

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.

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Auditor's Office

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Getting Started

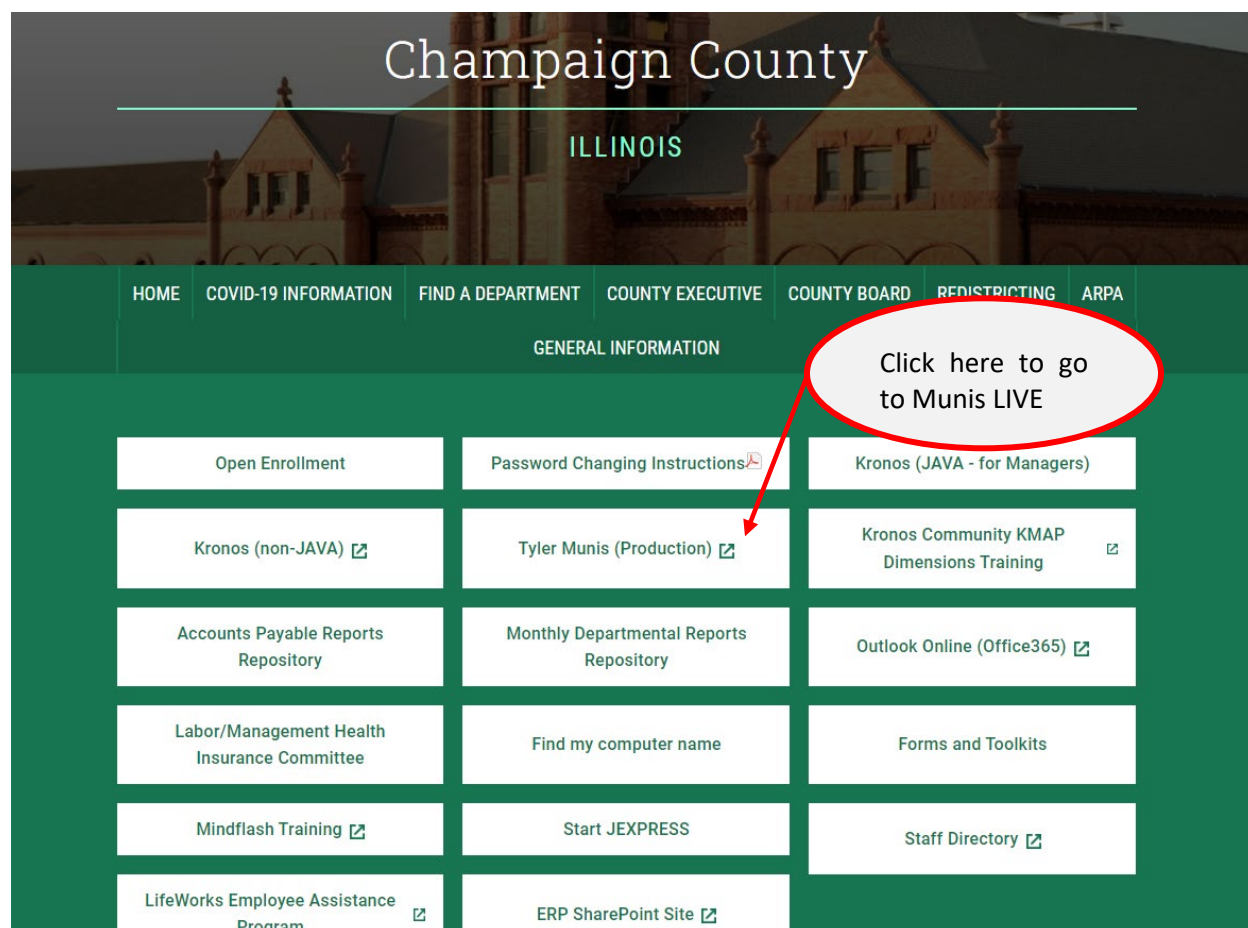
Welcome to the Munis ERP How-To Guide – we recommend bookmarking this document in your browser for quick access to the most up to date information. Feel free to print this guide (over 200 pages) for your use keeping in mind that updates will be made to this document as needed.

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

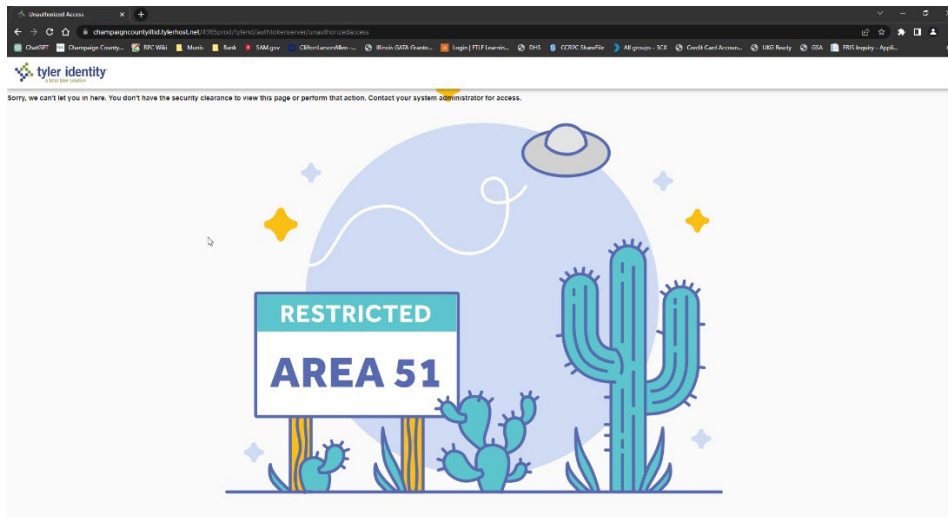
You can access Munis from the Champaign County homepage. Chrome is the recommended browser for Munis (it has been found to not work correctly in other browsers).



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.

The screenshot displays the Munis Landing Page (HUB) for Champaign County, IL. The interface includes a top navigation bar with a search bar and a user profile. Below the navigation bar is a purple banner with the text "Champaign County, IL - HUB - LIVE/PROD". The main content area is divided into several sections: "Tyler Menu" on the left with a search bar and a list of modules; "Favorites" in the center with a list of frequently used links; "Approvals" with a green card showing 118 items; "Notifications" with an orange card showing 8 items; "Alerts" with a green card showing 0 items; "Tyler Links" on the right with links to search, community, and support; and "Frequent Actions" at the bottom with a list of common tasks. A red arrow points to the top navigation bar, and another red arrow points to the "Frequent Actions" section.

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)

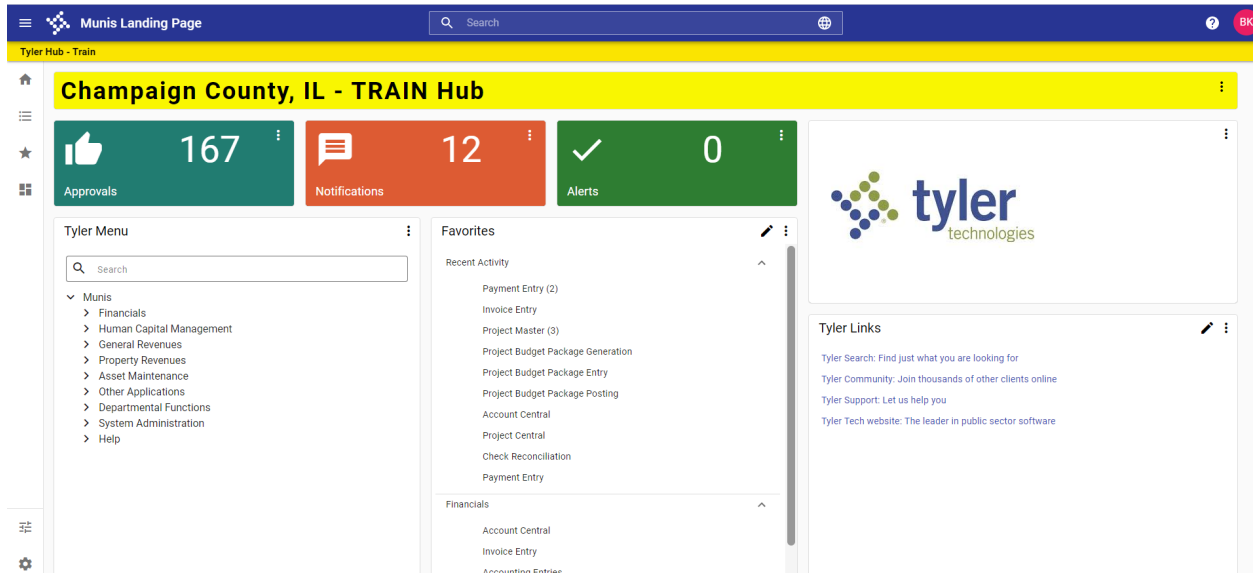
Favorites: You can save frequently used links by right clicking on the item in the Munis Menu.

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

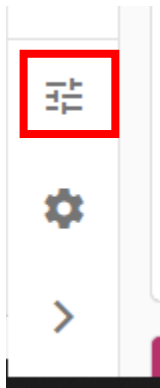
Frequent Actions: this is a card you can customize your links with custom titles – if you have a frequently run report you can use this card and put the title of your report and link it to the module used to run report. See Frequent Actions Card for more information.

Customizing Your View

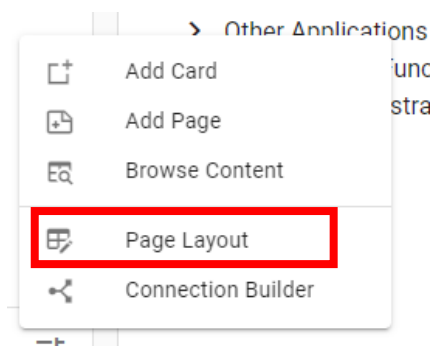
You can move the various cards around on the page to suit your preferences. This is the default view.



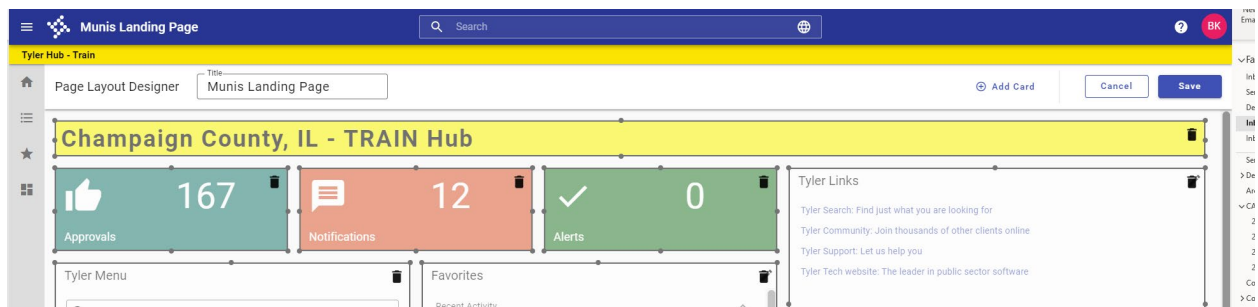
To move the cards around select the Edit Content icon on the lower left side of the screen



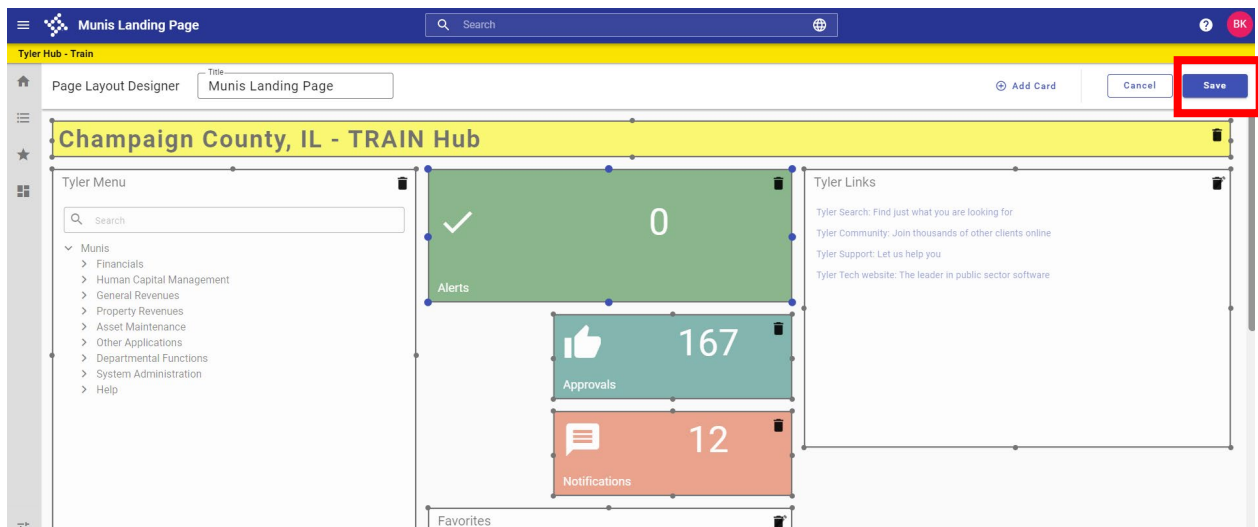
Select Page Layout



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.

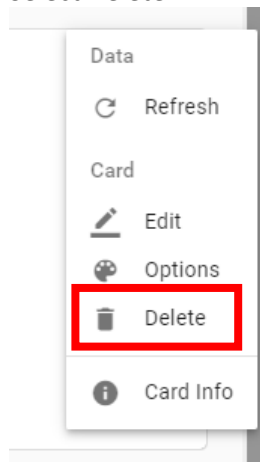


Remove a Card from the Landing Page

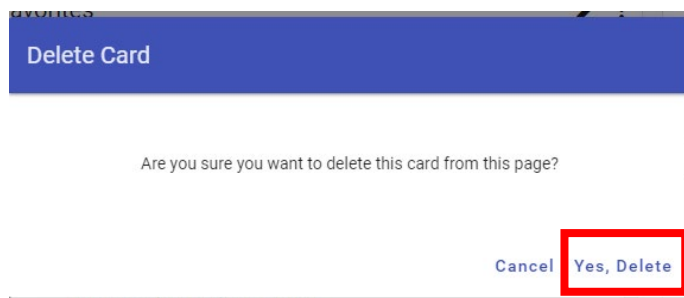
To remove a card from the page, click, on the ellipsis in the upper right corner of the card.



Select Delete

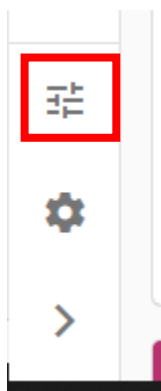


It will ask you if you are sure, click Yes, Delete. The card will be deleted.

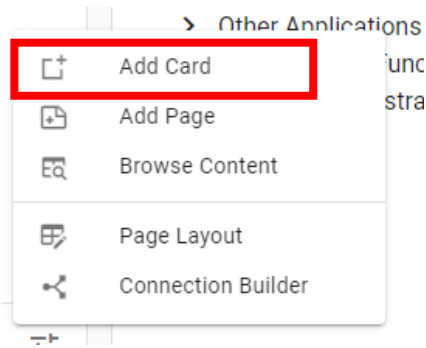


Adding a Card to the Landing Page

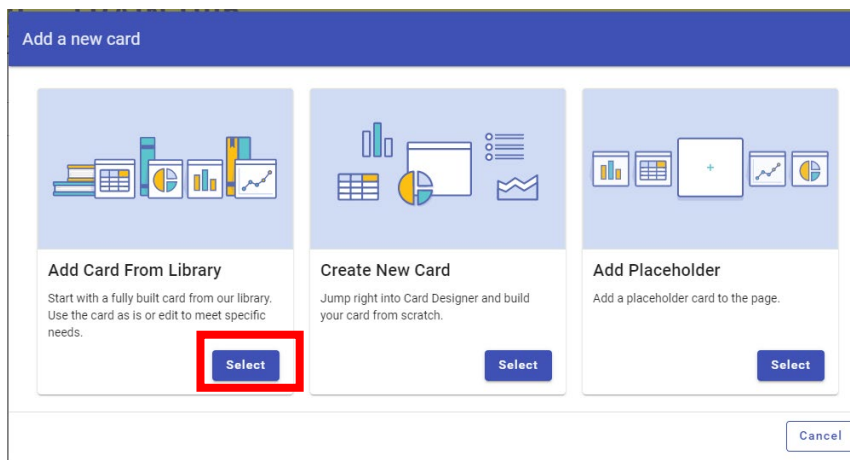
To add a card to your landing page, click on the Edit Content icon on the lower left side of the screen.



Select Add Card



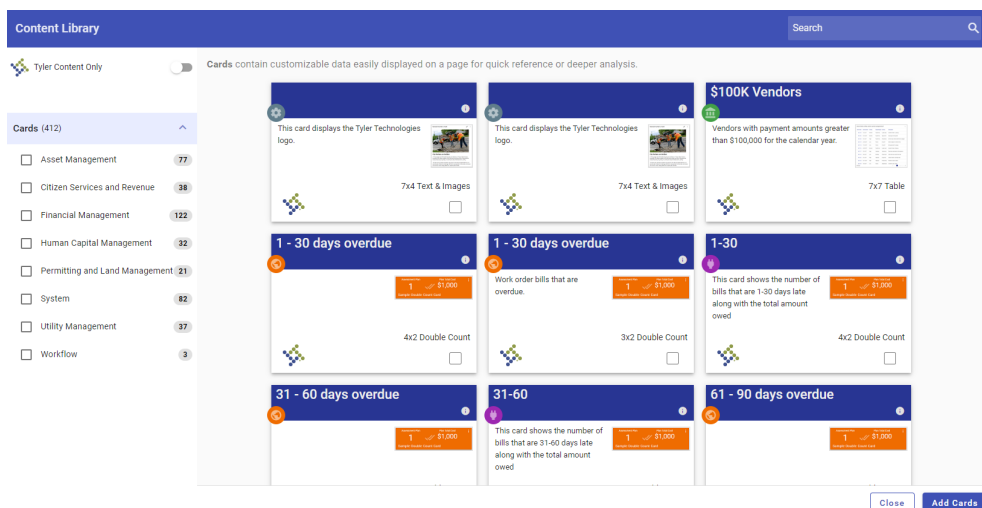
Add Card from Library



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.

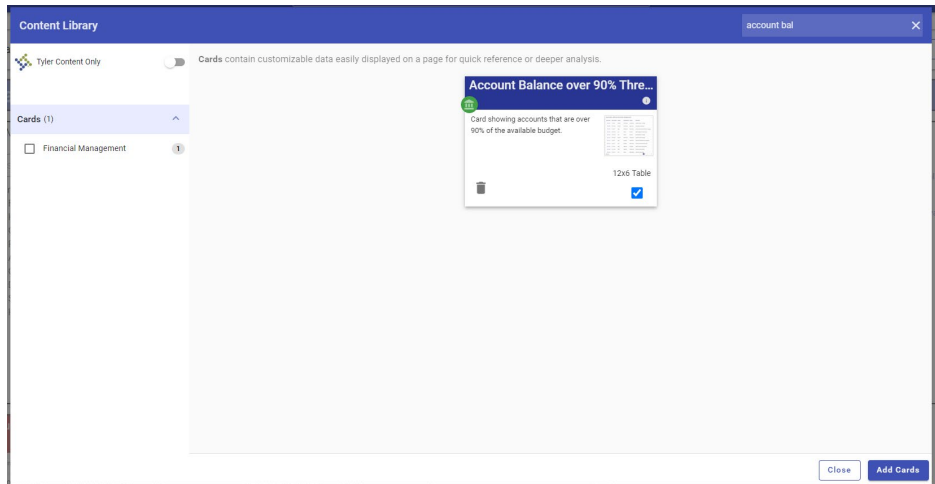
From the Content Library you can search for all the different pre-made cards available. There are a lot of different cards available.



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:

Account Balance over 90% Threshold						
Full Account	Long Description	Dept	Account Central URL	Object Code	Character Code	Account Balances By Y...
1080-00-0251b-01-...	OVERTIME	071	https://champaignc...	500108	O	▼
1080-00-0251b-01-...	DUES LICENSE PER...	071	https://champaignc...	502021	S	▼
1080-00-0252a-02-...	STATE-PAID SALARY...	042	https://champaignc...	500109	O	▼
1080-00-0252a-02-...	DUES LICENSE PER...	042	https://champaignc...	502021	S	▼
1080-00-0252a-02-...	SLEP - STATE-PAID ...	040	https://champaignc...	500210	O	▼
1080-00-0252a-02-...	VEHICLE EQUIPMEN...	040	https://champaignc...	501018	Q	▼
1080-00-0252a-02-...	DUES LICENSE PER...	040	https://champaignc...	502021	S	▼
Rows per page: 25 1-25 of 109 < < > >						

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.

Account Balance over 90% Threshold

Full Account	Long Description	Dept	Account Central URL
1080-00-0251b-01-...	OVERTIME	Sort ascending	npa...
1080-00-0251b-01-...	DUES LICENSE PER...	Sort descending	npa...
1080-00-0252a-02-...	STATE-PAID SALARY...	Clear sorting	npa...
1080-00-0252a-02-...	DUES LICENSE PER...	Clear filters	npa...
1080-00-0252a-02-...	SLEP - STATE-PAID ...	Advanced Filters	npa...
1080-00-0252a-02-...	VEHICLE EQUIPMEN...	040	npa...
1080-00-0252a-02-...	DUES LICENSE PER...	000	npa...
		010	
		011	
		012	
		013	

Invoices from the last 90 days

Cancel Ok

Batch Nu... Vendor N... Vendor N... Invoice D... Invoice N... Invoice ST... Descrip...

Account Balance over 90% Threshold

1 value

Full Account	Long Description	Dept	Account Central URL
1080-00-0252a-02-...	SLEP - STATE-PAID ...	Sort ascending	npaig...
1080-00-0252a-02-...	VEHICLE EQUIPMEN...	Sort descending	npaig...
1080-00-0252a-02-...	DUES LICENSE PER...	Clear sorting	npaig...
1080-00-0251a-02-...	CONTRIBUTIONS & ...	Clear filters	npaig...
3105-00-0251a-02-...	EQUIPMENT LESS T...	Advanced Filters	npaig...
		140	

Cancel Ok

Account Balance over 90% Threshold

2 values

Full Account	Long Description	Dept	Account Central URL
--------------	------------------	------	---------------------

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.

Account Balance over 90% Threshold

2 values

Full Account	Long Description	Dept	Account Central URL	Object Code	Character Code	Account Balances By Y...
1080-00-0252a-02-...	SLEP - STATE-PAID ...	040	https://champaignc...	500210	O	▼
1080-00-0252a-02-...	VEHICLE EQUIPMEN...	040	https://champaignc...	501018	Q	▼
1080-00-0252a-02-...	DUES LICENSE PER...	040	https://champaignc...	502021	S	▼
1080-00-0253t-02-...	CLOTHING	140	https://champaignc...	501007	Q	▼
1080-00-0253t-02-...	MISCELLANEOUS S...	140	https://champaignc...	501020	Q	▼
1080-00-0251a-02-...	CONTRIBUTIONS & ...	040	https://champaignc...	502025	S	▼
2658-00-0253t-02-...	BOOKS, PERIODICAL...	140	https://champaignc...	501003	Q	▼

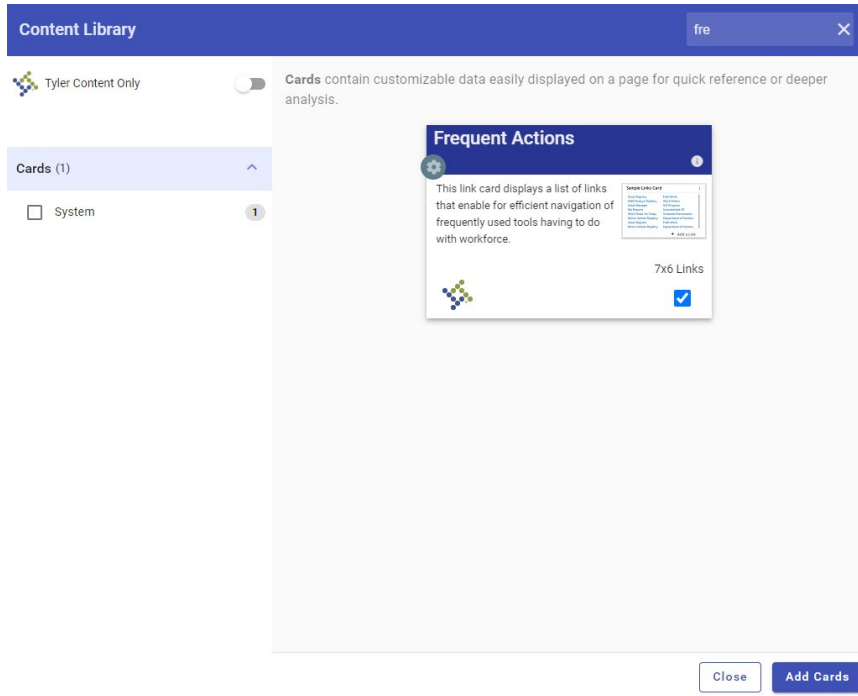
Account Balance over 90% Threshold						
2 values						
Full Account	Long Description	Dept	Account Central URL	Object Code	Character Code	Account Balances By Y...
1080-00-0252a-02-...	SLEP - STATE-PAID ...	040	https://champaignc...	500210	0	
						Available Budget
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00

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.

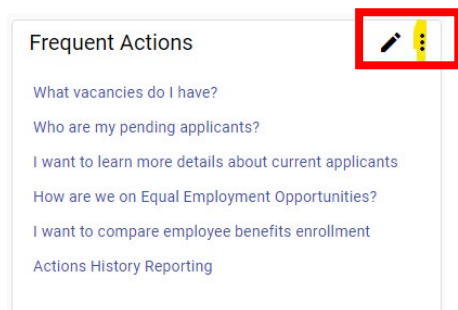
Following the Add a Card instructions above, navigate to the Content Library and search for Frequent Actions.



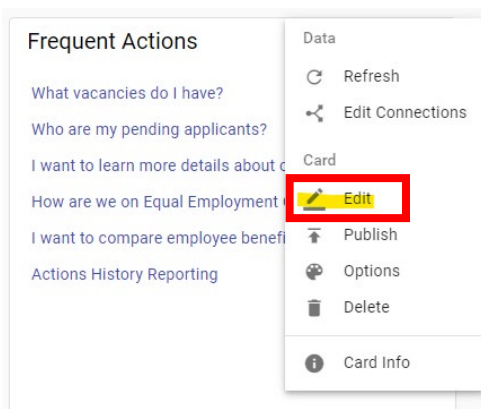
Check the box on the lower right corner of the card and click add cards.

Then click save in the upper right corner.

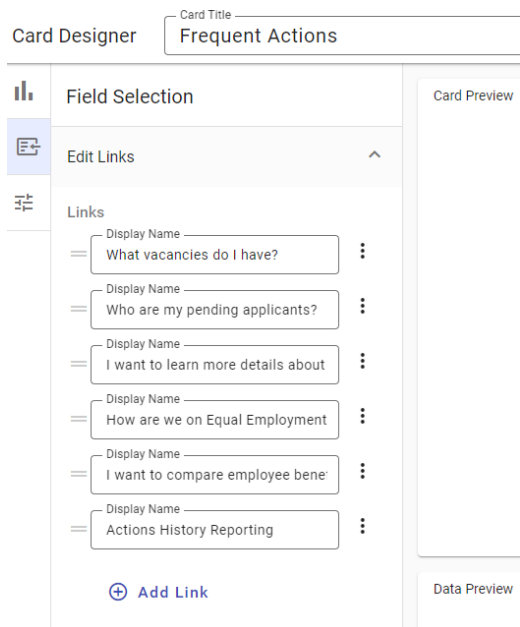
Once you have added the card then you can edit the card to the links you want. Click the ellipsis in the upper right corner.



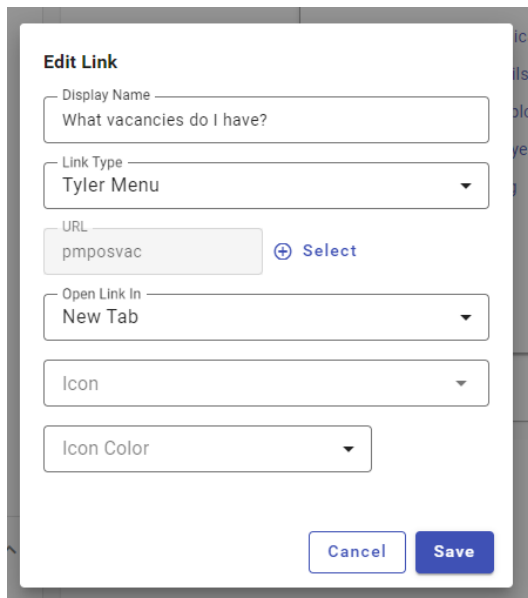
Select Edit



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



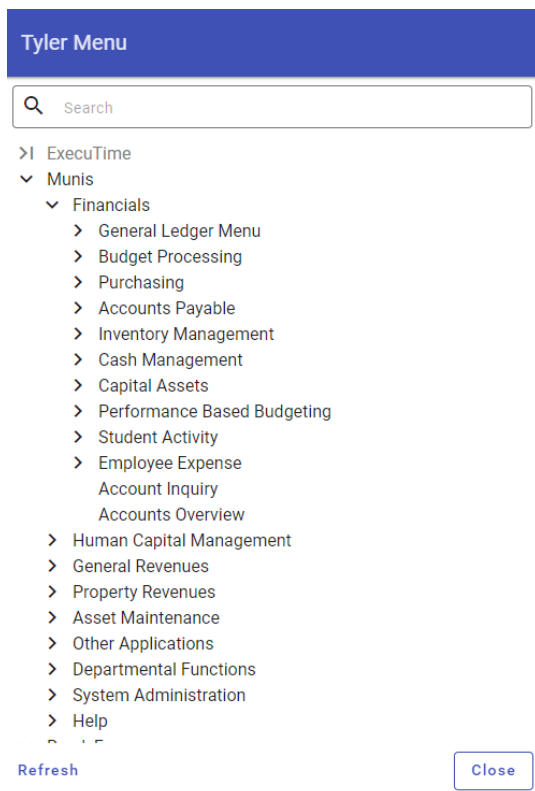
From here you can make the display name whatever you want. The link type will be Tyler Menu. For the URL you will need to select the Munis Module that you need. Keep the Open Link in New Tab.



The 'Edit Link' dialog box contains the following fields and options:

- Display Name:** A text input field with the value 'What vacancies do I have?'.
- Link Type:** A dropdown menu with 'Tyler Menu' selected.
- URL:** A text input field with 'pmposvac' and a '+ Select' button next to it.
- Open Link In:** A dropdown menu with 'New Tab' selected.
- Icon:** A dropdown menu.
- Icon Color:** A dropdown menu.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right.

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.



The 'Tyler Menu' interface includes a search bar and a tree view of modules:

- Search:** A search bar with a magnifying glass icon and the text 'Search'.
- Tree View:**
 - > ExecuTime
 - ✓ Munis
 - ✓ Financials
 - > General Ledger Menu
 - > Budget Processing
 - > Purchasing
 - > Accounts Payable
 - > Inventory Management
 - > Cash Management
 - > Capital Assets
 - > Performance Based Budgeting
 - > Student Activity
 - > Employee Expense
 - Account Inquiry
 - Accounts Overview
 - > Human Capital Management
 - > General Revenues
 - > Property Revenues
 - > Asset Maintenance
 - > Other Applications
 - > Departmental Functions
 - > System Administration
 - > Help

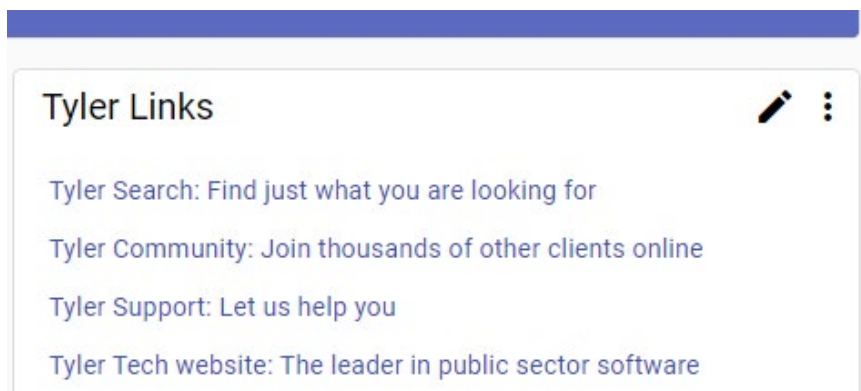
At the bottom, there are 'Refresh' and 'Close' buttons.

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.

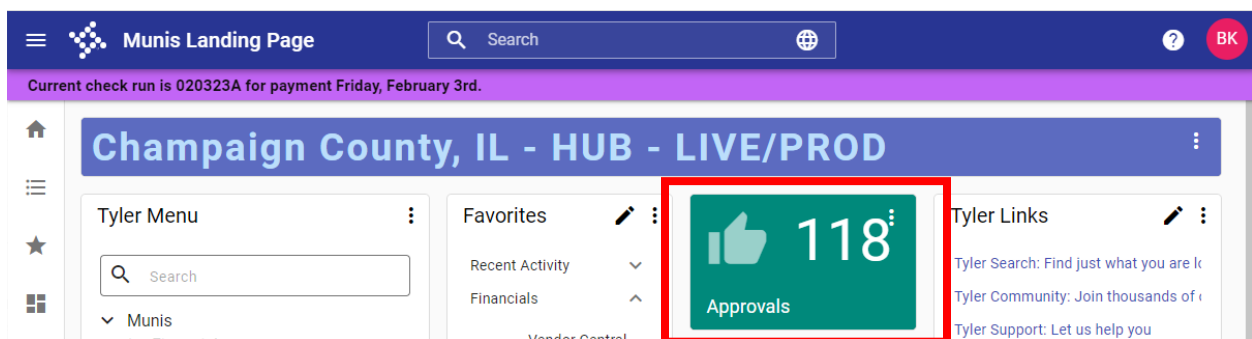
The password to access these links is not the same as your Munis log in. This is the CloudAdmin password. You may at some point gotten an email about your CloudAdmin password expiring soon. That password is for access to the Tyler Search and Tyler Community.

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.

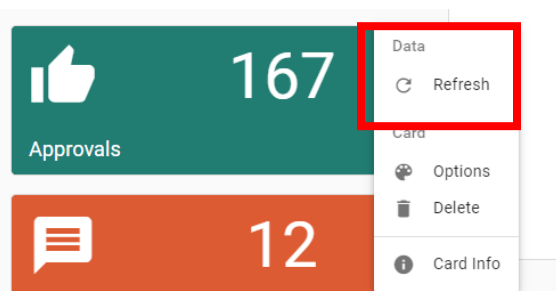


Approvals

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.

The screenshot shows the 'Approvals' interface. At the top, there's a blue header with the title 'Approvals'. Below it, there are two dropdown menus: 'All Process Codes' and 'All Dates'. To the right of these is a title 'API: Invoices pending approval XXX' with a launch icon (a square with a diagonal line). Below the dropdowns, there are links for 'Select All' and 'Refresh', and a count '(0/167)'. A table lists several pending approvals, each with a checkbox, a description, and a date. The first row is highlighted. To the right of the table is a detailed view of the selected approval, showing fields like 'Created', 'Reason', 'Invoice Header', 'Vendor Number', 'Vendor Name', 'Invoice Number', 'Invoice Department', and 'Invoice Description'. At the bottom right, there are 'Close' and 'Settings' buttons.

API: Invoices pending approval XXX	2/24/2023
API: Invoices pending approval XXX \$10.78 - SAO #953	2/24/2023
API: Invoices pending approval XXX \$121.41 - SAO #953	2/24/2023
API: Invoices pending approval XXX \$94.20 - SAO #953	2/24/2023
API: Invoices pending approval XXX \$80.45 - SAO #953	2/24/2023
API: Invoices pending approval XXX \$6.50 - transcript Hinman	2/24/2023
API: Invoices pending approval XXX \$52.25 - transcript Rietz	2/24/2023
API: Invoices pending approval XXX \$133.00 - transcript Rietz	2/24/2023

API: Invoices pending approval XXX

Created
Fri Feb 24 2023

Reason
amount of this invoice is greater than the threshold -999,999,999.99

Invoice Header

Vendor Number:
10486

Vendor Name:
ROGARDS

Invoice Number:
043436-01

Invoice Department:
041

Invoice Description:
SAO #953

Close Settings

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

This screenshot is similar to the previous one, but now one invoice is selected, and the count is '(1/167)'. The first row in the table has a checked checkbox. The detailed view on the right is the same. A red box highlights the launch icon (a square with a diagonal line) in the top right corner of the interface.

API: Invoices pending approval XXX	2/24/2023
API: Invoices pending approval XXX \$10.78 - SAO #953	2/24/2023

API: Invoices pending approval XXX

Created
Fri Feb 24 2023

Reason
amount of this invoice is greater than the threshold -999,999,999.99

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.

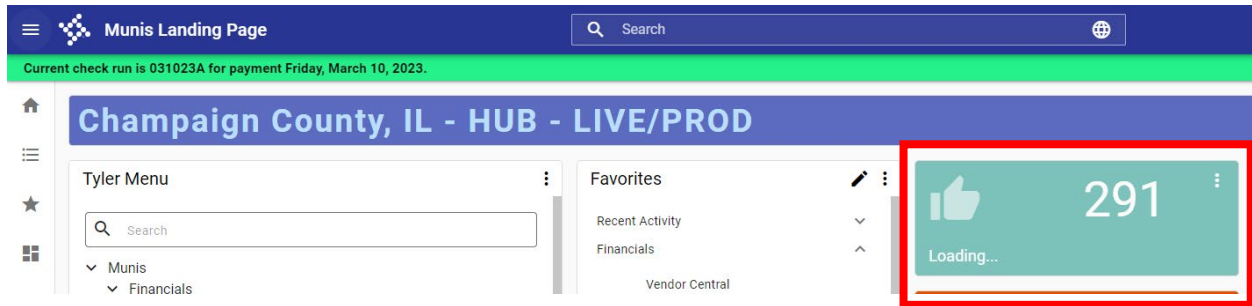
We had an instance where Department 1 entered an invoice. In this view it was showing a project in the details in the side window. Department 1 does not use projects. It was found that the project number being shown was because Department 2 had the same invoice number with a different vendor. Department 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

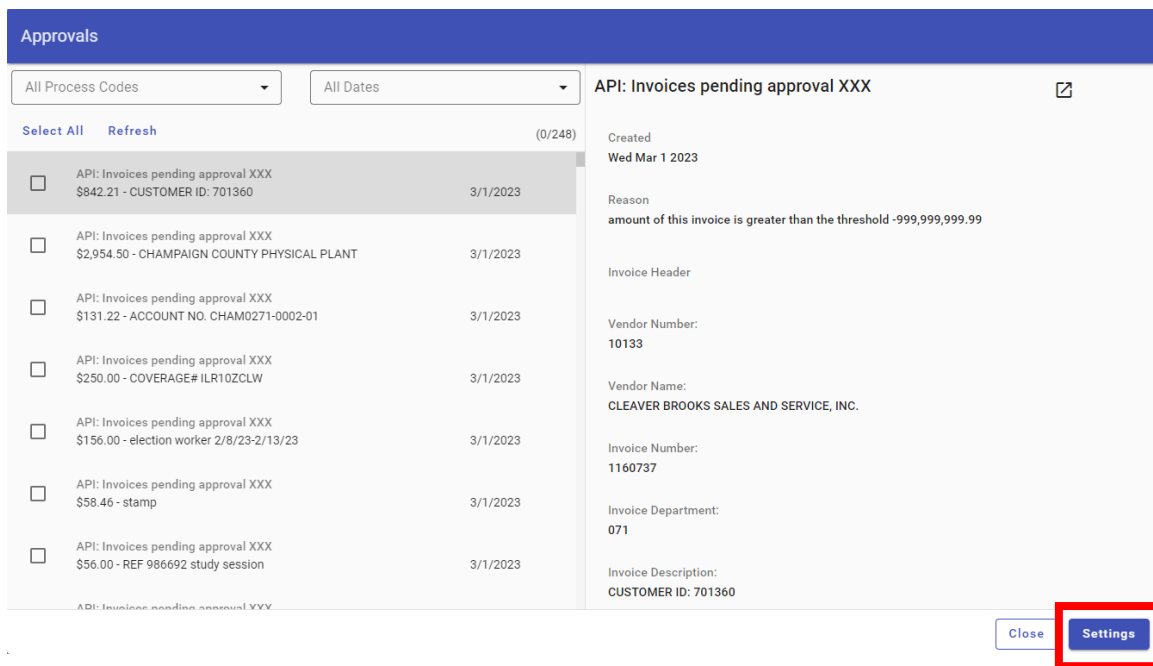
Forward All Workflow

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.

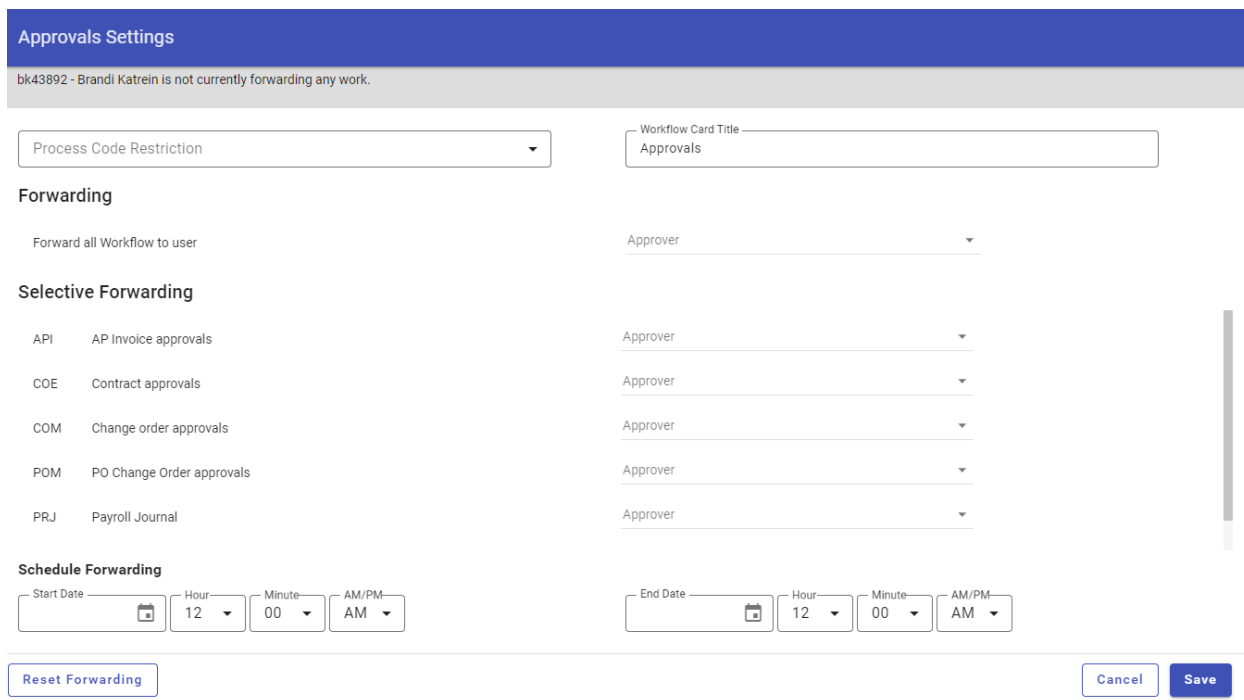
To forward your workflow click on the approvals card on the landing page



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.

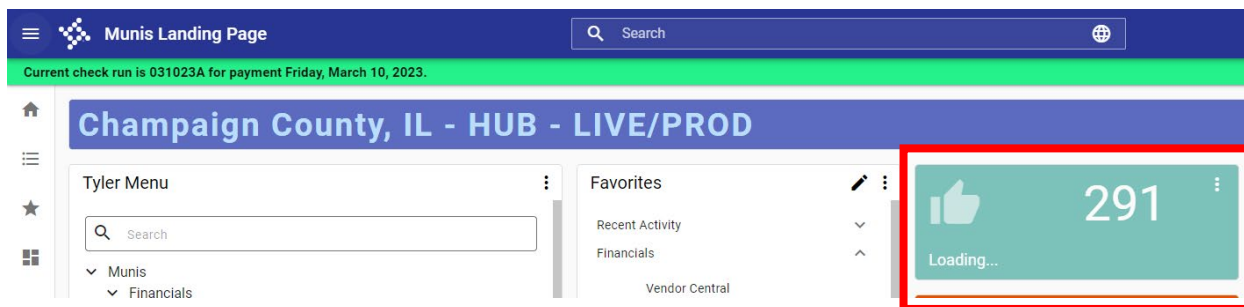


The screenshot shows the 'Approvals Settings' page. At the top, a status message reads: 'bk43892 - Brandi Katrein is not currently forwarding any work.' Below this, there are two input fields: 'Process Code Restriction' and 'Workflow Card Title' (containing 'Approvals'). The 'Forwarding' section includes a checkbox for 'Forward all Workflow to user'. The 'Selective Forwarding' section lists various process codes and their corresponding approval types, each with an 'Approver' dropdown menu. The 'Schedule Forwarding' section includes 'Start Date' and 'End Date' fields, each with 'Hour', 'Minute', and 'AM/PM' dropdowns. At the bottom, there are 'Reset Forwarding', 'Cancel', and 'Save' buttons.

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.

Approvals

You are currently receiving forwarded work from (js8740 - (js8740 - Jill Stewart)).

All Process Codes

All Dates

Select All

Refresh

(1/242)

<input checked="" type="checkbox"/>	API: Invoices pending approval XXX \$1,646.34 - FSA 10/04/2023	10/4/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$1,250.00 - CCRPC LIHEAP Advertising	10/4/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$7,500.00 - Community Services Team Engagement	10/4/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$625.00 - Act 91041000095 LIHEAP 601 S Century Rantoul	10/4/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$320.53 - M Roy 2015 Dodge Dart	10/3/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$107.44 - October Copy Service K-70683-01	10/3/2023
<input type="checkbox"/>	API: Invoices pending approval XXX \$72.62 - RPC 3rd Quarter Maintenance 7-1-2023 - 9-30-2023	10/3/2023

Approve

Reject

Forward

Hold

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

Forward 1 Item(s)

Forward To User *

Comment*

Cancel

Submit

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

W-9 Form (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 <i>Purpose of Form</i> , 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.			
Print or type. See Specific instructions on page 3.	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. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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 <input type="checkbox"/> Other (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.)	
	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 <input type="checkbox"/>		
	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 <i>How to get a TIN</i> , later.		
Social security number [] [] [] - [] [] [] - [] [] [] []	OR Only 1 of these should be filled in Employer identification number [] [] [] [] - [] [] [] [] [] [] [] []	
Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.		
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 required to complete this line to indicate that it has elected or intended

- [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.

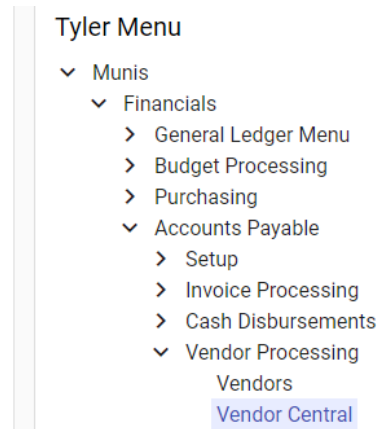
Vendor Central

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.

Application settings

Available details

<input checked="" type="checkbox"/> Invoices	<input checked="" type="checkbox"/> Checks
<input checked="" type="checkbox"/> Purchase Orders	<input checked="" type="checkbox"/> Contracts
<input checked="" type="checkbox"/> Addresses	<input type="checkbox"/> 1099 History
<input type="checkbox"/> Commodities	<input type="checkbox"/> PCard Transactions
<input type="checkbox"/> Business Licenses	<input type="checkbox"/> Pending Receivables

[Select all](#) [Unselect all](#)

Search time frames

Checks All	Invoices All
Purchase Orders All	PCard Transactions 120 days

[OK](#) [Cancel](#)

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

Advanced search

Back

Vendor

Invoices (70)

Checks (69)

Purchase Orders (0)

Contracts (5)

Addresses (0)

G

GREEN STREET REALTY

Address

No addresses found.

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

Vendor Totals	
Invoices	80,909.51
Unpaid Invoices	500.00
Checks	80,409.51
Open Purchase Orders	0.00
Close	

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.

Search by vendor name

[Advanced Search](#)

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

Vendor Central		green	Advanced search			BK
Vendors (7)						
C	18746 CABRINI GREEN LEGAL AID	DBA no data	Status ACTIVE			
C	18105 CHRISTINE GREEN	DBA no data	Status INACTIVE			
E	10203 EVERGREEN COACHING & COUNSELING SVC INC	DBA no data	Status ACTIVE			
G	10241 GREEN STREET REALTY	DBA no data	Status ACTIVE			

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

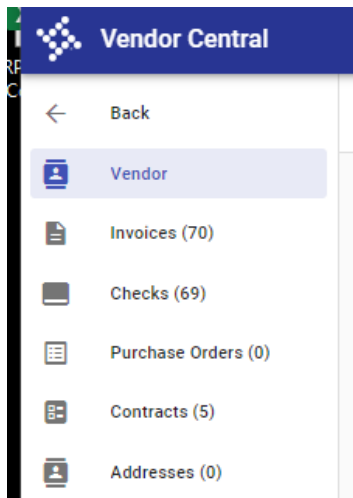
Vendor Central		green	Advanced search			BK
Vendors (7)						

The vendors will then be in a list

Vendor Central		green	Advanced search			BK
Vendors (7)						
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/SM LLC		
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.).

Vendor Details

Vendor Number 10241	Status ACTIVE	Status Reason no data
Entity 1	Type Rent Assist Landlord	S Corp
SSN	FID 37-1353223	DUNS no data

Contact Information

Other Name
no data
DBA
no data
Address
510 S NEIL ST
CHAMPAIGN IL 61820
Email
no data
Web Site
<http://HTTPS://WWW.GREENSTREALTY.COM/>

Additional Contacts

Name	Description	Email	Phone	Fax
MAIN			217-356-8750	

VSS Accounts

No VSS accounts found.

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 is 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.

Vendor Central

Back

Vendor

Invoices (70)

Checks (69)

Purchase Orders (0)

Contracts (5)

Addresses (0)

GREEN STREET REALTY

Main Information

Payment/Miscellaneous

Terms

Discount Percent

0.000

Minimum Order

0

Freight Terms/Method

no data

Days to Discount

0

Days to Net

0

Freight Percent

0.000

Payment Information

Pay Vendor Using

Printed Check

Separate Check Per Invoice

Yes

Prenote

None

ACH Override ID

ACH Override Name

no data

Banking Information

Account Type

no data

Bank

no data

Bank Routing #

no data

Bank Account #

Default Tax

Use Tax Vendor

No

Use Tax

0.000

Sales Tax

0.000

Additional Information

Class

Landlord-No EFT

Geographic

no data

County

no data

Foreign Entity

No

AR Customer #

0

Employee #

0

Delivery Methods

Purchasing

Print

Payables

Print

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 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.

Number	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
Test123	07/17/2024	PENDING APPROVAL	No	500.00	0			
May23 D [REDACTED]	05/01/2023	PAID	Yes	439.50	18616	04/21/2023		
Apr23 [REDACTED]	04/01/2023	PAID	Yes	439.50	17363	03/24/2023		
Mar23 [REDACTED]	03/01/2023	PAID	Yes	439.50	16242	02/24/2023		
Mar23 [REDACTED]	03/01/2023	PAID	Yes	800.00	16241	02/24/2023		

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.

Number	Date	Comment	Amount	Cleared
254	01/21/2022	[REDACTED] ht 310 E Clark #209	795.00	Yes
1194	02/28/2022	[REDACTED] Valley Rd Champa	431.00	Yes
4201	05/06/2022	Apr [REDACTED] 806 Cottage Gr	655.00	Yes
2890	04/01/2022	Apr [REDACTED]	435.90	Yes
2889	04/01/2022	Apr M [REDACTED] Florida A	700.00	Yes
17363	03/24/2023	Apr23 [REDACTED] 02 E Color	439.50	Yes
7767	07/29/2022	Aug [REDACTED] 102 E Colorad	439.50	Yes
7766	07/29/2022	Aug [REDACTED] 06 Cottage Gr	655.00	Yes
1495	03/04/2022	[REDACTED] m St #12 Urb	2,034.00	Yes

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.

Checks Detail

Close
Accept
Cancel
Search
0 Attach
GL Summary

Checks Detail

Check Header

Vendor

10241

Remit

0

GREEN STREET REALTY

Cash Account

9999-00-0101t-00-000-000-000-1018-100101

CASH AP BUSEY

Check number

254

Normal

Check date

01/21/2022

Amount

795.00

Status: Cleared

01/27/2022

Check Run

012122A

Check Detail

Invoice	Inv Date	PO	Contract	Amount	Retainage
310 E Clar	01/18/2022			795.00	.00

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.

The screenshot shows the Vendor Central interface for 'SHI INTERNATIONAL CC'. The left sidebar lists navigation options: Back, Vendor, Invoices (62), Checks (34), Purchase Orders (10) (selected), Contracts (1), and Addresses (2). The main content area displays 'Purchase Orders (10)' with a total of '\$0.00 open total'. The table lists the following purchase orders:

Number	Comment	Status	Date	Fiscal Year	Gross	Order	Open	
2400033	Adobe Licenses FY2024	Closed	03/05/2024	2024	16,837.29	16,837.29	0.00	
2400012	Arctic Wolf Renewal	Closed	01/12/2024	2024	76,722.96	76,722.96	0.00	
2300030	Adobe Licenses - PSST	Closed	03/03/2023	2023	12,783.82	12,783.82	0.00	
2300002	Arctic Wolf user/server license	Closed	01/09/2023	2023	69,438.21	69,438.21	0.00	

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.

The screenshot shows the Vendor Central interface for 'GREEN STREET REALTY'. The left sidebar lists navigation options: Back, Vendor, Invoices (70), Checks (69), Purchase Orders (0), Contracts (5) (selected), and Addresses (0). The main content area displays 'Contracts (5)' with a total of '\$0.00 available total'. The table lists the following contracts:

Number	Status	Entry Date	Expire Date	Extended Date	Revised	Available	
342	CLOSED	06/03/2022	05/31/2023		5,274.00	0.00	
317	CLOSED	04/27/2022	03/31/2023		9,530.00	0.00	
130	CLOSED	12/28/2021	11/30/2022		8,526.00	0.00	
73	CLOSED	12/07/2021	03/31/2022		2,301.60	0.00	
74	CLOSED	12/07/2021	05/31/2022		2,179.50	0.00	

Rows per page: 25 1-5 of 5

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

SettingsHelpBK

Back

Vendor

Invoices (0)

Checks (0)

Purchase Orders (0)

Contracts (0)

Addresses (1)

TTESTO, 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).

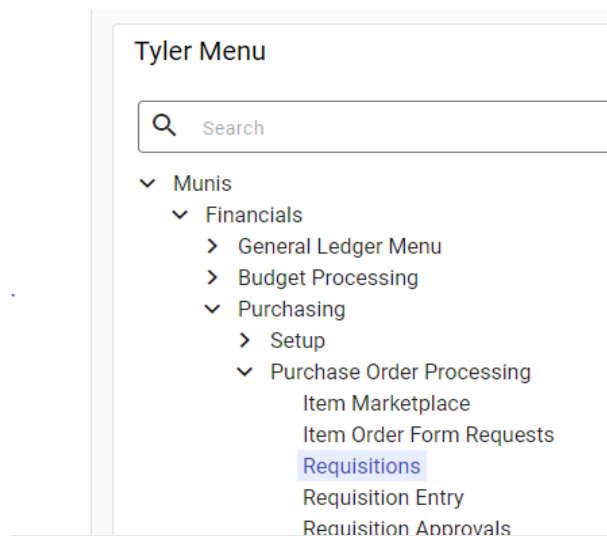
If the vendor has ACH payment information on the invoice or an insert with the bill that notes a change in information, please forward via the Munis Help Desk at: munis-help@champaigncountyil.gov.

Requisitions (to create a Purchase Order)

Requisitions are how a Purchase Order will be created.

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

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



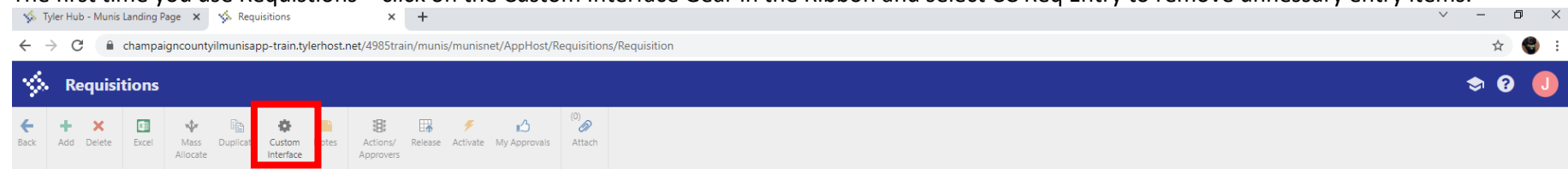
New Requisition

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 Requisitions – click on the Custom Interface Gear in the Ribbon and select CC Req Entry to remove unnecessary entry items.



Requisition: 2018/21000015 The software will assign the requisition number (this is not the same as the purchase order number)
Created, Jill Stewart, 10/22/2021

Total Cost: \$0.00

Requisition

Vendor Quotes (0) General Notes (0)

Fiscal Year* 2018 Requisition Number* 21000015 Created Date* 10/22/2021

See Below

Department* (020) AUDITOR View

Commodity View

Description
Enter a description of item(s) or service(s)

Buyer
Click on ellipsis and select name

This is so the software may notify you at

Various points in the process depending on settings.

Items (0)

Add Item

No requisition items exist.

Last step on this screen-once there are no errors click "Add Item" to begin entering vendor, items, Projects and accounts.

Type See Below
(N) NORMAL

Purchase order
PO number created when request is converted

Review

Needed by

PO Expiration
12/31/2018 Fiscal Year end or earlier

See Below

- ☒ Project Accounts Applied
 - ☒ Notify Originator When Converted or Rejected
 - ☐ Notify Originator of Overages
 - ☐ Receive by Amount
 - ☒ Three Way Match Required
 - ☐ Inspection Required
- by

After completing the fields, click save to save the requisition. The program saves your entries and examines the fields values for errors. If errors are encountered, it displays the "Errors" button at the bottom of the screen. Click the "Errors" button to view a list of errors that need correction before continuing. Then save again.

Save Cancel

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

Tyler Hub - Munis Landing Page x Requisitions x +

champaigncountymunisapp-train.tylerhost.net/4985train/munis/munisnet/AppHost/Requisitions/Requisition/2018/21000016

Requisitions

Back Add Delete Excel Mass Allocate Duplicate Custom Interface Notes Actions/ Approvers Release Activate My Approvals Attach

Requisition: 2018/21000016 Total Cost: \$0.00
Created, Jill Stewart, 10/23/2021

Item Details
Add Item Delete Item Notes (0) Line 1 ▾

Item
Skip if showing ... View

Contract
Skip unless there is a contract set up to connect

Commodity
Skip if showing ... View

☐ Pick Ticket ☒ Purchase

Description*
VOIP Phone system
Enter description of item (you can add more than one item).
Tab to Vendor.

Vendor
Skip if showing ... View + New

(10348) MCS OFFICE TECHNOLOGIES INC
You can either start to type a name & it will offer suggestions-when desired vendor shows click on that vendor. Check the address in the box under the vendor name. If no address, click the ellipsis and choose.

Ship to*
(020) Champaign County Auditor ...
Defaults to your department but can be changed by clicking on the ellipsis

Champaign County Auditor
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

E-mail
auditor@co.champaign.il.us
Defaults to email associated with Ship To but can be changed.

Quantity
1.00

Amount
\$0.00000

Discount Percent
0.00

Freight Amount
\$0.00

Credit Amount
\$0.00

Line Item Total
\$0.00

If you checked "Received by Amount" on the Requisition screen the quantity box is grayed out and cannot be changed.

Enter the amount (unit cost if you did NOT select receive by amount on the previous screen.

Allocations (0)
Add Allocation Allocation Codes

No allocations exist.

Tab until you see the screen change. It will shown an error because no allocation has been entered yet.

Errors (1) Save Save and Add Item Cancel

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

Allocations (1)
Allocation Codes Remove All Budget Summary

Delete	Project String	PS budget code	GL Account	GL Budget code	Percent	Amount
X	Enter project string...		Enter GL account...		100.000	\$25,000.00

Tyler Hub - Munis Landing Page x Requisitions x +

champaigncountyilmunisapp-train.tylerhost.net/4985train/munis/munisnet/AppHost/Requisitions/Requisition/2018/21000016

Requisitions

Back Add Delete Excel Mass Allocate Duplicate Custom Interface Notes Actions/ Approvers Release Activate My Approvals Attach (0)

Requisition: 2018/21000016

Created: Jill Stewart, 10/23/2021

Total Cost: \$25,000.00

Commodity: ... View

☐ Pick Ticket ☒ Purchase

Description*
VOIP Phone System

GIBSON CITY, IL 60936

Ship to*
(020) Champaign County Auditor ...

Champaign County Auditor
Brooks Administrative Center
1776 E. Washington Street
Urbana, IL 61802

E-mail
auditor@co.champaign.il.us

\$25,000.00000

Discount Percent
0.00

Freight Amount
\$0.00

Credit Amount
\$0.00

Line Item Total
\$25,000.00

Allocations (2)

Allocation Codes Remove All Budget Summary

Delete	Project String	PS budget code	GL Account	GL Budget code	Percent	Amount
<input checked="" type="checkbox"/>	E		E (1080-00-0280t-01-020-000-0000-800401) EQUIPMENT GL account available budget: \$0.00 Amount will exceed available account budget (override permission)	A	50.000	\$12,500.00
<input checked="" type="checkbox"/>	Enter project string...		E	U	50.000	\$12,500.00
Totals:						100.000 \$25,000.00

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.

Allocations (1)

Allocation Codes Remove All Budget Summary

Delete Project String

☒ E

SAL - SALARY
OFC SUPP - OFFICE SUP
STA PRINT - STA PRINT
BK PERIOD - BK PERIOD
COP SUPP - COP SUP
PO UPS FX - PO UPS FED
GAS & OIL - GAS & OIL
EQ LT \$5K - EQ LT \$5K

CLEAR

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.


 **Requisitions**


 Back


 Add


 Delete


 Excel


 Mass Allocate


 Duplicate


 Custom Interface


 Notes

 Actions/ Approvers

 Release


 Activate

 My Approvals

 Attach

Requisition: 2024/2400111
Created, Brandi Katrein, 09/25/2024

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

Defined Mappings 

Attached Documents

Mapping Name	Description	Count
Requisition Attachment	Requisition Attachment	0

Associated Documents

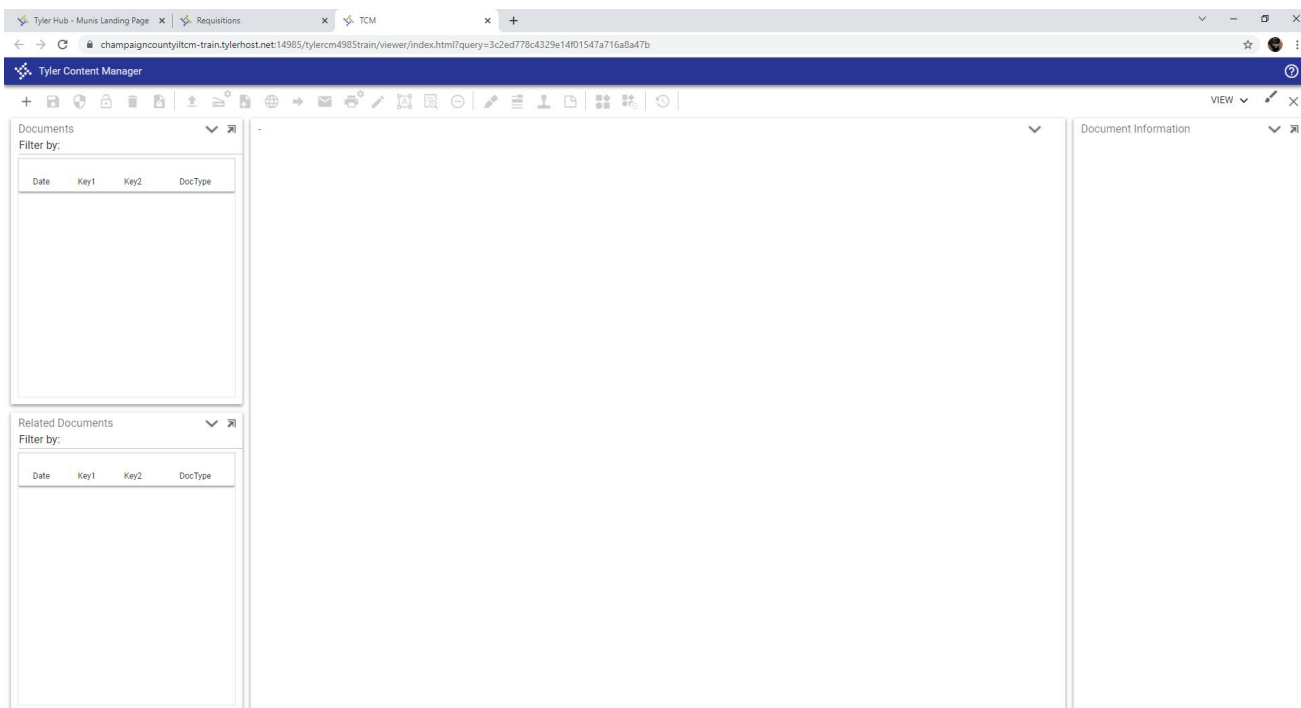
Mapping Name	Description	Count
Requisition	Requisition Attachment	0



Add New Mapping

Save

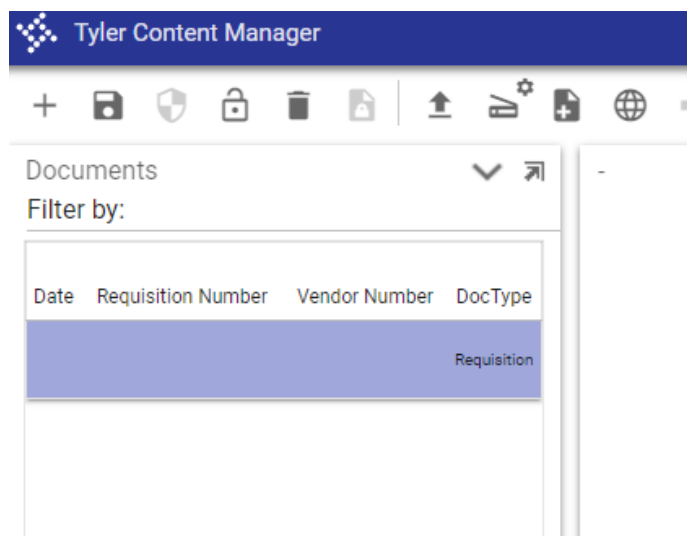
Cancel

Deactivate

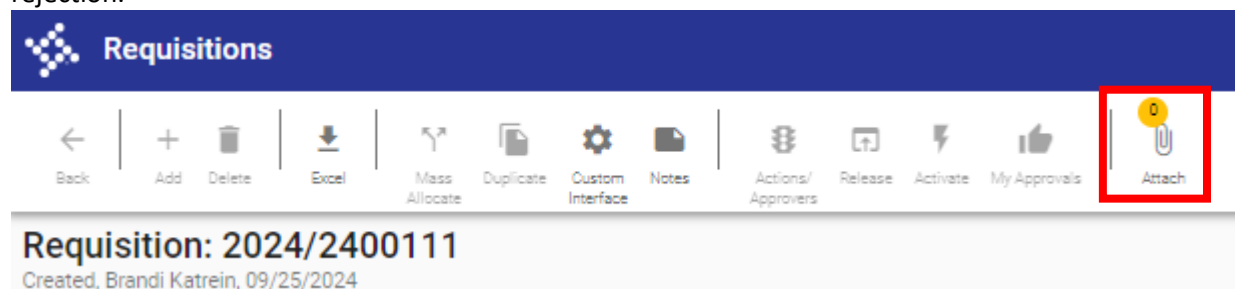


1. Click the + to add a file. The screen will refresh.
2. Click the upload symbol . Follow the usual procedures for uploading a file.
3. Then click the Save symbol . Do not forget this step.
4. Repeat as necessary to attach all support.

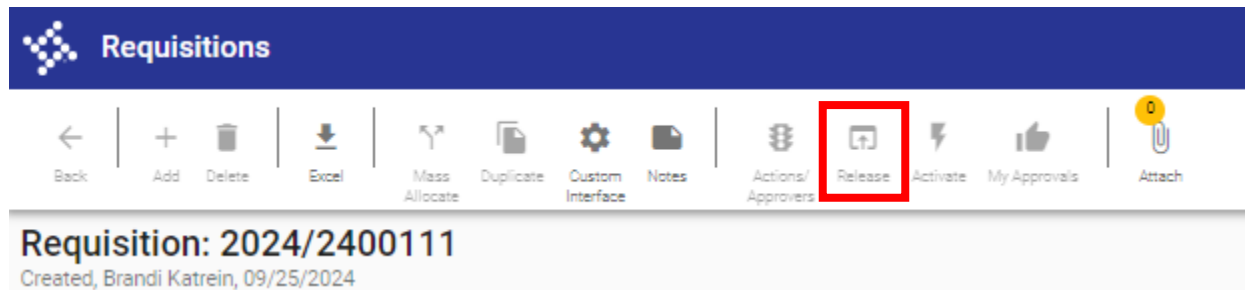
After saving, exit by clicking on the "X" in the upper right corner of the TCM tab. Also, "X" out of the Defined Mappings if it remain on your screen.



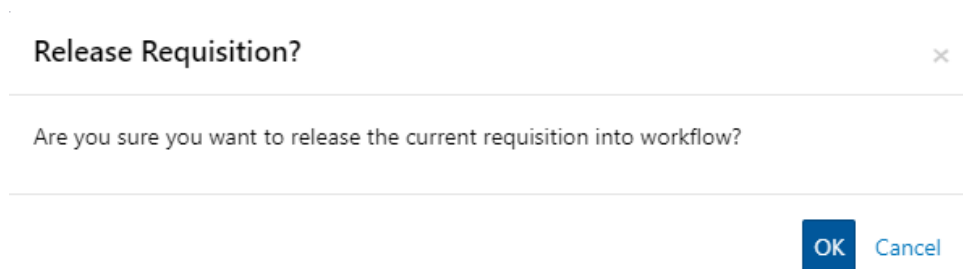
Review and make sure the () by the Attach symbol has a number in it. No support (0) will be an immediate rejection.



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.

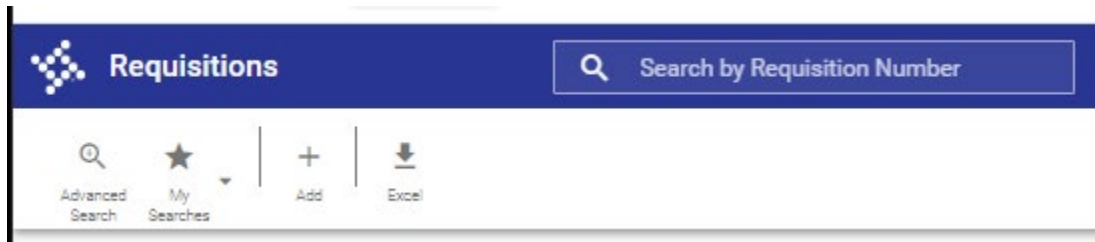
The software will automatically print approved/converted/posted Purchase Orders to the originator (email notice and in orange Notifications box on the landing page). Forward email to vendor and/or print. Can also be found in

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.

Advanced Search

[Clear search criteria](#)

My searches Select a search ×

☐ Startup search

Fiscal Year <input type="text"/>	Requisition Number <input type="text"/>	Created on <input type="text"/>	Entered by <input type="text"/> ...
Status Choose status ▼ <input type="checkbox"/>	Needed by <input type="text"/>	General Commodity <input type="text"/> ...	
Department <input type="text"/> ...	Bid <input type="text"/> ...	Item <input type="text"/> ...	
Vendor <input type="text"/> ...	Purchase Order <input type="text"/>	Receive by <input type="text"/> ▼ <input type="checkbox"/>	
Contract <input type="text"/> ...	Work Order <input type="text"/> ...	Buyer <input type="text"/> ...	

Project String
E ▼ CLEAR

GL Account
E ▼ CLEAR

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).

Requisitions

Search by Requisition Number

Q

?

B

Advanced Search

My Searches

Auto

Excel

Requisitions: 123

Items Per Page15

Requisition	Department	Vendor	Entered	Item(s)	Status	Bid Number	Description	Purchase Orders	Convert To	Amount	Copy
(2022) 2200136	(022) COUNTY CLERK	(10374) MINUTEMAN PRESS	6/9/2022	1	Rejected		Postage Voter ID cards\$5,000		Purchase Order	\$21,775.00	
(2022) 2200166	(041) STATES ATTORNEY	(10539) STOCKS OFFICE FURNITUR...	8/17/2022	1	Rejected		office furniture		Purchase Order	\$2,983.38	
(2023) 2300007	(022) COUNTY CLERK		1/18/2023	0	Created		Services to ADA upgrade to Polling Place-Bondville		Purchase Order	\$0.00	
(2022) 2200007	(022) COUNTY CLERK	(18650) TENEX SOFTWARE SOLUTIO...	1/6/2022	1	Converted		Software Lic-Election Force & 10x Univ Annual Lic	2200004	Purchase Order	\$22,916.67	
(2022) 2200008	(016) ADMINISTRATIVE SERVICES	(18253) CDW GOVERNMENT	1/6/2022	2	Converted		Network Access Points	2200002	Purchase Order	\$5,454.75	

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.

Workflow Approval

×

Steps

▼ Step 10 - Approvers (1)

Orion Smith

▼ Step 60 - Approvers (1)

Tami Ogden

▼ Step 70 - Approvers (4)

☐ Brandi Katrein

☐ David Best

☐ Jewell M. Cox

Jill Stewart

Requisition Approvals

Step Details

Approval Type	Dollar Based	Step	70
Action	Approve	Status	Complete
Active Date	10/19/2022 11:29:00 am	Action Date	10/19/2022 1:37:00 pm
Comment			
Checklist			
All Approvers Required	No		
Key	REQ 2022 2200196 INBOX		
Information	020 2260.21 ALLSTEEL		

Cancel

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.

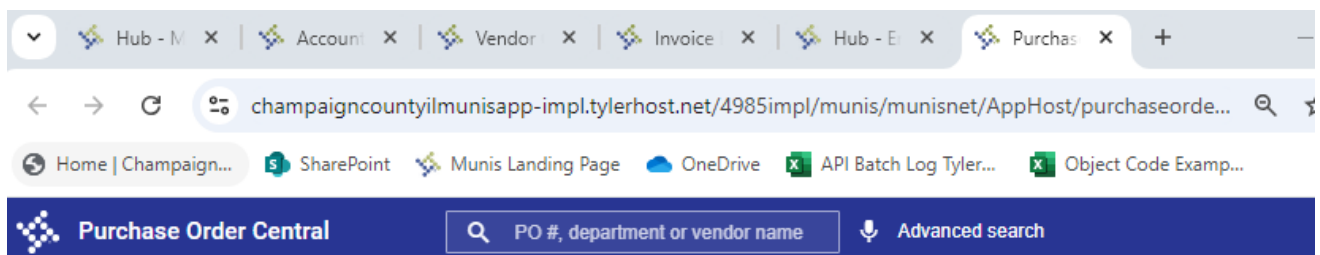
To get to Purchase Order Central from the Tyler Menu – Munis → Financials → Purchasing → Purchase Order Inquiry and Reports → Purchase Order Central

Tyler Menu

- ▼ Financials
 - General Ledger Menu
 - Budget Processing
- ▼ Purchasing
 - Setup
 - Purchase Order Processing
 - ▼ Purchase Order Inquiry and Reports
 - ➔ Purchase Order Central
 - Expenditure Central
 - Standard PO Reports
 - Vendor Inquiry
 - Purchase Orders by GL Account
 - Purchase Order Inquiry
 - Purchase Order Asset Export
 - Purchase Order Receiving Report
 - Purchase Order Summary Report
 - Receipt Inquiry by Purchase Order
 - Bid Management

Search for a Purchase Order

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

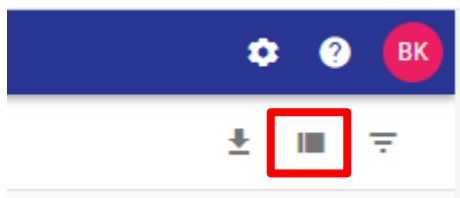


Leave all filters blank and click Search or add filters as needed. You can also set up saved searches.

The screenshot shows the 'Purchase Order Central' header with a search bar containing 'PO #, department or vendor name' and an 'Advanced search' button. Below the header is the 'Advanced Search' section with three tabs: 'General', 'Line Item', and 'GL Account'. The 'General' tab is active, showing fields for 'PO Number', 'Description', 'Fiscal Year', 'Requisition Number', 'Status', 'Vendor', 'Type', and 'Department'. There is also a checkbox for 'Exclude Change Orders'. Below these are three date pickers for 'Needed By', 'Expire Date', and 'Entry Date', each with a dropdown menu set to 'Equals'. At the bottom of the date pickers are 'Start' and 'End' date selection buttons.

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



The screenshot shows the 'Purchase Order Central' header with a search bar containing 'PO #, department or vendor name'. Below the header is the 'Purchase Orders (1)' section. The table has one row with the following data:

		Total Amount		
2	2400038 2024 Yukon Closed		SOUTH PARK AUTOMOTIVE LLC	Department CORONER
	Open Amount \$0.00			

Or

List View

The screenshot shows the top navigation bar with a settings gear, a help icon, and a user profile 'BK'. Below this is a search bar with the text 'Purchase Order Central' and a search icon. The search bar contains the text 'PO #, department or vendor name' and an 'Advanced search' link. Below the search bar is a table with the following columns: Number, Fiscal Year, Description, Status, Open Amount, Total Amount, Vendor, and Department. The table contains one row with the following data: Number: 2400038, Fiscal Year: 2024, Description: 2024 Yukon, Status: Closed, Open Amount: 0.00, Total Amount: [redacted], Vendor: SOUTH PARK AUTOMOTIVE LLC, Department: CORONER. The table has a 'Rows per page' dropdown set to 25 and a '1-1 of 1' indicator.


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.

The screenshot shows the detail view of Purchase Order 2400038. The left sidebar contains a navigation menu with the following items: Back, Purchase Order (selected), PO Lines, Invoices, Receiving, Activity (6), Approvals (0), Audit (3), and Notes (0). The main content area displays the following information:

- General**
 - Total: [redacted]
 - Requisition: 2400049
 - Department: CORONER
 - Review: no data
 - Buyer: Stephen Thuney
 - Vendor: SOUTH PARK AUTOMOTIVE LLC
 - Vendor Address: 1404 N DUNLAP SAVOY IL 61874
- Dates**
 - Entry Date: 03/12/2024
 - Need By: no data
 - Change Date: no data
 - Expire Date: 12/31/2024
- Delivery Details**
 - Shipping Method: no data
 - Reference: no data
 - Special Handling: N
 - Special Handling: sthuney@champaigncountyil.gov
 - Ship To Address: Champaign County Coroner, 202 S. Art Bartell Rd., Urbana IL 61802
- Payment Details**
 - Discount %: 0
 - Days to Discount: 0
 - Days To Net: 0
 - Liquidated: [redacted]
 - Open: \$0.00
 - Remit: 0
 - Special Handling: coroner@co.champaign.il.us
 - Bill To Address: Champaign County Coroner, 202 S. Art Bartell Rd., Urbana IL 61802

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

Defined Mappings 

Attached Documents		
Mapping Name	Description	Count
PO Attachment	PO Attachment	1

Associated Documents		
Mapping Name	Description	Count
Purchase Order	Purchase Order	1

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.

Tyler Hub - Munis Landing Page x | Purchase Order Central x | TCM x +

champaigncountyltcm-train.tylerhost.net:14985/tylercm4985train/viewer/index.html?query=c6fd02b5e2725b1fdc30b915fb5cfcfb

Tyler Content Manager

Documents Filter by:

Date	PO Number	Number	DocType
11/02/2021	2100011	10527	PurchaseOrder

Purchase Order - 2100011 (Read-Only)

1 / 1

PURCHASE ORDER

Fiscal Year 2021 Page 1 of 1

ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.

Purchase Order Number **02100011**

Purchase Order Date 11/02/2021

Department **AUDITOR**

Bill To
Champaign County Auditor
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

Ship To
Champaign County Auditor
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

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 lesser of 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

-
- ▼ Munis
 - ▼ Financials
 - > General Ledger Menu
 - > Budget Processing
 - ▼ Purchasing
 - > Setup
 - ▼ Purchase Order Processing
 - Item Marketplace
 - Item Order Form Requests
 - Requisitions
 - Requisition Entry
 - Requisition Approvals
 - Requisition Conversion
 - Requisition Import
 - Requisition Export
 - Purchase Order Entry
 - Purchase Order Approvals
 - Print Purchase Orders
 - 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.

Purchase Order Change Orders [Champaign County, IL | IMPL | 08/16]

Close Accept Search Browse Update Output Print Display PDF Save Excel Email Schedule Attach Line Items Notes Audio Cancel PO Close PO Re-Open PO Mass Cancel PO Mass Close PO Cancel by GL Project Summary Print PO

Purchase Order Change Orders [Champaign County, IL | IMPL | 08/16]

Main Terms/Miscellaneous

Purchase Order Details

Dept/Loc: 104 EARLY CHILDHOOD DEVELOPE
 Fiscal year: 2024 Current Next Period: 08 Close at EOY
 PO number: 2400072
 General commodity: MONITORS
 General description: MONITORS

Buyer: sjh44403
 Project accounts applied
 Receive By: Quantity Amount

Status: 8 - Printed
 N - None

Entered: 08/02/2024
 Needed by: 08/01/2024
 Expire: 12/31/2024
 Last changed: 00

General Notes Receiving Invoices

Vendor Details

Vendor: 10234 Committed
 Name: GOVCONNECTION INC
 PO mailing: 0
 732 MILFORD RD
 MERRIMACK NH 03054-4633

Delivery method: Print Fax E-Mail

Remit: 1 GOVCONNECTION INC

Vendor/Sourcing Notes

Shipping Details

Ship to: 104
 Champaign County RPC
 Early Childhood Division
 1776 E. Washington Street
 Urbana IL 61802
 Email: RPC-HS-Purchasing@ccrpc.org
 Reference:

Line Items

Line	Ordered Amount	Liquidated	Balance	1st Project Account	1st GL Account
1		0.00		835HS25 -COMM -OPER SUPP -	2104-00-0256e-04-104-000-835-0000-501017

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.

Purchase Order Change Orders [Champaign County, IL | IMPL | 08/16]

Close Accept Search Browse Update Output Print Display PDF Save Excel Email Schedule Attach Line Items Notes Audio Cancel PO Close PO Re-Open PO Mass Cancel PO Mass Close PO Cancel by GL Project Summary Print PO

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.

Line Items

Back
 Search
 Add
 Update
 View Ship To
 Cancel PO Line

Purchase Order Change Orders [Champaign County, IL | IMPL | 08/16] > Line Items

Journal Information

Year Period Effective Date

Description

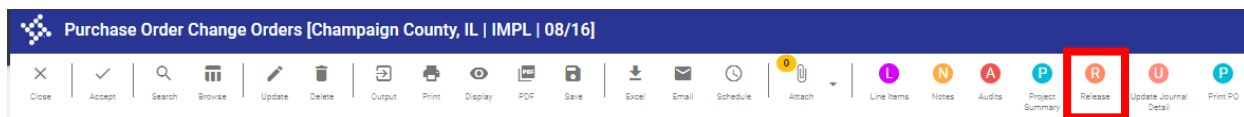
Pricing

	CURRENT	NEW
Quantity	<input type="text" value="1.00"/>	<input type="text"/>
Amount	<input type="text" value="10,287.36000"/>	<input type="text"/>
GROSS	<input type="text" value="10,287.36"/>	<input type="text"/>
Freight	<input type="text" value="0.00"/>	<input type="text"/>
Discount %	<input type="text" value="0.00"/>	<input type="text"/>
Credit	<input type="text" value="0.00"/>	<input type="text"/>
TOTAL	<input type="text" value="10,287.36"/>	<input type="text"/>

Totals

Liquidated	<input type="text" value="0.00"/>	Modify Restore
Cancelled	<input type="text" value="0.00"/>	
Open	<input type="text" value="10,287.36"/>	

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.

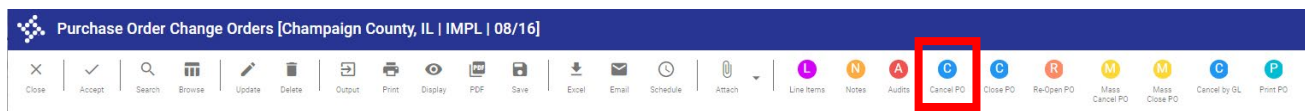


Purchase Order Close Out

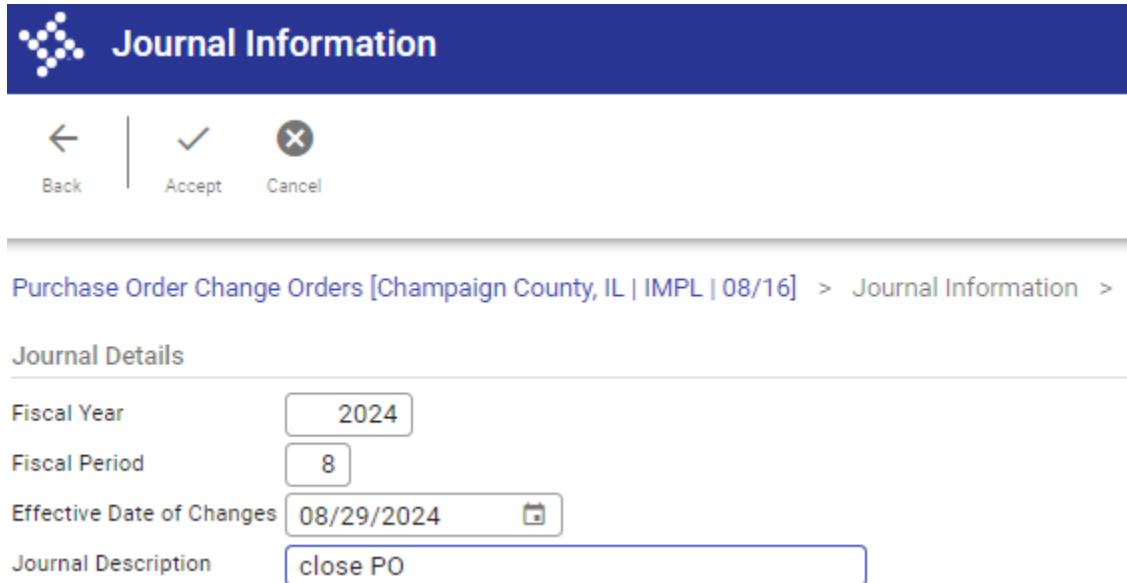
If you have purchase order that is no longer needed or still has a balance and you have paid your final payment you can close the purchase order to unencumber the remaining funds.

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

Click on the Cancel PO skittle in the Ribbon.



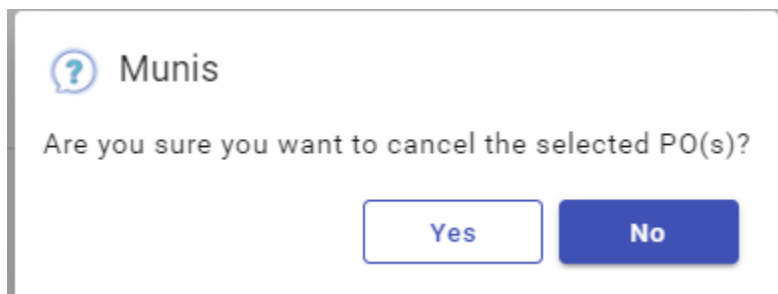
This will bring up a Journal Information window. Add a description of Close PO. Leave the dates as is.



The screenshot shows a software window titled "Journal Information" with a dark blue header. Below the header is a ribbon with three buttons: "Back" (with a left arrow icon), "Accept" (with a checkmark icon), and "Cancel" (with an 'X' icon). The main content area has a breadcrumb trail: "Purchase Order Change Orders [Champaign County, IL | IMPL | 08/16] > Journal Information >". Below this is a section titled "Journal Details". It contains four fields: "Fiscal Year" with a dropdown menu showing "2024", "Fiscal Period" with a dropdown menu showing "8", "Effective Date of Changes" with a text field showing "08/29/2024" and a calendar icon, and "Journal Description" with a text field containing "close PO".

Click Accept in the Ribbon.

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



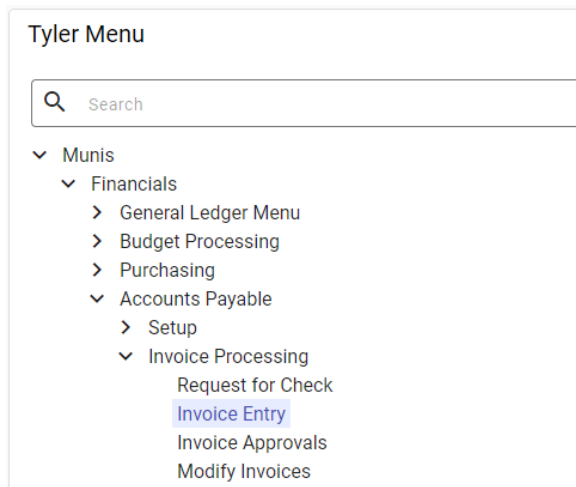
The screenshot shows a confirmation dialog box from "Munis". It has a question mark icon in a blue circle next to the title "Munis". The main text asks, "Are you sure you want to cancel the selected PO(s)?". At the bottom, there are two buttons: "Yes" (a light blue button) and "No" (a dark blue button).

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.



The screenshot shows the 'Batch Information' screen for 'Invoice Entry [Champaign County, IL | IMPL | 08/16]'. The 'View Batch' button, represented by a purple 'V' icon, is highlighted with a red box. Below the ribbon, the 'Batch Information' section contains the following fields:

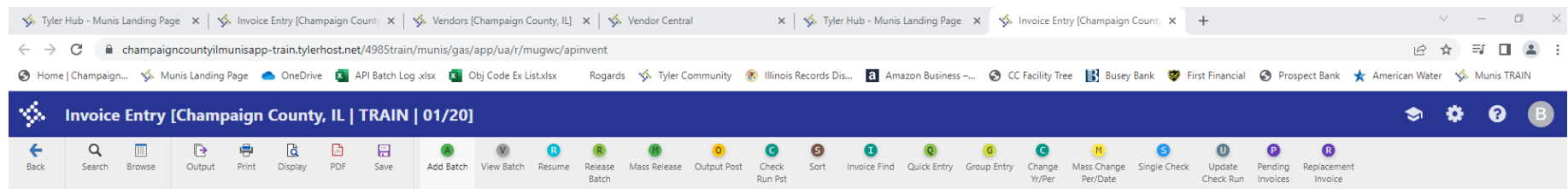
Batch *	8570
Effective date *	08/13/2024
Year/Period *	2024 8 AUG
Fund *	9999 CASH CONTROL - COUNTY
Cash account *	9999-00-0101-00-000-000-1018-100101- CASH AP BUSEY 6417612
Check Run	082324A
Due date	09/13/2024
Invoice count	1
Amount total	23.00
Vendor hash	10,423
Released?	None Released

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 Information

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

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

Year/Period * JAN
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

Fund * ... CASH CONTROL - COUNTY

Cash account * ... CASH AP BUSEY 6417612

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.

Check Run 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

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

Invoice count Invoice Count – displays total number of invoices in the batch.

Amount total Amount Total – displays the total of all invoices in the batch.

Vendor hash Vendor Hash – no value to Champaign County – ignore.

Released? 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 [Champaign County, IL]

Back Search Browse Output Print Display PDF Save Add Batch View

Batch Information

Batch * [REDACTED]

Effective date * 03/25/2022

Year/Period * 2022 3 MAR

Fund * 9999 CASH CONTROL - COUNTY

Cash account * 9999-00-0101t-00-000-000-000-1018-100101-

Check Run 042222A

Due date 05/01/2022

Invoice count 5

Amount total 17,306.00

Vendor hash 66,048

Released? None Released

Invoice Entry Walk Through

Starting at the beginning and working our way through.

Year

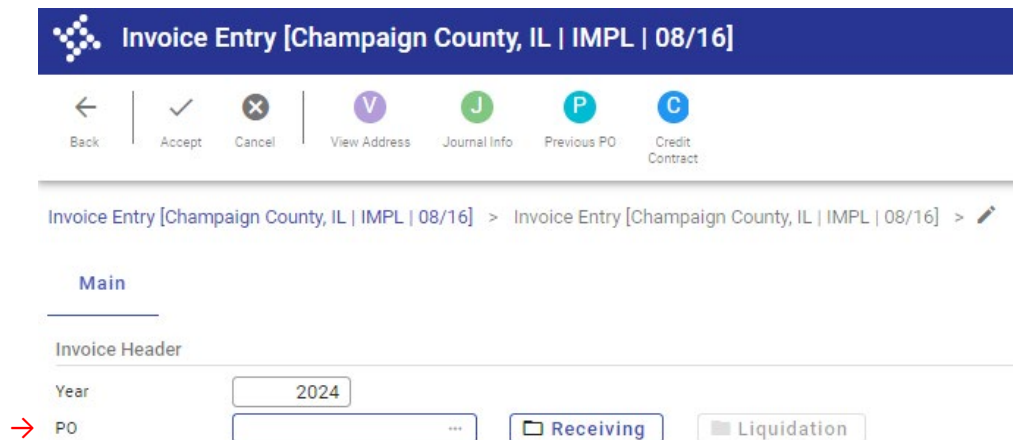
This field indicates the year for the Purchase Order or Contract. Leave as is.



The screenshot shows the 'Invoice Entry [Champaign County, IL | IMPL | 08/16]' form. The 'Main' tab is selected. Under the 'Invoice Header' section, the 'Year' field is highlighted with a red arrow and contains the value '2024'. The navigation bar at the top includes icons for Back, Accept, Cancel, View Address, Journal Info, Previous PO, and Credit Contract.

PO

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



The screenshot shows the 'Invoice Entry [Champaign County, IL | IMPL | 08/16]' form. The 'Main' tab is selected. Under the 'Invoice Header' section, the 'Year' field is set to '2024'. The 'PO' field is highlighted with a red arrow and contains an ellipsis '...'. To the right of the PO field are two buttons: 'Receiving' (active) and 'Liquidation' (inactive).

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



The screenshot shows the 'Invoice Entry [Champaign County, IL | IMPL | 08/16]' form. The 'Main' tab is selected. Under the 'Invoice Header' section, the 'Year' field is set to '2024', the 'PO' field is set to '2400052', and the 'Vendor' field is set to '20158'. The 'Open amount' field is highlighted with a red box and contains the value '49,000.00'. The 'Receiving' button is active, and the 'Liquidation' button is inactive.

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Accept Cancel View Address Journal Info Credit Contract

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] >

Main

Invoice Header

Year 2024

PO

Contract 259

Vendor * 18635 KNICKERBOCKER ROOFING & PAVING CO

Address

Receiving Liquidation Open amount 5,000.00

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.**

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Accept Cancel View Address Journal Info Credit Contract

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] >

Main

Invoice Header

Year 2024

PO

Contract 259

Vendor * 18635 KNICKERBOCKER ROOFING & PAVING CO

Address

Receiving Liquidation Open amount 5,000.00

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back
Accept
Cancel
View Address
Journal Info
Previous PO
Credit Contract

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] >

Main

Invoice Header

Year
2024

PO

Contract

Vendor *
0

Address

Terms

Receiving
Liquidation

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.

Vendor Help

Back
Accept
Cancel

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [

Vendor Alpha
green*

Vendor Name

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

Vendors

Back
Accept
Cancel
Output
Print
Display
PDF
Save
Excel
Word

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Vendors

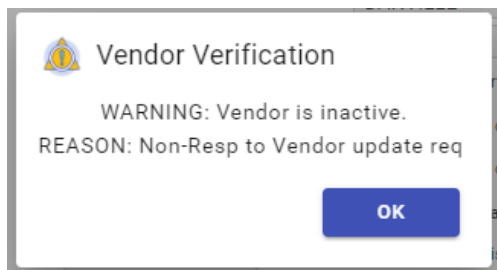
Vendor	Address #	Alpha Sort	Vendor Name
10241	0	GREEN STREET REALTY	GREEN STREET REALTY
18105	0	GREEN	CHRISTINE GREEN

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.

A screenshot of the 'Invoice Entry' application interface. The top header is dark blue with the title 'Invoice Entry [Champaign County, IL | IMPL | 08/16]' and a user icon. Below the header is a navigation bar with icons for Back, Accept, Cancel, View Address, Journal Info, and Credit Contract. The main content area shows the 'Main' tab selected. Under 'Invoice Header', there are input fields for Year (2024), PO, Contract, Vendor * (10005), and Address. To the right of these fields are buttons for 'Receiving' and 'Liquidation'. The vendor name 'ABSOPURE WATER' is displayed next to the Vendor field, with '(Inactive)' in red text to its right.

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.

A close-up screenshot of the 'Vendor *' and 'Address' fields. The 'Vendor *' field contains '10005' and 'ABSOPURE WATER'. The 'Address' field contains '1' and 'ABSOPURE WATER'. A red arrow points to the 'Address' field.

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.

Accounts Payable Address Help

Back

Accept

Cancel

Output

Print

Display

PDF

Save

Excel

Word

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

AP Address Number	Alpha Sort	Address 1
1	ABSOPURE WATER	P.O. BOX 701760

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 Entry [Champaign County, IL | IMPL | 08/16]

Back

Search

Browse

Add

Update

Delete

Email

Schedule

Attach

Change Lines

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year

PO

Contract

Vendor *

Address

→ Terms

Receiving

Liquidation

Invoice *

+1

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



f t AmerenIllinois.com
Customer Service 1.800.232.2477

Account Number 8448873050
Customer Name CHAMPAIGN COUNTY REGIONAL
Service Address 2011 ROUND BARN RD
CHAMPAIGN, IL 61821

Statement Issued 01/10/2023
Amount Due
Due Date Mar 13, 2023
Last Payment
Payment received. Thank you.

Exceptions: If you have an invoice that has items related to a contract and other items not on the contract 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.**

Gross * .00

Discount Date

Not Applicable

→ Discount date Disc basis .00
Discount % .000 Disc amt .00
Net amount

Disc Basis

Not Applicable

Discount date → Disc basis .00
Discount % .000 Disc amt .00
Net amount

Discount %

Not Applicable

Discount date	<input type="text" value=""/>		Disc basis	<input type="text" value=".00"/>
→ Discount %	<input type="text" value=".000"/>		Disc amt	<input type="text" value=".00"/>
Net amount	<input type="text" value=""/>			

Disc amt

Not Applicable

Discount date	<input type="text" value=""/>		Disc basis	<input type="text" value=".00"/>
Discount %	<input type="text" value=".000"/>		→ Disc amt	<input type="text" value=".00"/>
Net amount	<input type="text" value=""/>			

Net Amount

Auto fills

Discount date	<input type="text" value=""/>		Disc basis	<input type="text" value=".00"/>
Discount %	<input type="text" value=".000"/>		Disc amt	<input type="text" value=".00"/>
→ Net amount	<input type="text" value=""/>			

Payment Method

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

Payment method	<input type="text" value="Normal"/>	Vendor will receive paper check.
----------------	-------------------------------------	----------------------------------

Payment method	<input type="text" value="EFT"/>	Vendor will receive payment via EFT.
----------------	----------------------------------	--------------------------------------

Check/Wire

Not applicable

Check/Wire	<input type="text" value=""/>	+1	<input type="text" value=""/>	
------------	-------------------------------	----	-------------------------------	--

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

Description

<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
-------------------------------	-------------------------------	-------------------------------	-------------------------------

Status

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

Status	On Hold
--------	---------




Check Run

Populates from the Batch Screen – do not change

Check Run	012723A
-----------	---------




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.

→ Invoice date *	01/12/2023	
Received date *	01/12/2023	
Due date *	01/27/2023	




Received Date

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

Invoice date *	01/12/2023	
→ Received date *	01/12/2023	
Due date *	01/27/2023	

Due Date

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

Invoice date *	01/12/2023	
Received date *	01/12/2023	
→ Due date *	01/27/2023	

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.

Department	020	...
------------	-----	-----

Work Order / Work Order Task

Not applicable

Work order	<input type="text"/>	...
Work order task	<input type="text" value="0"/>	...

Allocation

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

Allocation	<input type="text" value="0"/>	...
------------	--------------------------------	-----

Requisition

Auto fills if PO is selected otherwise not applicable.

Requisition	<input type="text"/>
-------------	----------------------

Liq Method

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

Liq method	<input type="text" value="Line"/>
------------	-----------------------------------

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.

<input type="checkbox"/>	Separate 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.

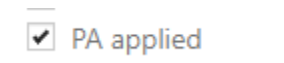
Include Documentation

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.

<input type="checkbox"/>	Include documentation
--------------------------	-----------------------

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.



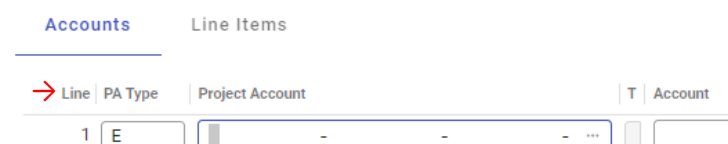
Entering Account Strings

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.



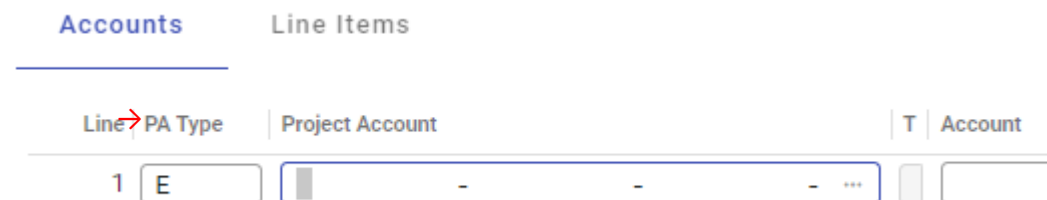
Line

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.

Accounts

Line Items

Line

PA Type →

Project Account

T

Account

1

E

- - - ...

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.

→

T

Account

PO

E

...

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

Account	PO
1080- - - -020- - - -	...

Invoice Entry

← Back
✓ Accept
✕ Cancel
↶ Output
🖨 Print
👁 Display
📄 PDF
💾 Save
📥 Excel
📄 Word

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry

Account	Description
1080-00-0251a-01-020-000-000-0000-500101-	ELECTED OFFICIAL SALARY
1080-00-0251a-01-020-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000
1080-00-0251a-01-020-000-000-0000-502014-	FINANCE CHARGES AND BANK FEES
1080-00-0280t-01-020-000-000-0000-800301-	LAND IMPROVEMENTS
1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES
1080-00-0251a-01-020-000-000-0000-500309-	EMPLOYEE DEVELOPMENT/RECOGNITI
1080-00-0251a-01-020-000-000-0000-501002-	OFFICE SUPPLIES
1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY AND PRINTING
1080-00-0251a-01-020-000-000-0000-501019-	OPERATIONAL SUPPLIES
1080-00-0251a-01-020-000-000-0000-502003-	TRAVEL COSTS
1080-00-0280t-01-020-000-000-0000-800101-	LAND
1080-00-0280t-01-020-000-000-0000-800201-	INFRASTRUCTURE

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.

→	Inv amount	1099	A	Descri
5.00	...			

1099

Leave as is.

Inv amount→	1099	A	Descri
5.00	...		

A

Leave as is.

Inv amount	1099→A	Descri
5.00	...	

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.

A→ Description	Bud
	1

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.

→ Bud	Work order	WO task
1

Work order

Not applicable.

Bud →	Work order	WO task
1

WO task

Not applicable.

Bud	Work order	→ WO task
1

Total Amount

The Total Amount is the sum of the account lines.

→ Total Amount: Payment Amount:

Payment Amount

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

Total Amount: → Payment Amount:

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Invoice * Gross *

Discount date Disc basis Check Run

Discount % Disc amt

Net amount Invoice date *

Payment method Received date *

Check/Wire Due date *

Accounts Line Items

Line	PA Type	Project Account	T	Account
1			E	1080-00-0251a-01-020-000-000-00
2	E	-	-	E 1080-00-0251a-01-020-000-000-00

URBANA

Status: On Hold

Department: Work order

Work order task: Allocation

Requisition: Liq method

Munis

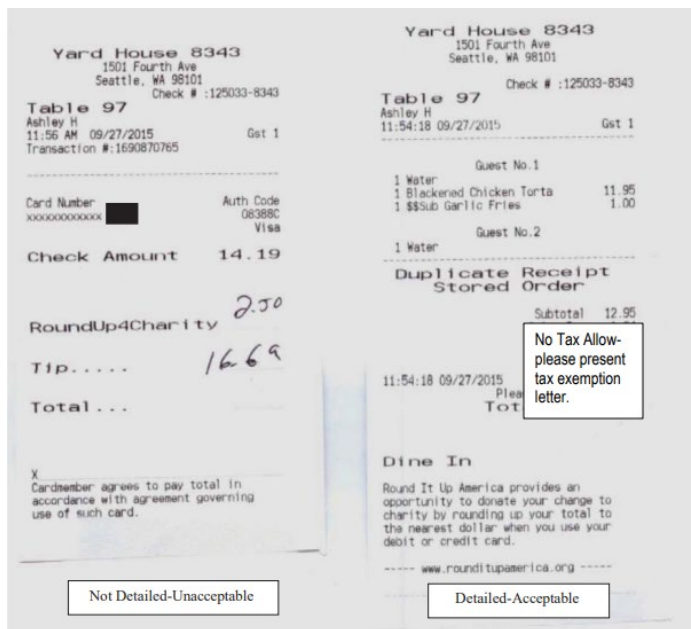
WARNING: A blank description will be used for this line.

OK

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:

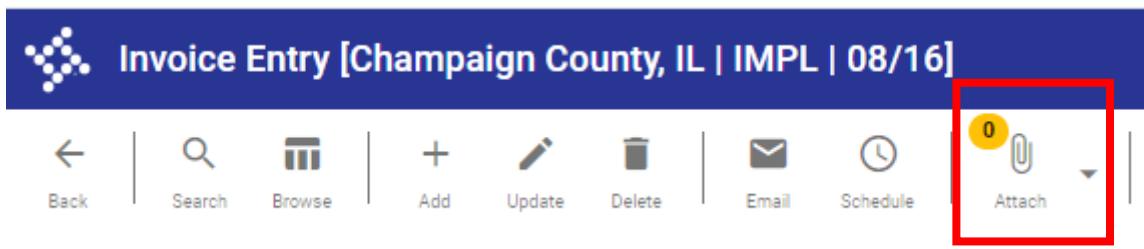


Lost Receipt

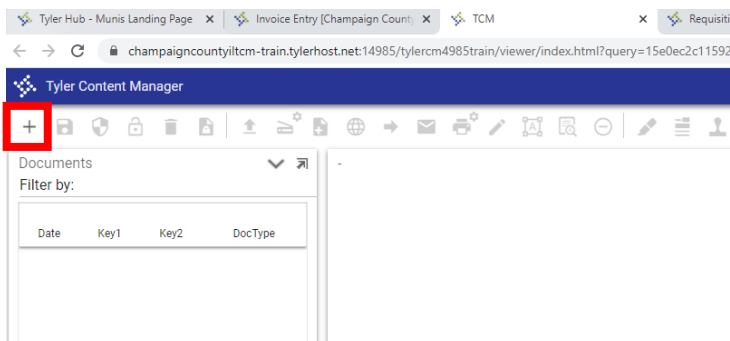
If the receipt for any purchase has been lost, please fill out the lost receipt form to upload to TCM.

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.

Choose Document Type

×

Search Document Types

AP

AP Invoice Affidavit

AP Invoice

AP Invoice Attachment

Then AP Invoice again

Please Choose One

×

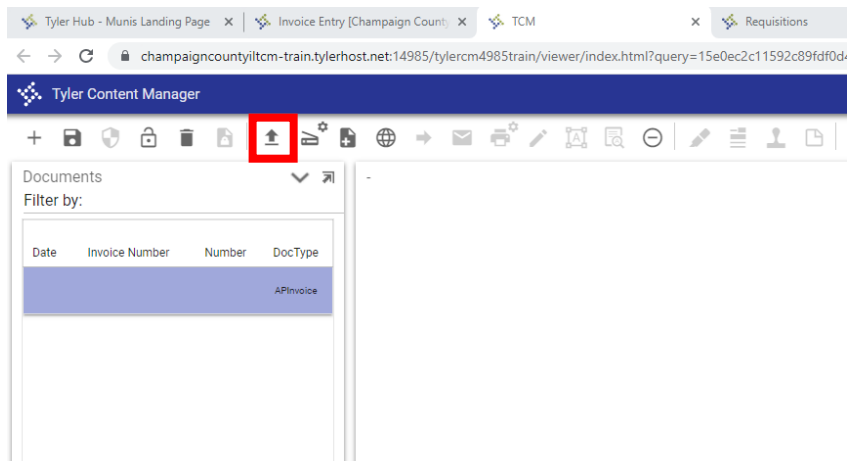
Search Autofill Sets

AP Invoice

AP Invoice (Associated)

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.

Import Document

CHOOSE FILE

or

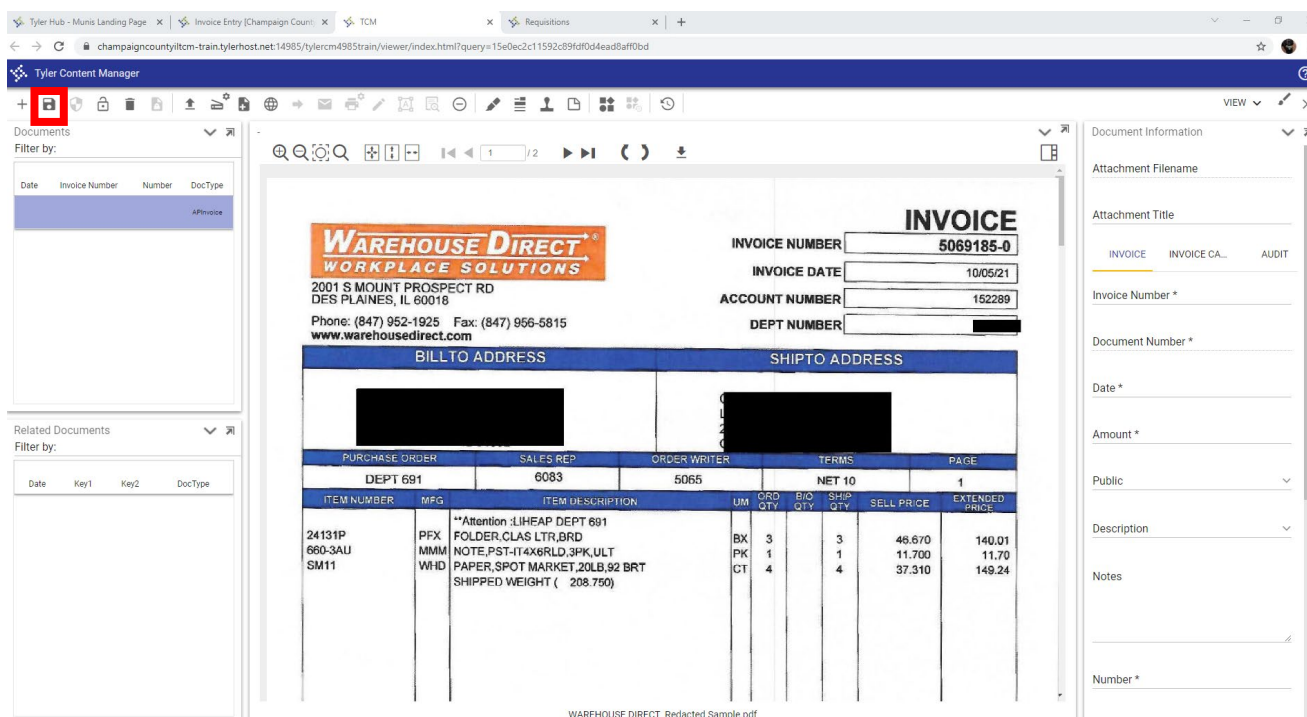
Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

CANCEL

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).

The screenshot displays the 'Content Manager' application. At the top, a blue header bar contains the text 'Content Manager'. Below this is a toolbar with various icons for file management. The main area is titled 'Documents' and includes a 'filter by:' dropdown. A table lists documents with columns: Date, Invoice Number, Number, and DocType. One document is visible with DocType 'APIInvoice'. To the right of the table, a partial view of another document is shown with the text 'Invoice Nu' and 'No att'. Below the table, a blue bar contains a question mark icon. The bottom section of the interface shows a 'VIEW' dropdown and a close button. The main content area displays 'Document Information' for a document titled 'Address Test'. The fields and their values are: Document Number * (71019), Date * (08/29/2024), Amount * (\$10.00), Public (dropdown), Description (dropdown), Notes (text area), Number * (100), Name (EMPLOYEE VENDOR), and ORA.

Date	Invoice Number	Number	DocType
			APIInvoice

Document Information

Address Test

Document Number *
71019

Date *
08/29/2024

Amount *
\$10.00

Public

Description

Notes

Number *
100

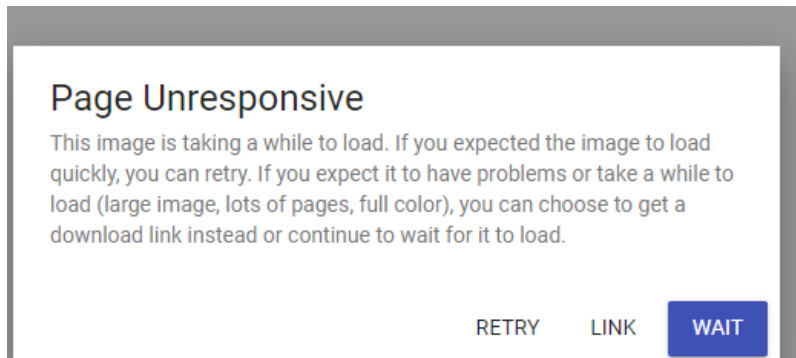
Name
EMPLOYEE VENDOR

ORA

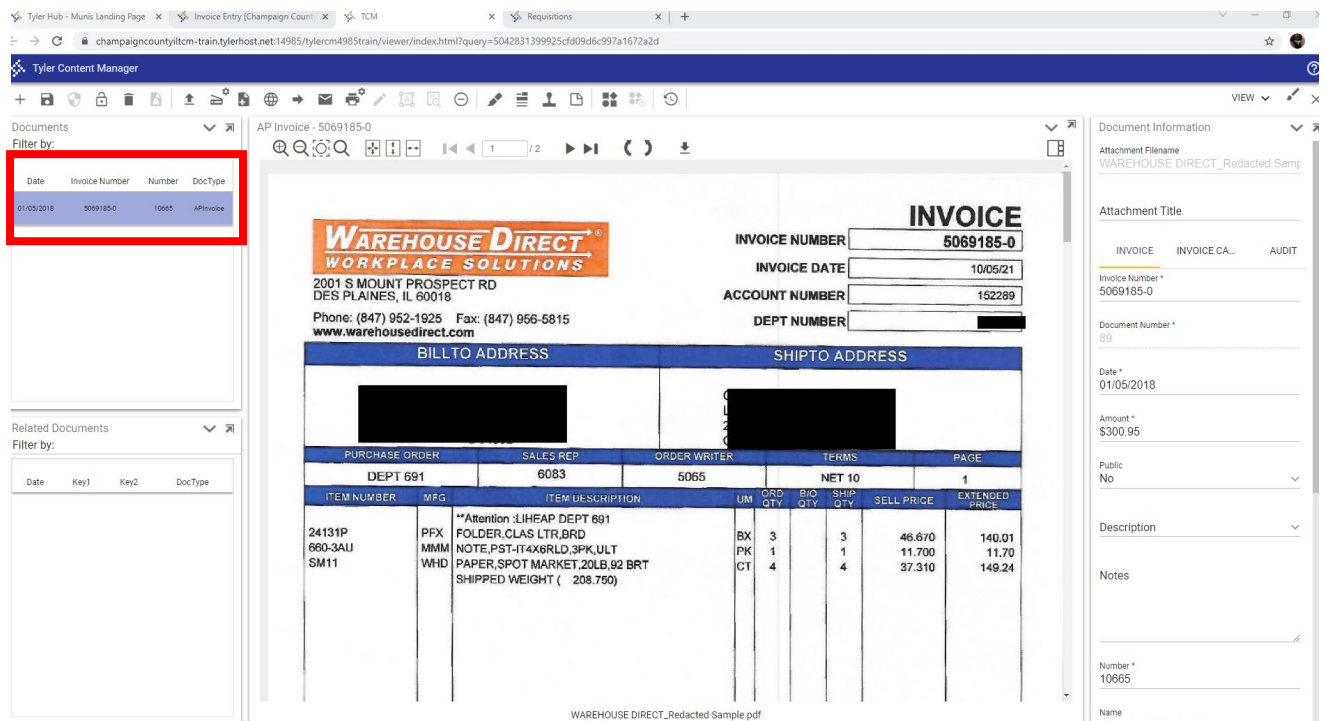
TCM Glitches

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 seems to clear this issue.



Documents

Date	Invoice Number	Number	DocType
01/05/2018	5069185-0	10665	APInvoice

Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

AP Invoice - 5069185-0

WAREHOUSE DIRECT WORKPLACE SOLUTIONS
2001 S MOUNT PROSPECT RD
DES PLAINES, IL 60018
Phone: (847) 952-1925 Fax: (847) 956-5815
www.warehousedirect.com

INVOICE
INVOICE NUMBER: 5069185-0
INVOICE DATE: 10/05/21
ACCOUNT NUMBER: 152289
DEPT NUMBER: [REDACTED]

BILL TO ADDRESS
[REDACTED]

SHIP TO ADDRESS
[REDACTED]

PURCHASE ORDER		SALES REP		ORDER WRITER		TERMS		PAGE	
DEPT 691		6083		5065		NET 10		1	
ITEM NUMBER	MFG	ITEM DESCRIPTION		UM	QTY	QTY	QTY	SELL PRICE	EXTENDED PRICE
24131P	PFX	**Attention :LIHEAP DEPT 691		BX	3		3	46.670	140.01
660-3AU	MMM	FOLDER,CLAS LTR,BRD		PK	1		1	11.700	11.70
SM11	WHI	NOTE,PST-IT4X6RLD,3PK,ULT		CT	4		4	37.310	149.24
		PAPER,SPOT MARKET,20LB,92 BRT							
		SHIPPED WEIGHT (208.750)							

Document Information

Attachment Filename: WAREHOUSE DIRECT_Redacted Sam...

Attachment Title:

INVOICE INVOICE CA... AUDIT

Invoice Number * 5069185-0

Document Number * 69

Date * 01/05/2018

Amount * \$300.95

Public No

Description

Notes

Number * 10665

Name WAREHOUSE DIRECT

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

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Search Browse Add Update Delete Email Schedule Attach Change Lines Quick Entry Group Entry

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year 2024

PO

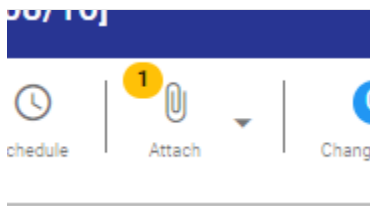
Contract

Vendor * 1 CHAMPAIGN COUNTY TREASURER

Address 1 CHAMPAIGN COUNTY TREASURER

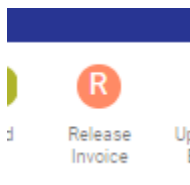
Terms

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



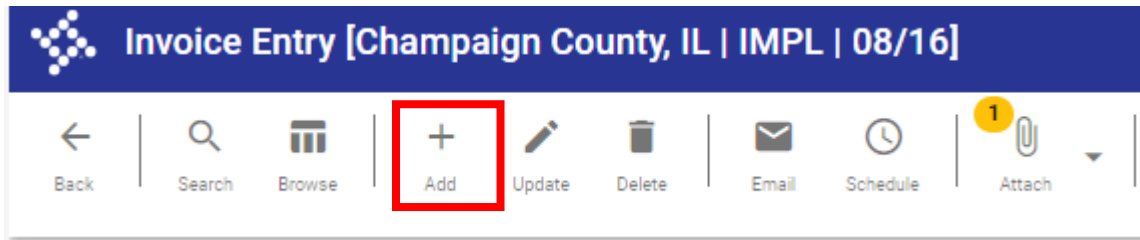
Release Invoice

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.

Purchase Order Line Liquidation

Back Search Attach **F** Full Liquidate M Modify C Continue R Add PO P PO Inquiry S PO Status A Add Accounts D Discard Changes

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Purchase Order Line Liquidation

Invoice Information

Vendor 20210 ACCULEVEL, INC ☒ Close PO when fully liquidating

Net invoice amount 7,214.40

Invoice 555

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2400071	2024	1	Fast Track Water Drainage and Sump f	14,429.00	7,214.40	0.00	0.00

Total liq amount 0.00 Total inv amount 0.00

Invoice lines

Line	T	Account	PO	Amount
------	---	---------	----	--------

Close PO

Fully liquidate and close PO. Are you sure?

Yes No

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.

PO	Inv amount	1099	A	Description	Bud
0-8005 ***	240007	7,214.40	***		1

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

BackSearchBrowseAddUpdateDeleteEmailScheduleAttach

Re-LiquidateChange LinesQuick EntryGroup EntryPO InquiryView AddressJournal InfoSub PaymentsCredit ContractAdditional InfoNotesInvoice Audits

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year2024

PO2400071

Contract

Vendor *20210

Address0

Terms

Receiving

Liquidation

Open amount.00

8233 W STATE ROAD 26

ROSSVILLE

IN

Invoice *555

Gross *7,214.40

Discount date

Discount %

Net amount7,214.40

Payment methodNormal

Check/Wire

DescriptionWater mitigation/drainage at Bennett

StatusOn Hold

Check Run

Invoice date *09/30/2024

Received date *09/30/2024

Due date *09/30/2024

Department071

Work order

Work order task0

Allocation0

Requisition2400099

Liq methodLine

Accounts

Line Items

Line	PA Type	Project Account	T	Account	PO	Inv amount	1099	A	Description
1	E	PHYS PT BL-CTY PLAZA -	-	E	1080-00-0280t-01-071-000-000-0000-800501-	2400071	7,214.40	N	test

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

Purchase Order Line Liquidation

Back Search Attach Full Liquidate **Modify** Continue PO Inquiry PO Status Add Accounts Discard Changes

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Purchase Order Line Liquidation

Invoice Information

Vendor 20210 ACCULEVEL, INC ☒ Close PO when fully liquidating
 Net invoice amount 7,214.40

Invoice 555

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2400071	2024	1	Fast Track Water Drainage and Sump f	14,429.00	7,214.40	7,214.40	7,214.40

“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.

Purchase Order Line Liquidation

Back Search Attach Full Liquidate Modify Continue PO Inquiry PO Status Add Accounts Discard Changes

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Purchase Order Line Liquidation

Invoice Information

Vendor 20210 ACCULEVEL, INC ☒ Close PO when fully liquidating
 Net invoice amount 7,214.40

Invoice 555

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2400071	2024	1	Fast Track Water Drainage and Sump f	14,429.00	7,214.40	7,214.40	5,000.00

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.

Purchase Order Line Liquidation

Back Search Attach Full Liquidate Modify **Continue** PO Inquiry PO Status Add Accounts Discard Changes

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Purchase Order Line Liquidation

Invoice Information

Vendor 20210 ACCULEVEL, INC ☒ Close PO when fully liquidating
 Net invoice amount 7,214.40

Invoice 555

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2400071	2024	1	Fast Track Water Drainage and Sump f	14,429.00	7,214.40	7,214.40	5,000.00

Release Batch

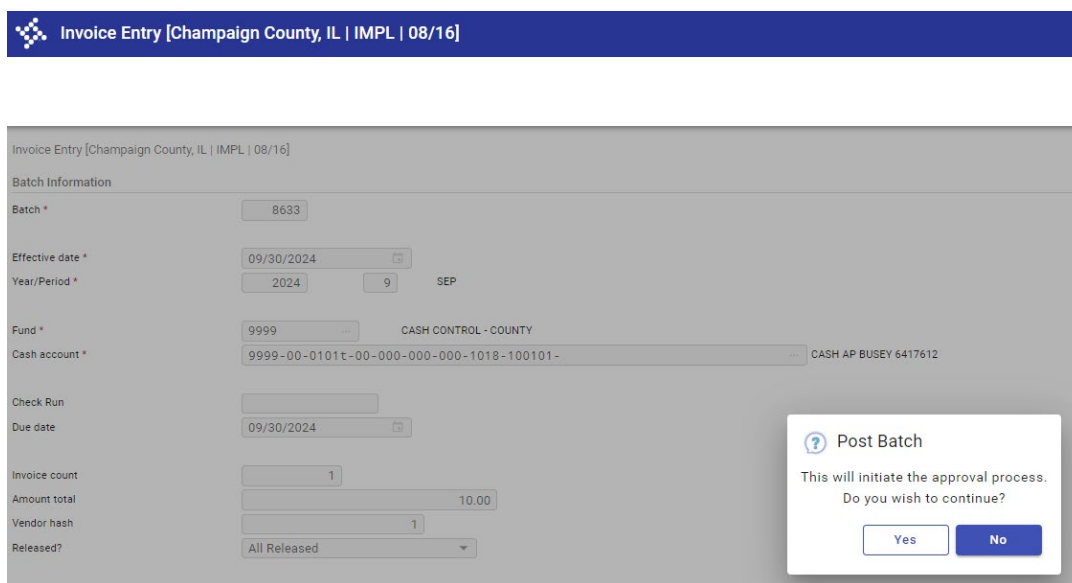
When all invoices are entered, you will need to release the batch for approval.

Click the light red “R” Release Batch Skittle.

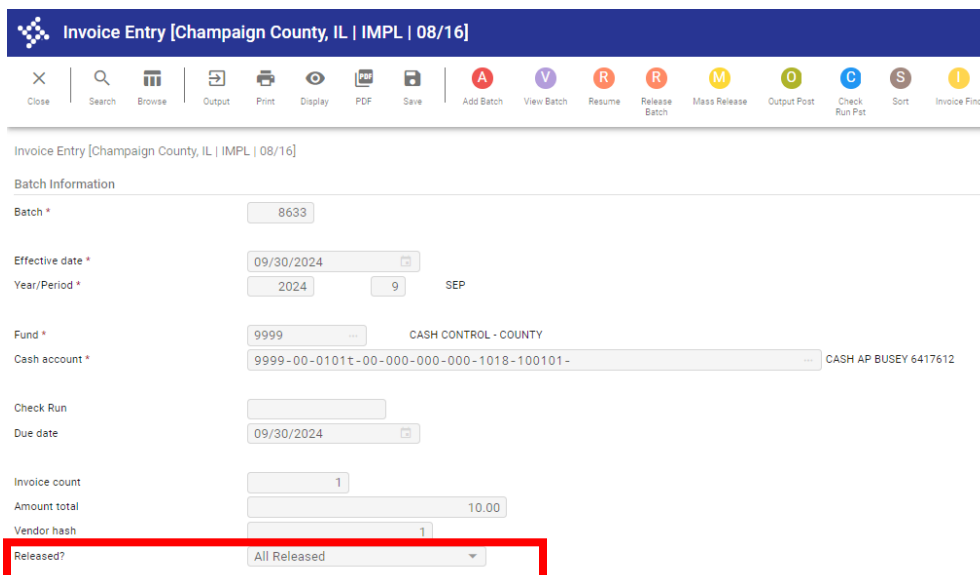
Do not use the yellow “M” Mass Release Skittle.



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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Close | Search | Browse | Output | Print | Display | PDF | Save | Add Batch | **View Batch** | Resume | Release Batch | Mass Release | Output Post | Check Run Post | Sort | Invoice Find

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Batch Information

Batch * 8633

Effective date * 09/30/2024

Year/Period * 2024 9 SEP

Fund * 9999 CASH CONTROL - COUNTY

Cash account * 9999-00-0101t-00-000-000-1018-100101- CASH AP BUSEY 6417612

Check Run

Due date 09/30/2024

Invoice count 1

Amount total 10.00

Vendor hash 1

Released? All Released

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.

Invoice Browse

Back | Accept | Cancel | Output | Print | Display | PDF | Save | Excel | Word


Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Browse

Vendor Name	Remit Document	Invoice	Payment Method	PO	Contract	Voucher	Status	Is Released?
1 CCT	1 71119	1222	Normal				Pending approval	Yes


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..


Invoice Entry [Champaign County, IL | IMPL | 08/16]

← Back
✓ Accept
✕ Cancel
V View Address
J Journal Info
C Credit Contract

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > 

Main

Invoice Header

Year

PO
☒ Receiving
☐ Liquidation

Contract

Vendor * EMPLOYEE VENDOR

Address


Terms


Invoice *

Gross *

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.


Vendor Address

← Back
 Update
R Return

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.

Vendor Address

Back
 Accept
 Cancel

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Vendor Address >

Vendor Address

Vendor:

Name:

Address:

C/S/Z:

SSN:

FID:

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

Vendor Address

Back
 Update
 Return

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.

Accounting and Finance

[Return to top](#)

FY2023 Budget Instructions	
Auditor / Fixed Assets	
County Budget Funds, Departments, Lines	
Treasurer / Cash Receipts Form	
Grants	
Reimbursement	
Lost Receipt Form	
Travel Advance Form	
Travel Expense Form	

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 ORJON 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*121TD0W63 Amzn.com/bill WA	\$183.93
11/21/22	11/22/22	AMAZON.COM*HW47KSJLO A AMZN.COM/BILL WA	\$254.57
11/14/22	11/15/22	AMZN Mktp US*HB78P02A1 Amzn.com/bill WA	\$51.98
11/14/22	11/15/22	WM SUPERCENTER #5403 URBANA IL	\$25.86
10/27/22	10/28/22	AMZN Mktp US*H050N3Z11 Amzn.com/bill WA	\$64.98
10/25/22	10/26/22	AMZN Mktp US*H869F8IA1 Amzn.com/bill WA	\$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®

THIS IS NOT A BILL.

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 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®

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	4433
Payment Due Date	11/09/2022
New Balance	500.00
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).

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Search Browse Add **Update** Delete Email Schedule Attach Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Sub Payments Credit Contract Additional Info Notes Invoice Audits Duplicate Void Release Invoice Update 1099 Box Code Suspend Invoice

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year: 2024
 PO: [] ☐ Receiving ☐ Liquidation
 Contract: []
 Vendor #: 100 John Doe
 Address: 0
 Terms: []
 Invoice #: Doe Sep 24
 Gross: 10.00
 Description: Test
 Status: On Hold
 Department: 020
 Work order: []
 Work order task: 0
 Allocation: 0
 Requisition: []
 Liq method: Line
 Invoice date: 09/30/2024
 Received date: 09/30/2024
 Due date: 09/30/2024
 Discount date: [] Disc basis: [] Disc amt: .00
 Discount %: .000
 Net amount: 10.00
 Payment method: Normal
 Check/Wire: []
 Separate check: ☒
 Include documentation: ☐
 PA applied: ☐
 Released: ☐
 Comments: []
 Withholding (.00): []

Accounts **Line Items**

Line	T	Account	PO	Inv amount	1099	A	Description	Bud	Work order	WO task
1	E	1080-00-0251a-01-020-000-000-501005-		10.00		N	test	1		

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Search Browse Add Update Delete Email Schedule Attach **Change Lines** Quick Entry Group Entry PO Inquiry View Address Journal Info Sub Payments Credit Contract Additional Info Notes Invoice Audits Duplicate Void Release Invoice Update 1099 Box Code Suspend Invoice

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year: 2024
 PO: [] ☐ Receiving ☐ Liquidation
 Contract: []
 Vendor #: 100 John Doe
 Address: 0
 Terms: []
 Invoice #: Doe Sep 24
 Gross: 10.00
 Description: Test
 Status: On Hold
 Department: 020
 Work order: []
 Work order task: 0
 Allocation: 0
 Requisition: []
 Liq method: Line
 Invoice date: 09/30/2024
 Received date: 09/30/2024
 Due date: 09/30/2024
 Discount date: [] Disc basis: [] Disc amt: .00
 Discount %: .000
 Net amount: 10.00
 Payment method: Normal
 Check/Wire: []
 Separate check: ☒
 Include documentation: ☐
 PA applied: ☐
 Released: ☐
 Comments: []
 Withholding (.00): []

Accounts **Line Items**

Line	T	Account	PO	Inv amount	1099	A	Description	Bud	Work order	WO task
1	E	1080-00-0251a-01-020-000-000-501005-		10.00		N	test	1		

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.

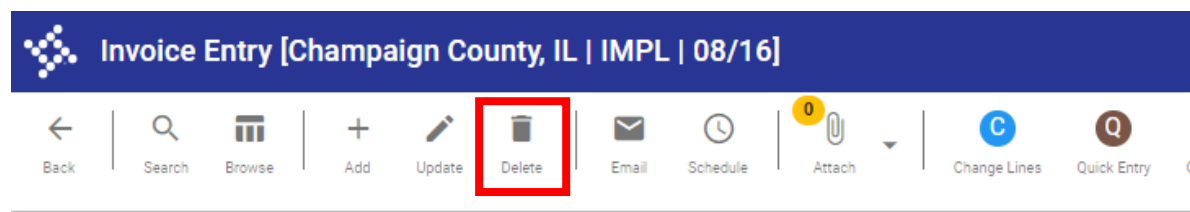
ACCOUNTS		LINE ITEMS					
Line	T	Account	PO	Inv amount	1099	A	Description
1	E	1080-00-0251a-01-020-000-000-0000-501002	...	50.00		N	Amazon 2/28/23 pens, tape, staples
2	E	1080-00-0251a-01-020-000-000-0000-502004-	...	125.00		N	GFOA Conf Danos
3	E	1080-00-0251a-01-020-000-000-0000-501002-	...	50.00		N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

 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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Search Browse Add Update Delete Email Schedule Attach Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Subc Payments Credit Contrac

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year 2024

PO

Contract

Vendor * 1 CHAMPAIGN COUNTY TREASURER

Address 1 CHAMPAIGN COUNTY TREASURER

Terms

Invoice * 1222

Gross * 10.00

Discount date Disc basis .00 Check Run

Discount % .000 Disc amt .00

Net amount 10.00

Payment method Normal

Check/Wire

Description

Status Pending Approval

Invoice date * 09/30/2024

Received date * 09/30/2024

Due date * 09/30/2024

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.

Invoice Entry [Champaign County, IL | IMPL | 08/16]

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Search

Browse

Add

Update

Delete

Email

Schedule

Attach

Change Lines

Quick Entry

Group Entry

PO Inquiry

View Address

Journal Info

Sub Payment

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16]

Main

Invoice Header

Year

2024

PO

Receiving

Liquidation

Contract

Vendor *

1

CHAMPAIGN COUNTY TREASURER

Address

1

CHAMPAIGN COUNTY TREASURER

Terms

Invoice *

1222

Gross *

10.00

Description

Status

Pending Approval

Discount date

Disc basis

.00

Check Run

Discount %

.000

Disc amt

.00

Net amount

10.00

Payment method

Normal

Check/Wire

Invoice date *

09/30/2024

Received date *

09/30/2024

Due date *

09/30/2024

Accounts

Line Items

Line	T	Account	PO	Inv amount	1099	A	Description
1	E	1080-00-0251a-01-020-000-000-0000-301019-		10.00		N	

Total Amount:

10.00

Payment Amount:

10.00

Last Change

Brandi Katzein RELEASED this invoice on 09/30/2024 at 12:36:47

Workflow

My Approvals

Approve

Reject

Forward


Hold



Approvers

94

Review and close by clicking Back.

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

 **Work Flow Status**

 Back |  Search

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Invoice Entry [Champaign County, IL | IMPL | 08/16] > Work Flow Status

Originator

Name	Comment
Brandi Katrein	<input type="text"/>

Edit

Approvers' comments

Name	Action taken date	Action taken	Action	Comment
------	-------------------	--------------	--------	---------


Steps

Step	Status	Activated Date	Activated Time
▼ 10	In Progress		
▼ By source business rule - Any Group Current			
George Danos		09/30/2024	11:37
▼ 70	Not started		
▼ Any approver from this group c			
Andy S. Jeong			
Brandi Katrein			
David Best			
Oscar Alvarado			

Warnings

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

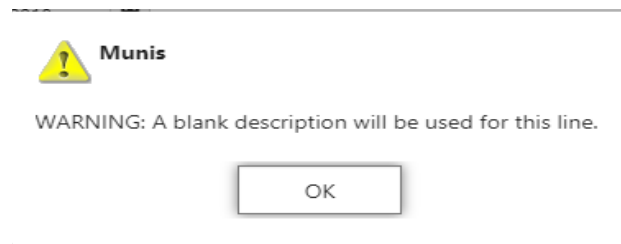
No W9 – please get a current W9 for vendor.

 **Vendor Verification**

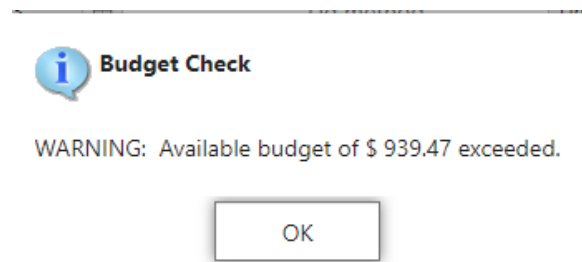
WARNING: W-9 form has not been received

OK

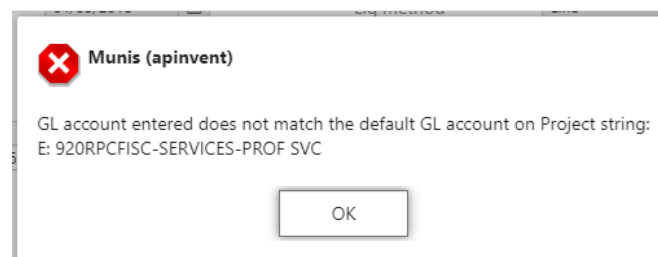
Blank Line – there should be no blank descriptions for lines with account strings/amounts.



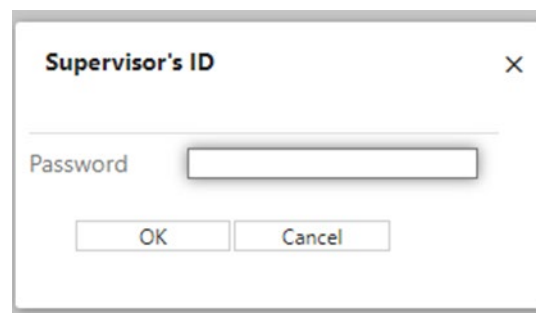
Over Budget – you will need to prepare a budget transfer to complete entry.



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.

Quick Invoice Entry [Champaign County, IL | IMPL | 08/16]

Back Search Browse Add Update Delete Email Schedule Attach Change Lines **Full Entry** Group Entry PO Inquiry View Address Journal Info Sub Payments Credit Contract Credit Memo Additional Info Notes Duplicate Invoice Audit

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Quick Invoice Entry [Champaign County, IL | IMPL | 08/16]

Invoice

Year: 2024

PO: 1 Receiving

Vendor *: 1 Name: CHAMPAIGN COUNTY TREASURER

Address: 1 Terms:

Invoice #: 1222

Gross amount *: 10.00

Net amount: 10.00

Payment method: Normal

Check/Wire: Withholding (.00)

Received date: 09/30/2024

Accounts Line Items

Line	T	Account	PO	Invoice Amt	Discount amount	1099	A	Description
1	E	1080-00-0251a-01-020-000-000-0000-501019-		10.00	0.00		N	

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.

 Invoice Entry [Champaign County, IL | IMPL | 08/16]

 Close

 Accept

 Cancel

Invoice Entry [Champaign County, IL | IMPL | 08/16] > 


Batch Information

Batch *

8634

Effective date *

12/31/2023



Year/Period *

2023

12

Dec

Fund *

9999


Cash account *

9999-00-0101t-00-000-000-000-1018-100101-

Check Run

Due date

09/30/2024



Invoice count

0

Amount total


.00

Vendor hash

0

Released?

None Released

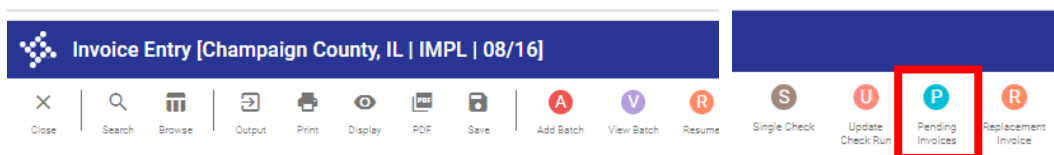


Suspend Invoice

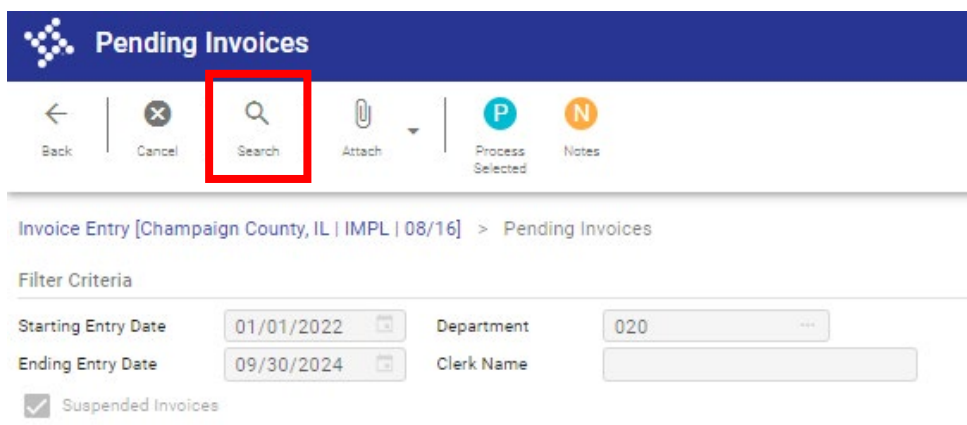
Suspending an Invoice is an involved process and not recommended. If you have entered an invoice but need to hold off on paying it, we recommend you not release it (or if it has been released and not yet approved by the auditor's office you should be able to update the invoice and change the status to "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.

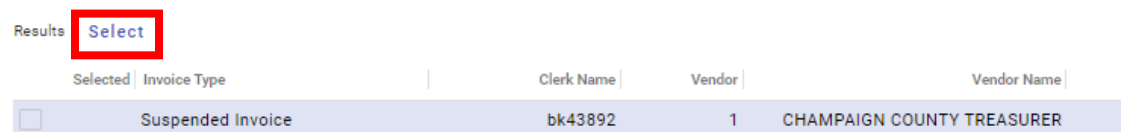
To reactivate a suspended invoice – from the main invoice entry screen select the Pending Invoices Skittle in the Ribbon.



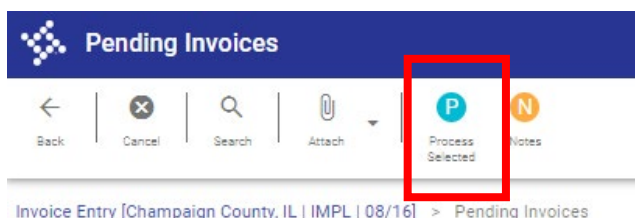
Select Search in the Ribbon. Enter dates to cover the suspended invoice and the department or clerk name to search for your suspended invoices.



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.

Process Pending Invoices

Back Accept Cancel

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Pending Invoices > Process Pending Invoices >

Batch Default Information

Batch * 8636 Check Run Clerk Name bk43892

Effective date * 09/30/2024 Year/Period * 09/30/2024

Due date * 09/30/2024 Department

Invoice Information Edit Invoices

Invoice Type	Clerk Name	Vendor	Invoice	Dept	Purchase Order	Contract	Invoice Amount	Invoice Date	Effective Date	Year
Suspended Invoice	bk43892	1	test1	020			5.00	09/30/2024	09/30/2024	2024

You will get a pop-up window.

Munis

Would you like to copy batch information to applicable invoices?

Yes No

Select Yes.

Click Accept in the Ribbon.

Process Pending Invoices

Back Accept Cancel Search

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Pending Invoices > Process Pending Invoices >

Batch Default Information

Batch * 8636 Check Run Clerk Name bk43892


Effective date * 09/30/2024 Year/Period * 2024 9 SEP

Due date * 09/30/2024 Department

Invoice Information Edit Invoices

Invoice Type	Clerk Name	Vendor	Invoice	Dept	Purchase Order	Contract
Suspended Invoice	bk43892	1	test1	020		

Click the Convert Invoice Skittle in the Ribbon.



Process Pending Invoices

Back Cancel Search Update Convert Invoices

Invoice Entry [Champaign County, IL | IMPL | 08/16] > Pending Invoices > Process Pending Invoices

Batch Default Information

Batch * 8636 Check Run Clerk Name bk43892

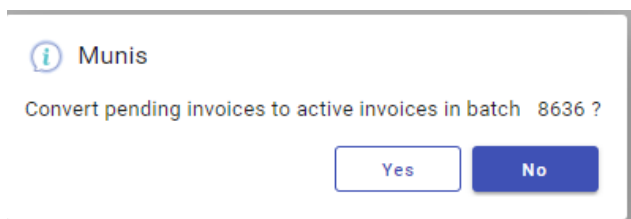
Effective date * 09/30/2024 Year/Period * 2024 9 SEP

Due date * 09/30/2024 Department

Invoice Information Edit Invoices

Invoice Type	Clerk Name	Vendor	Invoice	Dept	Purchase Order
Suspended Invoice	bk43892	1	test1 020		

You will get a pop-up window.



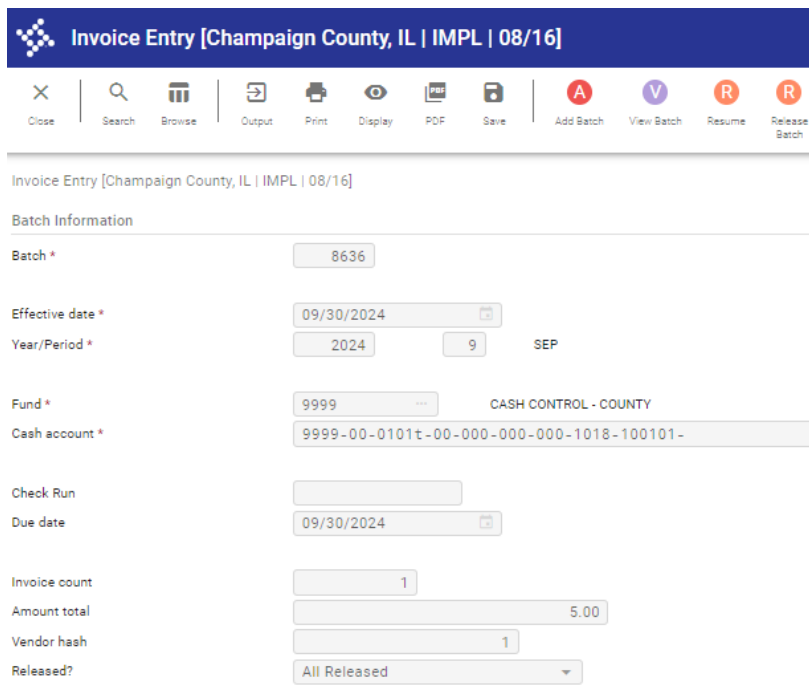
Munis

Convert pending invoices to active invoices in batch 8636 ?

Yes No

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.



Invoice Entry [Champaign County, IL | IMPL | 08/16]

Close Search Browse Output Print Display PDF Save Add Batch View Batch Resume Release Batch

Invoice Entry [Champaign County, IL | IMPL | 08/16]

Batch Information

Batch * 8636

Effective date * 09/30/2024

Year/Period * 2024 9 SEP

Fund * 9999 CASH CONTROL - COUNTY

Cash account * 9999-00-0101t-00-000-000-000-1018-100101-

Check Run

Due date 09/30/2024

Invoice count 1

Amount total 5.00

Vendor hash 1

Released? All Released

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

Object	
<u>Grouping</u>	<u>Classification</u>
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.

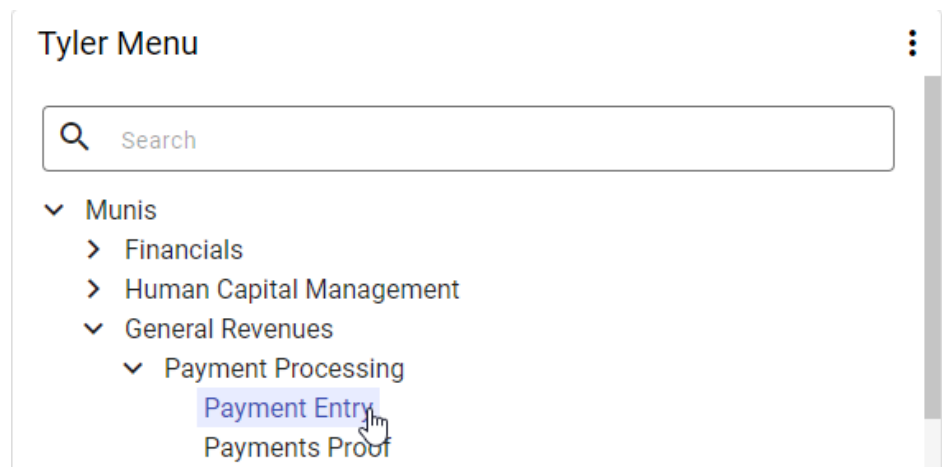
Example of a “Batch”:

➤ 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	➔ Batch #2 – First Financial Trust & Agency
➤ Fund 2628 = \$1,000.00	
➤ Fund 2670 = \$1,000.00	

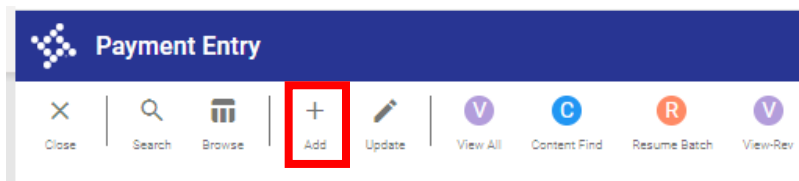
Payment Entry Walkthrough

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

A screenshot of the 'Payment Entry' form. The form has a dark blue header with the 'Payment Entry' title and a logo. Below the header, there is a row of icons: a close icon (X), an accept icon (checkmark), and a cancel icon (X). Below these icons are labels: 'Close', 'Accept', and 'Cancel'. The main form area is titled 'Payment Entry >'. It contains a section for 'Batch Information' with fields for 'Batch Number' (7626), 'Entry Date' (09/30/2024), 'Processing Date' (09/30/2024), 'Clerk' (bk43892), 'Effective Date' (09/30/2024), 'GL Effective Date' (09/30/2024), 'GL Year/Period' (2024, 9, SEP), 'Description' (Description of what is being deposited), 'Department' (020), and 'Life Cycle Step' (10 - In Proof/Initial). Below this is a section for 'Deposits' with a 'Default Deposit' field containing the text 'Enter Default Deposit using format below' and an 'Overrides' button.

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

Payment Entry

Payment Entry >

Batch Information

Batch Number
Entry Date
Processing Date
Clerk
Effective Date
GL Effective Date
GL Year/Period SEP
Description
Department
Life Cycle Step

Deposits

Default Deposit

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

Enter Receipts

Click Enter Receipts in the Ribbon.

Payment Entry [Champaign County, IL | IMPL | 08/16]

Payment Entry [Champaign County, IL | IMPL | 08/16] >

Find Bills

Category Year Bill Number

Advanced Search

Then click Misc Receipt in the Ribbon.

Payment Entry [Champaign County, IL | IMPL | 08/16]

Payment Entry [Champaign County, IL | IMPL | 08/16] >

Receipt Entry screen

Miscellaneous Receipts

Back Accept Cancel Add Charge

Payment Entry [Champaign County, IL | IMPL | 08/16] > Miscellaneous Receipts >

Payment Detail

☒ Project Strings apply

Loc/dept:

Customer:

Contract:

Rcpt Memo:

Comment:

Charge Detail

Charge code *:

Description:

Quantity:

Price:

Charge amount:

Cash account *:

GL Payment Allocation

Seq	P	Project String	T	Revenue Account	Acct Desc	Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Rcpt Memo – Who's providing the revenue? This must be entered – entries with "Customer" in the Rcpt Memo will be rejected.

Comment – Any additional details with association to the payment.

Miscellaneous Receipts

Back Accept Cancel Add Charge

Payment Entry [Champaign County, IL | IMPL | 08/16] > Miscellaneous Receipts >

Payment Detail

☒ Project Strings apply

Loc/dept: ANIMAL CONTROL ADMIN

Customer:

Contract:

Rcpt Memo:

Comment:

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.

Charge Detail

Charge code *:

Description:

Quantity:

Price:

Charge amount:

Cash account *:

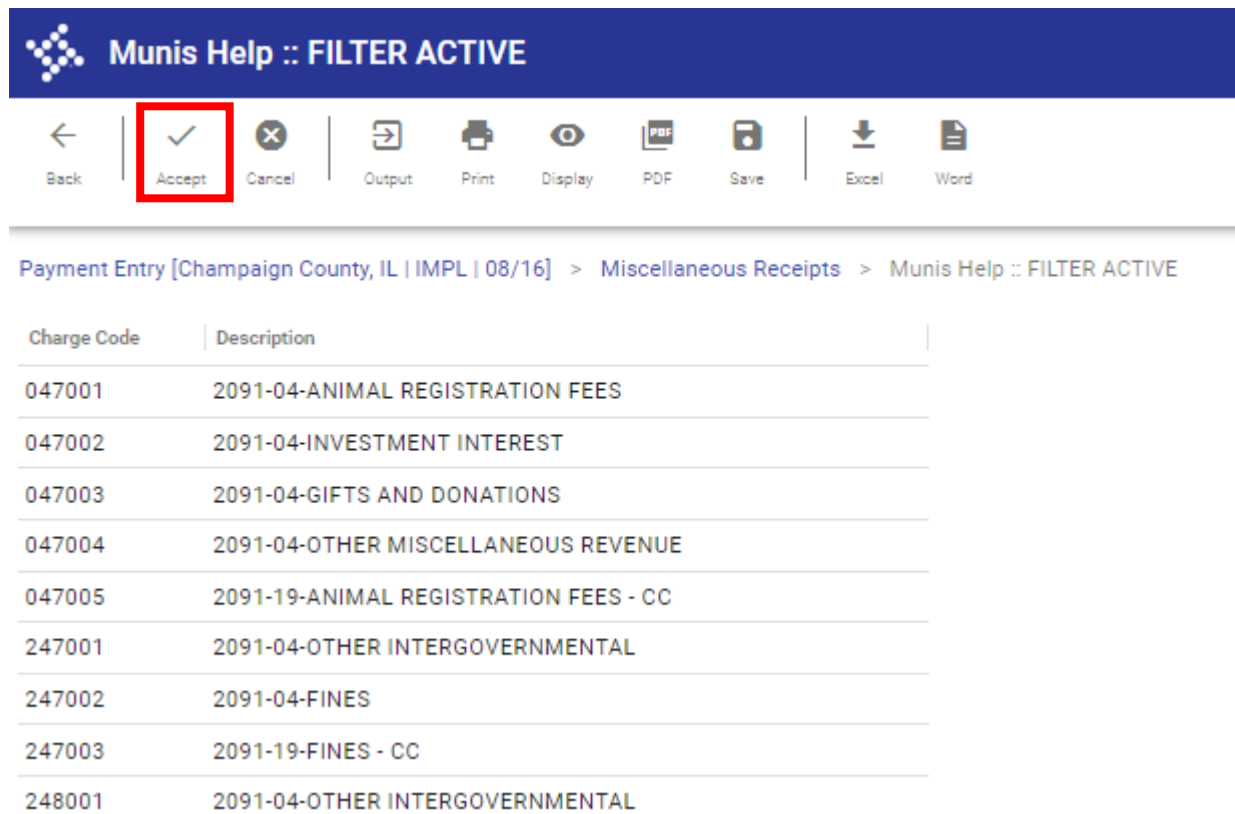
The Charge Code Help can be filtered -

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.



The screenshot displays the Munis Help interface with the title "Munis Help :: FILTER ACTIVE". Below the title bar is a ribbon containing several icons: Back, Accept (highlighted with a red box), Cancel, Output, Print, Display, PDF, Save, Excel, and Word. Below the ribbon, the breadcrumb navigation shows "Payment Entry [Champaign County, IL | IMPL | 08/16] > Miscellaneous Receipts > Munis Help :: FILTER ACTIVE". A table lists charge codes and their descriptions:

Charge Code	Description
047001	2091-04-ANIMAL REGISTRATION FEES
047002	2091-04-INVESTMENT INTEREST
047003	2091-04-GIFTS AND DONATIONS
047004	2091-04-OTHER MISCELLANEOUS REVENUE
047005	2091-19-ANIMAL REGISTRATION FEES - CC
247001	2091-04-OTHER INTERGOVERNMENTAL
247002	2091-04-FINES
247003	2091-19-FINES - CC
248001	2091-04-OTHER INTERGOVERNMENTAL

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 mutiple 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.

Miscellaneous Receipts

Back | Accept | Cancel | **Attach**

Batch Information

Batch #	7626	Department	020	Batch Total	0.00
Deposit	TA 0076 09/30/2024	Current Receipt	0.00	Receipt Count	0

Tender Payment

Payment Information

View Receipts (1) Total Amount \$5,000.00

[Add Another Payment](#)

Current Tender

Total Tended \$5,000.00 Change Due \$0.00

Amount \$5000.00

Payment Method CHECK

Deposit T&A 0076 09/30/2024

Tender Note

Check Details

Check Number

Bank Code

Additional Information

Paid-By Customer Select Customer

Paid-By Ref City of Urbana

All Tenders for Transaction

Payment Method	Tender Amount	Deposit
CHECK	\$5,000.00	T&A 0076 09/30/2024

[Add Tender](#) [Delete Tender](#)

Print Options

☐ Output summary receipt Printer

☐ Output individual receipts Copies 0

☐ Validate

☐ Email receipt

☐ Email receipt without printing

[Complete Transaction](#)

Tyler Content Manager

+ | [Icons]

Create new document (Ctrl+Alt+A)

Filter by:

Date	Key1	Key2	DocType

Click the up arrow to add file.

Tyler Content Manager

+ | [Icons]

Documents

Filter by:

Date	Receipt Number	Amount	DocType
			ARReceipt

Import attachment (Ctrl+Alt+I)

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

Import Document

[CHOOSE FILE](#)

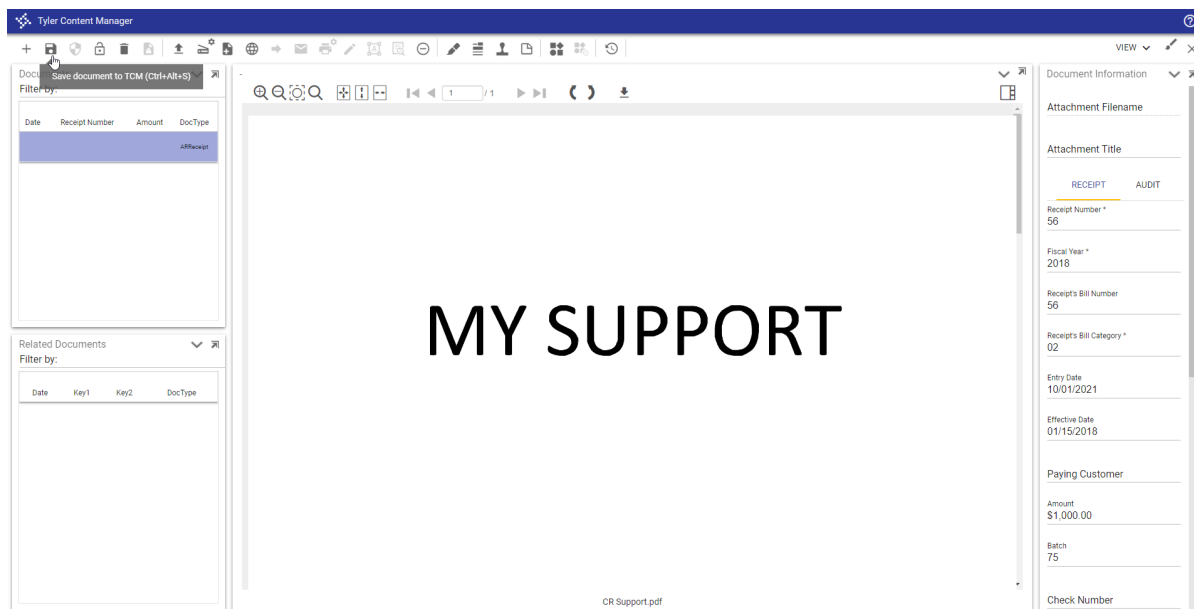
or

Drop files here...

Selecting and importing multiple files is only compatible with images (TIFF, PNG & JPG). All other files, such as PDF, must be selected individually.

CANCEL 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.

The screenshot shows the "Miscellaneous Receipts" interface. The "Tender Payment" form is displayed, showing payment information for a total amount of \$5,000.00. The form includes fields for Payment Method (CHECK), Amount (\$5,000.00), Deposit (T&A 0076 09/30/2024), and Check Number. The "Check Details" section is highlighted with a red box. The "Additional Information" section shows the Paid-By Customer as "City of Urbana". The "Print Options" section includes checkboxes for Output summary receipt, Output individual receipts, Validate, Email receipt, and Email receipt without printing. The "Complete Transaction" button is highlighted with a red box.

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.

Miscellaneous Receipts

Back Accept Cancel Search Delete Add Charge

Payment Entry [Champaign County, IL | IMPL | 08/16] > Miscellaneous Receipts > ✎

Payment Detail

☒ Project Strings apply

Loc/dept: 047 ANIMAL CONTROL ADMIN

Customer: --

Contract: --

Rcpt Memo: Various

Comment: Registration Tags

Charge Detail

Charge code *: 047001 2091-04-ANIMAL REGISTRATI

Description: Registration Tags

Quantity: 1.00

Price: 350.00

Charge amount: 350.00

Cash account *: 9999-00-0101t-00-000-000-000-1004-100101

GL Payment Allocation

Seq	P	Project String	T	Revenue Account	Acct Desc	Amount	Description
1			R	2091-00-0231t-02-047-000-000-400611	PERMITS -	350.00	Reg Tags 9/19/24

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”

Tender Payment ×

Payment Information

View Receipts (1) Total Amount \$350.00

Add Another Payment

Current Tender

Total Tendered \$250.00 Change Due \$0.00

Amount

Payment Method

Deposit

Tender Note

Additional Information

Paid-By Customer Select Customer

Paid-By Ref

All Tenders for Transaction

Payment Method	Tender Amount	Deposit
CASH	\$250.00	T&A 0076 09/30/2024

+ Add Tender

✗ Delete Tender

Print Options

☐ Output summary receipt

Printer

☐ Output individual receipts

Copies

☐ Validate

☐ Email receipt

☐ Email receipt without printing

Complete Transaction

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”

Tender Payment ×

Payment Information

View Receipts (1) Total Amount \$350.00

Add Another Payment

Current Tender

Total Tendered \$315.00 Change Due \$0.00

Amount

Payment Method

Deposit

Tender Note

Check Details

Check Number

Bank Code

Additional Information

Paid-By Customer Select Customer

Paid-By Ref

All Tenders for Transaction

Payment Method	Tender Amount	Deposit
CASH	\$250.00	T&A 0076 09/30/2024
CHECK	\$65.00	T&A 0076 09/30/2024

+ Add Tender

✗ Delete Tender

Print Options

☐ Output summary receipt

Printer

☐ Output individual receipts

Copies

☐ Validate

☐ Email receipt

☐ Email receipt without printing

Complete Transaction

Repeat until all checks are entered.

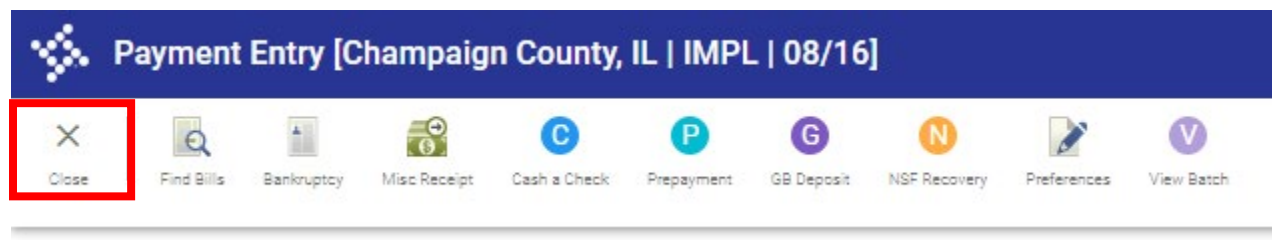
If you choose to enter receipts like this (4 different items under one receipt) and there is a mistake in any of the entries, you will have to correct the entire entry by reversing the receipt and re-entering all 4 items.

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.

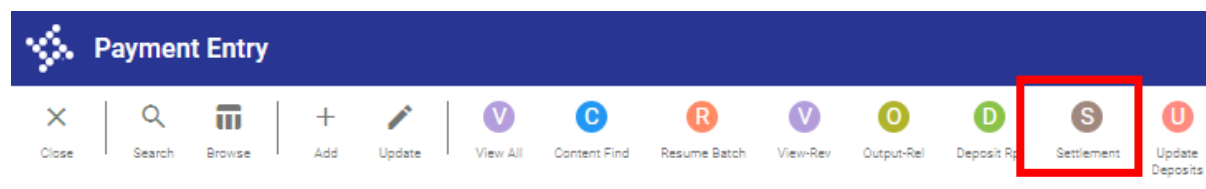
After all details have been added and reviewed, click “Complete Transaction”. This will send you back to the “Miscellaneous Receipts” page. Another cash receipt can be entered via the same process.

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.

The screenshot shows the 'Settlement Information' screen. The ribbon at the top contains several icons. The 'Add' icon, which is a grey '+' inside a square, is highlighted with a red rectangular box.

Payment Entry > Settlement Information

Settlement Information

Settled By:
Settled Date:
Status:

Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Change Due	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cash Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Settlement Information

Back Accept Cancel

Payment Entry > Settlement Information >

Status INITIAL

Total Change Due 0
Cash Total
Check Total 3

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	250.00	0.00	
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	

Settlement Details

Cash Counter

Initial Amount
Drawer Amount 250.00
Remitted Amount 250.00
System Amount 250.00

Currency	Quantity	Coin
\$100.00		\$1.00
\$50.00	2	\$0.50
\$20.00	5	\$0.25
\$10.00	3	\$0.10
\$5.00	4	\$0.05
\$2.00		\$0.01
\$1.00		

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.

Settlement Overview

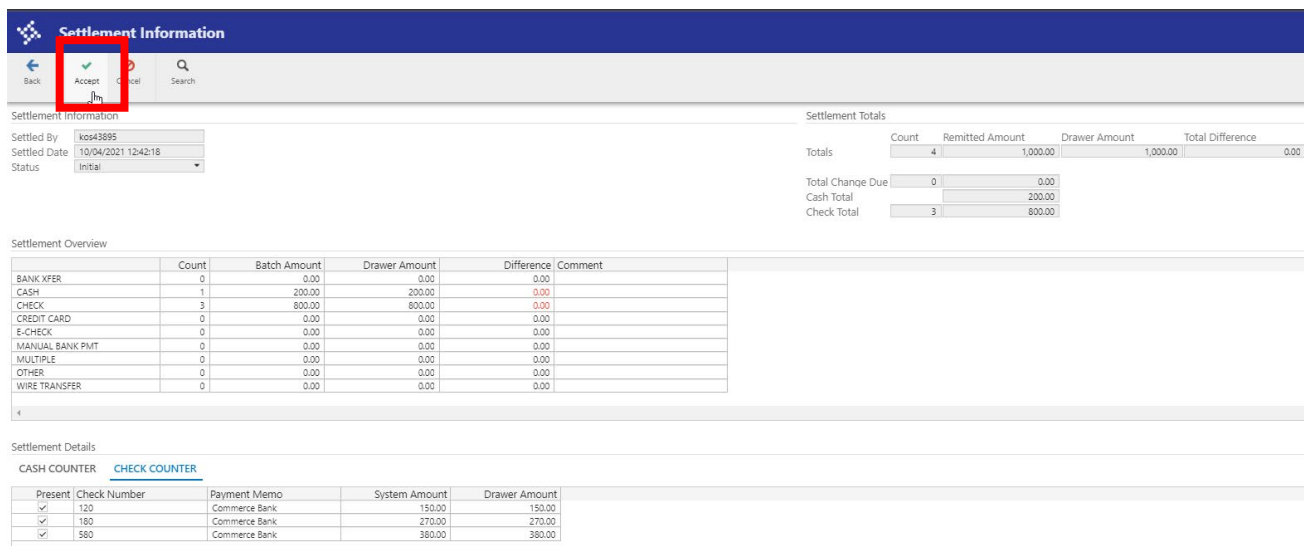
	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	250.00	0.00	
CHECK	3	5,100.00	5,100.00	0.00	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00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

Settlement Details

Cash Counter Check Counter

Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input checked="" type="checkbox"/>		City of Urbana	5000.00	5000.00
<input checked="" type="checkbox"/>	120	John Doe	65.00	65.00
<input checked="" type="checkbox"/>	580	Jim Park	35.00	35.00

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



Settlement Information

Back Accept Cancel Search

Settlement Information

Settled By: kos43895
Settled Date: 10/04/2021 12:42:18
Status: Initial

Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	4	1,000.00	1,000.00	0.00
Total Change Due	0	0.00		
Cash Total		200.00		
Check Total	3	800.00		

Settlement Overview

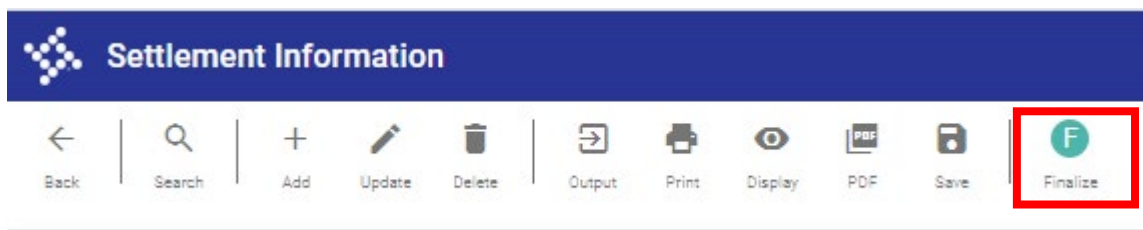
	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	200.00	200.00	0.00	
CHECK	3	800.00	800.00	0.00	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00	0.00	0.00	

Settlement Details

CASH COUNTER [CHECK COUNTER](#)

Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input checked="" type="checkbox"/>	120	Commerce Bank	150.00	150.00
<input checked="" type="checkbox"/>	180	Commerce Bank	270.00	270.00
<input checked="" type="checkbox"/>	580	Commerce Bank	380.00	380.00

Next, click on the Finalize Skittle in the Ribbon.



Settlement Information

Back Search Add Update Delete Output Print Display PDF Save **Finalize**

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



Print Options

Would you like to print the Settlement Detail reports?

Yes No

Click Yes

Choose PDF

Output

Output type

☐ Munis printer
☐ Save
☒ PDF
☐ Display

Comment: Creates and opens a PDF document that can be printed from or saved to your PC.

Report title

SETTLEMENT REPORT

Output style

☒ Presentation
☐ Plain Text

Output options

☒ Enable hyperlinks if present

Copies
1

Cancel

OK

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

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

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a tyler erp solution

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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.

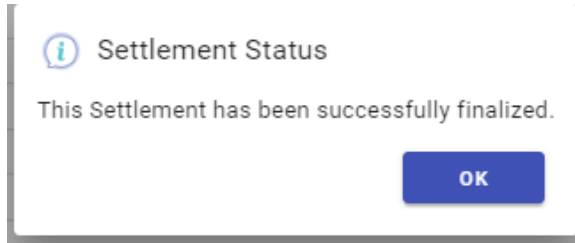

Finalize Settlement

Are you sure you would like to finalize this Settlement?

Yes

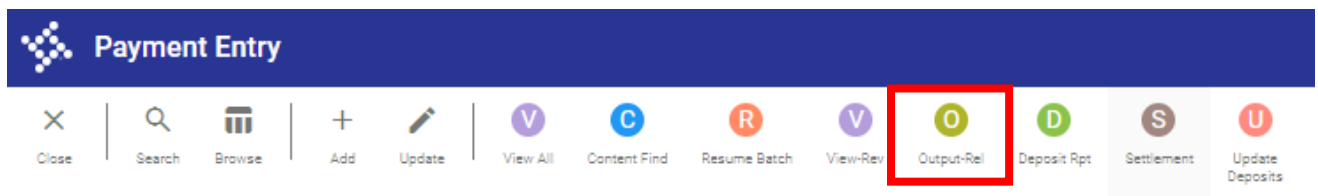
No

It will then tell you the Settlement Status.

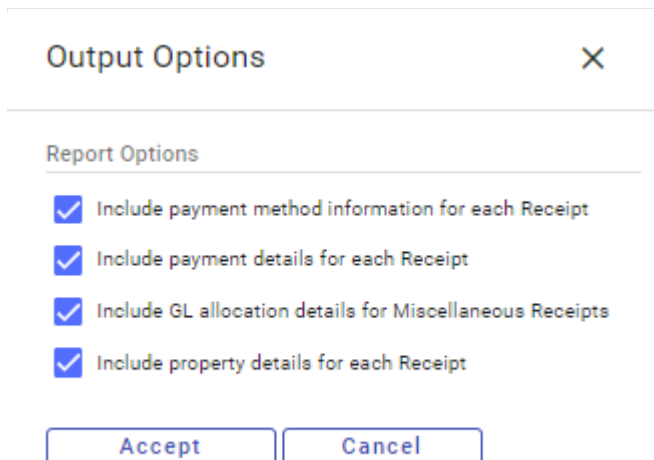


Click OK.

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.

Output

×

Output type

☐ Munis printer
 ☒ Save
 ☐ PDF
 ☐ Display

Save in

Munis spool directory

File name

arbiling0041

Save as type

Plain text (.txt)

Comment: Saves to a file retrievable from the Saved Reports program.

You may accept the default or enter your own file name.

Report title

BATCH 7626 PAYMENTS PROOF

Output style

☒ Presentation
 ☐ Plain Text

Output options

☐ Enable hyperlinks if present

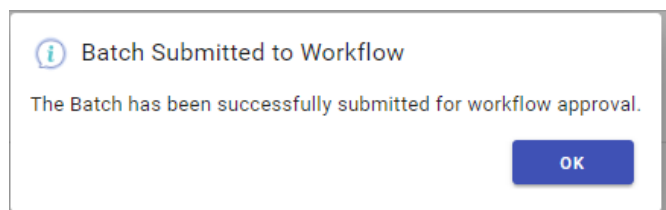
Copies

1

Cancel

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.

Payment Entry

×

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✎

V

C

R

V

O

D

S

U

Close

Search

Browse

Add

Update

View All

Content Find

Resume Batch

View-Rev

Output-Rel

Deposit Rpt

Settlement

Update Deposits

Payment Entry

Batch Information

Batch Number

7626

Entry Date

09/30/2024

Processing Date

09/30/2024

Clerk

bk43892

Effective Date

09/30/2024

GL Effective Date

09/30/2024

GL Year/Period

2024

9

SEP

Description

AC 9/19/24

Department

020

Life Cycle Step

10 - In Proof/Initial

Deposits

Default Deposit

T&A 0076 09/30/2024

+

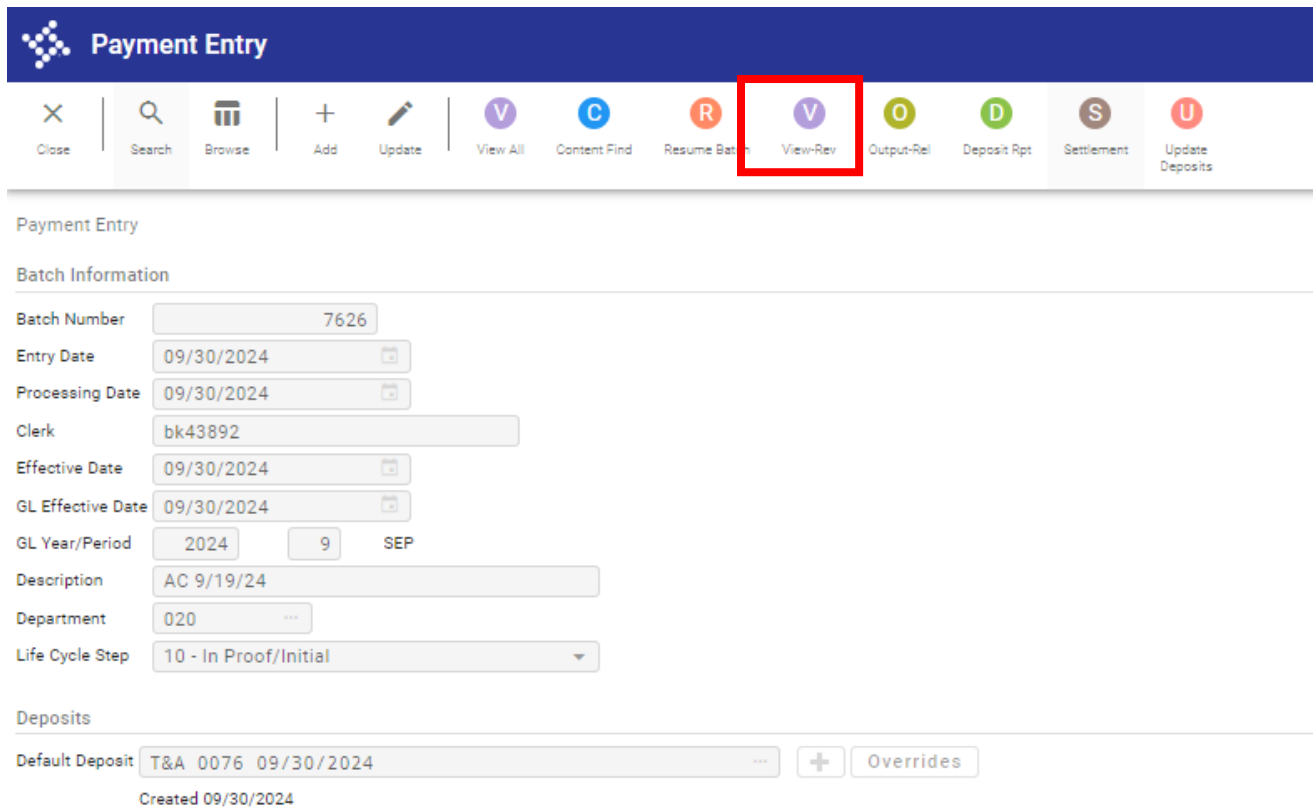
Overrides

Created 09/30/2024

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



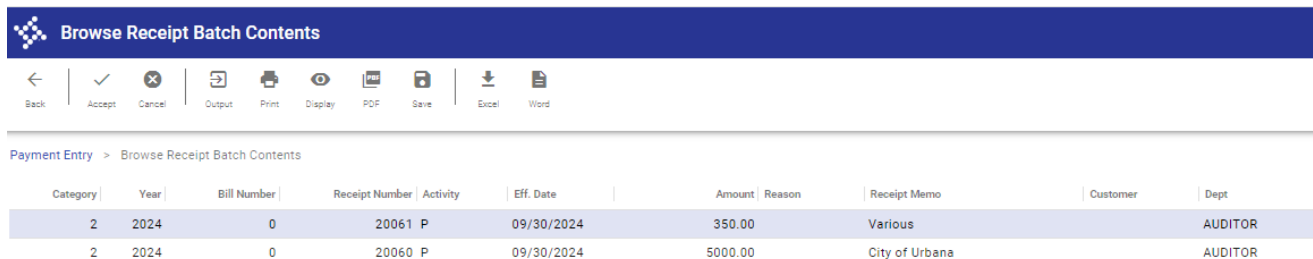
The screenshot shows the 'Payment Entry' ribbon with the 'View-Rev' button highlighted in a red box. Below the ribbon, the 'Batch Information' section contains the following fields:

- Batch Number: 7626
- Entry Date: 09/30/2024
- Processing Date: 09/30/2024
- Clerk: bk43892
- Effective Date: 09/30/2024
- GL Effective Date: 09/30/2024
- GL Year/Period: 2024 9 SEP
- Description: AC 9/19/24
- Department: 020
- Life Cycle Step: 10 - In Proof/Initial

The 'Deposits' section shows:

- Default Deposit: T&A 0076 09/30/2024
- Created: 09/30/2024

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 screenshot shows the 'Browse Receipt Batch Contents' window with a table of receipt data.

Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Receipt Memo	Customer	Dept
2	2024	0	20061	P	09/30/2024	350.00		Various		AUDITOR
2	2024	0	20060	P	09/30/2024	5000.00		City of Urbana		AUDITOR

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.

Receipt Inquiry

Back Browse Output Print Display PDF Save Excel Word Email Schedule **Attach** Reverse Dup Receipt Misc Info View Audit Spec Cond

Payment Entry > Receipt Inquiry

Receipt Information

Year/Bill: 2024 20061 View Bill
 Cat/Type: 02 MS
 Activity: Payment
 Amount: 350.00
 Batch: 7626
 Memo: Various
 Comment: Registration Tags

Receipt: 20061
 Bank Code:
 Transaction: 21038

Source

Effective Date: 09/30/2024
 Processing Date: 09/30/2024
 Entry Date/Time: 09/30/2024 15:04
 Clerk: bk43892
 Department: 020 AUD
 Source: Payment Entry
 External System:
 Contract:

Notes/Alerts

This receipt cannot be transferred. This receipt has not been posted.
 Cannot NSF tenders that are not a Check, EFT, or Bank Transfer.

Customer/Property

Customer No.:
 Property Code:

Status

Receipt Step: 30 - Approved
 Batch Status: 10 - In Proof/Initial
 Reversal Status: Not Reversed
☐ Voided
 Reason:

Charge Allocation GL Allocation Tenders References

Line	Chg Code	Chg Description	Interest	Principal
1	047001	2091-04-ANIMAL REGI	0.00	350.00

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

Payment Entry


Close Search Browse Add Update View All Content Find Resume Batch **View-Rev** Output-Rel Deposit Rpt Settlement Update Deposits


Payment Entry


Batch Information


Batch Number: 7626
 Entry Date: 09/30/2024
 Processing Date: 09/30/2024
 Clerk: bk43892
 Effective Date: 09/30/2024
 GL Effective Date: 09/30/2024
 GL Year/Period: 2024 9 SEP
 Description: AC 9/19/24
 Department: 020
 Life Cycle Step: 10 - In Proof/Initial


Or the blue batch total number


 **Payment Entry [Champaign County, IL | IMPL | 08/16]**


 Close


 Enter Receipts


 Customer


 GB Invoice


 Business License


 Bankruptcy


 Payment Plan

 SSN/FID

 Quick Entry

 Scan Bill

 Preferences

 View Batch

Payment Entry [Champaign County, IL | IMPL | 08/16] > 🔍

Find Bills

Category

Year

Bill Number

20 - Real Estate

🔍 Go

[Advanced Search](#)

Batch Information

Batch #	7626	Department	020	Batch Total	5,350.00
Deposit	TA 0076 09/30/2024	Current Receipt	0.00	Receipt Count	2

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.

BackAcceptCancelOutputPrintDisplayPDFSaveExcelWord

Payment Entry > Browse Receipt Batch Contents

Category	Year	Receipt Number	Activity	Eff. Date	Amount	Reason	Receipt Memo	Dept	Created Date	Clerk	Reversed?	Payment Method
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	N	CHECK

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

Receipt Inquiry

Back
Browse
Output
Print
Display
PDF
Save
Excel
Word
Email
Schedule
Attach
Reverse
Dup Receipt
Misc. Info
View Audit
Spec. Cond.

Payment Entry > Receipt Inquiry

Receipt Information

Year/Bill
2024
20064
View Bill

Cat/Type
02
MS

Activity
Payment

Amount
500.00

Batch
7621

Memo
CCT

Comment
Test receipt

Receipt
20064

Bank Code

Transaction
21041

Source

Effective Date
09/25/2024

Processing Date
09/25/2024

Entry Date/Time
10/01/2024
16:01

Clerk
bk43892

Department
020
AUD

Source
Payment Entry

External System

Contract

Notes/Alerts

This receipt cannot be transferred: This receipt has not been posted.

Customer/Property

Customer No.

Property Code

Status

Receipt Step
30 - Approved

Batch Status
10 - In Proof/Initial

Reversal Status
Not Reversed

☐ Voided

Reason

Charge Allocation

GL Allocation
Tenders
References

Line	Chg Code	Chg Description	Interest	Principal
1	020004	1080-01-OTHER MISC	0.00	500.00

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

Reversal Options

×

General

Reason

CAN - CANCEL
CB - CHARGEBACK
CE - CE
NSF - NSF

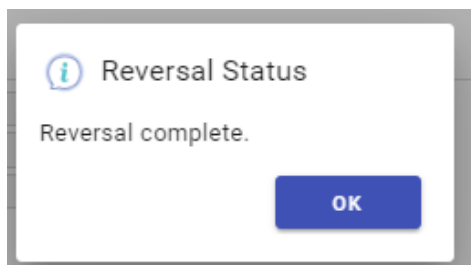
Transfer

AR Category

Year

Bill Number

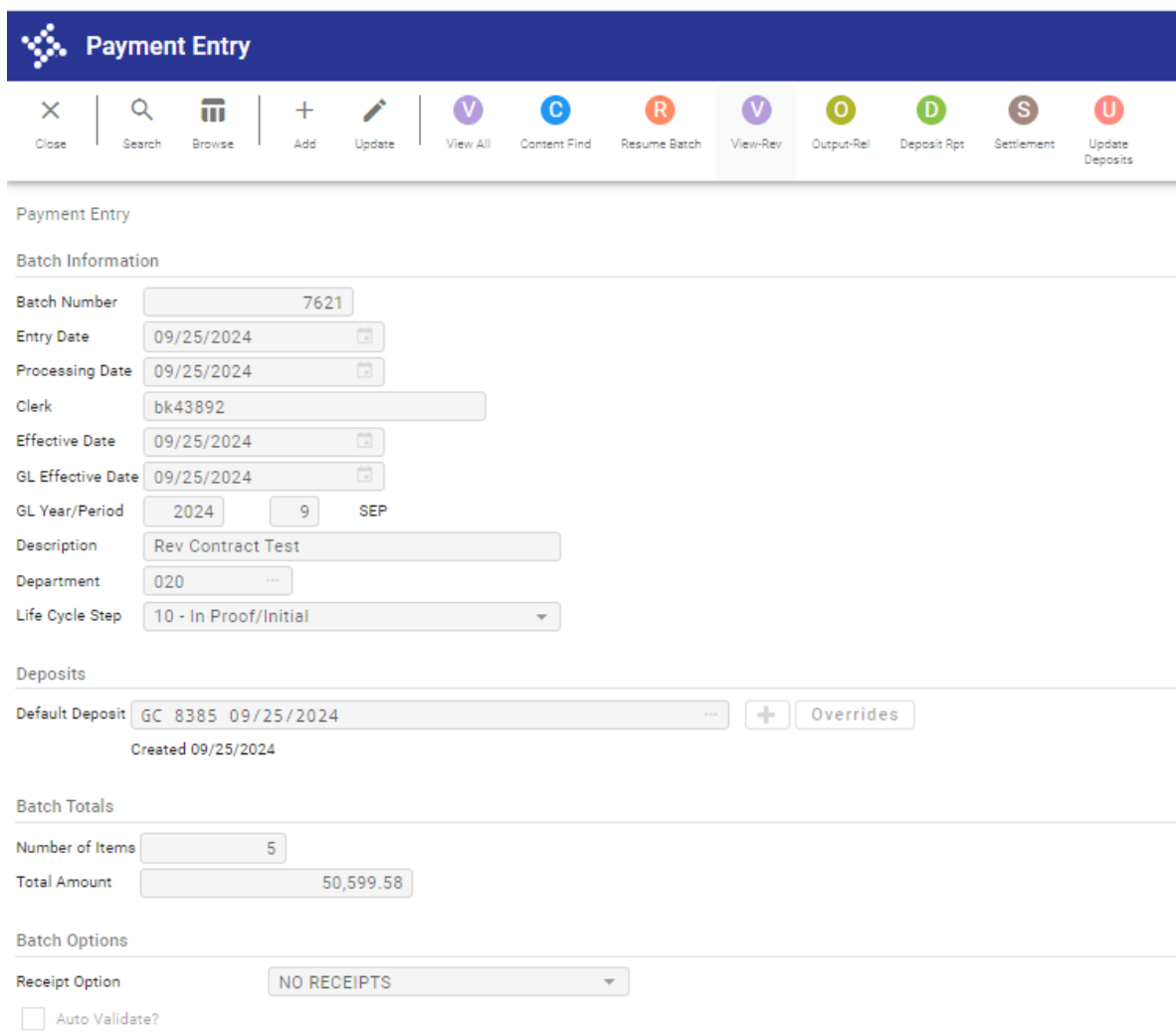
Click Accept up in the Ribbon. It will then show a Reversal Status. Click OK.



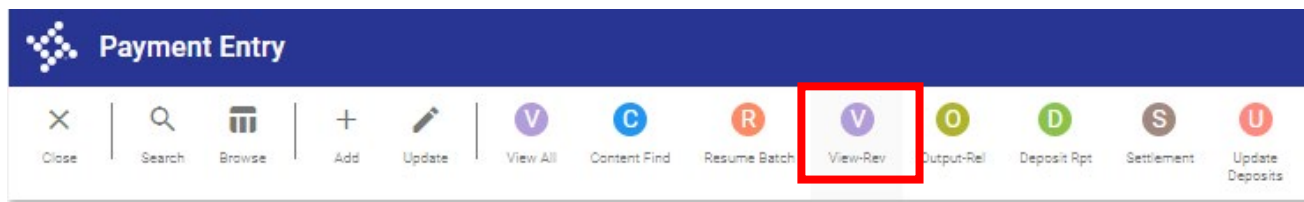
Then click the Back in the Ribbon. It will take you back to the Batch Screen.



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

A screenshot of the "Payment Entry" form. The form has a blue header with the title "Payment Entry" and a diamond icon. Below the header is a row of icons for various functions: Close, Search, Browse, Add, Update, View All, Content Find, Resume Batch, View-Rev, Output-Rel, Deposit Rpt, Settlement, and Update Deposits. The form is divided into several sections: "Batch Information" with fields for Batch Number (7621), Entry Date (09/25/2024), Processing Date (09/25/2024), Clerk (bk43892), Effective Date (09/25/2024), GL Effective Date (09/25/2024), GL Year/Period (2024, 9, SEP), Description (Rev Contract Test), Department (020), and Life Cycle Step (10 - In Proof/Initial). "Deposits" section with a field for Default Deposit (GC 8385 09/25/2024) and a button for Overrides. "Batch Totals" section with fields for Number of Items (5) and Total Amount (50,599.58). "Batch Options" section with a field for Receipt Option (NO RECEIPTS) and a checkbox for Auto Validate?.

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



Browse Receipt Batch Contents

Back Accept Cancel Output Print Display PDF Save Excel Word

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.

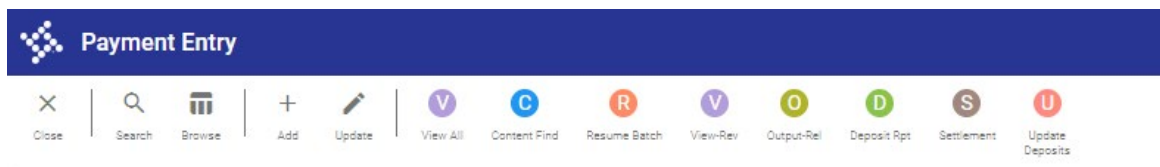
Settlement Details

Cash Counter Check Counter

Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input checked="" type="checkbox"/>		City of Urbana	5000.00	5000.00
<input checked="" type="checkbox"/>	120	John Doe	65.00	65.00
<input checked="" type="checkbox"/>	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.

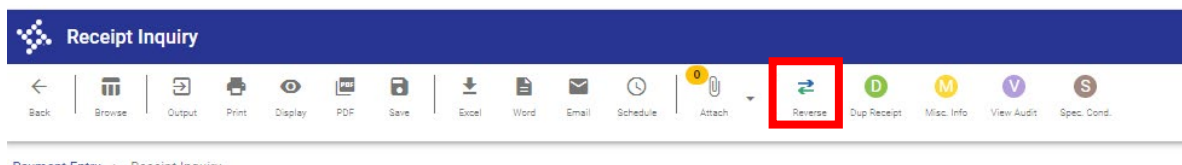
Go to the batch to be corrected and click on the View-Rev Skittle in the Ribbon.



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

Browse Receipt Batch Contents										
Payment Entry > Browse Receipt Batch Contents										
Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Receipt Memo	Customer	Dept
2	2024	0	20061	P	09/30/2024	350.00		Various		AUDITOR
2	2024	0	20060	P	09/30/2024	5000.00		City of Urbana		AUDITOR

Click on the Reverse button on the Ribbon.

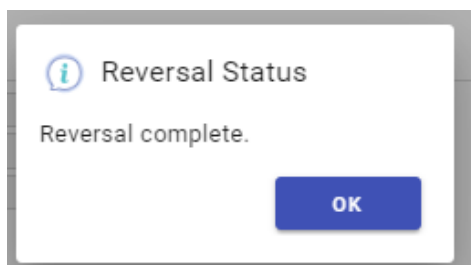


That will bring up the Reversal Options box. For Reason select CE. You do not fill out anything else in the box.

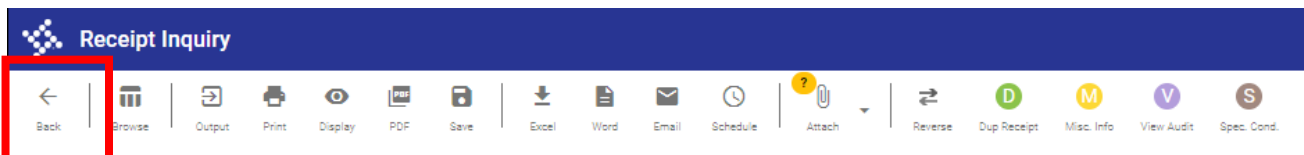
A screenshot of the 'Reversal Options' dialog box. The 'Reason' dropdown menu is open, showing a list of options: 'CAN - CANCEL', 'CB - CHARGEBACK', 'CE - CE' (which is highlighted in yellow), and 'NSF - NSF'. Other fields in the dialog like 'Transfer', 'AR Category', 'Year', and 'Bill Number' are visible but not filled out.

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).

The screenshot displays the 'Payment Entry' application window. At the top is a dark blue header with the application name and a series of icons for various functions: Close, Search, Browse, Add, Update, View All, Content Find, Resume Batch, View-Rev, Output-Rel, and Deposit Rpt. Below the header, the 'Batch Information' section contains several input fields: Batch Number (7626), Entry Date (09/30/2024), Processing Date (09/30/2024), Clerk (bk43892), Effective Date (09/30/2024), GL Effective Date (09/30/2024), GL Year/Period (2024, 9, SEP), Description (AC 9/19/24), Department (020), and Life Cycle Step (10 - In Proof/Initial). The 'Deposits' section shows a 'Default Deposit' of 'T&A 0076 09/30/2024' with a '+ Overrides' button. The 'Batch Totals' section, highlighted with a red rectangle, shows 'Number of Items' as 3 and 'Total Amount' as 350.00. The 'Batch Options' section is partially visible at the bottom.

Payment Entry

Batch Information

Batch Number 7626

Entry Date 09/30/2024

Processing Date 09/30/2024

Clerk bk43892

Effective Date 09/30/2024

GL Effective Date 09/30/2024

GL Year/Period 2024 9 SEP

Description AC 9/19/24

Department 020

Life Cycle Step 10 - In Proof/Initial

Deposits

Default Deposit T&A 0076 09/30/2024 + Overrides

Created 09/30/2024

Batch Totals

Number of Items 3

Total Amount 350.00

Batch Options

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.

This screenshot shows the 'Payment Entry' ribbon at the top of the application. The ribbon contains the same set of icons as the previous screenshot. The 'View-Rev' button, which is a purple circle with a white 'V', is highlighted with a red rectangle. Other buttons visible include Close, Search, Browse, Add, Update, View All, Content Find, Resume Batch, Output-Rel, Deposit Rpt, Settlement, and Update Deposits.

Payment Entry

Close Search Browse Add Update View All Content Find Resume Batch View-Rev Output-Rel Deposit Rpt Settlement Update Deposits

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.

Batch Totals

Number of Items

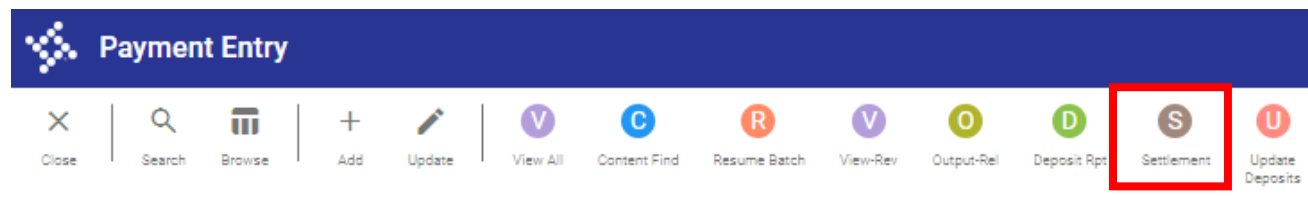
4

Total Amount

5,350.00

Batch Options

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.

Settlement Information

Back

Search

+

Update

Delete

Output

Print

Display

PDF

Save

Payment Entry > Settlement Information

Settlement Information

Settled By: bk43892

Settled Date: 09/30/2024 15:52:15

Status: Finalized

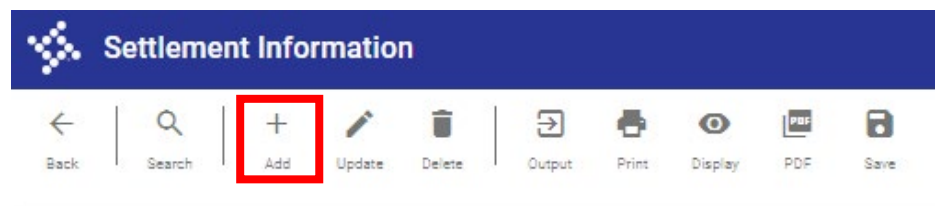
Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	4	5,350.00	5,350.00	0.00
Total Change Due	0	0.00		
Cash Total		250.00		
Check Total	3	5,100.00		

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	1	250.00	250.00	0.00	
CHECK	3	5,100.00	5,100.00	0.00	
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	

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.

Settlement Information

[Back](#)
[Accept](#)
[Cancel](#)
[Search](#)

Payment Entry > Settlement Information >

Settlement Information

Settled By: bk43892
Settled Date: 09/30/2024 16:12:55
Status: Initial

Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	1	0.00	0.00	0.00
Total Change Due	0	0.00		
Cash Total		0.00		
Check Total	2	0.00		

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	0	0.00	0.00	0.00	
CHECK	1	0.00	0.00	0.00	
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	

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.

Settlement Information

[Back](#)
[Accept](#)
[Cancel](#)
[Search](#)

Payment Entry > Settlement Information >

Settlement Information

Settled By: bk43892
Settled Date: 09/30/2024 16:12:55
Status: Initial

Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	1	0.00	0.00	0.00
Total Change Due	0	0.00		
Cash Total		0.00		
Check Total	2	0.00		

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	0	0.00	0.00	0.00	
CHECK	1	0.00	0.00	0.00	
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	

Settlement Details

Cash Counter
Check Counter

Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input checked="" type="checkbox"/>		City of Urbana	-5000.00	-5000.00
<input checked="" type="checkbox"/>	123456	City of Urbana	5000.00	5000.00

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:

2 of 2
|<
<
>
>|

The amount visible on the physical check.
Check amount cannot be less than zero.

This type of situation is the only 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.

Settlement Information

Back | Accept | Cancel | Search

Payment Entry > Settlement Information > /

Settlement Information

Settled By: bk43892
Settled Date: 09/30/2024 16:12:55
Status: Initial

Settlement Totals

	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	1	0.00	5,000.00	5,000.00
Total Change Due	0	0.00		
Cash Total		0.00		
Check Total	2	0.00		

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	0	0.00	0.00	0.00	
CHECK	1	0.00	5,000.00	5,000.00	
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	

Settlement Details

Cash Counter | **Check Counter**

	Present	Check Number	Payment Memo	System Amount	Drawer Amount
<input type="checkbox"/>			City of Urbana	-5000.00	0.00
<input checked="" type="checkbox"/>		123456	City of Urbana	5000.00	5000.00

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.

Payment Entry

Close | Search | Browse | Add | Update | View All | Content Find | Resume Batch | View Rev | Output Rpt | Deposit Rpt | Settlement | Update Deposits

Payment Entry

Batch Information

Batch Number: 7621
Entry Date: 09/25/2024
Processing Date: 09/25/2024
Clerk: bk43892
Effective Date: 09/25/2024
GL Effective Date: 09/25/2024
GL Year/Period: 2024 9 SEP
Description: Rev Contract Test
Department: 020
Life Cycle Step: 20 - Pending Approval

Deposits

Default Deposit: GC 8385 09/25/2024
Created 09/25/2024

Batch Totals

Number of Items: 5
Total Amount: 50,599.58

Batch Options

Receipt Option: NO RECEIPTS
☐ Auto Validate?
Bank Code:
Bank Account:

Workflow

Approval Status: P Pending
Approval Comment: Pending by bk43892 on 10/01/2024
Approve | Reject | Forward | Hold | **Approvers** | Resubmit

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

Steps			
Step	Status	Activated Date	Activated Time
▼ 70	In Progress		
▼ Any approver from this group c Group Current			
Ellen Guillory		10/01/2024	15:11
Julie Watson		10/01/2024	15:11
Robin G. Leever		10/01/2024	15:11
▼ 75	Not started		
▼ Any approver from this group c			
Robin G. Leever			
DeShawn Williams			
Oscar Alvarado			
Andy S. Jeong			
Cassandra (CJ) Johnson			
David Best			

[Generate Chart](#)
[Expand All](#)
[Collapse All](#)
[Expand In Progress](#)

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

Payment Entry

[Back](#)
[Search](#)
[Browse](#)
[Add](#)
[Update](#)
[Delete](#)
[View All](#)
[Content Find](#)
[Resume Batch](#)
[View-Rev](#)
[Output-Rel](#)

Batch Information

Batch Number	3549
Entry Date	04/28/2023
Processing Date	02/20/2023
Clerk	bk43892
Effective Date	12/31/2022
GL Effective Date	12/31/2022
GL Year/Period	2022 13
Description	FY22 AO Billing
Department	020
Life Cycle Step	10 - In Proof/Initial

Make sure that the Descriptions indicate the FY.

Miscellaneous Receipts

Back Accept Cancel Search Delete Return to Chg Add Charge

Payment Detail

☒ Project Strings apply

Loc/dept
Customer
Contract
Paid by
Comment

Charge Detail

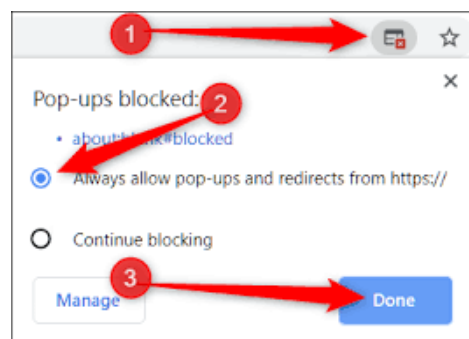
Charge code * 022002 ... 1080-01-STATE REIMBURSEME
Description
Quantity 1.00
Price 1,000.00
Charge amount 1,000.00
Cash account * 9999-00-0101-00-000-000-000-1001-100101

GL Payment Allocation

Seq	P	Project String	T	Revenue Account	Acct Desc	Amount	Description
1			R	1080-00-0215a-01-022-000-000-0000-400406	STATE - GE	50.00	FY22 DECEMBER
2			R	1080-00-0215a-01-022-000-000-0000-400406	STATE - GE	50.00	FY23 JANUARY

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.

Payment Entry

Close Search Browse Add Update View All Content Find Resume Batch View-Rev Output-Rel Deposit Rpt Settlement Update Deposits

Click on PDF in the Ribbon.

Settlement Information

Back Search Add Update Delete Output Print Display PDF Save

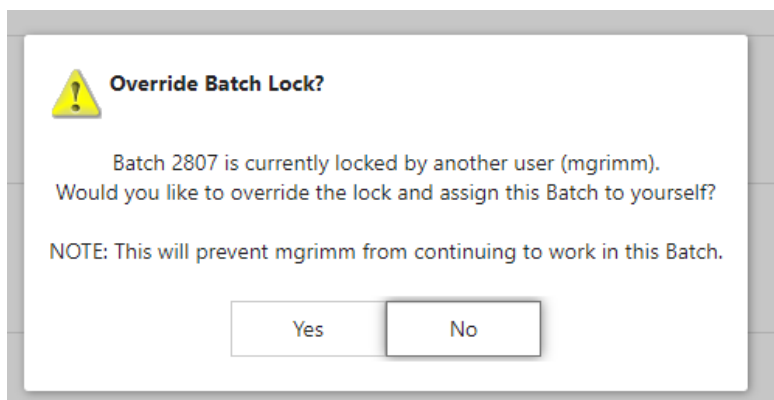
Your Settlement Report will populate. If you had more than one Settlement in the Batch and need to print both Settlements, you will need to scroll at the bottom to each Settlement and print.

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.

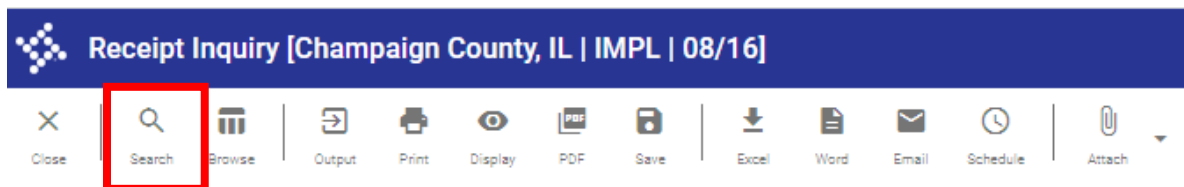


Search for a Receipt

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

- ▼ Munis
 - ▼ Financials
 - > General Ledger Menu
 - > Budget Processing
 - > Purchasing
 - > Accounts Payable
 - > Inventory Management
 - ▼ Cash Management
 - > Accounts Payable Checks
 - > Payroll Checks
 - ▼ Cash Receipts and Daily Processing
 - Payment Entry
 - Payments Proof
 - Payments Journal
 - Payment Reversals
 - Receipt Inquiry
 - A/R Bill Inquiry
- Munis>Finan

Select Search in the Ribbon.



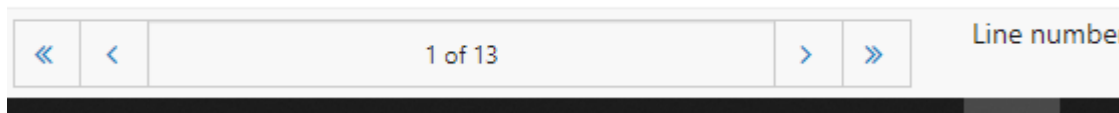
You can use pretty much anything you see on the screen to search for receipts. Depending on the information know to you to search for the receipt, you can narrow down by department, clerk, receipt number, amount, dates, year/period/journal number if you don't know the date, charge code, account string,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

A screenshot of the Receipt Inquiry search form. The form is titled "Receipt Inquiry [Champaign County, IL | IMPL | 08/16]" and has a dark blue header. Below the header is a ribbon with icons for various functions. The form itself is divided into several sections: "Receipt Information" (Year/Bill, Cat/Type, Activity, Amount, Batch, Memo, Comment), "Source" (Effective Date, Processing Date, Entry Date/Time, Clerk, Department, Source, External System, Contract), "Journal Information" (GL Effective Date, Post Date, Year/Period/Journal, External System, Batch ID, Batch Number, Payment ID), "Customer/Property" (Customer No., Property Code), and "Status" (Receipt Step, Batch Status, Reversal Status, Voided, Reason). At the bottom of the form is a table with columns: Line, Chg Code, Chg Description, Interest, Principal, and References. The table is currently empty.

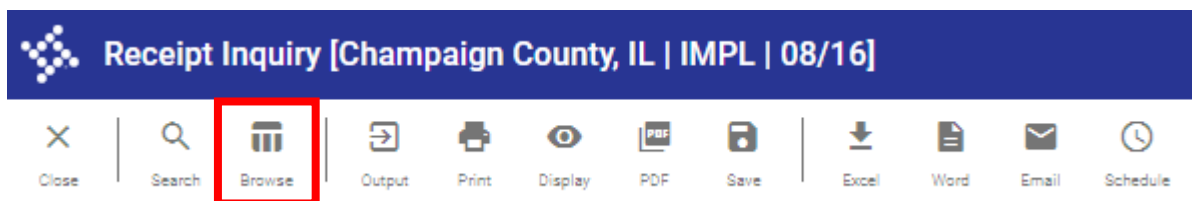
An example – I need to find a receipt; I don't know exactly what the GL effective date is but I know I entered it in February 2023.

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.


 Browse Receipts


 Back


 Accept


 Cancel


 Output


 Print

 Display

 PDF

 Save

 Excel

 Word

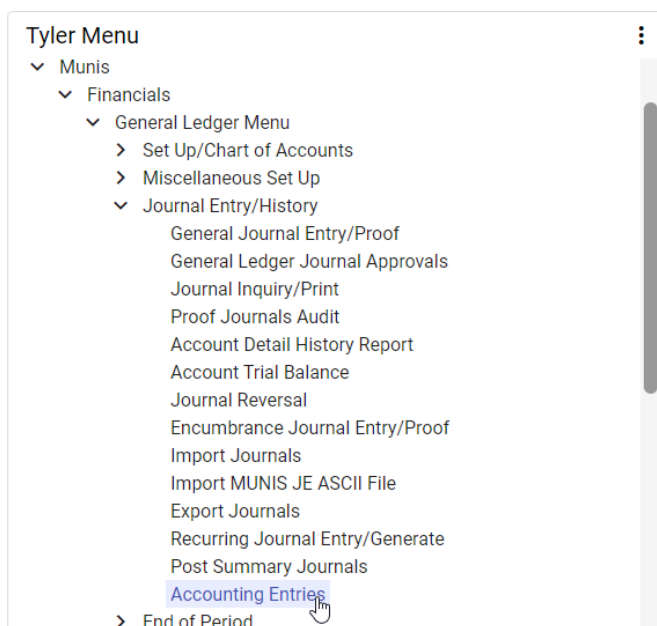
Receipt Inquiry [Champaign County, IL | IMPL | 08/16] > Browse Receipts

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”

The screenshot shows the 'Accounting Entries' header with navigation icons for Advanced, My Searches, View All, and Voided Journals. Below this is a tabbed interface with three tabs: 'GENERAL JOURNAL', 'BUDGET AMENDMENTS/TRANSFERS' (which is selected and underlined), and 'ENCUMBRANCE ENTRY'. At the bottom left, there is a button labeled '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”

The screenshot shows the 'Budget Amendment/Transfer' form. The 'Year' is set to 2024, 'Effective Date' is 10/01/2024, and 'Entity Code' is 1. The 'Short Description' field contains the word 'transfer'. The 'Amendment Type' dropdown menu is open, showing the option '1 - Exp to Exp or Rev to Rev Transfer' selected. Other fields include 'Reference 1', 'Source' (BUA), 'Period' (10), 'Reference 2', 'Budget Year Code' (1), 'Projection Inclusion', 'Update Recurring Journal', and 'Status'.

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

The screenshot shows the 'Budget Amendment Lines' section. There is a table with columns: Seq, Project, Account, and Line. To the right of the table is a button labeled 'Add Line' with a hand cursor pointing to it.

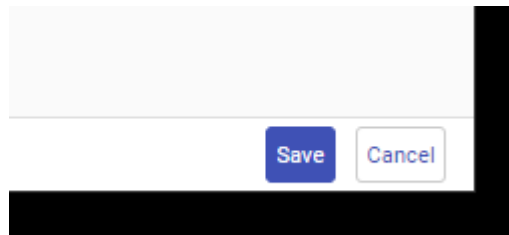
Enter the project string (if applicable) and then enter the GL account (per below)

The screenshot shows the 'Budget Amendment Lines' table. The first row is highlighted. The columns are: Seq (1), Project (Enter project string...), Account (Enter GL account...), Line Description (), Effective Date (10/1/24), Decrease (\$0.00), and Increase ().

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.

Budget Amendment Lines		Add Line							
Seq	Project	Account	Line Description	Effective Date	Decrease	Increase			
1	Enter project string...	E (1080-00-0251a-01-020-000-000-0000-501002-) OFFICE SUPPLIES	XFR to books	10/1/24	\$500.00	\$0.00			
2	Enter project string...	E (1080-00-0251a-01-020-000-000-0000-501003-) BOOKS, PERIODICALS, AND MANUAL	XFR to books	10/1/24	\$0.00	\$500.00			

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



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

Home | Campaigns...
SharePoint
Munis Landing Page
OneDrive
API Batch Log Typer...

Accounting Entries

Return
Delete
Release
Post Journal
Workflow
Proof Report
Attach
View UDF

Budget Amendment/Transfer

(Journal: 2) - Entry Clerk: bk43892

Year*	Effective Date *	Entity Code*	Reference 1
2024	10/01/2024	1	
Period*	Short Description*	Amendment Type*	Reference 2
10	transfer	1 - Exp to Exp or Rev to Rev T	
Projection Inclusion	Update Recurring Journal	PA Applied	Status
One Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Held

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

Accounting Entries

Return

Delete

Generate DT/DF

Release

Post Journal

Workflow

Proof Report

Attach

View UDF

Budget Amendment/Transfer

Journal has been released.

(Journal: 2) - Entry Clerk: bk43892

Year*

2024

Effective Date *

10/01/2024

Entity Code*

1

Reference 1

Source

BUA

Period*

10

Short Description*

transfer

Amendment Type*

1 - Exp to Exp or Rev to Rev T

Reference 2

Budget Year Code

1

Projection Inclusion

One Time

Update Recurring Journal

PA Applied

Status

Pending

Check Budget Transfer Status

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

Accounting Entries

Return

Delete

Generate DT/DF

Release

Post Journal

Workflow

Proof Report

Attach

View UDF

The Workflow Approval will show.

Workflow Approval

Steps

Step 10 - Approvers (1)

George Danos

BGT

Step Details

Approval Type

Segment and Amount

Action

Approve

Active Date

10/01/2024 3:27:00 pm

Comment

Checklist

All Approvers Required

No

Key

BGT 202410 2 INBOX

Information

2024 10 2 transfer 500.00

Step

10

Status

Current

Action Date

N/A

Cancel

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.

The screenshot shows a form with several fields: 'Entity Code*' with a dropdown menu showing '1', 'Reference 1' with an empty text box, 'Source' with the value 'BUA', 'Amendment Type*' with a dropdown menu showing '1 - Exp to Exp or Rev to Rev Transfer', 'Reference 2' with an empty text box, and 'Budget Year Code' with the value '1'. Below these fields, there is a 'PA Applied' checkbox which is checked, and a 'Status' field which displays 'Approved'. The 'Status' field is highlighted with a red rectangular box.

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)


The screenshot shows the 'Accounting Entries' menu with several options: 'Return', 'Delete', 'Release', 'Post Journal', 'Workflow', 'Proof Report', 'Attach', and 'View UDF'. The 'Post Journal' option is highlighted with a red rectangular box. Below the menu, there is a confirmation dialog box titled 'Post Journal' with the text 'No errors detected. Continue with posting?'. At the bottom right of the dialog box, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red rectangular box.














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

 **Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]**

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

Journal Details

Clerk

Fiscal year

Period

Journal

Journal reference 1

Journal reference 2

Short description

Effective date

Budget year code

Entity code

Amendment type

Budget projection inclusion

Amendment status

☐ Update recurring journal

☐ Enter user defined info

☐ Project accounts apply

Workflow

My Approvals

Approve


Reject




Forward

Hold


Approvers

At this screen click Browse Own Journals.

 **Options**

Back Accept Cancel

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16] > Options > 

Choose an option

☒ Browse Own journals

☐ Browse All journals

☐ Browse by Clerk

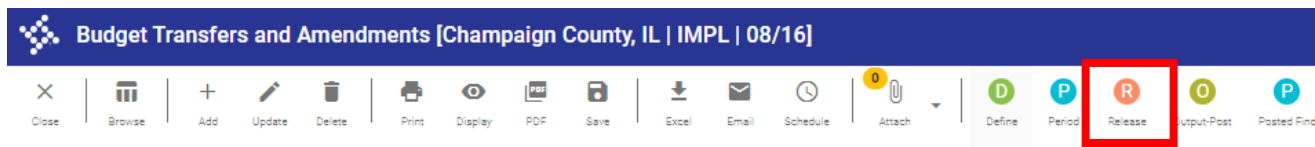
Clerk ID

Click Accept and it will bring up your journal entries.

Select the entry that is held to open the entry.

Budget Transfers and Amendments									
Back	Accept	Cancel	Output	Print	Display	PDF	Save	Excel	Word
Workflow Status									
Budget Transfers and Amendments [Champaign County, IL IMPL 08/16] > Options > Budget Transfers and Amendments									
Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2024	10	02	10/01/2024	bk43892	transfer	500.00	500.00	Pending Approval

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.

Budget Transfers and Amendments [Champaign County, IL IMPL 08/16]	
Close	Browse
Add	Update
Delete	Print
Display	PDF
Save	Excel
Email	Schedule
Attach	

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

Journal Details

Clerk

Fiscal year

Period


Journal

Journal reference 1


Journal reference 2

Short description


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



Close




Accept



Cancel

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

> 

Journal Details

Clerk

Fiscal year *

2024

Period *

10

OCT

Journal

3


Journal reference 1

Journal reference 2

Short description *

Effective date *

10/01/2024



Budget year code

1

Entity code *

1

Amendment type *

1

Budget projection inclusion

One Time

Amendment status

☐ Update recurring journal

☐ Enter user defined info

☒ Project accounts apply

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.



Budget Amendment Detail Lines



Back



Accept



Cancel



Search



Add



Delete



User Defined



View Budget

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

> Budget Amendment Detail Lines

> 


Journal

Journal 2024/10 3 Ref Desc test Eff Date 10/01/2024


Journal Lines

Line	T	Project String	Project Descrip	T	Account Number	Comment	Ref 1	Eff Date	I/D	Amount
1	E							10/01/2024		


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




Budget Amendment Detail Lines




Back




Search




Browse



Update

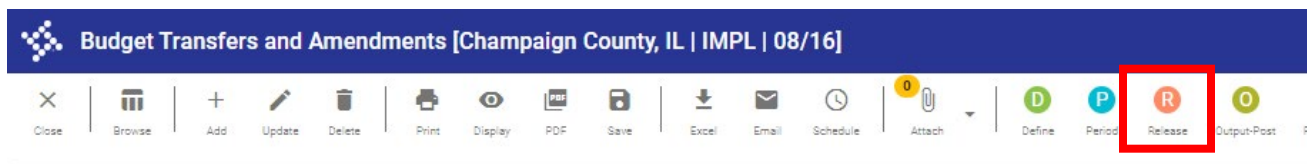


Summary



Line Acct

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



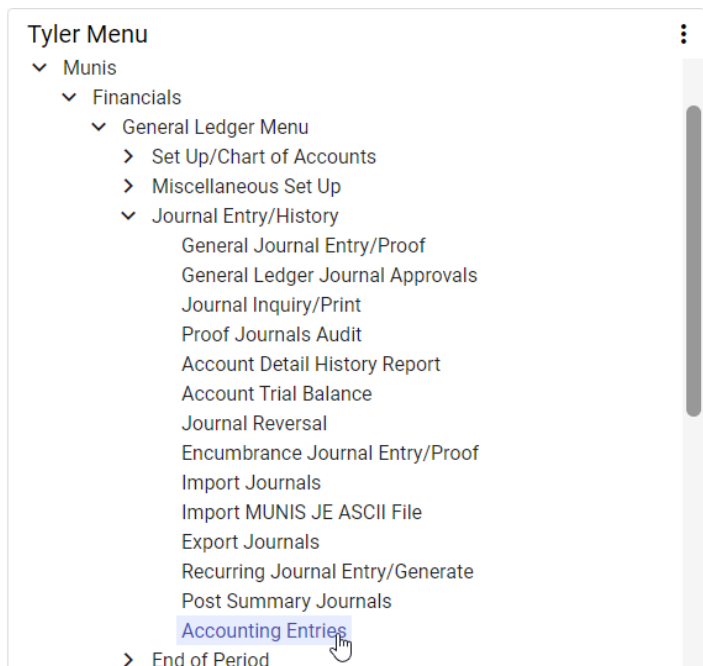
Delete a Budget Transfer

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”

Accounting Entries

Advanced My Searches View All Voiced Journals

GENERAL JOURNAL **BUDGET AMENDMENTS/TRANSFERS** ENCUMBRANCE ENTRY

[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.

Accounting Entries

Return Delete Release Post Journal Workflow Proof Report View UDF

Budget Amendment/Transfer
(Journal:) - Entry Clerk: bk43892

Year* 2024 Effective Date * 10/01/2024 Entity Code* 1 Reference 1

Period* 10 Short Description* SS4A BUA Amendment Type* 3 - Exp or Rev Amendment (one sided) Reference 2

Projection Inclusion One Time Update Recurring Journal PA Applied Status Held

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

Budget Amendment Lines [Add Line](#)

Seq Project Account Line

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

Budget Amendment Lines [Add Line](#)

Seq	Project	Account	Set/change the GL account.	Line Description	Effective Date	Decrease	Increase
1	Enter project string...	E (1080-00-0251a-01-020-000-0000-501002-) OFFICE SUPPLIES		BABY RUTH CANDY BARS	2/16/22	\$0.00	1500.00

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.

Budget Amendment Lines Add Line					
Seq	Project	Account	Line Description	Effective Date	Amount
1	Enter project string...	E (1080-00-0251a-01-020-000-000-501002-) OFFICE SUPPLIES	BABY RUTH CANDY BARS	2/16/22	\$1,500.00

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.

Increases		Decreases	
Expense:	\$1,500.00	Expense:	\$0.00
Revenue:	\$0.00	Revenue:	\$0.00
Total Increases:	-\$1,500.00	Total Decreases:	\$0.00

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.

Accounting Entries

Return
Delete
Release
Post Journal
Workflow
Proof Report
View UDF

1 of 2
Find | Next

Journal Proof Report

Journal Number: 1717 Year: 2022 Period: 12 Description: Reference 1: Reference 2: Reference 3:

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-020-000-000-500103-	REGULAR FULL-TIME EMPLOYEES	transfer	N		\$595.50
BUA	1080-00-0251a-01-020-000-000-501001-	STATIONERY AND PRINTING	transfer	N	\$595.50	
Journal 2022/12/1717				Total	\$595.50	\$595.50

3/3/2023 2:47:38 PM
Page 1 of 2

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

Accounting Entries

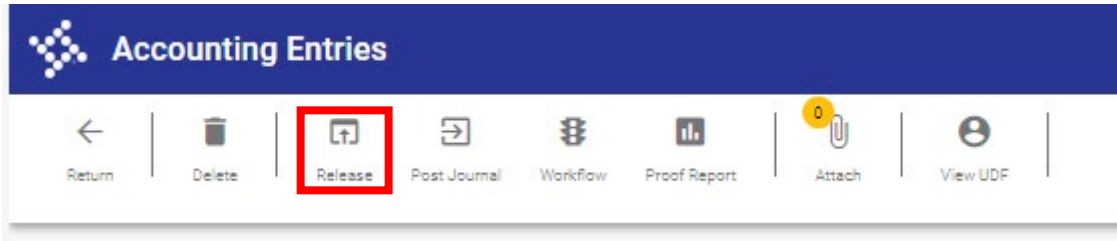
Return
Delete
Release
Post Journal
Workflow
Proof Report
Attach
View UDF

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

Save

Cancel

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

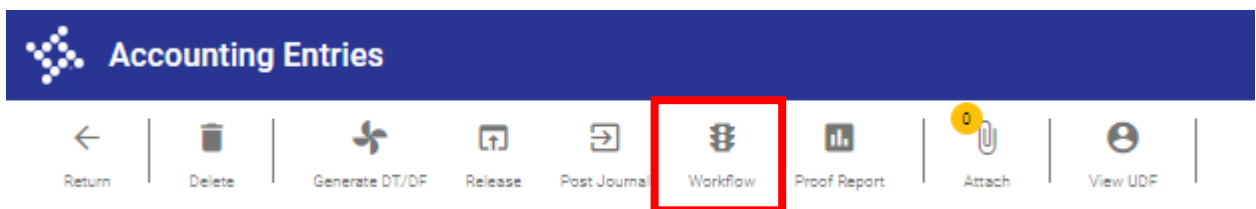


Upon clicking “Release”, the status will change from “Held” to “Pending”. This confirms that the budget amendment request is in workflow review.

A screenshot of the 'Budget Amendment/Transfer' form. The form is white with a dark blue header. A dark grey notification box at the top right says 'Journal has been released.' The form contains several input fields: 'Year*' (2024), 'Effective Date*' (10/01/2024), 'Entity Code*' (1), 'Reference 1', 'Period*' (10), 'Short Description*' (test), 'Amendment Type*' (3 - Exp or Rev Amendment (one sided)), 'Reference 2', 'Projection Inclusion' (One Time), 'Update Recurring Journal' (checkbox), and 'PA Applied' (checkbox). The 'Status' field, which shows 'Pending', is highlighted with a red rectangular box.

Check Budget Amendment Status

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



Workflow Approval

Steps

Step 70 - Approvers (2)

Michelle Jett

Travis W. Woodcock

Step 75 - Approvers (1)

Megan R. Robison

Step 80 - Approvers (1)

George Danos

BGA

Step Details

Approval Type

Dollar Based

Step

70

Action

Notify

Status

Current

Active Date

10/01/2024 3:44:00 pm

Action Date

N/A

Comment

Checklist

All Approvers Required

No

Key

BGA 202410 3 INBOX

Information

2024 10 3 test 50.00

Cancel

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.

Accounting Entries

Return

Delete

Generate DT/DF

Release

Post Journal

Workflow

Proof Report

Attach

View PDF

Budget Amendment/Transfer

(Journal: 3) - Entry Clerk: bk43892

Year*

2024

Effective Date *

10/01/2024

Entity Code*

1

Reference 1

Source

BUA

Period*

10

Short Description*

test

Amendment Type*

3 - Exp or Rev Amendment (one sided)

Reference 2

Budget Year Code

1

Projection Inclusion

One Time

Update Recurring Journal

☐

PA Applied

☐

Status

Pending

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



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

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

Close

Browse

Add

Update

Delete

Print

Display

PDF

Save

Excel

Email

Schedule

Attach

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

Journal Details

Clerk

Fiscal year

Period

Journal

Journal reference 1

Journal reference 2

Short description

Effective date

Budget year code

Entity code

Amendment type

Budget projection inclusion

Amendment status

☐ Update recurring journal

☐ Enter user defined info

☐ Project accounts apply

Workflow

My Approvals

Approve

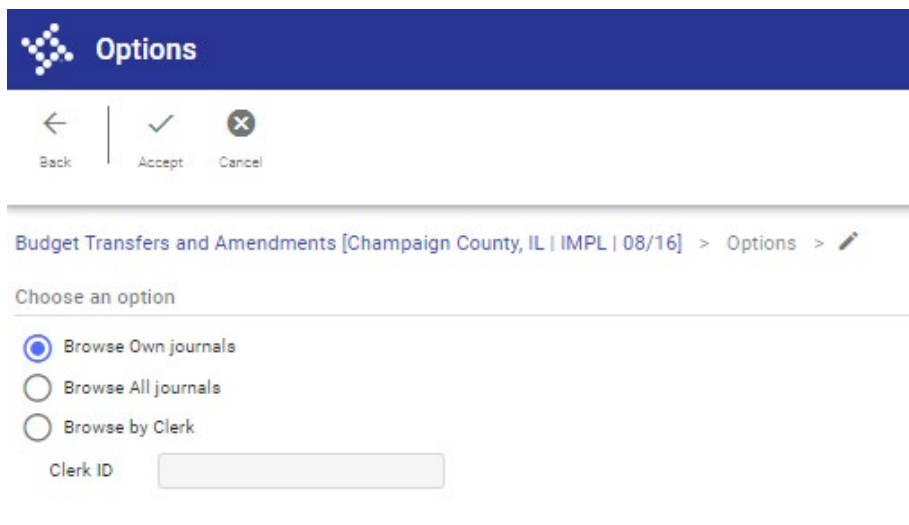
Reject

Forward

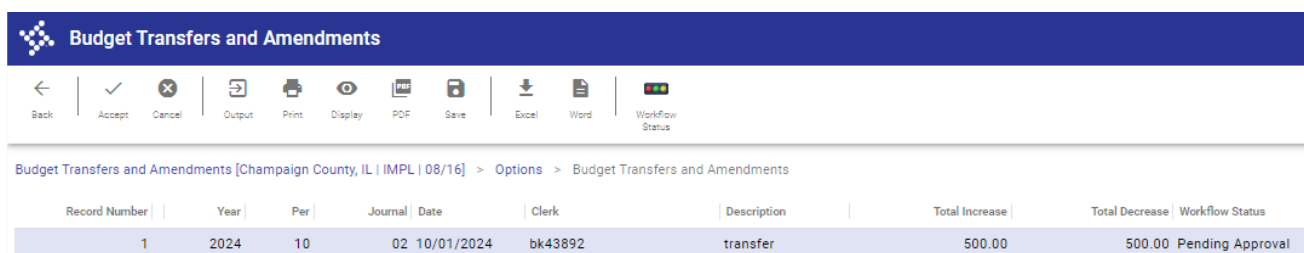
Hold

Approvers

At this screen click Browse Own Journals.

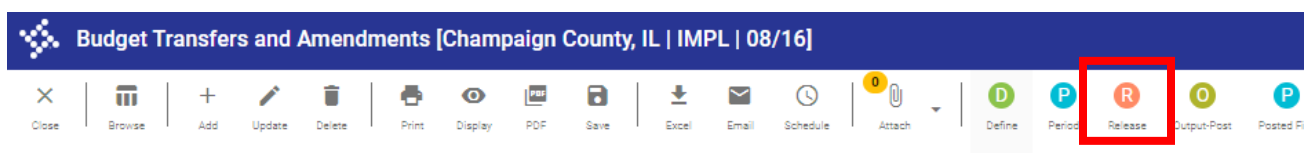


Click Accept and it will bring up your journal entries. Select the entry that is held to open the entry.



Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2024	10	02	10/01/2024	bk43892	transfer	500.00	500.00	Pending Approval

Click the Release Skittle in the Ribbon




And it is released.



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.


Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

 Close
  Browse

 Add
  Update
  Delete
  Print
  Display
  PDF
  Save
  Excel
  Email
  Schedule
  Attach


Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]




Journal Details


Clerk

 Fiscal year
 Period
 Journal
 Journal reference 1
 Journal reference 2
 Short description

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




Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16]

 Close
  Accept
  Cancel

Budget Transfers and Amendments [Champaign County, IL | IMPL | 08/16] > 

Journal Details

Clerk

 Fiscal year *
 Period * OCT
 Journal
 Journal reference 1
 Journal reference 2
 Short description *
 Effective date * 
 Budget year code
 Entity code *
 Amendment type *
 Budget projection inclusion 
 Amendment status
☐ Update recurring journal
☐ Enter user defined info
☒ Project accounts apply

Workflow

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.

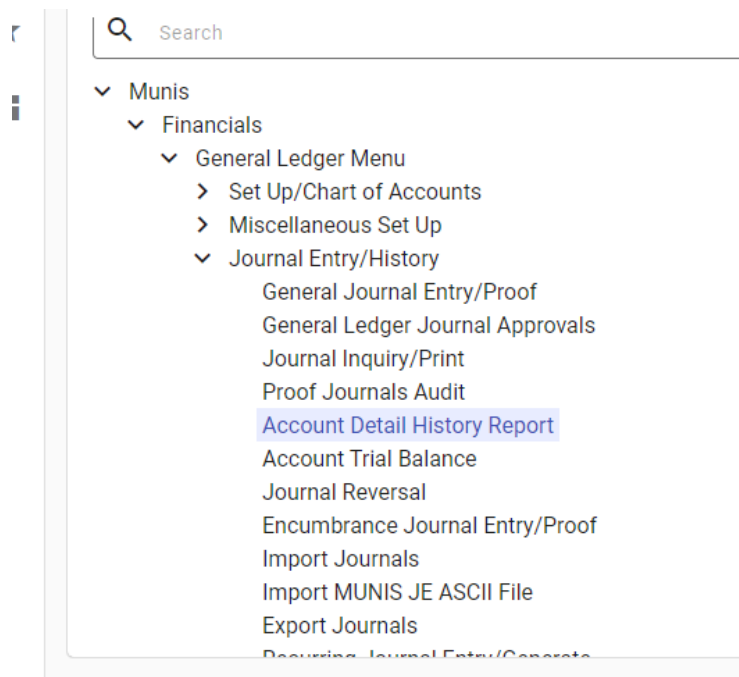
Click the Release Skittle in the Ribbon to release the transfer into the workflow.

Delete a Budget Amendment

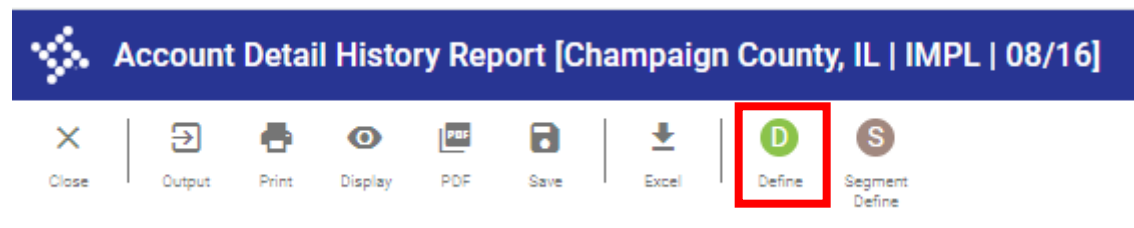
If you need to have a Budget Amendment deleted, please email the Munis Help Desk at: munis-help@co.champaign.il.us with the Amendment number.

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.

A screenshot of the 'Account Detail History Report [Champaign County, IL | IMPL | 08/16]' form. The ribbon shows 'Close', 'Accept' (highlighted with a red box), 'Cancel', and 'Query'. Below the ribbon, the form fields are: 'Fund' (1080), 'Org' (empty), 'Object' (empty), 'Project' (empty), and 'Rollup' (empty). Each field has a three-dot menu icon to its right.

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”.

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: ☐

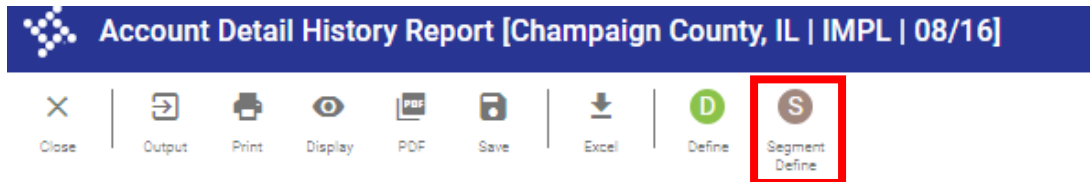
Multiyear view: Default view

Print report options: ☐

Cash account: subtotal by date or ref3/deposit# *: N

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).

General Ledger Account Finder

Back | Accept | Cancel | Search

Account Detail History Report [Champaign County, IL | IMPL | 08/16] > General Ledger Account Finder

Segment Name	Search Value
Fund	---
CAFR Func	---
Comptroller	---
Cty Function	---
Department	041
Division	---
Future Use	---
Interfund	---
Object	---
Account Type	---
Account Status	---
Rollup Code	---
Sub-Rollup Code	---
NY Rollup Code	---
Character Code	---

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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
ORG	ACCOUNT	ACCOUNT DESC	YR/P	JNL	EFF DATE	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR CODE	CHECK #	OB	JOURNAL AMOUNT	SOY BALANCE
1	00000051	1080-00-0215A-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/1	54	01/01/22	BUC									-183,435
2	00000051	1080-00-0215A-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/1	600	04/21/22	CRP	026	9089		2022 BUDGET					-15,800
4	00000051	1080-00-0215A-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/1	602	04/26/22	CRP	026	9128		Cnty States Attnys Disb Mar, r					-15,800
5	00000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/1	54	01/01/22	BUC				2022 BUDGET					-31,000
6	00000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/3	42	03/02/22	CRP	041	1462		1st and 2nd quarter payments					-15,500
7	00000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/4	419	04/21/22	CRP	041	2071		3rd Quarter Payment					-7,750
8	00000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/7	419	07/13/22	CRP	041	6869		PY22 VCVA payment (4th)					-7,750
9	00000065	1080-00-0225-02-041-000-000-0000-400451	FEDERAL - OTHER	22/5	520	05/04/22	CRP	041	5297		USMS Q1 Reimbursement					-2,310
10	00000080	1080-00-0233B-02-041-000-000-0000-400501	FINES	22/1	54	01/01/22	BUC				2022 BUDGET					-610,000
11	00000080	1080-00-0233B-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2981		2022/03/31 Circuit Clerk Disbu					-225
12	00000080	1080-00-0233B-02-041-000-000-0000-400501	FINES	22/4	425	04/23/22	CRP	030	2982		2022/03/31 Circuit Clerk Disbu					-4,024
13	00000080	1080-00-0233B-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2983		2022/03/31 Circuit Clerk Disbu					-606
14	00000080	1080-00-0233B-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.

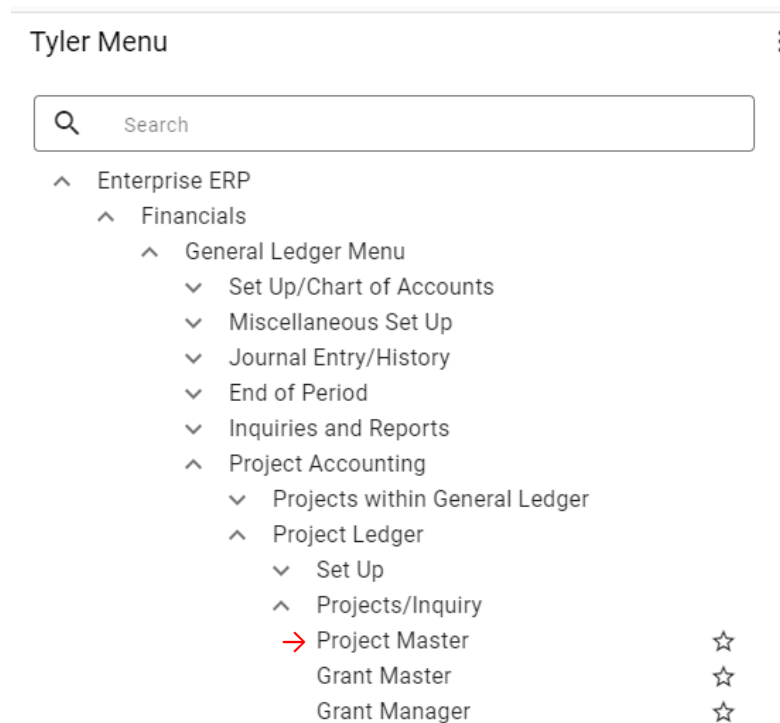
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
	ORG	ACCOUNT	ACCOUNT DESC	YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR COD	CHECK	OB	JOURNAL AMOUNT	SOY
18	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	493	04/29/22	BUA				SAO_Office					3,500	
19	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	494	04/29/22	BUA				SAO_Fix					-3,500	
70	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 4	494	04/29/22	BUA				SAO_Fix					3,500	
81	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	26	06/02/22	BUA				SAO-OfcSup					3,500	
82	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	69	06/07/22	BUA				SAOOfcSupp					-3,500	
83	10000138	1080-00-02541-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/ 6	69	06/07/22	BUA				SAOOfcSupp	office supplies				3,500	
19	10000138	1080-00-02541-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 5	102	05/09/22	BUA				SAO_Equip					-1,000	
24	10000138	1080-00-02541-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 7	50	07/05/22	BUA				travel exp					-250	
25	10000138	1080-00-02541-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/ 7	51R	07/11/22	BUA				reference					-4,000	

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

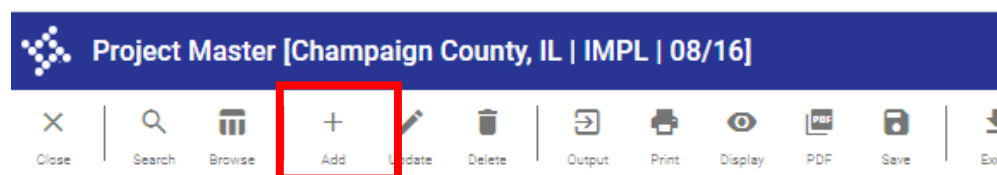
(Note: If you right click on the star icon to the right of the title it will add the module to your favorites menu for quicker access going forward.)



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.

The screenshot shows the 'Project Master' form for Champaign County, IL, dated 09/14. The form is partially filled with project details. A pop-up dialog box titled 'Project Master' is displayed in the center. The dialog contains the following text: 'NOTE: Project codes longer than five characters can only be used within the Project Accounting module and will not be valid Project Codes on GL Accounts. Add 619CCDD822 as a Project Accounting only code?'. At the bottom of the dialog are two buttons: 'Yes, Add' and 'No'.

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.

The screenshot shows the 'Project Master' form for Champaign County, IL, dated 09/14. The form is now more fully populated. The 'Project Title' field is filled with '619 DECISION SUPPORT DDB FY22'. The 'Project Type' field is set to 'LOCAL'. The 'Project Code' field is '619CCDD822'. The 'Department' field is '619'. The 'Status' field is 'Active'. The 'Project available budget' field is '0'. The 'Percent Complete' field is '0.00'. The 'Estimate to Complete' field is '0.00'. The 'Create capital asset' field is 'No'. The 'Project fiscal range' field is 'JAN' to 'DEC'. The 'Projected date range' field is '09/28/2021' to '09/28/2021'. The 'Actual date range' field is empty. The 'Extension date' field is empty. The 'Obligation date' field is empty. The 'Last date to encumber' field is empty. The 'Number of Days' field is '0.00'. The 'Original' field is empty. The 'Revised' field is empty. The 'Admin Overhead Rate' field is '0.00 %'. The 'String Requirements' section shows 'Expense' and 'Funding Source' both set to '2 - Phase'. The 'Required level' and 'Budget level' are both set to '2 - Phase'. The 'General Notes' section is empty. The 'Work Orders' section is empty. The 'Comments' section is empty. The 'Internal Contacts' section is empty. The 'External Contacts' section is empty. The 'Milestones' section is empty. The 'Escrow' section is empty. The 'Notes' section is empty. The 'Contracts' section is empty. The 'Contract Details' section is empty. The 'Capital Assets' section is empty. The 'Locations' section is empty. The 'Task Groups' section is empty. The 'GL FUNDING' section is empty. The 'REVENUE ALLOCATION' section is empty. The 'AP RETAINAGE' section is empty. The 'Funding Source' section is empty. The 'Description' section is empty. The 'Amount' section is empty. The 'TOTAL' row shows '0 of 0'.

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.

Project Master [Champaign County, IL | TRAIN | 09/14]

Back Accept Cancel Reason

Project

Project * 619CCDB22 ... ☒ Project ledger use only

Project Type LOC ... LOCAL

Title * 619 DECISION SUPPORT DDB FY22

Short title

Major project

State ID # DD22-078

Federal CFDA

Drawdown freq MONTHLY

Description GRANT CONTRACT WITH CHAMPAIGN CO DEV DISABILITIES BOARD FOR PROVISION OF CLIENT SUPPORT SERVICES FY22

Justification

Department 100 ... REGIONAL PLANNING COMMISSION

Status Active

Project available budget Yearly

Percent Complete 0

Estimate to Complete 0.00

Create capital asset

Project fiscal range * JAN to DEC

Projected date range * 01/01/2018 to 12/31/2018

Actual date range

Extension date

Obligation date

Last date to encumber

Number of Days

Original 364

Revised 364

String Requirements

Expense 2 - Phase

Funding Source 2 - Source

Required level * 2 - Phase

Budget level * 2 - Phase

Overhead Rates

Admin Overhead Rate 0.00 %

General Notes Comments Internal Contacts External Contacts Milestones Escrow Notes

Work Orders Contracts Contract Details Capital Assets Locations Task Groups

GL FUNDING REVENUE ALLOCATION AP RETAINAGE

Funding Source Description Amount

... TOTAL

0 of 0

Select the highest segment you wish to use for your project strings.

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.

Internal Contacts

Back Accept Cancel

Contact Names

Lisa Benson
Katie Harmon
Chris Ward
Jeremy Reale

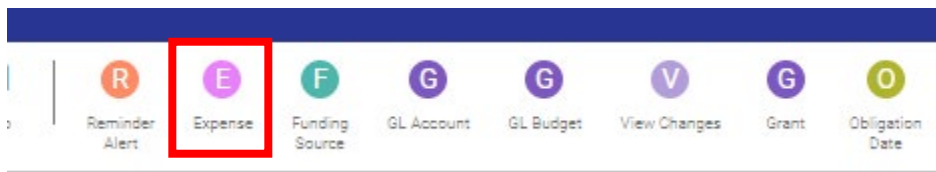
Contact name 5

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.

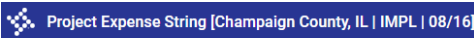
Copies of contract documents or agreements associated with the grant or project can be attached to the project using the Attach (paper clip) feature across the header menu. Clicking on attach will allow for documents to be scanned and attached to the project master file.

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.



Back | Accept | Cancel | Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Expense String [Champaign County, IL | IMPL | 08/16] >

Project string

Project *

Phase *

Task *

Sub-Task *

Name *

Short name *

Status

Workflow status

Projected date range *

Actual date range

Description

Justification

Project available budget

Actual overhead rate

Expense type

Audits

AP Retainage

Fund

CAFR Func

Comptroller

City Function

Department

Division

Future Use

Interfund

Org

Object

Project

☐ Allow GL Override

Fund

CAFR Func

Comptroller

City Function

Department

Division

Future Use

Interfund

Org

Object

Project

Workflow

My Approvals

Approve

Reject

Forward

Hold

Approvers

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.

Project Expense String [Champaign County, IL | IMPL | 08/16]

Back

Accept

Cancel

Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Expense String [Champaign County, IL | IMPL | 08/16] >

Project string

Project *

173

Project Test 173

Phase *

CONSTRUCT

CONSTRUCTION

Task *

CONSTOVER

CONSTRUCTION OVERSIGHT

Sub-Task *

Name *

Construction Administration

Short name *

Const Admn

Status

Active

Workflow status

Approved

Projected date range *

01/01/2024

to

12/31/2024

Actual date range

to

Description

Justification

Project available budget

Yearly

Actual overhead rate

0.00

%

Expense type

General Notes

Comments

Audits

Modified

By

Change Set

AP Retainage

Retained to date

Liquidated

Permanently withheld

Unrelieved

Default GL account

Fund

CAFR Func

Comptroller

Cty Function

Department

Division

Future Use

Interfund

Org

Object

Project

Allow GL Override

Budget GL account

Fund

CAFR Func

Comptroller

Cty Function

Department

Division

Future Use

Interfund

Org

Object

Project

Workflow

My Approvals

Approve

Reject

Forward

Hold

Approvers

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.

General Notes

Comments

Project available budget

Yearly

Actual overhead rate

0.00

%

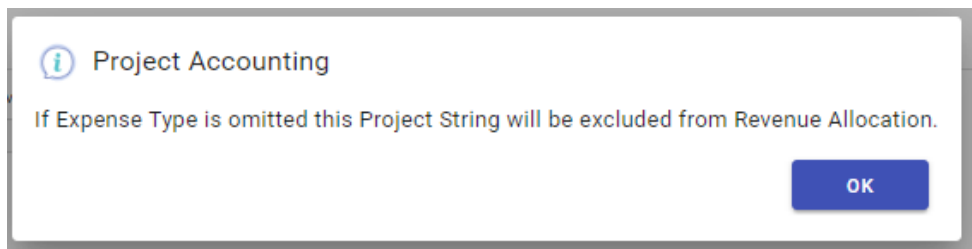
Expense type

Include in budget check

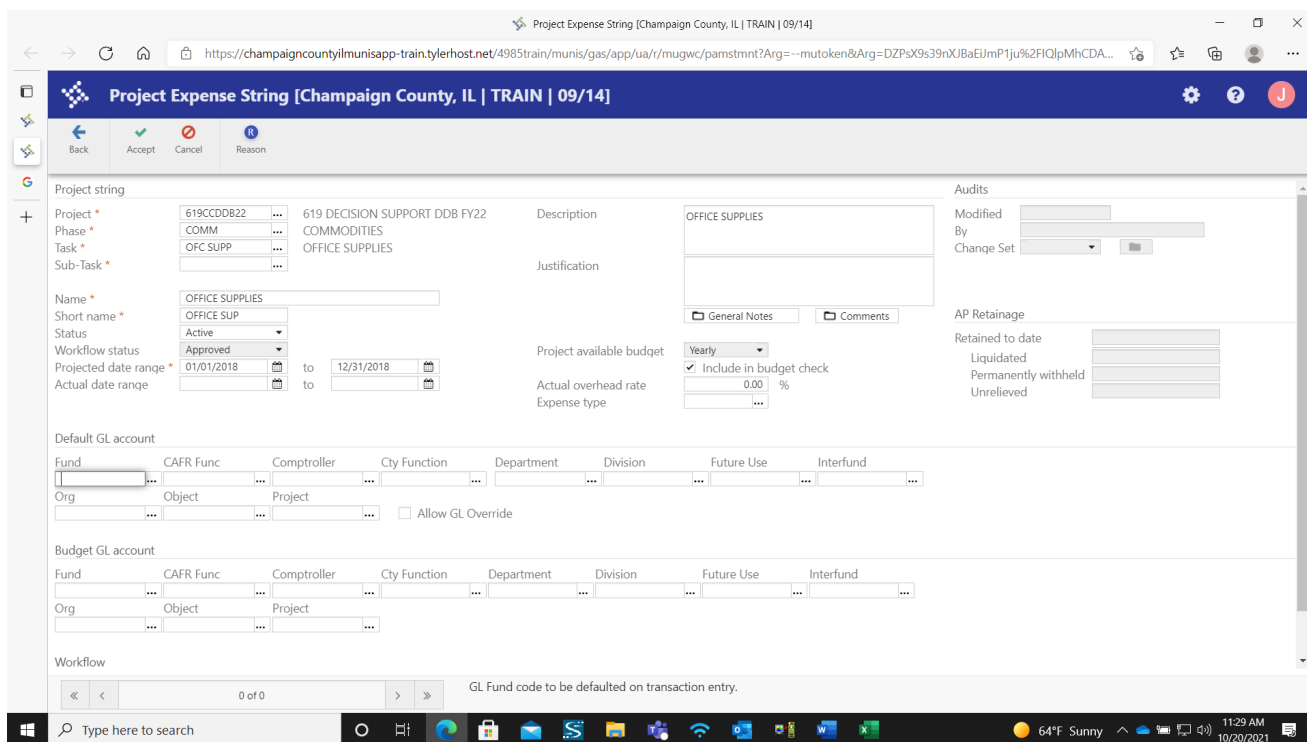
The box next to “Include in budget check” will default as checked. By leaving this box checked, it will ensure that any expenses entered against this project string will be checked against the project budget prior to approval.

NOTE: If a project budget is not going to be associated with the project, the box for “Include in budget check” needs to be unchecked 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.


A screenshot of the 'Project Expense String' form in the Champaign County, IL TRAIN system. The form is titled 'Project Expense String [Champaign County, IL | TRAIN | 09/14]'. It contains several sections: 'Project string' with fields for Project (619CCDB22), Phase (COMM), Task (OFC SUPP), Sub-Task, Name (OFFICE SUPPLIES), Short name (OFFICE SUP), Status (Active), Workflow status (Approved), Projected date range (01/01/2018 to 12/31/2018), Actual date range, Description (OFFICE SUPPLIES), Justification, Project available budget (Yearly), Actual overhead rate (0.00 %), and Expense type. There are also 'Audits' and 'AP Retainage' sections. The 'Default GL account' section includes fields for Fund, CAFR Func, Comptroller, Cty Function, Department, Division, Future Use, and Interfund. The 'Budget GL account' section has similar fields. The 'Workflow' section shows a progress bar and a note: 'GL Fund code to be defaulted on transaction entry.' The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time (11:29 AM 10/20/2021).

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-reference 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.


Project Expense String [Champaign County, IL | IMPL | 08/16]

Back
Accept
Cancel
Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Expense String [Champaign County, IL | IMPL | 08/16] >

Project string

Project *

173

Project Test 173

Phase *

CONSTRUCT

CONSTRUCTION

Task *

CONSTOVER

CONSTRUCTION OVERSIGHT

Sub-Task *

Name *

Construction Administration

General Notes

Comments

Short name *

Const Admn

Status

Active

Workflow status

Approved

Projected date range *

01/01/2024

to

12/31/2024

Actual date range

to

Justification

Project available budget

Yearly

Include in budget check

Actual overhead rate

0.00

%

Expense type

Audits

Modified

By

Change Set

AP Retainage

Retained to date

Liquidated

Permanently withheld

Unrelieved

Default GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
1080	00	0251a	01	020	000	000	0000
Org	Object	Project					
	502001						

☒ Allow GL Override

Budget GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
1080	00	0251a	01	020	000	000	0000
Org	Object	Project					
	502001						

Workflow

My Approvals

Approve

Reject

Forward

Hold

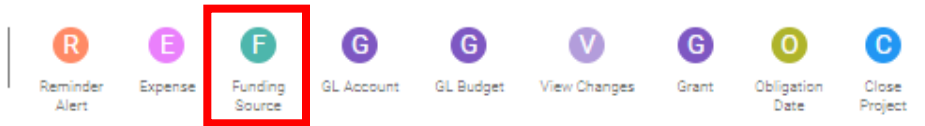
Approvers

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.

Project Funding Source String [Champaign County, IL | IMPL | 08/16]

Back Accept Cancel Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Funding Source String [Champaign County, IL | IMPL | 08/16] >

Project string

Project * 173
Source *
Detail *
Type *

Name
Short Name *
Status Active
Workflow status Approved

Description
Justification
General Notes
Comments

Projected date range * 01/01/2024 to 12/31/2024
Actual date range
Grant In-Kind

Modified
By
Change Set

Revenue allocation

Allocation type None
Max allocation Greater of the Two
Billing type None

Customer
AR charge code
GL Debit
GL Credit
Include project string

Allocation Lines GL Accounts

Seq	Exp Type	Expense Type Desc	Priority	Alloc %	Max Alloc Amt	Allocated Amount

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.

Project Funding Source String [Champaign County, IL | IMPL | 08/16]

Back | Accept | Cancel | Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Funding Source String [Champaign County, IL | IMPL | 08/16] >

Project string

Project # 173 Project Test 173 Description
Source # LOCAL LOCAL GOVERNMENT REVENUE Justification
Detail #
Type #
Name * Revenue
Short Name * Revenue
Status Active
Workflow status Approved
Projected date range * 01/01/2024 to 12/31/2024
Actual date range
Grant
In-Kind ☒

Revenue allocation

Allocation type None
Max allocation Greater of the Two
Billing type None
Customer
AR charge code
Address
T Account
GL Debit
GL Credit
Include project string

Allocation Lines GL Accounts

Seq	Exp Type	Expense Type Desc	Priority	Alloc %	Max Alloc Amt	Allocated Amount

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.

Back

Accept

Cancel

Reason

Project Master [Champaign County, IL | IMPL | 08/16] > Project Funding Source String [Champaign County, IL | IMPL | 08/16] >

Project string

Project *

173

Project Test 173

Source *

LOCAL

LOCAL GOVERNMENT REVENUE

Description

Modified

Detail *

Justification

By

Type *

General Notes

Comments

Change Set

Name *

Revenue

Projected date range *

01/01/2024

to

12/31/2024

Short Name *

Revenue

Actual date range

to

Status

Active

Grant

In-Kind

Workflow status

Approved

Revenue allocation

Allocation type

None

Max allocation

Greater of the Two

Exceed Maximum Amount

Billing type

None

Customer

Address

AR charge code

T

Account

GL Debit

GL Credit

Include project string

Allocation Lines

GL Accounts

Default GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
1080	00	0215a	01	020	000	000	0000
Org	Object	Project					
	400406						

☒ Allow GL Override

Budget GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
1080	00	0215a	01	020	000	000	0000
Org	Object	Project					
	400406						

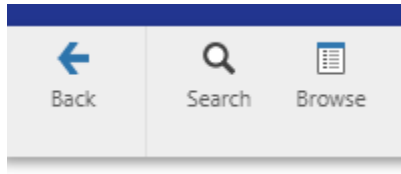
The GL data for the revenue string is obtained from the AS400 cross-reference guide.

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.

Back Accept Cancel Reason

Project string

Project * 733ADMIN22 ... 733 RPC ADMINISTRATION FY22 Description

Phase * COMM ... COMMODITIES

Task * OFC SUPP ... OFFICE SUPPLIES

Sub-Task *

Justification

Project name * OFFICE SUPPLIES

Project name * OFC SUPPLY

Status * Active

Projected date range * 01/01/2021 to 12/31/2021

Actual date range

Project available budget Yearly

Include in budget check ☒

Actual overhead rate 0.00 %

Expense type

Default GL account

nd	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund								
775	...	00	...	0251c	...	06	...	100	...	005	...	000	...	0000	...
g	Object	Project													
	...	501002	...												

☐ Allow GL Override

Default GL account

nd	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund								
775	...	00	...	0251c	...	06	...	100	...	005	...	000	...	0000	...
g	Object	Project													
	...	501002	...												

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

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - > Inquiries and Reports
 - ▼ Project Accounting
 - > Projects within General Ledger
 - ▼ Project Ledger
 - > Set Up
 - > Projects/Inquiry
 - ▼ Project Budget Processes
 - Project Budget Package Generation**
 - Project Budget Package Entry
 - Project Budget Package Posting
 - Project Budget Adjustment Entry

This will open the Project Budget Package Generation main page.

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Close Search Browse **Add** Update Delete Output Print Display PDF Save Master View Package Detail Reactivate

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Project budget package

Project budget package *

Description *

Project package status

Renew Status ☒ Locked Budget Package

Renew Amount

Projects

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.

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Close | Accept | Cancel | Search | Delete

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > ✎

Project budget package

Project budget package *

Description *

Project package status

Renew Status

Renew Amount

☐ Locked Budget Package

Projects

173 - Project Test 173

101 - 668YHAP

129 - yhap

130 - HAP

131 - CoC23

172 - MFT

173 - Project Test 173

180006100B - CH 17 #18-00061-00-BR

183005700B - Urbana Township #18-30057-00-BR

180007400B - CH 18 #18-00074-00-BR

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

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: Do not 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.

Project string detail

2022	733ADMIN22-COMM	-OFC SUPP	OFFICE SUPPLIES
------	-----------------	-----------	-----------------

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total	Description	Justification
1	2022	E	2075-00-0251c-06-100-005-000-0000-501002	1.00	5,000.00	5,000.00	OFFICE SUPPLIES	

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.

Project Budget Package Entry [Champaign County, IL | IMPL | 08/16]

Back Search Update Output Print Display PDF Save Excel Email Schedule Attach Update Projection Info Change Budget Package Project String Inquiry Export to GL Budget Export to Amendment Text Percent Update View Changes

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > Project Budget Package Entry [Champaign County, IL | IMPL | 08/16] >

Projection information

Project Budget Package * Test22 - Test project entry process for manual ☐ Check if exporting to General Ledger Renew Status
 ☐ Locked Budget Package Renew Amount

Project strings

Text	T	Project String	T	Account	Total Budget Amount	2025 Detail Amount	2026 Detail Amount	2027 Detail Amount	2028 Detail Amount			
N	E	173	-CONSTRUCT	-CONSTOVER	-	E	1080-00-0251a-01-020-000-000-0000-502001-	50,000.00	.00	.00	.00	.00
N	F	173	-LOCAL	-	-	R	1080-00-0215a-01-020-000-000-0000-400406-	.00	.00	.00	.00	.00
TOTALS					50,000.00	.00	.00	.00	.00	.00		

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.

Project Budget Package Entry [Champaign County, IL | IMPL | 08/16]

Back Accept Cancel Search Delete Change Project Year Project String Entry

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > Project Budget Package Entry [Champaign County, IL | IMPL | 08/16] >

Projection information

Project Budget Package * Test22 - Test project entry process for manual ☐ Check if exporting to General Ledger Renew Status
 ☐ Locked Budget Package Renew Amount

Project strings

Text	T	Project String	T	Account	Total Budget Amount	2025 Detail Amount	2026 Detail Amount	2027 Detail Amount	2028 Detail Amount			
N		173	-CONSTRUCT	-CONSTOVER	-		1080-00-0251a-01-020-000-000-0000-502001-	50,000.00	.00	.00	.00	.00
N		173	-LOCAL	-	-		1080-00-0215a-01-020-000-000-0000-400406-	.00	.00	.00	.00	.00
TOTALS					50,000.00	.00	.00	.00	.00	.00		

Project string detail

2024 173 -LOCAL - Revenue

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total	Description
1	2024		1080-00-0215a-01-020-000-000-0000-400406-	0.0000	.00	

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.

Project Budget Package Entry [Champaign County, IL | IMPL | 08/16]

Back Search Update Output Print Display PDF Save Excel Email Schedule Attach Update Projection Info Change Budget Package Project String Inquiry Export to GL Budget Export to Amendment Text Percent Update View Changes

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > Project Budget Package Entry [Champaign County, IL | IMPL | 08/16] >

Projection information

Project Budget Package * Test22 - Test project entry process for manual ☐ Check if exporting to General Ledger Renew Status
 ☐ Locked Budget Package Renew Amount

Project strings

Text	T	Project String	T	Account	Total Budget Amou	2025 Detail Amount	2026 Detail Amount	2027 Detail Amount	2028 Detail Amou
N	E	173 -CONSTRUCT -CONSTOVER -	E	1080-00-0251a-01-020-000-000-0000-502001-	50,000.00	.00	.00	.00	.00
N	F	173 -LOCAL -	R	1080-00-0215a-01-020-000-000-0000-400406-	-50,000.00	.00	.00	.00	.00
TOTALS					.00	.00	.00	.00	.00

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




- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - > Inquiries and Reports
 - ▼ Project Accounting
 - > Projects within General Ledger
 - ▼ Project Ledger
 - > Set Up
 - > Projects/Inquiry
 - ▼ Project Budget Processes
 - Project Budget Package Generation
 - Project Budget Package Entry
 - Project Budget Package Posting
 - Project Budget Adjustment Entry
 - Project Budget Approvals

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.

Project Budget Package Posting [Champaign County, IL | IMPL | 08/16]

Close Search Define Export to GL Budget



Accept (Enter)

Define

Post

Total package amounts

Detail year

2021

Expense budget

0.00

Funding budget

0.00

Budget posting date *

11/10/2021

Journal description *

☐ Post to pending project strings

Project Range
to

Package Status

Project Budget Packages

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:

D

S

E

Close

Search

Define

Select

Export to GL Budget

Project Budget Package Posting [Champaign County, IL | IMPL | 08/16]

Project Budget Package Posting [Champaign County, IL | IMPL | 08/16]

Define

Post

Total package amounts

Project Range

to

Detail year

2024

Package Status

Created

Expense budget

0.00

Funding budget

0.00

Budget posting date *

10/10/2024

Journal description *

Test Project Budget

☐ Post to pending project strings

Project Budget Packages

	Package	Description	Package Status	Approval Status	Expense Amount	Funding Amount
<input type="checkbox"/>	211120-RR	211120-RR BUDGET IMPORT FOR RAMONA	Created	Approved	4636391.43	0.00
<input type="checkbox"/>	607FDE23	607FDE23 BUDGET	Created	Approved	250000.00	425000.00
<input type="checkbox"/>	607FDE24	607FDE23 BUDGET	Created	Approved	250000.00	425000.00
<input type="checkbox"/>	612UW23	612UW23 BUDGET	Created	Approved	23400.00	23400.00
<input type="checkbox"/>	612UW24	612UW24 BUDGET	Created	Approved	23400.00	23400.00
<input type="checkbox"/>	612UW25	612UW25 BUDGET	Created	Approved	23400.00	23400.00
<input type="checkbox"/>	647FD23	647FD23 BUDGET	Created	Approved	565175.00	566250.00

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.

S

D

Close

Accept

Cancel

Search

Select All

Deselect All

Project Budget Package Posting [Champaign County, IL | IMPL | 08/16]

Project Budget Package Posting [Champaign County, IL | IMPL | 08/16]

Define

Post

Total package amounts

Project Range

to

Detail year

2024

Package Status

Created

Expense budget

0.00

Funding budget

0.00

Budget posting date *

10/10/2024

Journal description *

Test Project Budget

☐ Post to pending project strings

Project Budget Packages

	Package	Description	Package Status	Approval Status	Expense Amount	Funding Amount
<input type="checkbox"/>			Created	New		
<input type="checkbox"/>	KIM 12-24	KIM PROJECT BUDGETS	Created	Approved	8225233.00	8114611.00
<input type="checkbox"/>	MEGAN 2	MEGAN - PROJECT BUDGET FOR 717S	Created	Approved	29300.00	-36000.00
<input checked="" type="checkbox"/>	Test22	Test project entry process for	Created	Approved	50000.00	-50000.00
<input type="checkbox"/>	WIOA051322	WIOA PROJECT BUDGET IMPORT 2022	Created	Approved	27364.22	0.00
<input type="checkbox"/>	WIOA220412	WIOA BUDGET FOR EXPENSE STRINGS	Created	Approved	36964.32	0.00
<input type="checkbox"/>	WIOA220419	WIOA BUDGET IMPORT 2022-04-19	Created	Approved	99755.00	0.00

Project Budget Package Detail

Project/Project Strings	Description	Status	Project Available Budget	Expense Amount	Funding Amount
▶ 173	Project Test 173	Active	Yearly	50000.00	-50000.00

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.

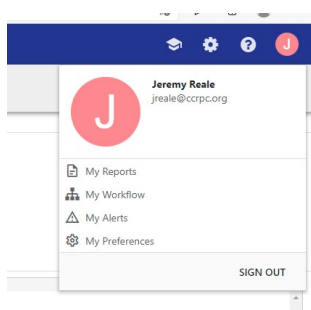
If all data looks correct, Click Accept. Then click Post (P).



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.)

The image shows a dialog box titled "Output" with a close button (X) in the top right corner. The dialog is divided into several sections. The "Output type" section has two radio buttons: "Munis printer" and "Save", with "Save" being selected. To the right of these are three input fields: "Save in" with a dropdown menu showing "Munis spool directory", "File name" with a text box containing "papstbud0001", and "Save as type" with a dropdown menu showing "Plain text (.txt)". Below these fields is a comment: "Comment: Saves to a file retrievable from the Saved Reports program. You may accept the default or enter your own file name." The "Report title" section has a text box containing "Project Budget Package Posting". The "Output style" section has two radio buttons: "Presentation" and "Plain Text", with "Plain Text" being selected. The "Output options" section has two checkboxes: "Landscape" and "Enable hyperlinks if present", both of which are unchecked. To the right of these is a "Copies" spinner box set to "1". At the bottom right of the dialog are two buttons: "Cancel" and "OK".


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.)


Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Project budget package

Project budget package *

Description *

Project package status


Renew Status











Renew Amount

Locked Budget Package

Projects

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.


Project Budget Package Generation

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > Project Budget Package Generation

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.

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Close Search Browse Add Update Delete Output Print Display PDF Save Master View Package Detail reactivate

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Project budget package

Project budget package * Test22

Description * Test project entry process for manual

Project package status Created

Renew Status Locked Budget Package

Renew Amount

Projects

173 - Project Test 173

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.

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16]

Close Accept Cancel

Project Budget Package Generation [Champaign County, IL | IMPL | 08/16] > Edit

Project budget package

Project budget package * Test22

Description * Test project entry process for manual

Project package status Created

Renew Status Locked Budget Package

Renew Amount

Projects

173 - Project Test 173

Created

Approved

Exported

Posted

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

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - > Inquiries and Reports
 - ▼ Project Accounting
 - > Projects within General Ledger
 - ▼ Project Ledger
 - > Set Up
 - > Projects/Inquiry
 - ▼ Project Budget Processes
 - Project Budget Package Generation
 - Project Budget Package Entry
 - Project Budget Package Posting
 - Project Budget Adjustment Entry**
 - Project Budget Approvals

Click Add in the Ribbon.

Project Budget Adjustment Entry [Champaign County, IL | IMPL | 08/16]

Close Search Browse **Add** Update Delete Output Print Display PDF Save Email Schedule Attach Excel Import Modify Lines Output/Post

Project Budget Adjustment Entry [Champaign County, IL | IMPL | 08/16]

Journal Identification Information

Journal effective date	<input type="text"/>	Short description	<input type="text"/>
Source	<input type="text"/>	Journal reference	<input type="text"/>
Journal number	<input type="text"/>	Reference 2	<input type="text"/>
		Reference 3	<input type="text"/>

Journal Entry Lines

Line	T	Project String	I/D	Amount	Comment
------	---	----------------	-----	--------	---------

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.

Options

Back
 Accept
 Cancel

Project Budget Adjustment Entry [Champaign County, IL | IMPL | 08/16] > Options >

Choose an option

☒ The current journal only
☐ All of your own journals

Click Accept in the Ribbon. Save the report.

Output ×

Output type
☒ Munis printer
☐ Save

Printer name: LOCAL
 Status: Available
 ID: lo
 Type: Command/script
 Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Properties

Report title
 Project Budget Adjustment Entry
 Project Budget Adjustment Entry

Output style
☒ Presentation
☐ Plain Text

Output options
☐ Landscape
☐ Enable hyperlinks if present
 Copies 1

Cancel

OK

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

Post Journal Confirmation

No errors detected.

Post Journal?

Yes

No

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

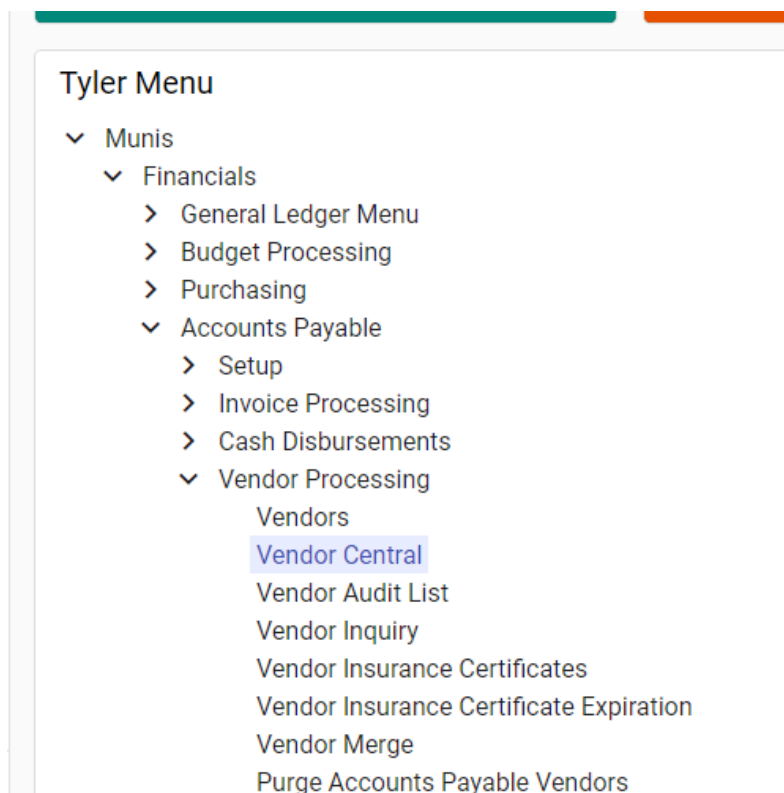
All contracts and leases must be connected to invoices in MUNIS. The contract/lease must be added to the invoice before you enter the account string, or the invoice will need to be deleted and redone.

Search for Contracts and Leases

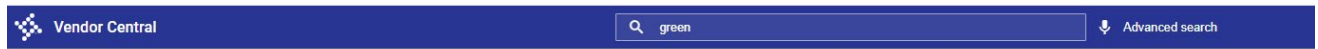
There are multiple ways to find out if a contract is in the system if you do not know the contract number.

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.

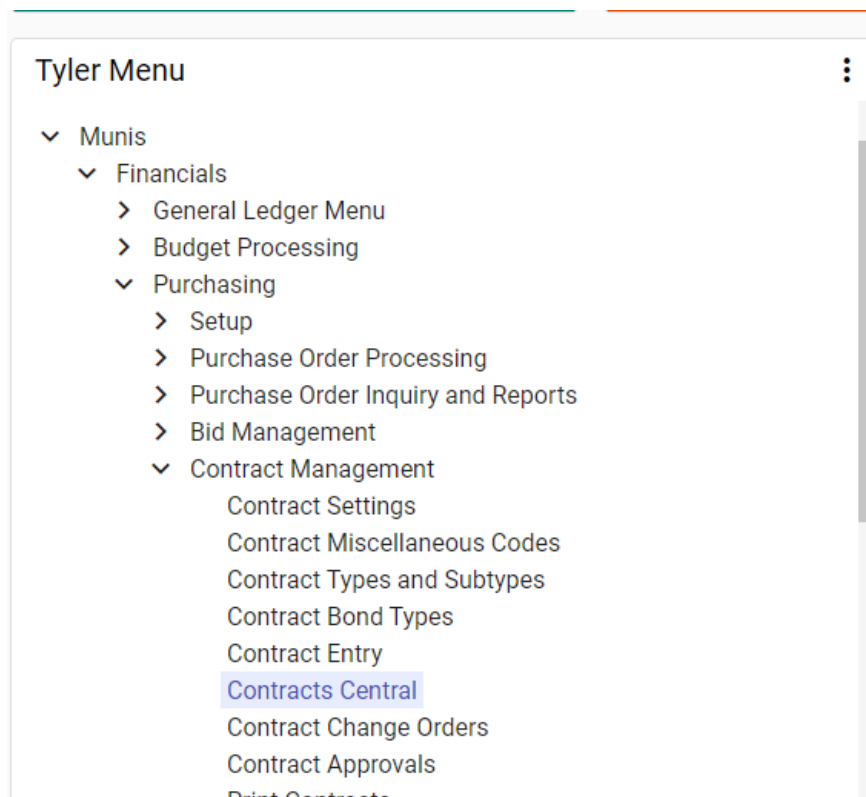


Search for the vendor and select the Contracts tab.

Number	Status	Entry Date	Expire Date	Extended Date	Revised	Available
342	CLOSED	06/03/2022	05/31/2023		5,274.00	0.00
317	CLOSED	04/27/2022	03/31/2023		9,530.00	0.00
130	CLOSED	12/28/2021	11/30/2022		8,526.00	0.00
73	CLOSED	12/07/2021	03/31/2022		2,301.60	0.00
74	CLOSED	12/07/2021	05/31/2022		2,179.50	0.00

Contracts Central

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



Search Screen – click Advanced Search




Contracts Central

Contract # or description

Advanced search

New Search

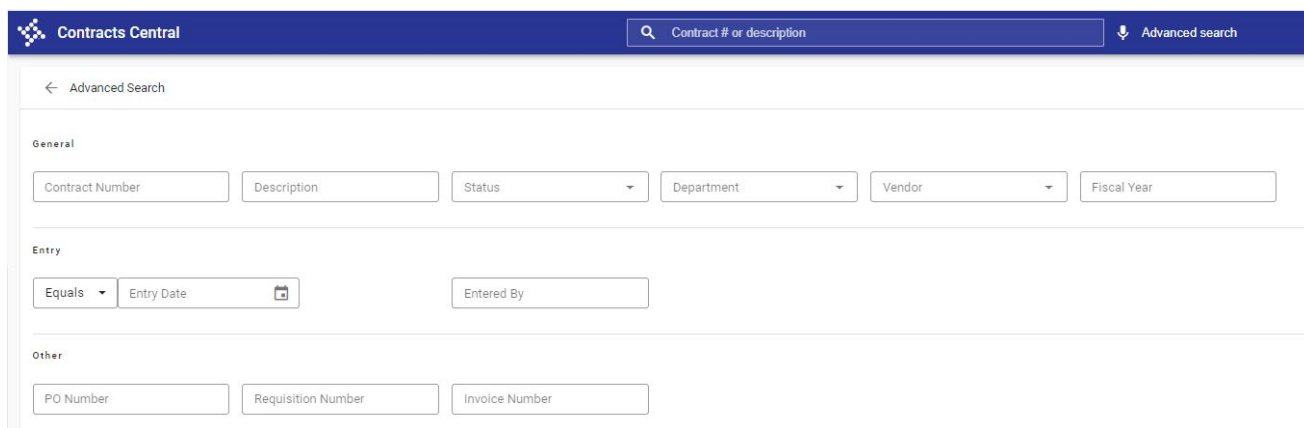


Contract # or description

Advanced search

New search +

Using Advanced Search, you can search by Department or Vendor



Contracts Central

Contract # or description

Advanced search

← Advanced Search

General

Contract Number Description Status Department Vendor Fiscal Year

Entry

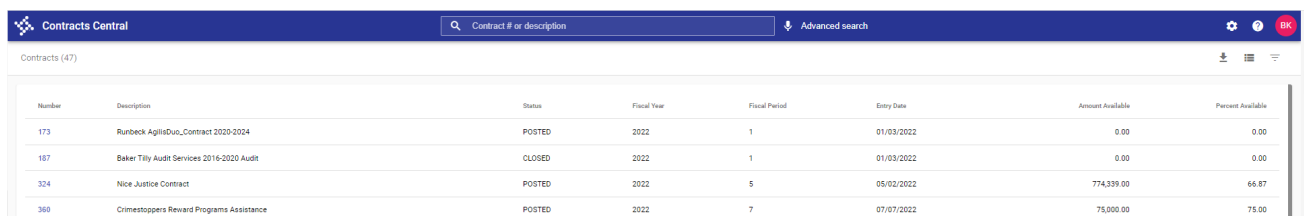
Equals Entry Date Entered By

Other

PO Number Requisition Number Invoice Number

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

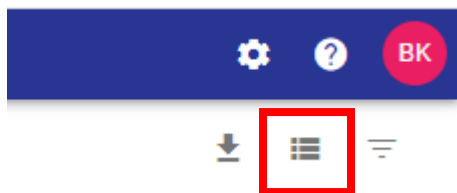
Viewed as a list








Contracts (47)

Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Amount Available	Percent Available
173	Bunbeck AglistDuo_Contract 2020-2024	POSTED	2022	1	01/03/2022	0.00	0.00
187	Baker Tilly Audit Services 2016-2020 Audit	CLOSED	2022	1	01/03/2022	0.00	0.00
324	Nice Justice Contract	POSTED	2022	5	05/02/2022	774,399.00	66.87
360	Crimestoppers Reward Programs Assistance	POSTED	2022	7	07/07/2022	75,000.00	75.00

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



Viewed as grid

 Contracts Central			
Contracts (47)			
	173 - Runbeck AgilisDuo_Contract 2020-2024		
	Status POSTED	Fiscal Year 2022	Period 1
	187 - Baker Tilly Audit Services 2016-2020 Audit		
	Status CLOSED	Fiscal Year 2022	Period 1
	324 - Nice Justice Contract		
	Status POSTED	Fiscal Year 2022	Period 5
	360 - Crimestoppers Reward Programs Assistance		
	Status POSTED	Fiscal Year 2022	Period 7

[Request a Contract be Added to Munis](#)

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

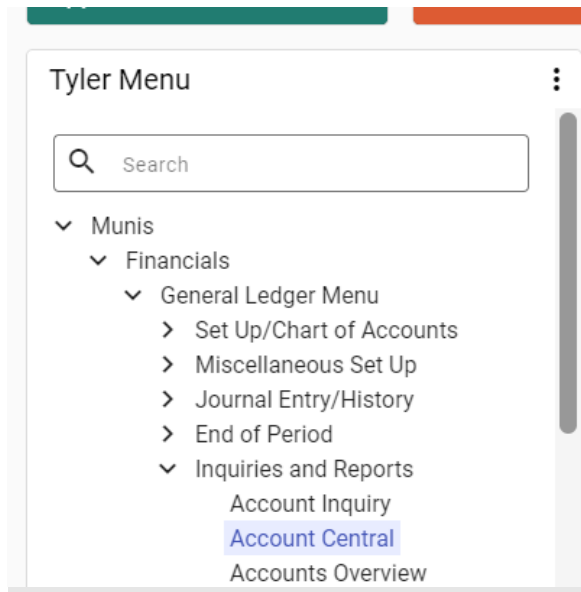
- The contract
- Department that will be paying contract (this is the department number in invoice entry. If the contract is going to be split between multiple departments, please provide the departments and amount per department if not clear in contract)
- Is this a lease for space, equipment, or SAAS (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 your 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

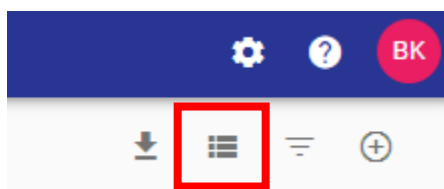


Advanced Search

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

A screenshot of the 'Account Central' Advanced Search screen. The top header is dark blue with the 'Account Central' logo and a search bar containing 'Account number'. Below the header, there's a section for 'Segments' with dropdown menus for 'Fund', 'CAFR Func', 'Comptroller', 'City Function', 'Department', 'Division', 'Future Use', and 'Interfund'. There's also an 'Object' dropdown. Below the segments, there's an 'Other' section with dropdowns for 'Full Account', 'Description', 'Account Type', 'Account Status', and 'Budget Rollup'.

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/List View icon.



Account Central							
Accounts (38)		Account number		Advanced search			
Description	Full Account	Type	Revised	Actual	Enc/Prg	Available	% Used
TRANSFERS IN:	1080-00-00000-01-020-000-000-0000-000101-	Revenue	0.00	0.00	0.00	0.00	0
STATE - GEN SUPT (MANDATORY)	1080-00-0251a-01-020-000-000-0000-000406-	Revenue	████	████	████	████	████
CHARGES FOR SERVICES	1080-00-0234a-01-020-000-000-0000-000701-	Revenue	████	████	████	████	████
INVESTMENT INTEREST	1080-00-0235a-01-020-000-000-0000-000801-	Revenue	████	████	████	████	████

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.

Account Central							
Accounts (38)		Account number		Advanced search			
				New search +			
				Auditor Office			

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.

Account Central

Account number

S

1080-00-0251a-01-020-000-000-0000-501001- | STATI

Account

Segments

Status

Type

Multi Year Fund

Active

Expense

No

Account Totals

	2025	2024	2023	2022
Original Budget	0.00	1,943.00	1,943.00	1,850.00
Transfers	0.00	-21.98	-1,000.60	-1,021.70
Revised Budget	0.00	1,921.02	942.40	828.30
Actual (Memo)	0.00	0.00	942.40	828.30
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	0.00	1,921.02	0.00	0.00
Percent Used	0 %	0 %	100 %	100 %

Transactions

Original Budget

1,943.00

Transfers

-21.98

Revised Budget

1,921.02

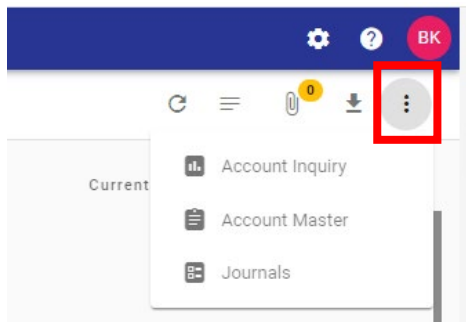
Actual (Memo)

0.00

2024

Source	Year	Period	Journal	Amount	Comment
BUC	2024	1	664	1,943.00	ORIGINAL BUDGET
BUA	2024	8	138	-21.98	Transfer to Ofc Sub

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.

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Close Search Browse Output Print Display PDF Save Excel Word Email Schedule Attach Detail Months Seg Find Totals Project Strings User Defined Fields

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Account

Fund: 1080 GEN CORP Acct: 1080-00-0251a-01-020-000-000-0000-501001-
 Org: 10000131 GEN CORP Acct name: STATIONERY AND PRINTING [Account Notes](#)
 Object: 501001 STAT&PRINT Type: Expense Status: Active
 Project: [Folder Icon](#) Rollup: [Folder Icon](#)
 NY Rollup: [Folder Icon](#)
 Sub-Rollup: [Folder Icon](#)
☐ MultiYr Fund

4 Year Comparison Current Year History 4 Year Graph History Graph

Yr/Per 2024/01	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	1,943.00	1,943.00	1,850.00	.00
Transfers In	.00	.00	595.50	.00
Transfers Out	-21.98	-1,000.60	-1,617.20	.00
Revised Budget	1,921.02	942.40	828.30	.00
Actual (Memo)	.00	942.40	828.30	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	1,921.02	.00	.00	.00
Percent used	.00	100.00	100.00	.00

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.

Account Detail

Back Accept Cancel Search Output Print Display PDF Save Excel Detail Journal Approvals

Account Inquiry [Champaign County, IL | IMPL | 08/16] > Account Detail

Org: 10000131 Object: 501001 Project: Account: 1080-00-0251a-01-020-000-000-0000-501001-
 Account Description: STATIONERY AND PRINTING



Postcd	Yr/Per	Journal	Eff Dt	Post Date	Src	Ref1	Project Str	PO/Ref: Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2023/10	156	10/06/23	10/11/23	API	010037		48673	W 101323A	875.90	501991	101323A	AMERICAN SOLUTIONS FOR E#10 WINDOW ENVELOPES FOR CHECK	
Y	2023/03	432	03/14/23	03/22/23	API	010638		33749	W 032423A	66.50	17305	032423A	ELAN FINANCIAL SERVICES Amazon 3/6/2023 Asset Tags	

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.

 **Account Central** 

Accounts (38)

B

1080-00-0251a-01-020-000-000-0000-501003- | BOOKS, PERIODICALS, AND MANUAL

% Used
5

Available
\$461.00

F

1080-00-0251a-01-020-000-000-0000-501005- | FOOD NON-TRAVEL

% Used
0

Available
-\$10.00

E



1080-00-0251a-01-020-000-000-0000-501017- | EQUIPMENT LESS THAN \$5000

% Used
0

Available
\$502.00

O

1080-00-0251a-01-020-000-000-0000-501019- | OPERATIONAL SUPPLIES

 **Account Central**  Account number

←

B

1080-00-0251a-01-020-000-000-0000-501003- | BOOK

▼

Account

Segments

Status
Active

Type
Expense

Multi Year Fund
No

^ Account Totals

	2025	2024	2023	2022
Original Budget	0.00	486.00	486.00	463.00
Transfers	0.00	0.00	-407.98	-334.00
Revised Budget	0.00	486.00	78.02	129.00
Actual (Memo)	0.00	25.00	78.02	129.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	0.00	461.00	0.00	0.00
Percent Used	0 %	5 %	100 %	100 %

^ Transactions

Original Budget

486.00

Transfers

0.00

Revised Budget

486.00

Actual (Memo)

25.00

2024

▼

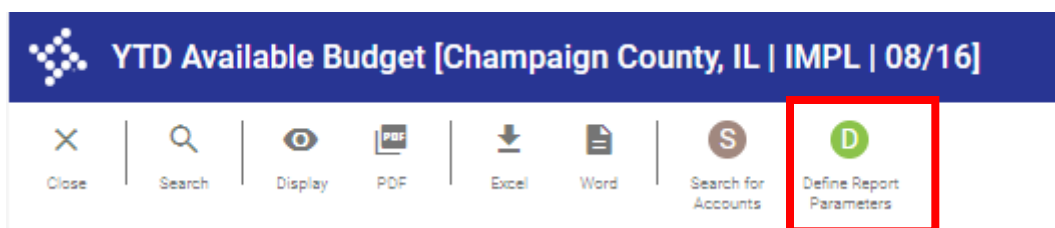
View all Current Fiscal Year Balances

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

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - > Journal Entry/History
 - > End of Period
 - ▼ Inquiries and Reports
 - Account Inquiry
 - Account Central
 - Accounts Overview
 - YTD Budget Report
 - > General Ledger Report Templates
 - Last Year Budgetary Report
 - Historical Actuals Comparison
 - Flexible Period Report
 - Major Fund Report
 - VersaTrans TripTracker Journal Report
 - > State Specific Reports
 - > Report Writing Functions
 - Balance Sheet Summary
 - YTD Available Budget
 - ACFR Statement Builder/GASB34 Interface

Select the Define Report Parameters Skittle in the Ribbon



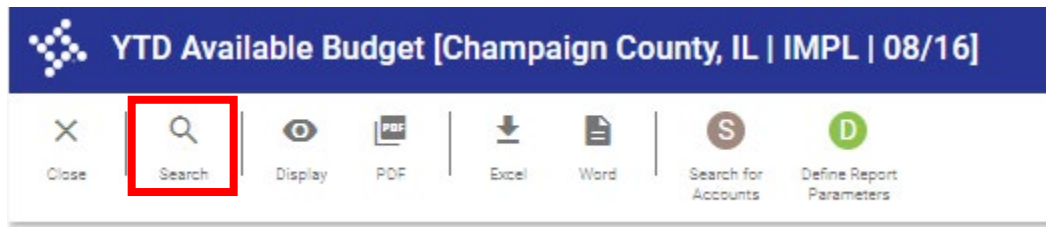
Look at right side, be sure to enter the current year and Memo – All Periods for the reporting period.

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

Report Parameters	
Reporting Year	2024
Reporting Period	Memo - All Periods
Sequence 1	Fund
Sequence 2	
Sequence 3	
Show Detail	<input checked="" type="checkbox"/>
Include Hyperlinks	<input type="checkbox"/>
Include Requisitions	<input checked="" type="checkbox"/>

Click Accept in the Ribbon.

Select Search in the Ribbon



YTD Available Budget [Champaign County, IL | IMPL | 08/16] >

Account Search

Segment Name	Search Value
Fund	<input type="text"/>
CAFR Func	<input type="text"/>
Comptroller	<input type="text"/>
Cty Function	<input type="text"/>
Department	<input type="text"/>
Division	<input type="text"/>
Future Use	<input type="text"/>
Interfund	<input type="text"/>
Object	<input type="text"/>
Account Type	<input type="text" value="E"/>
Account Status	<input type="text"/>
Rollup Code	<input type="text"/>
Sub-Rollup Code	<input type="text"/>
NY Rollup Code	<input type="text"/>
Character Code	<input type="text"/>

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

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

Tyler Menu


- ▼ Munis
 - ▼ Financials
 - > General Ledger Menu
 - > Budget Processing
 - ▼ Purchasing
 - > Setup
 - > Purchase Order Processing
 - ▼ Purchase Order Inquiry and Reports
 - Purchase Order Central
 - Expenditure Central**
 - Standard PO Reports
 - Vendor Inquiry
 - Purchase Orders by GL Account

Search in Expenditure Central

The default view is Search by Check Number

 **Expenditure Central** Check ▼ Advanced search

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.)

 **Expenditure Central** Check ▼ Advanced search

Check

Invoice

Contract

Purchase Order

Requisition

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.

Check	Vendor	Amount	Status	Warrant	Date	Cash Account
6381	TYLER TECHNOLOGIES INC	301.00	Cleared	070122A	07/01/2022	9999-00-0101t-00-000-000-000-1018-100101-

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.

The screenshot shows the 'Expenditure Central' application. At the top, there's a search bar with '6381' and a dropdown menu showing '6381 - TYLER TECHNOLOGIES INC'. Below this, the 'Check Details' section displays the following information:

Check	Amount	Date
6381	\$301.00	07/01/2022
Vendor	Status	Warrant
TYLER TECHNOLOGIES INC	Cleared	070122A
Cash Account		
9999-00-01011-00-000-000-000-1		
018-100101-		

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

The screenshot shows the 'Checks Detail' application. The 'Check Header' section displays the following information:

Vendor	Remit	TYLER TECHNOLOGIES INC
10569	0	
Cash Account		CASH AP BUSEY
9999-00-01011-00-000-000-000-1018-100101		

The 'Check Detail' section displays the following information:

Check number	Normal	Amount
6381		301.00
Check date		
07/01/2022		
Status: Cleared		
07/06/2022		
Check Run		
070122A		

The 'Check Detail' table shows the following data:

Invoice	Inv Date	PO	Contract	Amount	Retainage
045-374994	05/01/2022		207	301.00	.00

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.

The screenshot shows the 'Check Accounts Detail' application. The 'Check Header' section displays the following information:

Vendor	Remit	TYLER TECHNOLOGIES INC
10569	0	
Cash Account		CASH AP BUSEY
9999-00-01011-00-000-000-000-1018-100101		

The 'Check Detail' section displays the following information:

Check number	Normal	Amount
6381		301.00
Check date		
07/01/2022		
Status: Cleared		
07/06/2022		
Check Run		
070122A		

The 'Account Information' section displays the following data:

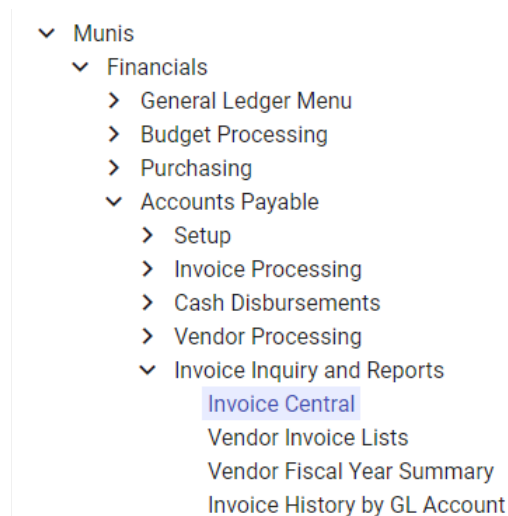
Account	Desc	Amount
3105-00-0251a-01-028-000-000-0000-502002	OUTSIDE SE	301.00

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

← Advanced Search

☒ Exclude Unposted Invoices

☐ Run this search on application start

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 Central

Invoices (1)

Number	Description	Vendor	Status	Posted	PO	Contract	Invoice Date	Due Date	Gross Amount
045-374994	Tyler SaaS ERP 2020.8.25-2025.	TYLER TECHNOLOGIES INC	PAID	Yes		207	05/01/2022	07/01/2022	301.00

Rows per page:
1-1 of 1

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 Central

045-374

Back

Invoice

Payment

Invoice Details

Withholdings

T 045-374994 - Tyler SaaS ERP 2020.8.25-2025

General

Vendor
TYLER TECHNOLOGIES INC

Status
PAID

Voucher
no data

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.

Invoice Central

045-374994

Advanced search

Back

Invoice

Payment

Invoice Details

Withholdings

T 045-374994 - Tyler SaaS ERP 2020.8.25-2025

Invoice # Check Stub Description

General

Vendor
TYLER TECHNOLOGIES INC

Status
PAID

Posted
Yes

Purchase Order
no data

Department
ADMINISTRATIVE SERVICES

Voucher
no data

Contract
207

Amounts

Gross
\$301.00

Discount
\$0.00

Tax
\$0.00

Net
\$301.00

Payment
\$301.00

Original Journal

Journal Number
444

Year
2022

Period
6

Dates

Invoice
05/01/2022

Due
07/01/2022

Discount
no data

Received
05/05/2022

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 Central

045-374994

Advanced search

Back

Invoice

Payment

Invoice Details

Withholdings

T

045-374994 - Tyler SaaS ERP 2020.8.25-2025

General

Payment Method

Normal

Cash Account

9999-00-0101t-00-000-000-000-1
018-100101-

Check Number

6381

Check Run

070122A

Check Status

Cleared

Check Date

07/01/2022

Clear Date

07/06/2022

Check Amount

\$301.00

Address

TYLER TECHNOLOGIES INC
PO BOX 203556
DALLAS , TX 75320-3556

Invoice Details Tab

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

Invoice Central

045-374994

Advanced search

Settings

Help

BK

Back

Invoice

Payment

Invoice Details

Withholdings

T

045-374994 - Tyler SaaS ERP 2020.8.25-2025

Print

Refresh

Menu

Attachments

Download

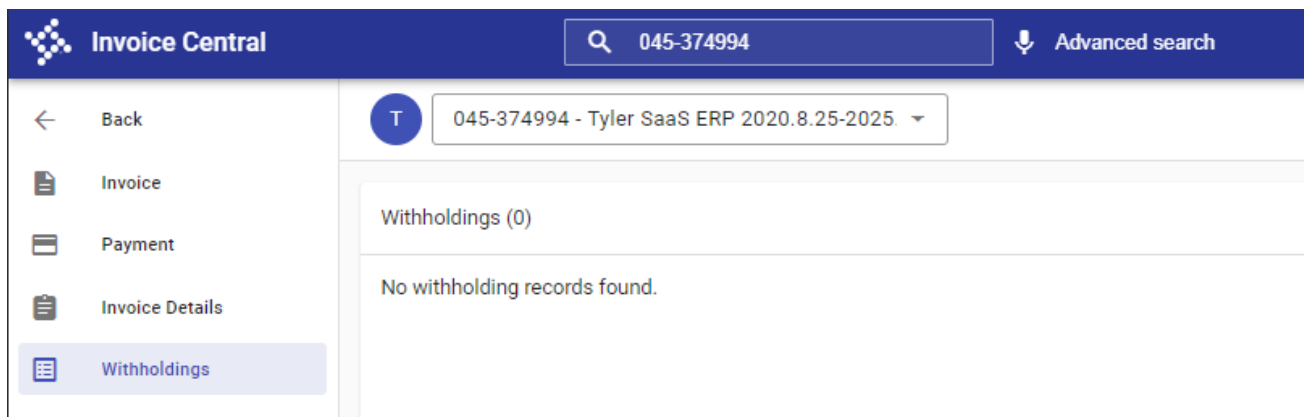
Invoice Details (1)

Description	Line	Project Account	Full Account	1099 Code	Amount
Timeclock Maintenance (GIS/IT) 6/30/22-6/29/23	1		3105-00-0251a-01-028-000-000- 0000-502002		301.00

Rows per page: 25 1-1 of 1

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.

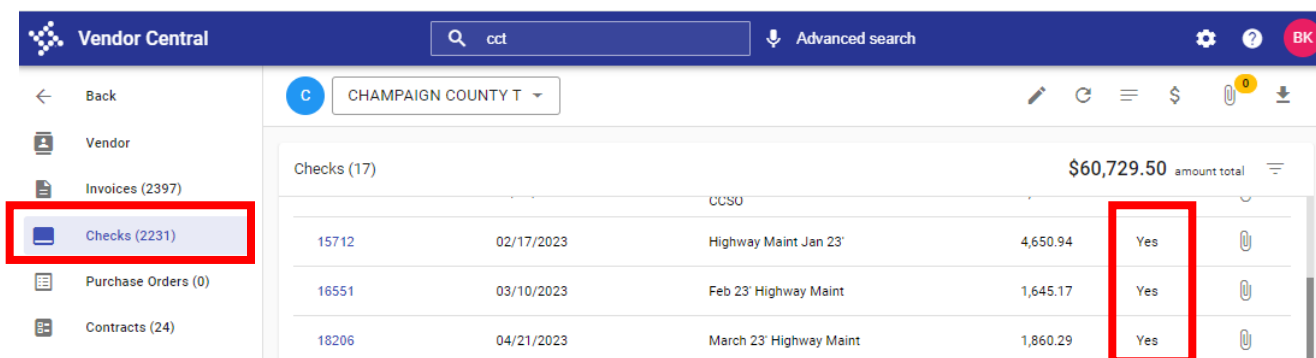


Has the Check Cleared?

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.

Checks Detail

Close
Accept
Cancel
Search
Attach
GL Summary

Checks Detail

Check Header

Vendor

1

Remit

4

CHAMPAIGN COUNTY TREASURER

Cash Account

9999-00-0101t-00-000-000-000-1018-100101

CASH AP BUSEY

Check number

15712

Normal

Check date

02/17/2023

Amount

4,650.94

Status: Cleared

02/28/2023

Check Run

021723A

Check Detail

Invoice	Inv Date	PO	Contract	Amount	Retainage
16-955	01/31/2023			3,923.95	.00
16-954	01/31/2023			726.99	.00

Expenditure Central

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

Expenditure Central

Check
15712
Advanced search

Checks (1)

Check	Vendor	Amount	Status	Warrant	Date	Cash Account
15712	CHAMPAIGN COUNTY TREASURER	4,650.94	Cleared	021723A	02/17/2023	9999-00-0101t-00-000-000-000-1018-100101-

Rows per page: 25
1-1 of 1

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

Expenditure Central

Check
15712
Advanced search

Back
Check

15712 - CHAMPAIGN COUNTY TREASURER

Check Details

Check

15712

Amount

\$4,650.94

Date

02/17/2023

Vendor

CHAMPAIGN COUNTY TREASURER

Status

Cleared

Warrant

021723A

Cash Account

9999-00-0101t-00-000-000-000-1018-100101-

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

Checks Detail

Close
Accept
Cancel
Search
Attach
GL Summary

Checks Detail

Check Header

Vendor: 1 Remit: 4 CHAMPAIGN COUNTY TREASURER
Cash Account: 9999-00-0101t-00-000-000-000-1018-100101 CASH AP BUSEY

Check number: 15712 Normal
Check date: 02/17/2023 Amount: 4,650.94
Status: Cleared 02/28/2023
Check Run: 021723A

Check Detail

Invoice	Inv Date	PO	Contract	Amount	Retainage
16-955	01/31/2023			3,923.95	.00
16-954	01/31/2023			726.99	.00

Invoice Central

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

Invoice Central

Advanced search

Invoices (1)

Number	Description	Vendor	Status	Posted	PO	Contract	Invoice Date	Due Date	Gross Amount
514827-00	Copy Paper	ROGARDS	PAID	Yes			01/03/2022	02/14/2022	41.99

Rows per page: 25
1-1 of 1

Click on the Invoice – and get this screen

Invoice Central

Advanced search

Back

C 514827-00 - Copy Paper

Invoice
Payment
Invoice Details
Withholdings

General

Vendor

ROGARDS

Status

PAID

Posted

Yes

Purchase Order

no data

Department

INFORMATION TECHNOLOGY (IT)

Voucher

no data

Contract

no data

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

Invoice Central

514827-00

Advanced search

Back

Invoice

Payment

Invoice Details

Withholdings

514827-00 - Copy Paper

General

Payment Method	Cash Account	Check Number
Normal	9999-00-01011-00-000-000-1	995
	018-100101-	
Check Run	Check Status	Check Date
021622A	Cleared	02/16/2022
Clear Date	Check Amount	
02/24/2022	\$601.89	

Address

ROGARDS
SUITE A
2901 BOARDWALK DR
CHAMPAIGN, IL 61822

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. If 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 → 1080|2612.

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.

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 Entry/History → Journal Inquiry/Print

- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - ▼ Journal Entry/History
 - General Journal Entry/Proof
 - General Ledger Journal Approvals
 - Journal Inquiry/Print**
 - Proof Journals Audit
 - Account Detail History Report
 - Account Trial Balance

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.

Journal Inquiry/Print [Champaign County, IL | IMPL | 08/16]

Close

Search

Browse

Output

Print

Display

PDF

Save

Excel

Attach

Line Detail

Account Inquiry

Advanced Find

Project Options

Journal Inquiry/Print [Champaign County, IL | IMPL | 08/16]

Journal Header

Year *

Period *

Journal *

Status

Source

Entry date

GL effective date

Posted date

Reference1

Reference2

Reference3

Reference4

Journal type

Auto reverse

Over budget

Entity

Created by

Posted by

Journal Links

Output Options

PDF Results:

Champaign County, IL

munis

a tyler erp solution

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		DEBIT	CREDIT OB	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION								
ACCOUNT							ACCOUNT DESCRIPTION								
22	10000076	400476		028	8406		FY22 City of Urbana Novemb		200.00						
	1080-00-02261-01-028-000-000-0000-400476-														
23	10000009	300201					OTHER INTERGOVERNMENTAL		11,645.83 C						
	1080-00-01461-00-000-000-000-0000-300201-														
24	10000002	100101					REVENUES		11,921.58						
	1080-00-01011-00-000-000-000-0000-100101-														
25	99000082	200102					CASH 1080 GC		11,921.58						
	9999-00-01221-00-000-000-000-0080-200102-														
							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		DEBIT	CREDIT OB
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION							
ACCOUNT							ACCOUNT DESCRIPTION							
1	99000018	100101					CASH GC FFB 70608385		43,259.60					
	9999-00-01011-00-000-000-000-1001-100101-													
2	10000089	400701		022	8353		Dec 2022 Clerk fees		16,390.50					
	1080-00-02341-01-022-000-000-0000-400701-													
3	10000084	400610		022	8353		CHARGES FOR SERVICES		70.00					
	1080-00-02311-01-022-000-000-0000-400610-													
4	10000084	400610		022	8353		Licenses - NONBUSINESS		4,760.00					
							Dec 2022 Mar Lic							

Excel output options:


Export Filter

 Back
  Accept
  Cancel
  Search
  Select All
  Select None
  Save
  Save and Exit

Journal Inquiry/Print [Champaign County, IL | IMPL | 08/16] > Export Filter > 

Select	Field
<input checked="" type="checkbox"/>	Link
<input checked="" type="checkbox"/>	YEAR
<input checked="" type="checkbox"/>	PER
<input checked="" type="checkbox"/>	JOURNAL
<input checked="" type="checkbox"/>	LINE
<input checked="" type="checkbox"/>	SOURCE
<input checked="" type="checkbox"/>	ENTRY DATE
<input checked="" type="checkbox"/>	EFF DATE
<input checked="" type="checkbox"/>	REF1
<input checked="" type="checkbox"/>	REF2
<input checked="" type="checkbox"/>	REF3
<input checked="" type="checkbox"/>	REF4
<input checked="" type="checkbox"/>	PA APPLIED
<input checked="" type="checkbox"/>	JNL TYPE
<input checked="" type="checkbox"/>	AUTO REV
<input checked="" type="checkbox"/>	OVR BUD
<input checked="" type="checkbox"/>	ENTRY CLERK
<input checked="" type="checkbox"/>	POSTING CLERK
<input checked="" type="checkbox"/>	ORG
<input checked="" type="checkbox"/>	OBJECT
<input checked="" type="checkbox"/>	PROJECT
<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	COMMENT
<input checked="" type="checkbox"/>	DR/CR
<input checked="" type="checkbox"/>	AMOUNT

Options

Your spreadsheet has 80,754 row(s).

Create a new page (WorkSheet) Never, all on 1 Worksheet

This will create 1 page(s).

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.

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Close

Search

Browse

Output

Print

Display

PDF

Save

Excel

Word

Email

Schedule

Attach

Detail

Months

Seg Find

Totals

Project Strings

User Defined Fields

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Account

Fund

Org

Object

Project

Acct

Acct name

Type

Rollup

NY Rollup

Sub-Rollup

MultiYr Fund

Status

Account Notes

4 Year Comparison


Current Year

History

4 Year Graph


History Graph

Yr/Per 2024/01	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget				
Transfers In				
Transfers Out				
Revised Budget				
Actual (Memo)				
Encumbrances				
Requisitions				
Available				
Percent used				



Account Segment Finder

← Back
✓ Accept
✕ Cancel
🔍 Search
Sort By Segment
Define Percent Used

[Account Inquiry \[Champaign County, IL | IMPL | 08/16\]](#) > [Account Segment Finder](#) > 

Account Search

Segment Name	Search Value
Fund	1080 ***
CAFR Func	***
Comptroller	***
Cty Function	***
Department	020 ***
Division	***
Future Use	***
Interfund	***
Object	***
Account Type	***
Account Status	***
Rollup Code	***
Sub-Rollup Code	***
NY Rollup Code	***

Close
 Search
 Browse
 Output
 Print
 Display
 PDF
 Save
 Excel
 Word
 Email
 Schedule
 Attach
 Detail
 Months
 Seg Find
 Totals
 Project Strings
 User Defined Fields

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Account Inquiry [Champaign County, IL | IMPL | 08/16]

Account

Fund 1080 GEN CORP
 Org 10000043 GEN CORP
 Object 400406 STATGEN
 Project

Acct 1080-00-0215a-01-020-000-000-400406-
 Acct name STATE - GEN SUPT (MANDATORY)
 Type Revenue Status Active
 Rollup
 NY Rollup
 Sub-Rollup
☐ MultiYr Fund

4 Year Comparison
 History
 4 Year Graph
 History Graph

Yr/Per 2024/01	Fiscal Year 2024	Fiscal Year 2023	Fiscal Year 2022	Fiscal Year 2025
Original Budget	-6,500.00	-6,500.00	-6,500.00	.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-6,500.00	-6,500.00	-6,500.00	.00
Actual (Memo)	-6,500.00	-6,500.00	-6,500.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	.00	.00	.00	.00
Percent used	100.00	100.00	100.00	.00

1 of 28

Find records using the seg-account method.

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.


DEC Rev Bud	DEC Enc Bud	B	2022 Re
<input checked="" type="checkbox"/> Record Number			
<input checked="" type="checkbox"/>			
<input type="checkbox"/> Org			
<input type="checkbox"/> Object			
<input type="checkbox"/> Project			
<input checked="" type="checkbox"/> Account			
<input checked="" type="checkbox"/> Description			
<input checked="" type="checkbox"/> DEC Rev Bud			
<input type="checkbox"/> DEC Act Bud			
<input checked="" type="checkbox"/> DEC Enc Bud			
<input type="checkbox"/> DEC Available			
<input checked="" type="checkbox"/> B			
<input checked="" type="checkbox"/> 2022 Revised Budget			
<input checked="" type="checkbox"/> 2022 Actual			
<input checked="" type="checkbox"/> 2022Encumbrances/Requisitions			
<input checked="" type="checkbox"/> 2022 Available			
<input checked="" type="checkbox"/> 2022 Percent			
<input checked="" type="checkbox"/> 2022 Original Budget			
<input checked="" type="checkbox"/> 2021 Revised Budget			
<input checked="" type="checkbox"/> 2021 Actual			
<input checked="" type="checkbox"/> 2021 Encumbrances			
<input checked="" type="checkbox"/> 2021 Available			
<input checked="" type="checkbox"/> 2021 Percent			
<input checked="" type="checkbox"/> 2021 Original Budget			
<input checked="" type="checkbox"/> 2020 Revised Budget			


Account Central




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
 - Account Central
 - Accounts Overview

Search Options

 **Account Central**

Advanced search 

 Advanced Search

Segments

Fund

CAFR Func

Comptroller

Cty Function

Department

Division

Future Use

Interfund

Object

Other

Full Account

Description

Account Type

Account Status

Budget Rollup

☐ Run this search on application start

Search

Reset

Save

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:

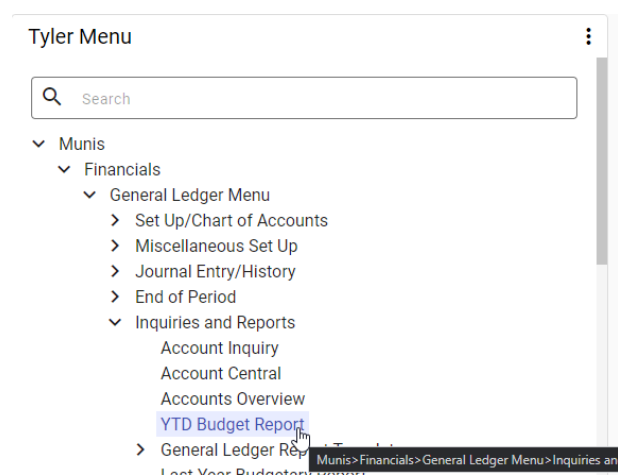
Account Id
Org
Object
Project
Full Account
Description
Type
Status
Revised

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.

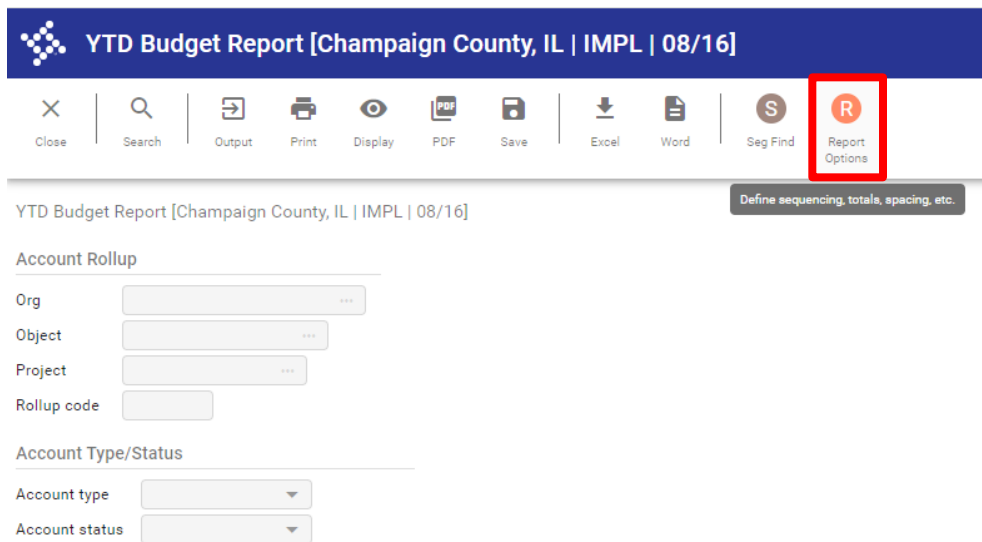
Year To Date Budget Report

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



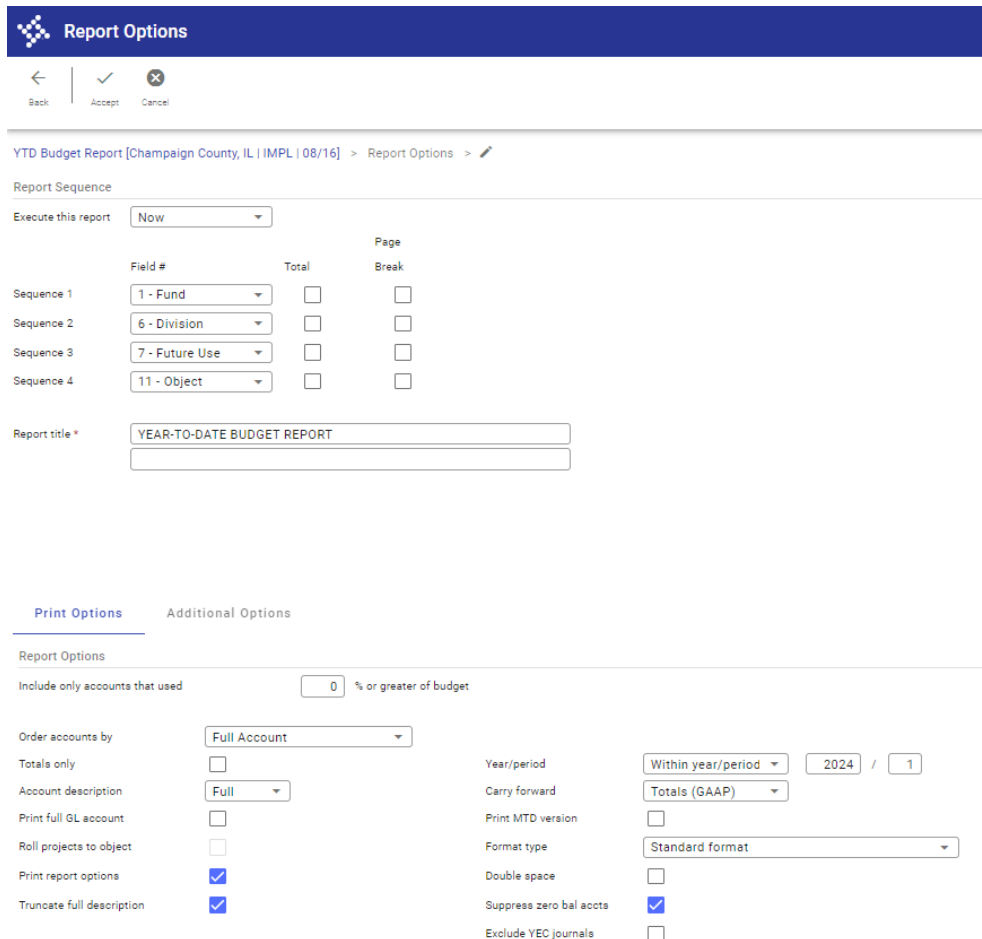
Click Report Options Skittle in the Ribbon



The screenshot shows the top ribbon of the YTD Budget Report application. The title bar reads "YTD Budget Report [Champaign County, IL | IMPL | 08/16]". The ribbon contains several icons: Close, Search, Output, Print, Display, PDF, Save, Excel, Word, Seg Find, and Report Options. The Report Options icon, which is a red circle with a white 'R', is highlighted with a red rectangle. Below the ribbon, the main area shows the "Account Rollup" section with fields for Org, Object, Project, and Rollup code, and the "Account Type/Status" section with dropdowns for Account type and Account status.

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”.



The screenshot shows the "Report Options" dialog box. The title bar reads "Report Options". Below the title bar are three buttons: Back, Accept, and Cancel. The main area is divided into two sections: "Report Sequence" and "Report Options".

Report Sequence

Execute this report: Now

	Field #	Total	Page Break
Sequence 1	1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2	6 - Division	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	7 - Future Use	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	11 - Object	<input type="checkbox"/>	<input type="checkbox"/>

Report title *: YEAR-TO-DATE BUDGET REPORT

Report Options

Include only accounts that used: 0 % or greater of budget

Order accounts by: Full Account

Totals only: ☐

Account description: Full

Print full GL account: ☐

Roll projects to object: ☐

Print report options: ☒

Truncate full description: ☒

Year/period: Within year/period 2024 / 1

Carry forward: Totals (GAAP)

Print MTD version: ☐

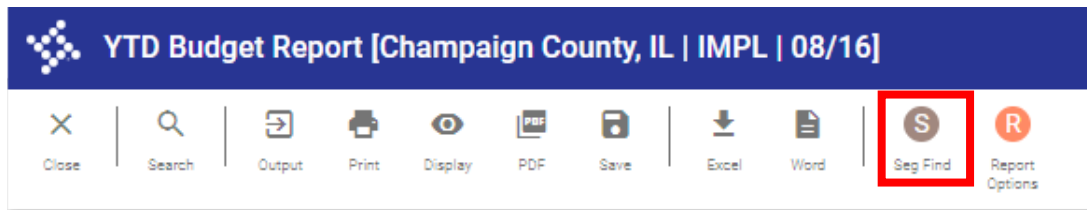
Format type: Standard format

Double space: ☐

Suppress zero bal accts: ☒

Exclude YEC journals: ☐

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”.

The image shows a web application interface for "GL Segment Find [Champaign County, IL | IMPL | 08/16]". At the top is a dark blue header with a logo and the title. Below the header is a white navigation bar with icons for Back, Accept, Cancel, and Query. The main content area has a breadcrumb trail: "YTD Budget Report [Champaign County, IL | IMPL | 08/16] > GL Segment Find [Champaign County, IL | IMPL | 08/16] > Q". Below the breadcrumb is the section "Find by Segments". It contains a list of fields with input boxes and dropdown menus. The "Fund" field is set to "2075". The "Future Use" field is set to "694". Other fields include CAFR Func, Comptroller, Cty Function, Department, Division, Interfund, Object, Character code, Account type, Account status, and Rollup Code, all with empty input boxes or dropdown menus.

Run Report

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

Back
Search
Output
Print
Display
PDF
Save
Excel
Word
Seg Find
Report Options

Display the report as a PDF document

Account Rollup

Orq
Object
Project
Rollup code

Account Type/Status

Account type
Account status

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:

Back
Accept
Cancel
Search
Select All
Select None
Save
Save and Exit

YTD Budget Report [Champaign County, IL | IMPL | 08/16] > Export Filter >

Select	Field
<input checked="" type="checkbox"/>	FUND
<input checked="" type="checkbox"/>	DIVISION
<input checked="" type="checkbox"/>	FUTURE USE
<input checked="" type="checkbox"/>	OBJECT
<input checked="" type="checkbox"/>	ORG
<input checked="" type="checkbox"/>	PROJECT

<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	ACCOUNT DESCRIPTION
<input checked="" type="checkbox"/>	TYPE
<input checked="" type="checkbox"/>	ROLLUP
<input checked="" type="checkbox"/>	SUB-ROLLUP
<input checked="" type="checkbox"/>	ORIGINAL APPROP
<input checked="" type="checkbox"/>	TRANFRS/ADJSMTS
<input checked="" type="checkbox"/>	REVISED BUDGET
<input checked="" type="checkbox"/>	YTD ACTUAL
<input checked="" type="checkbox"/>	ENCUMBRANCES
<input checked="" type="checkbox"/>	AVAILABLE BUDGET
<input checked="" type="checkbox"/>	% USED
<input checked="" type="checkbox"/>	

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


Tyler Menu


- ▼ Munis
 - ▼ Financials
 - ▼ General Ledger Menu
 - > Set Up/Chart of Accounts
 - > Miscellaneous Set Up
 - ▼ Journal Entry/History
 - General Journal Entry/Proof
 - General Ledger Journal Approvals
 - Journal Inquiry/Print
 - Proof Journals Audit
 - Account Detail History Report
 - Account Trial Balance
 - Journal Reversal


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


Either


**Account Detail History Report [Champaign County, IL | IMPL | 08/16]**


Close


Output


Print


Display

PDF

Save

Excel

Define

Segment Define

Account Detail History Report [Champaign County, IL | IMPL | 08/16]

Account

Fund

Org

Object

Project


Rollup

Or

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


Account Detail History Report [Champaign County, IL | IMPL | 08/16]

Close
Output
Print
Display
PDF
Save
Excel
Define
Segment Define


General Ledger Account Finder

Back
Accept
Cancel
Search

Account Detail History Report [Champaign County, IL | IMPL | 08/16] > General Ledger Account Finder >

Segment Name	Search Value
Fund	1080
CAFR Func	
Comptroller	
Cty Function	
Department	020
Division	
Future Use	
Interfund	
Object	
Account Type	E
Account Status	
Rollup Code	
Sub-Rollup Code	
NY Rollup Code	
Character Code	

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


Account Detail History Report [Champaign County, IL | IMPL | 08/16]

Close
Accept
Cancel

Account Detail History Report [Champaign County, IL | IMPL | 08/16] >

Account

Fund

Org

Object

Project

Rollup

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


08/21/2024 09:54 | Champaign County, IL | IMPL | 08/16 | P 4


[illegible]


Or you can export to excel and filter however you need. Excel options:


 **Export Filter**


 Back


 Accept


 Cancel


 Search


 Select All

 Select None

 Save

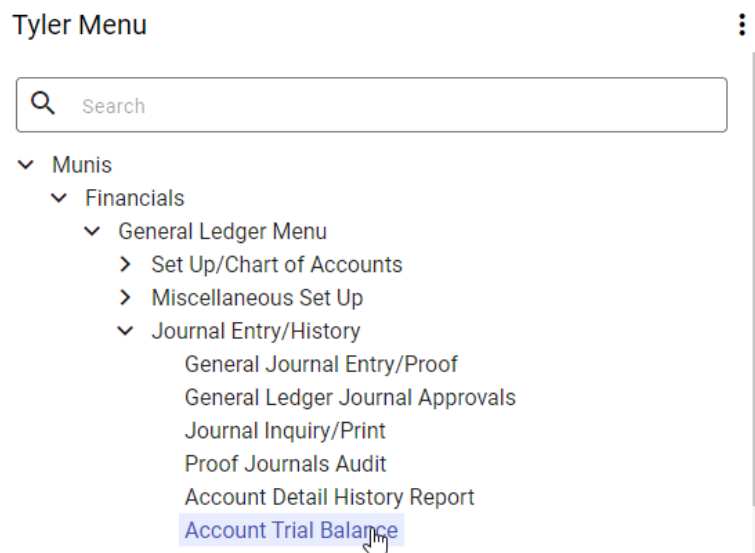
 Save and Exit

Account Detail History Report [Champaign County, IL | IMPL | 08/16] > Export Filter > 

Select	Field
 <input type="checkbox"/>	ORG
<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	ACCOUNT DESC
<input checked="" type="checkbox"/>	YR/PR
<input checked="" type="checkbox"/>	JNL
<input checked="" type="checkbox"/>	EFF DATE
<input checked="" type="checkbox"/>	SRC
<input checked="" type="checkbox"/>	REF1
<input checked="" type="checkbox"/>	REF2
<input checked="" type="checkbox"/>	REF3
<input checked="" type="checkbox"/>	REF4
<input checked="" type="checkbox"/>	COMMENT
<input checked="" type="checkbox"/>	VENDOR CODE
<input checked="" type="checkbox"/>	CHECK #
<input type="checkbox"/>	OB
<input checked="" type="checkbox"/>	JOURNAL AMOUNT
<input type="checkbox"/>	SOY BALANCE
<input type="checkbox"/>	NET LEDGER BALANCE
<input type="checkbox"/>	ORIGINAL BUDGET
<input type="checkbox"/>	REVISED BUDGET
<input type="checkbox"/>	NET BUDGET BALANCE

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”.

The screenshot shows the 'GL Segment Find' search screen. The title bar is dark blue with the text 'GL Segment Find [Champaign County, IL | IMPL | 08/16]'. Below the title bar is a navigation bar with four icons: a left arrow (Back), a checkmark (Accept), a circle with an X (Cancel), and a magnifying glass (Query). Below the navigation bar is a breadcrumb trail: 'Account Trial Balance [Champaign County, IL | IMPL | 08/16] > GL Segment Find [Champaign County, IL | IMPL | 08/16] >'. Below the breadcrumb trail is a section titled 'Find by Segments'. This section contains a list of fields with corresponding input boxes: 'Fund', 'CAFR Func', 'Comptroller', 'Cty Function', 'Department', 'Division', 'Future Use', 'Interfund', 'Object', 'Character code', 'Account type', and 'Account status'. The 'Fund' field is currently selected, and its input box contains three asterisks '***'. The 'Account type' and 'Account status' fields are dropdown menus.

Account Trial Balance [Champaign County, IL | IMPL | 08/16]

Close | Search | Output | Print | Display | PDF | Save | Excel | **Report Options** | Brief Format | Display Format

Account Trial Balance [Champaign County, IL | IMPL | 08/16]

Report Options

Execute this report	<input type="text" value=""/>
Print (D)etail or (S)ummary *	<input type="checkbox"/>
Fiscal year-to-date version	<input type="checkbox"/>
Reporting year *	<input type="text" value=""/>
Reporting from period	<input type="text" value=""/> to * <input type="text" value=""/>
Journal Detail from	<input type="text" value=""/> to <input type="text" value=""/>
(B)alance sheet or (A)ll accounts *	<input type="checkbox"/>
Roll up projects to object level	<input type="checkbox"/>
Omit zero balance accounts	<input type="checkbox"/>
Sort By	<input type="text" value=""/>
Print org code	<input type="checkbox"/>
Print full GL account	<input type="checkbox"/>
Print fund header and org/obj on total line	<input type="checkbox"/>
Include page break between funds	<input type="checkbox"/>
Amounts/totals exceed 999 million dollars	<input type="checkbox"/>
Print report options	<input type="checkbox"/>
Exclude fund balance YEC/AJE for prior years	<input type="checkbox"/>

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.

Account Trial Balance [Champaign County, IL | IMPL | 08/16]

Close | Search | Output | Print | Display | PDF | Save | Excel | **Report Options** | Brief Format | Display Format

Account Trial Balance [Champaign County, IL | IMPL | 08/16]

Report Options

Execute this report	<input type="text" value="Now"/>
Print (D)etail or (S)ummary *	<input type="text" value="S"/>
Fiscal year-to-date version	<input checked="" type="checkbox"/>
Reporting year *	<input type="text" value="2023"/>
Reporting from period	<input type="text" value="1"/> JAN to * <input type="text" value="8"/> AUG
Journal Detail from	<input type="text" value=""/> to <input type="text" value=""/>
(B)alance sheet or (A)ll accounts *	<input type="text" value="A"/>
Roll up projects to object level	<input type="checkbox"/>
Omit zero balance accounts	<input checked="" type="checkbox"/>
Sort By	<input type="text" value="1 - Fund, Segments"/>
Print org code	<input type="checkbox"/>
Print full GL account	<input checked="" type="checkbox"/>
Print fund header and org/obj on total line	<input type="checkbox"/>
Include page break between funds	<input type="checkbox"/>
Amounts/totals exceed 999 million dollars	<input type="checkbox"/>
Print report options	<input checked="" type="checkbox"/>
Exclude fund balance YEC/AJE for prior years	<input type="checkbox"/>

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

- ▼ Munis
 - ▼ Financials
 - > General Ledger Menu
 - > Budget Processing
 - ▼ Purchasing
 - > Setup
 - > Purchase Order Processing
 - > Purchase Order Inquiry and Reports
 - > Bid Management
 - ▼ Contract Management
 - Contract Settings
 - Contract Miscellaneous Codes
 - Contract Types and Subtypes
 - Contract Bond Types
 - Contract Entry
 - Contracts Central
 - Contract Change Orders

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 screenshot shows the 'Contracts Central' Advanced Search page. It has a dark blue header with the 'Contracts Central' logo and a search bar containing 'Contract # or description'. Below the header, there's a 'General' section with input fields for 'Contract Number', 'Description', 'Status' (a dropdown), 'Department' (a dropdown showing '1 option selected'), 'Vendor' (a dropdown), and 'Fiscal Year'. An 'Entry' section contains an 'Equals' dropdown, an 'Entry Date' field with a calendar icon, and an 'Entered By' field. An 'Other' section has fields for 'PO Number', 'Requisition Number', and 'Invoice Number'.

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.

The screenshot shows the 'Contracts Central' interface for an individual contract. The top header has the 'Contracts Central' logo, a search bar with '303', and an 'Advanced search' button. Below the header, there's a 'Back' button and a 'Contract' button. The main content area shows the contract details for '303-Engineering Serv Se' under the 'HIGHWAY, WHKS & CO CORP' department. The 'Main Information' tab is selected, showing fields for 'Contract Number' (303), 'Description' (Engineering Serv Section 22-1412 0-00-BR), 'Status' (POSTED), 'Department' (HIGHWAY), 'Vendor' (WHKS & CO CORP), 'Type' (General Contract), 'Fiscal Year/Period' (2022 / 4), 'Subtype' (no data), 'To Be Rolled' (Yes), 'Method' (Not to Exceed), 'Line Items' (None), and 'Hold Payments' (No). A red box highlights the 'Excel' icon in the top right corner of the contract details area.

An Excel file with 6 tabs will download.

Contract Tab – this will have the contract information.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Number	Description	Status	Project	Vendor	Administrator	Department	Fiscal Year	Fiscal Period	Entry Date	Available	Percent Available
2	303	Engineering Serv Section 22-14120-00-BR	POSTED		WHKS & CO CORP		HIGHWAY	2022	4	04/01/2022	#####	5.17
3												

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).

	A	B	C	D	E	F	G	H	I
1	Starting Percent	Ending Percent	Percent to Retain	Bonds in lieu?	Autocalculate cap	Recalculate amounts	Retained to Date	Liquidated	Permanently retained
2		0.00	100.00	0.00 True	False				
3									

Accounts Tab – will show amounts based on year (if entered that way)

	A	B	C	D	E	F	G	H	
1	Line	Year	Project String	Account	Description	PA Bud	Bud	Amount	
2	0	2023					U	#####	
3	0	2022						#####	
4									

Activity Tab – shows who and when for when the contract was approved, posted, changed, etc.

	A	B	C	D
1	Activity	Change By	Date	Time
2	Approved	Brandi Katrein	04/01/2022	15:13:57
3	Released	Brandi Katrein	04/01/2022	15:13:57
4	Posted	Brandi Katrein	04/01/2022	15:14:11
5	Approved	Brandi Katrein	08/29/2022	09:04:01
6	Released	Brandi Katrein	08/29/2022	09:04:01
7	Change Order	Brandi Katrein	08/29/2022	09:04:15
8	Posted	Brandi Katrein	08/29/2022	09:04:16
9		Brandi Katrein	01/04/2023	14:39:33
10	Rolled to NY	Jill Stewart	03/27/2023	15:12:02
11		Jill Stewart	03/27/2023	15:13:34
12		Jill Stewart	01/02/2024	10:52:13
13	Rolled to NY	Jill Stewart	03/19/2024	08:07:46
14		Jill Stewart	03/19/2024	08:13:08

Change History Tab – shows what changes have been made to the contract.

	A	B	C	D	E	F	G
	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

- ▼ Munis
 - ▼ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▼ Accounts Payable
 - Setup
 - Invoice Processing
 - Cash Disbursements
 - ▼ Vendor Processing
 - Vendors
 - Vendor Central**
 - Vendor Audit List
 - Vendor Inquiry
 - Vendor Insurance Certificates

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.

Vendor Central **Advanced search** ⚙️ ? BK

← Back R ROGARDS ✎ ↺ ☰ \$ 📎 0 ⬇️

Vendor

- Invoices (2008)
- Checks (235)
- Purchase Orders (0)
- Contracts (0)

Main Information **Payment/Miscellaneous**

Vendor Details

Vendor Number	Status	Status Reason
10486	ACTIVE	no data
Entity	Type	Performance
1	BUSINESS	S Corp
SSN	FID	DUNS

There will be a Vendor tab with all the Vendor information that was provided.

A	B	C	D	E	F	G	H	I	J	K	L
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

	A	B	C	D	E	F	G
1	Vendor	Check	Date	Comment	Amount	Cleared	Type
2	10486	17281	03/24/2023	Misc. Supplies	\$93.30	FALSE	PRINTED
3	10486	500943	03/24/2023	Cust # 004779, Paper Inventory	\$1,622.33	TRUE	EFT
4	10486	500915	03/17/2023	Cust # 004779, Paper Inventory	\$1,643.67	TRUE	EFT
5	10486	500883	03/10/2023	Cust # 004779, Paper Inventory	\$4,197.05	TRUE	EFT
6	10486	500838	03/03/2023	Cust # 004779, Paper Inventory	\$1,601.38	TRUE	EFT
7	10486	500839	03/03/2023	HWY-COPY PAPER	\$69.99	TRUE	EFT
8	10486	500840	03/03/2023	phone cords	\$13.58	TRUE	EFT
9	10486	500841	03/03/2023	Customer #: 000937	\$79.15	TRUE	EFT

Invoices Tab with invoice information

	A	B	C	D	E	F	G	H
1	Vendor	Number	Date	Amount	Check	Check Date	Voucher	Purchase Order
2	10486	044120-00	03/29/2023	\$125.96	0			
3	10486	044061-01	03/28/2023	\$127.10	0			
4	10486	520974-00	03/28/2023	\$99.58	0			
5	10486	520975-00	03/28/2023	\$99.58	0			
6	10486	520976-00	03/28/2023	\$49.79	0			
7	10486	520977-00	03/28/2023	\$149.37	0			
8	10486	520964-00	03/27/2023	\$49.79	0			
9	10486	044061-00	03/24/2023	\$50.40	0			
10	10486	043914-00	03/23/2023	\$118.98	0			
11	10486	043914-01	03/23/2023	\$31.44	0			
12	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

- ▼ 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

Search Options

 Invoice Central

 Advanced search

← Advanced Search

Invoice Number

Document

Vendor

Voucher

Department

Invoice Date Range

=

Due Date

Posted Status

☒ Exclude Unposted Invoices

Year

Period

Warrant

Batch

Work Order Number


Purchase Order


Contract Number




Invoice Amount Low

Invoice Amount High




You can view the data:






 Invoice Central

 Advanced search

Invoices (1000)

010523 ARPA AP	2023 - DEC. 2023	010523 AP COVER CHECK	CHAMPAIGN COUNTY TREASURER	PAID	Yes	01/05/2024	01/05/2024	2,697.52	
010523 GC AP		010523 AP COVER CHECK	CHAMPAIGN COUNTY TREASURER	PAID	Yes	01/05/2024	01/05/2024	178,158.45	
010523 HWY AP		010523 AP COVER CHECK	CHAMPAIGN COUNTY TREASURER	PAID	Yes	01/05/2024	01/05/2024	30,662.76	
010523 RPC AP		010523 AP COVER CHECK	CHAMPAIGN COUNTY TREASURER	PAID	Yes	01/05/2024	01/05/2024	282,239.28	
010523 TA AP		010523 AP COVER CHECK	CHAMPAIGN COUNTY TREASURER	PAID	Yes	01/05/2024	01/05/2024	654,996.68	

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

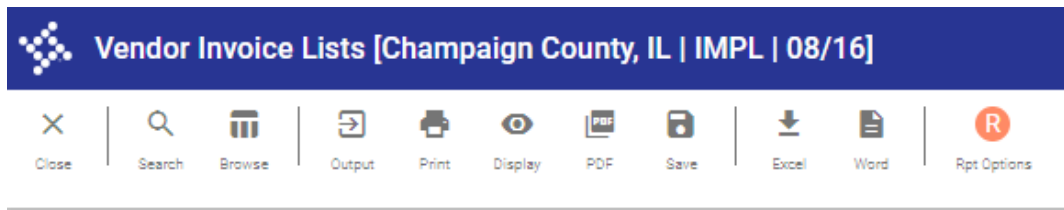
Received Date

Vendor Invoice Lists

Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Trial Balance

- ▼ 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

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.

The screenshot displays the search interface of the Vendor Invoice Lists application. It features a dark blue header bar with the same title as the first image. Below the header is a white toolbar with four icons: Close (X), Accept (checkmark), Cancel (X), and Query (two overlapping squares). The main content area is divided into two sections: "Vendor" and "Invoice". The "Vendor" section has a search form with fields for Vendor, Status (a dropdown menu), Name, General type, Class code, and Geographic code. The "Invoice" section has a search form with fields for Invoice, Department, Status (a dropdown menu), Entry date, Due date, Check date, Purchase order, Check Run, Check, Net amount, Use tax, and Description. The Status dropdown menus in both sections are open, showing a list of options: Active, Inactive, One Time P, Temporary, Stop, and Bidder for the Vendor section; and Approv, Hold, Paid, and Void for the Invoice section. The Status dropdown in the Vendor section is highlighted with a yellow background.


In this example I am looking for all the paid invoices for the month of July.

Invoice


Invoice	<input type="text"/>
Department	<input type="text"/>
Status	<input type="text" value="Paid"/>
Entry date	<input type="text"/>
Due date	<input type="text"/>
Check date	<input type="text" value="070124:0731/24"/>
Purchase order	<input type="text"/>
Check Run	<input type="text"/>
Check	<input type="text"/>
Net amount	<input type="text"/>
Use tax	<input type="text"/>
Description	<input type="text"/>

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

 **Export Filter**

Back | Accept | Cancel | Search | Select All | Select None | Save | Save and Exit

Vendor Invoice Lists [Champaign County, IL | IMPL | 08/16] > Export Filter > 

Select	Field
<input checked="" type="checkbox"/>	VENDOR
<input checked="" type="checkbox"/>	NAME
<input type="checkbox"/>	NAME2
<input type="checkbox"/>	ADDR1
<input type="checkbox"/>	ADDR2
<input type="checkbox"/>	ADDR3
<input checked="" type="checkbox"/>	DBA
<input type="checkbox"/>	CITY
<input type="checkbox"/>	STATE
<input type="checkbox"/>	ZIP
<input type="checkbox"/>	COUNTRY
<input checked="" type="checkbox"/>	PAYEE
<input checked="" type="checkbox"/>	INVOICE

<input type="checkbox"/>	P.O.
<input checked="" type="checkbox"/>	INV DATE
<input checked="" type="checkbox"/>	CHECK RUN
<input checked="" type="checkbox"/>	CHECK NO
<input checked="" type="checkbox"/>	INVOICE NET
<input type="checkbox"/>	USE TAX
<input type="checkbox"/>	DUE DATE
<input type="checkbox"/>	TYPE
<input type="checkbox"/>	STS
<input type="checkbox"/>	INVOICE DESCRIPTION
<input checked="" type="checkbox"/>	CHECK DATE

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

- ▼ 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
 - Retention Report

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.

Vendor Fiscal Year Summary [Champaign County, IL | IMPL | 08/16]

Close Accept Cancel Query

Vendor Fiscal Year Summary [Champaign County, IL | IMPL | 08/16] > Q

Vendor

1099 vendors only ☐ Yes ☒ No

Status

Name

General type

Class code

Geographic code

Entity

☐ ACTIVE

☐ BIDDER

☐ INACTIVE

☐ ONE TIME PAY

☐ STOP

☐ TEMPORARY

☐ SELF SERVICE

Report Options

Execute this report

Fiscal year *

Fiscal year date range to

Dept/Loc * to

Minimum activity *

☐ Display social security numbers on report

☐ Display 1099 box code information on report

☐ Exclude non-1099 reportable taxes from report

Within date range

Today

Yesterday

Week to date

Prior week

Month to date

Prior month

Within date range

Current fiscal year

Prior fiscal year


Output Options

Selecting PDF in the Ribbon will produce your report.


PDF view:

03/06/2023 10:43 Champaign County, IL TRAIN 02/24					
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			1,131.38	124.20
10049 AT&T / AT&T MOBILITY	CHICAGO, IL 60677-8004			13,885.93	12,874.59
10098 CAMPION, BARROW & ASSOCIATES INC	SUITE 202			910.00	.00
17785 CAPITAL ONE	2110 CLEARLAKE BLVD			134.25	134.25
10105 THE CARLE FOUNDATION HOSPITAL	CHAMPAIGN, IL 61822			249.00	249.00
1 CHAMPAIGN COUNTY TREASURER	SHERIFF AC# 624934	91716-05		106,281,641.52	104,830,652.86
18807 CLIFTONLARSONALLEN LLP	PO BOX 60506			31,049.26	31,049.26
18979 CONSTELLATION NEWENERGY-GAS DIVISIO	CITY OF INDUSTRY, CA			102.38	102.38
19022 KELLY DARR	611 W PARK STREET			105.00	105.00
19031 DIAMOND DRUGS, INC	URBANA, IL 61801			15,643.82	.00

Excel Report Options:


Export Filter

← Back
✓ Accept
✕ Cancel
🔍 Search
S Select All
S Select None
S Save
S Save and Exit

Vendor Fiscal Year Summary [Champaign County, IL | IMPL | 08/16] > Export Filter > 

↑ Select	Group	Field
<input checked="" type="checkbox"/>	Main	
<input checked="" type="checkbox"/>	Main	Vendor Number
<input checked="" type="checkbox"/>	Main	Vendor Name
<input checked="" type="checkbox"/>	Main	Address 1
<input checked="" type="checkbox"/>	Main	Address 2
<input checked="" type="checkbox"/>	Main	City
<input checked="" type="checkbox"/>	Main	State
<input checked="" type="checkbox"/>	Main	Zip Code
<input checked="" type="checkbox"/>	Main	FID
<input checked="" type="checkbox"/>	Main	SSN
<input checked="" type="checkbox"/>	Main	YTD Purchases
<input checked="" type="checkbox"/>	Main	YTD Payments
<input checked="" type="checkbox"/>	Box	
<input checked="" type="checkbox"/>	Box	Box Code
<input checked="" type="checkbox"/>	Invoice	
<input checked="" type="checkbox"/>	Invoice	Invoice Number
<input checked="" type="checkbox"/>	Invoice	Document Number
<input checked="" type="checkbox"/>	Invoice	Description
<input checked="" type="checkbox"/>	Invoice	Purch Amt
<input checked="" type="checkbox"/>	Invoice	Pmt Amt
<input checked="" type="checkbox"/>	Totals	
<input checked="" type="checkbox"/>	Totals	Total Vendors
<input checked="" type="checkbox"/>	Totals	Total Purchases
<input checked="" type="checkbox"/>	Totals	Total Payments


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:

 **Export Filter**

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16] > Invoice Reconciliation by

 Select	Field
	VENDOR
	VENDOR NAME
	ORG
	ACCOUNT
	ACCOUNT DESC
	DOCUMENT
	VOUCHER
	PO
	YEAR
	PERIOD
	TYPE
	STATUS
	AMOUNT
<input type="checkbox"/>	USE TAX AMOUNT
<input type="checkbox"/>	WITHHOLDING AMOUNT
	WARRANT
	CHECK NO
	INVOICE
	FULL DESC
	INVOICE DATE

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

Select the type of report to create:

 Invoice History by GL Account [Champaign County, IL | IMPL | 08/16]

 Close

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16]

History by Fund


History by Account

History by Project

History by Object

AP Reconciliation by Fund

After you select the report type, the program displays the appropriate definition screen. Click the Define Skittle in the Ribbon

 Invoice History by Fund

Back

Output


Print


Display

PDF

Save

Excel

 Define

 Vendor Summ

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16] > Invoice History by Fund

Execute this report

Fund range *

Invoice selection

Year/period

Year/period range *

Last check date

Selective account inclusion

Print full GL account

Exclude withholding

Capital assets

to

ZZZZ

All Invoices - Open and Paid

Within year/period

2024

1

to

2024

1

☐


☐


☐


All


History by Fund


The Fund option allows you to create a report based on a defined fund range.


 Invoice History by Fund


 Back


 Output


 Print


 Display

 PDF

 Save

 Excel

 Define

 Vendor Summ

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16]

 > Invoice History by Fund

Execute this report

Fund range *

Invoice selection

Year/period

Year/period range *

Last check date

Selective account inclusion

Print full GL account

Exclude withholding

Capital assets

to

ZZZZ

All invoices - Open and Paid

Within year/period

2024

1

2024

4

to

2024

7

☐


☐


☒


All


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.


 Invoice History by Account


 Back


 Output


 Print


 Display

 PDF

 Save

 Excel

 Define

 Vendor Summ

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16]

 > Invoice History by Account

Account range *

Invoice selection

Vendor

Check Run

Year/period range *

Selective account inclusion

Print full GL account

Exclude withholding

Capital assets

to

1 - All invoices - Open and Paid

0

2024

1

JAN

to

2024

1

JAN

☐

☐

☐

All


History by Project

The Project option sorts the history report by fund, project, and vendor. It provides subtotals at these levels.


[illegible]


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.





Invoice History by Object


 Back


 Output


 Print


 Display

 PDF

 Save

 Excel

 Define

 Vendor Summary

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16] > Invoice History by Object

Object range *

...

to

ZZZZZ

Invoice selection

1 - All invoices - Open and Paid

Vendor

0

Check Run

Year/period range *

2024

1

JAN

to

2024

1

JAN

Selective account inclusion

☐

Print full GL account

☐

Exclude withholding

☐

Capital assets

All

AP Reconciliation by Fund

Invoice Reconciliation by Fund

Back | Accept | Cancel

Invoice History by GL Account [Champaign County, IL | IMPL | 08/16] > Invoice Reconciliation by Fund >

Fund range * to zzzz

Invoice selection: All invoices - Open and Paid

Print full GL account

Year/period: 2024 1 JAN

Year/period range: 2024 1 JAN

Last check date

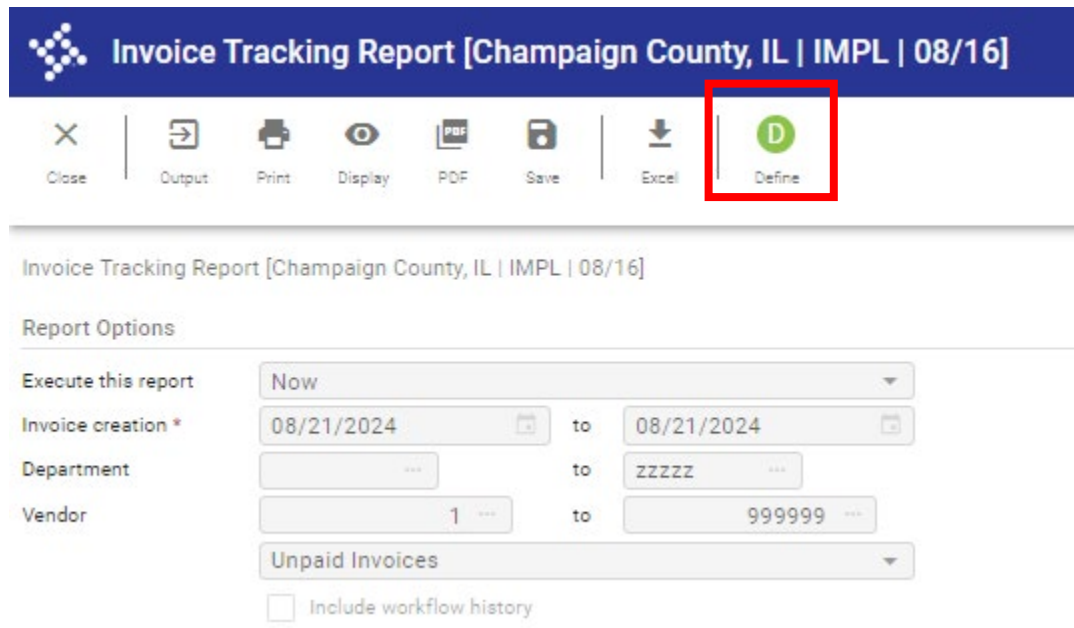
Invoice Tracking Report (Workflow Tracking)

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

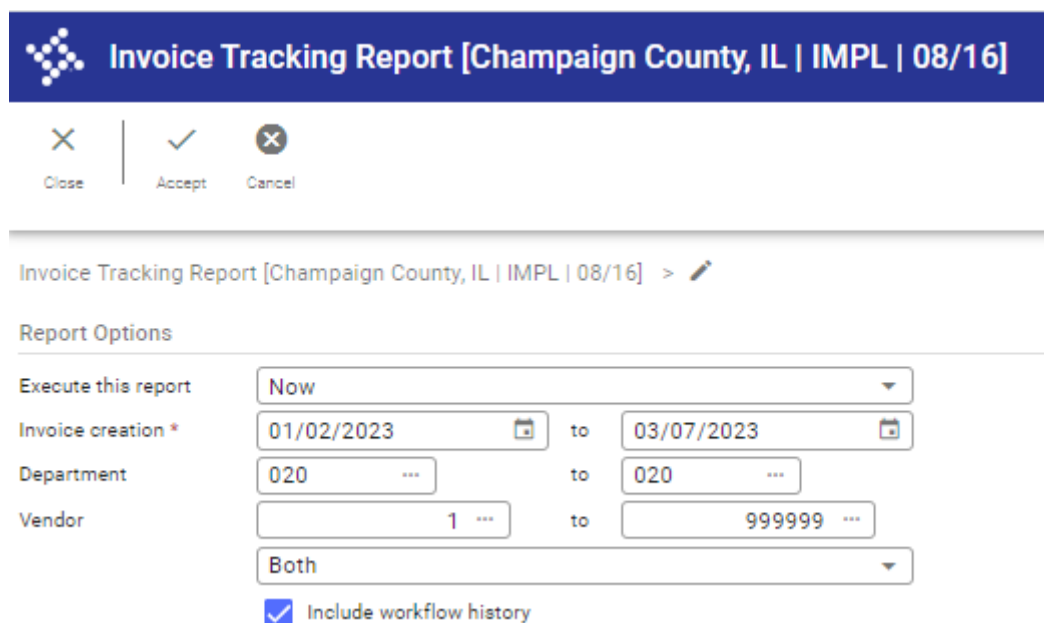
- ✓ Munis
 - ✓ Financials
 - > General Ledger Menu
 - > Budget Processing
 - > Purchasing
 - ✓ Accounts Payable
 - > Setup
 - > Invoice Processing
 - > Cash Disbursements
 - > Vendor Processing
 - ✓ Invoice Inquiry and Reports
 - Invoice Central
 - Vendor Invoice Lists
 - Vendor Fiscal Year Summary
 - 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.



The screenshot shows the top of the 'Invoice Tracking Report [Champaign County, IL | IMPL | 08/16]' window. The ribbon contains buttons for Close, Output, Print, Display, PDF, Save, Excel, and Define. The 'Define' button, which has a green circle with a white 'D' icon, is highlighted with a red rectangle. Below the ribbon, the 'Report Options' section is visible, showing fields for 'Execute this report' (set to 'Now'), 'Invoice creation *' (08/21/2024 to 08/21/2024), 'Department' (empty to ZZZZZ), 'Vendor' (1 to 999999), and a dropdown for 'Unpaid Invoices'. There is also an unchecked checkbox for 'Include workflow history'.

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).




This screenshot shows the same 'Invoice Tracking Report' window after modifications. The ribbon now includes 'Close', 'Accept', and 'Cancel' buttons. The 'Report Options' section has been updated: 'Execute this report' remains 'Now'; 'Invoice creation *' is now 01/02/2023 to 03/07/2023; 'Department' is now 020 to 020; 'Vendor' remains 1 to 999999; the dropdown is now set to 'Both'; and the 'Include workflow history' checkbox is now checked.

The PDF report with workflow tracking:

03/07/2023 10:15 Champaign County, IL TRAIN 02/24											
INVOICE TRACKING REPORT											
TRACKING FROM: 01/02/2023 TO 03/07/2023											
DEPT: 020 TO 020											
VENDOR: 000001 TO 999999											
RECEIVED	CREATED	INV DATE	INVOICE	DOC	INV NET	DAYS	ENTRY RELEASE	APPROVE	POST	CHECK	COMPLETION
VENDOR			DEPT CLERK		AMOUNT		INV STATUS	WF STATUS			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			
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			
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Posipay	27017			0	0	6	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				
01/03/2023	01/03/2023	01/03/2023	Dec 22 AP Interest	27018			0	0	6	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	11:03:32.253		Approved				

Excel Output Options with workflow tracking (the list continues beyond this with more options):

 Export Filter

←

✓

✕

🔍


Ⓢ

Ⓢ

Ⓢ

Ⓢ

BackAcceptCancelSearchSelect AllSelect NoneSaveSave 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

PDF Report without Workflow tracking:

03/07/2023 10:21

|champaign County, IL | TRAIN | 02/24

|P1

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 STATUS	APPROVE WF	POST STATUS	CHECK	COMPLETION CHECK STATUS
01/03/2023 000001-CHAMPAIGN COUNTY TREASURE	01/03/2023	01/03/2023	121622 FICA IMRF 020 js8740	26965	73,731.76		PAID	0	0	0	6	CLEARED 3
01/03/2023 000001-CHAMPAIGN COUNTY TREASURE	01/03/2023	01/03/2023	123022 FICA IMRF 020 js8740	26979	70,727.30		PAID	0	0	0	6	CLEARED 3
01/03/2023 000001-CHAMPAIGN COUNTY TREASURE	01/03/2023	01/03/2023	Dec 22 AP Posipay 020 bk43892	27017	81.22		PAID	0	0	6	13	CLEARED 10
01/03/2023 000001-CHAMPAIGN COUNTY TREASURE	01/03/2023	01/03/2023	Dec 22 AP Interest 020 bk43892	27018	-26.61		PAID	0	0	6	13	CLEARED 10
01/04/2023 010569-TYLER TECHNOLOGIES INC	01/04/2023	12/28/2022	045-404207 020 js8740	27422	-40,139.50		PAID	0	1	0	41	CLEARED 37
01/04/2023 010569-TYLER TECHNOLOGIES INC	01/04/2023	12/28/2022	045-404180 020 js8740	27428	-90,963.00		PAID	0	0	0	41	CLEARED 37

Excel Options without Workflow tracking:


Export Filter

← Back
✓ Accept
✕ Cancel
🔍 Search
S Select All
S Select None
S Save
S Save and Exit

Invoice Tracking Report [Champaign County, IL | IMPL | 08/16] > Export Filter > 

↑ Select	Field
<input checked="" type="checkbox"/>	RECEIVED DATE
<input checked="" type="checkbox"/>	ENTRY DATE
<input checked="" type="checkbox"/>	VENDOR #
<input checked="" type="checkbox"/>	VENDOR NAME
<input checked="" type="checkbox"/>	DAYS TO NET
<input checked="" type="checkbox"/>	DAYS TO DISCOUNT
<input checked="" type="checkbox"/>	DISCOUNT PERCENT
<input checked="" type="checkbox"/>	VENDOR PYMT TERMS
<input checked="" type="checkbox"/>	INVOICE NUMBER
<input checked="" type="checkbox"/>	DOCUMENT NUMBER
<input checked="" type="checkbox"/>	INVOICE TYPE
<input checked="" type="checkbox"/>	CONTRACT
<input checked="" type="checkbox"/>	PURCH ORDER
<input checked="" type="checkbox"/>	INVOICE DATE
<input checked="" type="checkbox"/>	DUE DATE
<input checked="" type="checkbox"/>	NET AMOUNT
<input checked="" type="checkbox"/>	GROSS AMOUNT
<input checked="" type="checkbox"/>	DISCOUNT AMOUNT
<input checked="" type="checkbox"/>	INVOICE DESCRIPTION
<input checked="" type="checkbox"/>	PAYMENT METHOD
<input checked="" type="checkbox"/>	INVOICE STATUS
<input checked="" type="checkbox"/>	DEPARTMENT
<input checked="" type="checkbox"/>	CLERK
<input checked="" type="checkbox"/>	GL EFF DATE
<input checked="" type="checkbox"/>	WARRANT
<input checked="" type="checkbox"/>	CHECK STATUS
<input checked="" type="checkbox"/>	CHECK #
<input checked="" type="checkbox"/>	CHECK/PAYMENT DATE
<input checked="" type="checkbox"/>	DAYS TO ENTRY
<input checked="" type="checkbox"/>	DAYS TO RELEASE
<input checked="" type="checkbox"/>	DAYS TO APPROVAL
<input checked="" type="checkbox"/>	DAYS TO POSTING
<input checked="" type="checkbox"/>	DAYS TO CHECK
<input checked="" type="checkbox"/>	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

Project Budget Report [Champaign County, IL | IMPL | 08/16]

Close

Output

Print

Display

PDF

Save

Excel

Word

Define

Template Options

Project Budget Report [Champaign County, IL | IMPL | 08/16]

Template selection

Execute this report

Now

Report template

PROJBUDRPT

☒ Master

Report title

PROJECT BUDGET REPORT

Project string selection

Expense

Project

763WIOA23

Phase

SERVICES

Task

YO OTHER

Sub-Task

RENT

Funding Source

Project

Source

Detail

Type

Report options

Month/Year range

JAI

2022

 to

JUL

2024

Group by

None

Sort Sequence 1

Sort Sequence 2

Sort Sequence 3

Sort Sequence 4

Project Segment

Phase/Source

Task/Detail

Sub-Task/Type

Total

Page Break

Display Funding Source Strings First

Detail Options

Include Name

Short

Include Project String Detail ☐

Include Employee Detail ☐

Include Closed Projects ☒

Include Journal Detail ☐

Actual Detail ☐

Encumbrance Detail ☐

Budget Detail ☐

Vendor Detail ☐

Include Unposted Transactions ☐

Output Options

Export Filter

Back

Accept

Cancel

Search

Select All

Select None

Save

Save and Exit

Project Budget Report [Champaign County, IL | IMPL | 08/16] > Export Filter >

↑ Select

Field

☒

PROJECT

☒

PROJECT TITLE

☒

PROJECT STRING

☒

PROJECT STRING DESCRIPTION

☒

PROJECT STRING TYPE

☒

PROJECT STRING SEGMENT 1

☒

PROJECT STRING SEGMENT 2

☒

PROJECT STRING SEGMENT 3

☒

PROJECT STRING SEGMENT 4

☒

ORIGINAL BUDGET

☒

NET BUDGET AMENDMENTS

☒

REVISED BUDGET

☒

REQUISITIONS

☒

ENCUMBRANCES

☒

ACTUALS

☒

AVAILABLE BUDGET

☒

PERCENT USED

Project Detail History

Search Options

Project Detail History [Champaign County, IL | IMPL | 08/16]

Close

Output

Print

Display

PDF

Save

Excel

Word

Define

Template Options

Project Detail History [Champaign County, IL | IMPL | 08/16]

Template selection

Execute this report

Now

Report template

PROJDTLHIS

☒ Master

Report title

PROJECT DETAIL HISTORY

Project string selection

Expense

Project

UTIL 071

Phase

Task

Sub-Task

Funding Source

Project

Source

Detail

Type

Report options

Month/Year range

JAI

2022

to

DEI

2022

Group by

Major Project

Sort Sequence 1

Project Segment

Project

Total

☒

Page Break

☐

Sort Sequence 2

Phase/Source

☒

☐

Sort Sequence 3

Task/Detail

☒

☐

Sort Sequence 4

Sub-Task/Type

☒

☐

Display Funding Source Strings First

☐

Detail Options

Include Name

Long

Include Project String Detail

☒

Include Employee Detail

☐

Include Closed Projects

☒

Include Journal Detail

☒

Actual Detail

☒

Encumbrance Detail

☐

Budget Detail

☒

Vendor Detail


☒


Include Unposted Transactions


☒


Journal Source Code


Output Options


 **Export Filter**


 Back


 Accept


 Cancel


 Search






























 Select All

 Select None

 Save

 Save and Exit

Project Detail History [Champaign County, IL | IMPL | 08/16] > Export Filter > 

 Select	Field
	PROJECT
	PROJECT TITLE
	PROJECT STRING
	PROJECT STRING DESCRIPTION
	PROJECT STRING TYPE
	PROJECT STRING SEGMENT 1
	PROJECT STRING SEGMENT 2
	PROJECT STRING SEGMENT 3
	PROJECT STRING SEGMENT 4
	AVAILABLE BUDGET
	PA JOURNAL EFFECTIVE DATE
	PA JOURNAL NUMBER
	PA JOURNAL LINE
	PA JOURNAL SOURCE
	PA JOURNAL REFERENCE 1
	PA JOURNAL REFERENCE 2
	PA JOURNAL REFERENCE 3
	PA JOURNAL CHECK
	PA JOURNAL AMOUNT
	PA JOURNAL DEBIT/CREDIT
	GL JOURNAL YEAR
	GL JOURNAL PERIOD
	GL JOURNAL NUMBER
	GL JOURNAL LINE
	POSTED
	PA JOURNAL REFERENCE 4
	PA JOURNAL COMMENT
	PA JOURNAL VENDOR NAME

Project Revenue Allocation Reports

Search Options

 **Project Revenue Allocation Reports**

Project Revenue Allocation Reports

Report types

By Funding String


By Expense Type

By GB Invoice

By Expense Journal

Project Revenue Allocation Report by Funding String

Search Options

 **Project Revenue Allocation Report by Funding String**

← Back

↶ Output

🖨️ Print

👁️ Display

📄 PDF

💾 Save

⬇️ Excel

D

Define

Project Revenue Allocation Reports > Project Revenue Allocation Report by Funding String

Selection criteria

Execute this report

...

Funding project

...

Source

...

Detail

...

Type

...

Start date

📅

End date

📅


Report options











☐ Include AP invoice/vendor detail

☐ Include Payroll detail

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 Accounting Transaction Exceptions [Champaign County, IL | IMPL | 08/16]**

Project Accounting Transaction Exceptions [Champaign County, IL | IMPL | 08/16]

Transaction Report

Execute this report

Now


From Yr/Per





2024 / 8

To Yr/Per

2025 / 8

Source

**GL Segment Find [Champaign County, IL | IMPL | 08/16]**

Project Accounting Transaction Exceptions [Champaign County, IL | IMPL | 08/16] > GL S

Find by Segments

Fund

CAFR Func

Comptroller

Cty Function

Department

Division

Future Use

Interfund

Object

Character code

Account type

▼

Account status


▼


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


 **Project Summary Report [Champaign County, IL | IMPL | 08/16]**


 Close


 Output


 Print


 Display

 PDF

 Save

 Excel

 Word

 Define

Project Summary Report [Champaign County, IL | IMPL | 08/16]

Execute this report *

Project

Start Month/Year *

End Month/Year *

☐ Group by Major Project

☐ Exclude zero balance Projects

☐ Include string detail

☐ Include string title

☐ Exclude zero balance strings

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


 **Project and GL Activity Report [Champaign County, IL | IMPL | 08/16]**


 Close


 Output


 Print


 Display

 PDF

 Save

 Excel

 Define

 Report Options

Project and GL Activity Report [Champaign County, IL | IMPL | 08/16]

Define Criteria

Report on:

☐ Amounts totaled by Project String

☐ Amounts totaled by GL Account

Month/Year range

to

Report Options

Execute this report

☐ Project Totals

	Segment	Total	Page Break
Sort sequence 1	<div></div>	<div></div>	<div></div>
Sort sequence 2	<div></div>	<div></div>	<div></div>
Sort sequence 3	<div></div>	<div></div>	<div></div>
Sort sequence 4	<div></div>	<div></div>	<div></div>

☐ Show actuals

☐ Show encumbrances

☐ Show budget

☐ Show Project Ledger journal detail

Journal source

253

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	<input type="text" value="---"/>
CAFR Func	<input type="text" value="---"/>
Comptroller	<input type="text" value="---"/>
Cty Function	<input type="text" value="---"/>
Department	<input type="text" value="---"/>
Division	<input type="text" value="---"/>
Future Use	<input type="text" value="---"/>
Interfund	<input type="text" value="---"/>
Object	<input type="text" value="---"/>
Character code	<input type="text" value="---"/>
Account type	<input type="text" value="▼"/>
Account status	<input type="text" value="▼"/>


Output Options


 **Export Filter**


 Back


 Accept


 Cancel

 Select All


 Select None

 Save

 Save and Exit

Project and GL Activity Report [Champaign County, IL | IMPL | 08/16] > Export Filter > 

☒ Enable hyperlinks


 Select	Field
<input checked="" type="checkbox"/>	LINK
<input checked="" type="checkbox"/>	PROJECT NAME
<input checked="" type="checkbox"/>	STRING NAME
<input checked="" type="checkbox"/>	STRING TYPE
<input checked="" type="checkbox"/>	ACCOUNT STRING
<input checked="" type="checkbox"/>	PA SEG1
<input checked="" type="checkbox"/>	PA SEG2
<input checked="" type="checkbox"/>	PA SEG3
<input checked="" type="checkbox"/>	PA SEG4
<input checked="" type="checkbox"/>	ACCOUNT STATUS
<input checked="" type="checkbox"/>	GL NAME
<input checked="" type="checkbox"/>	GL ORG
<input checked="" type="checkbox"/>	GL OBJ
<input checked="" type="checkbox"/>	GL PROJECT
<input checked="" type="checkbox"/>	GL LONG ACCOUNT
<input checked="" type="checkbox"/>	GL SEG1
<input checked="" type="checkbox"/>	GL SEG2
<input checked="" type="checkbox"/>	GL SEG3
<input checked="" type="checkbox"/>	GL SEG4
<input checked="" type="checkbox"/>	GL SEG5
<input checked="" type="checkbox"/>	GL SEG6
<input checked="" type="checkbox"/>	GL SEG7
<input checked="" type="checkbox"/>	GL SEG8
<input checked="" type="checkbox"/>	GL CHAR CODE
<input checked="" type="checkbox"/>	DEFAULT GL
<input checked="" type="checkbox"/>	TRAN TYPE
<input checked="" type="checkbox"/>	JNL EFF DATE
<input checked="" type="checkbox"/>	JNL NUMBER
<input checked="" type="checkbox"/>	JNL LINE
<input checked="" type="checkbox"/>	JNL SHORT DESC
<input checked="" type="checkbox"/>	JNL SOURCE
<input checked="" type="checkbox"/>	JNL GL JNL#
<input checked="" type="checkbox"/>	JNL GL SEQ#
<input checked="" type="checkbox"/>	JNL GL YEAR/PER
<input checked="" type="checkbox"/>	JNL AMOUNT


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


**Default GL Account Exceptions Report [Champaign County, IL | IMPL | 08/16]**


Close


Output


Print


Display

PDF

Save

Excel

Word

Define

Default GL Account Exceptions Report [Champaign County, IL | IMPL | 08/16]

Report Selection

☐ All Activity ☐ Exceptions Only ☐ Matching Only

Month/Year range to

Options

Execute this report

☐ Project Totals

	Segment	Total	Page Break
Sort sequence 1	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 3	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 4	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

☐ Show actuals

☐ Show encumbrances

☐ Show budget

☐ Show Project Ledger journal detail

Journal source



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	<input type="text" value="---"/>
Phase	<input type="text" value="---"/>
Task	<input type="text" value="---"/>
Sub-Task	<input type="text" value="---"/>

Funding source project strings *

Project	<input type="text" value="---"/>
Source	<input type="text" value="---"/>
Detail	<input type="text" value="---"/>
Type	<input type="text" value="---"/>

Output Options

 **Export Filter**

← Back

✓ Accept

✕ Cancel

S Select All

S Select None

S Save

S Save and Exit

Default GL Account Exceptions Report [Champaign County, IL | IMPL | 08/16] > Export

☒ Enable hyperlinks

↑ Select

Field



<input checked="" type="checkbox"/>	LINK
<input checked="" type="checkbox"/>	PROJECT NAME
<input checked="" type="checkbox"/>	STRING NAME
<input checked="" type="checkbox"/>	STRING TYPE
<input checked="" type="checkbox"/>	ACCOUNT STRING
<input checked="" type="checkbox"/>	PA SEG1
<input checked="" type="checkbox"/>	PA SEG2
<input checked="" type="checkbox"/>	PA SEG3
<input checked="" type="checkbox"/>	PA SEG4
<input checked="" type="checkbox"/>	ACCOUNT STATUS
<input checked="" type="checkbox"/>	GL NAME
<input checked="" type="checkbox"/>	GL ORG
<input checked="" type="checkbox"/>	GL OBJ
<input checked="" type="checkbox"/>	GL PROJECT
<input checked="" type="checkbox"/>	GL LONG ACCOUNT
<input checked="" type="checkbox"/>	GL SEG1
<input checked="" type="checkbox"/>	GL SEG2
<input checked="" type="checkbox"/>	GL SEG3
<input checked="" type="checkbox"/>	GL SEG4
<input checked="" type="checkbox"/>	GL SEG5
<input checked="" type="checkbox"/>	GL SEG6
<input checked="" type="checkbox"/>	GL SEG7
<input checked="" type="checkbox"/>	GL SEG8
<input checked="" type="checkbox"/>	GL CHAR CODE
<input checked="" type="checkbox"/>	SOURCE
<input checked="" type="checkbox"/>	DEFAULT GL
<input checked="" type="checkbox"/>	TRAN TYPE
<input checked="" type="checkbox"/>	ACTUAL AMOUNT
<input checked="" type="checkbox"/>	ENCUMBRANCE AMOUNT
<input checked="" type="checkbox"/>	BUDGET AMOUNT

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

Project Ledger/General Ledger Reconciliation Report [Champaign Cou

Project Ledger/General Ledger Reconciliation Report [Champaign County, IL | IMPL | 08/16]

Scheduling

Execute report Now

Define Criteria

Month/Year February 2022 to February 2022

Output Options

Sort by	Total	Pagebreak
Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

☒ Include Actuals
☐ Include Encumbrances
☒ Include Budget
☒ Include Project String Original Budget

☐ Include accounts with no activity
☐ Differences only

☐ Include general ledger journal detail
General Ledger journal source code
☐ Include project journal detail
Project Ledger journal source code

GL Segment Find [Champaign County, IL | IMP]



Back



Accept



Cancel



Query

Project Ledger/General Ledger Reconciliation Report [Champaign County, IL]

Find by Segments

Fund	<input type="text" value="---"/>
CAFR Func	<input type="text" value="---"/>
Comptroller	<input type="text" value="---"/>
Cty Function	<input type="text" value="---"/>
Department	<input type="text" value="---"/>
Division	<input type="text" value="---"/>
Future Use	<input type="text" value="---"/>
Interfund	<input type="text" value="---"/>
Object	<input type="text" value="---"/>
Character code	<input type="text" value="---"/>
Account type	<input type="text" value="---"/>
Account status	<input type="text" value="---"/>
Rollup Code	<input type="text" value="---"/>

After choosing search parameters must click the Select Skittle in the Ribbon to process the selection for output to PDF.