Enterprise ERP
powered by Munis®
Enterprise Financial Management

Major Enhancements
2020-2021

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Enterprise Financial Management

The Enterprise Financial Management Major Enhancements 2020-2021 document provides an overview of the major Financials enhancements for the Enterprise ERP, powered by Munis® releases 2020.1, 2020.2, 2020.3, 2021.1, 2021.2, 2021.3, 2021.4, and 2021.5.

For each major enhancement, the document provides the Jira number, the version in which the enhancement was included in Enterprise ERP, a brief purpose statement, and the estimated PACE training time. PACE is the Tyler Planned Annual Continuous Education (PACE) program that supports your organization with ongoing education designed to provide your staff with up-to-date training on new features and functions. For more information on PACE for Enterprise ERP, contact your account representative. When selecting PACE sessions, please keep in mind that sessions are scheduled in four-hour increments.

See the release notes on Tyler Deploy for descriptions of the general enhancements and program fixes that were completed for Enterprise ERP.

In early 2022, Tyler announced new names for many of its products, including Enterprise ERP. See https://www.tylertech.com/resources/blog-articles/same-tyler-products-new-names for more details about this process.

User Interface

User Interface

2020.1

For 2020.1, the user interface (UI) is updated for improved usability. The UI uses a flat design for images, including toolbar options and folder buttons. The fonts used throughout Enterprise ERP, including labels for fields, options, groups, and buttons, are changed for improved readability.
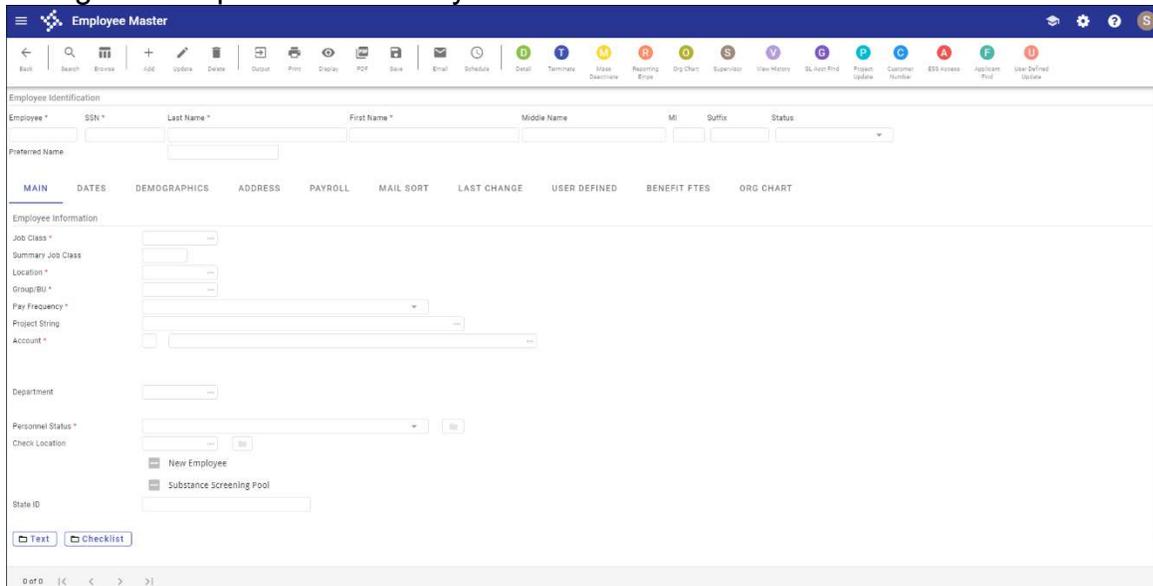
Accounts Payable

Close Current Fiscal Year, Purchase Cards

2020.2

Jira Numbers: MUN-377525, MUN-373962

Purpose: To provide a clear warning message and an option to view additional details when open purchase card statements with matched invoice transactions exist while closing the fiscal year.

Estimated PACE Training Time: Less than ½ day

Description: When you begin closing the fiscal year and open purchase card statements with matched invoice transactions exist, the Close Current Fiscal Year program provides a descriptive warning message and an option to view more detail.

⚠ Open Purchase Card Transactions For Current Year Prevent Year-End Close

WARNING!
There are open purchase card transactions and statements for the current year.
These must not exist when closing the fiscal year.
These statements and transactions should be converted.
Or, the fiscal year on the statements can be updated to the next fiscal year if the contained transactions are not tied to POs or contracts.
Or, for sites matching p-card transactions with invoices, the transactions on open statements can be matched with next year invoices to continue.

[OK] [More Detail]

If you click the More Detail option, the program presents a browse window that lists the details of the open purchase card transactions that are preventing the year-end close.

☰ Open Purchase Card Transactions Blocking Year-End Close

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

Statement	Statement Code	Statement Status	Transaction	Vendor	Charge Description
2	PLH71	New	4	2121 - CHERYL'S VENDOR----X	Apples

Column   Total
Charge Amount 200.00

Search / Filter   Record

🔍 ▽ ▽x [   ] [▾] [▾] [Go] < >   1 of 1
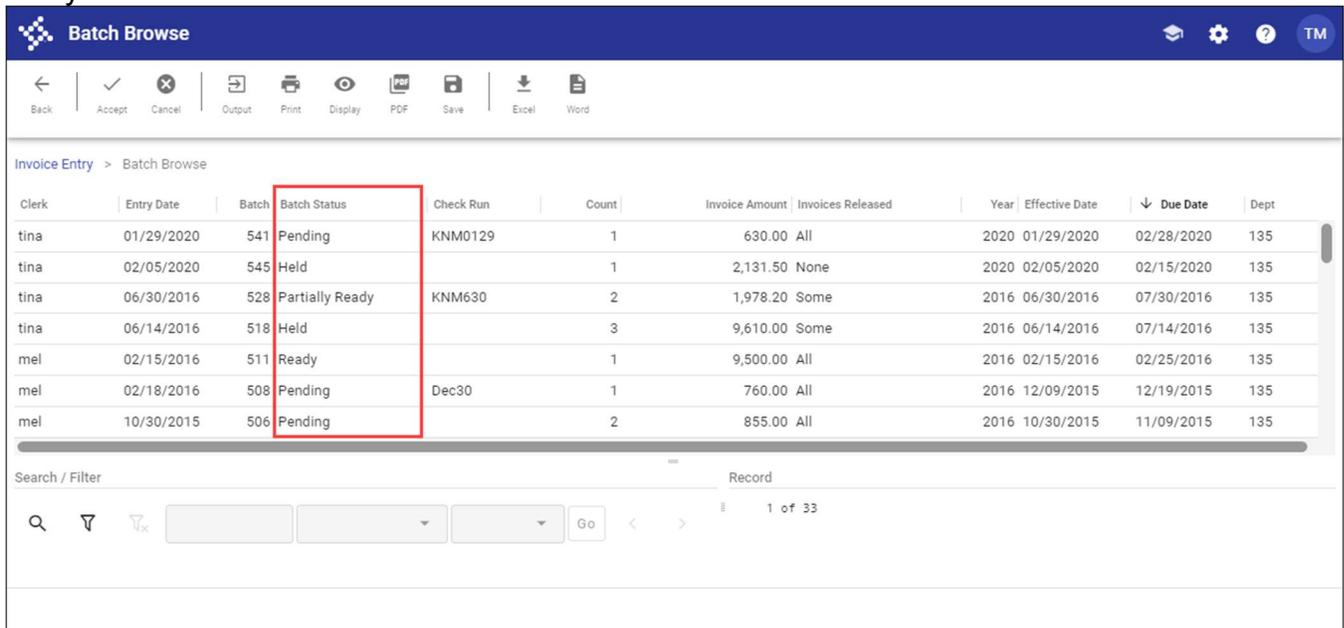
Invoice Entry

2021.4

Jira Number: MUN-421745
Purpose: To indicate the status of the batch on the browse screen for invoice batches.
Client Suggestion: Yes
Estimated PACE Training Time: Less than ½ day
Description: The Batch Status column is added to the Batch Browse screen in Invoice Entry.

This column indicates the current status of the batch:
- Ready: All invoices in the batch are ready to be output/posted.
- Not Ready: No invoices in the batch are ready to be output/posted.
- Partially Ready: Some invoices in the batch are ready to be output/posted.
- Held: All invoices in the batch have a Hold status.
- Rejected: All invoices in the batch have a Rejected status.
- Pending: All invoices in the batch have a Pending status (whether pending approval, pending three-way match, or pending discrepancy).

Jira Number: MUN-424676
Purpose: To provide the purchase order description on the browse screen for invoices.
Client Suggestion: Yes
Estimated PACE Training Time: Less than ½ day

Description: To make it easier to select the purchase order associated with an invoice, the Description field is added to the PO Browse screen in Invoice Entry. The PO Browse screen is accessible by clicking the field help for the PO field on the invoice header screen.
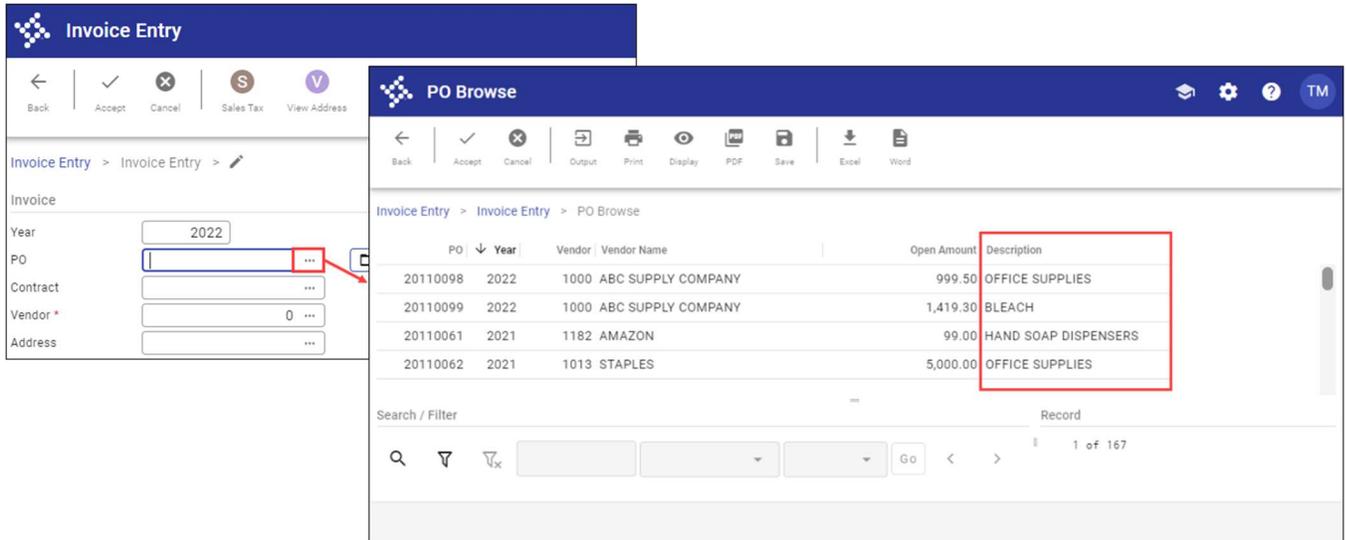
Multiple Accounts Payable Programs

2020.1

Jira Numbers: MUN-349830, MUN-349827, MUN-349826, MUN-349829
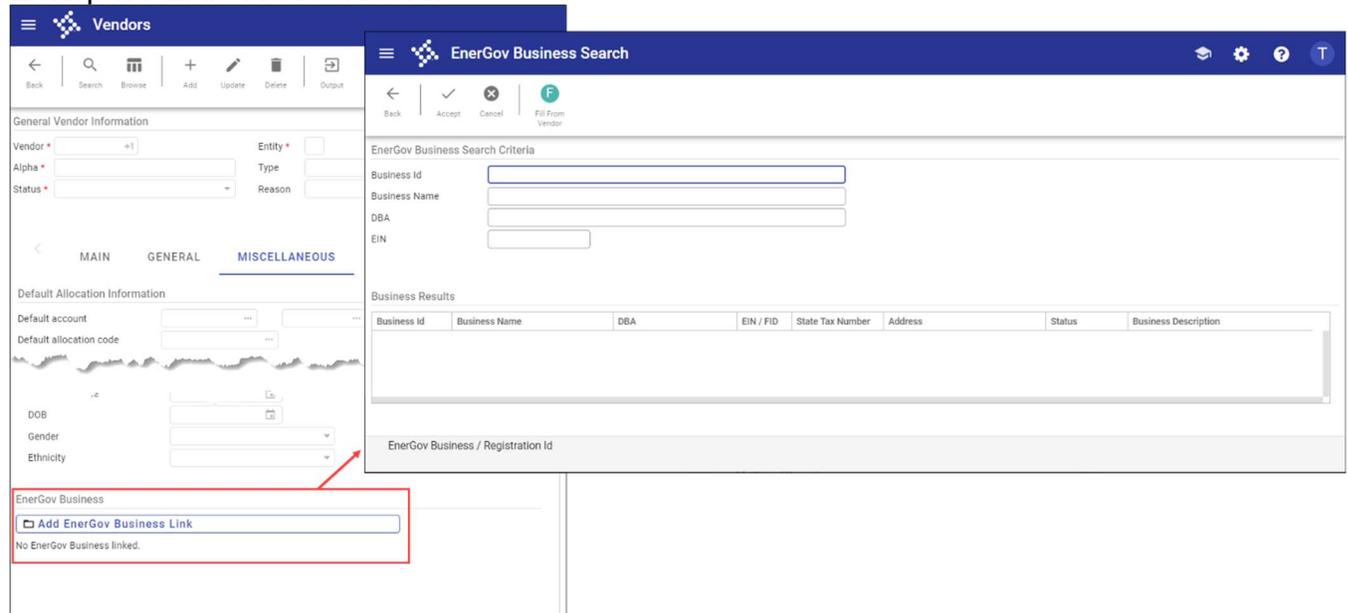**Purpose:** To allow Accounts Payable programs to integrate with Enterprise Permitting & Licensing, powered by EnerGov® business licenses.
Estimated PACE Training Time: ½ day
Description: Enterprise ERP supports integration between Accounts Payable programs and Enterprise Permitting & Licensing business licenses.

For example, in the Vendors and Vendor Inquiry programs, if the Enterprise Permitting & Licensing solution is configured in Enterprise ERP, the EnerGov Business group is available on the Miscellaneous tab. The Add EnerGov Business Link option is available to search for an Enterprise Permitting & Licensing business to associate with the current

Enterprise ERP vendor record.

In the EnerGov Business Search screen, the Fill From Vendor option in the toolbar populates the search fields with the information from the vendor record. When you complete a search, the Business Results group supplies the matching Enterprise Permitting & Licensing businesses, including identifying numbers, names, addresses, and status information.
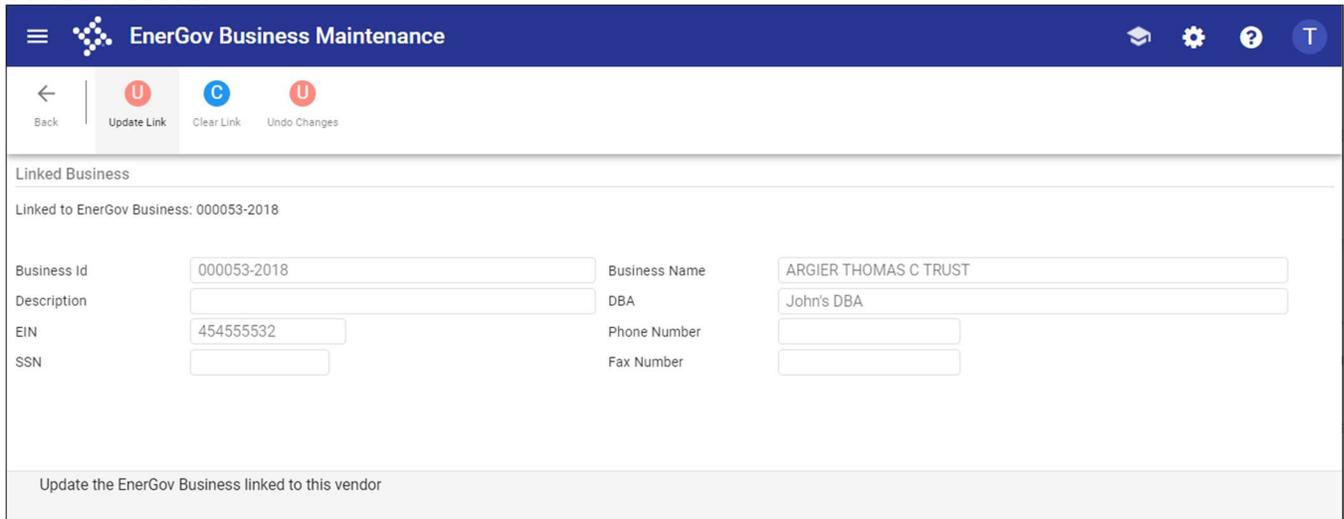

After you select a business to link, the program provides the EnerGov Business Maintenance screen where you can review the information before returning to the

vendor record.

Once a business is linked, the EnerGov Business group refreshes on the Enterprise ERP vendor record to provide the information about the linked business. The Add EnerGov Business Link option changes to the Maintain EnerGov Business Link option, which provides access to the EnerGov Business Maintenance screen to view the information or to clear the link and select a different business to associate.

Purchase Card Statements

2020.2

Jira Number: MUN-377104

Purpose: To allow you to change the fiscal year or period on open purchase card statements.

Estimated PACE Training Time: Less than ½ day

Description: The toolbar of the Purchase Card Statements program includes the Change Fiscal Period option, which allows you to update the fiscal year and period on open purchase card statements, if you have sufficient permissions. P-card statements

that have not been converted or voided are considered open.

This option is only accessible when you have the following permissions enabled in Accounts Payable Roles:

- On the Role Permissions tab, the Void Purchase Card Statements permission must be selected.
- On the Data Access tab, the Maintain Others' Purchase Cards and Statements permission must be set to Full.

When you click Change Fiscal Period, the Purchase Card Statements program presents a warning message detailing the potential impacts of changing the fiscal year or period on the open purchase card statements. You are provided options to click Proceed to

continue with the operation or to click Cancel to exit the process.

When you click Proceed, the Purchase Card Statements program checks that open statements exist for the identified statement code and verifies the relevant user permissions are enabled. If not, the program provides a warning message and you cannot proceed.

Additionally, if contracts or purchase orders are associated with the p-card transactions on the statements, the program provides a warning message with options to view the affected transactions. These transactions must be addressed in order to proceed with changing the fiscal year or period.

If the conditions are successfully met, the screen refreshes to show the Input New Fiscal Year/Period screen, providing fields to enter the new fiscal year or period for the purchase card statements in the active set of records.

The new fiscal year must be either the current year or the next year. The new fiscal period must be between period 1 and 12, inclusive. Users who do not have permission to override the general ledger period must enter a new year and period that falls within their restricted posting range.

After you enter the new fiscal year and period and click Accept, Enterprise ERP moves the funds from the original fiscal year and period to the new fiscal year and period. The general ledger effective date is set to the last date in the target year and period. No journals are generated as a result of this process.

Vendors, Vendor Central, AP Payment Manager

2020.3

Jira Number: MUN-349829
Purpose: To view pending Enterprise Permitting & Licensing receivables for Enterprise ERP vendors linked to Enterprise Permitting & Licensing businesses and use a new Enterprise Permitting & Licensing authentication method.
Estimated PACE Training Time: Less than ½ day
Description: You can view pending Enterprise Permitting & Licensing receivables for Enterprise Permitting & Licensing businesses linked to Enterprise ERP vendors in the Vendors, Vendor Central, and the AP Payment Manager programs.

For a linked Enterprise Permitting & Licensing vendor in the Enterprise ERP Vendors program, selecting the Pending Receivables toolbar option provides the Enterprise Permitting & Licensing invoices with amounts due.
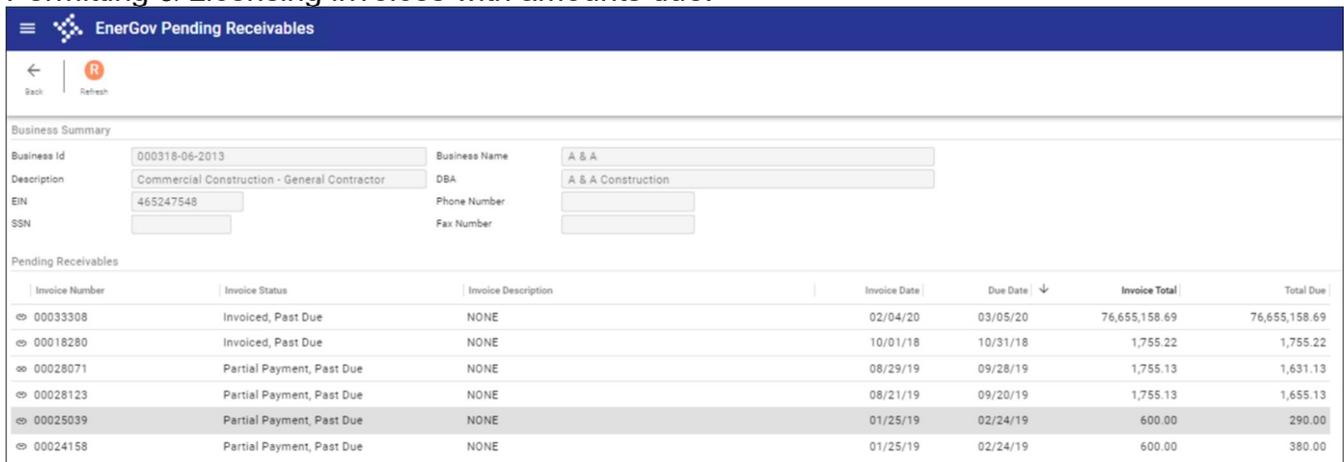
Double-clicking a row or selecting the Link button beside the invoice number provides the Manage Invoice screen in Enterprise Permitting & Licensing for viewing and
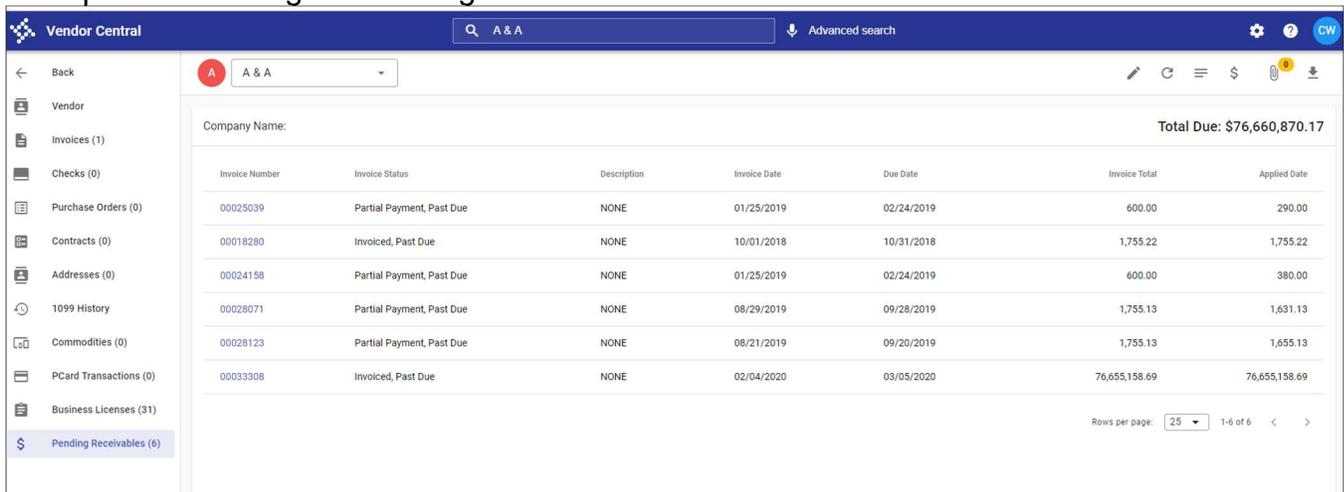
maintaining the invoice details.

In Vendor Central, the Pending Receivables tab provides access to the pending Enterprise Permitting & Licensing receivables.

In AP Payment Manager, when you select a check run and click the View Pending Receivables toolbar option, the program displays the Pending Receivables window with

information about pending Enterprise Permitting & Licensing receivables.

Pending Receivables | Check Run CW072220							
6 pending EnerGov receivables for vendors paid in this check run.							
						Rows per page: 15 ▾	6 of 6
Business Registration ^	Business Name	Invoice Number	Invoice Status	Invoice Date	Due Date	Invoice Total	Total Due
000318-06-2013	A & A	00025039	Partial Payment, Past Due	01/25/2019	02/24/2019	$600.00	$290.00
000318-06-2013	A & A	00018280	Invoiced, Past Due	10/01/2018	10/31/2018	$1,755.22	$1,755.22
000318-06-2013	A & A	00024158	Partial Payment, Past Due	01/25/2019	02/24/2019	$600.00	$380.00
000318-06-2013	A & A	00028071	Partial Payment, Past Due	08/29/2019	09/28/2019	$1,755.13	$1,631.13
000318-06-2013	A & A	00028123	Partial Payment, Past Due	08/21/2019	09/20/2019	$1,755.13	$1,655.13
000318-06-2013	A & A	00033308	Invoiced, Past Due	02/04/2020	03/05/2020	$76,655,158.69	$76,655,158.69
						Total Due:	$76,660,870.17

OK

Additionally, the integration between Enterprise ERP Accounts Payable programs and Enterprise Permitting & Licensing is updated to use a newer Enterprise Permitting & Licensing authentication method.

# Bid Management

Bid Request Quantities

2020.1

Jira Number: MUN-336298

Purpose: To allow updates to requested bid quantities, descriptions, and allocations after bids are awarded.

Estimated PACE Training Time: Less than ½ day

Description: The Bid Request Quantities program includes the Awarded Bids tab to show the awarded bids that have orders for your department. If your user role has permission to allow edits to bid items after the awarding phase, you can change quantities and accounts for the bid item. The program shows only the items assigned to your department.

The Bid Settings tab of the Purchasing Settings program includes the Allow Edits to Items After Bid Has Been Awarded setting. This setting is also available in the Bid Settings program.
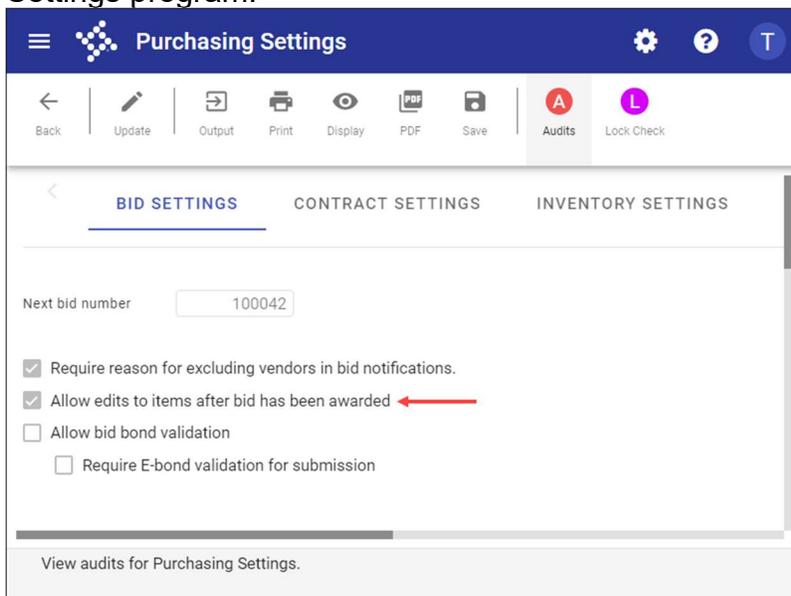
When this checkbox is selected, the Bid Request Quantities program provides the Awarded Bids tab, which allows you to update quantities, descriptions, or allocations after the bid has been awarded. For example, if a bid is awarded for a general item, such as a vehicle, you can update the allocation based on the specific type of vehicle. Or, if the original awarded bid quantity exceeds your budget, you can decrease the

quantity to fit your budget.

Budget

Define/Start Budget Projection

2021.1

Jira Number: MUN-330183
Purpose: To allow unlimited fund ranges on a budget projection and provide additional file layouts for importing multi-year budget records.
Estimated PACE Training Time: Less than ½ day
Description: The Projection Fund(s) field is added to the Define/Start Budget Projection program. This field sets the funds to include in the projection.
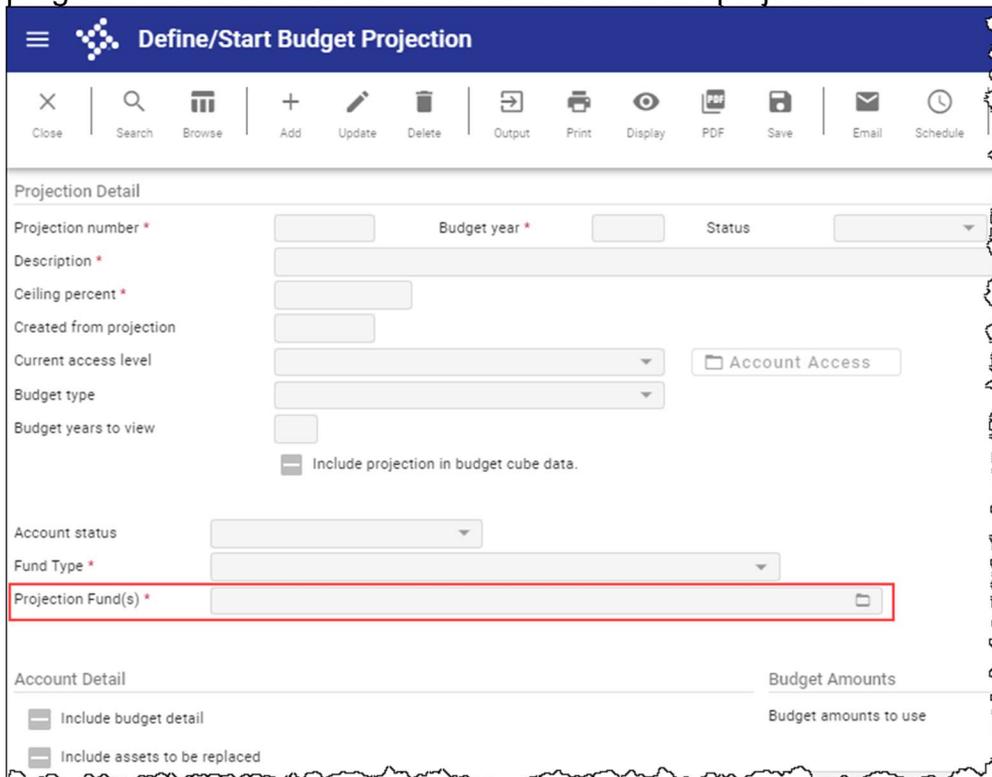
The Projection Fund(s) field replaces the four fields in the Projection Fund Ranges group found in previous versions of Enterprise ERP.
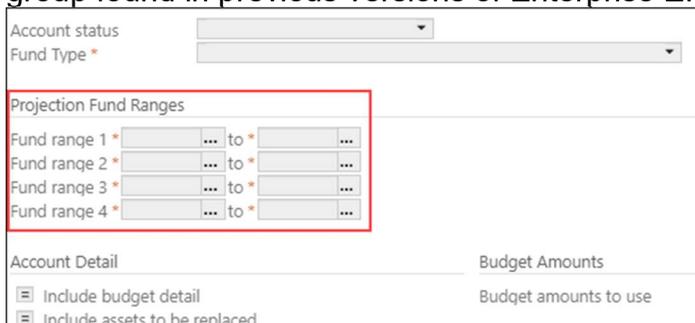
When you enter a projection and click the folder button, the program provides the Fund Checklist screen with a list of funds to select for inclusion in the projection.

From this screen, clicking Update provides access to the checkboxes of funds. The Select All/None toolbar option is available to select all or none of the funds. You can also individually select which funds to include. There is no limit to the number of funds you can include in the projection.

After you select the funds to include in the projection, click Accept to return to the Define/Start Budget Projection program where you can continue creating the projection record. Once the projection is saved to the Enterprise ERP system, the Projection Fund(s) field indicates whether multiple funds are included in the projection.
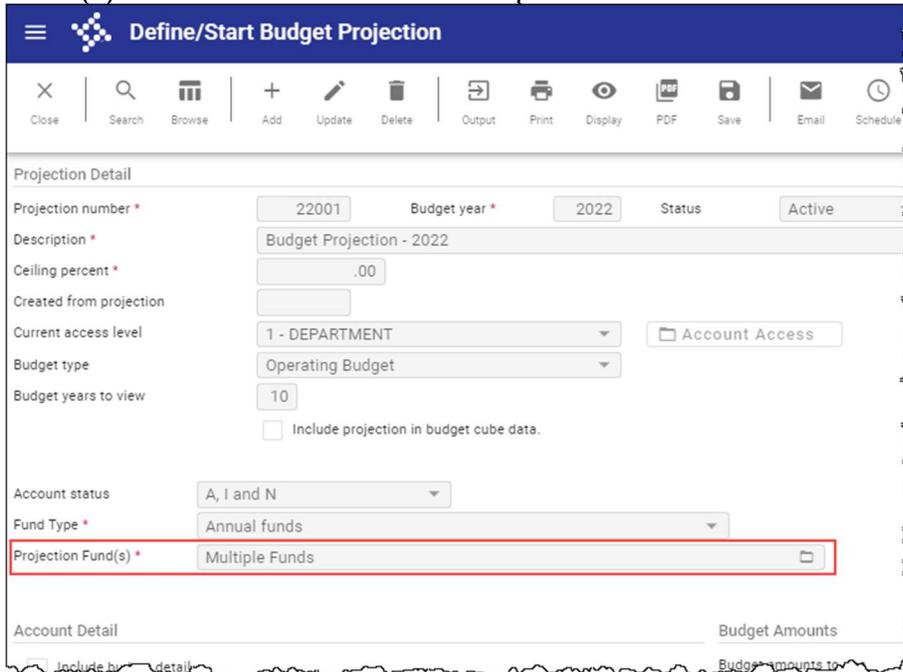
Additionally, to accommodate multi-year budget imports, two new file layouts are available from the Import Format list on the Import File screen: Excel Multiple Year Import and Excel Multiple Year Detail Import.

Contract Management

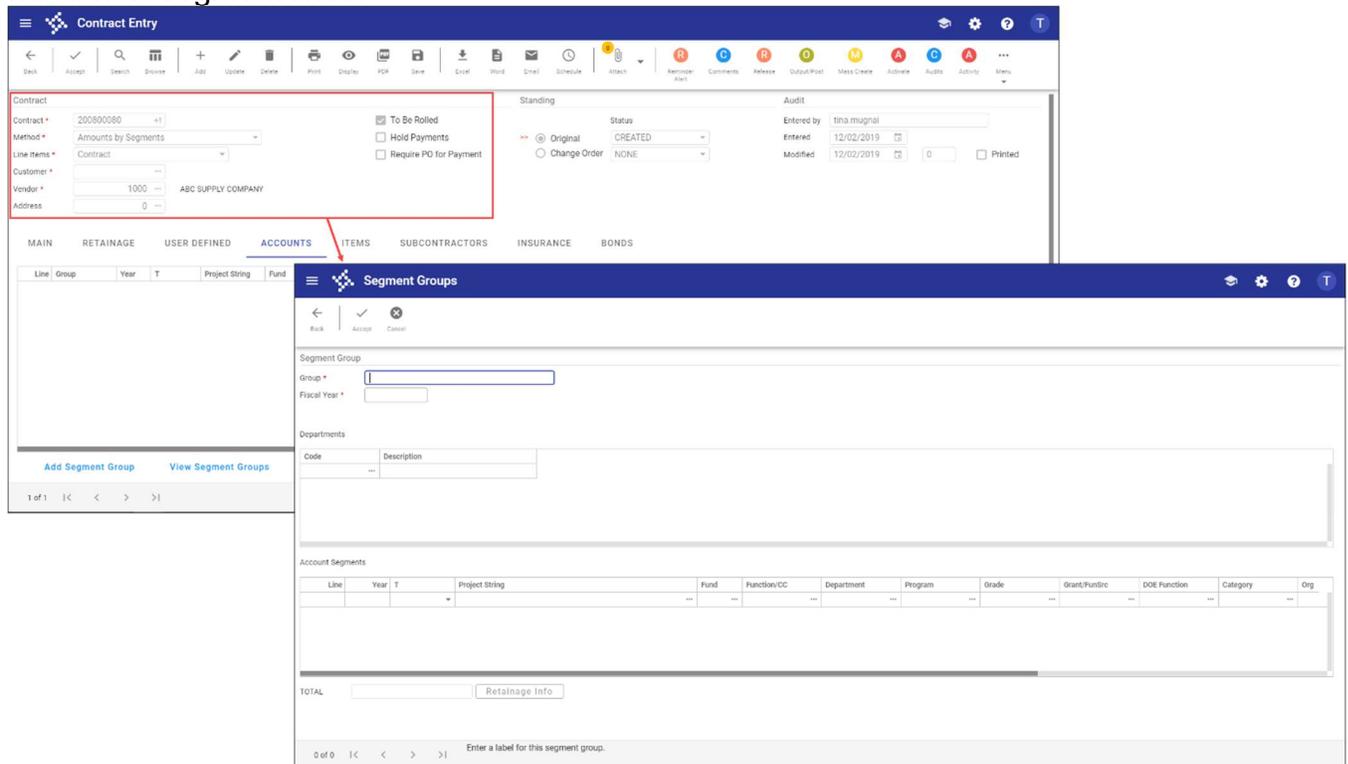## Contract Entry, Contract Change Orders

2020.1

Jira Number: MUN-280498
Purpose: To allow more than one group of amounts by segments for each fiscal year for contracts.
Estimated PACE Training Time: Less than ½ day
Description: Contracts that use contract enforcement method 3 (Amounts by Segments) can have more than one group of amounts by segments in a fiscal year.

After you complete the contract header for a new contract that uses enforcement method 3 (Amounts by Segments), the Contract Entry program provides the Segment Groups screen where you can define the groups used by the contract. The Segment Groups screen includes fields to define the name of the group, the fiscal year, the department, and the account segments. Each group contains one amount line and any number of segment lines.
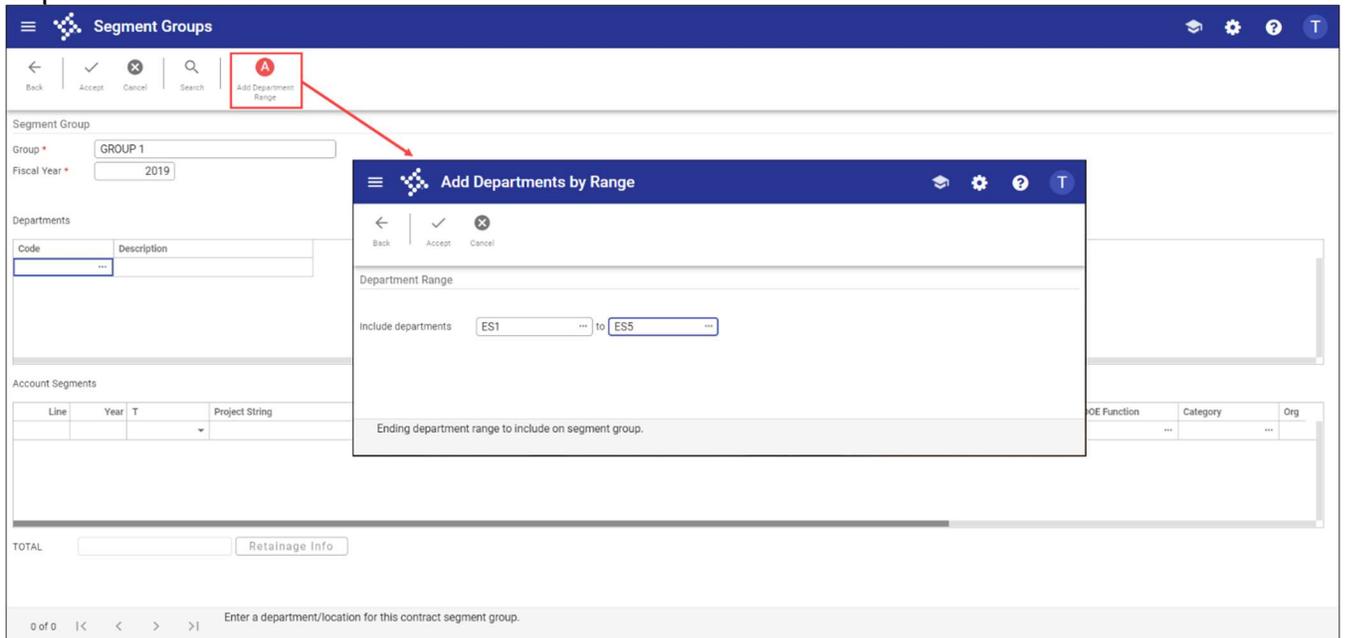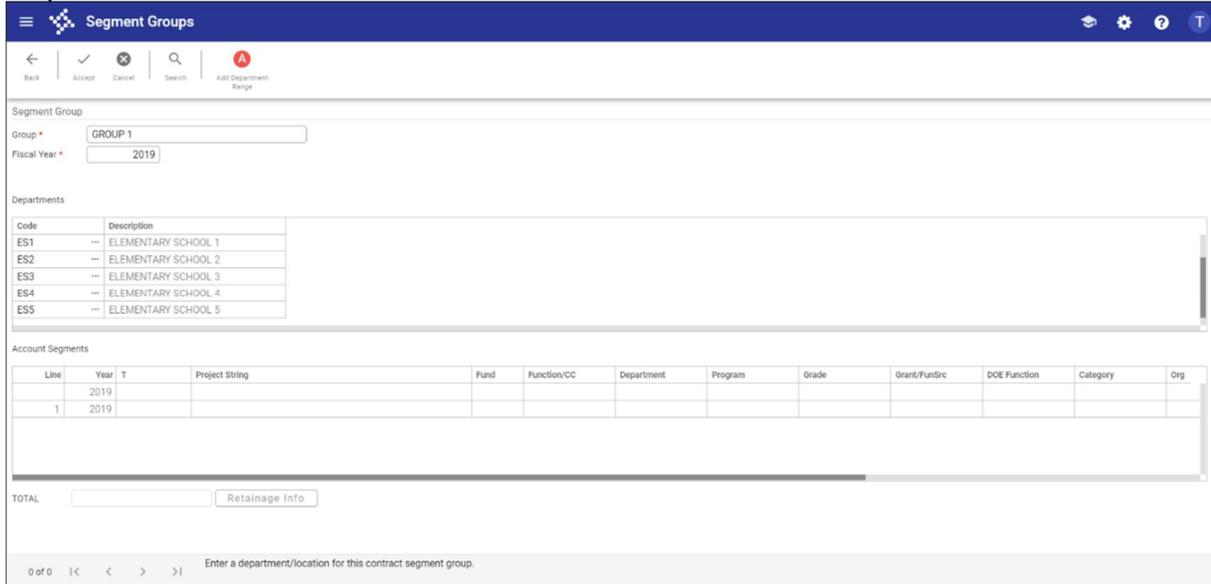
You can also click the Add Segment Group option on the Accounts tab to access the Segment Groups screen.
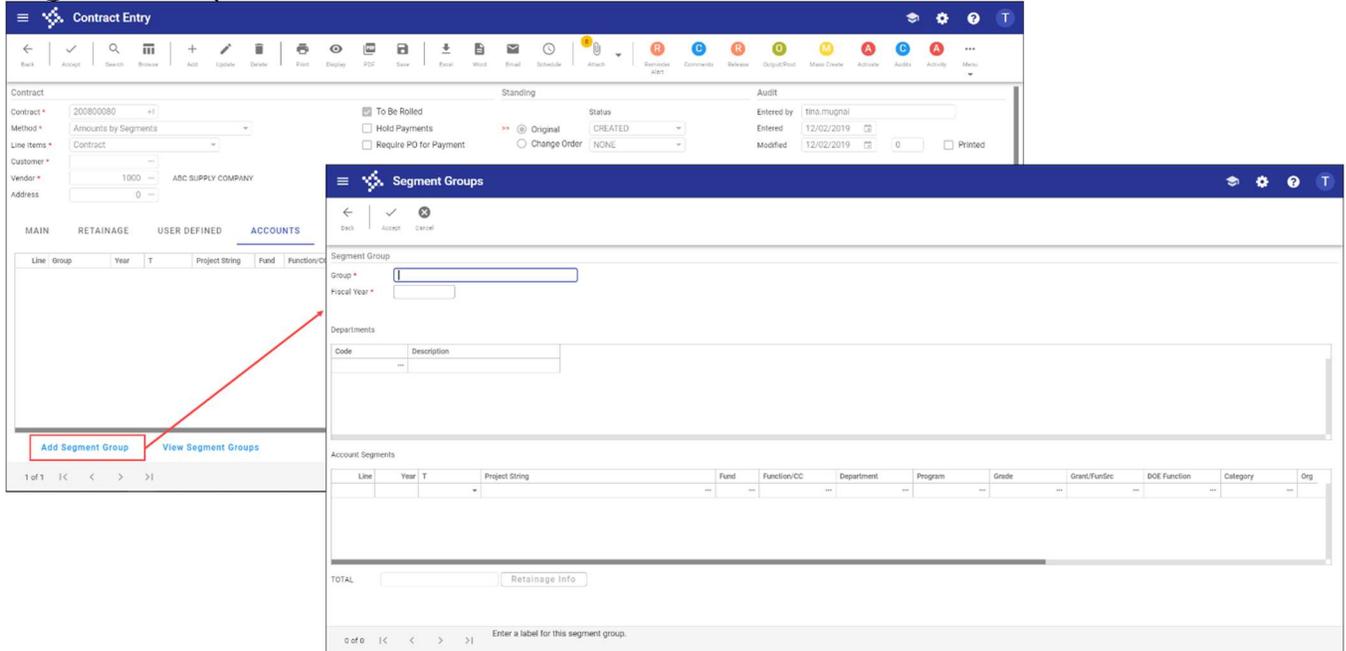
After you complete the Group and Fiscal Year fields on the Segment Groups screen, you can use the Add Department Range option in the toolbar to assign a range of department codes.

Once the departments are assigned, the program automatically completes the Departments fields with the relevant codes.

After you complete the Account Segments group with the applicable information, the Contract Entry program provides the information on the Accounts tab. The Accounts tab shows the segments and amounts, but you cannot access them directly on this screen. You can select any line and use the View Segment Groups option to view the details.

The Add, Update, and Delete options are available on the Segment Groups screen to maintain the details. Once the contract is posted, you cannot delete the segment group or change the fiscal year. Additionally, you cannot change the department after transactions are entered against the contract. When you roll contracts, all current-year segment groups roll into a new group for the next fiscal year.

In the Contract Change Orders program, the Accounts tab for Amounts by Segments contracts also includes the Add Segment Group and View Segment Groups buttons. The View Segment Groups option is always available. However, the contract must have a status of Posted to access the Add Segment Group option, which provides the Change Order Reason screen prior to displaying the Segment Groups screen.
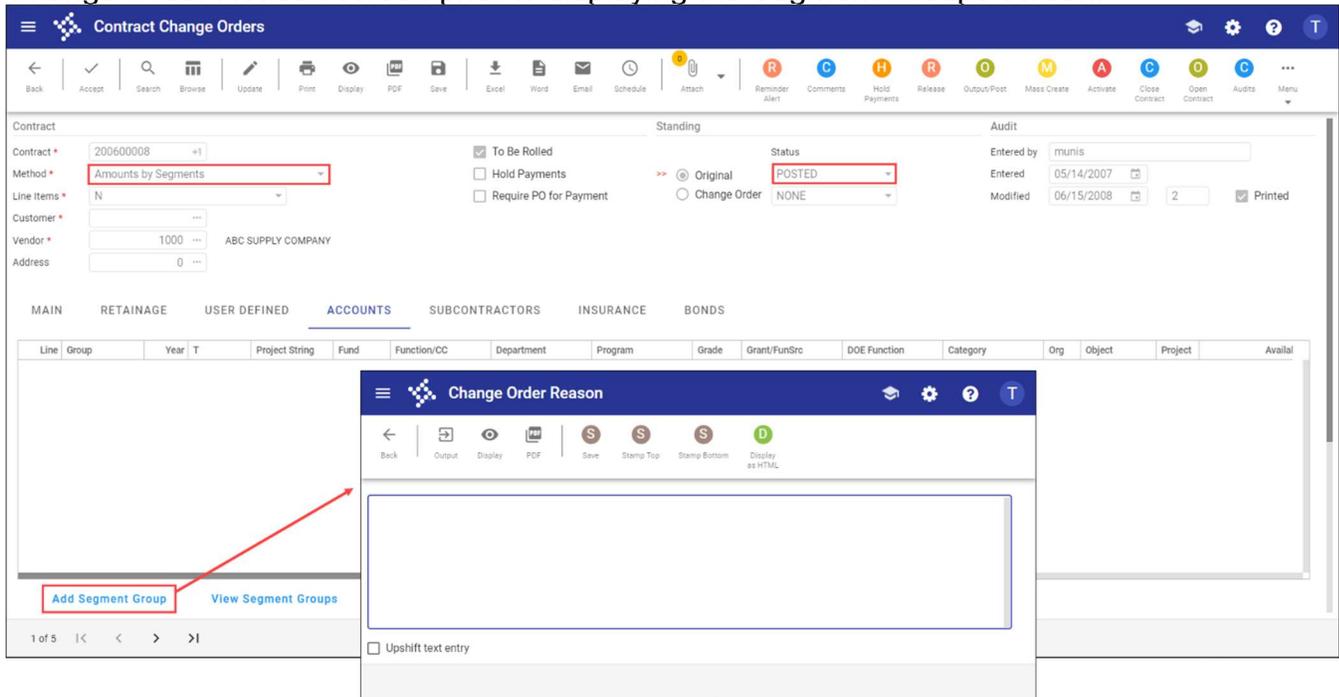
Contract Entry, Contract Change Orders, Contract Settings

2020.3

Jira Number: MUN-358226
Purpose: To integrate contracts and contract change orders with Tyler Signature Service.
**Estimated PACE Training Time:** Less than ½ day
Description: Programs in the Contract Management module are updated to support integration with Tyler Signature Service, which allows you to request and receive electronic signatures.

Before you can use these features, your organization must set up Tyler Signature Service.

In the Contract Settings program, the Allow Signatures on Contracts checkbox, when enabled, lets requests for electronic signatures be submitted for contracts and change orders.
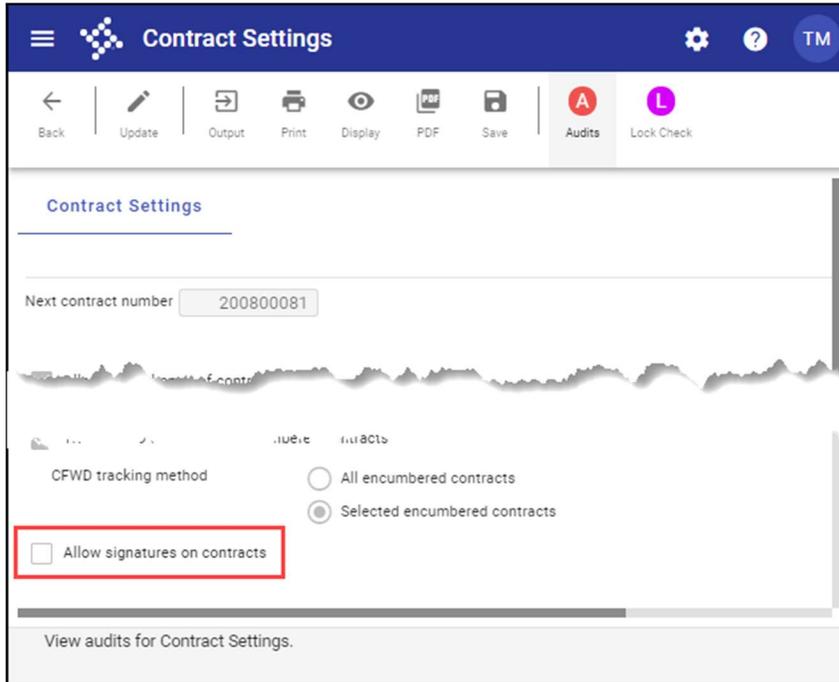
If the Allow Signatures on Contracts setting is enabled, the Require Signatures checkbox appears in the Contract Entry and Contract Change Orders programs. When the Require Signatures checkbox is enabled, the contract or change order must be signed electronically before it can be posted.
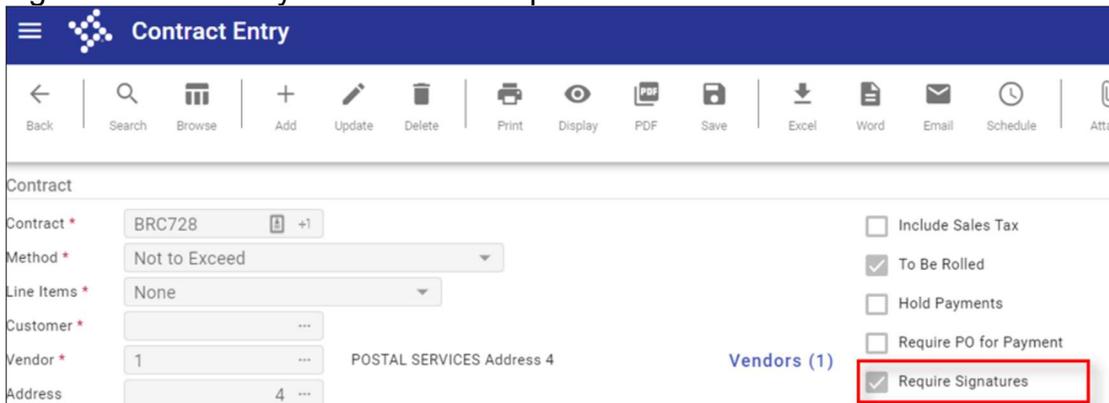
If your user role has the Maintain Contract Signature Requirement permission assigned in Contract Management Roles, you can select or clear the Require Signatures checkbox. If you do not have the permission assigned, you cannot access this checkbox.
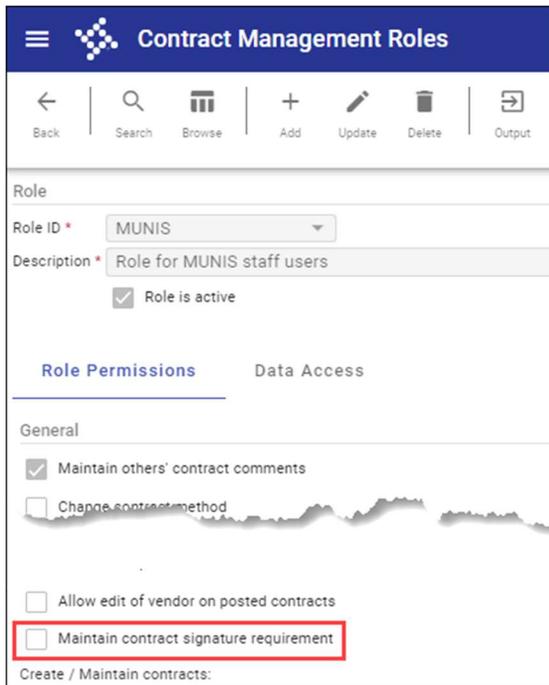
Additionally, the Signature Status list is added to the Contract Entry and Contract Change Orders programs to indicate the status of the signature request.
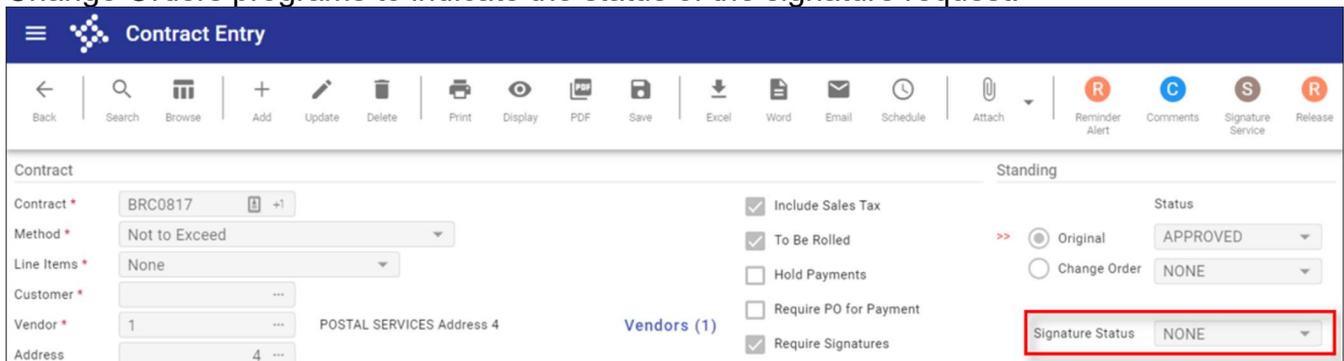

The list offers the following statuses:
- None—The contract has not been submitted; no signatures requested.
- Pending—The contract has been submitted and is waiting to be signed.
- Completed—The contract has been submitted and either signed or voided.

Requests for electronic signatures can only be made on contracts and change orders with a status of Approved.

If you click Output-Post and the Signature Status is None or Pending for a contract or change order that requires signatures, an error message prevents you from posting the

record.
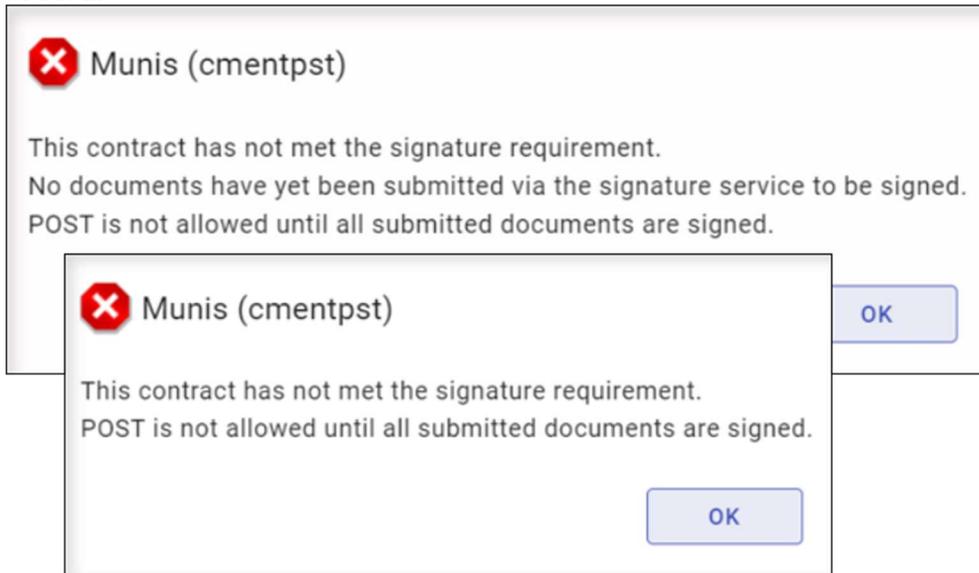
Contract Change Orders, Purchase Order Change Orders, and Workflow Business Rules

2020.1

Jira Number: MUN-347430
Purpose: To allow change order approval business rules for purchase orders and contracts to process workflow based on either the net change amount or the total amount.
Estimated PACE Training Time: ½ day
Description: Purchase order change order approval (POM) and contract change order approval (COM) workflow business rules are modified as follows to provide consistent behavior:

- The CMT-Change Dollar Based approval type is added. When this type is selected for POM or COM business rules, workflow is evaluated based on the net change amount. For example, if a POM business rule with a range of $0–$500 has a CMT approval type, then the rule applies to all purchase order change orders between $0 and $500. This could be purchase orders for any amount, as long as the difference (net change) between the PO and the change order amount is less than $500, such as a PO for $10,000 and a change order for $400.

- The AMT-Dollar Based approval type is updated. When this type is selected for POM or COM business rules, workflow is evaluated based on the total amount. For example, if a POM business rule with a range of $0–$500 has an AMT approval type, then the rule applies only to those POs and change orders that sum to less than $500. A PO for $10,000 and a change order for $400 would not meet this rule because the total amount ($10,400) exceeds the $500 limit.
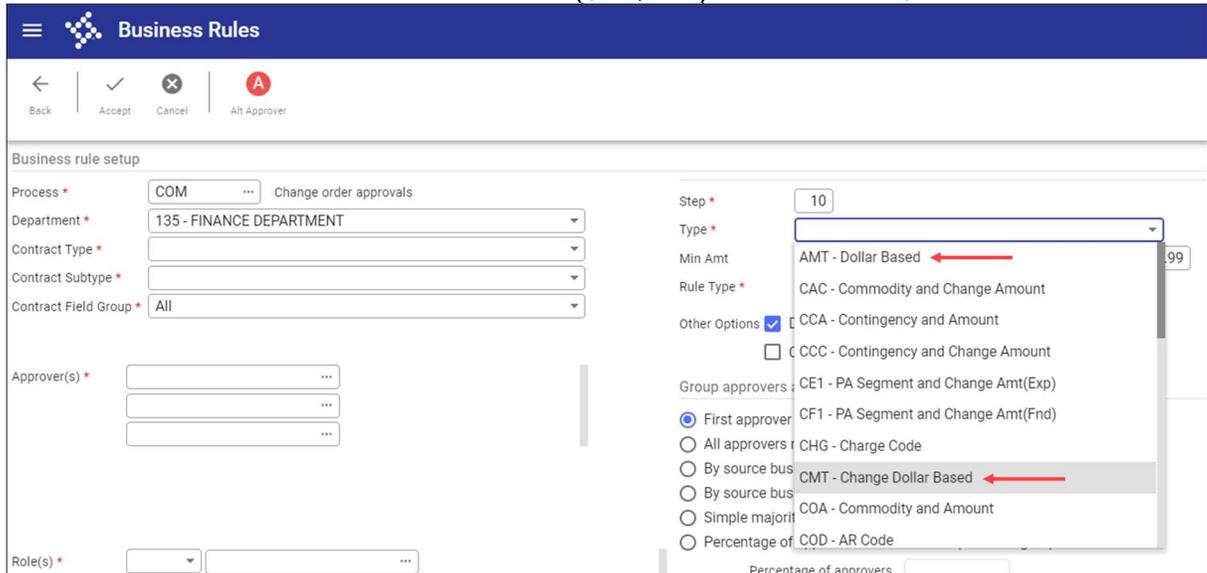
Additionally, new change-based approval types are available for COM and POM rules to correspond with existing amount-based approval types:

- CCC-Contingency and Change Amount (corresponds with CCA-Contingency and Amount)
- CAC-Commodity and Change Amount (corresponds with COA-Commodity and Amount)
- CE1-PA Segment and Change Amt (Exp) (corresponds with PE1-PA Segment and Amt [Expense])
- CF1-PA Segment and Change Amt (Fnd) (corresponds with PF1-PA Segment and Amt [Funding])
- PFC-PA Change Amount (Funding) (corresponds with PFT-PA Amount [Funding])
- CSA-Segment and Change Amount (corresponds with SOA-Segment and Amount)

Previously, POM workflow was based on the total amount and COM workflow was based on the net change amount. With this enhancement, the functionality of existing POM workflow business rules remains unchanged. However, to maintain consistency with existing functionality, COM business rules are migrated to use the new change-based approval types.

General Ledger

Account Central

2021.2

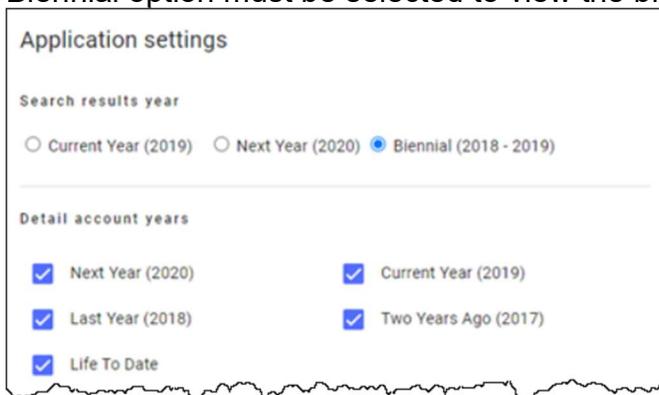**Jira Number:** MUN-402639

Purpose: To show biennial amounts, totals, and transactions for accounts in Account Central.

Estimated PACE Training Time: Less than ½ day

Description: Account Central is updated to provide information about biennial amounts, totals, and transactions for organizations that use biennial budgeting.

Note: Environments must be configured for biennial budgeting with the assistance of Enterprise ERP Implementation or Support technicians. If not, this enhancement functionality is hidden.

The Application Settings window in Account Central provides an option to view the search results for the biennial and to specify the detail account years to view. The Biennial option must be selected to view the biennial data.

After completing a search, clicking the Totals button displays a window with tabs for viewing either biennial totals or yearly totals. For revenue and expense accounts, the totals for revised, actual, encumbrance, requisition, and available amounts are shown, along with the percentage used.

Totals for 99 Accounts

	BIENNIAL TOTALS	YEARLY TOTALS	
	2020 - 2021	2018 - 2019	2022 - 2023
Revised	52,314.25	3,061.05	0.00
Actual	1,560.00	49,392.00	0.00
Encumbrances	55,440.00	0.00	0.00
Requisitions	0.00	0.00	0.00
Available	-4,685.75	-46,330.95	0.00
Used	109 %	1,614 %	0 %

Close

Totals for 99 Accounts

	BIENNIAL TOTALS	YEARLY TOTALS		
	2021	2020	2019	2018
Revised	6,824.65	45,489.60	12,202.85	-9,141.80
Actual	0.00	1,560.00	23,246.00	26,146.00
Encumbrances	0.00	55,440.00	-13,500.00	13,500.00
Requisitions	0.00	0.00		
Available	6,824.65	-11,510.40	2,456.85	-48,787.80
Used	0 %	125 %	80 %	-434 %

Close

For balance sheet accounts, the tabs provide the totals for the starting and ending balances, debits, and credits.

Totals for 26 Accounts

	BIENNIAL TOTALS		YEARLY TOTALS
	2020 - 2021	2018 - 2019	2022 - 2023
Starting Balance	0.00	0.00	0.00
Debits	17,215.56	67,186.37	0.00
Credits	17,215.56	67,186.37	0.00
Ending Balance	0.00	0.00	0.00

Totals for 26 Accounts

	BIENNIAL TOTALS	YEARLY TOTALS	
	2020	2019	2018
Starting Balance	0.00	0.00	0.00
Debits	16,238.85	52,754.72	14,431.65
Credits	16,238.85	52,754.72	14,431.65
Ending Balance	0.00	0.00	0.00

Close

After selecting an account to view, the Account tab includes the Biennial Account Totals group in addition to the Account Totals group.

Additionally, expanding the Biennial Transactions group provides transaction details with links to view the associated journals, API details, and vendor records, as applicable.

Lastly, the Current Year Vs. CFWD tab is renamed Current Vs. CFWD and supplies account amounts for comparing the current biennium and last biennium.

Project Central

2020.3

Jira Number: MUN-378646
Purpose: To provide the ability to associate projects with geographic areas on maps in Project Central.
Estimated PACE Training Time: Less than ½ day
Description: Projects in Project Central can be viewed on maps using MapView. You can sketch different geometries (shapes or points) and attach them to projects so you can view all the projects in a specific geographic area.

When you open the Project Central program, the Map option is available in the toolbar. Clicking this option exposes a map.

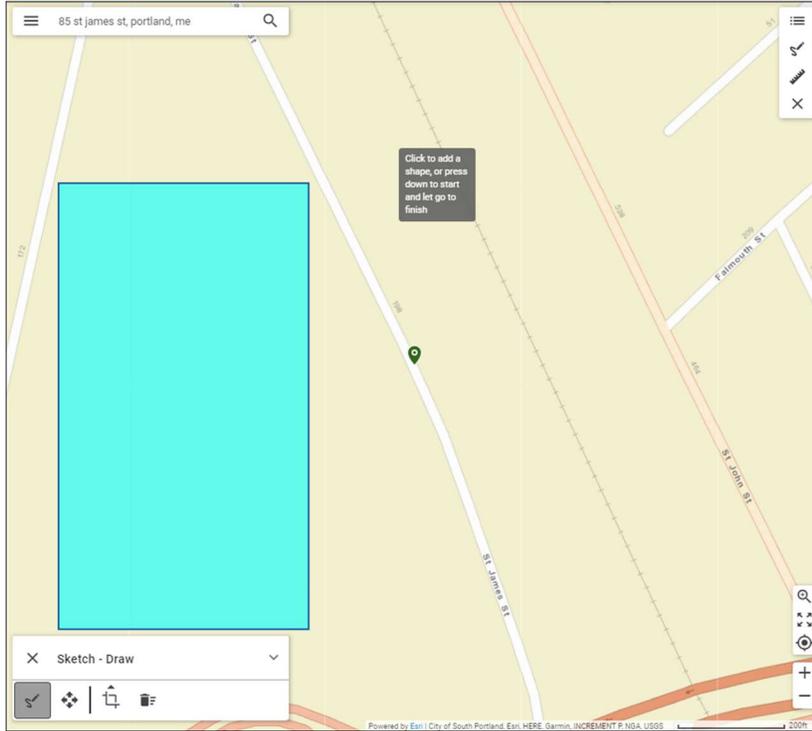The map includes a search bar for locating the geographic areas. Enter a full or partial address to zoom to that location.

Selecting the Sketch option displays the Sketch menu, which includes options to choose the type of geometry to create.
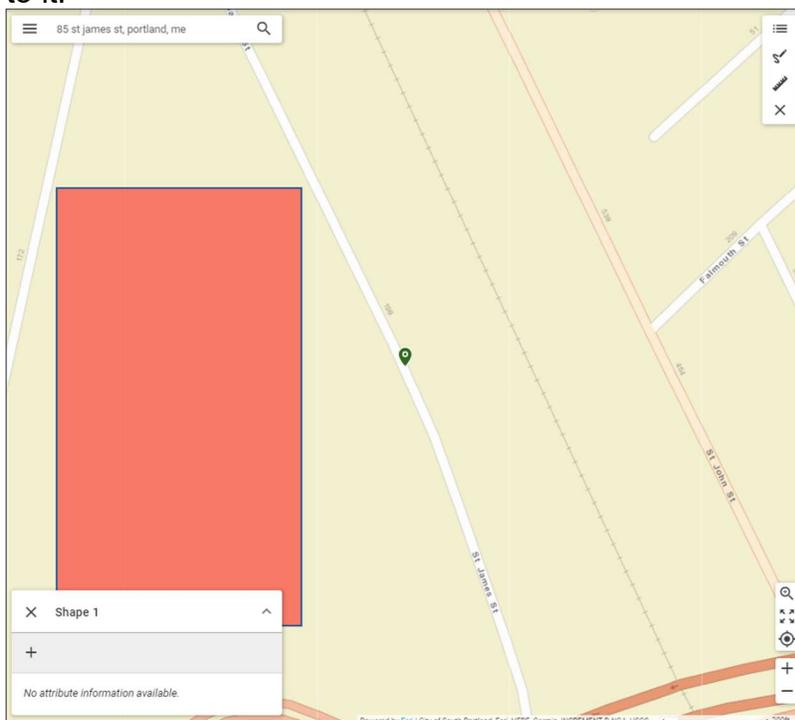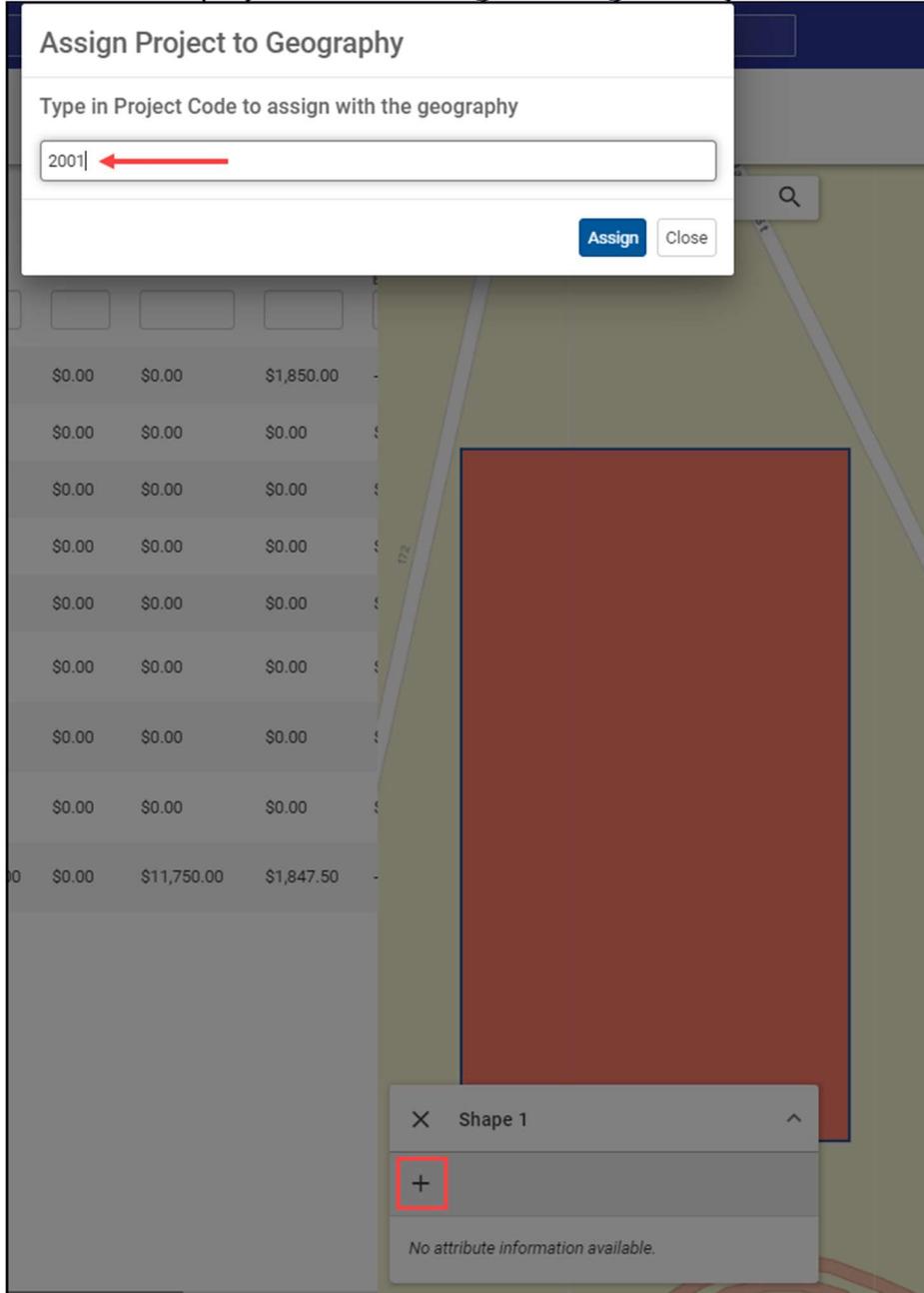
Select the type of geometry to create (in this case, a rectangle), then click and drag to sketch the area.

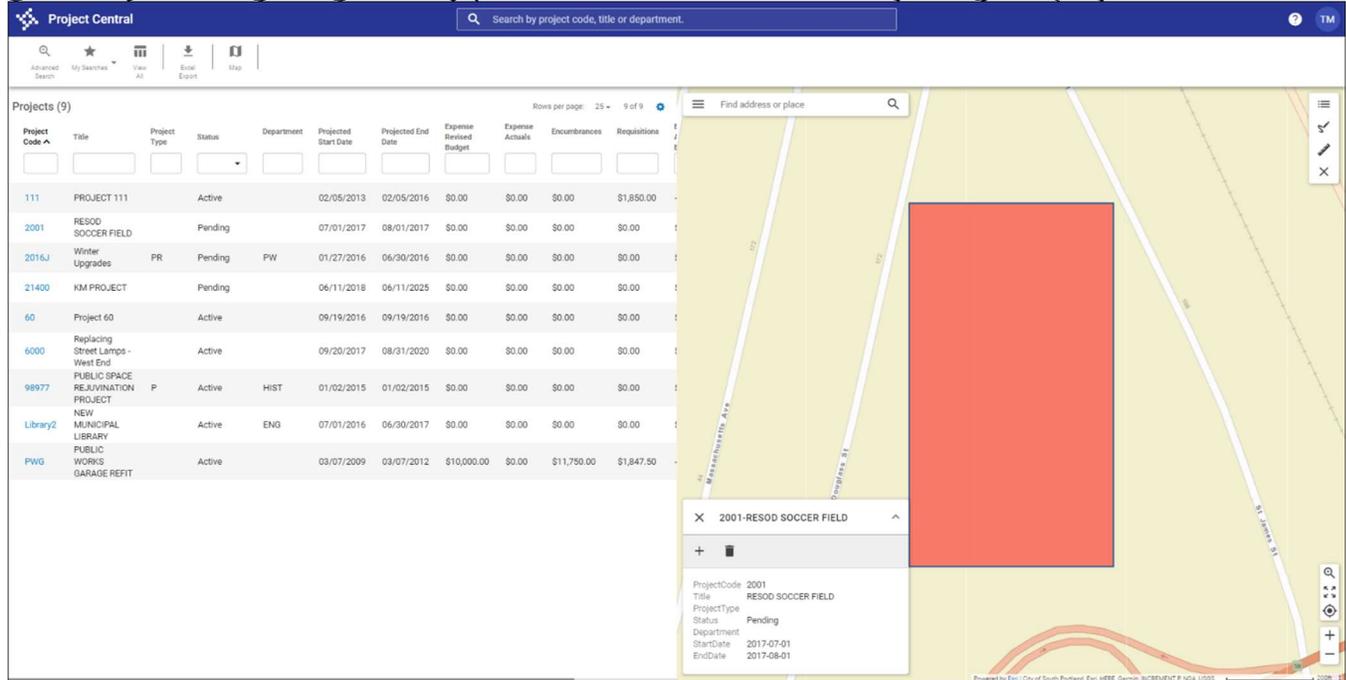Close the Sketch box and click the geometry you created to assign one or more projects to it.

Clicking the Add option provides the Assign Project to Geography dialog box where you can enter the project code to assign to the geometry.

After you click Assign, the program associates the entered project code with the geometry. Clicking the geometry provides information about any assigned projects.

You can assign multiple projects to the same geometry but you cannot assign the same project to multiple geometries.

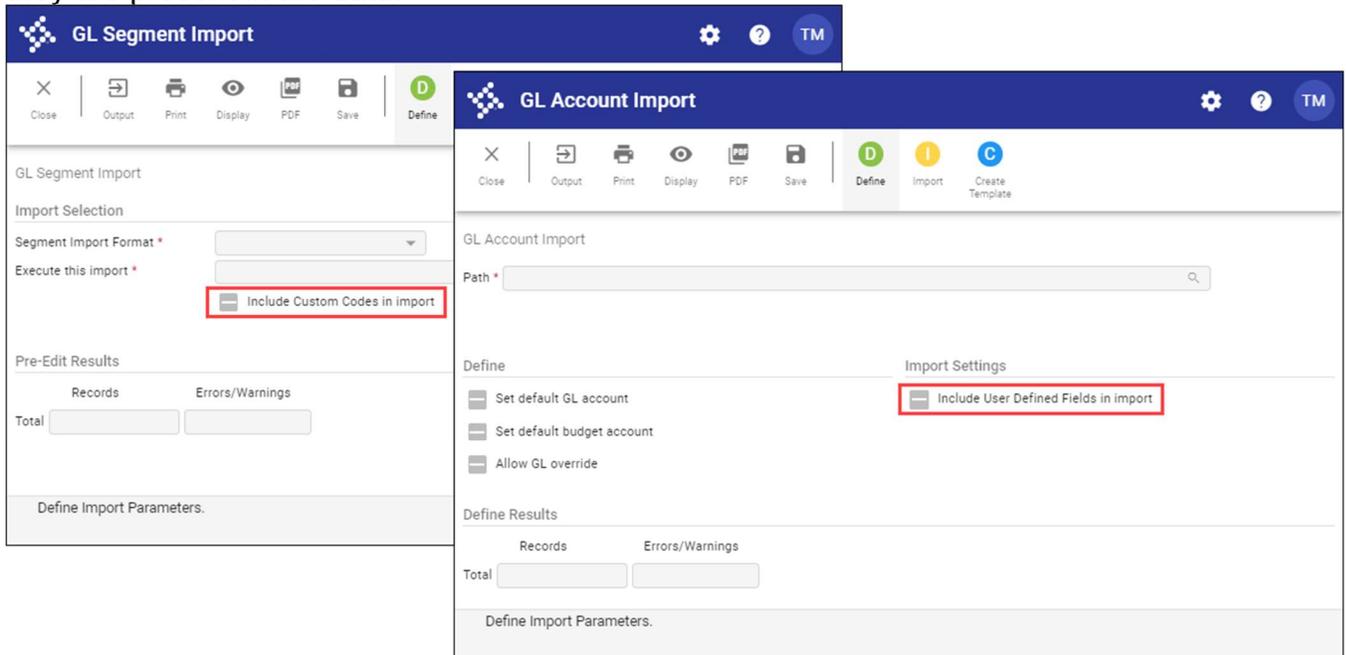## Segment Import, Account Import, State COA Import

2021.2

Jira Number: MUN-404670
Purpose: To include custom codes and user-defined fields in segment and account imports.
Estimated PACE Training Time: Less than ½ day
Description: The Segment Import and Account Import programs include new checkboxes to allow imports of custom codes and user-defined fields. Additionally, to accommodate exports of custom data, the State COA Import program is updated to include custom codes and user-defined fields in account and segment exports, when

they are present in the data.

Inventory

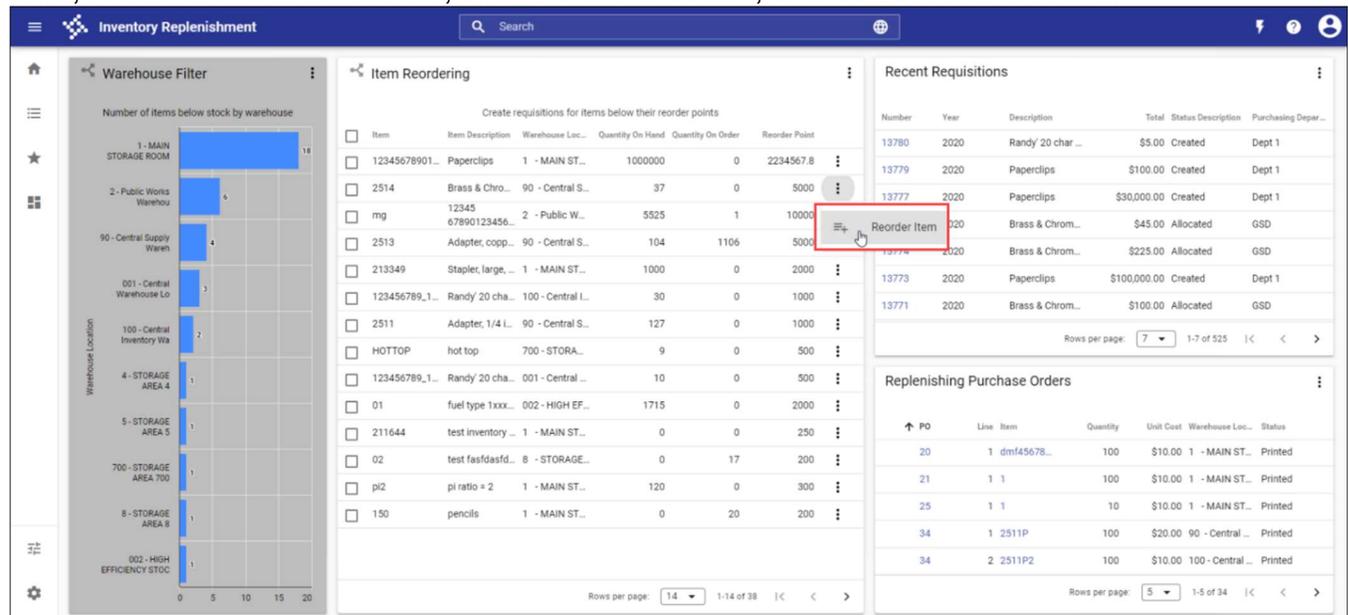## Inventory Replenishment, Requisitions

2020.2

Jira Number: MUN-357488
**Purpose:** To create requisitions for replenishment items from Hub.
Estimated PACE Training Time: Less than ½ day
Description: The Inventory Replenishment page is added to Hub and provides the ability to create requisitions for inventory items with low stock. On the Item Reordering card, locate the item to reorder, click the More button, and select Reorder Item.
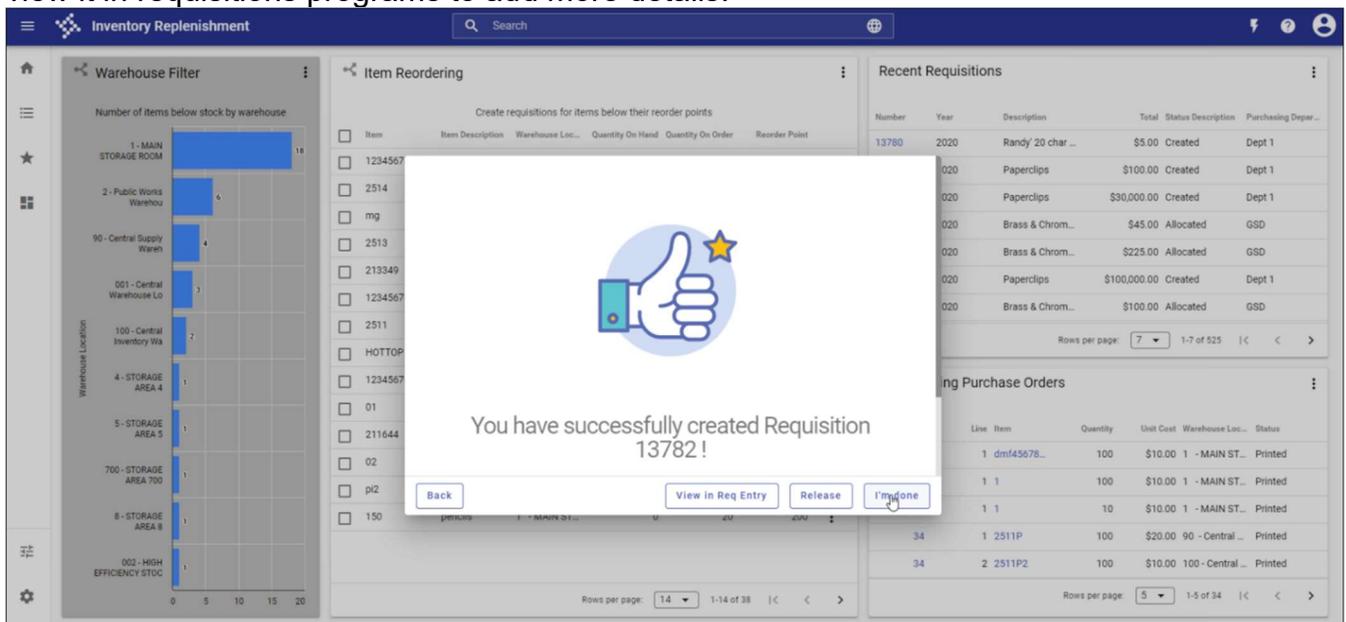
Hub provides the Reorder Low Stock Item window for you to specify the vendor, quantity, and unit price.
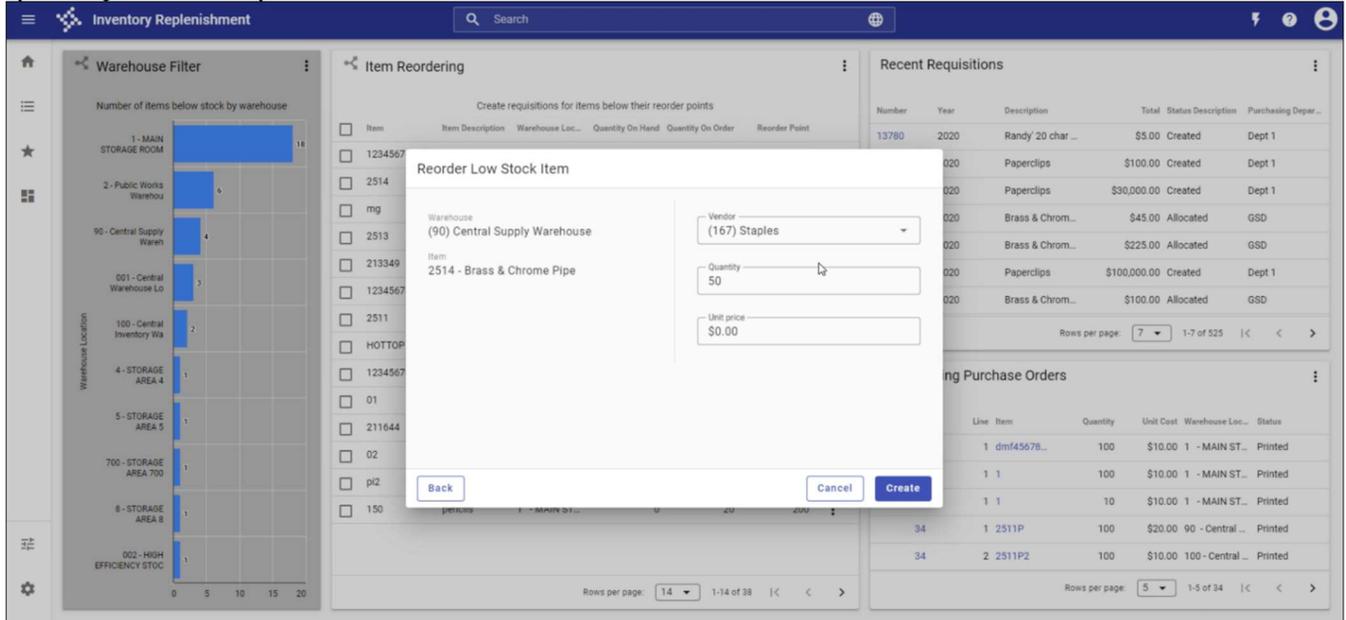
Clicking Create generates the requisition for the item, assigning a new requisition number. Directly from this screen, you can release the requisition to the workflow or view it in requisitions programs to add more details.
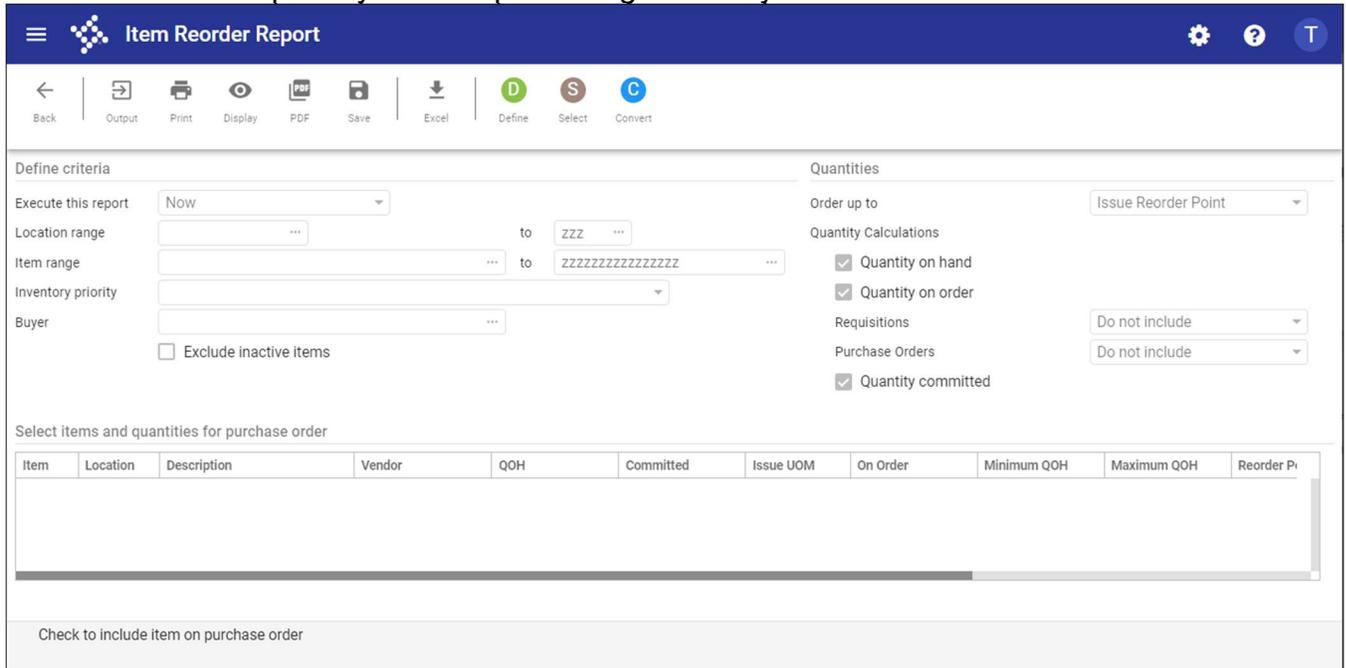
Item Reorder Report

2020.1

Jira Number: MUN-333579

Purpose: To allow Enterprise ERP to account for items that are already committed when you are replenishing inventory through the Item Reorder Report.
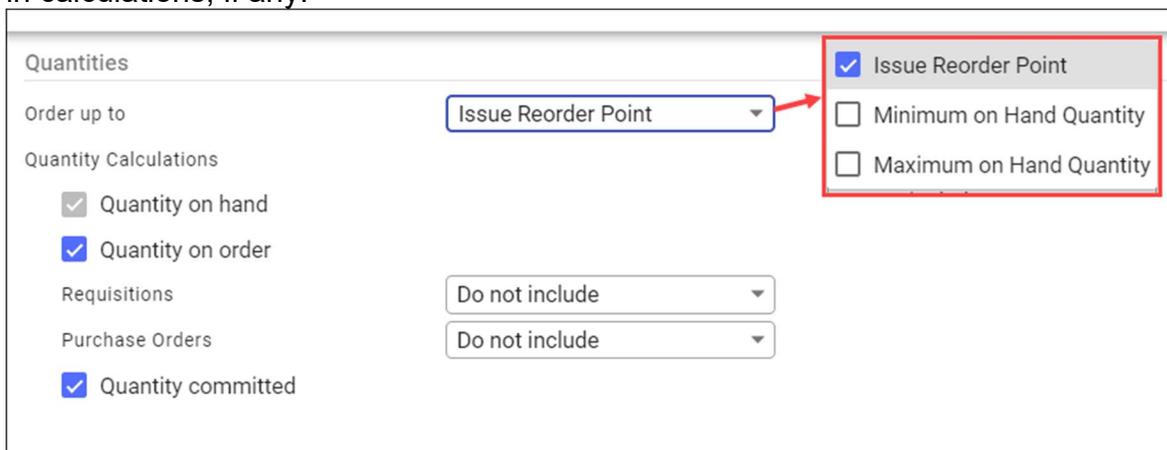
Estimated PACE Training Time: Less than ½ day

Description: The Item Reorder Report program is updated and reorganized to account for the committed quantity when replenishing inventory.

In particular, the screen features the Quantities group, which includes the Order Up To list and the Quantity Calculations group. The Quantity Calculations group replaces the Quantities list found in previous versions of the program. The Quantity Calculations group defines the quantities and statuses of requisitions and purchase orders to include in calculations, if any.

Additionally, the Quantity Calculations group includes the Quantity Committed checkbox. When this checkbox is selected, the quantity of the item that is already committed is accounted for in quantity calculations. The Select Items and Quantities for Purchase Order table includes the Committed column to indicate the quantity committed for each item listed.

Items

2021.1

Jira Number: MUN-399140
Purpose: To associate inventory control items with multiple barcodes.
Estimated PACE Training Time: Less than ½ day
Description: Enterprise ERP Inventory programs are updated to allow inventory control items to be associated with more than one barcode. By default, the Universal Product Code (UPC) format serves as the primary barcode for an item. However, you can set any barcode that is currently associated with the item as the primary barcode, allowing you to print item labels with the specified primary barcode.

Pick Tickets, Warehouse Location Codes

2021.2
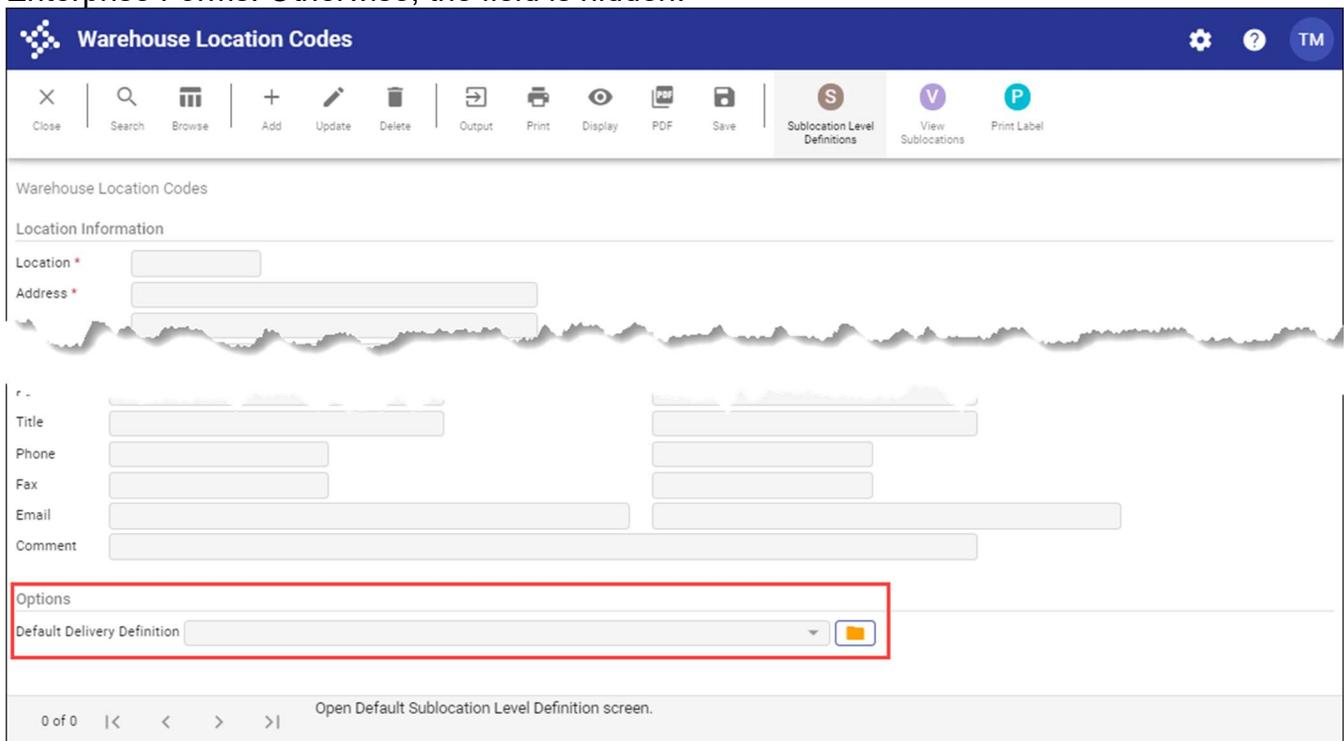
Jira Number: MUN-406401
Purpose: To automate the creation of pick tickets from work orders.
Estimated PACE Training Time: Less than ½ day
Description: Together with enhancements to Enterprise Asset Management programs, Enterprise ERP Inventory programs are updated to provide streamlined pick ticket generation from work orders.

In the Warehouse Location Codes program, the Default Delivery Definition field is added to the Options group. This field specifies the default Enterprise Forms delivery definition to associate with the location code. For organizations that use Enterprise Forms output, the system automatically assigns the selected delivery definition when creating pick tickets from work orders. The folder button provides access to the ReadyForms Delivery Definition Configuration program for viewing and maintaining the delivery definitions.
**Note:** To use this functionality, environments must be configured to integrate with Enterprise Forms. Otherwise, the field is hidden.

Once the delivery definition is set for the warehouse, pick tickets generated from work orders at that location are assigned the selected Enterprise Forms delivery definition. The pick tickets support bar codes and can be reprinted. By default, they are sorted by

warehouse, sublocation, and item number.
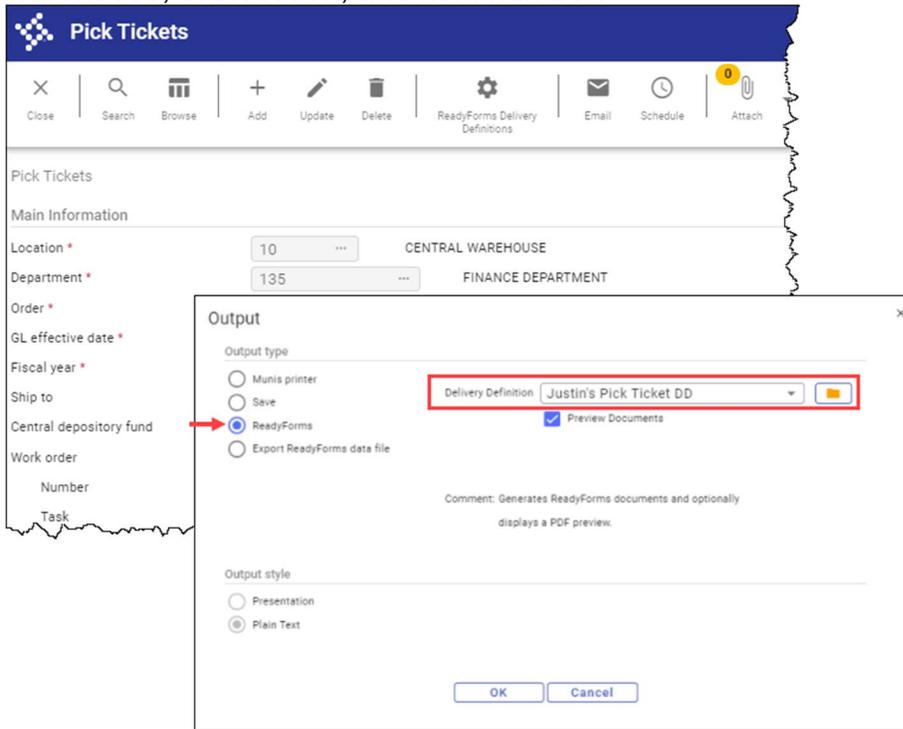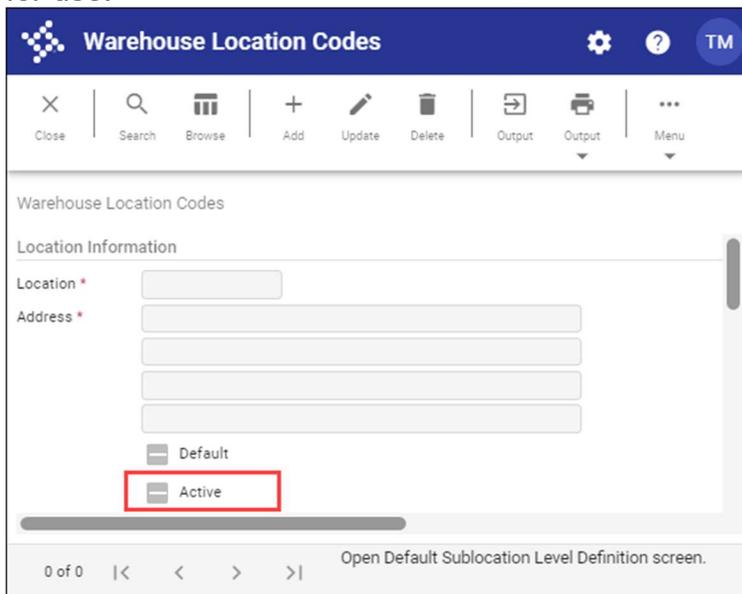

Warehouse Location Codes

2021.2

Jira Number: MUN-352775
Purpose: To render unused warehouse location codes inactive.
Estimated PACE Training Time: Less than ½ day
Description: The Active checkbox is added to the Warehouse Location Codes program. When this box is selected, the warehouse location code is active and available for use.

If the Active checkbox is not selected, the warehouse location code is hidden from Enterprise ERP Purchasing programs and the code cannot be used. Inactive warehouse location codes are not available for selection in programs such as Inventory Transactions, Pick Tickets, Item Reorder Report, Inventory Master Report, Reconciliation Sheet, Items, Purchase Order Entry, Requisitions, and Inventory web services.

By default, the Active checkbox is selected when you add a new warehouse location code. A warehouse location code cannot be set to an inactive status if items at the warehouse have quantity on hand (QOH) or quantities on order.

Purchasing

## Purchase Order Entry, Purchase Order Change Orders

2020.1

Jira Number: MUN-345674

Purpose: To allow users to track which purchase orders and purchase order change orders need to be closed prior to year-end.
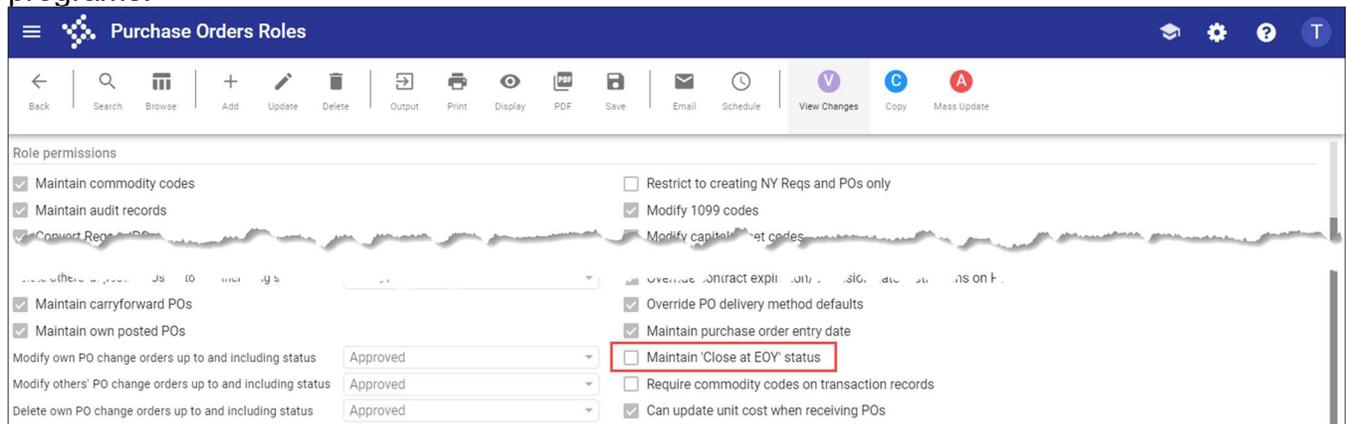
Estimated PACE Training Time: Less than ½ day

Description: The Main tab in the Purchase Order Entry and Purchase Order Change Orders programs includes the Close at EOY checkbox. When this checkbox is selected, the purchase order is identified for closure at the end of the fiscal year. This checkbox can be used to search for records that need to be closed to facilitate year-end processing.
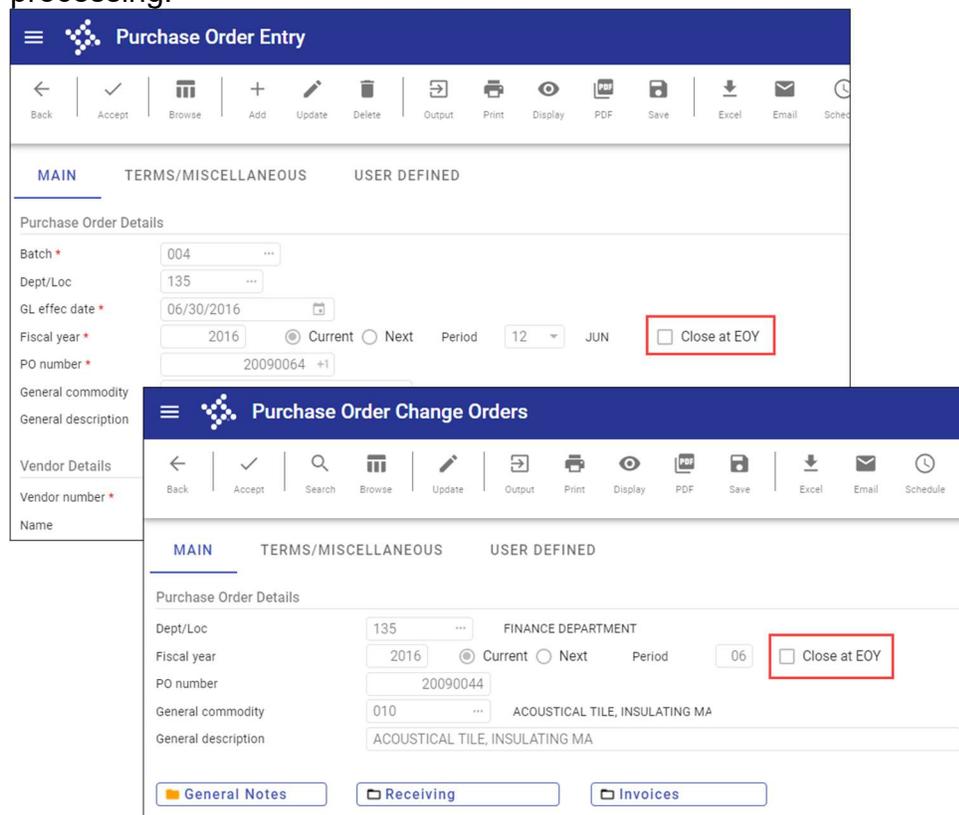
The Maintain 'Close at EOY' Status checkbox in the Purchase Orders Roles program controls whether role assignees have access to the Close at EOY box in Purchasing

programs.

Purchase Order Entry, Purchase Order Change Orders, Purchasing Settings, Purchase Order Inquiry

2020.3

Jira Number: MUN-384595

Purpose: To integrate purchase orders and purchase order change orders with Tyler Signature Service.

Estimated PACE Training Time: Less than ½ day

Description: Programs in the Purchasing module are updated to support integration with Tyler Signature Service, which allows you to request and receive electronic signatures.

Before you can use these features, your organization must set up Tyler Signature Service.

## Viewing and Maintaining Signature Requirements

On the Requisition and Purchase Order Settings tab in the Purchasing Settings program, the Allow Signatures on Purchase Orders checkbox, when enabled, lets requests for electronic signatures be submitted for purchase orders and change orders.
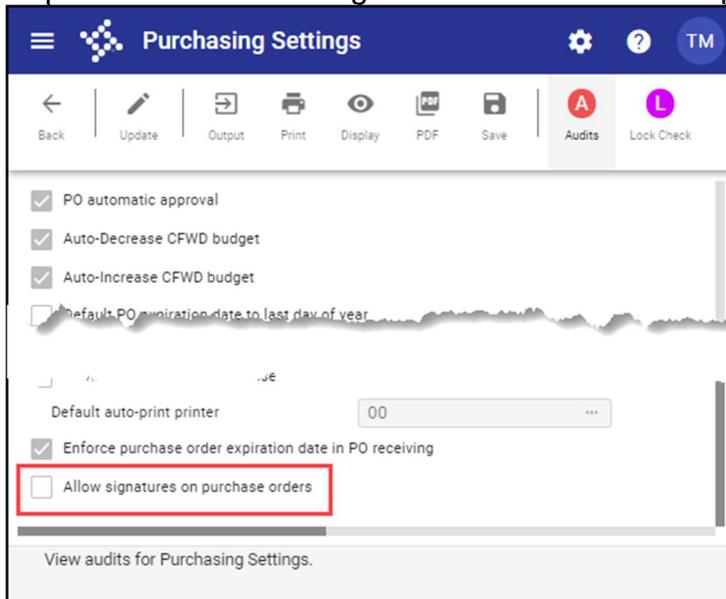

If the Allow Signatures on Purchase Orders setting is enabled, the Require Signatures checkbox and Signature Status list appear in the Purchase Order Entry and Purchase Order Change Orders programs.
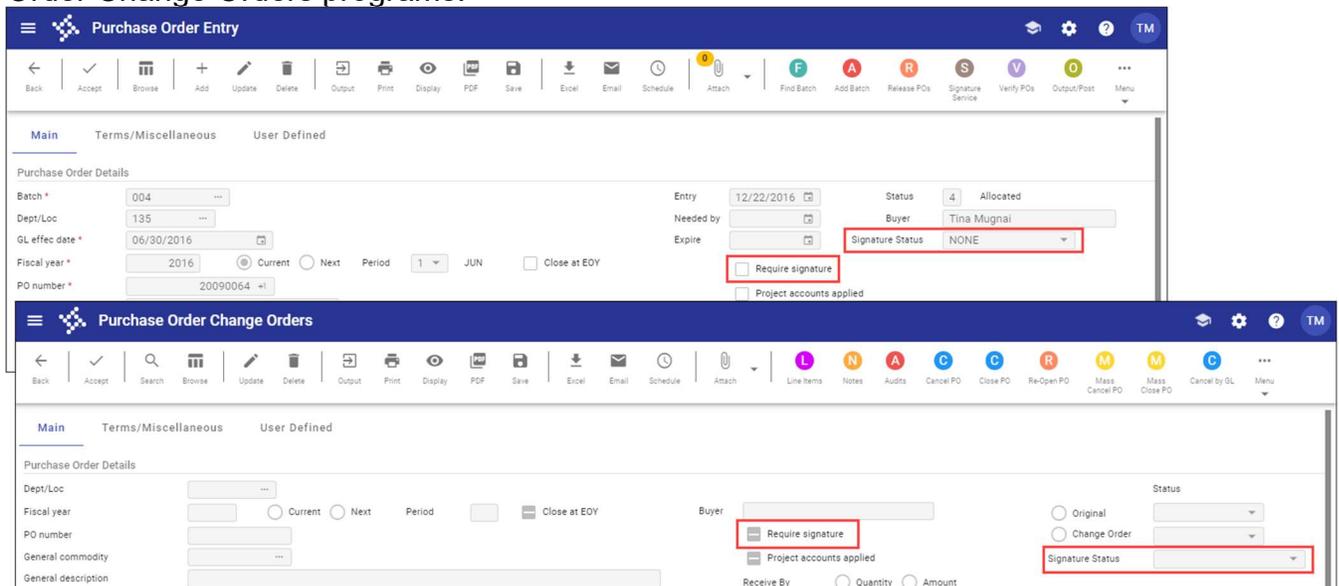
When the Require Signatures checkbox is enabled, the PO or change order must be signed electronically before it can be posted. If your user role has the Maintain PO Signature Requirement permission assigned in Purchase Orders Roles, you can select or clear the Require Signatures checkbox. If you do not have the permission assigned, you cannot access this checkbox.
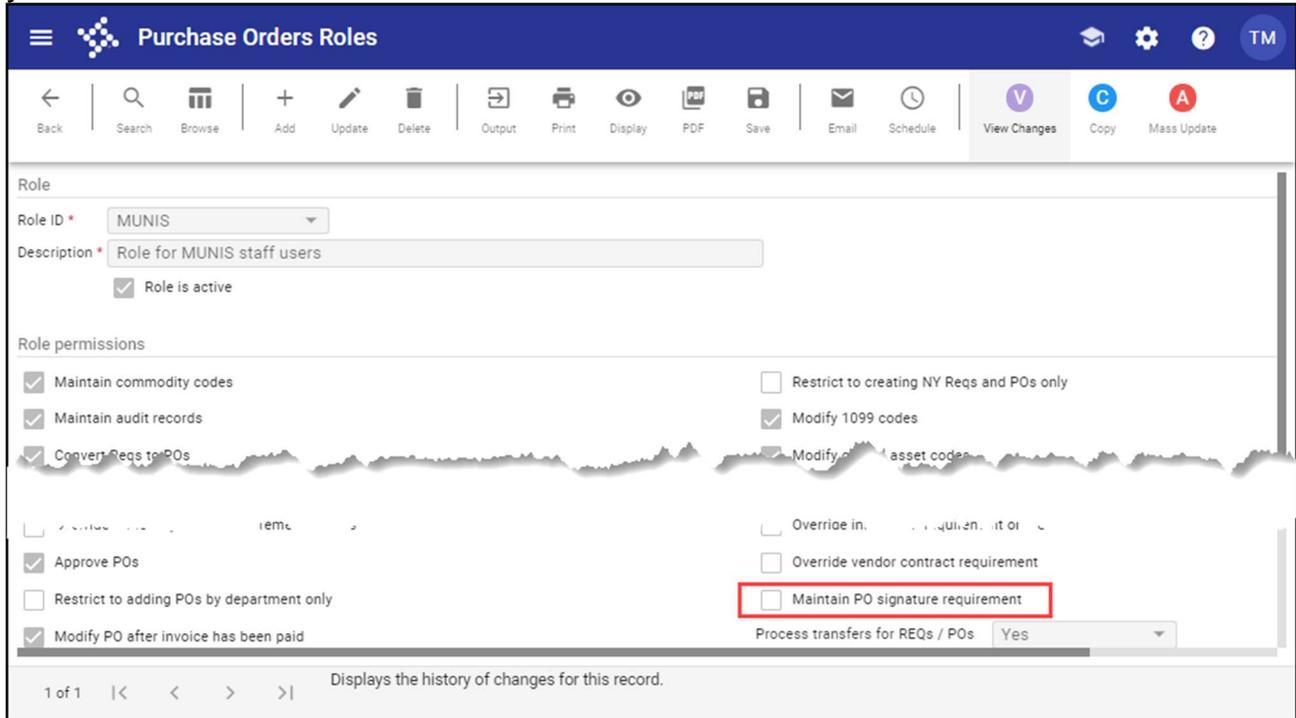
The Signature Status list indicates the status of the signature request. This list is accessible when you perform a search.
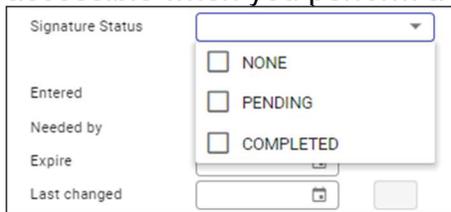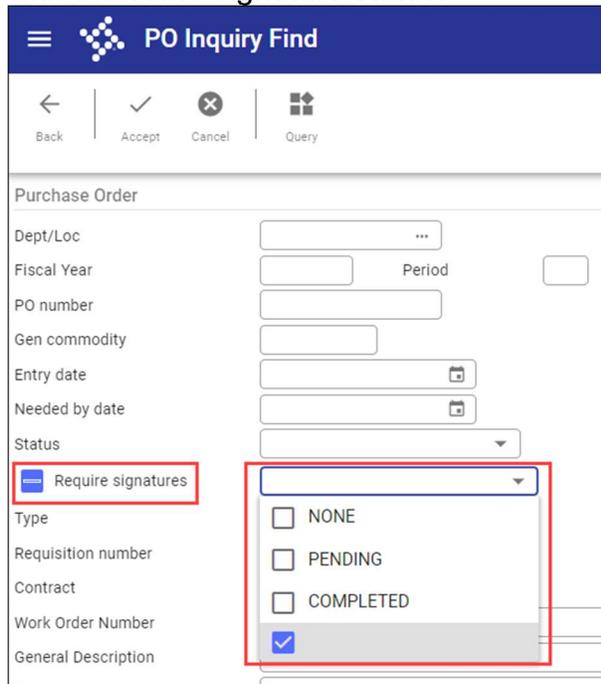

The list offers the following statuses:
- None—The purchase order or change order has not been submitted; no signatures requested.
- Pending—The PO or change order has been submitted and is waiting to be signed.
- Completed—The PO or change order has been submitted and either signed or voided.

Requests for electronic signatures can only be made on purchase orders and change orders with a status of Approved. If you click Output-Post and the Signature Status is

None or Pending for a PO or change order that requires signatures, an error message prevents you from posting the record.

Additionally, the PO Inquiry Find screen in the Purchase Order Inquiry program includes the Require Signatures checkbox and status list for searching for all purchase orders with the same signature status.
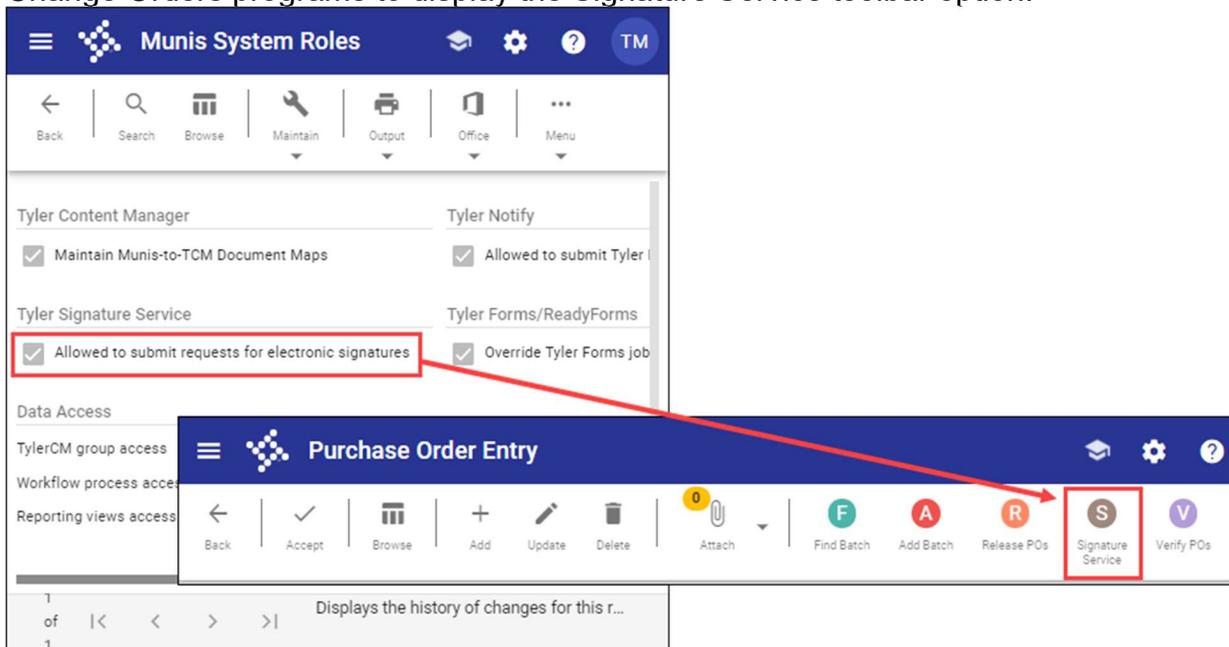

Attaching and Submitting Documents for Electronic Signature Requests

In Munis System Roles, enabling the Allowed to Submit Requests for Electronic Signatures role permission causes the Purchase Order Entry and Purchase Order

Change Orders programs to display the Signature Service toolbar option.

Clicking the Signature Service option displays the Select Files for eSignature window, where you can choose the documents on your workstation to upload and submit for signing.
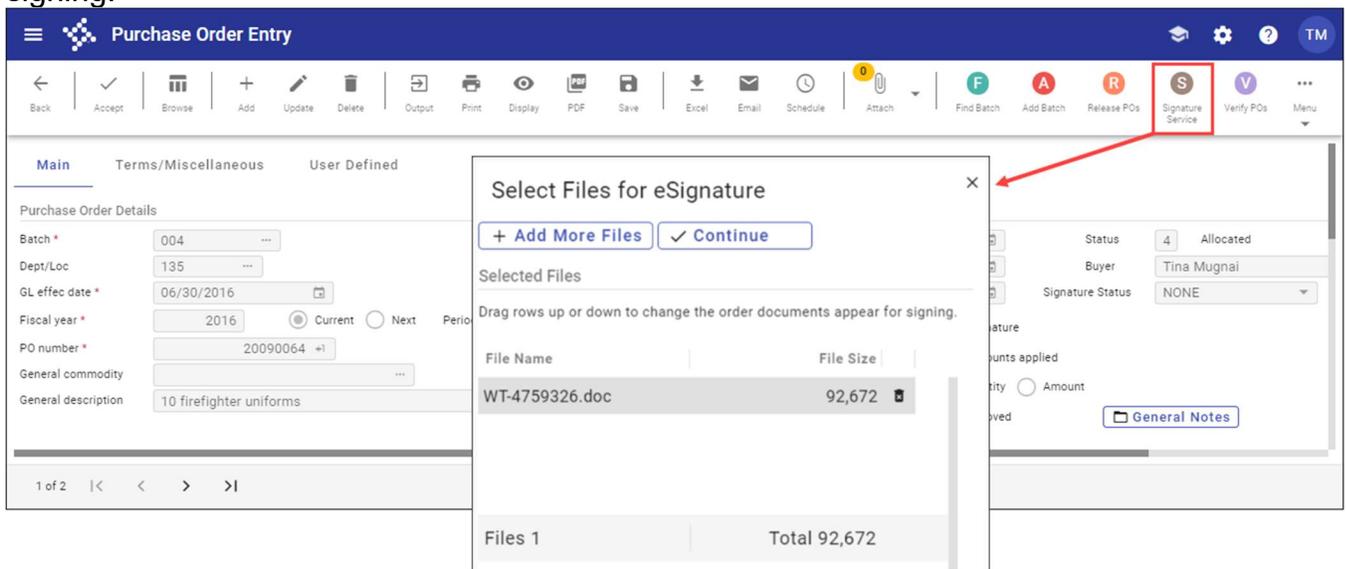
After choosing the documents and clicking Continue, the program provides the Document Signing screen for entering the email information and specifying the email addresses of the recipients.
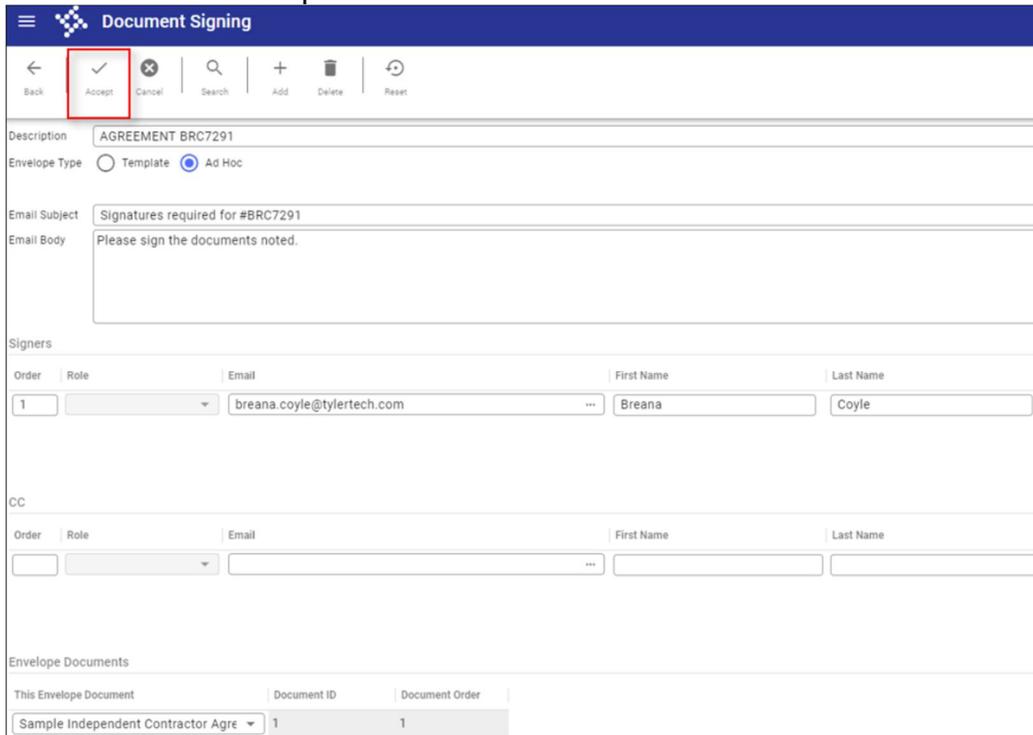
Click Accept to save the information and open the Document Sender View screen, where you can review the documents being sent and specify the places where the recipient's signature is required.
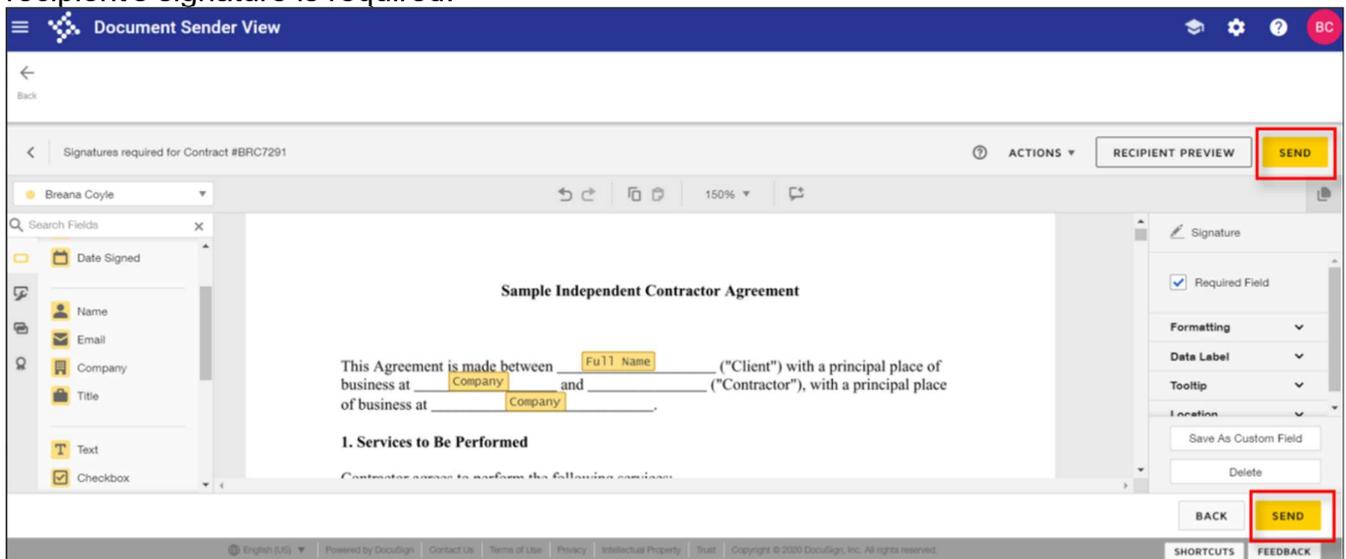
Clicking Send submits the documents to the email recipient and returns to the main program screen.

Requisitions
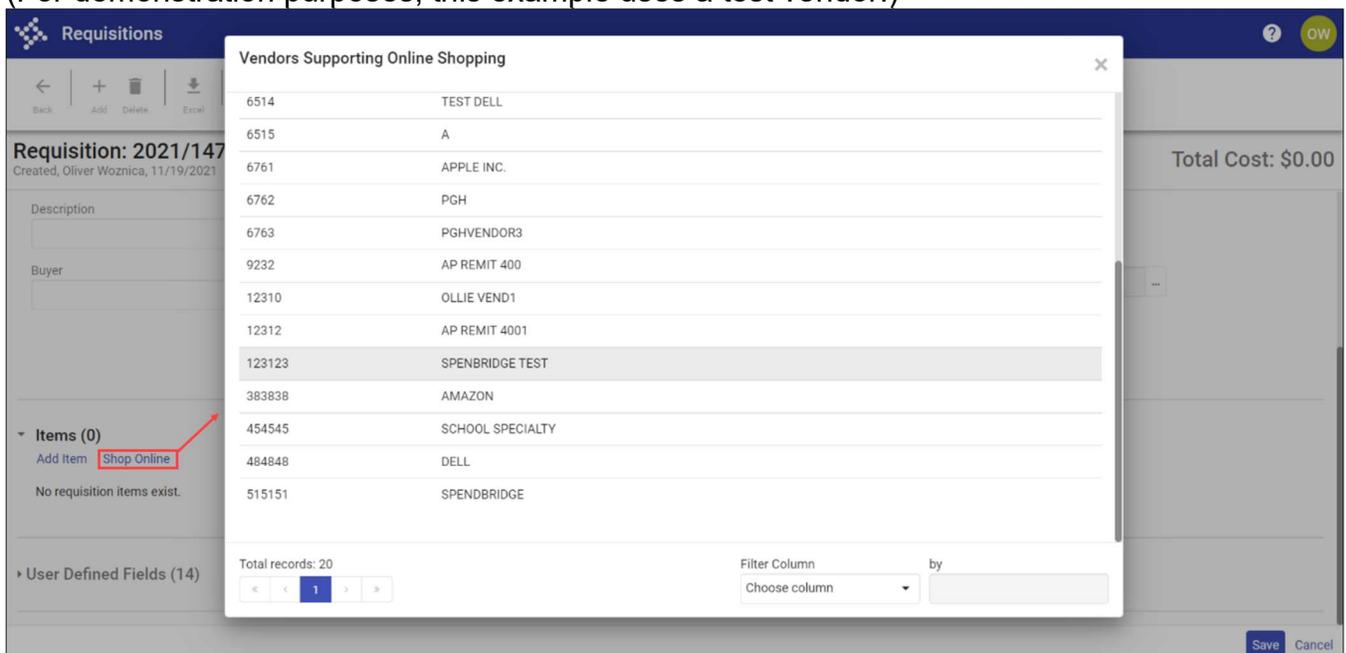
Requisitions

2021.4

Jira Number: MUN-424794
Purpose: To add the ability to create requisitions with multiple vendors from commerce XML (cXML) purchasing requests from a third-party eProcurement system.
**Estimated PACE Training Time:** Less than ½ day
Description: If your organization uses a third-party eProcurement system such as SpendBridge®, the Requisitions program allows you to shop online with that system and then create purchasing and accounts payable records for individual vendors in Enterprise ERP. For example, if you shop online and create a single requisition with a line item from Vendor A, a second line item from Vendor B, and a third line item from Vendor C, Enterprise ERP creates three separate purchase orders. The vendor must exist in Enterprise ERP with a matching Supplier ID specified on the cXML file.

When creating a requisition, clicking Shop Online and then choosing your organization's established third-party vendor (such as SpendBridge) allows you to shop in that system. (For demonstration purposes, this example uses a test vendor.)

After you finish shopping in the external system and return to the Requisitions program in Enterprise ERP, if the Supplier ID in the cXML file for the vendor from the external system matches an existing Enterprise ERP vendor, each line item uses that unique vendor. However, if the vendor does not match an existing Enterprise ERP vendor, the line item uses the vendor you originally selected from the Vendors Supporting Online Shopping window.
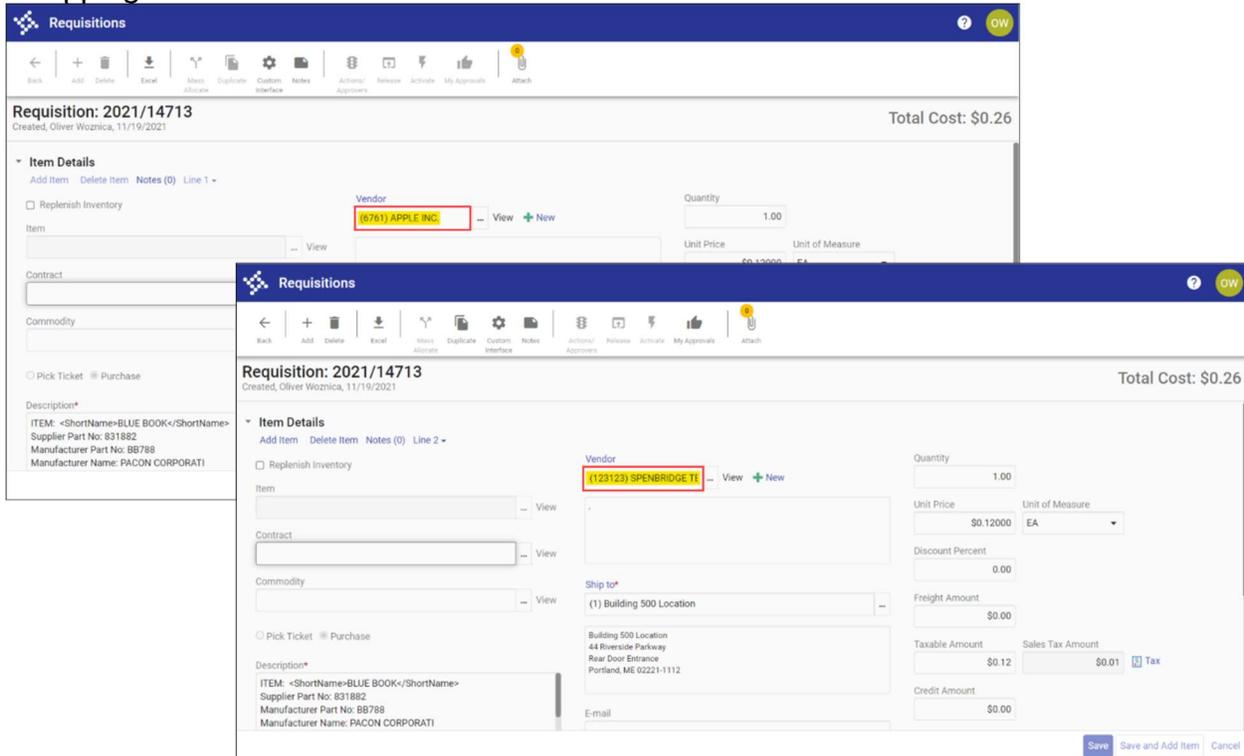
Note that you must still add allocations to each line item. When you release and convert the requisition, Enterprise ERP creates a purchase order for each vendor.

Requisitions, Requisition Entry, Print Purchase Orders

2020.1

Jira Number: MUN-320438
Purpose: To enable eProcurement processing with Apple Inc.
Estimated PACE Training Time: Less than ½ day
Description: Requisition programs allow online shopping with Apple Inc. The Vendors program must have a record defined with a company name of "APPLE INC." that has the appropriate configurations established and activated on the E-Procurement Settings

tab.
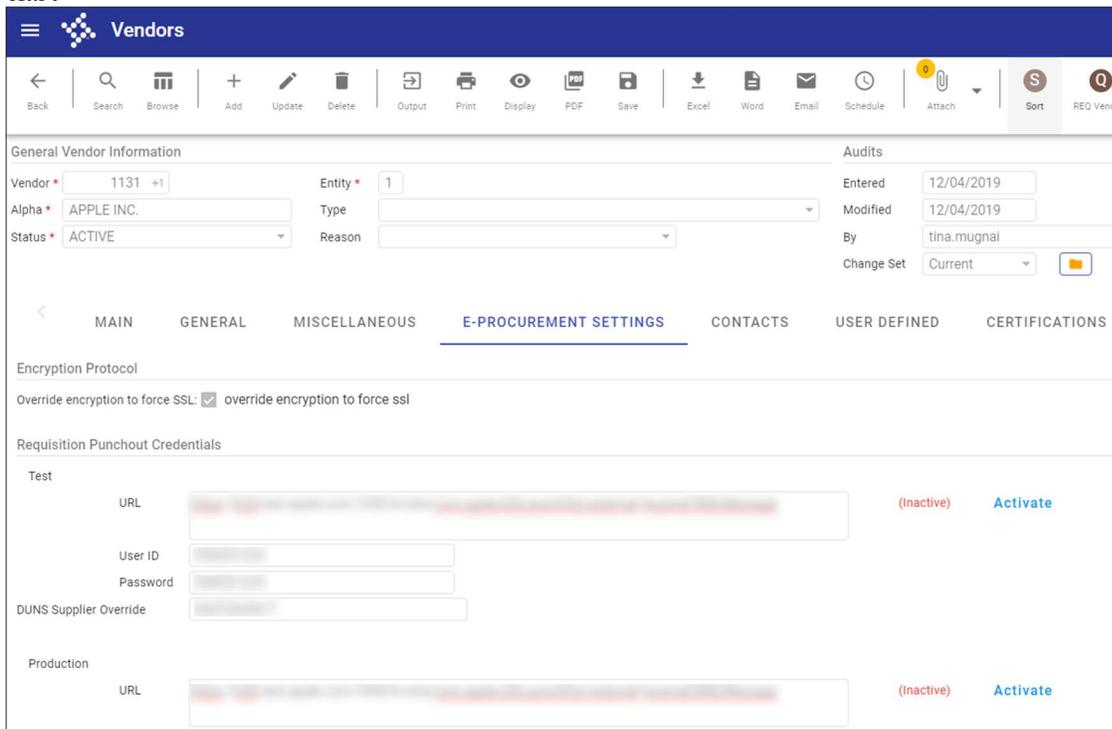
The vendor must also have the E-Procurement option selected as the purchasing delivery method on the General tab.
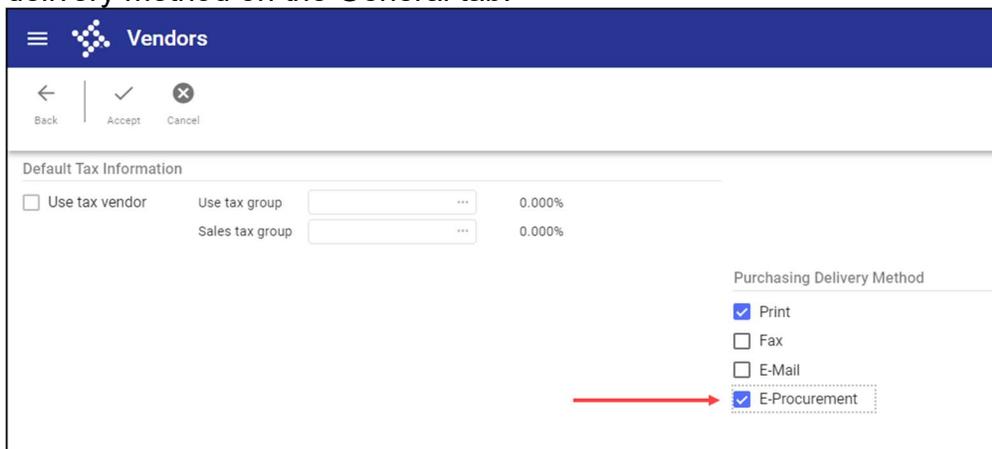
Requisitions, Requisition Entry, Purchase Order Entry, Purchase Order Change Orders, Accounts Payable Settings
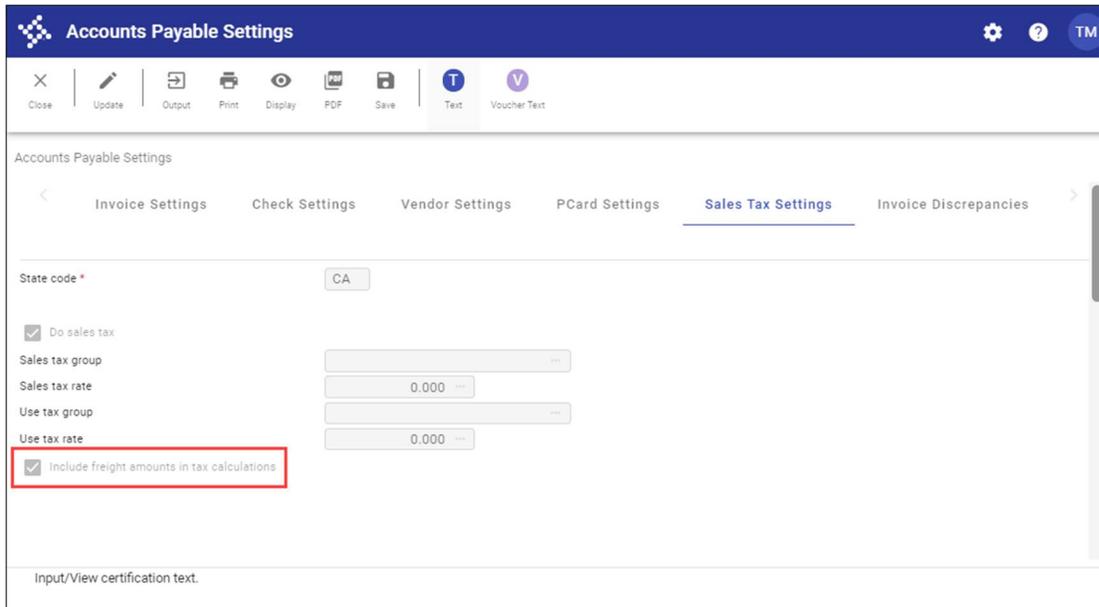
2021.3

Jira Number: MUN-406210
Purpose: To automatically calculate sales and use tax on freight charges.
Client Suggestion: Yes
Estimated PACE Training Time: Less than ½ day

Description: Enterprise ERP Purchasing programs are updated to allow your organization to automatically calculate sales and use tax on freight amounts for requisitions and purchase orders. The Include Freight Amounts in Tax Calculations option on the Sales Tax Settings tab in the Accounts Payable Settings program controls this feature.

To access this setting, the State Code field must be completed with a state that uses sales tax and the Do Sales Tax checkbox must be selected. If these conditions are not met, the Include Freight Amounts in Tax Calculations option is not accessible.

Once the setting is enabled, freight charges are automatically included in tax calculations on purchasing transactions, such as requisitions and purchase orders. In the following example, the system automatically calculated the taxable amount and applied the sales tax based on the entered quantity, unit price, and freight amount for the requisition.

When the Include Freight Amounts in Tax Calculations option is selected, the setting is enabled across your organization. To exclude freight amounts from the tax calculation on a case-by-case basis, the taxable amount can be reduced manually for individual transactions.

Requisition Entry, Requisitions, Purchase Order Entry, Purchase Order Change Orders

2020.1

Jira Numbers: MUN-336797, MUN-342849
Purpose: To provide enhanced budget checking processes and budget overage information during purchasing transactions.
Estimated PACE Training: ½ day
Description: Enterprise ERP budget checking processes provide a new window for showing budget overage information during purchasing transactions.

When you enter or update budget amounts or account lines for requisitions or purchase orders, the Budget option is available in the toolbar to provide information about the available budget for all account lines.

Note: The name of this option varies depending on the program you are using. In Purchase Order Entry, the button is labeled Org Budget. In Purchase Order Change Orders, the button is labeled Budget Amounts and it is accessible when you are updating the Amount fields.

When you click the Budget option in the Requisition Entry program, the program provides the General Ledger allocation screen to show the impact of the budget changes on the general ledger accounts. This information is provided based on your permissions. The GL Account Inquiry option is available to view the selected account in the Account Inquiry program. If project strings are applied, this screen also includes the
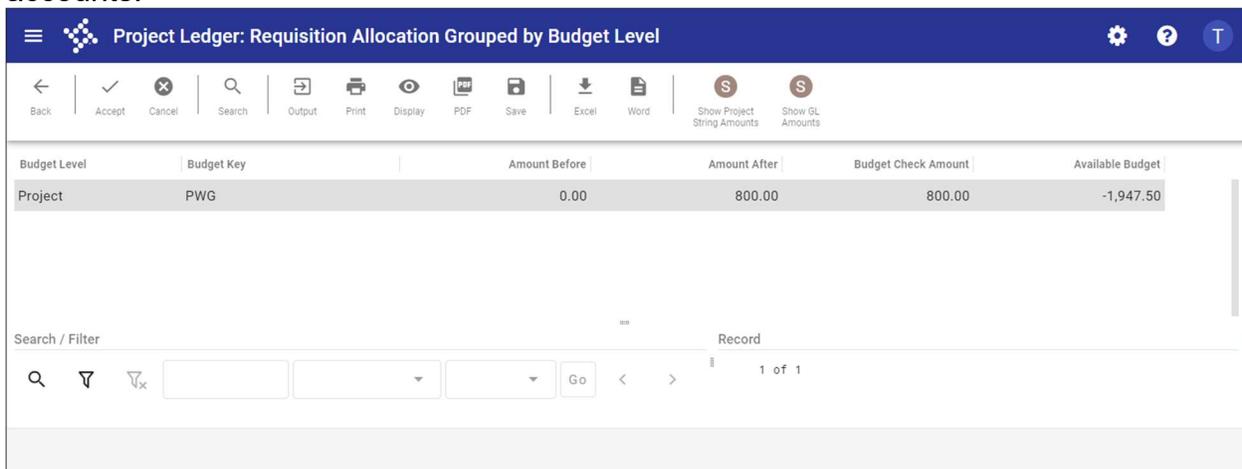
Show Project Amounts option.
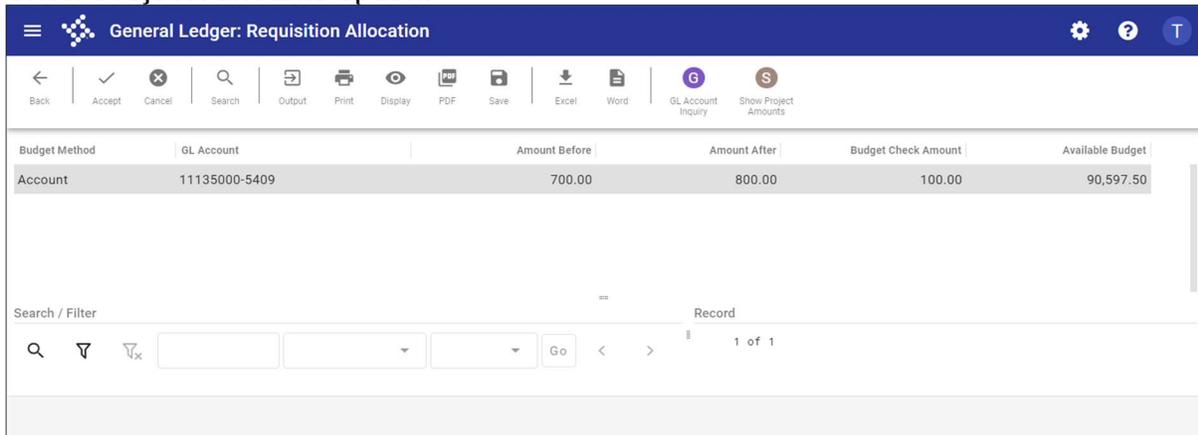
If you click the Show Project Amounts option, the screen refreshes to show the Project Ledger allocation view, which provides budget information grouped by budget level. The Show GL Amounts option is available to switch to the previous view of general ledger accounts.


When you click the Show Project String Amounts option on this screen, the program provides the budget information by project string. The Show Grouped Amounts option is available to return to the previous view of project strings grouped by budget level. The Project Expense Inquiry option is available to view the selected project string in the

Project Expense Inquiry program.
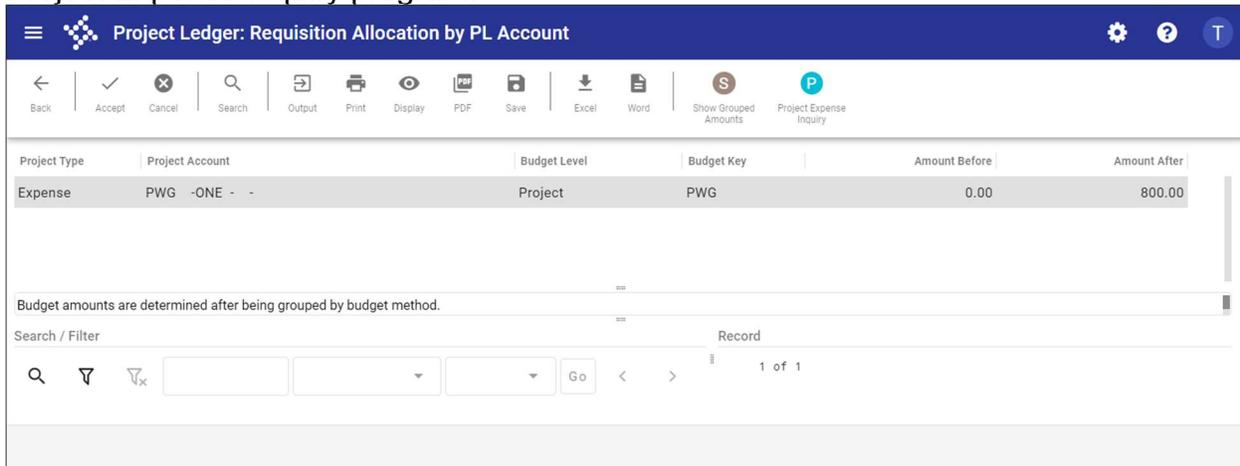
If a general ledger account or project string is overbudgeted and your user role does not have permission to override budget restrictions, the programs check the budget when you attempt to save the record, providing the General Ledger allocation screen for you to review the overbudgeted account. When this occurs, the screen includes the Enter Override Password option so users with appropriate permissions can enter the organization's budget override password to proceed with the transaction. If the correct password is not entered, users must enter a new budget amount or choose another account in order to save the record.

Additionally, the budget-checking functionality is also available in the Requisitions program. When you click the Budget Summary option in the Allocations group, the program checks the available budget and indicates the budget impact in the Budget Summary window. The Project String tab supplies the budget information for the project strings and the General Ledger tab indicates the budget impact for the general ledger

accounts.

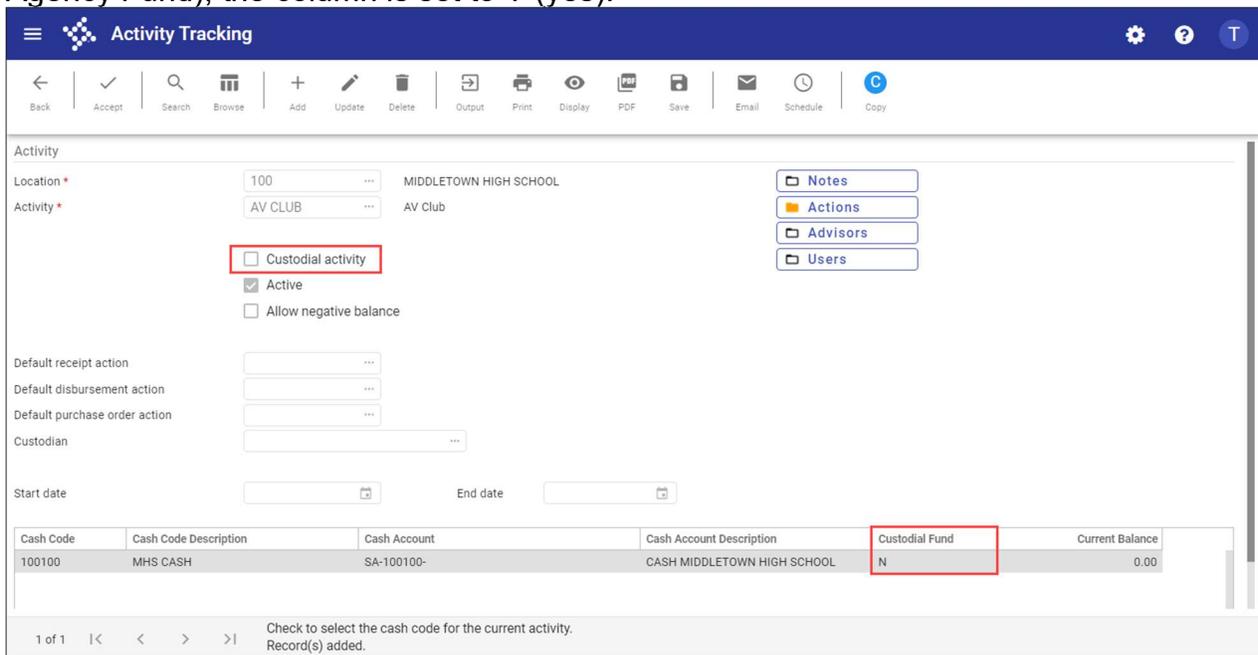# Student Activity

Activity Tracking

2020.1

Jira Number: MUN-343340
Purpose: To track custodial and non-custodial activities and funds to comply with GASB 84 reporting requirements.
Estimated PACE Training Time: ½ day
Description: For compatibility with GASB 84 reporting requirements, the Activity Tracking program tracks custodial and non-custodial activities and funds. Generally, custodial activities and custodial funds are not owned by school districts, whereas non-custodial activities and non-custodial funds are owned and managed by school districts. However, the precise distinction is subject to state and local guidelines.

The Activity Tracking program includes the Custodial Activity checkbox. When this checkbox is selected, the activity is identified as using a custodial fund. This box is informational only. By default, the checkbox is not selected for existing activities. Additionally, the Cash Codes table on this screen includes the Custodial Fund column. When the general ledger account for the cash code is associated with a custodial fund (as identified when the CAFR Fund Type is set to Custodial Fund, previously called Agency Fund), the column is set to Y (yes).

The Actions screen also features the Custodial Fund column. If the Custodial Activity checkbox is selected for an activity that does not have a general ledger account with a cash code that is associated with a custodial fund, the program displays a warning message at the bottom of the screen. Custodial activities must use cash codes that are associated with custodial funds. Likewise, non-custodial activities must use cash codes that are associated with non-custodial funds.
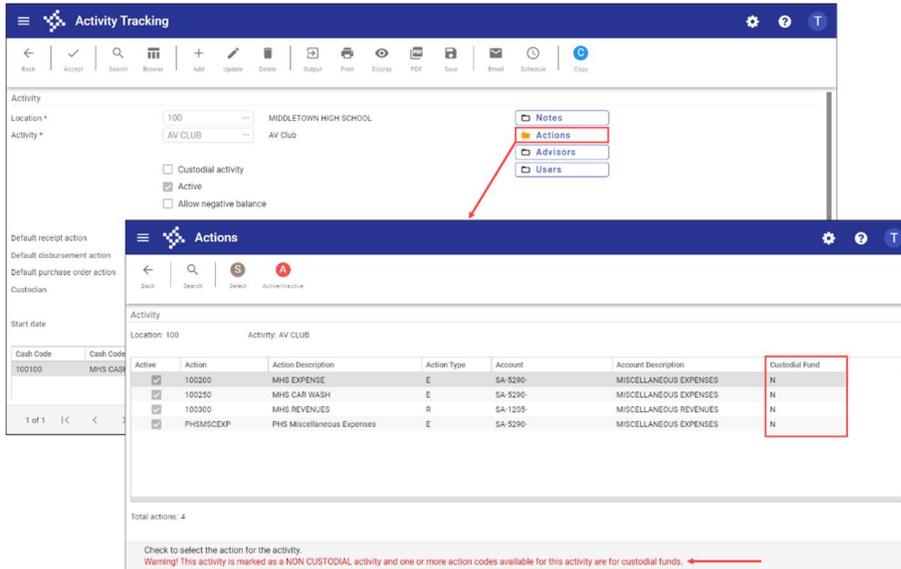
Register Report, Trial Balance Report

2020.1

Jira Number: MUN-336466
Purpose: To provide additional reporting capabilities for Enterprise ERP Student Activity.
Estimated PACE Training Time: Less than ½ day
Description: Enterprise ERP Student Activity includes the new Register Report and Trial Balance Report programs. The Tyler Menu provides access to these programs in the

Enterprise ERP > Financials > Student Activity submenu.

The Register Report provides transactions for locations, cash codes, and activities for a defined date range. This report is intended to provide student activity information in a format similar to a checkbook register.

The Trial Balance Report generates summary or detail reports of account trial balances. This report is intended to assist with reconciliation.

Vendor Self Service (VSS)

2020.1

Jira Number: MUN-355240
Purpose: To improve usability for Vendor Self Service (VSS) with Tyler Identity authentication.
Estimated PACE Training Time: ½ day – 1 day
Description: Vendor Self Service is redesigned to use Tyler Identity authentication and provide an improved user experience.
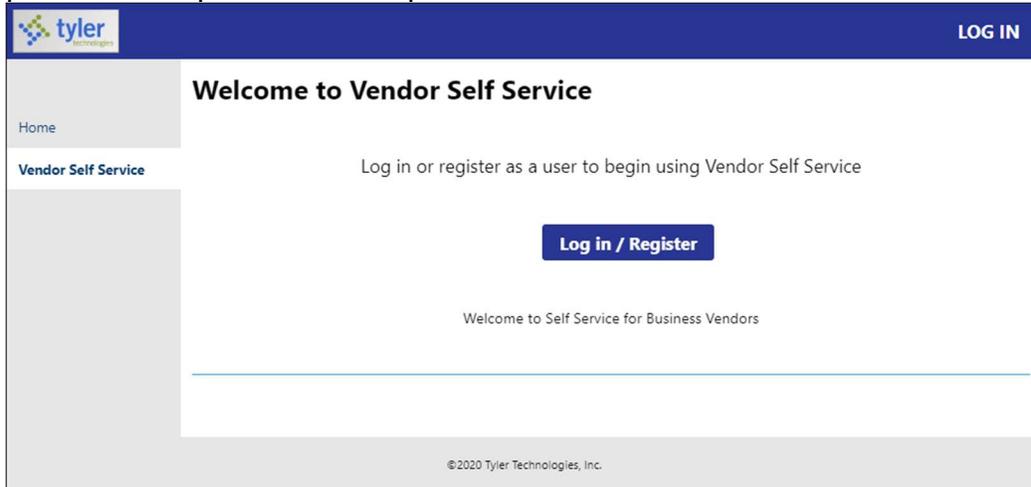
When you click Log In/Register, the application provides the Tyler Identity authentication screen where you can enter your username and password or use social

media to log in.
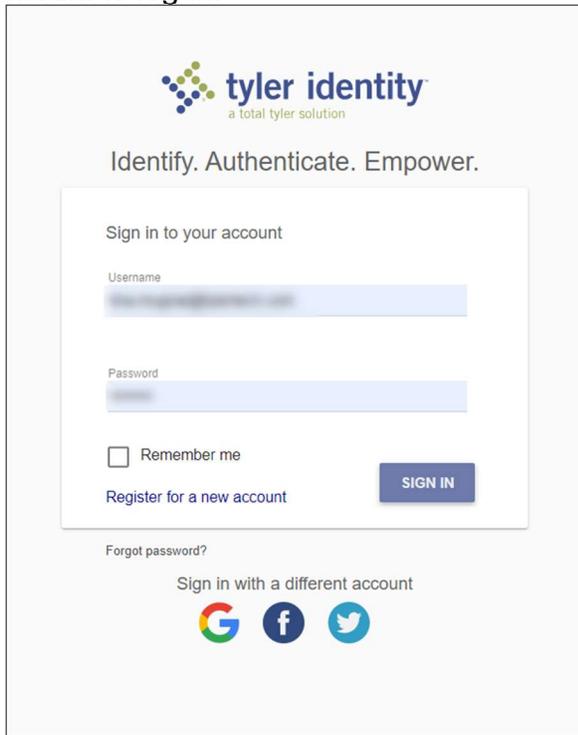
Once you log in, you can either create a new vendor record or link to an existing record.

Clicking the Link to Existing option provides the Link to Existing Vendor screen, where you can enter the vendor number and the vendor's federal identifier or Social Security number to search for the existing vendor record.
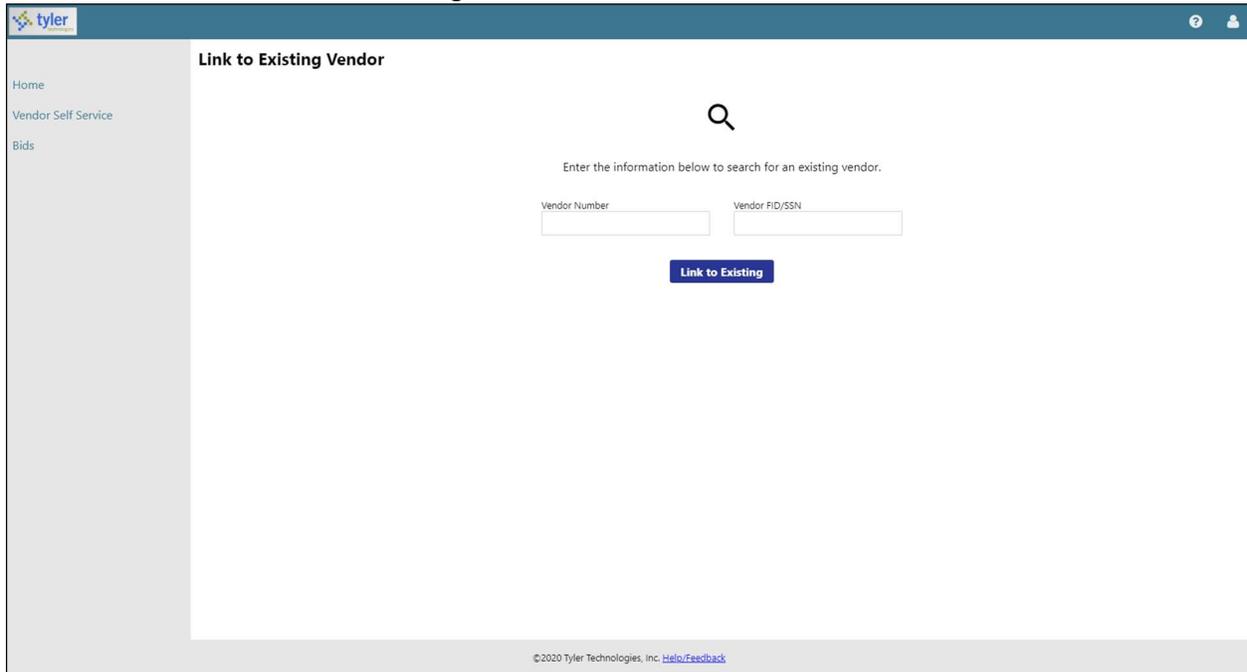
Clicking the Create New Vendor option provides the New Vendor Registration screen, which is updated to provide a dynamic layout that features two columns of fields.
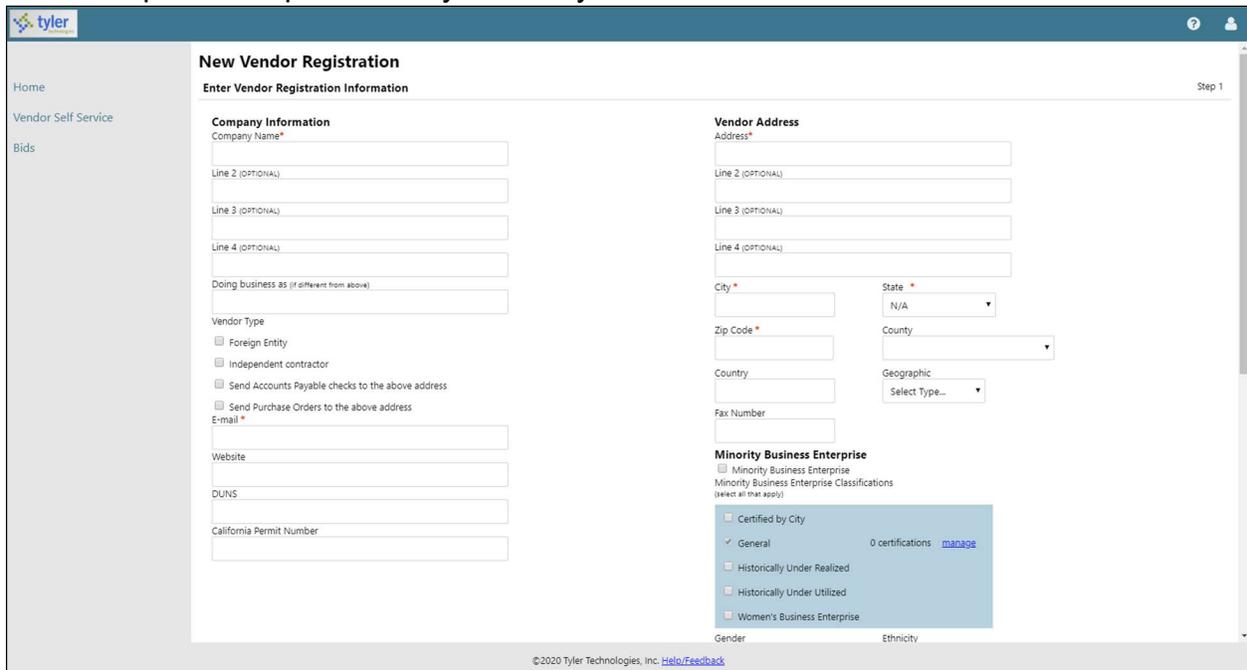
This dynamic layout is also provided on the vendor home page for linked or created vendor records. The home page features profile and vendor information side-by-side, followed by custom announcements, invoice details, and bid information.

System Administration/Roles

System Administration/Roles describes roles and permission changes for Enterprise Financial Management.

2020.1

Jira Number	Permission	Description
Financials		
Budget		
MUN-343392	View Others' Amendments	When selected, role assignees are able to view budget amendments that other users created. By default, this permission is not enabled for new roles. However, if the role has the Update Others' Journal Entries or Post Others' Journal Entries permission enabled in General Ledger Roles, the View Others' Amendments permission in Budget Roles is enabled automatically.
General Ledger		
MUN-333507	Maintain Cross Reference Accounts	When this permission is enabled, users assigned to the role can: • Access the Add, Update, and Delete options in the toolbar of the Account X-Reference program. • Complete account imports that include cross-reference accounts in the Account Import program.
MUN-343392	View Others' Journal Entries	When selected, role assignees are able to view encumbrance and journal entries that other users created. This permission must be enabled to access the Update Others' Journal Entries and Post Others' Journal Entries permissions. By default, this permission is not enabled for new roles.
Purchase Orders		
MUN-346938	Maintain 'Close at EOY' Status	When selected, role assignees are able to identify purchase orders that need to be closed by the end of the fiscal year. By default, this permission is not enabled.

2020.2

Jira Number	Permission	Description
Financials		
General Ledger		
MUN-377898	Override Web Service Account and Segment Validation	The Override Web Service Account and Segment Validation checkbox is added to the General Ledger Roles program. When this setting is enabled, the user role can override general ledger segments and accounts that were imported from an external system. This permission is only available for North Carolina Department of Public Instruction (NC DPI) organizations.

2020.3

Jira Number	Permission	Description
Financials		
Contract Management		
MUN-384993	Maintain Contract Signature Requirement	Grants role assignees access to the Require Signatures box on contracts and contract change orders, when this permission is enabled. This allows the user to determine which contracts and change orders require signatures to be submitted in Tyler Signature Service.
General Ledger		
MUN-382504	Override Required Project String on a GL Account	When enabled, allows role assignees to override the requirement to enter a project string on accounts for which the Requires Project String on Entry checkbox is selected in Account Master.
MUN-382511	Search for Posted Journals	When enabled, allows role assignees to search for posted journals in the Journal Inquiry/Print program. If this permission is not enabled, the Search, Browse, and Advanced Find functions are disabled in Journal Inquiry/Print.

Jira Number	Permission	Description
Purchase Orders		
MUN-384993	Maintain PO Signature Requirement	Grants role assignees access to the Require Signatures box on purchase orders and purchase order change orders, when this permission is enabled. This allows the user to determine which purchase orders and change orders require signatures to be submitted in Tyler Signature Service.

2021.1-2021.5

There are no permission or role changes.