	ı											
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Detail												
Quantity *			1.00						Unit UON	price 1 *		5.00000 EACH
Description	n *	Red Pain Blue Pai Green Pa	t nt in						Gross Freigh	nt		5.00
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Miscellane	ous											
Capital Ass	set		N 👻									
Seq T A	Account					D	lescription	A	mount	GL Bud		
01 -	99-11-63	99-06-042	-11-						5.00			

14. If not, enter the correct amount for this budget code, and Tab for the next line to enter another budget code and amount. Continue to do this until the total amount of the order is entered. Once done, Click

Accept from the top of the menu.

15. Then select the **t**button at the top.

Line Items Add Upc Requisition Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain Line Items Add'l Desc/Notes Miscellaneous N Capital Asset N			E	Back	
Add Upc Back Search Browse Add Requisition Fiscal year 2021 Detail Quantity * Description * Blue Paint Blue Paint Green Pain Capital Asset	γ\$ L	ine Ite	ems		
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Fiscal year 2021 Number Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain C Add'I Desc/Notes Miscellaneous Capital Asset N	Requisition				
Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain C Add'l Desc/Notes Miscellaneous Capital Asset N •	Fiscal year	2021	Nu	Imber	
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Seg T Account	Seg T Ac	count			
01 199-11-6399-06-042-11-	01 19	99-11-63	99-06-042	-11-	

16. **Review** the data on the screen for accuracy.

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Line Description Vendor Qty Unit price UOM Freight Disc % Credit Line Total	ine Items																				
1 Ref Plivit Blue Plivit Green Plivit (1950) (STAPLES BUSINES ADVANTAGE 1.00 5.00000 EACH 0.00 0.00 5.00	Line Description 1 Red Paint Blue Paint Gr	een Pain		Vende (1563)	or D) STAPLES BUS	INESS ADVANT	AGE			Qty 1.00		Unit price 5.00000	UOM EACH	Freight 0.00	Disc % 0.00		Crec 0.0	dit 00	Lin	e Total J 5.00	ustif Not N

17. Then select **Release** from the top menu.

Requisition Entry [Brenham IS	SD, TX]								
Eack Search Browse Add Update De	K 🕞 🖶 🚨 [lete Output Print Display P	DF Save	ReadyForms	ReadyForms Delivery Definitions	Email Sched	ule Attach	Switch Form	Line Items Relea	ase
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mit 0 🗅	STAPLES BUSINESS ADVANTAGE			Email		Discriminant and		10	-
dress PO BOX 105638	GA 30348-	5638		Refere Bill to Bill to	nce email	750	BUSINE	SS OFFICE	
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ie Items									
Line Description 1 Red Paint Blue Paint Green Pain	Vendor (15630) STAPLES BUSINESS ADV	/ANTAGE			Qty 1.00	Unit price 5.00000	UOM Fr EACH	eight Disc 0.00 0.0	% 00

You are DONE!

Once your requisition has moved through the approval process, the Purchase Order will be emailed to you.

How to check where the <u>REQUISITION is in the</u> <u>APPROVAL PROCESS</u>

Search Requisition Entry, then click on it in the Menu.

Гyler Menu	: Favorites	/
Q Search Munis Financials General Ledger Menu Purchasing Purchase Order Processing	My Favorites Recent Activity Requisition Entry Requisition Entry (2) Account Inquiry (3)	
Item Order Form Requests Requisition Entry Purchase Order Receiving Purchase Order Inquiry and Reports Performance Based Budgeting Student Activity Employee Expense Account Inquiry Accounts Overview Asset Maintenance Departmental Functions	Purchase Order Receiving YTD Budget Report Financials	

Select 🗉 **Browse** from the top menu.

M Fwd: New Munis 🛛 🗙 🏻	🗼 Tyler Hub - Muni: 🗙 🤸 Requisition Entry 🗙 🥃 2	2020-21 BISD Act 🗙 🛛 🔥 CAMPUS	SECRET/ 🗙 📔 🚍 Campus Sec	cretary 🗙 📔 Add Favorites List 🗙 🏻	+ o – o ×
\leftrightarrow \rightarrow C \triangle m	unisapp2019.brenhamisd.net/prod/munis/gas/app/ua/	/r/mugwc/rqentpst			🖈 📴 🗯 🕒 E
👯 Apps 🕥 🖬 BHS Mat	n 😑 Goegraphy Class 🔽 Baseball Remind 👹 Brenha	am Cub Base 💿 Algebra Calcula	tor 🥎 SAT TEST - The Coll	. 🖛 ACT TEST - HOME 🚺 Amazor	n Smile 🛛 » 🛛 🖽 Reading list
🐝 Requisition	Entry [Brenham ISD, TX]				🗢 🌣 😧 S
Back Search Browse	+ Image: The second s	Display PDF Save Readyf	orms ReadyForms Delivery Definitions	Email Schedule Attach	Switch Form Line Items Menu
Main					A.
Dept/Loc * Fiscal year * Requisition number * General description General Notes	Current Next Fiscal Code: Current	Status Needed Entered nt or Next. PO expi Receive	by ration Quantity	By By	-
Vendor			Shipping and Billing		
Vendor Name PO mailing Delivery method	Committed	E-Procurement	Ship to * Address		
Remit			Email		
Address			Reference		
			3:11 ±=		

Enter your Department/Location #, then Select

			Accept	
🔅 Requisitio	on Entry [Brenham ISD, TX]		\$	\$
Eack Accept Ca				
Main				_
Dept/Loc * Fiscal year * Requisition number * General description General Notes	Current O Next	Status Needed by Entered * PO expiration Receive by Quantity Amount		
Vendor		Shipping and Billing		
/endor Name 20 mailing Delivery method	Committed	Ship to * Address		
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Address		Reference		
		Bill to Bill to email		
D Vendor/Sourcing Note:	s Vendor Quotes (0)			

A list of your **Requisition** entries will appear.

\$	Requis	ition N	laintenar	ice									
← Back	Accept	O Cancel	Q Search	Dutput	🖶 Print	Display	DF	Save	Excel	Word			
	Record	Year	Requisitior	n Entry Da	ate	Descriptio	on				Amount	Purchase Order	Status
	1	2021	20215895	5 07/14/20	021	signs for w	alls				17,775.00	20215126	Converted
	2	2021	20215894	07/14/20	021	Signs for w	alls at BJ	н			0.00		Created
	3	2021	20215735	6 06/29/20	021	Nurse Con	ference				50.00	20215008	Converted
	4	2021	20215734	06/29/20	021	Toner for p	rinter				400.72	20215007	Converted
	5	2021	20215529	06/08/20	021	scripts for	OAP				45.50	20214816	Converted
	6	2021	20215526	5 06/08/20	021	Instrument	repairs				178.00	20214815	Converted
	7	2021	20215411	05/28/20	021	Notary Bor	nd Renew	al			71.00	20214724	Converted
	8	2021	20215410	0 05/28/20	021	Band supp	lies				101.23	20214723	Converted
	9	2021	20215206	5 05/17/20	021	nurse supp	olies				12.43	20214532	Converted
	10	2021	20215205	6 05/17/20	021	Repair Lab	or				148.00	20214531	Converted
	11	2021	20215204	05/17/20	021	Repairs for	Band				20.00	20214530	Converted
	12	2021	20214949	05/05/20	021	batteries fo	or testing				915.56	20214290	Converted

Double click on the one you want to see the approval process for.

\$	Requisi	tion E	ntry (B	renhai	m ISD,	тх]																۲	•	8	A
E Back	Q Search	Browse	+ Add	Update	X Delete	Output	🖶 Print	Display	DF	E Save	ReadyForms	ReadyForms Deliver Definitions	ry Email	Schedule	⁽⁰⁾ 🖉 👻	Switch	Form Li	C ine Items	(B) Release	A Activate	Mass Allocate	(Allocate	0 Notes	Copy	■ Menu ▼
🗖 Gener	al Notes									Re	ceive by	Quan	ntity 🔘 Am	ount											
Vendor												Shi	ipping and l	lilling											
Vendor Name PO mailin	a		97324 DEBRA S	unders		Comr	nitted					Shi Ad	ip to * Idress		042 BRENHAM 1200 CARL	JUNIOR HI	GH								
Delivery n	nethod		 Print 		Fax		E-Mail		E-Procure	ement					BRENHAM				TX	77833					
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Once the requisition is on the screen, **Scroll to the Bottom** of the page.

Line Description 1. Virtual Nursing conference Cooks Chil	dren's 2021 Nu	(97324) DEBRA S	SAUNDERS		Qty 1.00	Unit price UO 50.00000 FAC
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🗅 Accounts Total amount	50.00					
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Under Workflow, Click the far right box labeled Approvers.

On this screen under **Steps**, use the arrows on the left hand side of the **Step box** to view approvers and where/with whom the requisition is waiting for an approval. You may click on any approvers name to see when/if the person has approved the requisition.

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¢ Back	Q Search				
Approver	rs' comments				
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Step					

When you are done, continue to select the **Back** button at the top to back out of viewing this requisition.

REQUISITION STATUS CODES

You may also check the status of a Requisition once you have entered it.

Select **Munis**, then select **Financials**, then click on **Purchasing**, then select **Purchase Order Processing**, and finally click on **Requisition Entry**.

or

Shortcut: Just type Requisition Entry in the Search box under Tyler Menu.

Tyler Menu :								
× Search								
 Search ('account trial balance') 								
✓ Munis								
✓ Financials								
> General Ledger Menu								
✓ Purchasing								
 Purchase Order Processing 								
Item Order Form Requests								
Requisition Entry								
Purchase Order Receiving								
 Purchase Order Inquiry and Reports 								
 Performance Based Budgeting 								
 Student Activity 								
 Employee Expense 								
Account Inquiry								
Accounts Overview								

If you know your Requisition Number, select

Q from the top menu. **Search**

So Requisition Entry [Brenham ISD, TX]									٢	¢ 0	
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Then **Tab** down three times to the **Requisition number** * box.

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nen type in your l	Requisition number and s	select ✓ Accept	from the top menu.	
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Entered *

PO expiration

Receive by

20215731

Amazon - binder supplies

By

craley

06/29/2021

The chart below defines the valid status values.

Indicates the current approval status of the selected requisition. The following are valid status values for requisition approvals:

 1- Rejected: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.

2- Created: The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate button to move the requisition to a status 4-Allocated.

- 4- Allocated: The requisition has been entered and allocated (charged) to a general ledger account and, therefore, money is being taken from the available budget. The requisition has not been released into the workflow. A requisition must be in a status 4-Allocated to be released into the workflow; click Release to initiate the workflow process.
- 6- Released: The requisition has been released into the workflow and is awaiting approval. Click the Approvers button to see the current approval status.
- 8- Approved: The requisition has been fully approved in the workflow and is ready to be converted to a purchase order.
- 0- Converted: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab.

If you **DO NOT KNOW YOUR REQUISITION NUMBER**, select **Browse** from the top menu.

Tab down once, then enter the current fiscal year.

🧏 Tyler Hub - Munis Landing Page 🗙 🖗 Vendors (Brenham ISD, TX) 🛛 🗙 🧏 Requisition Entry (Brenham ISD, T 🗙	Vendor Central X +			0	- 0) ×
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Then select ✓ from the top menu.						

Accept

The first of all of your requisitions will appear on the screen.

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Requisition number *	20216020 Entered * 0//2//2021 🛅 By rery	
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Manadara		
Vendor	Support Shin to A 930 m	
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PO mailing Delivery method	0 S07 E. SIXTH STREET	
	BRENHAM TX 77833	
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Address	Po Box 1855 Reference	
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	aryan I.A. Zzuon	
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Select 🗏 **Browse** from the top menu.

Your Requisitions will appear in a list format as shown below.

-	K Requisition Maintenance											
e Back	Accept	O Cancel	Q Search	Output	Print	Display	PDF	Save	Excel	Word		
	Record	Year	Requisition	Entry Da	te	Descriptio	on					
	1	2021	20215895	07/14/20	21	signs for w	alls					
	2	2021	20215894	07/14/20	21	Signs for v	valls at BJH	4				
	3	2021	20215735	06/29/20	21	Nurse Con	ference					
	4	2021	20215734	06/29/20	21	Toner for p	printer					
	5	2021	20215529	06/08/20	21	scripts for	OAP					
	6	2021	20215526	06/08/20	21	Instrument	t repairs					
	7	2021	20215411	05/28/20	21	Notary Bo	nd Renewa	al				
	8	2021	20215410	05/28/20	21	Band supp	lies					
	9	2021	20215206	05/17/20	21	nurse supp	olies					
	10	2021	20215205	05/17/20	21	Repair Lab	or					
	11	2021	20215204	05/17/20	21	Repairs for	Band					
	12	2021	20214949	05/05/20	21	batteries fe	or testing					
	13	2021	20214944	05/05/20	21	art supplie	s					
		2024	00044000									

Double click on the requisition number you want to check the status code.

The requisition will appear on the next screen and you will be able to view the status code on the top left side of the screen.

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Main		
Dept/Loc * Fiscal year * Requisition number * General description General Notes	930 MAINTERAINCE DEPARTMENT Status 6 Released 2021 Current Noedled by 20410020 Lintered * 0/22/2021 By Pery 78/91 Maintenance Lapplies - 10 boxes rags PO expiration Receive by © Quantify © Arrount	
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Delivery method	Print Fax L-Mail L-Procurement BRENHAM TX 77833	
Remit	VOR-TEX INDUSTRIES Email	
Address	Po Box 1856 Reference	
	Bill to 750 III BUSINESS OFFICE	
	Bryan TX 77806 Bill to email	
Vendor/Sourcing Notes	Vendor Quotes (0)	
-		*
« <	1 of 5289 > > Asterisk indicates that additional notes exist for the line item.	
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PURCHASE ORDER RECEIVING

From the Tyler Menu, select **Financials**, then select **Purchasing**, next select **Purchase Order Processing**, finally select **Purchase Order Receiving**. or

Shortcut: Type Purchase Order Receiving in Search Box under Tyler Menu.



Click on Purchase Order Processing to bring up the screen below.

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0	PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name		Total
	20220000	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY		\$216.83
+	20220001	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY		\$498.75
	20220002	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY		\$14.95
	20220003	2022	102	Printed	97582	AMAZON CAPITAL SERVICE		\$256.38
	20220004	2022	102	Printed	1155	QUILL CORPORATION		\$109.72
	20220005	2022	101	Printed	94599	CITIBANK		\$153.87
		2022	101	Defense d	00000	ACCO REALING LICA LIC		1515.00

The above screen shows all of your purchase orders.

In the Search by purchase order number box at the top, type in the Purchase Order Number you want to "Receive".



After you type in your PO number, hit Enter on your keyboard.

As seen above, only that PO line will appear on your screen.

Click on the blue Purchase Order Number.

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Purchase O	Order Details							Items	per page:	15 💌
Purchase order 20215201	Year 2021	Department 001	Department desc BRENHAM HIGH SCHOOL	Vendor name QUILL CORPORATION	Status Printed	Total amount \$94.90				
Ordered Item	5									
Close PO	Received date* 07/27/2021	Packing slip								
Full Line Item	# Description						Ordered UOM	Received I	Receiving	Remaining
III 1	Dividers (4) pa	per clips (2)					1.00 EACH	1.00	0.00	0.00

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The screen above will appear.

If you are paying the PO in **<u>FULL</u>**, click in the box next to Close PO.

Close PO

If you have more than one line item, be sure to check the boxes by each line item.

My example below only has one line item, so I would check the out beside the 1.

Ordered Items	i					
Close PO	Received date* Packing slip 07/27/2021					
Full Line Item	# Description	Ordered	UOM	Received	Receivin	9
1	Dividers (4) paper clips (2)	1.00	EACH	1.00	0.00	

Then click the blue Save button on the bottom right.

Ordered Items				
Close PO Received date* Packing slip 07/27/2021				
Full Line Item # Description	Ordered UON	Received	Receiving	Remaining
1 Dividers (4) paper clips (2)	1.00 EAC	1.00	0.00	0.00

C C 1 3 3	✓ Save Cancel
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Now you will add your Invoice.

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Select *Attach* from the top menu.

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61 I	Dividers (4) p	aper clips (2)							1.00	EACH	1.00	0.00		0.00

After you select the *Attach*, the screen below will appear.

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Purchase Order Details	Mapping Name	Description	Count	ltems per page: 15 👻
Purchase order Year Depa	PO Receivable	PO Receivable	1	
20215201 2021 001	Associated Documents			
	Mapping Name	Description	Count	
Ordered Items Close PO Received date* 07/27/2021				
Full Line Item # Description			m	ed UOM Received Receiving Remaining
1 Dividers (4) paper clips (4)			1	00 EACH 1.00 0.00 0.00
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e c 1 3 3				✓ Save Cancel
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Click on the blue PO Receivable link under Mapping Name.



Although my example above shows the invoice already there, normally the screen will come as above except the right big square will be blank.

To Add the invoice, select the + Add button at the top of the page. Then choose your input option:

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Related Documents V 🔊 PO Receivable - 20215201	~ 1

The 1st option is to \square Upload an invoice you have saved on your computer. Click the \square arrow in the top menu. The following box will appear.



Click on the grey Choose File button. Then navigate on your computer to where the invoice is saved. Double click on the invoice once you have located it.



On this screen, click the blue Import box.

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	425 N Main Ave San Antonio Texas 783	205	INVOICE	DATE	
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	OTY SKU#	DESCRIPTION	PRICE EA	TOTAL	(I
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		-			

The invoice will appear in the large white box to the right.

Now you will need to **click the disk** on the top menu to **Save the document**.

Your screen will blink, then the invoice image will reappear in the box and there will be a Date and PO Receivable line showing in the Documents box on the bottom left of your screen.



You can now close out of this screen by using the X in the top right corner. Then close the Defined Mappings by clicking the X in the top right corner. Continue to back-out of each screen.

MAKING ONLY PARTIAL PAYMENT FOR PURCHASE ORDER:

DO NOT check the box out beside the CLOSE PO box.

If you are **NOT paying the Purchase Order in FULL**, you will **only check/select the boxes** by the line items you **HAVE received** and **WANT to pay.**

Then proceed through the steps as outlined in this document to complete the *PO Receiving* process for only those items.

account triac bacance

To create a trial balance type in the Search bar under Tyler Menu: Account Trial Balance



Then select Enter on the keyboard.

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Then click on Account Trial Balance in the dropdown menu.

0 Account Trial Balance [Brenham ISD, TX] ← Q Ð ÷ đ ß 5 R B D Back Search Output Print Display PDF Save Excel Report Brief Format Display . Options Format Report Options Print (D)etail or (S)ummary * Fiscal year-to-date version Reporting year * Reporting from period to * ****** Journal Detail from ****** to (B)alance sheet or (A)II accounts * -Roll up projects to object level Omit zero balance accounts Sort By * -Print org code -Print full GL account -Print fund header and org/obj on total line -Include page break between funds -Amounts/totals exceed 999 million dollars -Print report options -Exclude fund balance YEC/AJE for prior years

The program displays the GL Segment Find screen as shown below.

Select the Q Search icon from Menu, then complete one or more of the segment boxes to create an active set that matches your criteria, or leave all the segment boxes blank to create an active set containing all accounts. You can also select accounts by type or status.



Select ✓Accept from the ToolBar Menu.

The following screen will appear - at the bottom it shows how many records were found.

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Define year, period, totals, etc. 804 Record(s) found.					

Click Report Options to establish the report criteria.

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On the above screen, be sure to look at the **Reporting Year Date** and confirm *Reporting from Period* range is correct.

Select ✓Accept from the ToolBar Menu.

The value of the Execute This Report is **Now**.

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Select an output option from the top menu to view/download the report -

Click on the download folder at the bottom of the screen to view your report.

Below is an example of the $\overline{\mathbb{S}}$ Excel format of the Report.

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Below is an example of the PDF format of the Report.

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account mouiry

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

The information displayed in the columns depends on the permissions set for your role in General Ledger Roles. This program is subject to fund and org code security, limiting you to viewing only the accounts to which you have access. Additionally, the fields on the tabs within this program vary based on the account type.

Account Inquiry is also subject to data restrictions by year. Access can be restricted by prior year, current year, or next year. If you have access to current-year data, you may view months and CFWD. If you have permission to access prior-year data, history is available.

To open Account Inquiry:

Under Tyler Menu, Select Munis, then select Financials, and finally Select Account Inquiry.



• From the Screen below, you will **select Seg Find** from the top menu.

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The program displays the Account Segment Finder screen.

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On this screen, you will enter the Search Value for the Account you want to view.

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Click 🗹 Accept.

The program returns to the main Account Inquiry screen and indicates the number of records in the active set.

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If more than one, you may use the arrows at the bottom of the screen to navigate through the records.

To view actual/individual line item details, **Double Click on the Pellow Folder out beside Actual (Memo)**

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To view Encumbrances details, **Double Click on the Pellow Folder out beside Encumbrances**.

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Continue click the 🗲 Back Button to close out of the screens and back to your Main Menu.

BUDGET TRANSFER INSTRUCTIONS

From the Munis Landing Page, search Budget Transfer.



Click on the Budget Transfers and Amendments.

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Enter the Account # you want to ADD/INCREASE the money TO.

TAB over to **Comment Box**, type **COVERAGE OVERAGE**. When Adding \$\$ - it Increases (I) the amount.

TAB until you on the next line to enter the **Account #** you want to **SUBTRACT/DECREASE** the money **FROM**.

When Subtracting \$\$ - it Decreases (D) the amount.

Click ✓ Accept on the top menu.

Then click \leftarrow Back on the top menu.

Then select **B** Release from the top menu.

You have now completed your Budget Transfer Request.

YTD BUDGET REPORT

From the Tyler Menu, select Munis, Financials, then select General Ledger Menu.

Then, select Inquiries and Reports.

Finally, select YTD Budget Report.



To Create a Report:

Click Seg Find to identify accounts by segment, or click Search on the toolbar to identify accounts using the fields on the main screen.

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From Seg Find, complete one or more of the accessible fields to create an active set matching specific criteria, or leave the fields blank to create an active set of all object codes.

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Click **Accept** on the top menu.

The program displays the number of records selected in the status bar.



<u>Please note:</u> The Current Year/Period (2021 99) is saved as the Default. This will run the report from the beginning of the school year to the current month.

<u>If you want to run only one month</u>, please change the **/period** accordingly. This will then select only the one month entered and set that month as the Default.

Next time you go back into this program, be sure to change the **/period** again to reflect the full range (99) or whatever month you want to view. **Select your report preferences.**

Click 🗸 Accept.

Then **select < Back** from the top menu.

If you select the DF option to export the report, the PDF will pop-up on your screen. You may print from the screen.

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NEXT YEAR BUDGET ENTRY

To add next year budget requests into Munis:

Open the New Year Budget Entry program.
 Financials > Budget Processing > Next Year Budget Entry



2. Projection Number will automatically populate.



3. Click **Accept**

The segment Find option displays the GL Segment Find Screen.

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4. Click **Accept and then select** ID Update .

To view account detail, double-click an account line.

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On the screen above, enter the amounts for each line item under **2022 Assist/Pri Amount**. The total amount should not exceed the allocation provided from the Principal/Director of Business and Finance.

Finally, Click **Accept**, then **Finally**, Click **Finally**, Finally, Click **Finally**, Finally, Click **Finally**, Finally, Final

TO UPDATE A BUDGET DETAIL ENTRY

To make changes to the detail lines:

Click **Update** from the top menu. Tab to the line amount you want to change. Enter the updated amount.

Then click **Accept** from the top menu. Then **Eack** out of the screens.

FLEXIBLE PERIOD REPORT

The Flexible Period Report program prepares and prints a report for a fiscal year or other specific time frame. Use this program when you must report on a specific fund to a funding source that has a different fiscal year.

Search Flexible Period Report in the search box under Tyler Menu.

Click on Flexible Period Report when it appears in the dropdown menu.



To create a report:

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1. Click Segment Find.



2. Complete the fields to create an active set.

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- 3. Click **Accept** from the top menu.
- 4. Click **Report Options** Complete the fields, as appropriate, to define the report criteria.

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5. Click **Accept**.

If you selected Now from the Execute This Report list on the Report Options screen, you must exit the Report Options page, select the **C** Back button.

Then **select an output option**, **D PDF or S Excel**, from the top menu to produce the report.

The first example below is a **PDF** report and the second one is an **Excel** report.

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If you selected *In Background (Now)* or *At a Scheduled Time* from the <u>Execute This</u> <u>Report</u> list, the Munis Scheduler program opens.



account

A record that reflects increases or decreases in an individual asset, liability, fund balance, revenue, or expense item.

account number

A notation used to identify a specific account.

accounting

A standardized process for recording and reporting financial data; accounting is governed by principles and rules.

accounting period

The time covered by an income statement (also known as the business cycle). For example, month, quarter, calendar year, or fiscal year.

accounts payable (AP)

Amounts owed to others for goods or services received, but for which payment has not been made.

accounts payable control account

A general ledger liability account containing the sum of all approved payments (payables) owed to vendors for goods or services purchased.

accounts receivable (AR)

Amounts due from others for goods purchased or services rendered, but for which payment has not been collected.

accrual accounting

An accounting distinction that indicates when a revenue or expense is officially recorded. Accrual accounting records a revenue or expense when you become aware of it, even if money has not yet changed hands. An expense account is debited when the invoice is posted and the money held until a check is issued. A revenue account is credited when the bill is created and the money charged to the anticipated revenue account.

accruals

Amounts of time or money accumulated periodically. In Payroll, this refers to vacation, sick, and personal time balances. This is the table where paid time off and comp time is recorded as being used.

active set

A collection of data that matches a query or other specific search criteria.

actuals

The year-to-date closing balance of the account for the period designated. Before an amount is added to the actual balance, it must go through end-of-period processing. In the case of an expense account, this figure would represent total expenditures closed in the period.

adjusting entry

A journal entry that reverses or corrects an existing entry or changes the balance in an account.

allocation

Distribution of funds or costs to one or more accounts.

allocation code

A code used to distribute an expense across several expense general ledger accounts on a predefined percentage basis.

appropriation

Money set aside for a specific purpose. (In General Ledger: An amount that is legally authorized to be expended. In Budgeting: A one-sided budget amendment.)

asset

Property or items of value. Assets are designated as proprietary or governmental.

audit trail

A history of changes for an account.

backup

A copy of existing data. Backups are typically created as a safety precaution in the event of system difficulties or data corruption.

balance sheet

A statement of assets, liabilities, and fund balance at a particular point in time.

batch

A collection of similar items grouped together for processing. For example, a batch of invoices, purchase orders, or cash receipts.

bid

For supplies, services, or property, an offer of what one is willing to pay for or to accept for payment.

bidder

Someone who makes an offer to purchase or complete a task for a specific price.

budget

An itemized list of the amount of all estimated, anticipated revenue, with a list of the amount of all estimated costs/expenses for obtaining this income for a specific period of time, typically a year.

budget level

An approval stage for a budget.

capital asset

A long-term tangible asset that is not expected to be converted into cash in the current or upcoming fiscal year.

carryforward method

A method by which open purchase orders are handled at year-end.

case sensitive

The difference between uppercase and lowercase letters. For example, a field that is case-sensitive accepts ABC as a different entry from abc.

cash deferred accounting

Accounting within which revenue is not credited until it is actually received. A deferred revenue account is credited in the interim.

cash disbursement

Cash paid out.

cash receipt

Cash (currency, coin, check, and so on) received.

character code

A code that links a group of object codes.

charge code

A code that represents a bill detail line. For example, a charge on a tax or utility bill.

chart of accounts (COA)

A list of all asset, liability, fund balance, revenue, and expense accounts identified by an organization and made available for recording transactions in the general ledger. Each account has a unique name or identification number.

check reconciliation

The process of marking checks as cleared once they are returned.

check run

The processing of checks to pay outstanding bills or to payroll obligations. Check runs are identified with a unique identifier. Check runs may be referred to as warrants.

commodity codes

Codes that standardize information regarding purchased items.

contra account

An account with a balance that is intended to be the opposite of the normal balance for that account type.

contract

A legally binding agreement between two or more parties regarding the exchange of goods or services for payment.

control account

A balance sheet account that reflects the total of the balances in the respective subsidiary ledger.

credit

The reduction of an asset or an expense. (In General Ledger, an amount recorded on the right side of an account. Assets and expenses are decreased by credits; liabilities, fund balances, and revenues are increased by credits.)

credit memo

A negative invoice due to an existing vendor credit.

database

A collection of data organized to reduce redundancy and optimize processing that can be accessed by many users simultaneously.

debit

The addition of an asset or an expense. (In General Ledger, an amount recorded on the left side of an account. Assets and expenses are increased by debits; liabilities, fund balances, and revenues are decreased by debits.)

default

A predefined value that is the most common occurrence within a program field. This value can typically be changed by a user.

deferred tax

A liability that results from income earned for accounting purposes, but not for tax purposes.

depreciation

Allocating the cost of an asset over its useful life.

direct deposit

The direct addition of pay into an employee's or vendor's bank account.

due-to/due-from account

An amount owed or expected to be received from other funds. A due-to value in one fund must equal the due-from value in the corresponding fund.

effective date

The date a transaction affects the general ledger.

employer identification number (EIN)

The employer's account number with the Internal Revenue Service (IRS). An EIN consists of nine digits and is always in the following format: nn-nnnnnn.

encumbrance

The purchase amount recorded in an expense account at the time an item is ordered. The encumbrance reduces the available budget by the purchase amount. (In Payroll: The hold that is placed on an account indicating an employee's remaining salary.)

ERP – Financials

A Tyler solution that provides financial solutions to manage core business functions such as budgeting, payroll processing, and revenue collection.

exemption

Income or property not subject to tax.

expenditure

A transaction resulting in the disbursement of cash.

fee

An amount of money charged for a service.

field

A unit of data; several fields comprise a record.

file

A collection of related records.

file maintenance

The act of changing data records in a file.

fiscal year

A period that an organization uses for accounting purposes and preparing financial statements. The fiscal year may or may not coincide with the calendar year.

form

A screen or page layout. Forms define on-screen presentations as well as printed documents.

fund

A self-balancing set of accounts that are created and maintained for a specific purpose or activity.

fund account

By definition, a fund account is an accounting entity which is kept separate from all other fund accounts. Each fund account has its own source of income and its own expenses.

fund accounting

A system of accounting in which each fund's receipts, expenditures, assets, and liabilities are kept separately.

fund balance

The total amount of a fund.

general ledger (GL)

A chronological accounting record that a business uses to keep track of financial transactions. Transactions are categorized and summarized into general ledger accounts. An account is a unique record for each type of asset, liability, equity, revenue, and expense.

Generally Accepted Accounting Principles (GAAP)

A common set of accounting principles, standards, and procedures that companies must follow when they compile their financial statements.

Generally Accepted Auditing Standards (GAAS)

The standards by which the quality of audits is judged.

Generally Accepted Government Auditing Standards (GAGAS)

Guidelines that provide a framework for conducting high quality audits by auditors of government entities or entities that receive government awards. These guidelines are also referred to as the Yellow Book.

Governmental Accounting Auditing and Financial Reporting (GAAFR)

The guidelines of the Government Finance Officers' Association. These guidelines are also referred to as the Blue Book.

Governmental Accounting Standards Board (GASB)

The source of generally accepted accounting principles (GAAP) used by state and local governments in the United States.

Government Finance Officers' Association (GFOA)

An organization that promotes excellence in state and local government financial management through consulting, training, publications, and research.

group code

A user-assigned code that links account segments together for reporting purposes.

history

Any record kept for historical information purposes. (In General Ledger, transactions and balances that reflect amounts closed through end-of-period processing.)

installment

A payment for part of a debt, usually paid in regular intervals.

intangible

Assets that have no physical existence.

interest

An amount charged for the credit or loan of money, usually a percentage of the principal amount.

invoice

A document sent for amounts due (General Billing) or received for amounts being paid (Accounts Payable).

issue

To fill an order (pick ticket). Sometimes used to refer to the item being issued.

job class

A code that identifies the features of a particular job.

journal

A book of accounting entries in chronological order. Munis programs keep separate journals for each type of entry, which are then posted to the related ledgers.

journal entry

The documentation of an accounting transaction that shows the accounts affected, the amount of the change, and whether the change is an increase or decrease (that is, debit/credit or credit/debit).

liability

An obligation or debt; something owed to a person or organization.

liquidation

The relieving of an encumbrance, either partially or fully.

location code

A general grouping category assigned to each employee.

lockbox

An arrangement with a bank or other institution for collection and deposit of receivables.

locking

Temporarily limiting access to a table or program to prevent concurrent users from creating or retrieving conflicting data.

master record

Record containing key processing information, such as an employee, customer, vendor, or account.

memo balance

An account balance that shows the year-to-date amount of money expended or received even for transactions not yet closed to a period.

menu

A list of product or program options.

miscellaneous cash

Over-the-counter payments received for which there is no bill. For example, marriage, hunting, or dog licenses.

module

A Munis software application. For example, the Accounts Payable module or the Payroll module.

month-end processing

A series of steps to close one period and reconcile account balances and transactions.

Munis

An integrated ERP system that manages an organization's core functions, including financials, human resources, citizen services, and revenues.

net

A single figure derived from combining debit and credit amounts.

not sufficient funds (NSF)

A banking term that indicates there are not enough funds in an account to cover a transaction.

null field

A column or field in a row or record that contains no data.

object code

The segment of the account number that reflects the object of expenditure or source of revenue.

org code

A code representing the segments of an account number.

output-post

To print a report and move transactions from a temporary proof file to an open file.

parameter

A set of physical properties whose values determine the characteristics or behavior of something.

penalty

A sum of money assessed for failure to fulfill an obligation, such as file a tax form or pay a bill by a specific date.

period

A month within a fiscal year; noted by a number, 1 through 12. Also periods 00 (SOY or start-of-year) and 13 (EOY or end-of-year).

premium

An amount at which something is valued above its normal value.

principal

An amount borrowed or the amount owed on a credit or loan account that does not include interest.

program

A set of instructions to a computer that produces specific results, such as a database update or record maintenance.

project accounting

A method of tracking detailed financials for every phase, task, and subtask of a project.

project code

A segment of the account number used to identify a particular capital project.

projection

The estimated budget for the upcoming year.

proof file

The temporary holding area for transactions.

proof list

A printout of all new transaction entries in a specific entry process. A proof list allows you to detect errors before completing processes.

purchase order (PO)

A legally binding document between a purchaser and a supplier that details the items, costs, and delivery terms. An open purchase order is one that has not been fully liquidated, that is, a balance exists perhaps because all items have not been shipped.

purge

To permanently remove records from a database.

range

Data parameters that allow you to search for records within specific criteria.

receivable

An outstanding amount of revenue to be received, such as an unpaid bill.

record

A row of data in a table or a set of field values.

remittance

A cash payment.

report writer

A program that creates user-customized reports.

requisition

A request for an item, either from a vendor or from inventory.

retainage

Money that is withheld from a vendor when payments are made during the invoice process.

revenue

Income or other assets received for goods received or services rendered.

reversing entries

An accounting entry that cancels out a previous entry.

rollup group

A collection of general ledger accounts that are linked together with a rollup code to share a combined budget.

row

A record or a set of field values (columns) that constitute a particular item such as a bill, account, vendor, customer, or employee.

search criteria

The specific values used to narrow data selection in a program.

segment

A component of an account number, for example, the fund segment.

source code

A three-character code that identifies the type of transaction or the module in which a transaction originated.

subsidiary ledger

A group of similar accounts that provide the detail behind a control account. In Munis programs, a subsidiary ledger generally refers to a revenue subsidiary ledger and an appropriations/expense subsidiary ledger.

tangible

Assets that are real or concrete.

transaction

An event that changes the balance in an asset, liability, fund balance, revenue, or expense account.

trial balance

A general ledger report that lists each account and its balance in order to verify that the total of the debit balances equals the total of the credit balances.

Tyler Content Manager (TCM)

A Tyler product that allows agencies and school districts to capture, deliver, manage, retrieve, and archive documentation and other information in an electronic format.

Tyler Technologies Inc.

A software company that provides integrated software and technology services to the public sector, including cities, counties, states, and school districts.

TylerForms

An output solution that provides an automated, on-demand, paperless environment that supports key business processes.

vendor

A person or company with whom business is transacted.

voucher number

A system-assigned number that organizes Accounts Payable invoices into a sequence for later reference.

warrant

An official document (Order of the Treasurer) that lists all invoices to be paid at one particular time. Also may be referred to as a check run.

wildcard character

A symbol such as an asterisk (*) that is used to represent a sequence of characters in search criteria, typically used if the characters are unknown to the user or to replace keystrokes. For example, a query can be done using "COMPU*" to find all names that begin with the letters COMPU.

workflow

The means by which an organization manages the approval process for items such as job opening requisitions or purchase order payments.

write-off

The removal of an account balance.

year-end processing

A series of steps to close the fiscal year and reconcile account balances and transactions.