

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

TABLE OF CONTENTS

TOOLBAR OPTION DESCRIPTIONS	1
ADD FAVORITES LIST TO LANDING PAGE	5
REQUISITIONS - Add to Favorites List Requisition Entry Where is My Requisition in the Approval Process?	9
REQUISITION STATUS CODES	21
PURCHASE ORDER RECEIVING	25
ACCOUNT TRIAL BALANCE	32
	36
BUDGET TRANSFER INSTRUCTIONS	40
YTD BUDGET REPORT	43
NEXT YEAR BUDGET ENTRY	48
	51
GLOSSARY	54

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.
Map	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	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

1	
	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	Tyler Menu							
Q Se	arch							
🗸 Muni	s							
✓ Fi	nancials							
>	General I	Ledger Menu						
~	Purchasi	ng						
	✓ Purch	nase Order Proce	essing					
		Run this Link	quests					
			eiving					
	> 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.

	Tyler Menu			:			
	Q Search						
	✓ Munis						
2. Sele	 Purcha Pu Perfor Studer Emplo Accou Asset Ma Departmet 	al Ledger Menu asing rchase Order Pr Item Order Forn Requisition Ent Purchase Order In- mance Based B tt Activity yee Expense nt Inquiry nts Overview intenance ntal Functions	m Requests ry r Receiving quiry and Report iudgeting				
	Add						
	← Back	Q Search	Browse	+ Add	Update	× Delete	
	Main						
	Dept/Loc * Fiscal year				Cur	rent 🔿 N	E

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	 Current 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	
€ Back	Accept Cancel	
Vendor Al Vendor Na		

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

(~	0	Q	•	÷.	٩	ß				
Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Word	
Vend	or Ac	ldress # /	Alpha Sort		Vend	or Name					Address 1
1563	30	0	STAPLES BUSIN	1	STAPL	LES BUSINES	S ADVAN	TAGE			PO BOX 105638
9952	23	0	STAPLES, INC.		STAPI	ES, 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	
			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.

Composition Composition Back Search Browse Add Update Delete Copy	() (S) Mass Shop Online Allocate		
equisition			
iscal year Number	Line		
Detail			
Quantity *		Unit price UOM *	
escription *		Gross Freight	
Add'I Desc/Notes		Discount	%
		Credit	
		TOTAL	
		Amount justification:	UNKNOWN
iscellaneous			
apital Asset			
Seq T Account	Description	Amount GL Bud	

8. Click + from the top menu.

Source Line Items										
e Back	Q Search	Browse	Add							
Requisition	ı									
Fiscal year		Nu	Imber							
Detail										
Quantity *										
Description	n *									
		🗖 Add'l	Desc/Notes							

9. Enter the desired Quantity number of items.

Requisition Fical year Fical year Detail Quantiy Out Description * Image: Credit Image: Credit <	🔆 Line Items			
Fisal year 3021 Number 20215924 Line 1 Detail Unit price				
Detail Unit price 00000 Description * UOM * EACH	Requisition			
Quantity* IOO Unit price .0000 Description* UOM * EACH Gross Freight Discount Credit Miscellaneous Capital Asset N	Fiscal year 2021 Number 20215924 L	ine 1		
Description * UVM * EACH Gross 00 Freight Discount 00 % Credit 00 TOTAL 00 Amount justification: UNKNOWN Miscellaneous Capital Asset N • Seq T Account Description Amount GL Bud	Detail			
Gross 00 Freight 0.00 % Credit 0.00 % Credit 0.00 % Credit 0.00 TOTAL 0.0 Amount justification: UNKNOWN Miscellaneous Capital Asset N • Seq T Account Description Amount GL Bud				
Discount 00 % Credit 00 TOTAL 00 Amount justification: UNKNOWN	Description *		Gross	.00
Credit 00 TOTAL 00 Amount justification: UNKNOWN Miscellaneous Capital Asset N Seq T Account Description Amount GL Bud				
TOTAL .00 Amount justification: UNKNOWN Miscellaneous	Add'I Desc/Notes		Discount	.00 %
TOTAL .00 Amount justification: UNKNOWN Miscellaneous			Credit	.00
Capital Asset N Seq T Account Description Amount GL Bud			TOTAL	00.
Capital Asset N Seq T Account Description Amount GL Bud			Amount justification:	UNKNOWN
Seq T Account Description Amount GL Bud	Miscellaneous			
	Capital Asset N 🔻			
	Seq T Account	Description	Amount GL Bud	

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

Line Items 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.

•								
← Back	Accept	O Cancel	Q Search	X Delete	Copy GL Acct	6 browse_pl_gl_budget_groupings		
uisitio	n							
l year	2021	N	umber	2021	15924	Line 1		
úl								
antity *			1.00				Unit price	5.00
							UOM *	EACH
tio	n *	Red Pair	nt			* *		
		Blue Pai Green Pa					Gross	
			Desc/Notes				Freight Discount	.00 %
			Descrivotes				Discount	.00 76
							Credit	
							TOTAL	
							Amount justification:	UNKNOWN
							Amount Justification:	UNKNOWN
cellane	eous							
pital As	set		Ν 🕶					
Seq T	Account					Description	Amount GL Bud	
01 -							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	× Delete	Copy GL Acct	B browse_pl_gl_budget_g	roupings					
Requisitior	n											
Fiscal year	2021	Nu	mber	202	15924	Line 1						
Detail												
Quantity *			1.00						Unit UON	price 1 *		5.00000 EACH
Descriptio		Red Pain Blue Pai Green Pa	nt						Gross Freigh			5.00
		Add'l	Desc/Notes						Disco	unt		.00 %
									Credit			.00
									TOTAI			5.00
									Amou	int justificati	on:	UNKNOWN
vliscellane	ous											
Capital As	set		N 🔻									
Seq T /						0	Description	A	Amount	GL Bud		
01 -	199-11-63	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.

Back Search Browse Add Upp Requisition Fiscal year 2021 Number Detail			E	Back	
Back Search Browse Add Upp Requisition Fiscal year 2021 Number Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain Blue Paint Green Pain Miscellaneous Miscellaneous	γ\$ L	ine Ite	ems		
Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain C Add'I Desc/Notes	-	- •			Update
Detail Quantity * 1.00 Description * Red Paint Blue Paint Green Pain T Add'l Desc/Notes	Requisition				
Quantity * 1.00 Description * Red Paint Blue Paint Green Pain C Add'l Desc/Notes Miscellaneous	Fiscal year	2021	Nu	Imber	
Description * Red Paint Blue Paint Green Pain Add'I Desc/Notes	Detail				
Blue Paint Green Pain Add'I Desc/Notes	Quantity *			1.00	
Miscellaneous	Description	×	Blue Pai	nt	
			🗖 Add'l	Desc/Notes	
	Miscellaneo	15			
Capital Asset N 🔻					
	Capital Asse	t		N -	
Seg T Account	Seg T Ac	count			
01 199-11-6399-06-042-11-			99-06-042	-11-	

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

ain	🔅 Requisition	Entry [Brenha	am ISD,	TX]														1	ه 🕈	8	
eptIcc* BRINHAM JUNIOR HIGH Neded by Allocated P emile									eadyForms Delivery							Activate	Mass	(Allocate	~	Copy	Men
scal year * * * * * * * * * * * * * * * * * * *	lain																				_
endor shares Ship to * Address BRUHAM JUNC HIGH Address BRUHAM TX 77833	ept/Loc * iscal year * equisition number * ieneral description General Notes	2021 • 0	Current 🔘		R HIGH		Nee Ente	ded by red * expiration	07/19/202	1 6	By	athiel									
endor 15580 ame Oraling 0 maing 0 m 0 maing 0 m 0 m STAPLES BUSINESS ADVANTAGE enit 0 m 0 m STAPLES BUSINESS ADVANTAGE emit 0 m 0 m Staple fields emit 0 m 0 m Staple fields emit 0 m 0 m Staple fields Bill to Bill to Bill to Bill to email 0 m Vendor Source (0) errors Miscellaneous ine Items Line (Description Vendor Source Og Unit price UOM	lendor								Shin	ning and Bi	illina										
emit O m STAPLES BUSINESS ADVANTAGE Email ddress P0 600.19668 Reference Bill to Bil	lendor Iame O mailing Delivery method	STAPLES BUSINES	ADVANTAGE			E-Procu	rement		Ship	to *	-	BRENHAM 1200 CAR	I JUNIOR HIGI	4	71	77022					
Bill to email AtLANTA GA 30345-538 I Vendor/Sourcing Notes Vendor/Sourcing Notes I Vendor/Quotes (0) erms Miscellaneous roype N · NOBMAL • PO Inel Description Vendor Ven	lemit	0		STAPLES B	USINESS ADV	/ANTAGE			Ema	il		BKENHAN	Λ		IX	//833					
ATLANTA GA 20248-5638 Vendor/Sourcing Notes Vendor/Sourcing Notes erms Vendor/Sourcing Notes erms Miscellaneous Ppo N. + NOBMAL • Po ine Items Line Description Vendor	uddress	PO BOX 105638										750	BU	SINESS OFFI	CE						
irms Miscellaneous Sacount % 000 Type N-NOBMAL * ine Items Line Description Vendor Qty Unit price UOM Freight Disc % Credit Line Total		ATLANTA			GA	30348-5638			Bill t	o email											
Nicount % 000 Type N - NORMAL + PO	Vendor/Sourcing Notes			D Vendor (Quotes (0)																
PO ine Items Line Description Vendor Qty Unit price UOM Freight Disc % Credit Line Total	erms								Miso	ellaneous											
Line Description Vendor Qty Unit price UOM Freight Disc % Credit Line Total	Discount %	.000									N - NOR	MAL	•								
	ine Items																				
1 Red Paint Blue Paint Green Paint (15920) STAPLES SLUSHES ADVAITAGE 1.00 5.00000 EACH 0.00 0.00 5.00		een Pain				INESS ADVANT	AGE			Qty 1.00				Freight 0.00	Disc % 0.00				Lin	e Total J 5.00	

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

e C		+ Add	Update	Delete	Output	Print	Display	PDF	Save	ReadyForms	ReadyForms Delivery Definitions	Email	Schedule	(0) 🕢 🔻	Switch F	form Line Iterr	Release
n ot/Loc * al year * uisition numl eral descripti General Notes	ion	042 2021 Supplies for A	2021592	rrent 🔘 I	AM JUNIOR Vext	t HIGH				Status Needed by Entered * PO expiration Receive by	07/19/2021	ty O Amor	1 7 8	athiel			
dor											Ship	ping and Bi	ling				
dor ne mailing ivery method				DVANTAGE	Comm	nitted E-Mail		E-Procur	ement		Ship Addr			042 BRENHAM 1200 CARLI BRENHAM	JUNIOR HIG EE DRIVE	н	ТХ
it		0	1		STAPLES B	USINESS	ADVANTA	AGE			Emai	il		UNLER I I I			
ress		PO BOX 1	05638								Bill t	rence o o email		750	BL	JSINESS OFFI	CE
		ATLANTA				(5A 30	348-5638			DIII 0	o eman					
Vendor/Sourc	ing Notes				D Vendor (Quotes (0)											
ıs											Misc	ellaneous					
ount %		.000									Type PO		N - NORN	IAL ·	•		
Items																	

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.

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

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

M Fwd: New Munis 🗆 🗙 🔤	🎄 Tyler Hub - Muni: 🗙 🤸 Requisition Entry 🗙 📑 2020-21 BISD Act 🗴 🛛	🕻 CAMPUS SECRET/ 🗙 📔 🖬 Campus Secretary 🗙	Add Favorites List X + O - D X
← → C ☆ ● m	nunisapp2019.brenhamisd.net/prod/munis/gas/app/ua/r/mugwc/rqentpst		🖈 📴 🛸 🌖 🗄
🔛 Apps 🕥 🖬 BHS Mat	th 😑 Goegraphy Class 🔼 Baseball Remind 🍪 Brenham Cub Base 🔯 Alge	bra Calculator 🧑 SAT TEST - The Coll 🖛 A	CT TEST - HOME 🖪 Amazon Smile 🛛 » 🗏 Reading list
🐝 Requisition	Entry [Brenham ISD, TX]		🗢 🌣 🛛 🤒
Back Q E	Add Update Delete Output Print Display PDF Save	ReadyForms ReadyForms Delivery Email Definitions	Schedule Attach Switch Form Line Items Menu
Main			A
Dept/Loc * Fiscal year * Requisition number * General description The General Notes	Current Next Fiscal Code: Current or Next	Status Needed by Entered * PO expiration Receive by Quantity Amou	By
Vendor		Shipping and Billing	
Vendor Name PO mailing Delivery method	Print Fax E-Mail E-Procurement	Ship to * Address	
Remit		Email	
Address		Reference	
		D10 +-	

Enter your Department/Location #, then Select

			Accept
🔆 Requisiti	on Entry [Brenham ISD, TX]		S 🔅
	이 전 ancel Query		
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	
Vendor Name PO mailing Delivery method	Committee	Ship to *	
Remit		Email	
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 M	laintenan	ce									
(- ack	↓ Accept	O Cancel	Q Search	Dutput	🖶 Print	Display	DF	E Save	Excel	Word			
-	Record	Year	Requisition	Entry Da	te	Descripti	on				Amount	Purchase Order	Status
	1	2021	20215895	07/14/20	21	signs for v	valls				17,775.00	20215126	Converted
	2	2021	20215894	07/14/20	21	Signs for v	valls at BJ	н			0.00		Created
	3	2021	20215735	06/29/20	21	Nurse Cor	ference				50.00	20215008	Converted
	4	2021	20215734	06/29/20	21	Toner for	orinter				400.72	20215007	Converted
	5	2021	20215529	06/08/20	21	scripts for	OAP				45.50	20214816	Converted
	6	2021	20215526	06/08/20	21	Instrumen	t repairs				178.00	20214815	Converted
	7	2021	20215411	05/28/20	21	Notary Bo	nd Renew	al			71.00	20214724	Converted
	8	2021	20215410	05/28/20	21	Band supp	olies				101.23	20214723	Converted
	9	2021	20215206	05/17/20	21	nurse sup	plies				12.43	20214532	Converted
	10	2021	20215205	05/17/20	21	Repair Lab	or				148.00	20214531	Converted
	11	2021	20215204	05/17/20	21	Repairs fo	r Band				20.00	20214530	Converted
	12	2021	20214949	05/05/20	21	batteries f	or testina				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		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						ip to * Idress		042 BRENHAM 1200 CARL		GH								
Delivery n			 Print 		Fax		E-Mail		E-Procure	ement					BRENHAM				TX	77833					
Remit Address			0 BJHS			DEBRA SA	UNDERS					Em	nail ference												
Address			6/113										l to		750	B	USINESS	S OFFICE							
												Bill	I to email												
D Vendo	or/Sourcing N	otes				Vendor (Quotes (0)																		
Terms												Mi	iscellaneous												
Discount	%		00									Typ PO		N - NORM 2021	(AL 5008	•									
Line Items																									
	escription irtual Nursing	confernce	Cooks Child	iren's 2021	Nu	(9732		SAUNDERS					Qty 1.00		Unit price 50.00000		Freig 0	ght).00	Disc % 0.00		Crec 0/		Lini	Total J 50.00 I	
<	ints	Total am	ount	5	i0.00																				÷
Workflow My Ap		Арр	rove	Rej	ject	Forwi	ard	н	old	Ap	provers	C.	onversion Convert												

Once the requisition is on the screen, **Scroll to the Bottom** of the page.

Line Description 1 Virtual Nursing confernce Cooks Chil	dren's 2021 Nu	Vendor (97324) DEBRA S	SAUNDERS		Qty 1.00	Unit price UO 50.00000 EAC
 Initial nating continue cooks can 		(01024) 0201010			100	50,0000 54
🗅 Accounts Total amount	50.00					
/orkflow					Conversion	
My Approvals Approve	Reject	Forward	Hold	Approvers	Convert	

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.

\$~	Work Flo	w Status			
¢ Back	Q Search				
Approver	rs' comments				
Name		Action taken dat Act	tion tak Action	Comme	ent
4					
Steps					
		Status	Activa	ted Date	Activated
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**

Requisition Entry [Brenham ISD, TX]									٠.	\$ 0	
Q III + Back Search Browse Add	Update Delete Output Print Disp		adyForms ReadyForms Delivery Definitions	Email Schedule	Attach 👻	Switch Form	Line Items Rel	B A ease Activate		🙆 🔃 locate Notes	Copy	Menu T
Main												
Dept/Loc *	Current Next	Enter PO ex	ded by	By Amount								
endor			Shippin	g and Billing								
Vendor Name O mailing Delivery method Prin	t Fax E-Mail	 E-Procurement 	Ship to Addres	*								
emit			Email									
Address			Referen Bill to Bill to e									
Vendor/Sourcing Notes	Vendor Quotes (0)											
Ferms			Miscella	aneous								
			Type PO		•							
Discount %												
iscount %												
	Vendor		Qty	Unit price	UC	OM Freight	Disc %	Credit	l	Line Total		Justif

Then **Tab** down three times to the **Requisition number** * box.

Requisition Entry [Brenham ISD, TX]	
← ✓ Ø ₪ Back Accept Cancel Query	
ain ept/Loc * scal year * O Current O Next equisition number * eneral description	Status Needed by Entered * PO expiration By
General Notes	Receive by O Quantity O Amount
nen type in your Requisition num	ber and select from the top menu .
🔆 Requisition Entry [Brenha	
Image: Back Image: Cancel Image: Cancel	
fain	
ept/Loc * iscal year * O C equisition number * 20215 eneral description General Notes	Current O Next
'endor	
endor	Committed
elivery method Print	Fax E-Mail E-Procurement
ddress	
Vendor/Sourcing Notes	Vendor Quotes (0)
erms	
iscount %	
nce your Requisition appears e top right side of the screen.	on the screen, you will be able to see the status code
041 BRENHAM MIDDLE SCHOOL	Status 2 Created
2021 O Current O Next	Needed by

Entered *

PO expiration

Receive by

06/29/2021

• Quantity O Amount

By

craley

20215731

Amazon - binder supplies

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	×
			☆	2	*	S :
🔢 Apps 💪 Google 💩 Google+ 📙 Imported From IE 📒 Bookmarks 🔍 Google Hangouts 🎔 Twitter Login 🖚	ENTITY LOGIN Texa SBEC: 19 Texas Ad	Seduphorial - School Seasop Web Navigat		39	🗄 Re	sading list
🔆 Requisition Entry [Brenham ISD, TX]			٢	٥	8	S
tad: Accept Cancel Query						
Main						
Dept/Loc* Status Fixed year * 2021 Current Next Needed by Recusibilion number * General description PO expiration Correal Notes Receive by	Cuantity O Amount					
Vendor	Shipping and Billing					. 1
Vendor Committed	Ship to * Address	**				
PO mailing Delivery method Print Fax E-Mail E-Procurement						- 1
Remit D	Email					. 1
Ashiones	Dafaraasa					
Then select ✓ from the top menu.						

Accept

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

🔆 Requisition	Entry [Brenham ISD, TX]	🗢 🌣 🛛 🧕
e C Earch Brows	Add Upcate Delete Cutput Print Deplay PDF Save Ready-Forms	Ready-From Delivery Email Schedule Attach Switch Form Line Items Release Activate Attach Attach
ept/Loc * ical year * quisition number * ineral description General Notes	920 Immediate Status 2021 Ocurrent Norded by 2025/00 Nord Entered * 78591 Maintenance supplies - 10 boxes rags PO expination Receive by	Release D//2//2021 Uv rony Quantity Armount
ndor		Shipping and Billing
ndor ime) mailing livery method	847 Committed VCR-TEX.MousTRitts 0 ✓ Print Fax E-Mail E-Procurement	Ship to * 990 Lu. Address BRENIVAN BO MAINTENANCE 507 E.SIXTH STREET
mit	0 VOR-TEX INDUSTRIES	Email TX 77833
dress	Po Box 1856	Reference
	Bryan TX 77806	Bill to 750 . BUSINESS OFFICE Bill to email

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

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

\$	Requis	ition M	laintenan	ce							
← 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		- · · · · · · · · ·	~ 4						

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.

				🗢 🌣 🔞 🕒
Search Browse	Add Update Delete Cutput Print Display PDF Save ReadyForms	ReadyForms Delivery Email Sche Definitions		Kotivate Mass Menu Allocate V
al year *	2020	6 Released 07/27/2021 B Quantity Amount	B _Y rony	
ndor		Shipping and Billing		
idor me mailing livery method	847 VOR-TCX INDUSTRIES Committed 9 Print Fax C-Mail C-Procurement	Address 5	930 BRENHAM ISD MAINTENANCE 507 E. SIXTH STREET	
nit	WOR-TEX INDUSTRIES	Email	BRENHAM TX 77833	
dress	Po Box 1856	Reference		
	Bryan TX 77806	Bill to Bill to email	750 BUSINESS OFFICE	
Vendor/Sourcing Notes	Vendor Quotes (0)			

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.

σ	×	🤹 Tyler Hub - Munis Landing	Page 🗙 🤣 Pu	irchase Order Re	sceiving 🗙 🦻	Purchase Order Receiv	ing 🗙 🛛 🐝 Vendor	Central X +	0		0	\times
• 6	1	\leftrightarrow \rightarrow C $$ munisa	app2019.brenhami	isd.net/prod/r	nunis/munisnet/Appl	lost/PurchaseOrderR	eceiving/		\$		* 6	:
Read	ing list	👯 Apps Ġ Google 🚳	Google+ 🧧 Impo	orted From IE	📙 Bookmarks 🛛 😋 G	oogle Hangouts 🏾 😏	Twitter Login 🛛 🖚 ENTITY LO	XGIN Texa 📕 SBEC: 19 Texas Ad 🔗 eduptorial - School 🍞 Aesop Web Navigat		39	🔢 Readin	₂g list
	S	S Purchase Or	der Receivin	ıg	Search by purchas	e order number			۹	۲	0	3
^		Advanced My * Ex	coel 👻 corts									
		Purchase Orders	s: 29589						Items pe	er page:	15 -	
	0	PO Number	Fiscal Year	Departmen	t	Status	Vendor Number	Vendor Name			Tota	al
		20220000	2022	750		Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY			\$216.8	13
	+	20220001	2022	750		Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY			\$498.7	5
		20220002	2022	750		Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY			\$14.9	15
		20220003	2022	102		Printed	97582	AMAZON CAPITAL SERVICE			\$256.3	8
		20220004	2022	102		Printed	1155	QUILL CORPORATION			\$109.7	2
		20220005	2022	101		Printed	94599	CITIBANK			\$153.8	17
			2022	101		Duran d	02002	ACCO REANIDO LICA LLO			ee + e o	~

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.

									, Imported From IE . Bookma		🚻 Apps 🛛 G Gr
S 😵	\$	۹						01	ceiving 2021520	hase Order Rec	🤣 Purcl
									 Audit Receipts 	(1) Attach Supporting T Apps	e Q Back Return to Search
page: 15	ns per paç	Item							ls	Order Detail	Purchase
					Total amount \$94,90	Status Printed	Vendor name QUILL CORPORATION	Department desc BRENHAM HIGH SCHOOL	Department 001	Year 2021	Purchase order 20215201
										ns	Ordered Item
									Packing slip	Received date* 07/27/2021	Close PO
iving Rema	Receivin	Received	UOM	Ordered					1	em# Description	Full Line Iter
).00	0.00	1.00	EACH	1.00) paper clips (2)	Dividers (4) p	1
										em # Description	Full Line Iter

a c 1 3 3	✓ Save Cancel
📲 २ म 💽 🖬 🗙 🕸 🧕	229 PM 1/27/2021

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			
	Received date* 07/27/2021	Packing slip	
Full Line Item#	# Description		
1	Dividers (4) paper clips ((2)	

Then click the blue Save button on the bottom right.

Ordered Items								
	ceived date* 7/27/2021	Packing slip						
Full Line Item#	Description			Ordered	UOM	Received	Receiving	Remaining
1	Dividers (4) paper clips (2)	1		1.00	EACH	1.00	0.00	0.00

C C 1 3 3	✓ Save Cancel
🔳 🔎 🗏 💽 🗮 🧙 👂	229 PM 1/21/2021

Now you will add your Invoice.

× < 1 > ■ _2 ==

🧿 🗖 💼 🕸 🧿

Select *Attach* from the top menu.

🤹 Tyler Hub - M	unis Landing Page 🗙 🤣 Purch	ase Order Receiving	K S. Purchase Order Re	ceiving 🛛 🗙 🌾 Purchase Order Rec	eking 🗙 🛛 🌾 Ve	ndor Central	× +	ο - σ ×
				erReceiving/Details/20215201/2021 TwitterLogin mt ENTITYLOGIN Tesa	SEEC: 19 Texas Ad.,	🧿 eduphorial - School	🕼 Aesop Web Navigat	☆ 🕢 🐖 🗯 🔕 3
🤣 Purch	hase Order Receiving	20215201						ବ 🗢 🛛 🔕
e Q Back Return to Search	Attach Supporting * Audi Apps Receip							
Purchase (Order Details							Items per page: 15 -
Purchase order 20215201	Year Dep 2021 001	artment	Department desc BRENHAM HIGH SCHOOL	Vendor name QUILL CORPORATION	Status Printed	Total amount \$94.90		
Ordered Item	15							
Close PO	Received date* 07/27/2021	Packing slip						
Full Line Iter	n# Description						Ordered UOM F	eceived Receiving Remaining
EI 1	Dividers (4) paper clips	(2)					1.00 EACH	1.00 0.00 0.00

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

🤹 Tyler Hub - Munis Landing Page 🗙 🤞 Purcha	se Order Receiving 🗙 🐝 Purcha	ase Order Receiving 🗙 🌾 Purchase Order Receiving 💊	🗙 🛛 🤣 Vendor Central 🛛 🗙 🖂 🕂	• • • • ×
← → C 🔒 munisapp2019.brenhamisd.n	et/prod/munis/munisnet/AppHost/Pu	rchaseOrderReceiving/Details/20215201/2021		🖈 🙂 🐱 🗯 🚳 🗄
👯 Apps 💪 Google 🚳 Google+ 📙 Imported	From IE 🧧 Bookmarks 🕥 Google H	angouts 🔰 Twitter Login 🛛 🚧 ENTITY LOGIN Texa 📕 SBEC: 19 T	Texas Ad 🥝 eduphorial - School 🍞 Aesop	Web Navigat » 📳 Reading list
🔆 Purchase Order Receiving	20215201			ର 🗢 🛛 🌖
Eack Return to Attach Supporting Audit	Defined Mappings 😋		×	
Search Apps Receipt	Attached Documents			
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			173	d UOM Received Receiving Remaining
1 Dividers (4) paper clips (1.1	00 EACH 1.00 0.00 0.00
	Add New Mapping		Save Cancel Deactivate	
e c 1 > >				✓ Save Cancel
📹 🔎 🛱 📀 🖬 🚘	> 🧿			2:47 PM 7/27/2021

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:

x Tyler Hub - Munis Landing i x S Purchase Order Receiving x x	0 - 0 X
← → C A tylercm.brenhamisd.net/tylercmprod/viewer/index.html?query=86e2964507dc9a848163ae50d43da549	🖈 🙂 🐱 🗯 🚺 E
🛗 Apps 💪 Google 🚳 Google+ 📙 Imported From IE 📒 Bookmarks 🔍 Google Hangouts 🎔 Twitter Login 🕫 BNTITY LOGIN Texa 📕 SBEC: 19 Texas Ad 🎯 eduphorial - School 🦻 Aesop Web Navigat	» 🗄 Reading list
🔆 Tyler Content Manager	0
+ 8 0 6 € 8 ± ≥ 8 ⊕ → ⊠ 8 ∕ 2 5 6 0 ≠ ≣ 1 1 1 1 1 1 1 0	VIEW 🗸 🦸 🗙
Related Documents V 🛪 PO Receivable - 20215201	~ ₹

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.

🖁 Apps Ġ Google 🎯 Google+ 📒 Imported	From IE 📒 Bookmarks	🗣 Google Hangouts 🎯 Twitter Login 🚥 ENTITY LOGIN	Texa 📕 SBEC: 19 Texas Ad 🧉	eduphorial - School 🍞 Aes	op Web Navigat	» 🗄 Reading
🔆 Tyler Content Manager						(
+ 🖬 🔍 🙃 🗰 🖪 主 🗃	° ∎ ⊕ → ≅	i 🗗 🖉 🖾 🖪 👄 🍃 🗮 💶 I	3 👬 👬 🕄		VIE	ew 🗸 🖋
Related Documents Filter by:			•⊨() ±			ľ
Date PO Number Number DocType	Ala	mo Music Center		II	NVOICE	
		Main Ave ntonio Texas 78205		INVOICE	DATE	1713-1.5
	Cuii II			866472	09/09/2020 7:59p	
	(210)	224-1010		ACCT	EMPL ID	
				154901	AXHEARD	
				TERMS	20210208	
Documents 🗸 🗸						
Filter by:	Bill To	Attn: Accounts Payable Brenham ISD		Attn: Retting/Band Brenham High Schoo		
Date PO Number Description DocTwo	e .	PO Box 1147		525 A H Ehrig Driv		
POReceive	cie	Brenham TX 77834-1147	;	Brenham TX 77833		
07/27/2021 20215201 PCReceive	bie	H(979)277-3700X2106 erettig@brenhamk-12.net		Return Acct B N/ Payment A	alance 2454 mt Due 1907	
	OTY	SKU# DESCRIPTION		PRICE EA	тс	OTAL
	1	731148 BC123150 R13 Pr Nickel Keys	ofessional A Clarinet	2761.00	276	61.00
		NICKEI Neys				

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.

Google 🎯 Google+ 📙 Imported From IE Munis Landing Page	📃 Bookmarks 🕥 Go	ogle Hanpouts 🎔 Twitter Login 🚥 ENTITY LOGIN Te		Ad 🤡 eduphorial - School 🍞 Aesop Web Navigat	* 🗄 Readir
Mania Landing Fage					
Brenham Indepe	endent S	chool District, T	(- Produ	uction	:
Approvals	Notifications	30 [°]	0	🐝 tyler	I
Fyler Menu secount trial balance Search ('account trial balance')	:	Favorites Purchase Order Receiving Report Requisition Entry	A :	technologies	
Account Trial Balance Account Trial Balance Munis Financials Human Capital Management General Revenues		Purchase Order Change Orders Vendors Vendor Central Accounts Payable System Locks Standard PO Reports General Journal Entry/Proof		Tyler Links Tyler Search: Find just what you are looking for Tyler Community: Join thousands of other clients o Tyler Support: Let us help you	r in

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.

E ack	Q Search	Output	Print	Display	PDF	Save	Excel	Report Options	Brief Format	Display Format								
iscal year- leporting y Journal B)alance si loll up pro Omit zero l ort By frint org of frint full G frint full G frint fund l include pag imounts/t imounts/t	is report ail or (S)um to-date ve year * from perio Detail fro heet or (A) jects to ob balance ac ode L account header and go break b otals excee t options	rsion d n II accounts iject level	n total lin ds on dollar:				±	to * to		•	-							

Click Report Options to establish the report criteria.

ý۵ -	Accourt	t Trial B	alance	e (Bren	ham	ISD, TX										- 🗢	•	• 😨	l (S
E Back	Q Search	Output	rint Print	Ca Display	PDF	Save	Excel	Report Options	Brief Format	Display Format									
port Op	tions																		
eporting porting Journal Jalance s oll up pro mit zero ort By int org c int full G int full clude pa mounts/l int repo	from perio I Detail from sheet or (A) bjects to ob balance ac isode iL account header and ge break b totals exceent options	d n II accounts • iject level	total line Is n dollars		09/01 A	2021 1 SEP 1/2020		to * to	5 JA 01/01/2021		•								

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**.

Now Diagonal Contraction Contr	Distrort Distrort						
0 2021	•						
0 2021	-						
over/2020	о* <u>5</u> ИАЧ о отлотидост (111) *						
	Fund, Segments	 ✓ Frank Segmentia ✓ 	 Fanil, Segments R 	 Frank Segmetik R 	 - Fainti, Segmentis - 	N - Fund, Segments.	I - Fand, Segmentia

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.

	brenhami x 🗛 CAMPUS SECRETARY PROCEDUI: x 🗧 9 Account Trial Balance - Google x 🧧 3 Requisition - Add Favorites, Eni: x 📔 Flexible Period Report - Google E x 🕴 +	
$\leftarrow \rightarrow C \oplus docs$	sgoogle.com/document/d/11ywiXLLMSx-UG_shD9XKoixd+GiL_1m1o_A4FVk6c7ZI/edit 🔄 🖞 🗓	2 🐖 🛪
🛛 Apps 🕒 Google 🧕	👂 Google - 📕 Imported From IF 📕 Bookmarks: 🗬 Google Hangouts 📡 Twitter Login 🛛 red. FNTITY LCKIN Texa 📕 SBEC: 19 Texas Ad 🗞 eduptorial - School 🥪 Aesop Web Navigat	30 🗄 Re
9 Account Tr File Edit View		6 Share
~~~~~	100% · Normaltext · Arial · - 12 + B I 및 A 🖋 여이 미 교 · F 등 등 등 등 1 등 25 등 · 등 · 등 · 등 · 등 · 등 · 등 · 등 · 등 · 등	0 - 0
	FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Shannon K lazierski -	
	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
	A1 • i × ✓ fx ACCOUNT Format as Table •	
	A B C D E F G H I J K table with its own style. O P Q a	
	1 ACCOUNT ACCOUNT ACCOUNT NAME BEG, BALA DEBITS CREDITS NET CHAN END BALANCE	
	1 ACCOUNTIACCOUNTIANME BEC. BALADEDITS CREDITS NET CHAN END BALANCE	
	ACCOUNT/ACCOUNT/ACCOUNT/ANME     BEG. BALA DEB/S     CREDITS NET CIVALEND BALANCE     PER     JANC     SINC     EFP DATE REFPRENCE     JIOSOCAU/O PRESIDEND REFORM     0	
	1         Account         Dec.0         Rec.0         R	
	1         Account         Dec.0.ALOBOTS         CREDITS         NCT CIAN CND &ALANCE           2         PRM         SIC         UP DVME         REFERENCE         0           3         10904240 (Indextonia) Pronom         RESERVENCE         0         5/00.03           5         > 2         555 PRI         SVME         0         6/00.03         0	
	1         Account         Dec.0         Rec.0         R	
	1         Accounty Accoun	
	1         Account         Dec.0.bl/DDITS         CREDITS         NCT CIAN CND &ALANCE           2         PVM         SVM         SVM <t< td=""><td></td></t<>	
	I         Account         DEC. BALADOITS         CREDITS         INT CIVIN ND BALANCE           2         PR4         Sinc         UP ANT         UP ANT         UP ANT         UP ANT           3         PR400 (Index Sinc)         INT ANT         Acron Ant         Acron Ant         Acron Ant           5         PR400 (Index Sinc)         Sinc)         Acron Ant         Acron Ant         Acron Ant           6         * 3         Assignment Truths         VM         Acron Ant         0 2x072.49           6         * 3         Assignment Truths         VM         Acron Ant         0 2x072.49           0         * 4         Sinc)         Sinc)         Acron Ant         Control Ant           6         * 3         Assignment Truths         VM         Acron Ant         Control Ant           7         * 4         Sinc)         Assignment Truths         Acron Ant         Control Ant	

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

, <b>0 1 1 o</b> r5		- +	Automatic Zoom	•				0	
	Brenham ISD, TX			and -	eed	🐝 munis			
	ACCOUNT TRIAL BALANCE FOR FY21/SE	P TO JAN							
	PER 2AL SEC OFF DATE REFERENCE	D. BALANCE	OEBIIS	060115	NET CHANGE	END BALAKE			
	Profession31 mersennel 1 322 PK 09/29/20 KUNI 1 NHKKANTI 092020 2 355 PK 350/29/20 KUNI 1 NHKKANTI 202020 3 159 PK 32/02/20 KUNI 1 NHKKANTI 312020 4 10 PK 12/02/20 KUNI 2 NHKKANTI 312020 4 30 PK 32/02/20 KUNI 2 NHKKANTI 312020	.00	8,620,53 8,630,63 8,690,83 653,17 8,620,53	- 00 - 00 - 00 - 00 - 00	8,690-83 17,581-86 26,0725-89 20,725-66 35,428-49	55,418,47			
	1000-2-0 (115 Para Professional Personnal 1 992 PF3 09/27/20 NUNI 1 NURKANTI 092020 2 155 PF3 09/27/20 NUNI 1 NURKANTI 10/0700 4 10 PF3 12/02/20 NUNI 1 NURKANTI 0/1200 4 10 PF3 12/02/20 NUNI 1 NURKANTI 0/1200	.00	35,416.49 18,091.48 18,091.48 2,200.88 2,200.88 19,190.38	- 00 - 00 - 00 - 00	33,418.47 10,071.00 36,185.96 54,275.04 57,276.09 76,736.27				
	10004240 (12) In 0562741 TMJW0 1 592 TMJ 09/21/20 RUNI 1 NHRAATI 020020 1 555 TMJ 2021/20 RUNI 1 NHRAATI 120020 5 559 TMJ 21/21/20 RUNI 1 NHRAATI 120020 4 502 TMJ 21/21/20 RUNI 1 NHRAATI 120020	.00	75,216,27 75,00 75,00 75,00 75,00	.00 .00 .00 .00	76,736.27 75.00 110.00 225.00 300.00	76,736.27			
	19884/240_5141 F.S.M Madiarw I. 902 FFG3 09/27/20 RUNI i NMERANTI 022020 2 525 FFG3 08/22/20 RUNI i NMERANTI 022020 3 459 FFG3 12/22/20 RUNI i NMERANTI 12/220 4 50 FFG3 12/22/20 RUNI i NMERANTI 12/220 4 50 FFG3 12/22/20 RUNI i NMERANTI 12/220	.00	300.00 350.14 350.24 361.06 84.82 375.14	.00 .00 .00 .00	300.00 718.20 1,075.24 1,154.14 1,511.20				
	1986/240 6142 Health Inturated 2 55 Ht 2012/20 RUN; 1 WHEANT 02000 2 55 Ht 2022/20 RUN; 1 WHEANT 102000 2 45 Ht 2120/20 RUN; 1 WHEANT 112000 4 50 Ht 212/20/20 RUN; 1 WHEANT 12000	.00	1,511.30 1,014.21 1,014.21 1,014.21 1,014.21	.00 .00 .00 .00	1,014.21 2,028.42 2,042.03 4,016.84	1,511.30			
	12004240 6143 NOTE: CARP. 9 983 063 063/07/20 8101 1 NUBEANT 02000 1 555 063 60/23/20 8001 1 NUBEANT 02000 3 450 063 11/20/20 8001 1 NUBEANT 112000 4 300 063 11/20/20 8001 1 NUBEANT 112000	.00	4,016,14 34,18 34,10 34,10 34,10 35,50 11,4,13	.00 .00 .00 .00	4,016,14 54,18 63,26 102,54 135,13	4,056,84			
	19964240 6146					7aga 1			

# 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.

$\times$	🛠 Tyler Hub - Munis Landing Rage 🗴 📡 Account Inquiry (Drenham ISD, T. 🗙 🔆 Account Inquiry (Drenham ISD, T. 🗙 🖒 🔆 Tyler Fault	o - o ×
<b>s</b> :	C  munikapp2019.brenhamikd.net/prod/munik/gas/app/ua/r/mugwc/glacting	🖈 🕑 🐖 🖈 🚳 :
iding list	t 👯 Apps 💪 Google 🧐 Google 🗧 Imported From IF 📃 Bookmarks 🗣 Google Hangouts 🎔 Twitter Login 🧰 FNTTY LOGIN Texa. 🔳 SBEC: 19 Texas Ad 🔗 eduphorial - School 🦻 Assop Web Navi	igat » 💷 Reading list
s	Account Inquiry [Brenham ISD, TX]	🌣 🛛 🌖
	Image: Construction     Image: Construct	
	Account	
0	Fund Acct name Acct name Other Acct name Other Status	
+	Sub-Hollup Multity Fund	
-	4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH	
	V//Per 2021/01 Fiscal Vear 2021 Fiscal Vear 2020 Fiscal Vear 2019 Fiscal Vear 2022	
	Original Budget	
	Taranters Out Revised Routed	
	Actual (Memo)	
	Requisitions	
	Available Percent used	
		-
>	< c 0 or a > x Find records using the seg-account method.	
1	। 🗰 🔎 म। 🕐 🛤 💼 🚱 🧕	7/28 AM 7/26/2021

## The program displays the Account Segment Finder screen.

Apps G G	oogle 🥶 Google+	Imported Fro	om IE 🔜 Bookma	rks 🛛 Google Hangs	suts 👿 Twitter Logir	ENTITY LOGIN Texa	SBEC: 19 Texas Ad	eduphorial - School	Aesop Web Navigat		*	Reading
¢ه ۸۰۰۰	unt Segment	Finder								•	•	6
Back Acco	-	ch Sort By	Dofine Percent Used									
ount Search												
gment Name	Search Val	ue										
nd												
ction												
ect												
Object												
inization												
Intent												
ect												
ount Type												
ount Status												
up Code												
-Rollup Code												
racter Code												
ent Used												
al year 2020 al year 2021												

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

	0	Georgian -	, imported Pro		a 🗸 Guoga Hangous	 and provide the second second	SREC: 19 Texas Ad	Company and a stationary	•		* 🗉	Reading
¢.	Account	t Segment F	inder							٠	•	<u>s</u>
<b>E</b> Back	Accept	Cancel Search		Define Percent Used								
count Se	earch											
amenti	Name	Search Value	•									
nd		199										
nction		41										
ect		6399										
Object		00										
nizatio Intent		750										
ect												
ount Ty	000											
ount St												
p Cod	ie											
-Rollup	o Code											
racter o	Code											
ent Us	sed											
	2020											
al year												
l year I year	2021											

## Click 🗹 Accept.

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

🤣 Accou	ınt Inq	uiry (Bre	nham	ISD, T	<b>X</b> ]												٠	8	S
Back Search	Browse	Cutput	🖶 Print	Ca Display	DF			Vord Em		⁽⁰⁾ <i>P</i> Attach		Detail Months	Sog Find	<b>O</b> Totals	User Defined Fields				
count																			
rg 19904240 bject 6399		Genera Genera Genera	l Op		Acct Acct name Type Rollup Sub-Rollup	General Dipense 6300	5399-00-75 Supplies-B	tusiness Offi		Active	•	Accou	nt Notes						
						A dealers of the	and a												
		CURRENT VE	D LI	TOPY		MultiYr Fu		ADH											
	ISON (	CURRENT YEA		STORY	4 YEAR G	RAPH HIST	fory gr.	APH	Fiscal Year 2	019		Fiscal Year 20	22						
Per 2021/01	ISON (		R HI al Year 21 19,000	021			ORY GR	арн	Fiscal Year 2 25,000			Fiscal Year 20. 22,500.0							
'Per 2021/01 iginal Budget Insfers In	ISON (		al Year 2	021		RAPH HIST Fiscal Year 2	ORY GR	АРН		.00 📒			0						
Per 2021/01 ginal Budget nsfers In nsfers Out	ISON C		al Year 2 19,000 2,000	021 00 = 00 =		RAPH HIST Fiscal Year 2 25,000 5,000 -3,100	020 020 00 00	APH	25,000 13,060 -5,100	1.00 == 1.00 == 1.00 ==		22,500.0 .0	0 = 0 0 = 0						
Per 2021/01 ginal Budget nsfers In nsfers Out vised Budget	ISON (		al Year 21 19,000 2,000 21,000	021 00 = 00 = 00 =		RAPH HIST Fiscal Year 2 5,000 5,000 -3,100 26,900	020 00 00 00 00	APH	25,000 13,060 -5,100 32,960	1.00 ===================================		22,500.0 .0 .0 22,500.0	0						
Per 2021/01 iginal Budget insfers In insfers Out vised Budget tual (Memo)	ISON C		al Year 2 19,000. 2,000. 21,000. 19,873.	021 00 00 00 00 85		RAPH HIST Fiscal Year 2 25,000 5,000 -3,100 26,900 22,601	020 00 00 00 00 21	APH	25,000 13,060 -5,100 32,960 20,783	1.00 = 1.00 1.00 = 1.00 1.00 = 1.00 1.41 = 1		22,500.0 .0 .0 .0 .0 .0 .0 .0	0						
Per 2021/01 iginal Budget insfers In insfers Out vised Budget tual (Memo) cumbrances	ISON C		al Year 21 19,000. 2,000. 21,000. 19,873.	0.21 00 = 00 = 00 = 85 = 00		RAPH HIST Fiscal Year 2 25,000 5,000 -3,100 26,900 22,601	020 00 00 00 00	APH	25,000 13,060 -5,100 32,960 20,783	1.00 ===================================		22,500.0 .0 .0 .0 .0 .0 .0 .0 .0							
4 YEAR COMPAR /Per 2021/01 inginal Budget ansfers In ansfers Out visied Budget ttual (Memo) cumbrances iquisitions	ISON C		al Year 21 19,000 2,000 21,000 19,873	021 00 00 00 85 00 00 00 00 00 00 00 00 00 0		RAPH HIST Fiscal Year 2 25,000 5,000 -3,100 26,900 22,601	00RY GR 020 000 000 000 21 000 21	APH	25,000 13,060 -5,100 32,960 20,783	1.00 = 1.00 = 1.00 = 1.00 = 1.41 = 1.00 =		22,500.0 0 22,500.0 0 0 0 0 0 0 0							
/Per 2021/01 iiginal Budget ansfers In ansfers Out ivised Budget itual (Memo) icumbrances	ISON (		al Year 21 19,000. 2,000. 21,000. 19,873.	0.21 00 00 00 85 85 00 00 115		RAPH HIST Fiscal Year 2 25,000 5,000 -3,100 26,900 22,601 4,298	00RY GR 020 000 000 000 21 000 21	APH	25,000 13,060 -5,100 32,960 20,783 12,176	1.00 = 1.00 = 1.00 = 1.00 = 1.41 = 1.00 =		22,500.0 .0 .0 .0 .0 .0 .0 .0 .0							

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)** 

Ý Ty	ler Hub - Muni	s Landing Pag	e x 🐝	Account D	etail		х -	÷									0	-	σ	×
$\leftarrow$	C 🕯	munisappi	2019.brenha	amisd.net/	prod/mu	.nis/gas/ap	op/ua/r/r	nugwc/glac	tinq								ģ [	] 👼	* (	5
Ар	ps Ġ Goog	le 🚯 Goo	gle+ 📙 l	mported Fro	om IE	Bookmar	ks 🗛 (	Google Hang	outs y 1	witter Login	RA ENTITY LOGIN	exa	SBEC: 19	Texas Ad	🕲 eduphorial - School 🌀	Aesop Web Navigat		в	🗄 Rez	ading l
ø	Accou	nt Detai	I														4	•	9	S
<b>(</b> Back	<b>↓</b> Accept	<b>O</b> Cancel	<b>Q</b> Search	Dutput	🖨 Print	Display	DF	E Save	Greek Excel	0 Detail	) (A) Journal Approvals									
)rg	19904240	Object	6399	Project		Account		ccount on		1-6399-00-7 al Supplies-I	50-99- Business Oth			_			_		_	
Posted	YR/Per	Journal	Eff Dt	Src	Ref1	Proie	ct Strina	PO/Ref2	Ref3 Ref4		Amount	Check #	Warran	t Vendor	Comment	Voucher Carr	v Forwar	rd		
γ	2021/11		07/20/21	API	012107	11010	er or my		5754' W 07		42.63				L ACCT #839258507	N				
Y	2021/10	655	06/29/21	ΛPI	094599			20214597	5708- W 08	2921ah	116.97				Arts & Appetizers Kids Pizzas	N				
Y	2021/10	586	06/24/21	API	012107				57001 W 08	2421ah	42.63	65278	062421a	H AT&T MOB	L	N				
ſ	2021/10	119	06/04/21	ΛPI	002895			20213796	5652! W 08	i0421sj	13.96	65115	0604215	j SCHULENBI	U Envelopes	N				
Y	2021/10	111	06/04/21	API	098811			20214734	5646! W 08	i0421sj	695.00	65092	060421s	j CP-DBS, LLC	C Annual Agreement	N				
Y	2021/09	742	05/25/21	ΛPI	012107				5611° W 05	2521sj	42.63	64997	0525215	j AT&T MOB	IL MAY 2021 STATEMENT	N				
Y	2021/09	572	05/19/21	API	001155			20214425	5604I W 05	1921ah	39.08	64979	051921a	H QUILL COR	P Toner Collection Unit	N				
Y	2021/09	17	05/03/21	GEN					posta	age	340.36				April postage	N				
Y	2021/08	964	04/29/21	API	094599			20214092	5523: W 04	2921ah	101.99	64698	042921a	h CITIBANK	Citibank	N				
Y	2021/08	716	04/21/21	ΛPI	001155			20214002	5494I W 04	2121ah	182.00	64617	042121a	I QUILL COR	P Supplies	N				
	2021/08	744	04/21/21	API	012107				5489I W 04	2424-6	42.63	6450.4	0/0101-	H AT&T MOB	L hillion	N				

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

<b>\$</b> 1)	/ler Hub - Muni:	s Landing Pag	e x 🐝	Account D	etail		× +	•									0	)	- 0	$\rightarrow$
	C 🕯	munisappi	2019.brenhi	amisd.net/	prod/mu	nis/gas/ap	op/ua/r/m	iugwc/glac	tinq								\$		*	6
Ар	ps 🔓 Goog	le 🙆 Goo	gle+ 📙 I	mported Fro	om IE	Bookmar	ks 😗 G	oogle Hango	xuts 🔰 T	witter Login	TRA ENTITY LOGIN TO	sxa SBEC: 19 T	exas Ad	🚱 eduphorial - S	chool 🕞 A	esop Web Navigat		39	E R	eading li
		· ·							-			-		<b>.</b> .	Ŷ					
ý	Accour	nt Detai	I														-	\$	0	S
6	~	0	Q	Ð	e	ß	ß			0	0 A									
Back	Accept	Cancel	Search	Output	Print	Display	PDF	Save	Excel	Detail	Journal Approvals									
)rg [	19904240	Object	6399	Project	-	-	Ac	count	199-41	-6399-00-7	50-99-						-	-	-	-
						Account	Descriptic	n	Genera	al Supplies-E	Business Otti									
Posted	YR/Per	Journal	Eff Dt	Src	Ref1	Proje	ct String	PO/Ref2	Ref3 Ref4		Amount	Check # Warrant	Vendor	Comment		Voucher Car	ry Forwa	ard		
Y	2021/10	655	06/29/21	POL	094599			20214597	5708: LIQ/I	NV	-116.97		CITIBANK	Arts & Appetizer	s Kids Piz2021	N				
1	2021/10	119	06/04/21	POL	002895			20213796	5652! LIQ/I	NV	-13.96		SCHULENB	U Envelopes	2021	N				
r -	2021/10	111	06/04/21	POL	098811			20214734	5646! LIQ/I	W	-695.00		CP-DBS, LL(	C Annual Agreeme	nt 2021	N				
	2021/09	916	05/28/21	POE	098811			20214734	PO El	NT/PRF	695.00		CP-DBS, LL(	I Annual Agreeme	nt	N				
	2021/09	604	05/21/21	POE	094599			20214597	PO EI	NT/PRF	116.97		CITIBANK	Arts & Appetizer	s Kids Pizzas	N				
1	2021/09	572	05/19/21	POL	001155			20214425	5604: LIQ/I	NV	-39.06		QUILL COR	P Toner Collection	Unit 2021	N				
[	2021/09	285	05/10/21	POE	001155			20214425	PO El	NT/PRF	39.08		QUILL COR	P Toner Collection	Unit	N				
1	2021/08	964	04/29/21	POL	094599			20214092	5523: LIQ/I	NV	-101.99		CITIBANK	Citibank	2021	N				
r -	2021/08	716	04/21/21	POL	001155			20214002	5494: LIQ/I	NV	-16.03		QUILL COR	P Supplies	2021	N				
	2021/08	716	04/21/21	POL	001155			20214002	5494: LIQ/I	NV	-165.98		QUILL COR	P Supplies	2021	N				
	2021/08	697	04/21/21	POE	094599			20214092	PO E	NT/PRF	101.99		CITIBANK	Citibank		N				
	2021/08	553	04/16/21	POE	001155			20214002	PO E	NT/PRF	182.01		QUILL COR	P Supplies		N				
1	2021/08	445	04/14/21	POL	097582			20213565	5472: LIQ/I	W	-15.30		AMAZON C	7 Baseball Tailgate	Supplies2021	N				
	2021/08	73/	04/07/21	POE	002895			20213796	PO EI	NT/PRF	13.96		SCHULENB	U Envelopes		N				

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.

id Update Delete	PDF Save	Excel Email	Schedule Attach	♥ 0 Define	Period Release	Output-Post Lines			
	Update recurring journal Enter user defined info								

Click + Add from the top menu.

M Inbox (29) - d 🗴   M Inbox (7) - sje 🗴   🛆 CAMPUS SEC 🗴   🚍 8 Budget Tran 🗴   🌾 Tyler Hub - N 🗴 🌾 Budget Transi 🗴 🐝 Tyler Search 🗴   🔗 Policy Code F 🗴   🕇	(	0	- 6	×
C A munisapp2019.brenhamisd.net/prod/munis/gas/app/ua/r/mugwc/bgamdent		☆		Ð÷
🛗 Apps 📀 🖬 BHS Math 🥚 Goegraphy Class 🔽 Baseball Remind 👹 Brenham Cub Base 😨 Algebra Calculator 😚 SAT TEST - The Coll 🛩 ACT TEST - HOME 🚺 Amazon Smile		>0	🖽 Re	ading list
Budget Transfers and Amendments [Brenham ISD, TX]	٢	٠	?	S
Eack     Accept     Cancel				
Journal Details				
Clerk				
Fiscal year *          E000        Period *     11     JUL       Journal         Journal reference 1         Journal reference 2         Short description *         Effective date *          07/29/2021        Budget spector          1        Amendment type *          1        Budget projection inclusion          Continuing        Amendment status          Update recurring journal				
Workflow				-1
My Approvals Approve Reject Forward Hold Approvers				-
K C 0 of 0 > S				
🕂 🔎 Type here to search O 🛱 🛛 📅 🔽 🤦 😭 🔞 🔞	<b>4</b> 0) 🌰	<b>ا ا</b>	9:57 AM 7/29/202	1 🖥

## TAB down to the Short Description box, type Transfer

M Inbo	ox (29) - dsejs	×	Inbox (7) -	sjezier: 🗙	🔥 CAMF	US SECRET	×	8 Budget	Transfer 🗙	🐝 Ту	yler Hub - Mu	nis 🗙 🤞	Budge	t Transfers	× 🞸	Tyler Sea	rch ×	+	0	-	0 ×
$\leftarrow \rightarrow$	СÔ	🗎 mun	nisapp201	9.brenhamis	d.net/pro	d/munis/	gas/app,	/ua/r/mugv	wc/bgamd	ent									☆	3	F 🕕 E
Apps	S 🖬	BHS Math	🔴 Goeg	raphy Class	Baseb	all Remind	💏 Bri	enham Cub B	Base 🔘	Algebra	Calculator	SAT TES	ST - The	Coll Act	ACT TES	T - HOME	a Amazon	Smile		» 🗄	Reading list
\$	Budge	t Transf	fers an	d Amen	dmen	ts [Bre	nham	ISD, T)	Ŋ									\$	•	8	S
<b>E</b> Back	Browse	+ Add	Update	× Delete	Print	Display	PDF	Save	Excel	⊠ Email	Schedule	⁽⁰⁾ <i>(</i> Attach	•	D Define	Period	Release	Output-Post	Lines			
Journal D	etails																				
Clerk				Shannon																	
Amendm	eference 1 eference 2 cription date ear code de ent type rojection in ent status	clusion		2021 11 Transfer 07/29/2021 1 1 Continuing Held Update Enter us																	
Workflow																					- 1
My Appro	ovals Ap	oprove	Reject	Forwa	ra	Hold	Appr	overs													-
« «			1 of 1			> >>		Defines/Sea	irches for e	existing j	ournal.										
= /	Q Type he	ere to sear	rch			0	<u>⊐</u> i ∣		9	<b>1</b>	. 💽						3	<u>^ @</u> ⊅))	د: ک	10:01	

## Continue to **TAB** down until the screen below appears.

\$-	Budge	et Amen	dment D	Detail L	ines							\$	•	?	S
<b>€</b> Back	Accept	Ø Cancel	<b>Q</b> Search	+ Add	× Delete	U User Defined	View Budget								
urnal															
rnal 20	021/11 4	63 Ref	Desc Transf	er Eff Da	ate 07/29/2	2021									
mal Li															
Line	T Acco	ount Numbe	r					Comment	Ref 1	Eff Date 07/29/202	I/D	A	mount		
	T Acco	ount Numbe	r						Ref 1	Eff Date 07/29/202		A	mount		
Line	T Acco	ount Numbe	ſ						Ref 1			A	mount		
Line	T Acco	ount Numbe	ſ						Ref 1			A	mount		
Line	T Acco	ount Numbe	ſ						Ref 1			A	mount		
Line	T Acco	ount Numbe	ſ						Ref 1			A	mount		•
Line	T Acco	ount Numbe	r						Ref 1			A	mount		Þ
Line	T Acco	ount Numbe	ſ						Ref 1			A	mount		*
Line 1	T Acco		r						Ref 1			A	mount		4
Line 1	T Acco		r						Ref 1			A	mount		Þ
Line 1	T Acco		r						Ref 1			A	mount		>
Line 1	T Acco		r						Ref 1			A	mount		×

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.

←	Q	Ð	÷	à				5	S	R
Back	Search	Output	Print	Display	PDF	Save	Excel	Word	Seg Find	Report Options
Account F	llup									
Org										
Object										
2										
Project	de									
Object Project Rollup cod Account T	de ype/Status									
Project Rollup coo	ype/Status									

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.

1 ( ja 1	GL Seg	ment F	ind [Bre	nham ISD, TX]
<b>←</b> Back	Accept	<b>O</b> Cancel	Query	
Find by Se	gments			
Fund Function Object SubObject Organizati Proglntent Project	ion	199		
Character Account ty Account si Rollup Coo	/pe tatus		····	

## 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.

📙 Bookmarks 😋 Google Hangouts 🈏	Twitter Logi	in 764 ENT	TTY LOGIN	Texa 🗾 Si	SEC: 19 Texas Ad	🕲 edu	phorial - Sch
	-	+ Aut	omatic ∠oo	m ‡			
Brenham ISD, TX						$\gg$	nunis
YTD							
POR 2021 99							
ACCOUNTS FOR: 199 Several Operating	APPROP	ADJSTNTS	REVISED	YTD EXPENSED	ENCLIMERANCES	AVATI ABLE RUDGET	USED
19410010 Seneral Administration							
1941W010 6129 salaries on wages 1941W010 6146 Teacher Ketirenen	8	8	8	468.26	-00	-468.20	100.0M 100.0M
TOTAL General Administration	۰	۰	۰	475.75	-00	-475.75	100.0%
19904240 General Op General Ad Wiscella							
12904440 6135 fm 3/usr 16, fm 9 12904420 6135 fm 3/usr 16, fm 9 12904420 6145 fm 3/usr 16, fm 9 12904420 6145 fm 3/usr 16, fm 9 12904420 6145 fm 7/usr 16, fm 9 12904420 6145 fm 7/usr 16, fm 9 12904420 6214 6000/m 3/usr 16 12904420 6414 fm 4/usr 16 12904420 6414 fm 4/usr 16/usr 16 12904420 6414 fm 4/usr 16/usr 16 12904420 6414 fm 4/usr 16/usr 16/usr 16 12904420 6414 fm 4/usr 16/usr 16/usr 16 12904420 6414 fm 4/usr 16/usr 16/usr 16/usr 16 12904420 6414 fm 4/usr 16/usr 1	104,250 203,203 500 4,051 12,128 8,638 46,315 550 11,400 3,800 15,000 9,500 9,500 2,850	0 0 0 2,510 -321 14,712 0 2,025 2,000 1,500 0 37,475	104, 290 203, 203 900 4,051 12,128 393 8,638 40,125 25,632 25,632 5,826 5,826 5,826 21,000 11,000 950 950 950 950 950 950 950 950 950	20,138.31 188,254.26 525.50 5,765.33 11,155.37 8,764.09 40,125.50 6,825.50 6,907.00 10,673.85 10,673.85 9,225.30 6,225.50 6,2102.02 10,873.85 9,225.30 6,225.50 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,874.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.67 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77 10,974.77	- 00 - 60 - 60 - 60 - 00 - 00 - 00 - 00	14,151.09 14,945.74 264.50 264.52 976.03 42.23 -146.09 -200.00 3.81 1,126.15 4,347.71 194.08 -513.87	92.0% 70.0% 93.0% 91.9% 89.3% 101.7% 100.0% 100.0% 100.0%
TOTAL General op General Ad Miscella	452,108	59,701	491,889	455,131.59	467.89	36,269.87	92.04
19604320 General Op General Ad Miscella							
19904320 6499 Misc. Expense-Bus TOTAL General Op General Ad Miscella	950 950	-950	0	.00	-00	-00	- 0%
19904390 General op General Ad Wiscella							
19904390 6399 Supplies Educatio TOTAL General up General Ad Miscella	4,750	-1,284 -1,284	3,406	3,437.61 3,437.61	49.87		100.6%

If you select the 🐺 **Excel** format, the screen below will appear.

- → Apps	C 🐞 munikapp2019.brenhamisd.net/prod/munik/gas/opp/ua//mugwc/glytdbud G Google 🥝 Google+ 📒 Imported From IF 📒 Rookmarks 🗣 Google Hangouts 🎔 Twitter Login 🕬 FNTITY LOGIN Texa 🔳 SREC: 19 Texas Ad 🎯 eduphorial - School 🍞 Ad	esop Web I		6r 🙂	* *	Reading I
ږ. م	Export Filter			٠	0	S
<b>e</b> Back	Accept Cancel Scarch Select All Select None Save and Enl					
Select	Field		Hints			
1	FUND	~	Munis Offic	. Free and F	الم معالم	
~	ORG		to reduce t			
*	081		exported. 0			
~	PROJECT		be exported. C		ed neids v	9/11
~	ACCOUNT		be exporte	3.		
\$ \$ \$ \$	ACCOUNT DESCRIPTION TYPE					
~	TUPE ROLLUP					
~	SUB-ROLLUP SUB-ROLLUP		Your select		e saved to	)I"
*	ORIGINAL APPROP		subsequen	t exports.		
1	TRANFRS/ADJSMTS					
1 1	REVISED BUDGET					
1 1	YTD EXPENDED					
1	ENCUMBRANCES					
1	AVAILABLE BUDGET					
~	% USED					
1						

Select **Accept** from the top menu. Then the Excel format report will download to the bottom of your screen.

**Double click the downloaded file** at the bottom of the screen. This will open the screen the report.

$\begin{array}{c c c c c c c c c c c c c c c c c c c $		LuuWoKmNpFo	mogocur	000000000						ት 📴 🥶 😕	
Help       Last edit was seconds ago       Image: Second ago       Image: Second ago       Image: Second ago                 • • 12 + B I U A • • • • • • • • • • • • • • • • • •	ookmarks	Google Hang	jouts 🍯	Twitter Login	TRA ENTITY LOGIN Texa	SBEC: 19 Texas Ad 🙆 eduphorial - 5	School 🕻	Aesop We	b Navigat	» I≣ Re	sading list
nunsistemp21072611591174922740015788 - Excel7 DEI - 5THENote LNOUTFORMULAS DATA REVIEW VIEWShannon K lezinskiCalibon IIII A K IIIIIIIIIIIIIIIIIIIIIIIIIIIII	Help 닖	ast edit was se	conds ago	1				~~		🔹 Share	S
Image: problem       Note: product state	-			_				x		0 - ^	83
HOMEINSERTPAGE LANOUTFORMULASDATAREVIEWVIEWShannon K lezierskiImage: the start of the sta			· · 2 · ·	3							_
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	<b>1</b>    5	· cè · ·			mun	istemp21072611591174922740015788 - Excel				? (本)	
A         B         C         D         E         Manage & Control         F         Manage & Control         S         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         %         % <t< td=""><td>FILE F</td><td>INSERT</td><td>PAGE LA</td><td>MOUT FO</td><td>RMULAS DATA REVIEW</td><td>VIEW</td><td></td><td></td><td></td><td>Shannon K Je</td><td>zierski + 🖸</td></t<>	FILE F	INSERT	PAGE LA	MOUT FO	RMULAS DATA REVIEW	VIEW				Shannon K Je	zierski + 🖸
All       -       I       X $fk$ FUND         A       B       C       D       E       F       G       H       I       J         I       FUND       ORS       OBJ       PROJECT       ACCOUNT       Salaries Or Wages For Support       E       ROLLUP       ORIGINAL APPROP         2       199       1941W010       G146       199 41.6129-WS-750-99-       Salaries Or Wages For Support       E       0       0         5       199       19904240       6119       199-41.6119-00-750-99-       Professional Personnel       E       6100       104.290         5       199       19904240       6141       199.41.6142-00-750-99-       Para-Professional Personnel       E       6100       203.203         8       199       19904240       6141       199.41.6142-00-750-99-       Fi M M - Medicare       E       6100       400         8       199       19904240       6141       199.41.6142-00-750-99-       Health Insurance       F       6100       4051         9       19904240       6142       199.41.6142-00-750-99-       Workers Comp.       E       6100       4051         199       19904240       6142       199.41.6142-00	D 🖬 -					enter - \$ - % → ** A			nt Delete Format	Sort & Find &	
A         B         C         D         E         F         G         H         I         J           I         FUND         ORS         OBJ         PROJECT         ACCOUNT         E         F         G         H         I         J         ORIGINAL APPROP         F         ROLLUP         ROLLUP         ORIGINAL APPROP         Total         199         1941W010         G146         199 41.6146 WS 750 99         Teacher Rotirement/Tirs Care         E         6         0         0           1         1941W010         G146         199 41.6146 WS 750 99         Teacher Rotirement/Tirs Care         E         6100         104.290         0           5         199         19904240         6119         199-41-6119-00-750-99         Para-Professional Personnel         E         6100         203.203         3           7         199         19904240         6141         199 41.6142.00-750-99         Para-Professional Personnel         E         6100         203.203         3           8         199         19904240         6142         199-41.6142.00-750-99         Halth Insurance         F         6100         3193         3         394.114         3194.16142.00-750.99         Halth Insurance         61000	fipboard 5	For	rt	6	Alignment	a Number a	Styles		Cells	Editing	
FUND         ORG         OBJ         PROJECT         ACCOUNT DESCRIPTION         TYPE         ROLLUP         SUB-ROLLUP         ORIGINAL APPROP         TRAF           199         1941W010         6129         199-41-6129-W5-750-99         Salaries Or Wages for Support         E         6         6         0         0         0           199         1941W010         6146         199-41-6129-W5-750-99         Tacker Retirement/Irs Care         E         6         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0         0 <t< td=""><td>1</td><td>- E 🗙</td><td>~ fx</td><td>FUND</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></t<>	1	- E 🗙	~ fx	FUND							
FUND         ORG         OBJ         PROJECT         ACCOUNT DESCRIPTION         TVPE         ROLLUP         SUB-ROLLUP         ORIGINAL APPROP         TRAF           199         1941W010         6129         199-41-6129-W5-750-99         Salaries Or Wages for Support         E         6         6         0         0           199         1941W010         6146         199-41-6129-W5-750-99         Tacker Retirement/Irs Care         E         6         0         0         0           199         19904240         6119         199-41-6119-00-750-99         Parte-Scional Personnel         E         6100         0         203.203           199         19904240         6141         199-41-6119-00-750-99         Parte-Professional Personnel         E         6100         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203         0         203.203						-	-				
199         1941W010         6129         199-41-612+WS-750-99-         Salaries CV Mages For Support         E           0           199         1941W010         6146         199 41.6146 WS 750-99         Total 1941W010 General Administrati         0         0           199         19904240         6119         199-41-6119-00-750-99         Parafersional Personnel         E         6100         104.290           199         19904240         6129         199-41-6139-00-750-99         Para Professional Personnel         E         6100         203.203           199         19904240         6139         199-41-6139-00-750-99         In District Travel         E         6100         203.203           199         19904240         6131         199-41-6132-00-750-99         In Microscope         E         6100         203.203           199         19904240         6141         199-41-6142-00-750-99         In Microscope         E         6100         40.051           199         19904240         6141         199-41-6143-00-750-99         Health Insurance         E         6100         19.238           199         19904240         6143         199-41-614-00-750-99         Lockers Comp.         E         6300         4.95										-	TRANFR
199         1941W010         6146         199 41.6146 WS 750 99         Teacher Retirment/Trs Care         E         0         0           199         19940240         6119         199-41.6119-00-750-99         Professional Personnel         E         6100         104,290           199         19904240         6139         199-41.6119-00-750-99         Professional Personnel         E         6100         203,203           199         19904240         6139         199-41.6119-00-750-99         Inbitric Travel         E         6100         203,203           199         19904240         6141         199.41.6141-00-750-99         Hult Ministrati         E         6100         4051           199         19904240         6141         199.41.6141-00-750-99         Hult Ministrati         E         6100         4,051           199         19904240         6143         199-41.6141-00-750-99         Workers Comp.         E         6100         12,128           199         19904240         6143         199-41.6141-00-750-99         Workers Comp.         E         6100         8,338           199         19904240         6214         199.41.6214-00-750-99         Kuthers Comp.         E         6100         8,338											
199         19904240         fi19         199-41-6119-00-750-99-         Professional Personnel         E         f100         104,290           199         19904240         6129         199-41-6129-00-750-99-         Para-Professional Personnel         E         6100         203,203           199         19904240         6139         199-41-6139-00-750-99-         In District Travel         E         6100         300           199         19904240         6141         199-41-6142-00-750-99-         In District Travel         E         6100         4,051           199         19904240         6142         199-41-6142-00-750-99-         Workers Comp.         E         6100         19,233           199         19904240         6146         199-41-6142-00-750-99-         Workers Comp.         E         6100         8,338           199         19904240         6146         199-41-621-00-750-99-         Workers Comp.         E         6100         8,338           199         19904240         6212         199-41-621-00-750-99-         Audit-Oistrictwide         E         6200         46,515           199         19904240         6214         199-41-621-00-750-99-         Cohtracted Services Ruiness O         F         6200         11,	199	1941W010	6146		199-41-6146-WS-750-99-		E			(	)
199         19904240         6129         199-41-6129-00-750-99-         Para-Professional Personnel         E         6100         203_203           199         19904240         6139         199-41-6139-00-750-99-         In District Travel         E         6100         900           199         19904240         6141         199-41-6142-00-750-99-         If M M. Modicare         E         6100         44,051           199         19904240         6142         199-41-6142-00-750-99-         Health Insurance         F         6100         12,128           199         19904240         6143         199-41-6142-00-750-99-         Workers Comp.         E         6100         8,538           199         19904240         6143         199-41-6214-00-750-99-         Teacher Retirement         E         6100         8,538           199         19904240         6212         199-41-6214-00-750-99-         Contracted Services-Rusiness O         E         6200         46,515           199         19904240         6214         199-41-6219-00-750-99-         Contracted Services-Rusiness O         E         6200         11,400           199         19904240         6219         199-41-6219-00-750-99-         Education Service Center Servi         E		1941W010				Total 1941W010 General Administrati				(	0
199         19904240         6139         199-11-6139-00-750-99-         in District Travel         E         6100         900           199         19904240         6141         199-41-6141-00-750-99-         FI M M - Modicare         E         6100         4,051           199         19904240         6142         199-41-6142-00-750-99-         Ha M - Modicare         F         6100         12,128           199         19904240         6143         199-41-6142-00-750-99-         Workers Comp.         E         6100         1933           199         19904240         6146         199-41-614-00-750-99-         Workers Comp.         E         6100         8,838           199         19904240         6142         199-41-6212-00-750-99-         Audit-Districtwide         E         6200         46,315           199         19904240         6212         199-41-6212-00-750-99-         Audit-Districtwide         E         6200         11,400           199         19904240         6219         199-41-6219-00-750-99-         Columinated Services-Rusiness O         F         6200         11,400           199         19904240         6289         199-41-6289-00-750-99-         Columinated Services-Rusiness OF         E         3,800	199	19904240	6119		199-41-6119-00-750-99-	Professional Personnel	E			104,290	0
199         19904240         fd41         199.41.614.100.750.99.         FIM M. Medicare         E         fd100         40.51           199         19904240         f6142         199.41.614.200.750.99.         Health Insurance         F         f6100         127.18           199         19904240         f6143         199.41.614.300.750.99.         Health Insurance         F         f6100         127.18           199         19904240         f6146         199-11.614.300.750.99.         Workers Comp.         E         f6100         8,538           199         19904240         f6146         199-11.621.400.750.99.         Teacher Retirement         E         6100         8,538           199         19904240         f6212         199.41.621.400.750.99.         Loblyring         E         6200         46,515           199         19904240         f6214         199.41.621.90.0750.99.         Contracted Services Rusiness O         F         6200         11,400           199         19904240         f6239         199.41.6239-00.750.99.         Education Service Center Servi         E         3,800           199         19904240         f6239         199-41.6239-00.750.99.         Copier Rental         E         6300         13,900	199		6129		199-41-6129-00-750-99-	Para-Professional Personnel	E	6100		203,203	3
199         19904240         6142         199-41-6142-00-750-99         Health Insurance         F         6100         12,128           199         19904240         6143         199-41-6142-00-750-99         Workers Comp.         E         6100         393           199         19904240         6146         199-41-6148-00-750-99         Workers Comp.         E         6100         393           199         19904240         6146         199-41-6212-00-750-99         Audit-Districtwide         E         6200         46,315           199         19904240         6214         199-41-6212-00-750-99         Audit-Districtwide         E         6200         46,315           199         19904240         6214         199-41-6219-00-750-99         Cobying         E         6200         11,400           199         19904240         6219         199-41-6219-00-750-99         Education Service Center Servi         E         3,800           199         19904240         6269         199-41-6289-00-750-99         Education Service Center Servi         E         3,800           199         19904240         6269         199-41-6399-00-750-99-         Goneral Supplies-Business Offi         E         6200         3,800           199	199	19904240	6139		199-41-6139-00-750-99-	In District Travel	E	6100		900	2
199         19904240         6143         199-41-6143-00-750-99         Workers Comp.         E         6100         393           199         19904240         6146         199-11-6146-00-750-99         Teacher Retirement         E         6100         8,638           199         19904240         6212         199-11-6212-00-750-99         Audit-Colstrictwide         E         6200         46,515           199         19904240         6214         199-41-6219-00-750-99         Lobbying         E         950         950           199         19904240         6214         199-41-6219-00-750-99         Lobbying         E         950         950           199         19904240         6219         199-41-6219-00-750-99         Education Service Center Servi         E         3,800           199         19904240         6289         199-41-6289-00-750-99         Copier Rental         E         6300         3,800           199         19904240         6289         199-41-6289-00-750-99         Copier Rental         E         6300         3,800           199         19904240         6399         199-41-629-00-750-99         General Supplies-Business Offi         E         6300         19,0000					199-41-6141-00-750-99-	FIMM - Medicare				4,05	1
199         19904240         6146         199-11-6116-00-750-99-         Teacher Retirement         E         6100         8,638           199         19904240         6212         199-11-6212-00-750-99-         Audit-Districtwide         E         6200         46,315           199         19904240         6214         199-11-6212-00-750-99-         Lobbying         E         6200         11,400           199         19904240         6219         199-14-6219-00-750-99-         Contracted Services-Business O         F         6200         11,400           199         19904240         6229         199-14-6239-00-750-99-         Eduction Service Center Servic         E         3,800           199         19904240         6269         199-41-6239-00-750-99-         Copier Rental         E         6200         3,800           199         19904240         6269         199-41-639-00-750-99-         Copier Rental         E         6200         3,800           199         19904240         6399         199-41-639-00-750-99-         General Supplies-Business Offi         E         6300         19,000											
199         19904240         6212         199-41-6212-00-750-99-         Audit-Districtwide         E         6200         46,315           199         19904240         6214         199-41-6212-00-750-99-         Lobbying         E         950         950           199         19904240         6219         199-41-6219-00-750-99-         Contracted Services-Rusiness O         F         6200         11,400           199         19904240         6239         199-41-6239-00-750-99-         Education Service Center Servi         E         3,800           199         19904240         6269         199-41-6239-00-750-99-         Copier Rental         E         6200         3,800           199         19904240         6399         199-41-6239-00-750-99-         Copier Rental         E         6200         3,800											
199         19904240         6214         199 41.6214.00.750.99.         Lobbying         E         950           199         19904240         6219         199.41.6219.00.750.99.         Contracted Services-Business O         F         6200         11,400           199         19904240         6219         199.41.6239.00.750.99.         Contracted Services-Business O         F         6200         11,400           199         19904240         6229         199-11.6239-00.750.99.         Copier Rental         E         6200         3,800           199         19904240         6399         199-11.6239-00.750.99.         Goueral Supplies-Business Offi         E         6300         19,000							-				
199         19904240         6219         19941-6219-00-750-99-         Contracted Services-Business O         F         6200         11,400           199         19904240         6239         199-41-6239-00-750-99-         Education Services Centre Servic         E         3,800           199         19904240         6269         199-41-6239-00-750-99-         Copier Rental         E         6200         3,800           199         19904240         6399         199-41-6399-00-750-99-         Gopier Rental         E         6200         3,800           199         19904240         6399         199-41-6399-00-750-99-         Gopier Rental Supplies-Business Offi         E         6300         19,000							E	6200			
199         19904240         6239         199-41-6239-00-750-99         Education Service Center Servi         E         3,800           199         19904240         6269         199-11-6269-00-750-99         Copier Rental         E         6200         3,800           199         19904240         6399         199-1-6269-00-750-99         General Supplies-Business Offi         E         6300         19,000	199						E	6200			
199         19904240         6269         199-41-6269-00-750-99-         Copier Rental         E         6200         3,800           199         19904240         6399         199-41-6399-00-750-99-         General Supplies-Business Offi         E         6300         19,000	Line.							6200			
199         19904240         6399         199-41-6399-00-750-99-         General Supplies-Business Offi         E         6300         19,000								6300			
	199						-				
	199 199						-				
ACCOUNT DETAIL (+)	199 199 199					righter righter of the stand of the		0.00			

# 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.

	Google+ Importe	Erom IE Bookm	arks 🙃 Google Hannou	ts 🔰 Twitter Logio	THE ENTITY LOGIN True	SREC: 19 Texas Ad	A edunharial - School	Accop Web Navigat			» 🖽	Reading
	Consider - unbrun		inter 🗣 entright Hanges	a y amarroya	in the second states	and to bain star	Contraction - Management	6 Martin Martin				
🔆 Account I	Find								٢	٠	0	S
	oncel Search Sort	By										
efine Projection												
Filter By Amount												
egment Name	Search Value											
Function												
Object												
Organization												
rganization regintent												
Proginization Progintent Project												
Proginization Progintent Project Account Type												
SubObject Drganization Progintent Project Account Type Account Status Rollup Code												
Drganization Progintent Project Account Type												

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

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

6								~	6
2	Next Year Budget I	ntry [Brenham	ISD, TX]				_ <b>≎</b> \$	Ø	
÷	🗸 🚫 Q	× 0							
adk	Accept Cancel Searc								
			urrent data record (Ctrl+D)						-
	Projection: 20221 2021-2022 B	idget Access level: Appr	oved						
	Level Description								
	1 Assist/Pri		-43,123,298.59						
	2 Finance		3,654,209.41						
	3 Approved		738,879.00						
	161-00-5744-00-000-00-		Gifts And Bequests	.00	.00	.00		.00	
t T	Full Account 165-00-5749-01-000-00-		Other Revenues Oil & Gas	2022 Assist/Pri Amount	2022 Finance Amount	2022 Approved Amount	2023 Assist/Pri	Amount .00	
	161-00-5812-00-000-00-		Foundation School Program Act	.00	.00	.00		.00	
	161-00-7915-00-000-00-		Operating Transfers In/Residua	.00	.00	.00		.00	
	161-00-8911-00-000-00-		Operating Transfers Out	00.	.00	.00		.00	
	161-11-6119-00-001-21-		Professional Salary-Bhs-Gt	.00	.00	.00		.00	
	161-11-6141-00-001-21-		Fimm	.00	.00	.00		.00	
	Detail for Account: 165-00-574 In Seo Period F								
	Detail for Account: 165-00-574 Ln Seq Period F			ussist/Pri Unit Cost Assist/Pr	i Amount Finan	ce Qty Fina	ance Unit Cost		
				ssist/Pri Unit Cost Assist/Pr	i Amount Finan	ce Qty Fina	ance Unit Cost		
-				ssist/Pri Unit Cost Assist/Pr	i Amount Finan	ce Qty Fina	ance Unit Cost		

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, 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:

🔳 २ म 💽 🚍 💼 छ 💿 💵

1. Click Segment Find.



2. Complete the fields to create an active set.

	🐝 Tyler Hub - Munis Landing Page x 🐝 GL Segment Find (Drenham 50) x +	o - a >
		🖈 🙂 🐱 🛸 🔕
	🔢 Apps 💪 Google 🥝 Google + 📙 Imported From IE 📙 Bookmarks 🔍 Google Hangouts 🎔 Twitter Login 🚧 ENTITY LOGIN Texa. 📲 SEEC: 19 Texas Ad 😵 eduptorial - School 🍞 Aes	sop Web Navigat » 🔠 Reading
	🌼 GL Segment Find [Brenham ISD, TX]	¢ 0 §
	tadi Accopt Carcel Query	
ļ	Find by Segments	
	Fund 199	
	Object	
	SubObject	
	Organization 730	
	Project	
	Character code	
	Account type	
	Account status	
	Rollup Code	

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

ightarrow $ ightarrow$ munisapp2019.brenhamisd.net/prod/munis/gas/app/ua/r/mugwc/glfbrpt					☆ [	2 🐖 🕯	* 6
🗄 Apps 💪 Google 💩 Google+ 📙 Imported From IE 📒 Bookmarks 🔍 Google Hangouts 🈏	Twitter Login 🛛 🚧 ENTITY LOGIN Texa	SBEC: 19 Texas Ad	🕲 eduphorial - School	🕞 Aesop Web Navigat.	-	10	Reading
& Report Options						¢ 0	S
← ✓ Ø							
Back Accept Cancel							
quences	Account selection						
ecute this report Now 🔹	Report title *	FLEXIBLE PERIOD	REPORT				
Field # Total Page Break	Actuals/encumb	from year		11			
quence 1 2 - Function	Report budget year *	to year	2022 period	10			
quence 3 🔹	report budget four						
quence 4							
port Options							
clude only accounts that exceed 0 % of budget							
als only automatic and a scription full							
nt full GL account							
Sort by full GL account  mail type Cents in budget amounts							
puble space							
opress zero balance accounts  ounts/totals exceed 999 million dollars							
I projects to object							
nt Revenues-Version headings							
nt revenue as credit							
nt revenue budgets as zero							
from year/period 2017 11							
to year/period 2018 10							
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1							
When is the report to be executed?							

## 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.

→ C * PDF View	uor L chrome	-ovtoncion	Hoommede	bldbolobfala	ddachdfmo	ladm/http://	Imunicaar	2010 her	onhamical	not/neod/mere	ic Inac In	on/ua/mnort/n	duato/842-d-4	01/88-0-	187505274	06ddodf	* 1		* 6			
apps G Google G G											-						ਮ		E Rea			
		inponeu Proi	ine 🔤 Bu	okinancs 🛶	eoogie Han	yours 🍯 n					ec. 19 lei	as Huttan 🕑 ea	apitoriai - Scrit		Resolt Men	wavigat				-		
P t ₽							-	+ Au	tomatic Zoo	m ÷							20	•	D .	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>		
											- 10									î.		
												Y	munis									
			07	/26/2021			FLEX	renhen ISD FRLE PERIO	NO REPORT			P) Q	GF 1 flarpt									
				ION 2021 11 TO :																		
			FA	ION 2021 11 TO :	2022 10	ORIZGEN	AL 13	ANTES/	REVESED		ENCUMERA	AVAILAD	с . рст									
			_			Arms	~	-SIMIS	Stores	ACTORES	ENCONDICK											
			41 6	ieneral Administ	tration	-																
			199-	41-8119-00-750	-99- professio	nal versonnel	12	.00	120,612.00	10,050.55		.00 110,561.0	5 8.38									
			199-	41-6129-00-750	-99- Para-Prot	essional Perso 221,5 ct Travel	02	.00	221,502.00	20,208.08		.00 201,293.9	2 9.18									
			199-	41-6141-00-750	-99- F T M M -	Nedicare	28	.00	300.00	25.00			0 8.3M 7 8.9N									
			199-	41-6142-00-750	-99- Health In	12,1	10		12,110.00	1,011.74		.00 11,107.2										
			100			-		.00	412.00	28.57		.00 294.4	3 8.9K 6 2.5N									
			100-	41-6212-00-750	-99- Audit-Dis	trictwide 49,6	85	. 00	49,685.00	.00		-00 49,655.0	o .ox									
			100-	41-6219-00-750	-99- contracte	d services-pus		.00	750.00	00. 00.008		.00 750.0										
				41-6229-00-750				. 00	4,000.00	.00		-00 +,000.0	0.0%									
			199-	41-8399-00-750	-99- General :	upplies-susine	55 OTT	.00	6,000.00	42.63		.00 8,000.0										
			122-	41-8491-00-750	-22- Travel-A0	min-susiness o	ffice	.00	\$,000.00	.00		.00 5,000.0	0.05									
								.00	1,000.00	92.70		.70 1,000.0										
			199-	41-8499-01-750	-99- Misc, Exp	ense-Bustness	office 00	.00	12,000.00	.00			0.0%									
			1.99-	41-8899-08-780		ALCATION PAUL	oo detion 00		4,000.00	.00		3,950.1										
					GRAND TO	TAL 484,2		.00	484,253.00	32,907.64	- 4	-83 451,388-1	4 6.55									
							99_1	8905_mi	unistemp2	107261134134	5722940	J01300 - Excel									? (#)	
HOME INSERT	PAGE LAY	JUT FOR			/IEW VIE	W	99_1	8905_mi	unistemp2	107261134134	5722940	001300 - Excel					1.m			2	Shannon K Je	ziersł
HOME INSERT		201 FOR 11 * Á					99_1 Genera		unistemp2	107261134134	5722940	J01300 - Excel	Bad		Good		ŧ			∑ AutoSun	Shannon K Je	
HOME INSERT		11 * A	A = =		🚔 Wraj	p Text	Genera		• • • • •	≠ onditional Fo	rmat as	Normal	Bad	tion	Good Check C				Format	∑ AutoSun Fill - Clear +	Shannon K Je Z T I Sort & Fi	ziers nd &
HOME INSERT	bni - / <u>U</u> -	11 - Á	A = =	= <b>=</b> 89 -	i ∰ Merg	p Text ge & Center	Genera - \$ - 9	6 • 1	* 0.0 .00 C	ŧ	rmat as	Normal Neutral	Calcula	tion	Good Check C	- - 		Delete		🔹 Fill -	Shannon K le Z T i Sort & Fi Filter * Se	ziers nd &
HOME INSERT	bri • I <u>U</u> • ] Fori	11 - Á		= <b>=</b> 89 -	🚔 Wraj	p Text ge & Center	Genera - \$ - 9		• • • • •	≠ onditional Fo	rmat as	Normal Neutral	_	tion	Good Check C	•!   •		Delete		🔹 Fill -	Shannon K Je Z T I Sort & Fi	ziers nd &
HOME INSERT	bn ▼ I <u>U</u> ▼ ⊡ Forr ✓ f/x	11 - A		- 46 = = = =   = =  A	E Mraj Goment	p Text ge & Center	Genera - \$ - 9 rs N	6 🔹	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C	ell v	Insert	Cells	Format	∎ Fill -	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HOME INSERT	bn $\bullet$ $I \sqcup \bullet$ Form $\checkmark fx$ B	11 · A		E	E   E Mora ignment	p Text ge & Center	Genera - \$ - 9	6 • 1	* 0.0 .00 C	≠ onditional Fo	rmat as able *	Normal Neutral	Calcula	tion	Check C			Delete		∎ Fill -	Shannon K le Z T i Sort & Fi Filter * Se	ziersł
HOME INSERT	bn $\sim$ $I \sqcup \sim \square$ Form $\checkmark f_X$ B 2021	11 · Á		- 46 = = = =   = =  A	F 10	p Text ge & Center G	Genera - \$ - 9 s N	6 🔹	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	∎ Fill -	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HCME INSERT	bn $\sim$ $I \sqcup \sim$ Form $\checkmark fx$ B 2021 ORIGINAL	11 · A · 2 · . C IRANERS/	A = = = = = = = = = = = = = = = = = = =	E 2022	F 10	ge & Center G AVAILABLE	Genera - \$ - 9 rs N H PCT	6 🔹	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	∎ Fill -	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HOME INSERT	bn $\sim$ $I \sqcup \sim$ Form $\checkmark fx$ B 2021 ORIGINAL	11 · A · 2 · . C IRANERS/	A = = = = = = = = = = = = = = = = = = =	E	F 10	ge & Center G AVAILABLE	Genera - \$ - 9 rs N H PCT	6 🔹	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	∎ Fill -	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HOME INSERT	bn - J ∐ - Forn ✓ Jx B 2021 ORIGINAL APPROP	C C TRANFRS/ ADJSTMTS	A A B D TO REVISED BUDGET	E 2022	F 10	ge & Center G AVAILABLE	Genera - \$ - 9 rs N H PCT	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	∎ Fill -	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HOME INSERT	bn $\sim$ $I \sqcup \sim$ Form $\checkmark fx$ B 2021 ORIGINAL	C C TRANFRS/ ADJSTMTS	A A B D TO REVISED BUDGET	E 2022	F 10	ge & Center G AVAILABLE	Genera - \$ - 9 rs N H PCT	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersł
HOME INSERT	bn • Forr Forr State B 2021 ORIGINAL APPROP	11 A	A     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n     =       n <td>E E 2022</td> <td>F ENCUMBR</td> <td>g lext ge &amp; Center G AVAILABLE BUDGET</td> <td>Genera Genera S N H PCT USED</td> <td>6 🔹 🧐</td> <td>* 0.0 .00 C</td> <td>onditional For</td> <td>rmat as able *</td> <td>Normal Neutral</td> <td>Calcula Styles</td> <td></td> <td>Check C</td> <td></td> <td>Insert</td> <td>Cells</td> <td>Format</td> <td>I Fill - ℓ Clear *</td> <td>Shannon K Je Z T ji Sort &amp; Fi Filter * Se Editing</td> <td>ziersk Mi</td>	E E 2022	F ENCUMBR	g lext ge & Center G AVAILABLE BUDGET	Genera Genera S N H PCT USED	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT	bn ▼ <i>I</i> <u>U</u> ▼ Forr <i>S</i> B 2021 ORIGINAL APPROP I General A F 120612	11 A C 11 TRANFRS/ ADJSTMTS dministratio	A = = = = = = = = = = = = = = = = = = =	E 2022	F ENCUMBR	ge & Center G AVAILABLE	Genera - \$ - 9 rs N H PCT	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT & Cut Call Copy - B Format Painter Cipboard - - : X A OM - - - - - - - - - - - - -	bn ▼ I U ▼ Forr Same Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr	11 A C III IRANES/ ADJSTMTS dministration 0 0	A = = = = = = = = = = = = = = = = = = =	E 2022 ACTUALS 10050.95 20208.08	F ENCUMBR 0 0	G lext G AVAILABLE BUDGET 110561.1	Genera - \$ - 9 - B - N - N - N - N - N - N - N - N	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT & Cut Call Call Call Conv - B Cipboard - - - - - - - - - - - - - -	bn • I U - Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr For	11 A C 11 TRANFRS/ ADJSTMT3 dministratio	A [*] =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =	E E ACTUALS 20208.08 20208.08 20208.08	F ENCUMBR	G G AVAILABLE BUDGET 110561.1 201293.9	Genera - \$ - 9 - N H PCT USED 8.30% 9.10%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT ★ Cut Cali ★ Cut Cali ★ Format Painter Cipboard A OM 9-41-6119-00-750-99- 9-41-6119-00-750-99- 9-41-6141-00-750-99- 9-41-6141-00-750-99-	bn ▼ I U - Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr	11 A C C ITRANFRS/ ADJSTMTS dministration 0 0 0 0 0	A = = = = = = = = = = = = = = = = = = =	E 2022 ACTUALS 20208.08 20208.08 20208.08 20208.08	F ENCUMBR	G G AVAILABLE BUDGET 110561.1 201293.9 275	Genera - \$ - 9 - N H PCT USED 8.30% 9.10% 8.30%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT & Cut Call Gopy - B Format Painter Cipboard - - - - - - - - - - - - - -	bri ▼ I U - Porr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr Forr	11 A C C III IRANFRS/ ADJSTMTS dministration 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	A         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =           n         =         =	E 2022 ACTUALS 10050.95 20208.08 20208.08 20208.08 20208.08 20208.08 20208.08 20208.08 20208.08 2021 2022 2022 2022 2022 2022 2022 20	F ENCUMBR	G G G AVAILABLE BUDGET 110561.1 201293.9 275 4216.97 11107.26	Genera - \$ - 9 H PCT USED 8.30% 8.30% 8.30%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
K Cut Pig Copy → B Format Painter Cipboard → A A Call B Call Call Call Call Copy → B Copy → Copy → Copy Copy → Copy → Copy Copy → Copy → Copy Copy → Copy → Copy Copy → Copy → C	bri I U - Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Form Fo	11 A C C 11 TRANFRS/ ADJSTMT9 dministration 0 0 0 0 0 0 0 0 0 0 0 0 0	A = = = = = = = = = = = = = = = = = = =	E 2022 ACTUALS 20208.08 20208.08 20208.08 25 411.03 1011.74 38.57	F ENCUMBR 0 0 0 0 0 0 0 0 0 0 0	G G AVAILABLE BUDGET 110561.1 201293.9 275 4216.97 11107.26 394.43	Genera \$ - 9 H PCT USED 8.30% 9.10% 8.30% 8.30% 8.30%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT ★ Cut Cali Cali Cali ★ Format Painter Cipboard 5 ↓ ↓ ★ A OM 9-41-6119-00-750-99 9-41-6139-00-750-99 9-41-6139-00-750-99 9-41-6141-00-750-99 9-41-6143-00-750-99 9-41-6143-00-750-99 9-41-6143-00-750-99 9-41-6143-00-750-99 9-41-6143-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-99 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-6140-00-750-90 9-41-61400-00-700-90 9-41-61400-00-700-90 9-41-700-00-700-700-700-700-700	bn I U - Forr ✓ Jx B 2021 OKIGINAL APPROP I General A F 120612 F 221502 F 4628 F 4628 F 12119 V 433 F 12129 V 433	11 A C C 11 IRANFR5/ ADJSTMT3 dministration 0 0 0 0 0 0 0 0 0 0 0 0 0	A = = = = = = = = = = = = = = = = = = =	E 2022 ACTUALS 10050.95 202080.95 202080.86 202080.85 411.03 1011.74 38.57 226.94	F ENCUMBR 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G Center G AVAILABLE BUDGET 110561.1 201293.9 275 4216.97 11107.26 394.43	Genera \$ - 9 5 N H PCT USED 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziersk Mi
HOME INSERT → Copy - B → Format Painter - I → I → A - A - A - A - A - A - A - A -	bri ✓ I U ✓ Forr Forr B 2021 ORIGINAL APPROP I General A F 120612 F 221502 I 300 F 4628 F 12119 V 433 T 9124 Z 49685 U 750	11 A C C II IRANFRS/ ADJSTMTS dministratic C C C C II C C II C C II C C C II C C C II C C C C C C C C C C C C C C C C C C C C	A = = = = = = = = = = = = = = = = = = =	E E 2022 ACTUALS 20208.08 20208.08 20208.08 25 411.03 1011.74 38.57 226.94 0 0	F ENCUMBR 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	G G AVAILABLE BUDGET 110561.1 201293.9 275 4216.97 11107.26 394.43 8897.06	Genera \$ - 9 N H PC1 USED 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30% 8.30%	6 🔹 🧐	* 0.0 .00 C	onditional For	rmat as able *	Normal Neutral	Calcula Styles		Check C		Insert	Cells	Format	I Fill - ℓ Clear *	Shannon K Je Z T ji Sort & Fi Filter * Se Editing	ziers nd &

## 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.