CHAMPAIGN COUNTY MUNIS ERP MANUAL

ABSTRACT

How to Guide for Munis Modules – contains walk-throughs of the different modules as well as guidance for searching for information and creating reports.

Issued By: Champaign County Auditor's Office

Issued May 3, 2023

Revised:
October 2024

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Getting Started

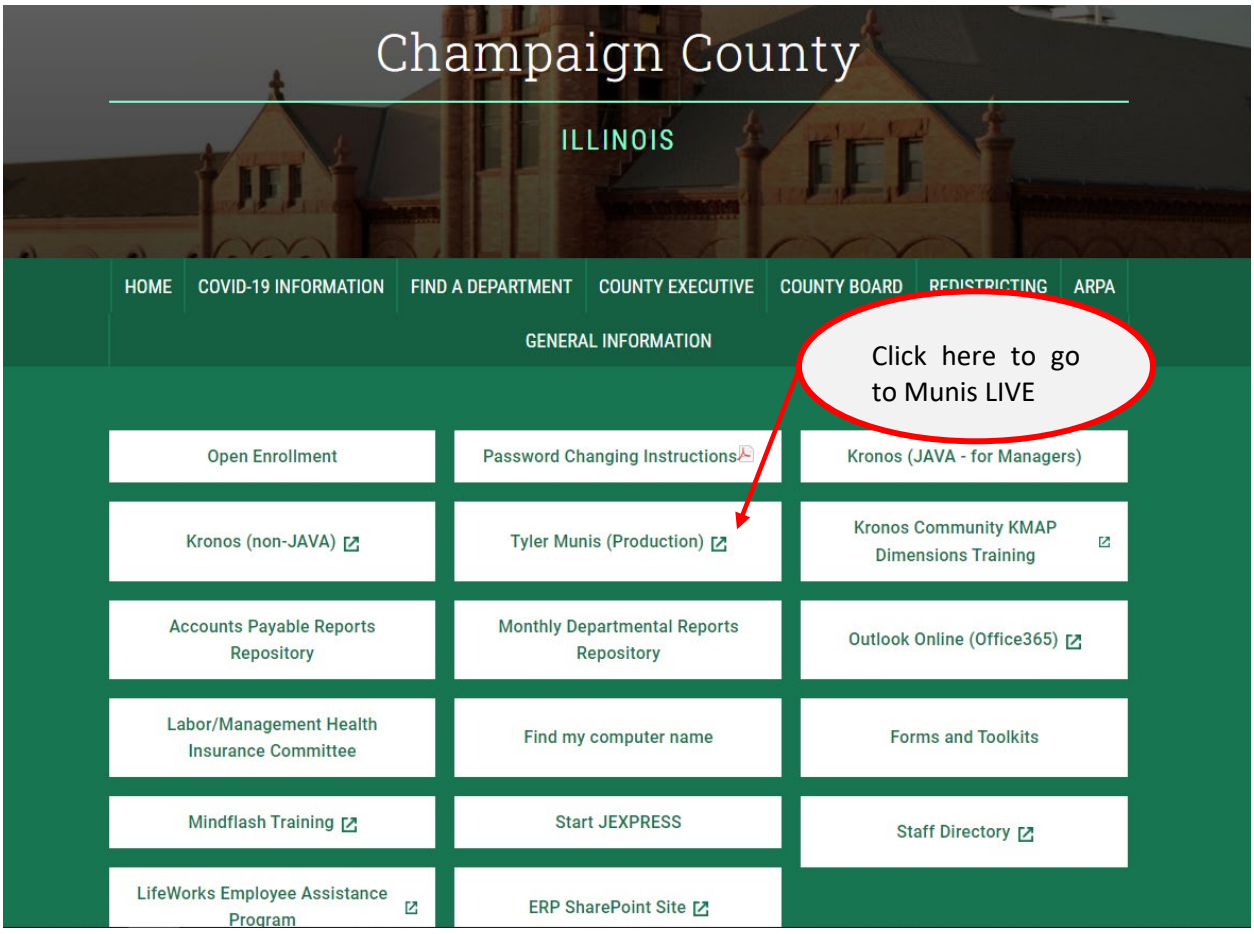
Welcome to the Munis ERP How-To Guide – we recommend bookmarking this document in your browser for quick access to the most up to date information. Feel free to print this guide (over 200 pages) for your use keeping in mind that updates will be made to this document as needed.

This Manual replaces all the various worksheets on the SharePoint site and combines them into one searchable document.

There will be additional forms and information referenced herein that can be found on the County intranet.

Munis LIVE

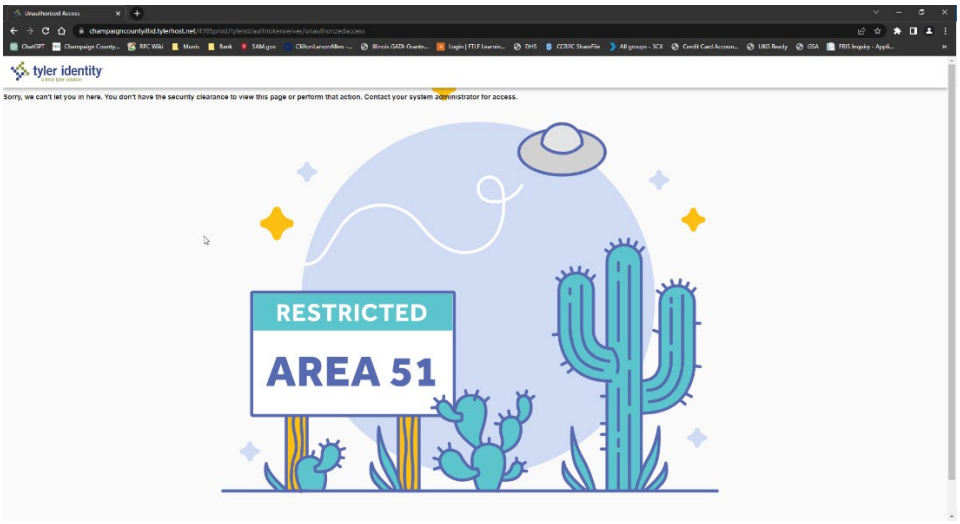
You can access Munis from the Champaign County homepage. Chrome is the recommended browser for Munis (it has been found to not work correctly in other browsers).



You can also access Munis using this link: https://champaigncountyil.tylerhub.com

Access Issue – Area 51 Error Message

If you get an error message when trying to access Munis try shortening the URL by deleting everything after tylerid/



Munis Log In

To log in to Munis you will use the same log-in and password as you do to log on to your computer.

Munis Train

New to Munis and want to work in a safe environment before working in the live system? Also great for seasoned users to brush up on infrequently used processes in a safe environment. Use this link to the Train environment: https://champaigncountyil-train.tylerhub.com

Munis Help Desk

To ask Munis related questions email the Munis Help Desk at: munis-help@co.champaign.il.us

There is no need to cc Auditor office staff on Munis Help Desk requests, all Auditor office staff access the help desk email.

When emailing the help desk please provide as much information as possible for us to help you. Things that are helpful to know:

- Are you working remotely?
- What Browser are you using? (Chrome, Edge, etc.)
- What module are you working in? (Invoice Entry, Payment Entry, Accounting Entries, etc.)
- Is there an error message? Please send a screen shot.
- If it is a journal entry or transfer entry – what is the journal or transfer number?
- Screen shots – feel free to send screen shots
- What step in the process did you get to before you experienced a problem?

We strive to answer emails as quickly as possible. Please allow ample time before making your request again.

Adding a New User / Update a User

The new user fill form is located in Forms and Toolkits/Employee Toolkit/Onboarding/New Munis User Set Up Form-Single-Dept

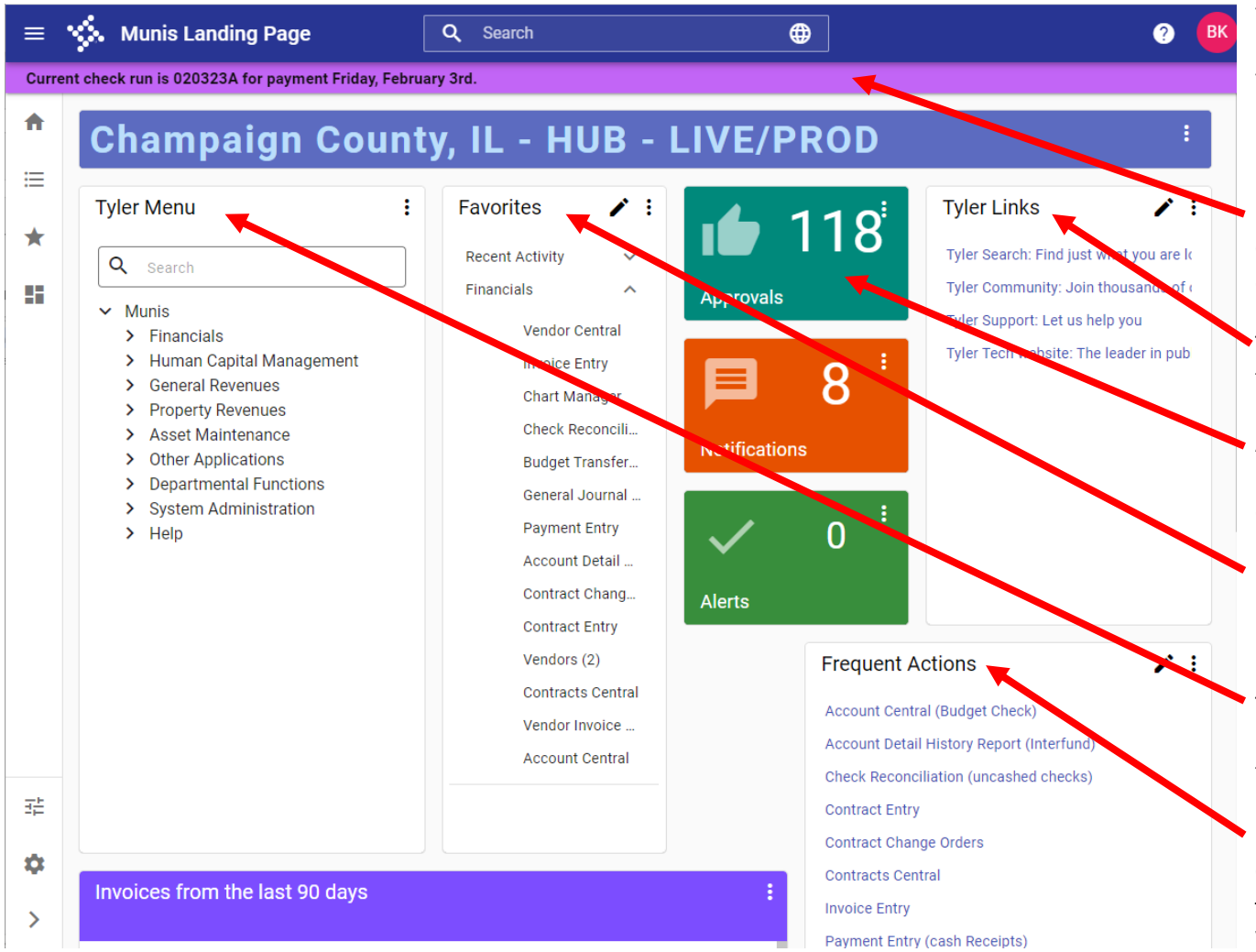
Forms must be completed for:

- New users
- Changes in a user's permissions
- When a user is no longer employed by the County

Once the form has been completed email to the Munis Help Desk at: munis-help@co.champaign.il.us.

Munis Landing Page (also known as the HUB)

The landing page is where it all begins. From the landing page you will go to the various modules and find important information.



You can customize the landing page however you want. See Customizing Your View.

Here are some highlights:

Information Bar: Contains information on the current check run and if there are outages/issues.

Tyler Links: Links to search Tyler and the Tyler Community pages

Approvals: Will show the number of items awaiting your approval (if you are an approver)

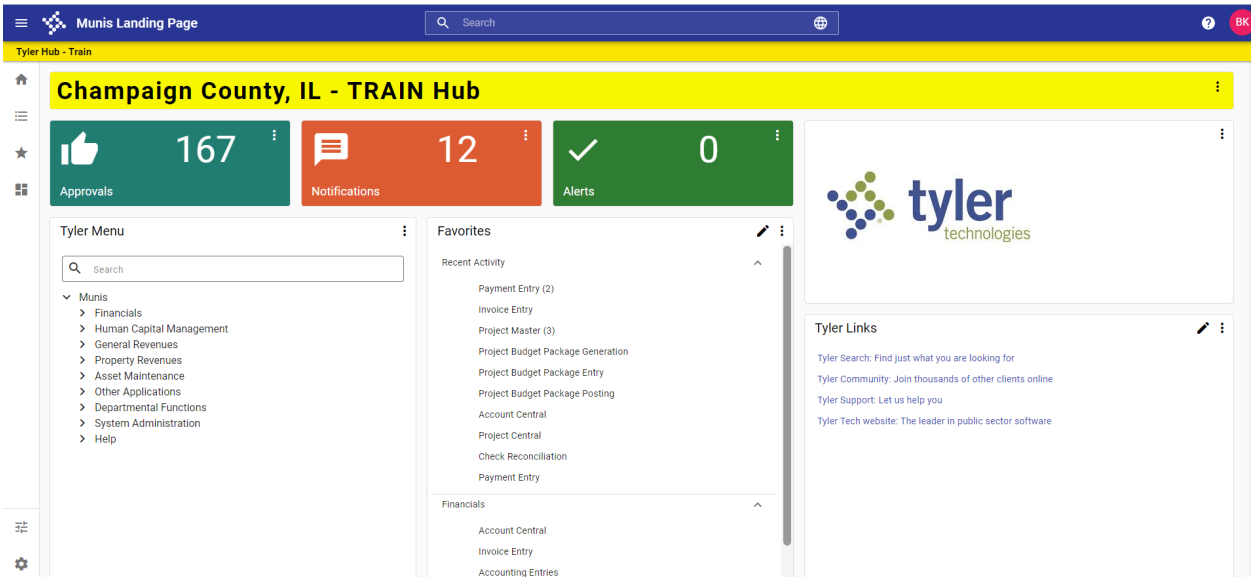
Favorites: You can save frequently used links by right clicking on the item in the Munis Menu.

Tyler Menu: Search for the different modules in the search bar below or use the menus to access modules.

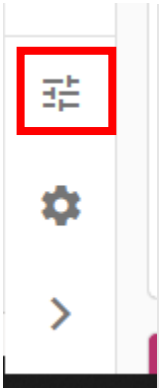
Frequent Actions: this is a card you can customize your links with custom titles – if you have a frequently run report you can use this card and put the title of your report and link it to the module used to run report. See Frequent Actions Card for more information.

Customizing Your View

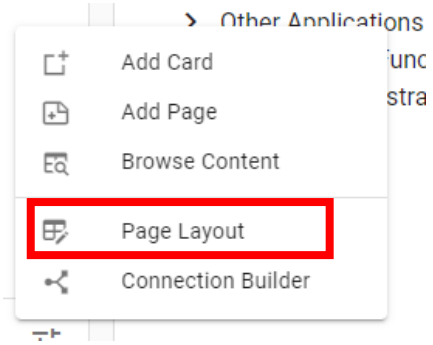
You can move the various cards around on the page to suit your preferences. This is the default view.



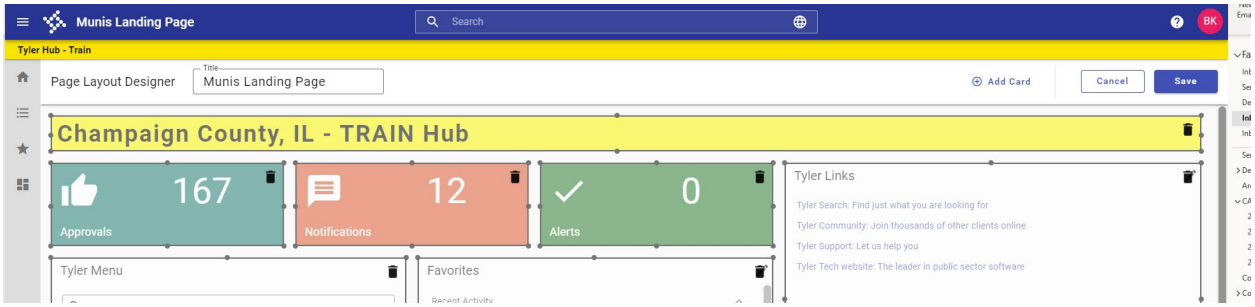
To move the cards around select the Edit Content icon on the lower left side of the screen



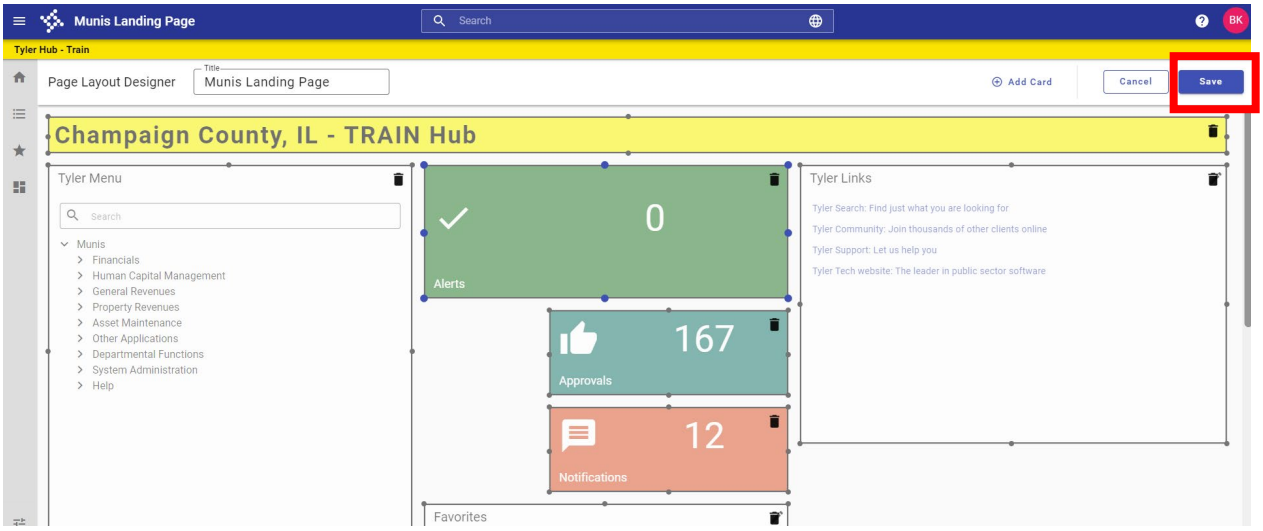
Select Page Layout



The screen will change and say Page Layout Designer.



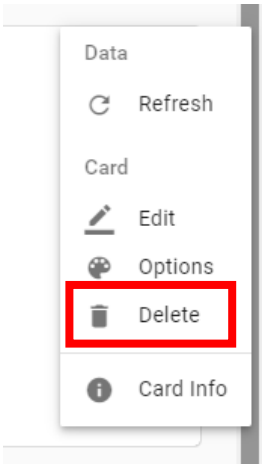
From here you can drag the cards to different locations and change the size by dragging the edges of the card. When you are satisfied with the arrangement of the cards click Save in the upper right-hand corner.



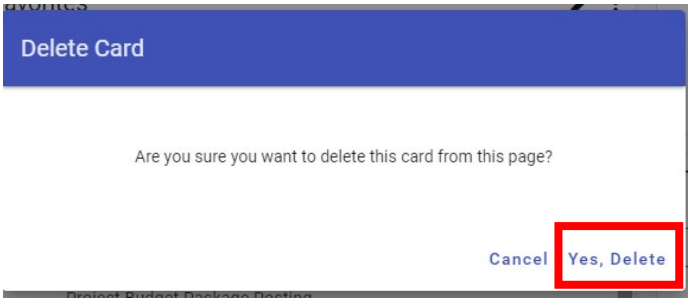
Remove a Card from the Landing Page

To remove a card from the page, click, on the ellipsis in the upper right corner of the card.

Select Delete

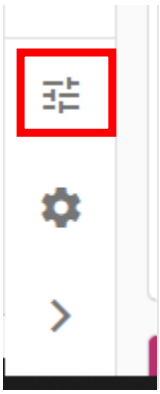


It will ask you if you are sure, click Yes, Delete. The card will be deleted.

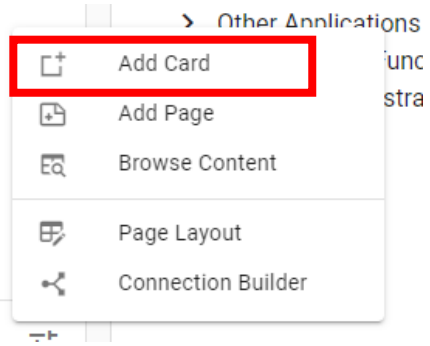


Adding a Card to the Landing Page

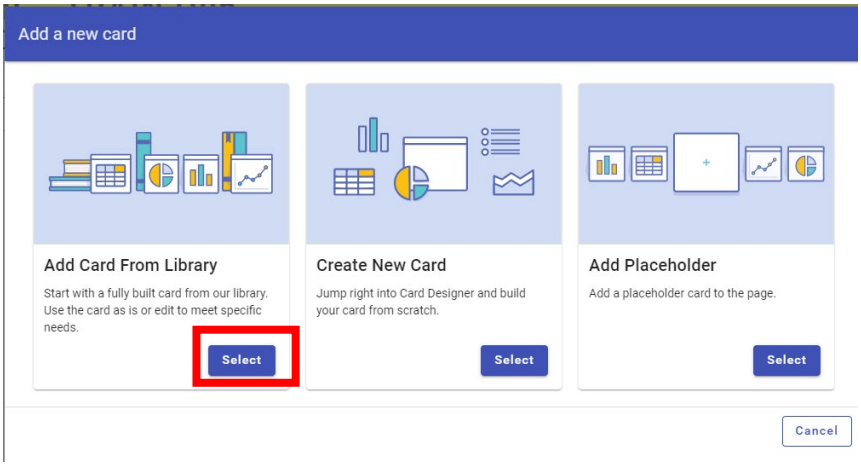
To add a card to your landing page, click on the Edit Content icon on the lower left side of the screen.



Select Add Card



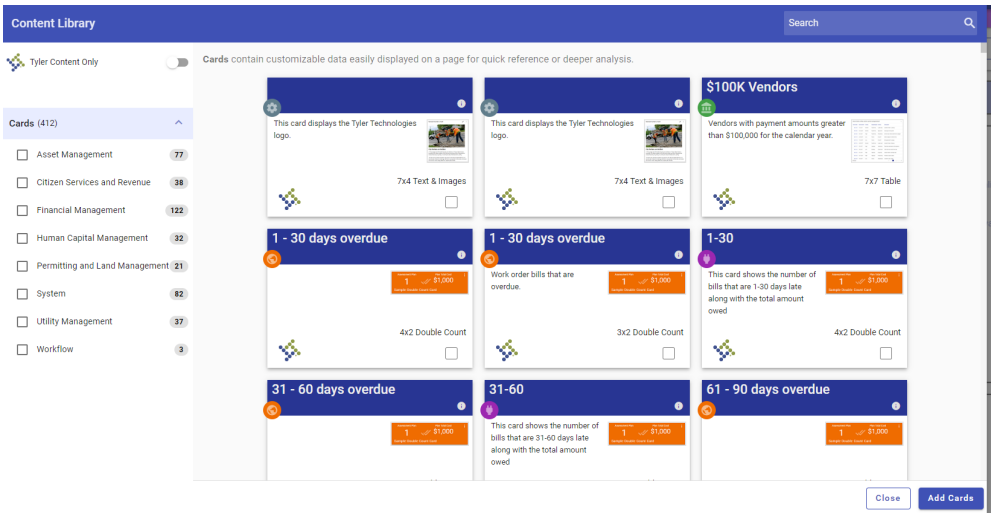
Add Card from Library



Create New Card – you are welcome to create a card if you don't see something in the premade cards, however, help from the Munis Help desk will be limited as it is not something we received training on.

Add Placeholder – literally puts a box on your landing page to save a space for later.

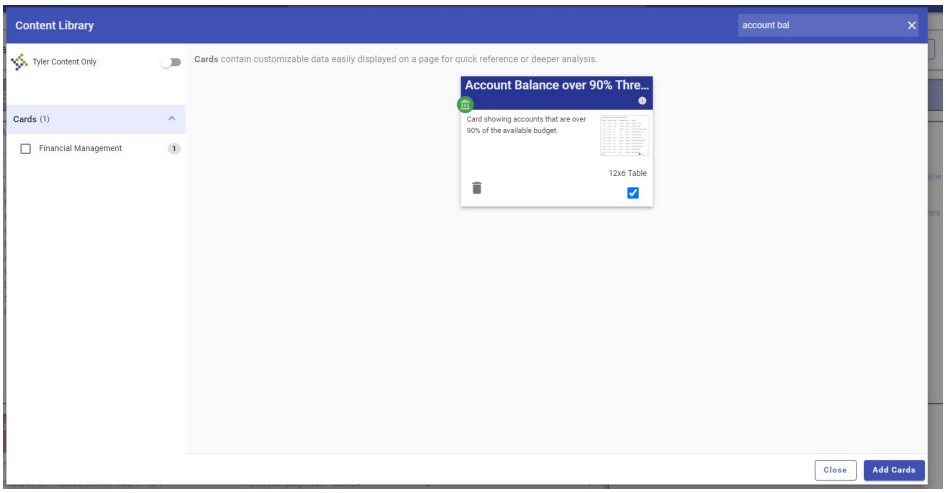
From the Content Library you can search for all the different pre-made cards available. There are a lot of different cards available.



Account Balance over 90% Threshold Card

This is a card for the MUNIS Landing Page that will show all expense accounts that have used over 90% of the available budget. This can help you monitor your expense accounts to see if you will need to transfer money prior to entering invoices.

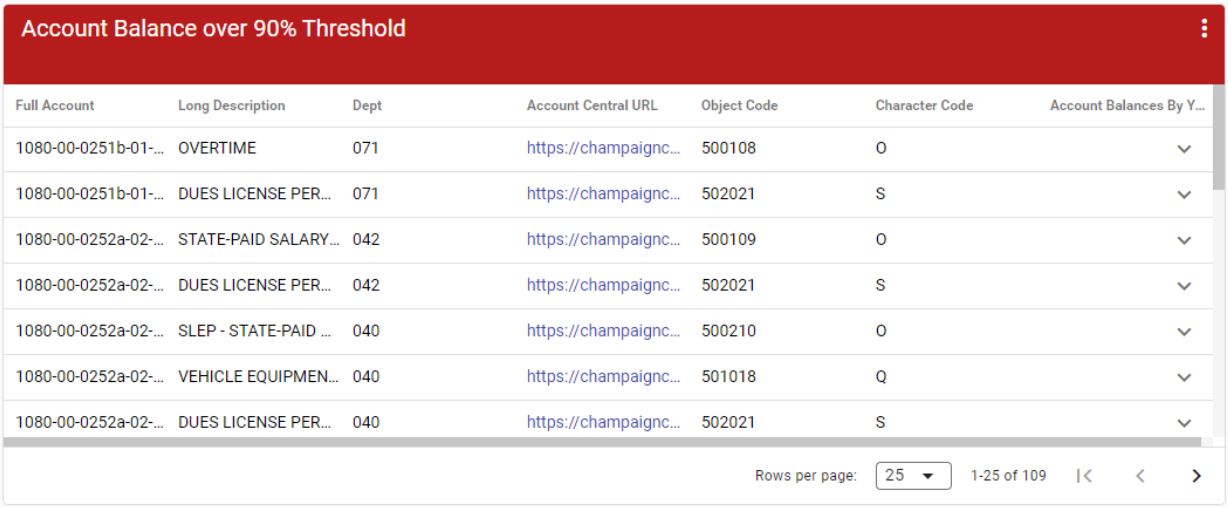
Following the Add a Card instructions above, navigate to the Content Library and search for Account Balance over 90% Threshold.



Check the box on the lower right corner of the card and click add cards.

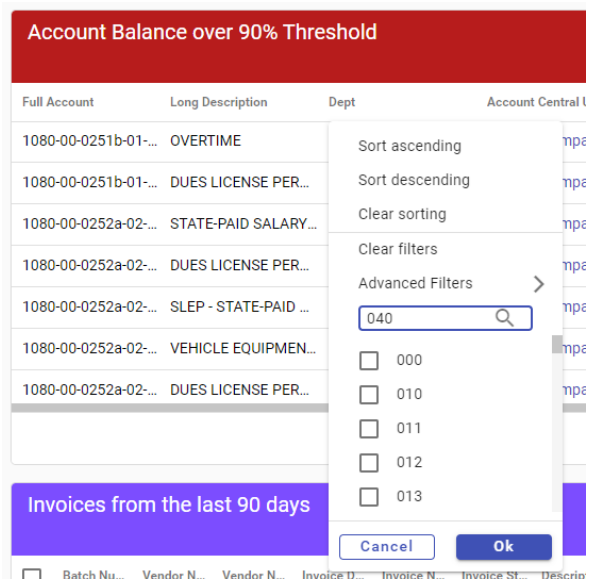
Then click save in the upper right corner.

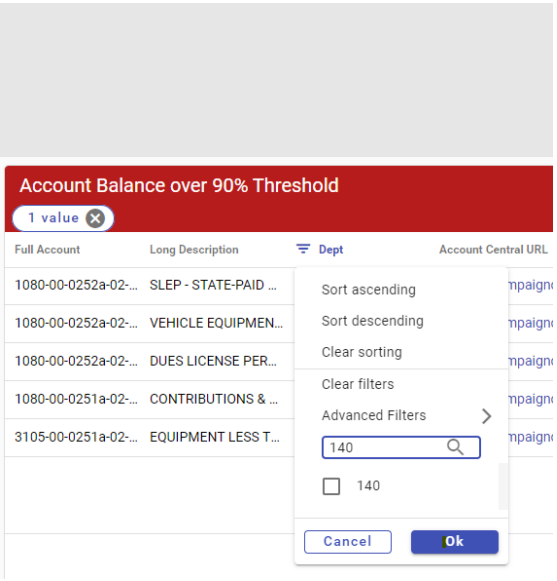
Here is what the card will look like:

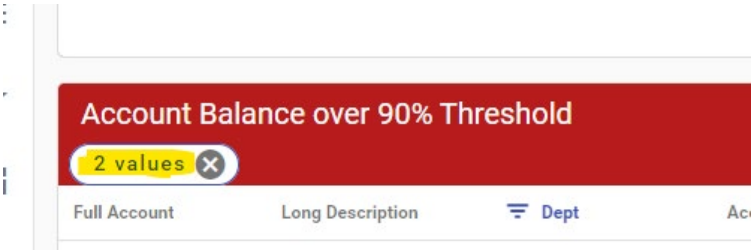


From here you can filter by department to only see the departments you need – you can choose all departments you use (it defaults to all expense lines over the threshold for all departments) and sort as desired.

In this example 2 departments are chosen.



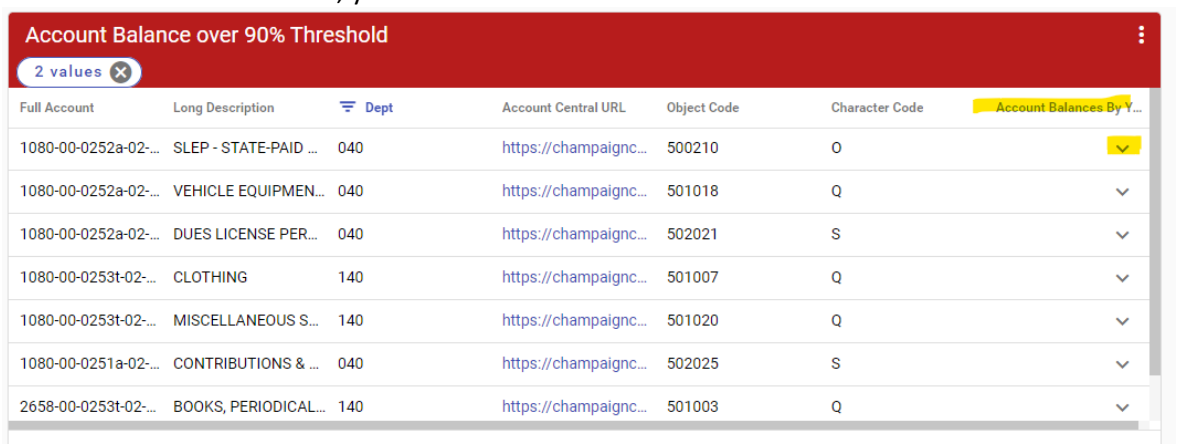




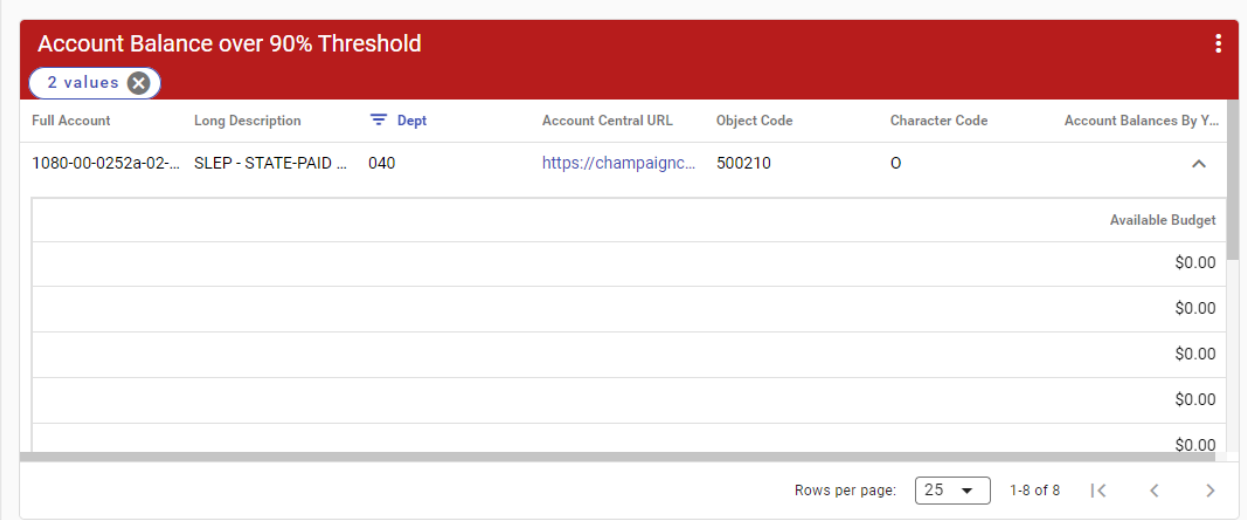
You can also filter any of the columns – the Character Codes will sort by type of expense

The codes are:
O – Personnel
Q – Commodities
S – Services
U – Capital
W – Interfund Expense
Y - Debt

To see the balance available, you will need to click on the arrow under Account Balances.



That will show the balances – the bottom line will be the current available balance



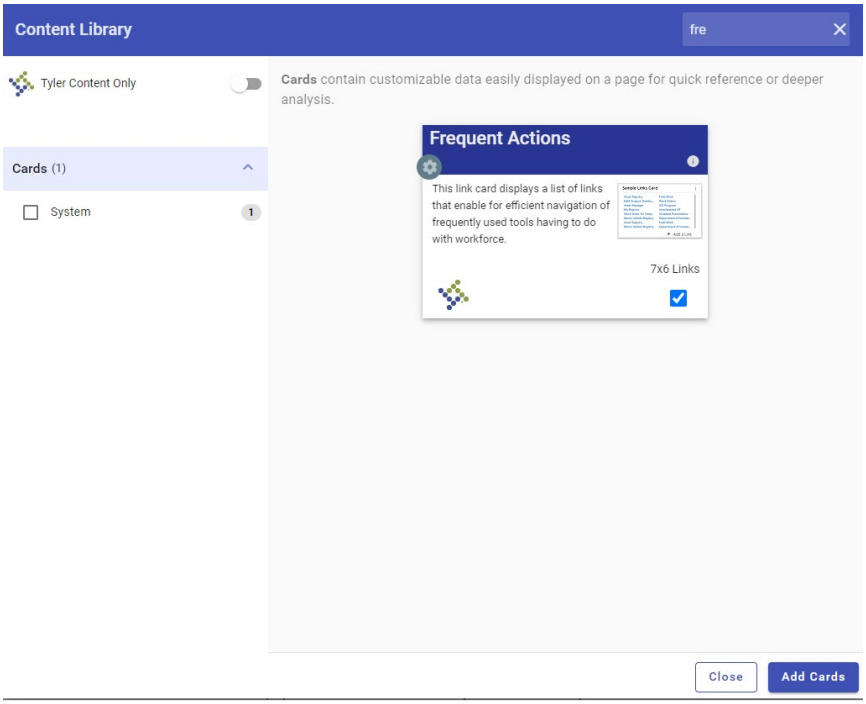
There is also a link to

Account Central if you need to see a breakdown of activity for that line.

Frequent Actions Card

This is a card for the MUNIS Landing Page that will allow you to create links to frequently used items. It is like the Favorites but with this card you can give the links unique names for example if you use a particular module to run a report on a regular basis you can name the link your report name.

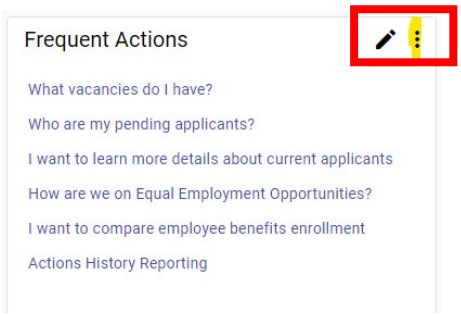
Following the Add a Card instructions above, navigate to the Content Library and search for Frequent Actions.



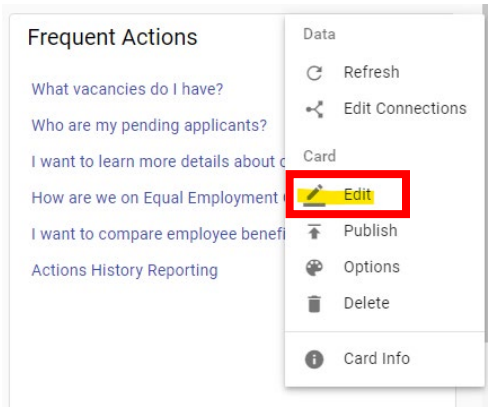
Check the box on the lower right corner of the card and click add cards.

Then click save in the upper right corner.

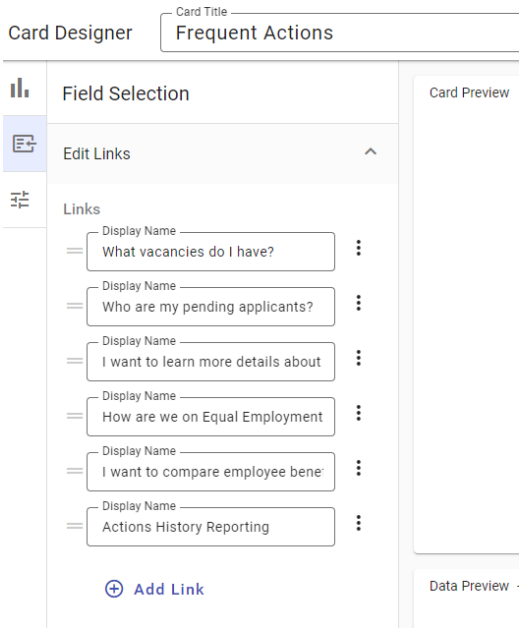
Once you have added the card then you can edit the card to the links you want. Click the ellipsis in the upper right corner.



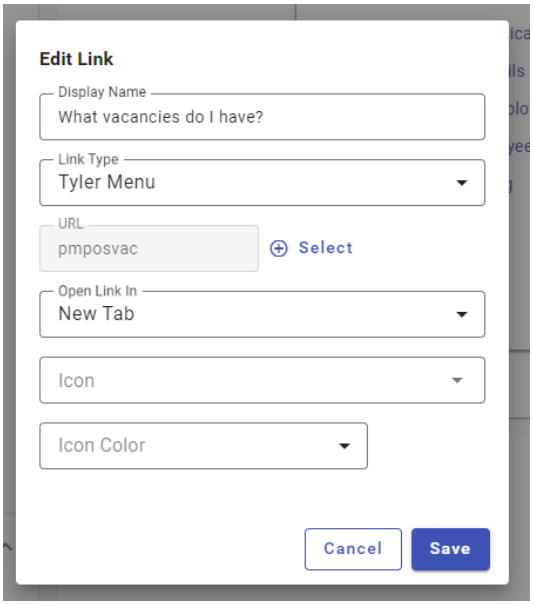
Select Edit



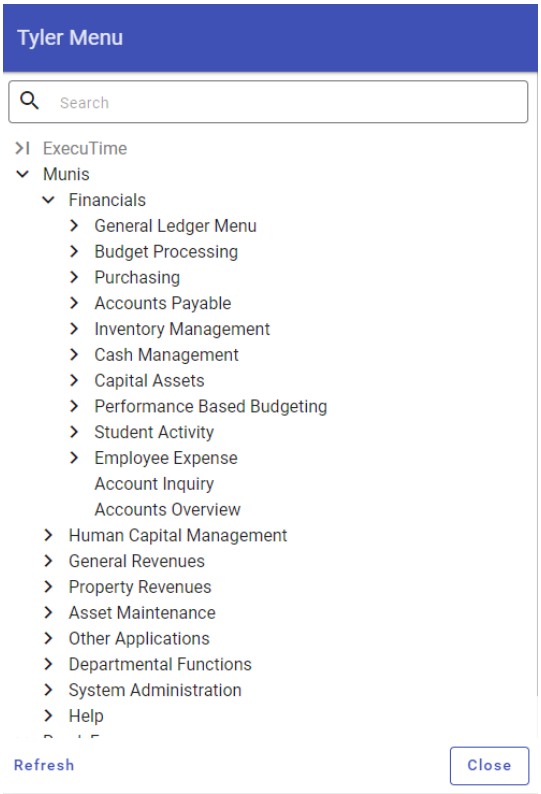
From here you can edit the links. Click the ellipsis next to each link to change.



From here you can make the display name whatever you want. The link type will be Tyler Menu. For the URL you will need to select the Munis Module that you need. Keep the Open Link in New Tab.



When you select the URL, it will open the Tyler Menu and you will need to know where the module is in the Tyler Menu as shown below.

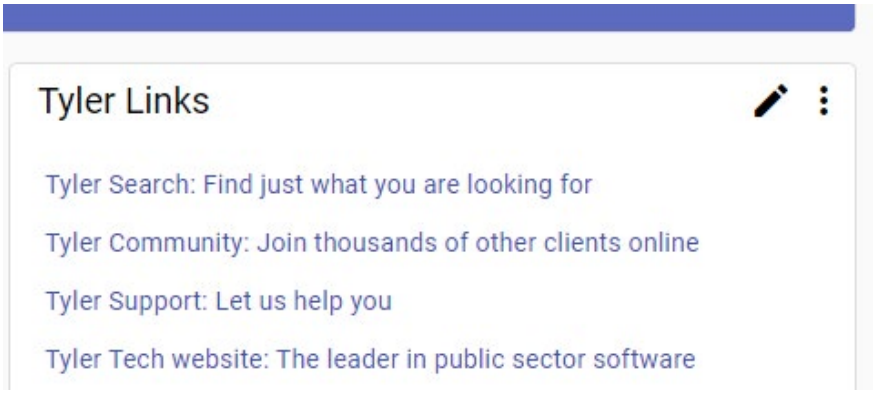


Tyler Links

The Tyler Links – Tyler Search is Tyler created resources while Tyler Community is where you can search and ask questions from other Tyler users.

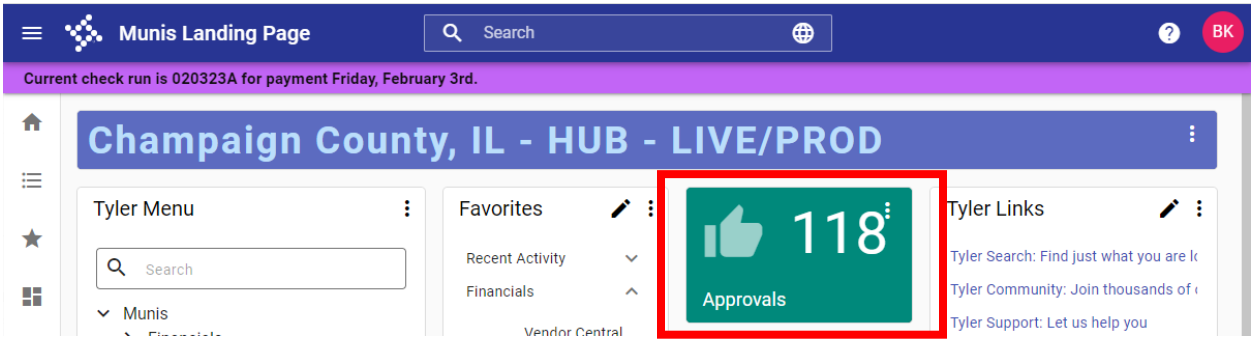
The password to access these links is not the same as your Munis log in. This is the CloudAdmin password. You may at some point gotten an email about your CloudAdmin password expiring soon. That password is for access to the Tyler Search and Tyler Community.

Please keep in mind just because you find information in those links does not mean that it applies to County systems and/or allowed permissions.

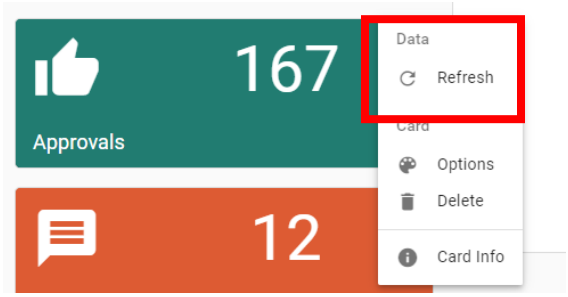


Approvals

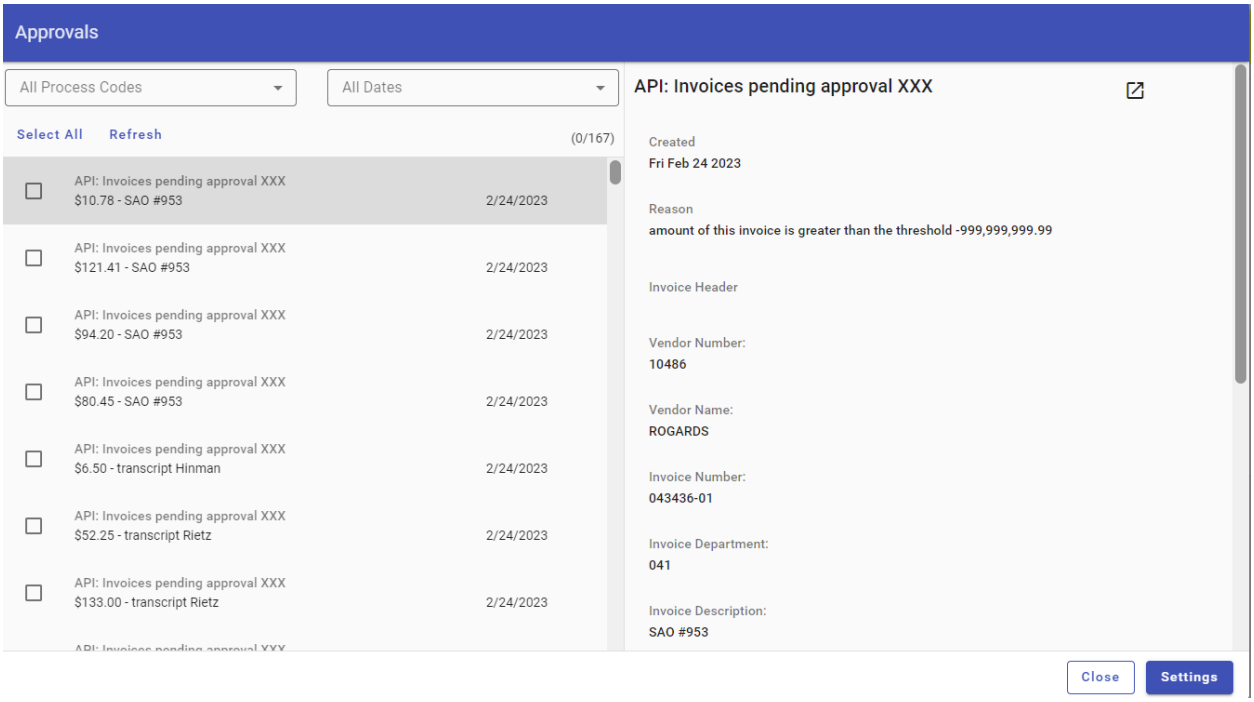
If you are an approver for your department when items have been released into workflow they will show in the approvals card.



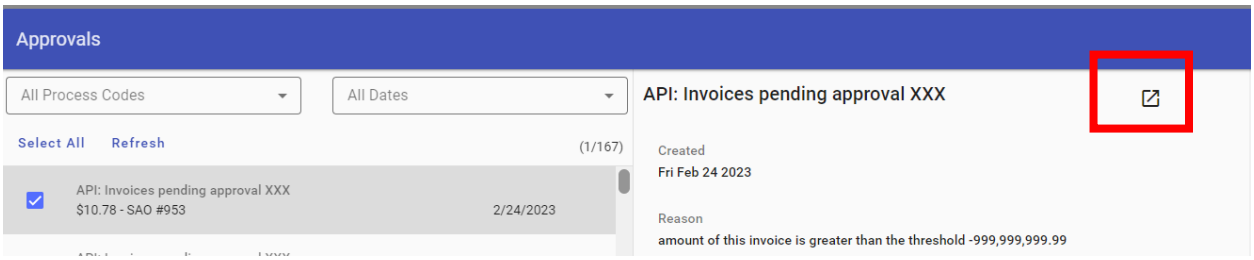
If you keep Munis open throughout the day you may need to refresh the card by clicking on ellipsis and click Refresh



When you click on the Approvals Card the outstanding approvals will be listed.



To review select the invoice (transfer, journal, etc.) and then click the launch button.



This will open the entry screen for you to review.

You can see some information in the side window for the entry. However, you cannot look at the TCM from here and there is a glitch with this view. While invoice numbers can't be duplicated for a single vendor, the invoice number may be the same as an invoice number for a different vendor. This might then bring in information not pertinent to your invoice but from the other invoice.

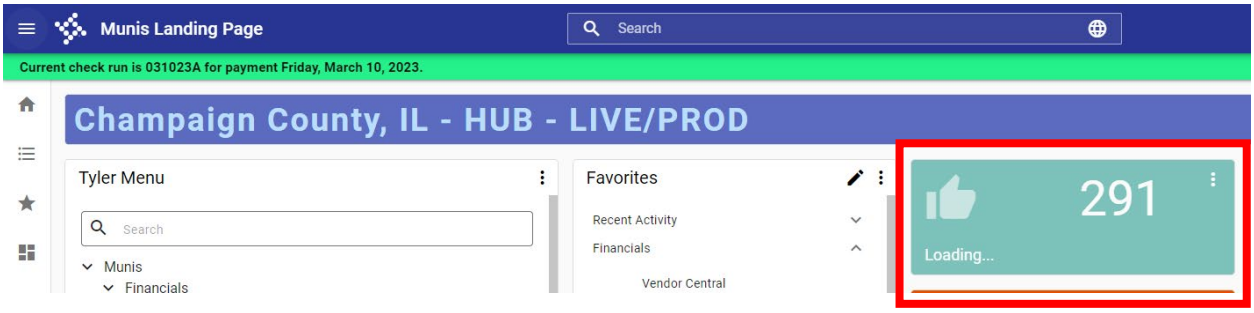
We had an instance where Department 1 entered an invoice. In this view it was showing a project in the details in the side window. Department 1 does not use projects. It was found that the project number being shown was because Department 2 had the same invoice number with a different vendor Department 2's invoice was linked to a project. When Department 1 viewed the invoice in invoice entry the project information that was showing in the side screen was not on the invoice.

Forwarding Workflow

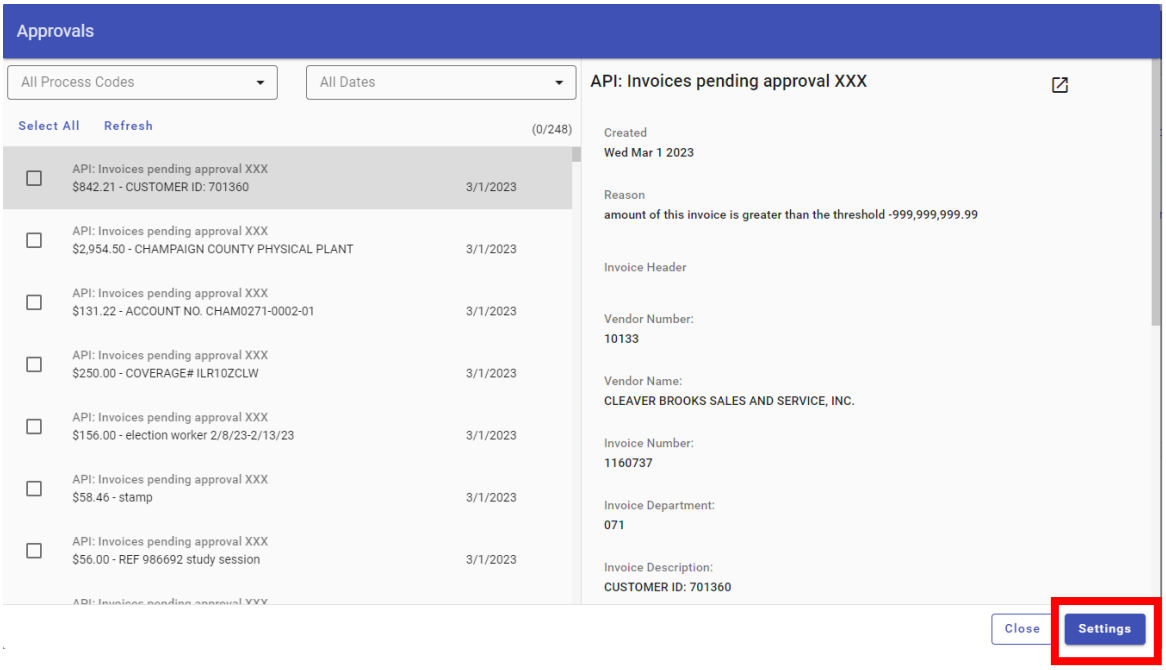
Forward All Workflow

If you are an approver of items in the workflow and are going to be out of the office, please forward your workflow prior to leaving.

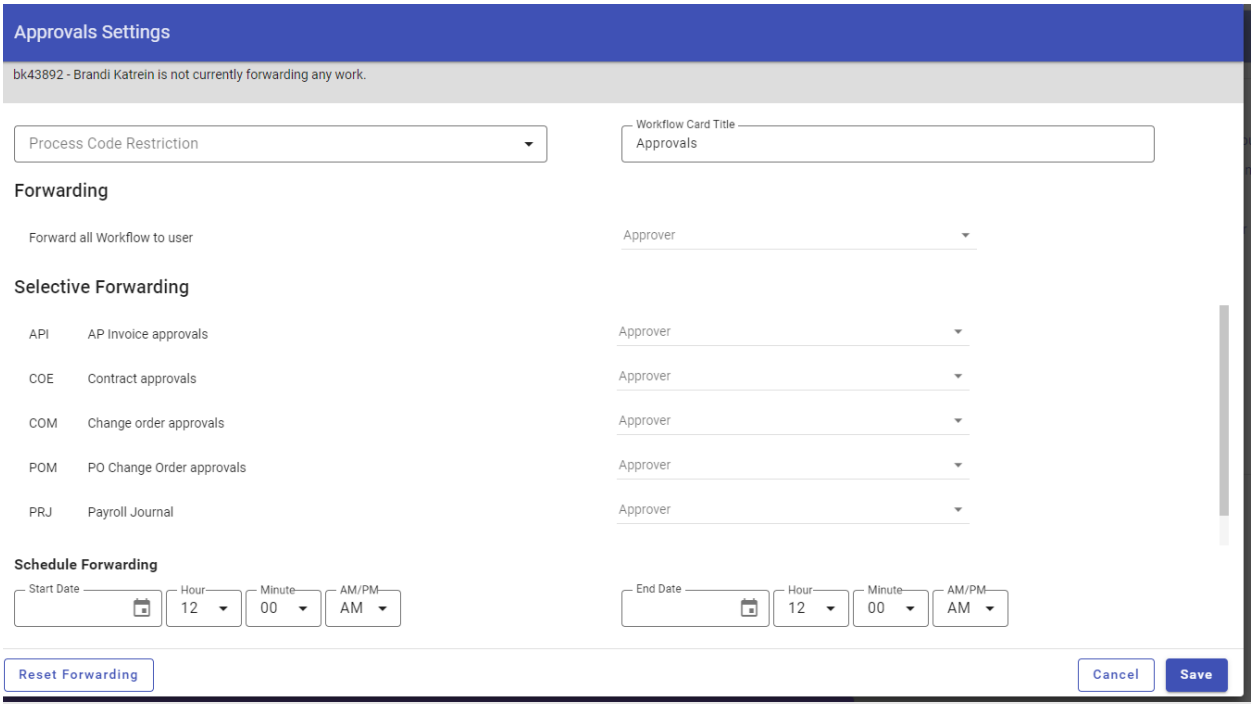
To forward your workflow click on the approvals card on the landing page



When it opens click on settings in the lower right corner



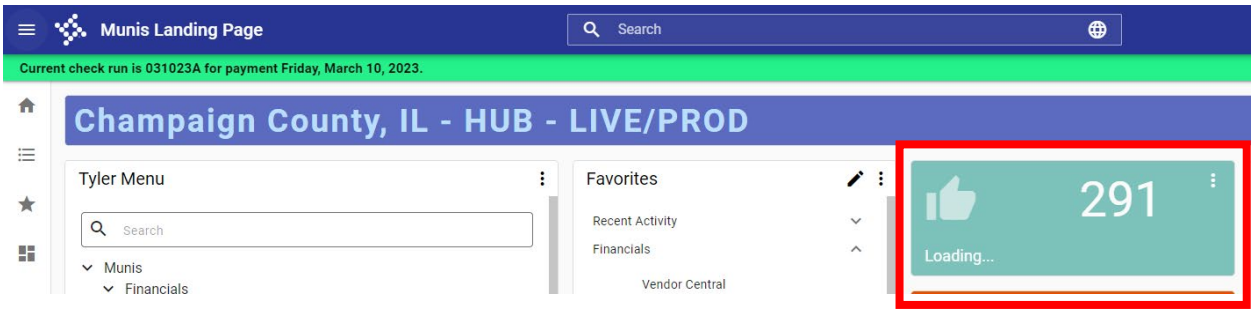
Select what you want forwarded and who it should go to. When you are back reset the forwarding to stop.



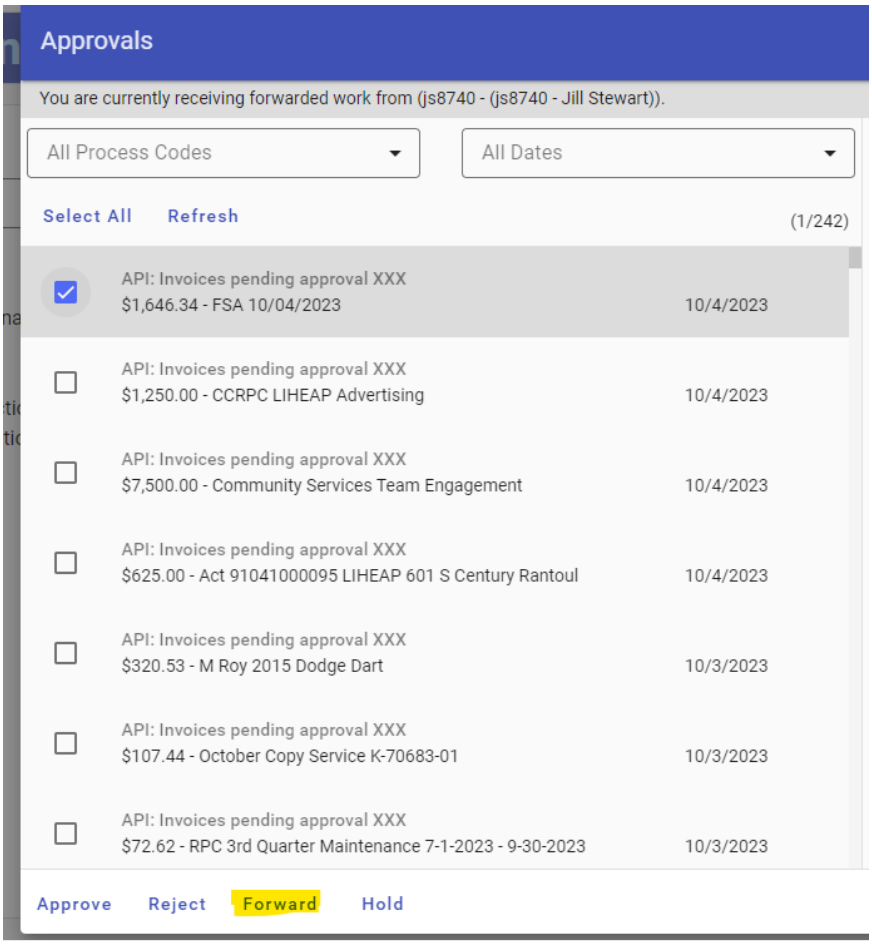
Forward a Single Invoice

Used primarily for single approver departments to forward reimbursements to be approved. You cannot approve your own reimbursements.

To forward an invoice click on the approvals card on the landing page



When it opens, select the invoice you want to forward and then select the Forward button at the bottom.



It will then bring up the forwarding window and you can enter the person you want to forward to.

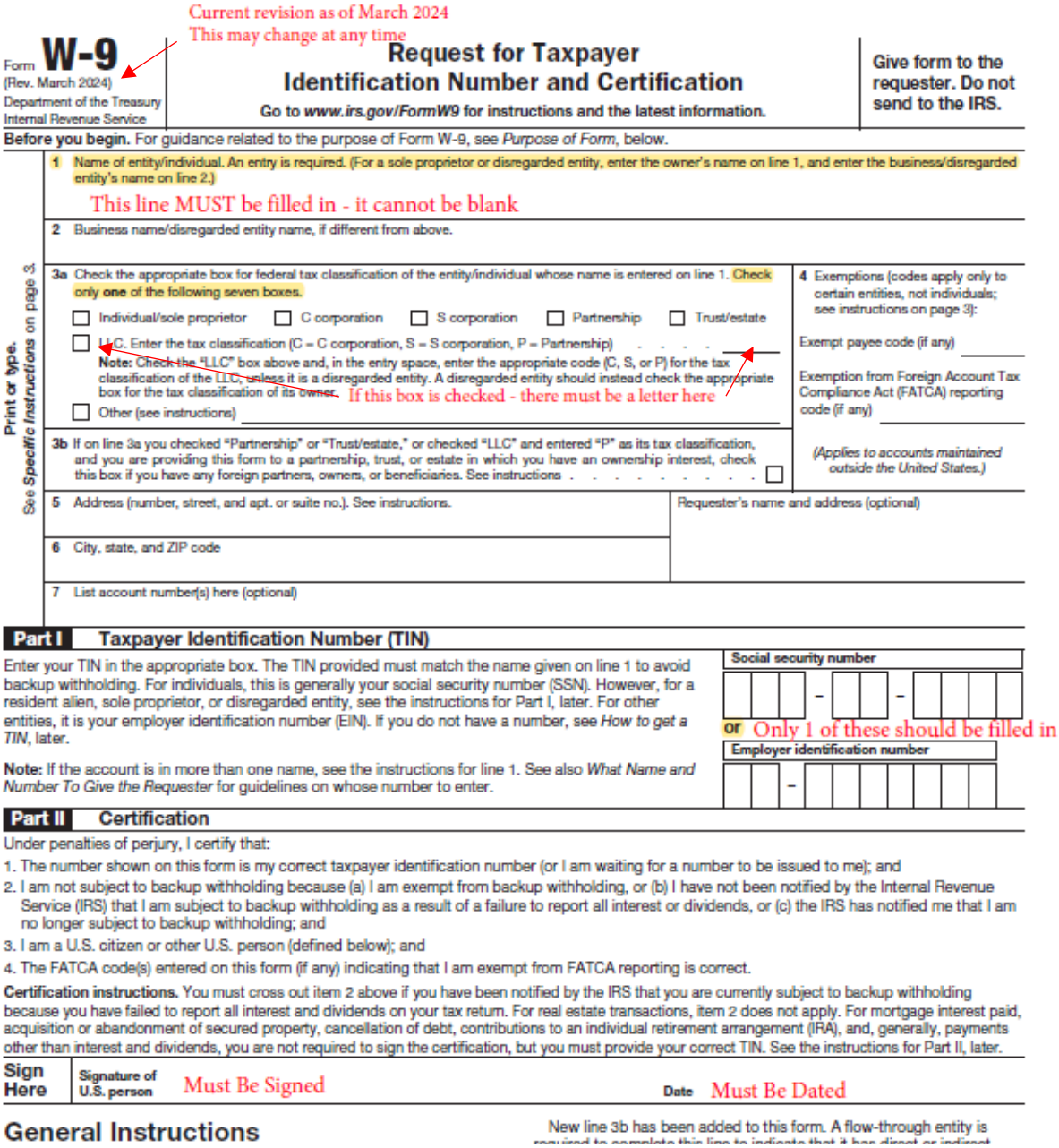
Vendors

Prior to any requisition, contract or invoice entry being made the vendor must be established in Munis. To see if a vendor already exists in Munis search in Vendor Central.

Adding New Vendors

To have a new vendor added to Munis please email the Munis Help Desk at: munis-help@champaigncountyil.gov the following information:

- Current W9 form filled out, signed, and dated. If it is a foreign entity, we will need a form W8 completed. Some things to look for that may cause the W9 to be rejected:



Current revision as of March 2024
This may change at any time

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

This line MUST be filled in - it cannot be blank

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

If this box is checked - there must be a letter here

☐ Other (see instructions) _____

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

Print or type. See *Specific Instructions* on page 3

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ - ___ - ____

or Only 1 of these should be filled in

Employer identification number

__ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** Must Be Signed **Date** Must Be Dated

General Instructions

New line 3b has been added to this form. A flow-through entity is

- New Vendor Form (the information requested is also available as a checklist if you do not want to use the form). This form/checklist details the information needed to establish a vendor as well as **statutorily required** company information. If the vendor does not return the new vendor form, please include the email sent to the vendor requesting the form be filled out so we can show we attempted to collect the information.

- Invoice or quote. Providing this helps us make sure we have the proper remit address and sometimes vendors will put ACH banking information on the invoice that we can use to set the vendor up for electronic payments more quickly.

Updating an Existing Vendor

If you receive an invoice, letter, email, etc. that indicates a change of address or change in banking information please forward that item to the Munis Help Desk at: munis-help@champaigncountyil.gov for the address to be updated in the system.

Vendor Has a Change in Ownership

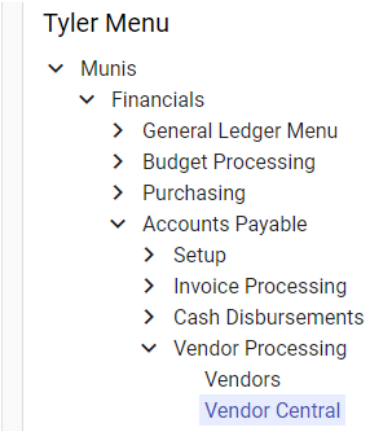
If you receive information that a vendor has a new owner, please request a new W9 and new vendor form. Frequently with a change in ownership tax id numbers, tax classification may be different, and a new vendor will need to set up with the new owner's information even if the company name did not change.

Vendor Central

Vendor Central will allow you to see all **Error! Reference source not found.**(addresses, phone numbers, emails, etc.),

Invoices, Checks, Purchase Orders, and
Contracts for each vendor. Any information provided to us is entered into Munis. There is also a Notes icon in the Ribbon. If a vendor is inactive there should be a note as to why. Notes may also include information about address changes, which CCT vendor remit address to use for the departments, etc.

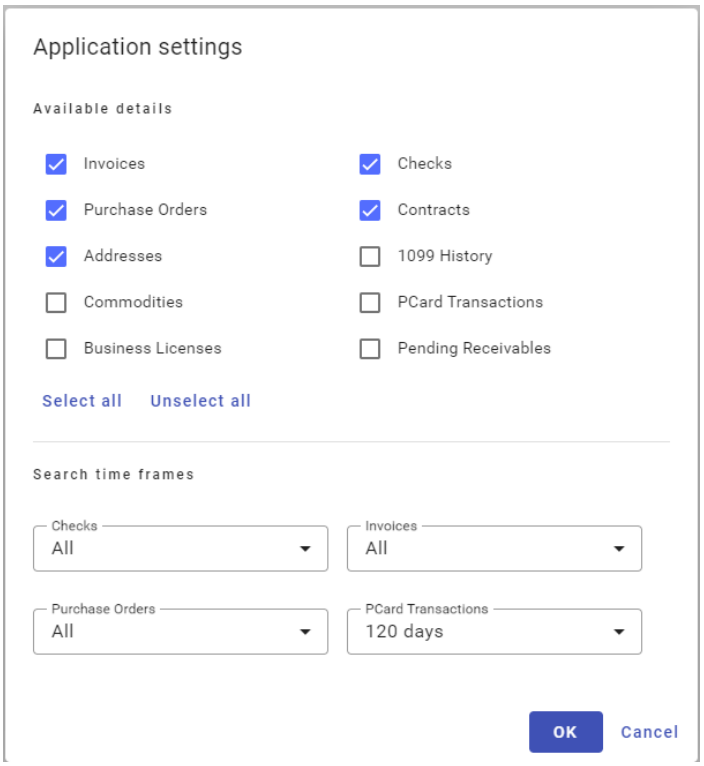
To get to Vendor Central from the Tyler Menu – Munis → Accounts Payable → Vendor Processing → Vendor Central



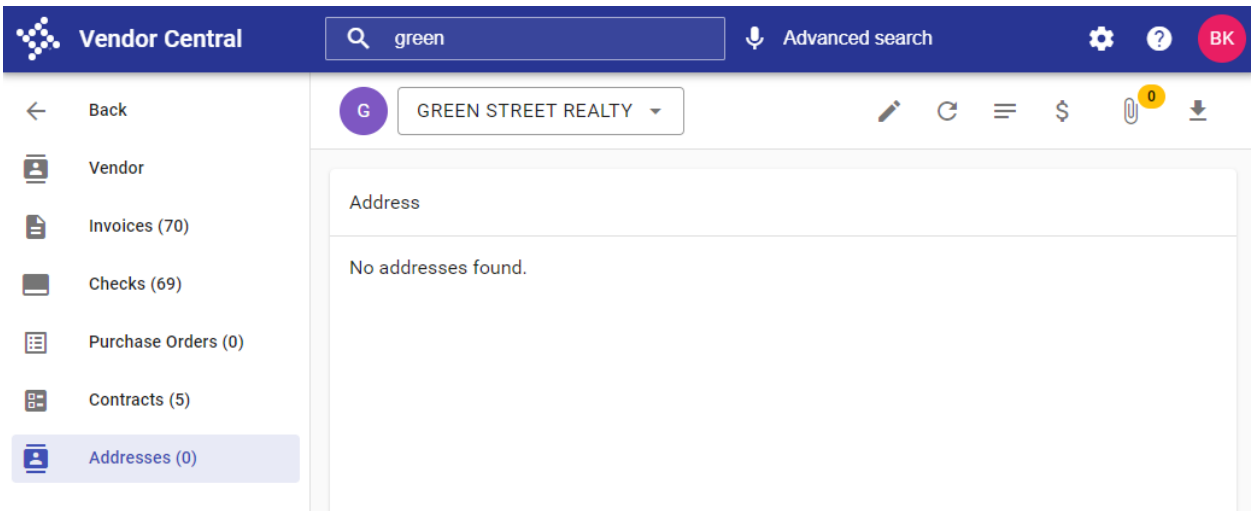
Vendor Central View Settings

To view the full contact information for the vendor you need to make an adjustment to your settings. Click on the gear in the upper right corner of the Ribbon. A settings box will appear.

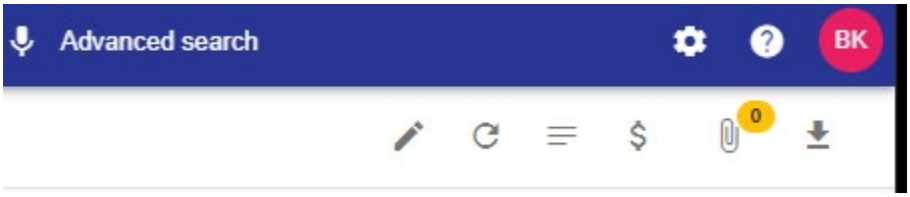
Make sure Vendor is checked (you will only need to do this once). This is also where you will set the time frames you will see in Vendor Central. It is recommended that All is selected for Checks, Invoices, and Purchase Orders.



With vendor marked your screen will now look like this when you search for a vendor.



The ribbon has some icons at the right side of the screen. They are as follows:

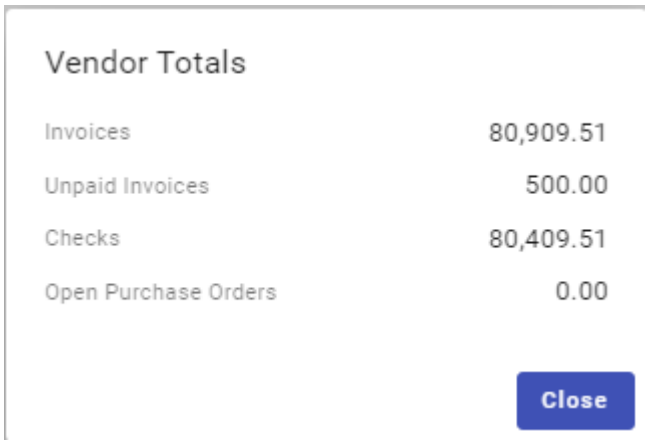


Pencil Icon – Edit, opens the Vendors module (most users will likely not have access to this and may not be shown.

Circle with arrow – Refreshes the screen.

Three lines – that is the notes for the vendor.

$ - That shows totals for the vendor

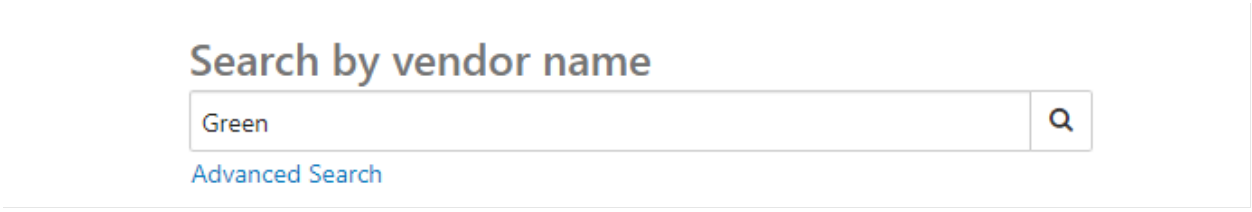


Paperclip – TCM

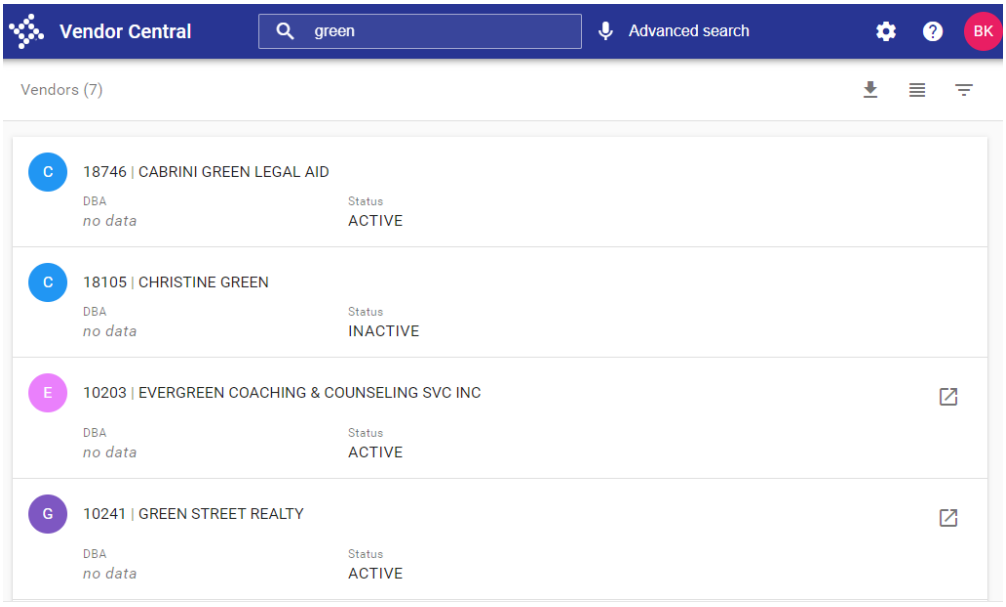
Down arrow with line – Excel Export

Vendor Central Walk-Through of Features

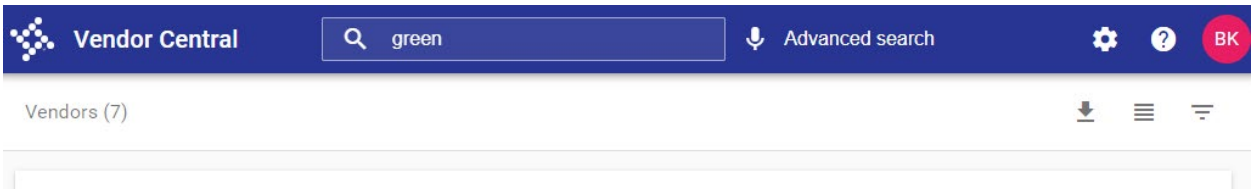
Starting at the search screen enter the name of the vendor you are looking for. It is suggested to only use part of the vendor's name to get more results. For this example, I am searching for Green Street Realty. By only entering Green I don't need to worry if Street is spelled out or abbreviated.



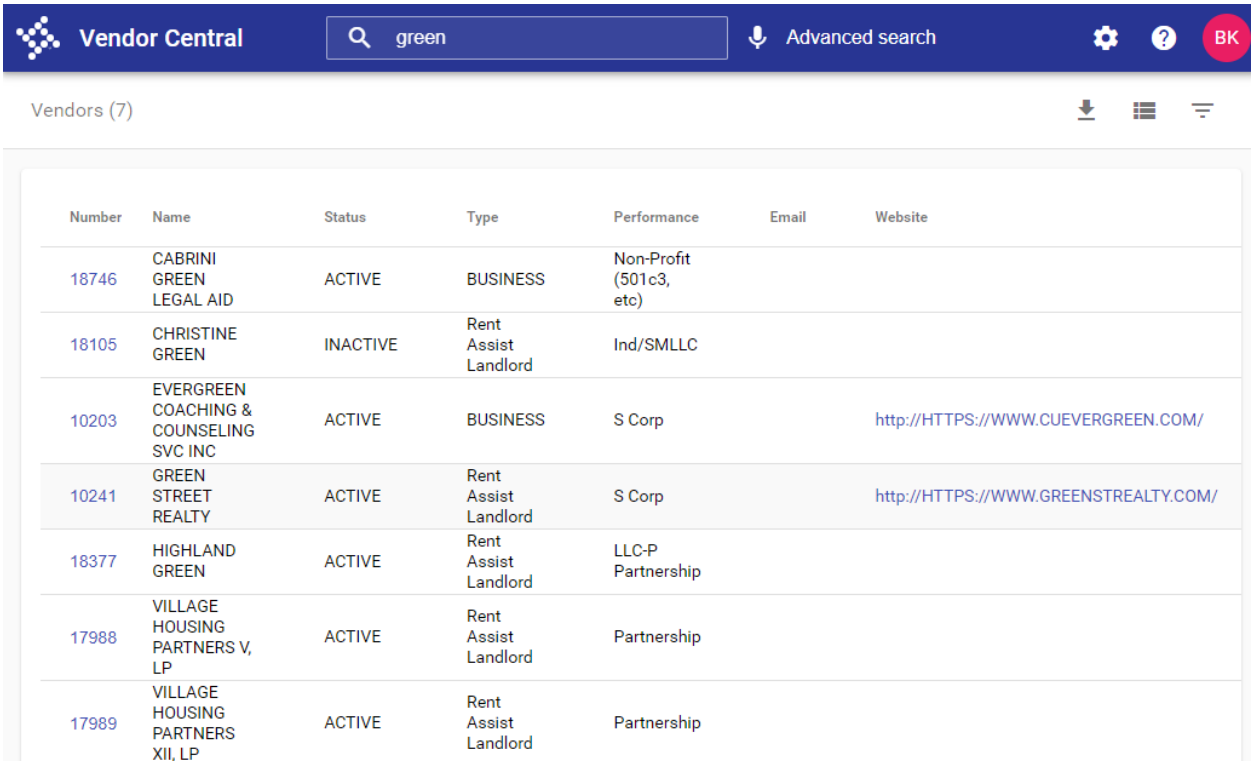
By entering Green, all vendors with the word Green are listed.



To see the vendors in a list, click on the bars between the download and filter icons at the right side of the Ribbon.



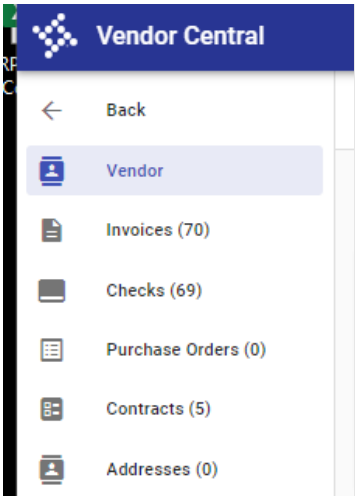
The vendors will then be in a list



Number	Name	Status	Type	Performance	Email	Website
18746	CABRINI GREEN LEGAL AID	ACTIVE	BUSINESS	Non-Profit (501c3, etc)		
18105	CHRISTINE GREEN	INACTIVE	Rent Assist Landlord	Ind/SMLLC		
10203	EVERGREEN COACHING & COUNSELING SVC INC	ACTIVE	BUSINESS	S Corp		http://HTTPS://WWW.CUEVERGREEN.COM/
10241	GREEN STREET REALTY	ACTIVE	Rent Assist Landlord	S Corp		http://HTTPS://WWW.GREENSTREALTY.COM/
18377	HIGHLAND GREEN	ACTIVE	Rent Assist Landlord	LLC-P Partnership		
17988	VILLAGE HOUSING PARTNERS V, LP	ACTIVE	Rent Assist Landlord	Partnership		
17989	VILLAGE HOUSING PARTNERS XII, LP	ACTIVE	Rent Assist Landlord	Partnership		

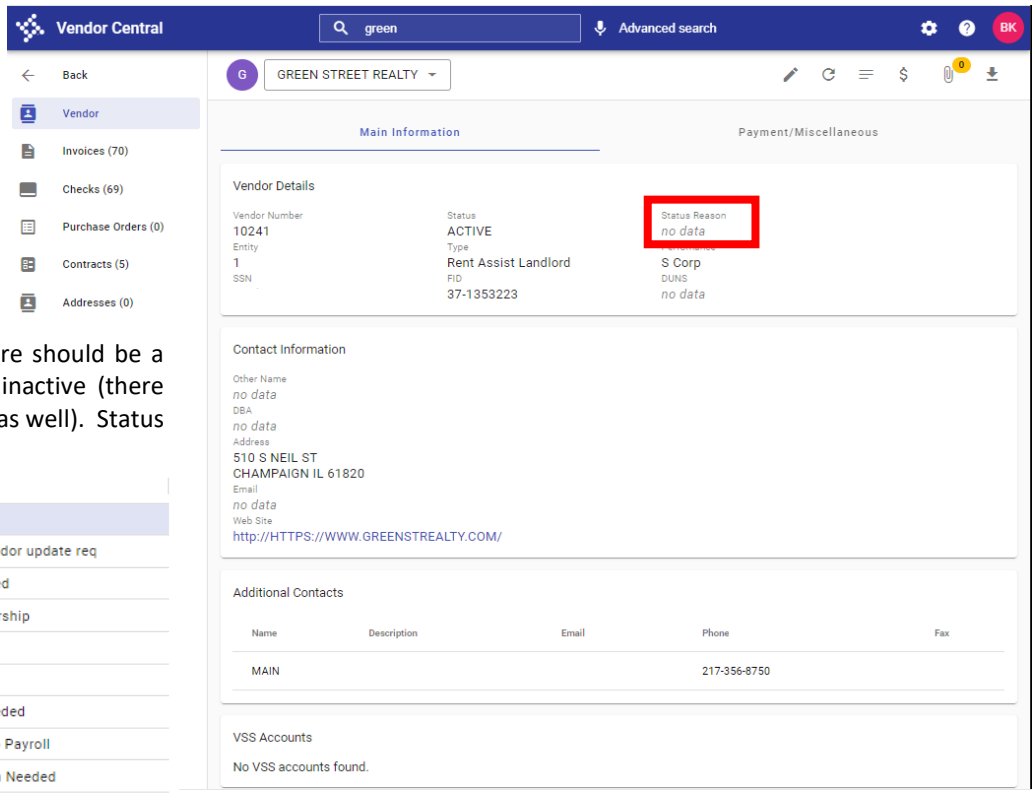
From here you can select the vendor you want to look at. The view may default to the last viewed tab.

When you select the vendor you will then have options to look at the Vendor Information, Invoices, Checks, Purchase Orders, Contracts and Addresses as tabs on the left side of the screen.



Contact Information

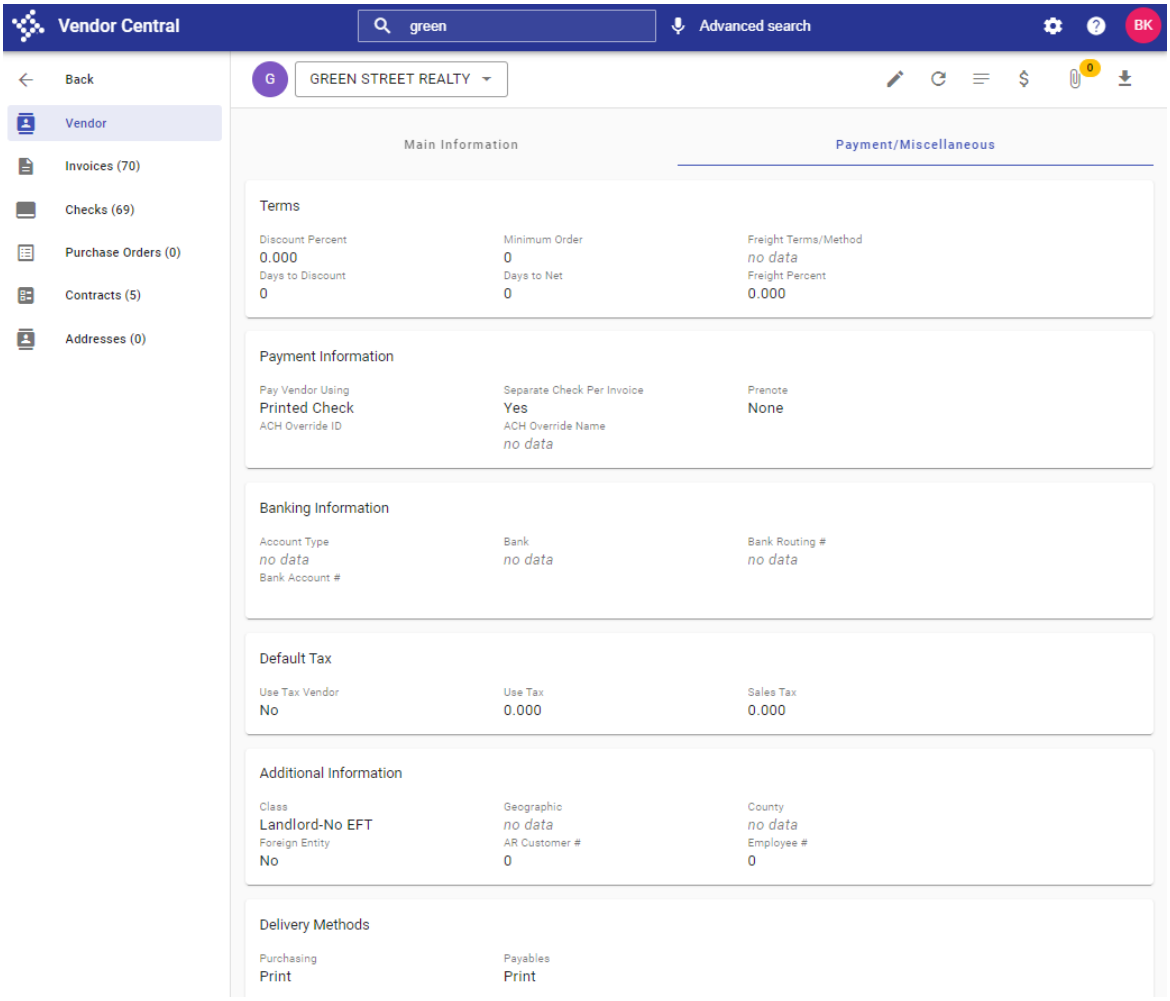
At a glance this screen will show the address and contact information for the vendor. If the vendor has multiple addresses or a separate remit address this information will be the main or general correspondence address for the vendor. Under Main Information the vendor status; type; address, status reason (if a vendor has been inactivated there will be a code here indicating various reasons for inactivation such as former vendor, address clarification needed, W9 needed, etc.), website, any email, phone numbers, and fax numbers. Some information may be restricted from your view (such as SSN and FID, banking information, etc.).



If a vendor is inactive there should be a code indicating why it is inactive (there also may be notes related as well). Status reasons are:

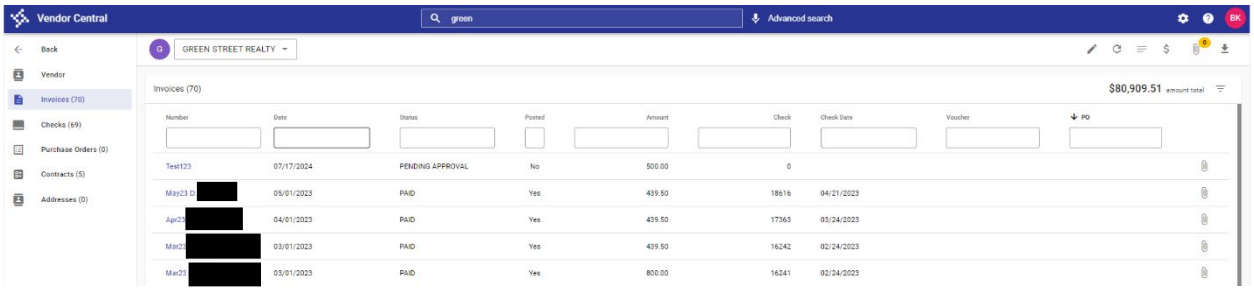
Code	Short Desc	Long Desc
1	No W9 on f	No W9 on file
10	NR-VndrUp	Non-Resp to Vendor update req
2	W9 outdate	W9 form outdated
3	Owner Chng	Change in Ownership
4	Former Ven	Former Vendor
5	W9 Incompl	Incomplete W9
6	Need Clari	Clarification Needed
7	Elec-to PR	Election-Move to Payroll
8	Need MBE	MBE Information Needed
9	No MBE Prv	No MBE Data Provided

The Payment/Miscellaneous Tab will have information like whether the vendor received a paper check or EFT payment, if the vendor if marked to receive a separate check per invoice, whether an EFT letter has been sent or if we are not offering EFT for this vendor at this time will show up on this screen.



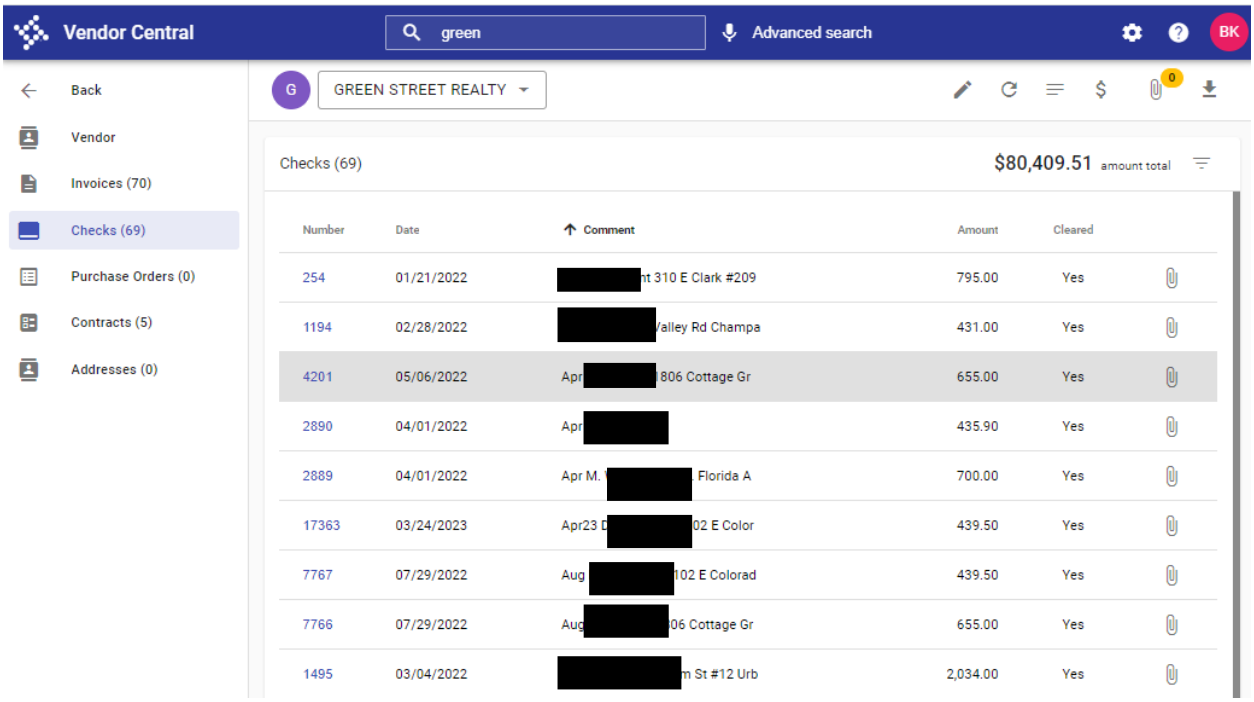
Invoices

The first tab is Invoices. Here you can view the invoices and their status. You can search/sort by Invoice, Date, Status (approved, pending, rejected, held), whether it has been Posted, Amount, Check, Check Date, Voucher, PO. In this this screen when you click on the paper clip with will open the Invoice TCM. If you click on the Invoice Number, it will open Invoice Central. See Invoice Central for more information. The boxes under the headings (Invoice, Date, etc.) are for filtering results. To get those click on the 3 lines that look like an upside-down triangle next to the total amount at the left side of the screen. If you know the information or part of the information enter in the corresponding box to filter the results.

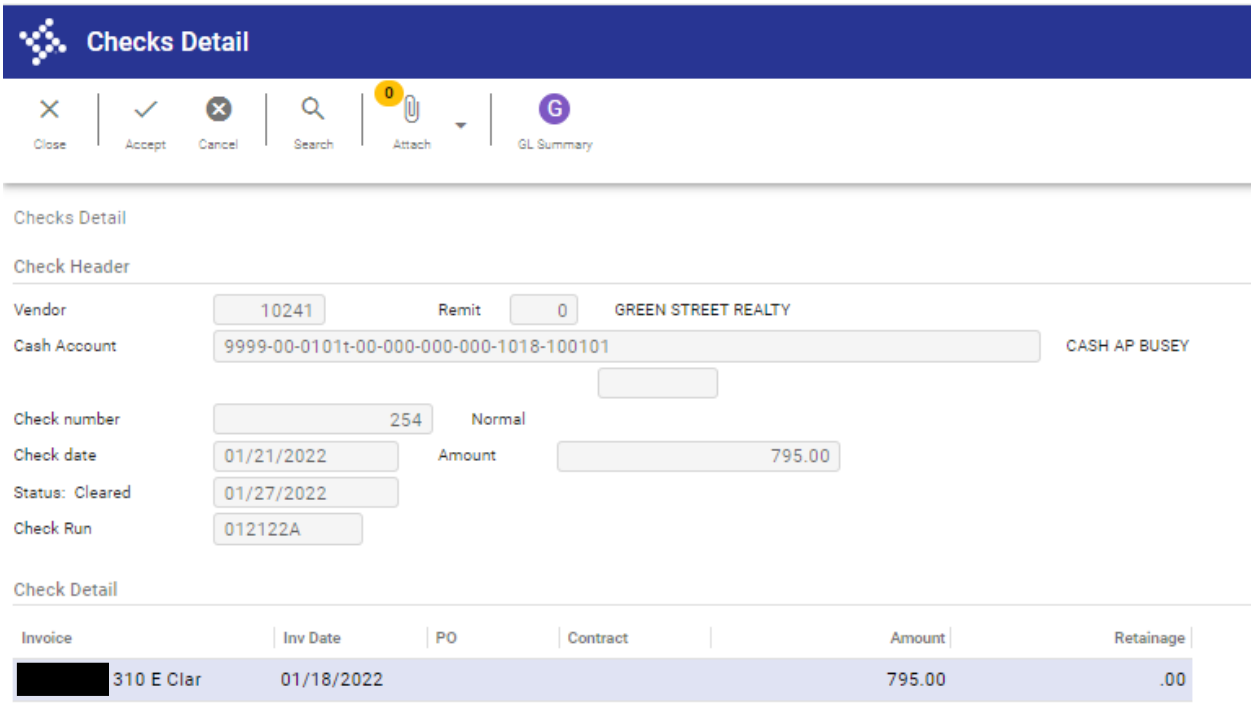


Checks

The next tab is the checks screen. Here you can see the checks issued, when they were issued, comment, amount, whether it has cleared, and if it was a paper check or EFT. Clicking on the paperclip will show you the check in TCM. Clicking on the check number will open the Checks Detail.



Cleared Checks – If you want to know the date a check cleared click on the check # and you will get the Checks Detail screen that will have the cleared date on it. The example below shows that check 254 cleared on 1/27/2022. The reconciliation information is usually entered within the first few days of each month. If you need to see if a check has cleared between reconciliations, please email the Munis Help Desk at: munis-help@champaigncountyil.gov.

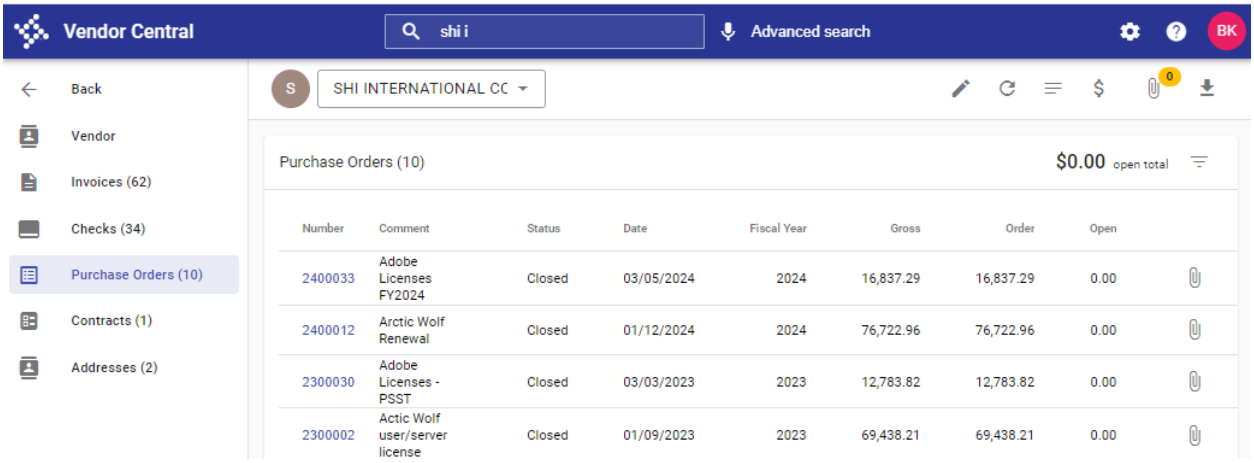


Purchase Orders

The Purchase Orders Tab will allow you to search/sort by PO number, Comment, Status, Date, Fiscal Year, Gross Amount, Order Amount and Open Amount.

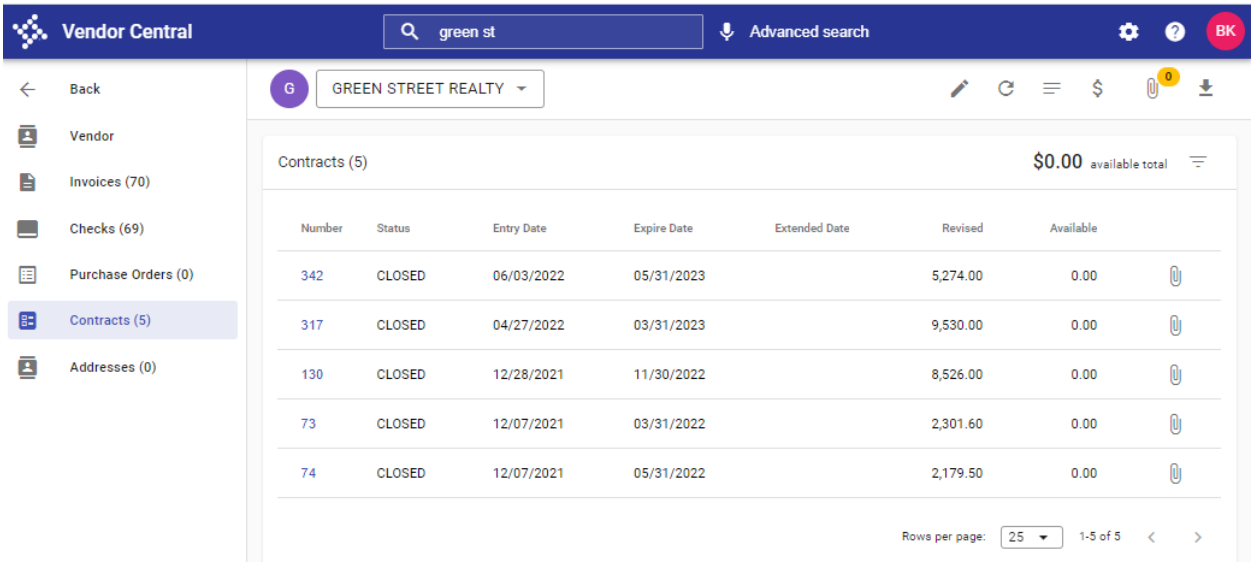
The example shown below shows both an open and closed PO (my previous example vendor did not have any Purchase Orders to show). Clicking on the paper clip at the right opens TCM. Clicking on the PO number opens Purchase Order Central. See

Purchase Order Central for more information.



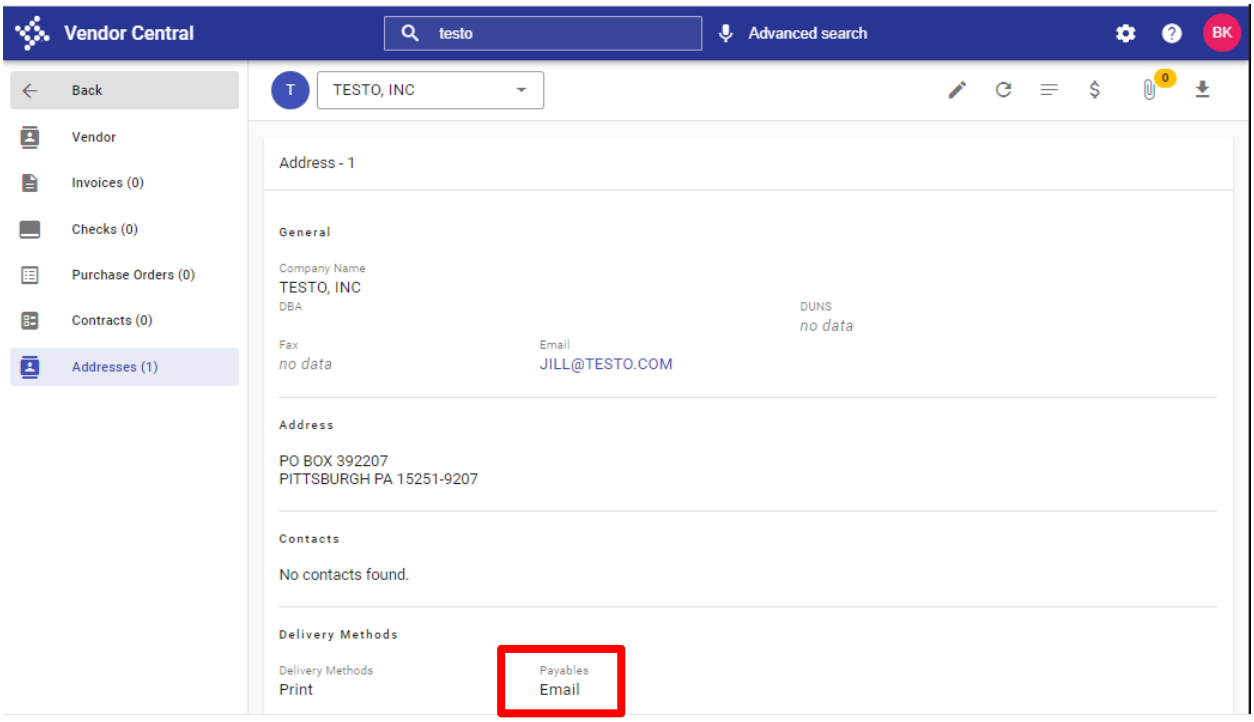
Contracts

Any Contracts associated with the vendor will be listed here. They can be searched/sorted by Number, Description, Status, Entry Date, Expire Date, Extended Date, Revised amount, and Available amount. There will only be numbers in the Revised and Available columns if the contracts are Not to Exceed contracts. Click on the paper clip at the right and the contract opens in TCM. Click on the Contract Number and the contract opens in Contracts Central. See Contracts Central for more information.



Address

The address tab will show any additional addresses for the vendor. If the vendor has a general correspondence address that is different from the remit address and remit addresses will be shown in this tab. The example below is a vendor that has a different remit address than their office/correspondence address. On this screen if the vendor is receiving payment via EFT it will show in the Delivery Method section at the bottom. If they are receiving payment via check the Payables Delivery Method will say 'Print' and EFT will say 'Email'.


Vendor Central
testo
Advanced search
BK
Back
Vendor
Invoices (0)
Checks (0)
Purchase Orders (0)
Contracts (0)
Addresses (1)
T
TESTO, INC
Address - 1
General
Company Name
TESTO, INC
DBA
DUNS
no data
Fax
no data
Email
JILL@TESTO.COM
Address
PO BOX 392207
PITTSBURGH PA 15251-9207
Contacts
No contacts found.
Delivery Methods
Delivery Methods
Print
Payables
Email

An Existing Vendor Would Like to be Paid via ACH/EFT

If an existing vendor would like to receive payment via ACH/EFT, please email the Munis Help Desk at: munis-help@champaigncountil.gov the Vendor Number and Name. The Auditor's office will mail the vendor the paperwork to set up electronic payments.

The Auditor's office will not email the paperwork, will not accept phone calls from the vendor requesting ACH payment (vendor must contact the department they do business with).

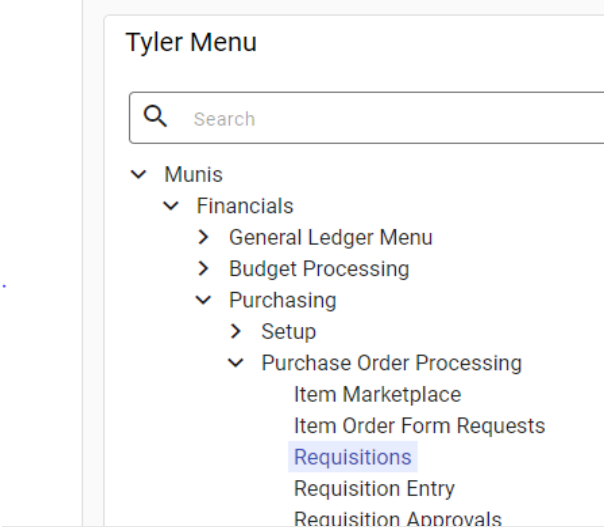
If the vendor has ACH payment information on the invoice or an insert with the bill that notes a change in information, please forward via the Munis Help Desk at: munis-help@champaigncountyil.gov.

Requisitions (to create a Purchase Order)

Requisitions are how a Purchase Order will be created.

Quotes should NOT be signed or items ordered until <u>after</u> the requisition process is complete.

To get to Requisitions from the Tyler Menu – Munis → Financials → Purchasing → Purchase Order Processing → Requisitions

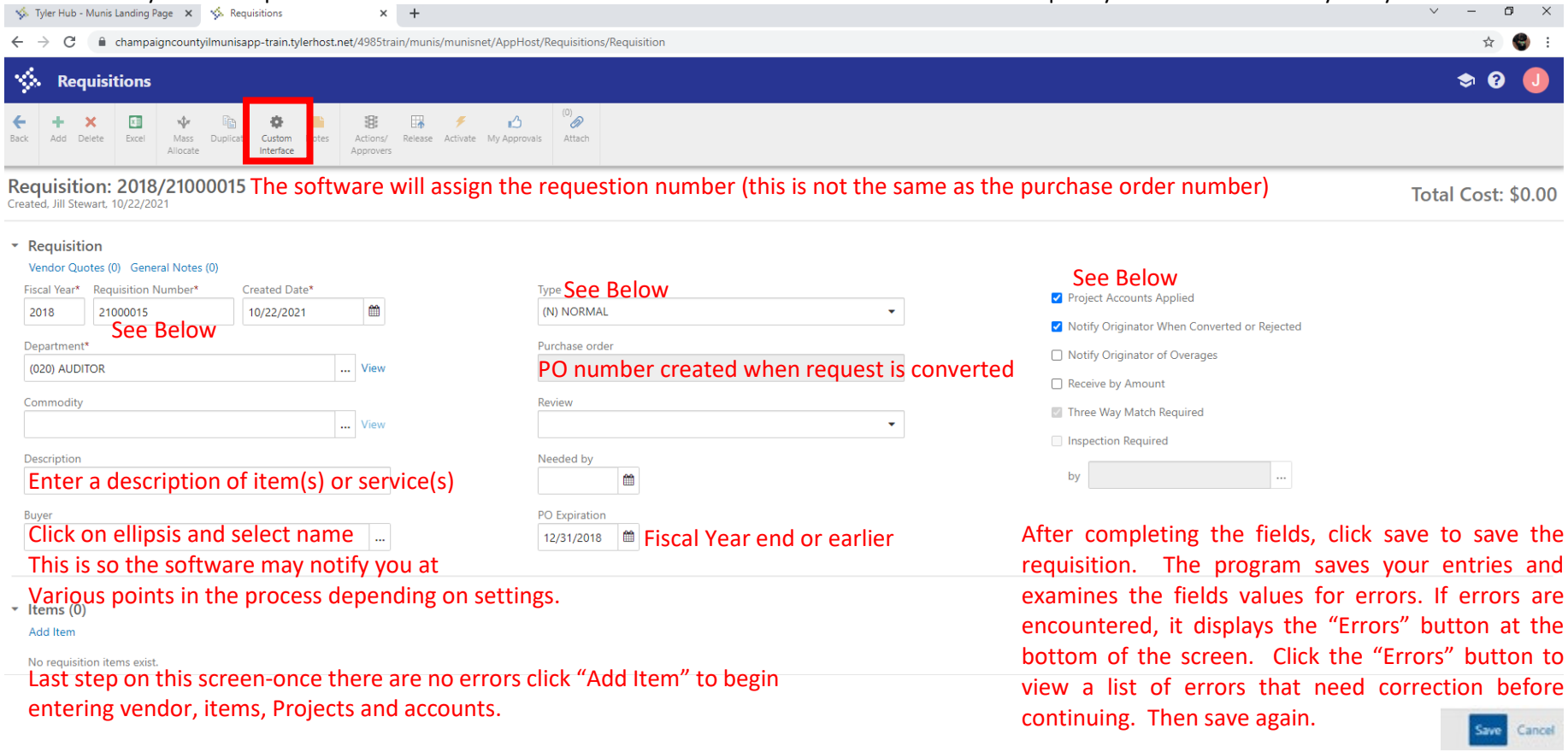


New Requisition

The Requisitions screen will open to this screen. Here you create a new requisition or search for requisitions (see more information in Search for a Requisition).

Click + Add to add a new requisition (formerly known as purchase orders). At first you will not see the + Add, wait until the page finishes loading and it will be there. The screen will change and be ready to begin your entry.

The first time you use Requistions – click on the Custom Interface Gear in the Ribbon and select CC Req Entry to remove unnessary entry items.



Fiscal Year – this is the year it will post to the County books/budget. Limited to open periods which are the current year and the next year (for a short period near the end of the current year).

Create Date – default is current date but can be changed.

Type – select from drop down.
N – normal (used most)

B – blanket. A purchase order that is intended to be used over a period of time.

D – dept/emergency. Indicates this PO should be rushed.

E – exported. ??may be a status??

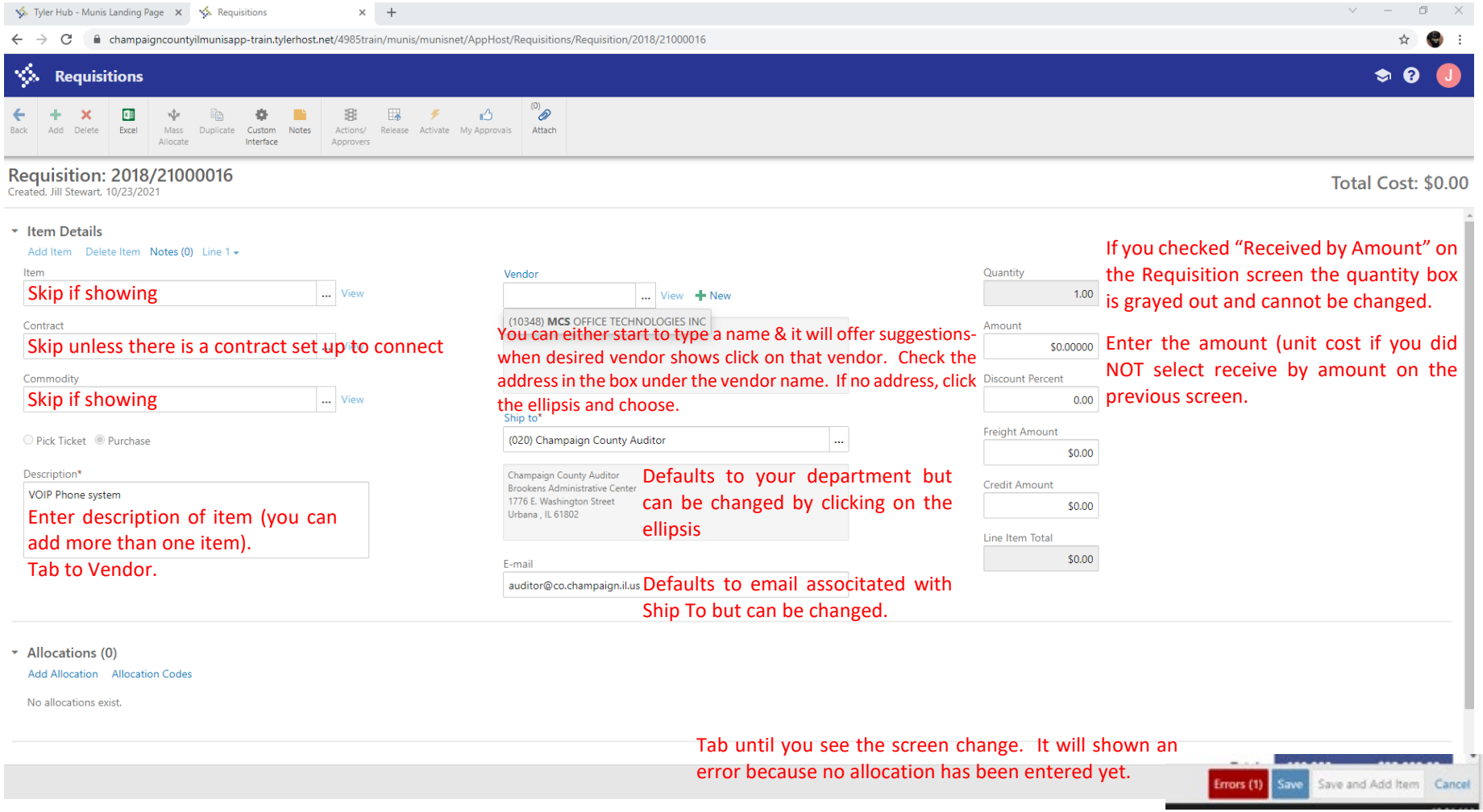
R – RFP-Bid. Request for bid.

Project Accounts Applied – check if projects apply to the requisition.

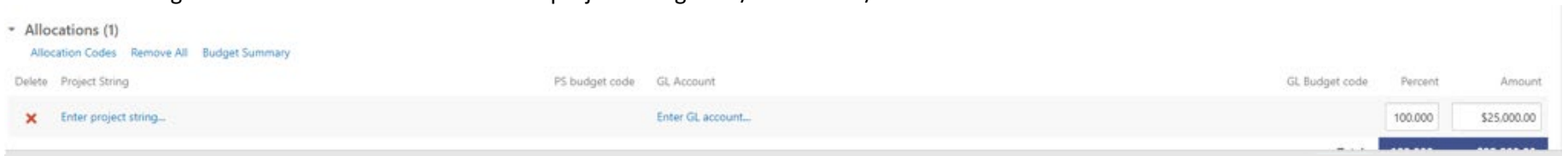
Notify Originator When Converted or Rejected – always check so you receive notifications.

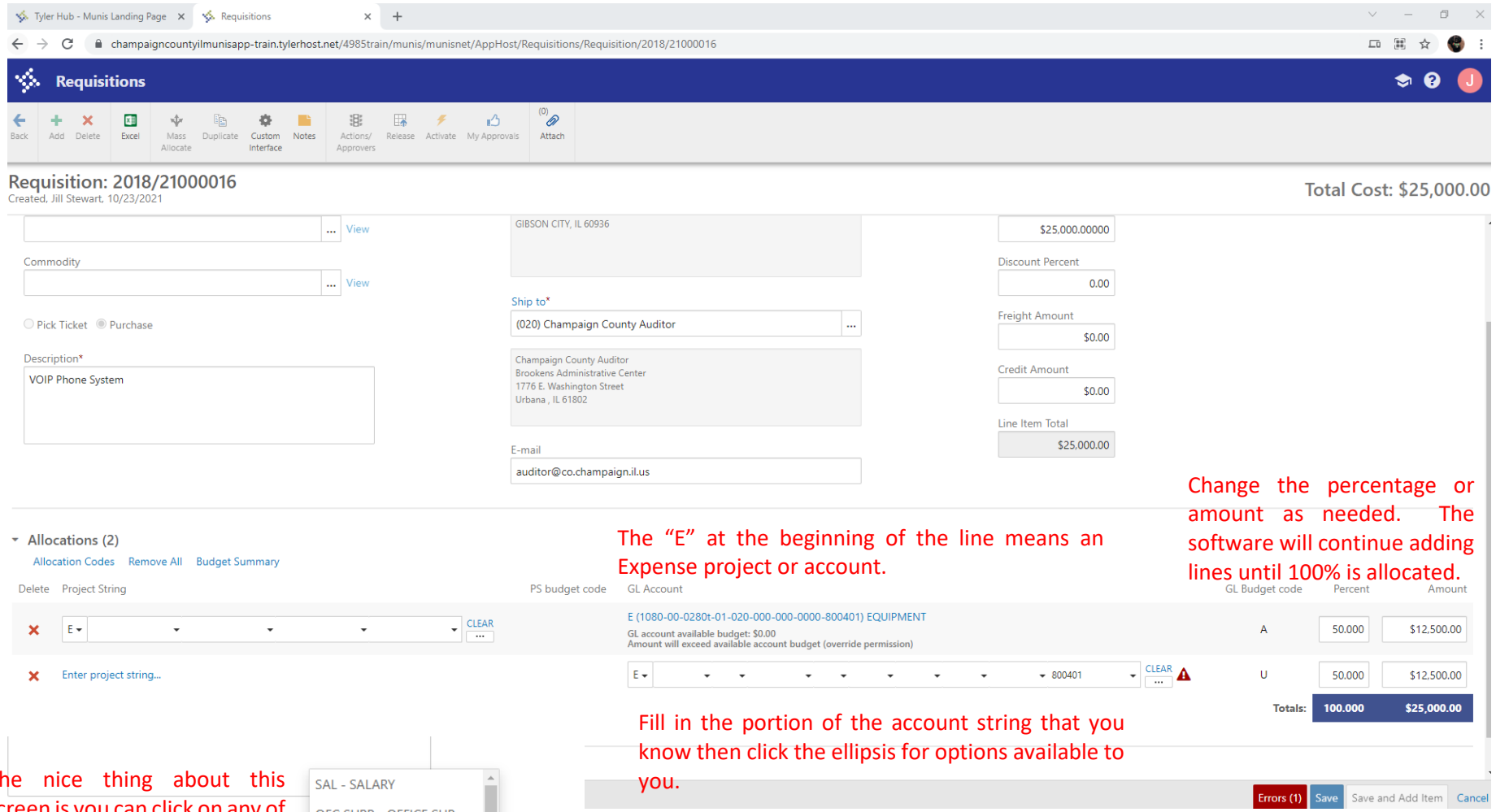
Notify Originator of Overages – will notify original requester when liquidation is greater than a specified amount.

Receive by Amount – The PO can be received by dollar amount instead of quantity. NOTE-if checked, the quantity for each item on the upcoming item screens will be 1. More on this later



Scroll down using the side bar and click on the “Enter project string” and/or “Enter G/L account”.



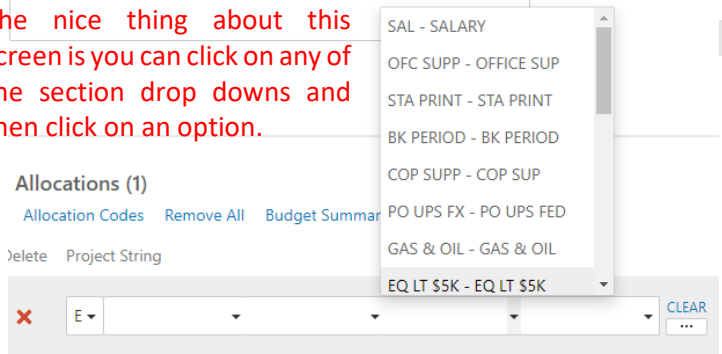


The "E" at the beginning of the line means an Expense project or account.

Change the percentage or amount as needed. The software will continue adding lines until 100% is allocated.

Fill in the portion of the account string that you know then click the ellipsis for options available to you.

The nice thing about this screen is you can click on any of the section drop downs and then click on an option.



If sharing a Requisition, others can edit to add their projects and more lines as needed. The last person will release the Requisition.

Save or Save and Add Item.

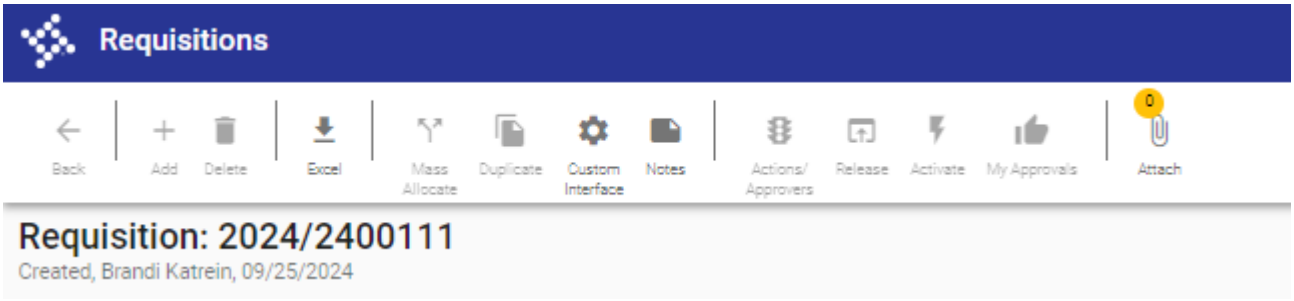
You can cancel if you need to. It will take you back to the requisition screen (it will ask if you are sure).

Repeat as need to add all items.

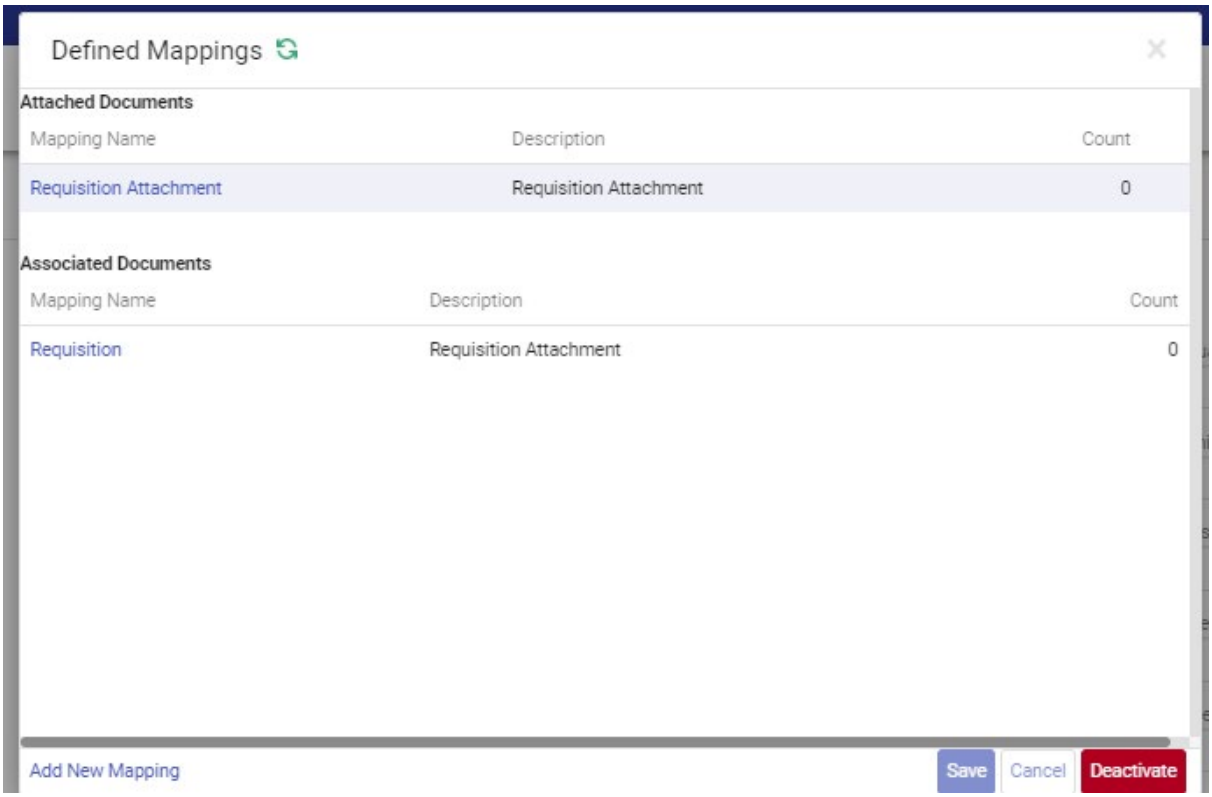
Allocation can be different for each item.

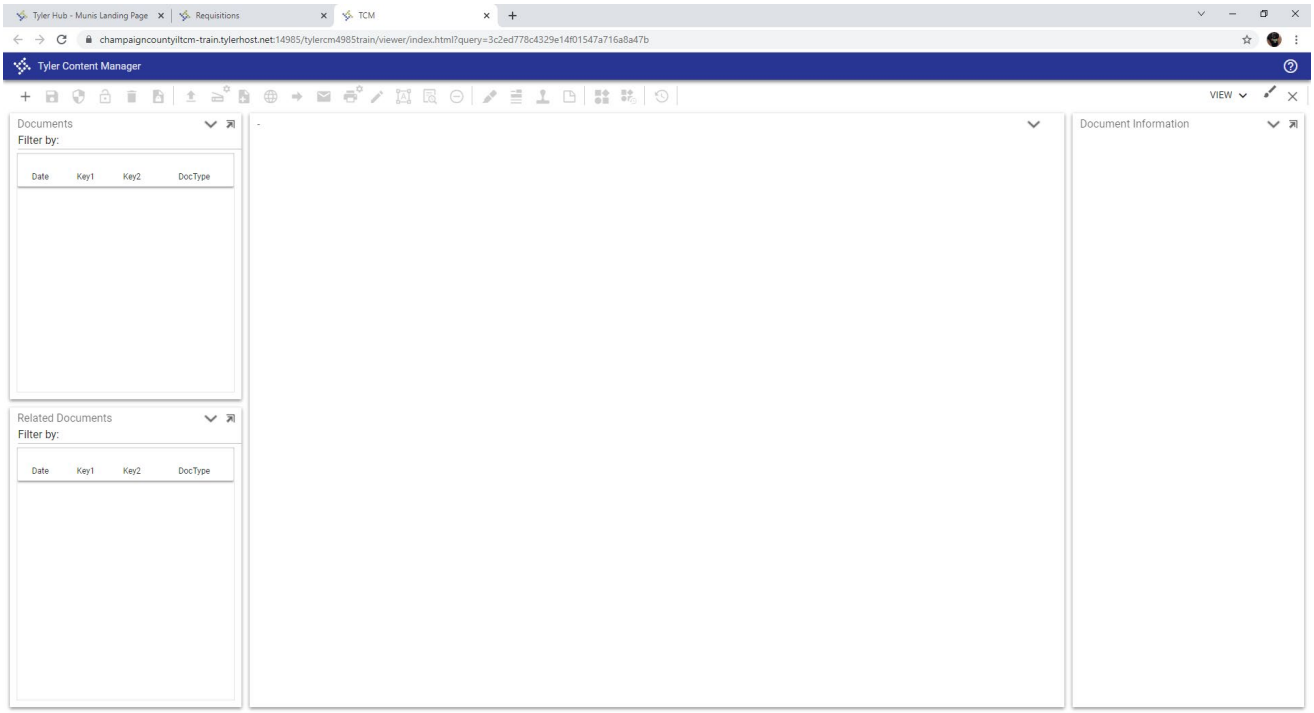
When complete, click Save.

After the last item is saved, attach support to TCM by clicking the paper clip on the Ribbon. Include **all quotes** and support.



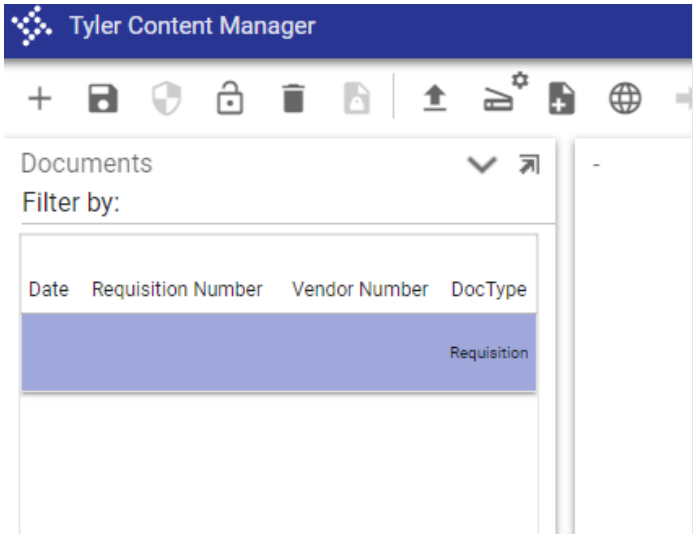
After clicking Attach then Requisition Attachment the screen will change to where you add the support.



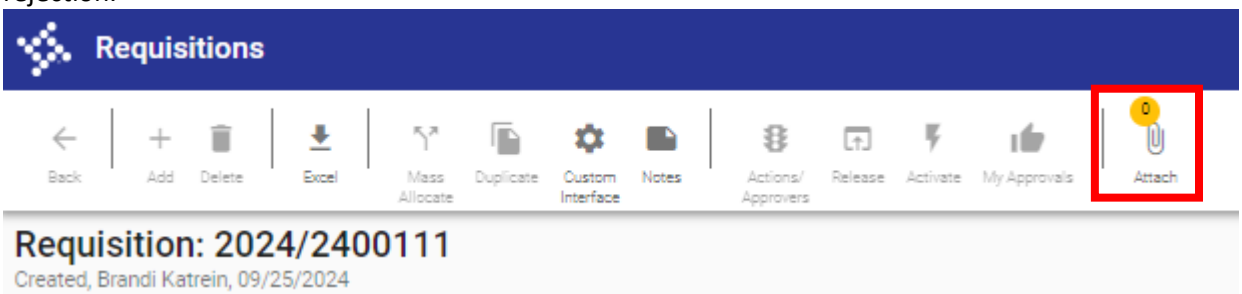


1. Click the + to add a file. The screen will refresh.
2. Click the upload symbol . Follow the usual procedures for uploading a file.
3. Then click the Save symbol . Do not forget this step.
4. Repeat as necessary to attach all support.

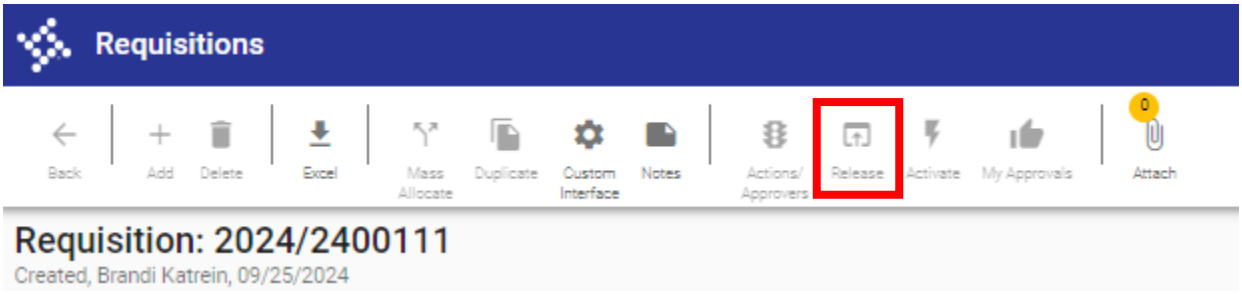
After saving, exit by clicking on the "X" in the upper right corner of the TCM tab. Also, "X" out of the Defined Mappings if it remain on your screen.



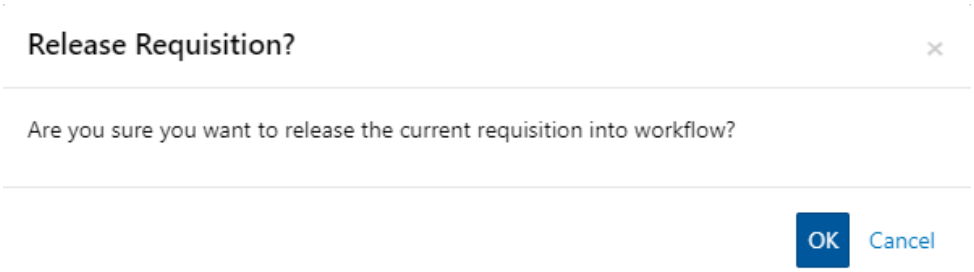
Review and make sure the ( ) by the Attach symbol has a number in it. No support (0) will be an immediate rejection.



Click the Release symbol.



It will ask if you are sure – click ok. Workflow will begin. You will receive notifications as defined by the software.



This process creates a Requisition for approval.

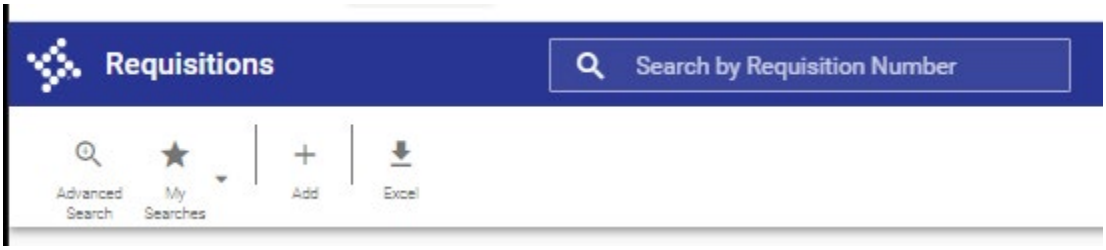
The software will automatically print approved/converted/posted Purchase Orders to the originator (email notice and in orange Notifications box on the landing page). Forward email to vendor and/or print. Can also be found in

Purchase Order Central.

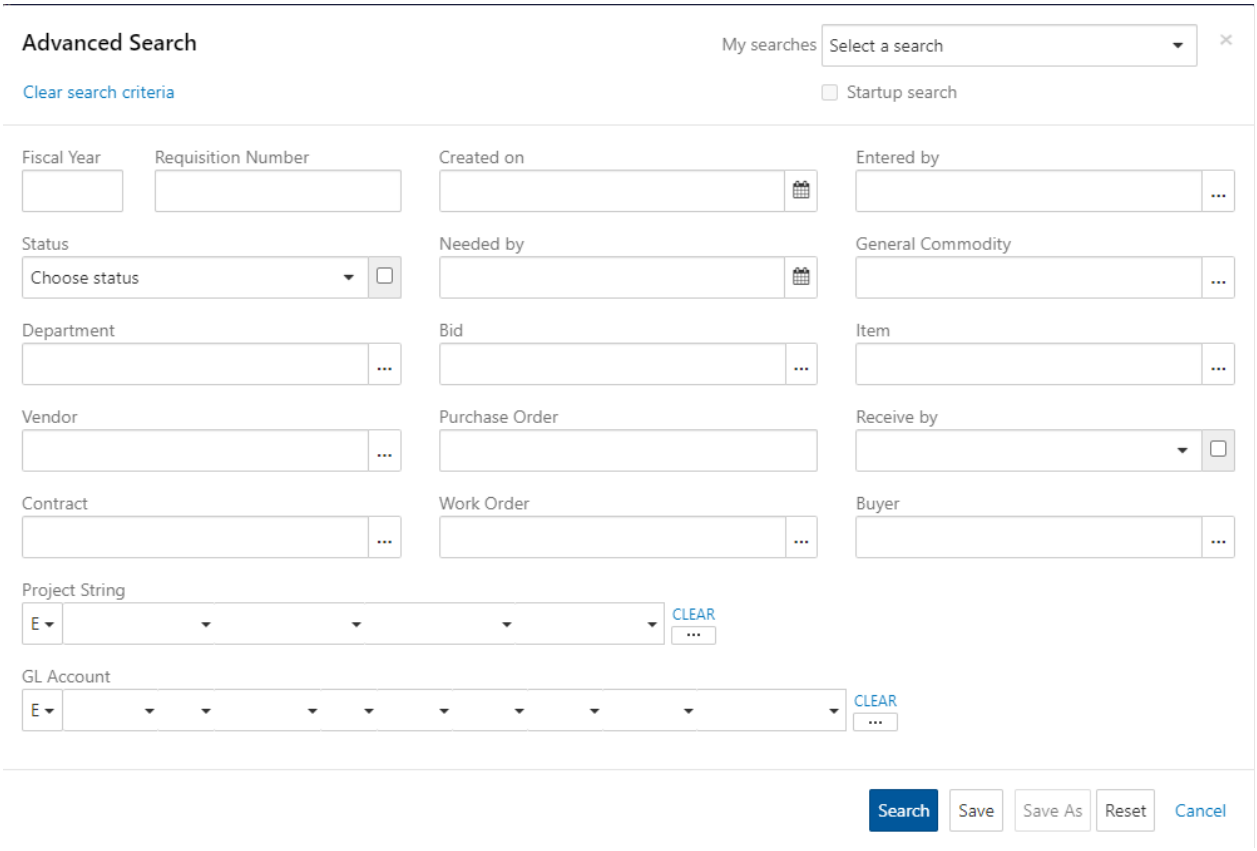
Per County policy DO NOT ORDER until process is complete.

Search for a Requisition

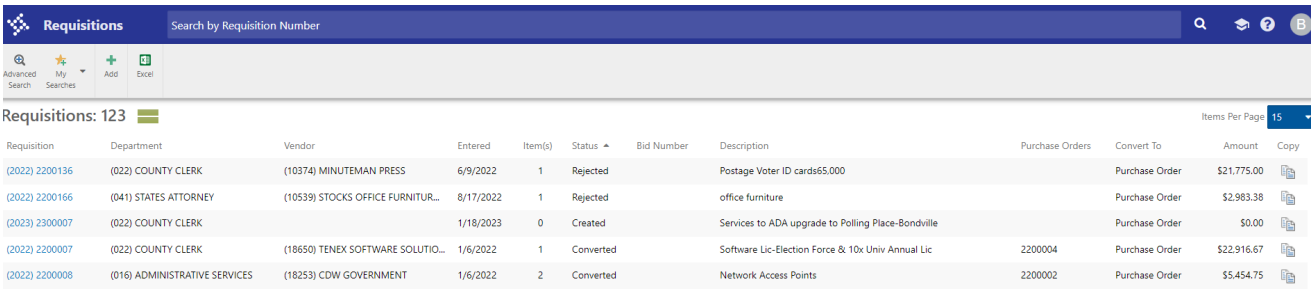
You can search for Requisitions by entering the Requisition directly in the search bar if you know the number or you can do an advance search.



You can search by various options in the Advanced Search screen and even setup saved searches. Search by what works for you – Status, Department, Vendor, who created the Requisition, Project, GL, etc.

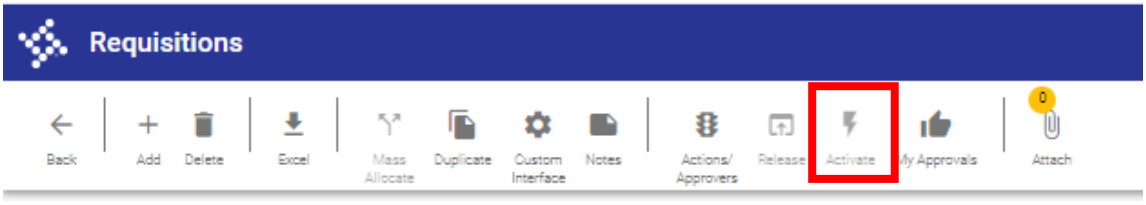


The search results list the Requisition number, Department, Vendor, date entered, number of Items, Status of the Requisition, Bid Number, Description, Purchase Order number (if it has been converted), Convert To, Amount, and Copy (not recommended).



Rejected Requisition

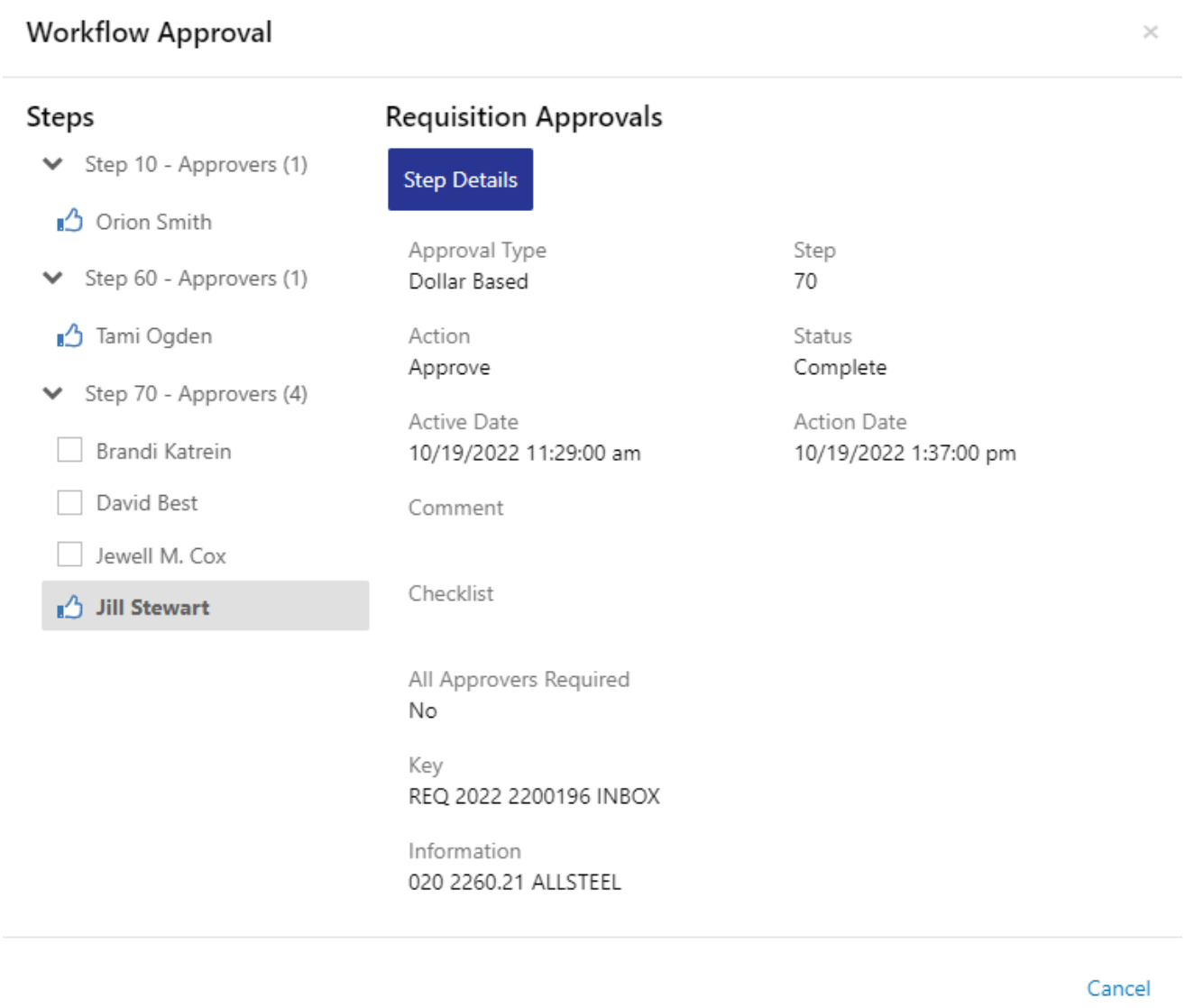
If your requisition has been rejected before you can update it you will need to click on Activate in the Ribbon.



Has my Requisition been approved?

When using Advanced Search to look up Requisitions you can see if a Requisition has been Converted, Rejected, Pending, etc. If you want to know where in the approval process your Requisition is, open the Requisition and click on the Actions/Approvers Icon.

Here you can see each step of the approval process and when it was approved at each step by clicking on the approvers name.



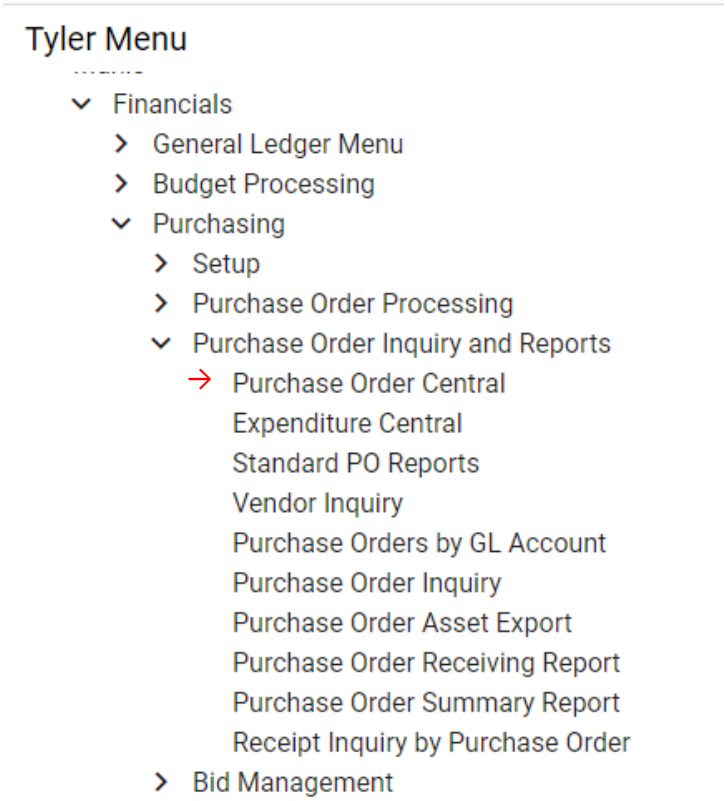
Purchase Orders

Once a requisition has been converted the software automatically assigned a Purchase Order number and the originator will be notified.

Purchase Order Central

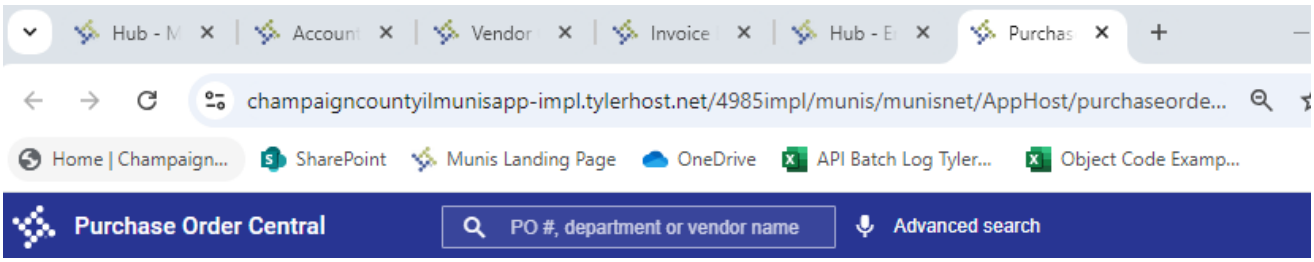
Use Purchase Order Central to search for and print Purchase Orders.

To get to Purchase Order Central from the Tyler Menu – Munis → Financials → Purchasing → Purchase Order Inquiry and Reports → Purchase Order Central

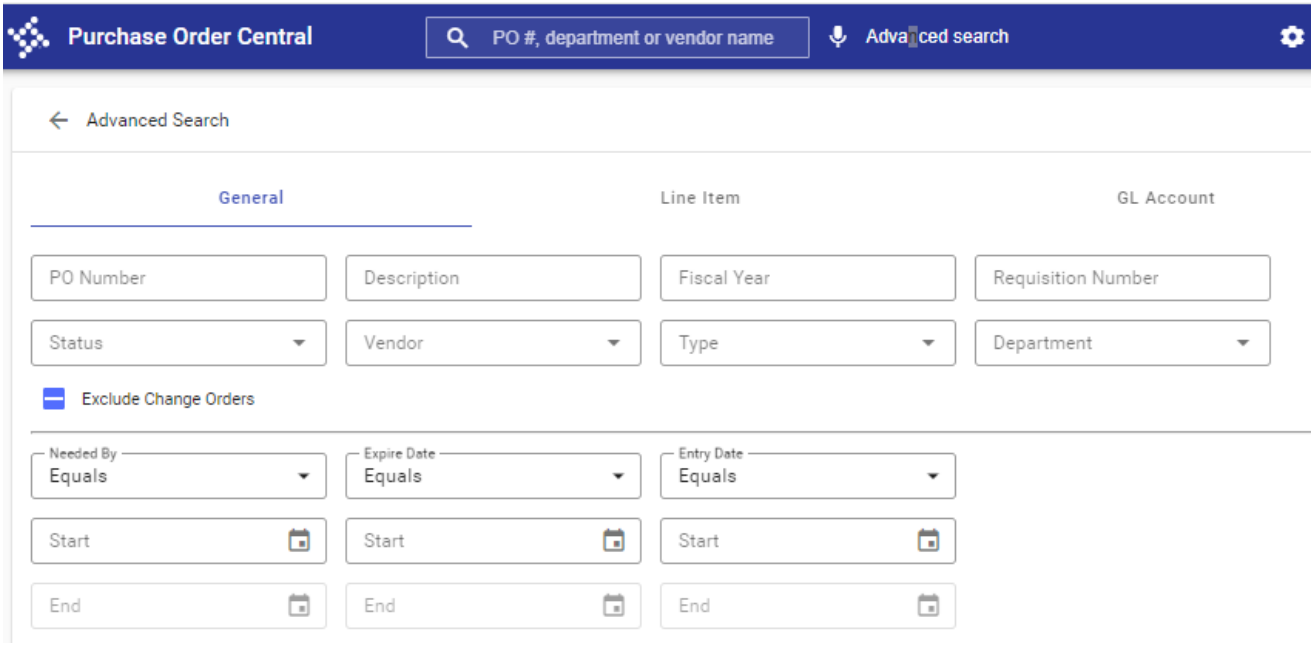


Search for a Purchase Order

Click on Advance Search (or search with Purchase Order number if known)

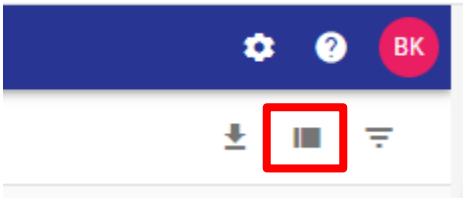


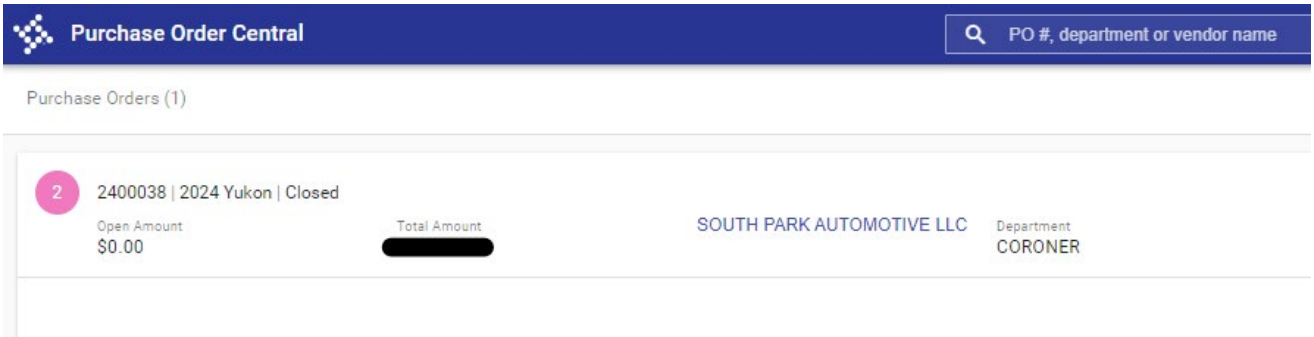
Leave all filters blank and click Search or add filters as needed. You can also set up saved searches.



There are different options for viewing the search results. Clicking the Toggle table/list view icon in the upper right corner changes the view.

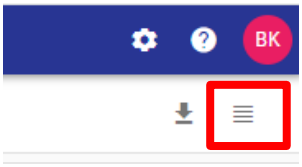
Table View

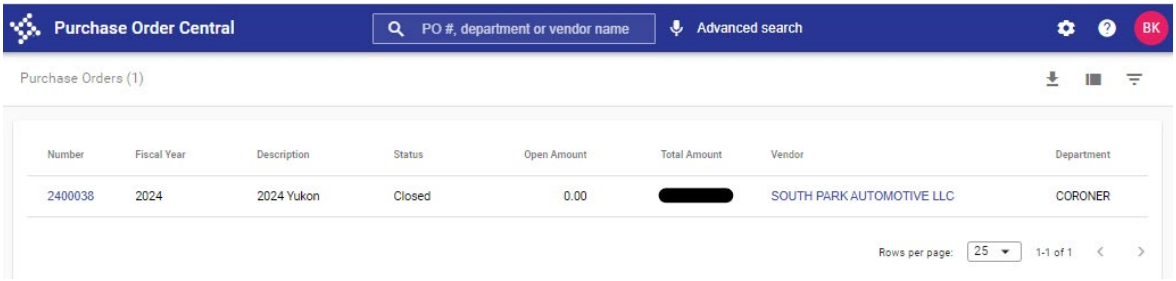




Or

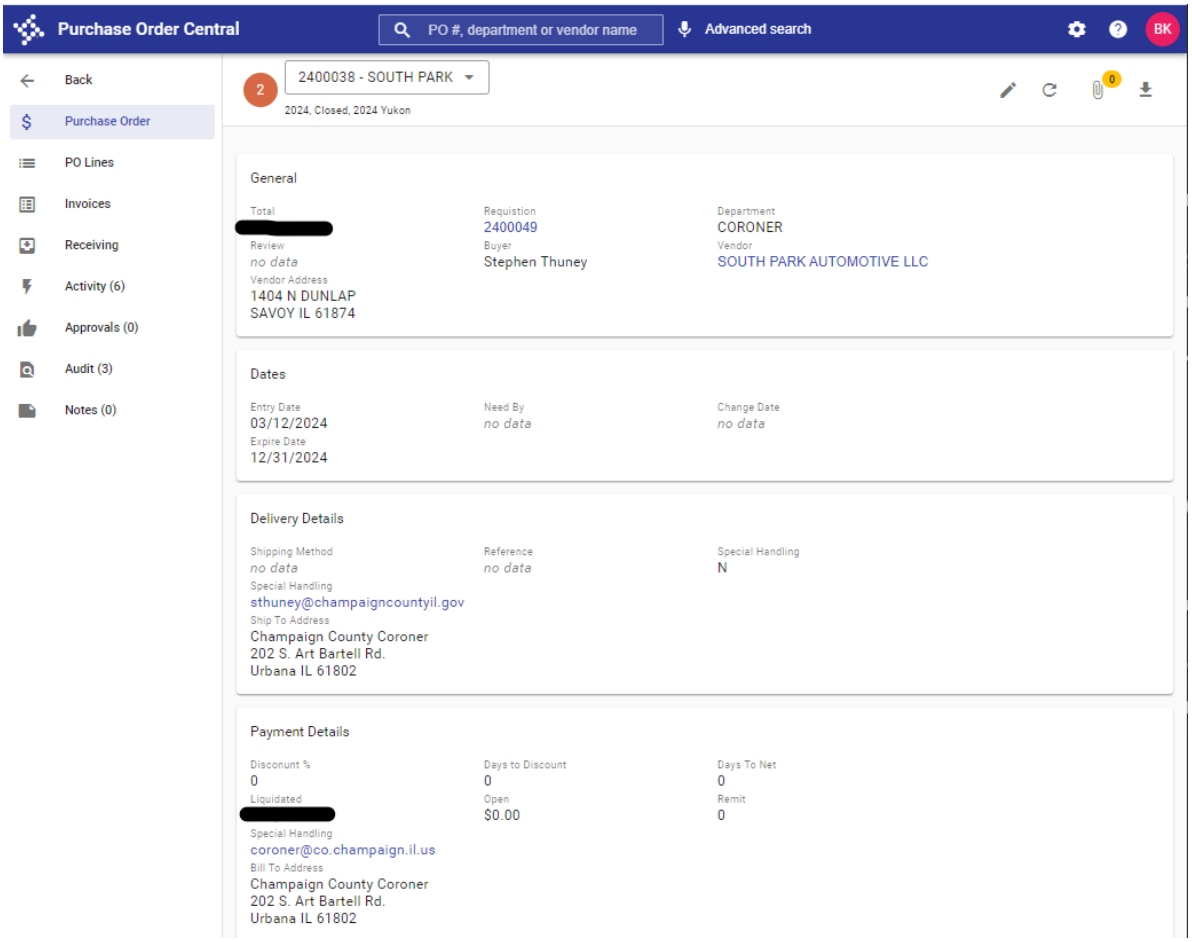
List View



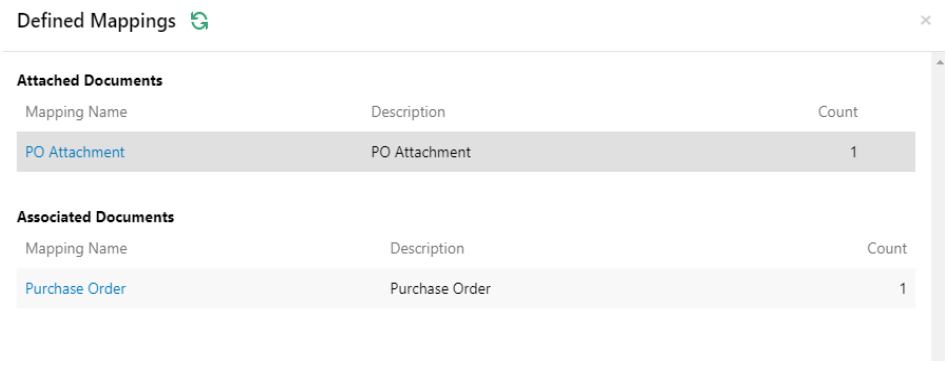


Print a Purchase Order

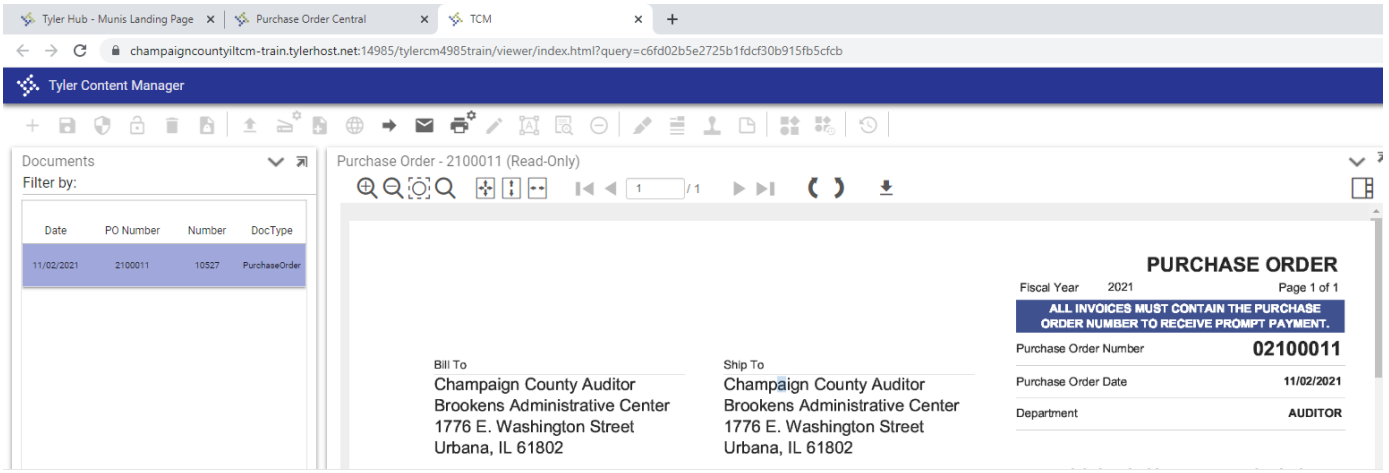
Search for the Purchase Order you want to print and open it. You can view information about the purchase order here – some of the information available is the lines used in the purchase order, invoices entered against the purchase order, Activity (shows when each step of the process was done and by who), and any Notes entered.



Click on the paperclip (Attach) and select the Purchase Order hyperlink.



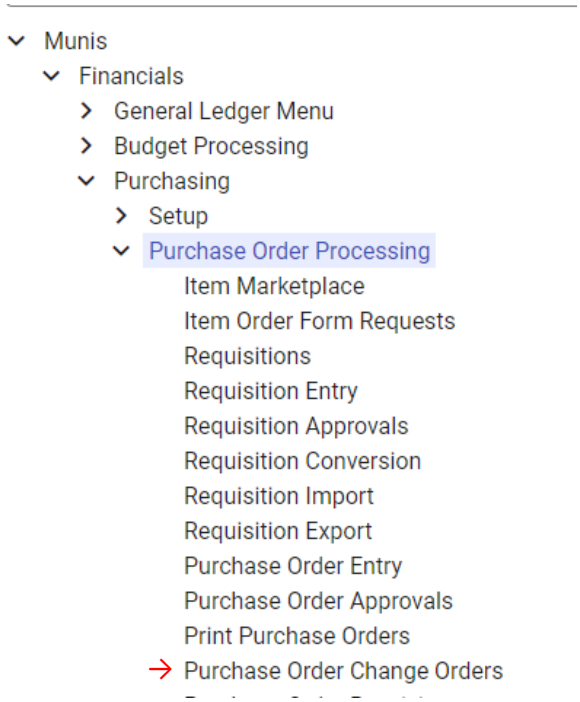
From here you can print or email to the vendor. If a signed copy is needed it will need to be done after/outside of the software. Close TCM when done.



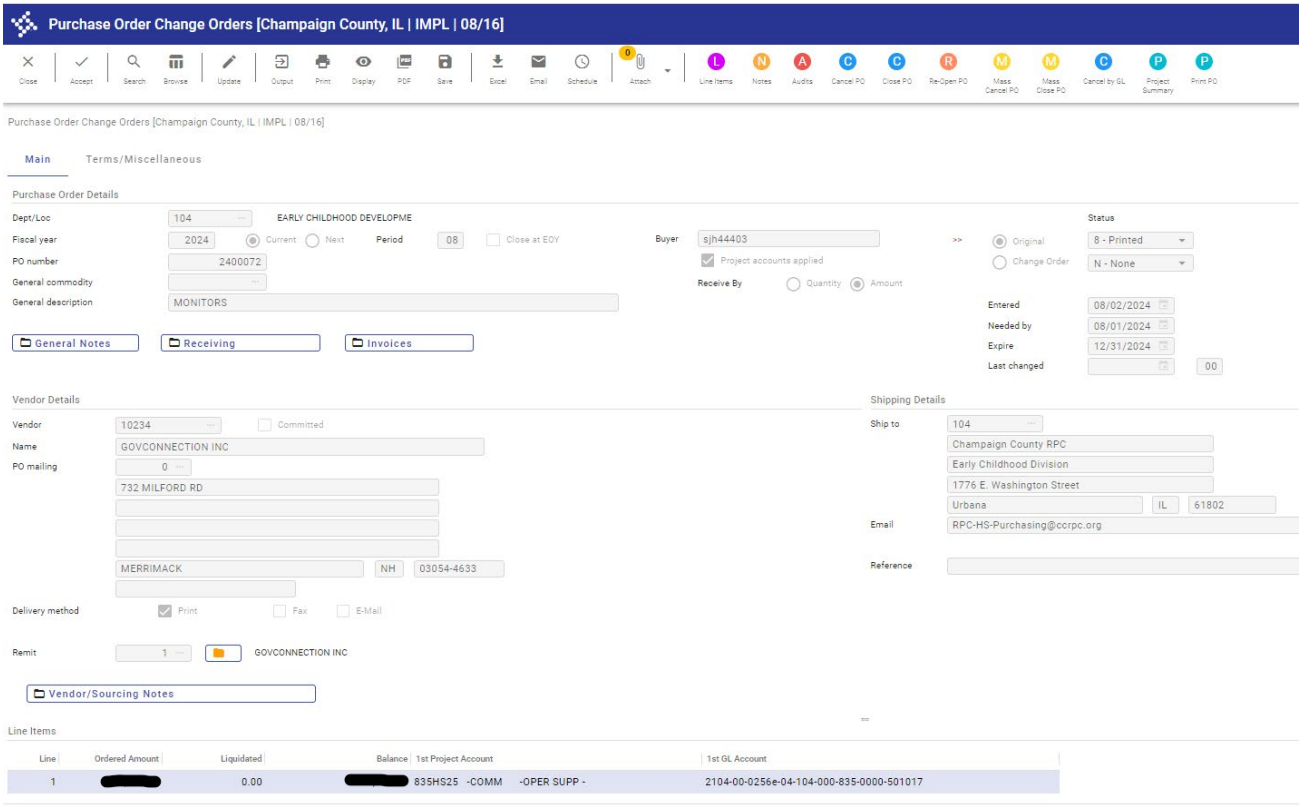
Purchase Order Change Order

If changes need to be made after the Purchase Order has been approved, it must be done through a Purchase Order Change Order. There is a leeway of the lessor or 10% or $100 of the requisition or purchase order total before a change order is needed.

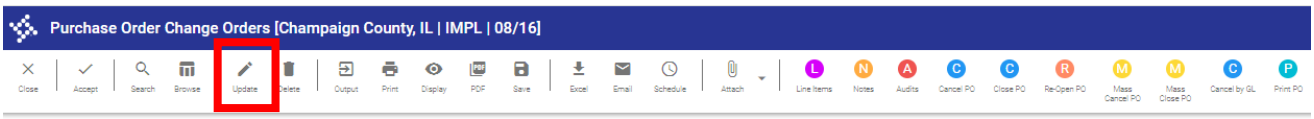
To get to Purchase Order Change Orders from the Tyler Menu – Munis → Financials → Purchasing → Purchase Order Processing → Purchase Order Change Orders



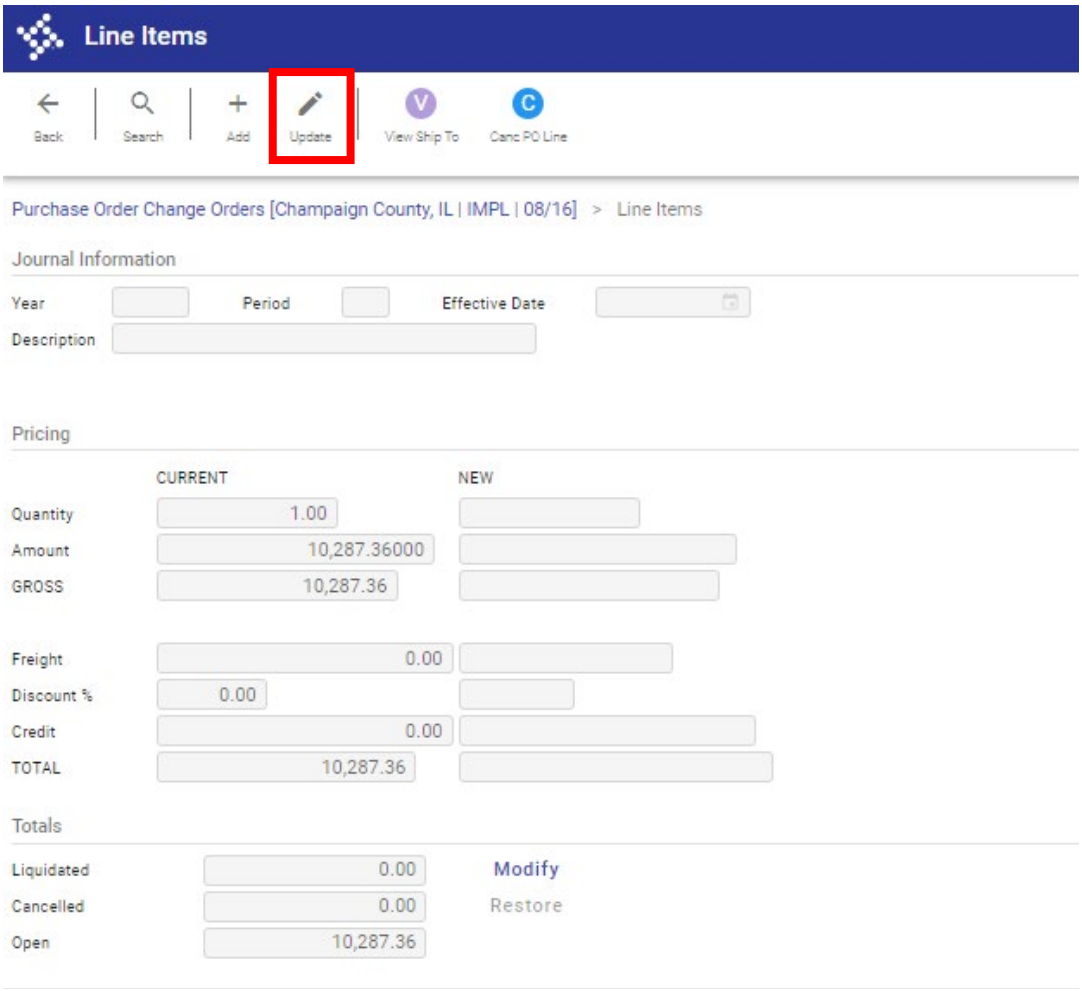
Click Search, then Accept. To view either click Browse in the Ribbon for a list or use the arrows at the bottom of the screen to search for the desired Purchase Order. Select the one you want.



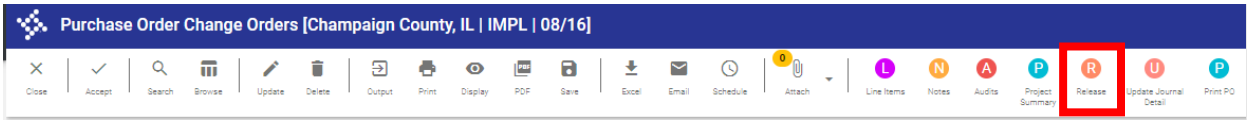
Click Update in the Ribbon to make changes. Little can be changed on this screen – if it is grayed out it can't be changed. To add/change amounts click on the Line Items Skittle in the Ribbon.



The Line Items will open. You will need to click Update in the Ribbon. A description of the Change Order must be entered to move past that line. Make the changes necessary and when complete click Accept and then the Back button.



When completed click the light orange Release Skittle on the Ribbon to release for approval. Once it has been released the Skittle will no longer be visible.

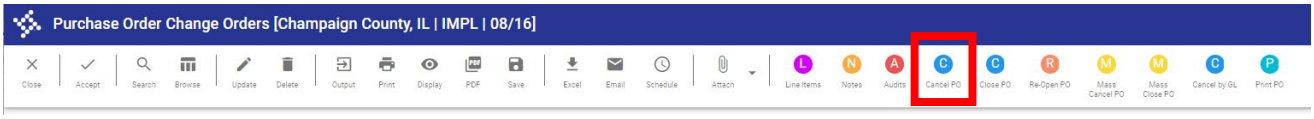


Purchase Order Close Out

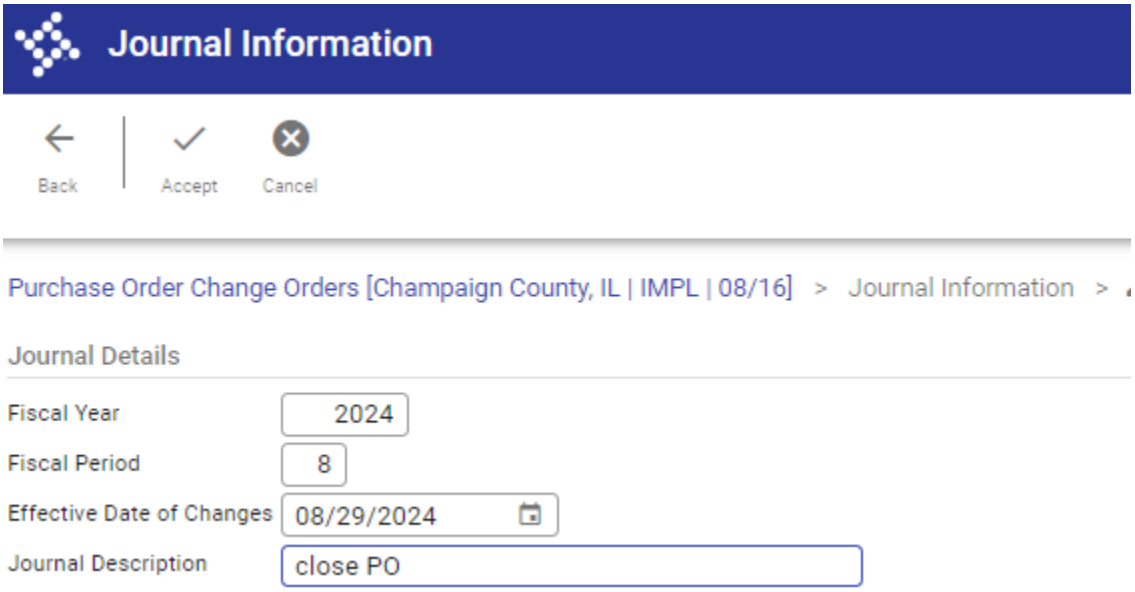
If you have purchase order that is no longer needed or still has a balance and you have paid your final payment you can close the purchase order to unencumber the remaining funds.

In Purchase Order Change Orders, find the purchase order you want to close.

Click on the Cancel PO skittle in the Ribbon.

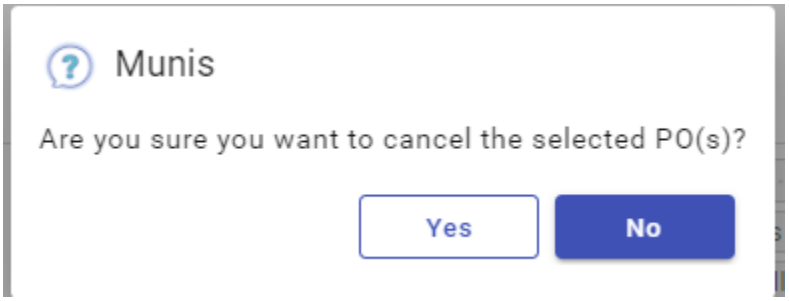


This will bring up a Journal Information window. Add a description of Close PO. Leave the dates as is.



Click Accept in the Ribbon.

It will ask if you are sure you want to cancel the PO. Click Yes.

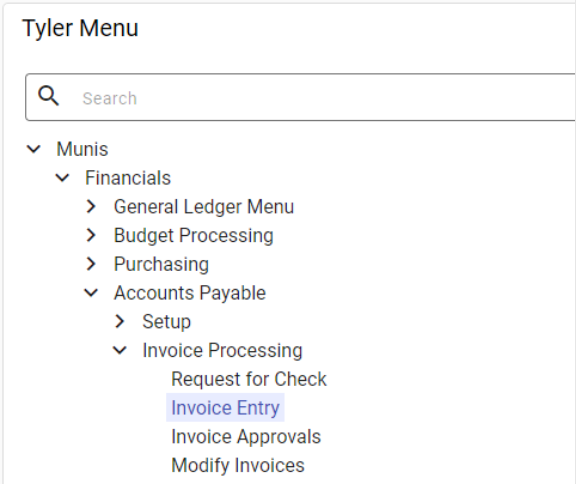


Save screen will come up. Select Save. You can give the report a name if you choose to. Click Ok.

This will create a journal entry to unencumber the funds.

Invoice Entry

To get to Invoice Entry from the Tyler Menu – Munis → Financials → Accounts Payable → Invoice Processing → Invoice Entry

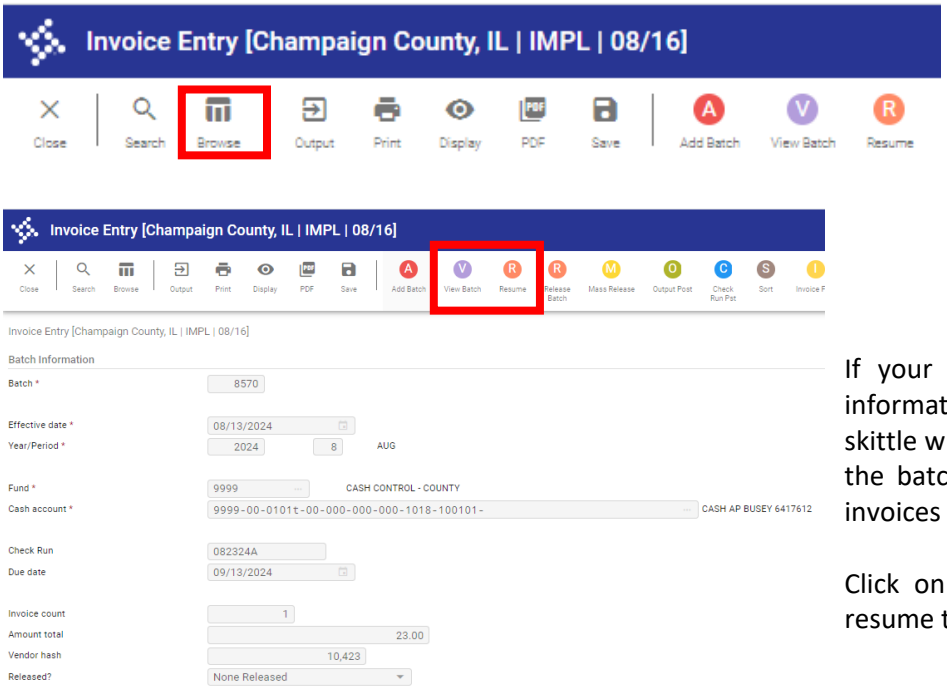


Batch Information

A batch can be used until it has been posted by the Auditor's office.

A user can have multiple batches open at the same time. Feel free to start a new batch every day if you want.

To see your open batches, click on Browse in the Ribbon and a list of open batches will open.

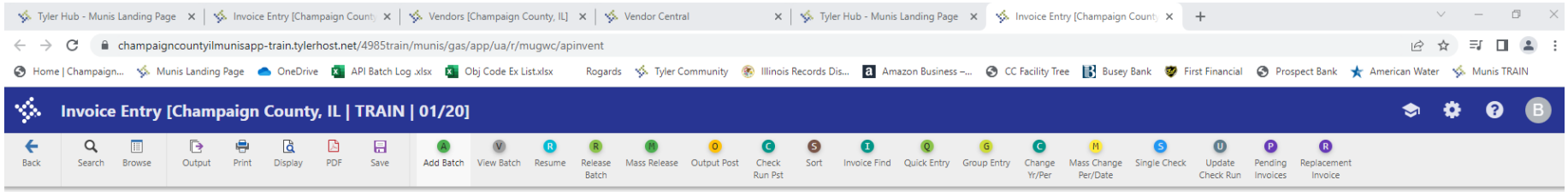


If your batch is showing in the batch information screen clicking the purple "V" skittle will show a list of all the invoices in the batch and you can open any of the invoices by double clicking.

Click on the light orange "R" skittle to resume the batch.

Add a Batch

Click the red Add Batch Skittle in the Ribbon (update images)



Batch number is unique number automatically assigned to identify a batch of invoices

Effective Date speficies the date the invoice affects the general ledger. Defaults to current date but can be changed within limits

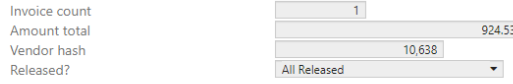
Year/Period defines the fiscal year and period for the batch. Default values are completed according to the General Ledger Settings program but can be changed within limits.

Fund and Cash Account-DO NOT CHANGE. Both these indicate the County's accounts payable banking information from which all invoices will be paid

Check Run-Assigned by the Auditor's Office (noted in weekly check run email and on the landing page). It is important to use the correct check run date.

If you find you have the wrong check run entered, email the help desk with the batch number for it to be updated by Auditor's office.

Due date – specifies the due date for invoices within the batch. Defaults to the current date but can be changed.



Invoice Count – displays total number of invoices in the batch.
Amount Total – displays the total of all invoices in the batch.
Vendor Hash – no value to Champaign County – ignore.
Released – indicates the release status of the invoices within the batch.

When all the data is entered you can either click Accept in the Ribbon or hit enter and it will take you the next screen to begin entering invoices.

If you add a batch and exit without entering any invoices Tyler will assign a new batch number next time you add a batch. Empty batches are not saved.

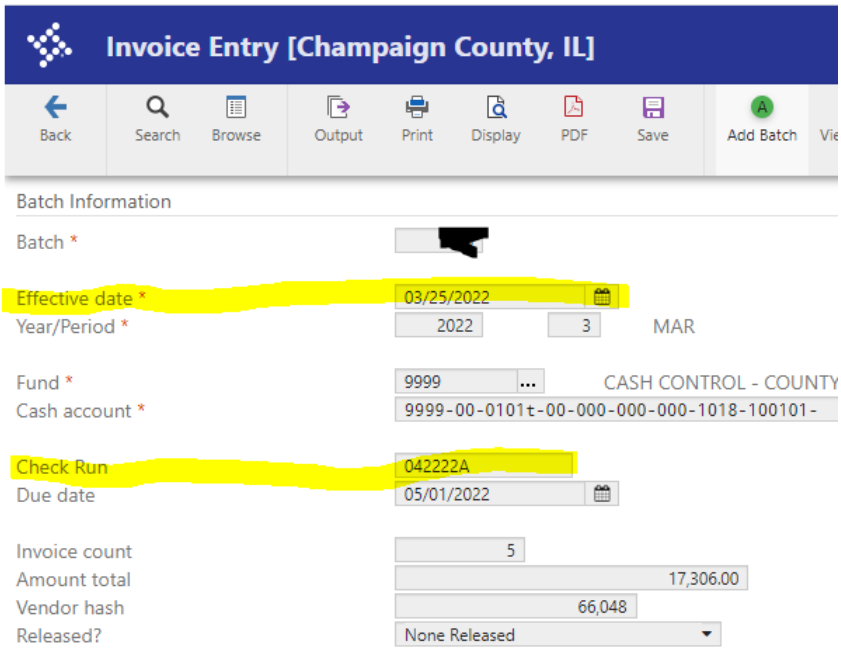
Posting Date of Batch/Reporting

Looking at the snippet below you will see that the effective date and the check run are highlighted. This batch was created on March 25, 2022, for payment later in April (4/22/22). What this means for the software is that ALL invoices entered into this batch will be posted on the financials as of March 25, 2022. Again, this means that ALL invoices added to this batch will be posted in March even if they are April expenses.

This is most relevant for grant reporting and for everyone at year end.

Please be very aware of the effective date and if needed, create a new batch so that entries are posted to the correct time frame. The effective date cannot be changed so please keep in mind that the effective date will always be the date the batch is created.

We are always here to assist with questions about if an existing batch can be used or a new one should be created.



Invoice Entry Walk Through

Starting at the beginning and working our way through.

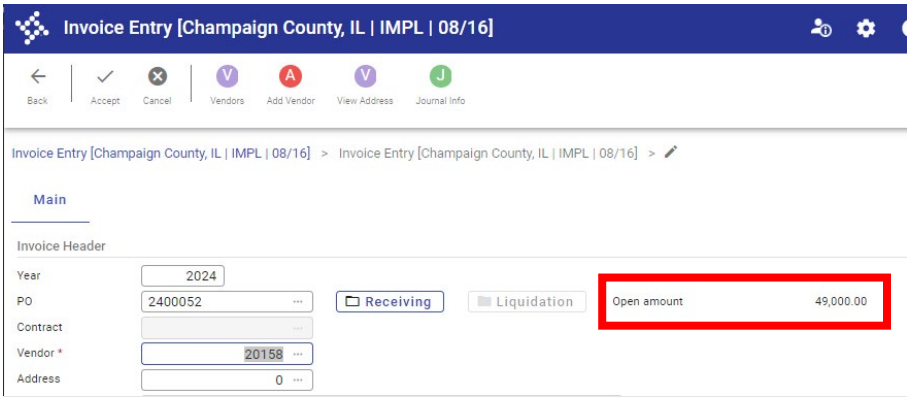
Year

This field indicates the year for the Purchase Order or Contract. Leave as is.

PO

If the invoice is payment on a purchase order enter the purchase order number or click on the ellpisis and select the purchase order from the list. Some information will auto populate based on the purchase order.

The open amount of the purchase order will show in invoice entry

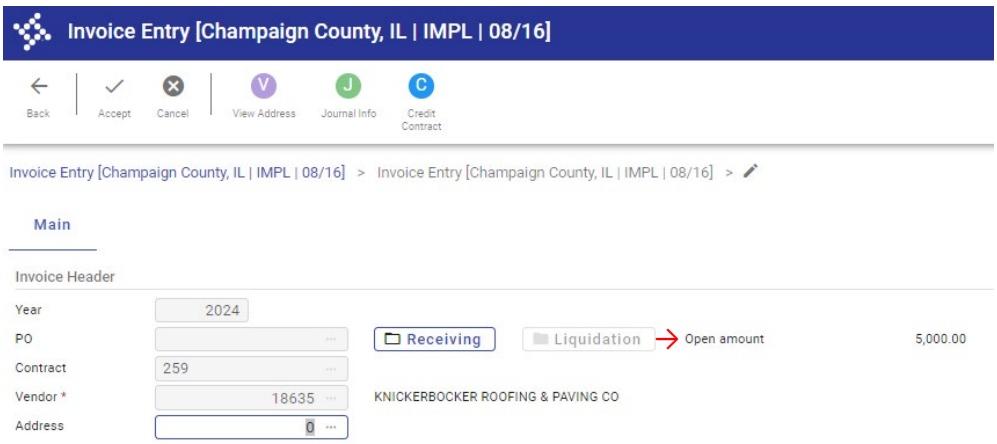


Contract

If the payment is being made on a contract, enter the contract number, or click on the ellipsis and select the contract from the list. Some information will auto populate based on the contract. To see the contracts for your department, see Contracts Central.

When a contract is connected to invoice it will show the open amount remaining on the contract. However, this amount is the total remaining on the contract and does not reflect the amount available in the current fiscal year when the contract spans multiple years.

When a contract is connected the vendor will be pulled from the contract. It is important to verify the correct address is showing. **NOTE: if a vendor has multiple remit addresses it may pull the wrong remit address regardless of it being entered correctly in the contract.**

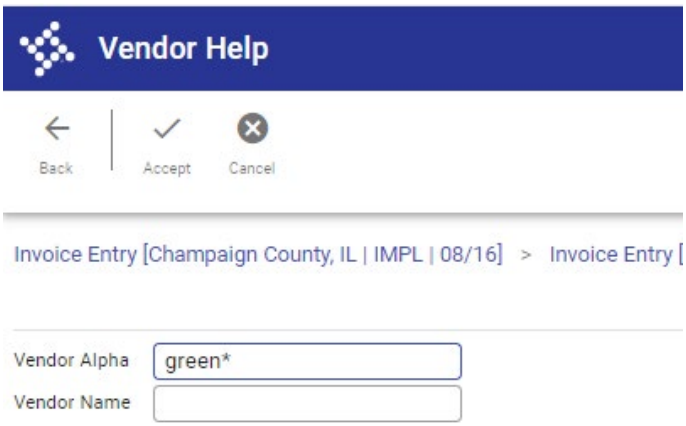


Vendor

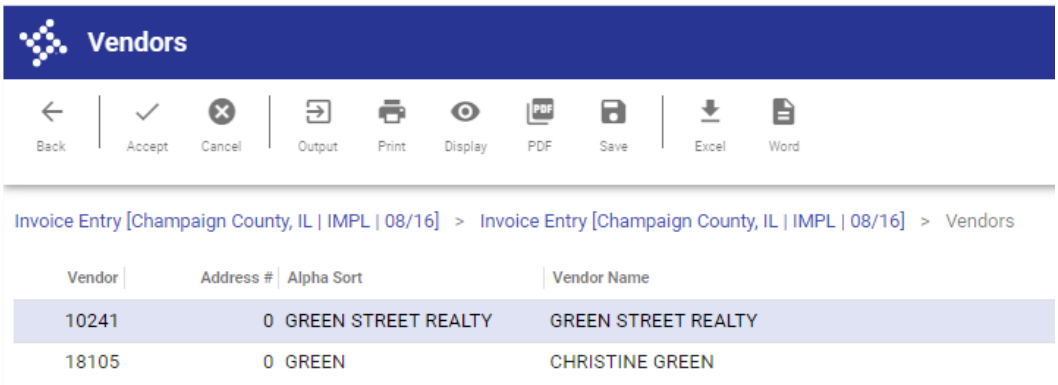
Enter the vendor number if known or click on the ellipsis. Clicking on the ellipsis will open a new screen.

NOTE: Vendor Name and Address MUST match what is on the invoice attached in TCM. If the Address listed on an invoice does not match any address in Munis, please forward the invoice showing the new address to the Munis Help Desk at: munis-help@co.champaign.il.us to be updated or added as necessary. If the address on the invoice does not match the address in Munis we will need to confirm that the address in Munis is the correct one and upload your response into TCM to show due diligence.

Type the name in (if you don't know how the vendor is entered into Munis exactly you will need to enter a portion of the name followed by an asterisk) and a list will be generated.



You can either highlight the name and click Accept in the Ribbon or double click on the applicable vendor.

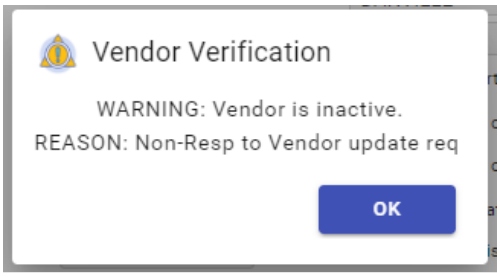


One-Time Vendors

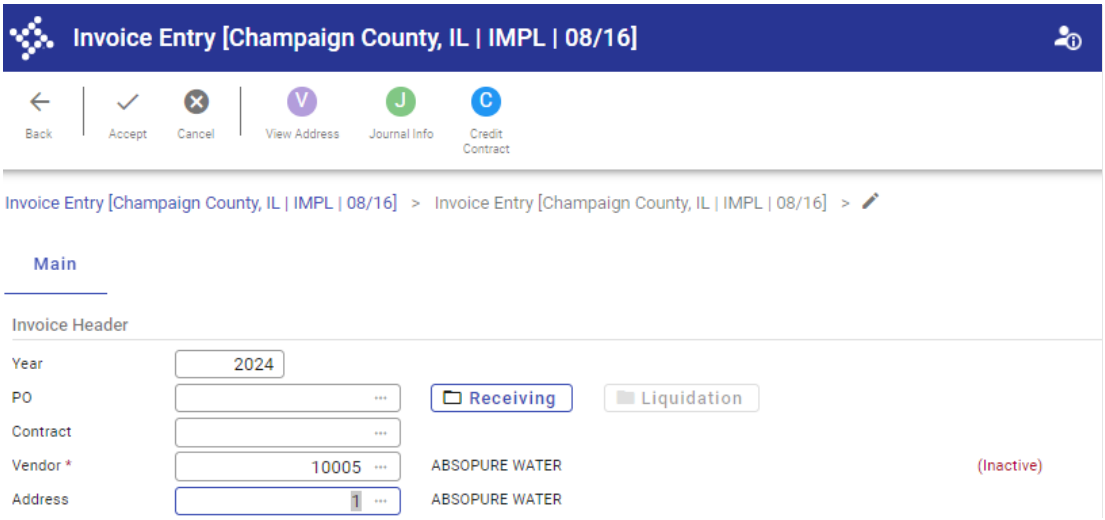
When one-time vendors are used you must enter an invoice number before entering the address.

Inactive Vendors

If a vendor is Inactive, you will receive a warning when selected and you tab to the next cell.



It will also show (Inactive) on the Invoice Entry screen.



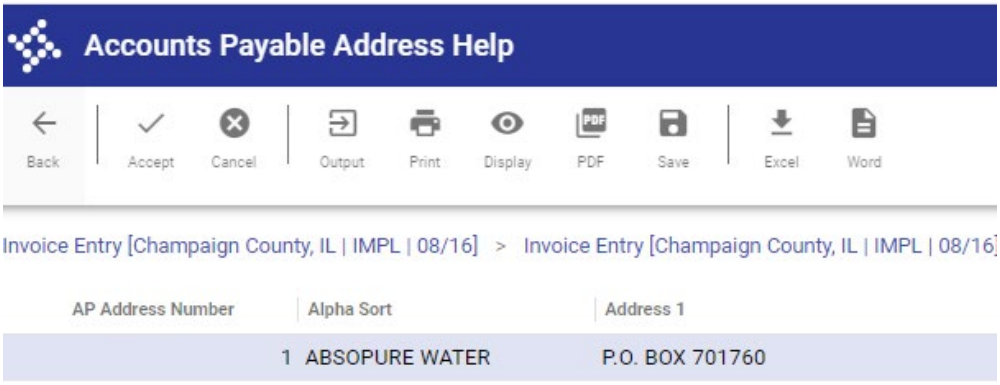
If this warning comes up **STOP**. Check Vendor Central and check the notes to see if there is more information as to why the vendor is inactive. Inactive vendors may be a former owner, we may need an updated W9, there may be a question on the address, etc. If the vendor is a former owner and you complete the invoice entry it may need to be deleted and re-entered under the correct vendor. Vendors can't be changed once account lines have been added. It is a Munis security feature.

Address

Default address is displayed. Value is numeric starting with zero. There is a glitch with Munis that when using PO's and Contracts that the address will appear as the default address regardless of what address is entered in the contract or purchase order. Please make sure that the address in Munis matches the Invoice.

If the Address listed on an invoice does not match any address in Munis, please forward the invoice showing the new address to the Munis Help Desk at: munis-help@co.champaign.il.us to be updated or added as necessary. If the address on the invoice does not match the address in Munis we will need to confirm that the address in Munis is the correct one and upload your response into TCM to show due diligence.

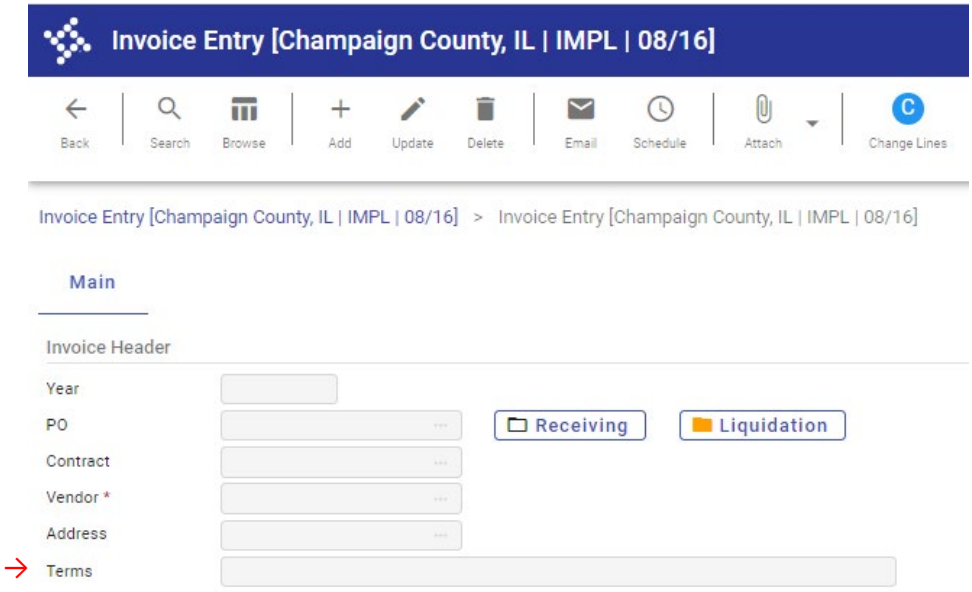
To see if a vendor has multiple addresses, click on the ellipsis and the Accounts Payable Help page will open. Either click Accept in the Ribbon or double click on the applicable address to close.



If you select the wrong address of a vendor (vendors with multiple addresses – think Ameren, Visa, etc.) you can change the address number of the vendor without redoing the invoice.

Terms

Not Applicable



Invoice

Please enter the invoice number as it appears on the invoice (this will help prevent duplicate payments). The invoice number prints on the check. For items without an invoice number (Visa, utilities, etc.) use the last 4 of the account number and the date of the bill. You can't proceed without an invoice number. Please be consistent with the format you choose for made up invoice numbers to avoid duplicate invoices and for ease in searching if needed.

For vehicle registration renewals to be able to search for later we suggest using the last 6 of the VIN (listed on renewal postcard) and the date of renewal. This will help if you need to see if you already paid.

Example: For this Ameren bill the Invoice # could be 3050 1/10/23

Exceptions: If you have an invoice that has items related to a contract and other items not on the same invoice. You will need to enter the non-contract items separately from the contract. For the contract portion enter the invoice number and add "c" on the end.

Employee Reimbursements – Suggested Invoice First Initial Last Name and date (J Doe 2/11/23) this will make the invoice easier to find in vendor central.

Credit Memos/Invoices

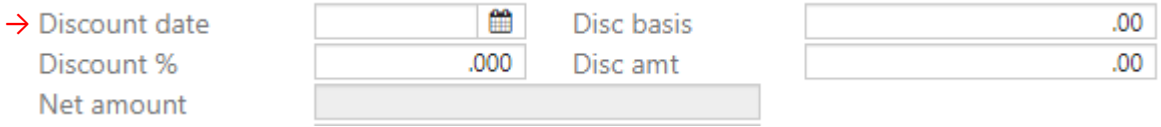
If you receive a credit memo/invoice it must be entered into Munis as its own invoice.

Gross

Total amount of invoice being paid. This can't be left blank. Software will not let you proceed without an amount. **NOTE: Utility payments can only be for the current charges. Multiple months can't be paid on one invoice.**

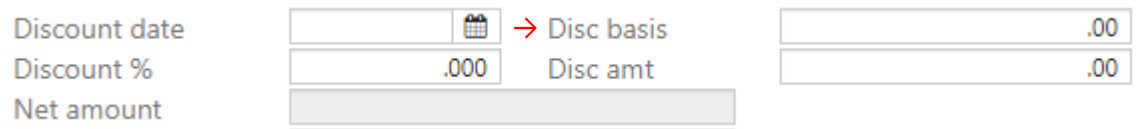
Discount Date

Not Applicable



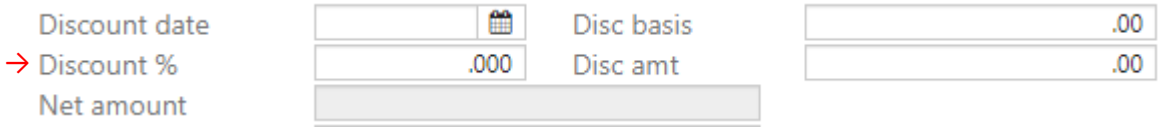
Disc Basis

Not Applicable



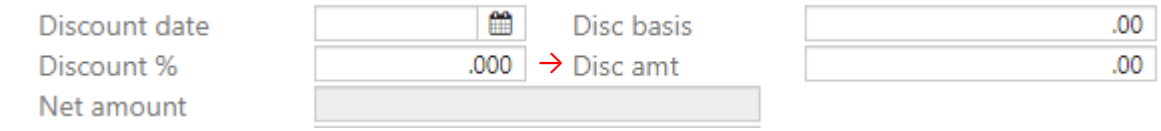
Discount %

Not Applicable



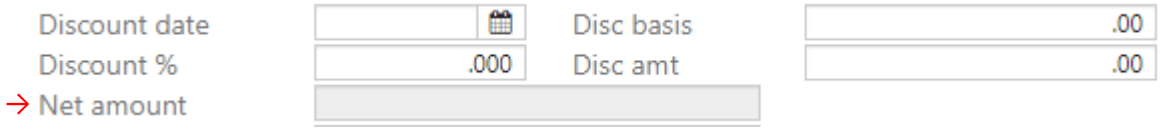
Disc amt

Not Applicable



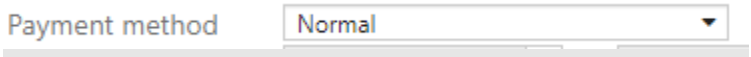
Net Amount

Auto fills



Payment Method

This is how the vendor will be paid – these are set in the vendor profile – **Do not change**.



Vendor will receive paper check.

Vendor will receive payment via EFT.

Check/Wire

Not applicable

Description

There are 50-character spaces available. This is what appears on the check stub (not the reports). No need to repeat the invoice number here. **Please include account number or customer number, anything that will let the vendor know what is being paid.**

NOTE: for Visa, please enter the full account number in this Description box

Status

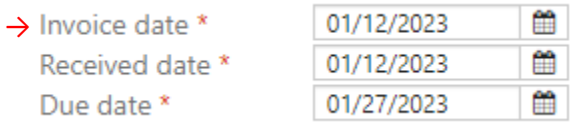
Default status is on Hold and will change as it goes through the workflow. On Hold has not been released.

Check Run

Populates from the Batch Screen – do not change

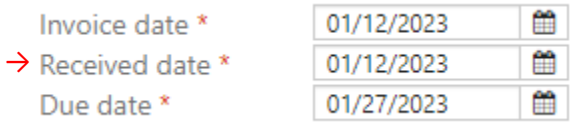
Invoice Date

Enter the date of the invoice. Due to new reporting requirements this will be closely watched and if not correct change will be requested.



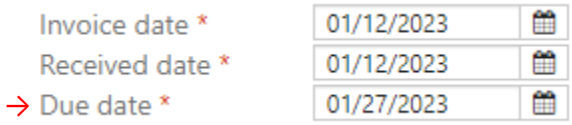
Received Date

Enter the date the goods were received, otherwise same as the invoice date



Due Date

Enter the date the invoice is due. If no due date is provided invoice or check run date can be used.



Department

Default is YOUR department. This is only important when it comes to Contracts / Leases. When contracts and leases are entered, they are assigned a department. If the contract department does not match the department in invoice entry it will not go through or be found. If the contract / lease needs to have the department changed, please email the Munis Help Desk at: munis-help@co.champaign.il.us.

Work Order / Work Order Task

Not applicable

Allocation

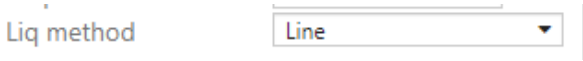
Number assigned by Auditor' office. Useful if you use the same expense allocation percentage significantly.

Requisition

Auto fills if PO is selected otherwise not appliable.

Liq Method

Refers to purchase orders - auto fills if PO is selected otherwise not appliable.



Separate Check

If selected MUNIS will print a separate check in the event that multiple invoices are included in the check run. Never mark a credit as separate check.

Please select Separate check for:

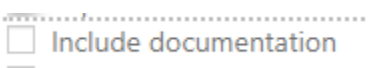
- Checks being held for pick up. If separate check is not selected there could be more than your item on the check.

Separate check default is set in vendor information but can be changed any time on this screen.

WARNING – marking separate check can cause issues if you also have credits. If you mark separate check on every invoice and have credits the credits will never get processed in Munis because negative amounts can't be sent.

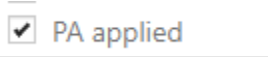
Include Documentation

Check this box if remittance slip / documentation needs to be included with check. Example – all utilities and Visa have a remittance slip. Any invoice that has "return with payment", etc. should have the include documentation box checked. This option will not be available if the vendor is paid via ACH.



PA Applied

Checked by default. If you do not have a project, you can uncheck. If you don't uncheck you can just skip entering project below.



See Project Entry for more information on Projects.

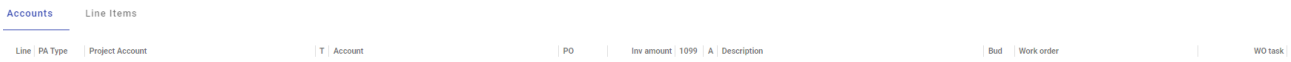
Once you tab past PA applied you leave the "top portion" of invoice entry. At this point you can no longer change the vendor.

Released

When this shows as checked the invoice has been released into the workflow. It is an information only item.

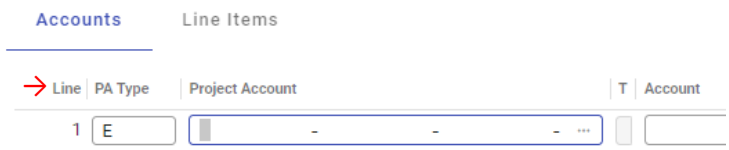
Entering Account Strings

Here is an overall view of the Accounts screen. If you are paying on a purchase order it will go into the Purchase Order Line Liquidation screen.



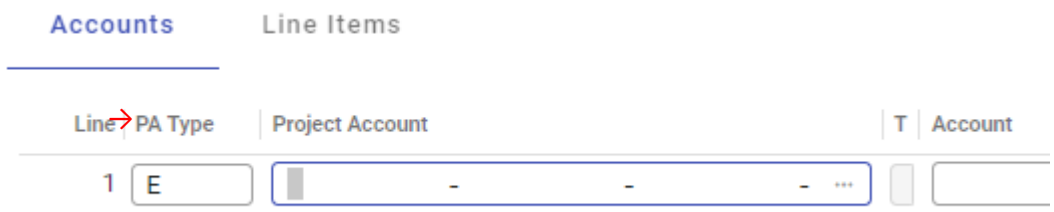
Line

Auto fills and indicates the line number.



PA Type

Only shows up if PA Applied is checked. This auto fills with E-expense. Can be changed to R-revenue or B-balance sheet as needed. If it is not an expense line a warning will pop up.



If you unchecked PA Applied in the top portion of the invoice the PA Type and Project Account columns will not be available. If you find you do need to add a project, you can right click in the header area and add PA Type and Project Account at any time.

Project Account

Only shows up if PA Applied is checked. Enter your project or click on the ellipsis and select from the list. If you do not need, skip to account.

Type

This auto fills with E-expense. Can be changed to R-revenue or B-balance sheet as needed. If it is not an expense line a warning will pop up.

Account

Enter your account string here. The account string consists of:

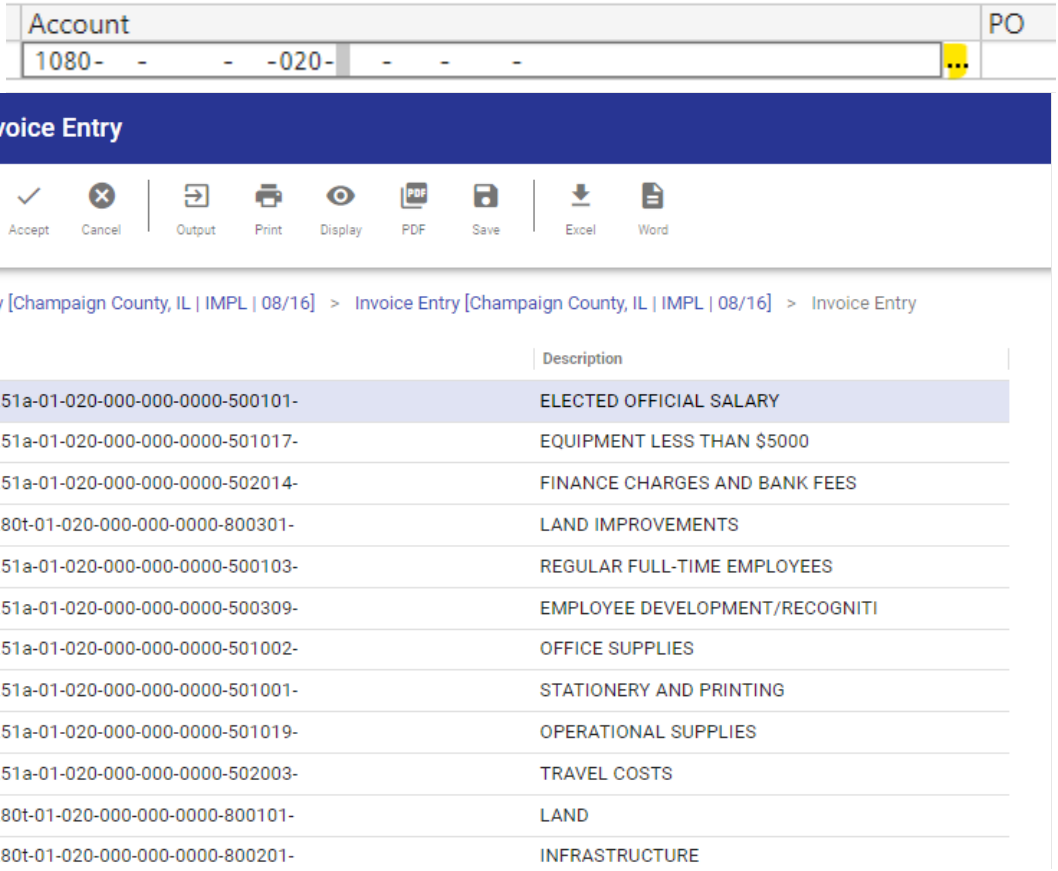
FUND	CAFR FUNCTION	COMPTROLLER	COUNTY FUNCTION	DEPARTMENT	DIVISION	FUTURE USE	INTERFUND	OBJECT
Important - what you need to know								
RPC specific								
Will automatically fill in from default								

For more information about account strings see Chart of Accounts.

There are multiple ways to go about entering the account string.

Get the full account string from

- Account Central
- Enter what you know then click on the ellipsis to select the complete string

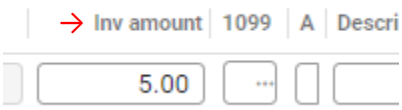


PO

Will automatically fill in if a purchase order was entered in the top part of invoice entry.

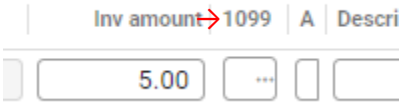
Invoice Amount

Defaults as total. If using multiple lines enter amount that applies to line entered.



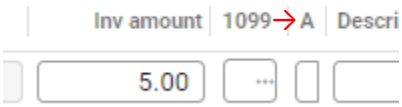
1099

Leave as is.



A

Leave as is.



Description

This description shows up on the financial statements, can be different on each line as needed and can be different from the description above. Please make sure to include a description of what was purchased/paid for – do not just repeat the invoice number. If needed, you may use commas to separate values in the Description for ease of delimiting in Excel later.

Suggestions for entries:

- Utilities – location, type, date (i.e. Animal Control Water Mar 23)
- Visa – each charge should have its own line (or more if needed to split between GL accounts). If you have fees or credits they must be entered individually.
    - Amazon 1/12/23, office supplies
    - Zoom 1/15/23
    - ILGFOA 1/17/23, Danos dues
    - Hilton 1/25/23, ILGFOA Conf, Danos

Bud

Not applicable.

Work order

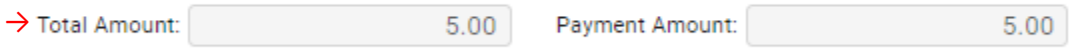
Not applicable.

WO task

Not applicable.

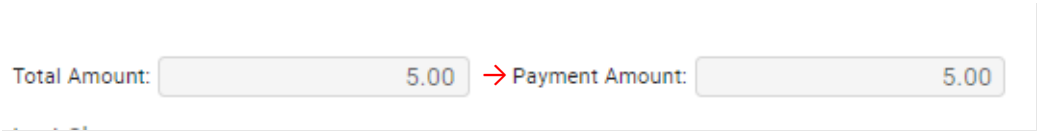
Total Amount

The Total Amount is the sum of the account lines.

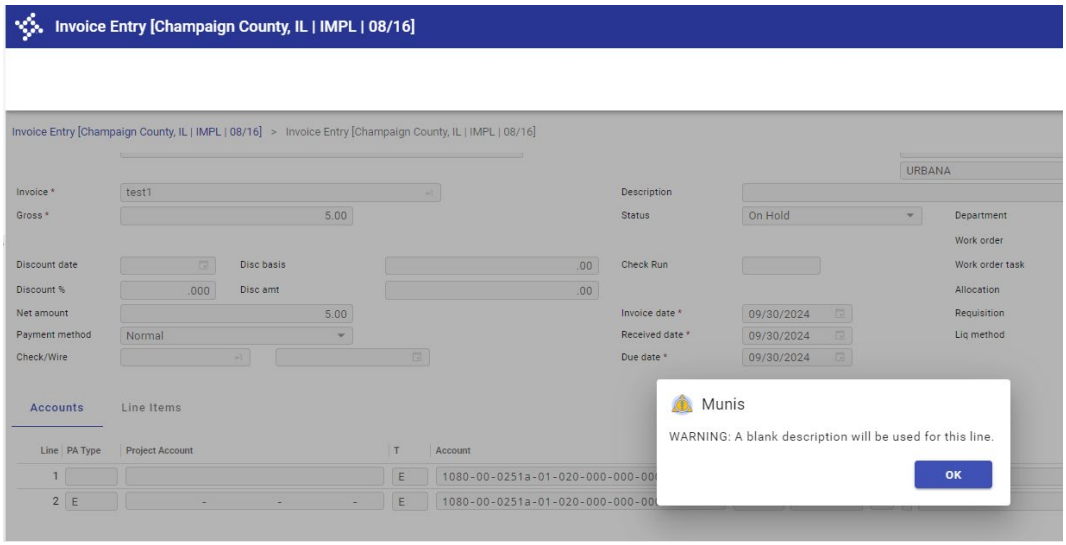


Payment Amount

The Payment Amount is the gross amount entered at the top of the invoice entry. These amounts must balance.



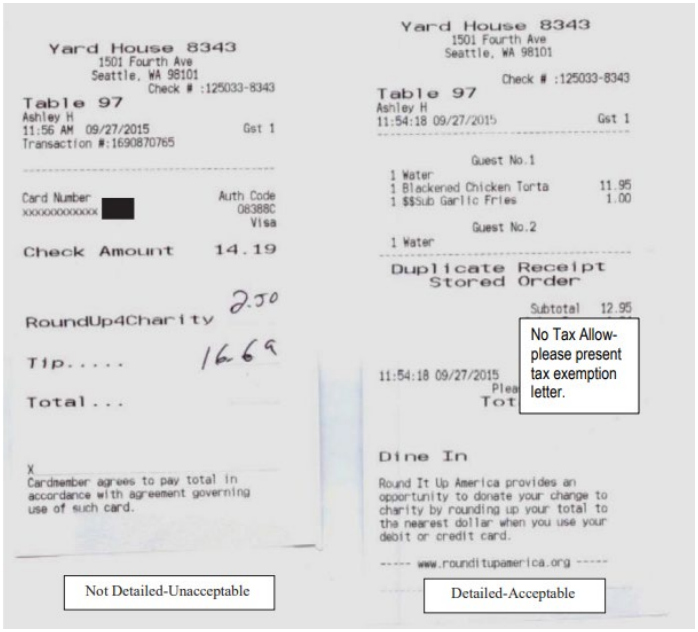
When all lines have been entered click Accept in the Ribbon. If you tabbed through and a new line started, when you click Accept a warning will come up. Click ok and the blank line will disappear.



Attach Support - TCM

Attach invoice or receipt(s) as support. You will need a scan of all support saved so it can be uploaded. The first thing we will look for is a number in the ( ) to show that support is attached. (0) will be an immediate rejection.

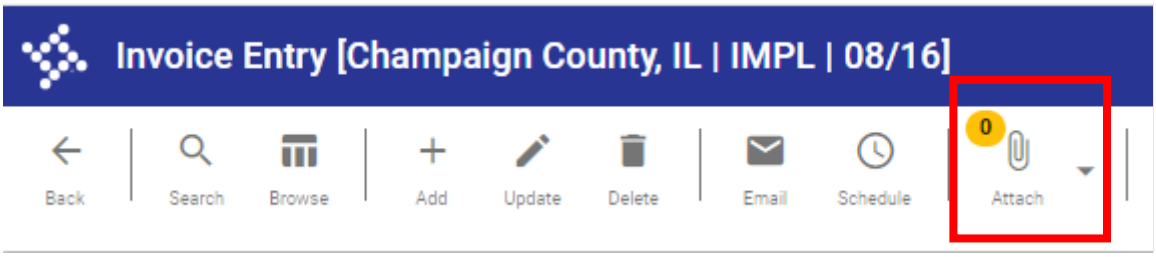
Receipts must be itemized – Example of Unacceptable and Acceptable Receipts:



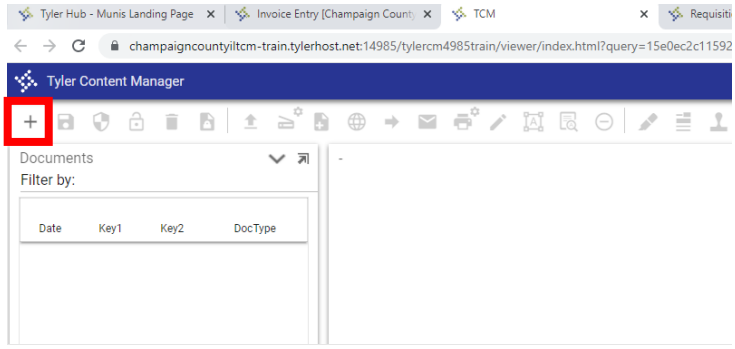
Lost Receipt

If the receipt for any purchase has been lost, please fill out the lost receipt form to upload to TCM.
https://www.co.champaign.il.us/Internal/PDFS/Lost_Receipt.pdf

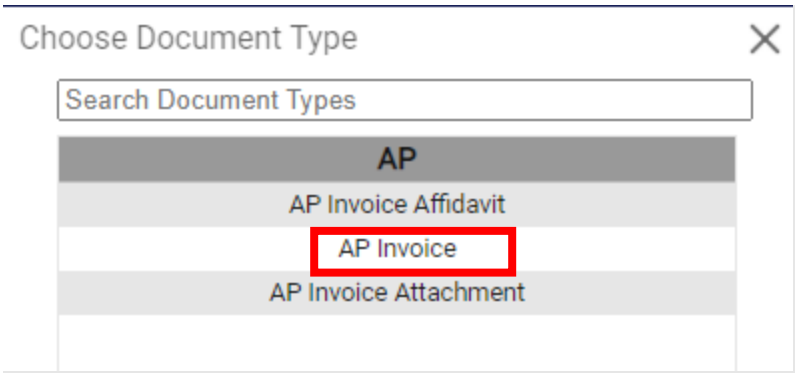
Click on the paperclip or the drop down the attach. The screen will change to TCM (Tyler Content Manager).



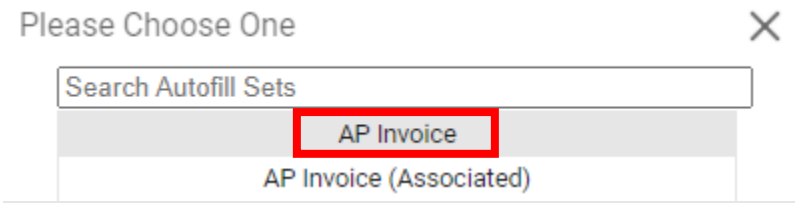
Click on the +



Select AP Invoice – **DO NOT Choose any other type.**

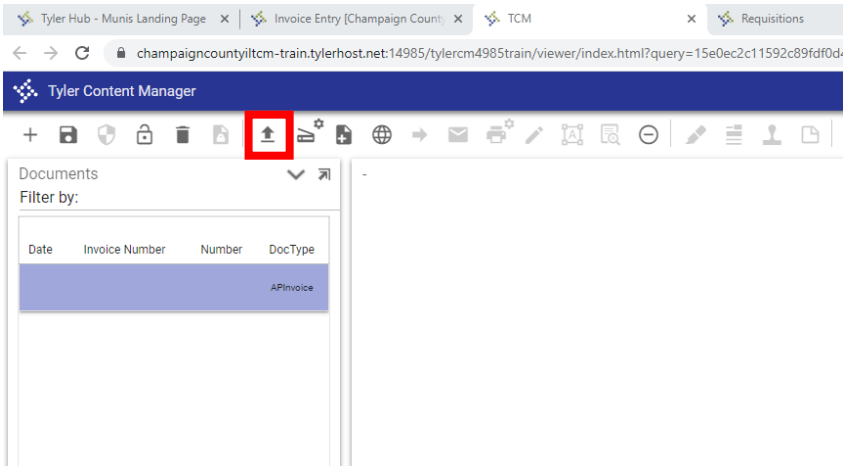


Then AP Invoice again

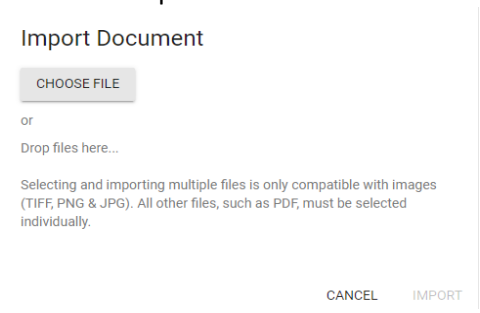


OR

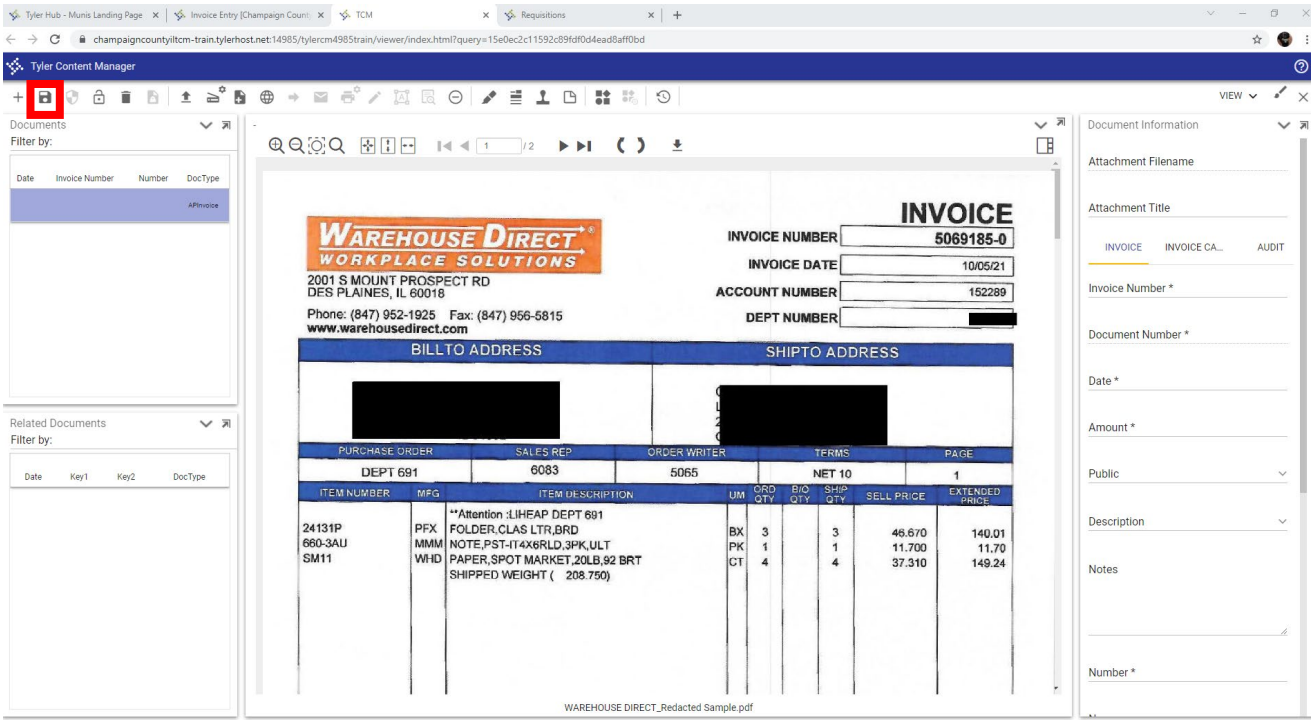
Click on the Upload Symbol



Choose file (you should be familiar with this process), select the file from where it is saved or drag and drop file. Then Import.

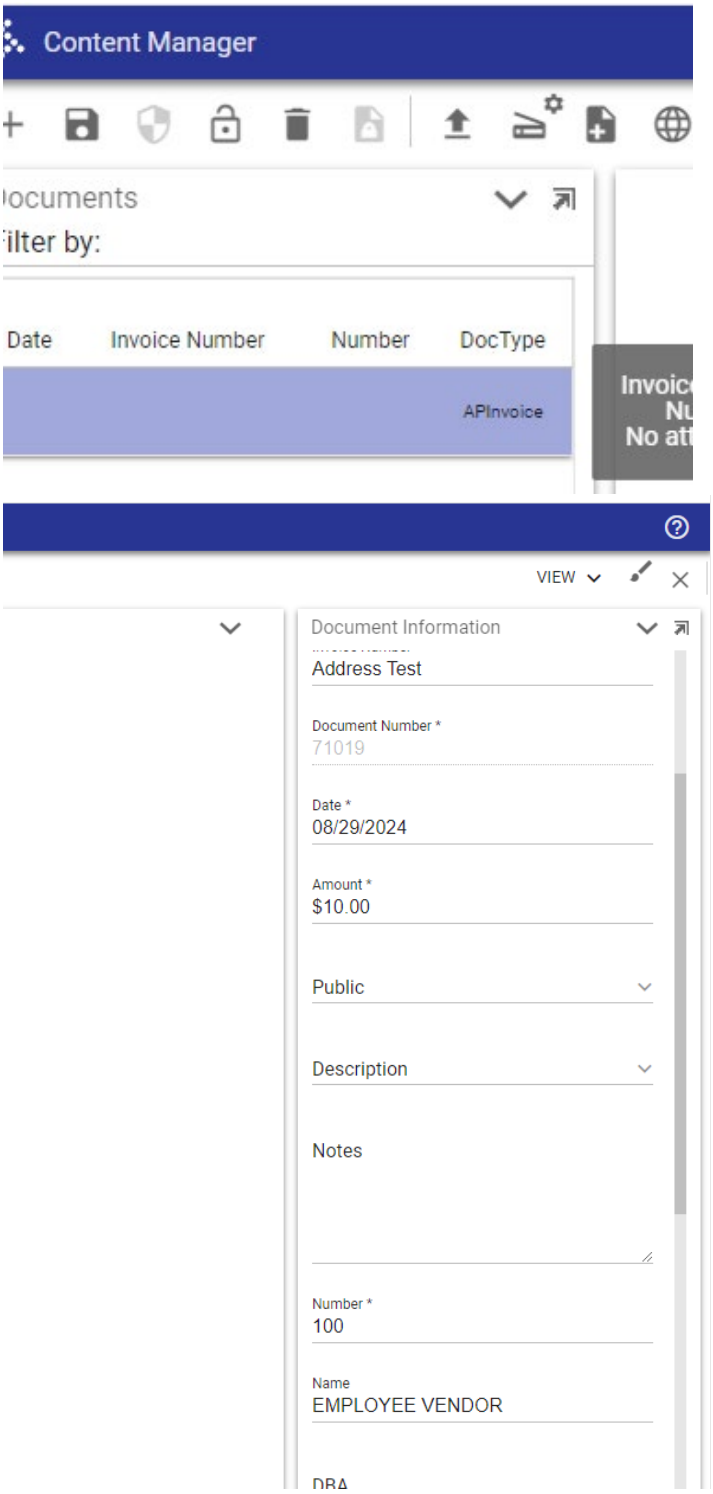


The screen will change and you will see your attachment. Click on the Save symbol. DO NOT FORGET THIS STEP.



The screen will change again and you will see your document and the file information in the Documents area. Repeat these steps as many times as necessary to upload all the support making sure to click on the save button after adding support. When all support is added close TCM by clicking on the "X" in the upper right corner of the TCM tab as there is no back button here.

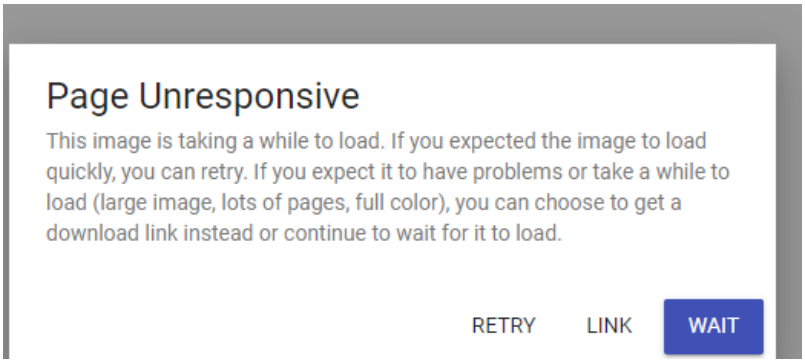
If you need to change your support (i.e., the wrong invoice was uploaded, corrected travel form) please delete the incorrect support or add a note in TCM (on the right side of screen).



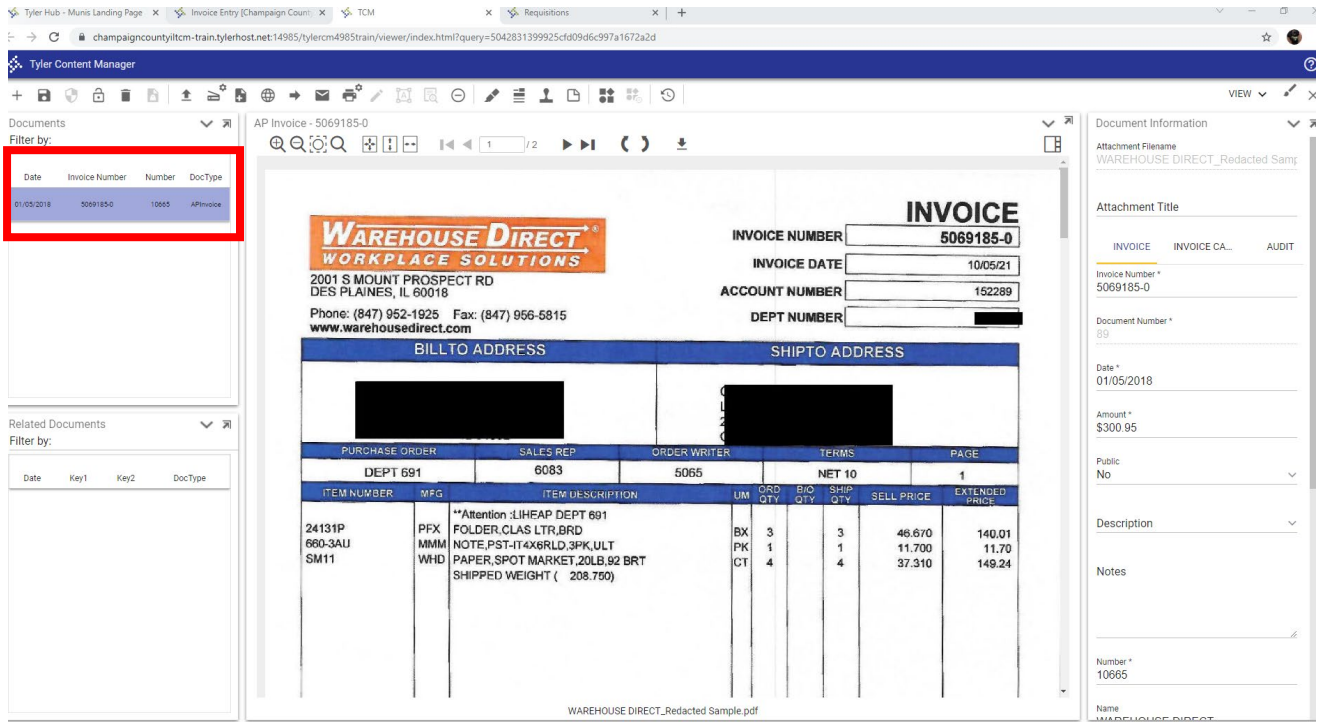
TCM Glitches

There is occasionally a glitch with TCM where even if you have saved the document and try to add another it will replace the original document. If this happens close TCM then open it again to attach additional documents.

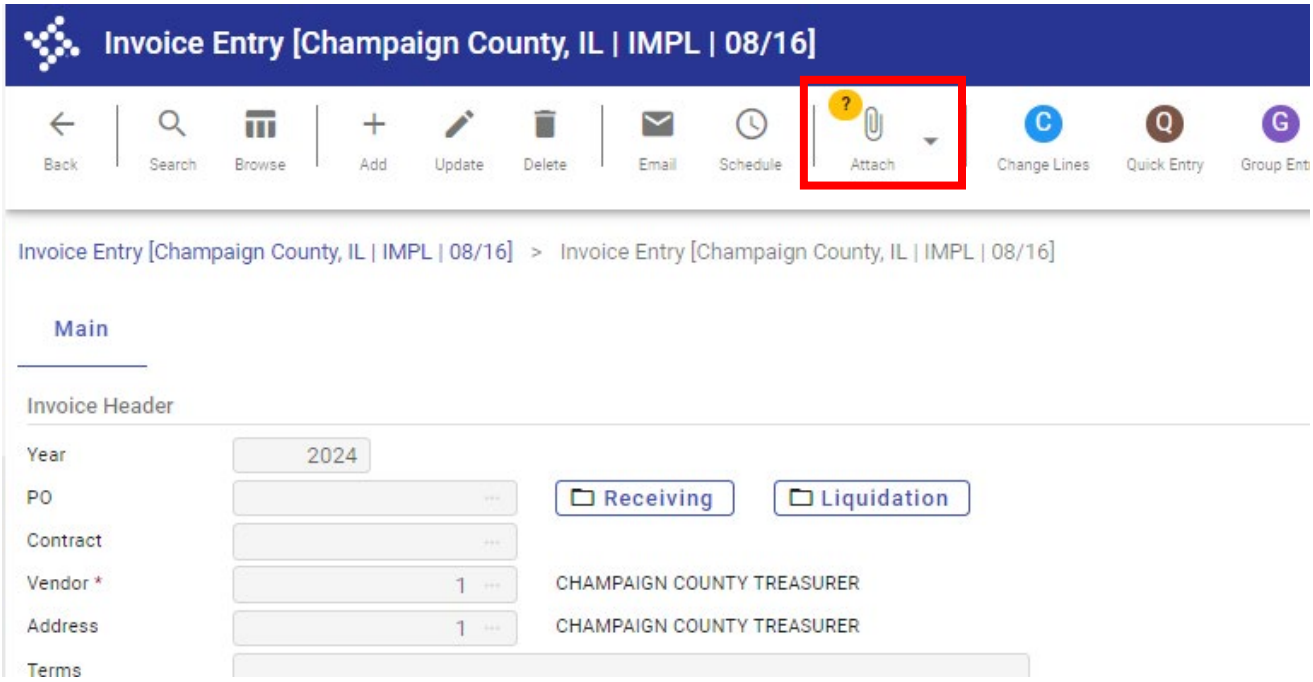
Another glitch is this error message



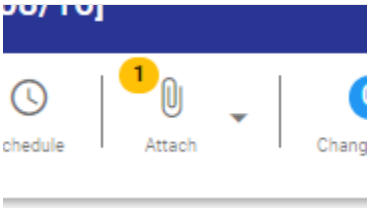
We found that clearing your browser history seams to clear this issue.



You will see a (?) by the attach symbol now.

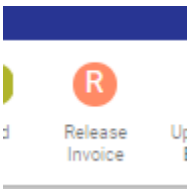


This will change to a number (i.e. (1)) after you exit and return.



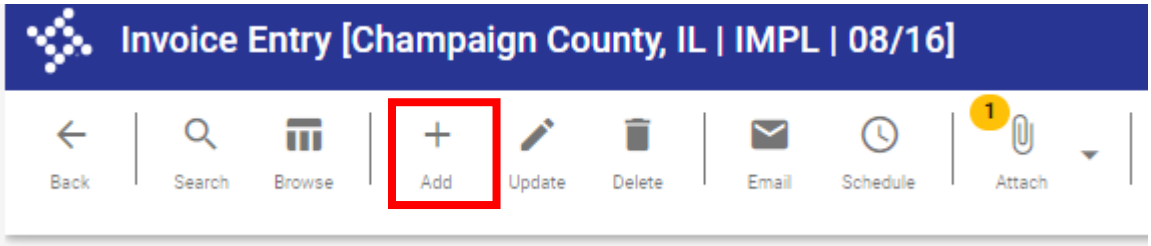
Release Invoice

If everything looks good, you can click on the Release Invoice Skittle in the Ribbon. At some point in 2023 the Release Skittle became a toggle button. If you click on the Release Skittle the invoice will be released. Click it again and the invoice will un-release. Alternatively, you can wait until all invoices are entered and release the batch at one time (for more information see Release Batch)



Add Invoices

To add additional invoices click Add in the Ribbon. When all invoices are entered, click Back on the toolbar to return to the Invoice Entry Batch Information screen. Note-anytime the Back option is available-use it to avoid throwing locks in the system.

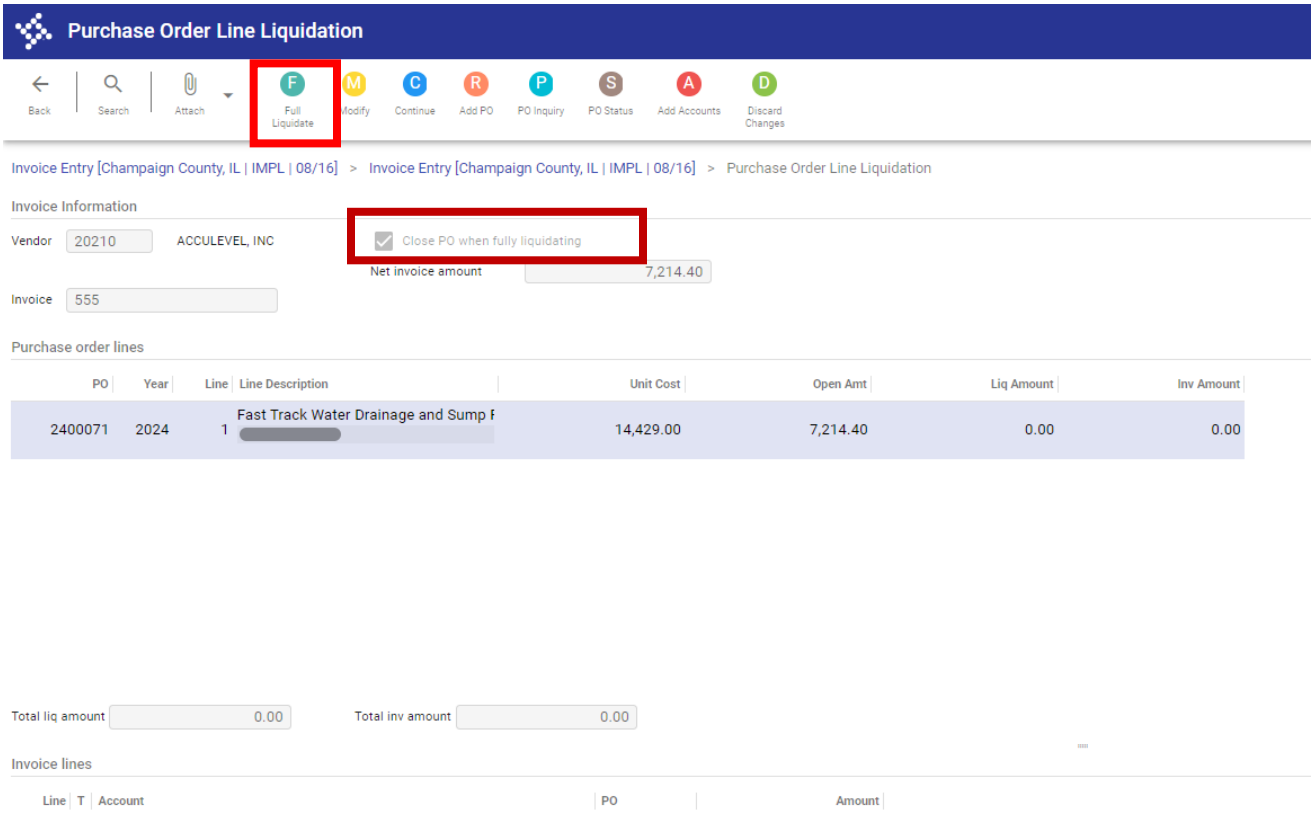


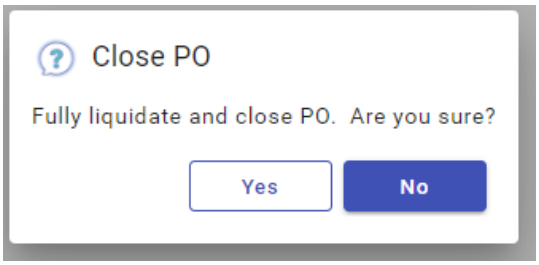
Purchase Order Line Liquidation

You need to ask yourself, am I liquidating the entire amount now or will there be additional invoices for this same PO. If this is your one and only invoice - select the Full Liquidate Skittle (even if the invoice amount is different than the PO was). You will get a pop up that says "close PO". Select yes and you will be directed back to the invoice entry screen.

If there will be multiple invoices just enter the $ amount of liquidation and the invoice amount should autofill.

Selecting Close PO when fully liquidated even when only doing a partial liquidation, the purchase order will only close once it has been fully liquidated.



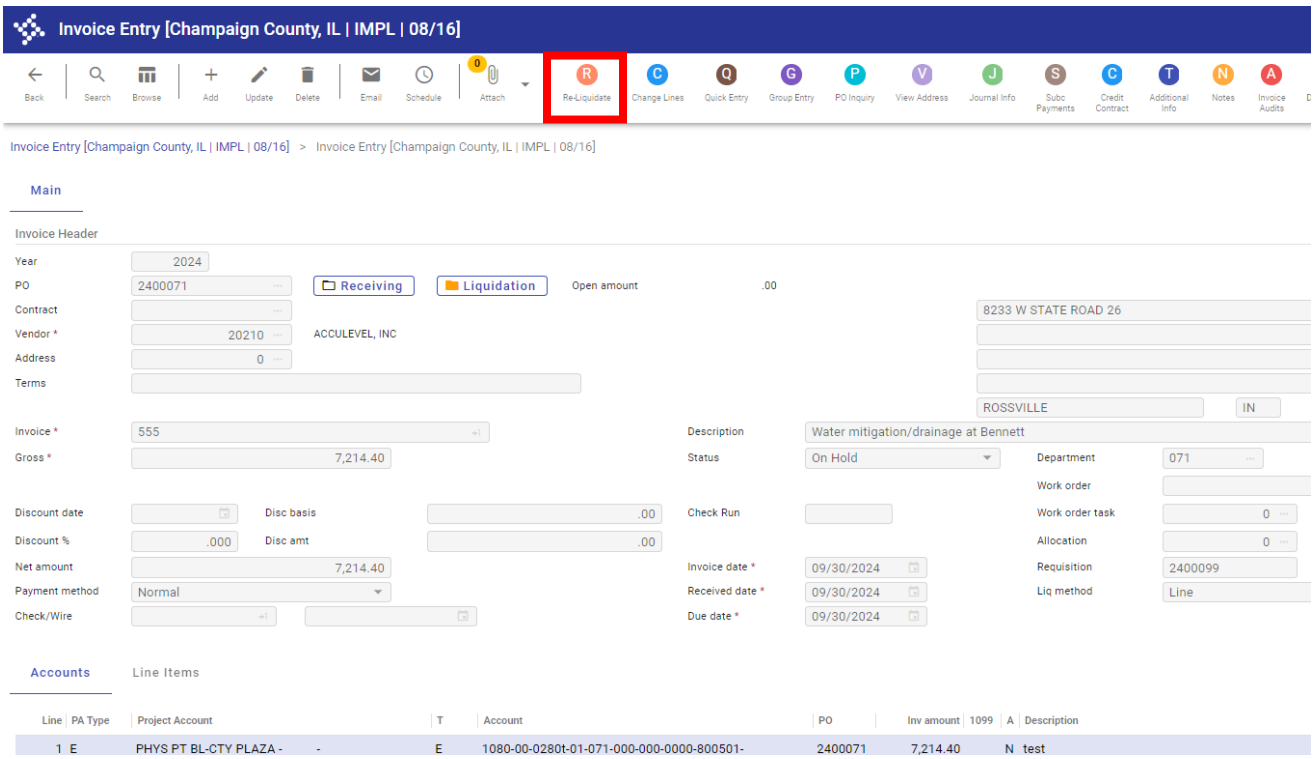


Back on the invoice entry screen, don't forget to enter a description. The account string is determined by the purchase order and what was entered into the requisition.

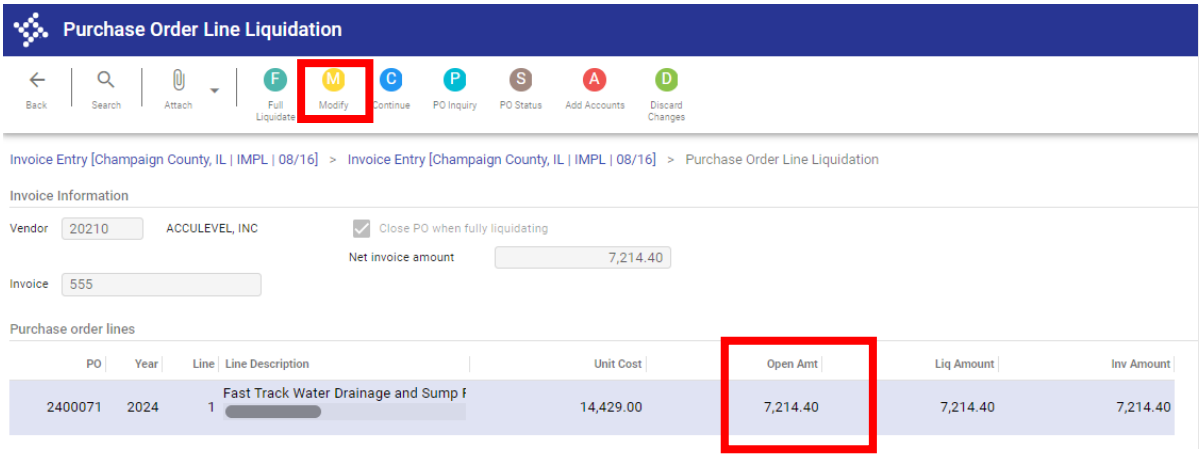
Click accept and add invoice and packing slip or other support to TCM.

You may be finished at this point.

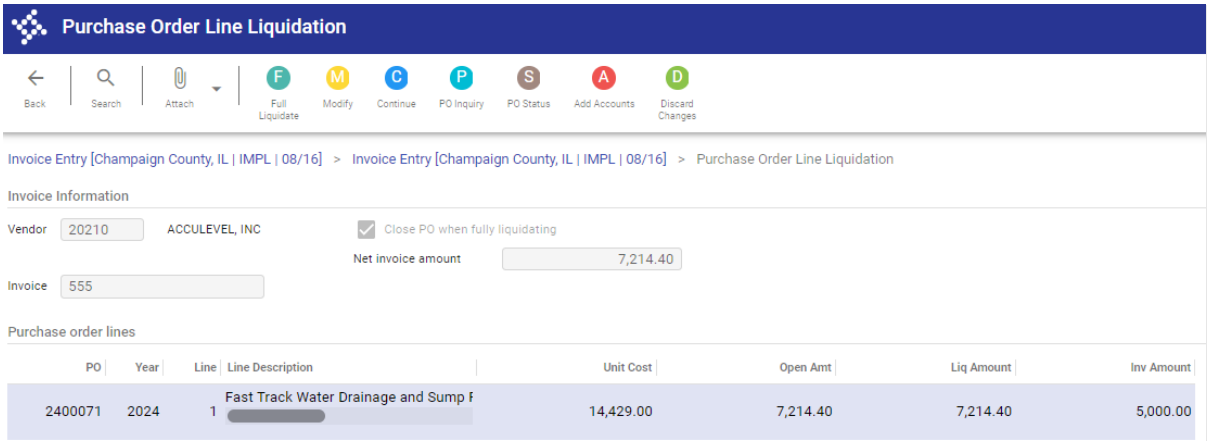
If you need to change the liquidation, you can. Click on "Re-Liquidate" and it will take you back to the liquidation screen.



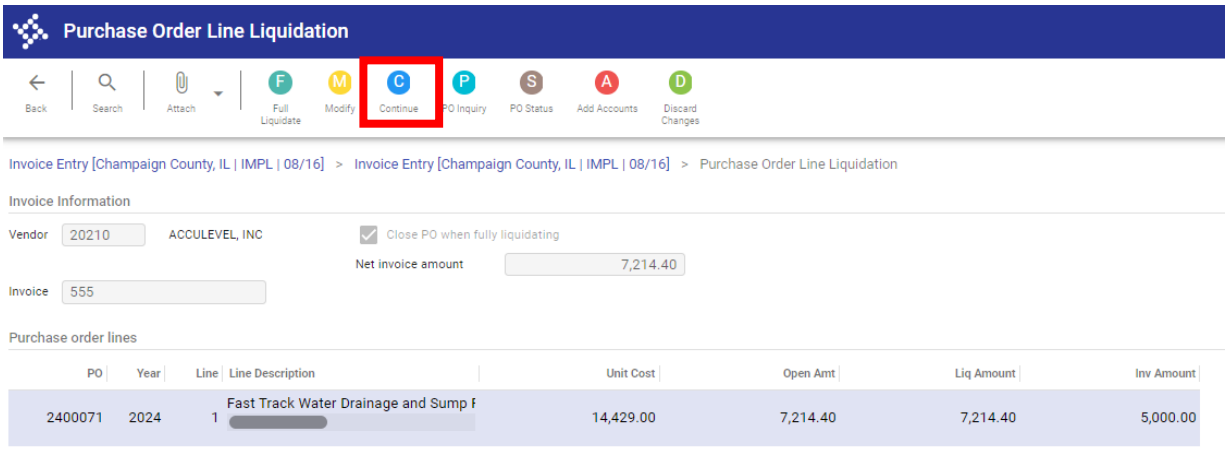
You can click “Modify” and the screen will change. Notice the sample shows the “open amount” of $7,214.00.



“Liq amount” and “Inv amount” are different. In this sample, the REQ/PO was for $7,214.00 but the total invoice was only $5,000. This indicates either only paying in part or invoice came in for less than original amount. If the $5,000 is in error, modify invoice as needed.



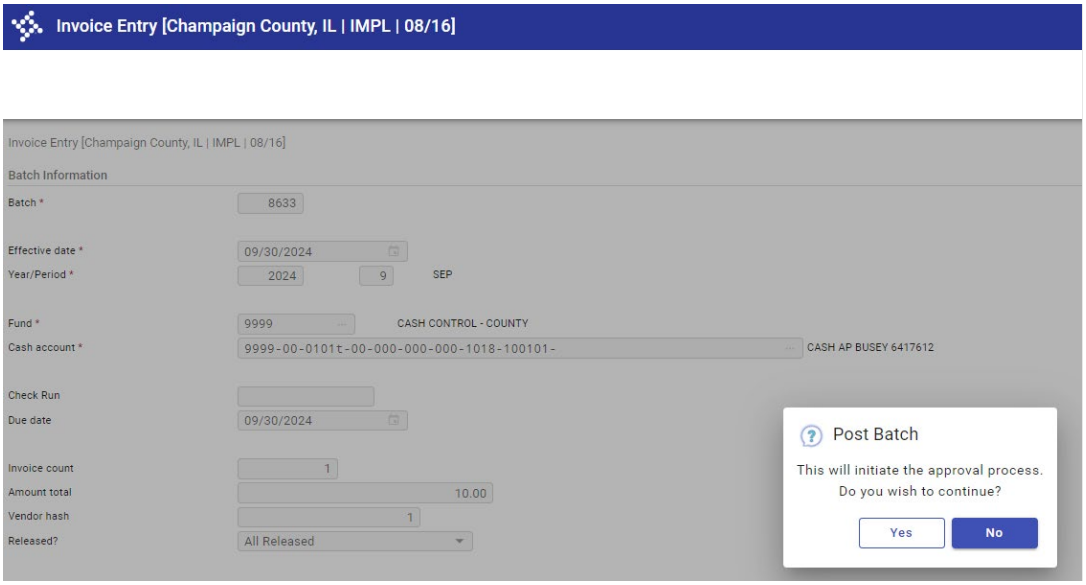
Click the “Continue” Skittle to return to the invoice entry screen.
It is okay to leave the box checked by “Close PO when fully liquidating” as it will not close until the full $7,214.00 (original REQ) amount is liquidated.



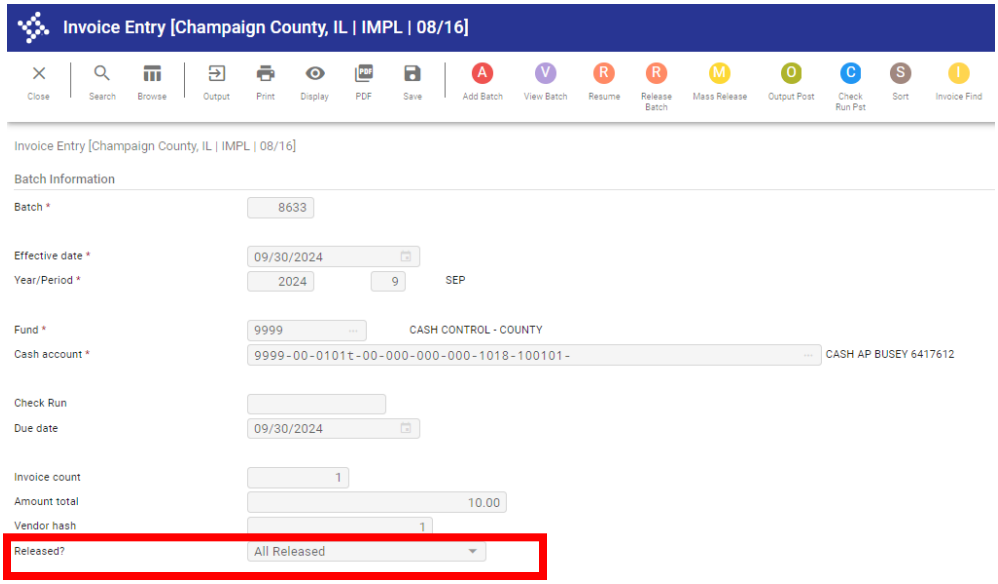
Release Batch

When all invoices are entered, you will need to release the batch for approval.
Click the light red “R” Release Batch Skittle.
Do not use the yellow “M” Mass Release Skittle.

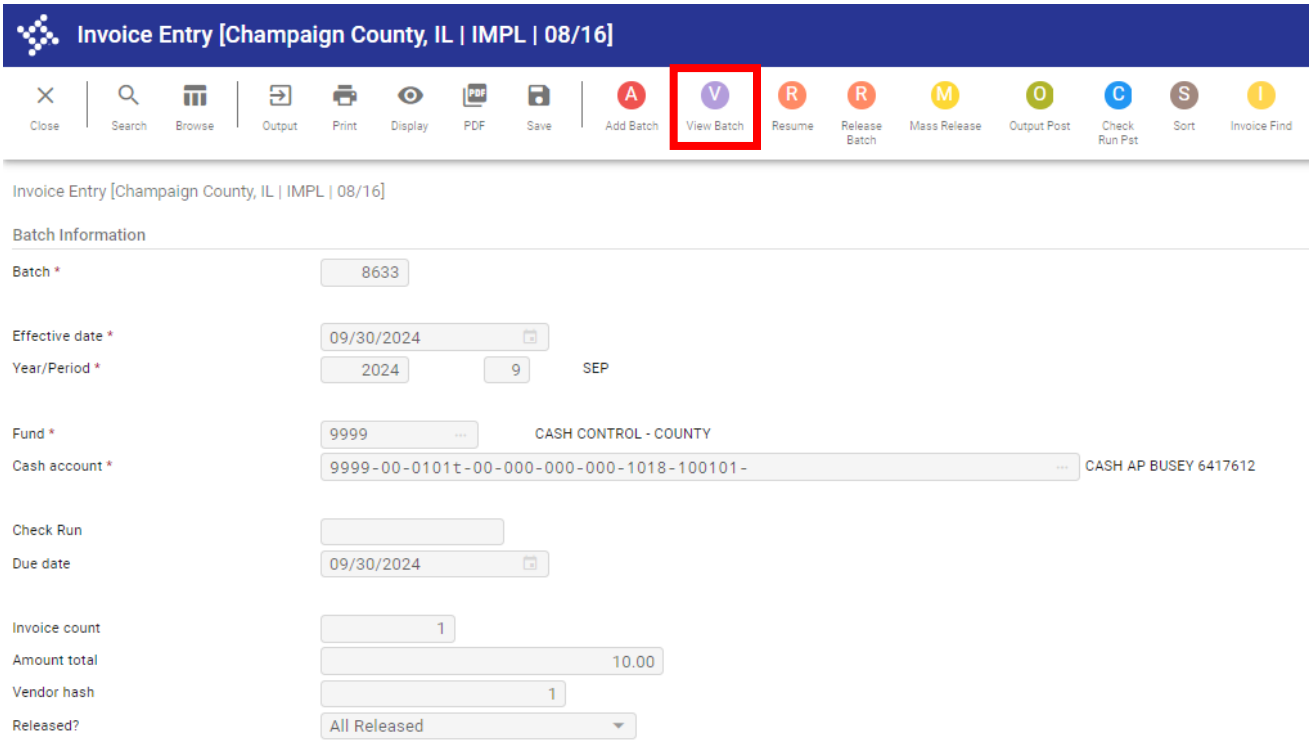
After clicking the light red “R” Release Batch Skittle, it will ask if you wish to continue. Click as appropriate.



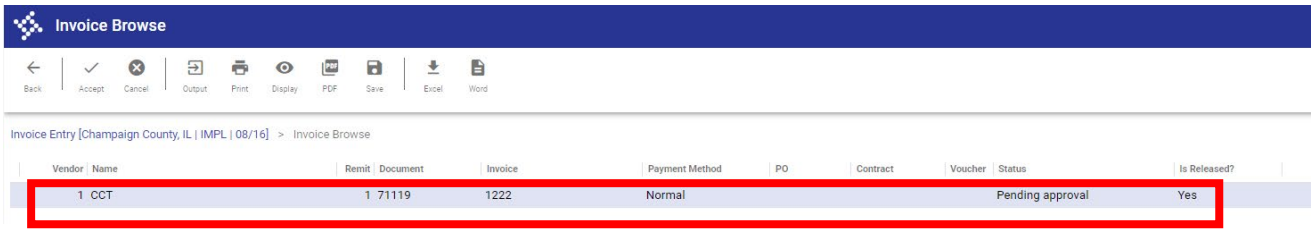
Note the status. All Release, Some Released, etc.



We have found that sometimes when you release the batch and it shows that all invoices are released in the Batch Information that some invoices may not actually be released. To confirm that all invoices have been released click on the View Batch Skittle in the Ribbon.



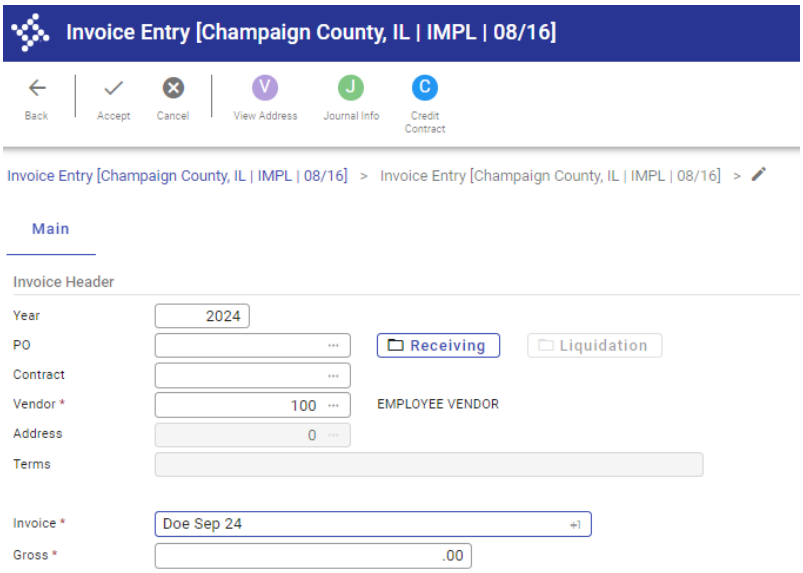
You can see in the list below that there is an invoice with a Status of Held and No under Is Released? To release that invoice, open the invoice and release it.



Employee Reimbursements

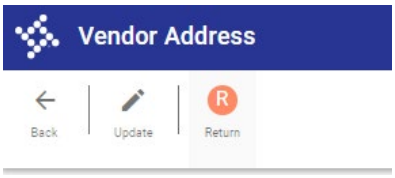
Employee reimbursements will eventually be paid via direct deposit. Until that is set up employee reimbursements will be paid via the one-time Employee Vendor #100.

To enter the employee address you must enter an invoice number. To help find employee reimbursements later using their name in the invoice number will help that as you would be able to search by name-example Smith Jan, etc..



Employee reimbursements are entered under vendor #100 in Tyler Munis. After entering the invoice number for vendor #100 the software changes screens to where the payee information is entered.

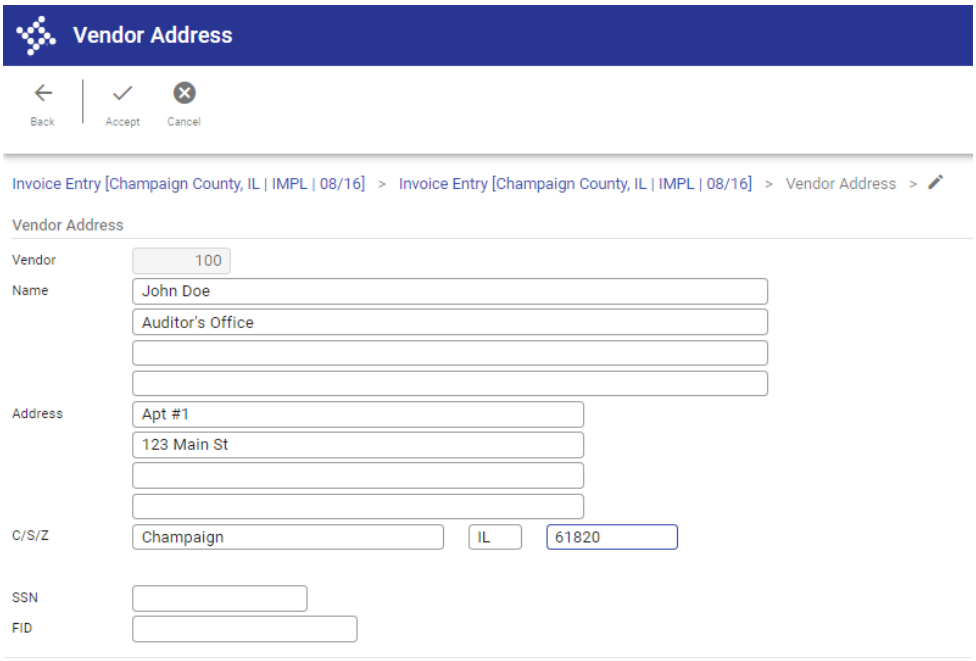
Select Update in the Ribbon.



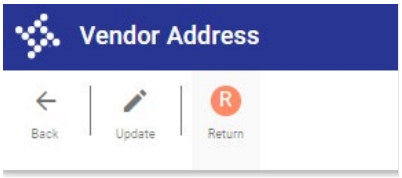
Please use the example below for guidance.

1. Format is first name last name
2. Second line should **ALWAYS** be the employee department
3. Address can either be home address or work address as our office will interoffice all employee checks to the department listed on the second line. If no department, we will not know where to send the check.

The postal service reads from the bottom up which is why the street address is below the apartment number. Please do not use both a street address and a PO Box as it will likely be returned undeliverable.



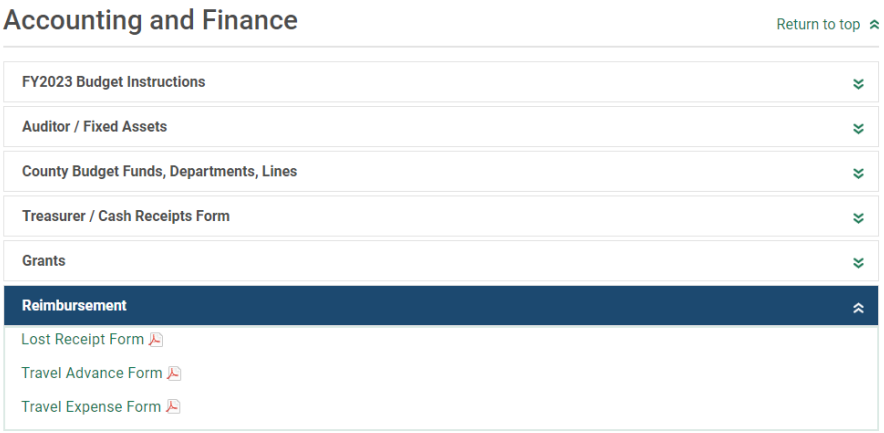
Click Accept in the Ribbon when done. Click on the Return Skittle or the Back button to return to the invoice.



You can enter more than one employee reimbursement form under the same invoice. Example for employees that turn in a form for mileage every week (or 2 weeks) and they are being entered in the same check run they can be entered under one invoice.

Employee reimbursement forms can be found under the Champaign County internal home page [Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP]

The forms are fillable and have formulas to calculate expenses. Chrome is the recommended browser as other browsers may produce unexpected results.



Visa / Sam's Club

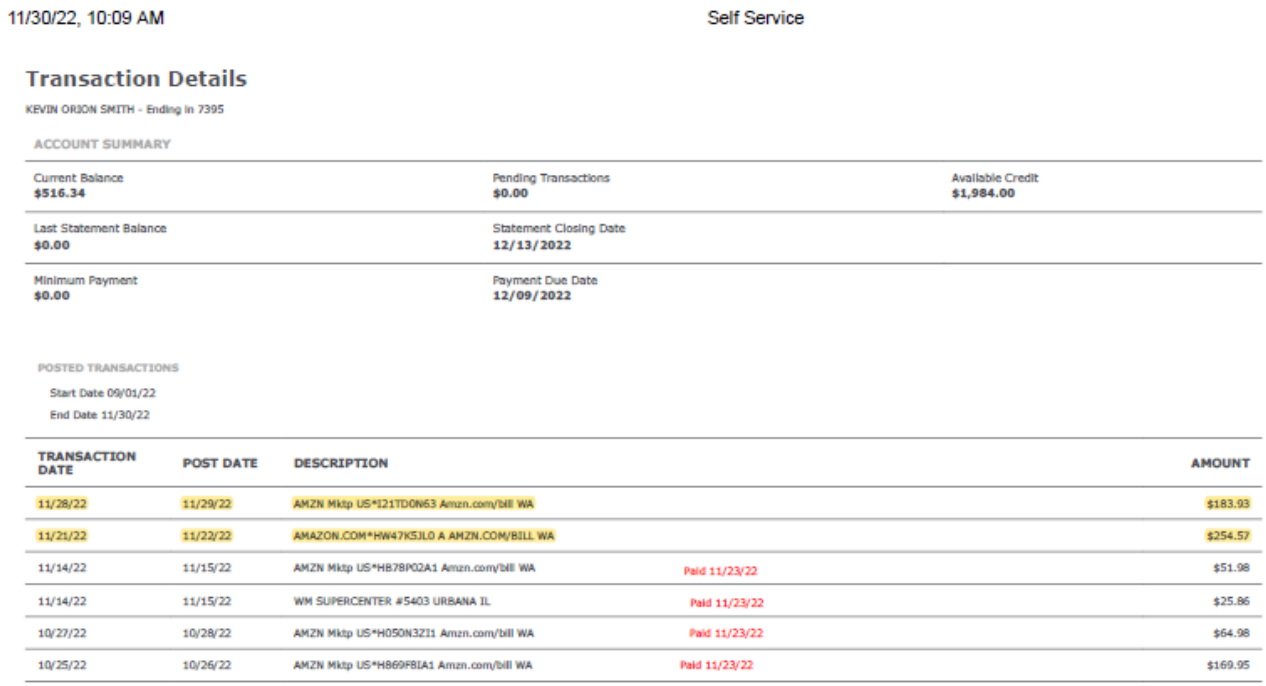
Visa and Sam's Club are only vendors that can be paid by statement. All others must be paid by receipt/invoice.

Visa Online Access

You can set up online access for each of your cards to help facilitate in payment entry, pay off-cycle, check online balance, etc. The access will need to be set up for each card.

Paying Visa Bill Off-Cycle

If you need to pay your Visa bill off cycle, you can print off the transactions from the website. If you do this please indicate which invoices are being paid and include a remit slip from a previous bill. In this example I am paying the 2 highlighted charges and have indicated that the other charges on this view have been paid.



11/30/22, 10:09 AM Self Service

Transaction Details

KEVIN ORION SMITH - Ending in 7395

ACCOUNT SUMMARY

Current Balance **$516.34**	Pending Transactions **$0.00**	Available Credit **$1,984.00**
Last Statement Balance **$0.00**	Statement Closing Date **12/13/2022**	
Minimum Payment **$0.00**	Payment Due Date **12/09/2022**	

POSTED TRANSACTIONS

Start Date 09/01/22

End Date 11/30/22

TRANSACTION DATE	POST DATE	DESCRIPTION		AMOUNT
11/28/22	11/29/22	AMZN Mktp US*I21TD0N63 Amzn.com/bill WA		$183.93
11/21/22	11/22/22	AMAZON.COM*HW47K5JL0 A AMZN.COM/BILL WA		$254.57
11/14/22	11/15/22	AMZN Mktp US*HB78P02A1 Amzn.com/bill WA	Paid 11/23/22	$51.98
11/14/22	11/15/22	WM SUPERCENTER #5403 URBANA IL	Paid 11/23/22	$25.86
10/27/22	10/28/22	AMZN Mktp US*H050N3ZI1 Amzn.com/bill WA	Paid 11/23/22	$64.98
10/25/22	10/26/22	AMZN Mktp US*H869FBIA1 Amzn.com/bill WA	Paid 11/23/22	$169.95

Suggestions for invoice entry description

- Visa – each charge should have its own line (or more if needed to split between GL accounts). If you have fees or credits they must be entered individually.
    - Amazon 1/12/23, office supplies
    - Zoom 1/15/23
    - ILGFOA 1/17/23, Danos dues
    - Hilton 1/25/23, ILGFOA Conf, Danos

Downloaded Visa Statement

You can download your statement from the website. Keep in mind if you do download the statement it will NOT have a remit slip – instead it looks like this:

Payment Options: Mail payment coupon with a check | Pay online at myaccountaccess.com | Pay by phone 1-866-552-8855

This is not a bill, do not remit payment. *CPN 001222325*

BuseyBANK

24-Hour Cardmember Service: 1-866-552-8855

. to pay by phone
. to change your address

000010652 01 SP 000638403305677 S

CHAMP CO AUDITOR
KEVIN O SMITH
1776 E WASHINGTON ST
URBANA IL 61802-4516

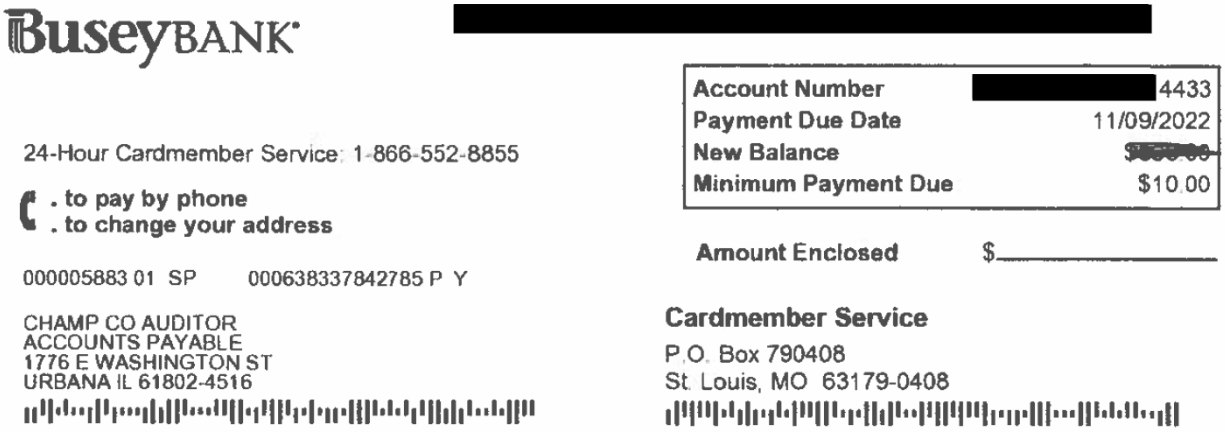
THIS IS NOT A BILL.

This memo statement only reflects the current activity on your account. An invoice has been sent to the applicable central billing account for the company.

Thank you.

The online statements look like this because each card has a separate card number but all the cards are then grouped under a "master" account number for the department.

Along with your receipts, you will also need to upload a remit slip from a previous bill. I have saved a previous remit slip to use anytime I need to pay off-cycle with the amount crossed out. (the redactions are for the manual only to protect sensitive information – please do not redact information on the copy uploaded to TCM)



BuseyBANK [redacted]

24-Hour Cardmember Service: 1-866-552-8855

. to pay by phone
. to change your address

000005883 01 SP 000638337842785 P Y

CHAMP CO AUDITOR
ACCOUNTS PAYABLE
1776 E WASHINGTON ST
URBANA IL 61802-4516

Account Number	[redacted]4433
Payment Due Date	11/09/2022
New Balance	[redacted]
Minimum Payment Due	$10.00

Amount Enclosed $_____

Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408

Sales Tax

If you have receipt that has sales tax and you are unable to get it reversed (or don't want to go to the trouble) the sales tax can be paid via personal check. Have the person who purchased the item write a check for the sales tax payable to the credit card vendor. Place the account number from the remit slip on the check and upload a copy of the check to TCM (personal information and account # can be redacted for TCM). Interoffice the check to the Auditor's office ASAP to be included with the County payment – please include a note with the check run date.

Any receipt with sales tax will be reported on the Non-Conforming Purchases list for information unless tax is paid or reversed and documented as above.

If sales tax is not refunded prior to paying bill the sales tax portion should be coded to 100305 Due From Others (this is a balance sheet line and is not department specific). To get the account string enter the fund and the object and then use the ellipsis to complete the account string. When the credit is received it should be entered using the account string Due From Others line it was coded to in the invoice.

Personal Charge on County Credit Card

While there should be no personal purchases on the County credit card **IF** it happens, have the person who made the purchase write a check for the purchase payable to the credit card vendor. Place the account number from the remit slip on the check and upload a copy of the check to TCM (personal information and account # can be redacted for TCM). Interoffice the check to the Auditor's office to be included with the County payment – please include a note with the check run date.

If for any reason the employee will need to reimburse the County the charge should be coded to 100305 Due From Others (this is a balance sheet line and is not department specific). To get the account string enter the fund and the object and then use the ellipsis to complete the account string. When the reimbursement is received it should be deposited using the Miscellaneous Revenue charge code and the account string changed to the Due From Others line it was coded to in the invoice.

Any personal purchase on the County credit card will be reported on the Non-Conforming Purchases list for information.

Split Invoice between Departments

If you have an invoice that splits between 2 different departments enter the invoice number as is on the invoice and add department indicator behind the invoice number.

Example:

Auditor's Office and Treasurer's Office are splitting purchase of item. Invoice 1501. Since there can't be duplicate invoice numbers, we add a department indicator behind the invoice number.

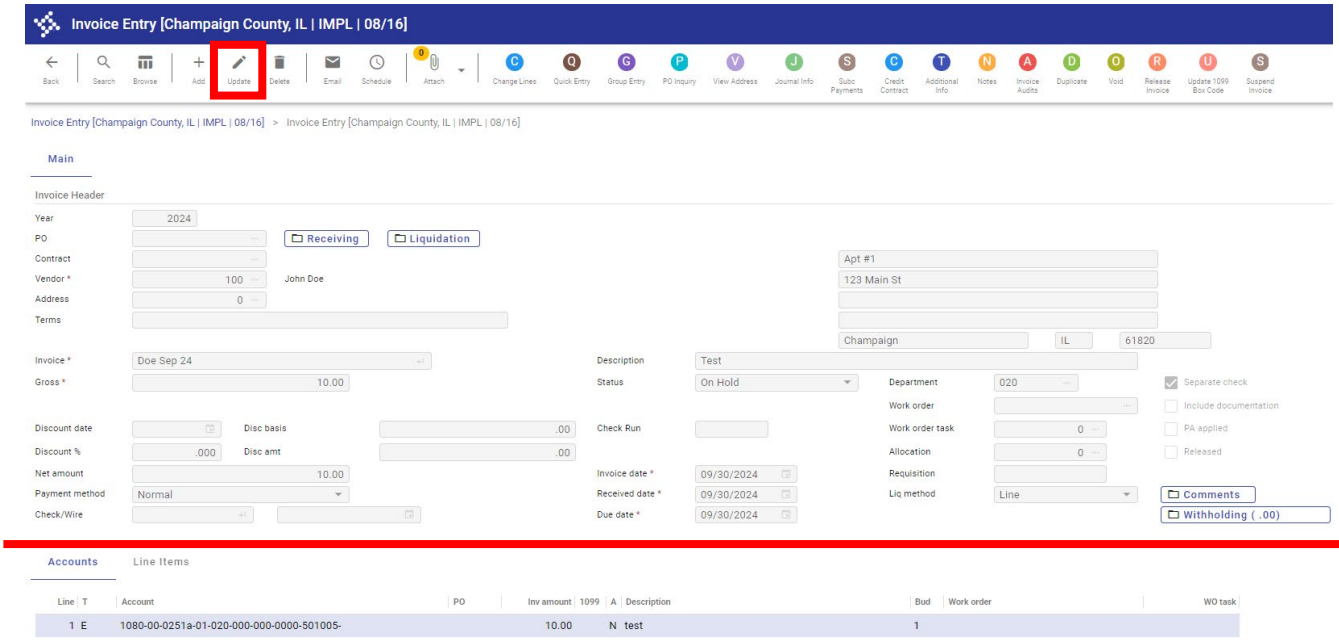
Auditor would enter as:	Treasurer would enter as:
Invoice Number: 1501 Aud	Invoice Number: 1501 Treas

Correcting an Invoice

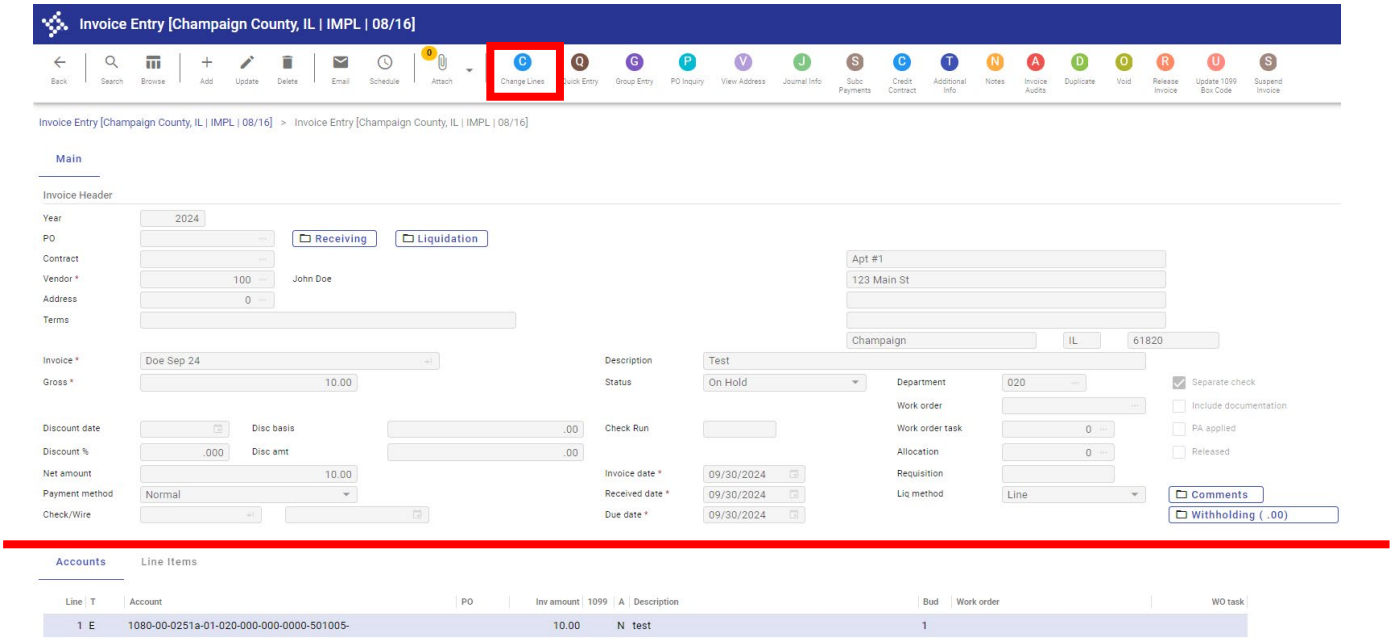
If an invoice has been rejected, you have been asked to correct something or you notice a mistake was made you can correct the invoice as long as it has not been posted. To correct an invoice, go to the batch and open the invoice that needs correction.

Think of the invoice entry screen in terms of the "top" half and "bottom" half – with the red line splitting the screen.

To update the “top” half click on Update in the Ribbon. You can update everything EXCEPT Vendor. You can update the Address as long as it still the same vendor (example – paying an Ameren, Visa, etc and you selected the wrong account).



To update the “bottom” half (projects and account strings) click on Change Lines Skittle in the Ribbon. You can then make changes to projects, account strings, change the splits, etc.



Remove an Account Line from an Invoice

If you find that you need to remove a line from an invoice (i.e. – duplicated a line on a Visa, a personal charge accidentally placed on visa mistakenly got entered into Munis, etc.)

First update the top half of the invoice to the new total amount. In my example I entered an Amazon purchase for $50 twice. When you enter the new amount and accept it will automatically go to the Accounts.

ACCOUNTS LINE ITEMS

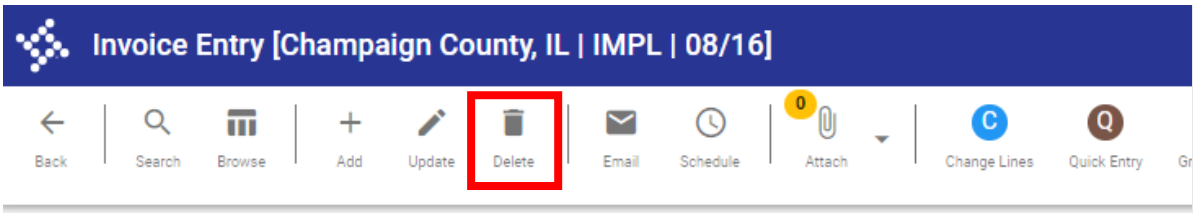
Line	T	Account	PO	Inv amount	1099	A	Description
1	E	1080-00-0251a-01-020-000-000-0000-501002		50.00		N	Amazon 2/28/23 pens, tape, staples
2	E	1080-00-0251a-01-020-000-000-0000-502004-		125.00		N	GFOA Conf Danos
3	E	1080-00-0251a-01-020-000-000-0000-501002-		50.00		N	Amazon 2/28/23 staples, pens, tape
4	E	1080-00-0251a-01-020-000-000-0000-501003-		100.00		N	GFOA Gasb

On the line you need to remove, change the amount to zero and click accept and the line will be removed.

Once you have made all changes the invoice will need to be released. Most changes will restart the workflow.

Delete an Invoice

If you need to change a vendor or no longer need an invoice or want to start over you can delete the invoice by selecting Delete in the Ribbon.



Rejected Invoices

If an invoice is rejected, you should receive an email. The email should give a reason for rejection.

Pending invoice rejected

CC Champaign County
To Brandi Katrein

Reply Reply All Forward

Thu 2/9/2023 9:03 AM

The following invoice has been rejected. The rejecting approvers comment was:
incorrect GL on line 2

User bk43892 has entered the invoice 4433 Jan23 FY22 (document 28689) for vendor 10638 totaling 681.45 for department 020, warrant 012723A, and a description of 4433 Visa Jan 23.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

This email is from the Train Environment

After correcting a rejected invoice and you have clicked the Release Skittle to release it into workflow, make sure the Status of the invoice is Pending Approval.

If the Status is not Pending approval, click Update in the Ribbon and change the Status to “on hold”, click Accept in the Ribbon and then click Release Invoice Skittle in the Ribbon.

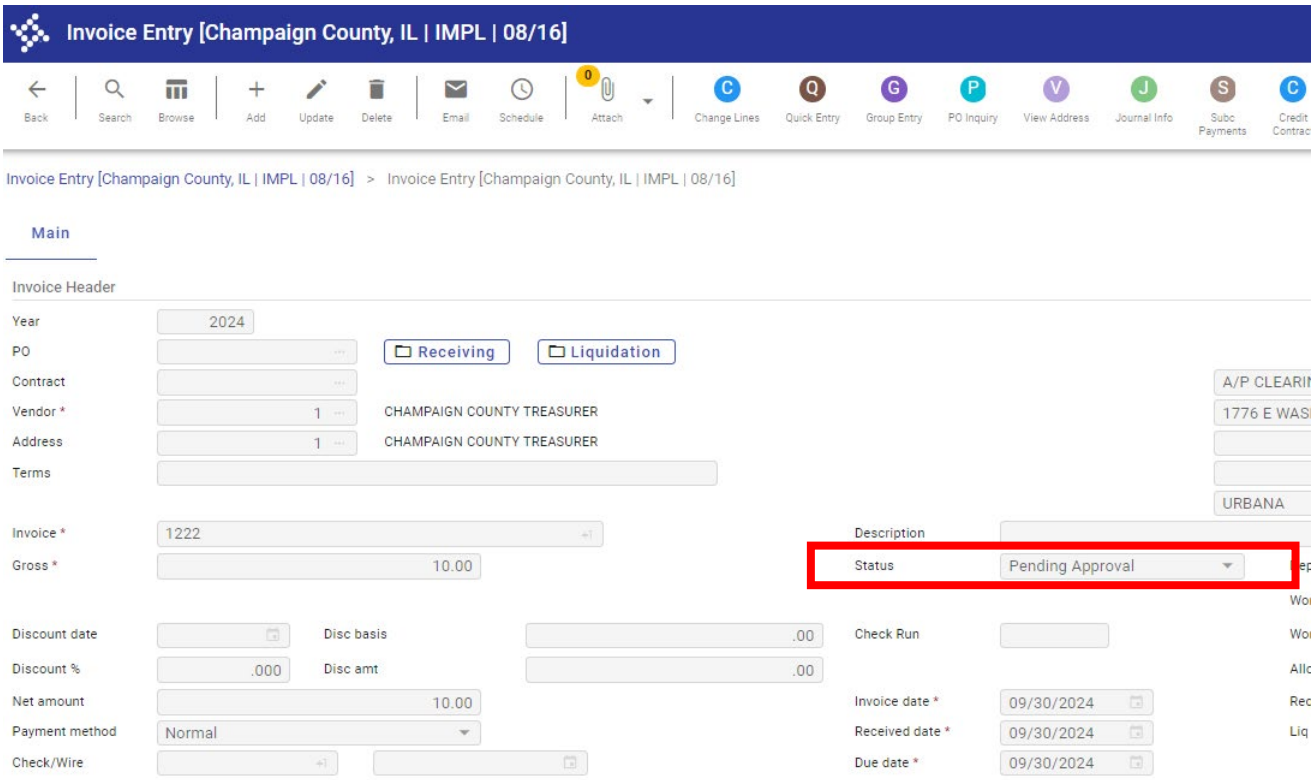
Invoice Status

To check the status of your invoices:

Find your batch.

View Batch.

Highlight and accept or double click on an invoice. If the status is “On Hold” it has not been released.



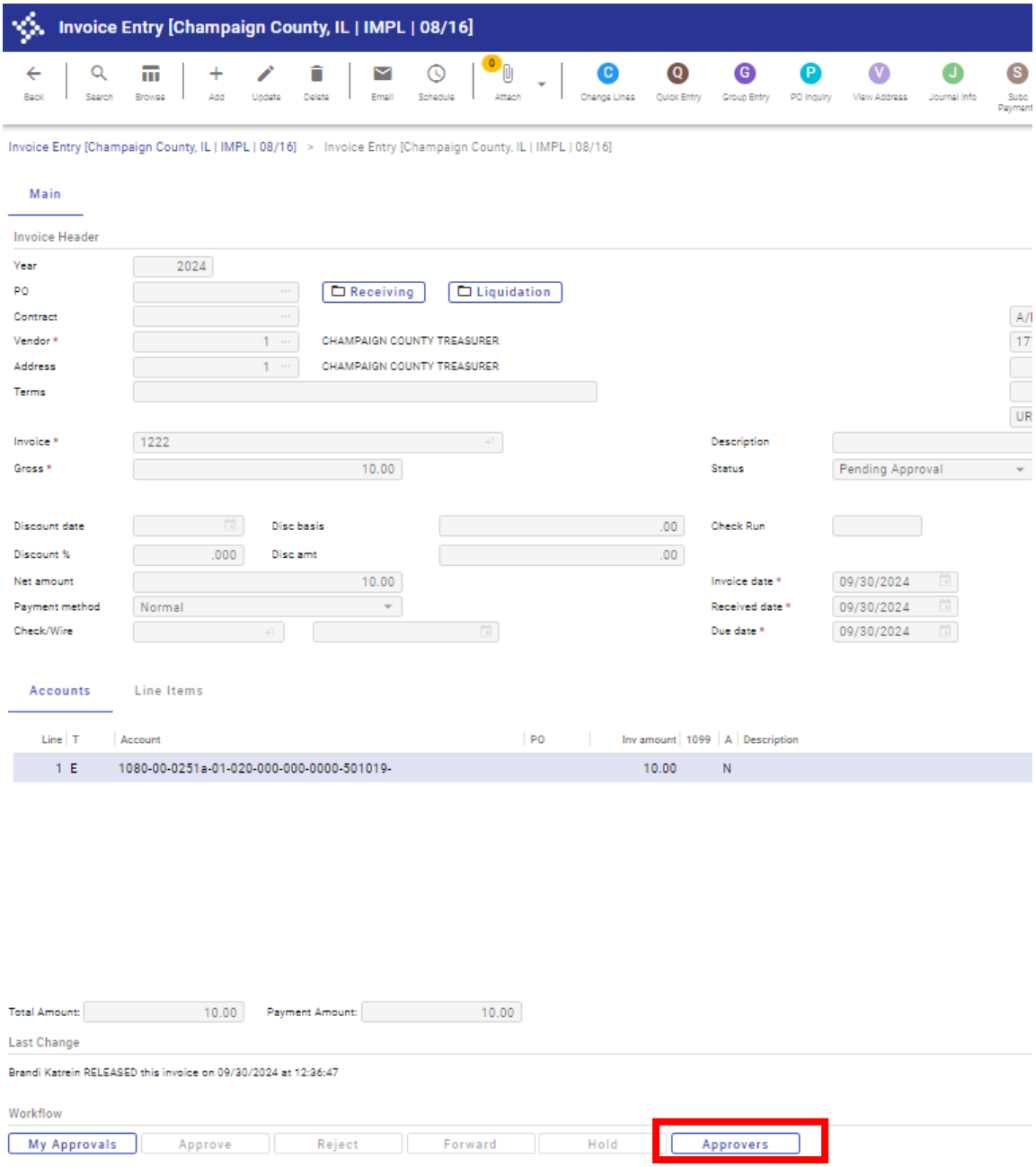
To see where an invoice is in the approval (workflow) process:

Find your batch.

View Batch.

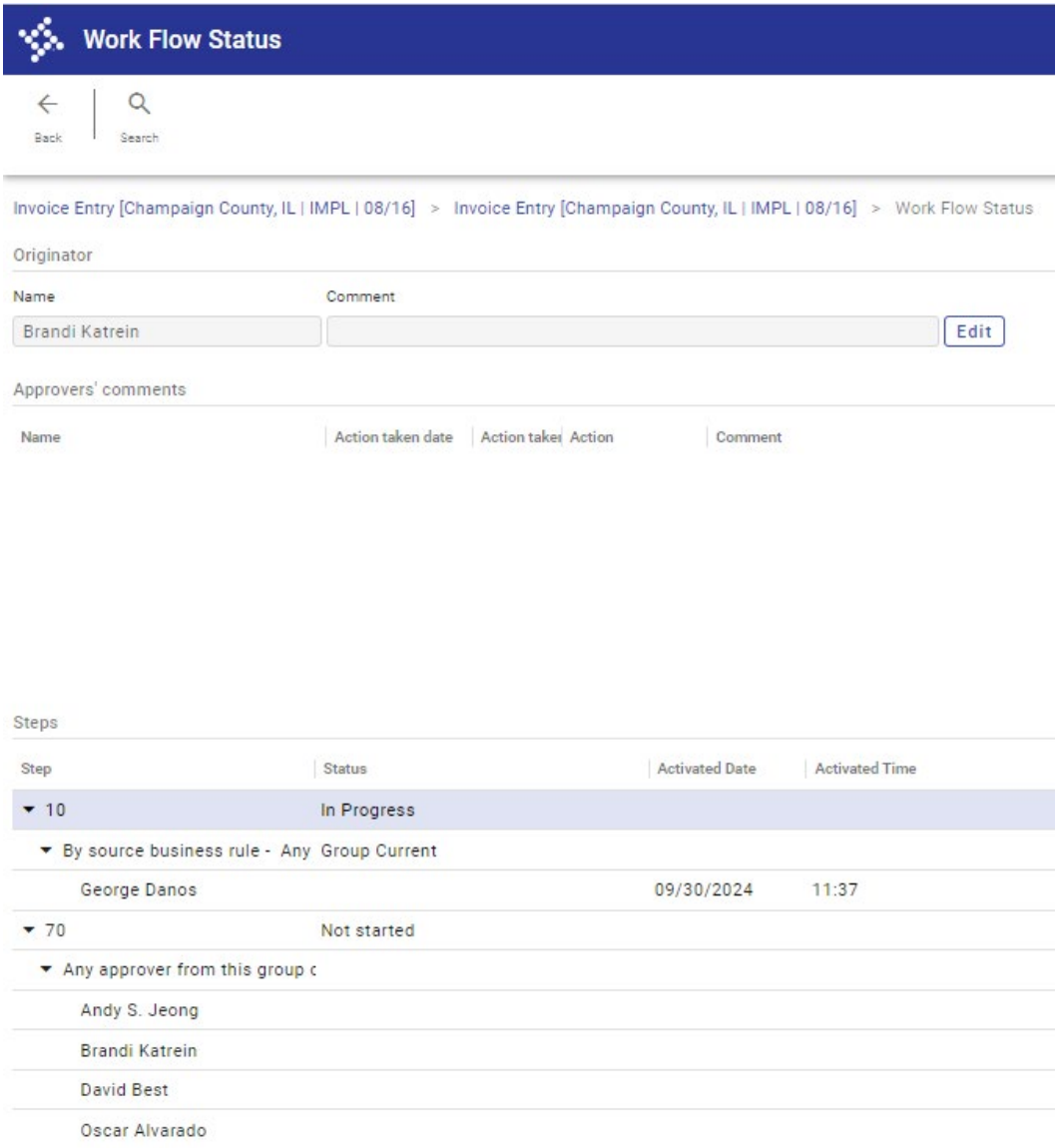
Highlight and accept or double click on an invoice.

Click on “Approvers” near the bottom center. Another screen will appear.



Review and close by clicking Back.

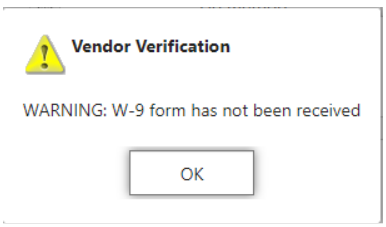
Remember to always close by clicking Back when it is available.



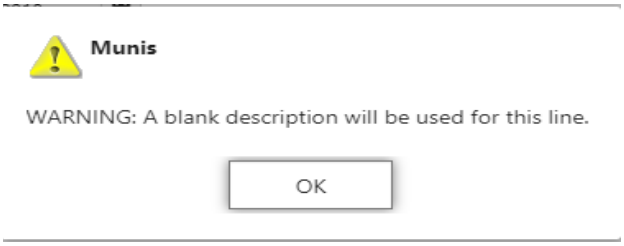
Warnings

There are many reasons you may receive warnings during the invoice entry process. Here are some of the common ones.

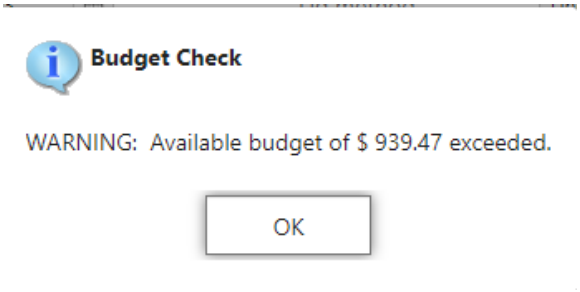
No W9 – please get a current W9 for vendor.



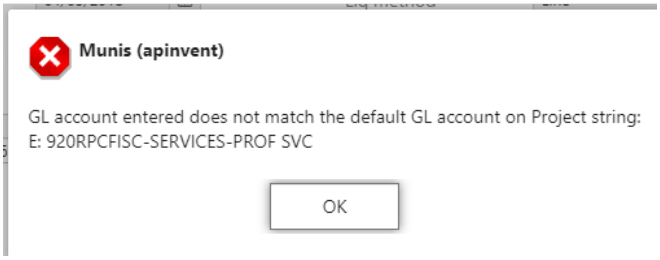
Blank Line – there should be no blank descriptions for lines with account strings/amounts.



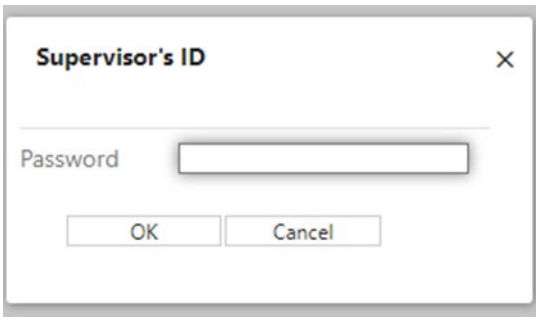
Over Budget – you will need to prepare a budget transfer to complete entry.



GL account entered does not match default GL account on Project string



Supervisor ID Error – we do not use Supervisor overrides. If you see this warning it is likely your account string is over budget.



Add an Invoice After Cut-Off Date

You can request to add an Invoice to the current check run after the cut-off date for emergencies.

Please email the Munis Help Desk at: munis-help@co.champaign.il.us to ask to add an invoice **BEFORE** you add it to a Batch. Please also include the due date of the invoice you are requesting to be added. We will likely say yes, but there may be times that it will not be possible due to deadlines, staffing and/or approval process. You will also need to add the email noting that it is okay to add an invoice to the current check run to TCM.

Please keep in mind that when requesting an invoice be added that there are many steps to invoice approval that need to happen.

Check run begins with preliminary work done Thursday afternoon.

Travel Advances

When requesting a travel advance, please use the form on the County website under Forms & Toolkits/Accounting & Finance/Auditor/Munis ERP/Travel Advance Form

Once travel is complete a final report must be submitted within 15 days (late submissions will be reported on the County Non-Conforming Purchases list). Use the form on the County website under Forms & Toolkits/Accounting & Finance/ Auditor/Munis ERP/Travel-Business Expense Form

The forms are fillable and have formulas to calculate expenses. Chrome is the recommended browser as other browsers may produce unexpected results.

Attach the Travel Expense Form to the original advance invoice and email the Munis Help Desk at: munis-help@co.champaign.il.us with the following information:

- Invoice number
- Employee name
- Amount of Original Advance or Advance Check Number

The form will be reviewed for compliance and to determine if there is a balance due/owed. Once review is complete you will be notified whether or not any further steps are required.

After Notification by the Auditor's Office

If the employee is owed additional reimbursement you will need to create an invoice to reimburse the additional expenses to the employee.

If the employee was overpaid and now owes the County, please have the employee submit a check for the balance due and deposit into the line item that was used for the expense paid. Once the deposit has been submitted, please upload a copy of the settlement or check to TCM as support on the original invoice to show that the overage was returned to the County.

Full details on reimbursements can be found in the Champaign County Travel Policy

Check Hold for Pick Up

If you would like to pick up a vendor check please email the Munis Help Desk at: munis-help@co.champaign.il.us with the following information:

- Check run date
- Invoice number
- Vendor name
- Amount of payment
- Name of person that will pick up the check

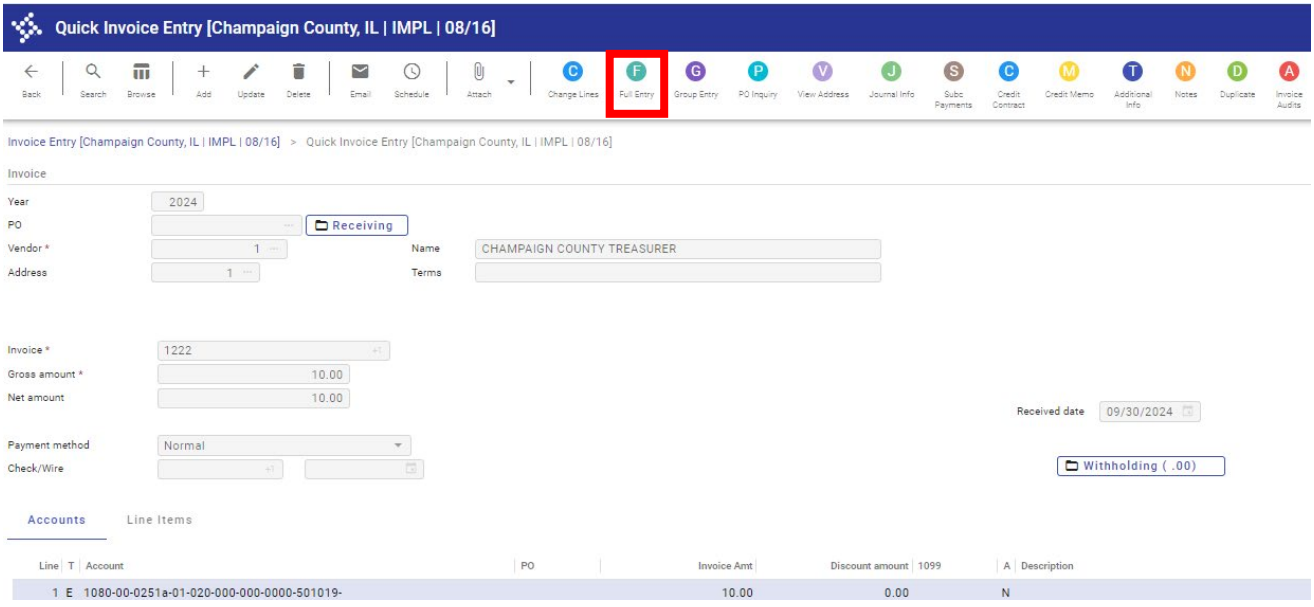
Once checks are ready you will be emailed that checks are ready for pick up.

It is also recommended that you mark the invoice as separate check so there will not be any other invoices included on your check.

Notes to hold the check on support does not count as it can be easily missed.

Quick Entry

This has happened a few times. If your screen changes to Quick Entry and looks like this and says Quick Invoice Entry at the top it can be changed back by clicking on the Skittle that says Full Entry in the Ribbon and you will go back to the regular Invoice Entry screen.



Prepaid Expenses

If payment is needed in the current fiscal year but not expensed until the next fiscal year the expenditure will be coded to 100401 – Prepaid Expense.

Please note that prepaid expense (balance sheet) lines are not set up specific to department. Therefore, any department head review will need to manually take place prior to submission of the invoice entry.

When entering prepaid expenses, the Auditor's office will need the following information to make the entries after the first of the year. Please add a note in TCM with the Project (full project string exactly how it would be entered), GL line(s) to hit (full account please) and amount per line or email the information to the Munis Help Desk at: munis-help@co.champaign.il.us.

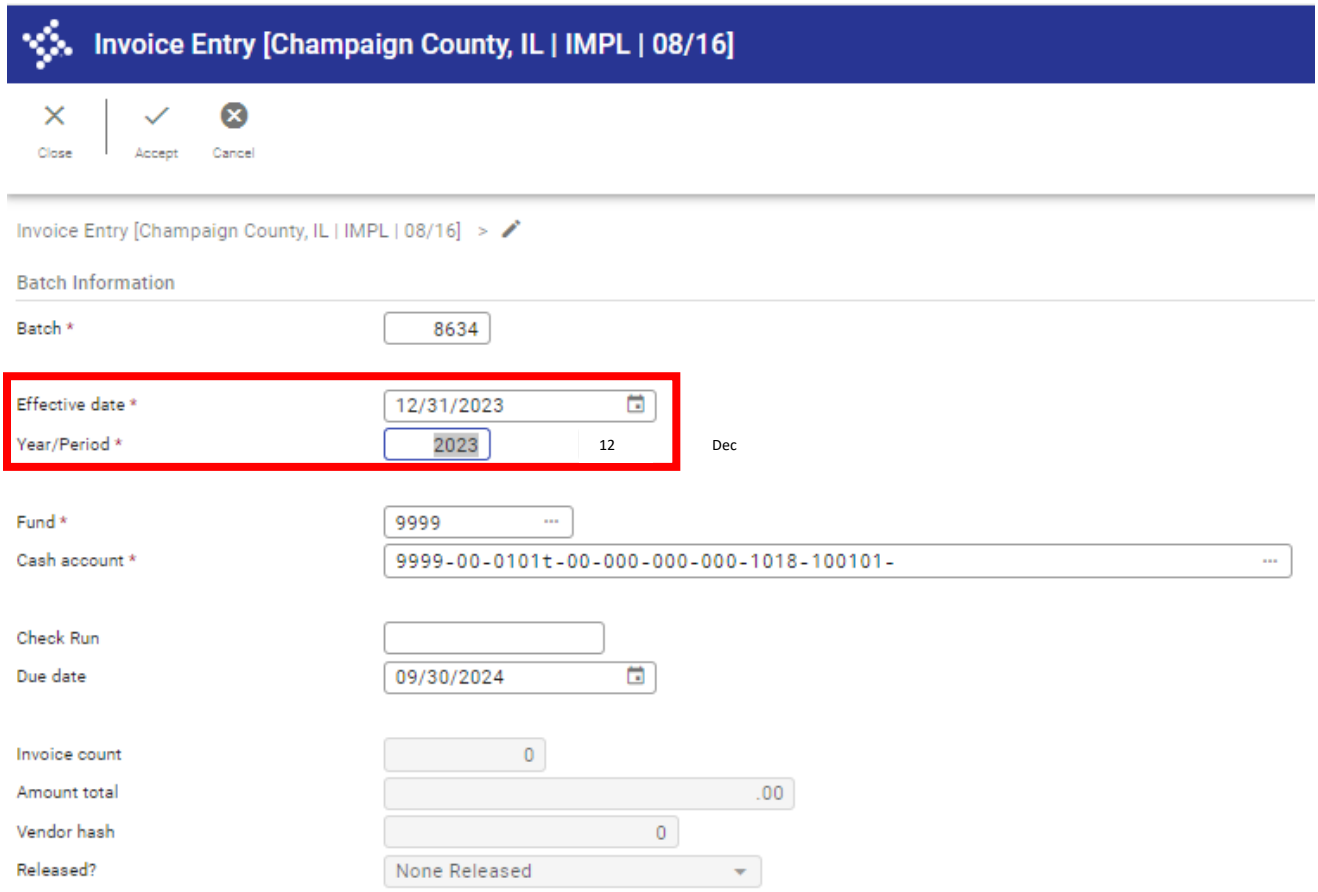
Vendor
Invoice number
Project (if any) – please provide the complete project information exactly as it would be entered in Munis
GL line(s) to hit – please provide full GL lines
Amount – is multiple GL lines amount per GL line please

Year End – Split Year Entries

Goods must be **received,** and services must be completed by December 31st (i.e., December 31, 2022 in order to be paid out of the FY22 Budget).

Invoices with charges that overlap fiscal years should be prorated and submitted in separate batches. Since Invoice numbers can't be duplicated when an invoice splits fiscal years add FYXX/FYXX to the respective portion of the invoice.

Invoices for different fiscal years must be placed in separate batches. When setting up the batch for FY22 (or previous fiscal year) enter 12/31/2022 in the Effective Date spot, when you tab to the next cell it will automatically update the year/period. You do not need to change any other dates.

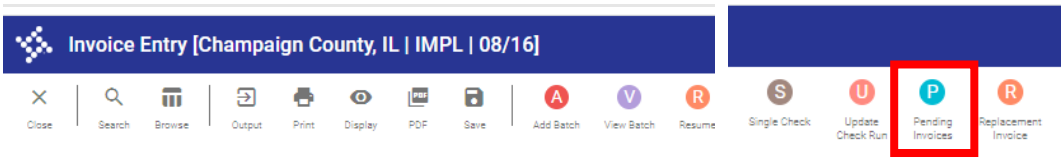


Suspend Invoice

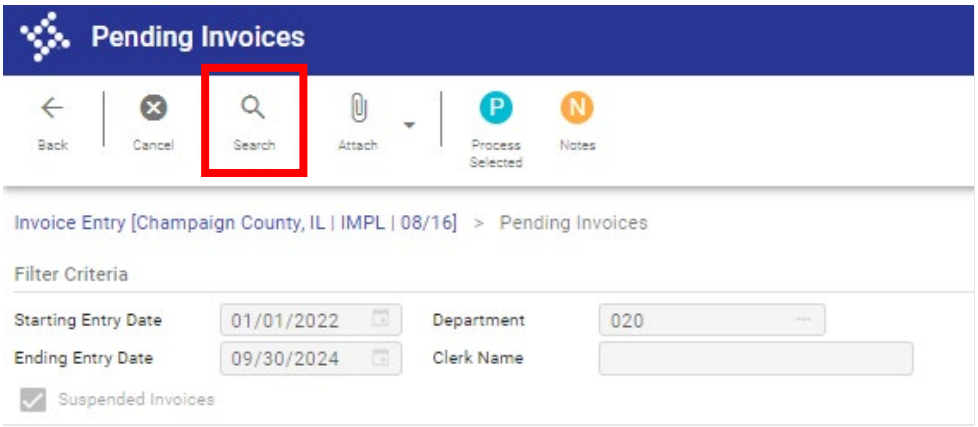
Suspending an Invoice is an involved process and not recommended. If you have entered an invoice but need to hold off on paying it, we recommend you not release it (or if it has been released and not yet approved by the auditor's office you should be able to update the invoice and change the status to "on hold"). The unreleased invoice will then stay in the batch and after all other invoices have been approved and posted the check run can be updated to the next check run.

If you use Suspend Invoice, it will remove it from your batch. Suspending an invoice will keep the funds you have entered in the invoice obligated from your available budget.

To reactivate a suspended invoice – from the main invoice entry screen select the Pending Invoices Skittle in the Ribbon.

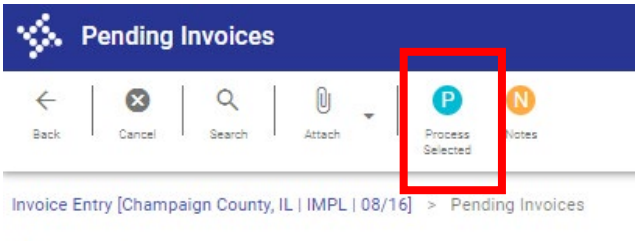


Select Search in the Ribbon. Enter dates to cover the suspended invoice and the department or clerk name to search for your suspended invoices.

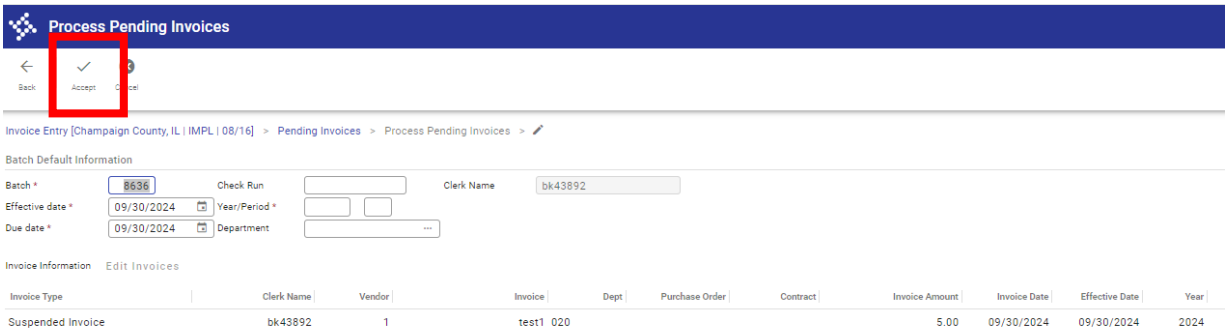


To select the invoice click on the blue Select.

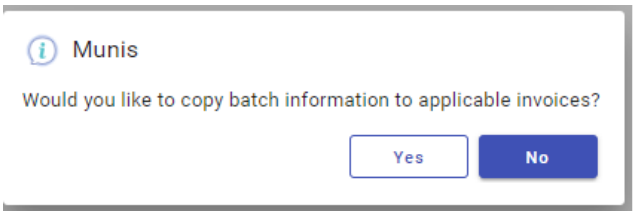
After selecting the invoice(s) click Accept in the Ribbon. Then click on the Process Selected Skittle in the Ribbon.



That will bring up the Process Pending Invoices window. Click Accept in the Ribbon.

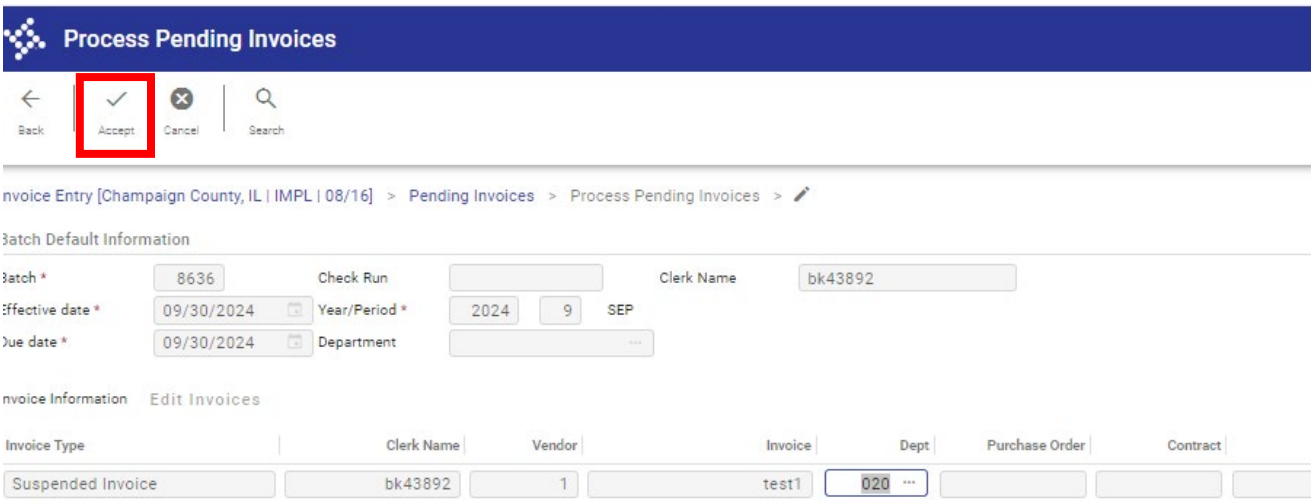


You will get a pop-up window.

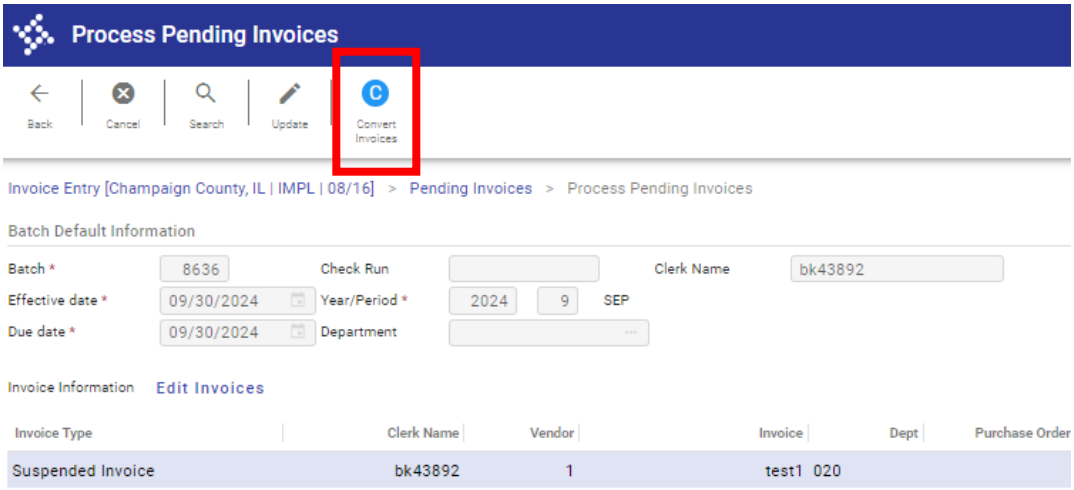


Select Yes.

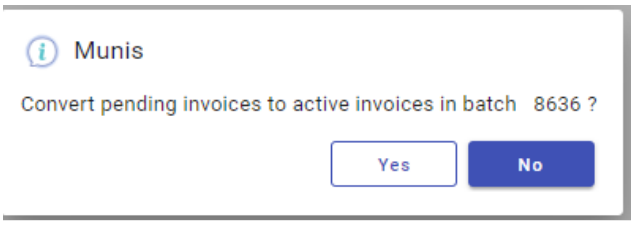
Click Accept in the Ribbon.



Click the Convert Invoice Skittle in the Ribbon.



You will get a pop-up window.



Click Yes.

It will then add the batch to Invoice Entry. This batch will not have a check run and you will need to email the Munis Help Desk at: munis-help@co.champaign.il.us to add a check run to the batch.

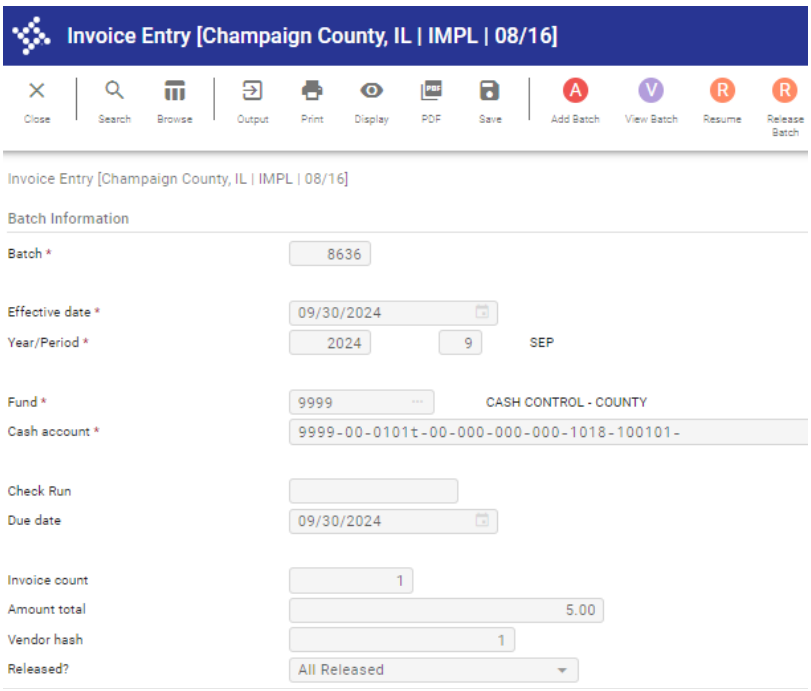


Chart of Accounts

FUND	CAFR FUNCTION	COMPTROLLER	COUNTY FUNCTION	DEPARTMENT	DIVISION	FUTURE USE	INTERFUND	OBJECT
Important - what you need to know								
RPC specific								
Will automatically fill in from default								

Definition of Account Segments

- Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial sources, together with all related liabilities and residual equities or balance and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.[1] (aka "Fund" in AS400)

- Financial Builder – Utilized for the compilation of the Annual Consolidated Financial Reports. Not being used at this time.

- Comptroller – Identifies the necessary account classification for reporting to the Illinois State Comptroller.

- County Function – Outlines the intended purpose/use of collected revenue and associated expenditures within each fund.

- Department – Defines the division of county government assigned with an area of special expertise or responsibility. Initial user limitations within Tyler Munis are defined by the department in which each individual is assigned. (aka "Department" in AS400)

- Division – A newly created segment that provides additional tracking within a department. Will require additional discussion with the Auditor's Office and Finance for initial setup. Example: Allows Sheriff's department to track expenditures at the detailed level of admin, training, civil, criminal, etc…

- Future Use – Setup for utilization at a later date as deemed necessary.

- Interfund – Assist with handling of cash in/out of the cash control accounts.

- Object – Tells the user if the account is associated with the balance sheet, revenue, or expense. (aka "line-item" in AS400)

Project

Provides optional tracking of additional detail as determined by each department.

- Example: The newly created expense line for supplies in Tyler Munis groups all types of supplies at a high level. Should a department choose to do so, a project can be setup that tracks office supplies at a detailed level of pens, paper, staples, etc…Or this information can be tagged (preferred method) within one of the reference fields during processing of the expense to avoid setup of a project.

- Project segment will be used primarily for tracking of revenues and expenditures associated with capital projects and grants. Department codes will ***no longer*** be created for tracking of grants.

Classification

FUND	
Grouping	Classification
1000	General
2000	Special Revenue
3000	Capital Project
4000	Debt Service
5000	Enterprise
6000	Internal Service
7000	Fiduciary
8000	Joint Venture

Object	
Grouping	Classification
100000	Asset
200000	Liability
300000	Fund Balance
400000	Revenue
500000	Expense
600000	Other Financing Sources
700000	Other Financing Uses
800000	Capital Expenditures

- All accounts are comprised of 9 segments and the optional project string

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	PROJECT
FUND	FINANCIAL BUILDER	COMP-TROLLER	COUNTY FUNCTION	DEPARTMENT	DIVISION	FUTURE USE	INTER-FUND	OBJECT	PROJECT
XXXX	XX	XXXXX	XX	XXX	XXX	XXX	XXXX	XXXXXX	TBD

- Example: 1080-00-0251a-02-041-000-000-0000-501002

(General Corp) – (Undefined) – (General Government/Financial Administration) – (Justice & Public Safety) – (State's Attorney) – (Undefined) – (Undefined) – (Office Supplies)

Chart of Account Examples

The Chart of Accounts and Definitions document should be used as reference to identify classification of expenditures. If your department does not have the object code necessary for processing a payment please submit a request for the new account to the Munis Help Desk at: munis-help@co.champaign.il.us.

Request an Account String

Please fill out the Chart of Accounts Master Add Template found in Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP (if you need to add many account strings – please do not delete any columns from this template) or include the following information for creation of the new account string in an email:

Fund (i.e.. 1080, 2619, etc.)
Department (i.e.. 020, 016, etc.)
Future Use Code (if applicable)
Object

You will then need to do a same category budget transfer to move funds to the new object.

Cash Receipts (Payment Entry)

Definition of a Batch

Batch – A batch should be thought of as your departments daily deposit slip for cash, check, and wire collections.

Important Notes

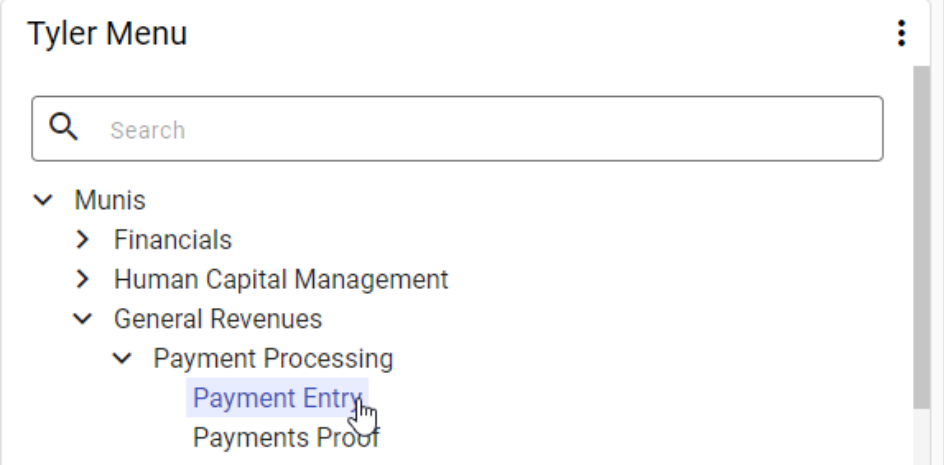
- The batch is your offices daily deposit. Therefore, the batch should be processed daily. At no point, should a department hold on to a batch.
- All wire activity must be included within a separate batch from collection of cash/check. Wires should be entered separately from cash/check deposits. This will allow for expedited processing of the general ledger and better assist with reconciliation of the cash accounts.
- A separate batch must be created for each bank.
- Always include a copy of the check or wire notice in the TCM support. Batches with no TCM attachments will be rejected.

Example of a "Batch":

- County Clerk receives cash/checks for the following funds:
  - Fund 1080 = $1,000.00 → Batch #1 – First Financial General Corporate
  - Fund 2611 = $1,000.00
  - Fund 2628 = $1,000.00 → Batch #2 – First Financial Trust & Agency
  - Fund 2670 = $1,000.00

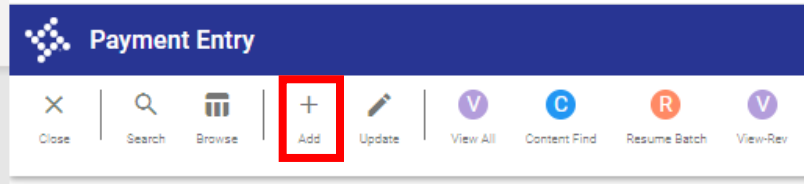
Payment Entry Walkthrough

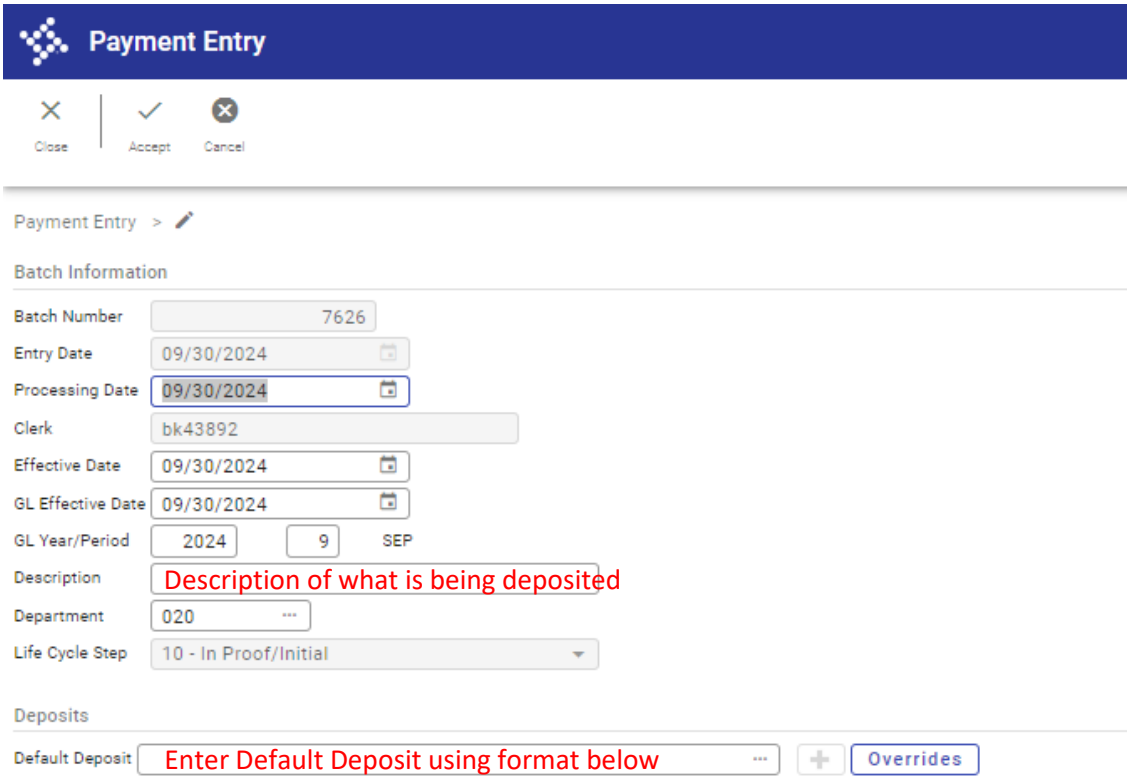
Cash receipts are entered in Payment Entry. To get to Payment Entry from the Tyler Menu → Munis → General Revenues → Payment Processing → Payment Entry



Create a Batch

Click Add in the Ribbon





The batch information will populate the Batch Number, Entry Date, Processing Date, Clerk, Effective Date, GL Effective Date, GL Year/Period, Department and Life Cycle Step based on the current date.

Enter a description of the deposit and Default Deposit information based on the chart below. **Please use the Default Deposit Field format exactly as shown below with no spaces between the letters and using the full date format MM/DD/YYYY (the date is the day of entry)**:

For all deposits, use the following format for the "Default Deposit" field:

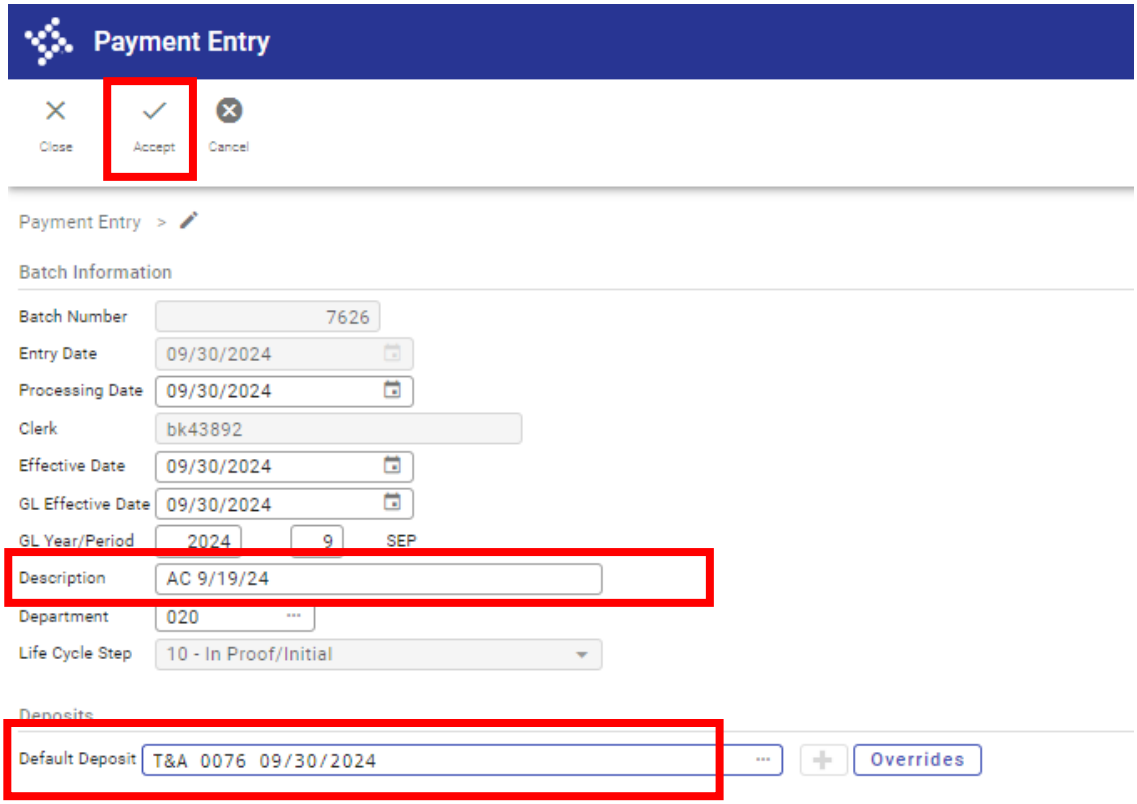
BANK	"DEFAULT DEPOSIT" FIELD	BANK	"DEFAULT DEPOSIT" FIELD
First Financial – General Corp	GC 8385 MM/DD/YYYY	Busey – RPC	RPC 2084 MM/DD/YYYY
First Financial – Trust & Agency	T&A 0076 MM/DD/YYYY	Busey – USDA	USDA 2248 MM/DD/YYYY
First Financial – ARPA	ARPA 1911 MM/DD/YYYY	Busey – Payroll Clearing	PR 5189 MM/DD/YYYY
Prospect - Highway	HWY 3739 MM/DD/YYYY	Busey – A/P Clearing	AP 7612 MM/DD/YYYY

General Corp:

Gen Corp	1080
Gen Corp	3105
Gen Corp	3303

Trust & Agency:

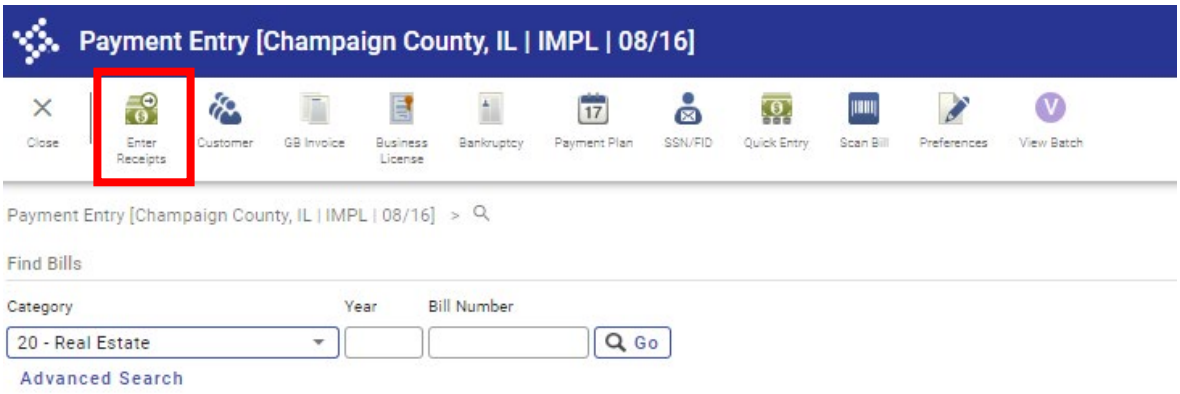
T & A	2076		T & A	2627
T & A	2088		T & A	2628
T & A	2089		T & A	2629
T & A	2090		T & A	2630
T & A	2091		T & A	2632
T & A	2092		T & A	2633
T & A	2093		T & A	2634
T & A	2101		T & A	2635
T & A	2106		T & A	2638
T & A	2107		T & A	2658
T & A	2108		T & A	2659
T & A	2188		T & A	2670
T & A	2500		T & A	2671
T & A	2609		T & A	2675
T & A	2611		T & A	2676
T & A	2612		T & A	2679
T & A	2613		T & A	2685
T & A	2614		T & A	6476
T & A	2615		T & A	6620
T & A	2617		T & A	7097
T & A	2618		T & A	7667
T & A	2619		T & A	7687
T & A	2621		T & A	7699
			T & A	8850



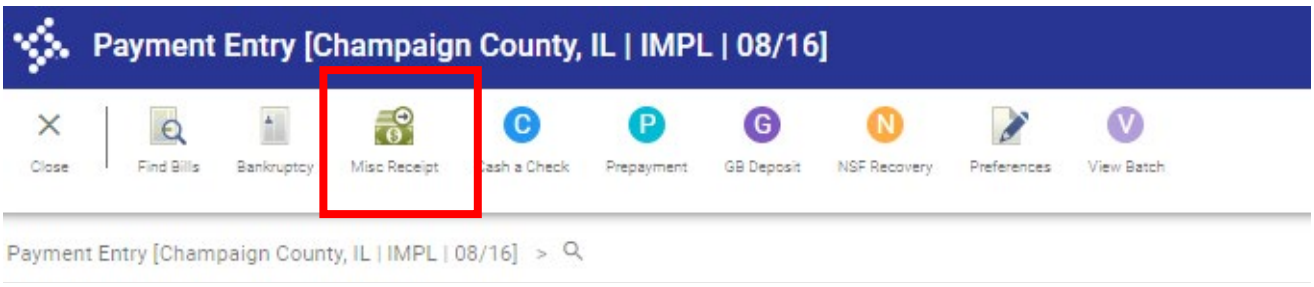
After completion of the Description and Default Deposit click Accept in the Ribbon.

Enter Receipts

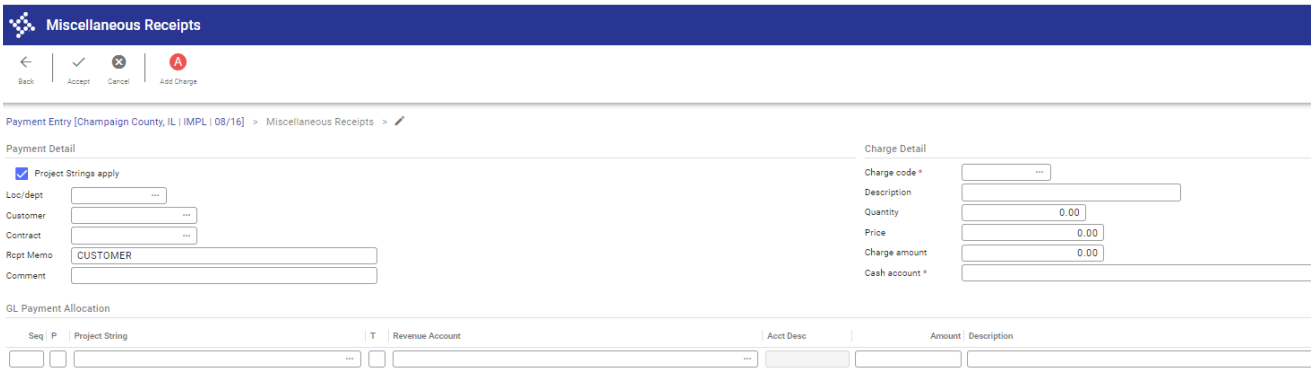
Click Enter Receipts in the Ribbon.



Then click Misc Receipt in the Ribbon.

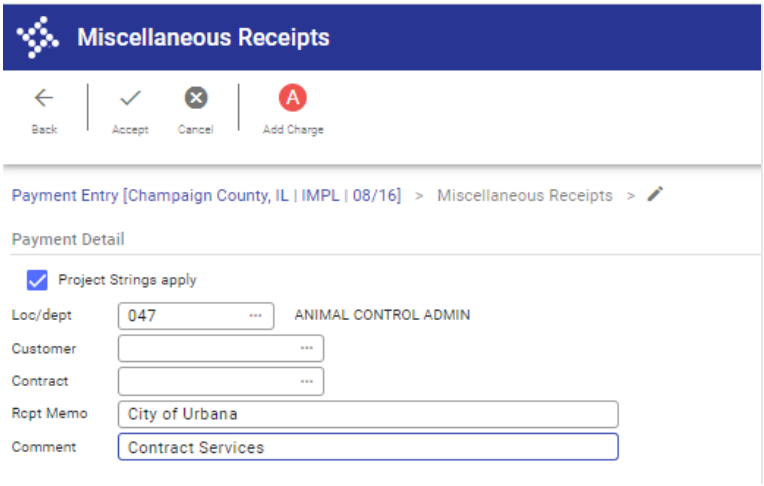


Receipt Entry screen



Payment Detail

Project Strings apply automatically checked – uncheck if not needed.
Loc/dept – What department is this revenue associated with.
Customer – N/A
Contract – N/A
Recpt Memo – Who's providing the revenue? This must be entered – entries with "Customer" in the Recpt Memo will be rejected.
Comment – Any additional details with association to the payment.



Charge Detail

Charge Codes

Enter the charge or click the ellipsis next to the Charge Code field to bring up the list to select from.

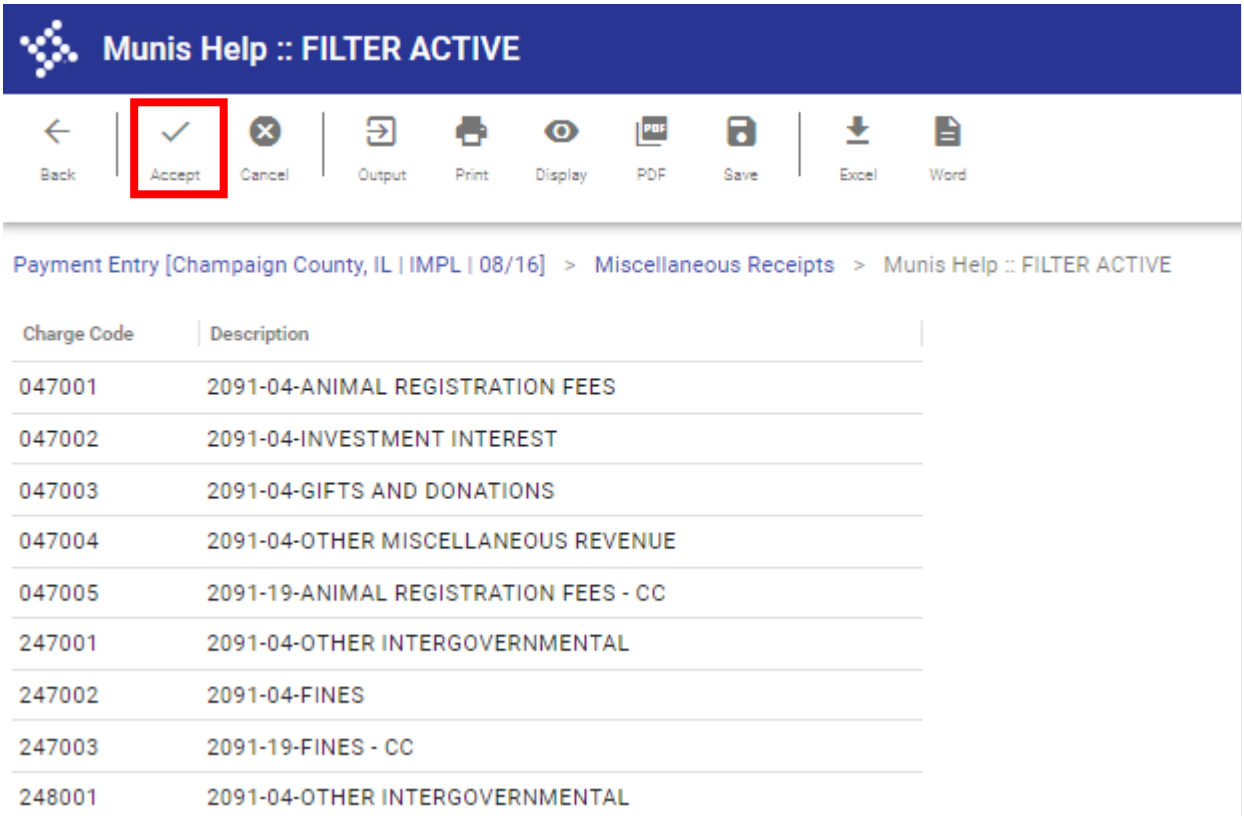
The Charge Code Help can be filtered -

Notes:

The first three digits of the “Charge Code” represents the department. The last three digits represents the number of revenue codes in the sequence. The screenshot shows a portion of the revenue codes for Fund 2091 to select from.

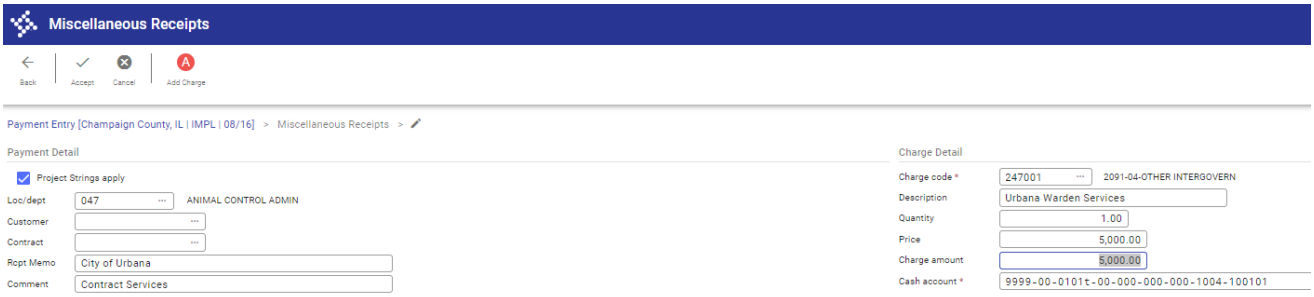
The first seven characters of the “Description” indicates which fund/bank this revenue is associated with. The below screenshot indicates that the money will be deposited into fund 2091 which is a First Financial Trust & Agency account.

HIghlight the charge code and click Accept in the Ribbon or double click on the charge code.



After the “Charge code” has been selected. Complete the remaining fields (see screenshot below).

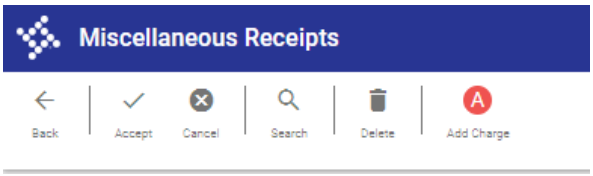
Description – what the payment is related to
Quantity – will always be “1”
Price – Enter the total of the cash receipt
Charge amount – will automatically be populated.
Cash account – will automatically be populated.



Once all the fields have been entered click Accept in the Ribbon.

Users now can enter the “Project String” (if needed). Typically, the revenue account should not be changed. See Expenditure Refund for when/how to change a Revenue Account. Click “Tab” till the curser has reached the “Description” field. Enter the description that you would like to see displayed on the general ledger. This field is limited to 30 characters.

If the check is to be split over mutliple revenue accounts click on the Add Charge Skittle in the Ribbon.

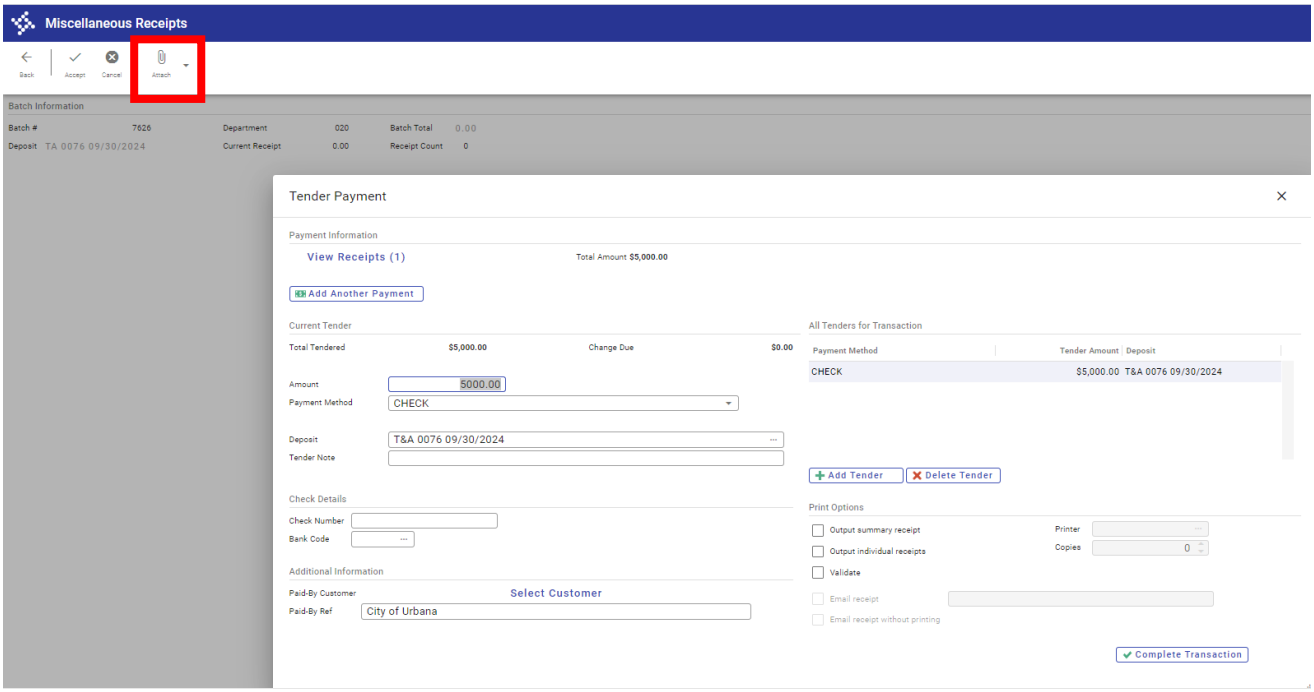


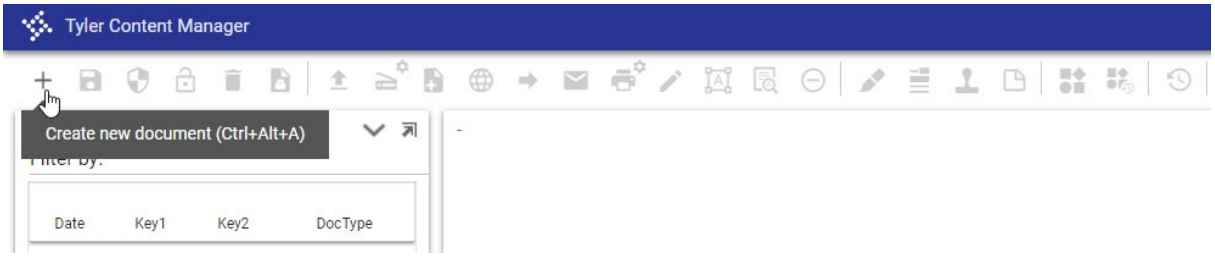
You can then add the Charge Details for the other revenue account (you will not be able to change the Payment Details on the left side of the screen). Once you enter the Charge Code, Description, Quantity and Price you will enter the GL Payment Allocation information.

Once complete click Accept in the Ribbon.

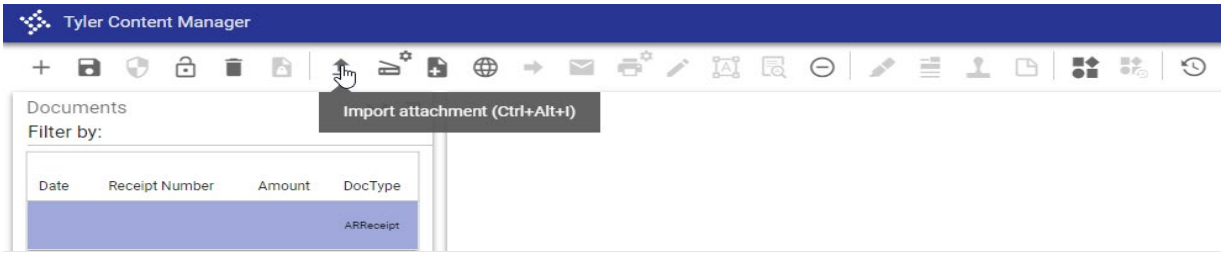
The following screen will appear.

Click on Attach to upload copy of check. Tyler Content Manger (TCM) will open. All necessary support must be added here (copy of check, wire information). There should always be something uploaded. To do so, click the “+” sign. If no support is attached the entry will be rejected.

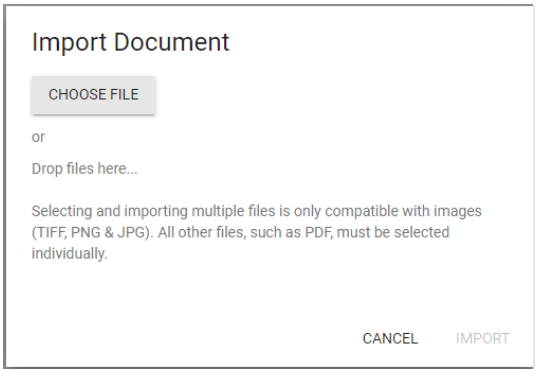




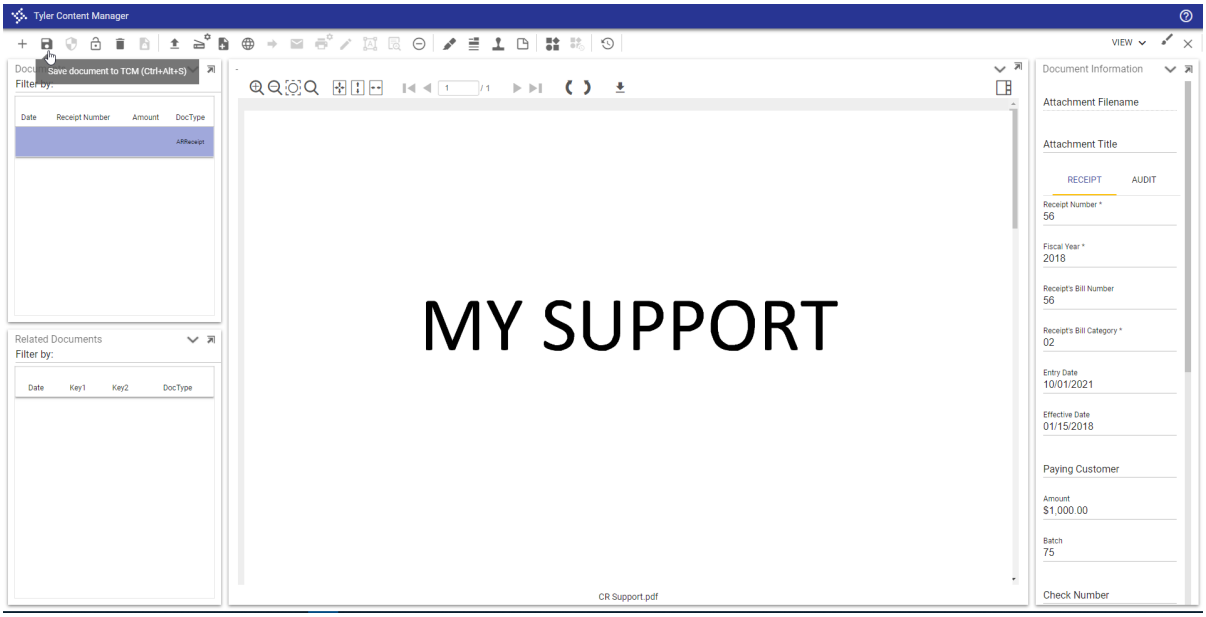
Click the up arrow to add file.



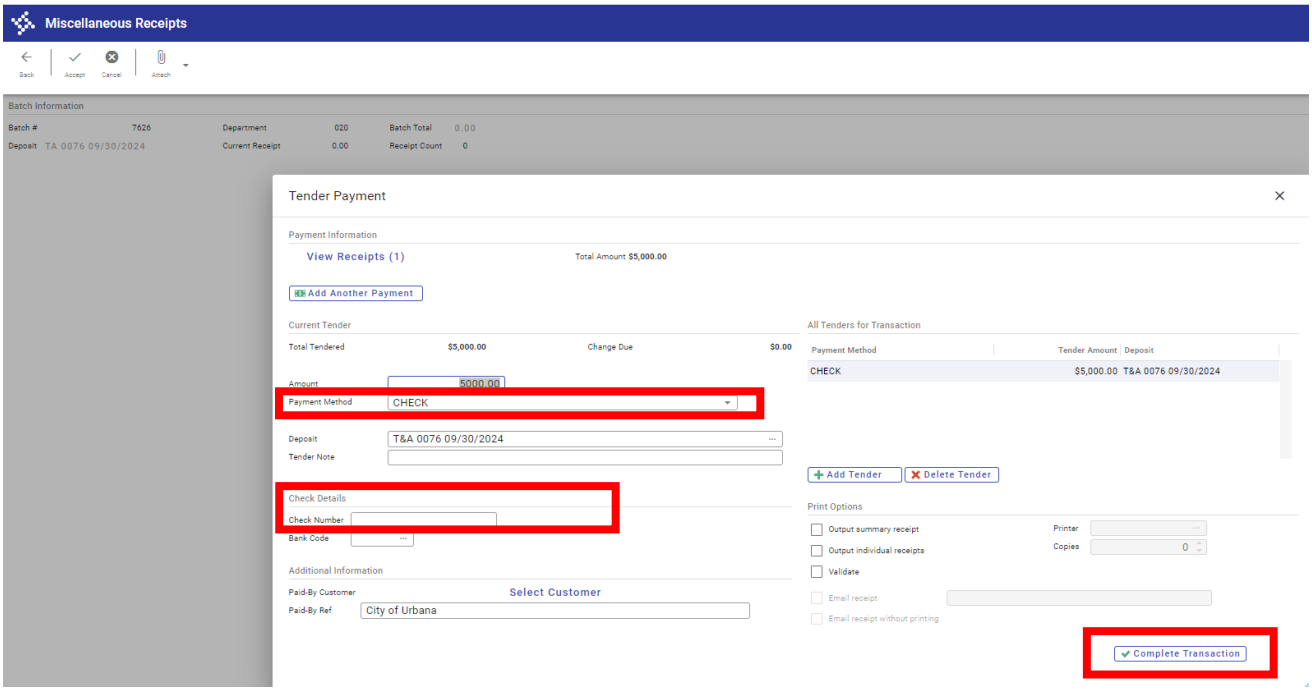
Click “Choose File” or click and drag the saved file to the prompt. Click “Import”



Once complete, your file should be viewable in TCM. Click the save icon at the top left of the screen and close the tab.



Next enter the tender information. Enter the payment method and if a check the check number, money orders should be entered as a check, and if a wire enter the wire number.



Once you have added the support to TCM entered the payment method and check number (if a check) click Complete Transaction at the bottom of the Tender Information screen.

Once you click Complete Transaction it will take you back to the Miscellaneous Receipts screen. Continue adding receipts until complete. If done entering receipts click on the Back button in the Ribbon twice to go to the Settlement.

Alternate Receipt Entry Method

An alternate way to enter receipts is to enter multiple receipts under 1 entry. **NOTE: entering receipts this way will cause more work if you need to make a correction.**

Example – you have multiple payments all going to the same charge code. You can enter it as follows:

In this example for animal control registration tags for the Rcpt Memo "Various" was entered as the payments come from more than one person. For the GL description "Reg Tags 9/19/24" will show in the reports and is the tags sold on 9/19/24. $350 is the total amount of all tags sold.

In the Tender Payment window you will need to identify the type of tender received

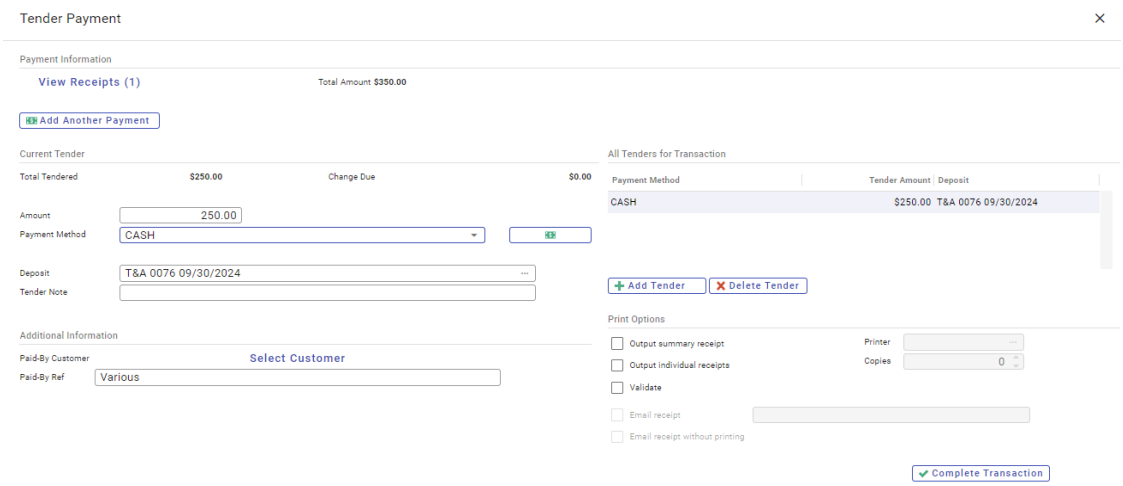
Identify the type of tender received.

Example: Assume the $350 cash receipt for registration tags consist of the following:
Cash = $250
John Doe Check #120 = $65
Jim Park Check #580 = $35

Complete the following for Cash:

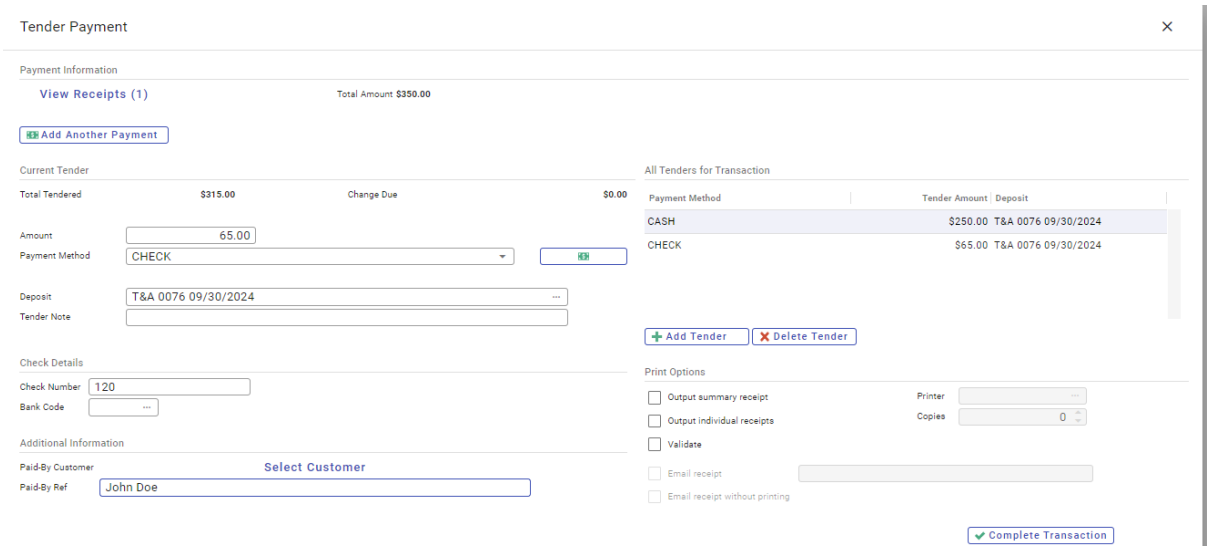
Cash = $250

1. Enter the Amount
2. Click the "Payment Method" and select "Cash"
3. Click "Add Tender"



Complete the following for John Doe Check #120 = $65:

1. Enter the Amount
2. Click the “Payment Method” and select “Check”
3. Enter the “Check Number” as shown on the check
4. In Paid-By Ref enter the name on the check
5. Click “Add Tender”



Repeat until all checks are entered.

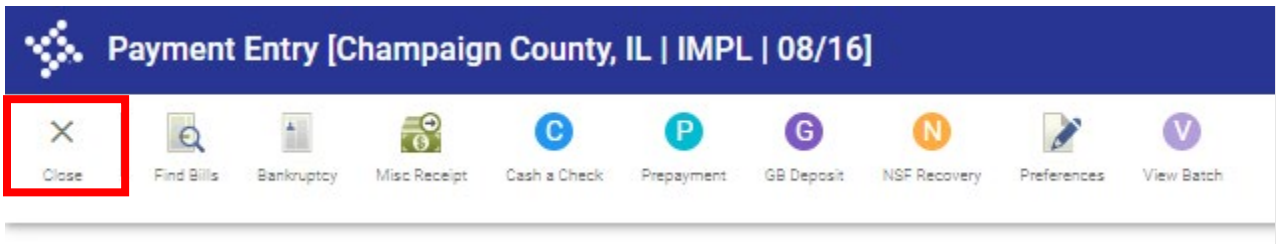
If you choose to enter receipts like this (4 different items under one receipt) and there is a mistake in any of the entries, you will have to correct the entire entry by reversing the receipt and re-entering all 4 items.

If you entered each item under its own receipt, then you would only need to reverse and re-enter the one item that was incorrect.

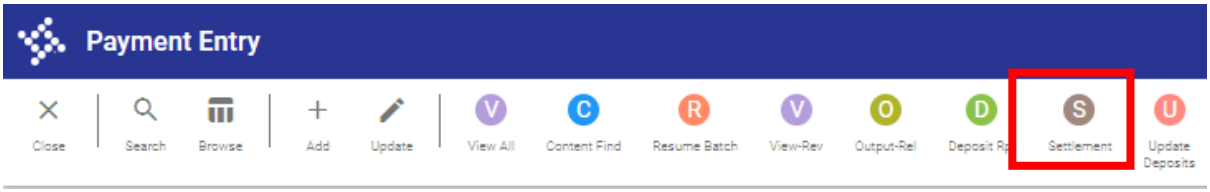
After all details have been added and reviewed, click “Complete Transaction”. This will send you back to the “Miscellaneous Receipts” page. Another cash receipt can be entered via the same process.

Settlement

Prior to taking the batch (deposit) down to Treasury, the department must run a settlement. This is a final check at the department level to ensure the recorded cash receipts matches the amount of money on hand. From the Payment Entry screen click on Close in the Ribbon.



This will take you back to the initial Payment Entry Screen. From here select the Settlement Skittle in the Ribbon.



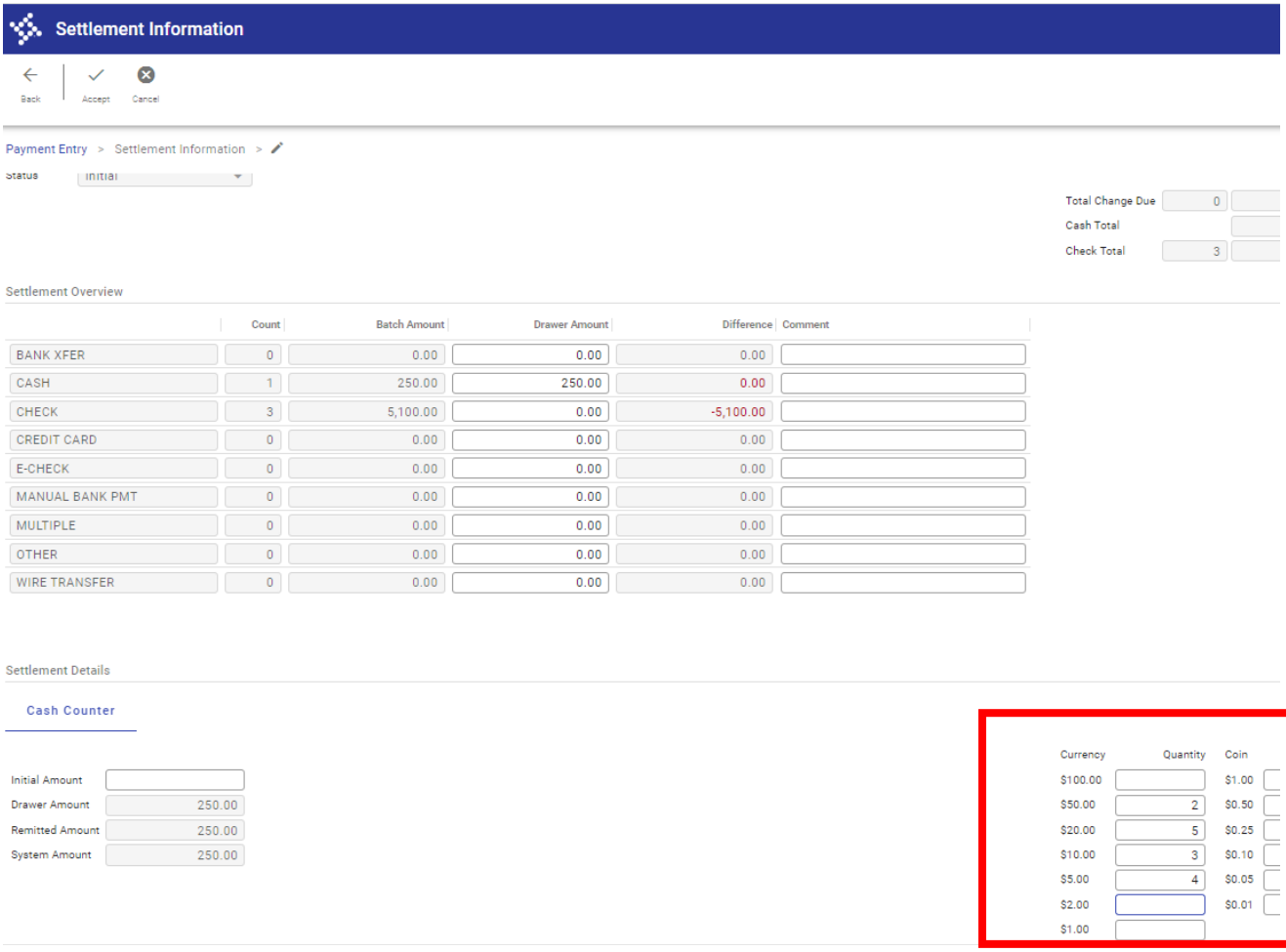
This will open the Settlement Information screen. Click Add in the Ribbon.

This will open the Settlement Overview. You will see a column called Difference. This column MUST show $0.00 prior to submission to Treasury.

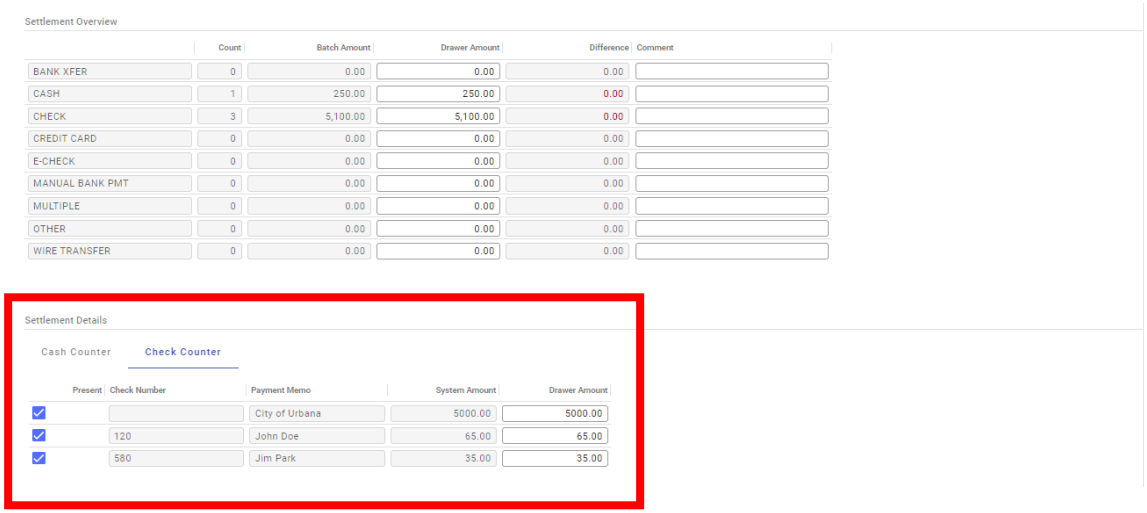
Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	0.00	-250.00	
CHECK	3	5,100.00	0.00	-5,100.00	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00	0.00	0.00	

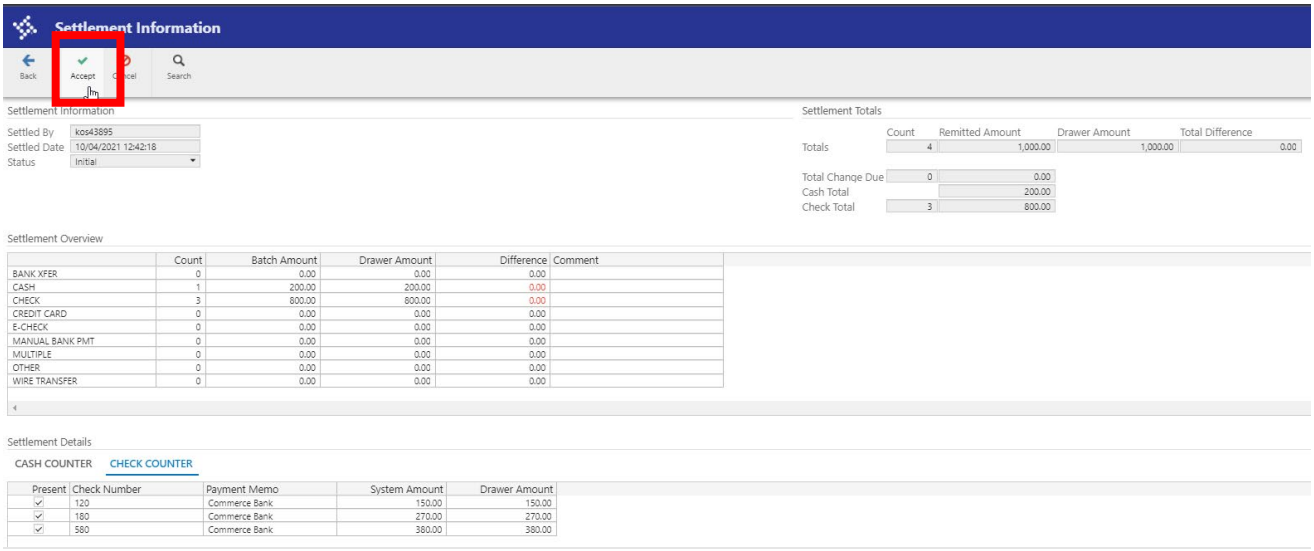
For Cash - click in the Drawer Amount column. It will open the Cash Counter in the Settlement Details. Enter the currency on hand. This will update the drawer amount in the Settlement Overview.



For Checks – click in the Drawer Amount column. It will open the Check Counter in the Settlement Details. Under the Present column, confirm the check is present and click the box to put a check mark. This will update the drawer amount in the Settlement Overview.



Once there are no differences noted within the settlement overview, click Accept in the Ribbon.

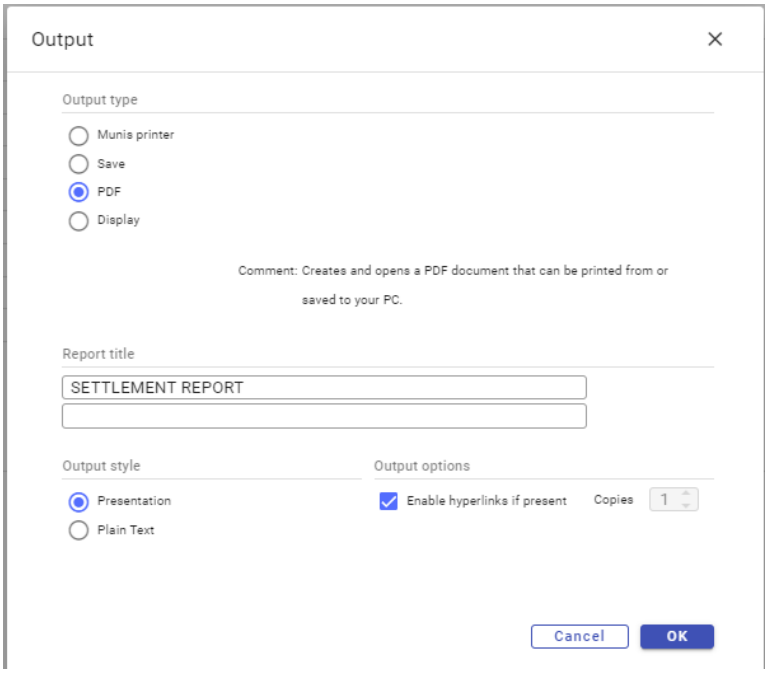


Next, click on the Finalize Skittle in the Ribbon.

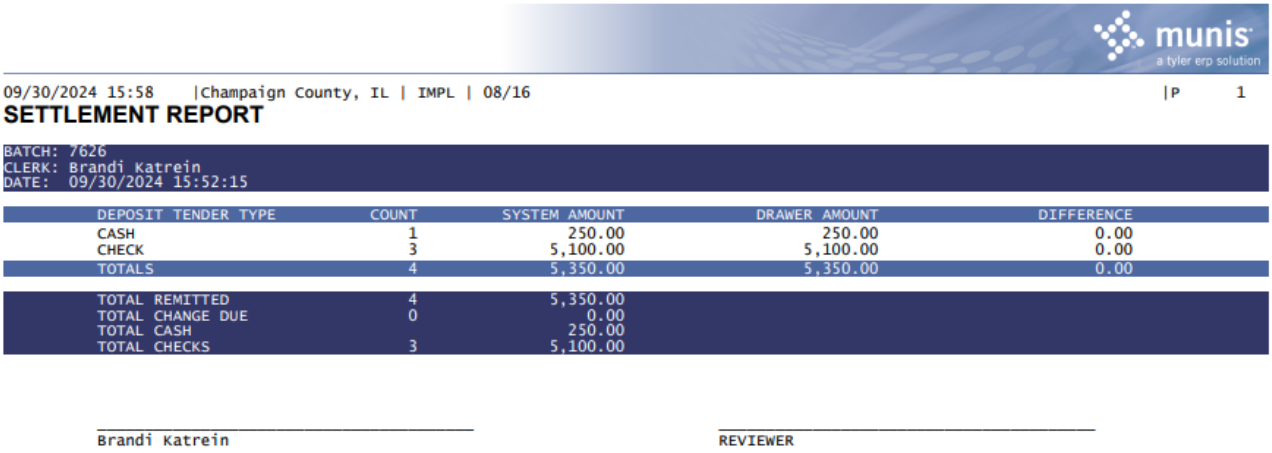
A prompt will pop up asking in you would like to print the Settlement Details reports.

Click Yes

Choose PDF



Print this PDF, sign and include with your cash and checks to Treasury.



09/30/2024 15:58 |Champaign County, IL | IMPL | 08/16 |P 1

SETTLEMENT REPORT

BATCH: 7626
CLERK: Brandi Katrein
DATE: 09/30/2024 15:52:15

DEPOSIT TENDER TYPE	COUNT	SYSTEM AMOUNT	DRAWER AMOUNT	DIFFERENCE
CASH	1	250.00	250.00	0.00
CHECK	3	5,100.00	5,100.00	0.00
TOTALS	4	5,350.00	5,350.00	0.00

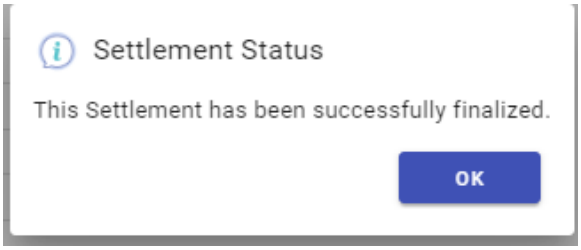
TOTAL REMITTED	4	5,350.00
TOTAL CHANGE DUE	0	0.00
TOTAL CASH		250.00
TOTAL CHECKS	3	5,100.00

_____ _____

Brandi Katrein REVIEWER

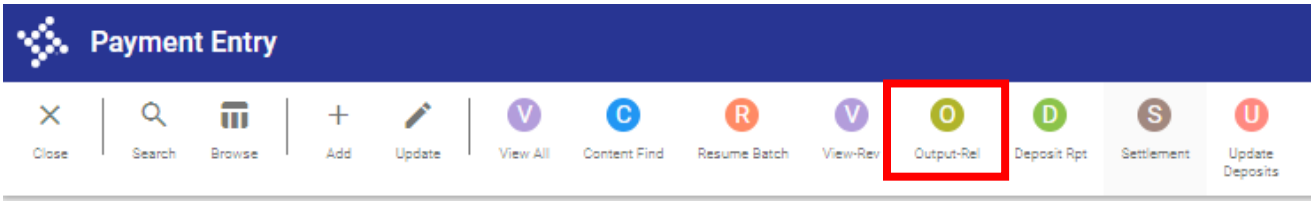
Another prompt will ask if you would like to finalize the settlement. Select Yes.

It will then tell you the Settlement Status.

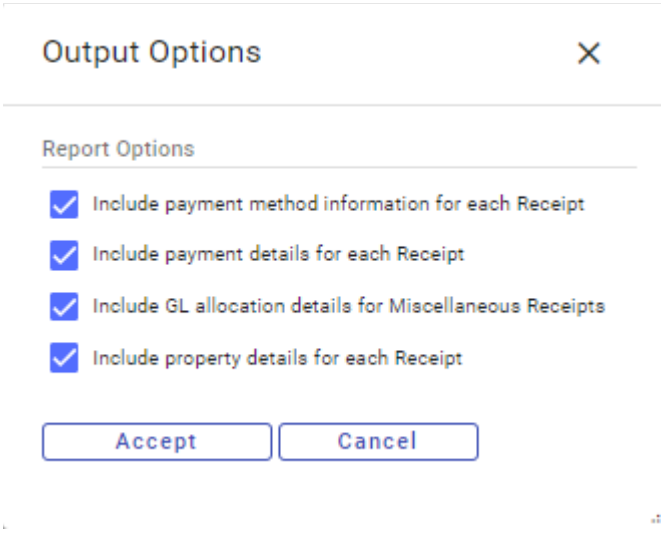


Click OK.

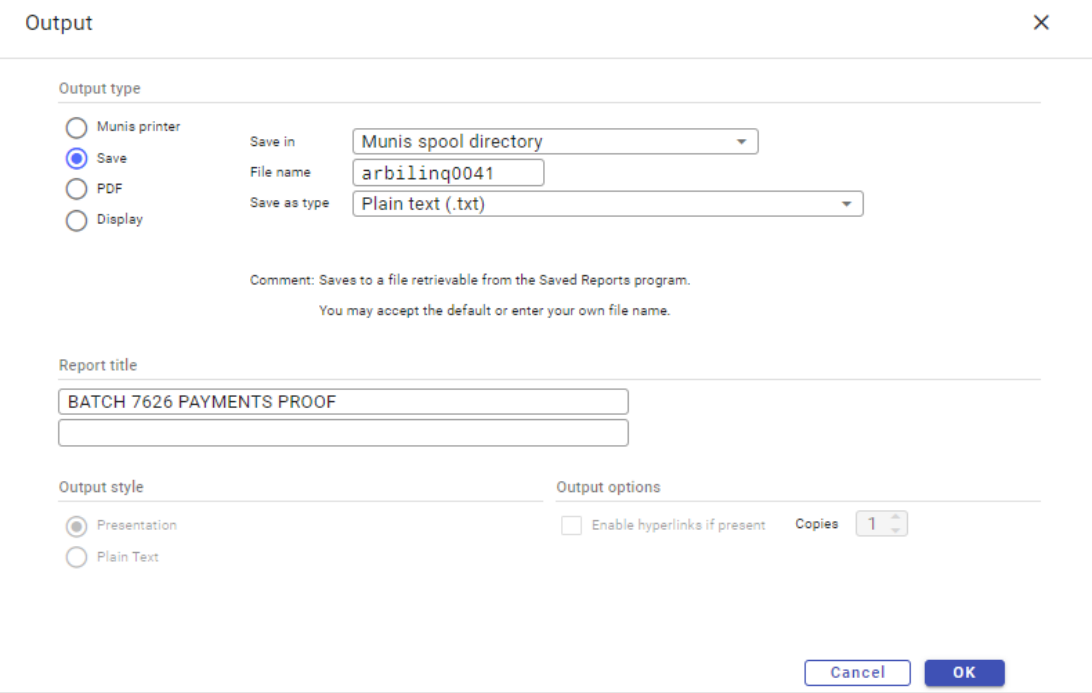
Once the Settlement has been finalized. Use the Back button in the Ribbon to return to the Payment Entry screen. Click on the Output-Rel Skittle in the Ribbon. This will release the batch into workflow to Treasury for review. At this point, the department will need to take the money and the settlement report associated with the batch to Treasury.



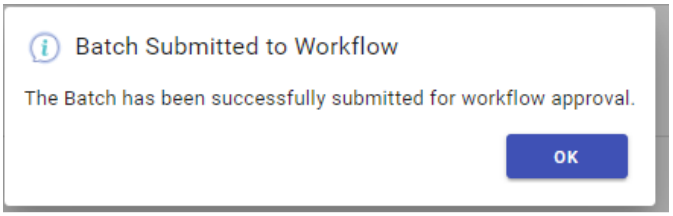
Output Options pop-up box. Click Accept.



Select Save as the Output type. Click OK.

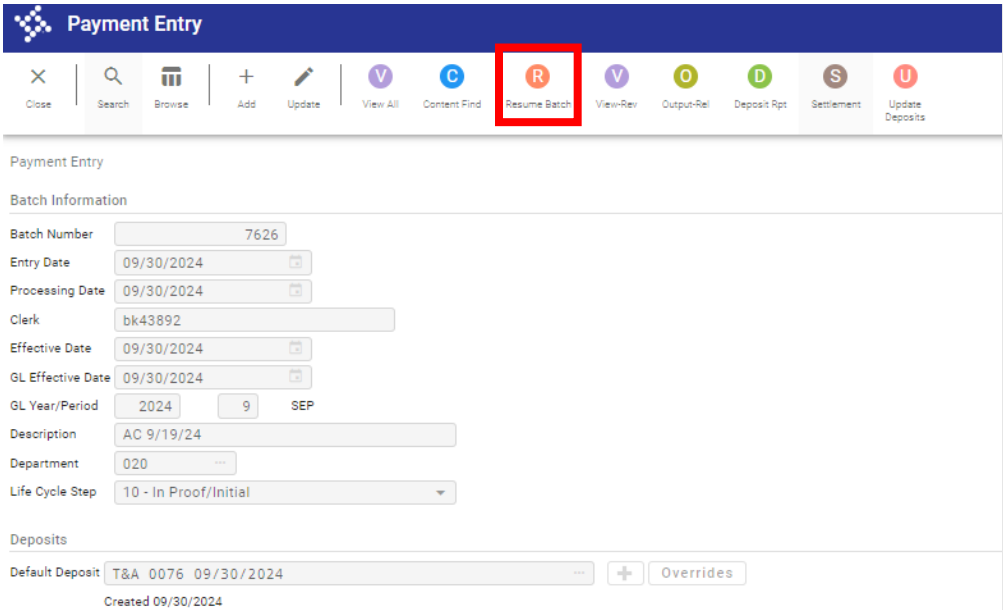


You will then see a popup box letting you know the Batch was submitted to workflow. Click OK.



Resuming Work on an Existing Batch

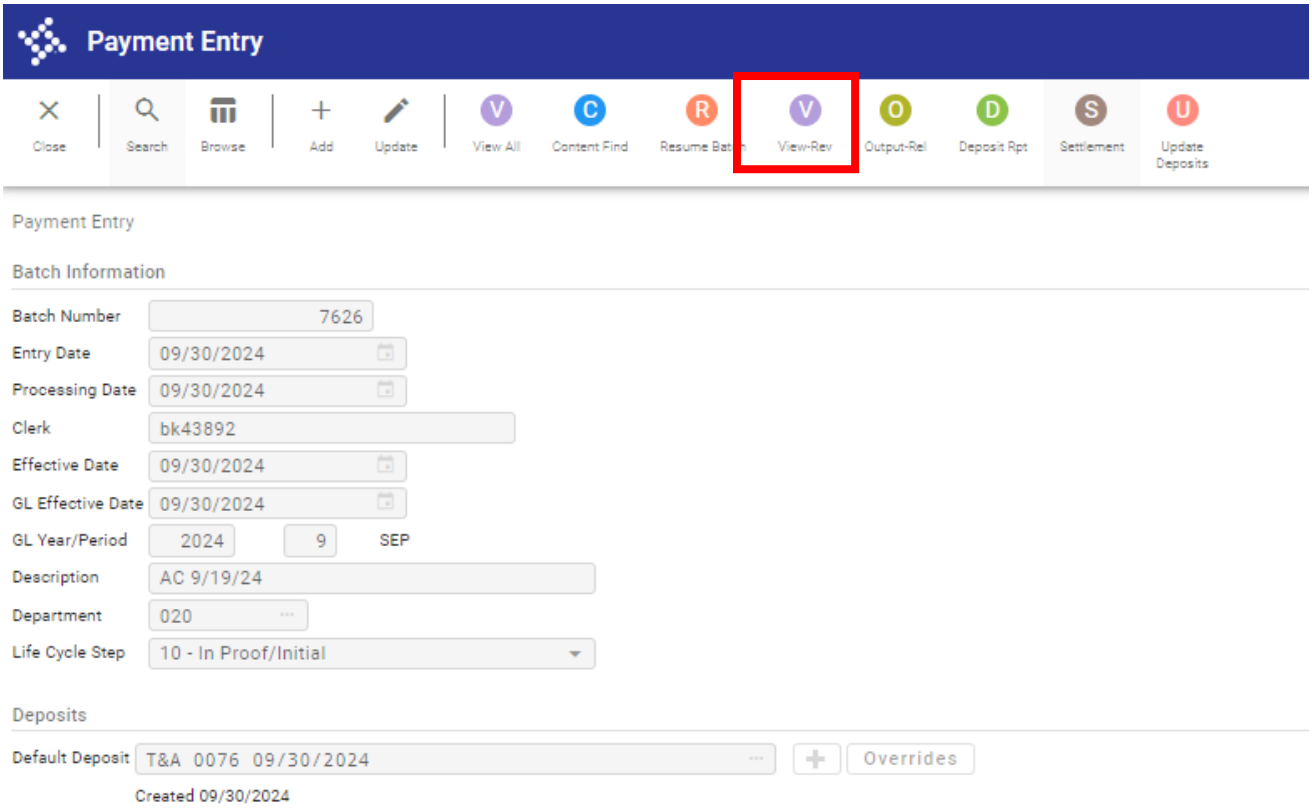
You can continue to add cash receipts throughout the day. Locate your batch from the Payment Entry screen and click Resume Batch in the Ribbon.



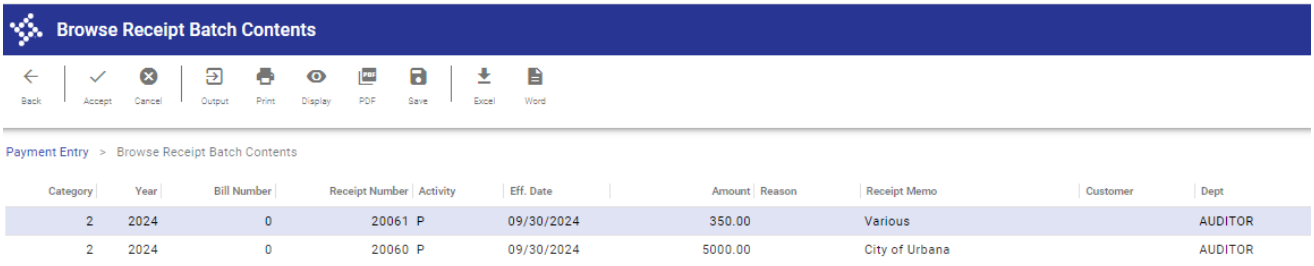
Adding Support after Entering Receipts

If you forgot to add your support during the entry of the receipt, you can add your support by the following process.

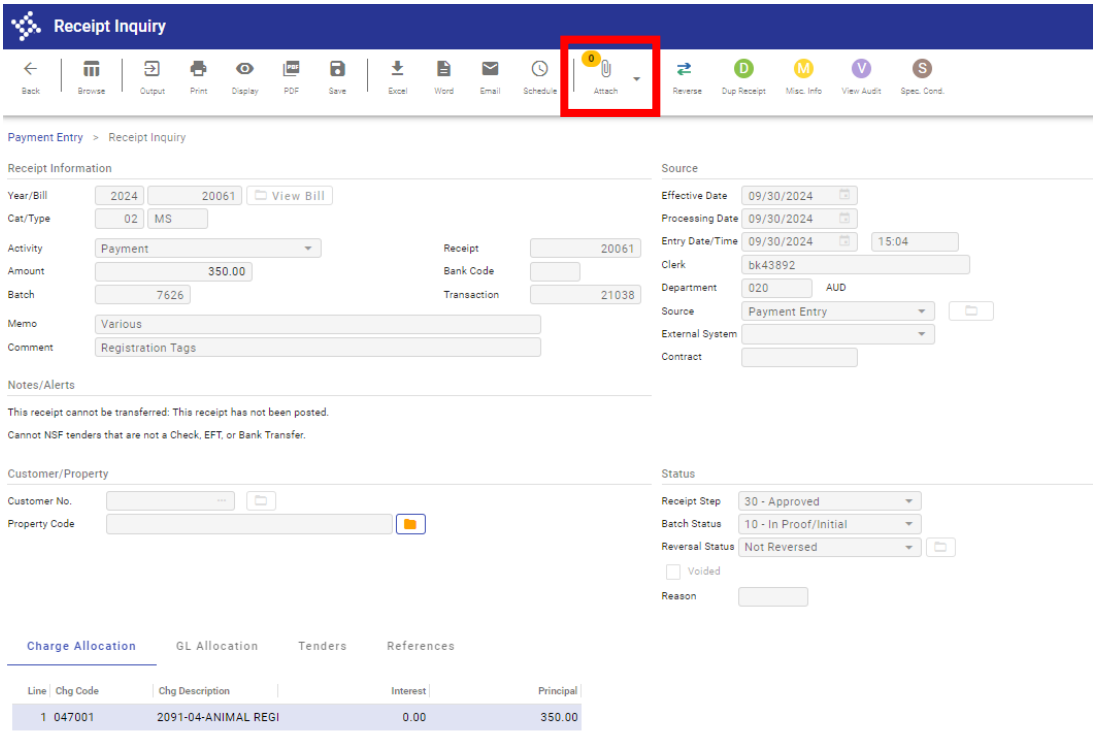
To see the details of the Batch click on View-Rev in the Ribbon



The Browse Receipt Batch Contents window will open. Select the receipt that needs to have the support added to (double click line or highlight line and click Accept in the Ribbon).



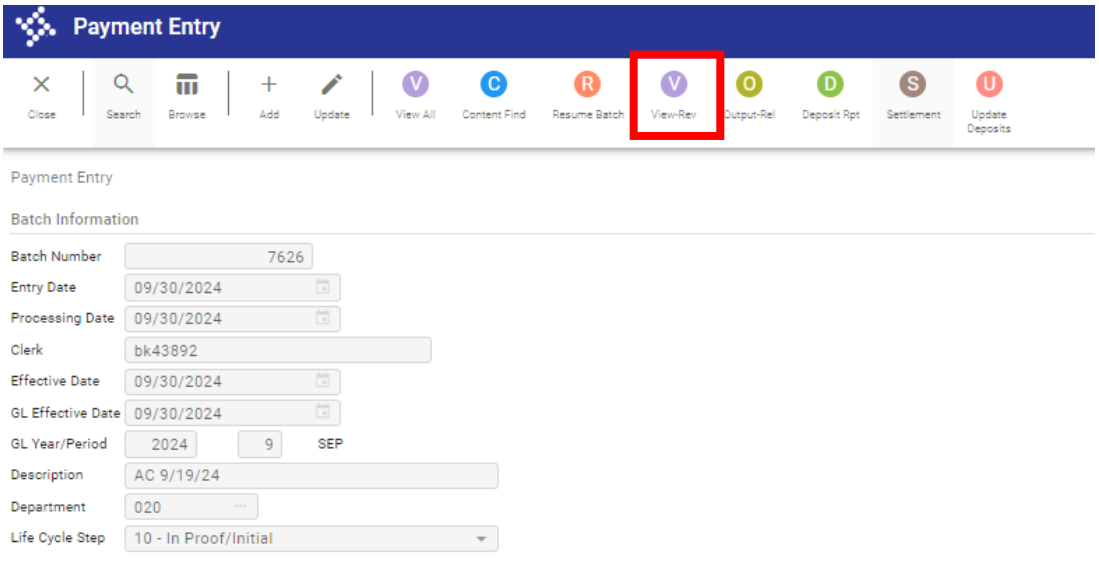
The entry will open, and you can see the details of the entry. To add support, click on the Paperclip in the Ribbon. Add any support needed and when done close TCM.



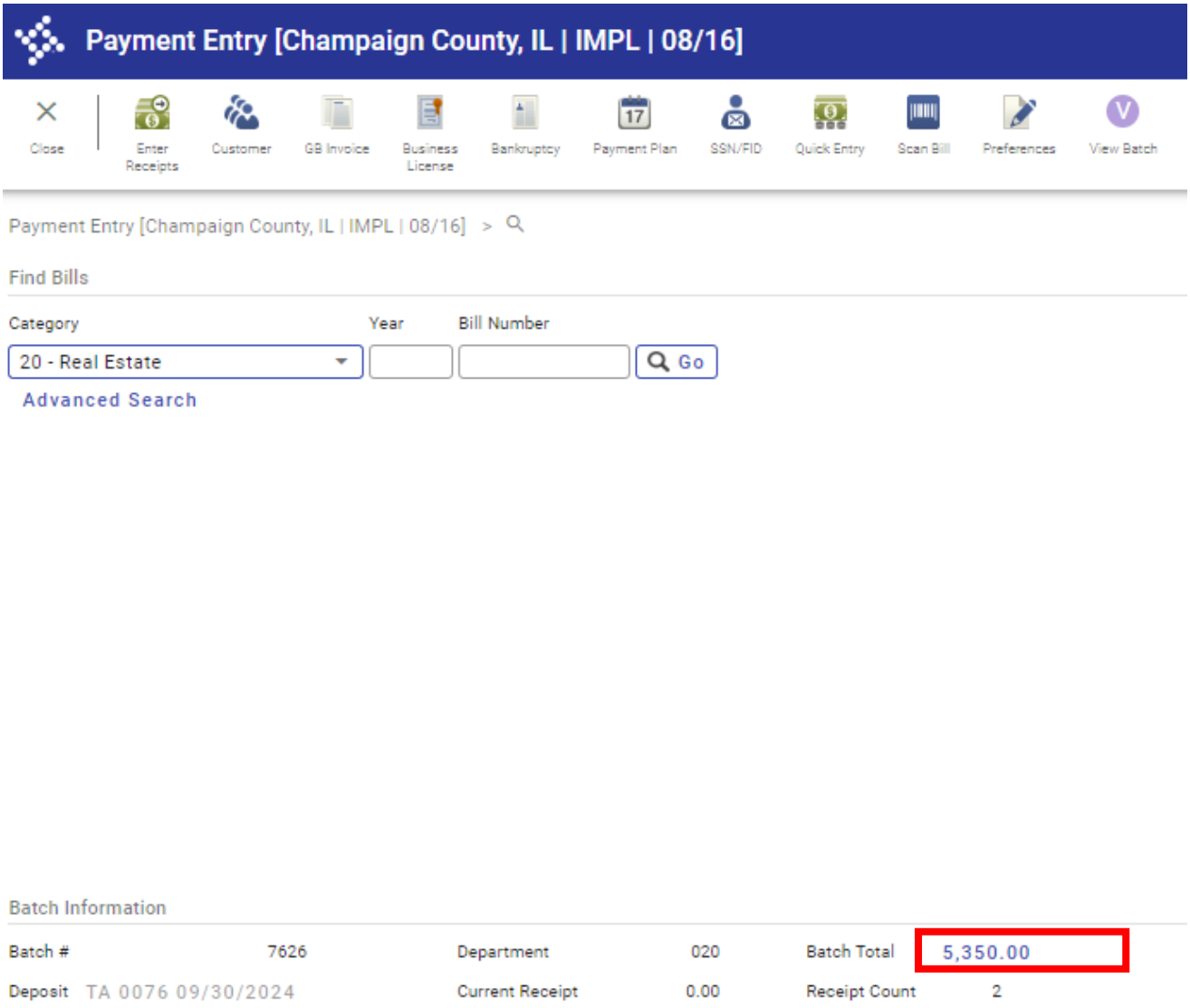
Making Corrections

There is no deleting cash receipt batches or entries. If there is a mistake in the amount you must reverse the entry. When you make corrections to batches if you start a new batch you will still need to close out the original batch. If you reverse a batch to $0 and then start a new batch would will need to have the $0 batch pushed through. To get the $0 batch cleared from the system you will need to release the batch, email the Treasurer's office with the batch number and let them know it is a $0 batch and request it be pushed through.

To see the details of the Batch click on View-Rev in the Ribbon



Or the blue batch total number



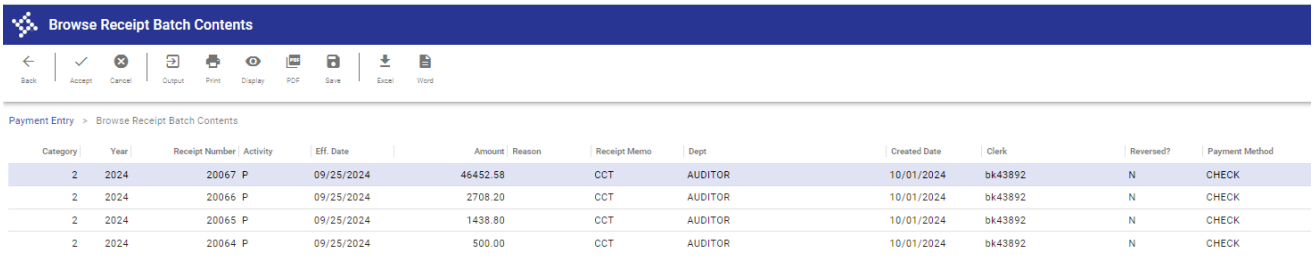
This will open the Browse Receipt Batch Contents screen.

Remove an Entry (Duplicate or Wrong Batch)

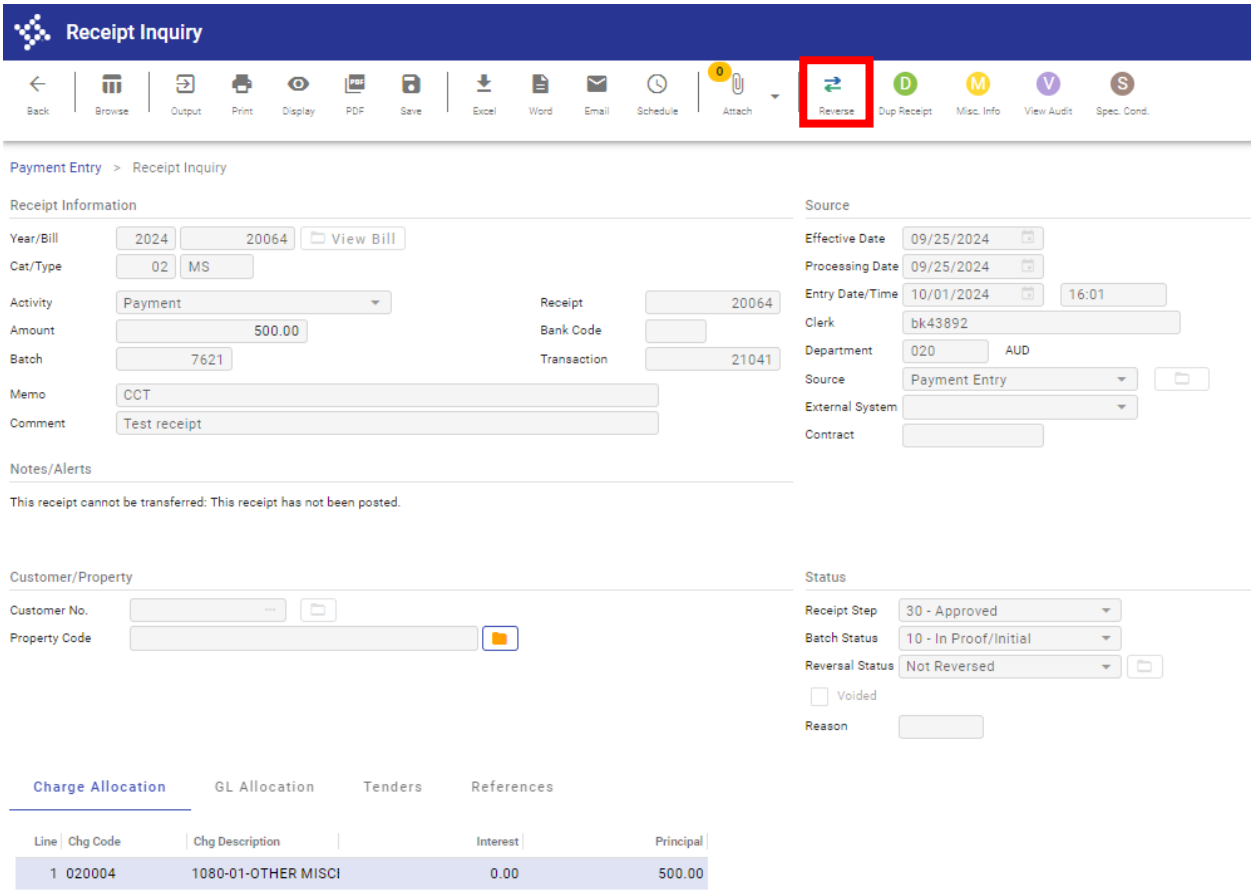
In this example I mistakenly put a T&A check for $500 in my Gen Corp batch. To remove the entry from the batch, highlight and click Accept in the Ribbon (or double click on the entry).

This example was done prior to settlement. If the removal is done after settlement, the settlement will need to be run again, as well as Finalize and Output Release the Batch.

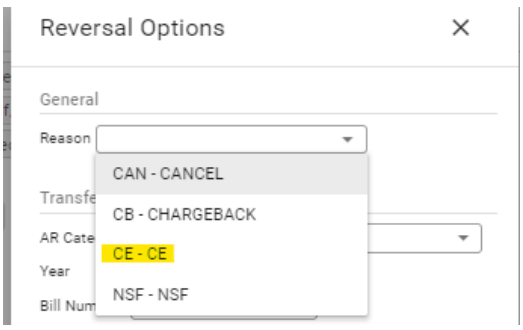
Select the item to be reversed by either double clicking or highlight and click Accept in the Ribbon.



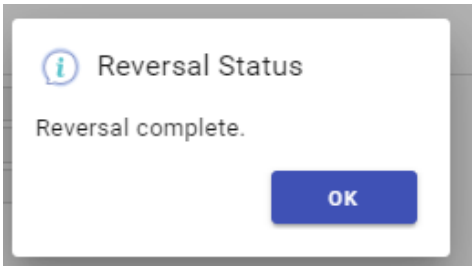
The entry will open, and you can see the details of the entry. To remove this entry, click on the Reverse in the Ribbon.



That will bring up the Reversal Options box. For Reason select CE. You do not fill out anything else in the box.

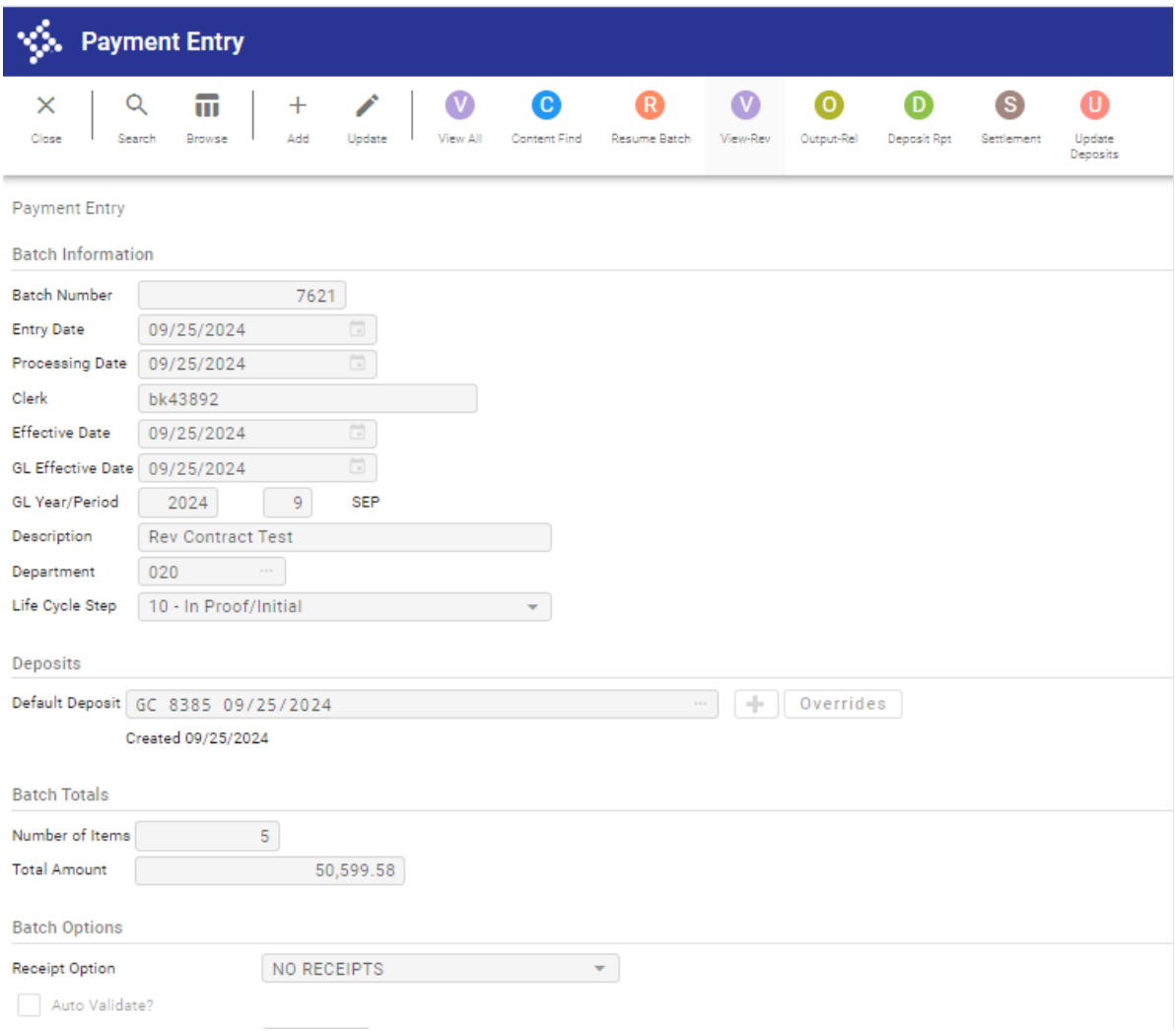


Click Accept up in the Ribbon. It will then show a Reversal Status. Click OK.

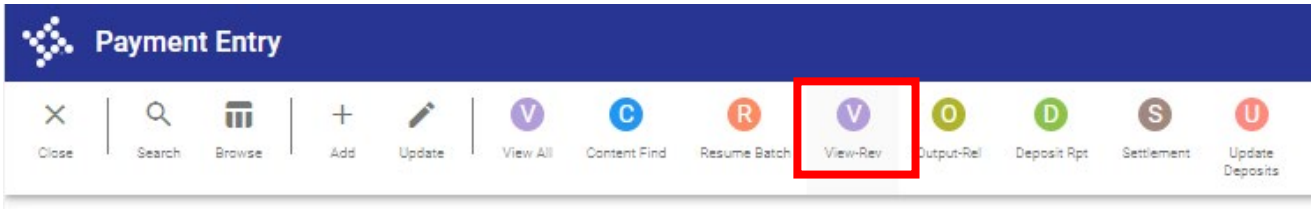


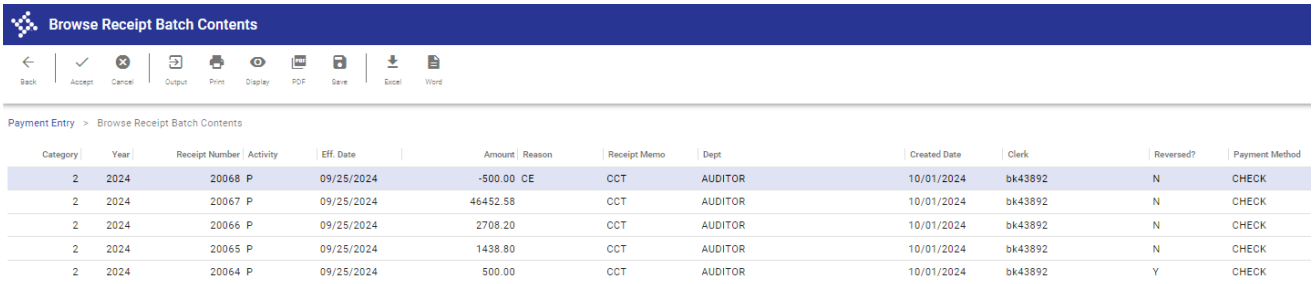
Then click the Back in the Ribbon. It will take you back to the Batch Screen.

You can see here that the Number of Items is 5 (my 4 checks originally entered and the reversal).



If you click on View-Rev in the Ribbon, you will now see the reversal in the Browse Receipt Batch Contents window.





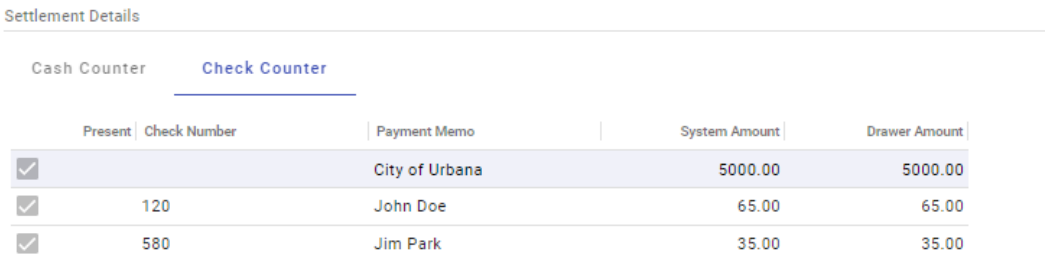
Category	Year	Receipt Number	Activity	Eff. Date	Amount	Reason	Receipt Memo	Dept	Created Date	Clerk	Reversed?	Payment Method
2	2024	20068	P	09/25/2024	-500.00	CE	CCT	AUDITOR	10/01/2024	bk43892	N	CHECK
2	2024	20067	P	09/25/2024	46452.58		CCT	AUDITOR	10/01/2024	bk43892	N	CHECK
2	2024	20066	P	09/25/2024	2708.20		CCT	AUDITOR	10/01/2024	bk43892	N	CHECK
2	2024	20065	P	09/25/2024	1438.80		CCT	AUDITOR	10/01/2024	bk43892	N	CHECK
2	2024	20064	P	09/25/2024	500.00		CCT	AUDITOR	10/01/2024	bk43892	Y	CHECK

Use the Back button in the Ribbon to return to the Payment Entry screen.

Now if all is good – click on the Settlement Skittle in the Ribbon and follow the Settlement process. Remember you can't select negative amount checks during the settlement process.

Fixing Entry (Amount/Description)

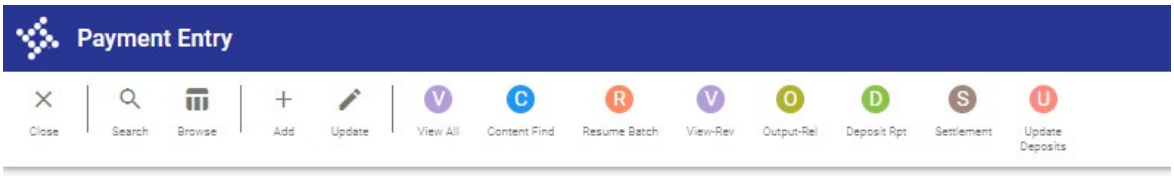
In this example I forgot to add the check number to one of my payments.



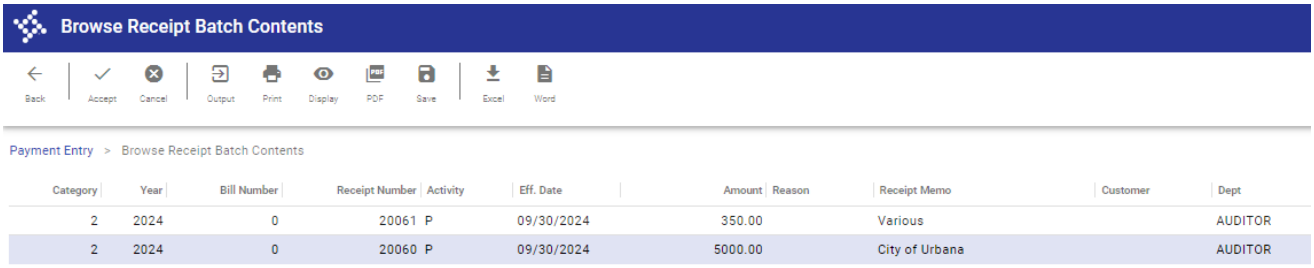
Present	Check Number	Payment Memo	System Amount	Drawer Amount
☑		City of Urbana	5000.00	5000.00
☑	120	John Doe	65.00	65.00
☑	580	Jim Park	35.00	35.00

I have also already finalized the settlement but have not released it into workflow. So first reverse the entries that are incorrect.

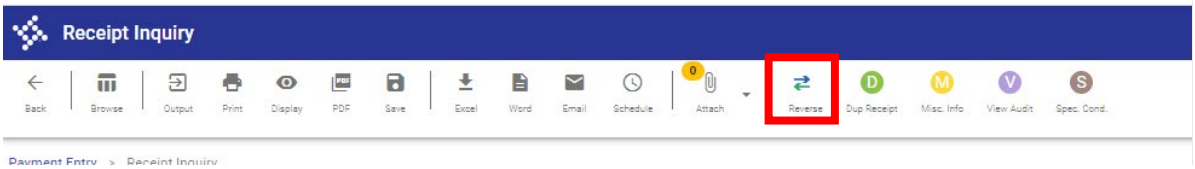
Go to the batch to be corrected and click on the View-Rev Skittle in the Ribbon.



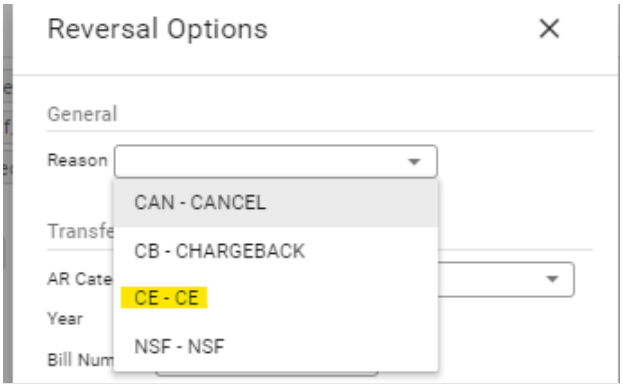
Select the item to be reversed by either double clicking or highlight and click Accept in the Ribbon.



Click on the Reverse button on the Ribbon.

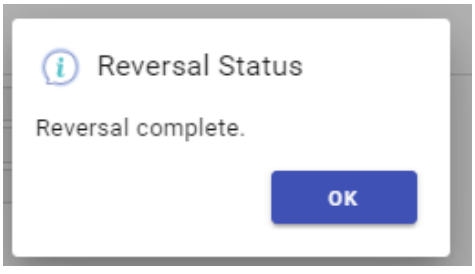


That will bring up the Reversal Options box. For Reason select CE. You do not fill out anything else in the box.

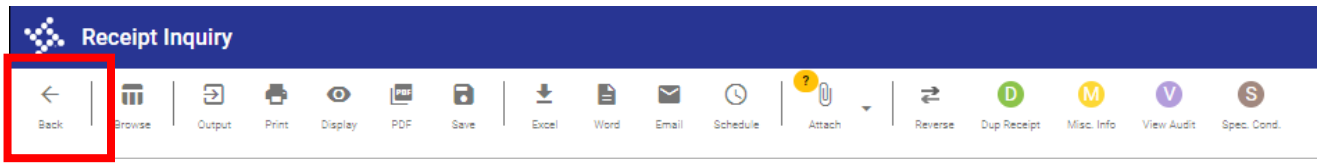


Click Accept up in the Ribbon.

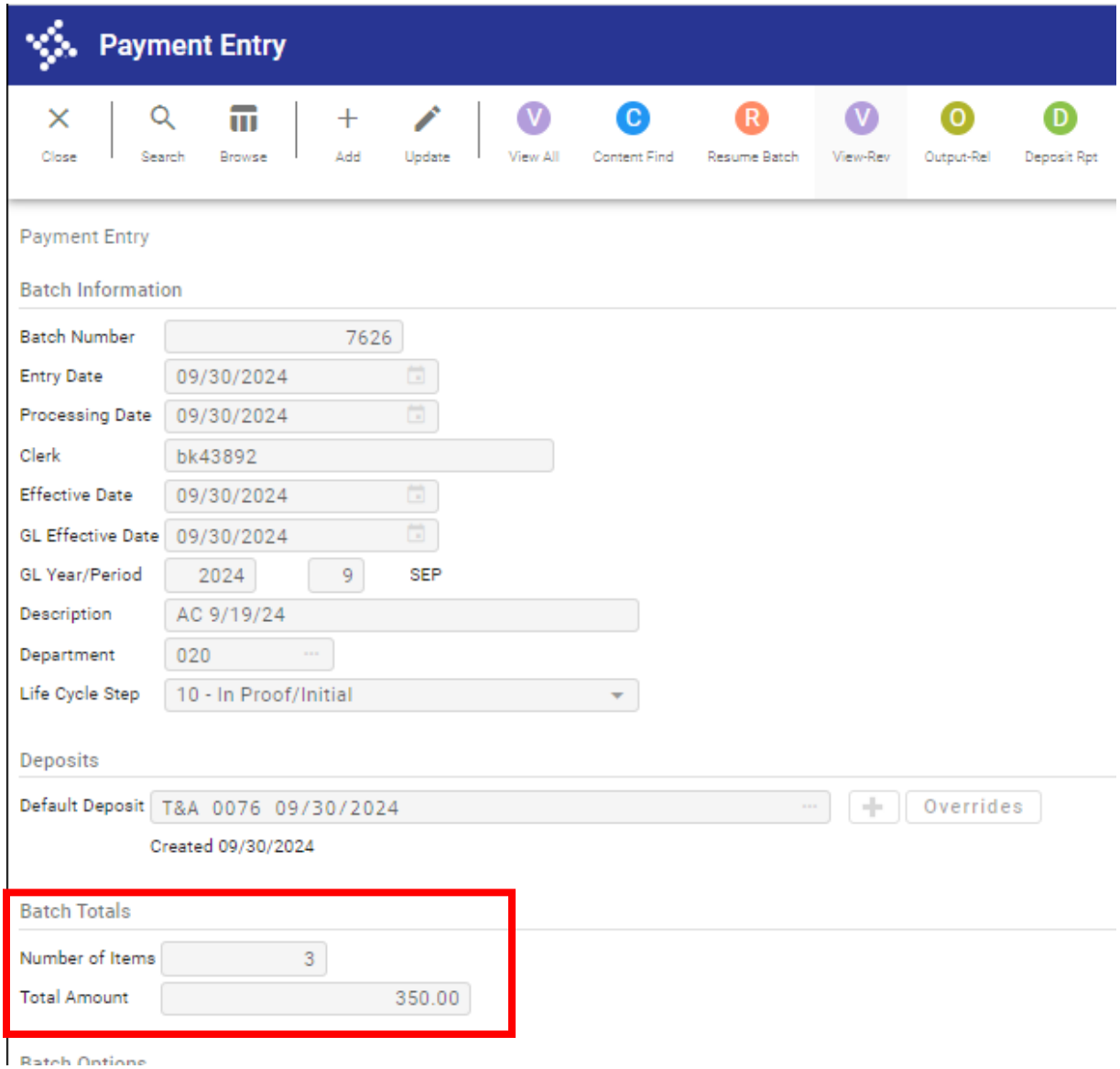
It will then show a Reversal Status. Click OK.



Once you have reversed all entries needing reversal, click the Back in the Ribbon. It will take you back to the Receipt Inquiry Screen. Click on the Back button in the Ribbon to return to the Payment Entry screen.

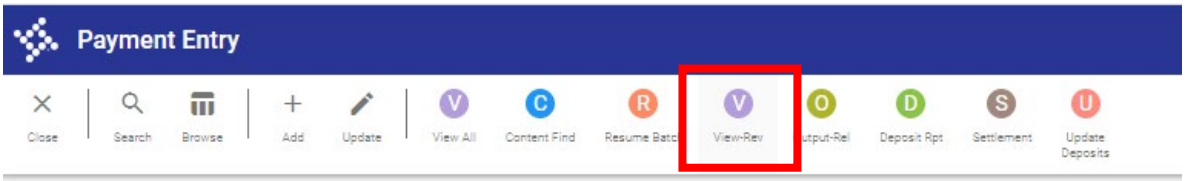


You can see here that the Number of Items is 3 (my 2 receipts originally entered and the reversal).



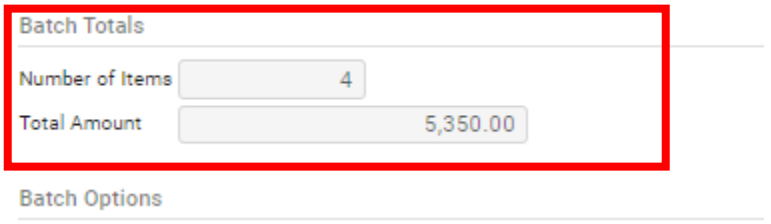
Now you will need to re-enter the items with the correct amount/information.

From the Payment Entry Screen click on the Resume Batch Skittle in the Ribbon.

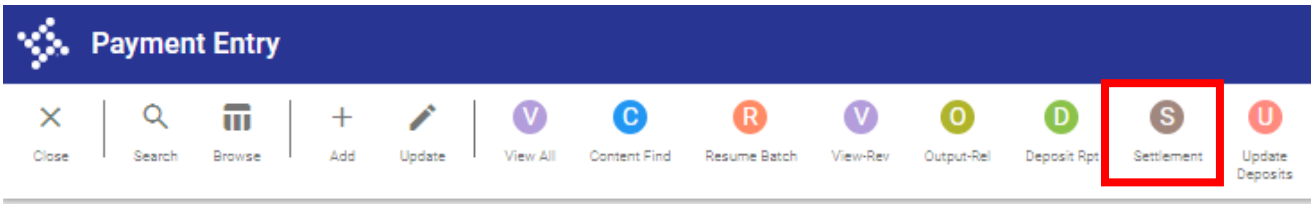


That will take you back to the Payment Entry screen where you will enter as usual.

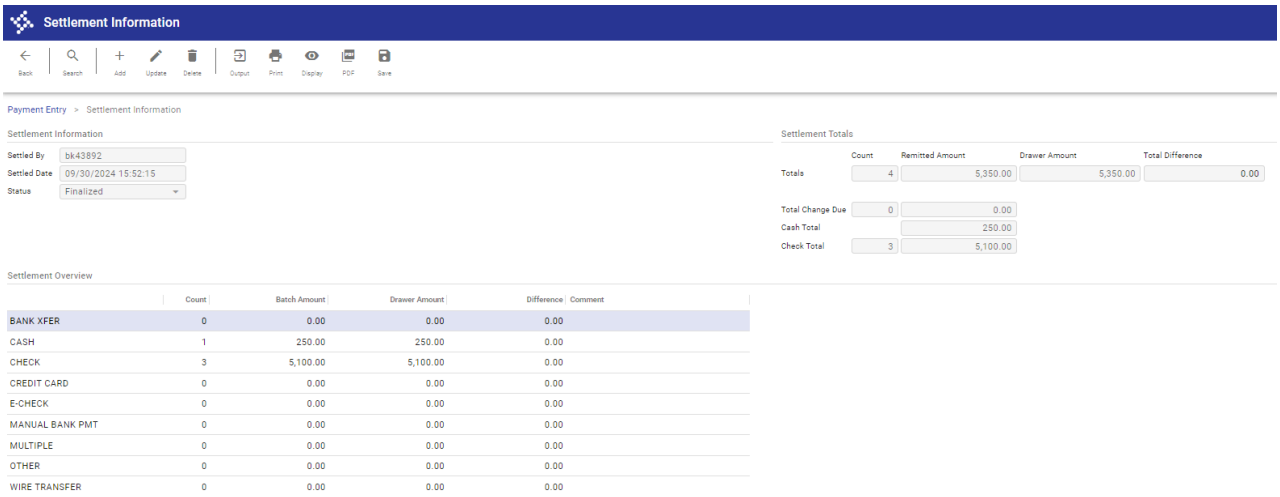
Now that I have re-entered the cash receipt that had errors my Batch Total is up to 4 – accounting for all entries made.



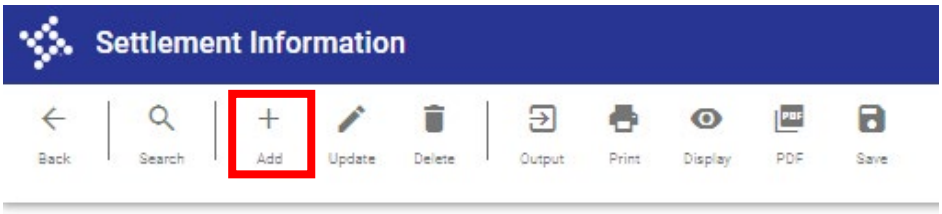
Now I need to do the Settlement again. Click on the Settlement Skittle in the Ribbon.



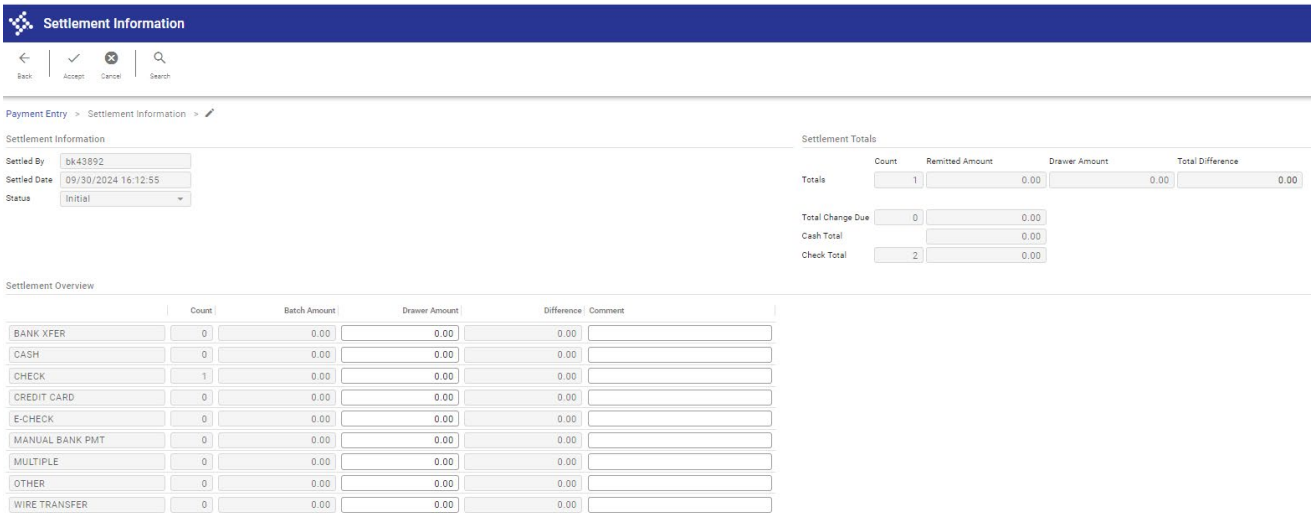
It will open the Settlement Information screen and you will see the prior settlement information.



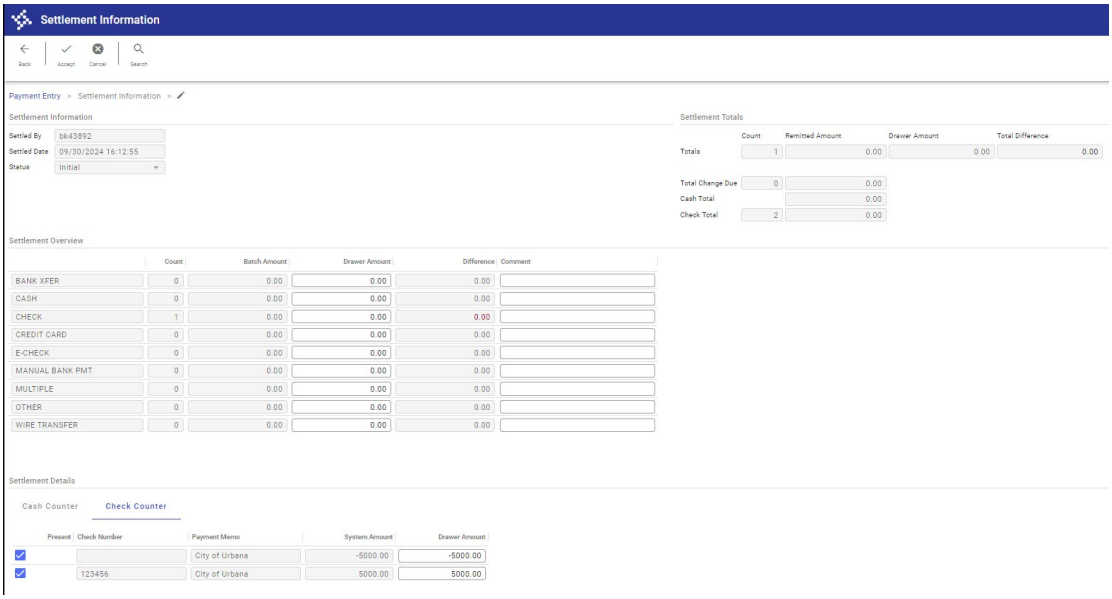
Click Add in the Ribbon.



Now you will see the Settlement Overview of the changes – not the entire batch. In this case it is showing 1 check but a $0 drawer amount.

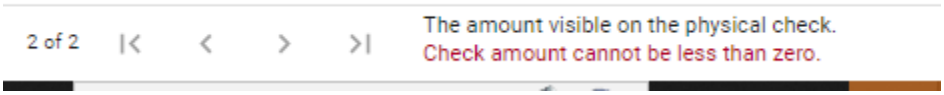


If you click in the drawer amount for checks and go to the Check Counter in Settlement Details you will see both the reversal, -5000.00 and the new entry with the check number 5000.000. If you select them both your drawer will be zero.

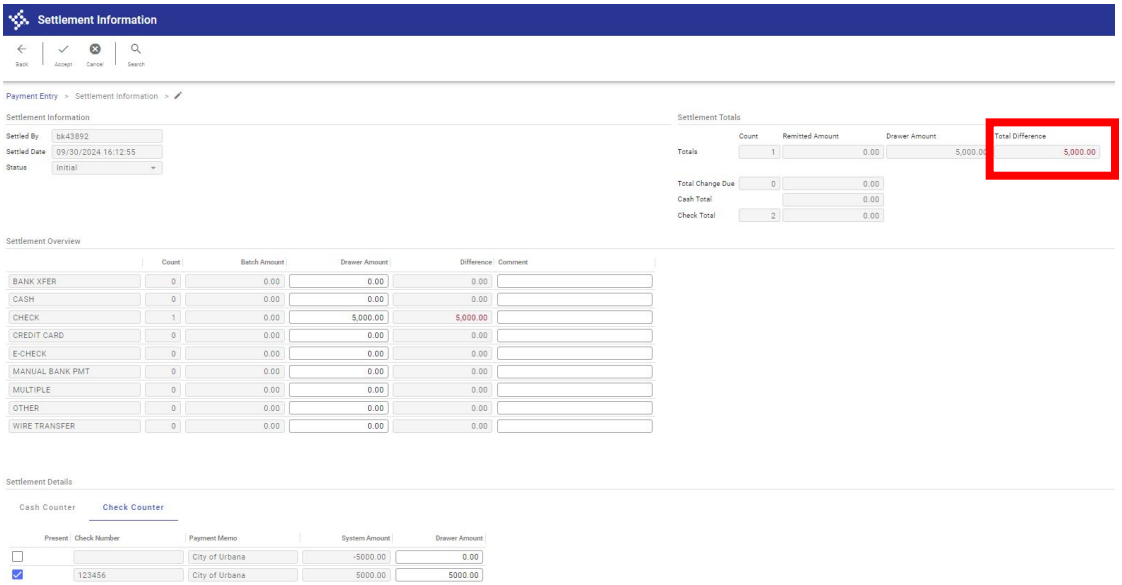


Since you want the Difference to be zero the first instinct is to mark both the checks.

While that does show a zero in the Difference column it gives an error of:



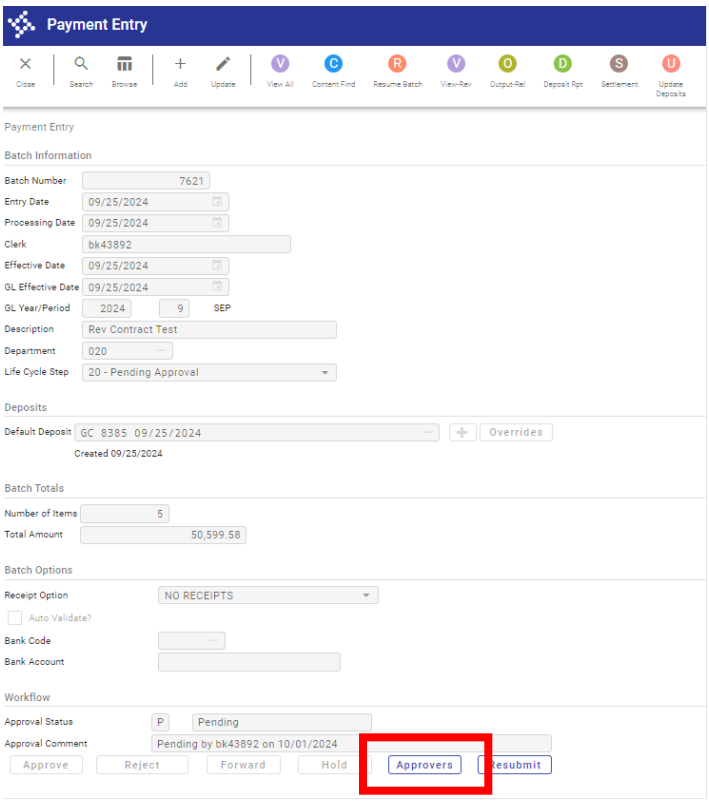
This type of situation is the only time where time where the total difference in the settlement totals can be different than zero. When only the correct check entry is selected it will show a difference of –5,000 as the difference for this settlement.



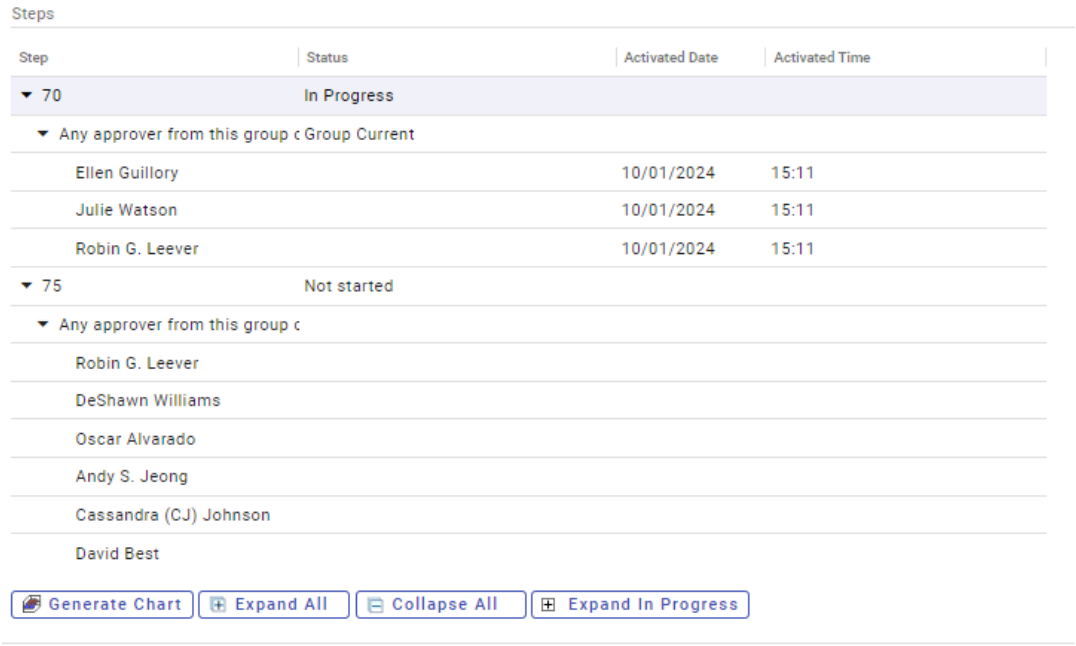
Finalize the batch and out-put release it.

Status of Cash Receipt Process

Throughout the cash receipt process, you may wonder about the status is of posting for the cash receipts submitted to Treasury. To check the status, go back to the Payment Entry screen for the associated batch. At the bottom under workflow, click Approvers.



This will provide the below screen detailing who the batch is with.



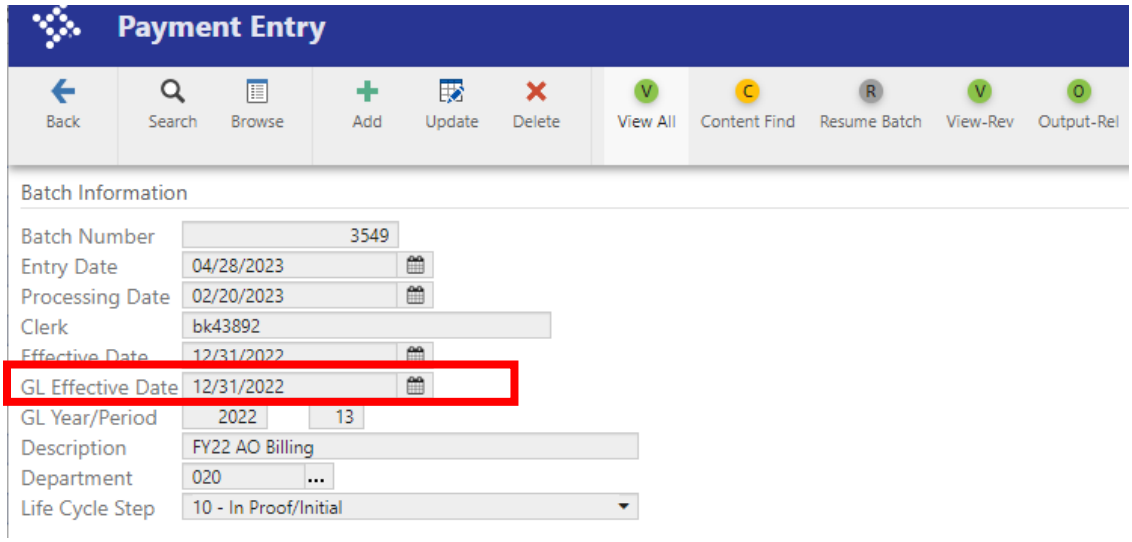
Cash receipts will not show as approved until it is confirmed that the money is in the bank.

Split-Year Entries

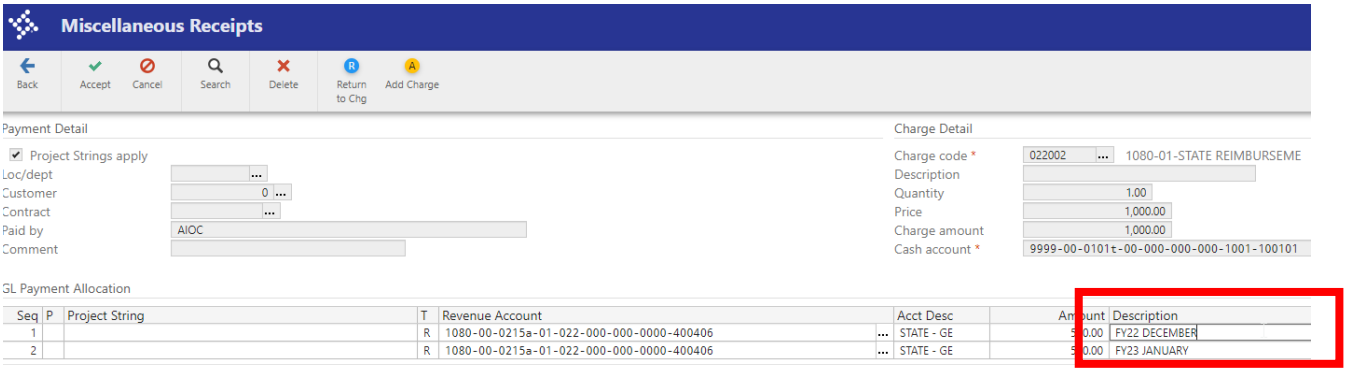
Material sources of revenue are recognized when they become measurable and available. "Available" is defined by the County as collectible within 60 days of year-end.

Deposits created in January and February must start the line description with the fiscal year (i.e., FY22 or FY23, etc.) in which the funds are associated with.

To create a batch that will post in FY22 (previous fiscal year) enter the effective date and the GL Effective Date as 12/31/2022



Make sure that the Descriptions indicate the FY.

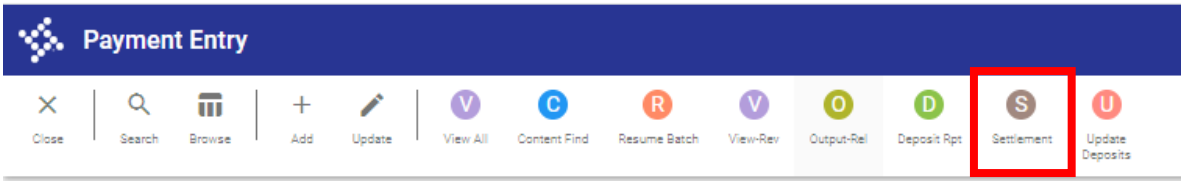


Settlement Report Did Not Print

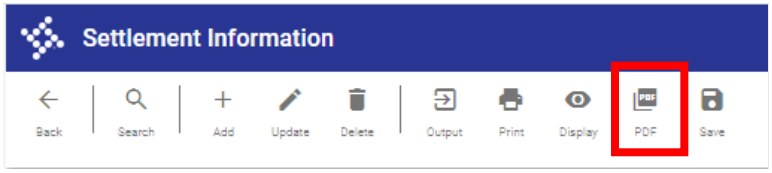
If you are going through the steps to print the settlement report and it does not appear it is possible that it may be a pop-up blocker issue. Please check your browser bar in the upper right corner to see if you are possibly getting pop-ups blocked and allow pop-ups from Tyler. If that does not fix your issue, please email screen shots of the complete screen if you encounter the problem.

Reprint Settlement Report

If you need to reprint a Settlement Report, go to the batch and click on the Settlement Skittle in the Ribbon.



Click on PDF in the Ribbon.



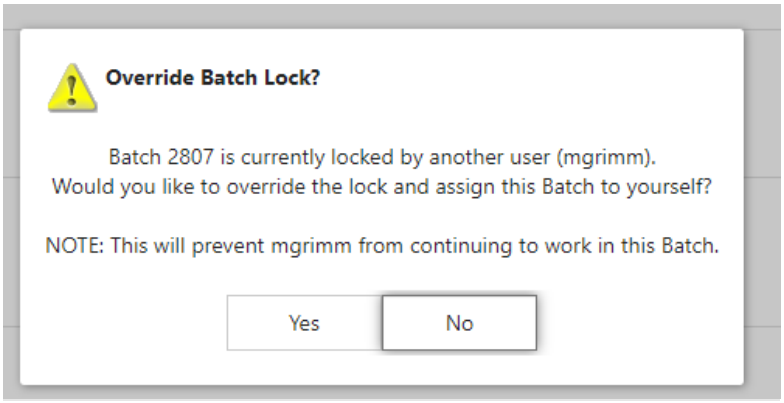
Your Settlement Report will populate. If you had more than one Settlement in the Batch and need to print both Settlements, you will need to scroll at the bottom to each Settlement and print.

Expenditure Refund

If you receive a refund from a vendor for an overpayment, etc. please deposit the check in the same GL account that the payment was made from. Use the Misc Revenue Charge code and type E and change the GL line to the expense line originally paid from.

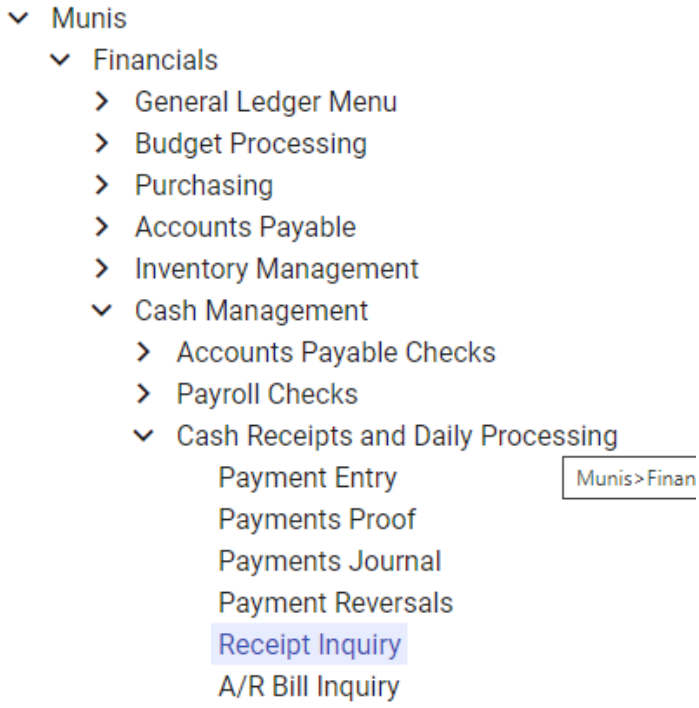
Batch Locked

If you get this error and click Yes, it will allow you to work in the Batch. While it says it will prevent the other user from working in the Batch it does not mean permanently. The original user will be able to go back in and will likely have the same lock message when they do.



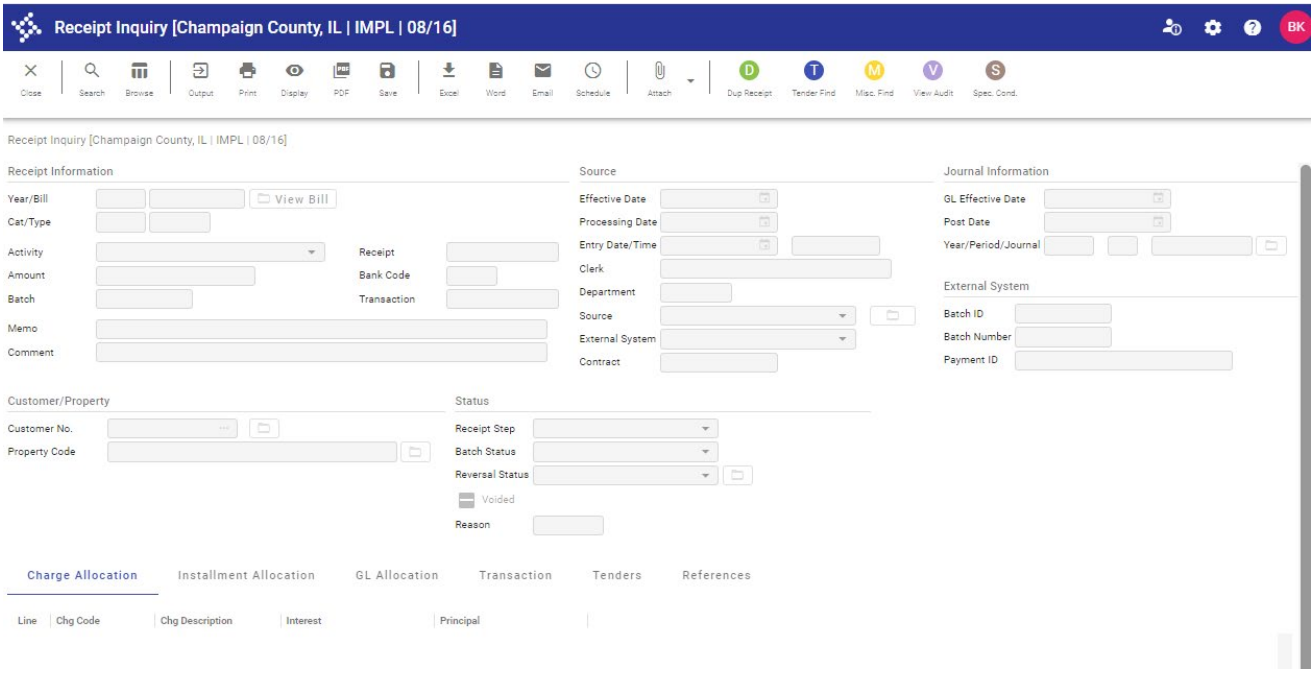
Search for a Receipt

Tyler Menu → Munis → Financials → Cash Management → Cash Receipts and Daily Processing → Receipt Inquiry



Select Search in the Ribbon.

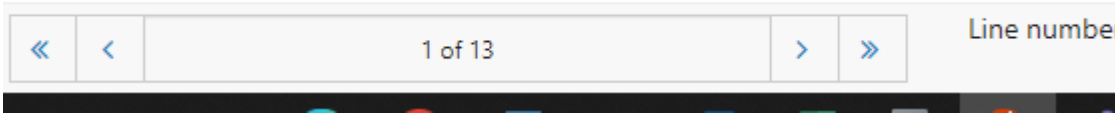
You can use pretty much anything you see on the screen to search for receipts. Depending on the information know to you to search for the receipt, you can narrow down by department, clerk, receipt number, amount, dates, year/period/journal number if you don't know the date, charge code, account string, payment type. Use any combination of known information to search.



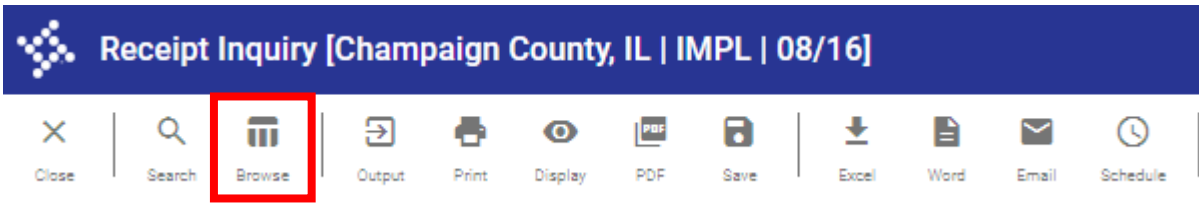
An example – I need to find a receipt; I don't know exactly what the GL effective date is but I know I entered it in February 2023.

To see all the deposits I did in February 2023, under Source I would enter my ID in the clerk, my department and under Journal Information I would enter 2023 02 in the Year/Period/Journal space and click Accept in the Ribbon.

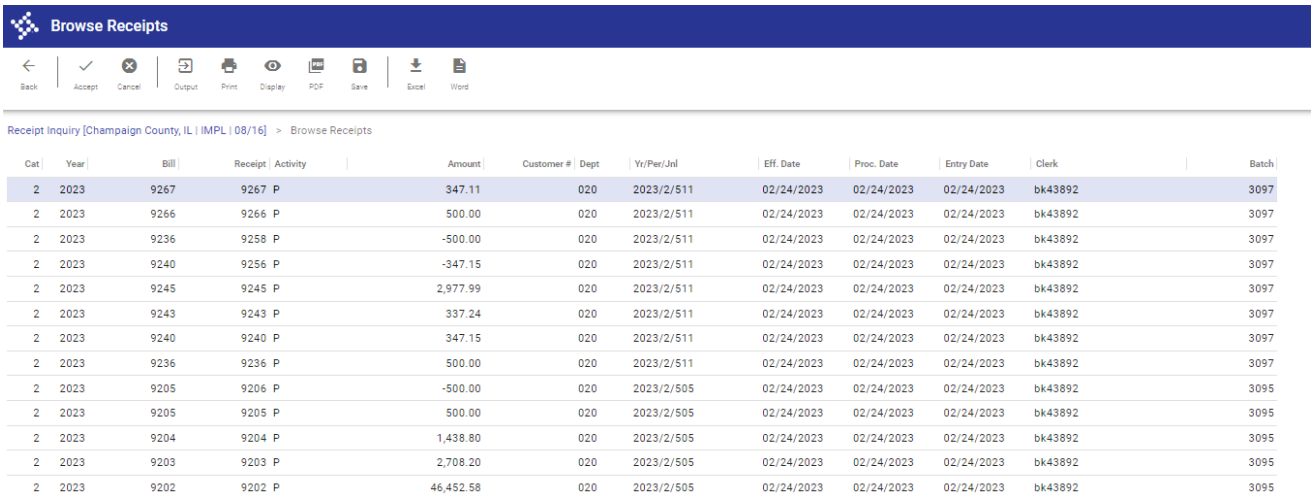
If there are any receipts, it will be brought up and at the bottom will show how many receipts there are. For this example, there are 13 receipts.



You can either scroll through each receipt or click on Browse in the Ribbon.



This will bring up the receipts as a list.

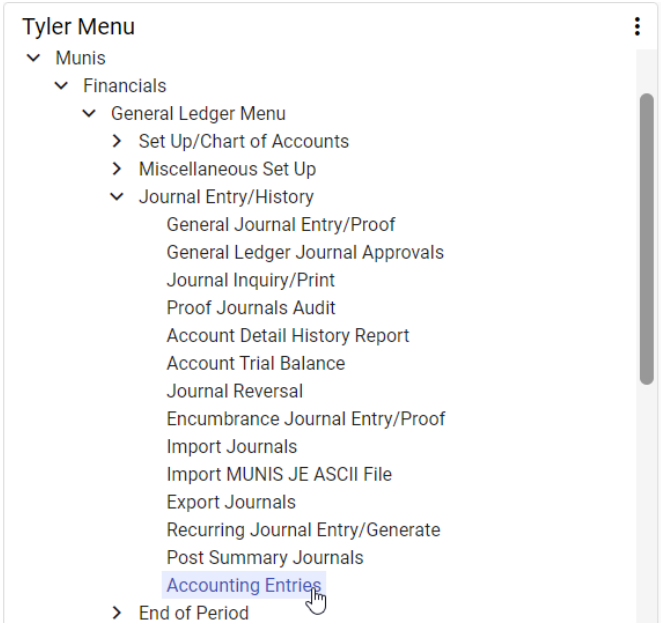


Cat	Year	Bill	Receipt	Activity	Amount	Customer #	Dept	Yr/Per/Jnl	Eff. Date	Proc. Date	Entry Date	Clerk	Batch
2	2023	9267	9267	P	347.11		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9266	9266	P	500.00		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9236	9258	P	-500.00		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9240	9256	P	-347.15		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9245	9245	P	2,977.99		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9243	9243	P	337.24		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9240	9240	P	347.15		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9236	9236	P	500.00		020	2023/2/511	02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9205	9206	P	-500.00		020	2023/2/505	02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9205	9205	P	500.00		020	2023/2/505	02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9204	9204	P	1,438.80		020	2023/2/505	02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9203	9203	P	2,708.20		020	2023/2/505	02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9202	9202	P	46,452.58		020	2023/2/505	02/24/2023	02/24/2023	02/24/2023	bk43892	3095

From here you can select the receipt you want to see.

Budget Transfer

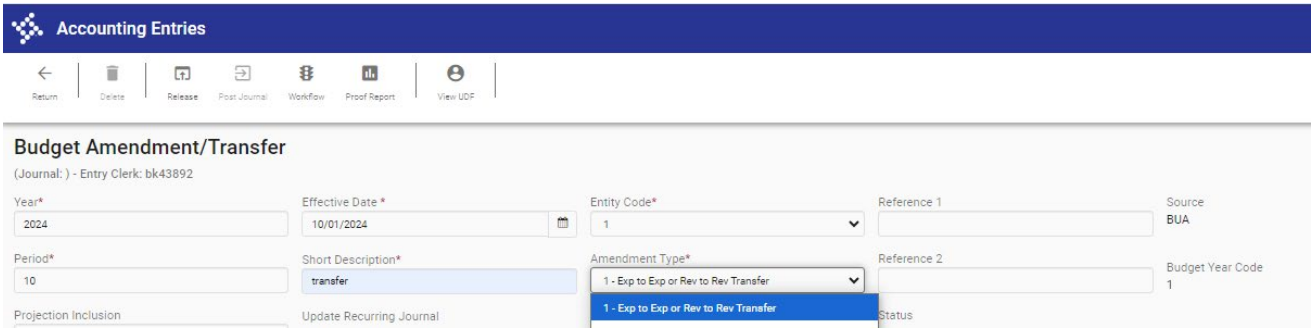
A Budget Transfer is a same category transfer that does not need Board approval. Budget Transfers are entered in Accounting Entries. To get to Accounting Entries from the Tyler Menu → Munis → Financials → General Ledger Menu → Journal Entry/History → Accounting Entries



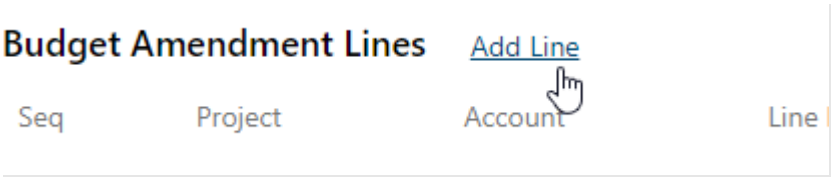
Enter A Budget Transfer

From the “Budget Amendments/Transfers” tab, click “Add Budget Amendment”

Within the “Short Description” field, enter a 10-character description of your choosing. For “Amendment Type”, click option “#1-Exp to Exp or Rev to Rev Transfer”

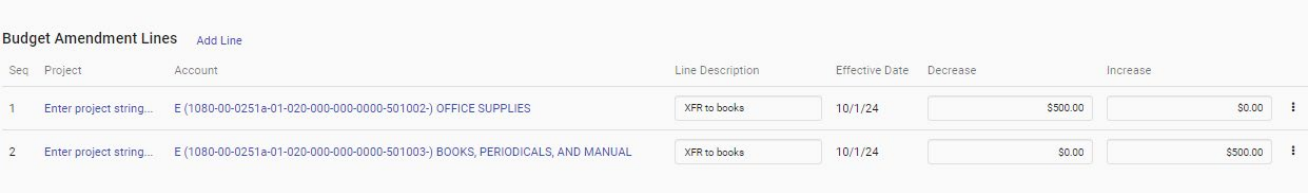


Proceed to the bottom half of the screen and select “Add Line”

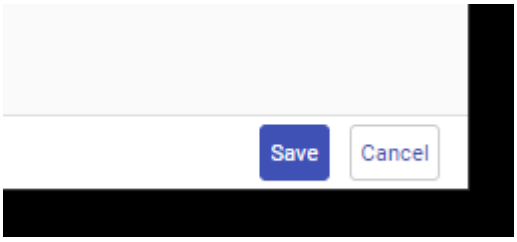


Enter the project string (if applicable) and then enter the GL account (per below)

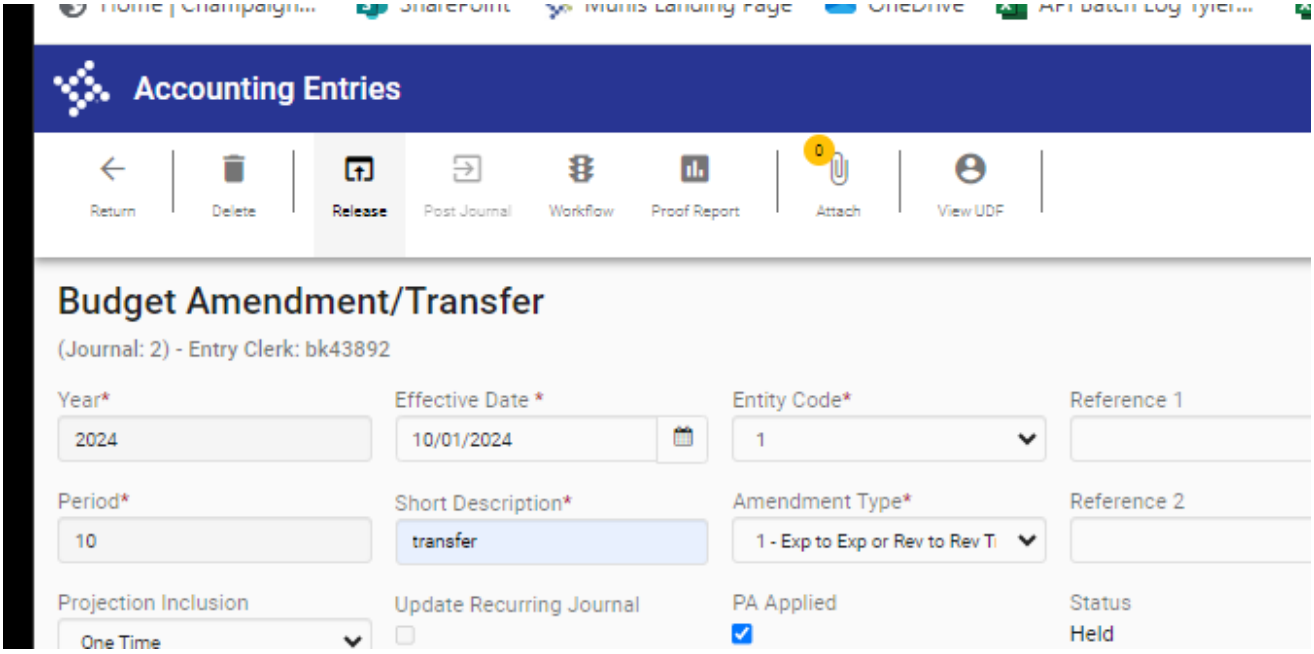
Enter a Line Description and the transfer amount. In the illustration below, the Auditor's Office has elected to reduce its budget for office supplies and increase the books, periodicals and manuals appropriation by $500.00.



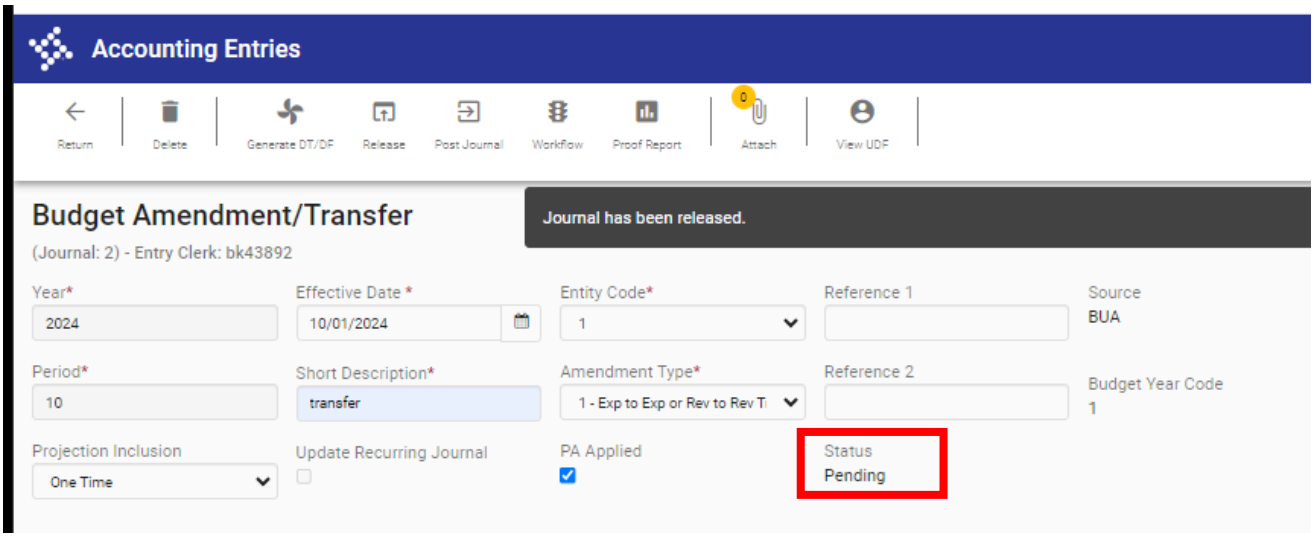
Slap that "Save" icon at the bottom right corner of screen upon completion.



Next click "Release". This initiates the workflow review.

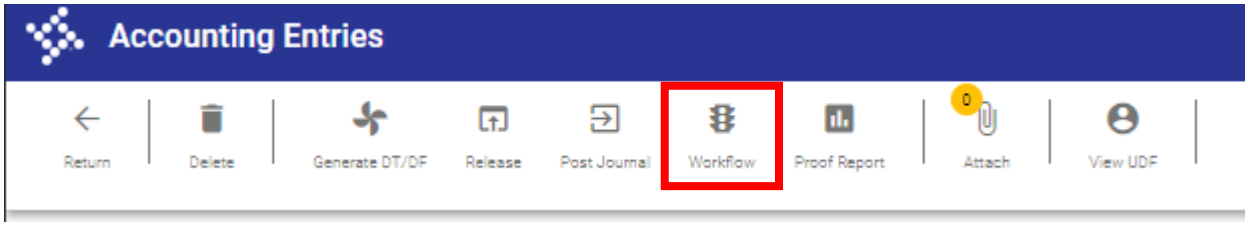


Upon clicking "Release", the status will change from "Held" to "Pending". This confirms that the budget transfer request is in workflow review.

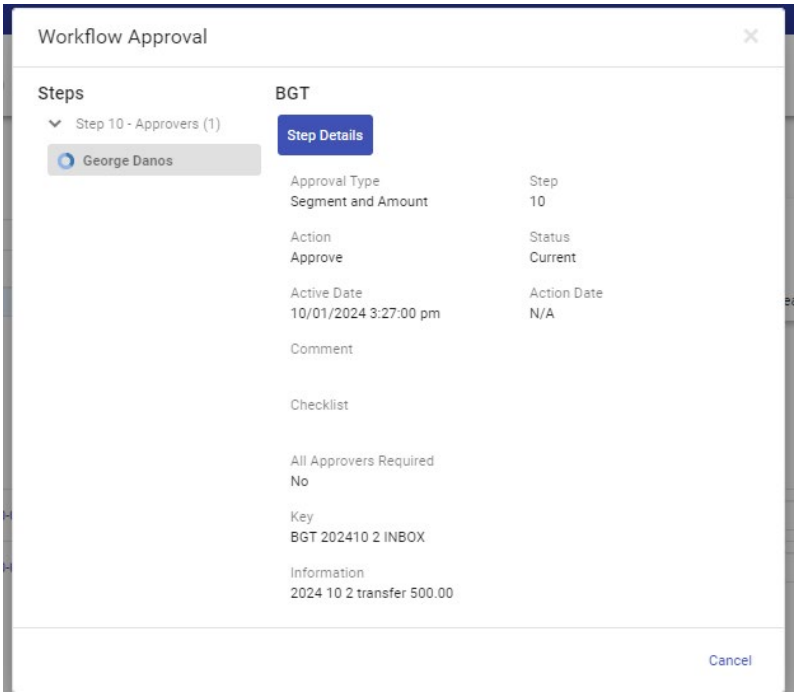


Check Budget Transfer Status

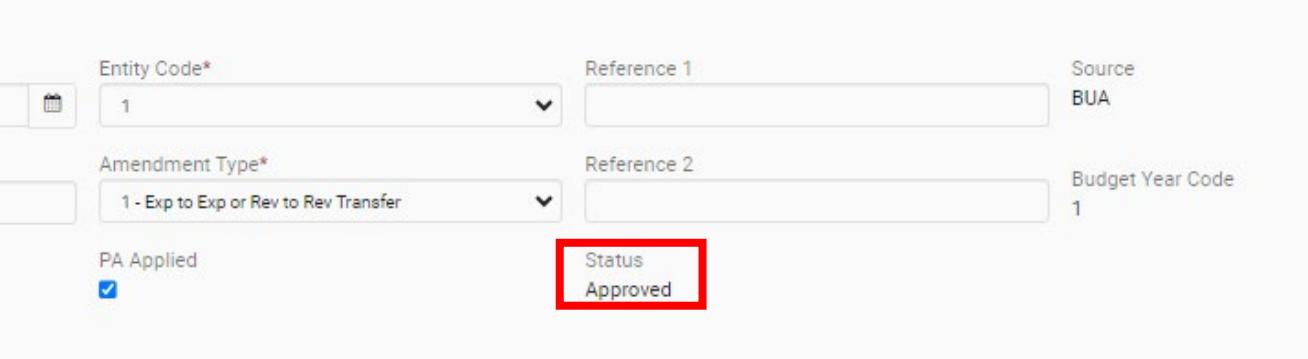
To check status of budget transfer request, click the “Workflow” icon



The Workflow Approval will show.

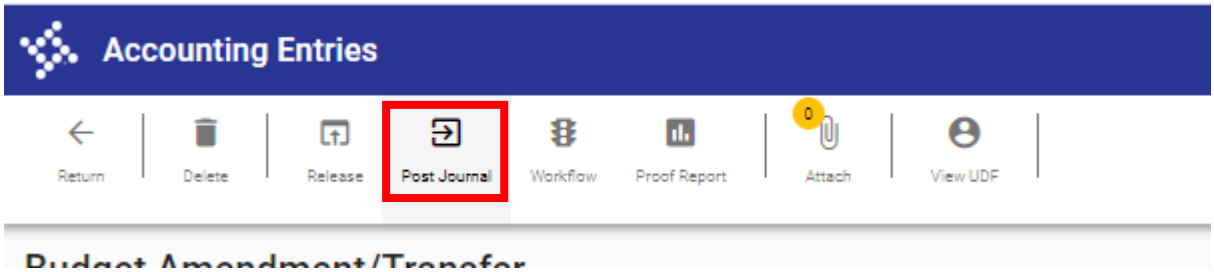


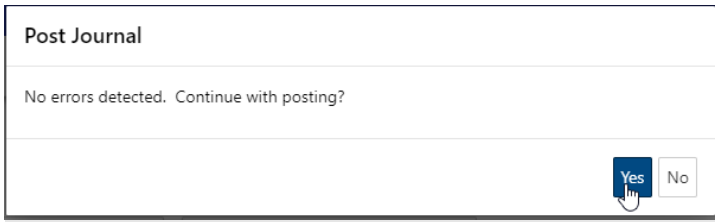
Once the workflow has made it through all approval steps, the status will change to “Approved”. In addition, the individual that released the budget transfer for review will receive an email notification that the request has been approved.



Post a Budget Transfer

IMPORTANT!!! After the budget transfer has been approved, you **must click “Post Journal”.** Workflow approval is separate from the financial statements. If you do not click “Post Journal”, your departments financials will not reflect the change in appropriation. (i.e., User will still be unable to process invoices if the transfer was needed for invoice entry)



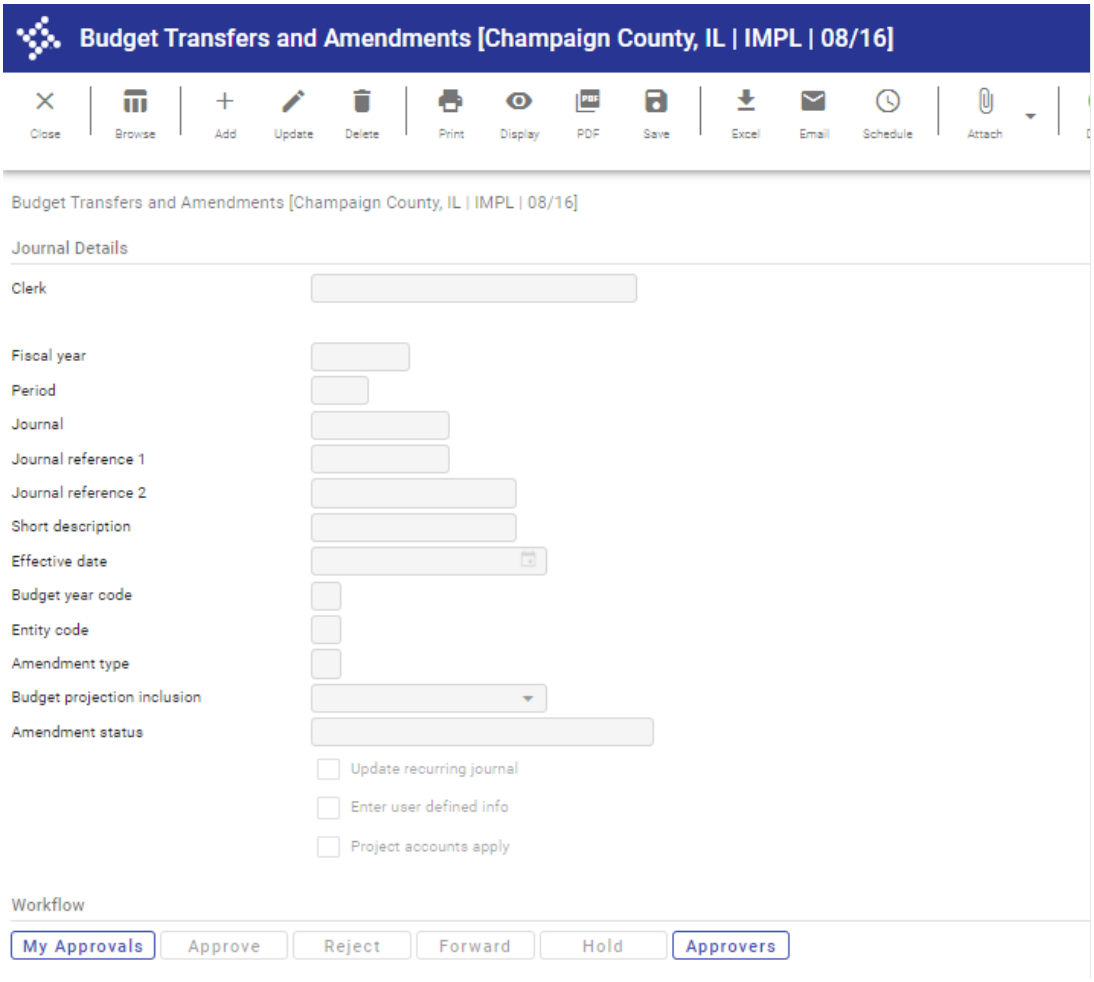


Release a Held Transfer

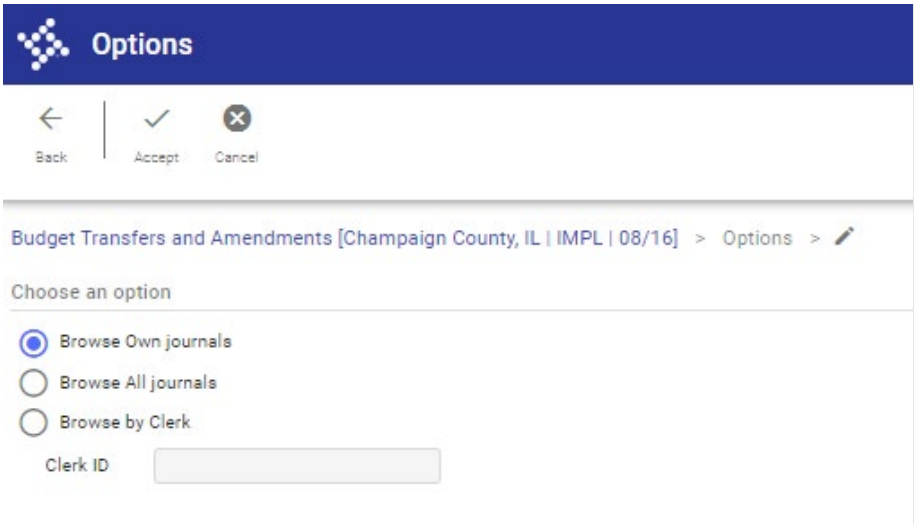
There is a glitch in the Munis Budget Processing Module when releasing Budget Transfers. Tyler is aware of the issue but has not given any indication of when it might be fixed.

When you release a budget transfer if the status changes to Held then follow the steps listed below to release.

Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments

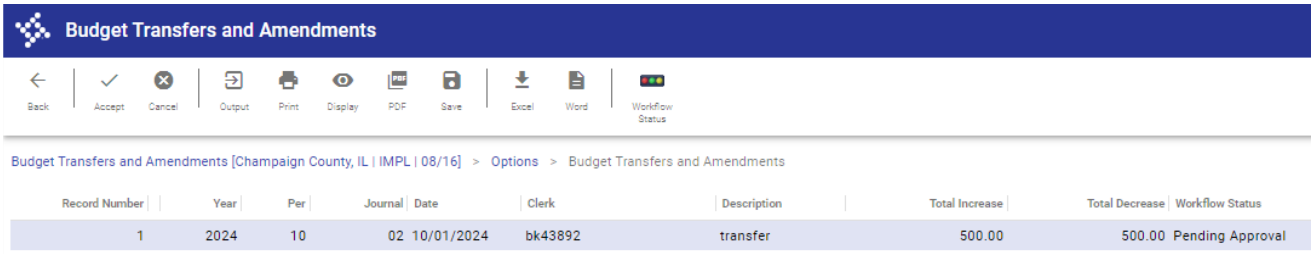


At this screen click Browse Own Journals.

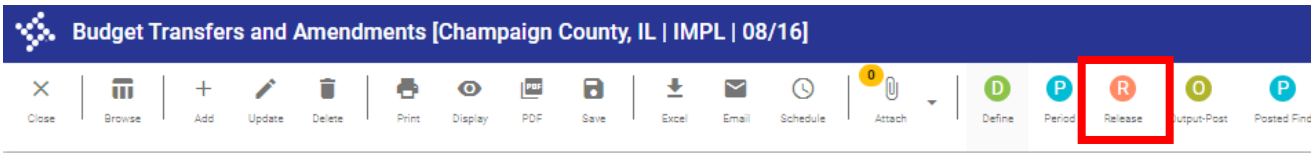


Click Accept and it will bring up your journal entries.

Select the entry that is held to open the entry.



Click the Release Skittle in the Ribbon



And it is released.

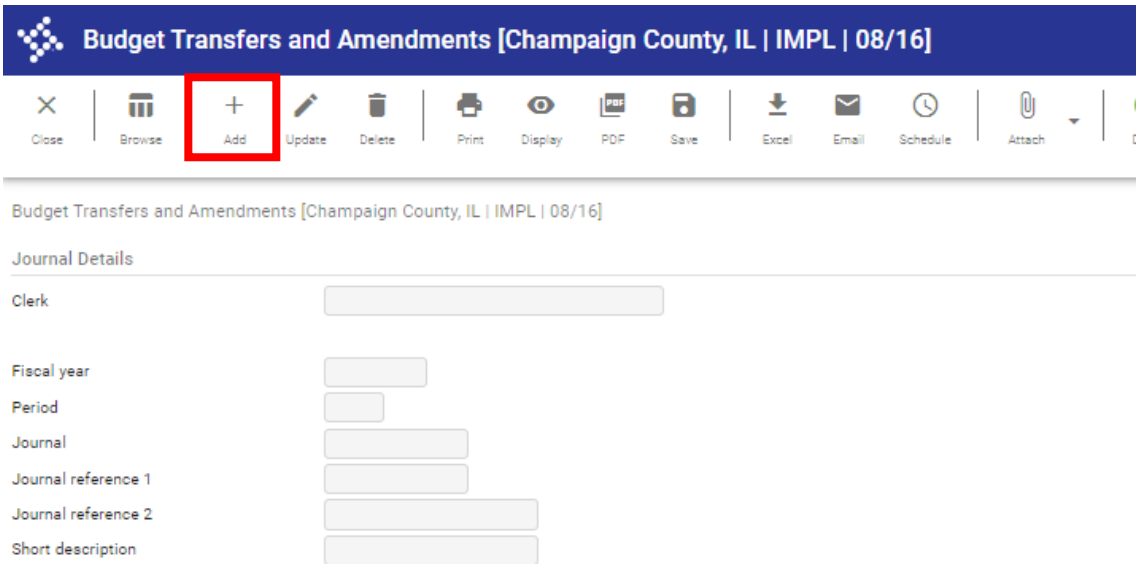
It will still need to be posted once it has been approved.

Unable to Enter Transfer

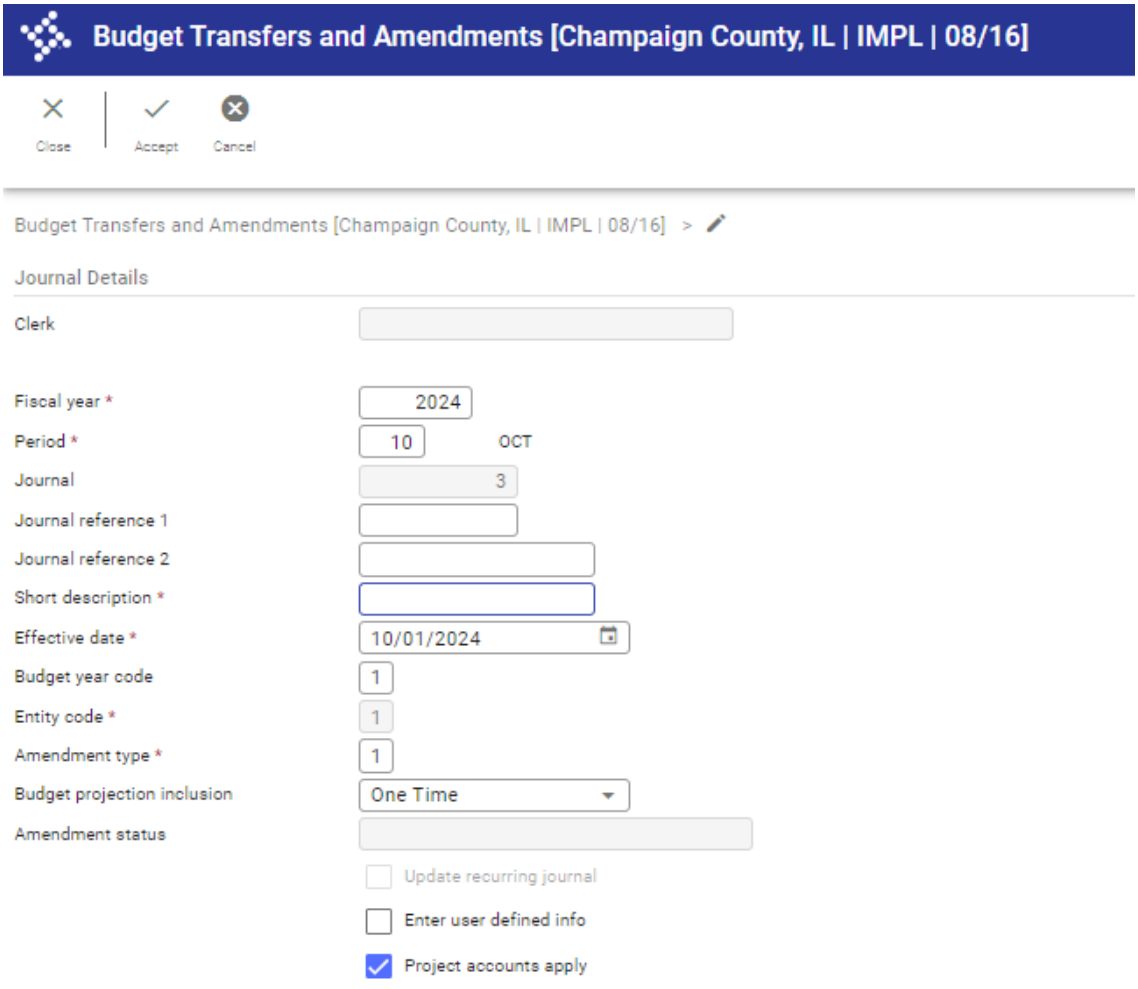
There is a glitch that on the last day of the month you may be unable to enter a transfer. If this happens you can either date the transfer for the previous day or wait until the first day of the month to enter the transfer.

Alternatively, you can enter the transfer in the legacy module (same place you release transfers that were held up). Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments

Click Add in the Ribbon.

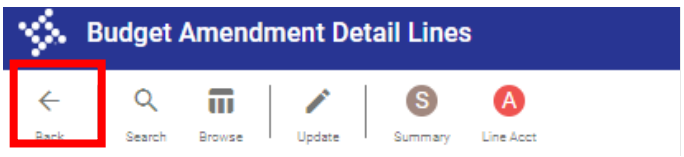


You will still enter the same information – the screens are just a bit different.

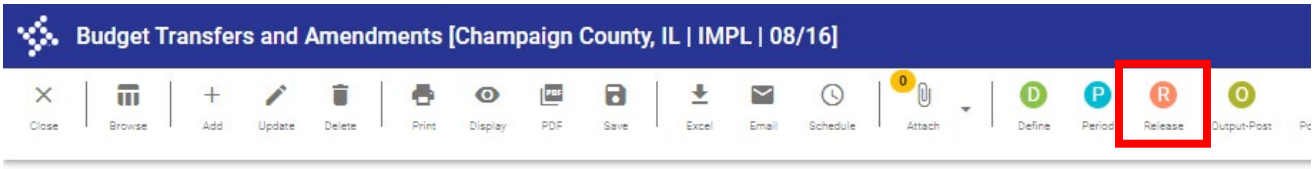


Click Accept in the Ribbon and the screen will change to allow you to enter the GL accounts. Instead of having increase and decrease columns there is a column with I/D before the amount where you will enter I for increase / D for decrease.

Once you have entered all the lines needed click Accept in the Ribbon. The click on the Back button in the Ribbon.



Click the Release Skittle in the Ribbon to release the transfer into the workflow.



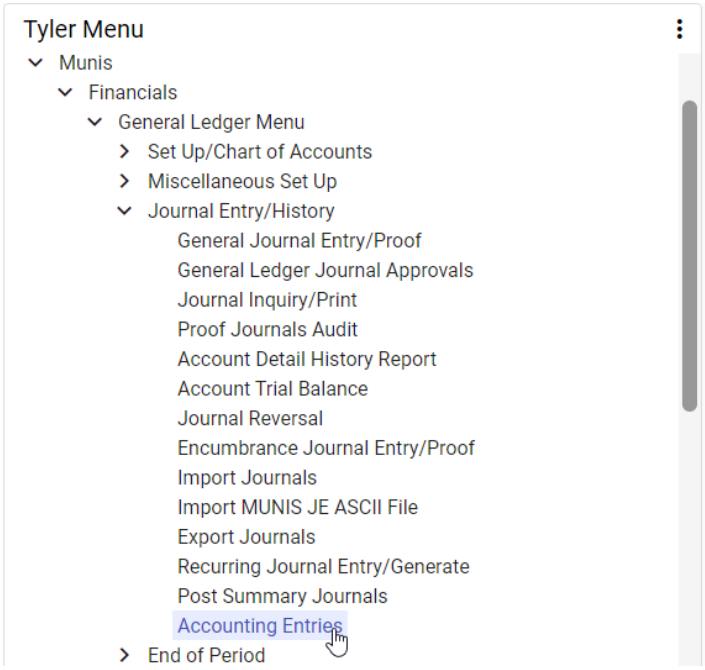
Delete a Budget Transfer

If you need to have a Budget Transfer deleted, please email the Munis Help Desk at: munis-help@co.champaign.il.us with the Transfer number.

Budget Amendment

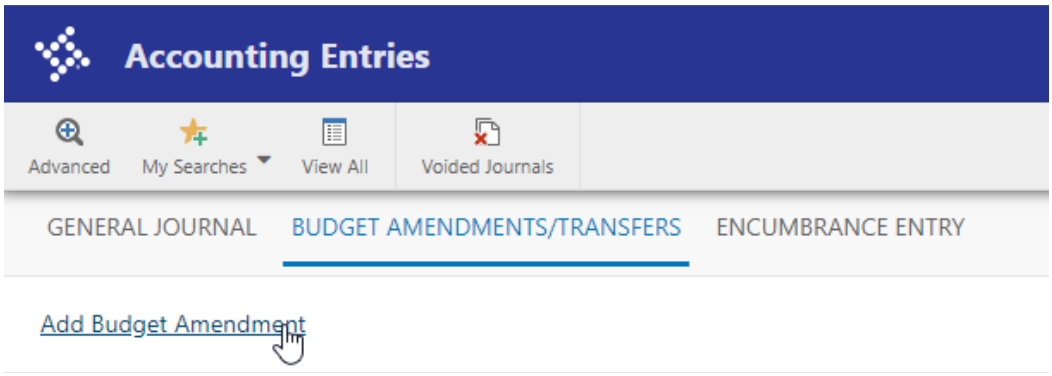
A Budget Amendment is a request to the County Board for increased budget. Budget Amendments are entered in Accounting Entries.

To get to Accounting Entries from the Tyler Menu → Munis → Financials → General Ledger Menu → Journal Entry/History → Accounting Entries

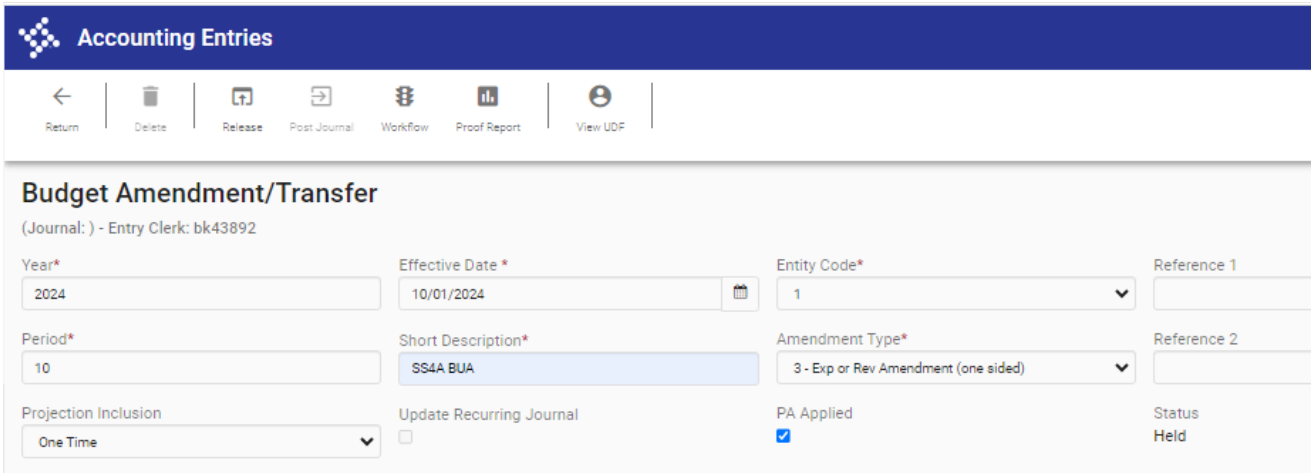


Enter a Budget Amendment

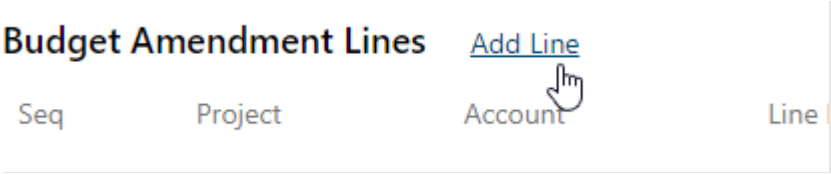
From the "Budget Amendments/Transfers" tab, click "Add Budget Amendment"



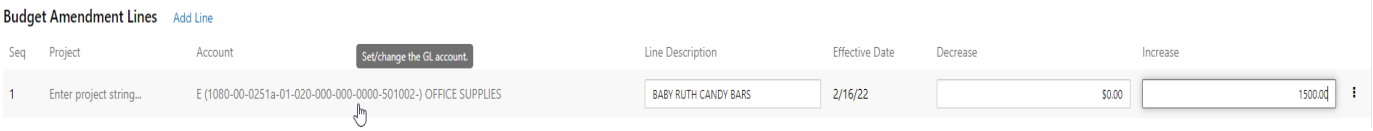
Within the "Short Description" field, enter a 10-character description of your choosing. For "Amendment Type", click option "#3-Exp or Rev Amendment (one sided)". This does not mean that the transfer must be one sided, this is just the type to use when the amendment needs to be approved by the Board.



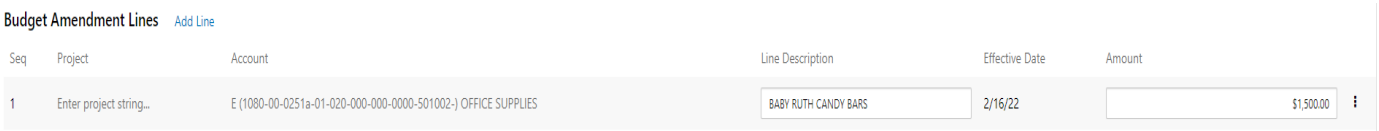
Proceed to the bottom half of the screen and select "Add Line"



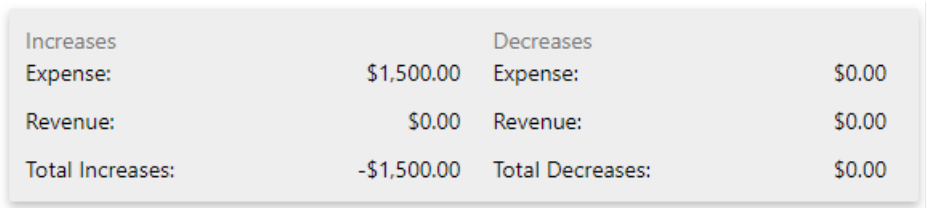
Enter the project string (if applicable) and then enter the GL account (per below)



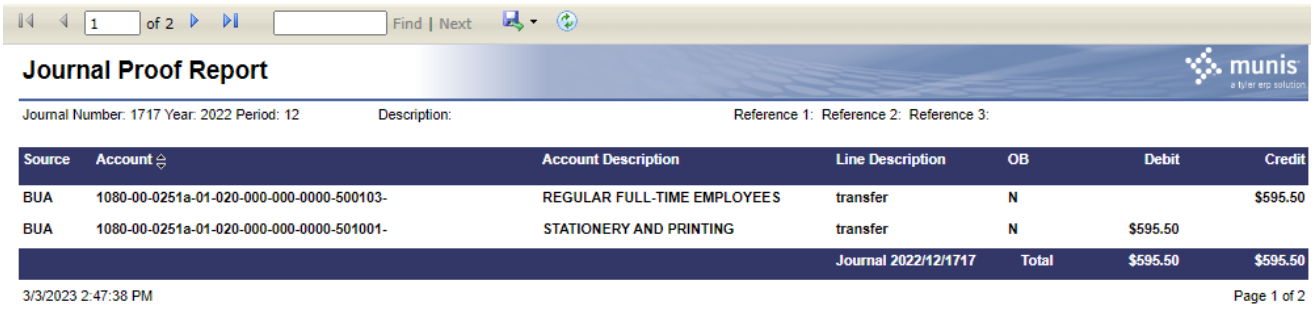
Enter a Line Description and the amount of increase/decrease. In the illustration below, the Auditor's Office has submitted a request to the County Board to increase office supplies budget in the amount of $1,500.



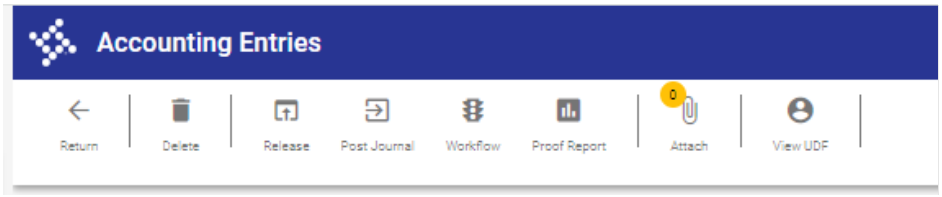
The top right corner of the screen shows a summary of my total request. In this example, I have requested a total increase of appropriation in the amount of $1,500.



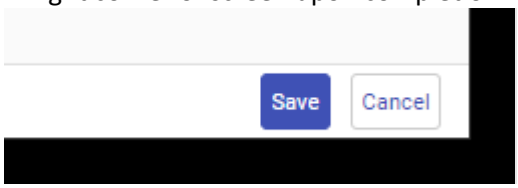
As noted above, the screenshot represents a summary of all requested line item adjustments within the budget amendment. If multiple revenue/expense lines are being amended, user can click “Proof Report” (screenshot below) to see the details by individual line item amendment.



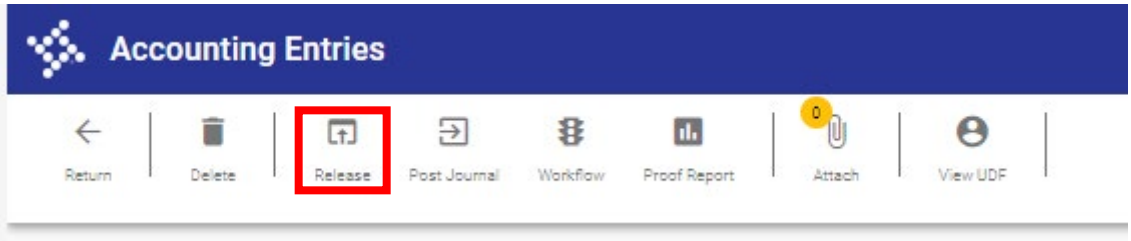
Attach any support that will need to be included in the County Board packet.



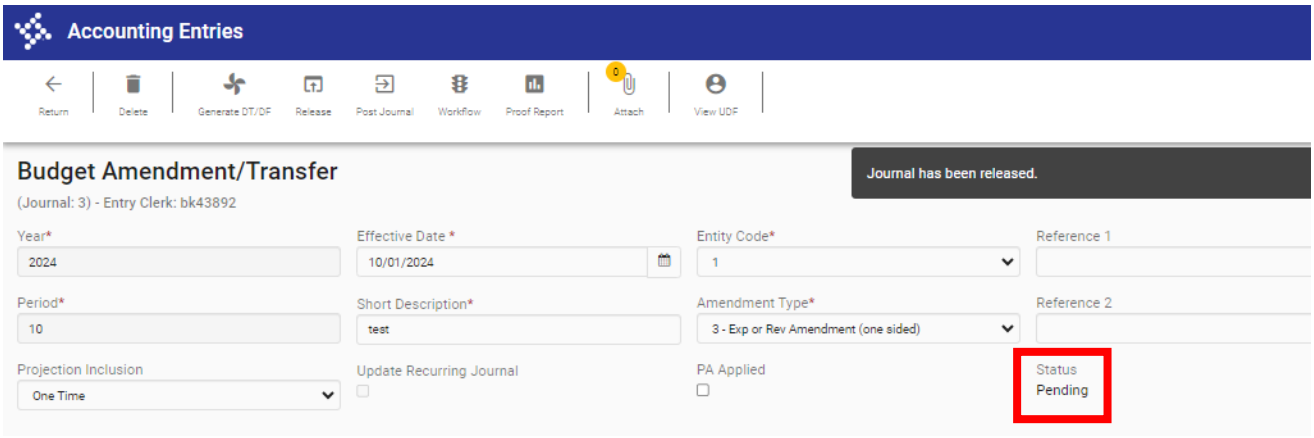
Click the “Save” icon at the bottom right corner of screen upon completion.



Next click “Release”. This initiates the workflow review.

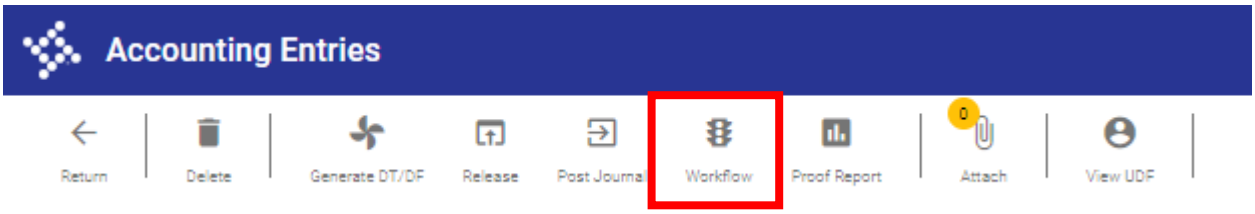


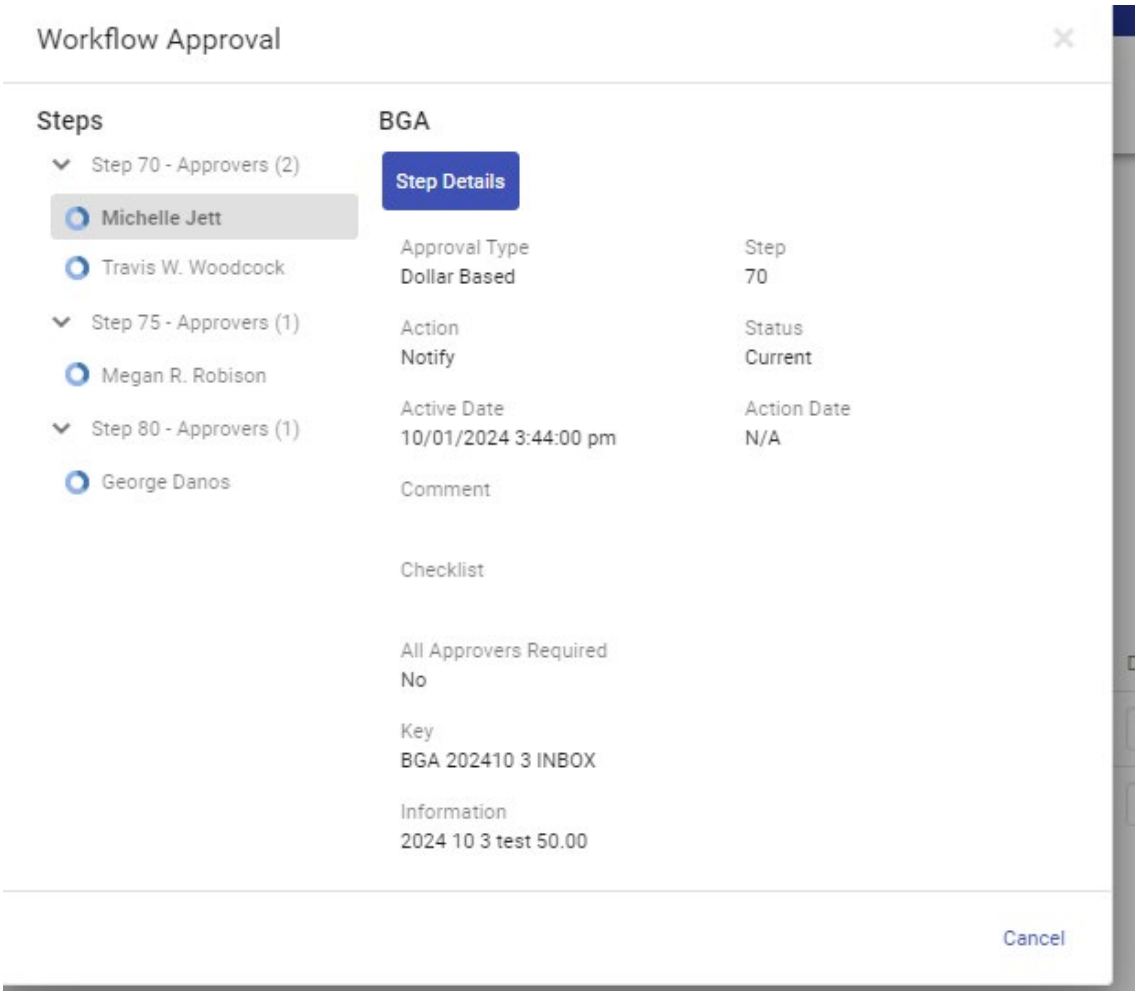
Upon clicking “Release”, the status will change from “Held” to “Pending”. This confirms that the budget amendment request is in workflow review.



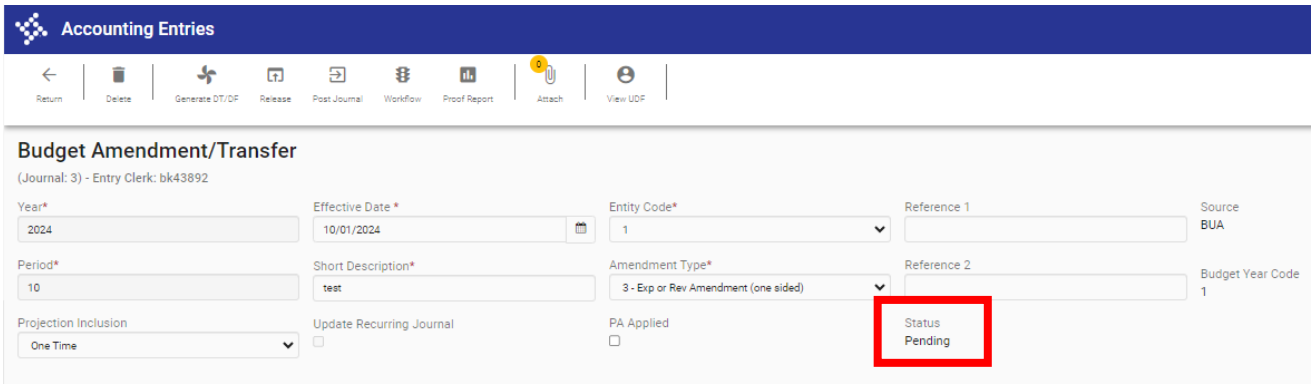
Check Budget Amendment Status

To check status of budget amendment request, click the “Workflow” icon





Once the workflow has made it through all approval steps, the status will change from "Pending" to "Approved". In addition, the individual that released the budget amendment for review will receive an email notification that the request has been approved.



Note: Auditor's Office will not approve or post any budget amendment until the signed resolution has been received from County Board.

Once the Budget Amendment has been approved you will receive an email notifying you it has been approved. Your funds will now be available.

Budget amendment approval complete notification

CC Champaign County
To Brandi Katrein

User bk43892 has entered the budget amendment journal # 1717 for year/period 2022/12 and a description of transfer.
You are being notified that this budget amendment journal has completed the approval process.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

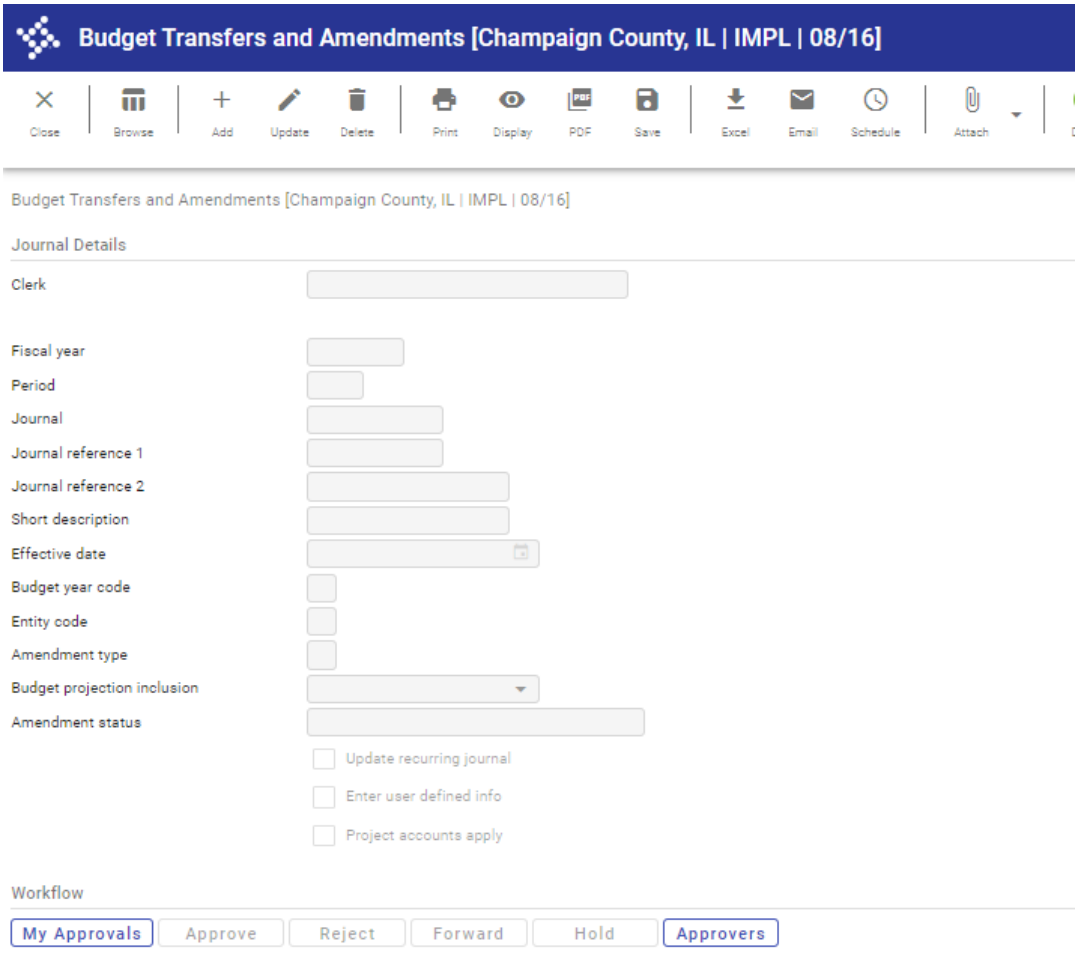
Note: this is an automated e-mail sent from a mailbox that is not monitored; replies to this message will not be received.

Release a Held Amendment

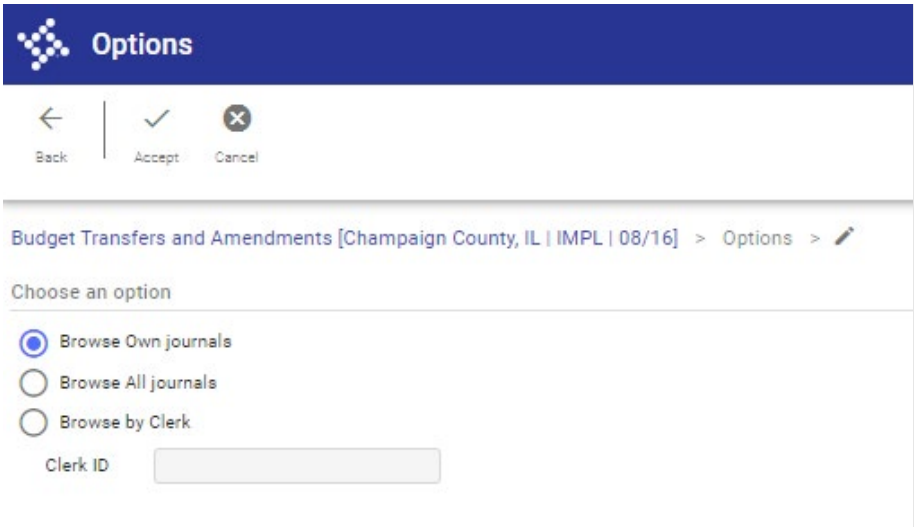
There is a glitch in the Munis Budget Processing Module when releasing Budget Amendments. Tyler is aware of the issue but has not given any indication of when it might be fixed.

When you release a budget amendment if the status changes to Held then follow the steps listed below to release.

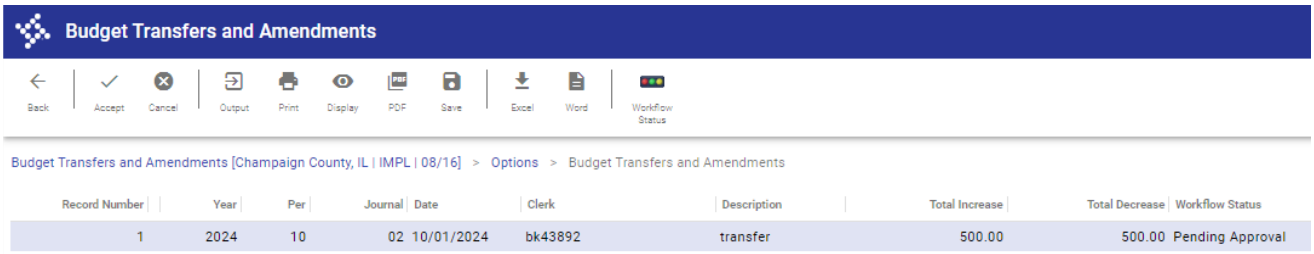
Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments



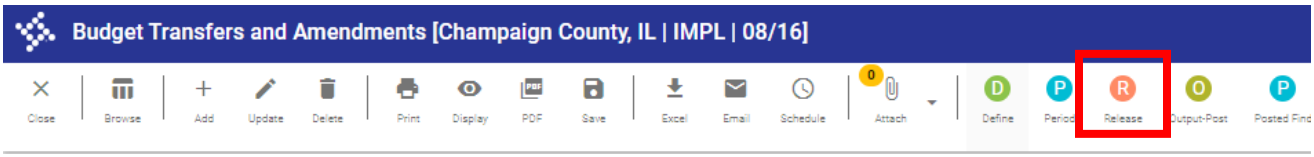
At this screen click Browse Own Journals.



Click Accept and it will bring up your journal entries. Select the entry that is held to open the entry.



Click the Release Skittle in the Ribbon



And it is released.

Unable to Enter Transfer

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Alternatively, you can enter the transfer in the legacy module (same place you release transfers that were held up). Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments

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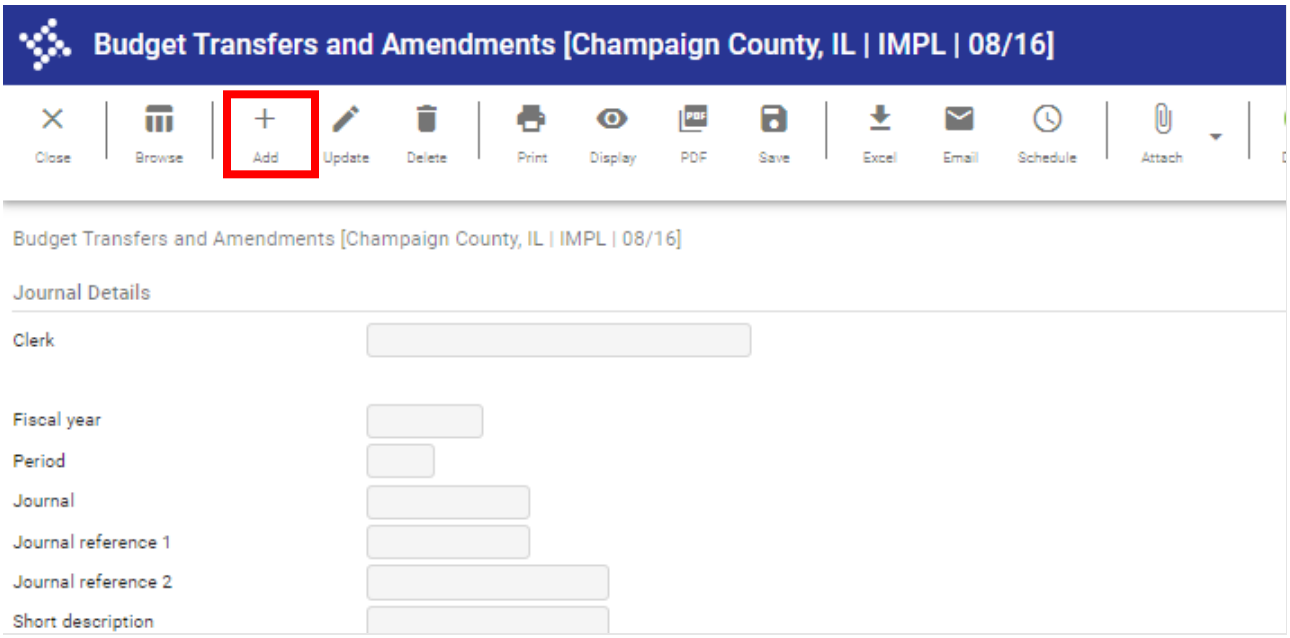

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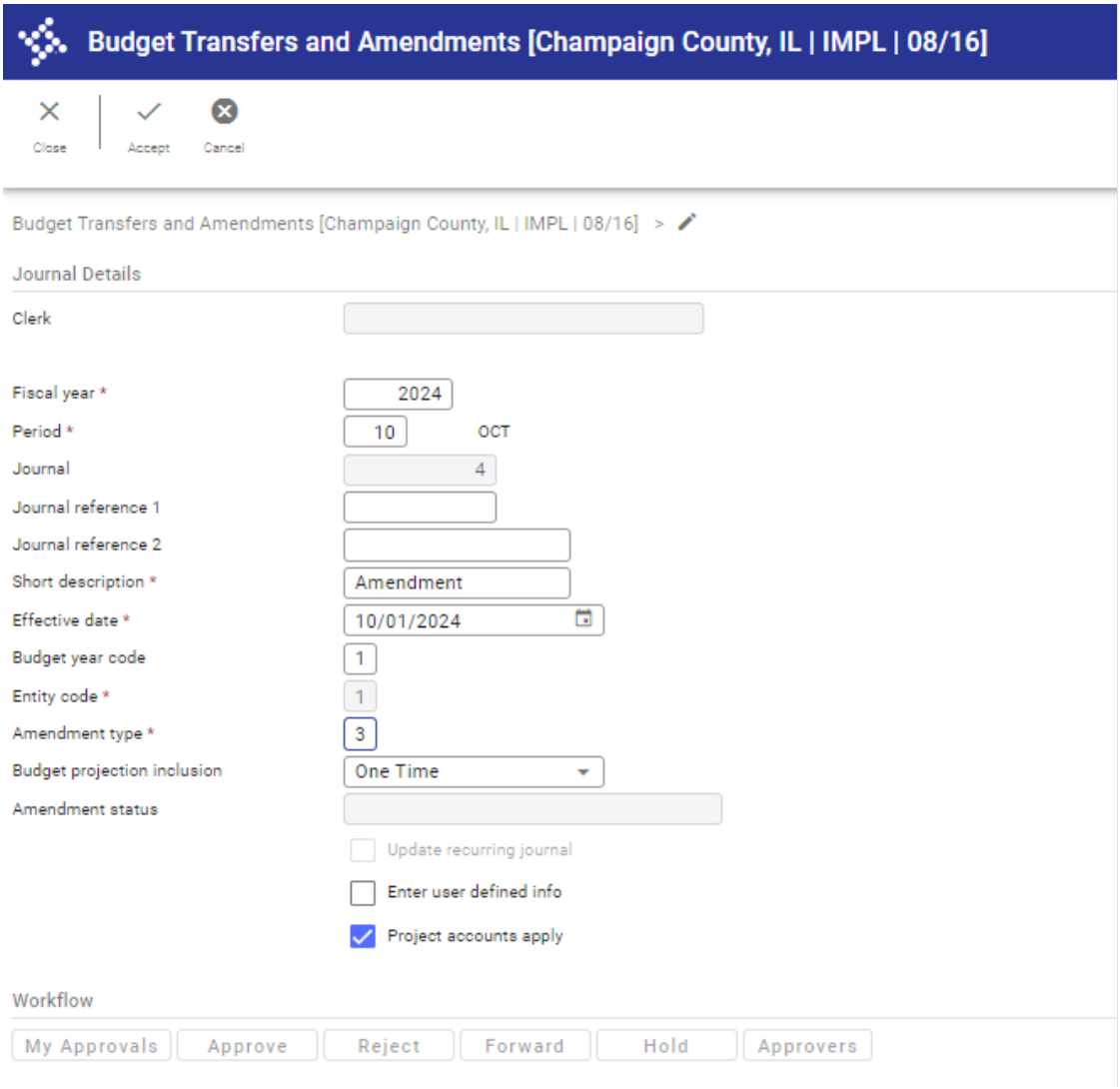

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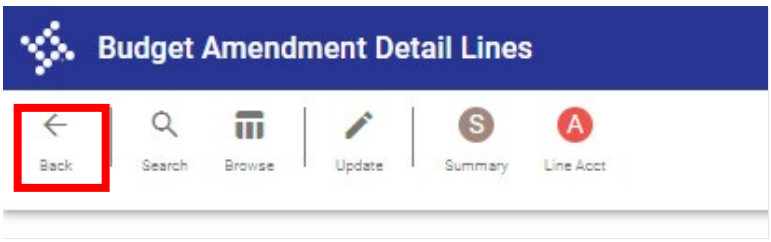
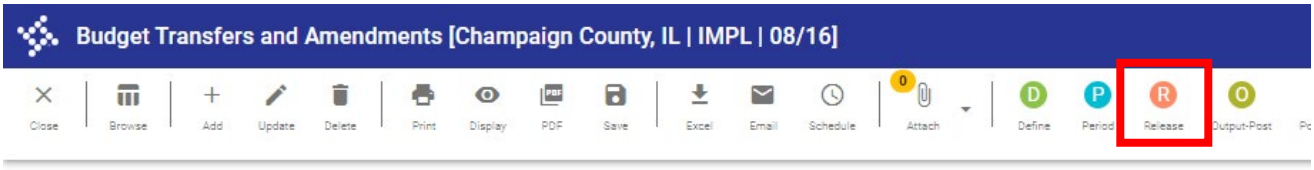


Click the Release Skittle in the Ribbon to release the transfer into the workflow.

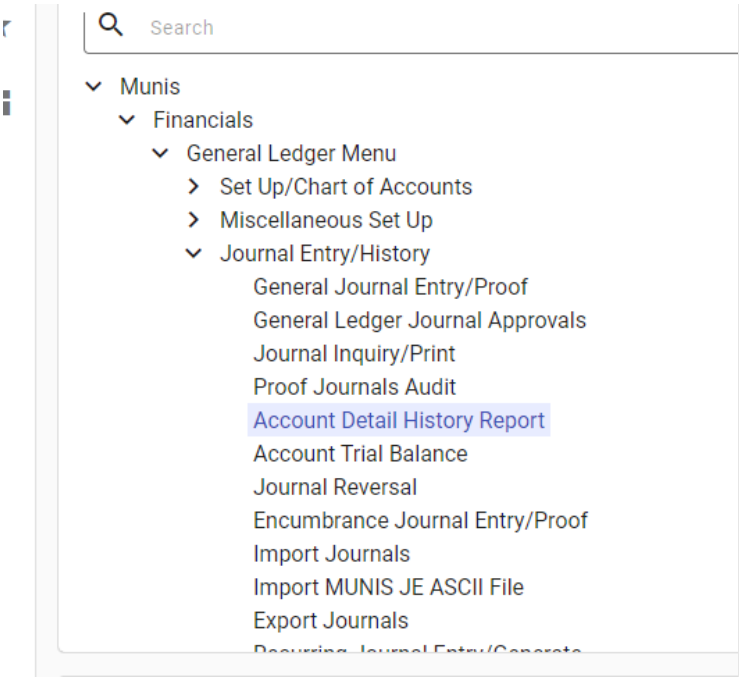


Delete a Budget Amendment

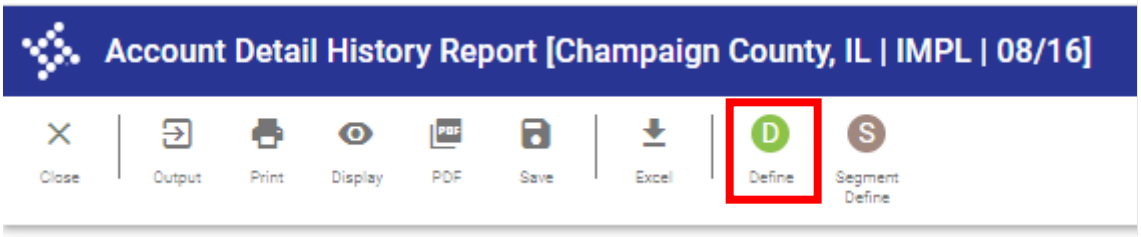
If you need to have a Budget Amendment deleted, please email the Munis Help Desk at: munis-help@co.champaign.il.us with the Amendment number.

Search for Budget Transfer/Budget Amendment (Posted Entries)

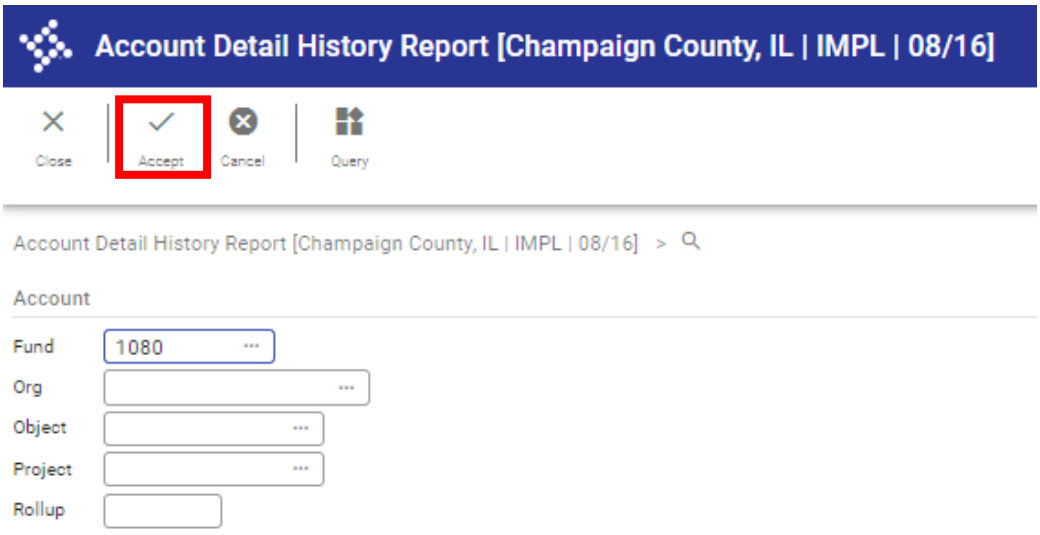
Tyler Menu → Munis → Financials → General Ledger Menu → Journal Entry/History → Account Detail History Report



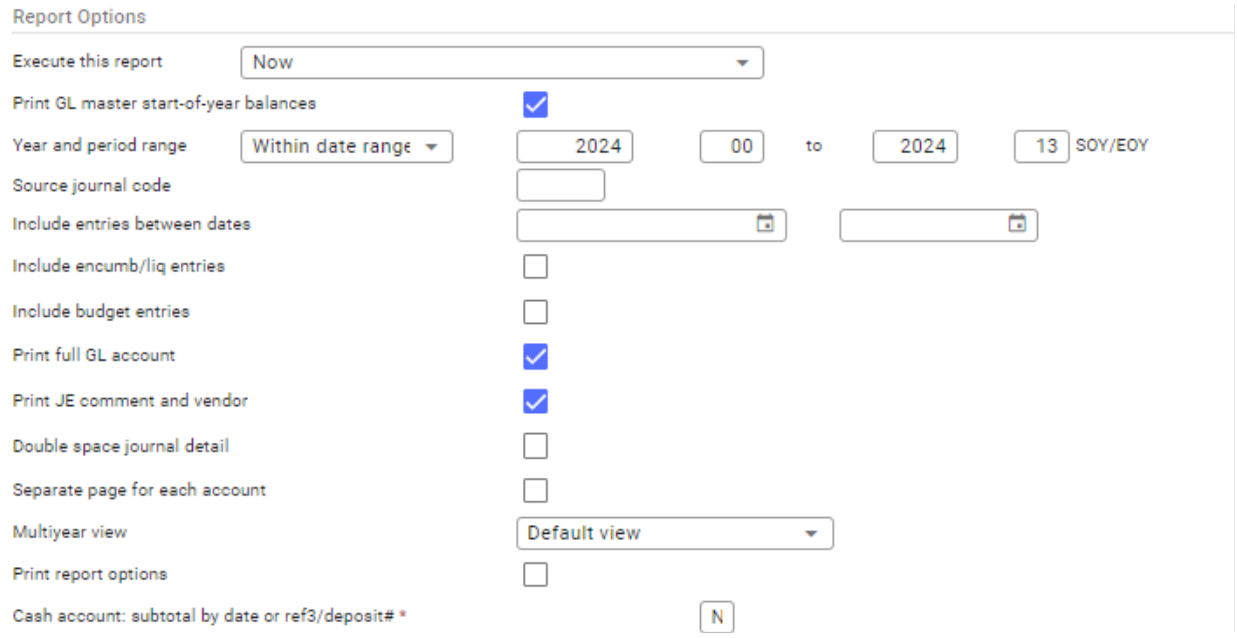
Click the Define Skittle in the Ribbon.



Enter the fund; click Accept in the Ribbon.

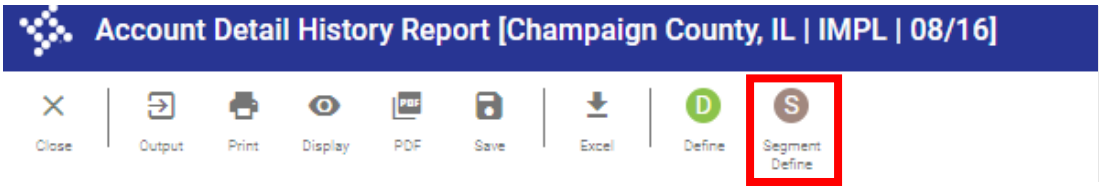


Enter information for Report Options – make sure to select “Include Budget Entries” and “Print Full GL Account”. (selection below will be year to date). Click “Accept”.

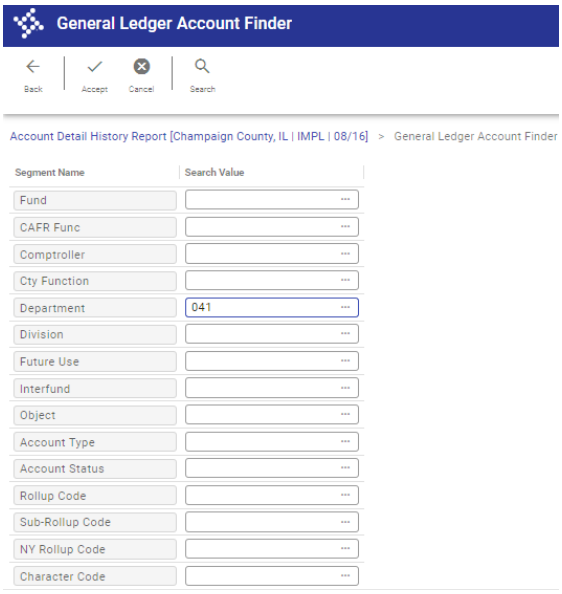


OR

To narrow down selection, click the Segment Define Skittle in the Ribbon.

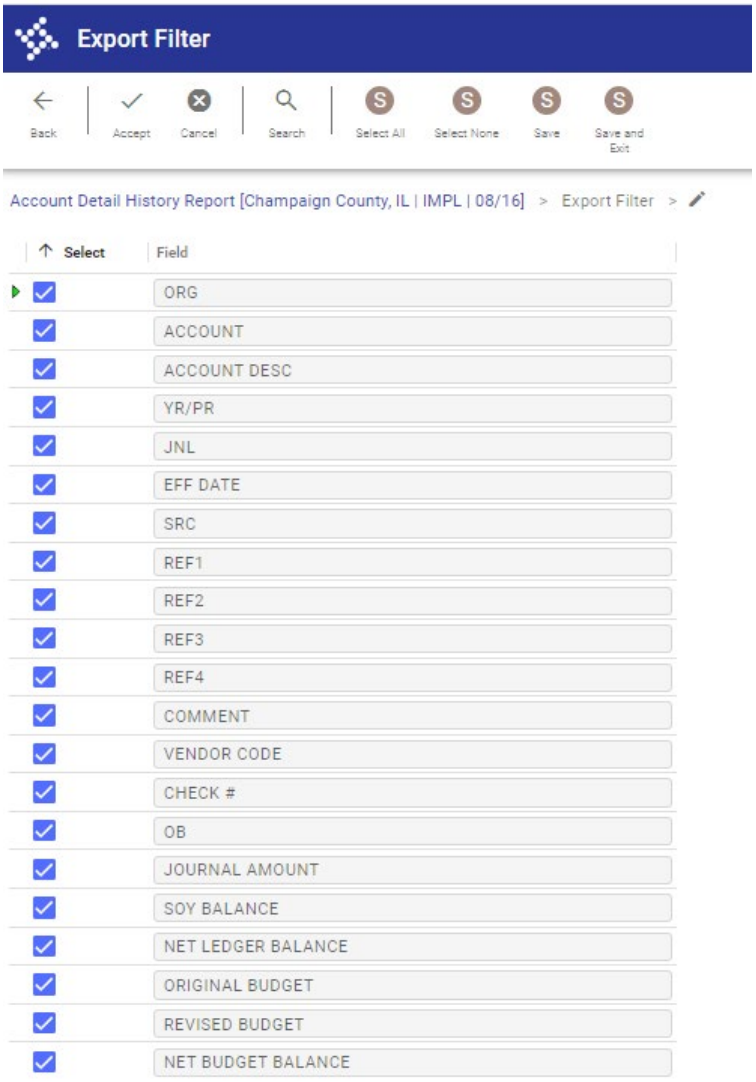


Here you can define various segments here to narrow down what you export (here I chose to search for just department 041).

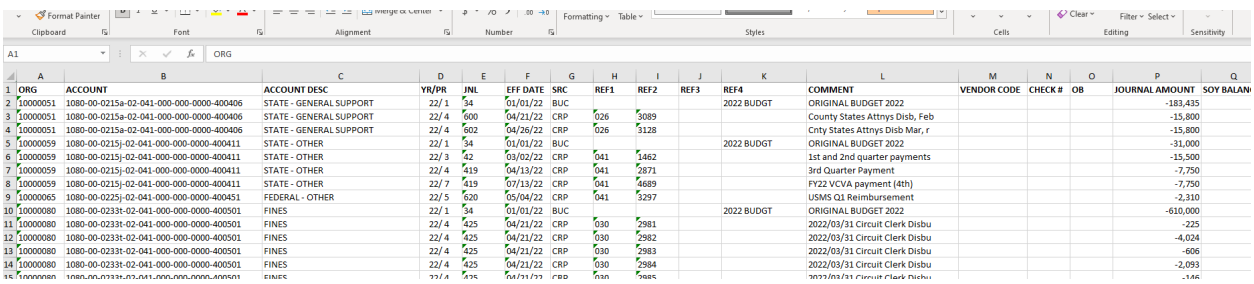


Click Accept in the Ribbon to return to main screen and then click Accept in the Ribbon to run the data.

From there click Excel in the Ribbon to export data. The Export Filter will be brought up – I usually select all (better too much than not enough information)

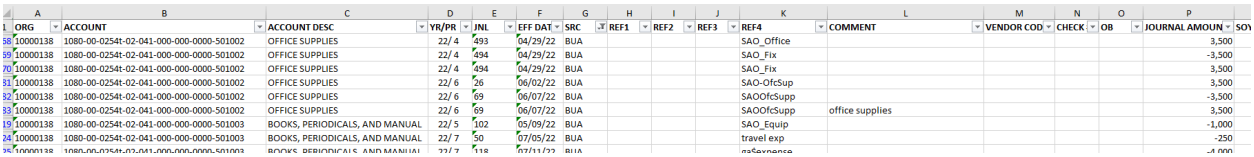


Click Accept in the Ribbon and the excel file will be created.



ORG	ACCOUNT	ACCOUNT DESC	YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR CODE	CHECK #	OB	JOURNAL AMOUNT	SOY BALANC
10000051	1080-00-0215a-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/ 1	34	01/01/22	BUC				2022 BUDGT	ORIGINAL BUDGET 2022				-183,435	
10000051	1080-00-0215a-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/ 4	600	04/21/22	CRP	026	3089			County States Attnys Disb, Feb				-15,800	
10000051	1080-00-0215a-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/ 4	602	04/26/22	CRP	026	3128			Cnty States Attnys Disb Mar, r				-15,800	
10000059	1080-00-0215j-02-041-000-000-0000-400411	STATE - OTHER	22/ 1	34	01/01/22	BUC				2022 BUDGT	ORIGINAL BUDGET 2022				-31,000	
10000059	1080-00-0215j-02-041-000-000-0000-400411	STATE - OTHER	22/ 3	42	03/02/22	CRP	041	1462			1st and 2nd quarter payments				-15,500	
10000059	1080-00-0215j-02-041-000-000-0000-400411	STATE - OTHER	22/ 4	419	04/13/22	CRP	041	2871			3rd Quarter Payment				-7,750	
10000059	1080-00-0215j-02-041-000-000-0000-400411	STATE - OTHER	22/ 7	419	07/13/22	CRP	041	4689			FY22 VCVA payment (4th)				-7,750	
10000065	1080-00-0225j-02-041-000-000-0000-400451	FEDERAL - OTHER	22/ 5	620	05/04/22	CRP	041	3297			USMS Q1 Reimbursement				-2,310	
10000080	1080-00-0233t-02-041-000-000-0000-400501	FINES	22/ 1	34	01/01/22	BUC				2022 BUDGT	ORIGINAL BUDGET 2022				-610,000	
10000080	1080-00-0233t-02-041-000-000-0000-400501	FINES	22/ 4	425	04/21/22	CRP	030	2981			2022/03/31 Circuit Clerk Disbu				-225	
10000080	1080-00-0233t-02-041-000-000-0000-400501	FINES	22/ 4	425	04/21/22	CRP	030	2982			2022/03/31 Circuit Clerk Disbu				-4,024	
10000080	1080-00-0233t-02-041-000-000-0000-400501	FINES	22/ 4	425	04/21/22	CRP	030	2983			2022/03/31 Circuit Clerk Disbu				-606	
10000080	1080-00-0233t-02-041-000-000-0000-400501	FINES	22/ 4	425	04/21/22	CRP	030	2984			2022/03/31 Circuit Clerk Disbu				-2,093	

You can then apply a filter and select only the BUA source to get a list of just the budget transfers.



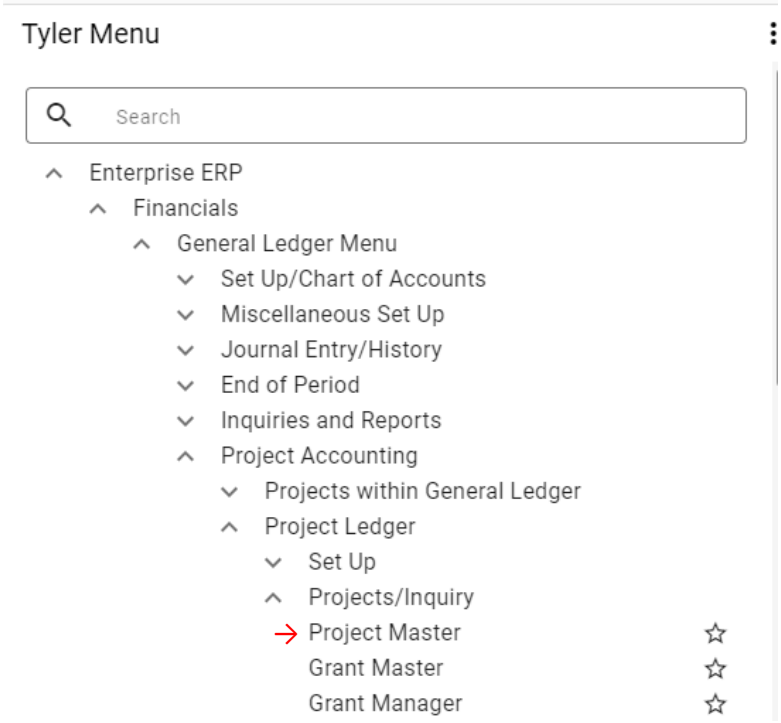
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ORG	ACCOUNT	ACCOUNT DESC	YR/PR	JNL	EFF DAT	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR COD	CHECK	OB	JOURNAL AMOUN
68	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	493	04/29/22	BUA				SAO_Office					3,500
69	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	494	04/29/22	BUA				SAO_Fix					-3,500
70	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	494	04/29/22	BUA				SAO_Fix					3,500
81	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	26	06/02/22	BUA				SAO-OfcSup					3,500
82	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	69	06/07/22	BUA				SAOOfcSupp					-3,500
83	10000138	1080-00-0254t-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	69	06/07/22	BUA				SAOOfcSupp	office supplies				3,500
19	10000138	1080-00-0254t-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 5	102	05/09/22	BUA				SAO_Equip					-1,000
24	10000138	1080-00-0254t-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 7	59	07/05/22	BUA				travel exp					-250
25	10000138	1080-00-0254t-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 7	118	07/11/22	BUA				mtgExpense					-1,000

Project Entry

Project Accounting can track grants and capital projects.

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Projects/Inquiry → Project Master

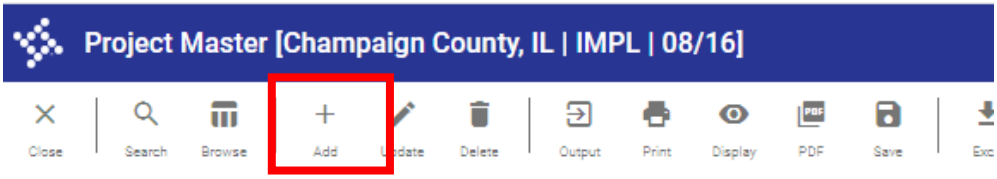
(Note: If you right click on the star icon to the right of the title it will add the module to your favorites menu for quicker access going forward.)



The Project Master screen will appear.

Add a New Project

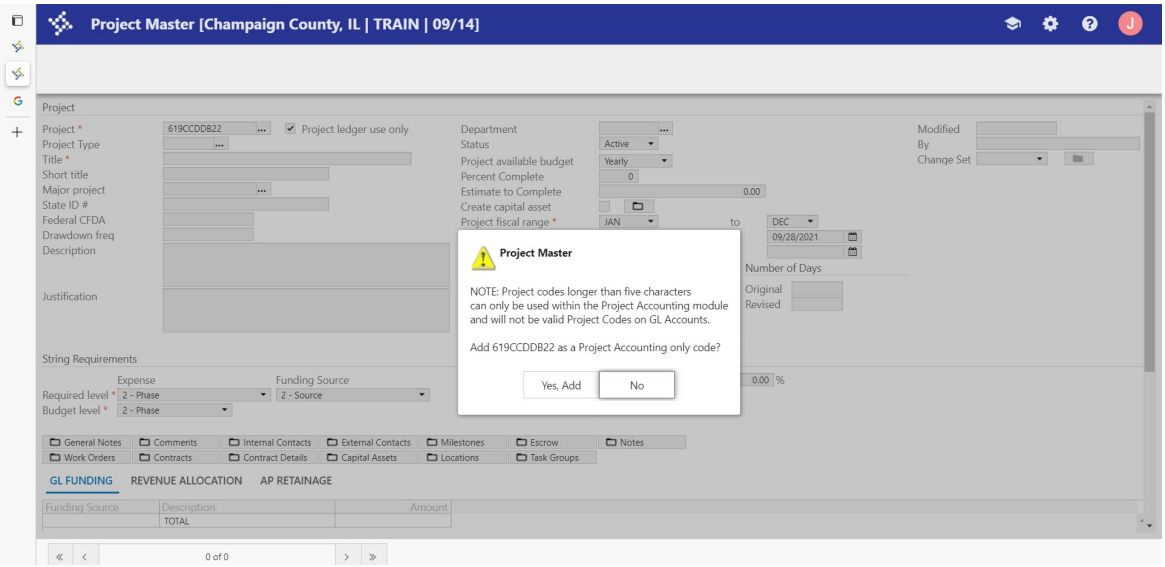
Select the Green Add button to add a new project.



Click in the Project Code box. It will default to the next available project number in Munis (or you can enter your own project number). A maximum of 10 characters can be entered for the project name; a minimum of 6 characters will be needed for the project code in the project accounting module. 7 For RPC purposes, fiscal staff will use the following naming convention:

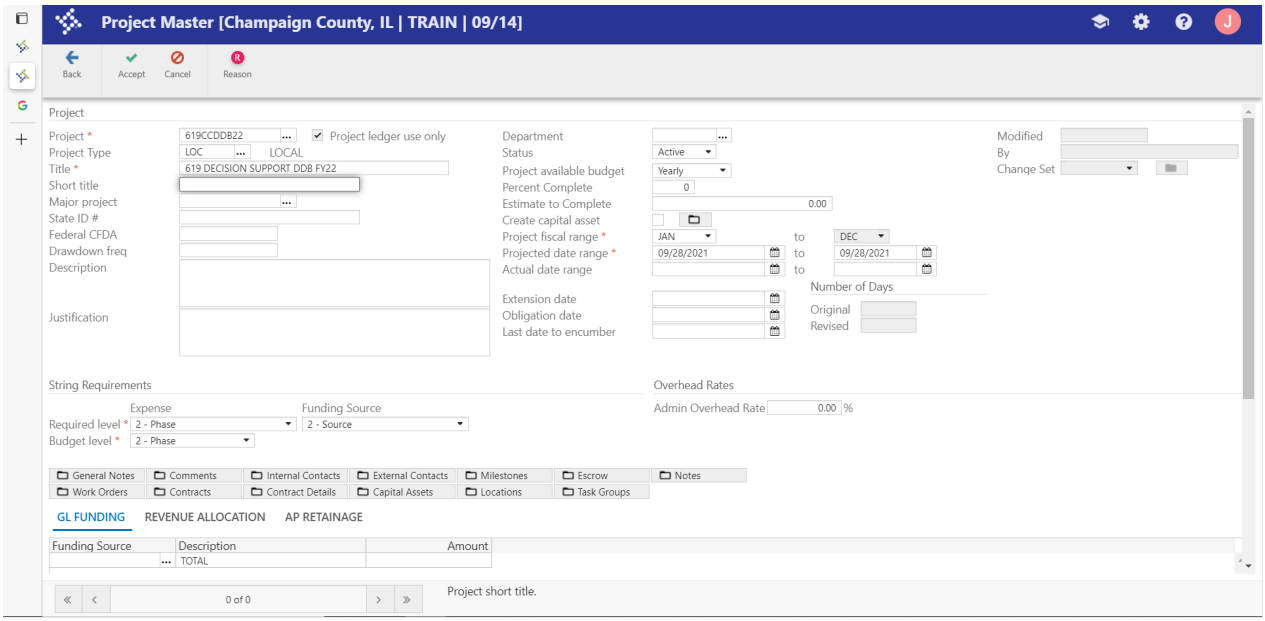
Three Digit Department Number for the Grant using existing department numbers from AS400, followed by Five Letter abbreviated grant title, and then Two Digits signifying grant fiscal year. (There is more space available for full information in the Title box.)

After entering project name and tabbing through, the following pop-up will appear. Select Yes, Add.



Project Type is an optional field, but can be used to designate Federal, State or Local. Those options are available by clicking on the ellipsis.

Tab to Project Title and enter the full information for the Project Title.



Short Title is optional and can be tabbed through.

Major project can be used if linking this project to another overall project. Clicking on the ellipsis will bring up a list of projects created in Munis that can be linked. If not linking to another project, tab through this field.

State ID# and Federal CFDA fields can be used to enter this information for the grant associated with the project.

Drawdown frequency is optional, but can be used to specify monthly, quarterly, etc.

Description is not required, but can be used to provide information about the grant, services offered, etc.

Tab through Justification field

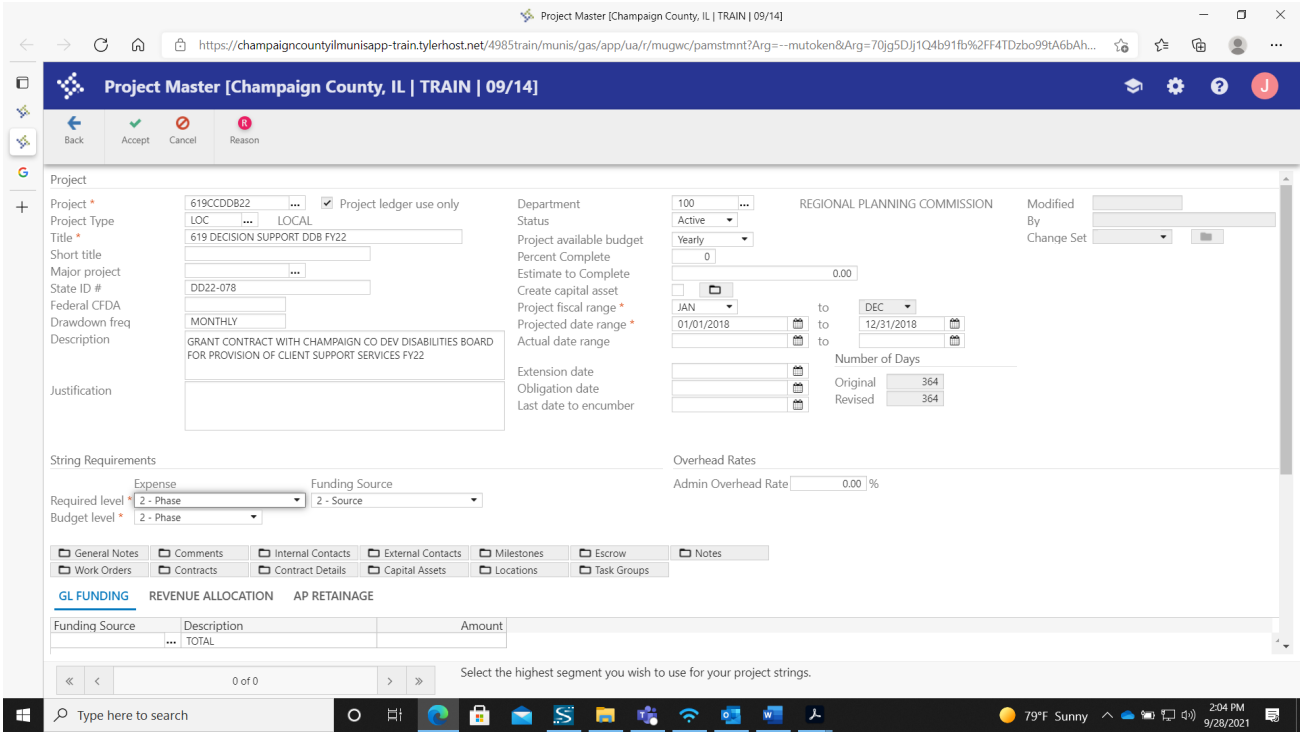
In the Department field, click on the ellipsis to bring up a list of active departments for Champaign County. RPC will use only 100, 104 (HS) or 110 (WIOA). If you know the correct department code, you can simply enter it without using the search function.

Status field will default to Active. Do not change this. Project available budget will default to yearly. By clicking on the dropdown arrow, you will see the two available options for budget that can be selected: yearly or life to date.

Tab through additional fields to Project Fiscal Range. Select the beginning month for the current grant or project year associated with the project and the ending month will automatically populate depending on the type of budget selected.

Enter projected date range beginning and ending dates for the grant or project.

The remainder of the fields at the top can be left blank and tabbed through to the String Requirements section.



The string requirements settings are defaulted at Level 2. By clicking the associated drop downs, levels can be changed to more or less stringent requirements. Bear in mind that whatever level is set for the project will establish the minimum level of string requirements for any strings that will be created for the project. (If a project is set at the sub-task level for expense strings, then every expense string entered for that project will be required to include up to the sub-task level. If a project is set at the phase or task level, then expense strings could be set up utilizing sub-tasks as needed but would not be required.)

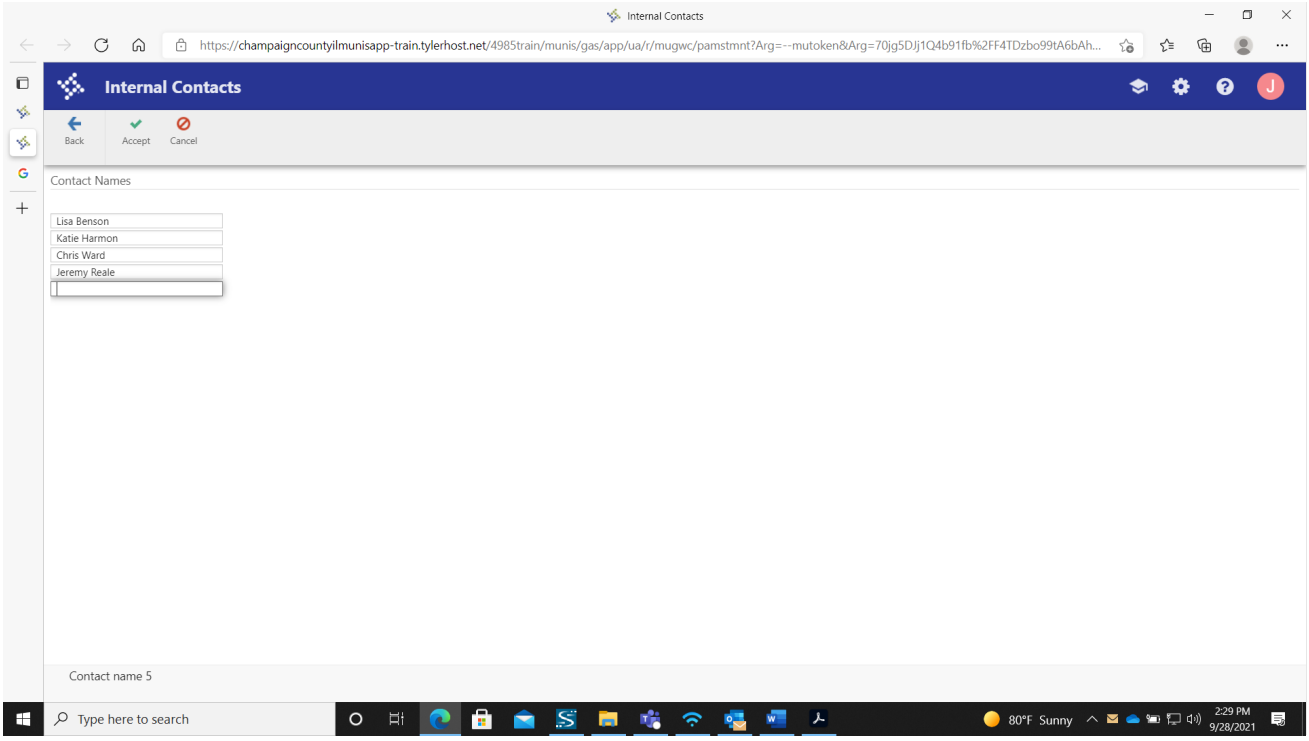
As an example, using a current AS400 GL line for office supplies as a reference to the corresponding levels: 619-522.02

619 is now the Project and will no longer appear on GLs in Munis
522 is the Phase level (in this case Commodities, but would also include Personnel or Services)
02 is the Task level (in this case Office Supplies)

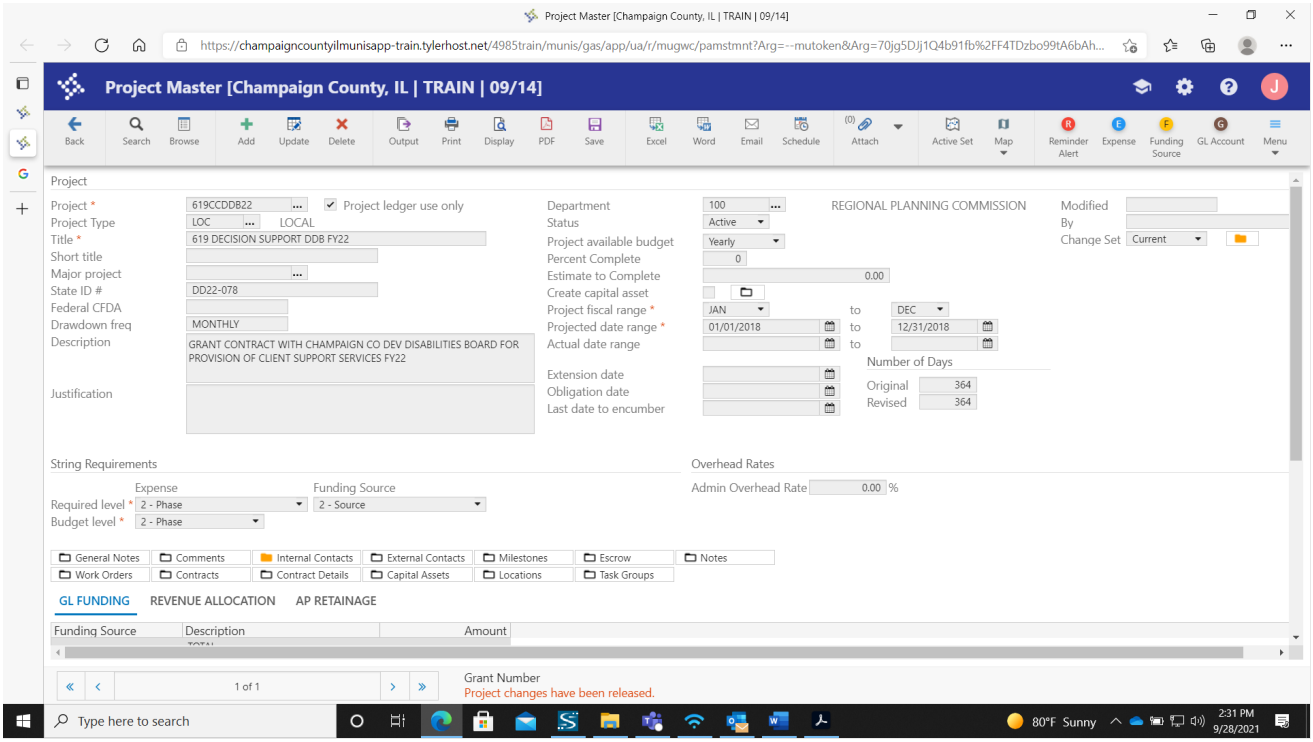
An example of the Sub-Task level would be as follows: If a project had Utilities as a task level item, sub-tasks could include Gas, Electric, Water, Sewer, etc. Project sub-tasks would not affect the GL but would provide an additional level of drill down detail for project reports that may be useful.

Once string requirement fields are selected, Click the Accept button. This will allow information to be entered in the various fields across the lower portion of the screen (General Notes, Comments, etc.) These areas are optional, but can be used to attach contracts, identify internal and external contacts associated with the grant or project, and the like.

By clicking on one of these fields, Munis will take you to a page where the relevant information can be added.



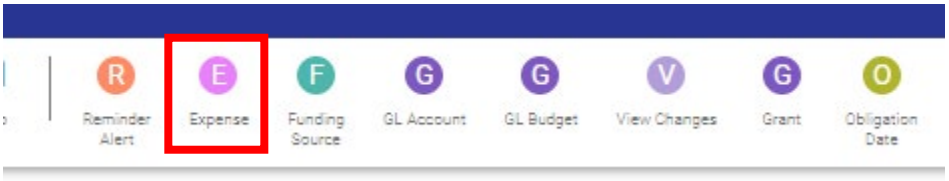
Once the information has been added, hit Accept. This will return you to the main project screen. If information has been added in one of these fields, the folder will appear highlighted on the main Project Master page.



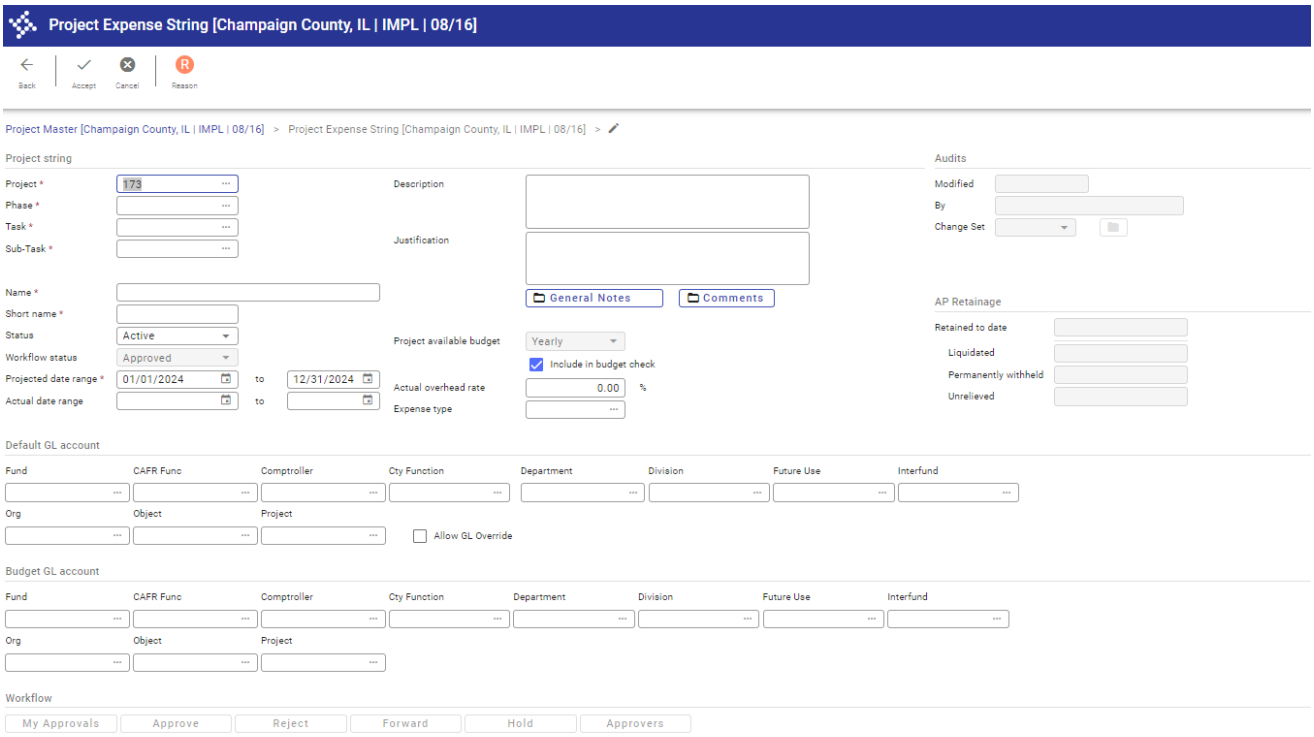
Copies of contract documents or agreements associated with the grant or project can be attached to the project using the Attach (paper clip) feature across the header menu. Clicking on attach will allow for documents to be scanned and attached to the project master file.

Add Expense Strings

After the information for the project has been entered on the main page, expense strings for the project can be added by clicking on the Expense Skittle in the Ribbon toward the top right of the screen:

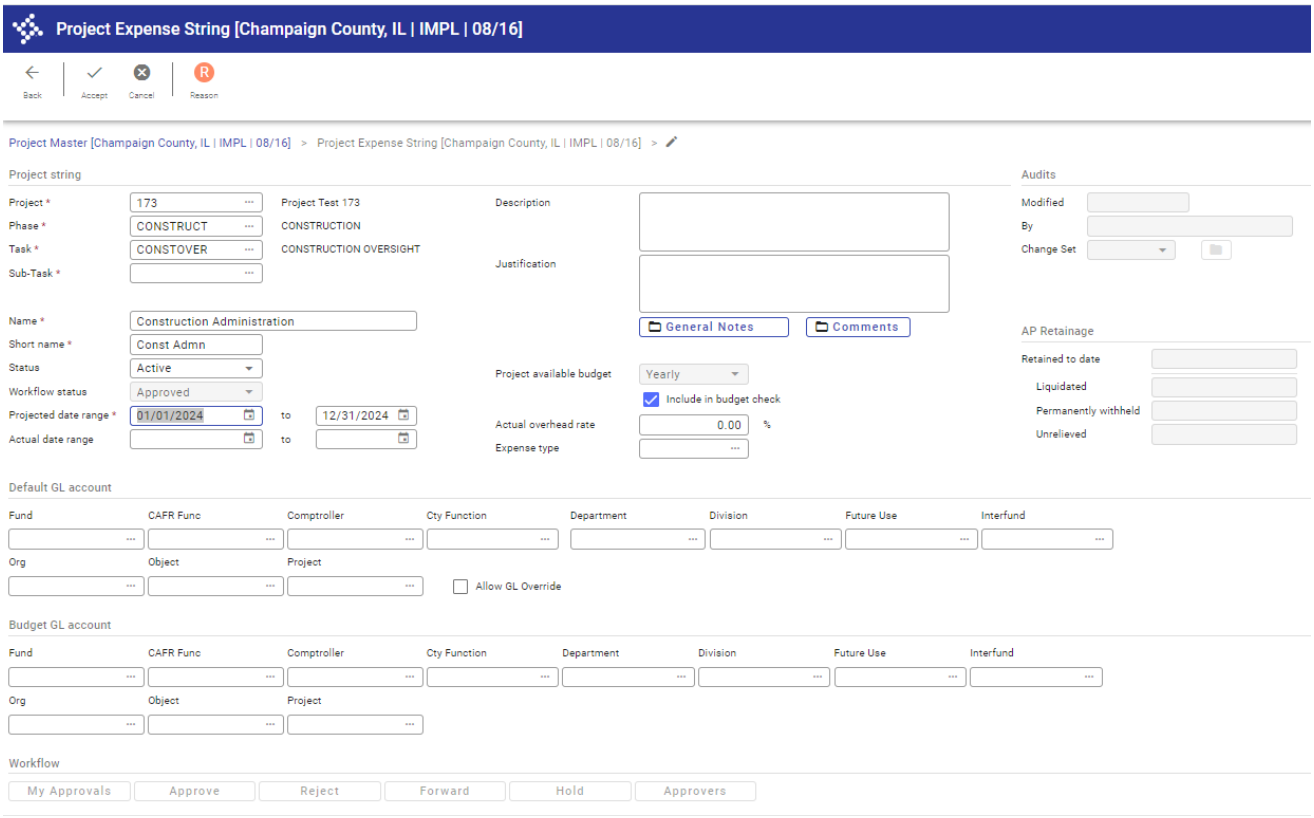


This will open the Project Expense String page to begin entering expense lines for the project.



The project title will default to the project title created in Project Master. Tab to Phase and enter the phase level for the expense string. Clicking on the ellipsis will display a listing of available Phase codes in Munis to select. Once Phase has been selected, tab to the Task field and enter the task level for the expense string. Clicking on the ellipsis will display a listing of available task codes to select. Repeat the same process for Sub-Task level, if necessary. (Task and/or Sub-Task may be optional depending on the string level requirements selected in the initial project setup.)
To create Phase/Task Codes complete the Project Phase/Task Codes Template found in Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP and email to the Munis Help Desk munis-help@co.champaign.il.us

Tab through to the Name field and enter a name for the expense string. Once a name is entered, the Short Name field will default to an abbreviated version of the full name previously entered. This can be changed as needed.



Tab to Status field. It will default to Active. Do not change this.

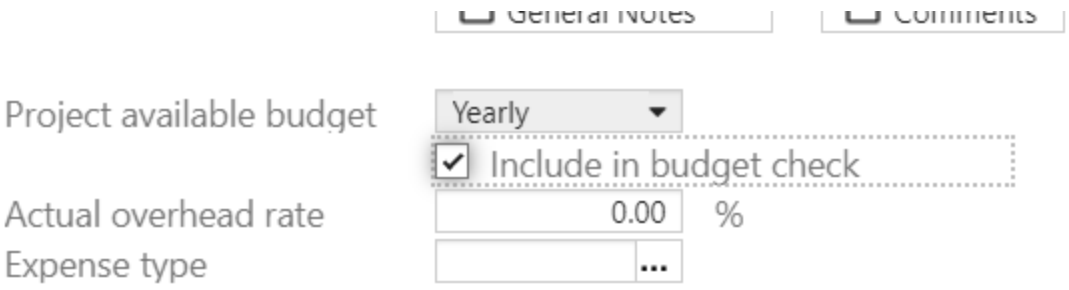
Workflow status is default and cannot be changed.

Tab to Projected Date Range, which will default to the date range established for the project in the initial setup in Project Master and should not need to be changed.

NOTE: The fields marked with a red asterisk are required, and all other fields are optional. (Task or Sub-Task will also be optional depending on the string requirements set for the project.)

Description is optional but may be used to enter descriptive information for the expense string. Justification field may be left blank and tabbed through.

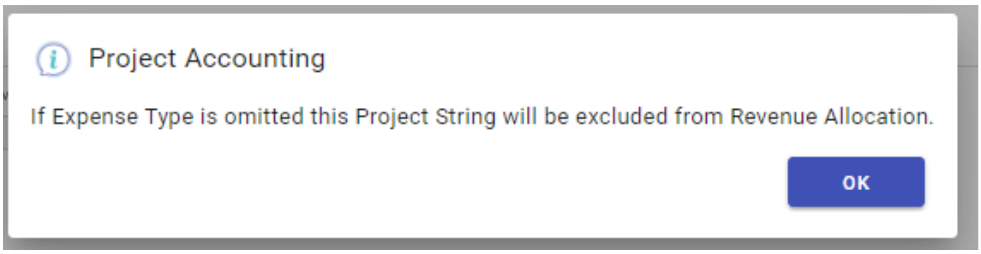
Project available budget will default to the type selected in the setup in Project Master and cannot be edited on this page.



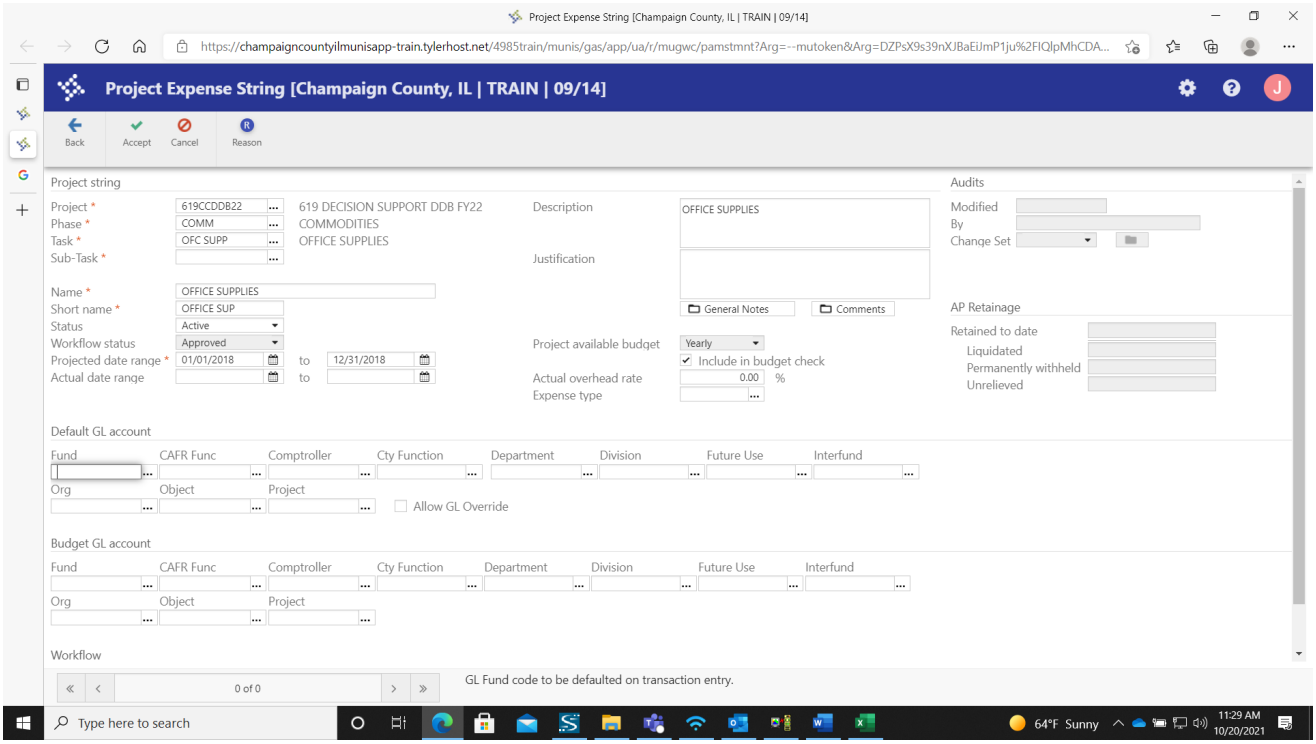
The box next to “Include in budget check” will default as checked. By leaving this box checked, it will ensure that any expenses entered against this project string will be checked against the project budget prior to approval.

NOTE: If a project budget is not going to be associated with the project, the box for “Include in budget check” needs to be <u>unchecked</u> so the system will allow expenses to be entered for the project!

Tab through the remaining fields in the top section. Leave Expense type blank, and the following popup will appear:



Click OK.

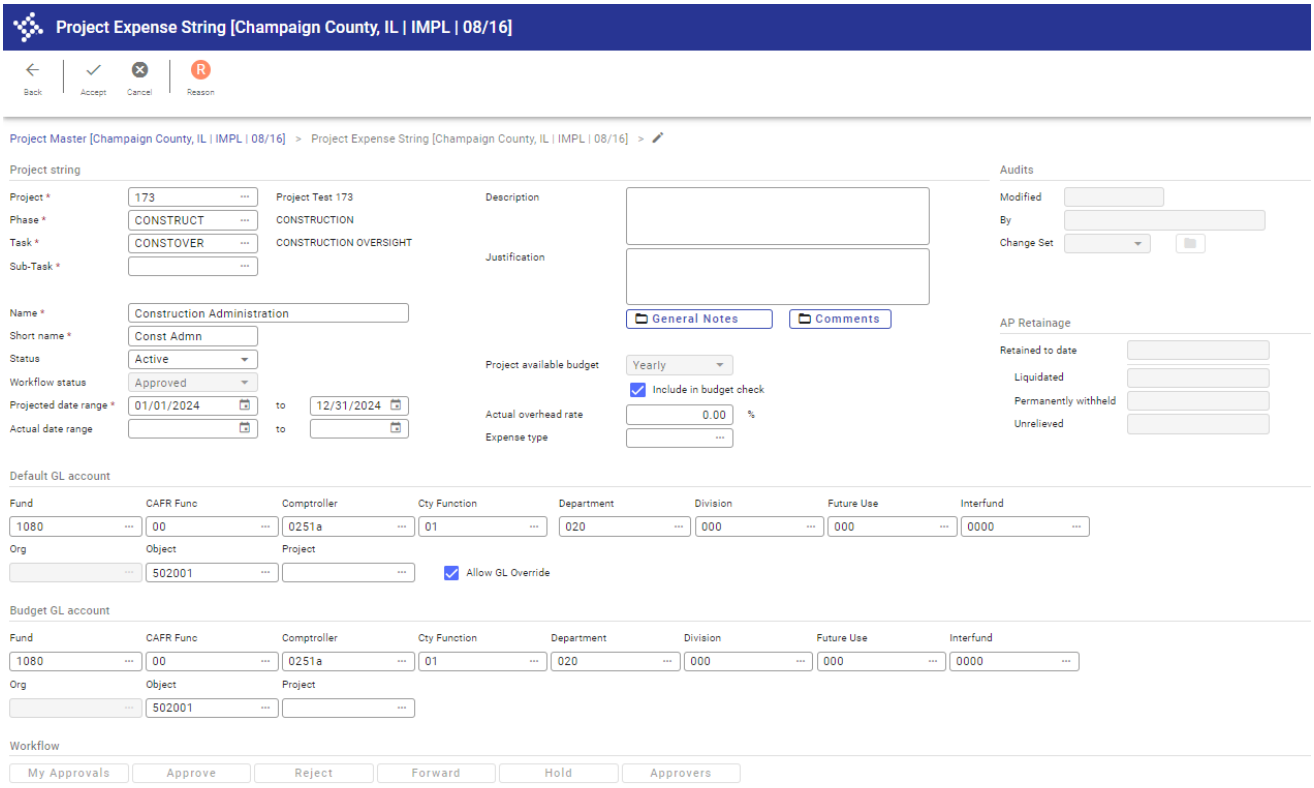


Under Default GL account, enter the appropriate Munis GL account string for the project expense. This can be determined using Account Central and the Chart of Accounts and Definitions (if you cross-refence an old AS400 object code to Munis please make sure to also consult the Chart of Accounts and Definitions for any changes in object codes).

4993	075-614-533.95	2075-00-0251c-06-100-003-000-0000-502004-
5262	075-614-534.44	2075-00-0251c-06-100-003-000-0000-502011-
6386	075-619-385.11	2075-00-00000-06-100-006-000-0000-600101-
2128	075-619-511.03	2075-00-0251c-06-100-006-000-0000-500103-
2278	075-619-511.04	2075-00-0251c-06-100-006-000-0000-500104-
2402	075-619-511.05	2075-00-0251c-06-100-006-000-0000-500105-
3001	075-619-522.01	2075-00-0251c-06-100-006-000-0000-501001-
3155	075-619-522.02	2075-00-0251c-06-100-006-000-0000-501002-
3000	075-619-522.04	2075-00-0251c-06-100-006-000-0000-501001-
3368	075-619-522.06	2075-00-0251c-06-100-006-000-0000-501004-
3657	075-619-522.15	2075-00-0251c-06-100-006-000-0000-501009-
3851	075-619-522.44	2075-00-0251c-06-100-006-000-0000-501017-
4005	075-619-522.93	2075-00-0251c-06-100-006-000-0000-501019-
4225	075-619-533.07	2075-00-0251c-06-100-006-000-0000-502001-
4863	075-619-533.12	2075-00-0251c-06-100-006-000-0000-502003-
4518	075-619-533.29	2075-00-0251c-06-100-006-000-0000-502002-
5283	075-619-533.33	2075-00-0251c-06-100-006-000-0000-502011-
5998	075-619-533.70	2075-00-0251c-06-100-006-000-0000-502019-
4519	075-619-533.85	2075-00-0251c-06-100-006-000-0000-502002-

Org and Project fields will be left blank. As GL data is entered in the fields for Default GL Account, the Budget GL Account section below will automatically populate with the same details.

NOTE: Once the default GL account for the expense string is initially entered, if any changes need to be made to this data the changes will need to be manually entered for both the Default GL and Budget GL account fields. The system will not automatically update the other field for changes. Both GL account strings must match.

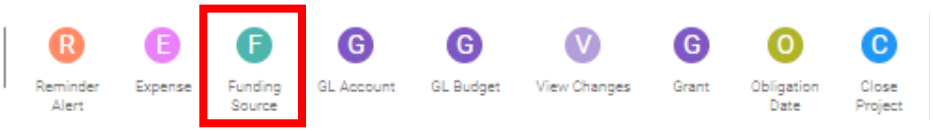


The box for "Allow GL Override" next to the Default GL account string will default as unchecked. Checking this box will allow a user entering an expense for this project string the ability to manually change the GL account associated with the expense string at the time of entering an invoice or requisition. Leaving this box unchecked will not allow changes to be made to the GL account associated with this project string at the time of invoice entry.

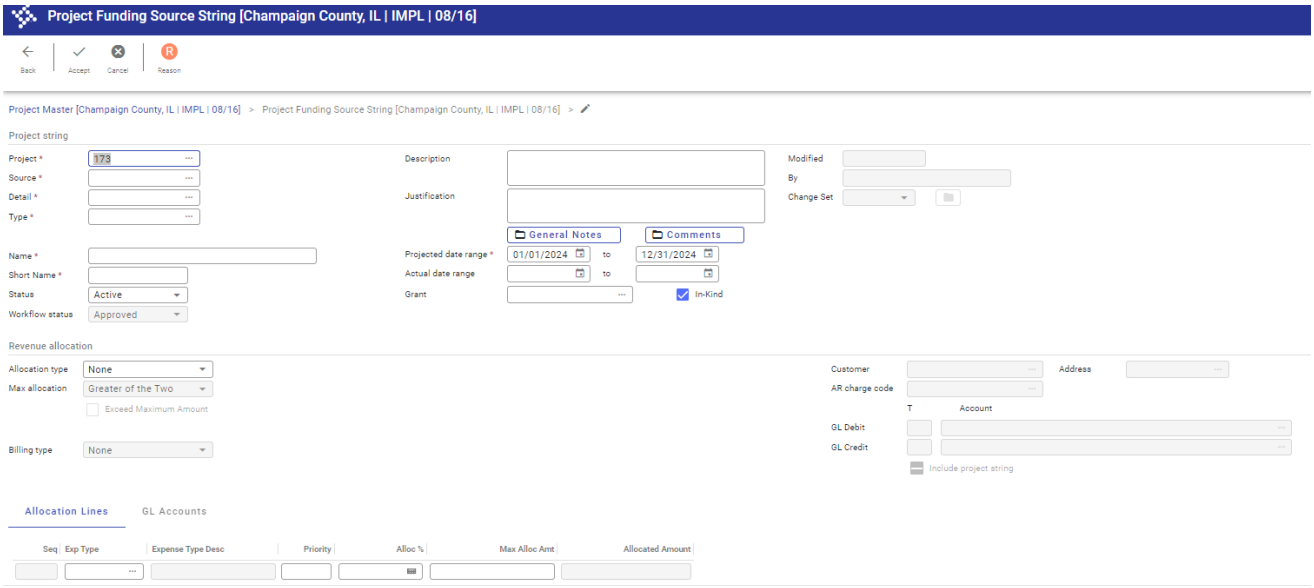
Once the expense string is completed, Click Accept. To continue entering additional expense strings for the project, Click Add and repeat the same process for each expense string. Once all expense strings have been entered, Click the Back arrow to return to the main project page.

Enter Revenue Strings

To enter revenue strings for the project, click the Funding Source Skittle (located next to Expense Skittle).



This will open the Project Funding Source String page to enter revenue strings.



As with the expense strings, the fields marked by a red asterisk are required for revenue strings. (Detail and/or Type may be optional depending on the project string requirements selected in project setup.)

Project Title will default. Tab to Source. Clicking on the ellipsis will open a listing of available Source codes to select for the revenue.

Code	Description
GIS_Agmts	GIS Agreements
GIS_Assess	GIS Member Agency Assessments
GIS_ESRIMt	ESRI Maintenance
GIS_GenFee	General GIS Fees
GIS_Sales	Map and Data Sales
GIS_SrvFee	Server Usage Fees
GIS_Staff	GIS Staff Hourly Rates
RENT	RENT
UTIL	UTILITIES
MAINT	MAINTENANCE
JANITOR	JANITOR
FEDERAL GR	FEDERAL GRANTS
STATE	STATE GRANTS
STATE GR	STATE GRANTS
LOCAL	LOCAL GOVERNMENT REVENUE
CHG SERV	CHARGES FOR SERVICES
MISC REV	MISCELLANEOUS REVENUE
INTERF TR	INTERFUND TRANSFERS
NON REV	NON REVENUE RECEIPTS
Reimburse	Reimbursement Tornado Sirens

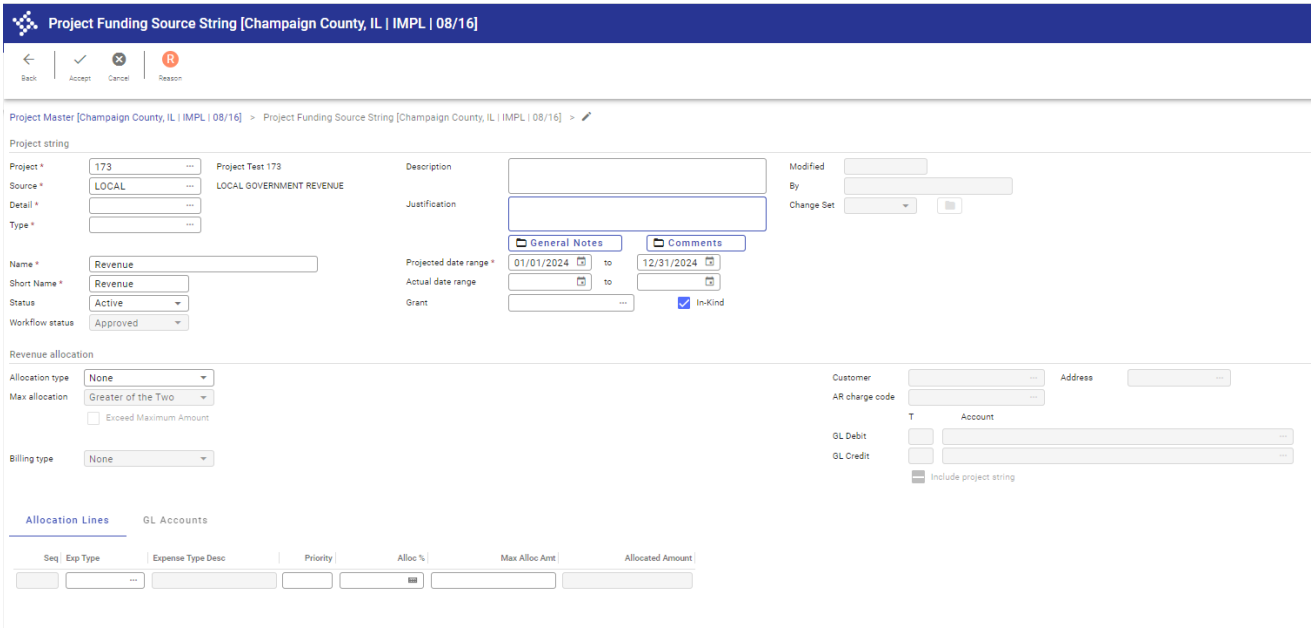
Select the appropriate Source code and then tab to Detail field. Clicking on the ellipsis will open a listing of available Detail codes in Munis to select. Repeat the process for Type level, if needed.

Enter full name for Revenue String in the Name field. As with the expense string, the Short Name field will default to an abbreviation of the full name and can be changed if desired.

Status should remain set as Active. Workflow status field cannot be changed.

Description can be entered if desired but is optional.

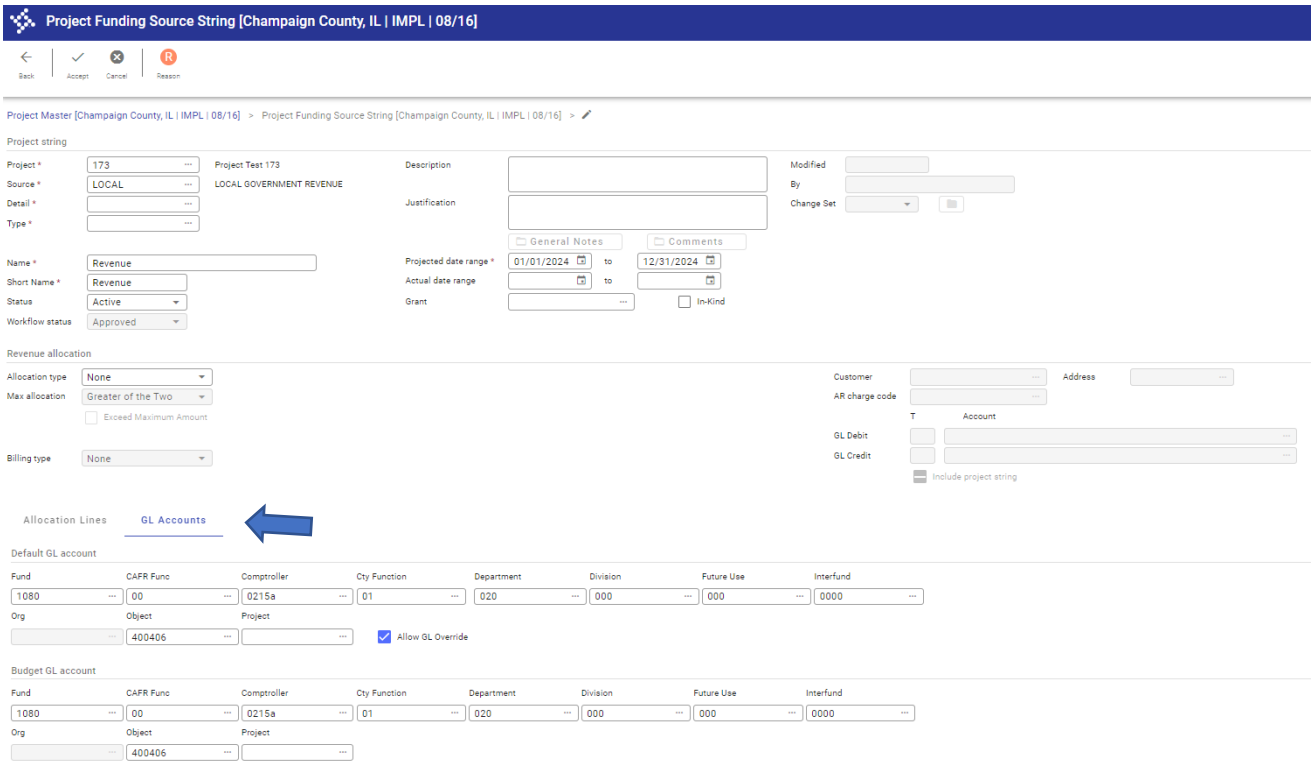
Projected date range will default to the date range for the project in the initial setup.



The In-Kind box will default as checked. If the revenue string should not be set as in-kind, uncheck this box.

The Revenue allocation section will default as None. Leave this as default. The remaining fields in the revenue allocation section will remain grayed out and cannot be edited.

Select GL Accounts to enter the appropriate GL data for the revenue string.



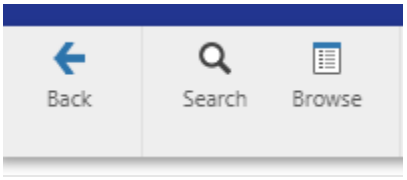
The GL data for the revenue string is obtained from the AS400 cross-reference guide.

4466	075-614-533.85	2075-00-0251c-06-100-003-000-0000-502002-
6088	075-614-533.93	2075-00-0251c-06-100-003-000-0000-502021-
4993	075-614-533.95	2075-00-0251c-06-100-003-000-0000-502004-
5262	075-614-534.44	2075-00-0251c-06-100-003-000-0000-502011-
6386	075-619-385.11	2075-00-00000-06-100-006-000-0000-600101-
2128	075-619-511.03	2075-00-0251c-06-100-006-000-0000-500103-
2278	075-619-511.04	2075-00-0251c-06-100-006-000-0000-500104-
2402	075-619-511.05	2075-00-0251c-06-100-006-000-0000-500105-
3001	075-619-522.01	2075-00-0251c-06-100-006-000-0000-501001-
3155	075-619-522.02	2075-00-0251c-06-100-006-000-0000-501002-
3000	075-619-522.04	2075-00-0251c-06-100-006-000-0000-501001-
3368	075-619-522.06	2075-00-0251c-06-100-006-000-0000-501004-
3657	075-619-522.15	2075-00-0251c-06-100-006-000-0000-501009-

Budget GL account segments will automatically populate with the data entered for Default GL account. Once the GL segments have been entered for the revenue string, click Accept. As with expense strings, any changes made to the data entered for the GL revenue accounts after initial entry will require manually changing the data for both Default and Budget GL account lines.

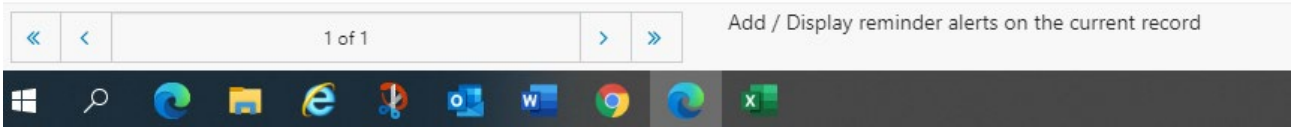
To continue entering additional revenue strings, select Add and repeat the same process as above.

Once all revenue strings have been entered, click the Back arrow to return to the main Project Master screen.

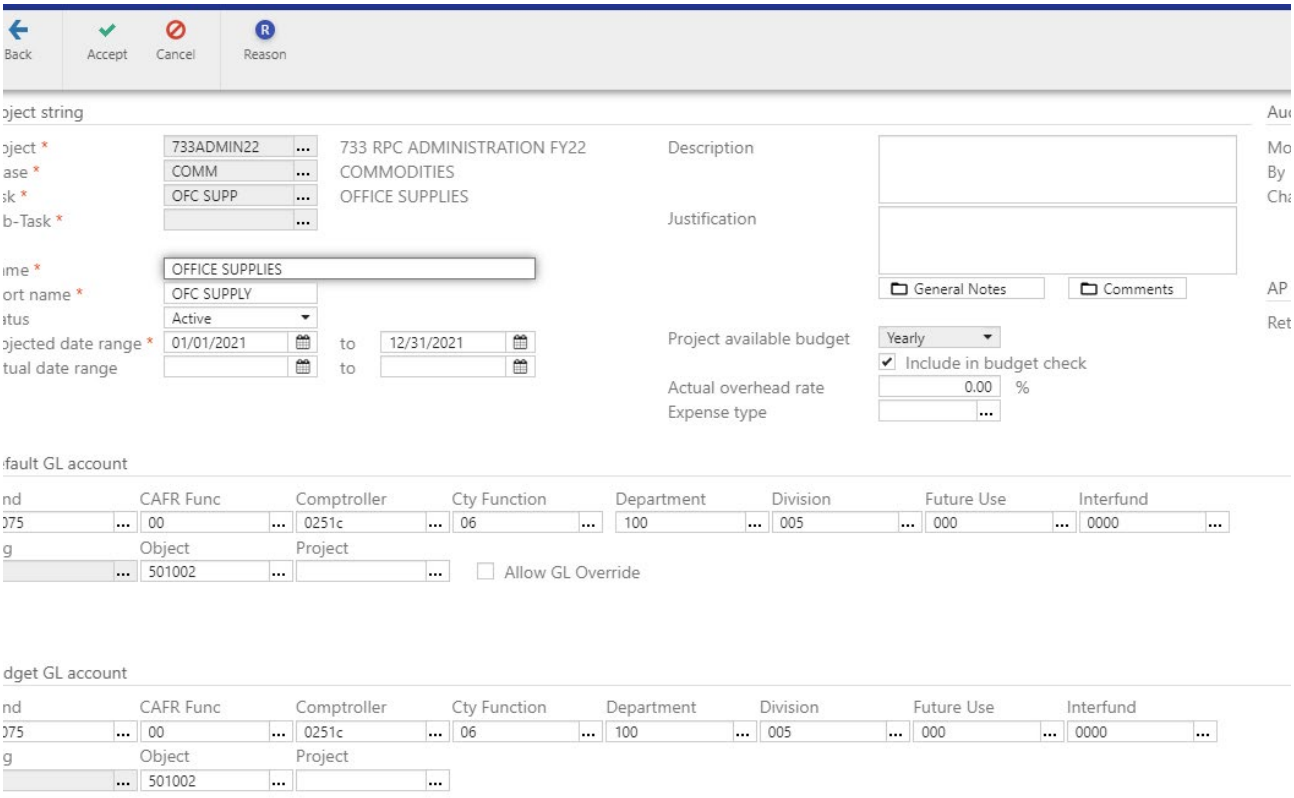


From the Project Master screen, additional expense and/or revenue strings can still be entered by clicking on the Expense or Funding Source buttons and repeating the previous steps. Previously entered strings can also be viewed and edited if necessary, from these pages.

Clicking on the Expense button will open up the display of previously entered project expense strings. To add new strings, click the Add (+) button. To edit an existing string, you can locate the expense string by clicking the arrows in the lower left portion of the screen to cycle through the available project strings that have been entered.



Once the project string that needs to be edited has been located, click the Update button in the header menu. This will allow data previously entered for names, descriptions and GL accounts to be changed if needed. NOTE: the project code, phase, task and sub-task fields cannot be changed at this point. If changes need to be made to those fields, the expense string would need to be deleted and completely reentered as a new expense string.

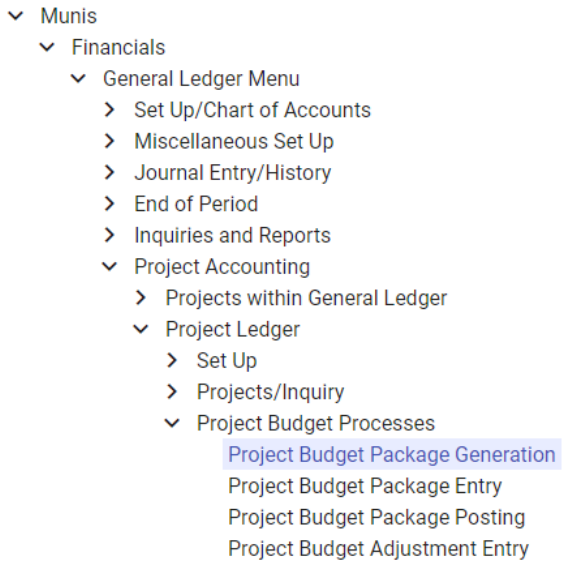


Once any edits have been made, click Accept. If no other strings require editing or adding to the project, click the Back arrow to return to the main Project Master screen. The same steps can be followed for editing revenue strings by clicking on the Funding Source button.

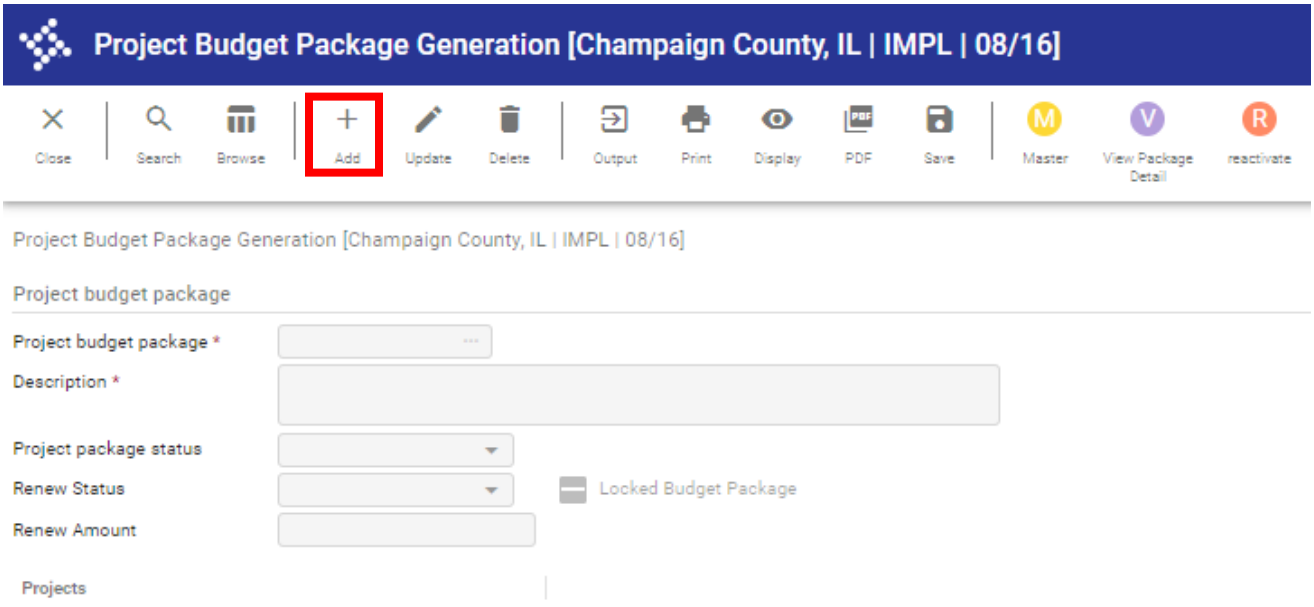
Once the Project has been completely built, click on the Back button from the Project Master page to return to the Munis Landing Page.

Building Project Budgets In Munis

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Generation



This will open the Project Budget Package Generation main page.



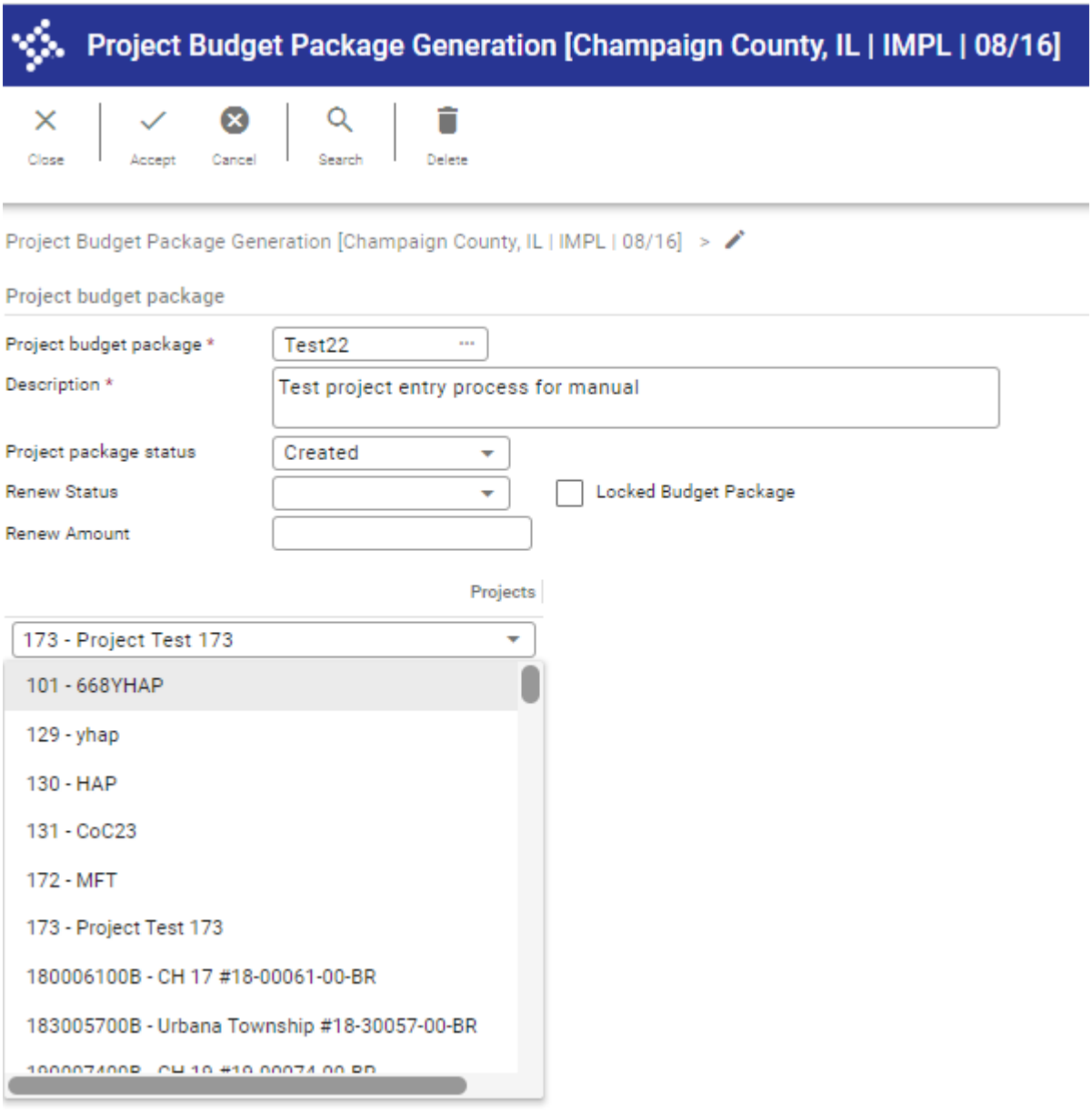
To add a new budget for a project, click the Add (+) button.

In the field for Project budget package, you will be required to assign a code (name) for the project budget package. A maximum of 9 characters can be entered in this field. It is probably helpful to use a budget package code that is similar in naming convention to the project code that is to be linked to the budget.

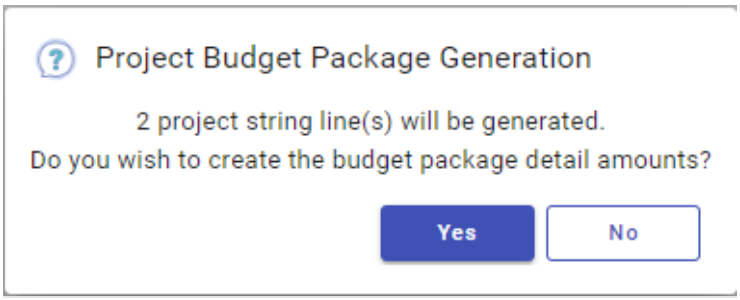
Tab to Description and enter a basic description for the budget package (ie. “Budget for 733 Administration FY22”)

Project package status will default as Created. Do not change the status at this point. Tab through the Renew Status and Renew Amount fields leaving those blank. Leave “Locked Budget Package” unchecked!

Select the dropdown arrow under “Projects” to display a listing of available projects that have been created in Munis. Select the project that is to be associated with the budget being created.

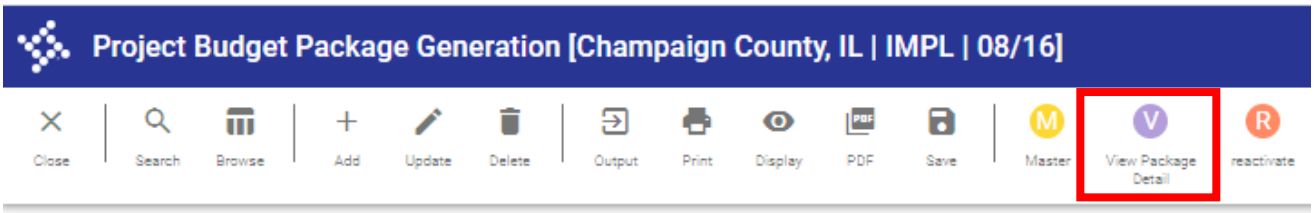


After selecting the correct project, click Accept. The following pop-up message will appear:

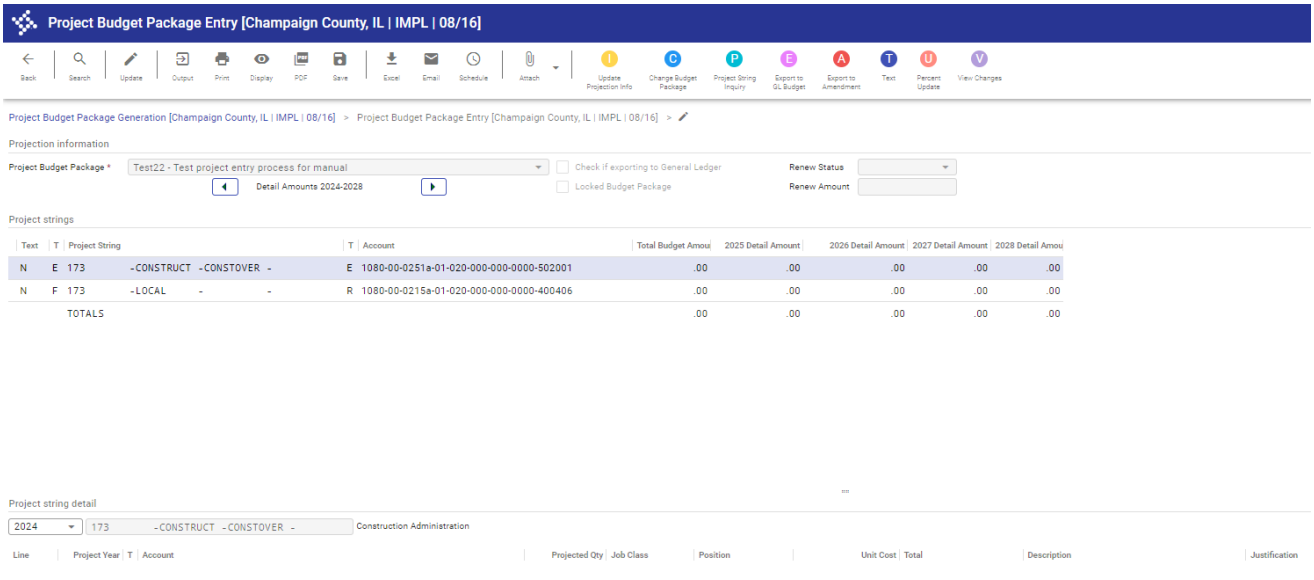


This message will display the amount of project strings (expense and revenue) that have been entered for the project and will require budget details. Click Yes.

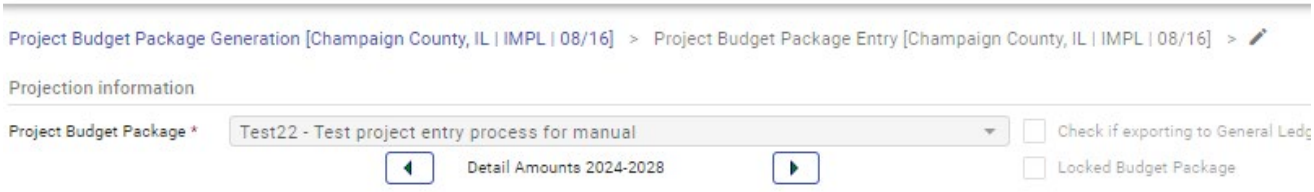
Once the pop-up disappears, you will see the main Budget Package Generation page for the project. Click the View Package Detail (V) button in the header menu.



This will open the Project Budget Package Entry page.



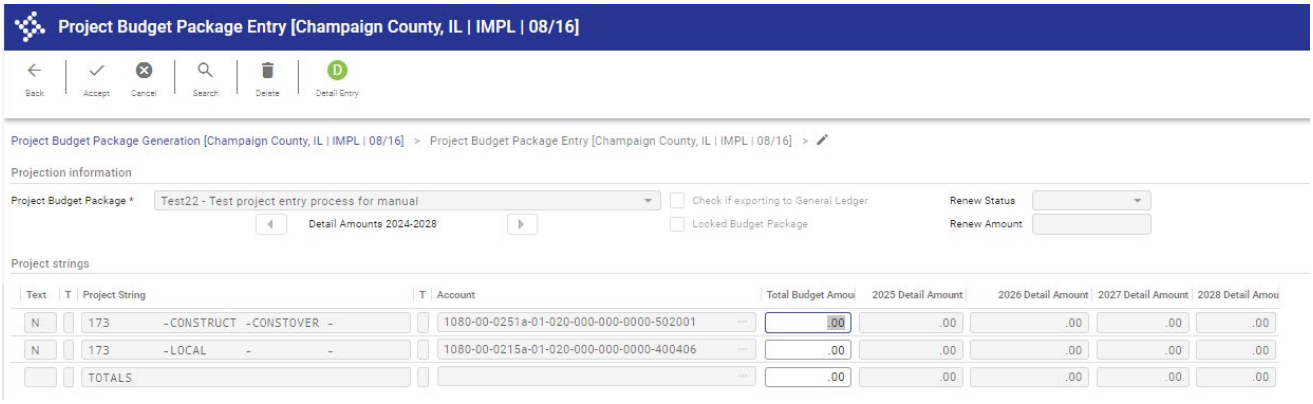
The expense and funding source strings created for the project will be displayed in the center of the screen.



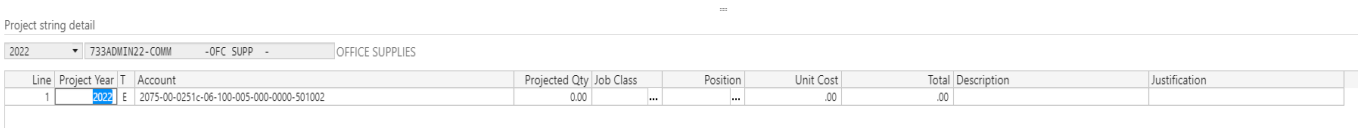
Project Budget Package field will include the Budget Package code and name initially assigned to the budget. Under that field, make sure that the project budget period falls within the "Detail Amounts" period. (For example, select detail period of 2021-2025 for a 21-22 project year budget.) The detail amounts period can be shifted using the left or right arrows.

Once the correct detail period has been set, click Update. This will open up the project strings to have budget amounts entered.

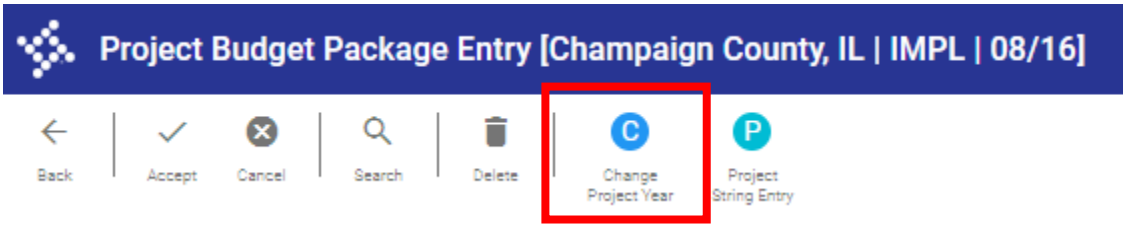
NOTE: <u>Do not</u> enter budget amounts directly in the project string fields at the top of the page:



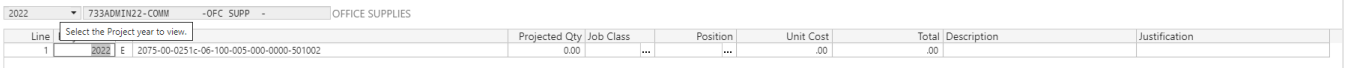
To enter budget details, click on the Detail Entry (D) button in the header menu. This will open up the "Project String Detail" field toward the bottom of the page. This is where budget amounts will be entered for each individual expense and revenue string.



The project budget year will display left of the project expense/revenue string. If the year is incorrect, click the Change Project Year (C) button in the header menu. This will then allow you to click the dropdown arrow next to the year and select the correct year for the project budget.



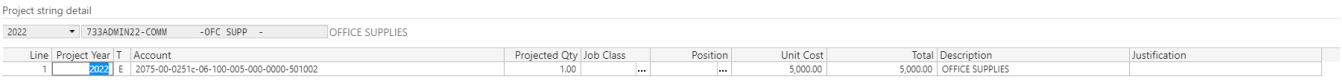
If the budget year is correct, you can tab through the Project Year and Account fields in the project string detail. The account will default to the GL account that has been associated with the string during the project setup.



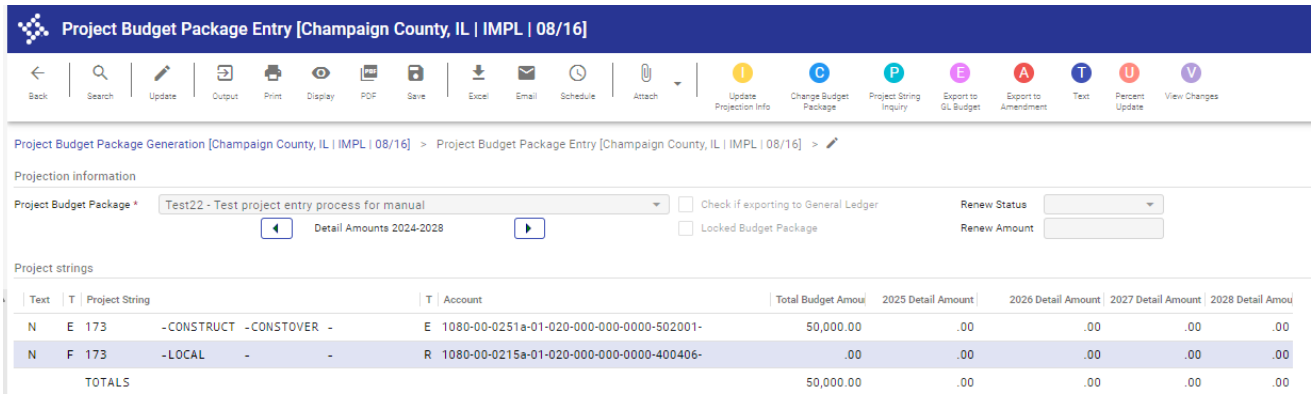
Under Projected Qty, enter 1.0. This will allow for the entry of the full annual budget amount for the string.

Tab through the Job Class and Position fields, leaving them blank.

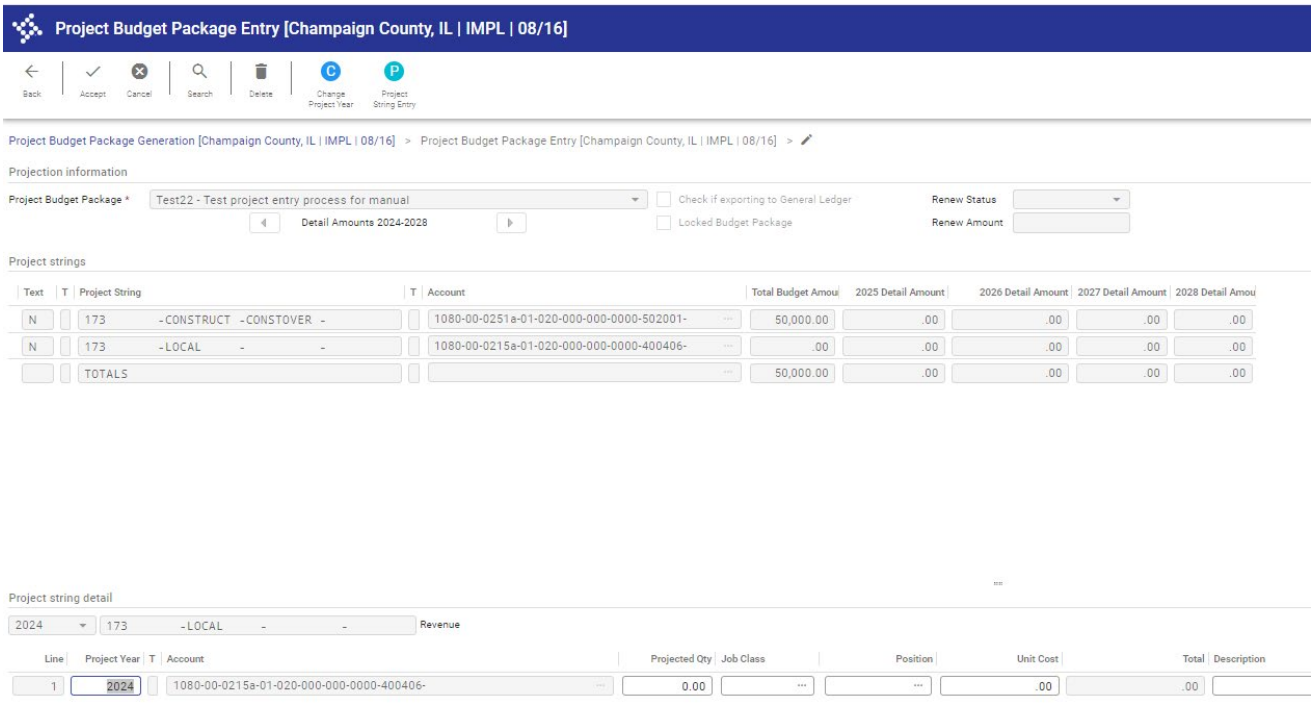
Under Unit Cost, enter the full annual budget amount for the particular line item. Tab over to Description, and Total field will automatically calculate. Enter a description for the line item. Leave Justification blank.



If all information is correct, Click Accept. This will automatically update the total budget amount for that string in the listing of all project strings in the center of the page.

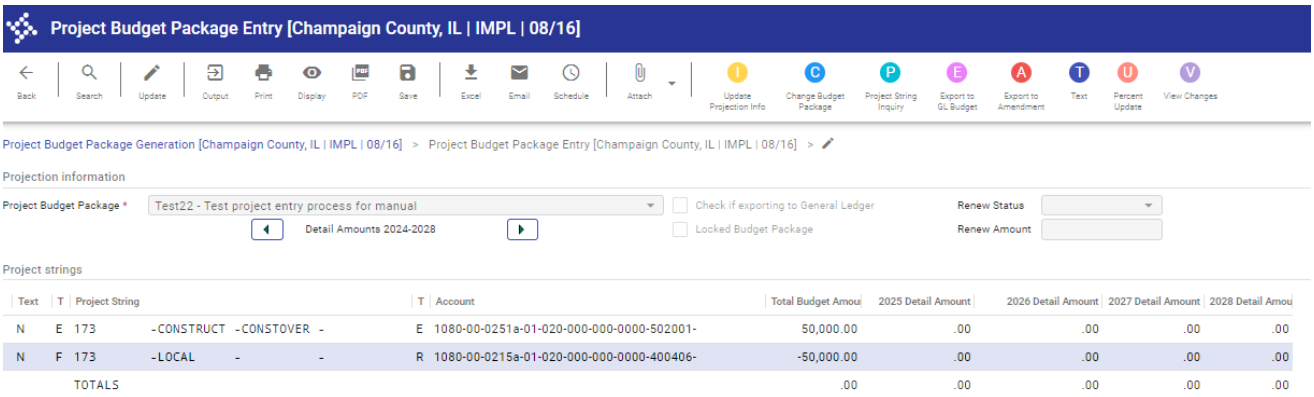


To enter the budget for the next string, click Update. Then select the next available project string from the listing of strings and click Detail Entry (D) to open up the string detail field below.



When entering string budget detail, again tab past Project Year and Account to the projected quantity and enter 1.0. Tab past Job Class and Position to Unit Cost and enter total annual budget amount for the line item. Tab to description and enter a line item description, and then click Accept.

Repeat the process for each expense and revenue string until all strings display budget amounts.

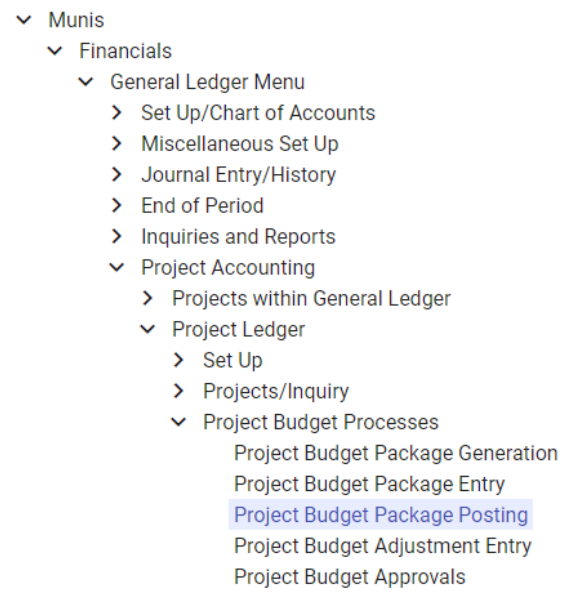


To edit previously entered budget amounts from this page, Click Update. Select the string to be edited and click Detail Entry (D). Update budget amount within the project string detail field at the bottom of the page and then click Accept.

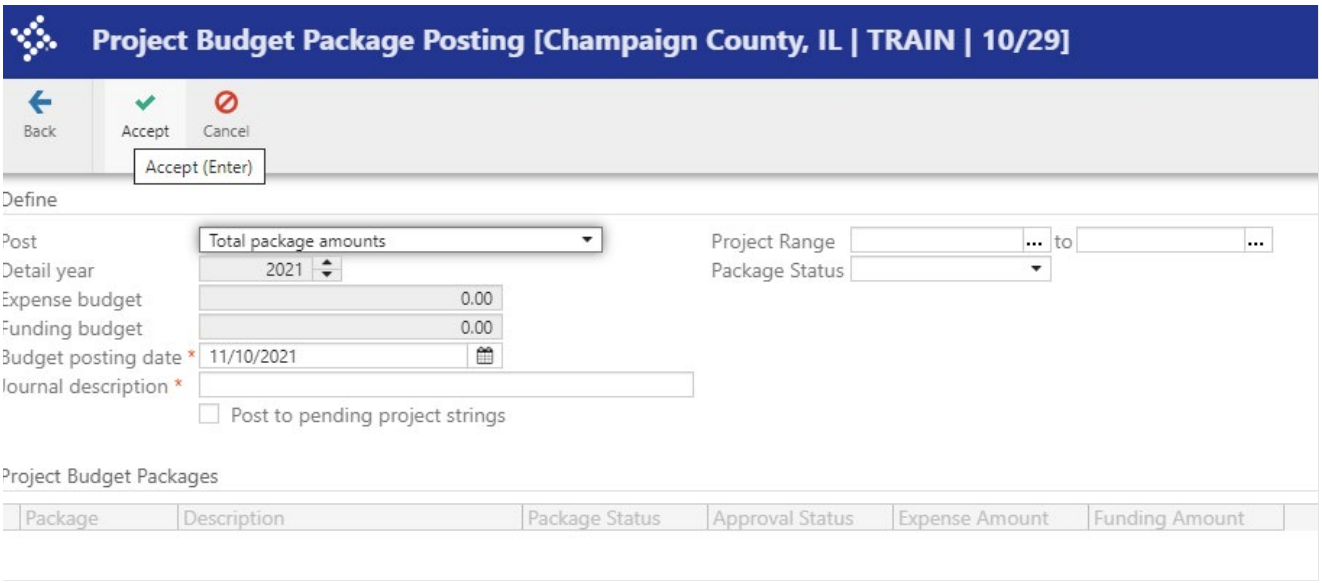
Once all budget information has been entered, click Back to return to the Munis Landing Page. At this point, you are ready to post the project budget.

Project Budget Package Posting

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Posting



This will open the Project Budget Package Posting page, where you will need to search and locate the budget package that has been created for the project. Click Search. This will allow the user to define the parameters of the search.



In the field next to Post, clicking the drop down will display the three options available when searching for a budget package to post:

- Search by total package amounts
- Search by package detail year only
- Search by project amounts only

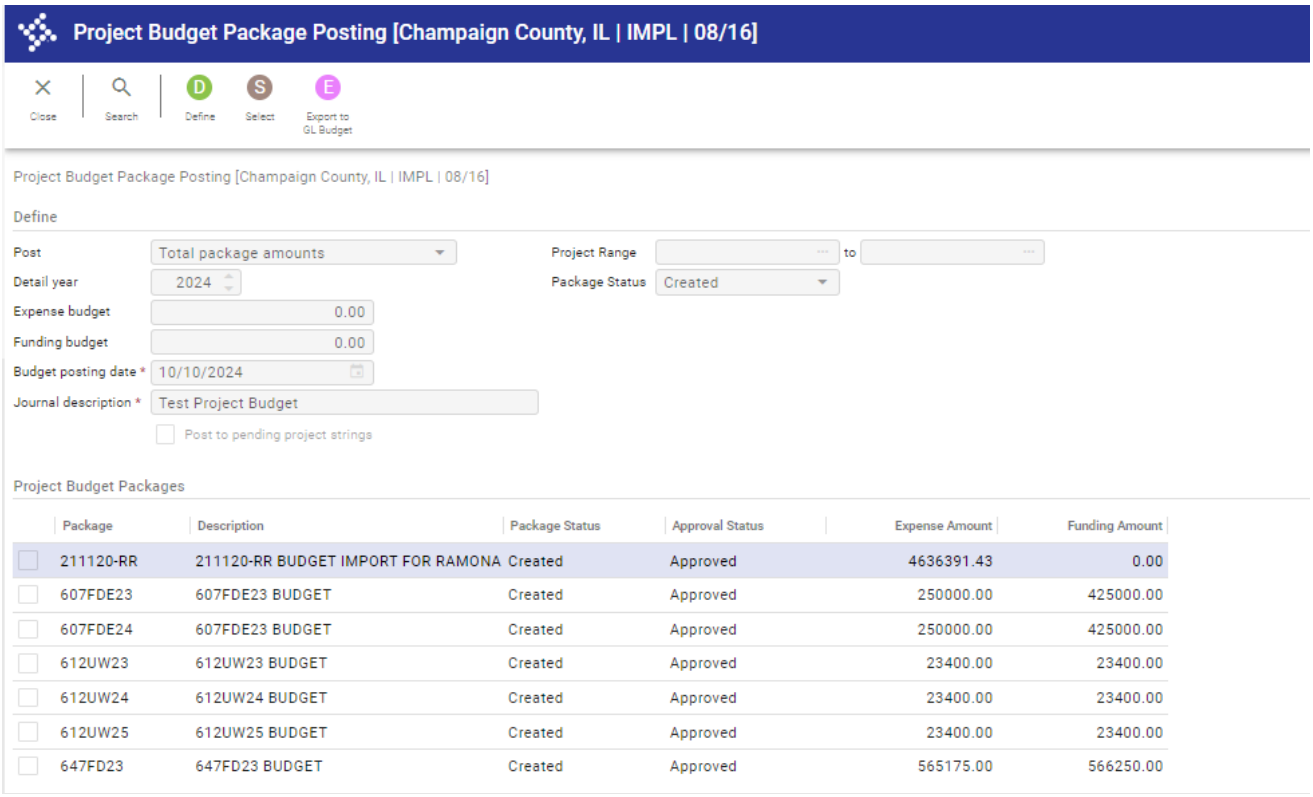
For a yearly project budget, the user can search using any of these methods. Note that life-to-date project budgets can only be located with searches by amount.

If selecting to search by package detail year, select the appropriate detail year (project year). The budget amount fields will remain grayed out and cannot be edited. Select a posting date that is in the year prior to the project budget year (For a 2022 budget, a 2021 posting date is required for example.) For Journal description, enter basic description (ie. "733 Admin 22 posting"). The box next to "Post to pending project strings" will default as unchecked. Checking this box would allow for budget amounts to be established if there were any pending strings associated with the project. Even if there are no pending project strings, it might be advisable to go ahead and check the box just in case.

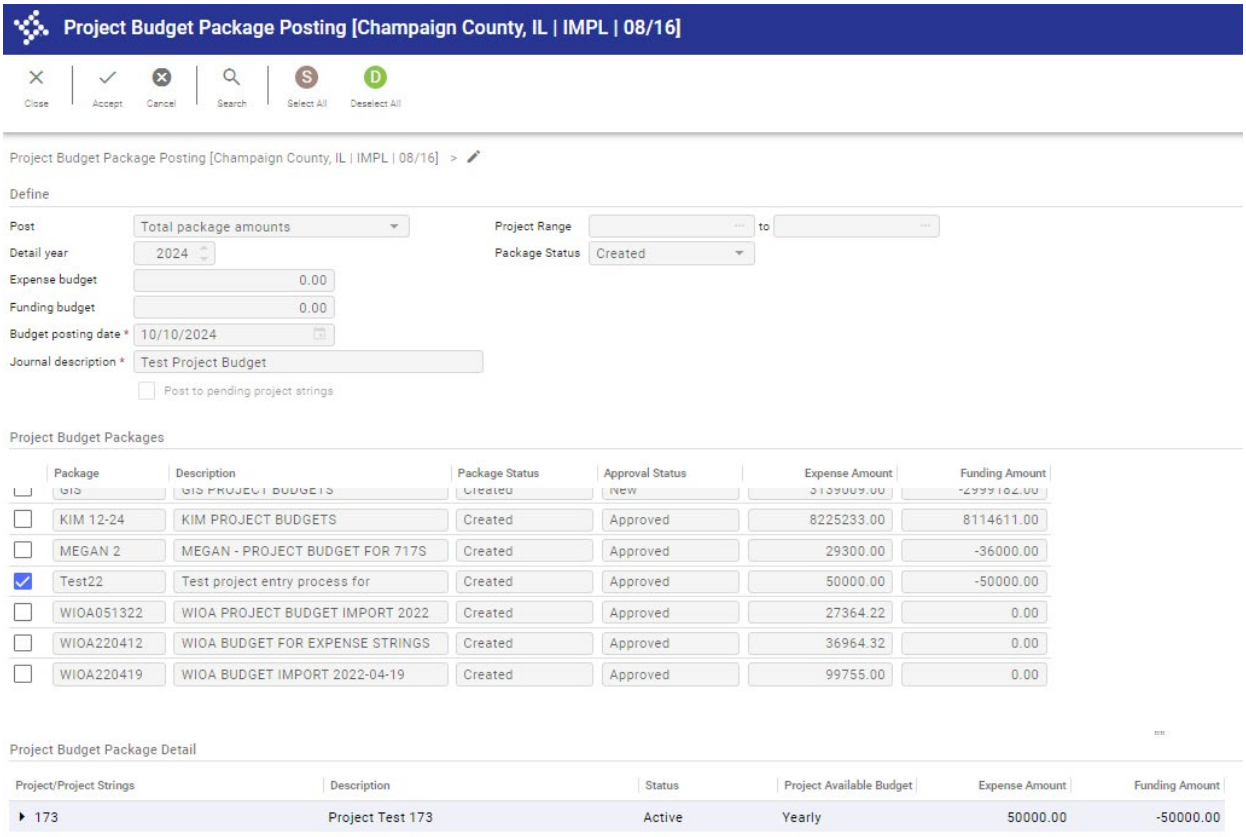
To search by amounts rather than year, enter either the total expense or funding budget amounts for the project. Repeat the same process as above for posting date and journal description.

Leave project range and Package status fields blank. Once search parameters have been entered, Click Accept.

The screen will then display all created project budget packages that meet the search criteria:



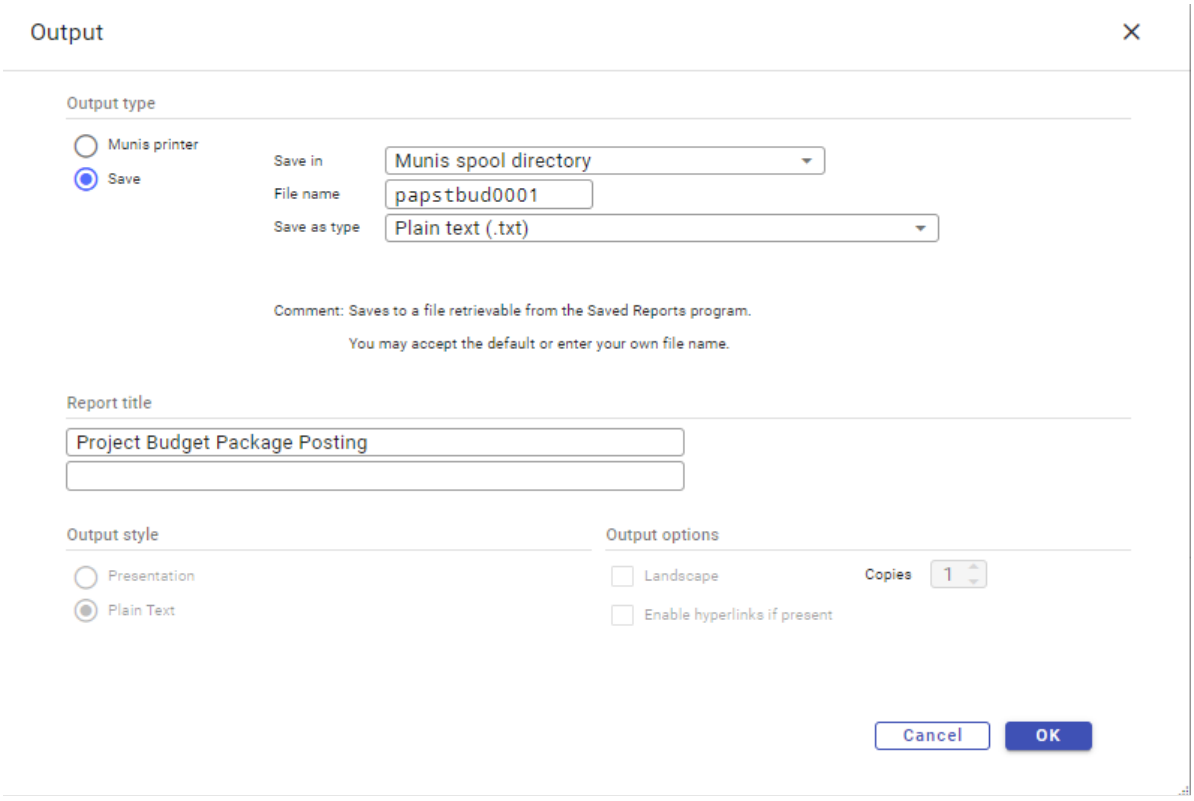
Click the Select (S) Skittle in the Ribbon to allow open up the fields in “Project Budget Packages” to be selected. Then check the box next to the project budget to be posted. This will allow you to view the budget package detail at the lower portion of the screen.



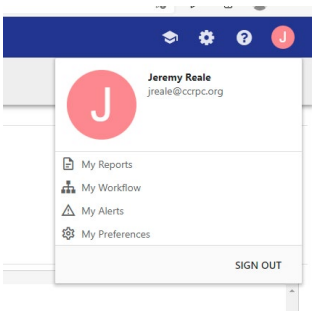
Under Project Budget Package Detail, click the carrot next to the Project Budget name in order to display the listing of all project budget strings. This is an opportunity to review budget amounts for possible errors that could be corrected prior to posting.

If all data looks correct, Click Accept. Then click Post (P).

You will be prompted to run a budget package posting report. Click Save. For save as type, the user has the option of selecting either plain text or PDF file. (Either file type is acceptable, so it is a matter of user preference.)



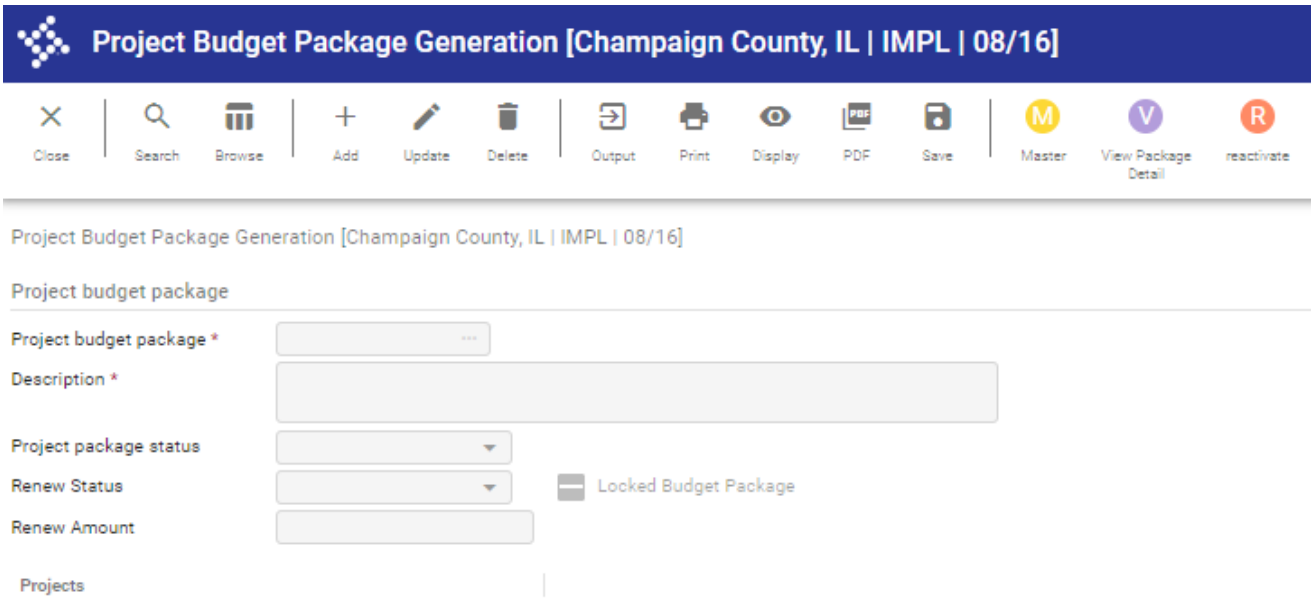
Once the posting report is saved, the report can be viewed by clicking on the user initial icon in the upper right corner of the screen and selecting My Reports.



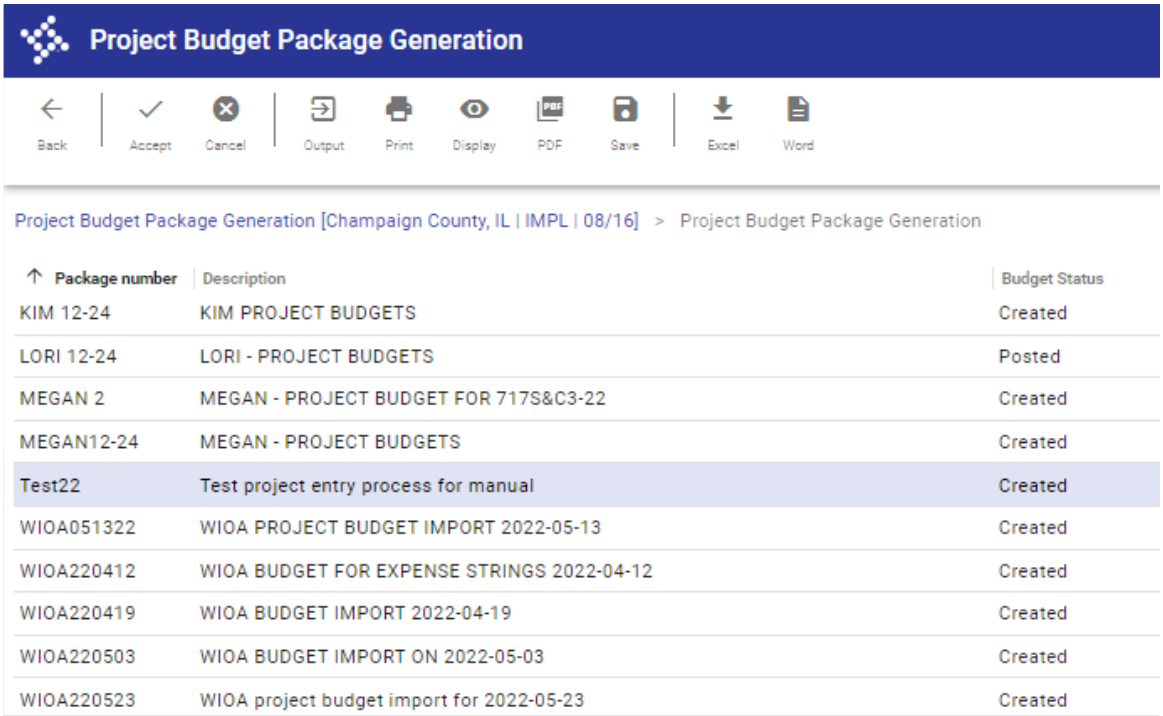
Once the project budget has been posted, click the Back button to return to the Munis Landing Page.

Update Budget Status for the Project

From this point, you will need to go back into the Project Budget Package Generation feature to update the budget status for the project. (The system does not automatically update the status after the budget has posted.)

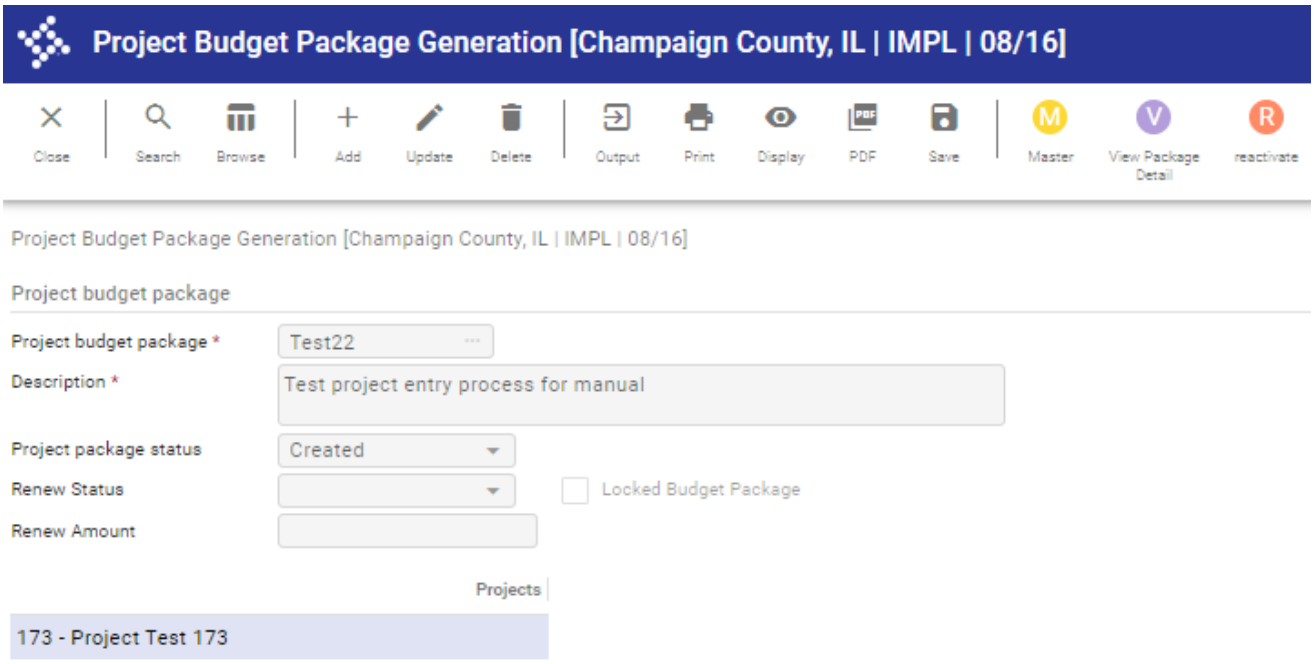


From the main page, the user can either search for the project budget by name or click Browse to see all budget packages that have been generated in the system.

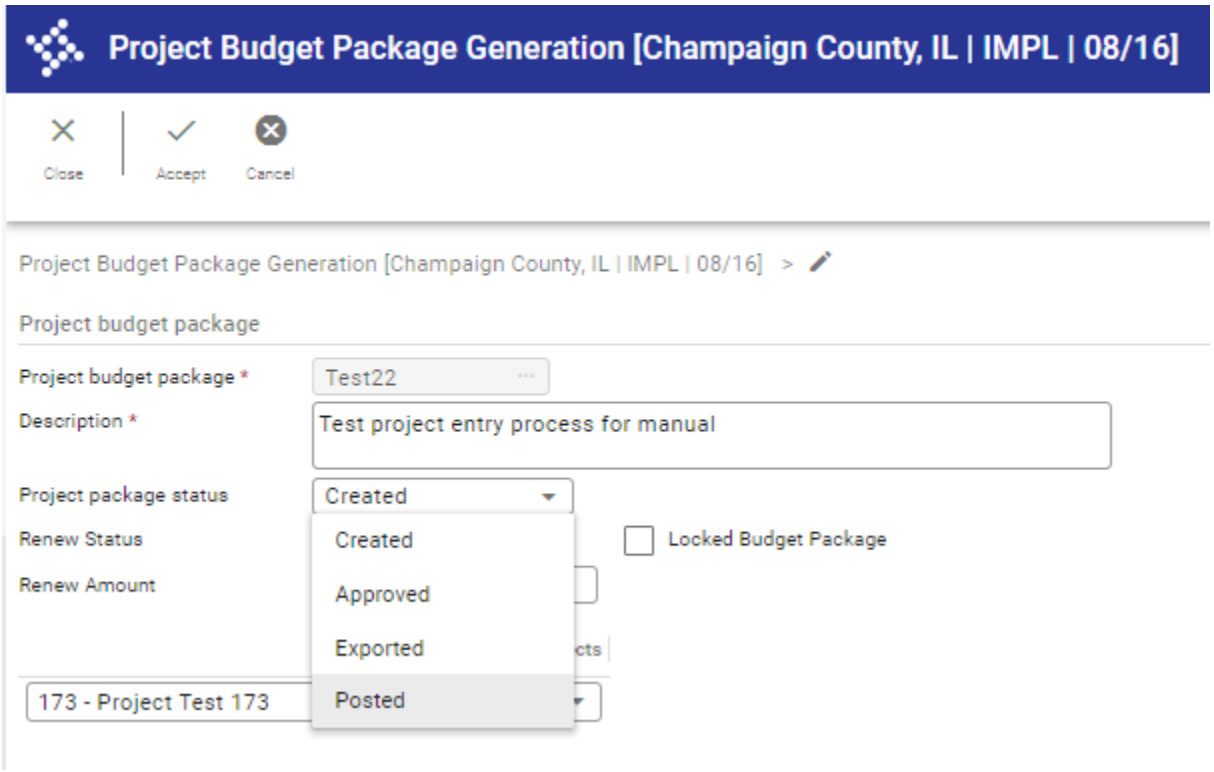


Package number	Description	Budget Status
KIM 12-24	KIM PROJECT BUDGETS	Created
LORI 12-24	LORI - PROJECT BUDGETS	Posted
MEGAN 2	MEGAN - PROJECT BUDGET FOR 717S&C3-22	Created
MEGAN12-24	MEGAN - PROJECT BUDGETS	Created
Test22	Test project entry process for manual	Created
WIOA051322	WIOA PROJECT BUDGET IMPORT 2022-05-13	Created
WIOA220412	WIOA BUDGET FOR EXPENSE STRINGS 2022-04-12	Created
WIOA220419	WIOA BUDGET IMPORT 2022-04-19	Created
WIOA220503	WIOA BUDGET IMPORT ON 2022-05-03	Created
WIOA220523	WIOA project budget import for 2022-05-23	Created

Select the appropriate budget and click Accept. This will open up the budget package page for that particular project.



Click Update. In the field next to Project package status, click the dropdown arrow and select Posted to change the status to reflect that the budget has been posted. Then click Accept.

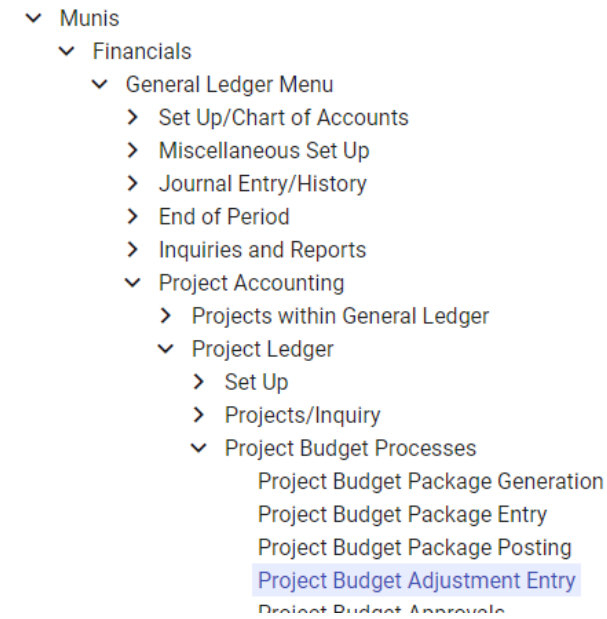


Click Close in the Ribbon to return to the landing page.

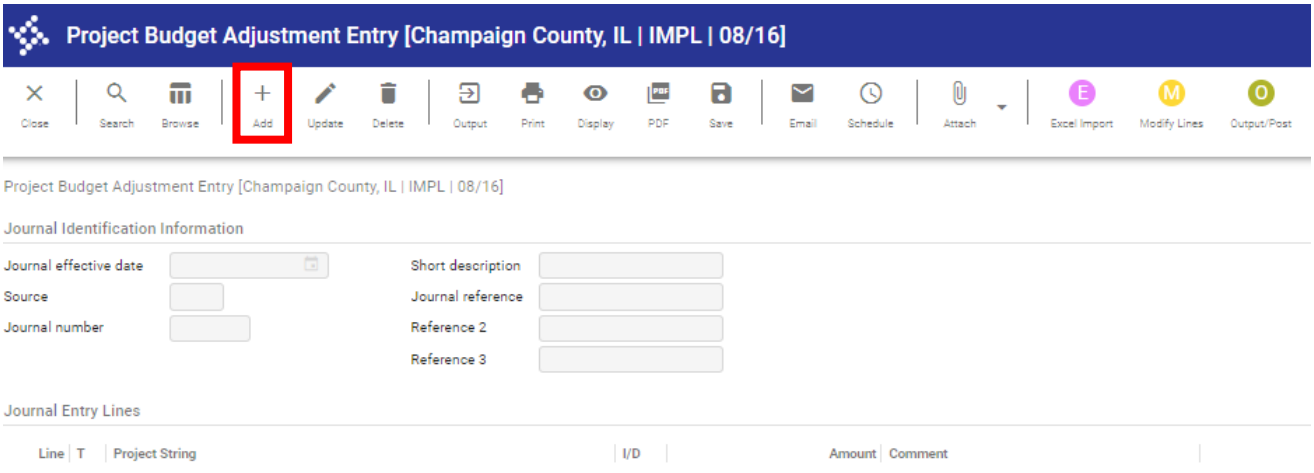
Project Budget Adjustment Entry

If you need to make additions to the Project Budget after posting the Project Budget, you will need to do a Project Budget Adjustment Entry.

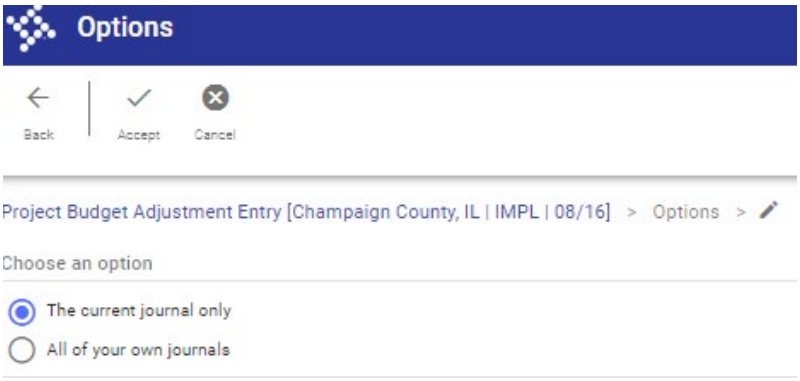
Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Posting



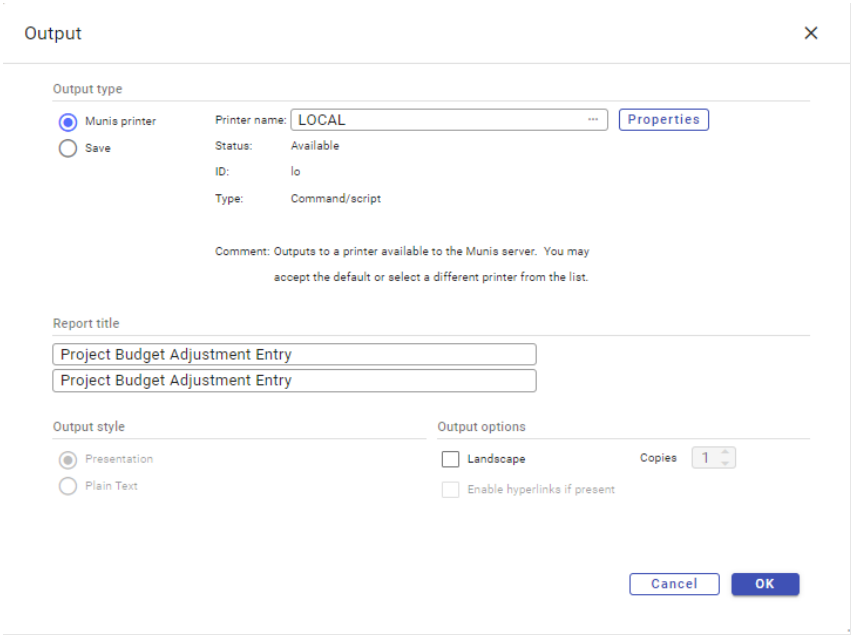
Click Add in the Ribbon.



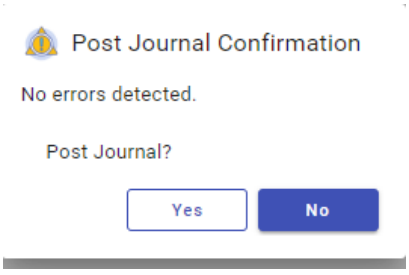
Then select effective date and enter short description. You can tab through the rest of the fields down to the project string fields below. Select the project strings that need to have budget added by typing in the initial project code and then clicking the ellipsis to bring up the list of available strings for that project. Once the string is selected enter I in the next field (for increase budget amount). D would be used if decreasing budget amount for the line. Then enter the amount to increase for the budget for that string and include some type of comment. Then can tab to create an additional line for other strings that need to be adjusted. After completed, click Accept and then Output/Post.



Click Accept in the Ribbon. Save the report.



You will then get a pop up asking if you want to post the journal. Select Yes.



Select Close in the Ribbon to exit Project Budget Adjustment Entry.

Correct Project Name

Once a project has been created, the system will not allow you to change the 10-character project code when you try to update in Project Master.

If all else fails, you could copy the project again to a new target project with the correct project code name. Then you can go back and delete or close the project with the wrong name to prevent any activity accidentally being posted to it.

Contracts and Leases

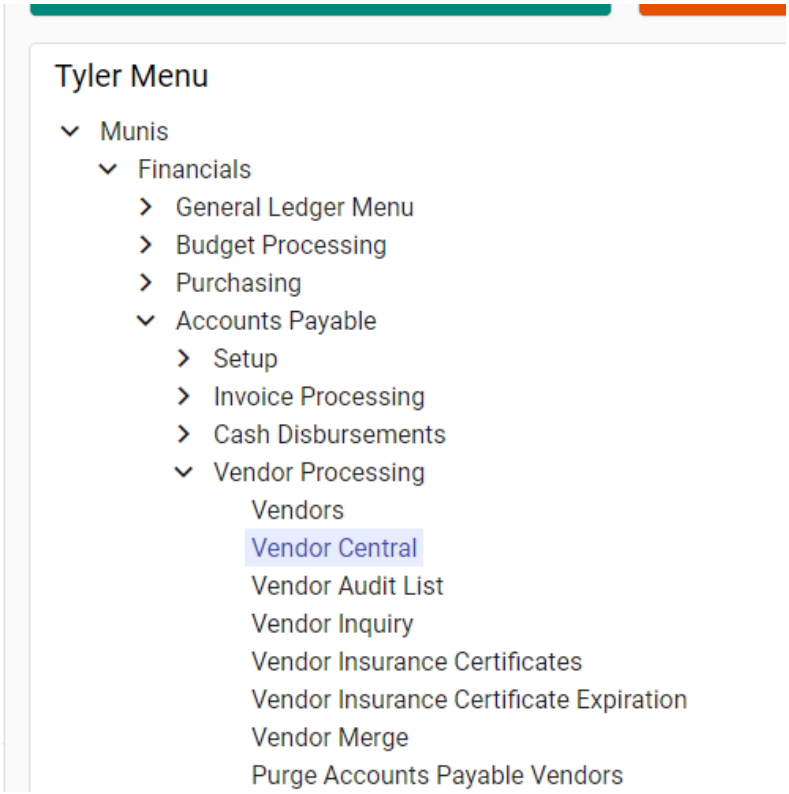
All contracts and leases must be connected to invoices in MUNIS. The contract/lease must be added to the invoice before you enter the account string, or the invoice will need to be deleted and redone.

Search for Contracts and Leases

There are multiple ways to find out if a contract is in the system if you do not know the contract number.

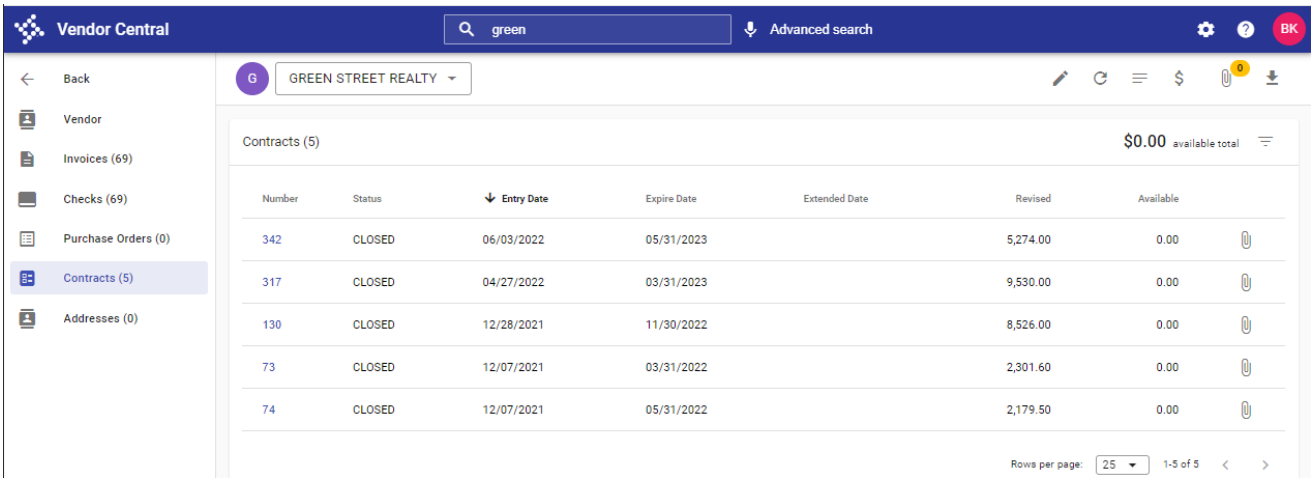
Vendor Central

To get to Vendor Central to the Tyler Menu – Munis → Financials → Accounts Payable → Vendor Processing → Vendor Central



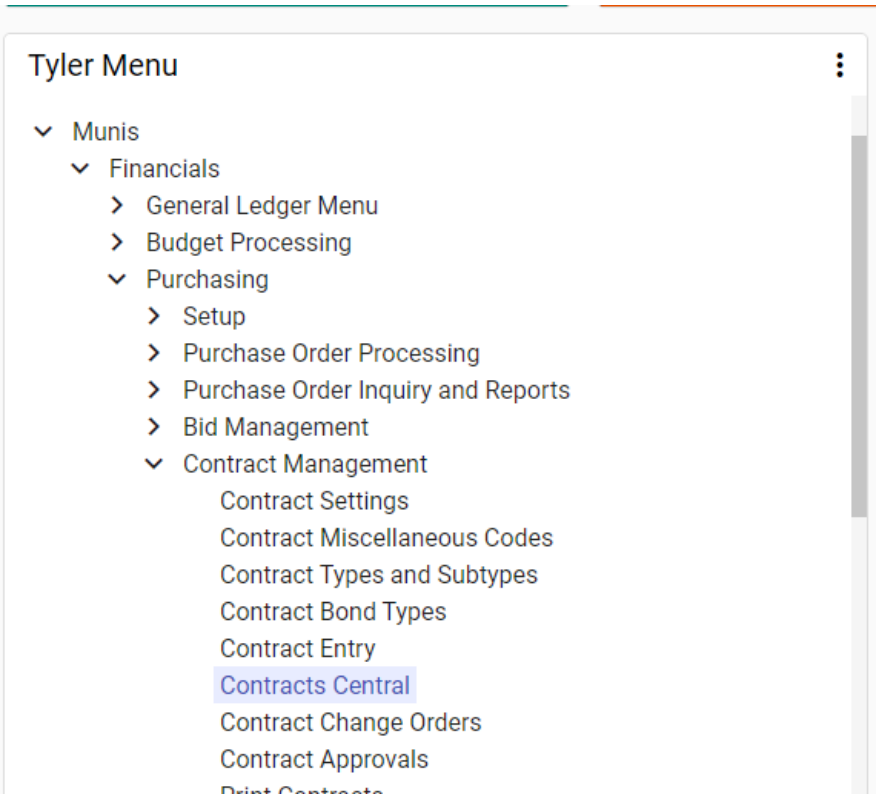
The first screen in Vendor Central is the search screen.

Search for the vendor and select the Contracts tab.



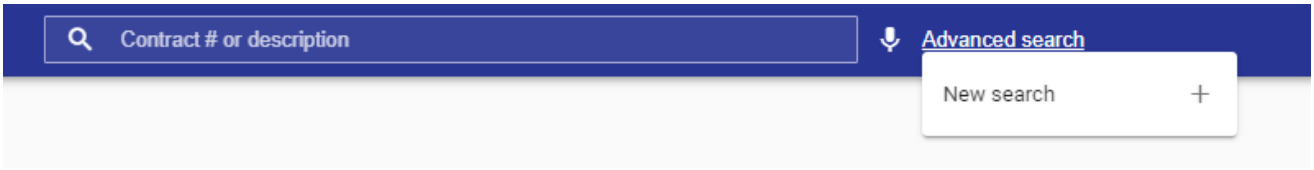
Contracts Central

To get to Contracts Central to the Tyler Menu – Munis → Financials → Purchasing → Contract Management → Contracts Central

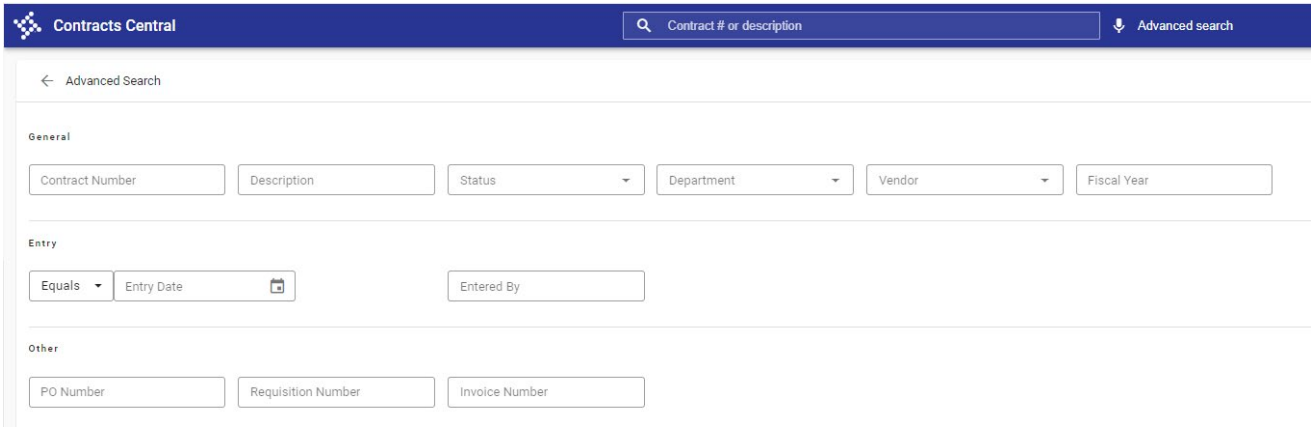


Search Screen – click Advanced Search

New Search

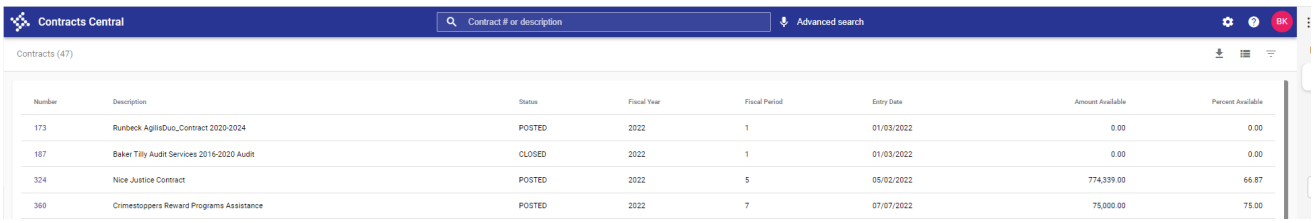


Using Advanced Search, you can search by Department or Vendor

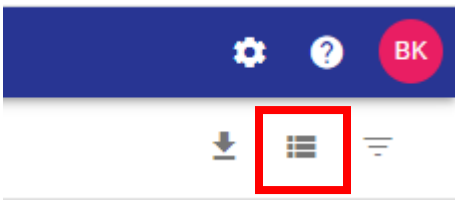


Here is a screen shot of searching by Department. It will list all the contracts entered for the department.

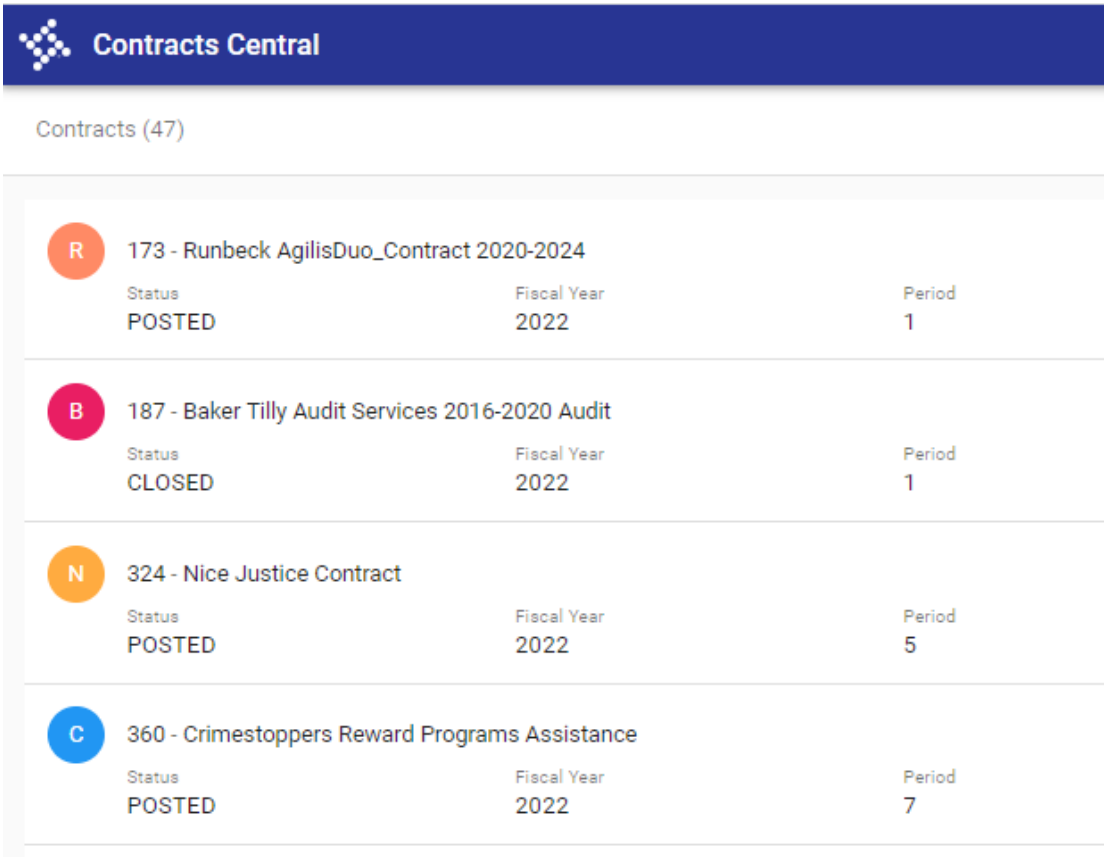
Viewed as a list



Or it can be viewed as a grid by clicking on the Toggle Table/Lost View icon.



Viewed as grid



Request a Contract be Added to Munis

To add a contract to Munis please provide the following information to the Munis helpdesk:

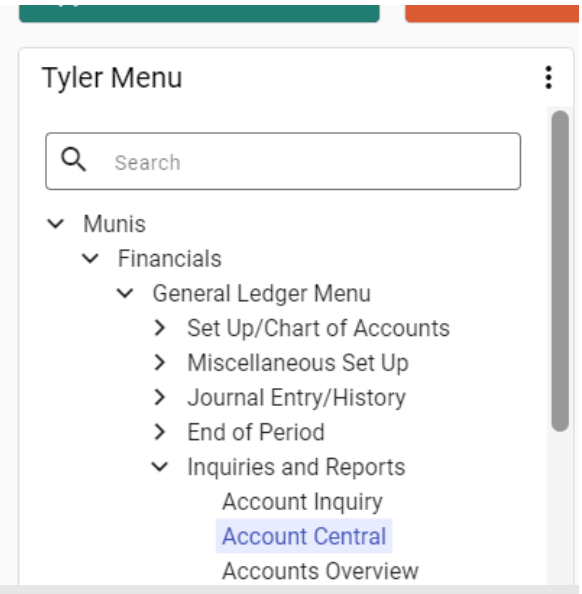
- The contract
- Department that will be paying contract (this is the department number in invoice entry. If the contract is going to be split between multiple departments, please provide the departments and amount per department if not clear in contract)
- Is this a lease for space, equipment, or SAAS (Software as a Service)?
- Will there be more than one payment?

Along with contracts, any Intergovernmental Agreement that sets a dollar amount of annual contribution will need to be added as a contract in Munis.

Account Central

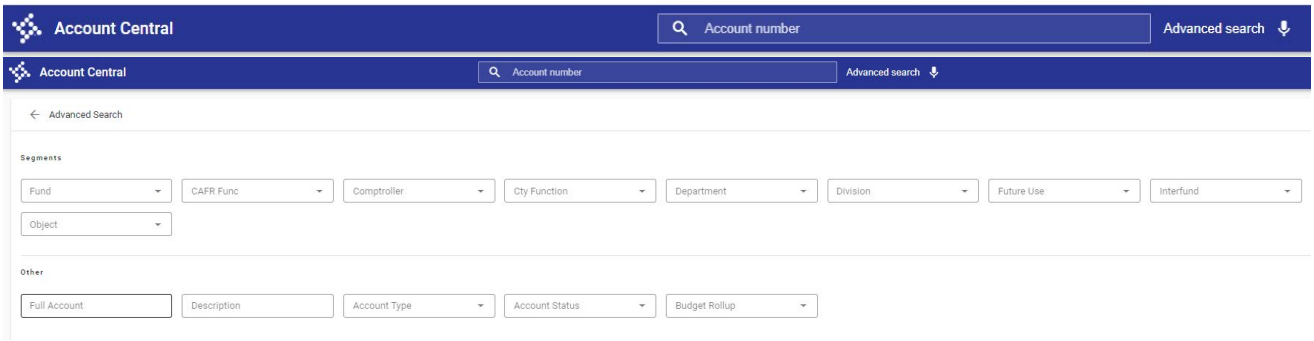
You can use Account Central to see you line-item balances and drill down to see details for the line item.

You can search Account Central, or it is under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Central

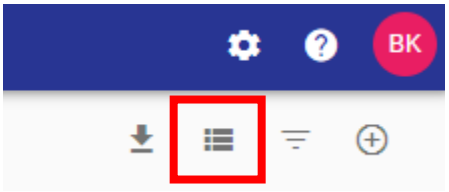


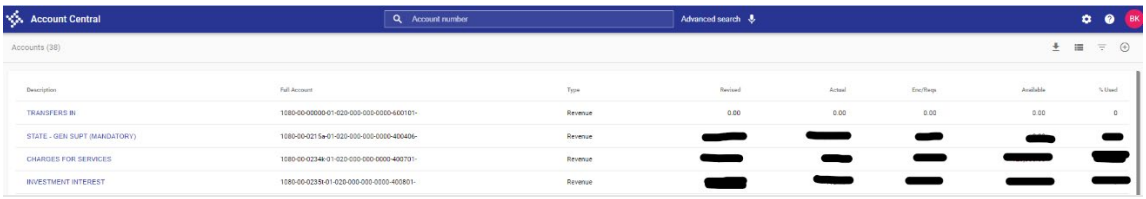
Advanced Search

If you click on advanced search, you will get this screen where you can enter the dept for the search to get all accounts.



After selecting your department, it will show all the lines and available balances. You can view in list view (shown) or as a grid by clicking on the Toggle Table/Lost View icon.

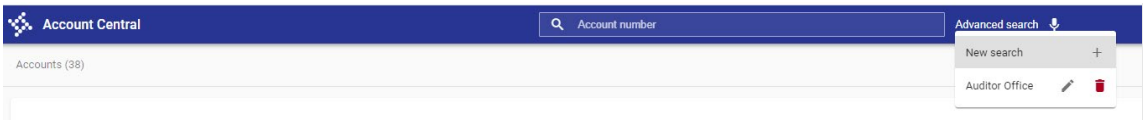




Saved Searches

You can set up your search to automatically show when you open Account Central. After setting your department click save and enter a name for your search. After it says your search has successfully saved, click the startup search button then search. The next time you start Account Central that search will automatically open.

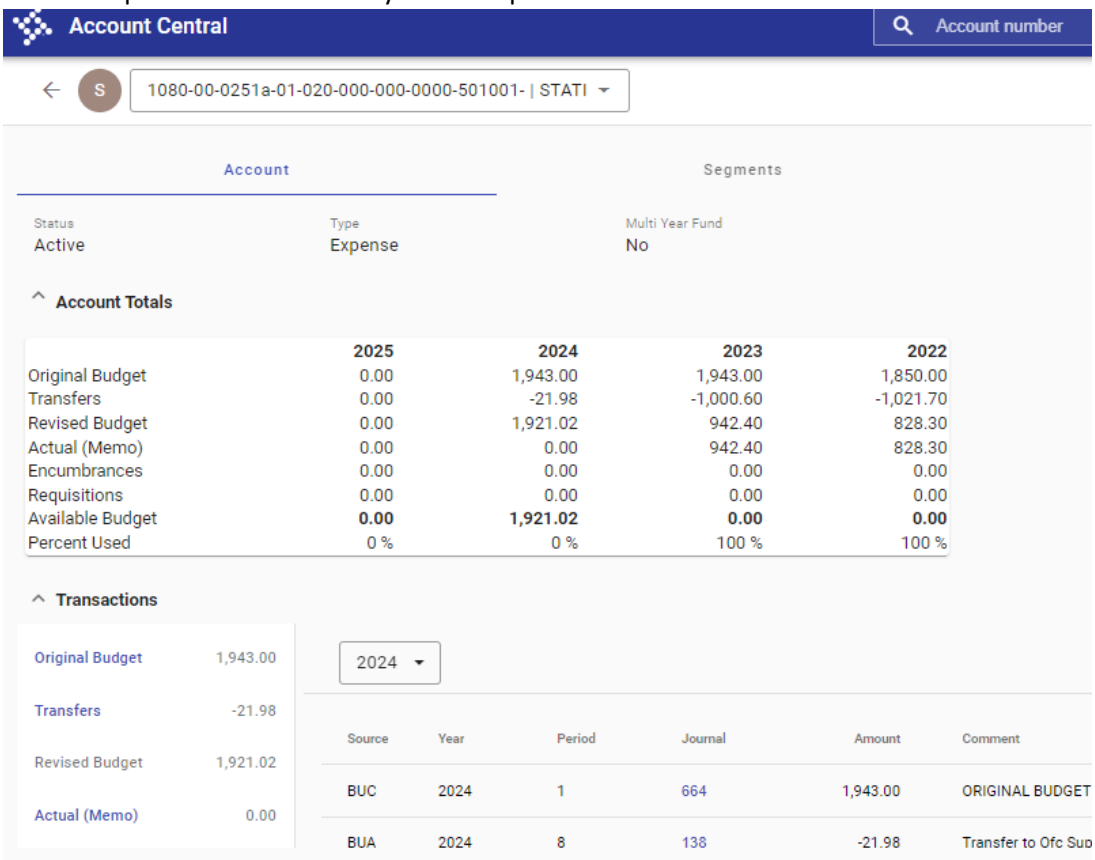
If you work on multiple departments, you can save them, and they will be under Advanced Search.



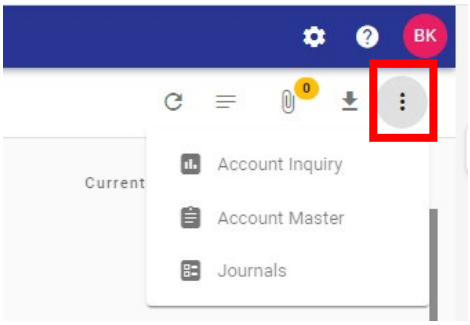
Detail Drill Down

To see the details of a particular line, go to the account.

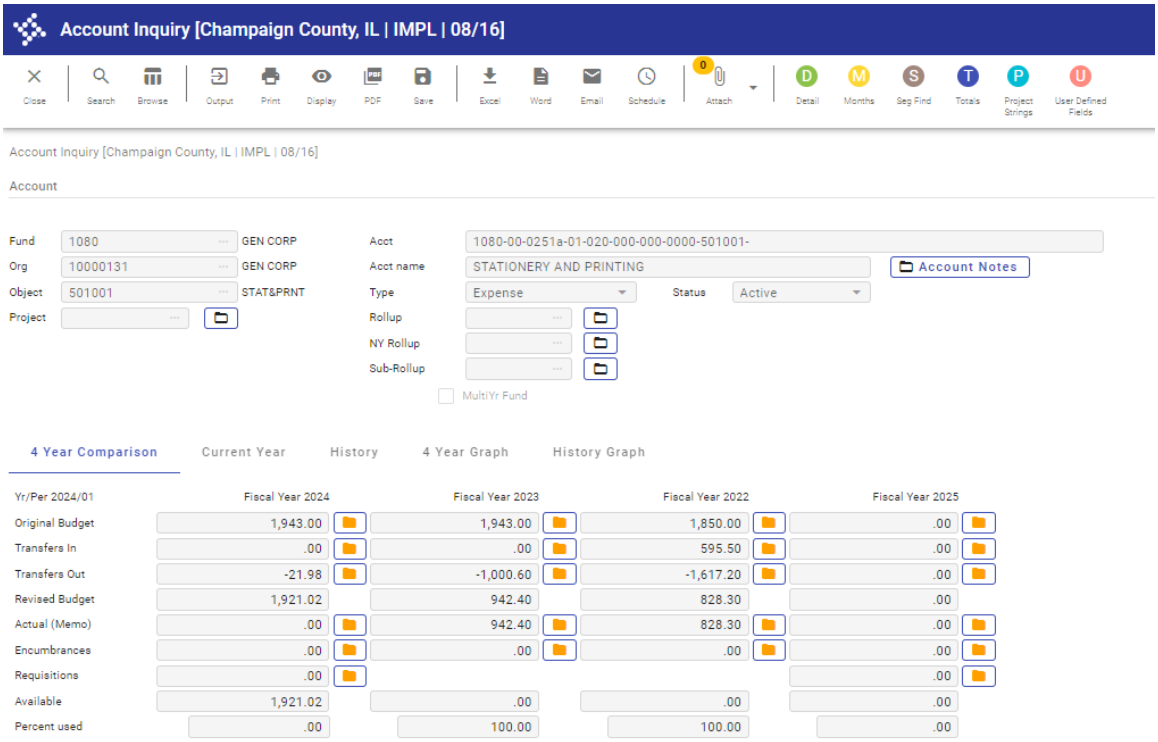
Click on the account. The next screen will show at-a-glance budget information at the top of the screen and in the lower portion of the screen you can expand the Transactions to view various information.



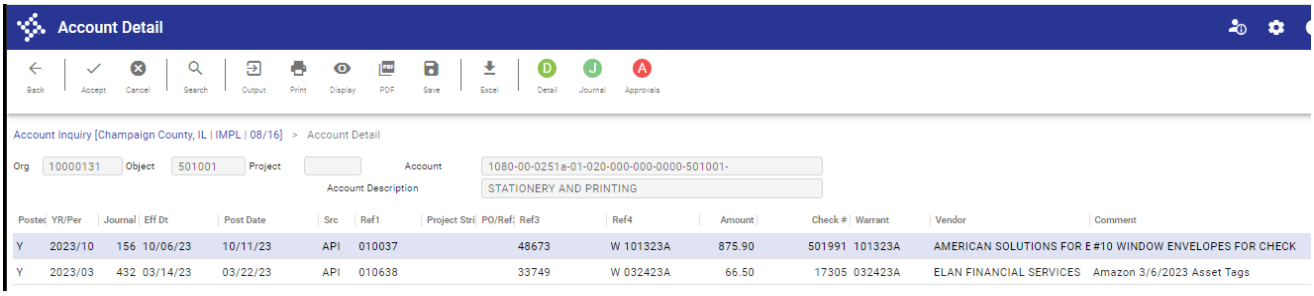
Click on Account Inquiry – it is in a list under the 3 vertical dots (you can also start directly from Account Inquiry).



Click on folder by Actual (memo) in the year you want to see the detail for.



Brings up list of all invoices entered for line with the year/period of the transaction, journal number, effective date, etc. If a line does not have a check # listed, the invoice is entered but not yet paid but reflected in the budget.

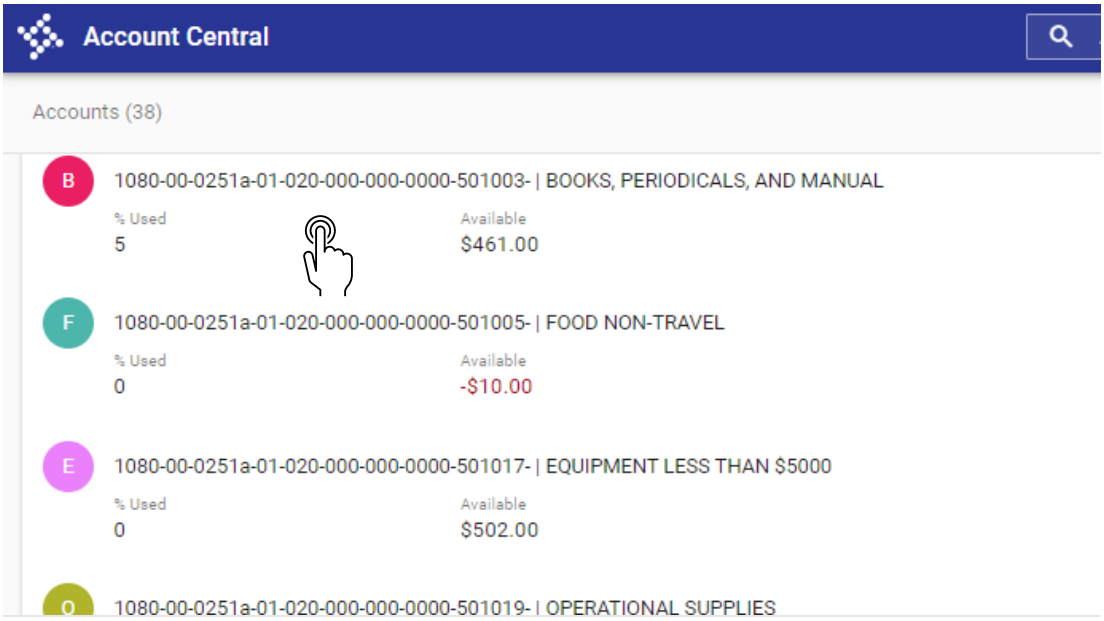


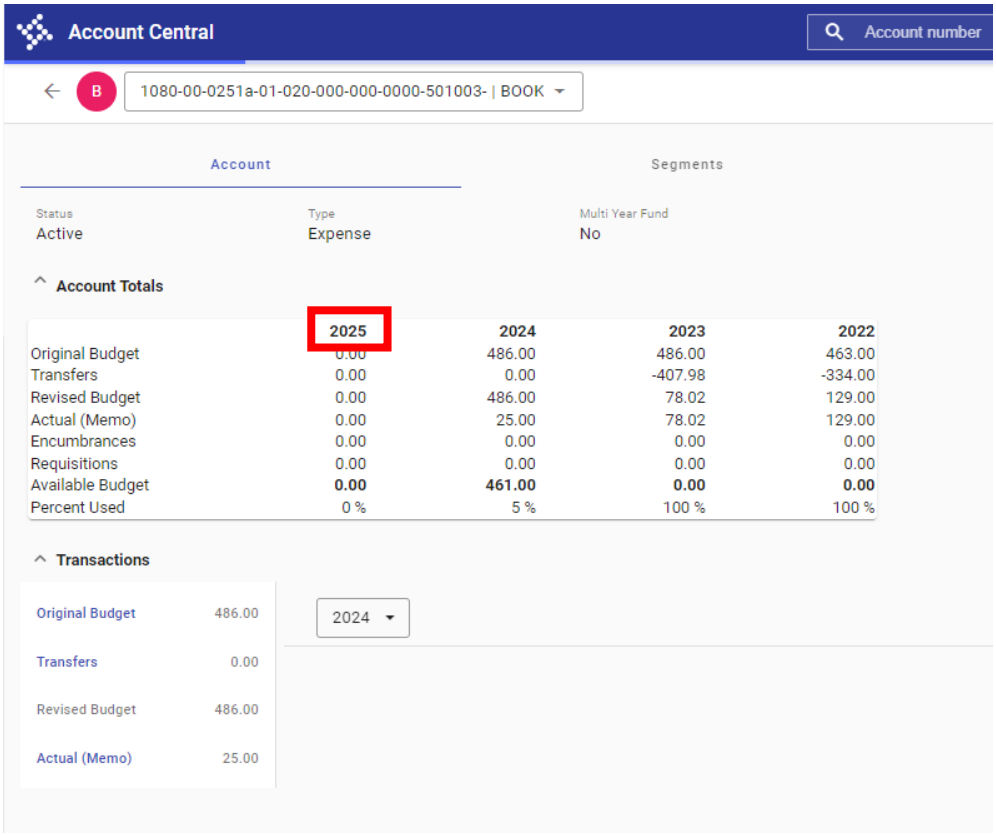
Viewing Current Year Budget During Soft Close

Until the prior fiscal year is closed, the balances that show in Account Central will be the prior year balances. You can also view using Year to Date Available Budget report (see Year To Date Budget Report)

View a Single Account

To see the current year budget for an individual line item, open the line you want to see.

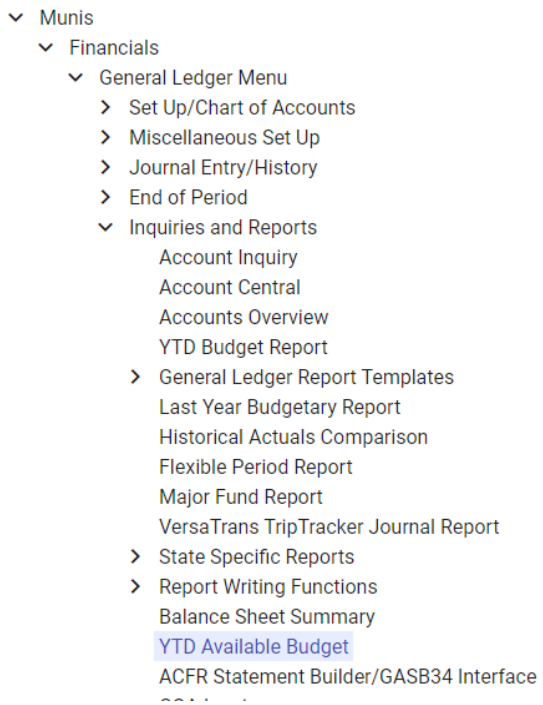




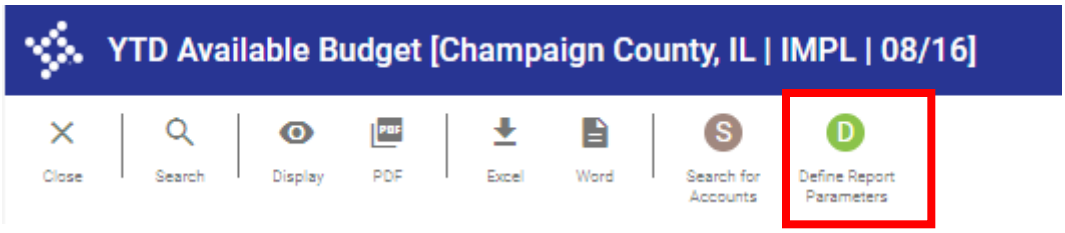
View all Current Fiscal Year Balances

To see your available budget for a particular year. This will be helpful during the soft close of the prior year.

Under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → YTD Available Budget

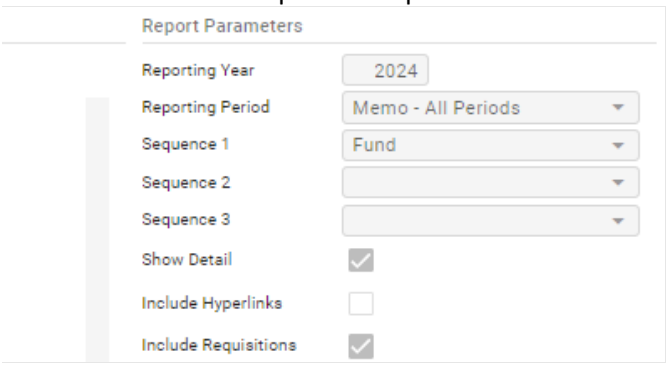


Select the Define Report Parameters Skittle in the Ribbon



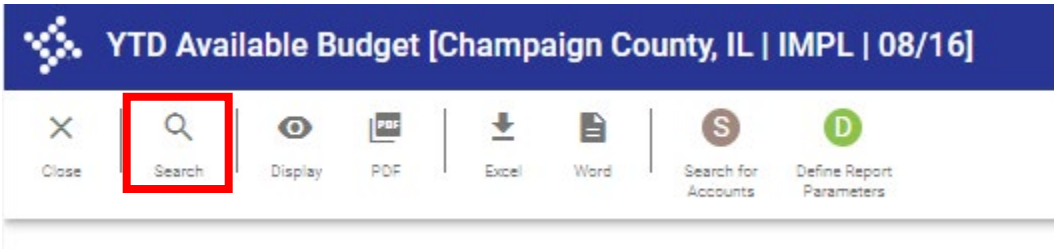
Look at right side, be sure to enter the current year and Memo – All Periods for the reporting period.

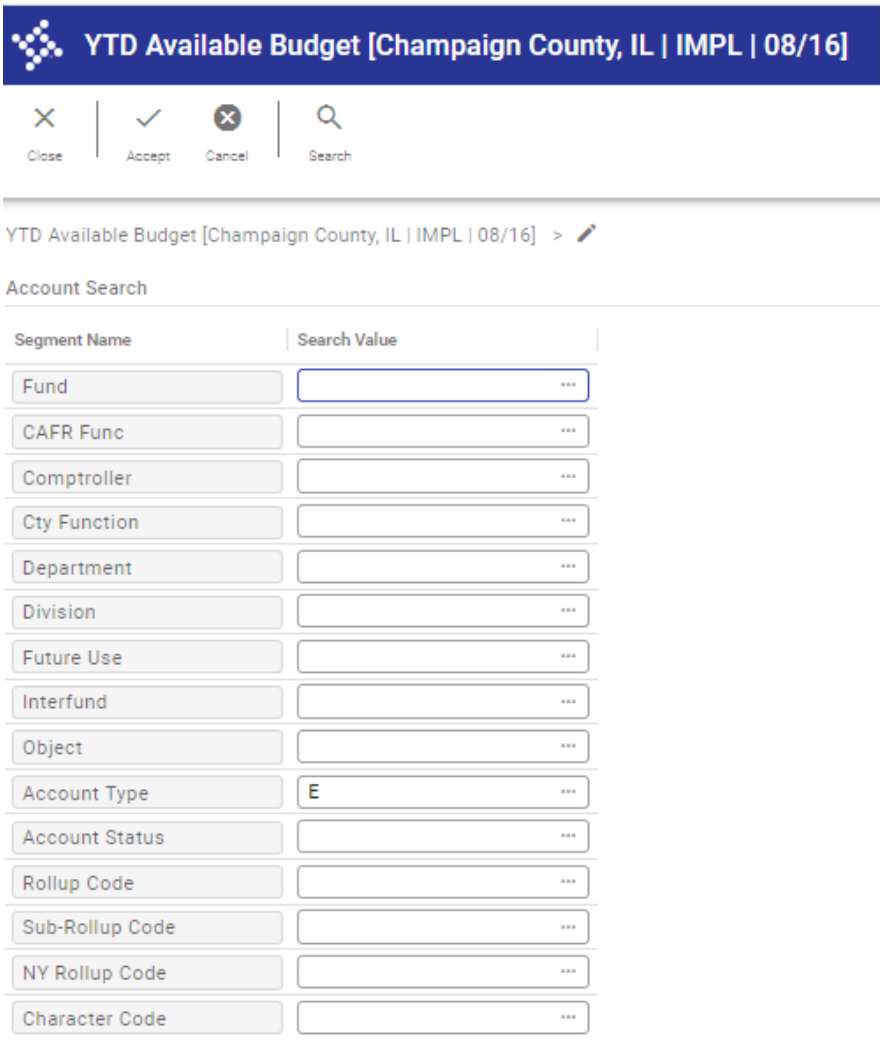
Can select from the Sequence drop downs as needed. For overdrawn lines select Fund.



Click Accept in the Ribbon.

Select Search in the Ribbon

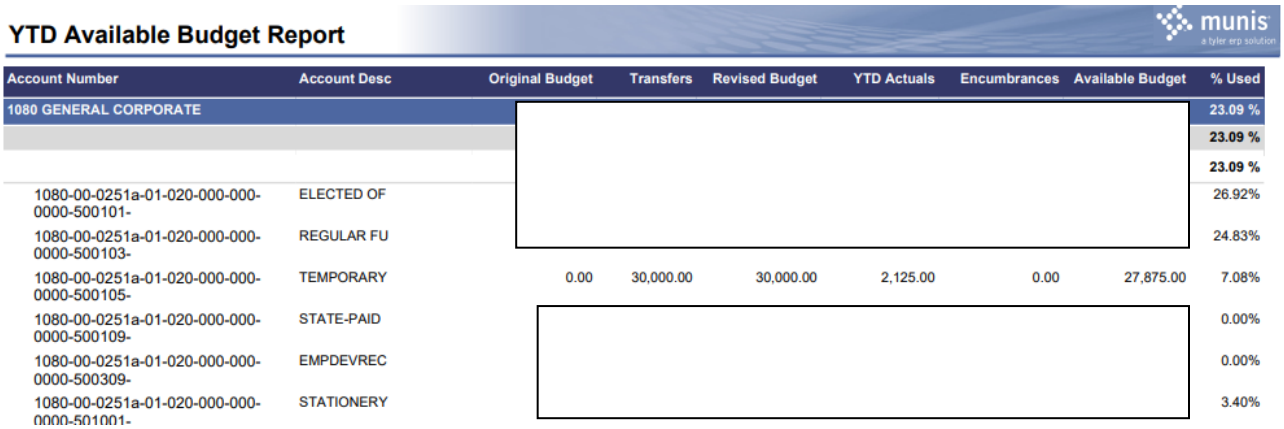




Here you can enter your Fund, Department and if you want to filter Account Type.

Click Accept in the Ribbon.

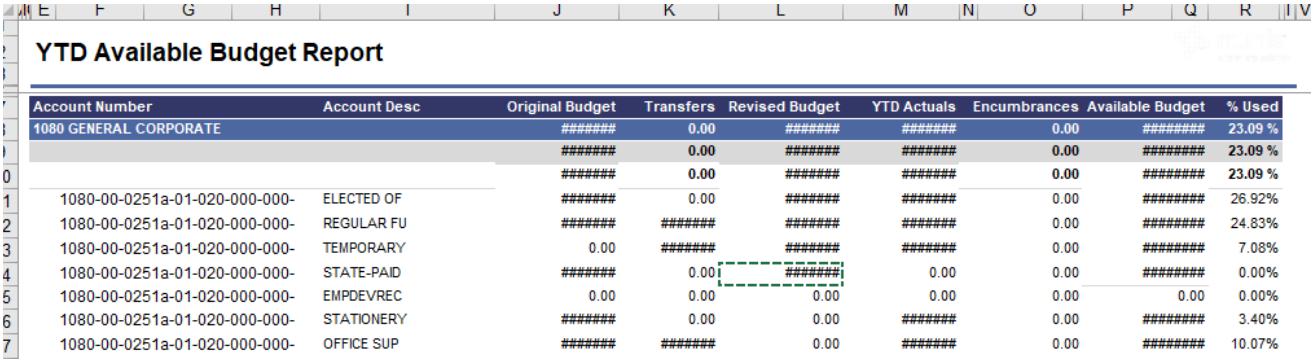
You can export to a PDF



YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
1080 GENERAL CORPORATE								23.09 %
								23.09 %
								23.09 %
1080-00-0251a-01-020-000-000-0000-500101-	ELECTED OF							26.92%
1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FU							24.83%
1080-00-0251a-01-020-000-000-0000-500105-	TEMPORARY	0.00	30,000.00	30,000.00	2,125.00	0.00	27,875.00	7.08%
1080-00-0251a-01-020-000-000-0000-500109-	STATE-PAID							0.00%
1080-00-0251a-01-020-000-000-0000-500309-	EMPDEVREC							0.00%
1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY							3.40%

Or you can export to Excel



YTD Available Budget Report

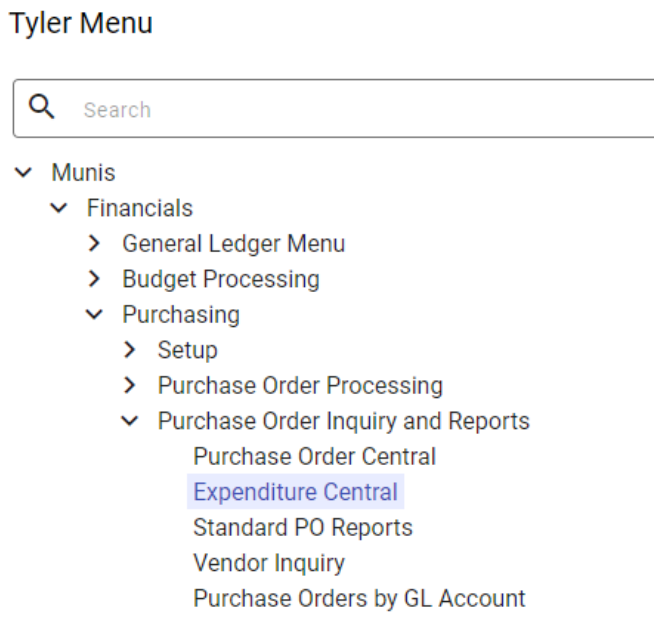
Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
1080 GENERAL CORPORATE		#######	0.00	#######	#######	0.00	########	23.09 %
		#######	0.00	#######	#######	0.00	########	23.09 %
		#######	0.00	#######	#######	0.00	########	23.09 %
1080-00-0251a-01-020-000-000-	ELECTED OF	#######	0.00	#######	#######	0.00	########	26.92%
1080-00-0251a-01-020-000-000-	REGULAR FU	#######	#######	#######	#######	0.00	########	24.83%
1080-00-0251a-01-020-000-000-	TEMPORARY	0.00	#######	#######	#######	0.00	########	7.08%
1080-00-0251a-01-020-000-000-	STATE-PAID	#######	0.00	#######	0.00	0.00	########	0.00%
1080-00-0251a-01-020-000-000-	EMPDEVREC	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1080-00-0251a-01-020-000-000-	STATIONERY	#######	0.00	0.00	#######	0.00	########	3.40%
1080-00-0251a-01-020-000-000-	OFFICE SUP	#######	#######	0.00	#######	0.00	########	10.07%

Expenditure Central

You can use Expenditure Central to look up information on expenditures made – this will only include information on paid items (if you need to see information on all invoices entered see Invoice Central). This is a good place to look up check information if you only have the check number to go on.

There are a lot of different searches available with advance search features to refine your search. You can also export your results to Excel. Invoice Central also provides a lot of the same information as Expenditure Central but with some different details. Expenditure Central is what has been paid. Invoice Central is all invoices entered paid or not.

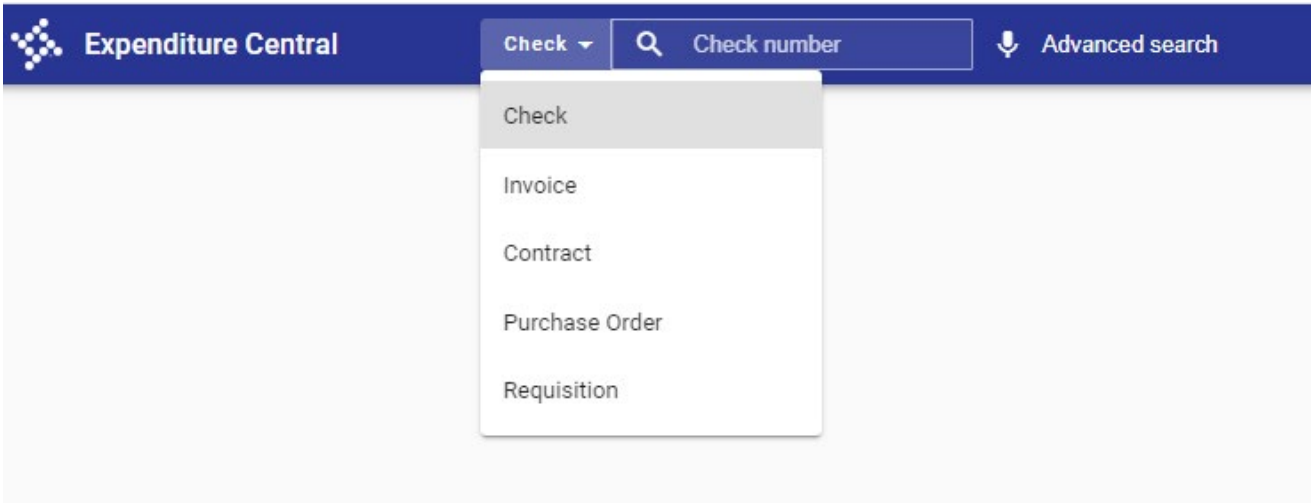
You can search Expenditure Central, or it is under Tyler Menu – Munis → Financials → Purchasing → Purchase Order Inquiry and Reports → Expenditure Central



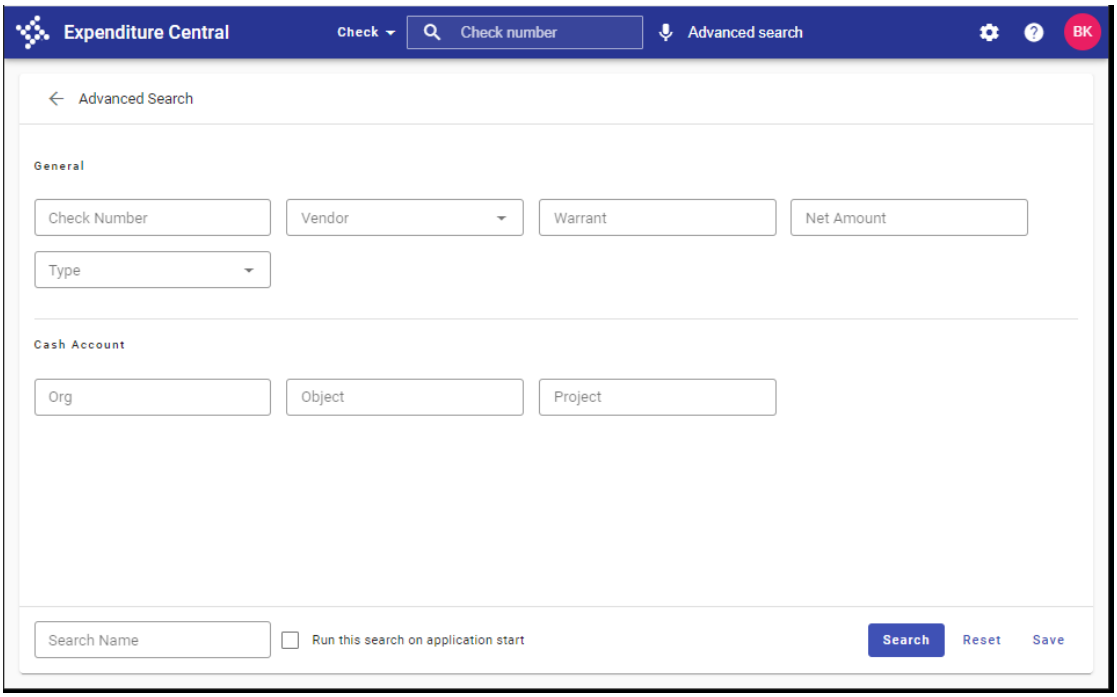
Search in Expenditure Central

The default view is Search by Check Number

You can also search by Invoice, Contract, Purchase Order or Requisition if you know the number. The Advanced Search options change based on what you are searching by (i.e., check, invoice, etc.)



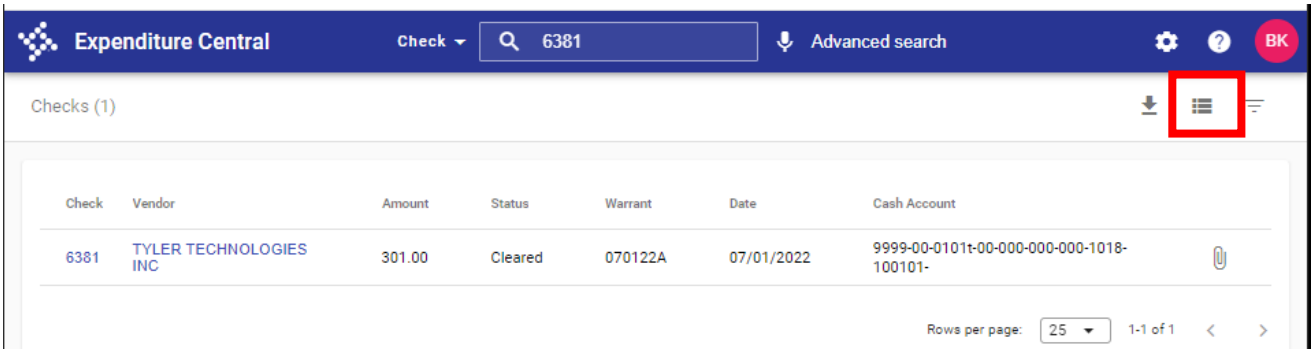
There is also an Advanced Search feature. The Advanced Search options change based on what you are searching by (i.e., check, invoice, etc.). Shown below are the Advance Search criteria under Search by check number.



Basic Check Search in Expenditure Central

From this screen enter the check number you are interested in finding.

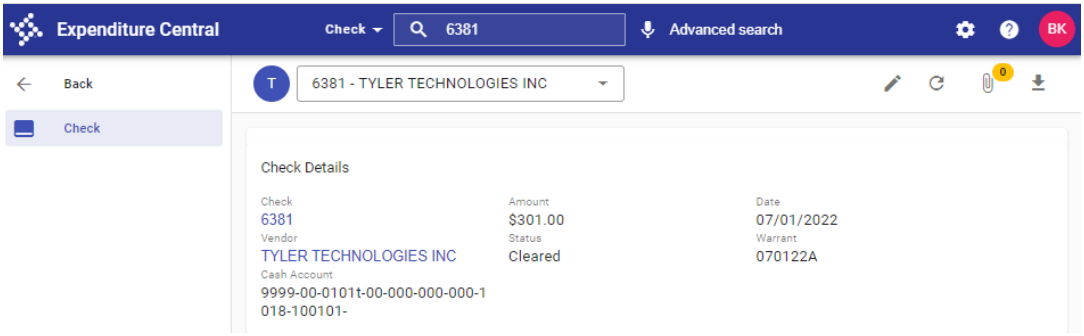
The results will be shown. This is the list view, or you can view as a table by clicking on the Toggle table/list view icon on the upper right corner.



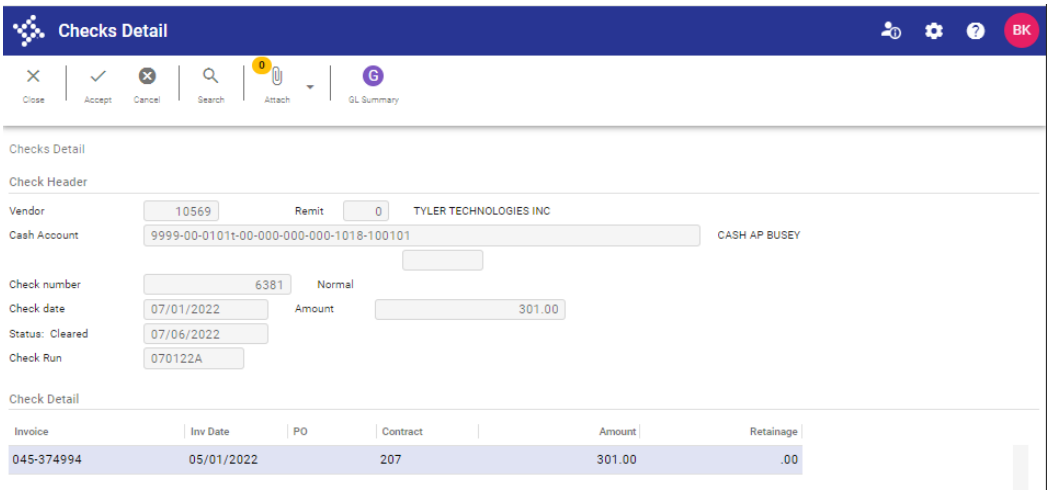
In this view clicking on the paper clip on the far-right side will open the check in TCM. Clicking on the Vendor opens Vendor Central.

Expenditure Central Drill Down

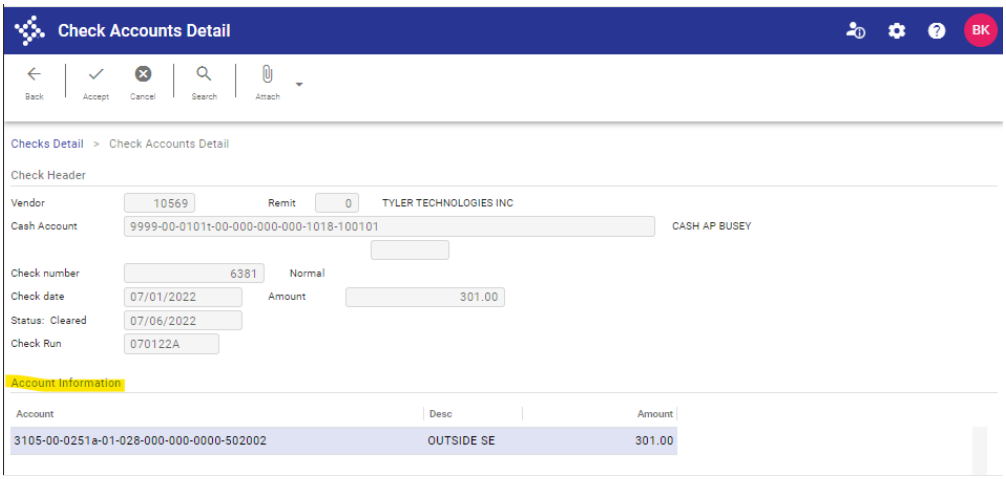
Clicking on the check number will bring up a summary screen. This screen shows the check number, the check amount, check date, the cash account it came from, whether it has cleared or not and the check run information. You can also click on the paperclip to open TCM which will show the check and invoice associated with this payment.



By clicking on the check number, it will open the Checks Detail Screen.



On this screen if you click on the GL Summary Skittle in the Ribbon it will show the account string(s) used on the invoice.

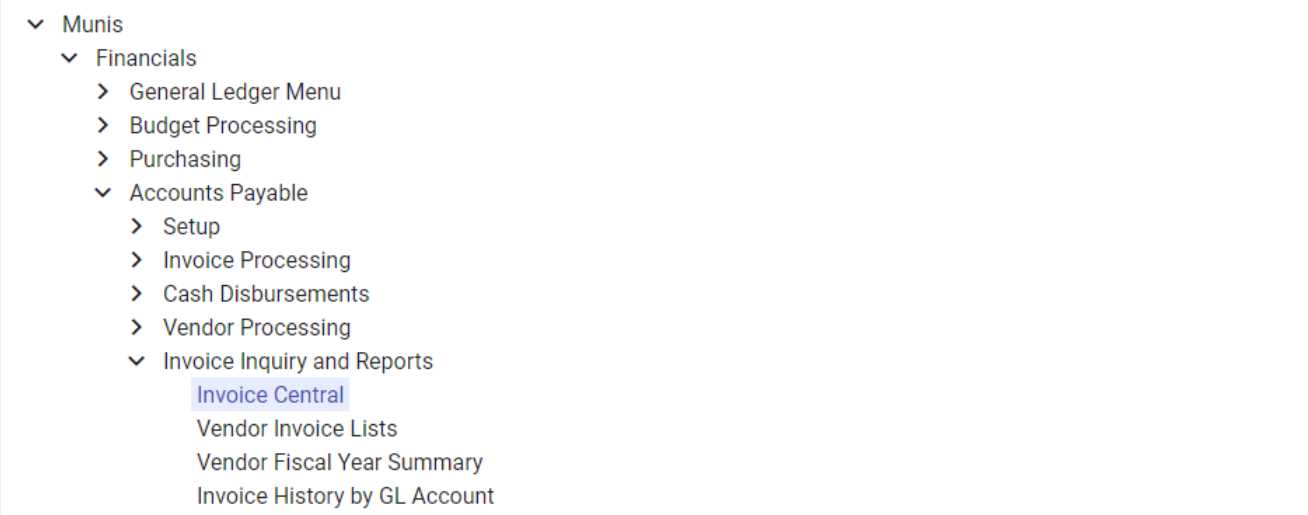


Invoice Central

Invoice Central provides a centralized location for invoice records. You can use Invoice Central to look up information by either invoice number or vendor name.

There are a lot of different searches available with advance search features to refine your search. You can also export your results to Excel. Invoice Central also provides a lot of the same information as Expenditure Central but with some different details. Expenditure Central is what has been paid. Invoice Central is all invoices entered paid or not.

You can search Invoice Central, or it is under Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice Central

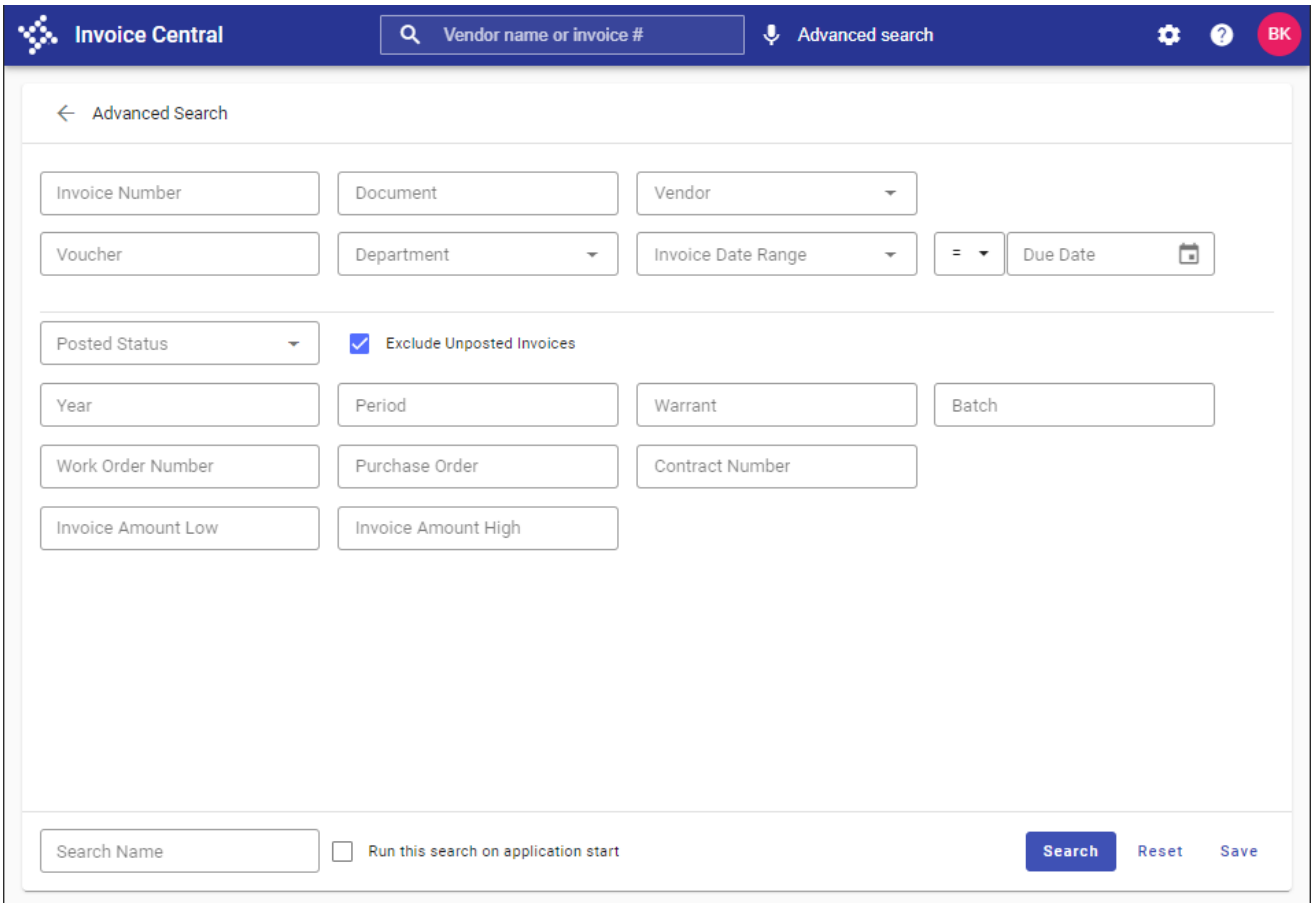


Search Invoice Central

Enter the invoice or vendor you are wanting information on.

There is also an Advanced Search feature which you can search by Invoice Number, Year, Document, Period, Vendor, Warrant (check run), Voucher (not sure what this is), Batch, Department, Invoice Date Range, PO Number, Due Date, Contract Number, Posted Status and Invoice Number.

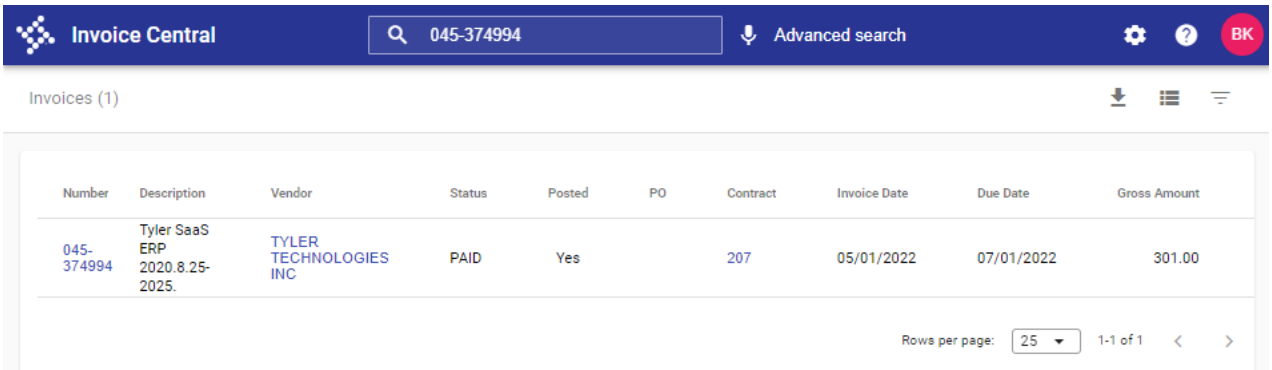
You can also save searches if you find this module works for reporting you may need.



Invoice Central Drill Down

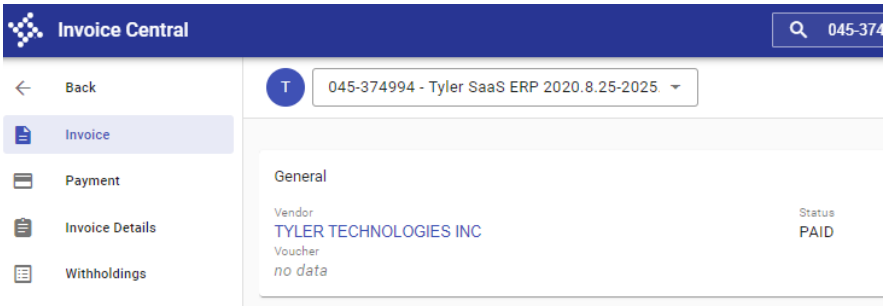
Starting with the search results of the invoice searched in list view (you can change to the table view by clicking the Toggle table/list view icon in the upper right corner). Clicking on the Vendor opens Vendor Central. Clicking on the Contract Number opens Contracts Central. Clicking on the Invoice Number will open a screen with invoice details.

Also, in this view if you were to use advance search or search by vendor that returns multiple results you can filter those results by entering key words/date/amount in the boxes below each heading (to view the filter boxes click on the Toggle filter icon (upside down 3-line triangle in the upper right corner).



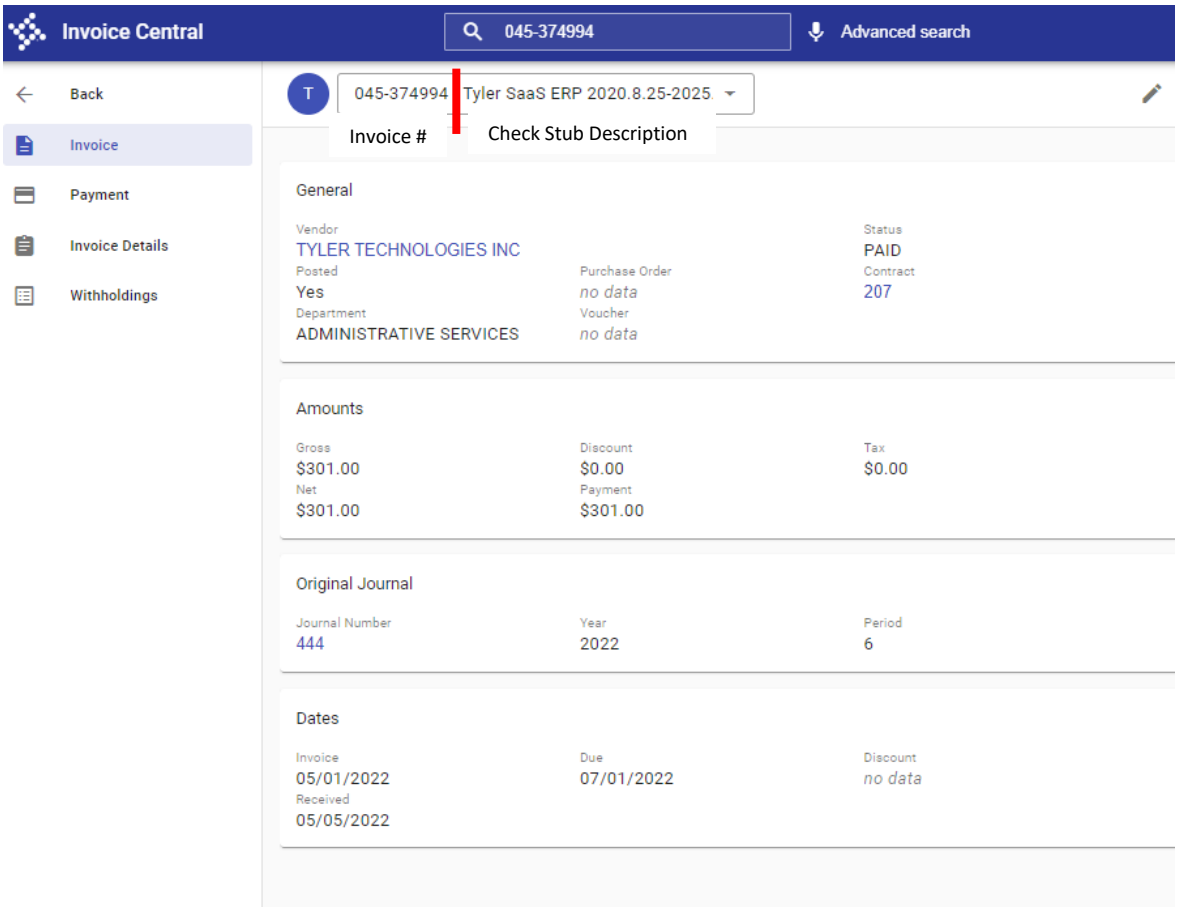
Invoice Details screen. This screen shows the Invoice Number (first box), top description from Invoice Entry (second box). Under that you can see that it has been Posted, Paid, the Vendor (clicking on vendor link will take you to Vendor Central). The upper right corner of the screen shows the Journal Number and the Year and Period it was posted.

There are then 4 tabs containing information on the invoice.



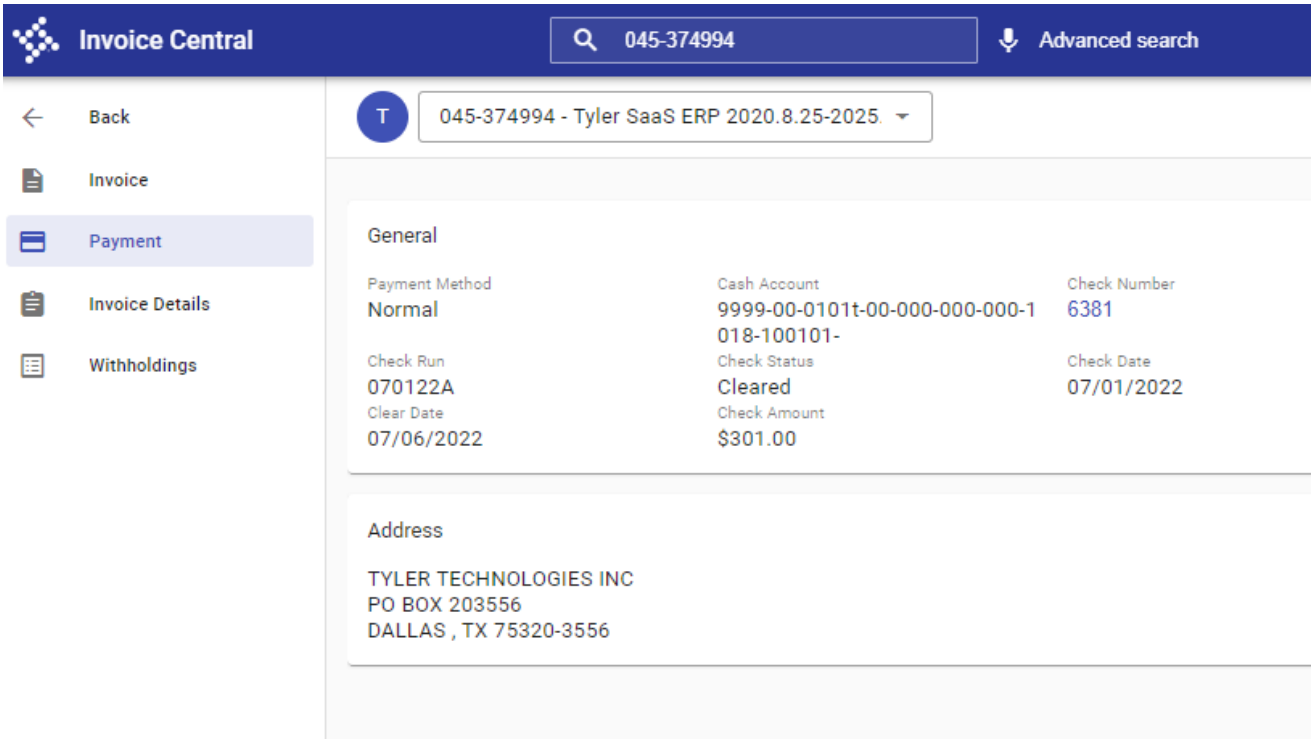
Invoice Tab

The Invoice Tab shows general information about the invoice including any Purchase Order or Contract Numbers, the Department, the Amount, and the dates of the invoice.



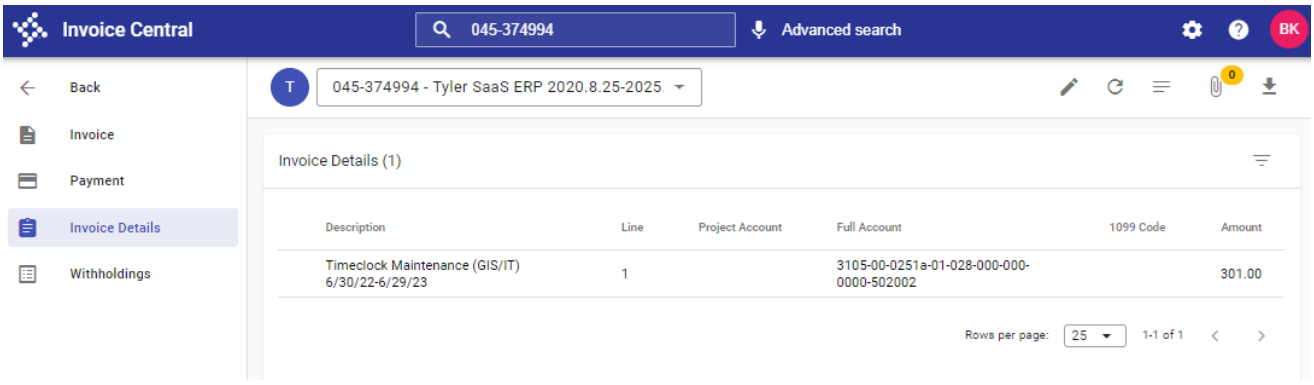
Payment Tab

The Payment Tab shows information on the Payment Method (check or EFT), check number, cleared or not, dates, amount and address payment was sent to. Clicking on the Check Number will open the Checks Detail screen.



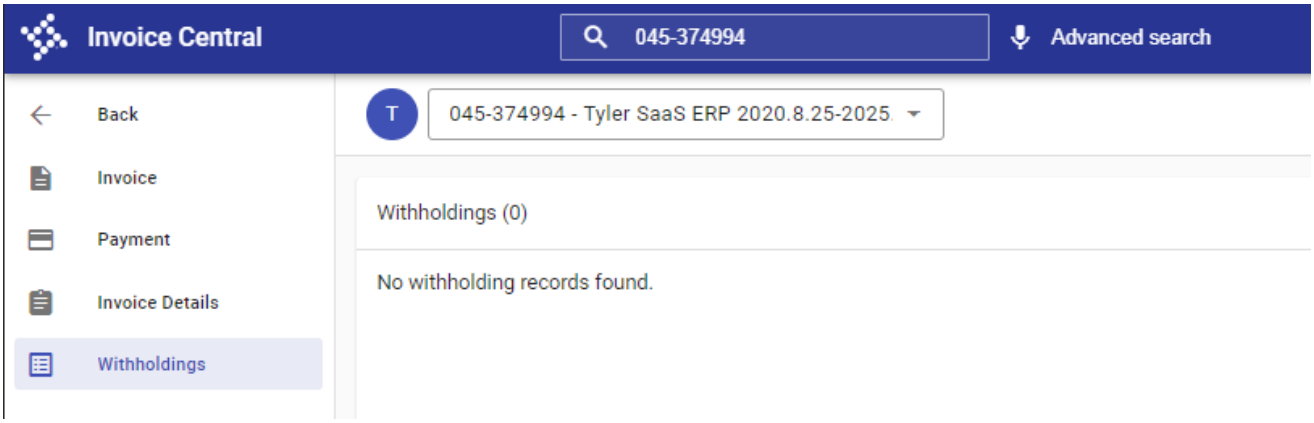
Invoice Details Tab

The Invoice Details tab shows the bottom description from Invoice, and project accounts, GL Accounts and amounts of the invoice.



Withholdings Tab

This is where information on withholdings would be if there were any. It is likely that you will not see any information in this screen.

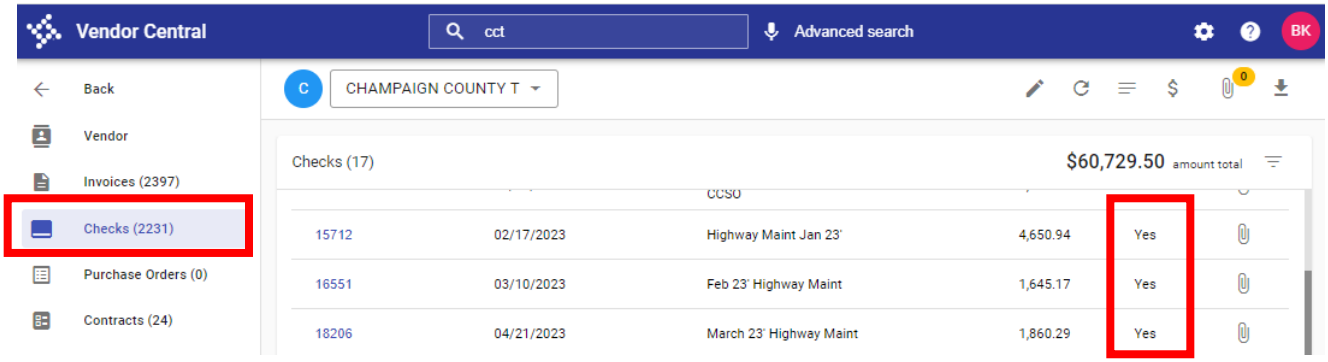


Has the Check Cleared?

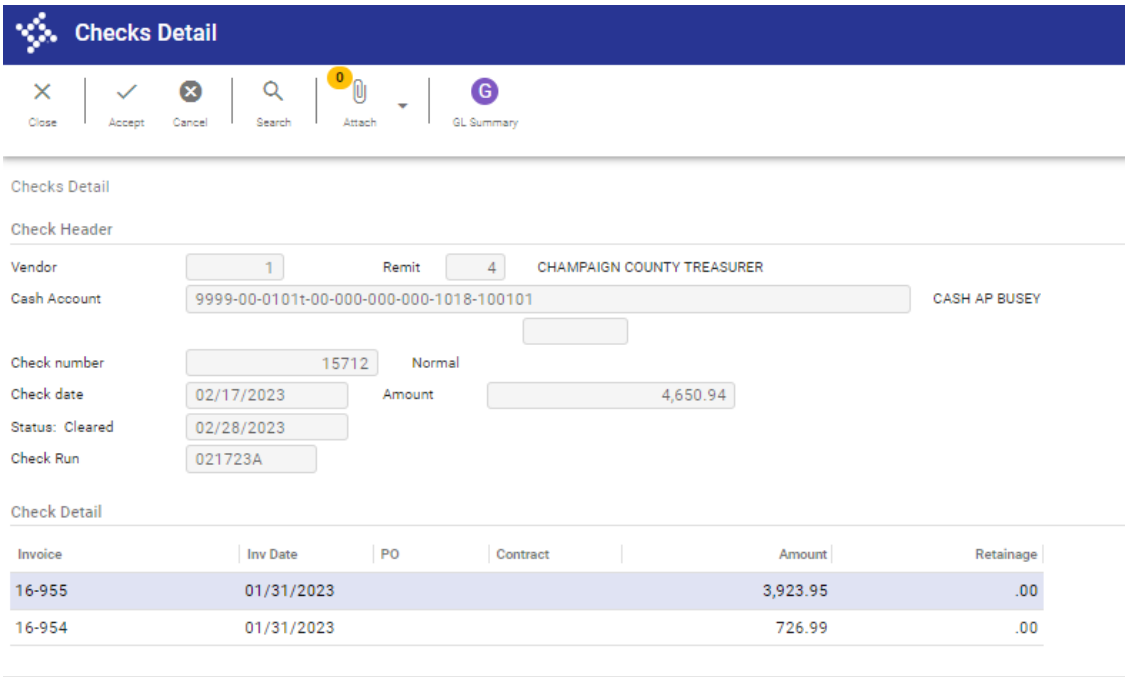
You can find if a check has cleared in several different modules. The reconciliation information is usually entered within the first few days of each month. If you need to see if a check has cleared between reconciliations, please email the Munis Help Desk at: munis-help@co.champaign.il.us.

Vendor Central

If you don't know the check number, you can look checks up in Vendor Central. On the Checks tab you can see if a check has cleared.

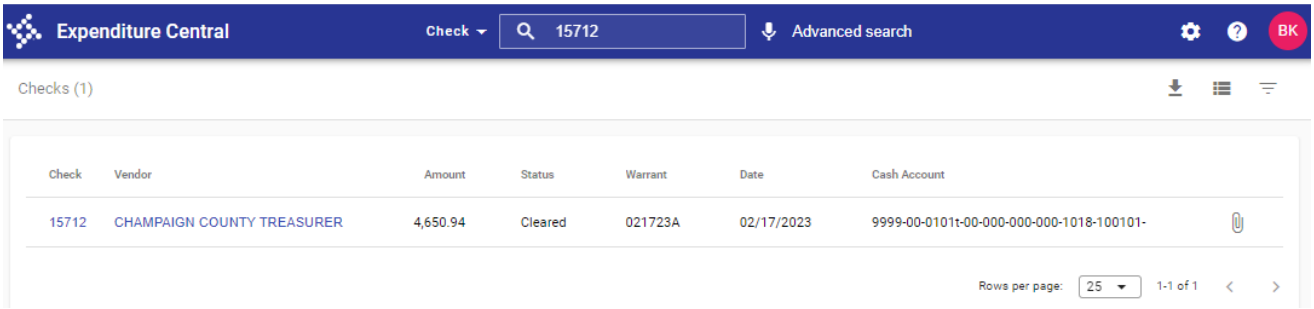


If you want to know the date a check cleared click on the check # and you will get the Checks Detail screen that will have the cleared date on it. The example below shows that check 15712 cleared on 2/28/2023.



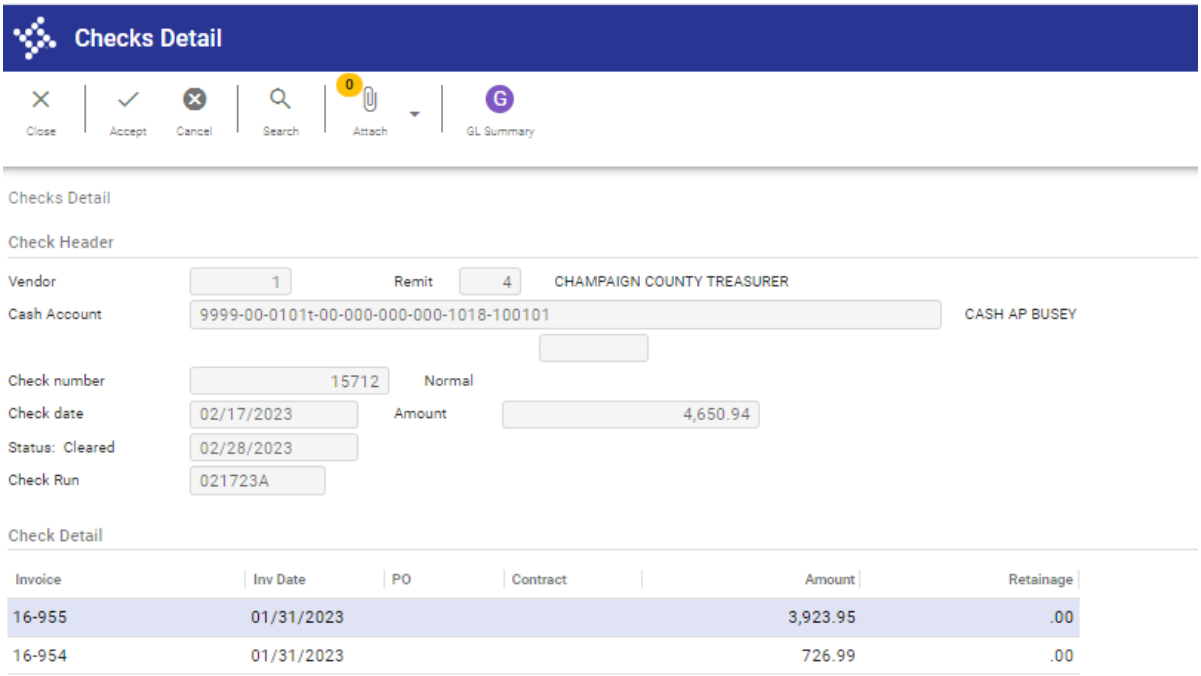
Expenditure Central

If you know the check number, you can use Expenditure Central. Enter the check number. This is list view:



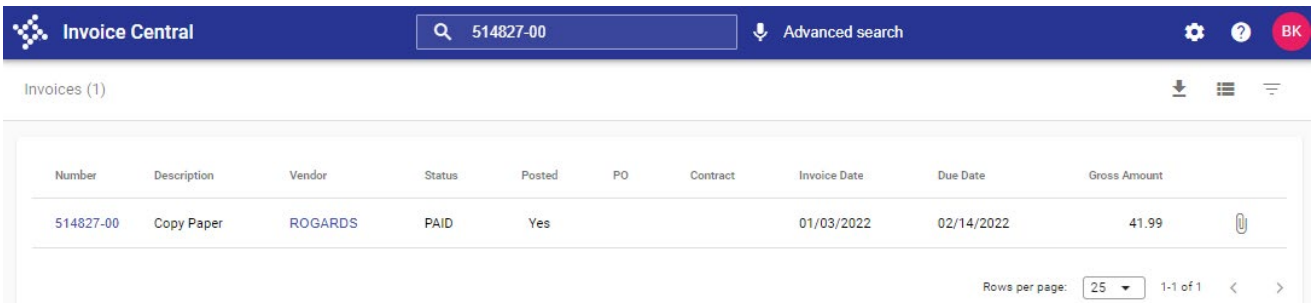
To see the date, it cleared click on the check number and you will get this screen

From here clicking on the check number will bring up the Checks Detail screen.

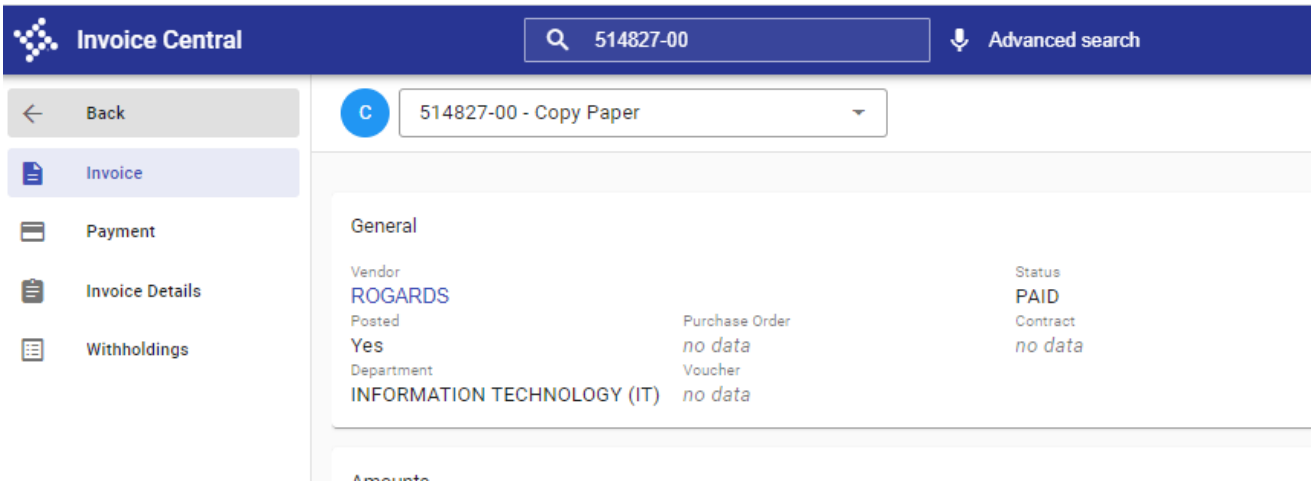


Invoice Central

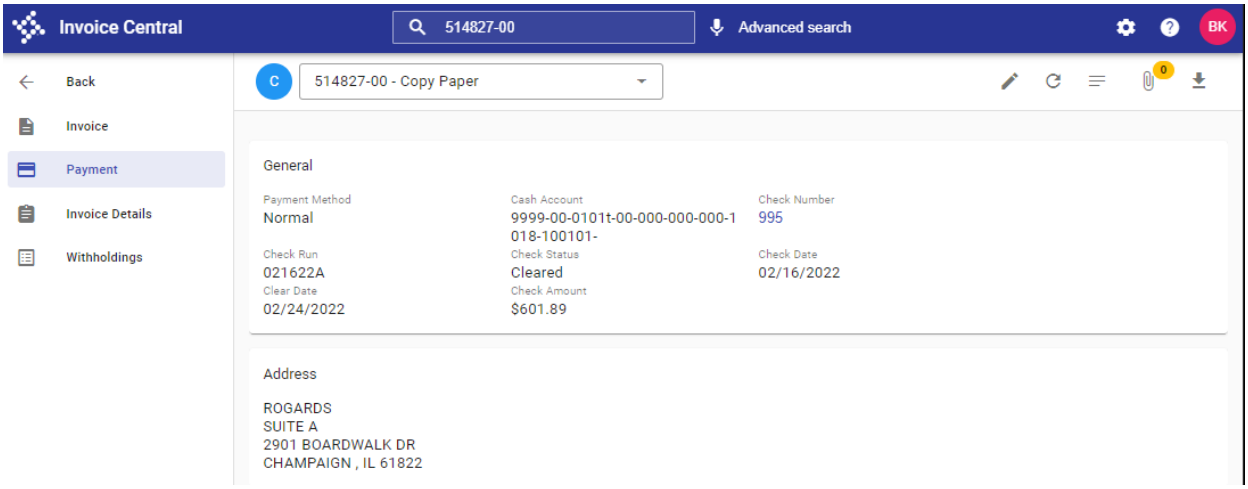
If you know the invoice number, you can search it in Invoice Central. This is list view:



Click on the Invoice – and get this screen



To see the check clear status, click on the Payment tab for this screen



Copies of Cleared Checks

If you need a copy of a cashed check, please email the Munis Help Desk at: munis-help@co.champaign.il.us with the check information for copies of cleared checks.

Void and Reissue a Check

Void a Check

If a vendor contacts, you or you find that you have made a duplicate payment please request that the check be sent back to you. When you have the check back, please forward to the Auditor's office with reason for Void – overpayment, duplicate payment, etc.

Void & Reissue a Check

If you need to have a check voided and reissued, please email the Munis Help Desk at: munis-help@co.champaign.il.us with the check information to be voided and reissued. It the vendor was a one-time vendor please confirm that the address the check was originally sent to is still valid.

Checks can't be issued until at least 10 business days after the check was issued.

We typically void checks before the weekly check run and let the reissued checks run with the check run.

Stale Dated Checks

If a vendor contacts, you and says they have a check they have not cashed but it is over 180 days old please have them go ahead and cash it. We can push it through the bank to avoid processing a void and reissue.

Capital Assets (Fixed Assets)

New Asset Tags

We are still working through this process and will update when get this further refined.

Retired Assets

When you sell, dispose of or transfer a fixed asset please fill out the Fixed Asset Equipment Change Form located on the County Website under Forms and Toolkits/Accounting and Finance/Fixed Assets/ Fixed Asset Equipment Change Form. Email the completed form to the Munis Help Desk at: munis-help@co.champaign.il.us

Reports

There are many reports that can be run in Munis. Here are some of the reports that might be helpful. Here we will try to outline as many reports as possible. Some will have a full walk through, and others will just show what options are available within the report.

For all Reports – to get a report for a time period versus a single date when it does not offer a range option use a ":" between the begin date and end date – example: to get a report for May 1, 2023 to May 31, 2023 → 050123:053123.

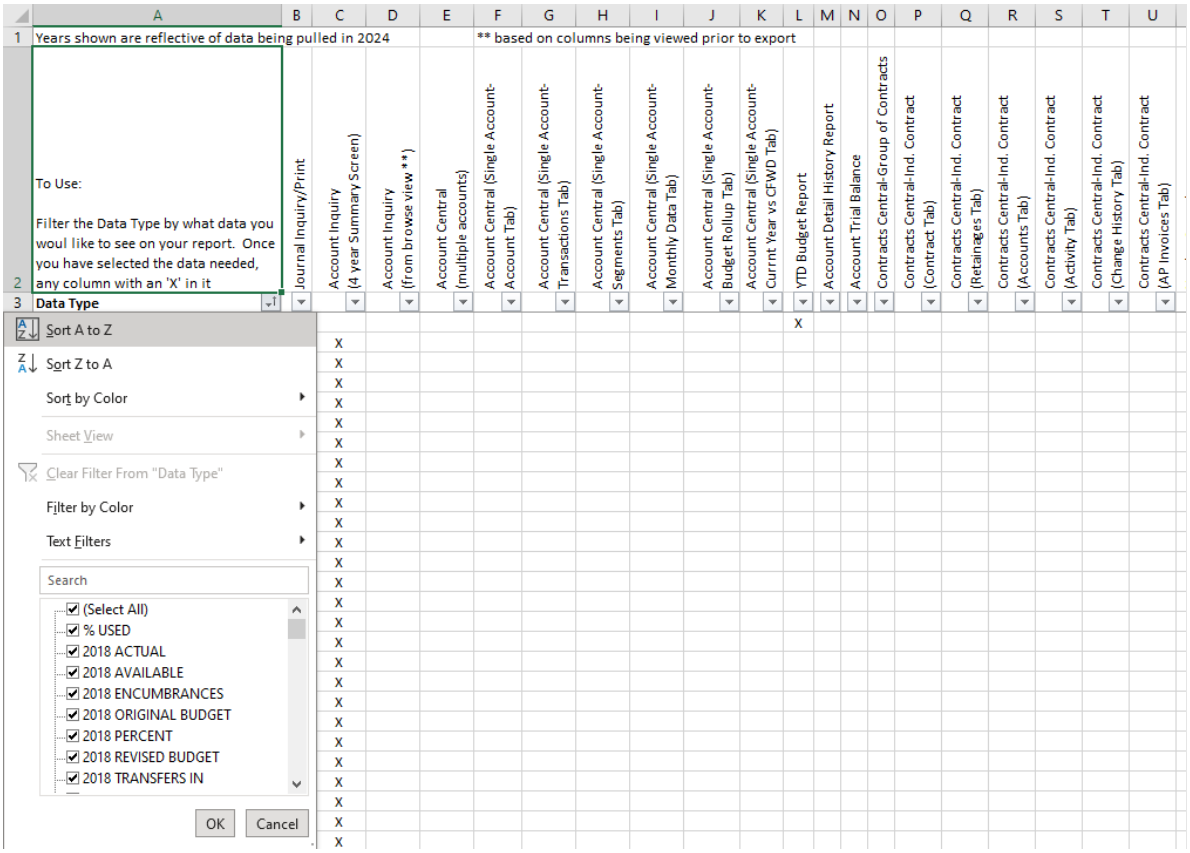
To only get certain funds that are not consecutive use "|" (character above the enter key) between funds – example Fund 1080 and Fund 2612 → 1080I2612.

Report Finder Spreadsheet

A spreadsheet has been created to help find what reports have the information you are looking for. The spreadsheet is available on the County intranet under Forms & Toolkits / Accounting and Finance / Auditor/Munis ERP.

To use the spreadsheet you can filter the Data Type by what data you would like to see on your report. Once you have selected the data needed, any Report column with an 'X' in it has that information on the report.

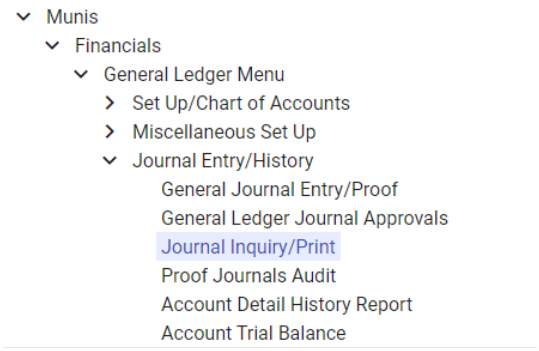
Alternatively, you could filter by report to see what information is available on a particular report.


Years shown are reflective of data being pulled in 2024
** based on columns being viewed prior to export
To Use:
Filter the Data Type by what data you woul like to see on your report. Once you have selected the data needed, any column with an 'X' in it
Data Type
Journal Inquiry/Print
Account Inquiry (4 year Summary Screen)
Account Inquiry (from browse view **)
Account Central (multiple accounts)
Account Central (Single Account-Account Tab)
Account Central (Single Account-Transactions Tab)
Account Central (Single Account-Segments Tab)
Account Central (Single Account-Monthly Data Tab)
Account Central (Single Account-Budget Rollup Tab)
Account Central (Single Account-Currnt Year vs CFWD Tab)
YTD Budget Report
Account Detail History Report
Account Trial Balance
Contracts Central-Group of Contracts
Contracts Central-Ind. Contract (Contract Tab)
Contracts Central-Ind. Contract (Retainages Tab)
Contracts Central-Ind. Contract (Accounts Tab)
Contracts Central-Ind. Contract (Activity Tab)
Contracts Central-Ind. Contract (Change History Tab)
Contracts Central-Ind. Contract (AP Invoices Tab)
Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From "Data Type"
Filter by Color
Text Filters
Search
(Select All)
% USED
2018 ACTUAL
2018 AVAILABLE
2018 ENCUMBRANCES
2018 ORIGINAL BUDGET
2018 PERCENT
2018 REVISED BUDGET
2018 TRANSFERS IN
OK
Cancel

Journal Inquiry/Print

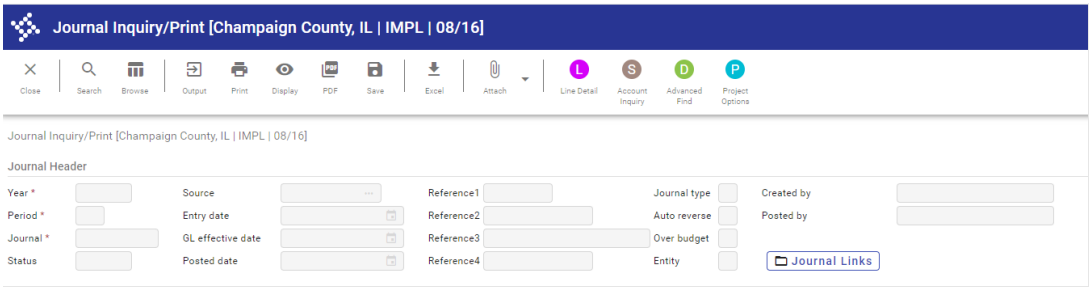
Display or print report of transactions within journals. Use as an audit function or to see if something has been entered.

Tyler Menu – Munis → Financials → General Ledger Menu → Journal Enty/History → Journal Inquiry/Print



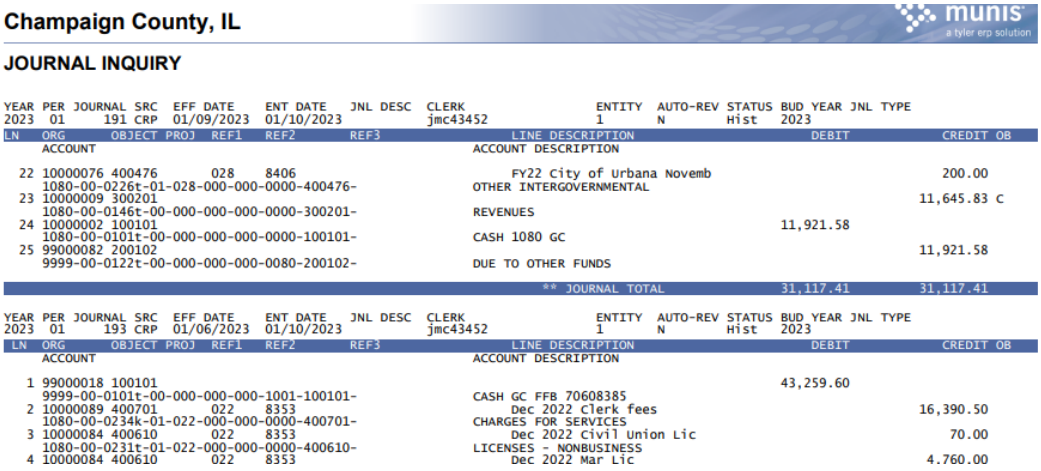
Search Options

Search by year, period, journal number (if known) by type of journal (GEN – general journal entry, CRP – cash receipt, BUA – budget amendment/transfer, API – invoice entry, etc.), entry date, GL effective date, posted date, etc.



Output Options

PDF Results:



Champaign County, IL

JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	01	191	CRP	01/09/2023	01/10/2023		jmc43452	1	N	Hist	2023	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT OB
	ACCOUNT						ACCOUNT DESCRIPTION		
22	10000076	400476		028	8406		FY22 City of Urbana Novemb		200.00
	1080-00-0226t-01-028-000-000-0000-400476-						OTHER INTERGOVERNMENTAL		
23	10000009	300201							11,645.83 C
	1080-00-0146t-00-000-000-000-0000-300201-						REVENUES		
24	10000002	100101						11,921.58	
	1080-00-0101t-00-000-000-000-0000-100101-						CASH 1080 GC		
25	99000082	200102							11,921.58
	9999-00-0122t-00-000-000-000-0080-200102-						DUE TO OTHER FUNDS		
							** JOURNAL TOTAL	31,117.41	31,117.41

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	01	193	CRP	01/06/2023	01/10/2023		jmc43452	1	N	Hist	2023	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT OB
	ACCOUNT						ACCOUNT DESCRIPTION		
1	99000018	100101						43,259.60	
	9999-00-0101t-00-000-000-000-1001-100101-						CASH GC FFB 70608385		
2	10000089	400701		022	8353		Dec 2022 Clerk fees		16,390.50
	1080-00-0234k-01-022-000-000-0000-400701-						CHARGES FOR SERVICES		
3	10000084	400610		022	8353		Dec 2022 Civil Union Lic		70.00
	1080-00-0231t-01-022-000-000-0000-400610-						LICENSES - NONBUSINESS		
4	10000084	400610		022	8353		Dec 2022 Mar Lic		4.760.00

Excel output options:

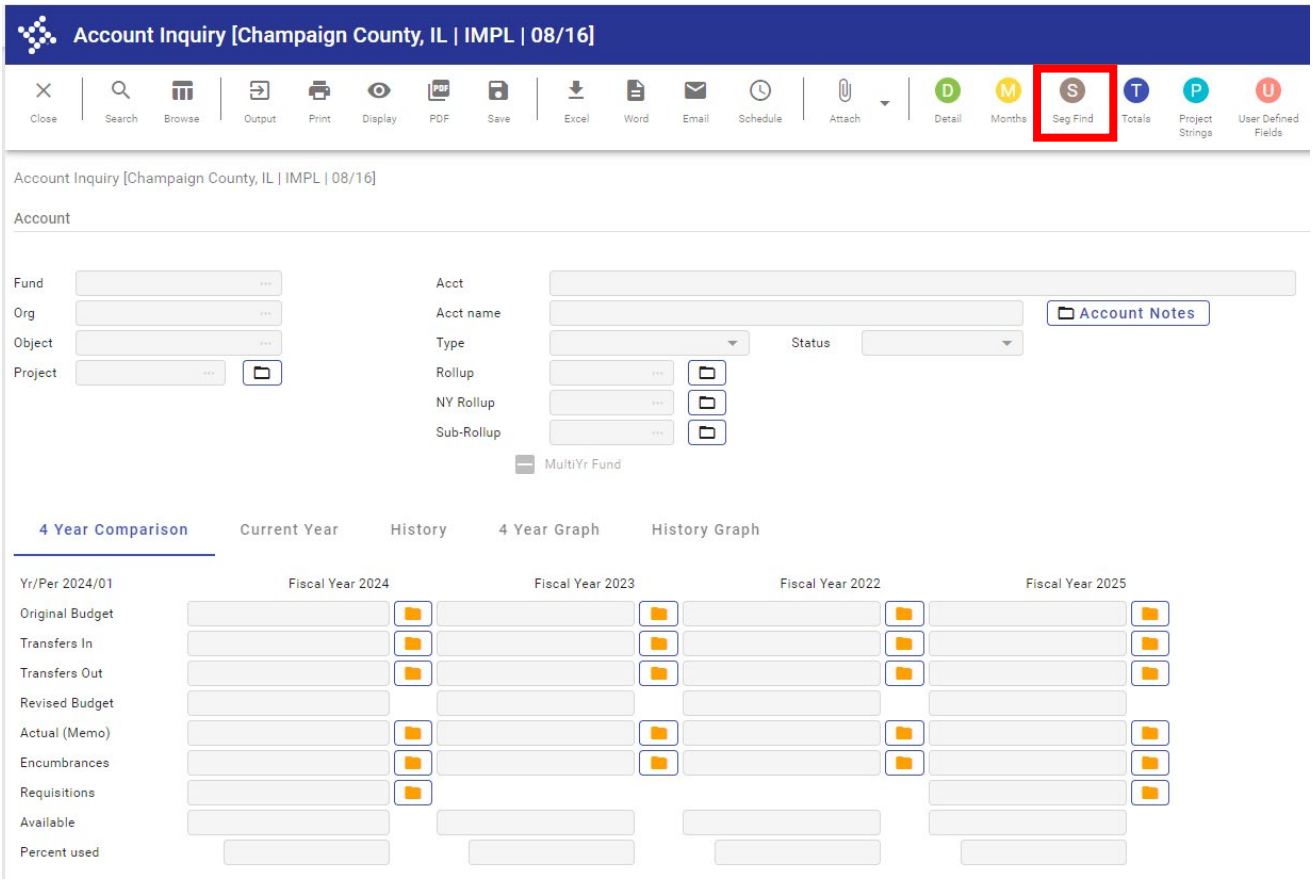
Account Inquiry

Account Inquiry provides both summarized and detailed history for a selected set of accounts, with a focus on current available budget. You can also see a comparison between multiple years.

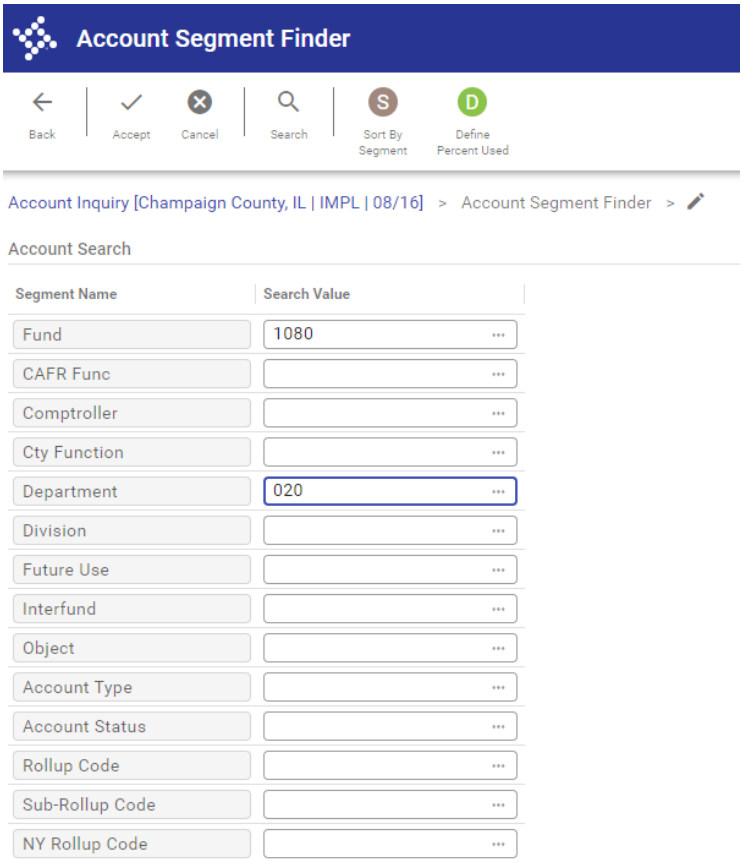
Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry

- Munis
  - Financials
    - General Ledger Menu
      - Set Up/Chart of Accounts
      - Miscellaneous Set Up
      - Journal Entry/History
      - End of Period
      - Inquiries and Reports
        - Account Inquiry

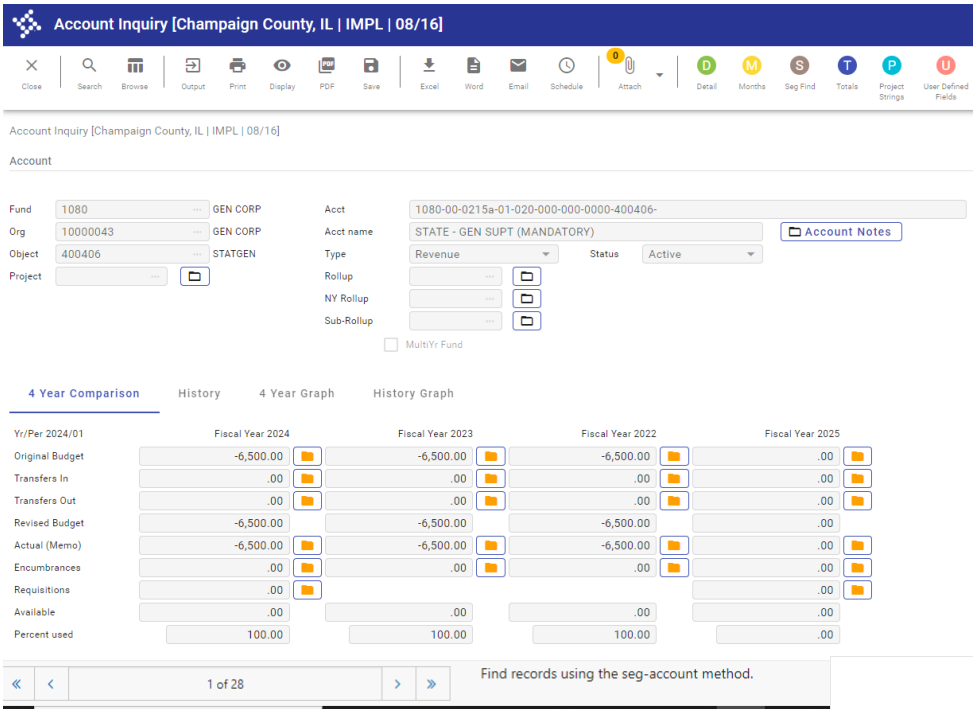
Click on the Seg Find Skittle in the Ribbon.



Enter the Fund and Department you want to find.



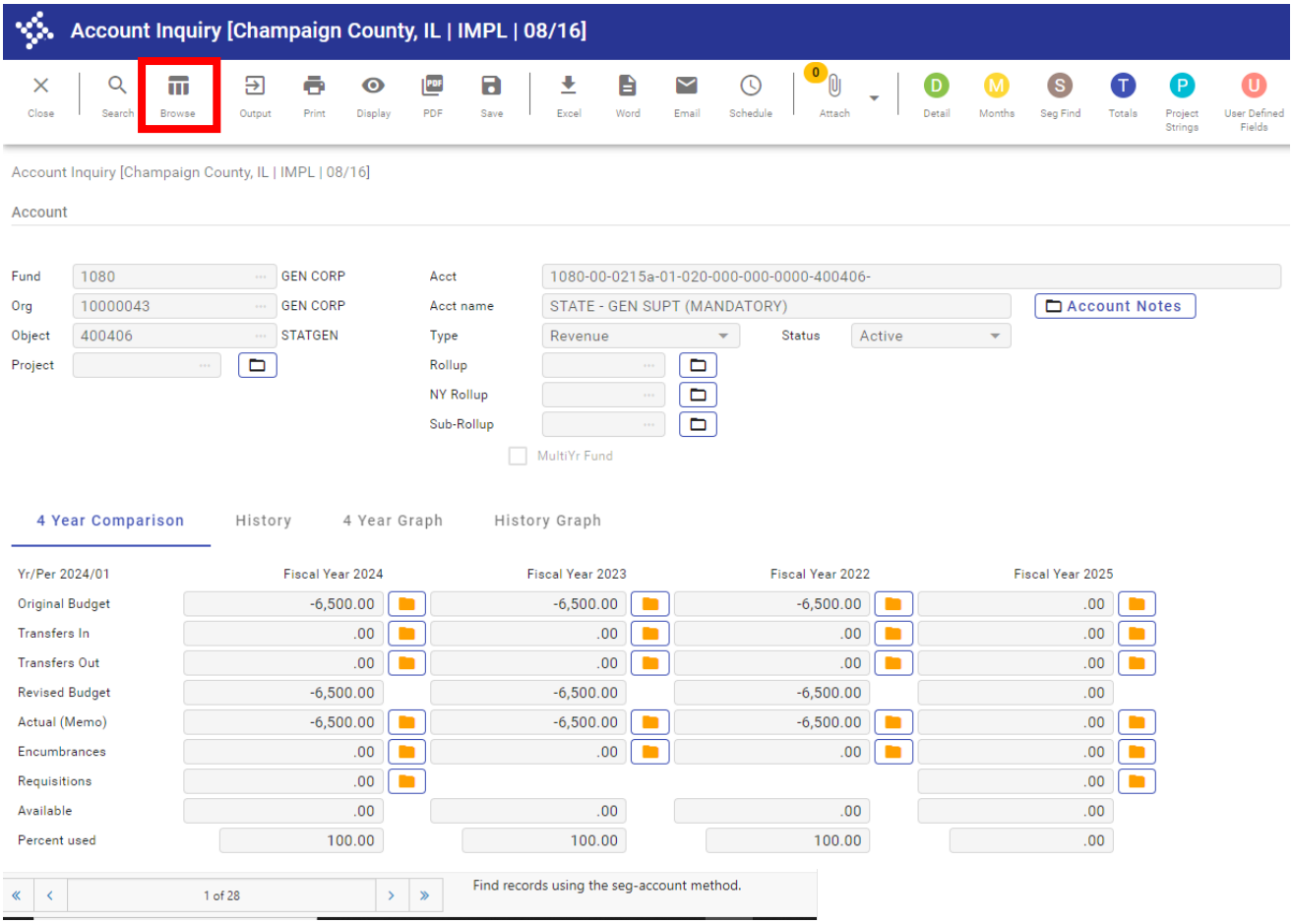
Click Accept in the Ribbon. It will bring up the 4-year comparison screen. Note on the example below it is record 1 of 28. Each account is shown separately.



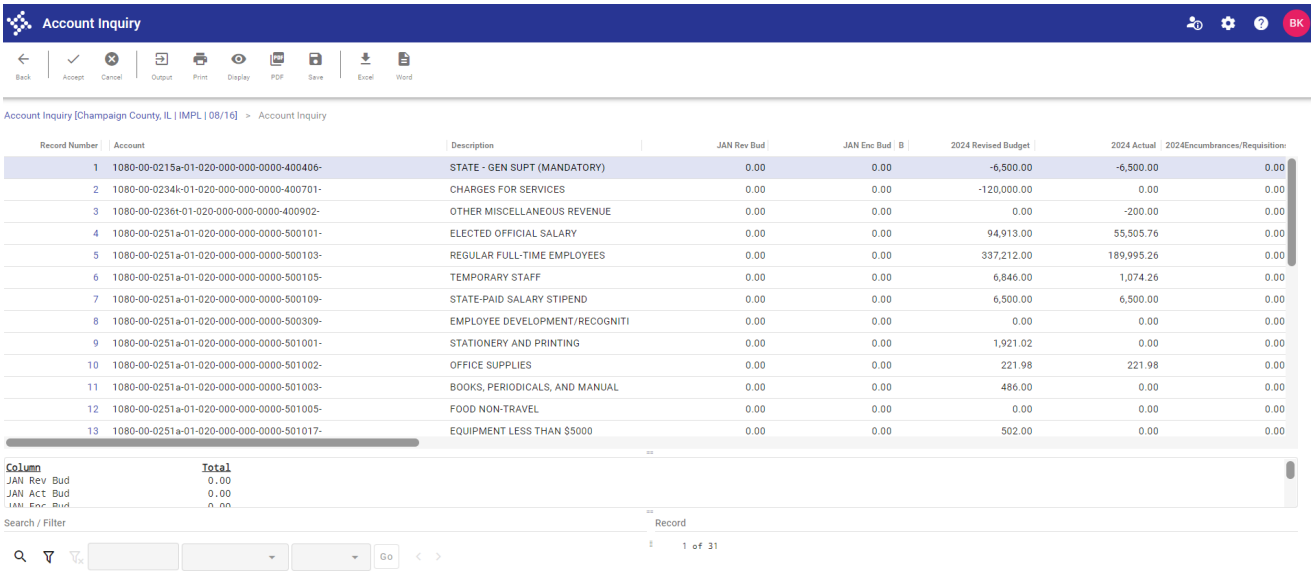
Click on Excel in the Ribbon. It will bring up an options screen for Summary or Monthly. Select Summary.

Alternatively:

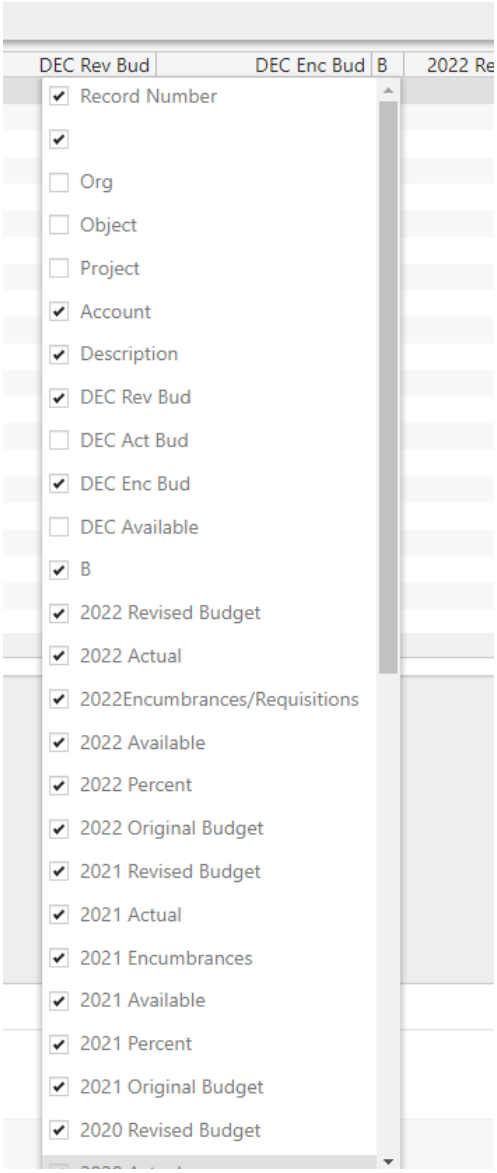
Click Browse in the Ribbon.



All accounts will be listed. It is listed in the order of current year, prior year, prior to that year, and next year.

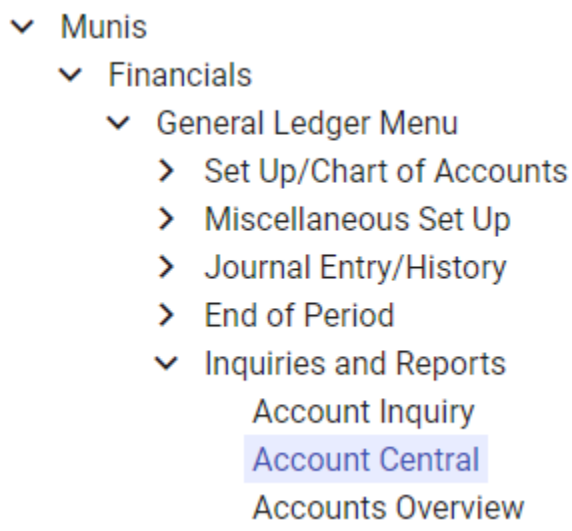


By right clicking on the headings, you can select which columns you want to view. You can export the list to Excel which will export only those columns being viewed.

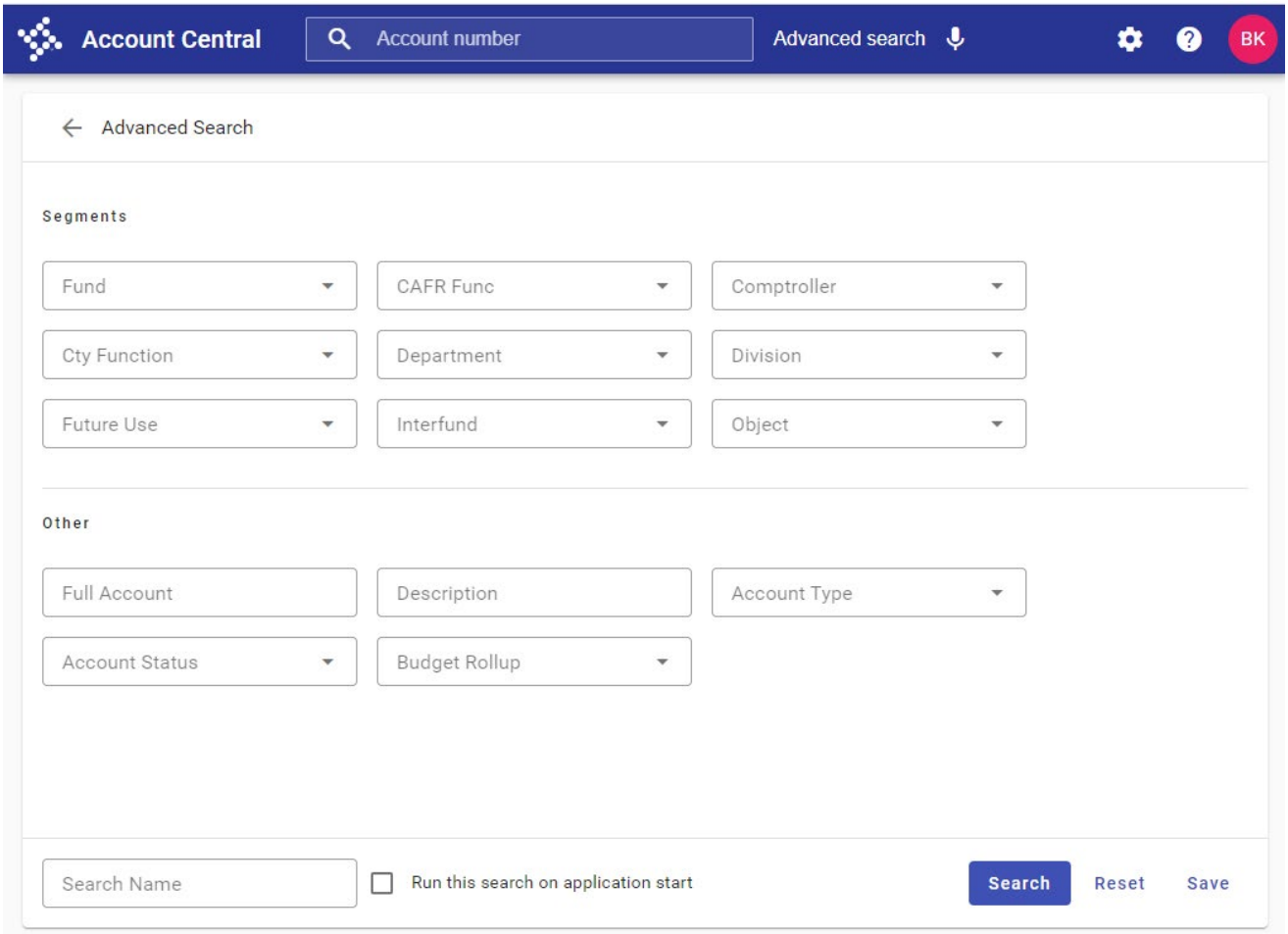


Account Central

Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry



Search Options



Output Options

The Excel file is set – there are not options to choose. Exporting multiple accounts will result in a single file with the following options:

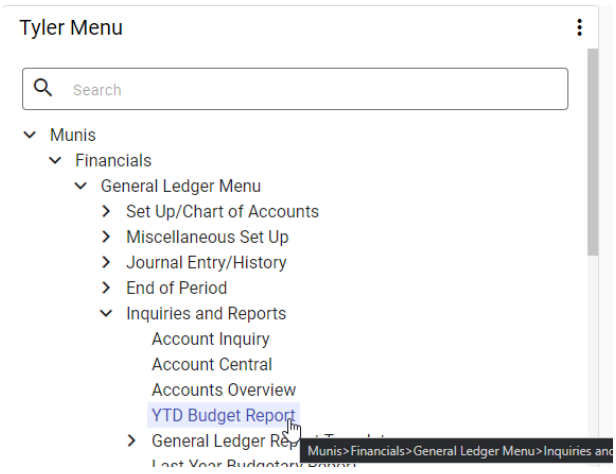
Account Id
Org
Object
Project
Full Account
Description
Type
Status
Revised

If exporting from a single account, the output information is divided into six tabs – Account, Transactions, Segments, Monthly Data, Budget Rollup, Current Year vs CFWD.

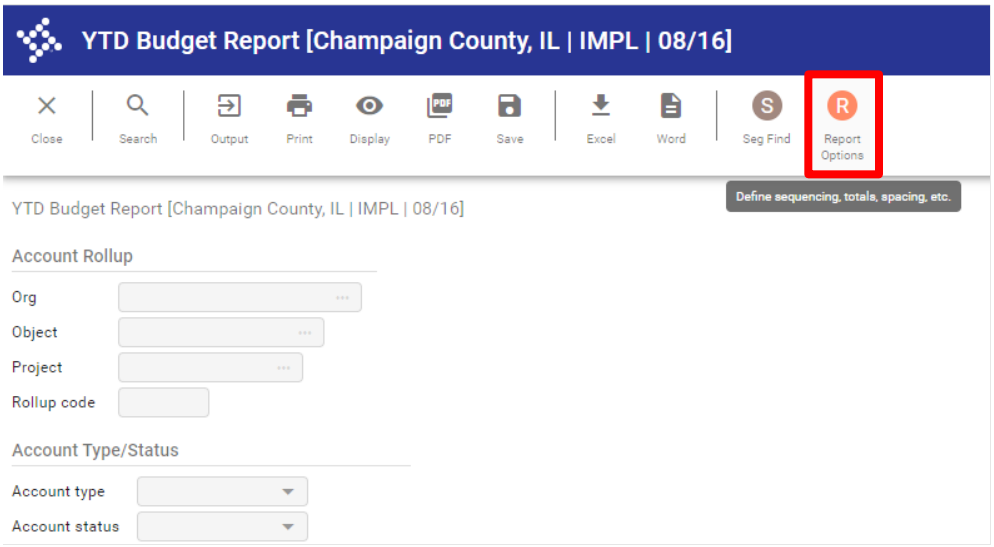
Year To Date Budget Report

Provides user ability to run a monthly or year-to-date report for accounts within report parameters. Includes columns for revised budget, year to date actual, and available budget.

Under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → YTD Budget Report

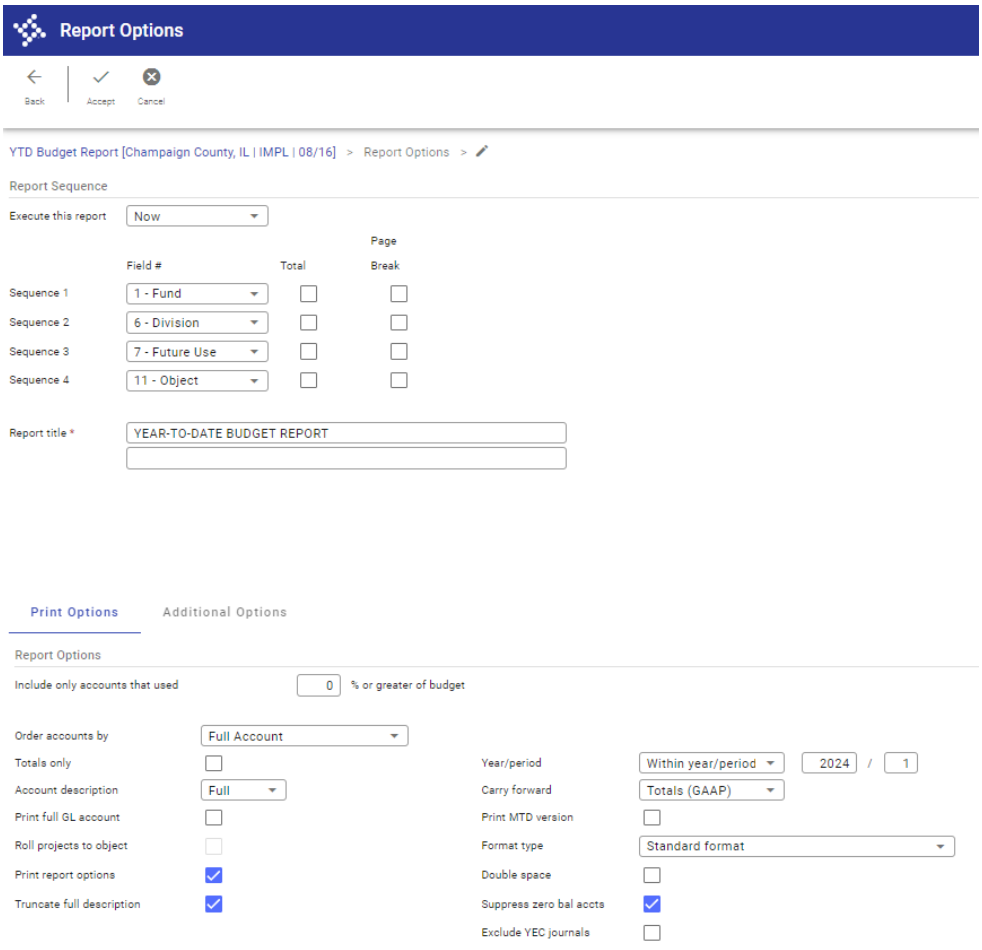


Click Report Options Skittle in the Ribbon



You can now setup the report however you like. The report settings are unique to the user and will save for future use. Once updated, click “Accept” then “Back”.

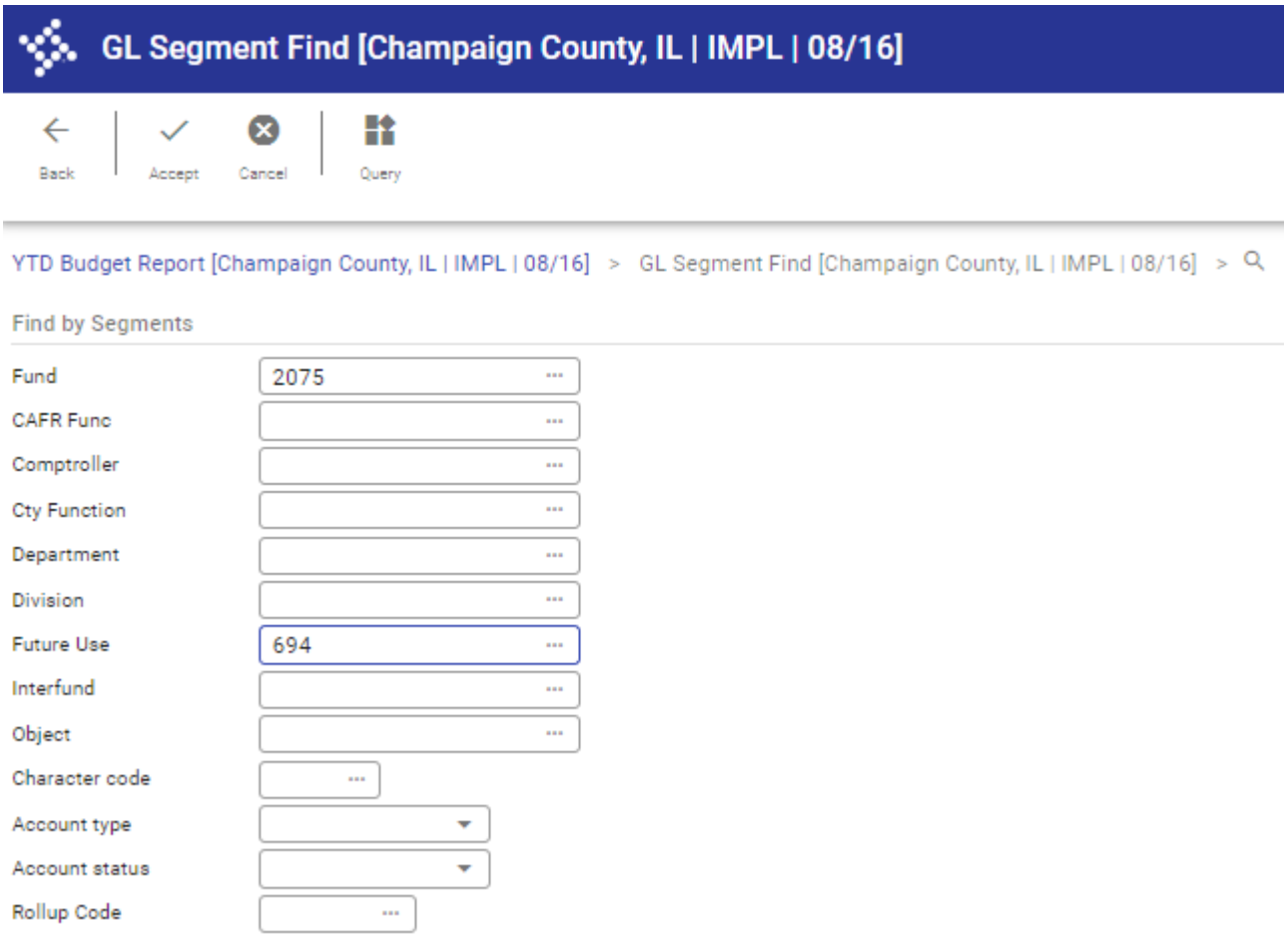
Note: The “Year/period” field is currently set to run this report showing all activity through July. If you want to see current month activity only, click on the drop-down arrow within this field and select “Current fiscal month”.



Segment Find

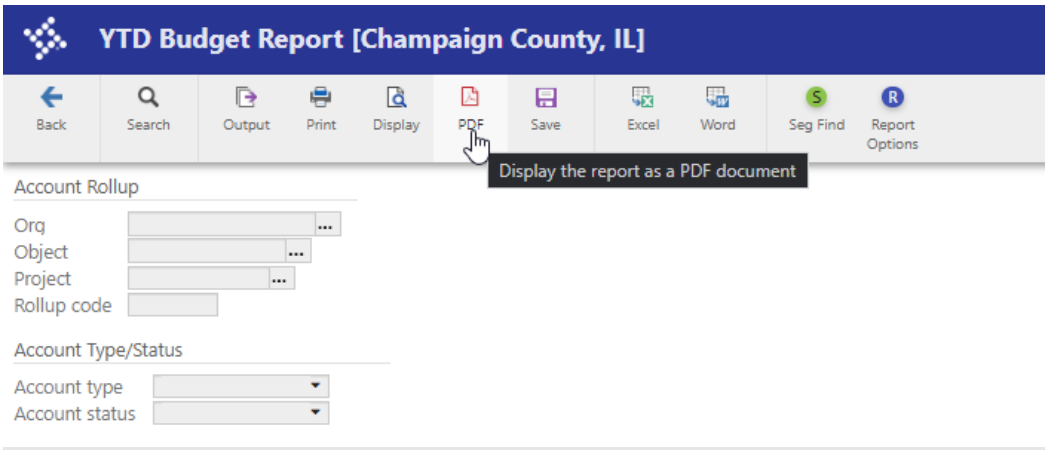
The “Seg Find” icon allows you to limit your parameters.

For this report, let’s assume I only want to see activity in fund 2075 associated with future use code 694. To do this, click on the “Seg Find” option and enter the below. Then click “Accept”.



Run Report

Final step is creation of the report. In this case, I’m going to create a pdf report.



Results:

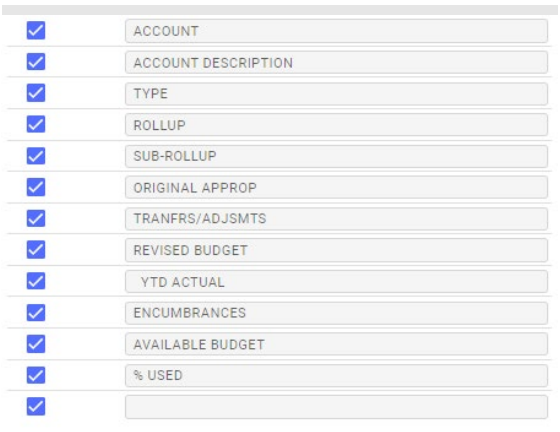
Champaign County, IL

YEAR-TO-DATE BUDGET REPORT

FOR 2022 07

ACCOUNTS FOR: 2075 REGIONAL PLANNING COMM	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
006 COMMUNITY SERVICES							
694 WEATHERIZATION DOE EVEN							
500103 REGULAR FULL-TIME EMPLOYEES	0.00	32,000.00	32,000.00	0.00	0.00	32,000.00	.0%
500105 TEMPORARY STAFF	0.00	800.00	800.00	0.00	0.00	800.00	.0%
501002 OFFICE SUPPLIES	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	.0%
501010 TOOLS	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	.0%
502001 PROFESSIONAL SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	.0%
502002 OUTSIDE SERVICES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	.0%
502019 ADVERTISING, LEGAL NOTICES	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	.0%
502039 CLIENT SERVICES	0.00	30,000.00	30,000.00	6,122.21	0.00	23,877.79	20.4%
TOTAL WEATHERIZATION DOE EVEN	0.00	76,200.00	76,200.00	6,122.21	0.00	70,077.79	8.0%
TOTAL COMMUNITY SERVICES	0.00	76,200.00	76,200.00	6,122.21	0.00	70,077.79	8.0%
TOTAL REGIONAL PLANNING COMM	0.00	76,200.00	76,200.00	6,122.21	0.00	70,077.79	8.0%
TOTAL EXPENSES	0.00	76,200.00	76,200.00	6,122.21	0.00	70,077.79	

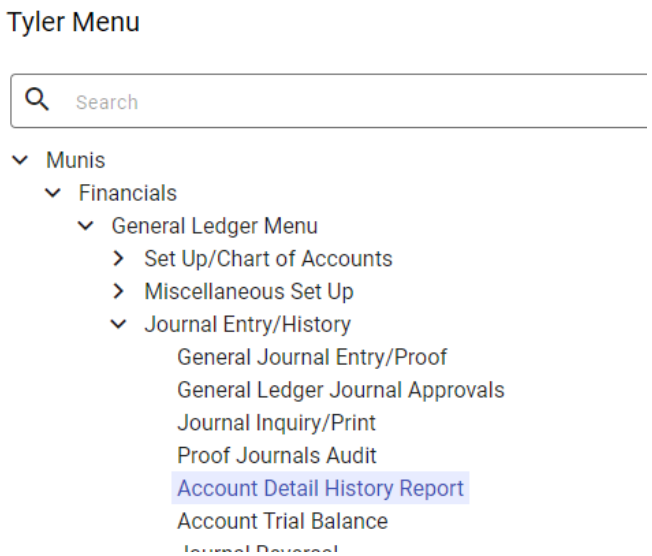
You can also export the results to Excel. Excel options are:



Account Detail History Report

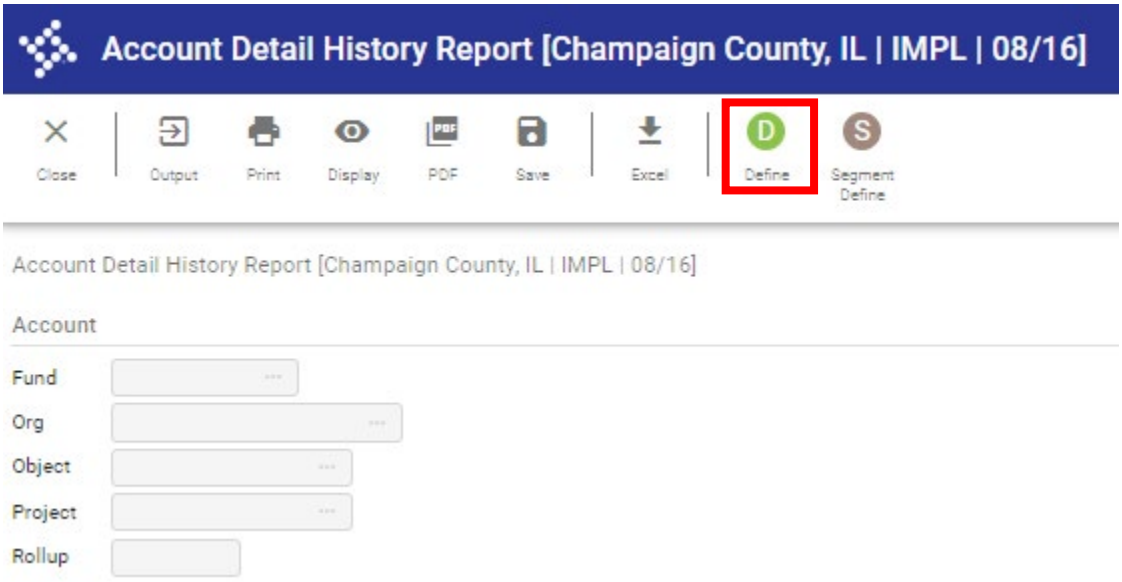
This report does not show any project string information but can show you how much/where $ was spent by period.

Under Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Detail History Report



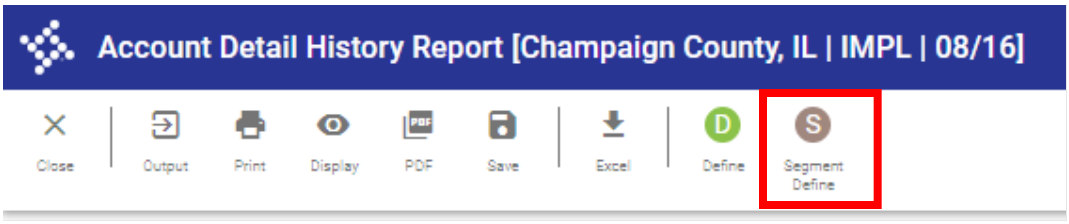
You can look up things broadly or narrow down depending on what you want to see.

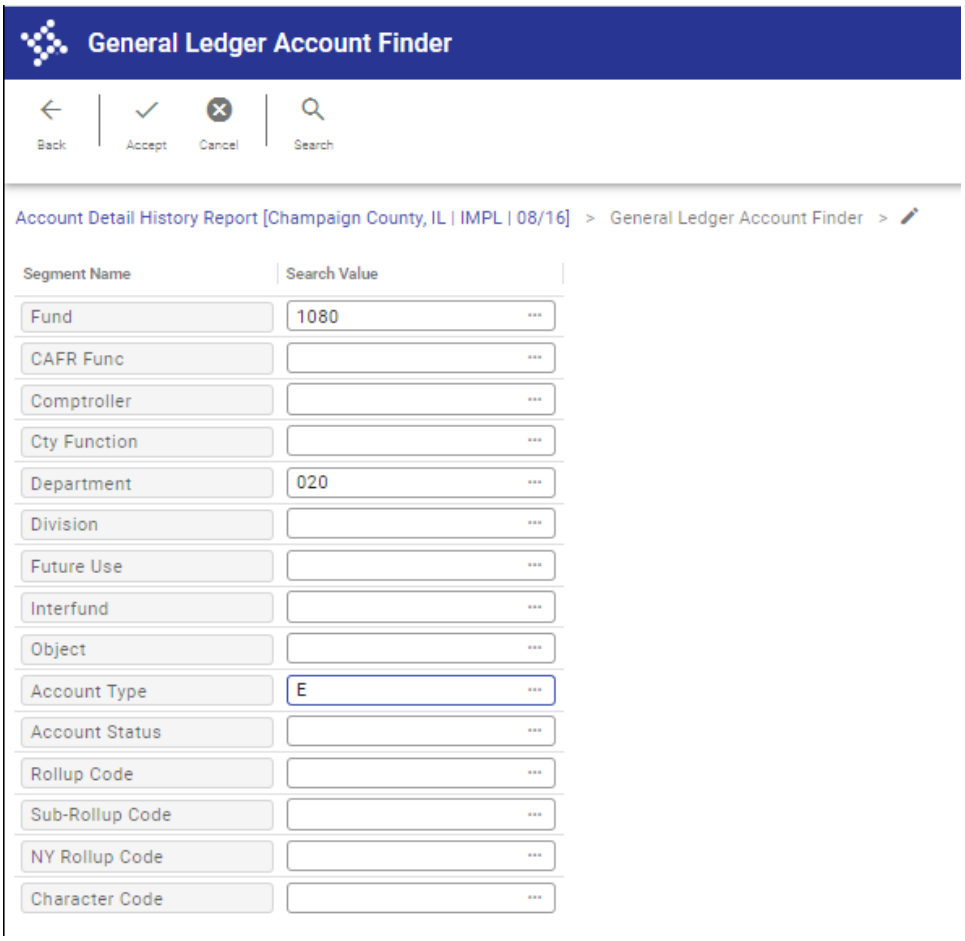
Either



Or

Segment Define will allow you to look at an individual department, a single obj code, etc.





You can enter dates to see activity for a particular time period, the whole year, etc.

Report Options

Execute this report	Now					
Print GL master start-of-year balances	☑					
Year and period range	Within date range	2024	00	to	2024	13 SOY/EOY
Source journal code						
Include entries between dates						
Include encumb/liq entries	☐					
Include budget entries	☐					
Print full GL account	☑					
Print JE comment and vendor	☑					
Double space journal detail	☐					
Separate page for each account	☐					
Multiyear view	Default view					
Print report options	☐					
Cash account: subtotal by date or ref3/deposit# *	N					

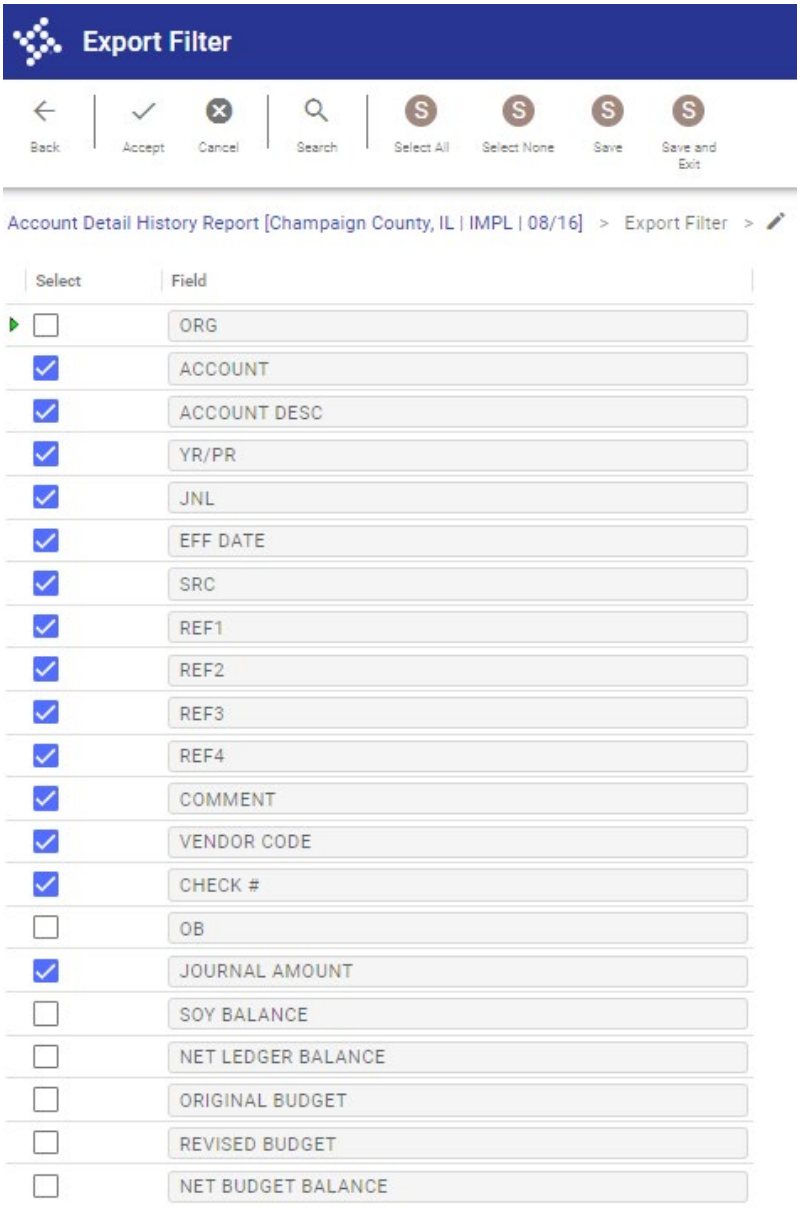
PDF Option looks like this – it breaks it down by GL string

08/21/2024 09:54 |Champaign County, IL | IMPL | 08/16 |P 4

ACCOUNT DETAIL HISTORY FOR 2024 00 TO 2024 13

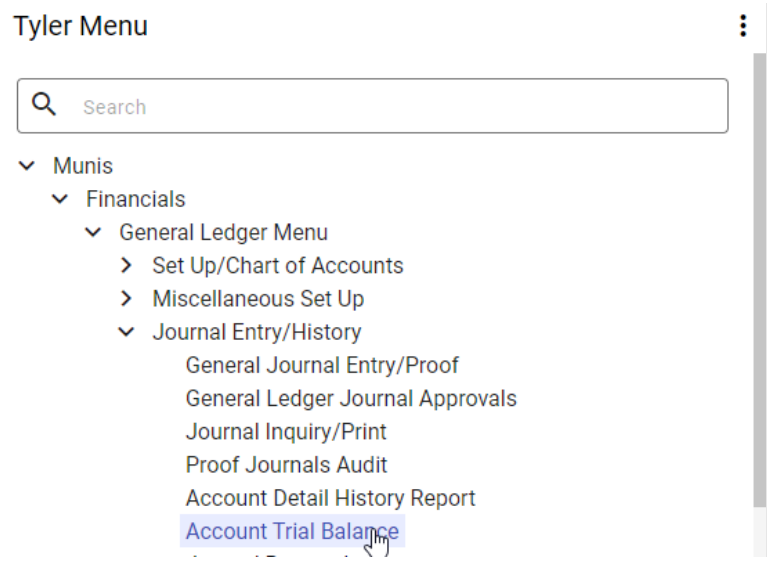
ORG YR/PR	ACCOUNT JNL EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
10000131	1080-00-0251a-01-020-000-000-0000-502003- TRAVEL COSTS									
							REVISED BUDGET			5,000.00
24/05	728 05/23/24	API	000100		65093		33596	777.45	777.45	
	W 053124A [redacted] Conf 5/1 Unknown									
24/07	184 07/02/24	API	000100		67998		35207	72.00	849.45	
	W 071224A [redacted] May 2024				Unknown					
	LEDGER BALANCES --- DEBITS:			849.45	CREDITS:		.00	NET:	849.45	
10000131	1080-00-0251a-01-020-000-000-0000-502004- CONFERENCES AND TRAINING									
							REVISED BUDGET			2,600.00
24/04	50 04/01/24	API	018398		61229		31378	215.00	215.00	
	W 040524A Danos Conf Registration IACO				ILLINOIS ASSOCIATION					
24/05	728 05/23/24	API	010235		65188		33540	135.00	350.00	
	W 053124A GFOA Annual GAAP Update 11/14/				GOVERNMENT FINANCE O					
24/05	728 05/23/24	API	010235		65189		33540	350.00	700.00	
	W 053124A GFOA Best Practices Forum 7/29				GOVERNMENT FINANCE O					
24/05	728 05/23/24	API	010235		65190		33540	85.00	785.00	
	W 053124A GFOA Into to Govt Accounting 6				GOVERNMENT FINANCE O					
24/05	728 05/23/24	API	010235		65191		33540	85.00	870.00	
	W 053124A GFOA Compensated Absences 12/3				GOVERNMENT FINANCE O					
	LEDGER BALANCES --- DEBITS:			870.00	CREDITS:		.00	NET:	870.00	

Or you can export to excel and filter however you need. Excel options:

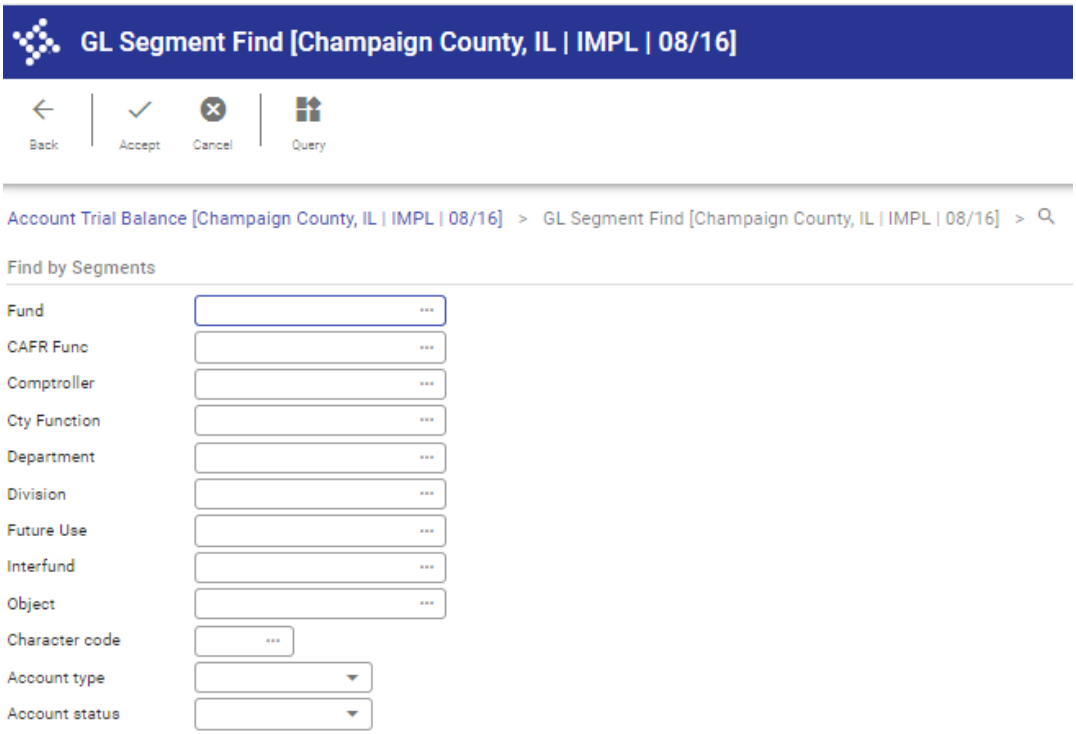


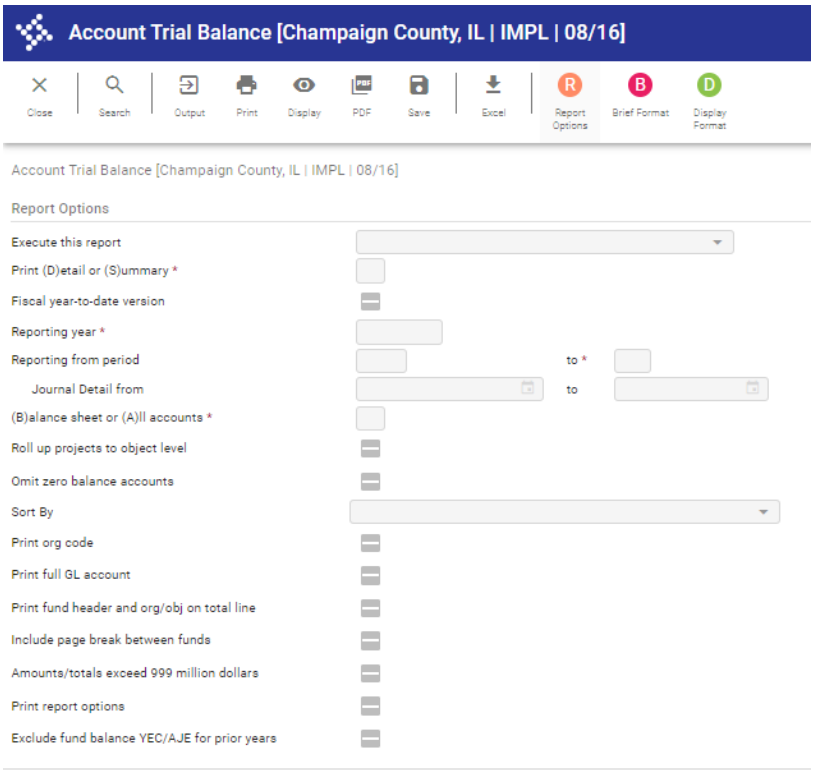
Account Trial Balance

Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Trial Balance

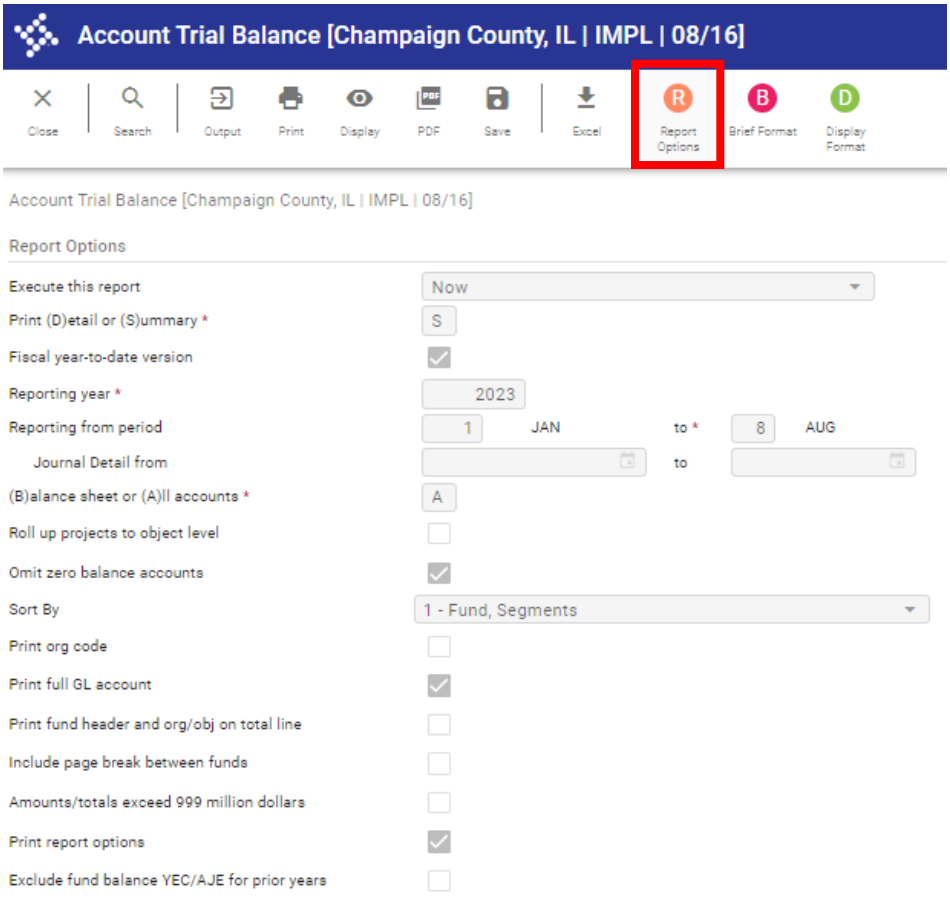


Click “Search” and enter your account criteria. Then click “Accept”.





Next click “Report Options” and enter your parameters for the data. Then click “Accept”. In the below example, I want to see a summary of all activity from January through August.



Next, choose how you would like to see the report. Options are display, pdf, or excel.

If exporting to excel, the following can be done to view the data easier:

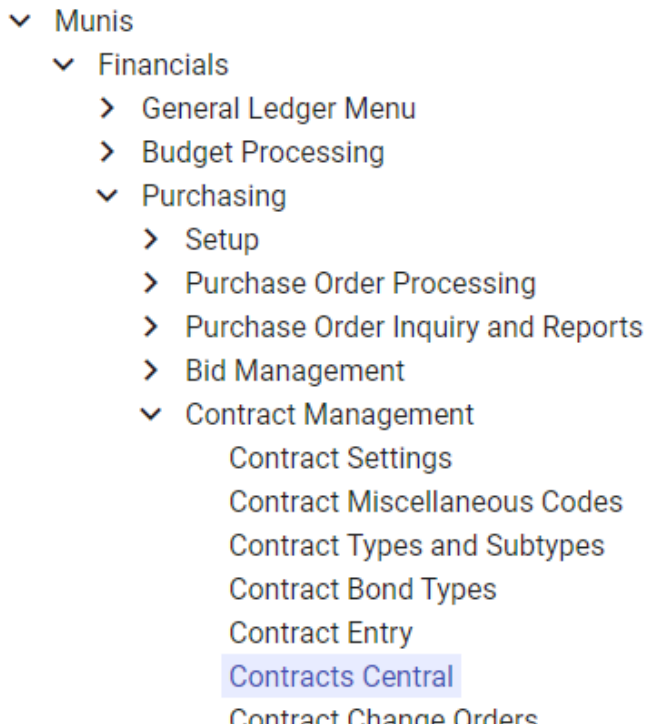
1. Insert a column between columns A & B and use “=left(A2,4). This will pull the fund separately.
2. Highlight column A and click CTRL+F. Click “replace”. Under the “Find what:” field, put a space. Then click replace all. This will remove all spaces from column A.
3. Insert a column between columns B & C and use “=right(A2,7)”. This will pull the object code from the account string.
4. Highlight column B & C and copy/paste-values only
5. Highlight column C. Click CTRL+F. Click “replace”. Under the “Find what:” field, put a “-“. Then click replace all. This will remove all “-“ from the object column.

After doing the above, you can now add a filter and sort the information by fund/object.

Contracts Central

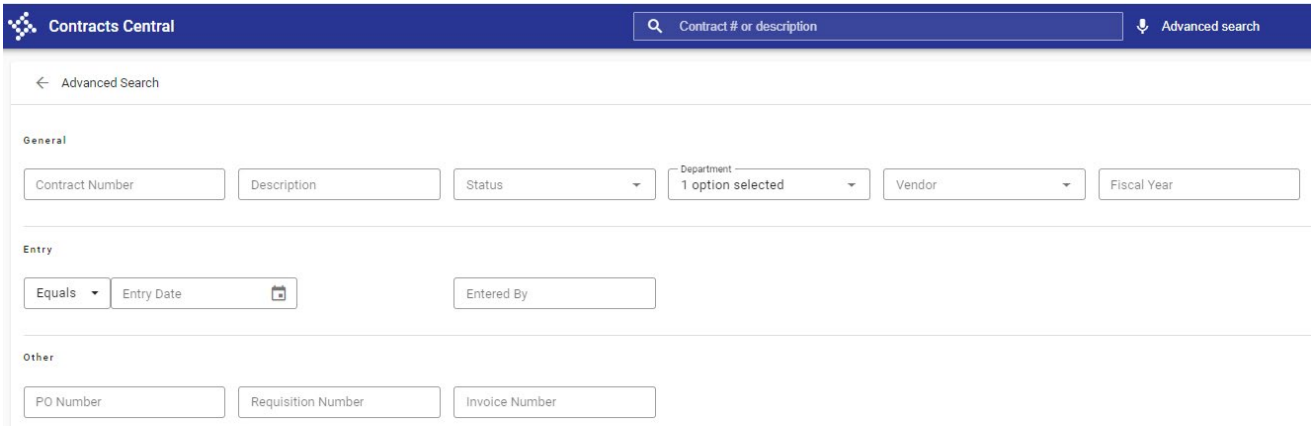
You can export data regarding contracts to Excel on a group of contracts or an individual contract.

Tyler Menu – Munis → Financials → Purchasing → Contract Management → Contracts Central



Report for a Group of Contracts

To export the contracts for your department, do an advanced search. Select your department and any other parameters you choose (to see all that have been entered leave everything but the department blank).

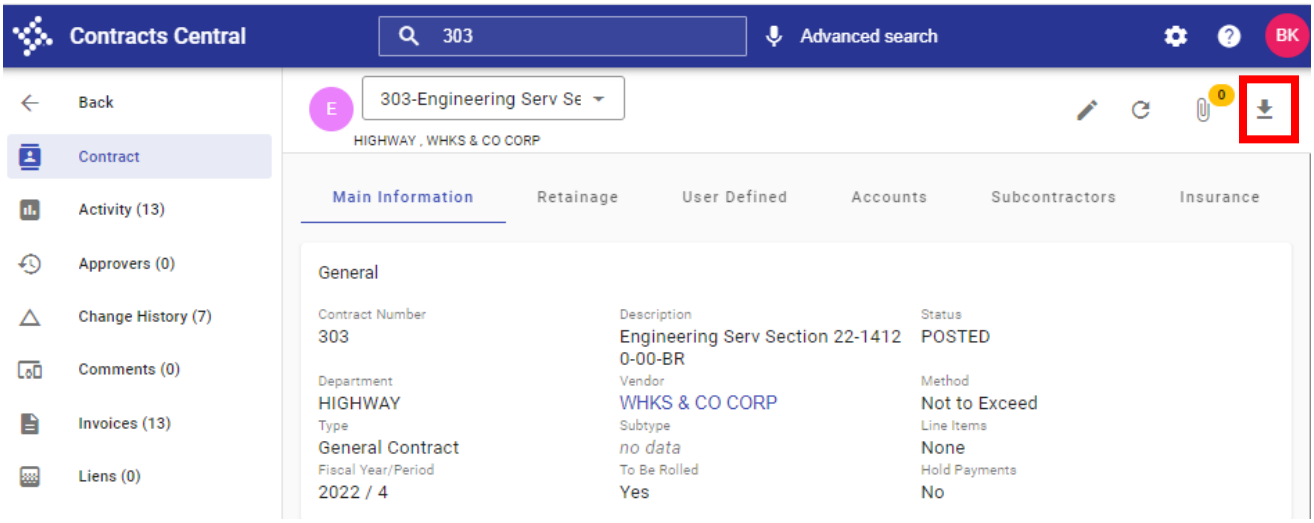


The Excel export of a group of contracts will give an overview of the Contract (contract number, description, status, fiscal year and period (when the contract was opened), entry date of the contract, amount available and percent available). It will also have a link to the contract.

	A	B	C	D	E	F	G	H
	Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Available	Percent Available
	158	IDOTBigOServices19-29081-00-BR	CLOSED	2021	1	12/29/2021	74,113.79	100.00
	159	IDOTContractIllianaTR121A	CLOSED	2021	1	12/29/2021	26,774.12	100.00
	160	IDOTContractwithBigOServicesCH13SecNo19-00077-00-B	CLOSED	2021	1	12/29/2021	29,683.43	100.00
	161	IndustrialServicesContractHwyRoof2021.05.21	CLOSED	2021	1	12/29/2021	316,704.80	100.00
	231	White Construction 19-00075-00-BR 2022.01.04	CLOSED	2022	1	01/26/2022	596,153.00	100.00
	249	060 XeroxServicesMasterAgree 2020.04.01-2025.03.31	POSTED	2022	2	02/10/2022	0.00	0.00
	283	CH 6 Concrete Slab Replacement	POSTED	2022	3	03/17/2022	15,314.89	24.04

Report for an Individual Contract

Search for the contract you want to report on. Click on Excel in the Ribbon.



An Excel file with 6 tabs will download.

Contract Tab – this will have the contract information.

Number	Description	Status	Project	Vendor	Administrator	Department	Fiscal Year	Fiscal Period	Entry Date	Available	Percent Available
303	Engineering Serv Section 22-14120-00-BR	POSTED		WHKS & CO CORP		HIGHWAY	2022	4	04/01/2022	#########	5.17

Retainages Tab – will show any retainage on the contract (this will most likely always be zero since we do not use the retainages feature in the contracts module).

Starting Percent	Ending Percent	Percent to Retain	Bonds in lieu?	Autocalculate cap	Recalculate amounts	Retained to Date	Liquidated	Permanently retained
0.00	100.00	0.00	True	False				

Accounts Tab – will show amounts based on year (if entered that way)

Line	Year	Project String	Account	Description	PA Bud	Bud	Amount
0	2023					U	##########
0	2022						##########

Activity Tab – shows who and when for when the contract was approved, posted, changed, etc.

Activity	Change By	Date	Time
Approved	Brandi Katrein	04/01/2022	15:13:57
Released	Brandi Katrein	04/01/2022	15:13:57
Posted	Brandi Katrein	04/01/2022	15:14:11
Approved	Brandi Katrein	08/29/2022	09:04:01
Released	Brandi Katrein	08/29/2022	09:04:01
Change Order	Brandi Katrein	08/29/2022	09:04:15
Posted	Brandi Katrein	08/29/2022	09:04:16
	Brandi Katrein	01/04/2023	14:39:33
Rolled to NY	Jill Stewart	03/27/2023	15:12:02
	Jill Stewart	03/27/2023	15:13:34
	Jill Stewart	01/02/2024	10:52:13
Rolled to NY	Jill Stewart	03/19/2024	08:07:46
	Jill Stewart	03/19/2024	08:13:08

Change History Tab – shows what changes have been made to the contract.

Date	Change By	Number	Reason	Field	Original Value	New Value
08/29/2022	bk43892	1		amount	##########	##########
01/04/2023	bk43892	2	EOY partial roll of unused amounts to NY. Budget Prepared for roll - N.	revised	##########	##########
01/04/2023	bk43892	2	EOY partial roll of unused amounts to NY. Budget Prepared for roll - N.	revised	##########	##########
03/27/2023	js8740	3	EOY roll of unused amounts to NY. Budget prepared for roll - N.	revised	##########	##########

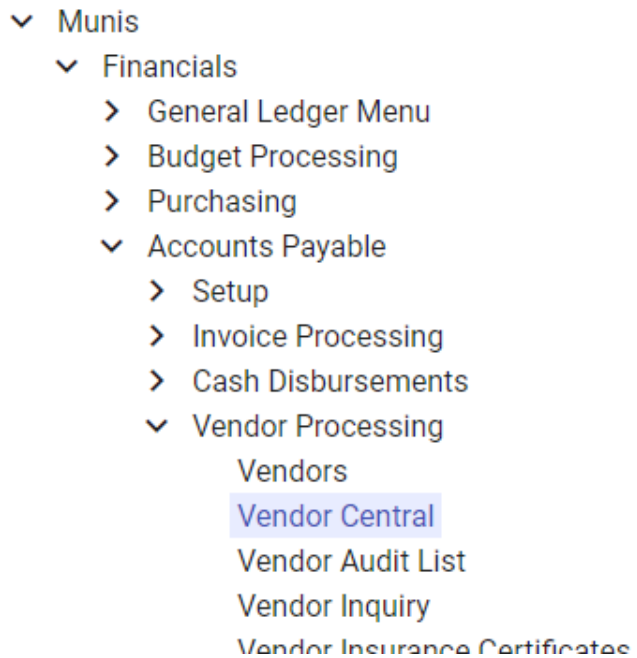
AP Invoices Tab – shows the invoice information applied against the contract

	A	B	C	D	E	F	G	H	I
1	Invoice	Vendor	Document	Department	Status	Year	Date	Invoiced	Liquidated
2	45389	WHKS & CO CORP	7664	HIGHWAY		2022	04/13/2022	########	#########
3	45687	WHKS & CO CORP	11003	HIGHWAY		2022	06/01/2022	########	#########
4	45849	WHKS & CO CORP	12625	HIGHWAY		2022	06/23/2022	########	#########
5	46144	WHKS & CO CORP	14813	HIGHWAY		2022	07/18/2022	########	#########
6	46315	WHKS & CO CORP	17609	HIGHWAY		2022	08/24/2022	########	#########
7	46495	WHKS & CO CORP	18936	HIGHWAY		2022	09/14/2022	########	#########
8	46742	WHKS & CO CORP	21498	HIGHWAY		2022	10/19/2022	########	#########
9	46988	WHKS & CO CORP	23969	HIGHWAY		2022	11/18/2022	########	#########
10	47161	WHKS & CO CORP	26112	HIGHWAY		2022	12/14/2022	########	#########
11	47479	WHKS & CO CORP	29257	HIGHWAY		2022	01/26/2023	########	#########
12	47620	WHKS & CO CORP	31063	HIGHWAY		2023	02/15/2023	########	#########
13	47859	WHKS & CO CORP	33365	HIGHWAY		2023	03/16/2023	#########	#########
14									

Vendor Central

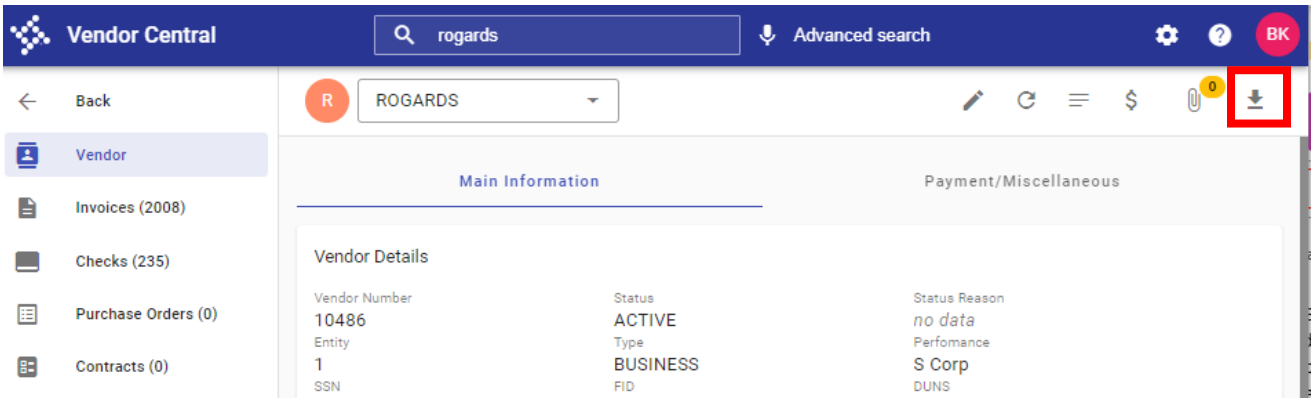
You can export data to Excel on an individual vendor which will include Vendor Data, Check Information (vendor, check number, date, comment, amount, cleared and type), and Invoice Information (vendor, invoice number, date, amount, check number, check date, voucher, and purchase order number) on separate tabs.

Tyler Menu – Munis → Financials → Accounts Payable → Vendor Processing → Vendor Central



Search for the vendor you want to export data for. Apply any filters/time frame that you are interested in. Here I've searched Rogards.

Select Excel in the Ribbon. It will prepare the file.



There will be a Vendor tab with all the Vendor information that was provided.

Number	Name	Alpha Sort	Other Name	DBA	Address	County	Country	Foreign Entity	Email	Website	Status
10486	ROGARDS	ROGARDS			SUITE A 2901 BOARDWALK DR CHAMPAIGN IL 61822			FALSE	SARAH@ROGARDS.COM	http://HTTPS://WWW.ROGARDS.COM/	ACTIVE

Checks Tab with check information

Vendor	Check	Date	Comment	Amount	Cleared	Type
10486	17281	03/24/2023	Misc. Supplies	$93.30	FALSE	PRINTED
10486	500943	03/24/2023	Cust # 004779, Paper Inventory	$1,622.33	TRUE	EFT
10486	500915	03/17/2023	Cust # 004779, Paper Inventory	$1,643.67	TRUE	EFT
10486	500883	03/10/2023	Cust # 004779, Paper Inventory	$4,197.05	TRUE	EFT
10486	500838	03/03/2023	Cust # 004779, Paper Inventory	$1,601.38	TRUE	EFT
10486	500839	03/03/2023	HWY-COPY PAPER	$69.99	TRUE	EFT
10486	500840	03/03/2023	phone cords	$13.58	TRUE	EFT
10486	500841	03/03/2023	Customer #: 000937	$79.15	TRUE	EFT

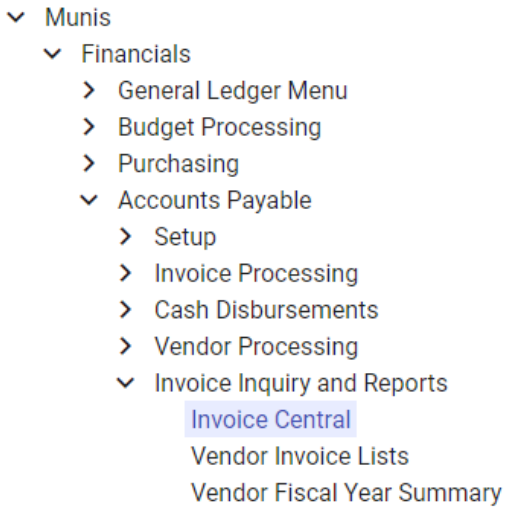
Invoices Tab with invoice information

Vendor	Number	Date	Amount	Check	Check Date	Voucher	Purchase Order
10486	044120-00	03/29/2023	$125.96	0			
10486	044061-01	03/28/2023	$127.10	0			
10486	520974-00	03/28/2023	$99.58	0			
10486	520975-00	03/28/2023	$99.58	0			
10486	520976-00	03/28/2023	$49.79	0			
10486	520977-00	03/28/2023	$149.37	0			
10486	520964-00	03/27/2023	$49.79	0			
10486	044061-00	03/24/2023	$50.40	0			
10486	043914-00	03/23/2023	$118.98	0			
10486	043914-01	03/23/2023	$31.44	0			
10486	043914-02	03/23/2023	$28.99	0			

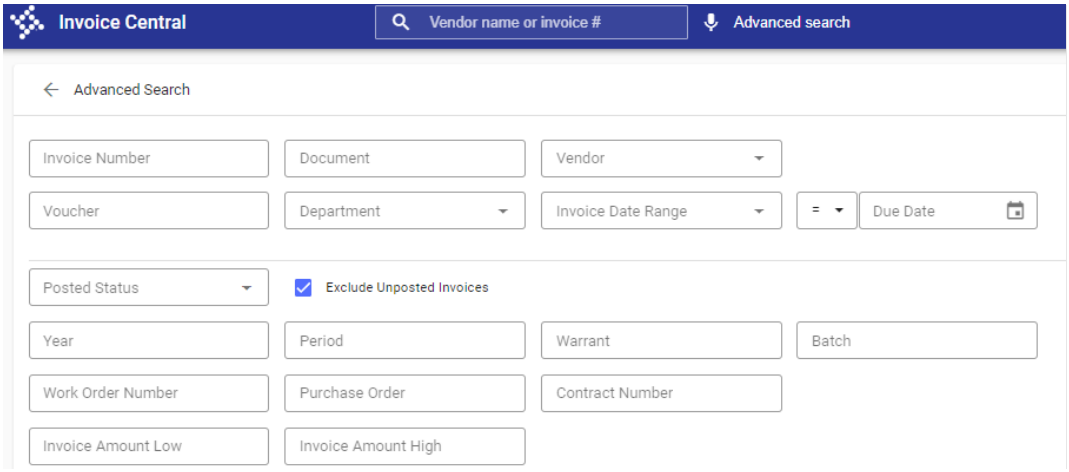
Invoice Central

You can export invoice information to Excel based on your search parameters.

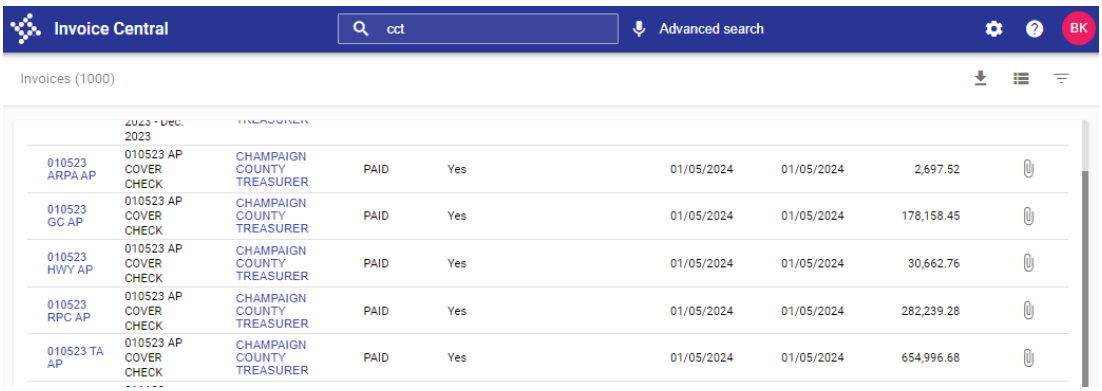
Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice Central



Search Options



You can view the data:



Or export to Excel.

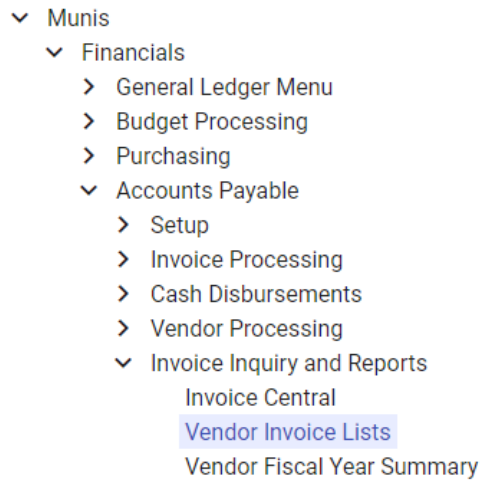
Output Options

The Excel file is set – there are not options to choose. The output information provided by this report is:

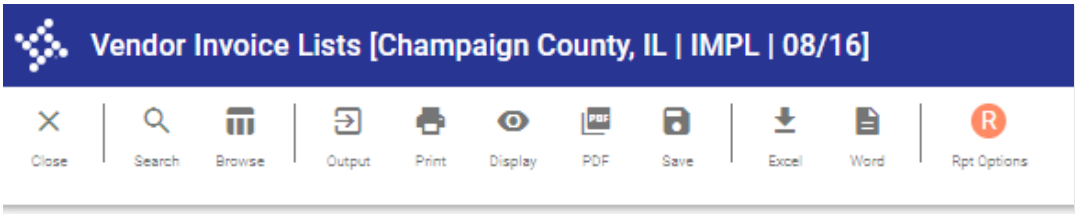
Invoice Number (with hyperlink)
Posted
Status
Vendor
Document
Description
Journal Number
Journal Year
Journal Period
Purchase Order
Contract
Department
Voucher
Gross Amount
Tax Amount
Discount Amount
Net Amount
Invoice Date
Due Date
Discount Date
Received Date

Vendor Invoice Lists

Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Trial Balance

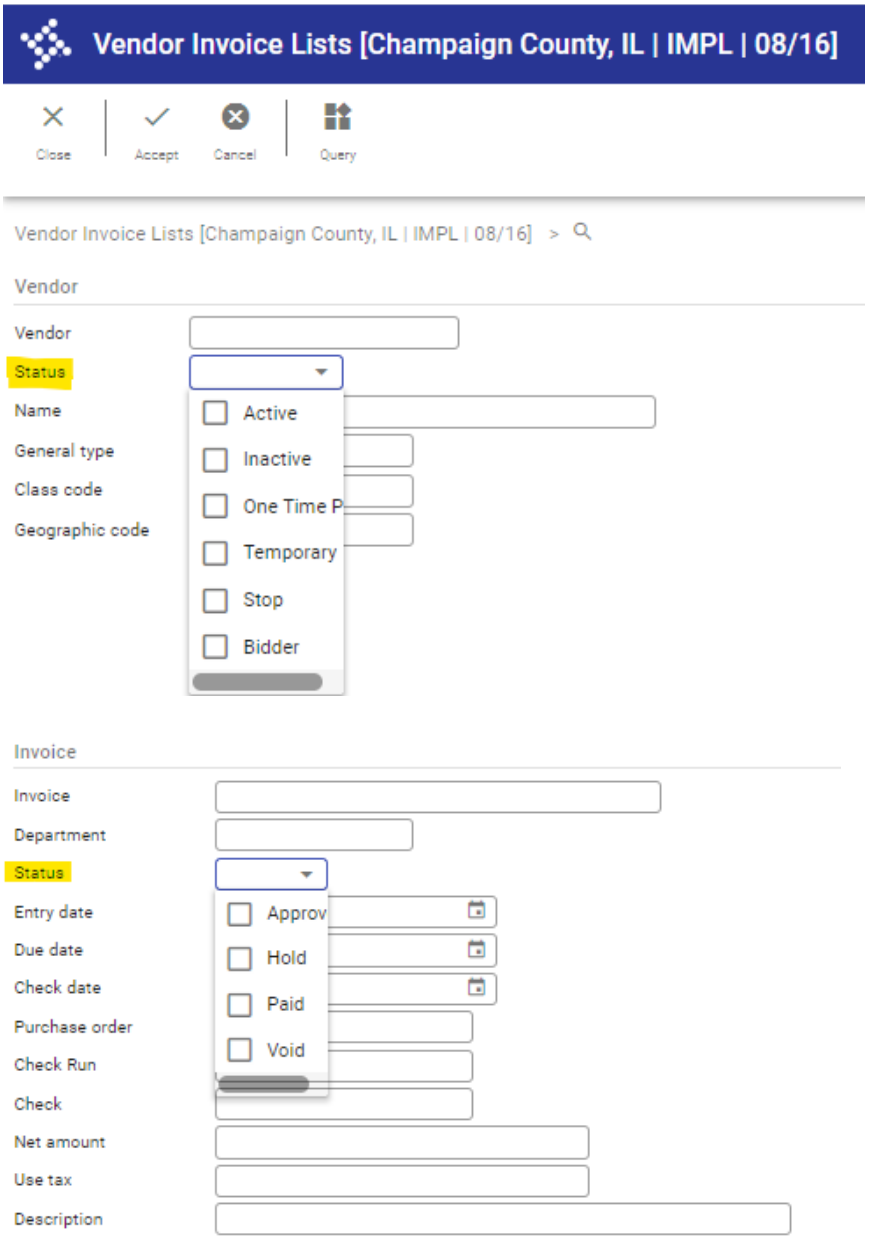


Report can be PDF, Excel or Word (also can be saved to your reports as a .txt file)

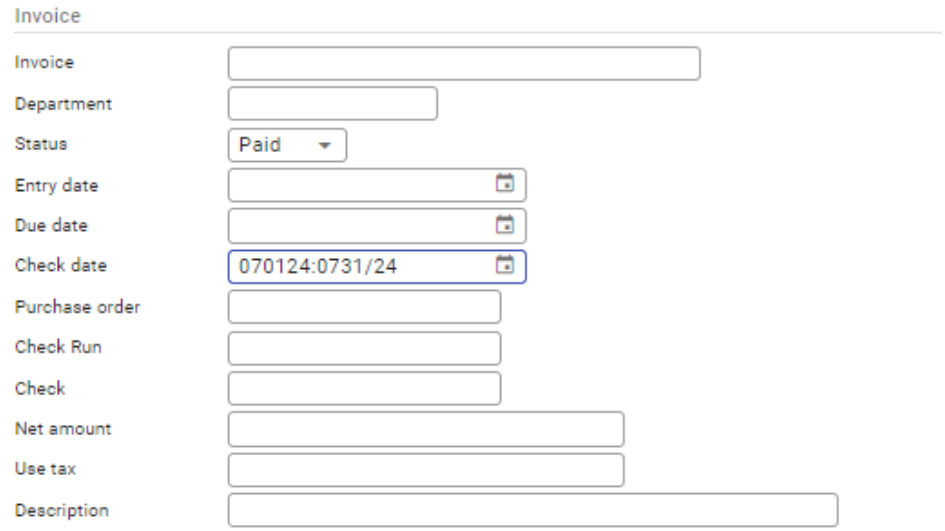


Search Options

You can enter search options in only the Vendor section or only the Invoice Section based on what you are needing to see.

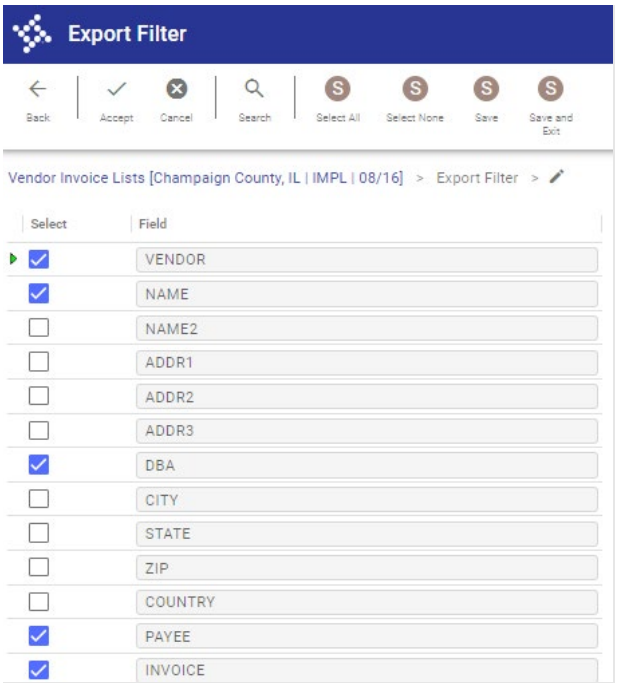


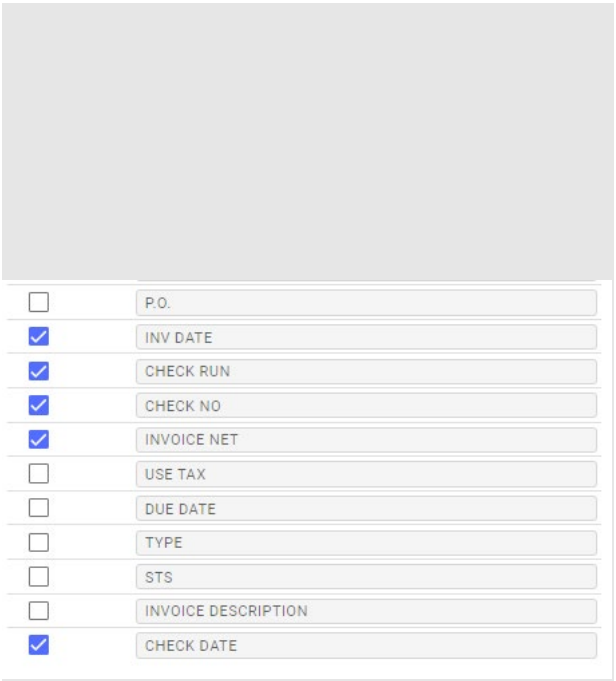
In this example I am looking for all the paid invoices for the month of July.



Note: keep in mind that if you search using the department it will be based on the department number in invoice entry NOT the GL department).

Output Options

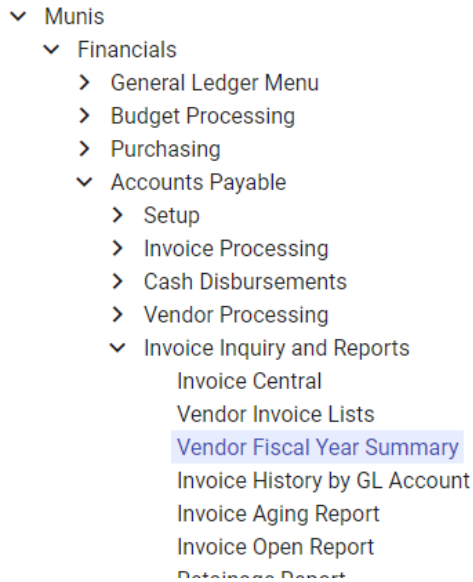




Vendor Fiscal Year Summary

Prints a summary report of fiscal year-to-day purchases and fiscal year-to-day payments for a specified set of vendors.

Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Vendor Fiscal Year Summary

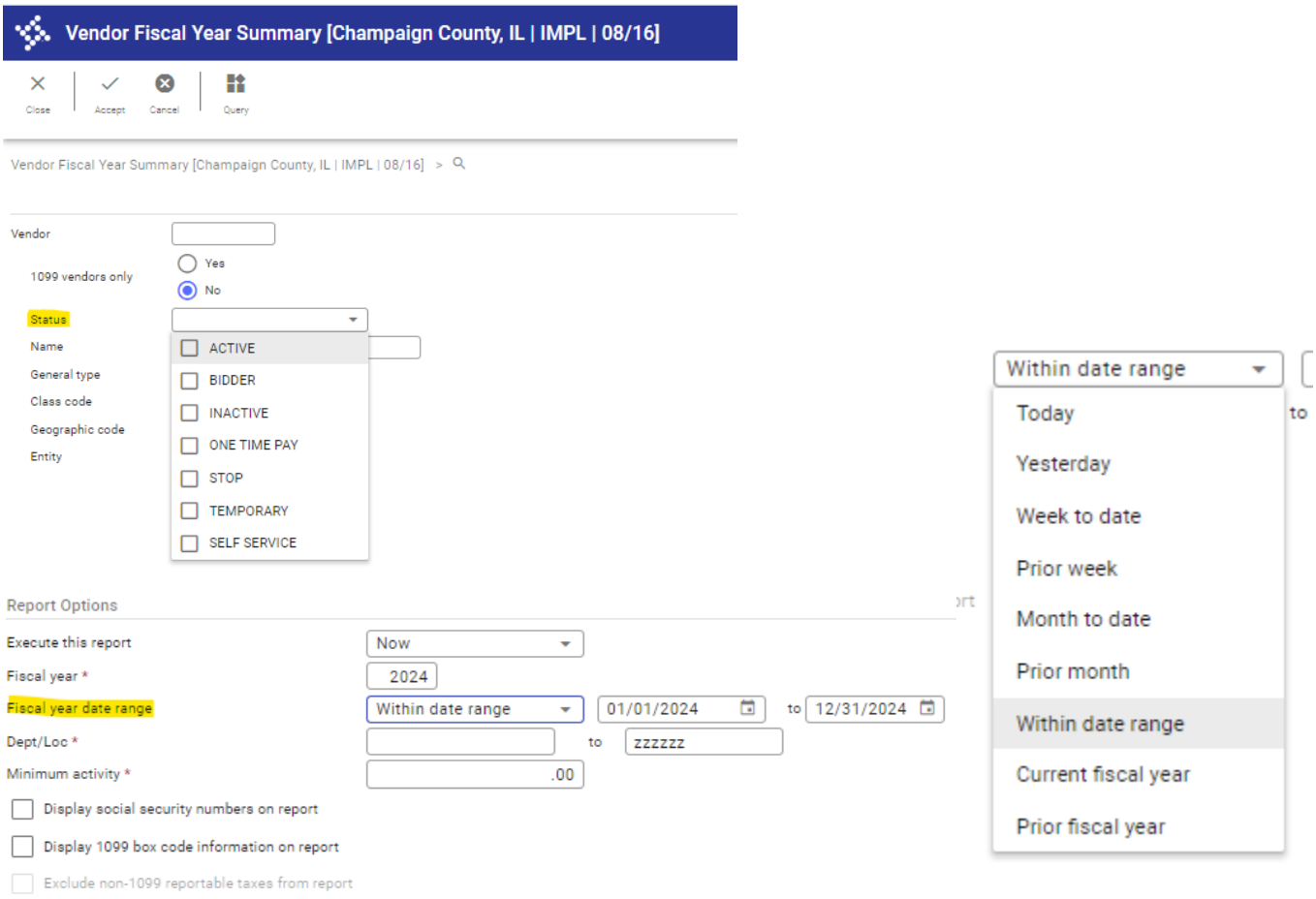


Report can be PDF, Excel or Word (also can be saved to your reports as a .txt file)

Search Options

Click on Search in the Ribbon. If you only want a particular vendor enter the vendor number in the top section of the screen. If want to see all the activity for a particular department (this will be based on the default department used) leave the vendor space blank. When you have the top section entered click Accept in the Ribbon.

Enter the date ranges and department number in both cells (this is based on the department number in the Invoice Entry screen when the invoice was entered. If you enter invoices for multiple departments the report will be based on the department listed in invoice entry). Enter the date range you want the report for and click Accept in the Ribbon when done.



Output Options

Selecting PDF in the Ribbon will produce your report.

PDF view:

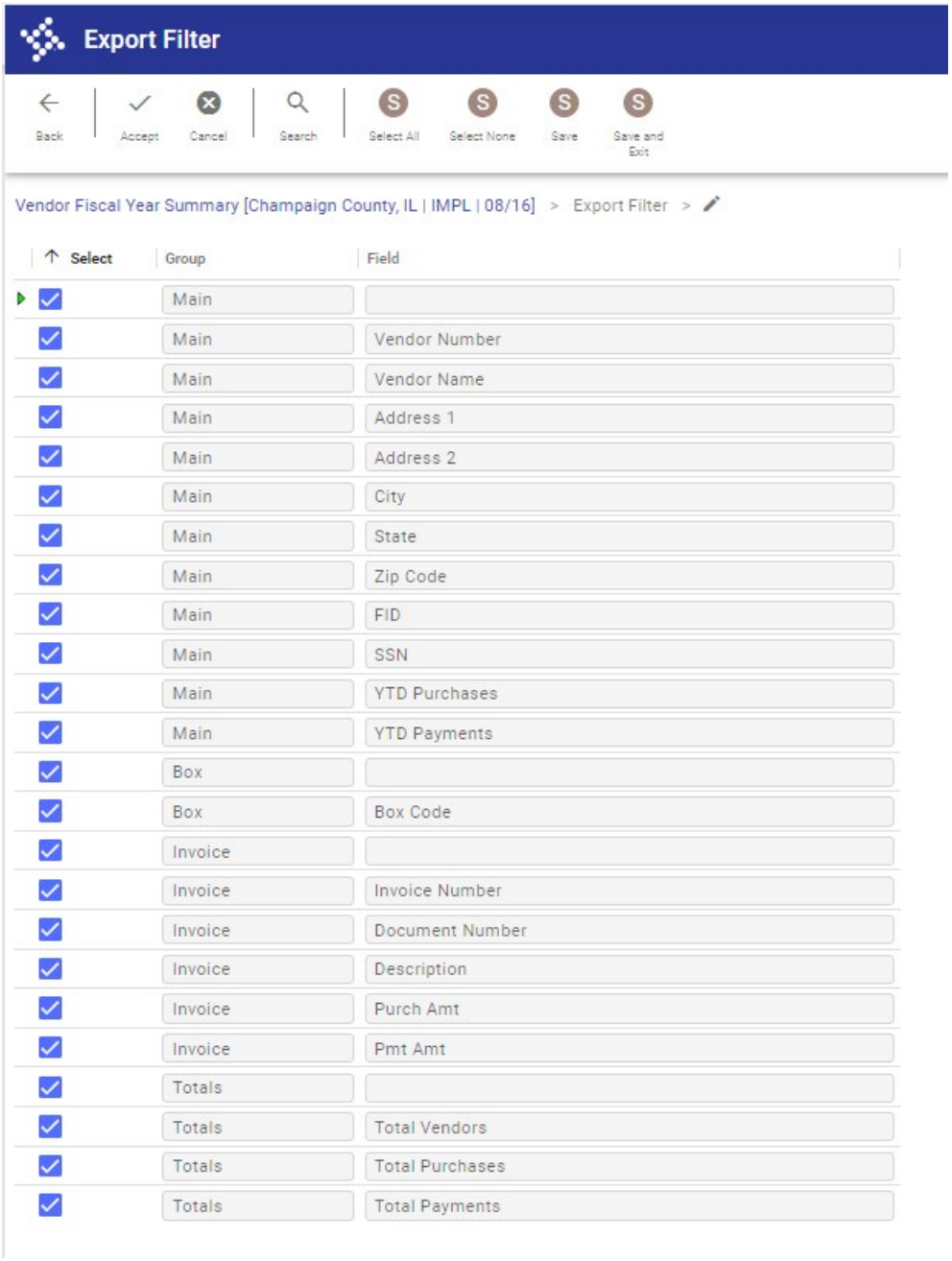
03/06/2023 10:43 |Champaign County, IL | TRAIN | 02/24 |P 1

VENDOR FISCAL YEAR SUMMARY

FISCAL YEAR: 2022 01/01/22 TO 12/31/22 MINIMUM: .00 DEPT/LOC: 020 TO 020

VENDOR	NAME	ADDRESS	F.I.D.# SOC.SEC.#	YTD PURCHASES	YTD PAYMENTS
10037	AMERICAN SOLUTIONS FOR BUSINESS	8479 SOLUTION CENTER CHICAGO, IL 60677-8004		1,131.38	124.20
10049	AT&T / AT&T MOBILITY			13,885.93	12,874.59
10098	CAMPION, BARROW & ASSOCIATES INC	SUITE 202 2110 CLEARLAKE BLVD CHAMPAIGN, IL 61822		910.00	.00
17785	CAPITAL ONE	SHERIFF AC# 624934 PO BOX 60506 CITY OF INDUSTRY, CA 91716-05		134.25	134.25
10105	THE CARLE FOUNDATION HOSPITAL	611 W PARK STREET URBANA, IL 61801		249.00	249.00
1	CHAMPAIGN COUNTY TREASURER			106,281,641.52	104,830,652.86
18807	CLIFTONLARSONALLEN LLP	PO BOX 775967 CHICAGO, IL 60677-5967		31,049.26	31,049.26
18979	CONSTELLATION NEWENERGY-GAS DIVISIO	HIGHWAY ACCOUNT PO BOX 5473 CAROL STREAM, IL 60197-5473		102.38	102.38
19022	KELLY DARR	PO BOX 709 MAHOMET, IL 61853		105.00	105.00
19031	DIAMOND DRUGS, INC	645 KOLTER DRIVE		15,643.82	.00

Excel Report Options:



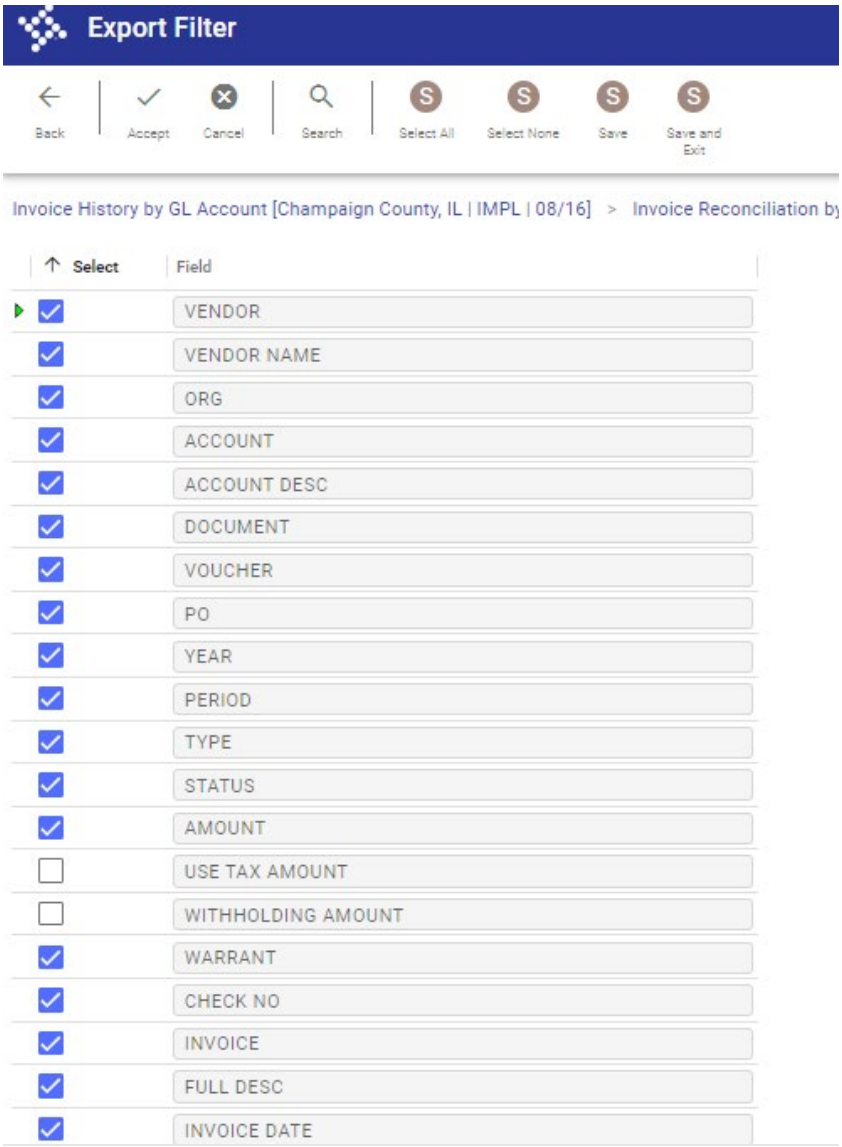
There is no GL information to separate the departments in this report.

Invoice History by GL Account

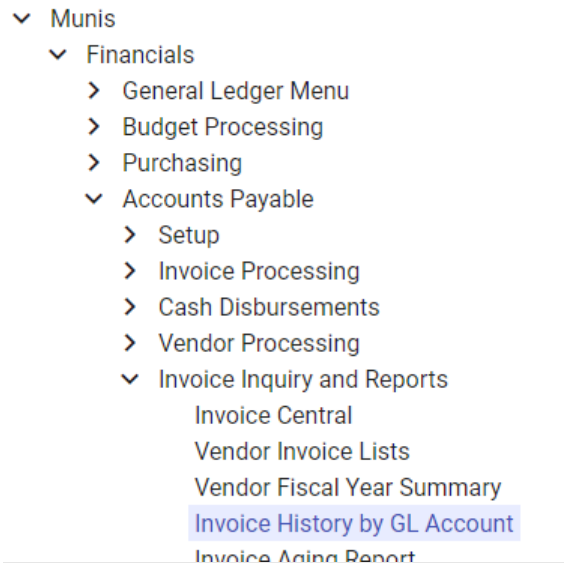
The Invoice History by GL Account program provides a list of invoices, sorted in the order of the general ledger account, that were charged on each line. It provides options to select currently open invoices, or those that were open as of a prior period end date. The latter option is useful for balancing the general ledger accounts payable account as of the end of last month.

The Invoice History by GL Account program has five report options: History by Fund, History by Account, History by Project, History by Object, and AP Reconciliation by Fund. Each report includes the following data: account identifier, account description, vendor number, vendor name, invoice number, purchase order number, invoice posting year and period, invoice type, invoice status, invoice line amount, voucher number, check run number, check number, and invoice line description. Invoice totals on the report are given for the vendor, the account, the org, and the fund. The reports include invoices for one-time pay vendors.

All five reports have the same export options:

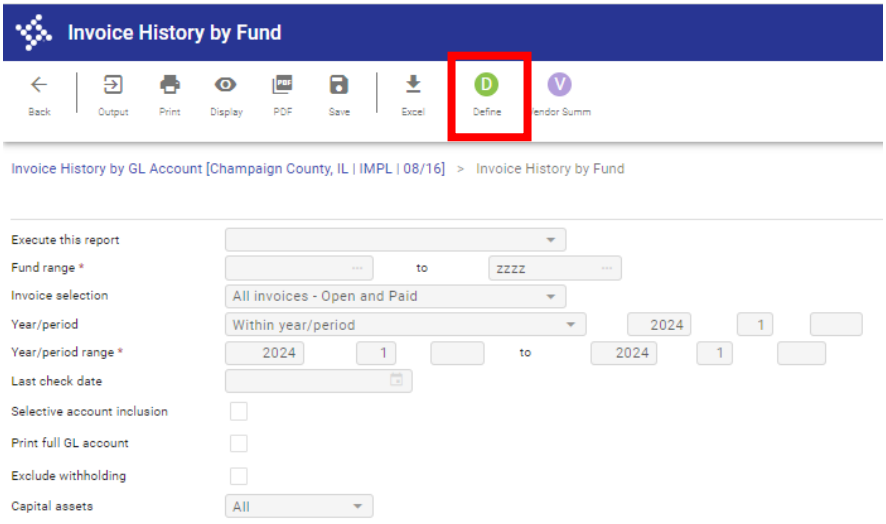


Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice History by GL Account



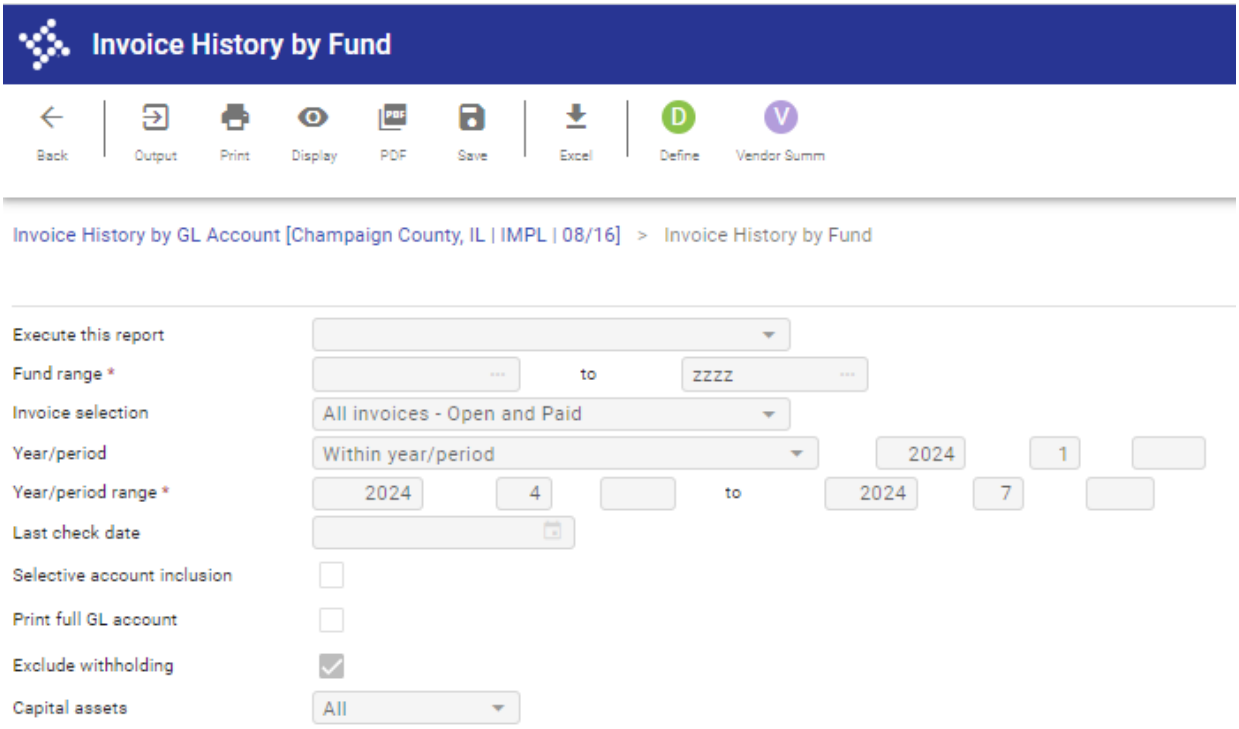
Select the type of report to create:

After you select the report type, the program displays the appropriate definition screen. Click the Define Skittle in the Ribbon



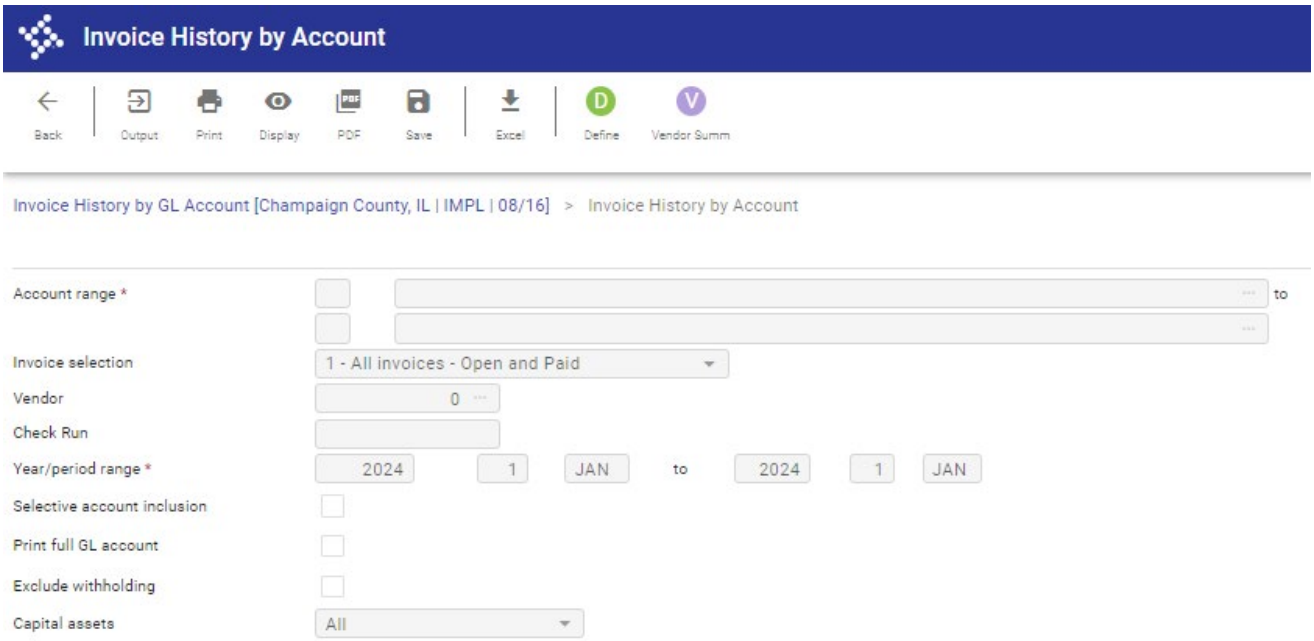
History by Fund

The Fund option allows you to create a report based on a defined fund range.



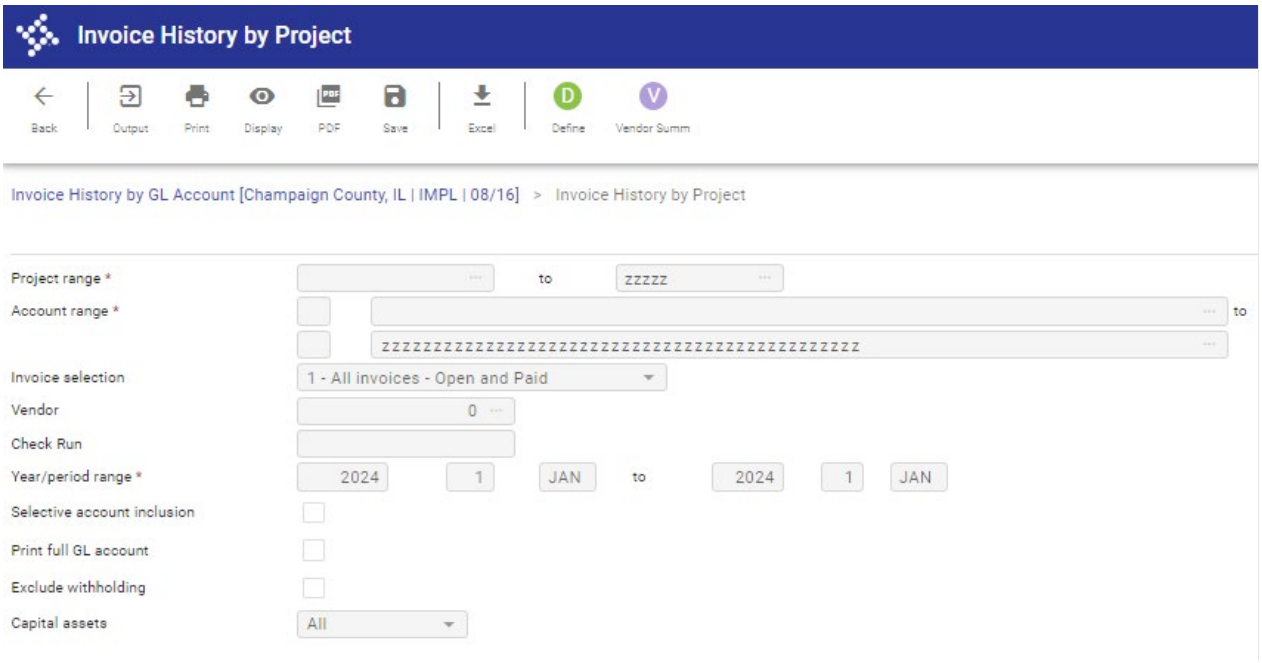
History by Account

The Account option creates a report that includes invoice history charged to a certain range of account numbers. You can define a report that includes just invoice history related to one vendor number or one check run number.



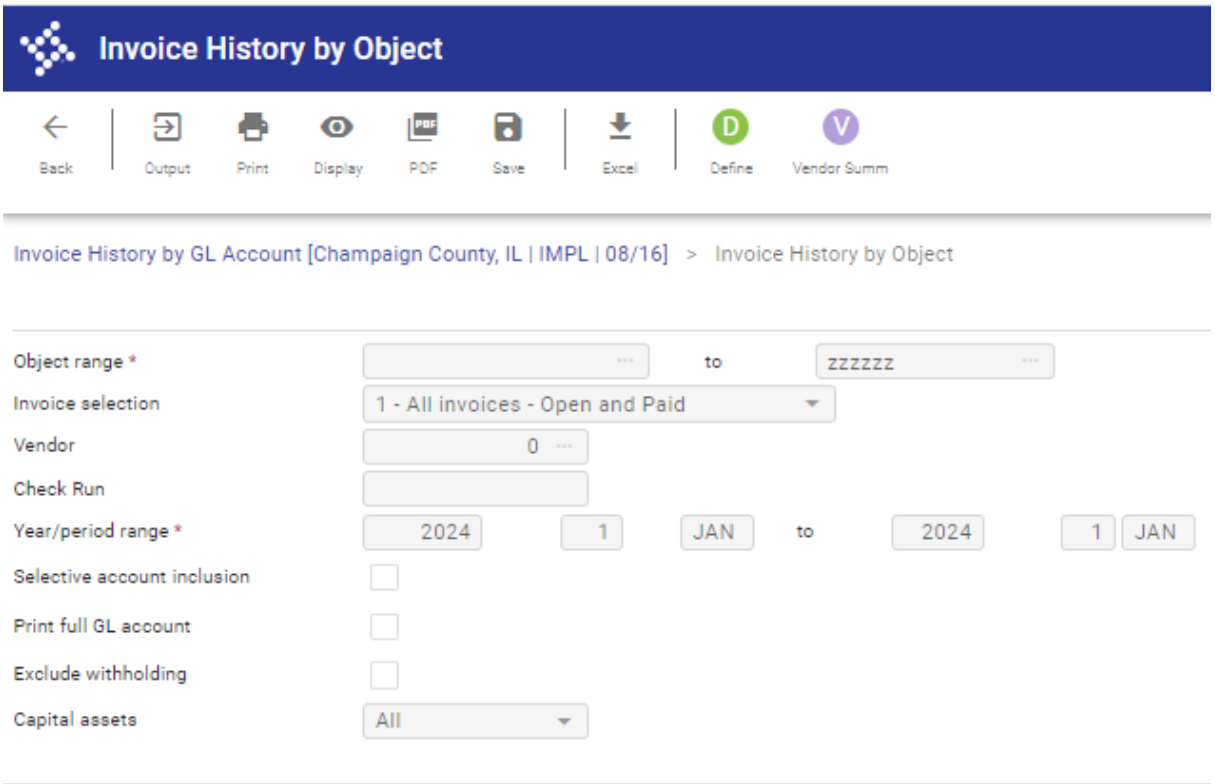
History by Project

The Project option sorts the history report by fund, project, and vendor. It provides subtotals at these levels.

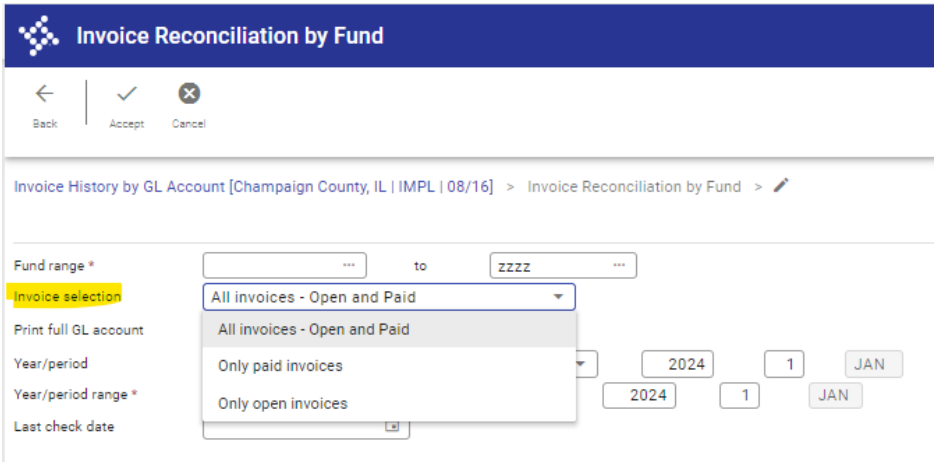


History by Object

The Object option creates a report based on a defined object range. This report includes the quantity received instead of voucher number.



AP Reconciliation by Fund



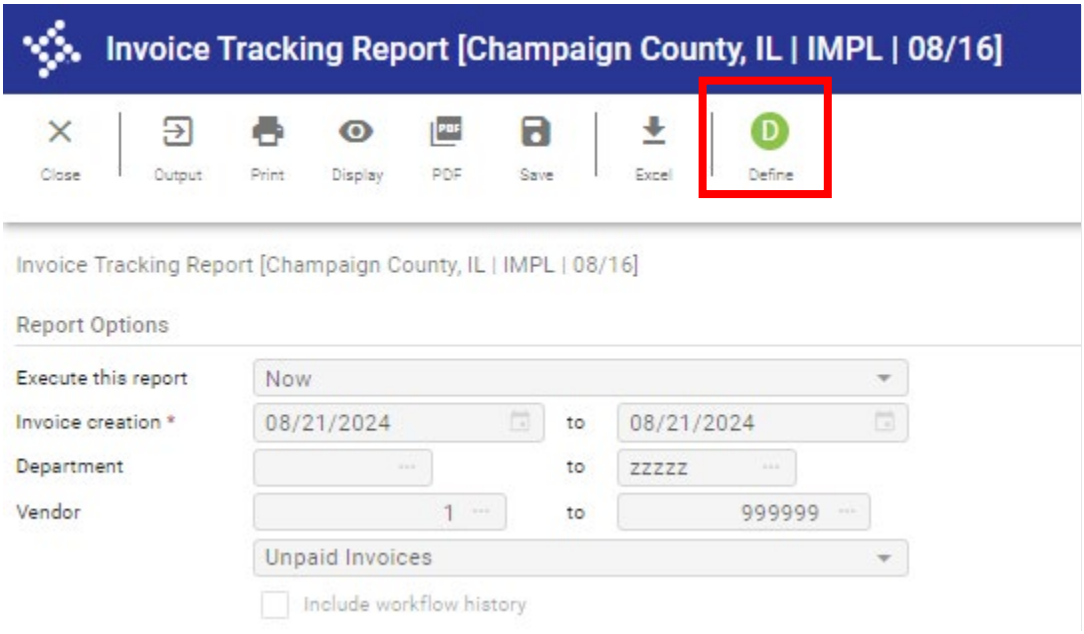
Invoice Tracking Report (Workflow Tracking)

The Invoice Tracking Report tracks invoice activity from creation to payment to the vendor. Invoices can be chosen based on the date the invoice was created, the department (based on the department number in invoice entry NOT the GL department), the vendor number, and the status of the invoice (paid, unpaid, or both). This report is also used for Workflow Tracking.

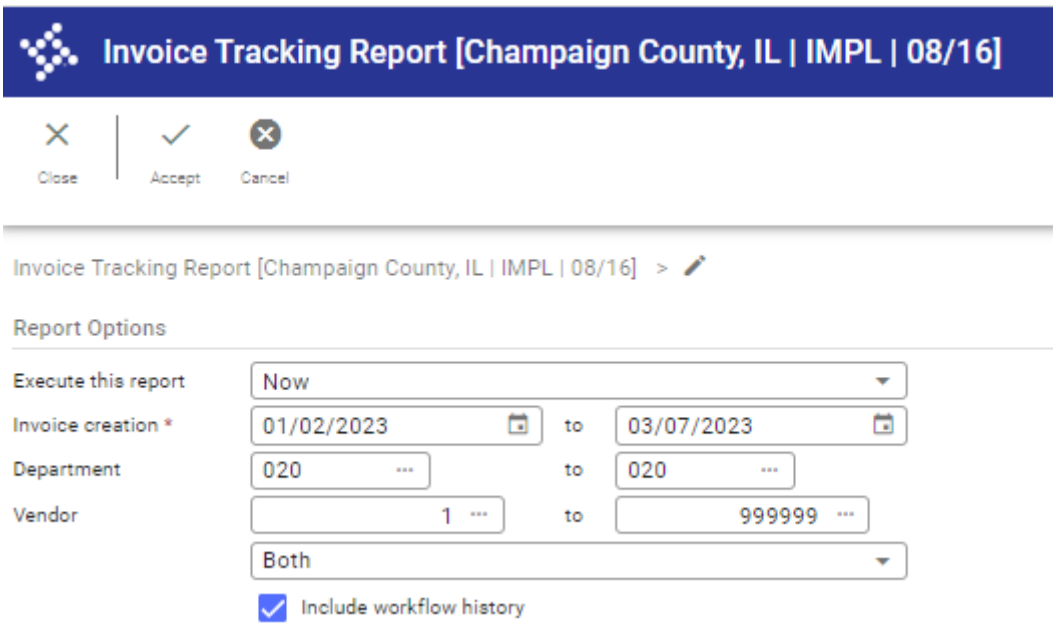
Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice History by GL Account

- Munis
  - Financials
    - General Ledger Menu
    - Budget Processing
    - Purchasing
    - Accounts Payable
      - Setup
      - Invoice Processing
      - Cash Disbursements
      - Vendor Processing
      - Invoice Inquiry and Reports
        - Invoice Central
        - Vendor Invoice Lists
        - Vendor Fiscal Year Summary
        - Invoice History by GL Account
        - Invoice Aging Report
        - Invoice Open Report
        - Retainage Report
        - Sales Tax Functions
        - Site Specific Menu
          - Three Way Matching Exception Report
          - Vendor Certificate Report
          - Discounts Taken/Lost Report
          - Payment Affidavit
          - Withholding Report
          - Invoice Tracking Report
      - Accounts Payable Workflow Administration

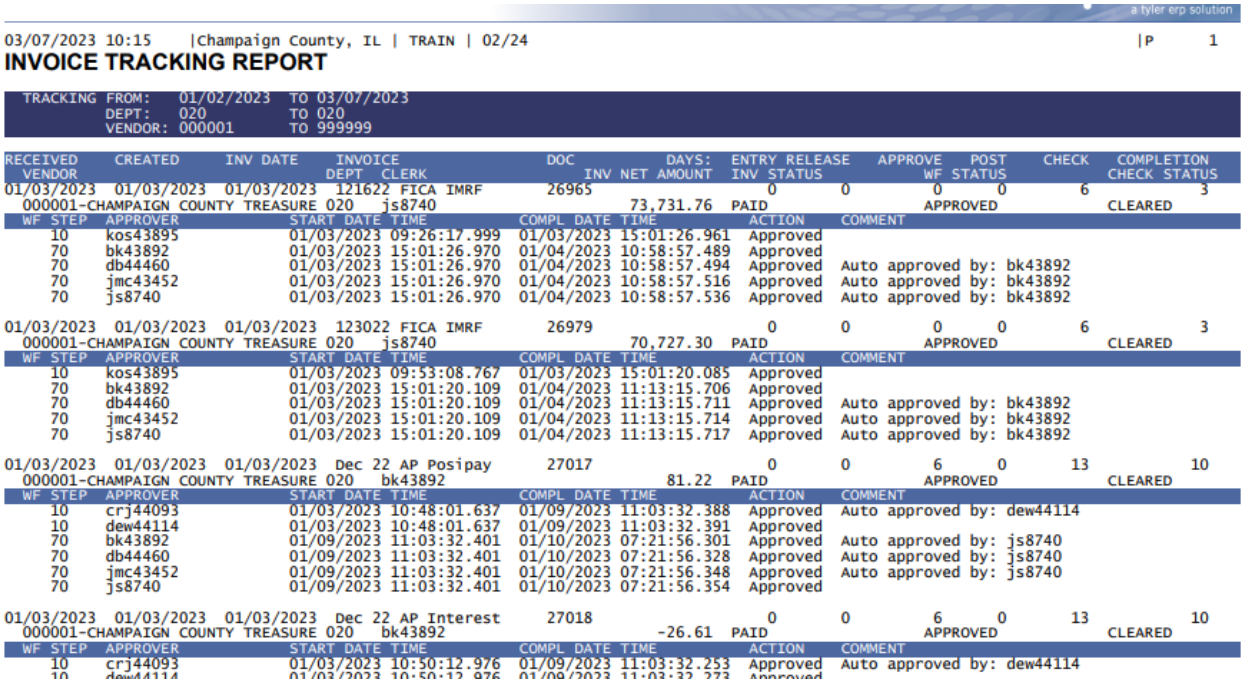
Select the Define Skittle in the Ribbon.



For this example, I searched for invoices created this year to date for department 020 (Auditor), all vendors, both paid and unpaid invoices, and checked include workflow history (this will only give you YOUR workflow invoices).



The PDF report with workflow tracking:



a tyler erp solution

03/07/2023 10:15 |Champaign County, IL | TRAIN | 02/24 |P 1

INVOICE TRACKING REPORT

TRACKING FROM: 01/02/2023 TO 03/07/2023
DEPT: 020 TO 020
VENDOR: 000001 TO 999999

RECEIVED / VENDOR	CREATED	INV DATE	INVOICE / DEPT	CLERK	DOC / INV NET AMOUNT	DAYS: / INV STATUS	ENTRY RELEASE	APPROVE / WF STATUS	POST	CHECK	COMPLETION / CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	121622 FICA IMRF		26965		0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE			020	js8740	73,731.76	PAID		APPROVED			CLEARED

WF STEP	APPROVER	START DATE TIME	COMPL DATE TIME	ACTION	COMMENT
10	kos43895	01/03/2023 09:26:17.999	01/03/2023 15:01:26.961	Approved	
70	bk43892	01/03/2023 15:01:26.970	01/04/2023 10:58:57.489	Approved	
70	db44460	01/03/2023 15:01:26.970	01/04/2023 10:58:57.494	Approved	Auto approved by: bk43892
70	jmc43452	01/03/2023 15:01:26.970	01/04/2023 10:58:57.516	Approved	Auto approved by: bk43892
70	js8740	01/03/2023 15:01:26.970	01/04/2023 10:58:57.536	Approved	Auto approved by: bk43892

RECEIVED / VENDOR	CREATED	INV DATE	INVOICE / DEPT	CLERK	DOC / INV NET AMOUNT	DAYS: / INV STATUS	ENTRY RELEASE	APPROVE / WF STATUS	POST	CHECK	COMPLETION / CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	123022 FICA IMRF		26979		0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE			020	js8740	70,727.30	PAID		APPROVED			CLEARED

WF STEP	APPROVER	START DATE TIME	COMPL DATE TIME	ACTION	COMMENT
10	kos43895	01/03/2023 09:53:08.767	01/03/2023 15:01:20.085	Approved	
70	bk43892	01/03/2023 15:01:20.109	01/04/2023 11:13:15.706	Approved	
70	db44460	01/03/2023 15:01:20.109	01/04/2023 11:13:15.711	Approved	Auto approved by: bk43892
70	jmc43452	01/03/2023 15:01:20.109	01/04/2023 11:13:15.714	Approved	Auto approved by: bk43892
70	js8740	01/03/2023 15:01:20.109	01/04/2023 11:13:15.717	Approved	Auto approved by: bk43892

RECEIVED / VENDOR	CREATED	INV DATE	INVOICE / DEPT	CLERK	DOC / INV NET AMOUNT	DAYS: / INV STATUS	ENTRY RELEASE	APPROVE / WF STATUS	POST	CHECK	COMPLETION / CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Posipay		27017		0	0	6	0 13	10
000001-CHAMPAIGN COUNTY TREASURE			020	bk43892	81.22	PAID		APPROVED			CLEARED

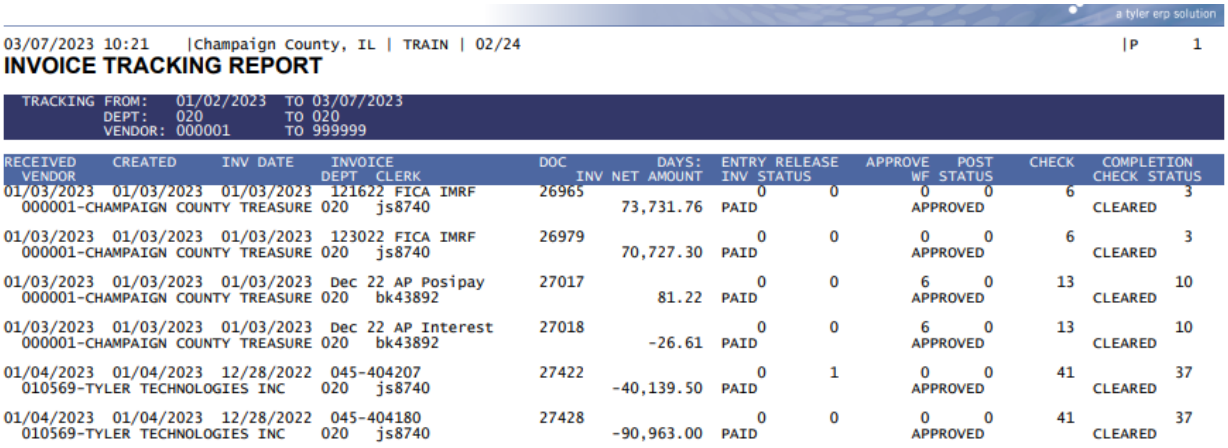
WF STEP	APPROVER	START DATE TIME	COMPL DATE TIME	ACTION	COMMENT
10	crj44093	01/03/2023 10:48:01.637	01/09/2023 11:03:32.388	Approved	Auto approved by: dew44114
10	dew44114	01/03/2023 10:48:01.637	01/09/2023 11:03:32.391	Approved	
70	bk43892	01/09/2023 11:03:32.401	01/10/2023 07:21:56.301	Approved	Auto approved by: js8740
70	db44460	01/09/2023 11:03:32.401	01/10/2023 07:21:56.328	Approved	Auto approved by: js8740
70	jmc43452	01/09/2023 11:03:32.401	01/10/2023 07:21:56.348	Approved	Auto approved by: js8740
70	js8740	01/09/2023 11:03:32.401	01/10/2023 07:21:56.354	Approved	

RECEIVED / VENDOR	CREATED	INV DATE	INVOICE / DEPT	CLERK	DOC / INV NET AMOUNT	DAYS: / INV STATUS	ENTRY RELEASE	APPROVE / WF STATUS	POST	CHECK	COMPLETION / CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Interest		27018		0	0	6	0 13	10
000001-CHAMPAIGN COUNTY TREASURE			020	bk43892	-26.61	PAID		APPROVED			CLEARED

WF STEP	APPROVER	START DATE TIME	COMPL DATE TIME	ACTION	COMMENT
10	crj44093	01/03/2023 10:50:12.976	01/09/2023 11:03:32.253	Approved	Auto approved by: dew44114
10	dew44114	01/03/2023 10:50:12.976	01/09/2023 11:03:32.273	Approved	

Excel Output Options with workflow tracking (the list continues beyond this with more options):

PDF Report without Workflow tracking:



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03/07/2023 10:21 |Champaign County, IL | TRAIN | 02/24 |P 1

INVOICE TRACKING REPORT

TRACKING FROM: 01/02/2023 TO 03/07/2023
DEPT: 020 TO 020
VENDOR: 000001 TO 999999

RECEIVED / VENDOR	CREATED	INV DATE	INVOICE / DEPT CLERK	DOC	INV NET AMOUNT	DAYS: ENTRY / INV STATUS	RELEASE	APPROVE / WF STATUS	POST	CHECK	COMPLETION / CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	121622 FICA IMRF	26965		0	0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE			020 js8740		73,731.76	PAID		APPROVED			CLEARED
01/03/2023	01/03/2023	01/03/2023	123022 FICA IMRF	26979		0	0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE			020 js8740		70,727.30	PAID		APPROVED			CLEARED
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Posipay	27017		0	0	6	0	13	10
000001-CHAMPAIGN COUNTY TREASURE			020 bk43892		81.22	PAID		APPROVED			CLEARED
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Interest	27018		0	0	6	0	13	10
000001-CHAMPAIGN COUNTY TREASURE			020 bk43892		-26.61	PAID		APPROVED			CLEARED
01/04/2023	01/04/2023	12/28/2022	045-404207	27422		0	1	0	0	41	37
010569-TYLER TECHNOLOGIES INC			020 js8740		-40,139.50	PAID		APPROVED			CLEARED
01/04/2023	01/04/2023	12/28/2022	045-404180	27428		0	0	0	0	41	37
010569-TYLER TECHNOLOGIES INC			020 js8740		-90,963.00	PAID		APPROVED			CLEARED

Excel Options without Workflow tracking:

Export Filter
Back
Accept
Cancel
Search
Select All
Select None
Save
Save and Exit
Invoice Tracking Report [Champaign County, IL | IMPL | 08/16] > Export Filter >
Select
Field
RECEIVED DATE
ENTRY DATE
VENDOR #
VENDOR NAME
DAYS TO NET
DAYS TO DISCOUNT
DISCOUNT PERCENT
VENDOR PYMT TERMS
INVOICE NUMBER
DOCUMENT NUMBER
INVOICE TYPE
CONTRACT
PURCH ORDER
INVOICE DATE
DUE DATE
NET AMOUNT
GROSS AMOUNT
DISCOUNT AMOUNT
INVOICE DESCRIPTION
PAYMENT METHOD
INVOICE STATUS
DEPARTMENT
CLERK
GL EFF DATE
WARRANT
CHECK STATUS
CHECK #
CHECK/PAYMENT DATE
DAYS TO ENTRY
DAYS TO RELEASE
DAYS TO APPPROVAL
DAYS TO POSTING
DAYS TO CHECK
DAYS TO COMPLETION

Projects

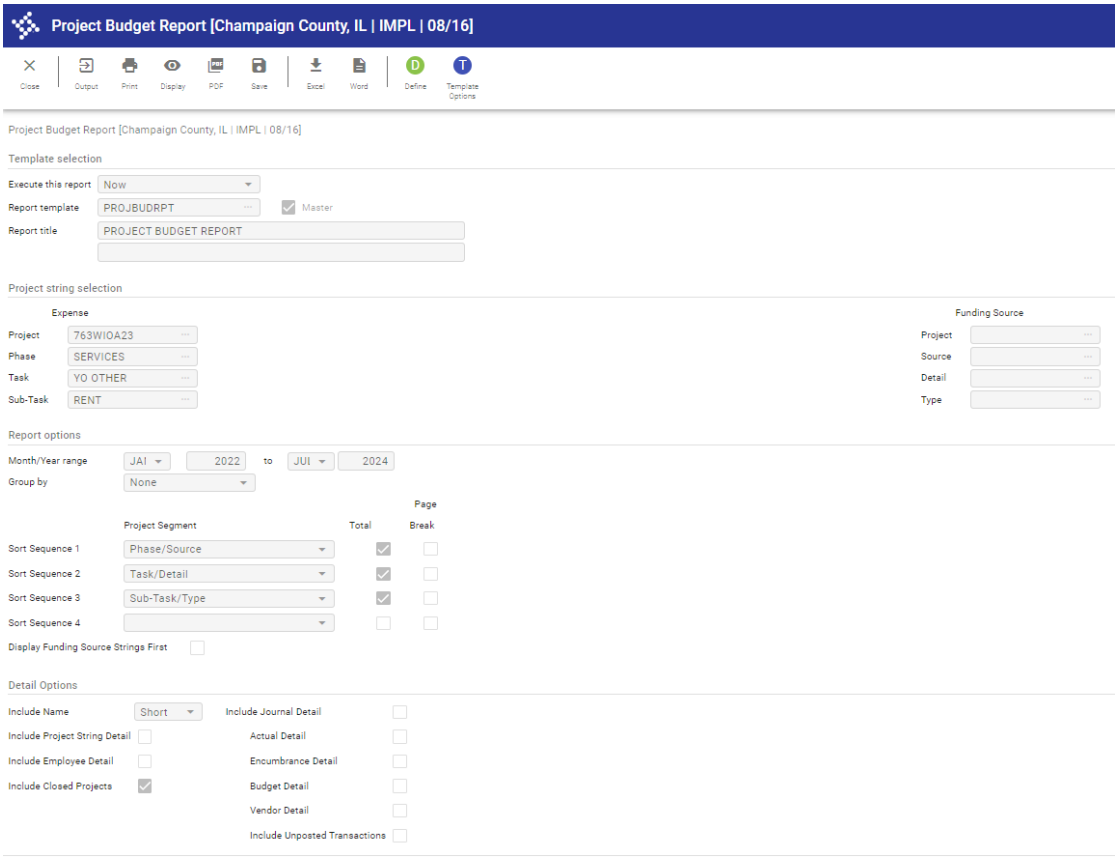
Under the Project Reports menu there are so many options.

Tyler Menu – Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Reports

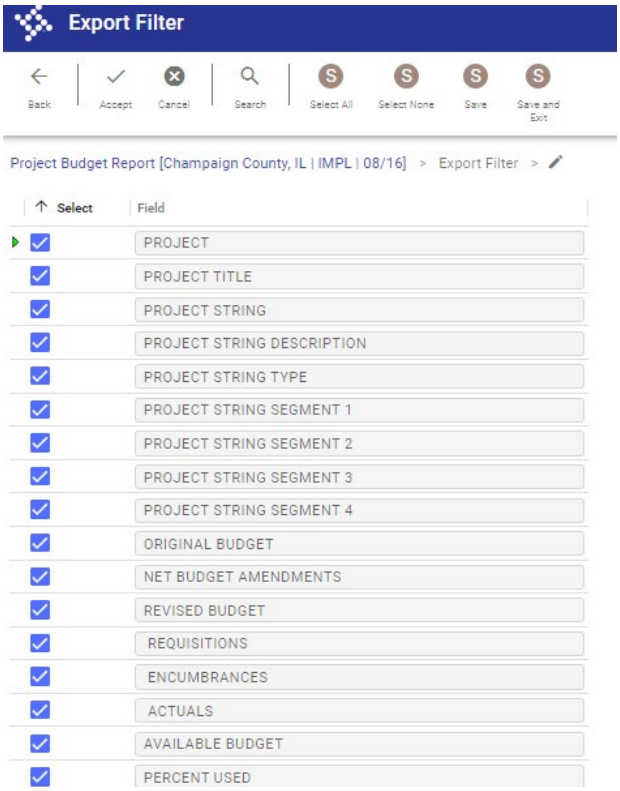
Project Budget Report

Provides general project information including the description, department, type, fiscal year, start date, end date, priority, grant information, contract information and vendor information. For each project included, the report lists the budget for each line item. Users can select specific projects to run the report for. Users can also run the report for a particular master project so they can view a summary for all projects tied to the master project.

Search Options

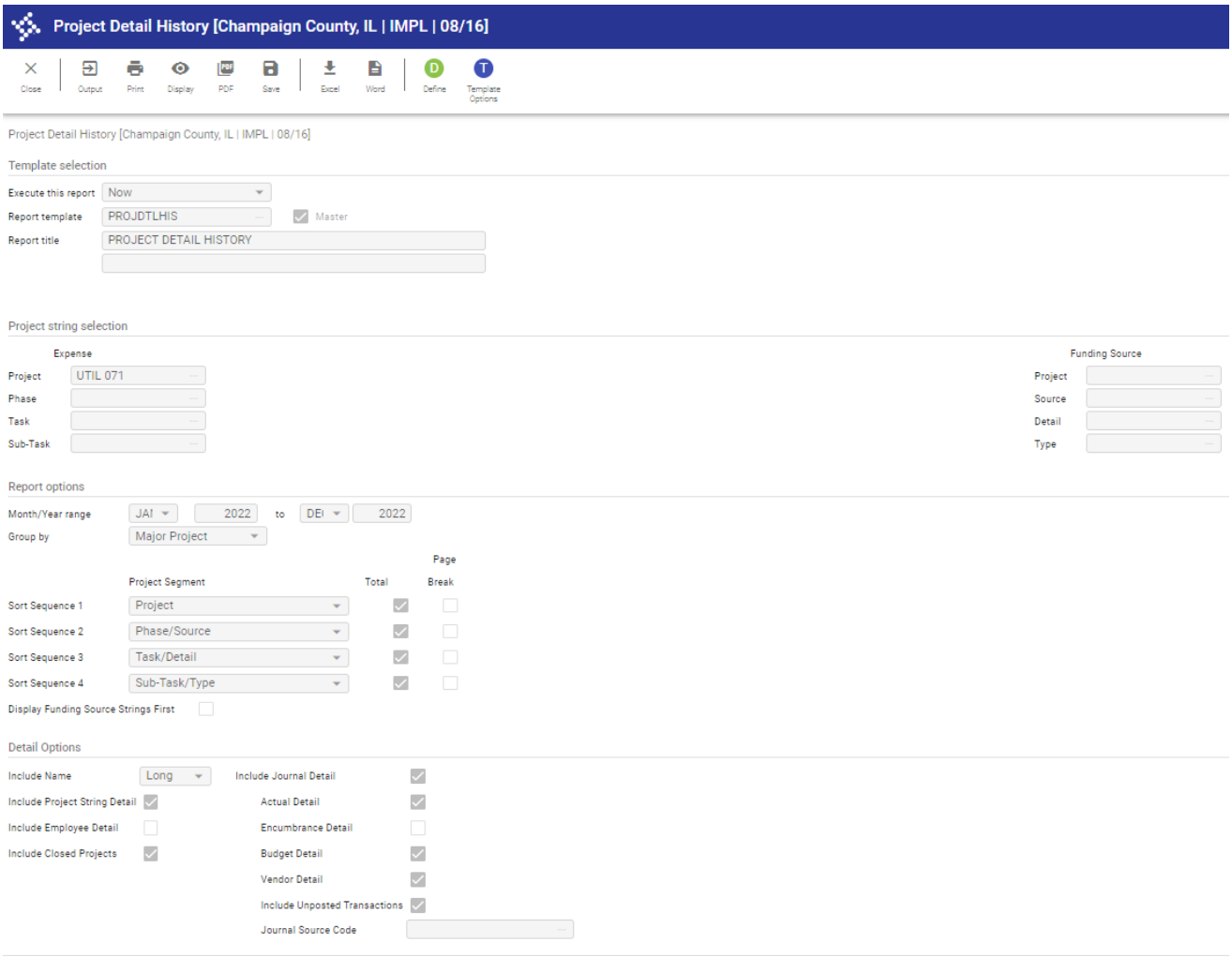


Output Options

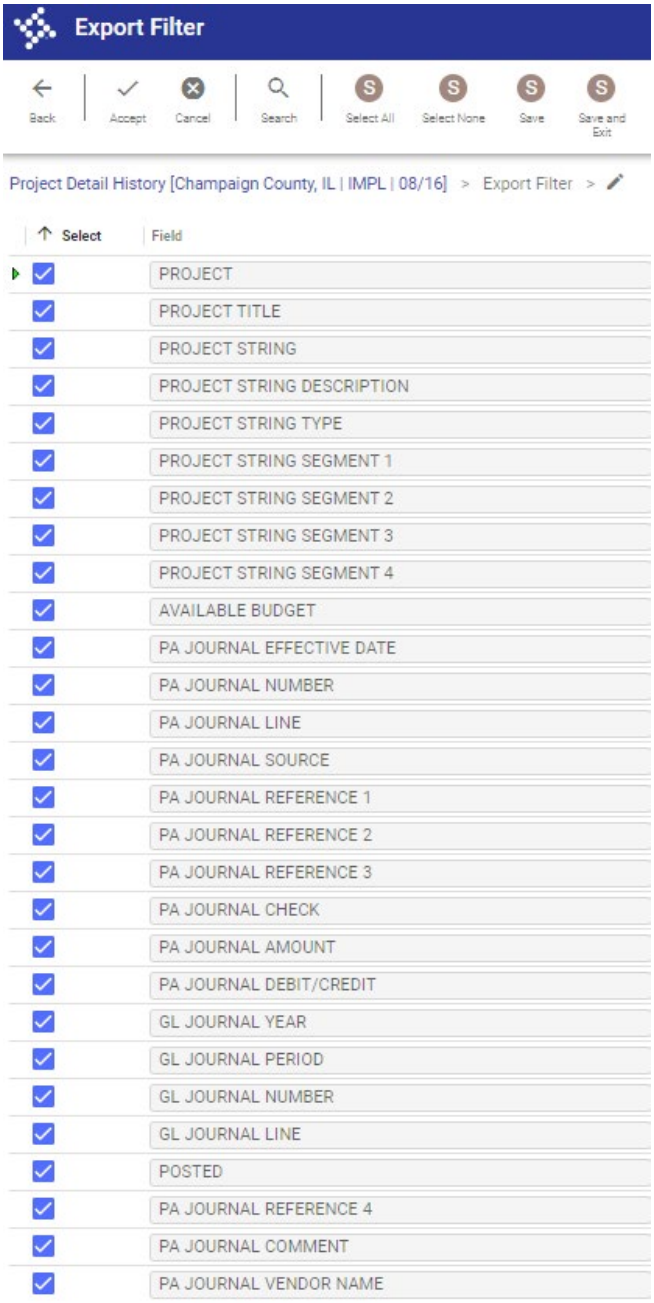


Project Detail History

Search Options

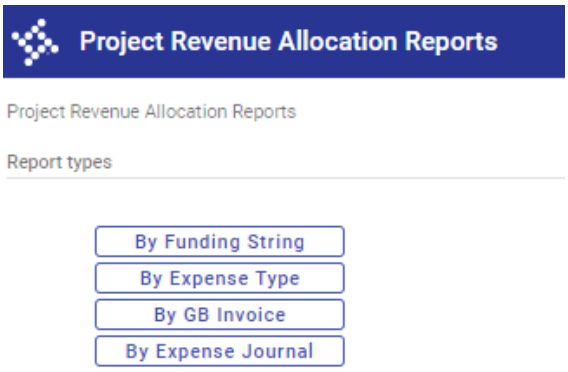


Output Options



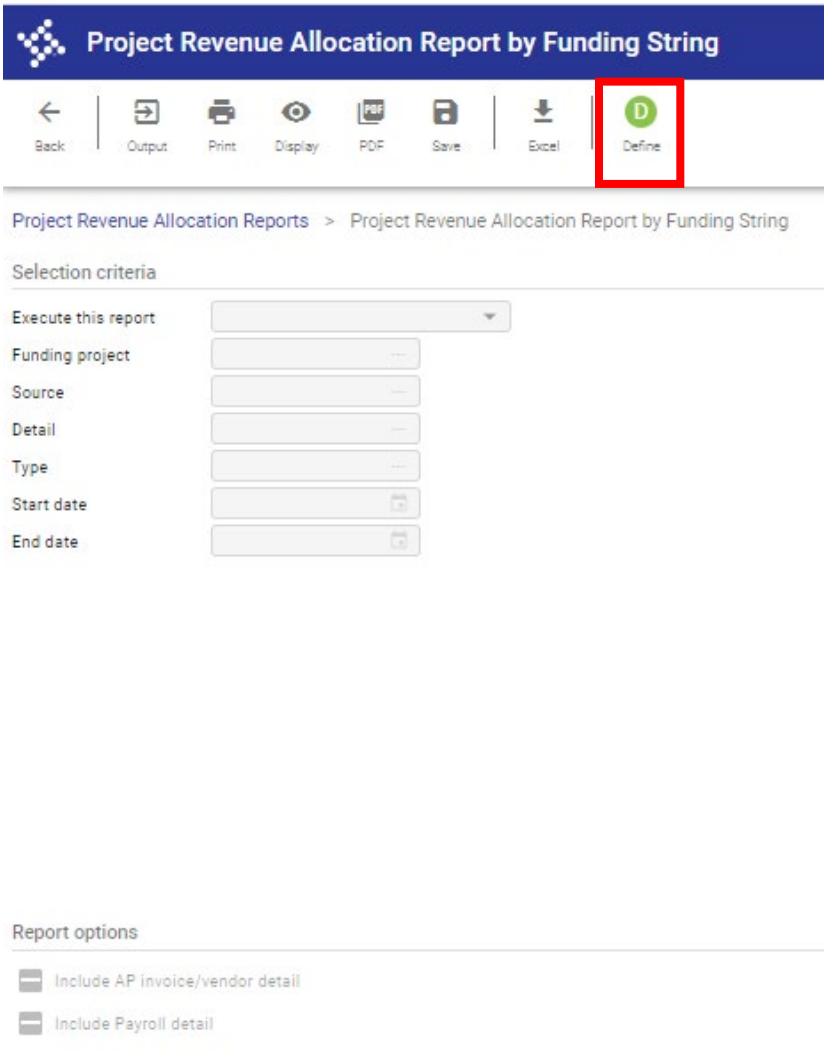
Project Revenue Allocation Reports

Search Options



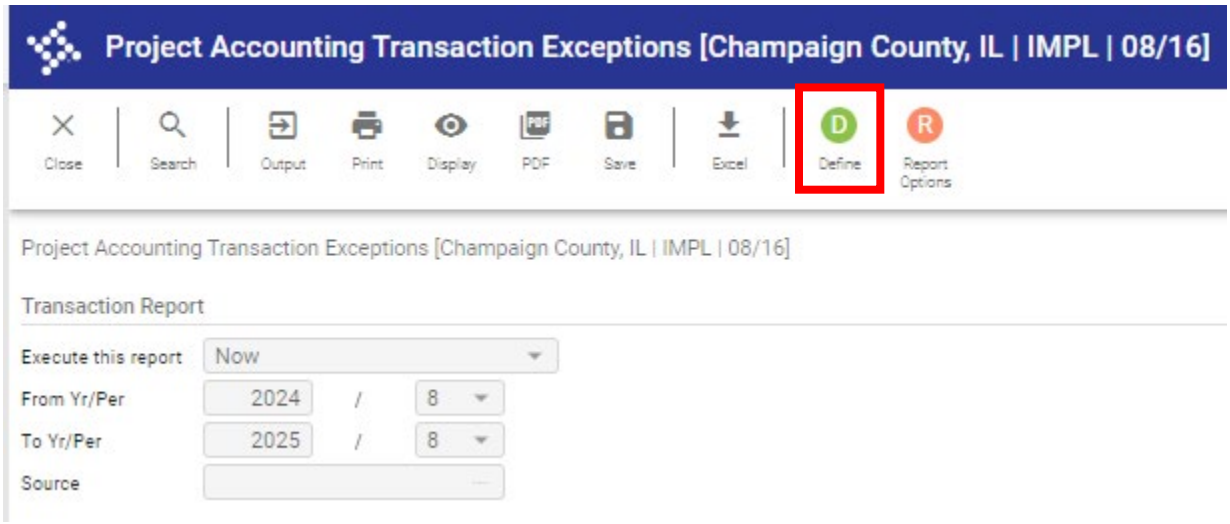
Project Revenue Allocation Report by Funding String

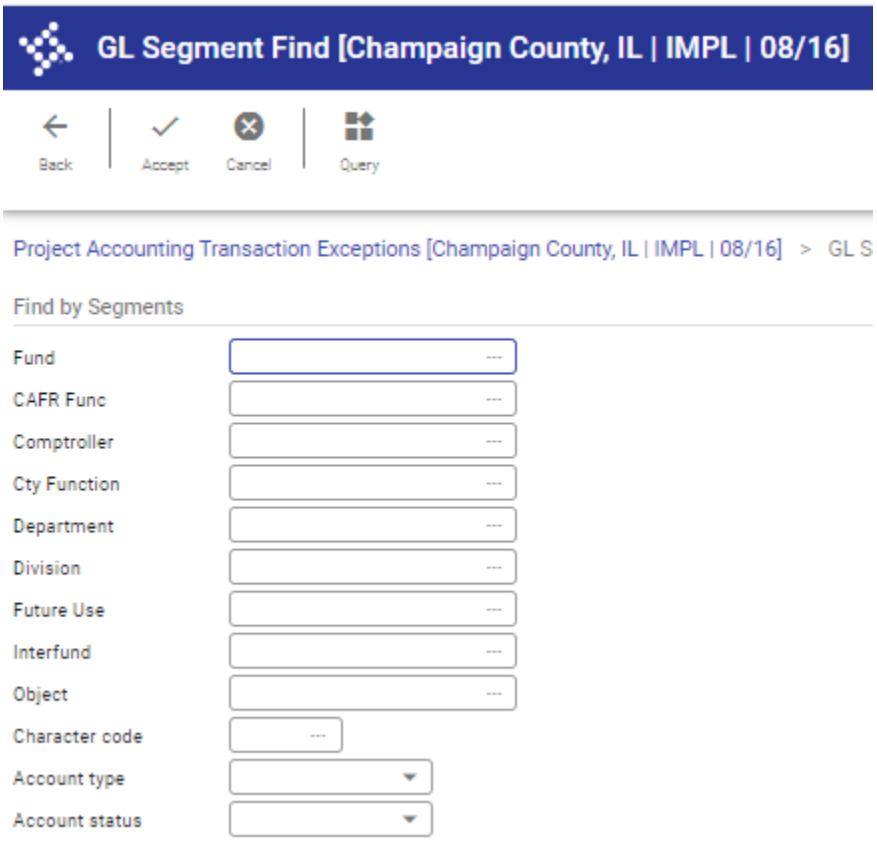
Search Options



Project Accounting Transaction Exceptions

The Project Accounting Transaction Exceptions program generates a report of general ledger account transactions that require project accounts but have no project accounts defined. Click on Define in the Ribbon.



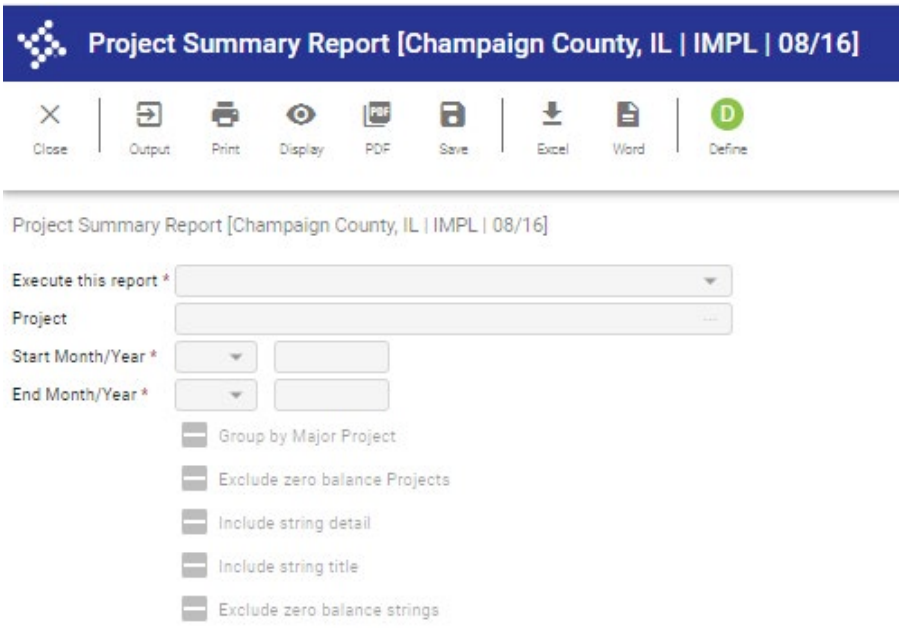


Project Summary Report

The Project Summary Report program generates a report based on posted activity for all expense and funding source strings for one or more selected projects.

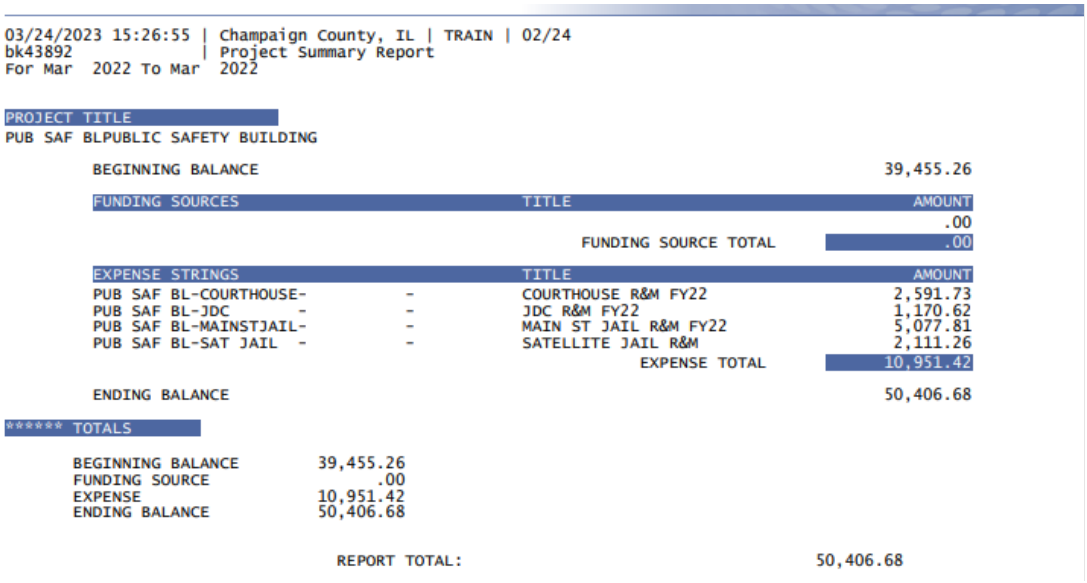
The generated report displays totals for the beginning and ending fund balance, assets, and liabilities. The beginning fund balance is the total amount prior to the report period. Amounts for assets and liabilities are totaled for the defined report period. The ending fund balance is the total of the beginning fund balance plus assets and minus liabilities.

Search Options



Output Options

PDF



03/24/2023 15:26:55 | Champaign County, IL | TRAIN | 02/24
bk43892 | Project Summary Report
For Mar 2022 To Mar 2022

PROJECT TITLE
PUB SAF BLPUBLIC SAFETY BUILDING

BEGINNING BALANCE 39,455.26

FUNDING SOURCES	TITLE	AMOUNT
		.00
	FUNDING SOURCE TOTAL	.00

EXPENSE STRINGS	TITLE	AMOUNT
PUB SAF BL-COURTHOUSE- -	COURTHOUSE R&M FY22	2,591.73
PUB SAF BL-JDC -	JDC R&M FY22	1,170.62
PUB SAF BL-MAINSTJAIL- -	MAIN ST JAIL R&M FY22	5,077.81
PUB SAF BL-SAT JAIL -	SATELLITE JAIL R&M	2,111.26
	EXPENSE TOTAL	10,951.42

ENDING BALANCE 50,406.68

****** TOTALS

BEGINNING BALANCE	39,455.26
FUNDING SOURCE	.00
EXPENSE	10,951.42
ENDING BALANCE	50,406.68

REPORT TOTAL: 50,406.68

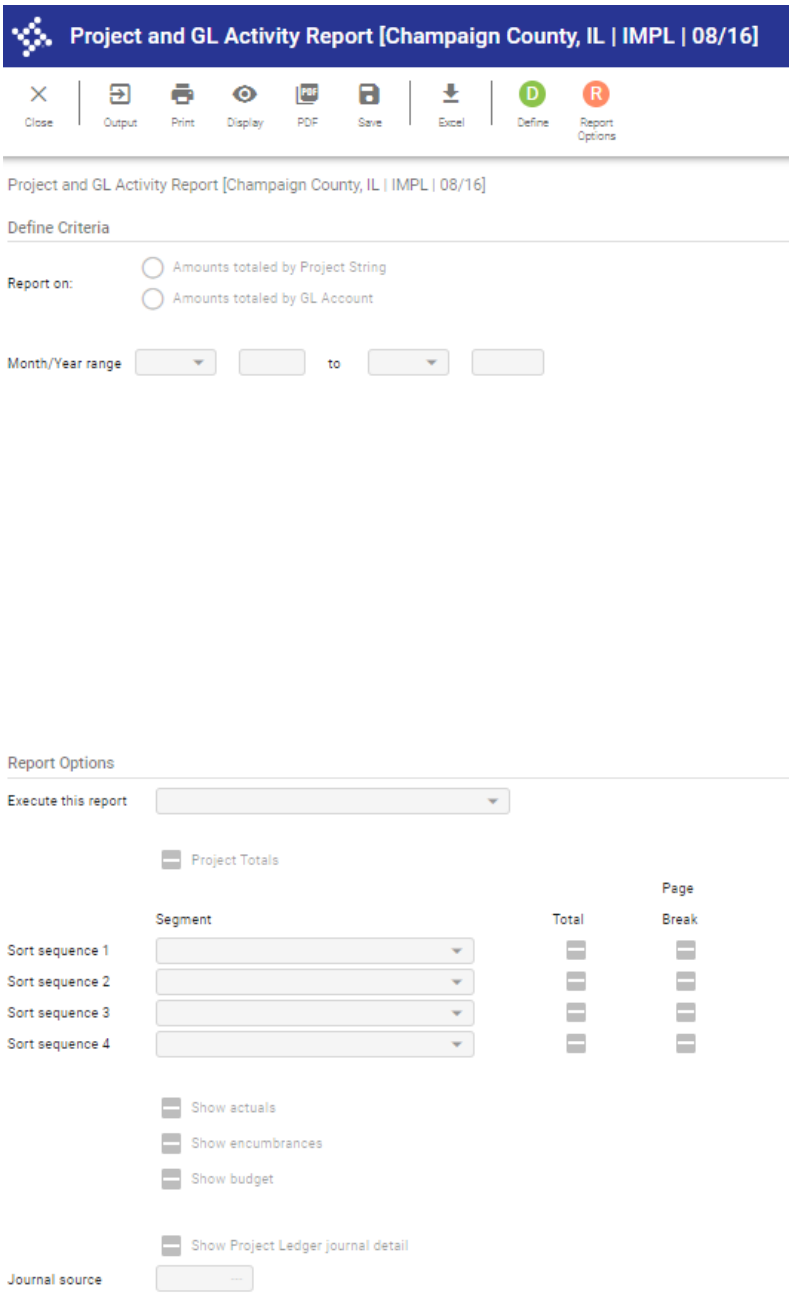
Excel

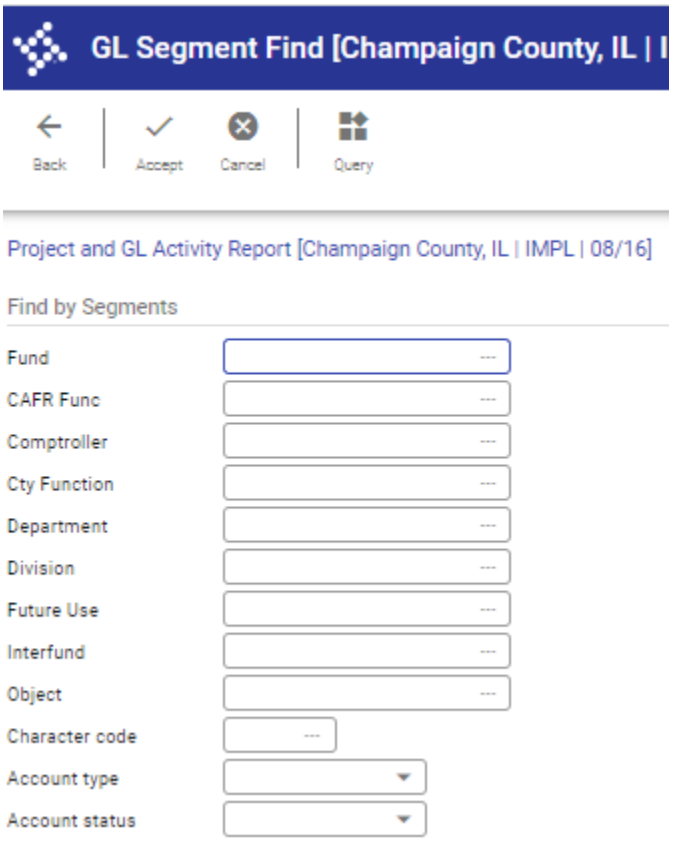
	A	B	C	D	E	F	G
	03/24/202	IL | TRAIN | 02/24					PAGE 1
	bk43892	pabalrpt					
	For Mar 2022 To Mar 2022						
	PROJECT	TITLE					
	-------	----------					
	PUB SAF B	PUBLIC SAFETY BUILDING					
0		BEGINNING BALANCE		39,455.26			
1							
2		FUNDING SOURCES	TITLE	AMOUNT			
3		----------	----------	----------			
4				.00			
5				----------			
6			FUNDING SOURCE TOTAL	.00			
7							
8		EXPENSE STRINGS	TITLE	AMOUNT			
9		----------	----------	----------			
0		PUB SAF BL-COURTHOUSE- -	COURTHOUSE R&M FY22	2,591.73			
1		PUB SAF BL-JDC - -	JDC R&M FY22	1,170.62			
2		PUB SAF BL-MAINSTJAIL- -	MAIN ST JAIL R&M FY22	5,077.81			
3		PUB SAF BL-SAT JAIL - -	SATELLITE JAIL R&M	2,111.26			
4				----------			
5		EXPENSE TOTAL		10,951.42			
6							
7		ENDING BALANCE		50,406.68			
8							
9	REPORT TOTAL:			50,406.68			
0							
1							
2							
3		** END OF REPORT - Generated by Brandi Katrein **					

Project and GL Activity Report

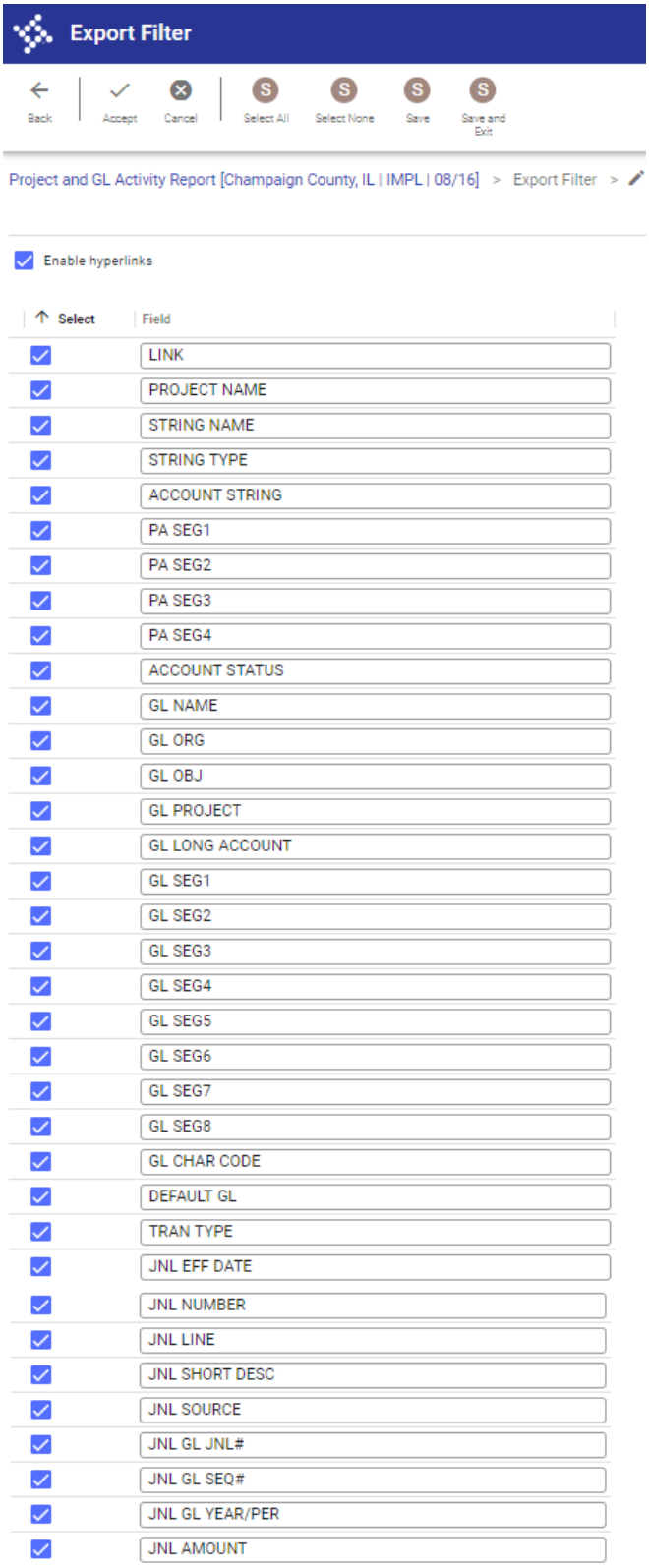
The Project and LG Activity Report program creates reports that contain posted project ledger amounts and their relationship with the general ledger for a selected date range.

Search Options




GL Segment Find [Champaign County, IL | I
Back
Accept
Cancel
Query
Project and GL Activity Report [Champaign County, IL | IMPL | 08/16]
Find by Segments
Fund
CAFR Func
Comptroller
Cty Function
Department
Division
Future Use
Interfund
Object
Character code
Account type
Account status

Output Options

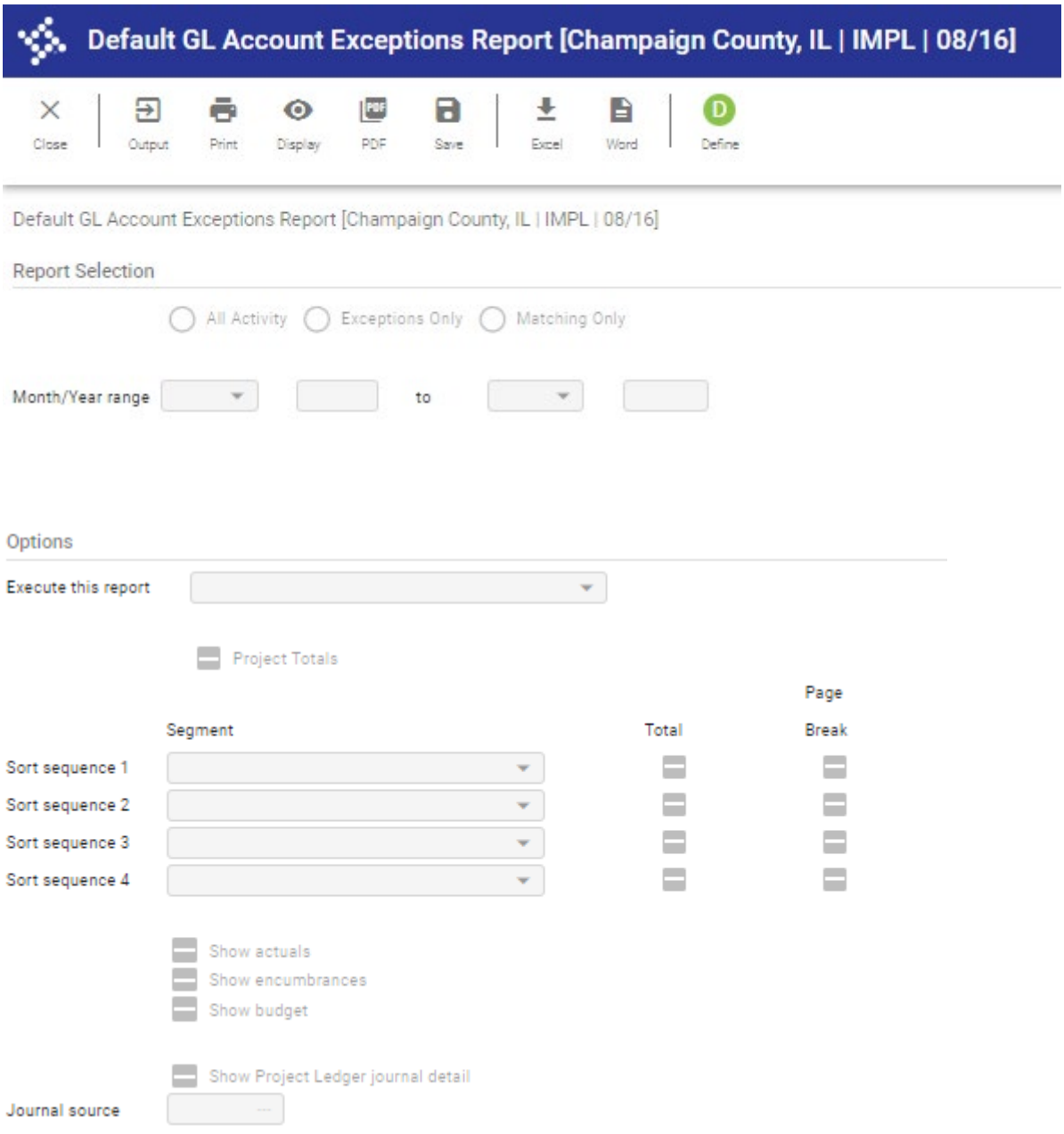


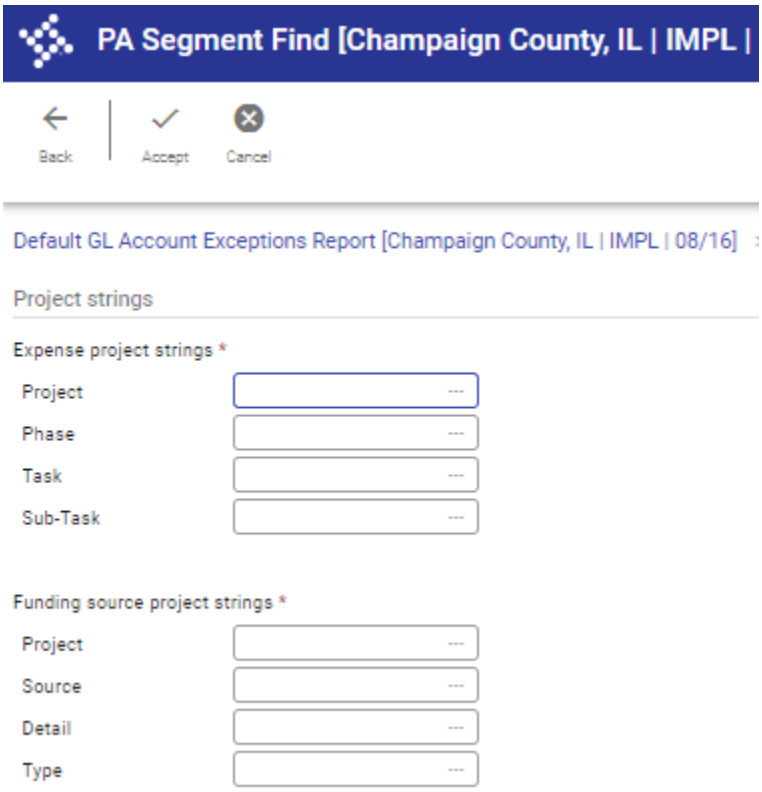
Default GL Account Exceptions Report

The Default GL Account Exceptions Report program finds all activity associated with a project account string, allowing you to report on all account activity that either matches or does not match the default GL account.

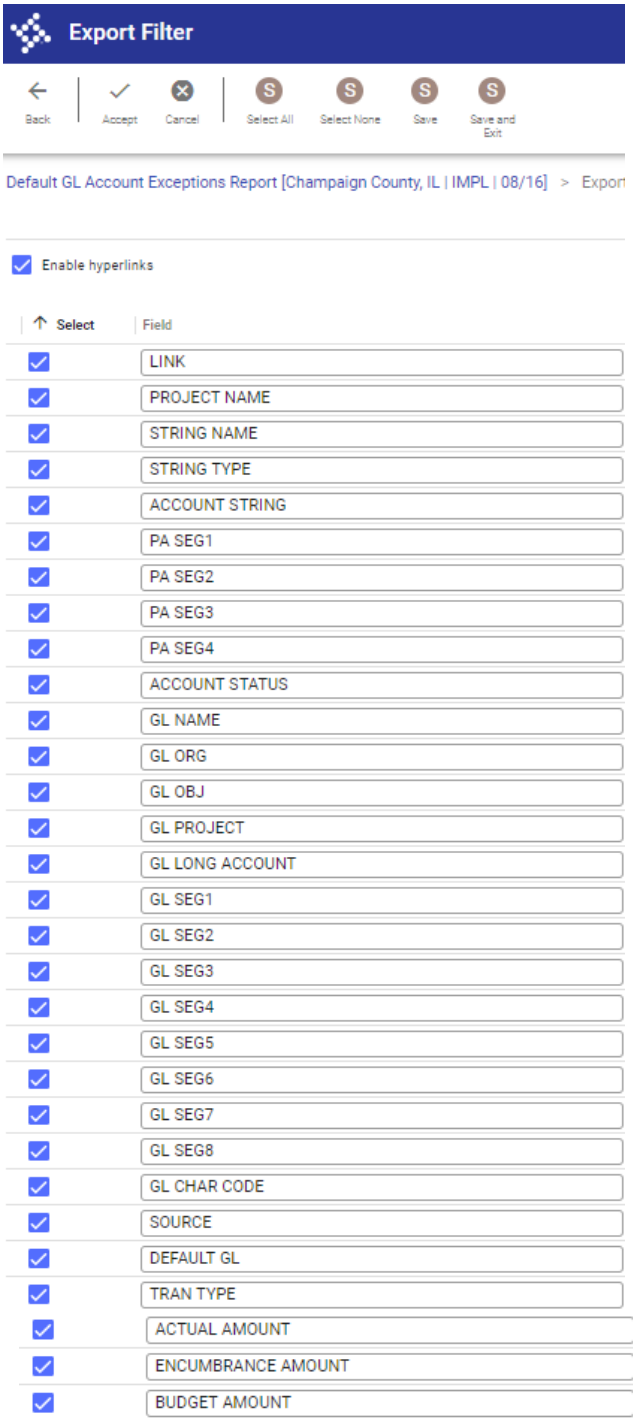
You can create reports that display only the matching activity, only the non-matching activity, or both.

Search Options




PA Segment Find [Champaign County, IL | IMPL |
Back
Accept
Cancel
Default GL Account Exceptions Report [Champaign County, IL | IMPL | 08/16]
Project strings
Expense project strings *
Project
Phase
Task
Sub-Task
Funding source project strings *
Project
Source
Detail
Type

Output Options

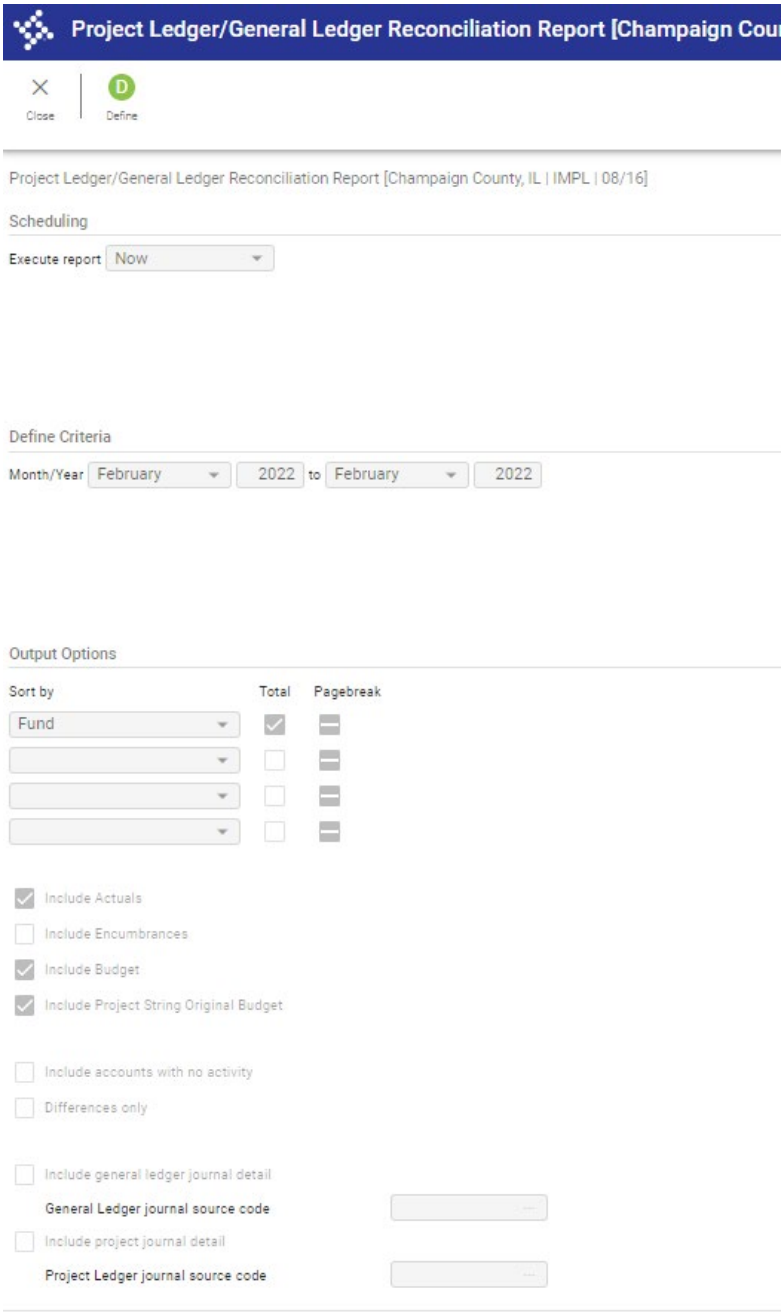


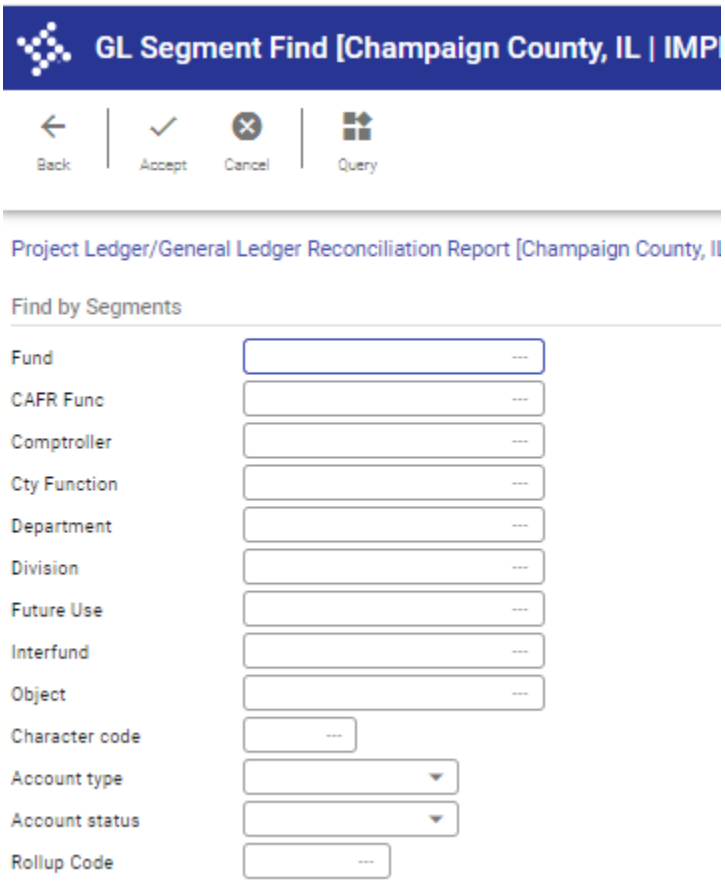
Project Ledger/General Ledger Reconciliation Report

The Project Ledger/General Ledger Reconciliation Report program produces a report of general ledger accounts based on entered segment values. The list indicates the actual, encumbrance, and revised budget amounts for each account within a defined date range. In addition, the list includes the project strings associated with each account and the actual, encumbrance, and revised budget amounts for those strings.

The program only considers posted transactions when generating data for the report. The report displays any difference between the project strings and the general ledger account.

Search Options





After choosing search parameters must click the Select Skittle in the Ribbon to process the selection for output to PDF.