



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.

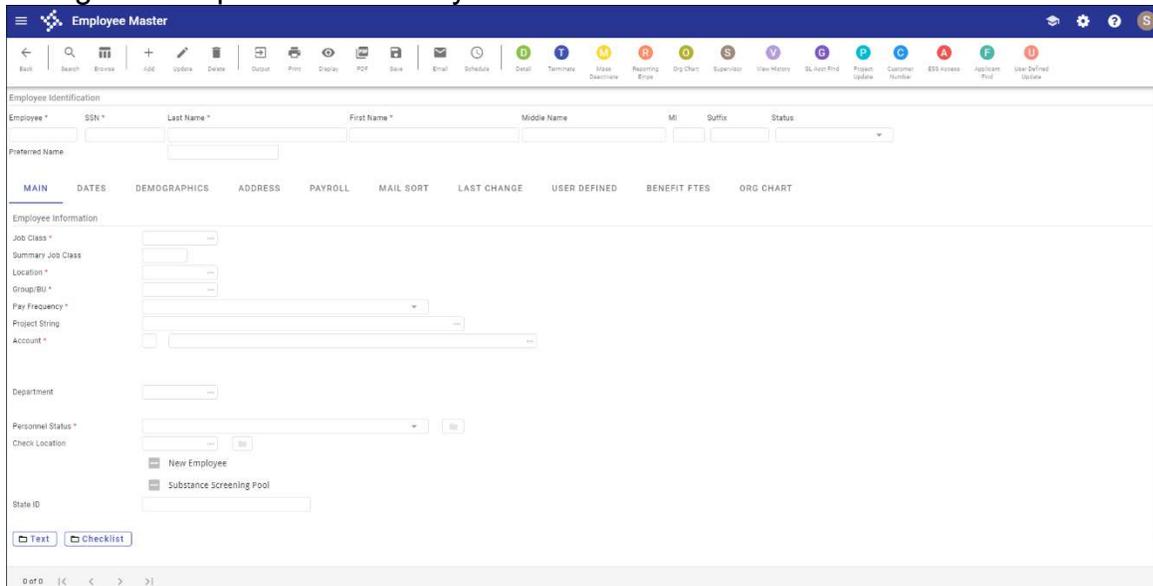
In early 2022, Tyler announced new names for many of its products, including Enterprise ERP. See <https://www.tylertech.com/resources/blog-articles/same-tyler-products-new-names> for more details about this process.

# 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.

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----	Apples

Column	Total
Charge Amount	200.00

Search / Filter Record

⏪ ⏩

1 of 1

## Invoice Entry

### 2021.4

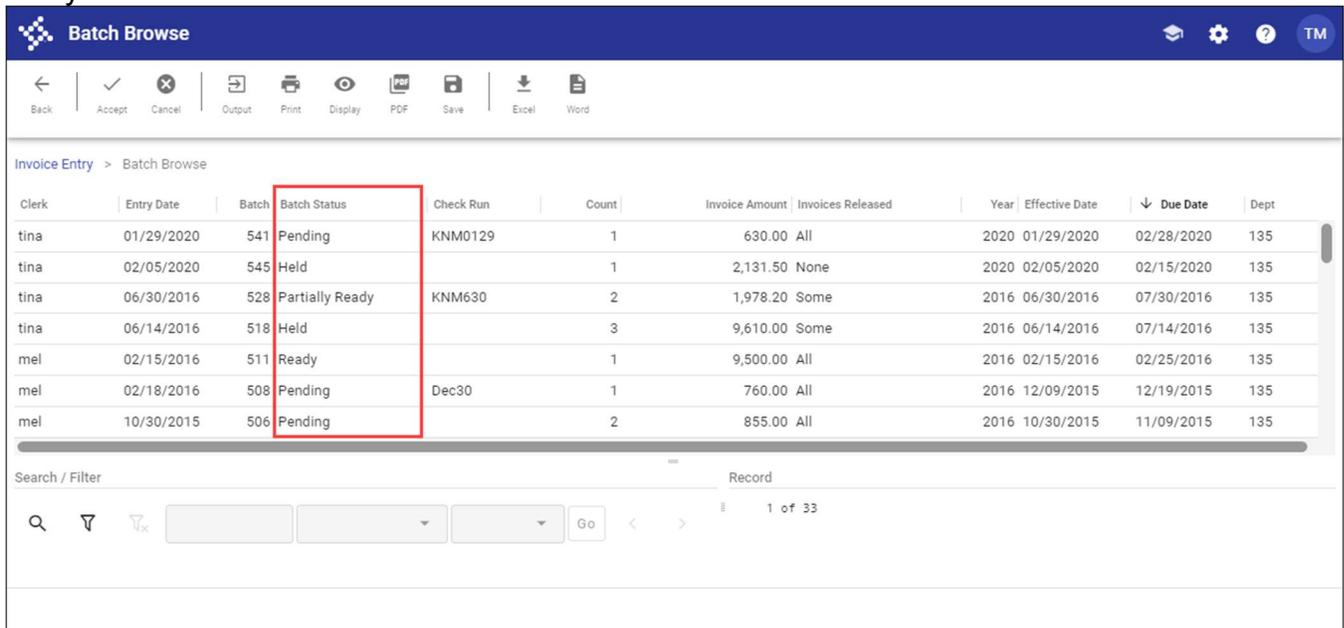
**Jira Number:** MUN-421745

**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.



Clerk	Entry Date	Batch	Batch Status	Check Run	Count	Invoice Amount	Invoices Released	Year	Effective Date	Due Date	Dept
tina	01/29/2020	541	Pending	KNM0129	1	630.00	All	2020	01/29/2020	02/28/2020	135
tina	02/05/2020	545	Held		1	2,131.50	None	2020	02/05/2020	02/15/2020	135
tina	06/30/2016	528	Partially Ready	KNM630	2	1,978.20	Some	2016	06/30/2016	07/30/2016	135
tina	06/14/2016	518	Held		3	9,610.00	Some	2016	06/14/2016	07/14/2016	135
mel	02/15/2016	511	Ready		1	9,500.00	All	2016	02/15/2016	02/25/2016	135
mel	02/18/2016	508	Pending	Dec30	1	760.00	All	2016	12/09/2015	12/19/2015	135
mel	10/30/2015	506	Pending		2	855.00	All	2016	10/30/2015	11/09/2015	135

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).

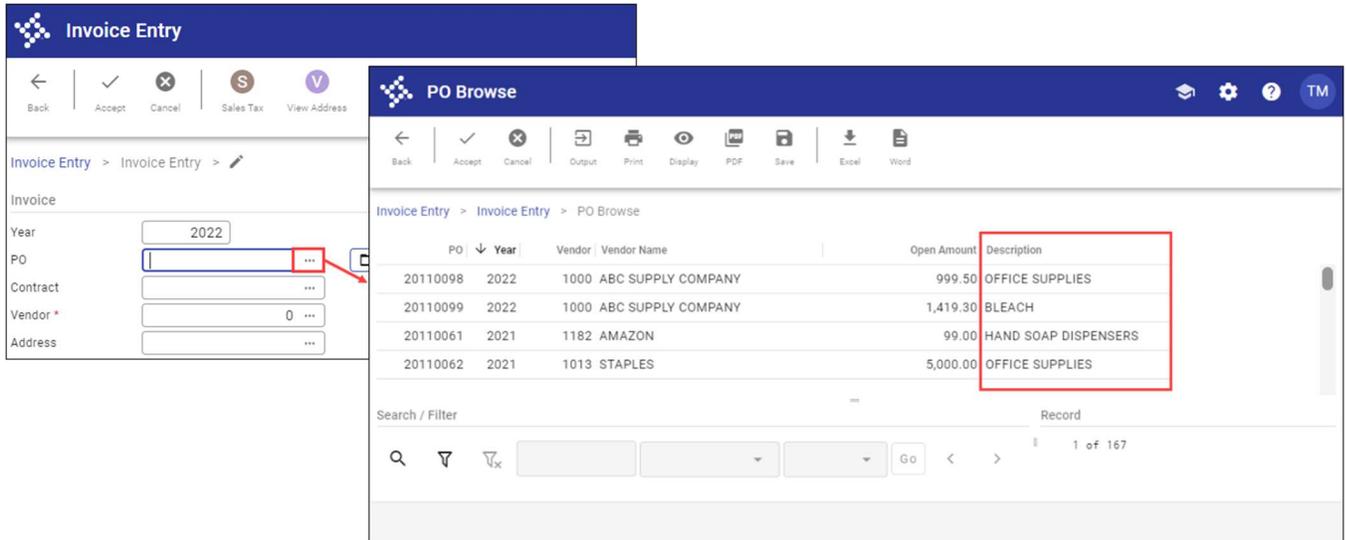
**Jira Number:** MUN-424676

**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

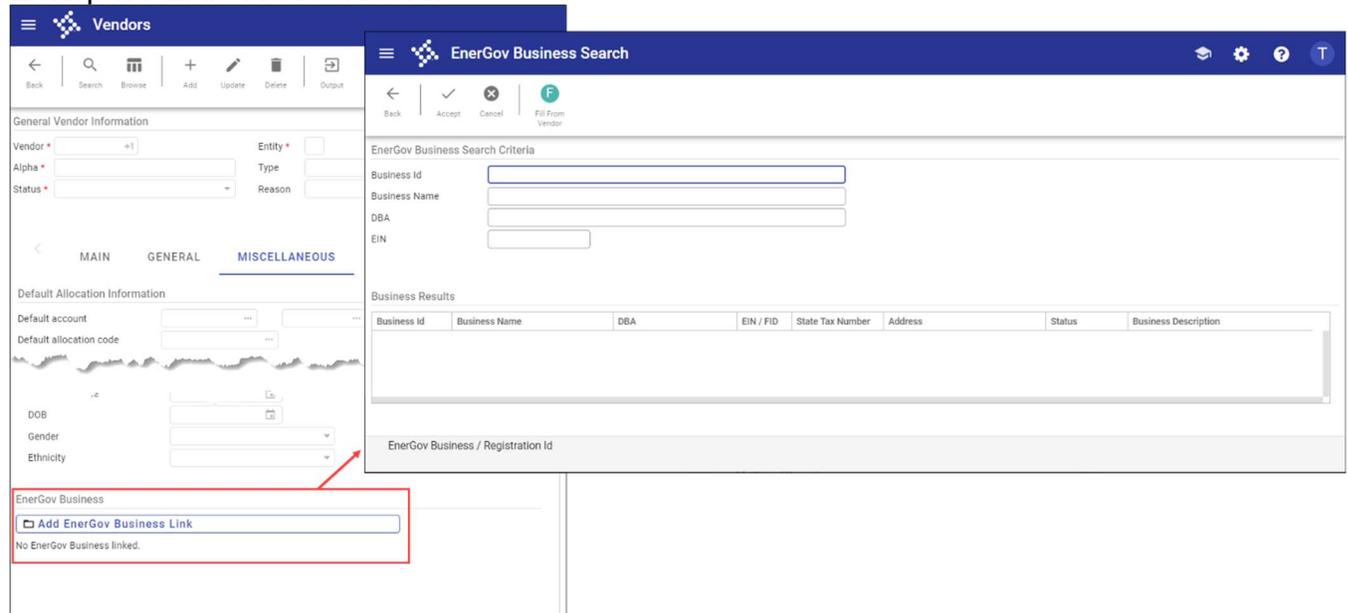
**Purpose:** To allow Accounts Payable programs to integrate with Enterprise Permitting & Licensing, powered by EnerGov® business licenses.

**Estimated PACE Training Time:** ½ day

**Description:** Enterprise ERP supports integration between Accounts Payable programs and Enterprise Permitting & Licensing business licenses.

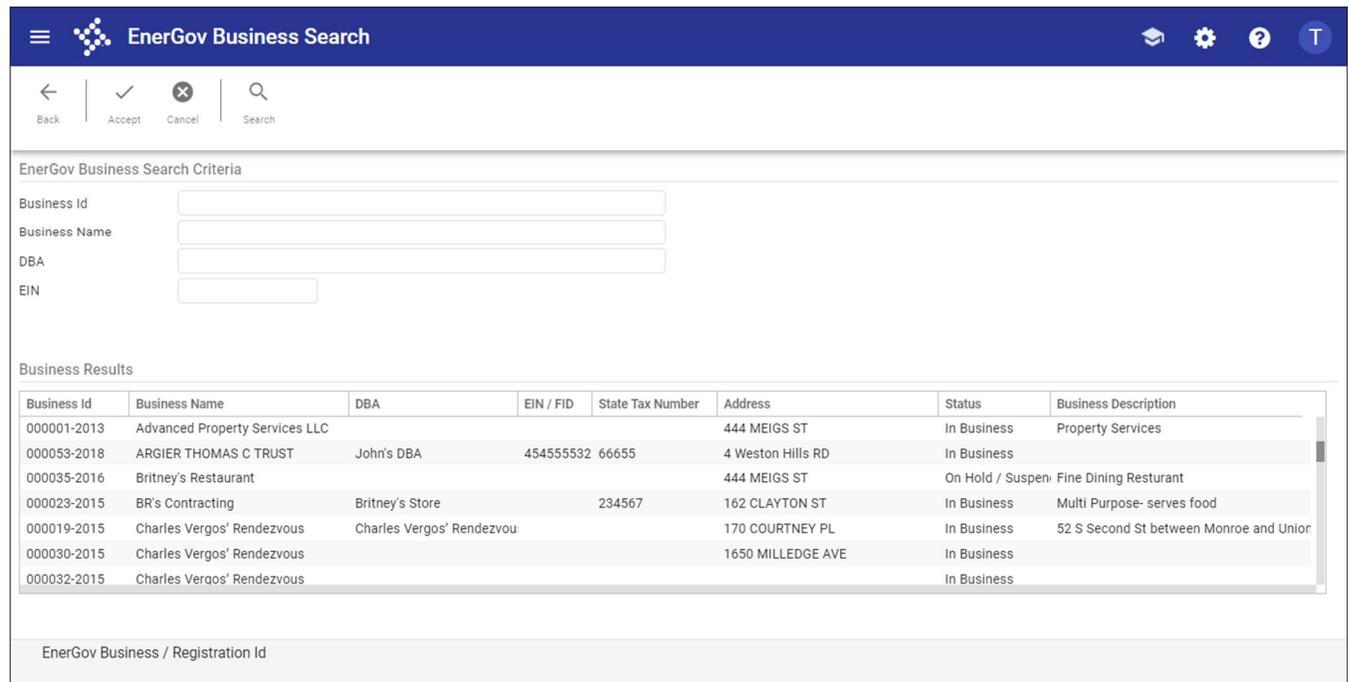
For example, in the Vendors and Vendor Inquiry programs, if the Enterprise Permitting & Licensing solution is configured in Enterprise ERP, the EnerGov Business group is available on the Miscellaneous tab. The Add EnerGov Business Link option is available to search for an Enterprise Permitting & Licensing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

## Enterprise ERP vendor record.



The screenshot shows two overlapping windows. The background window is the 'Vendors' record for a vendor, with tabs for 'MAIN', 'GENERAL', and 'MISCELLANEOUS'. The 'MISCELLANEOUS' tab is active, showing fields for 'Default Allocation Information' and 'EnerGov Business'. A red box highlights the 'Add EnerGov Business Link' button. The foreground window is the 'EnerGov Business Search' screen, which has a toolbar with 'Back', 'Accept', 'Cancel', and 'Fill From Vendor'. Below the toolbar are search criteria fields for 'Business Id', 'Business Name', 'DBA', and 'EIN'. The 'Business Results' section shows a table with columns for 'Business Id', 'Business Name', 'DBA', 'EIN / FID', 'State Tax Number', 'Address', 'Status', and 'Business Description'. The table is currently empty.

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.

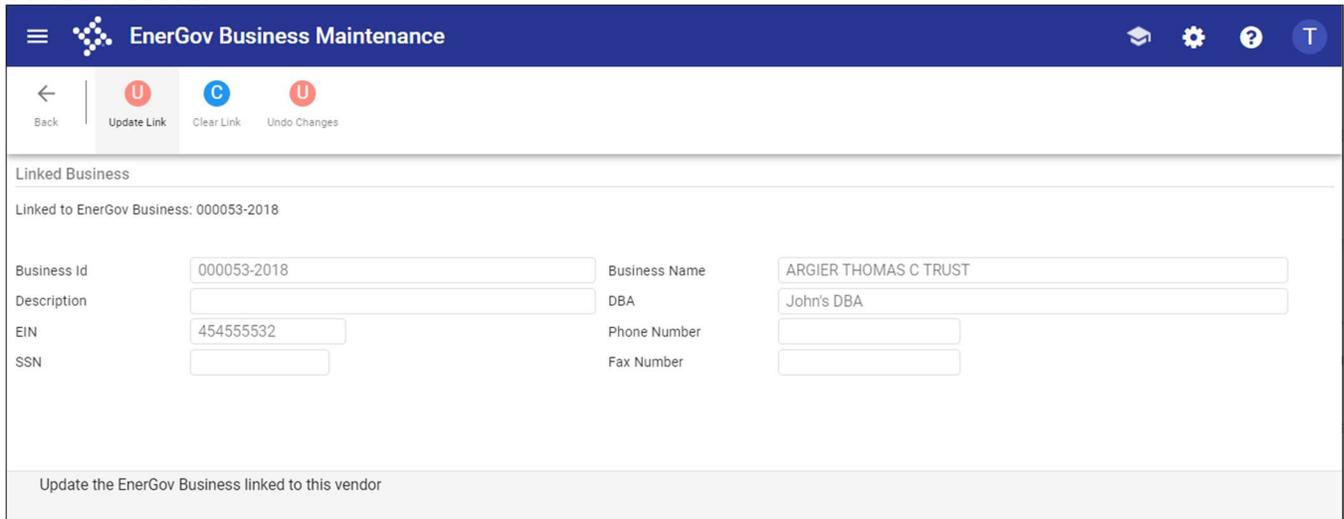


The screenshot shows the 'EnerGov Business Search' screen with search criteria populated. The 'Business Results' table contains the following data:

Business Id	Business Name	DBA	EIN / FID	State Tax Number	Address	Status	Business Description
000001-2013	Advanced Property Services LLC				444 MEIGS ST	In Business	Property Services
000053-2018	ARGIER THOMAS C TRUST	John's DBA	45455532	66655	4 Weston Hills RD	In Business	
000035-2016	Britney's Restaurant				444 MEIGS ST	On Hold / Suspend	Fine Dining Resturant
000023-2015	BR's Contracting	Britney's Store		234567	162 CLAYTON ST	In Business	Multi Purpose- serves food
000019-2015	Charles Vergos' Rendezvous	Charles Vergos' Rendezvou			170 COURTNEY PL	In Business	52 S Second St between Monroe and Union
000030-2015	Charles Vergos' Rendezvous				1650 MILLEDGE AVE	In Business	
000032-2015	Charles Vergos' Rendezvous					In Business	

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.

 **Proceed With Change of Statement Fiscal Period**

This option will change the fiscal period on all open statements (those that have not been converted or voided) for the current statement code, 06102020. The fiscal year can be changed, but it must be either GL current year (2019) or next year (2020). The fiscal year/period that the statements are moved to must lie within the user's GL period posting permissions. If the fiscal year of these statements is changed, the accounts affected will be budget-checked for the year the statements are moved to.

It is recommended that other p-card users be out of the system during this update.

Proceed?

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.

 **There Are No Open Statements For The Current Code**

There are no open statements for statement code SEPT18.

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.

☰
Input New Fiscal Year/Period (Currently 2020/12)
⚙️ ? TM

← | ✓ | ✕  
Back | Accept | Cancel

---

Enter Fiscal Period

New Fiscal Year

New Fiscal Period

Enter the new fiscal year. It must be the current year or the next year.

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

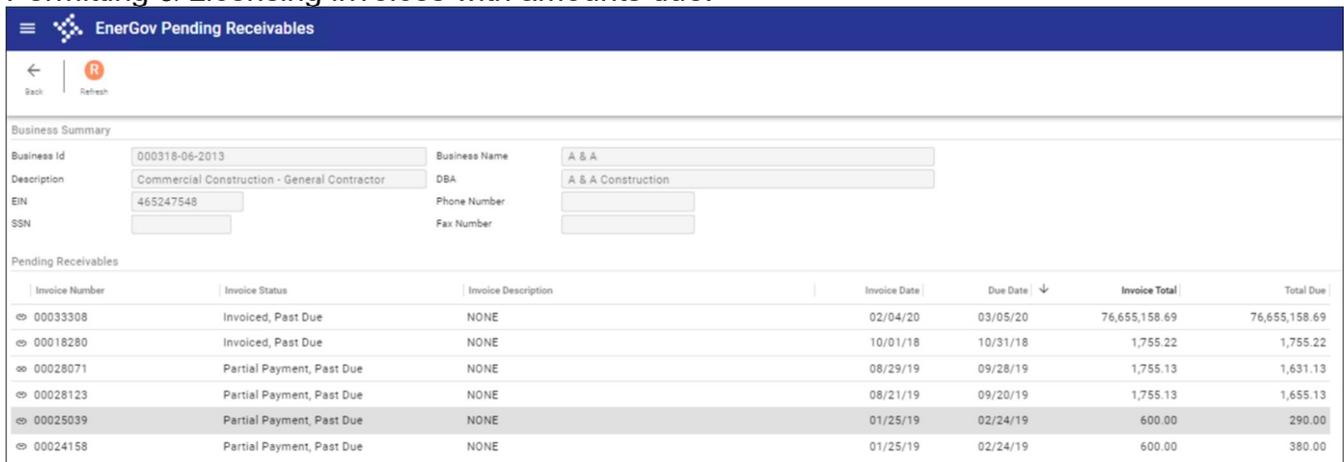
**Jira Number:** MUN-349829

**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.

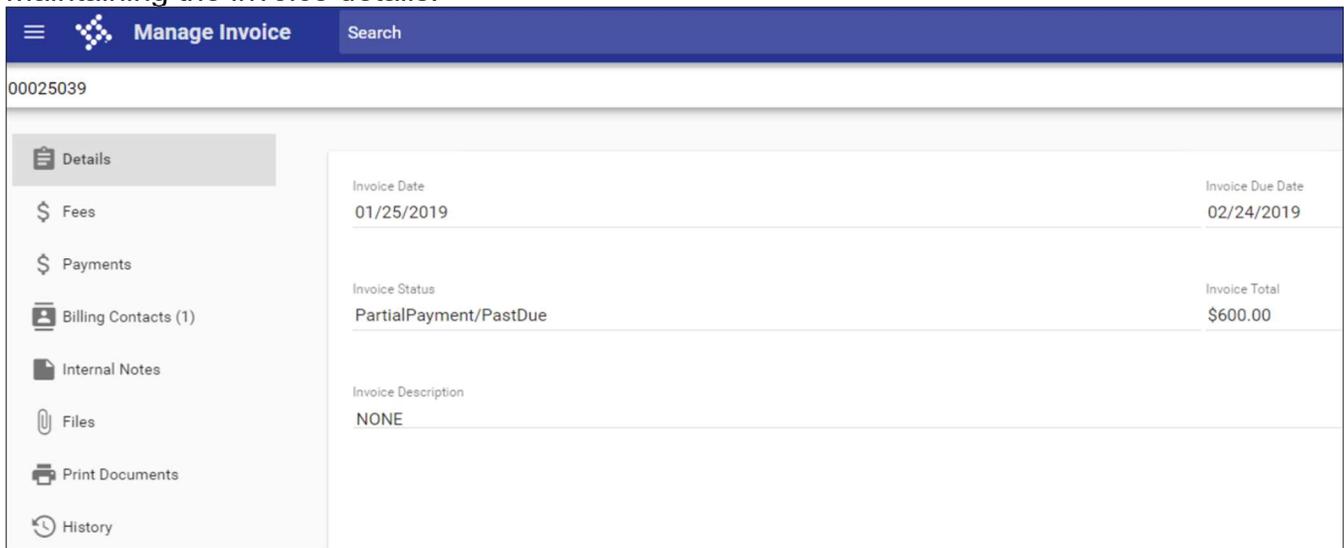


The screenshot shows the 'EnerGov Pending Receivables' interface. It includes a 'Business Summary' section with fields for Business Id, Description, EIN, SSN, Business Name, DBA, Phone Number, and Fax Number. Below this is a 'Pending Receivables' table with columns for Invoice Number, Invoice Status, Invoice Description, Invoice Date, Due Date, Invoice Total, and Total Due.

Invoice Number	Invoice Status	Invoice Description	Invoice Date	Due Date	Invoice Total	Total Due
00033308	Invoiced, Past Due	NONE	02/04/20	03/05/20	76,655,158.69	76,655,158.69
00018280	Invoiced, Past Due	NONE	10/01/18	10/31/18	1,755.22	1,755.22
00028071	Partial Payment, Past Due	NONE	08/29/19	09/28/19	1,755.13	1,631.13
00028123	Partial Payment, Past Due	NONE	08/21/19	09/20/19	1,755.13	1,655.13
00025039	Partial Payment, Past Due	NONE	01/25/19	02/24/19	600.00	290.00
00024158	Partial Payment, Past Due	NONE	01/25/19	02/24/19	600.00	380.00

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

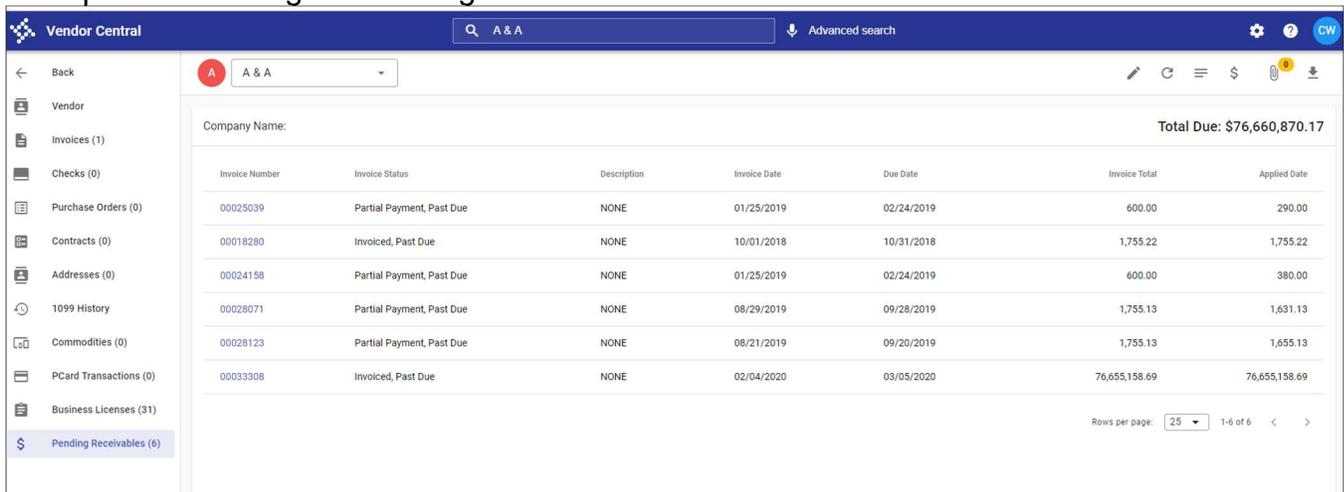
maintaining the invoice details.



The screenshot shows the 'Manage Invoice' interface for invoice 00025039. The left sidebar contains navigation options: Details (selected), Fees, Payments, Billing Contacts (1), Internal Notes, Files, Print Documents, and History. The main content area displays the following information:

Invoice Date	01/25/2019	Invoice Due Date	02/24/2019
Invoice Status	PartialPayment/PastDue	Invoice Total	\$600.00
Invoice Description	NONE		

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



The screenshot shows the 'Vendor Central' interface with the 'Pending Receivables' tab selected. The top navigation bar includes 'Vendor Central', a search bar with 'A & A', and an 'Advanced search' option. The left sidebar lists various categories: Back, Vendor, Invoices (1), Checks (0), Purchase Orders (0), Contracts (0), Addresses (0), 1099 History, Commodities (0), PCard Transactions (0), Business Licenses (31), and Pending Receivables (6) (selected). The main content area displays a table of pending receivables with a total due of \$76,660,870.17.

Invoice Number	Invoice Status	Description	Invoice Date	Due Date	Invoice Total	Applied Date
00025039	Partial Payment, Past Due	NONE	01/25/2019	02/24/2019	600.00	290.00
00018280	Invoiced, Past Due	NONE	10/01/2018	10/31/2018	1,755.22	1,755.22
00024158	Partial Payment, Past Due	NONE	01/25/2019	02/24/2019	600.00	380.00
00028071	Partial Payment, Past Due	NONE	08/29/2019	09/28/2019	1,755.13	1,631.13
00028123	Partial Payment, Past Due	NONE	08/21/2019	09/20/2019	1,755.13	1,655.13
00033308	Invoiced, Past Due	NONE	02/04/2020	03/05/2020	76,655,158.69	76,655,158.69

Rows per page: 25 1-6 of 6

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
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
						<b>Total Due: \$76,660,870.17</b>	

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

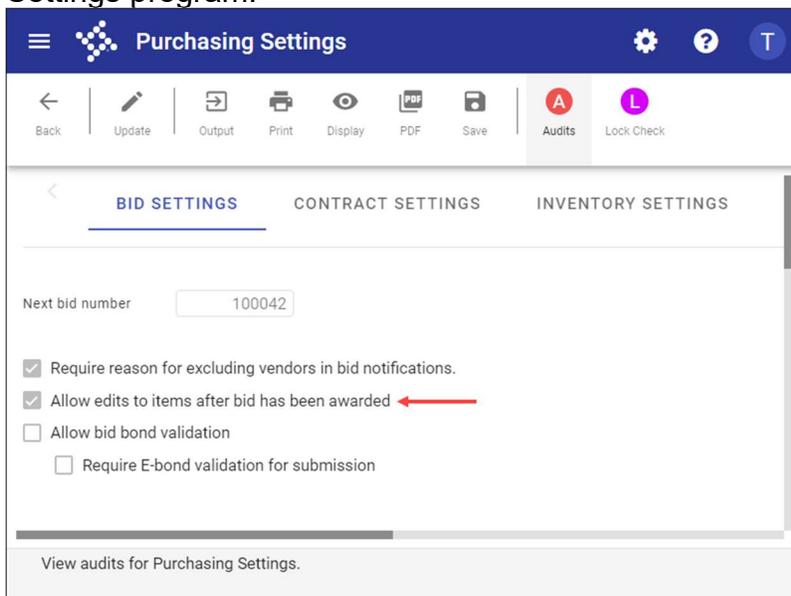
**Jira Number:** MUN-336298

**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.

Bid Request Quantities
Search by Bid Number 
? T

Import

Bids available for ordering

Awarded bids

Bid	Description	Buyer	Requested By	Department	Has Requests	Request Status	Actions	Read Only
<input type="text" value="100043"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1 of 20	<input type="text"/>	4 of 4	<input type="text"/>	<input type="text"/>
▼ 100043	VEHICLE	Tina Mugnai	2/28/2020	(135) FINANCE	✓	No Requests	⋮	
Description		Ship To		UOM	Quantity			
VEHICLE		(FIN) 2033 SUGAR GROVE AVE		EACH	1			
▶ 100043	VEHICLE	Tina Mugnai	2/28/2020	(CO) CENT OFF		No Requests	⋮	

# Budget

## Define/Start Budget Projection

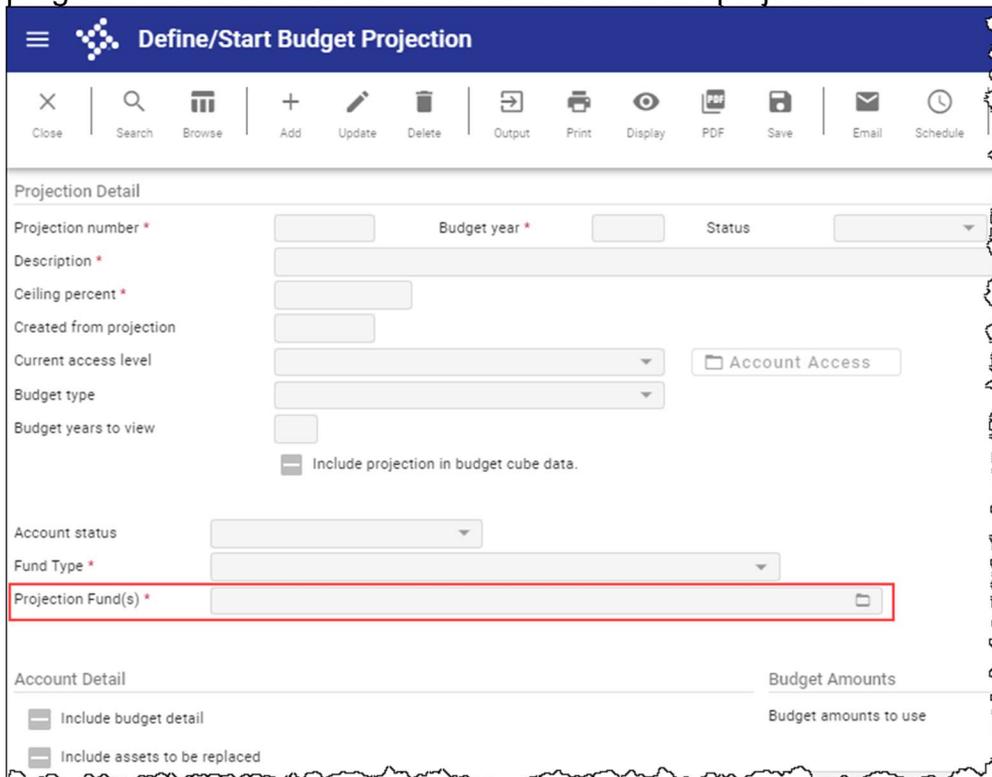
### 2021.1

**Jira Number:** MUN-330183

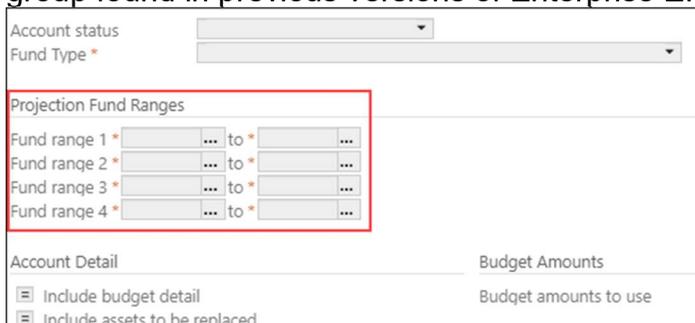
**Purpose:** To allow unlimited fund ranges on a budget projection and provide additional file layouts for importing multi-year budget records.

**Estimated PACE Training Time:** Less than 1/2 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.

**Define/Start Budget Projection**

Close | Accept | Cancel

Projection Detail

Projection number \* 22001 Budget year \* 2022

Description \* Budget Projection - 2022

Ceiling percent \* 0

Created from projection

Current access level 1 - DEPARTMENT

Budget type Operating Budget

Budget years to view 10

Include projection in budget cube data.

Account status A, I and N

Fund Type \* Annual funds

Projection Fund(s) \*

Account Detail

Include budget detail

Include assets to be replaced

Budget Amounts

Budget amounts to use

**Fund Checklist**

Back | Accept | Cancel | Search | Updates

Fund	Description	Select
0004		<input type="checkbox"/>
0005		<input type="checkbox"/>
0050	TREASURY FUND	<input type="checkbox"/>
0060	SCHOLARSHIP FUND	<input type="checkbox"/>
0070	UTILITY FUND	<input type="checkbox"/>
0080	WORK-STUDY FUND	<input type="checkbox"/>
0090	CONSTRUCTION FUND	<input type="checkbox"/>
1000	GENERAL FUND	<input checked="" type="checkbox"/>
1100	MUNICIPAL FEDERAL GRANTS	<input type="checkbox"/>
3000	WEST FUND	<input type="checkbox"/>
3001	KM FUND	<input type="checkbox"/>

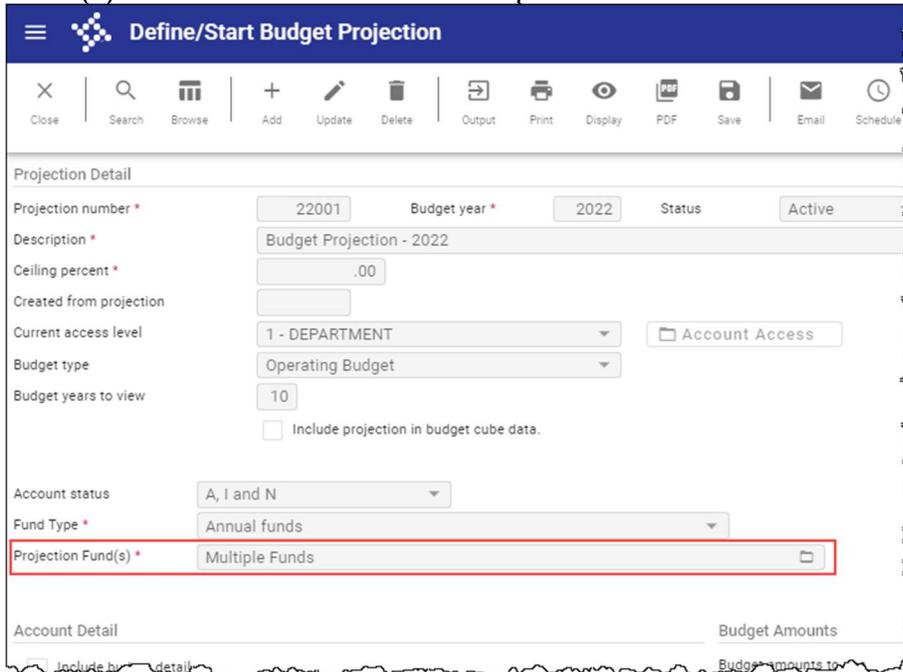
From this screen, clicking Update provides access to the checkboxes of funds. The Select All/None toolbar option is available to select all or none of the funds. You can also individually select which funds to include. There is no limit to the number of funds you can include in the projection.

**Fund Checklist**

Back | Accept | Cancel | Search | Select All/None

Fund	Description	Select
0004		<input checked="" type="checkbox"/>
0005		<input checked="" type="checkbox"/>
0050	TREASURY FUND	<input checked="" type="checkbox"/>
0060	SCHOLARSHIP FUND	<input checked="" type="checkbox"/>
0070	UTILITY FUND	<input checked="" type="checkbox"/>
0080	WORK-STUDY FUND	<input checked="" type="checkbox"/>
0090	CONSTRUCTION FUND	<input checked="" type="checkbox"/>
1000	GENERAL FUND	<input checked="" type="checkbox"/>
1100	MUNICIPAL FEDERAL GRANTS	<input checked="" type="checkbox"/>
3000	WEST FUND	<input checked="" type="checkbox"/>
3001	KM FUND	<input checked="" type="checkbox"/>

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.



**Define/Start Budget Projection**

Close Search Browse Add Update Delete Output Print Display PDF Save Email Schedule

**Projection Detail**

Projection number \* 22001 Budget year \* 2022 Status Active

Description \* Budget Projection - 2022

Ceiling percent \* .00

Created from projection

Current access level 1 - DEPARTMENT Account Access

Budget type Operating Budget

Budget years to view 10

Include projection in budget cube data.

Account status A, I and N

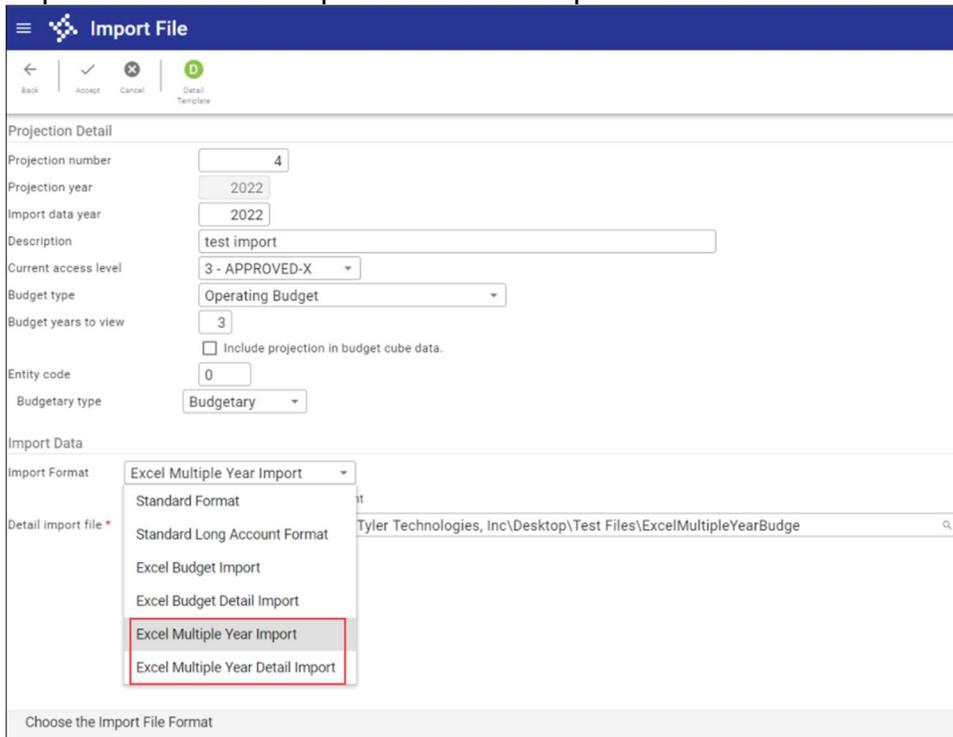
Fund Type \* Annual funds

**Projection Fund(s) \* Multiple Funds**

Account Detail Budget Amounts

Include by detail Budget amounts to

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.



**Import File**

Back Accept Cancel Detail Template

**Projection Detail**

Projection number 4

Projection year 2022

Import data year 2022

Description test import

Current access level 3 - APPROVED-X

Budget type Operating Budget

Budget years to view 3

Include projection in budget cube data.

Entity code 0

Budgetary type Budgetary

**Import Data**

Import Format Excel Multiple Year Import

Standard Format

Standard Long Account Format Tyler Technologies, Inc\Desktop\Test Files\ExcelMultipleYearBudge

Excel Budget Import

Excel Budget Detail Import

**Excel Multiple Year Import**

**Excel Multiple Year Detail Import**

Choose the Import File Format

# Contract Management

## Contract Entry, Contract Change Orders

### 2020.1

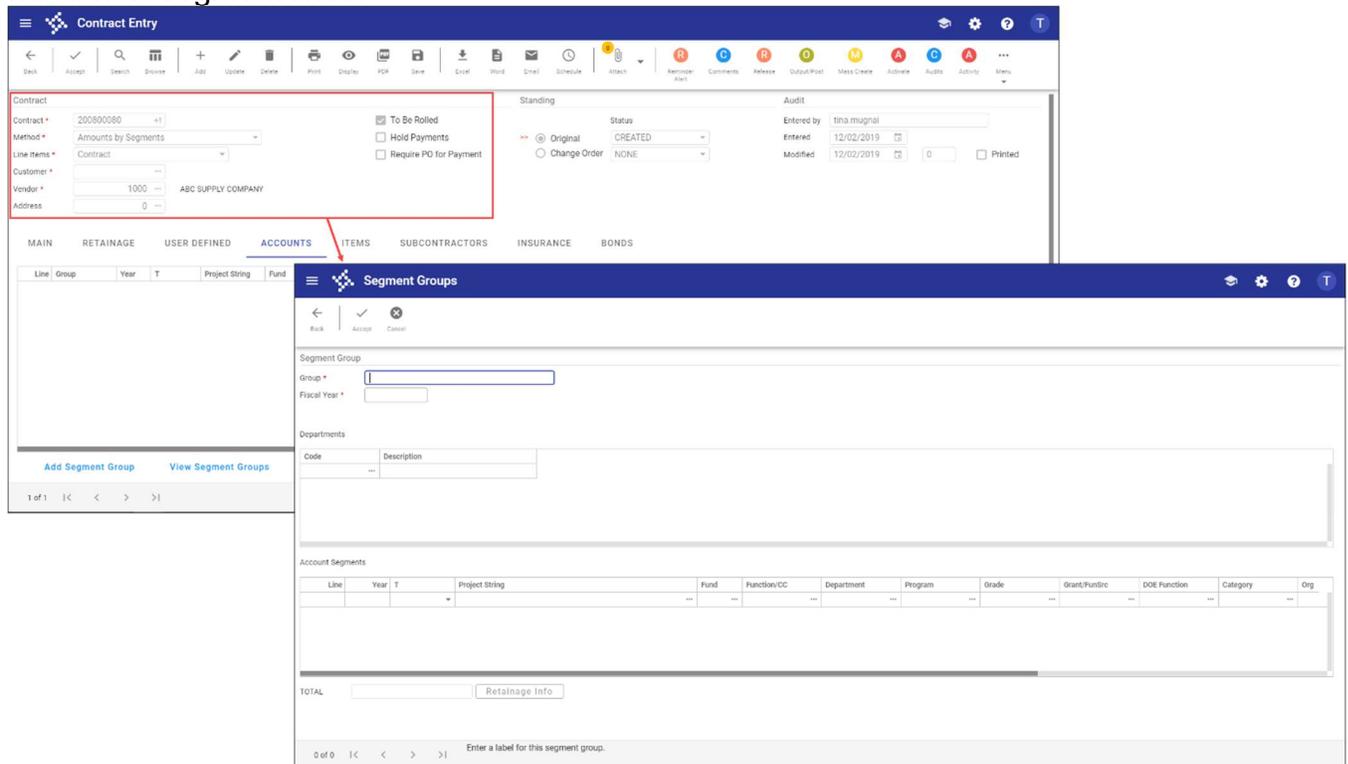
**Jira Number:** MUN-280498

**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.

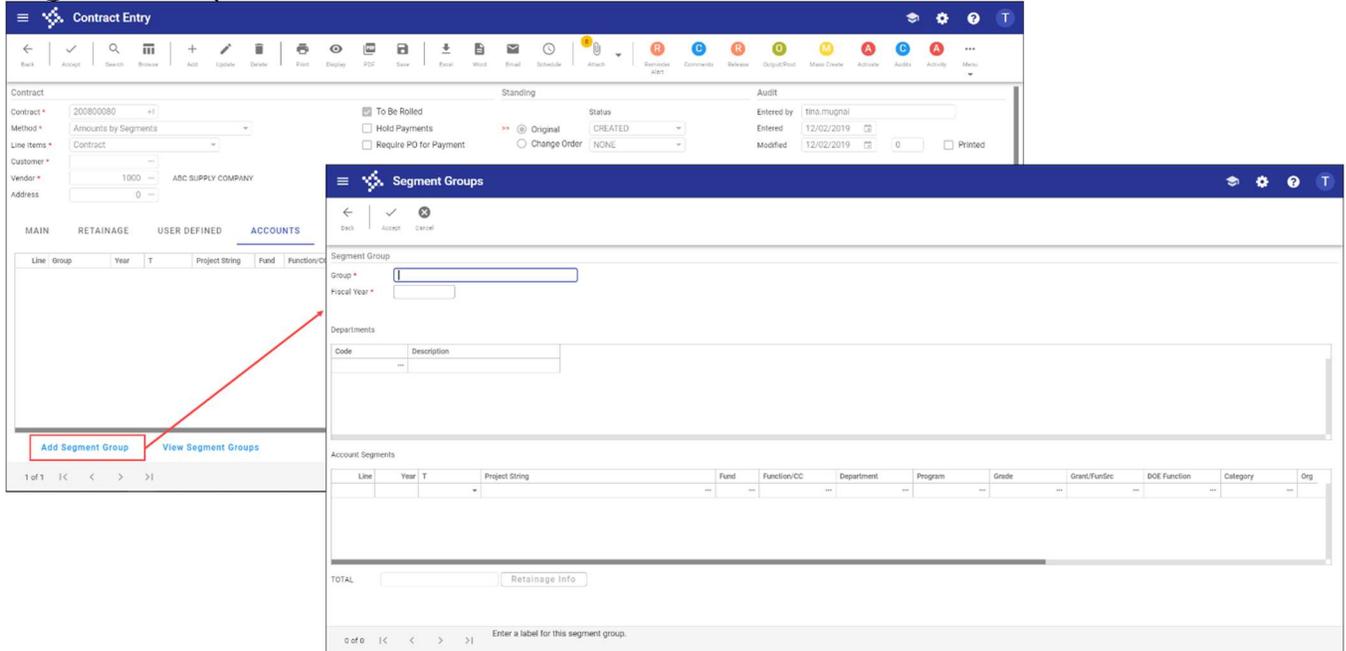
After you complete the contract header for a new contract that uses enforcement method 3 (Amounts by Segments), the Contract Entry program provides the Segment Groups screen where you can define the groups used by the contract. The Segment Groups screen includes fields to define the name of the group, the fiscal year, the department, and the account segments. Each group contains one amount line and any number of segment lines.



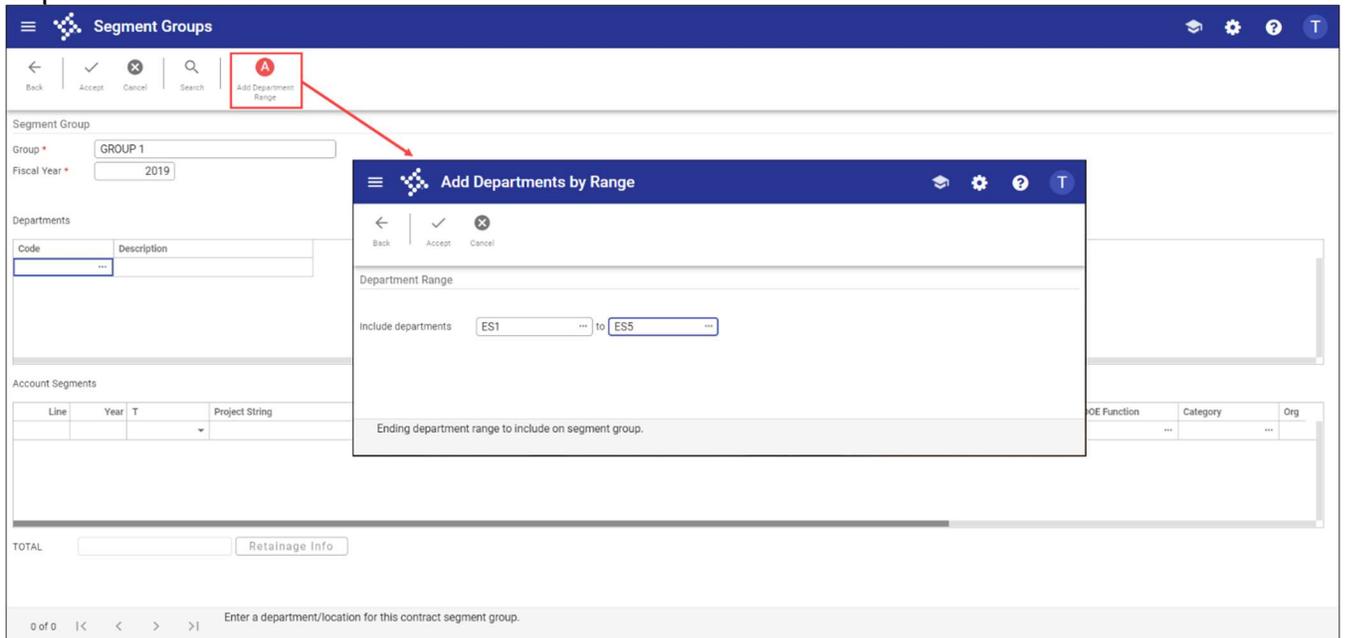
The screenshot displays two overlapping software windows. The top window is titled "Contract Entry" and shows a form for creating a new contract. The "Contract" field is set to "200800080". The "Method" is "Amounts by Segments". The "Vendor" is "ABC SUPPLY COMPANY". The "Status" is "CREATED". The "Standing" is "Original". The "Audit" section shows "Entered by: tina.mughal" and "Entered: 12/02/2019".

The bottom window is titled "Segment Groups" and is used for defining the groups used by the contract. It includes fields for "Segment Group", "Group", and "Fiscal Year". Below these are "Departments" and "Account Segments" sections. The "Account Segments" section contains a table with columns: Line, Year, T, Project String, Fund, Function/CC, Department, Program, Grade, Grant/Fund/Pr, DOE Function, Category, and Org. The table is currently empty. At the bottom of the window, there is a "TOTAL" field and a "Retainage Info" button.

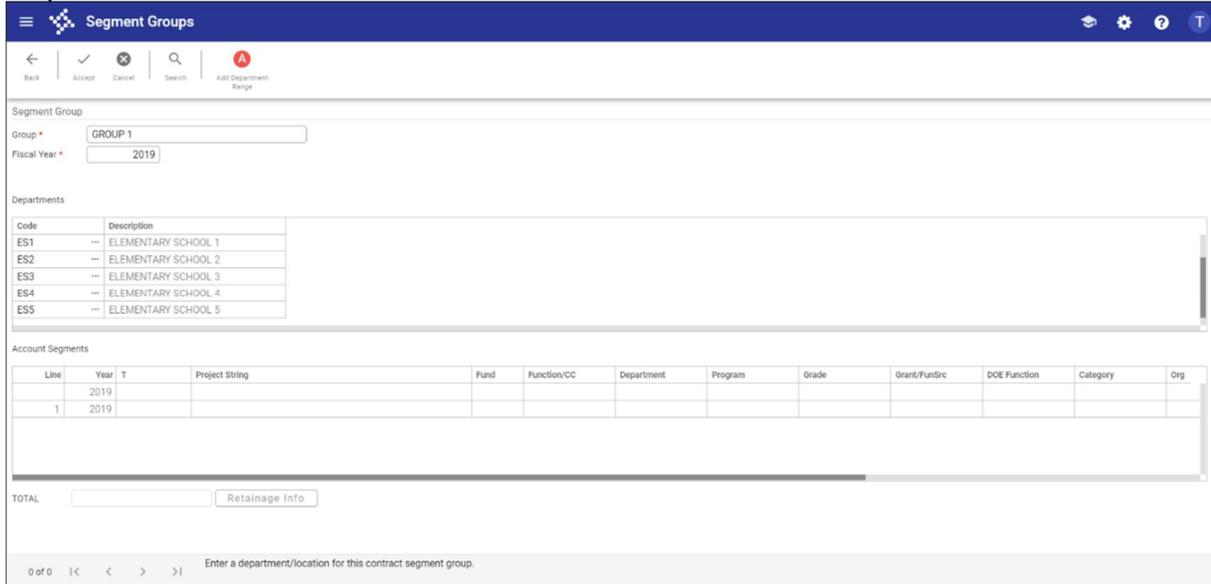
You can also click the Add Segment Group option on the Accounts tab to access the Segment Groups screen.



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.



Segment Group

Group \*

Fiscal Year \*

Departments

Code	Description
ES1	ELEMENTARY SCHOOL 1
ES2	ELEMENTARY SCHOOL 2
ES3	ELEMENTARY SCHOOL 3
ES4	ELEMENTARY SCHOOL 4
ES5	ELEMENTARY SCHOOL 5

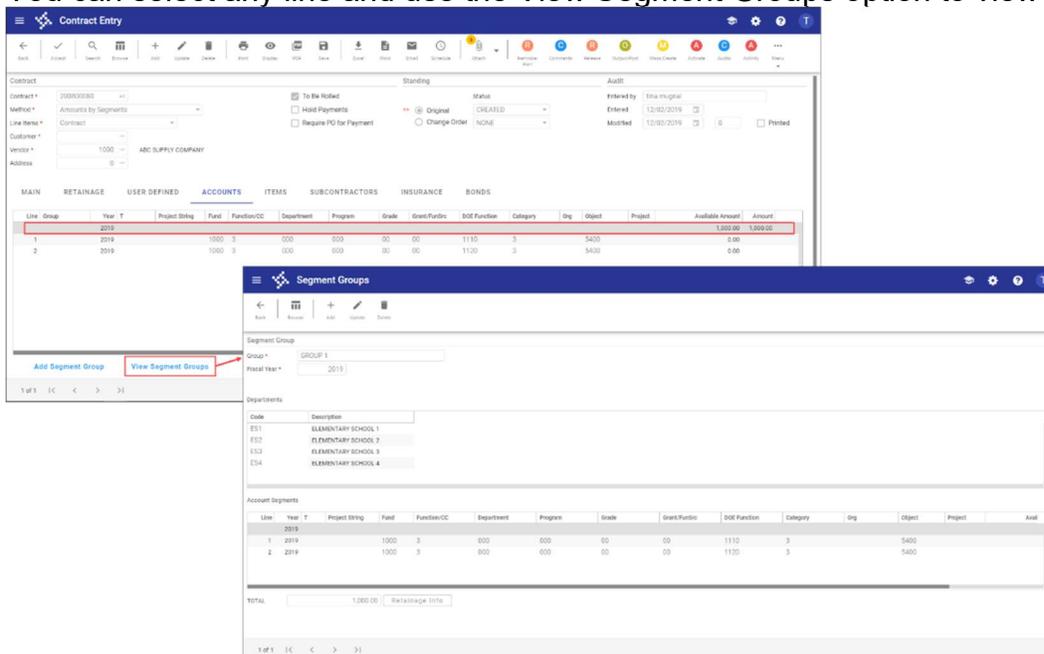
Account Segments

Line	Year	T	Project String	Fund	Function/CC	Department	Program	Grade	Grant/FunBrc	DOE Function	Category	Org
1	2019											

TOTAL

0 of 0 |< < > >| Enter a department/location for this contract segment group.

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.



Contract Entry

Contract \* 20800080

Method \* Amounts by Segments

Line Status \* Contract

Customer \* ABC SUPPLY COMPANY

Vendor \* 1000

Address \* 0

Standing:  To Be Noted,  Hold Payments,  Require PO for Payment

Status: CREATED

Entered by: Eric Mugahe

Entered: 12/02/2019

Modified: 12/02/2019

Printed:

MAIN RETAINAGE USER DEFINED ACCOUNTS ITEMS SUB-CONTRACTORS INSURANCE BONDS

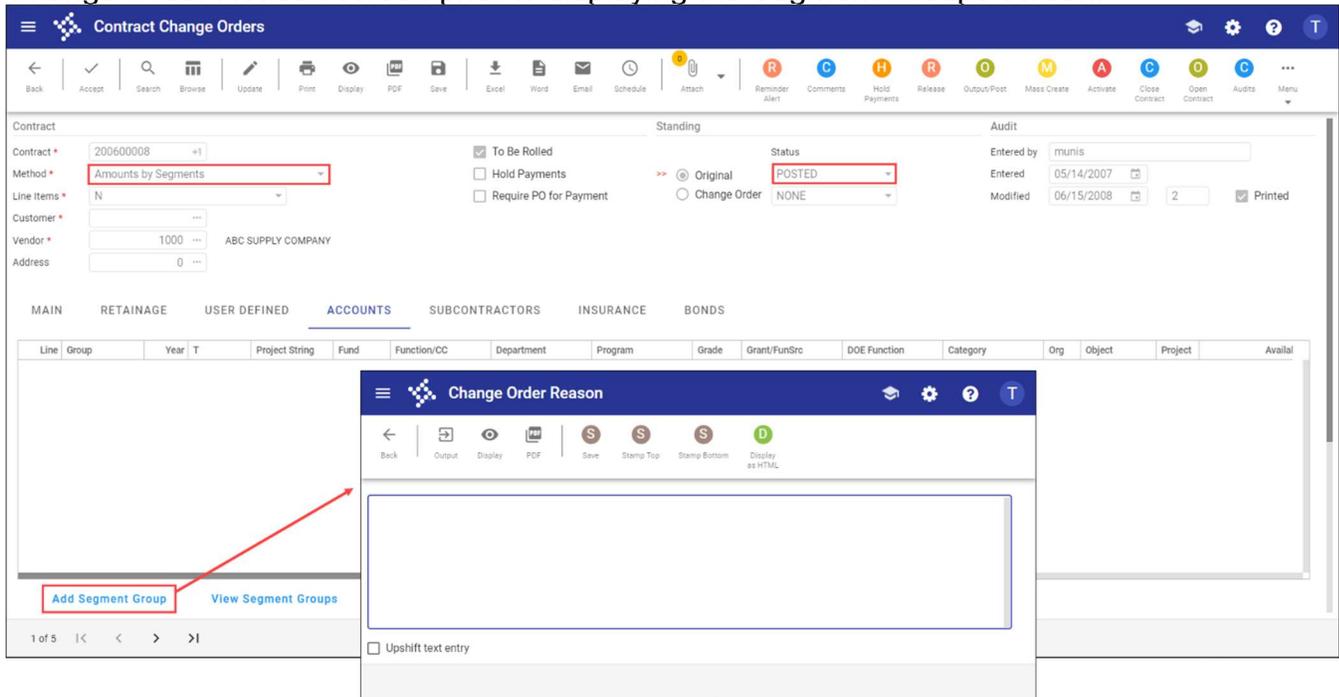
Line	Group	Year	T	Project String	Fund	Function/CC	Department	Program	Grade	Grant/FunBrc	DOE Function	Category	Org	Object	Project	Available amount	Amount
1	2019				1000	3	000	000	00	00	1110	3	5400			1,200.00	1,000.00
2	2019				1000	3	000	000	00	00	1120	3	5400				0.00

Add Segment Group

1 of 1 |< < > >|

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

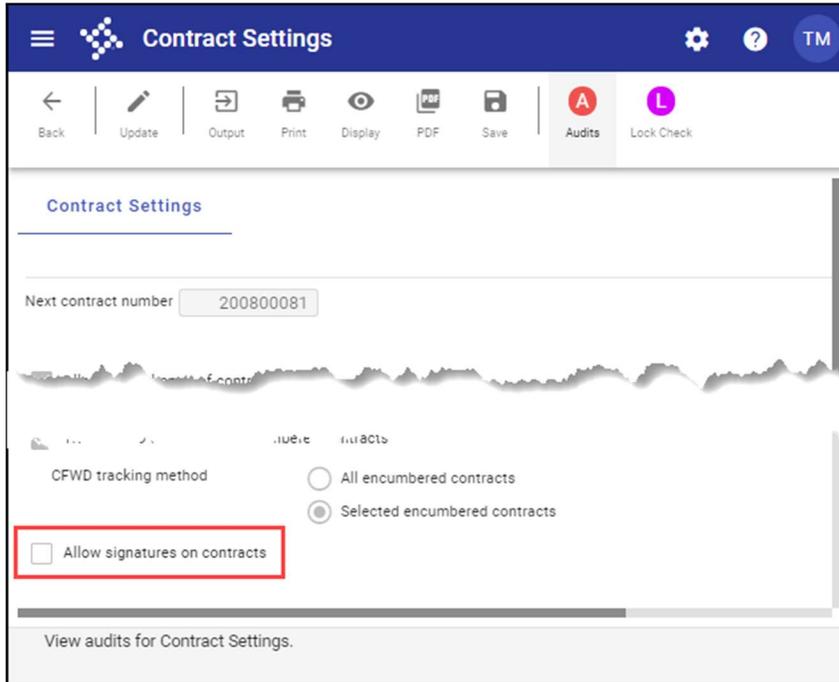
**Purpose:** To integrate contracts and contract change orders with Tyler Signature Service.

**Estimated PACE Training Time:** Less than ½ day

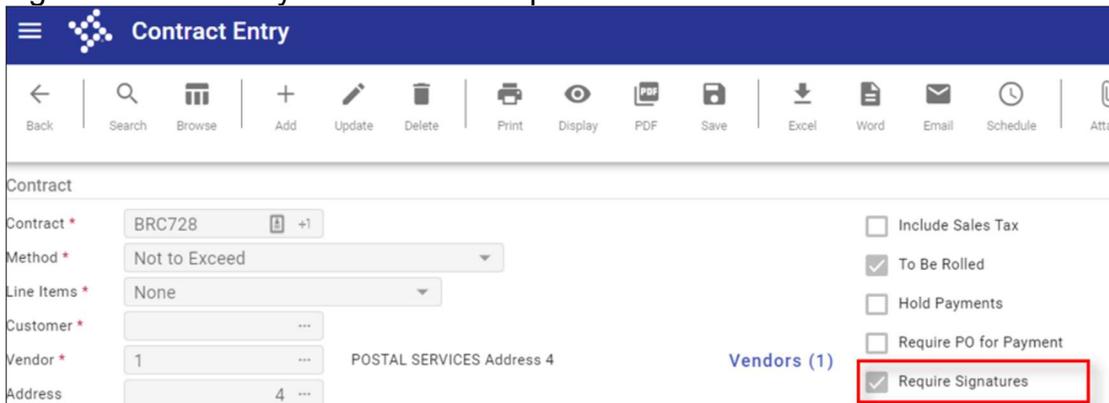
**Description:** Programs in the Contract Management module are updated to support integration with Tyler Signature Service, which allows you to request and receive electronic signatures.

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

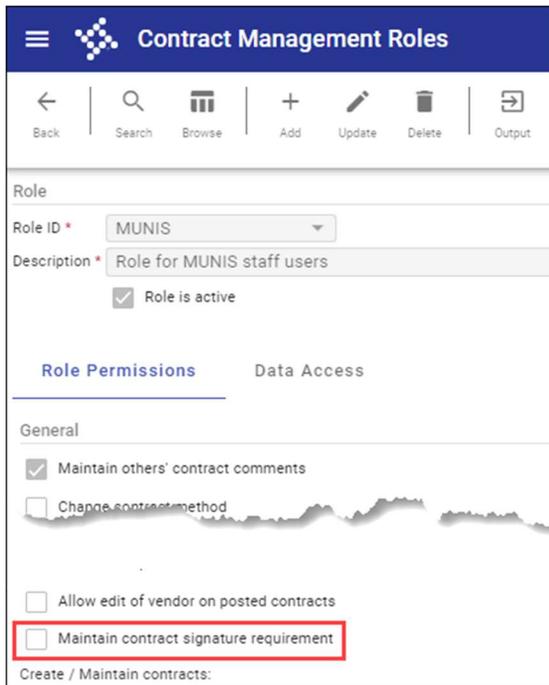
In the Contract Settings program, the Allow Signatures on Contracts checkbox, when enabled, lets requests for electronic signatures be submitted for contracts and change orders.



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.



**Contract Management Roles**

Role ID \* MUNIS

Description \* Role for MUNIS staff users

Role is active

**Role Permissions**    Data Access

**General**

Maintain others' contract comments

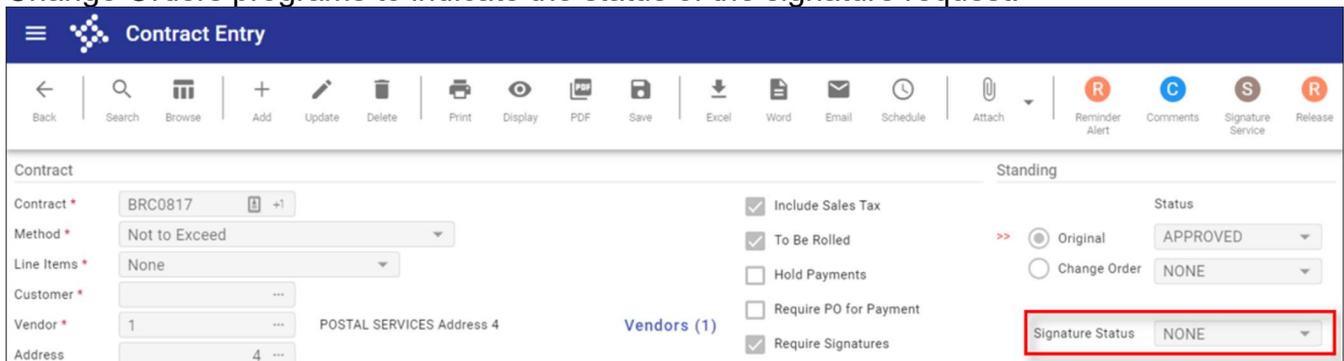
Change contract method

Allow edit of vendor on posted contracts

Maintain contract signature requirement

Create / Maintain contracts:

Additionally, the Signature Status list is added to the Contract Entry and Contract Change Orders programs to indicate the status of the signature request.



**Contract Entry**

Contract \* BRC0817

Method \* Not to Exceed

Line Items \* None

Customer \* ...

Vendor \* 1    POSTAL SERVICES Address 4    Vendors (1)

Address 4 ...

Include Sales Tax

To Be Rolled

Hold Payments

Require PO for Payment

Require Signatures

Standing

Original    APPROVED

Change Order    NONE

Signature Status    NONE

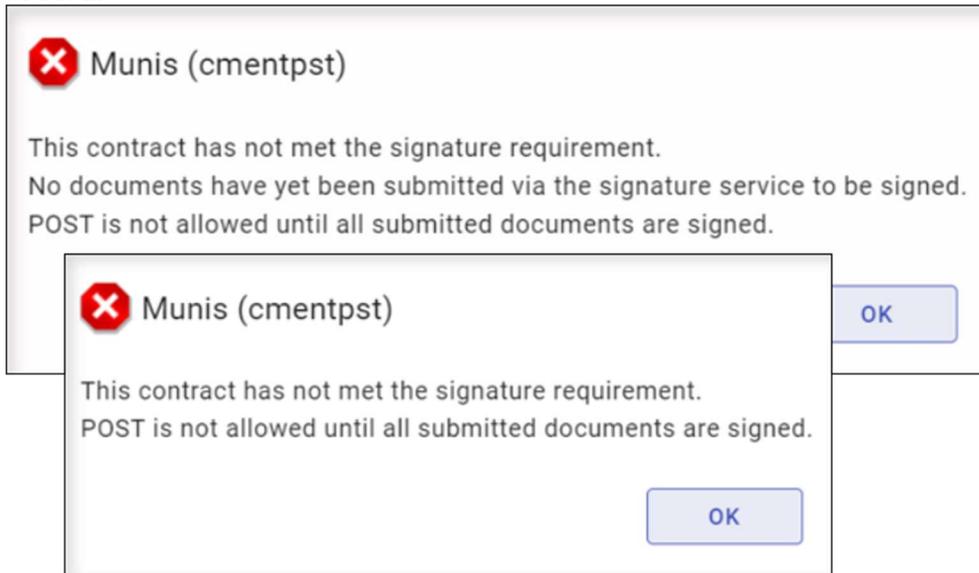
The list offers the following statuses:

- 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

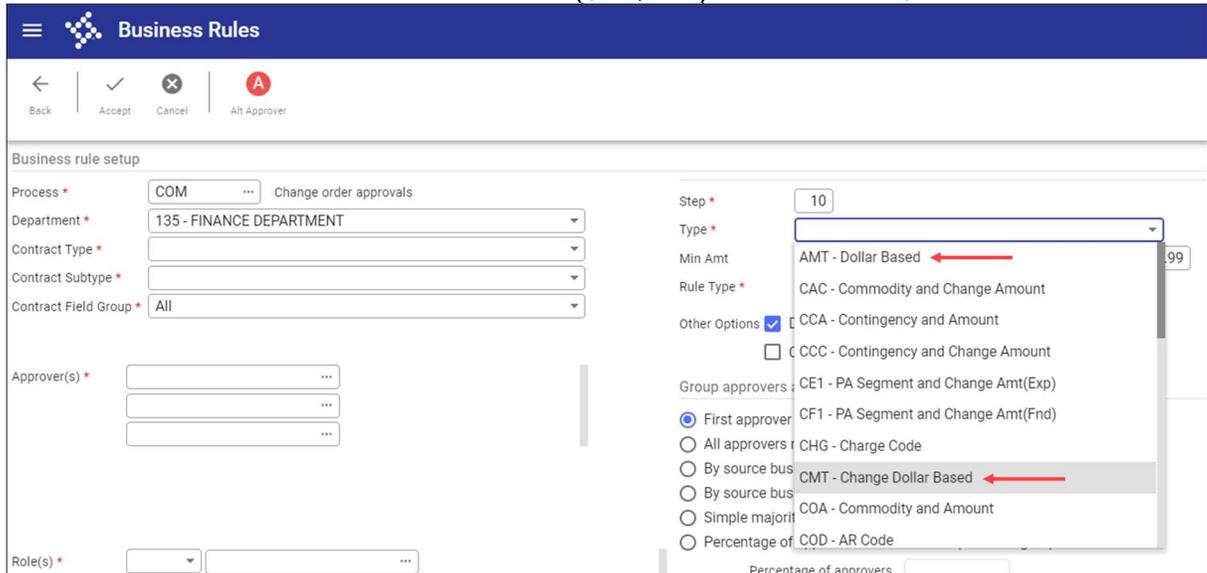
**Purpose:** To allow change order approval business rules for purchase orders and contracts to process workflow based on either the net change amount or the total amount.

**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

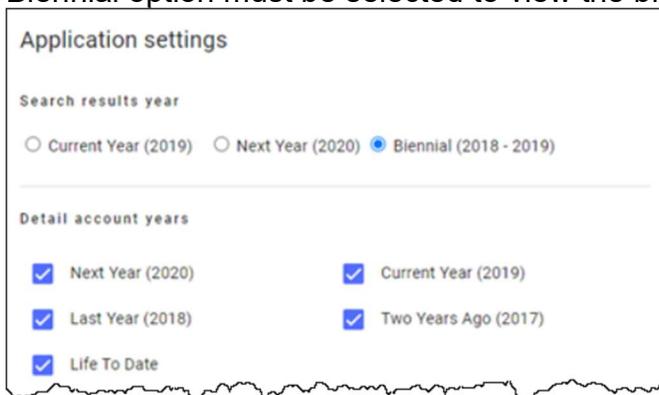
**Purpose:** To show biennial amounts, totals, and transactions for accounts in Account Central.

**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.



Application settings

Search results year

Current Year (2019)  Next Year (2020)  Biennial (2018 - 2019)

---

Detail account years

Next Year (2020)  Current Year (2019)

Last Year (2018)  Two Years Ago (2017)

Life To Date

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	
<b>Available</b>	<b>-4,685.75</b>	<b>-46,330.95</b>	<b>0.00</b>	
Used	109 %	1,614 %	0 %	

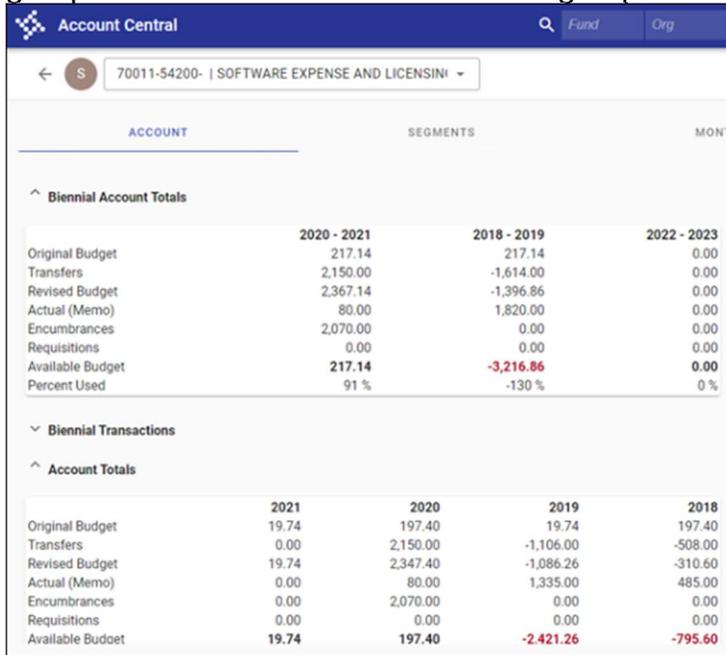
Totals for 99 Accounts				
	BIENNIAL TOTALS		YEARLY TOTALS	
	2021	2020	2019	2018
Revised	6,824.65	45,489.60	12,202.85	-9,141.80
Actual	0.00	1,560.00	23,246.00	26,146.00
Encumbrances	0.00	55,440.00	-13,500.00	13,500.00
Requisitions	0.00	0.00		
<b>Available</b>	<b>6,824.65</b>	<b>-11,510.40</b>	<b>2,456.85</b>	<b>-48,787.80</b>
Used	0 %	125 %	80 %	-434 %

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

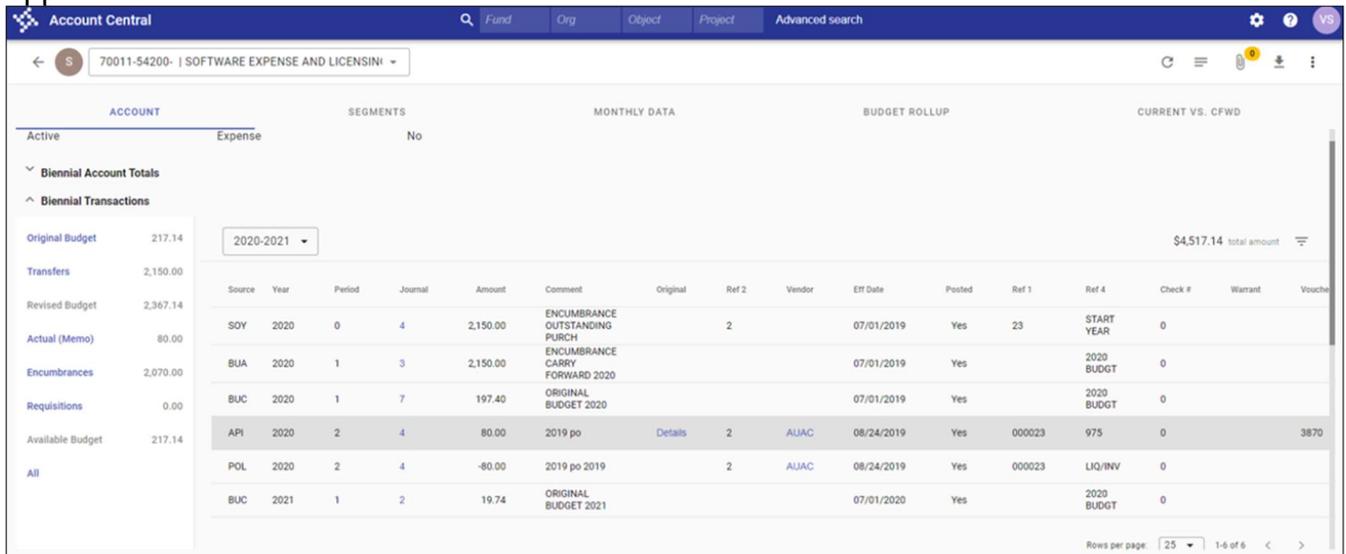
Totals for 26 Accounts				
	BIENNIAL TOTALS		YEARLY TOTALS	
	2020	2019	2018	
Starting Balance	0.00	0.00	0.00	
Debits	16,238.85	52,754.72	14,431.65	
Credits	16,238.85	52,754.72	14,431.65	
Ending Balance	0.00	0.00	0.00	

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



ACCOUNT	SEGMENTS	MONTHLY DATA	BUDGET ROLLUP	CURRENT VS. CFWD
<b>Biennial Account Totals</b>				
	2020 - 2021	2018 - 2019	2022 - 2023	
Original Budget	217.14	217.14	0.00	
Transfers	2,150.00	-1,614.00	0.00	
Revised Budget	2,367.14	-1,396.86	0.00	
Actual (Memo)	80.00	1,820.00	0.00	
Encumbrances	2,070.00	0.00	0.00	
Requisitions	0.00	0.00	0.00	
Available Budget	<b>217.14</b>	<b>-3,216.86</b>	<b>0.00</b>	
Percent Used	91 %	-130 %	0 %	
<b>Biennial Transactions</b>				
<b>Account Totals</b>				
	2021	2020	2019	2018
Original Budget	19.74	197.40	19.74	197.40
Transfers	0.00	2,150.00	-1,106.00	-508.00
Revised Budget	19.74	2,347.40	-1,086.26	-310.60
Actual (Memo)	0.00	80.00	1,335.00	485.00
Encumbrances	0.00	2,070.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	<b>19.74</b>	<b>197.40</b>	<b>-2,421.26</b>	<b>-795.60</b>

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



ACCOUNT	SEGMENTS	MONTHLY DATA	BUDGET ROLLUP	CURRENT VS. CFWD											
Active	Expense	No													
<b>Biennial Transactions</b>															
Original Budget	217.14	2020-2021		\$4,517.14 total amount											
Transfers	2,150.00														
Revised Budget	2,367.14														
Actual (Memo)	80.00														
Encumbrances	2,070.00														
Requisitions	0.00														
Available Budget	217.14														
All															
Source	Year	Period	Journal	Amount	Comment	Original	Ref 2	Vendor	Eff Date	Posted	Ref 1	Ref 4	Check #	Warrant	Voucher
SOY	2020	0	4	2,150.00	ENCUMBRANCE OUTSTANDING PURCH		2		07/01/2019	Yes	23	START YEAR	0		
BUA	2020	1	3	2,150.00	ENCUMBRANCE CARRY FORWARD 2020				07/01/2019	Yes		2020 BUDGT	0		
BUC	2020	1	7	197.40	ORIGINAL BUDGET 2020				07/01/2019	Yes		2020 BUDGT	0		
API	2020	2	4	80.00	2019 po	<a href="#">Details</a>	2	ALJAC	08/24/2019	Yes	000023	975	0		3870
POL	2020	2	4	-80.00	2019 po 2019		2	ALJAC	08/24/2019	Yes	000023	LIQ/INV	0		
BUC	2021	1	2	19.74	ORIGINAL BUDGET 2021				07/01/2020	Yes		2020 BUDGT	0		

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

	Current Biennium	Last Biennium
Original Budget	1,373.06	1,171.06
Transfers	0.00	-3,000.00
Revised Budget	1,373.06	
Actual	0.00	4,342.00
Encumbrances	0.00	0.00
Requisitions	0.00	
Inception to Date	0.00	
Available Budget	1,373.06	

## 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 screenshot shows the Project Central interface. In the top toolbar, the 'Map' icon is highlighted with a red box and a red arrow pointing to the map view. The map view displays a list of projects on the left and a map of North and South America on the right. The map shows project locations marked with pins.

Project Code	Title	Project Type	Status	Department	Projected Start Date	Projected End Date	Expense Revised Budget
111	PROJECT 111		Active		02/05/2013	02/05/2016	\$0.00
2001	RESOD SOCCER FIELD		Pending		07/01/2017	08/01/2017	\$0.00
2016J	Winter Upgrades	PR	Pending	PW	01/27/2016	06/30/2016	\$0.00
21400	KM PROJECT		Pending		06/11/2018	06/11/2025	\$0.00
60	Project 60		Active		09/19/2016	09/19/2016	\$0.00
6000	Replacing Street Lamps - West End		Active		09/20/2017	08/31/2020	\$0.00
98977	PUBLIC SPACE REJUVINATION PROJECT	P	Active	HIST	01/02/2015	01/02/2015	\$0.00
Library2	NEW MUNICIPAL LIBRARY		Active	ENG	07/01/2016	06/30/2017	\$0.00
PWG	PUBLIC WORKS GARAGE REFIT		Active		03/07/2009	03/07/2012	\$10,000

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

Project Central

Search by project code, title or department.

85 st james st, portland, me

Project Code	Title	Project Type	Status	Department	Projected Start Date	Projected End Date	Expense Revised Budget	Expense Actuals	Encumbrances	Requisitions
111	PROJECT 111		Active		02/05/2013	02/05/2016	\$0.00	\$0.00	\$0.00	\$1,850.00
2001	RESOD SOCCER FIELD		Pending		07/01/2017	08/01/2017	\$0.00	\$0.00	\$0.00	\$0.00
2016J	Winter Upgrades	PR	Pending	PW	01/27/2016	06/30/2016	\$0.00	\$0.00	\$0.00	\$0.00
21400	KM PROJECT		Pending		06/11/2018	06/11/2025	\$0.00	\$0.00	\$0.00	\$0.00
60	Project 60		Active		09/19/2016	09/19/2016	\$0.00	\$0.00	\$0.00	\$0.00
6000	Replacing Street Lamps - West End		Active		09/20/2017	08/31/2020	\$0.00	\$0.00	\$0.00	\$0.00
98977	PUBLIC SPACE REJUVINATION PROJECT	P	Active	HIST	01/02/2015	01/02/2015	\$0.00	\$0.00	\$0.00	\$0.00
Library2	NEW MUNICIPAL LIBRARY		Active	ENG	07/01/2016	06/30/2017	\$0.00	\$0.00	\$0.00	\$0.00
PWG	PUBLIC WORKS GARAGE REFIT		Active		03/07/2009	03/07/2012	\$10,000.00	\$0.00	\$11,750.00	\$1,847.50

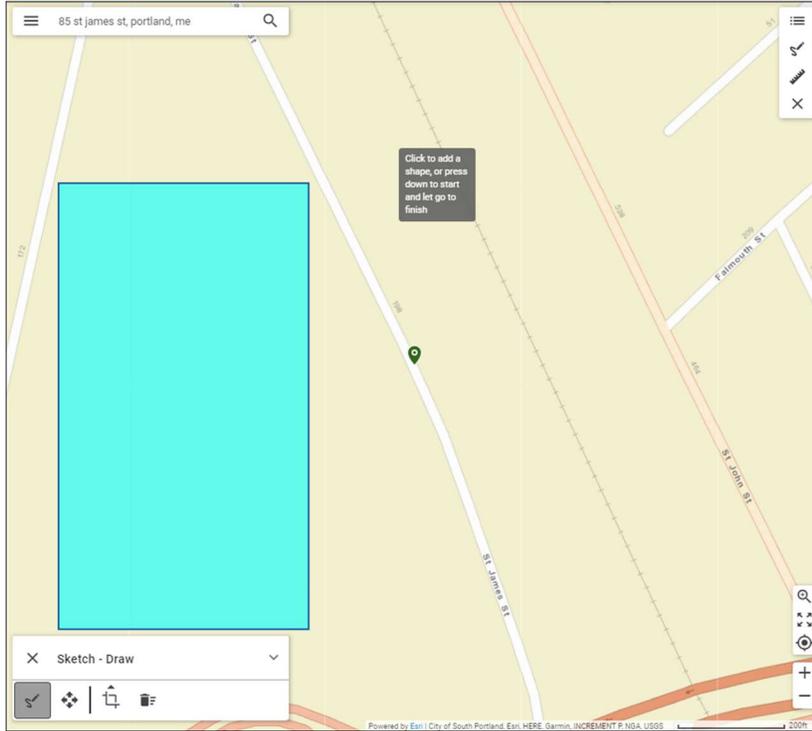
Selecting the Sketch option displays the Sketch menu, which includes options to choose the type of geometry to create.

85 st james st, portland, me

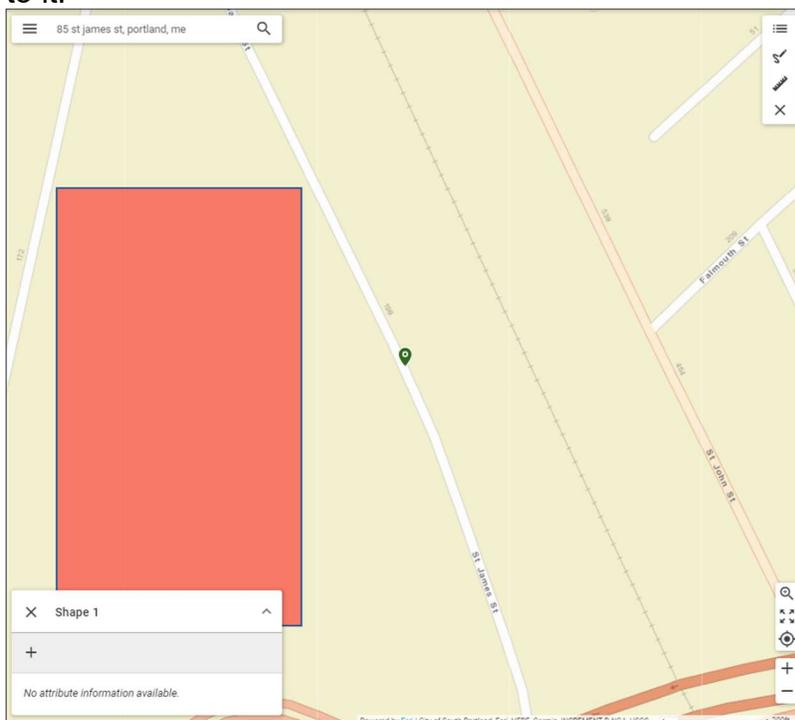
Sketch menu options:

- Text
- Point
- Line
- Polygon
- Rectangle
- Circle
- Freehand

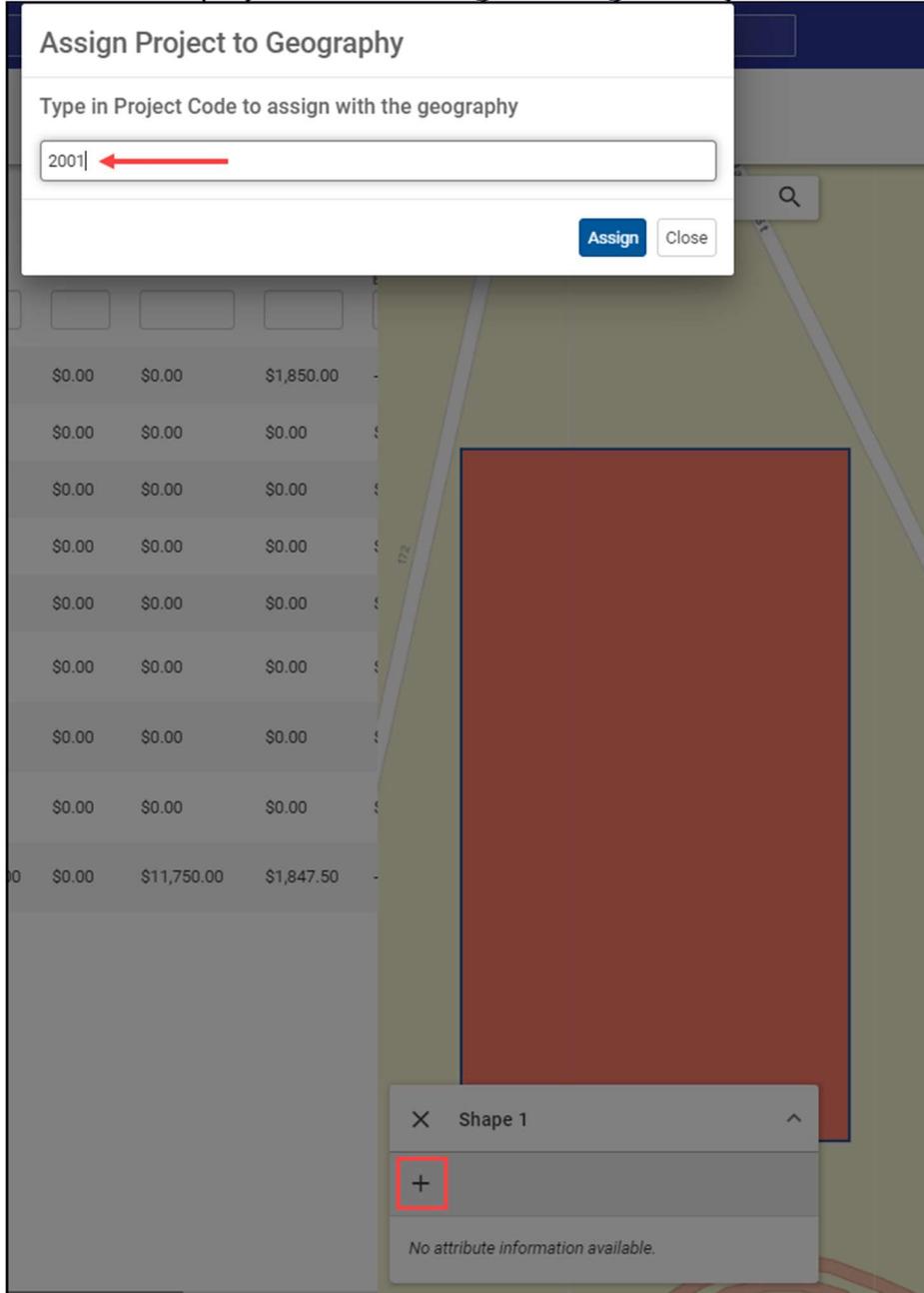
Select the type of geometry to create (in this case, a rectangle), then click and drag to sketch the area.



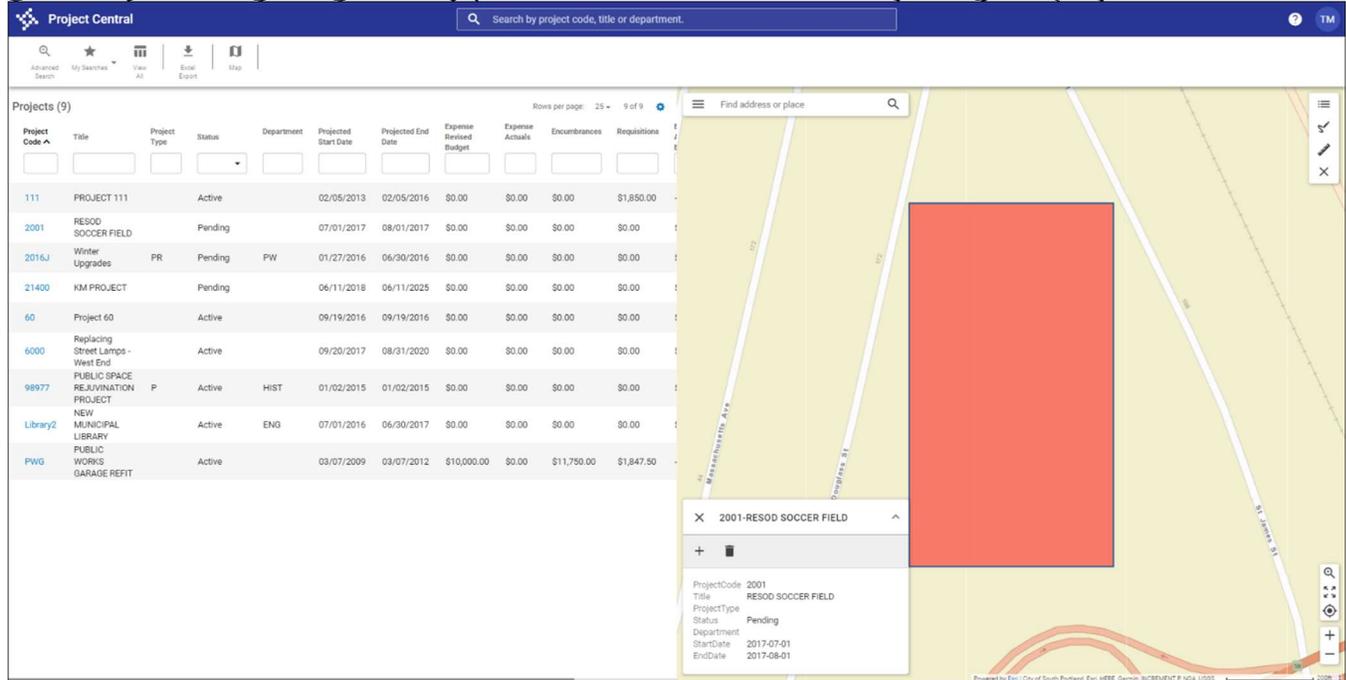
Close the Sketch box and click the geometry you created to assign one or more projects to it.



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.



The screenshot shows the 'Project Central' interface. On the left, there is a table of projects with columns for Project Code, Title, Project Type, Status, Department, Projected Start Date, Projected End Date, Expense Revised Budget, Expense Actuals, Encumbrances, and Requisitions. The table lists 9 projects, including 'PROJECT 111', 'RESOD SOCCER FIELD', 'Winter Upgrades', 'KM PROJECT', 'Project 60', 'Replacing Street Lamps - West End', 'PUBLIC SPACE REVIVINATION PROJECT', 'NEW MUNICIPAL LIBRARY', and 'PUBLIC WORKS GARAGE REFIT'. On the right, a map shows a red polygon representing a soccer field. A pop-up window titled '2001-RESOD SOCCER FIELD' displays the following details:

ProjectCode	2001
Title	RESOD SOCCER FIELD
ProjectType	
Status	Pending
Department	
StartDate	2017-07-01
EndDate	2017-08-01

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

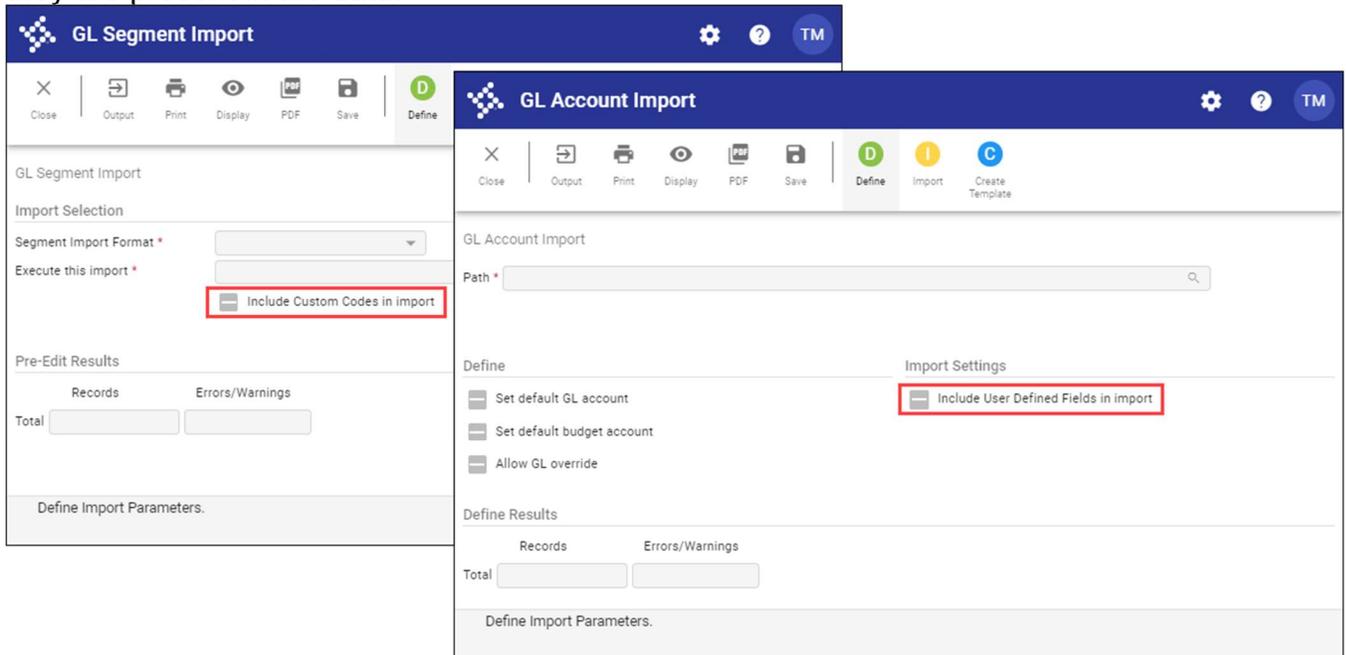
**Jira Number:** MUN-404670

**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.



The image shows two side-by-side screenshots of software interfaces for data import.

**GL Segment Import Interface:**

- Header: GL Segment Import
- Toolbar: Close, Output, Print, Display, PDF, Save, Define
- Section: Import Selection
  - Segment Import Format \* (dropdown)
  - Execute this import \* (dropdown)
  - Include Custom Codes in import (highlighted with a red box)
- Section: Pre-Edit Results
 

	Records	Errors/Warnings
Total	<input type="text"/>	<input type="text"/>
- Footer: Define Import Parameters.

**GL Account Import Interface:**

- Header: GL Account Import
- Toolbar: Close, Output, Print, Display, PDF, Save, Define, Import, Create Template
- Section: GL Account Import
  - Path \*
- Section: Define
  - Set default GL account
  - Set default budget account
  - Allow GL override
- Section: Import Settings
  - Include User Defined Fields in import (highlighted with a red box)
- Section: Define Results
 

	Records	Errors/Warnings
Total	<input type="text"/>	<input type="text"/>
- Footer: Define Import Parameters.

# Inventory

## Inventory Replenishment, Requisitions

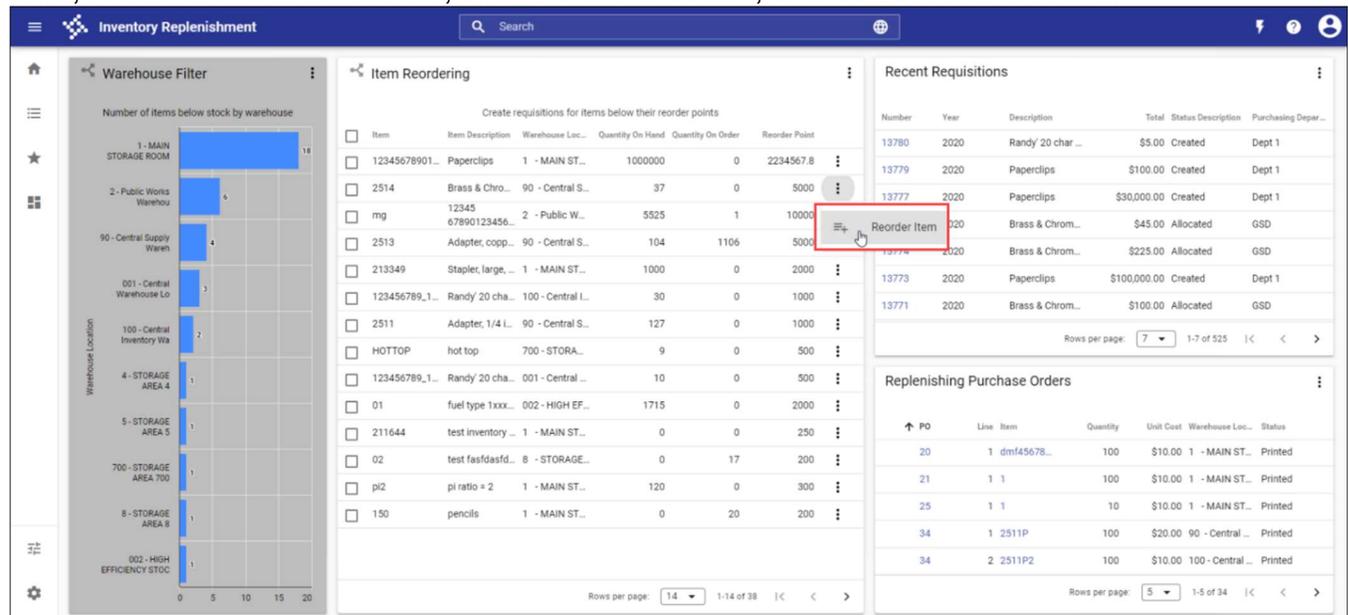
### 2020.2

**Jira Number:** MUN-357488

**Purpose:** To create requisitions for replenishment items from Hub.

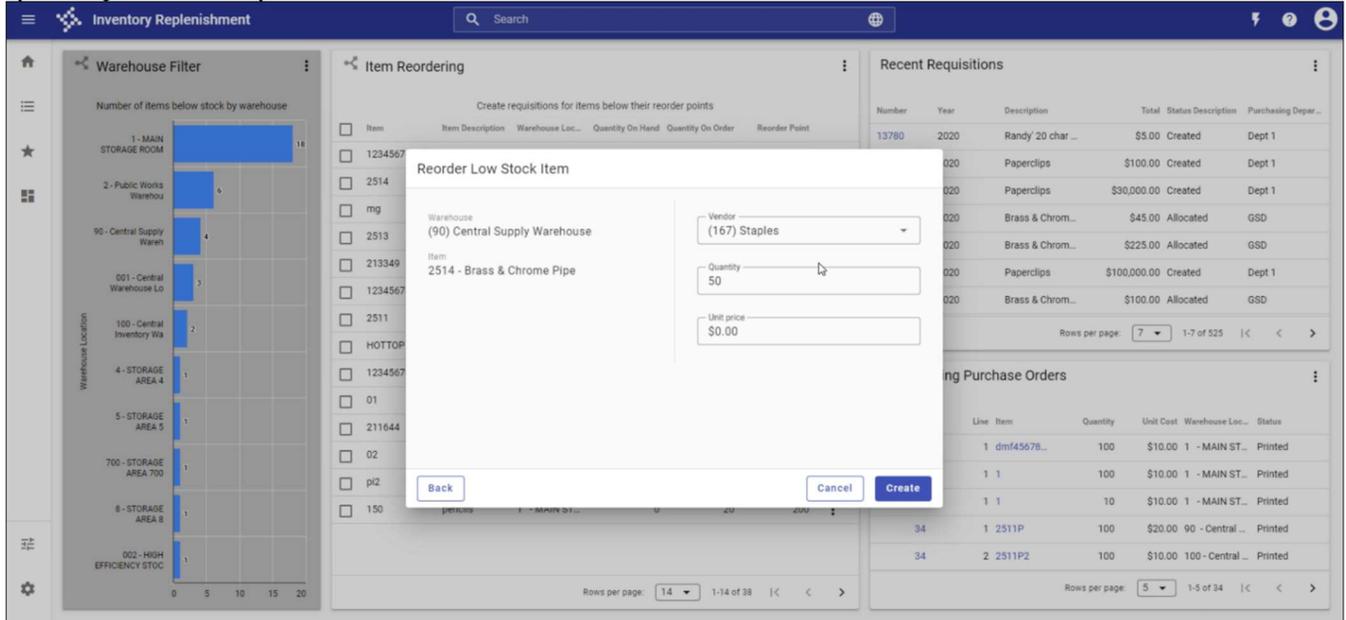
**Estimated PACE Training Time:** Less than ½ day

**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.

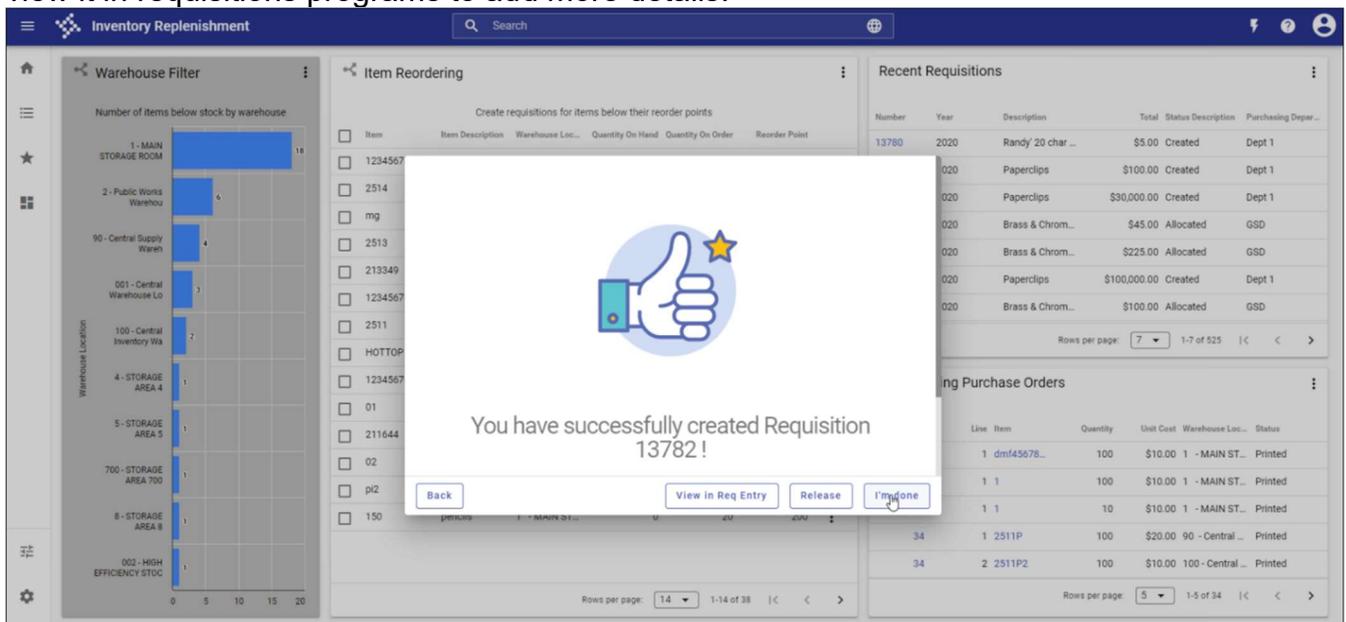


The screenshot displays the 'Inventory Replenishment' application interface. On the left, a 'Warehouse Filter' bar chart shows the number of items below stock by warehouse location. The main area is titled 'Item Reordering' and contains a table of items with columns for Item, Item Description, Warehouse Loc., Quantity On Hand, Quantity On Order, and Reorder Point. A red box highlights the 'More' button (three horizontal lines) next to the item 'mg 12345 67890123456...'. A dropdown menu is open, showing the 'Reorder Item' option. To the right, there are two panels: 'Recent Requisitions' and 'Replenishing Purchase Orders'. The 'Recent Requisitions' panel shows a table with columns for Number, Year, Description, Total, Status, and Description. The 'Replenishing Purchase Orders' panel shows a table with columns for PO, Line, Item, Quantity, Unit Cost, Warehouse Loc., and Status.

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

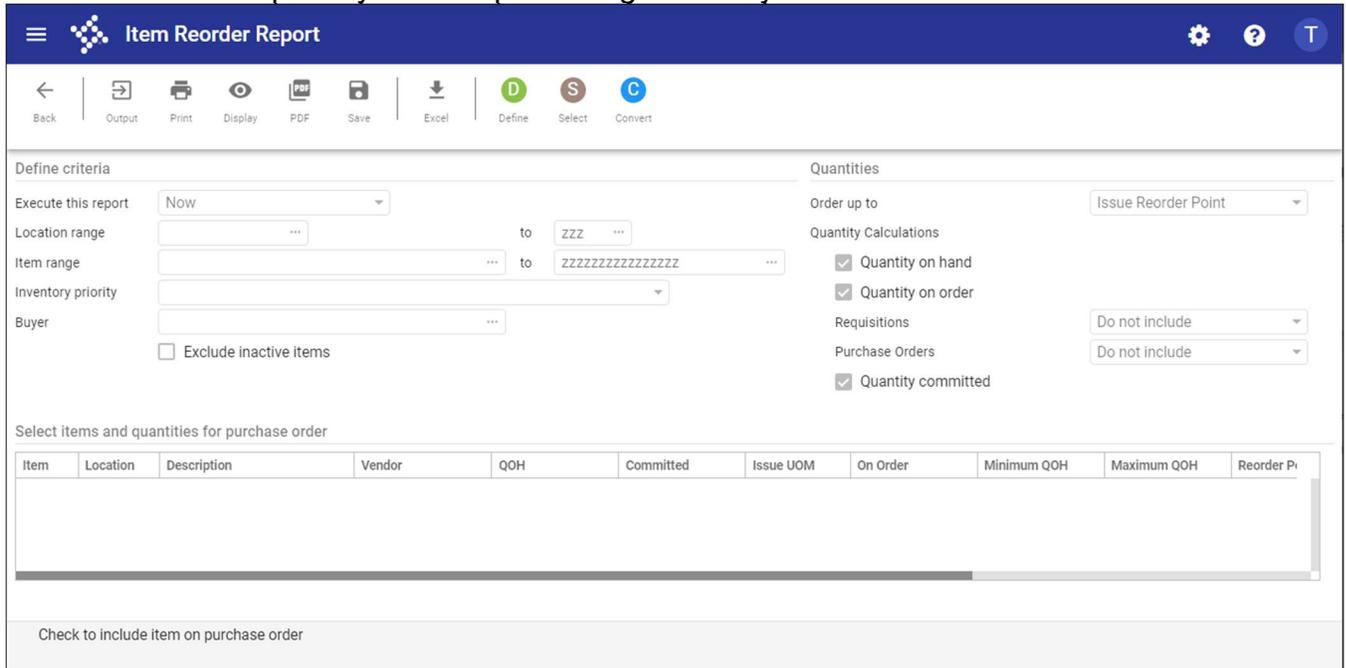
## 2020.1

**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.

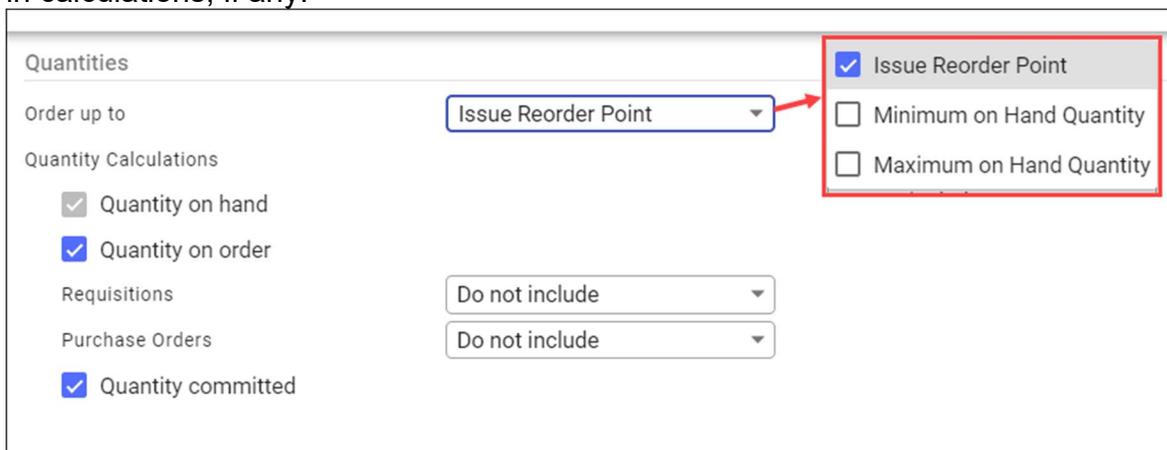
**Estimated PACE Training Time:** Less than ½ day

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



The screenshot shows the 'Item Reorder Report' application interface. At the top, there is a navigation bar with a hamburger menu, the title 'Item Reorder Report', and settings, help, and user icons. Below the navigation bar is a toolbar with icons for Back, Output, Print, Display, PDF, Save, Excel, Define, Select, and Convert. The main area is divided into two columns: 'Define criteria' and 'Quantities'. The 'Define criteria' section includes fields for 'Execute this report' (set to 'Now'), 'Location range' (with a 'to' field containing 'ZZZ'), 'Item range' (with a 'to' field containing 'ZZZZZZZZZZZZZZZZZZ'), 'Inventory priority', and 'Buyer'. There is also an 'Exclude inactive items' checkbox. The 'Quantities' section includes an 'Order up to' dropdown (set to 'Issue Reorder Point'), 'Quantity Calculations' (with checkboxes for 'Quantity on hand', 'Quantity on order', and 'Quantity committed'), 'Requisitions' (dropdown set to 'Do not include'), and 'Purchase Orders' (dropdown set to 'Do not include'). Below these sections is a table titled 'Select items and quantities for purchase order' with columns: Item, Location, Description, Vendor, QOH, Committed, Issue UOM, On Order, Minimum QOH, Maximum QOH, and Reorder P. At the bottom, there is a checkbox labeled 'Check to include item on purchase order'.

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.



This close-up screenshot focuses on the 'Quantities' group configuration. It shows the 'Order up to' dropdown menu set to 'Issue Reorder Point'. A red box highlights the 'Issue Reorder Point' option in the dropdown list, with a red arrow pointing from the dropdown menu to this option. Below the dropdown, there are three checkboxes: 'Issue Reorder Point' (checked), 'Minimum on Hand Quantity' (unchecked), and 'Maximum on Hand Quantity' (unchecked). The 'Quantity Calculations' section below shows 'Quantity on hand' (checked), 'Quantity on order' (checked), 'Requisitions' (dropdown set to 'Do not include'), 'Purchase Orders' (dropdown set to 'Do not include'), and 'Quantity committed' (checked).

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.

Inventory priority

Buyer

Exclude inactive items

Quantity on order

Requisitions

Purchase Orders

Quantity committed

Select items and quantities for purchase order

Item	Location	Description	Vendor	QOH	Committed	Issue UOM	On Order

## 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.

Items

← Back
+ Add
🗑️ Delete
📎 Attach
📁 Supporting Apps
📄 Excel Export
🔍 View Audits

Item  Status

Image Unavailable

Description\*

PAPER TOWELS

Notes (0)

Barcodes (0)

PURCHASING

Locations [Add L](#)

Warehouse

Barcodes (3) [Add Barcode](#)

Barcode	Note	Created By	Date
✖ 1234567890	Barcode 2	oliver.woznica	3/15/2021
✖ 12345	Barcode 1	oliver.woznica	3/15/2021
✖ <input type="text"/>	<input type="text"/>	oliver.woznica	3/15/2021

Ok

## Pick Tickets, Warehouse Location Codes

### 2021.2

**Jira Number:** MUN-406401

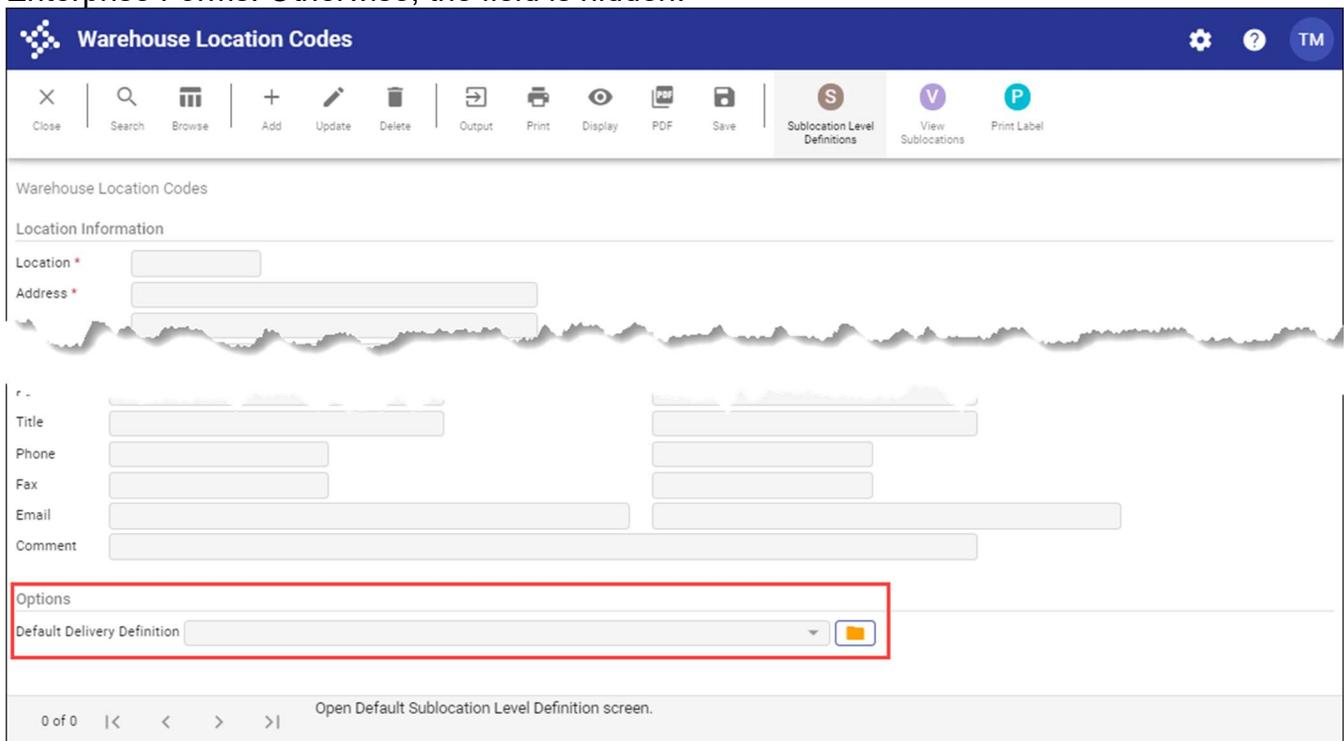
**Purpose:** To automate the creation of pick tickets from work orders.

**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.

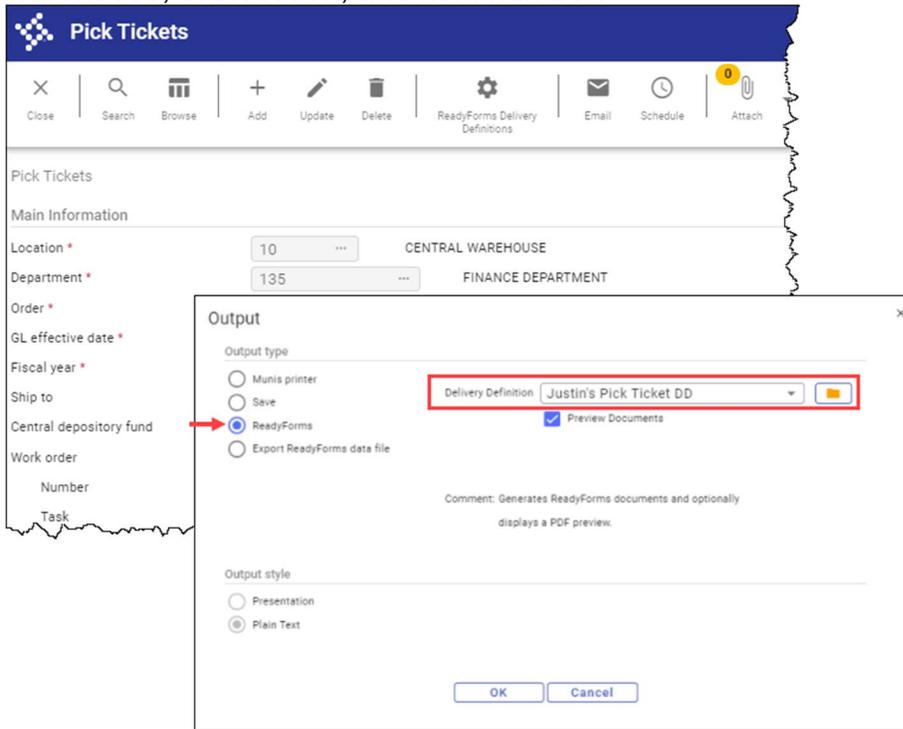
**Note:** To use this functionality, environments must be configured to integrate with Enterprise Forms. Otherwise, the field is hidden.



The screenshot displays the 'Warehouse Location Codes' application interface. At the top, there is a dark blue header with the title 'Warehouse Location Codes' and a toolbar containing icons for Close, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Sublocation Level Definitions, View Sublocations, and Print Label. Below the header, the main content area is titled 'Warehouse Location Codes' and contains a 'Location Information' section with input fields for 'Location' and 'Address'. A red box highlights the 'Options' section, which includes a 'Default Delivery Definition' dropdown menu and a folder icon button. At the bottom of the interface, there are navigation controls and a link that says 'Open Default Sublocation Level Definition screen.'

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

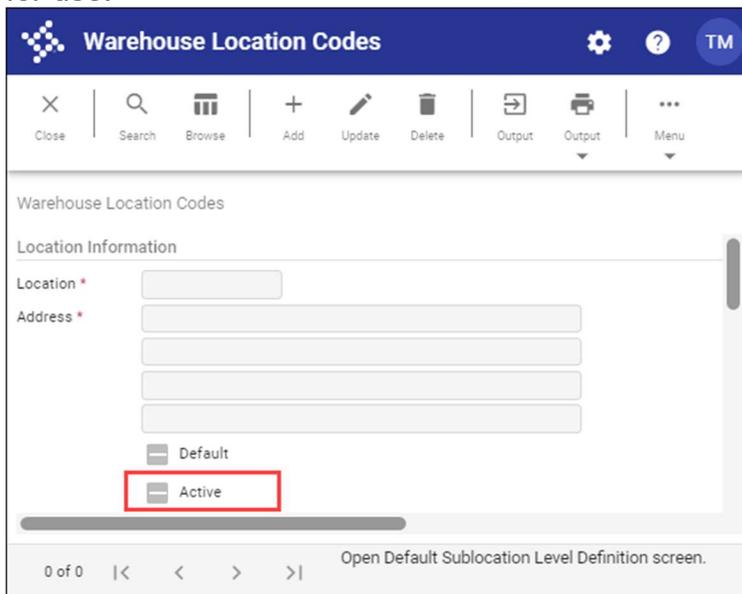
### 2021.2

**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

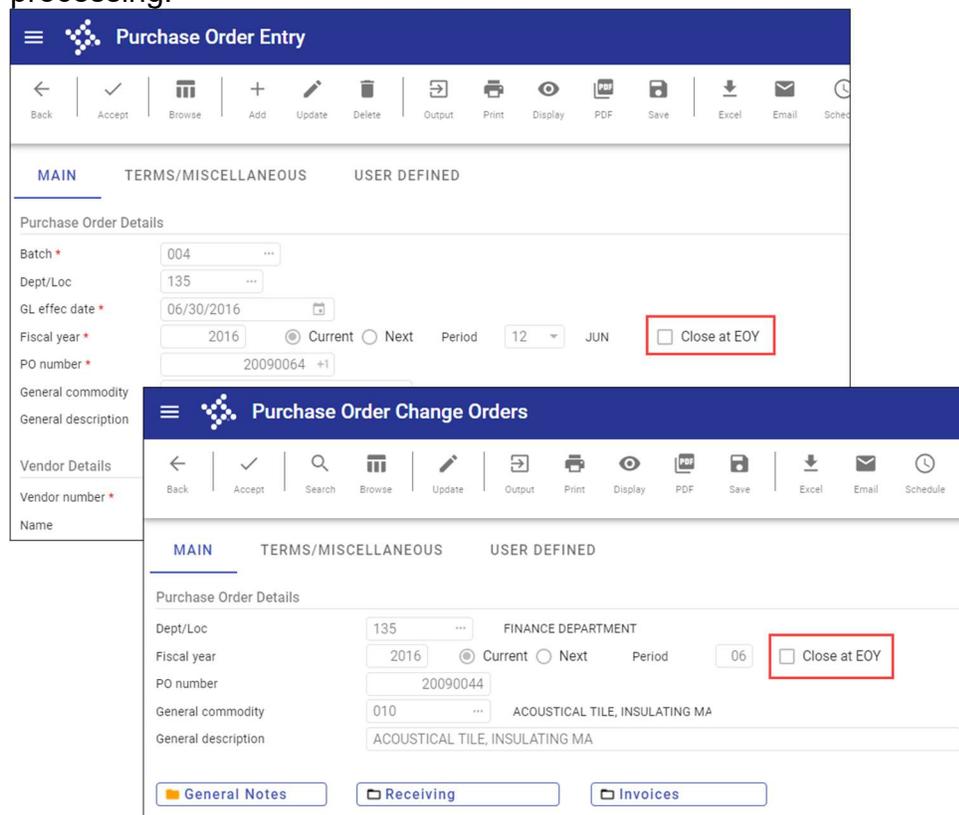
### 2020.1

**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.

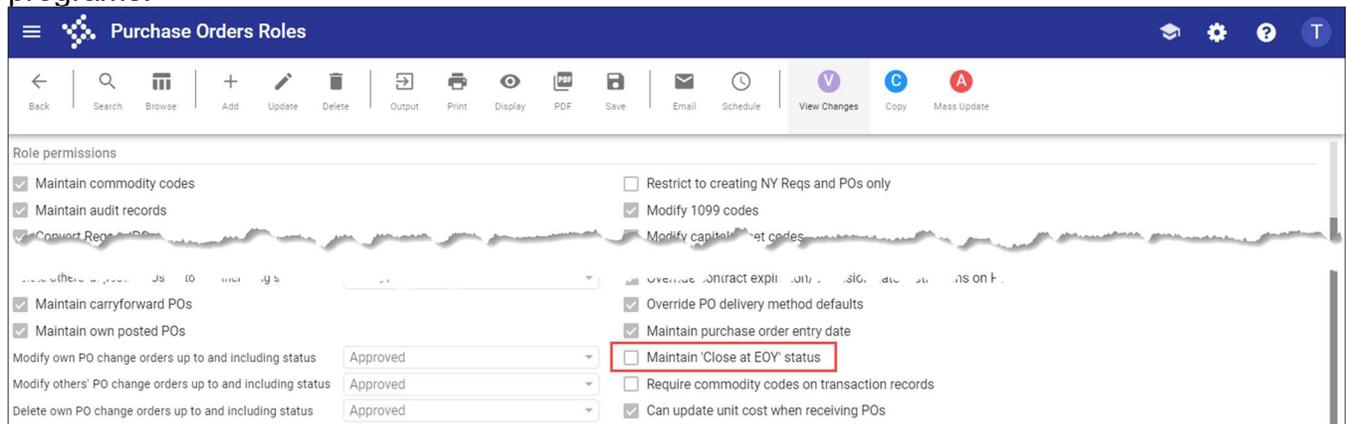
**Estimated PACE Training Time:** Less than ½ day

**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 Orders Roles**

Role permissions

- Maintain commodity codes
- Maintain audit records
- Convert Reqs to POs
- Maintain carryforward POs
- Maintain own posted POs
- Modify own PO change orders up to and including status: Approved
- Modify others' PO change orders up to and including status: Approved
- Delete own PO change orders up to and including status: Approved
- Restrict to creating NY Reqs and POs only
- Modify 1099 codes
- Modify capital asset codes
- Override contract expiration date calculations on F...
- Override PO delivery method defaults
- Maintain purchase order entry date
- Maintain 'Close at EOY' status
- Require commodity codes on transaction records
- Can update unit cost when receiving POs

## 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.

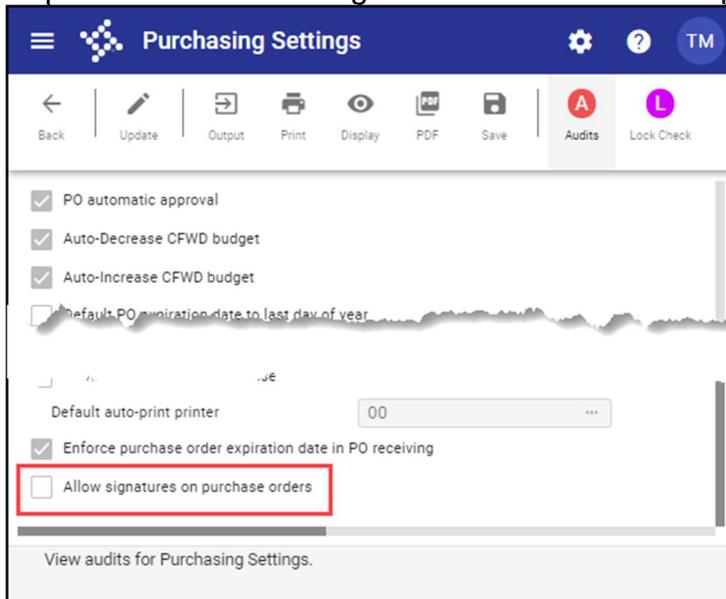
**Estimated PACE Training Time:** Less than ½ day

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

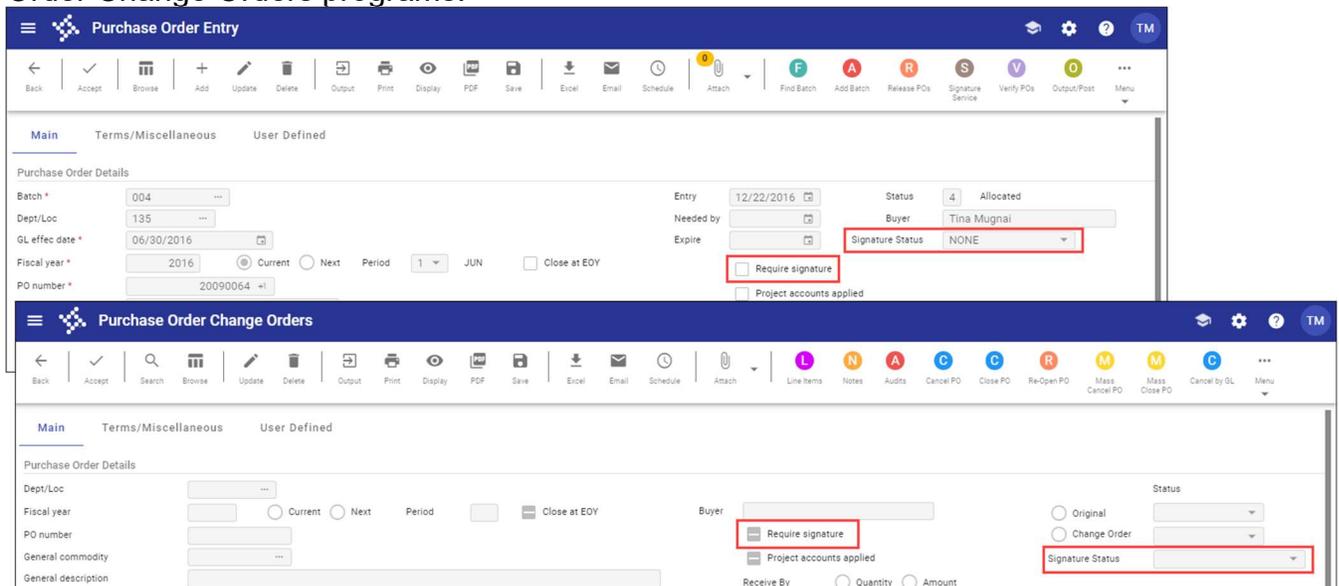
Before you can use these features, your organization must set up Tyler Signature Service.

### Viewing and Maintaining Signature Requirements

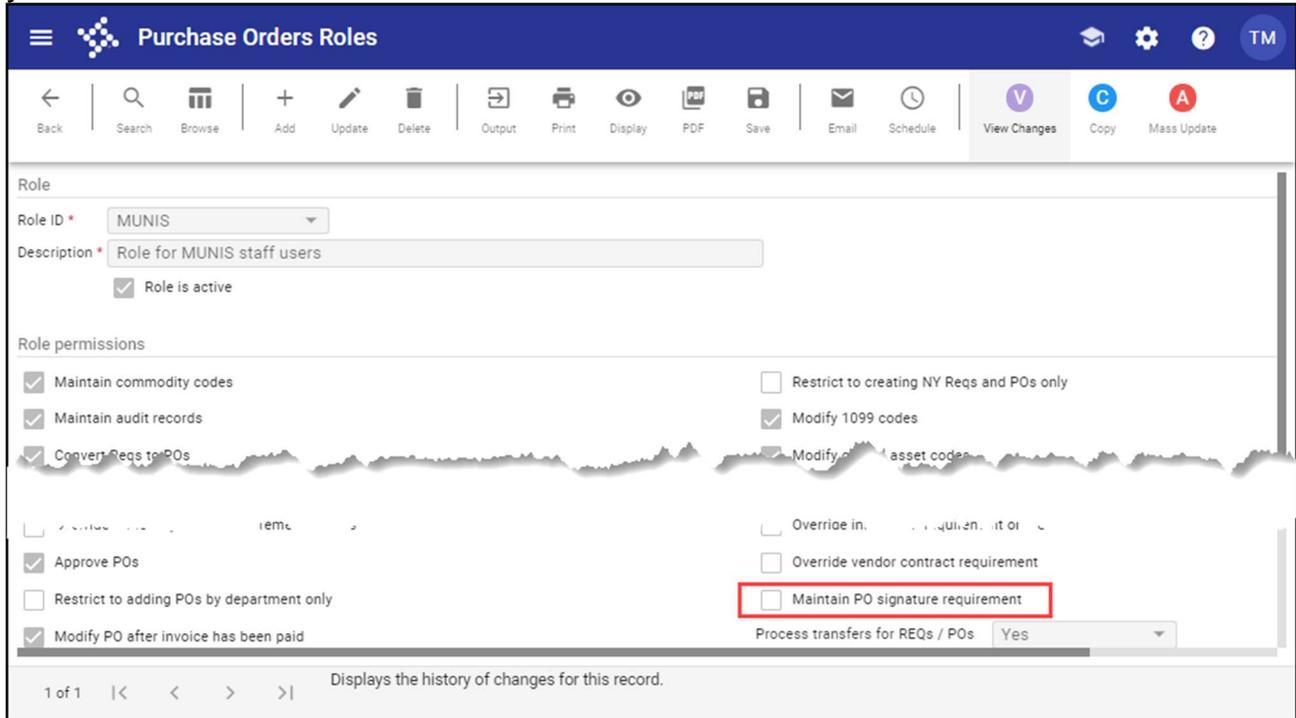
On the Requisition and Purchase Order Settings tab in the Purchasing Settings program, the Allow Signatures on Purchase Orders checkbox, when enabled, lets requests for electronic signatures be submitted for purchase orders and change orders.



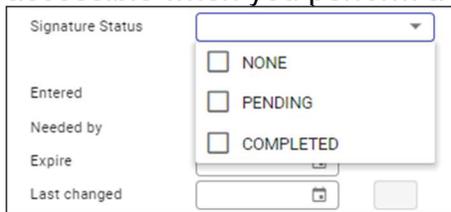
If the Allow Signatures on Purchase Orders setting is enabled, the Require Signatures checkbox and Signature Status list appear in the Purchase Order Entry and Purchase Order Change Orders programs.



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.



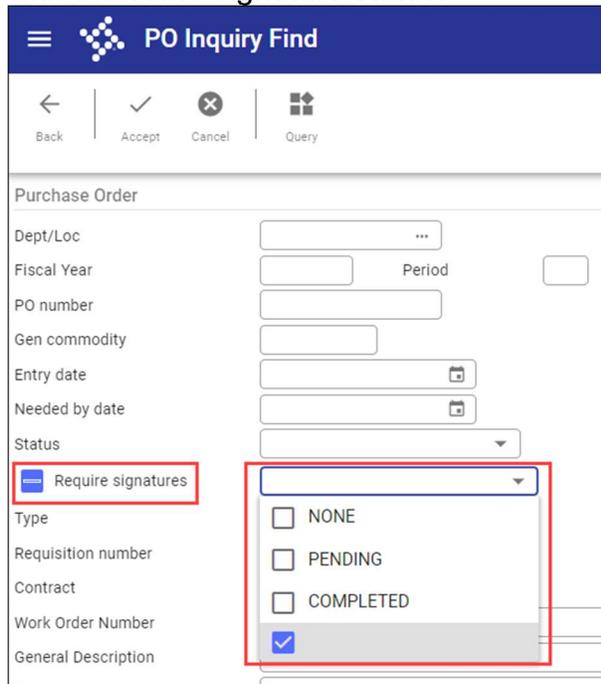
The list offers the following statuses:

- 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.

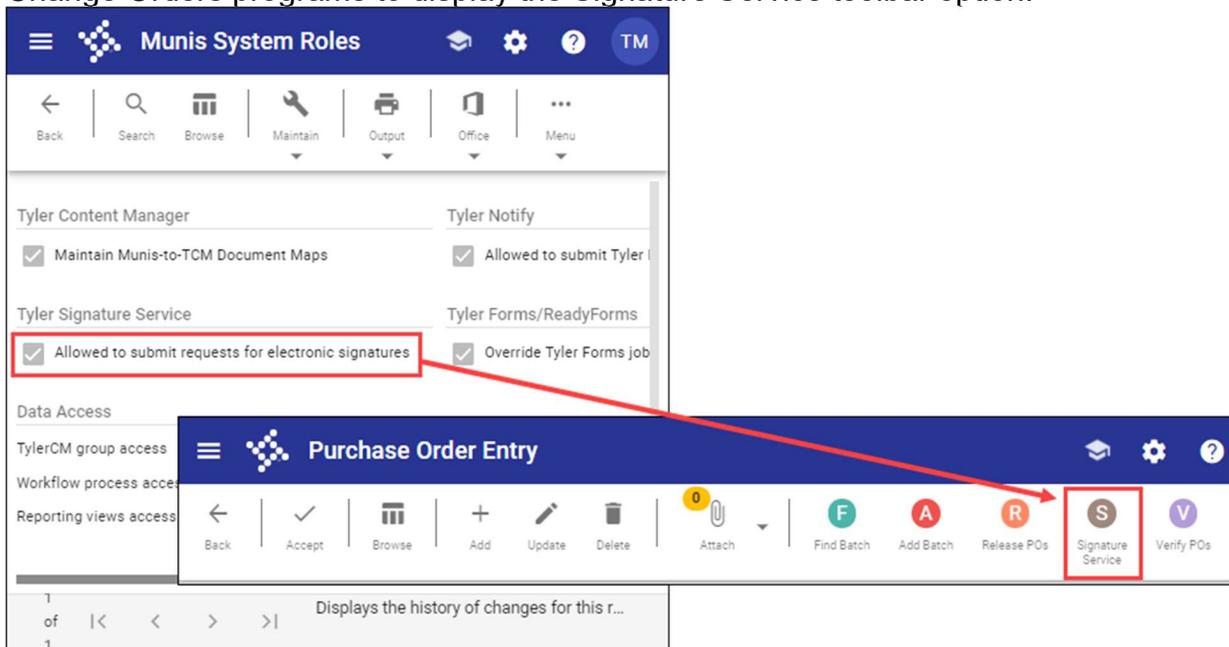


The screenshot shows the 'PO Inquiry Find' screen with various search criteria. The 'Require signatures' checkbox is highlighted with a red box. Below it, a dropdown menu is open, also highlighted with a red box, showing three options: 'NONE', 'PENDING', and 'COMPLETED'. The 'COMPLETED' option is selected with a blue checkmark.

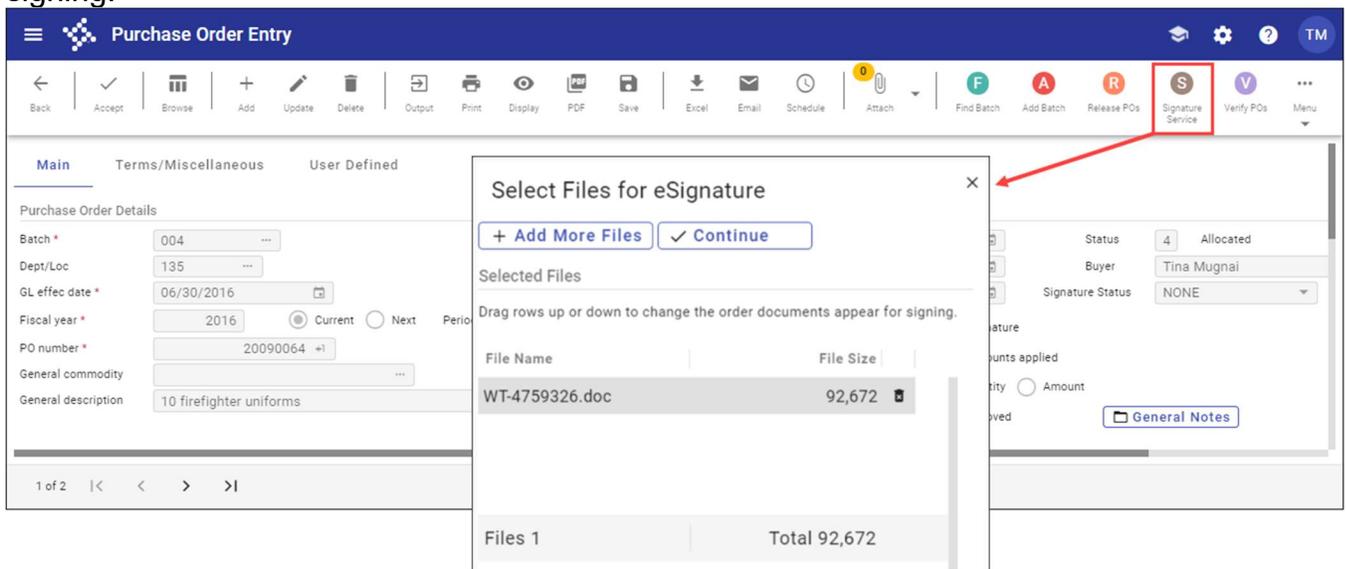
### ***Attaching and Submitting Documents for Electronic Signature Requests***

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

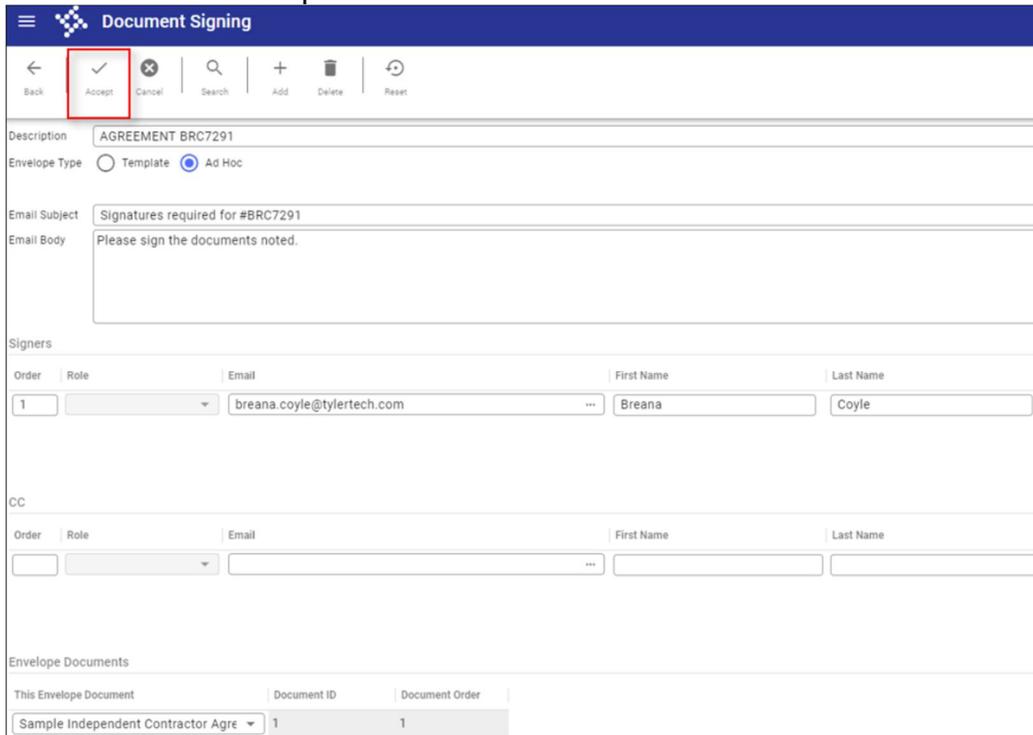
Change Orders programs to display the Signature Service toolbar option.



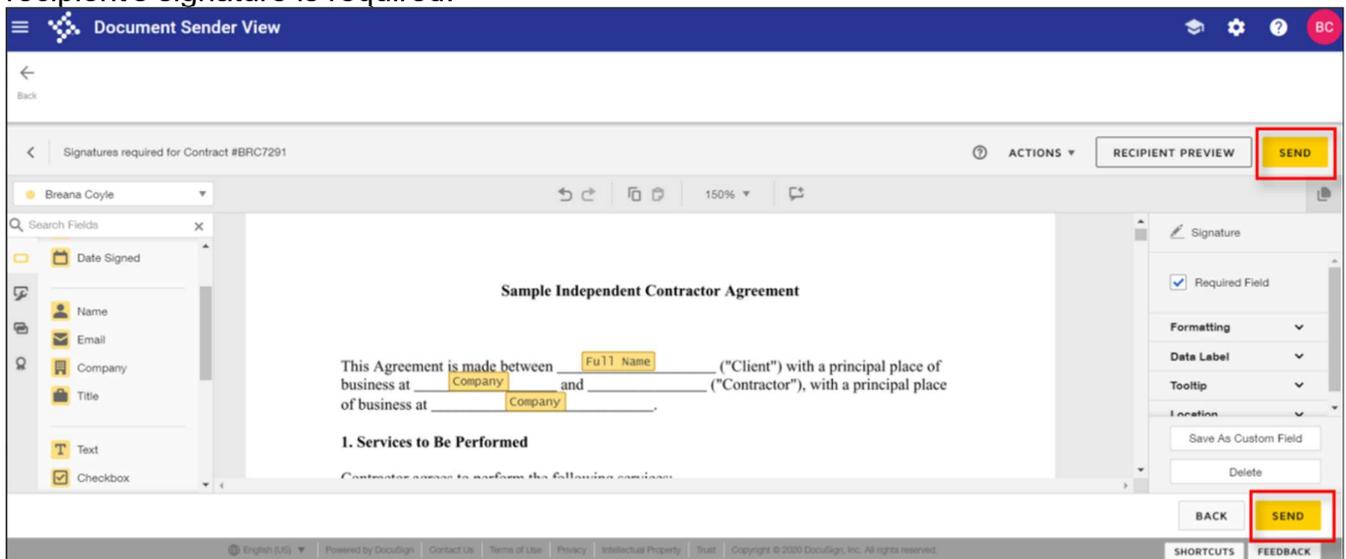
Clicking the Signature Service option displays the Select Files for eSignature window, where you can choose the documents on your workstation to upload and submit for signing.



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

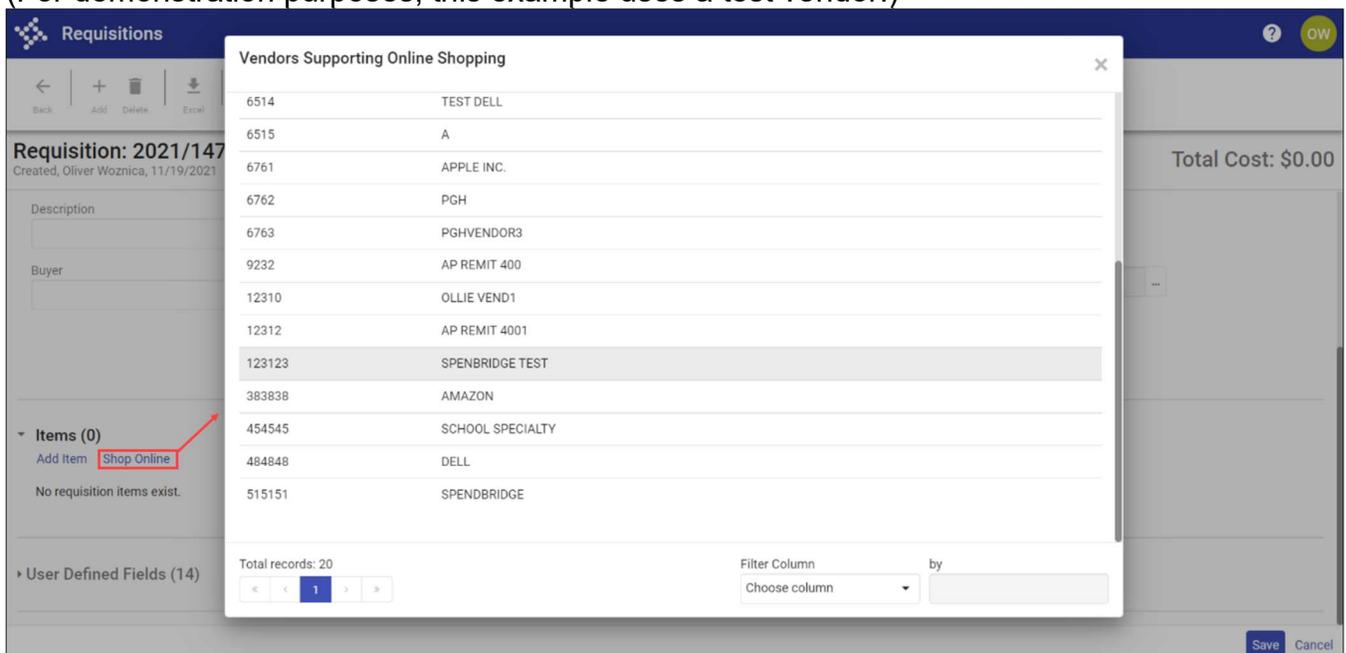
**Jira Number:** MUN-424794

**Purpose:** To add the ability to create requisitions with multiple vendors from commerce XML (cXML) purchasing requests from a third-party eProcurement system.

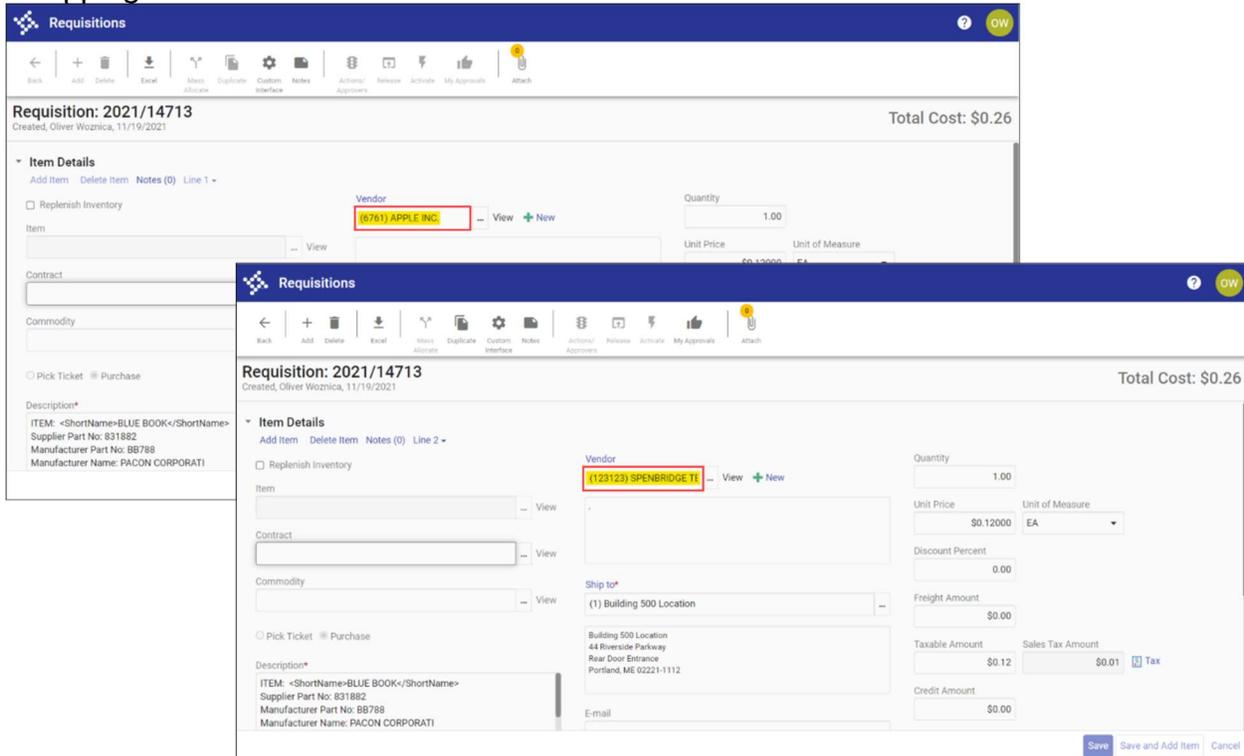
**Estimated PACE Training Time:** Less than ½ day

**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

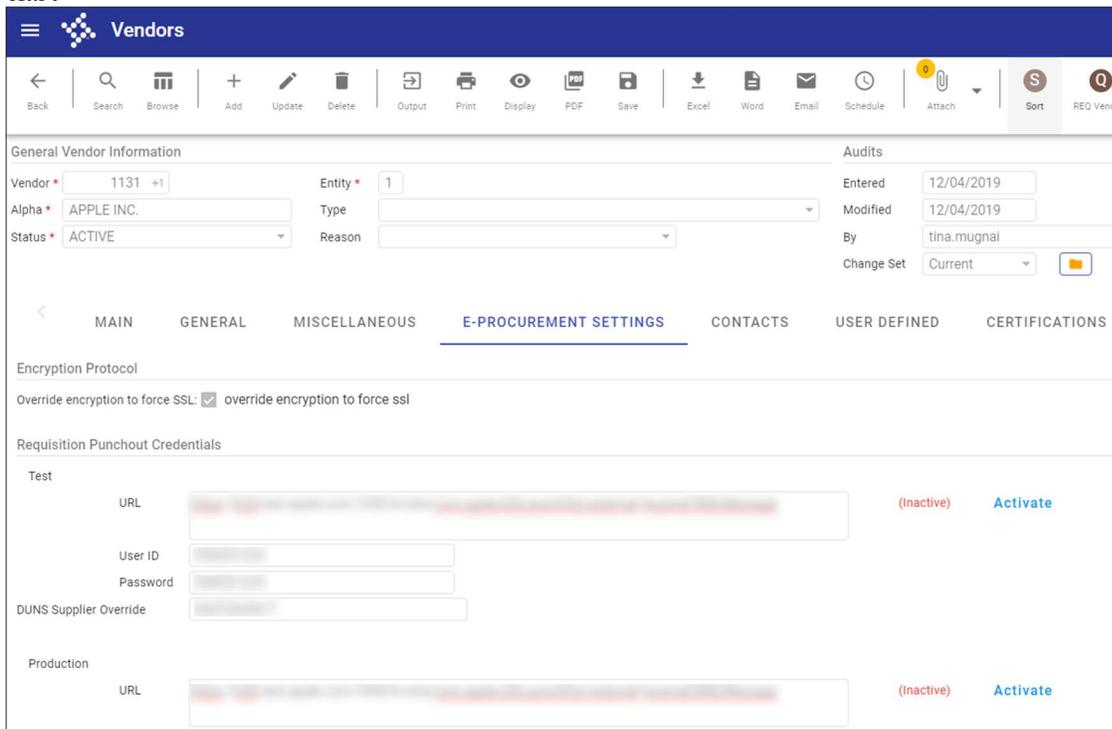
**Jira Number:** MUN-320438

**Purpose:** To enable eProcurement processing with Apple Inc.

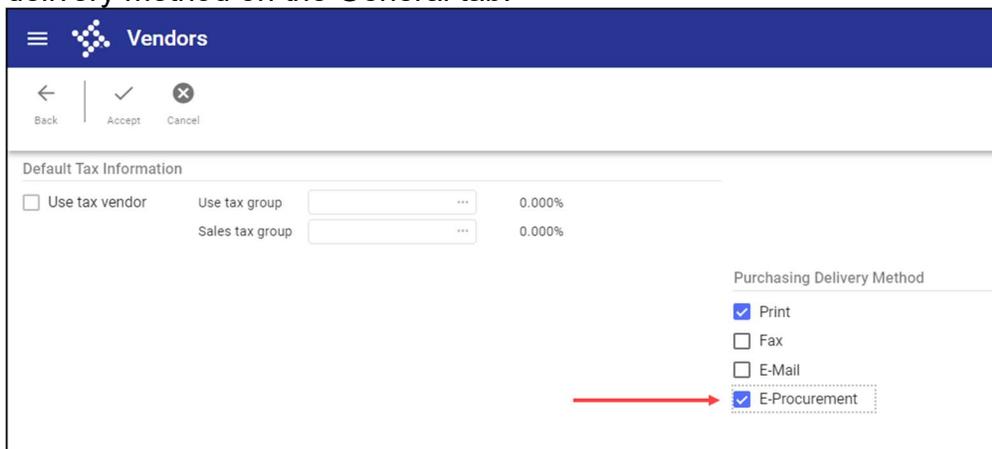
**Estimated PACE Training Time:** Less than ½ day

**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

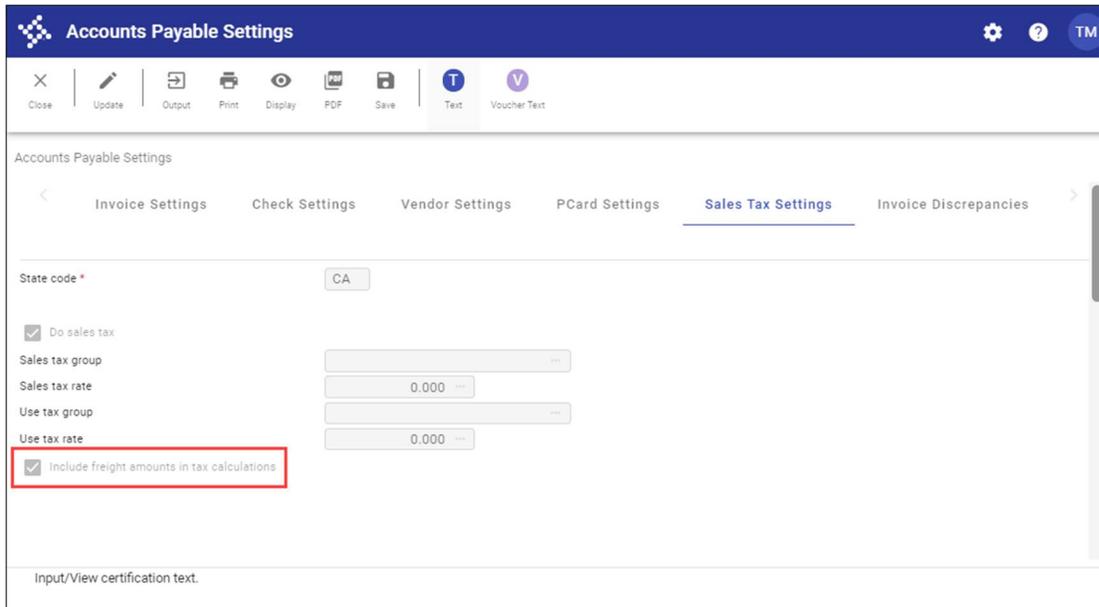
**Jira Number:** MUN-406210

**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.



The screenshot shows the 'Accounts Payable Settings' interface with the 'Sales Tax Settings' tab selected. The 'State code' field is set to 'CA'. The 'Do sales tax' checkbox is checked. The 'Sales tax rate' and 'Use tax rate' fields are both set to '0.000'. The 'Include freight amounts in tax calculations' checkbox is checked and highlighted with a red box. The interface includes a top navigation bar with 'Accounts Payable Settings' and a toolbar with icons for Close, Update, Output, Print, Display, PDF, Save, Text, and Voucher Text. The main content area has tabs for Invoice Settings, Check Settings, Vendor Settings, PCard Settings, Sales Tax Settings, and Invoice Discrepancies. At the bottom, there is a field for 'Input/View certification text.'

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.

Quantity	<input type="text" value="10.00"/>	
Unit Price	<input type="text" value="\$12.99000"/>	Unit of Measure <input type="text" value="EACH"/>
Discount Percent	<input type="text" value="0.00"/>	
Freight Amount	<input type="text" value="\$10.00"/>	
Taxable Amount	<input type="text" value="\$139.90"/>	Sales Tax Amount <input type="text" value="\$7.00"/>  Tax
Credit Amount	<input type="text" value="\$0.00"/>	
Line Item Total	<input type="text" value="\$146.90"/>	

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

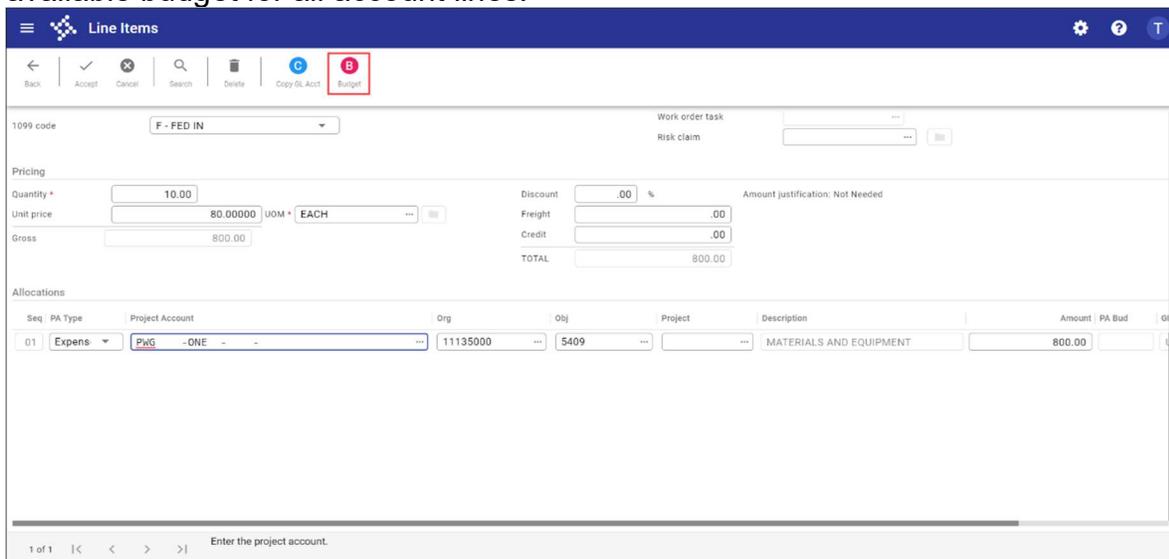
**Jira Numbers:** MUN-336797, MUN-342849

**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.



The screenshot shows the 'Line Items' interface. The toolbar at the top includes buttons for Back, Accept, Cancel, Search, Delete, Copy GL Acct, and Budget (highlighted with a red box). The main area displays a line item with the following details:

- 1099 code: F - FED IN
- Work order task: [dropdown]
- Risk claim: [dropdown]
- Quantity: 10.00
- Unit price: 80.00000 UOM: EACH
- Gross: 800.00
- Discount: .00 %
- Freight: .00
- Credit: .00
- TOTAL: 800.00

Below the pricing section is an 'Allocations' table:

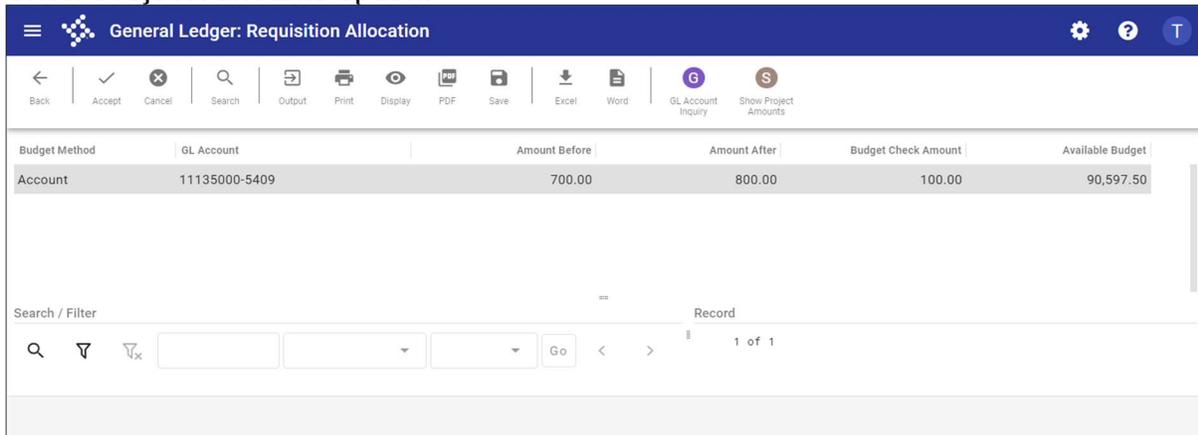
Seq	PA Type	Project Account	Org	Obj	Project	Description	Amount	PA Bud	GL
01	Expens	ProjG -ONE - -	11135000	S409		MATERIALS AND EQUIPMENT	800.00		

At the bottom, there is a footer with '1 of 1' and navigation arrows, and a prompt 'Enter the project account.'

**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.

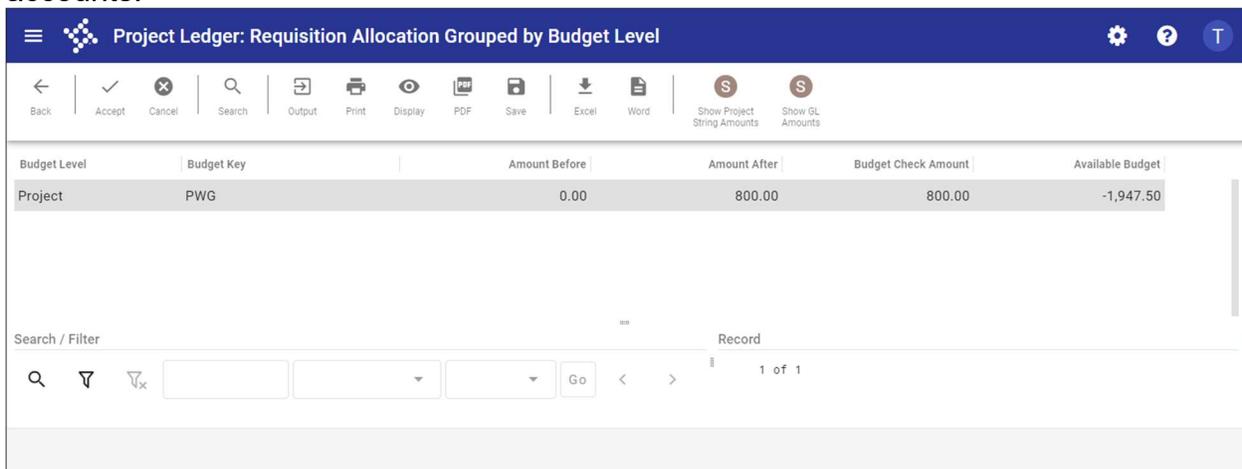


The screenshot shows the 'General Ledger: Requisition Allocation' interface. The table displays budget information for a specific account.

Budget Method	GL Account	Amount Before	Amount After	Budget Check Amount	Available Budget
Account	11135000-5409	700.00	800.00	100.00	90,597.50

Below the table, there is a search/filter section with a search icon, a filter icon, a dropdown menu, a 'Go' button, and a record indicator showing '1 of 1'.

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.



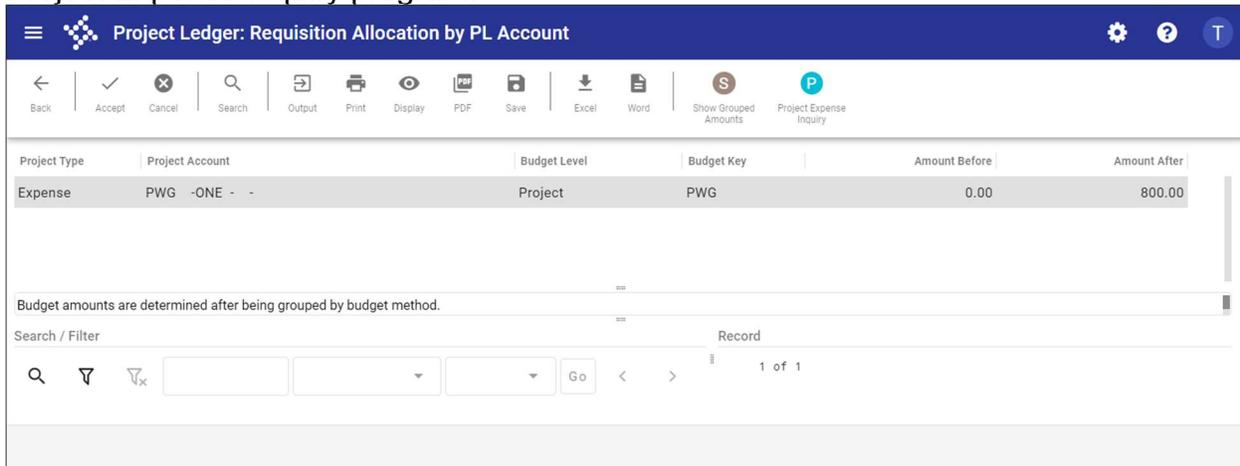
The screenshot shows the 'Project Ledger: Requisition Allocation Grouped by Budget Level' interface. The table displays budget information grouped by budget level.

Budget Level	Budget Key	Amount Before	Amount After	Budget Check Amount	Available Budget
Project	PWG	0.00	800.00	800.00	-1,947.50

Below the table, there is a search/filter section with a search icon, a filter icon, a dropdown menu, a 'Go' button, and a record indicator showing '1 of 1'.

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.



Project Type	Project Account	Budget Level	Budget Key	Amount Before	Amount After
Expense	PWG -ONE - -	Project	PWG	0.00	800.00

Budget amounts are determined after being grouped by budget method.

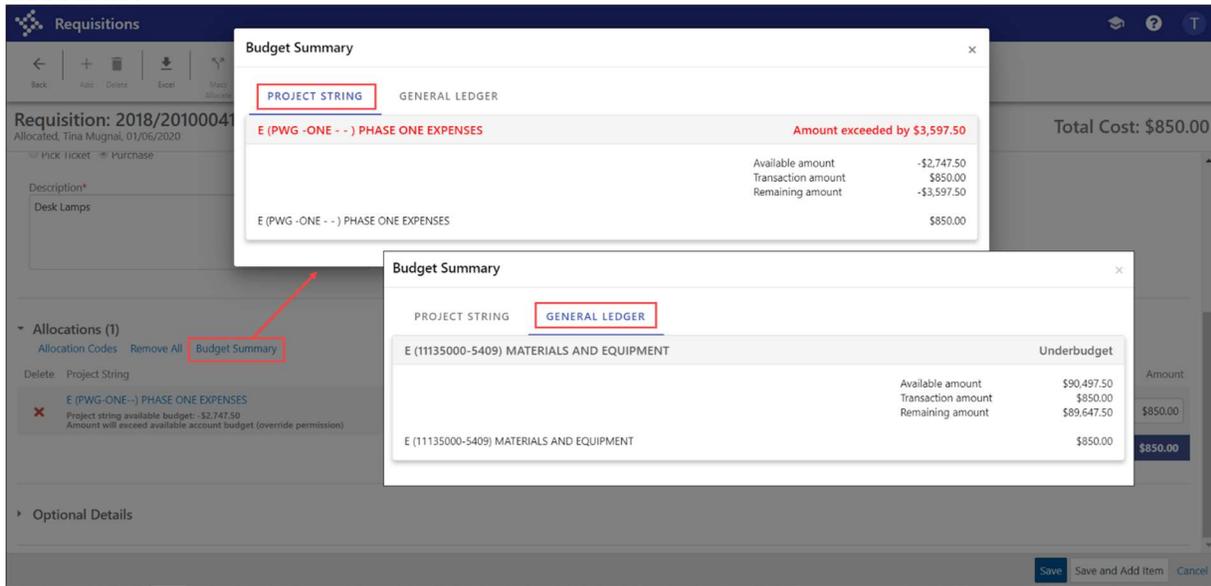
Search / Filter Record

1 of 1

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.



**Requisitions**

Requisition: 2018/20100041  
Allocated: Tina Mugnai, 01/05/2020

Description\*  
Desk Lamps

Total Cost: \$850.00

**Budget Summary** (Top Window)

PROJECT STRING | GENERAL LEDGER

E (PWG -ONE - - ) PHASE ONE EXPENSES | Amount exceeded by \$3,597.50

Available amount	-\$2,747.50
Transaction amount	\$850.00
Remaining amount	-\$3,597.50
E (PWG -ONE - - ) PHASE ONE EXPENSES	\$850.00

**Budget Summary** (Bottom Window)

PROJECT STRING | GENERAL LEDGER

E (11135000-5409) MATERIALS AND EQUIPMENT | Underbudget

Available amount	\$90,497.50
Transaction amount	\$850.00
Remaining amount	\$89,647.50
E (11135000-5409) MATERIALS AND EQUIPMENT	\$850.00

Allocations (1)  
Allocation Codes Remove All Budget Summary

Delete Project String

E (PWG-ONE-) PHASE ONE EXPENSES  
Project string available budget: -\$2,747.50  
Amount will exceed available account budget (override permission)

Optional Details

Save Save and Add Item Cancel

# Student Activity

## Activity Tracking

### 2020.1

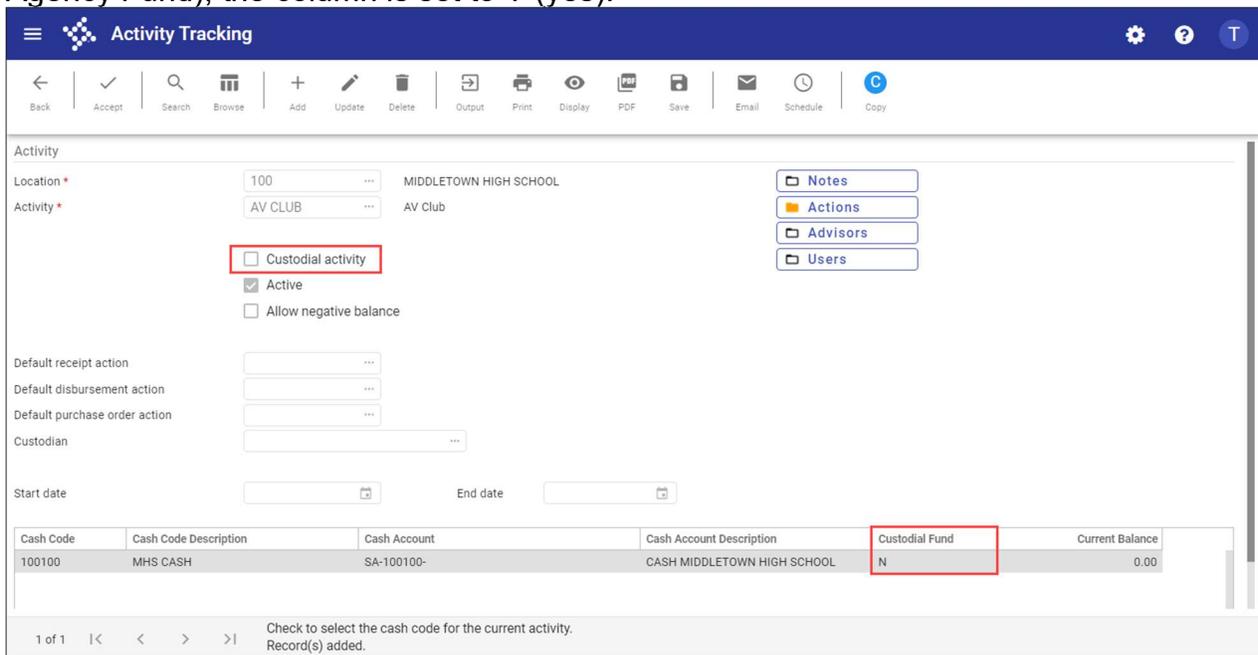
**Jira Number:** MUN-343340

**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 screenshot displays the 'Activity Tracking' application interface. At the top, there is a navigation bar with a hamburger menu, the title 'Activity Tracking', and utility icons for settings, help, and user profile. Below the navigation bar is a toolbar with various action icons like Back, Accept, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, Save, Email, Schedule, and Copy.

The main content area is titled 'Activity' and contains a form with the following fields:

- Location \***: 100 (dropdown), MIDDLETOWN HIGH SCHOOL
- Activity \***: AV CLUB (dropdown), AV Club
- Custodial activity**:  (highlighted with a red box)
- Active**:
- Allow negative balance**:
- Default receipt action**: (dropdown)
- Default disbursement action**: (dropdown)
- Default purchase order action**: (dropdown)
- Custodian**: (dropdown)
- Start date**: (calendar icon)
- End date**: (calendar icon)

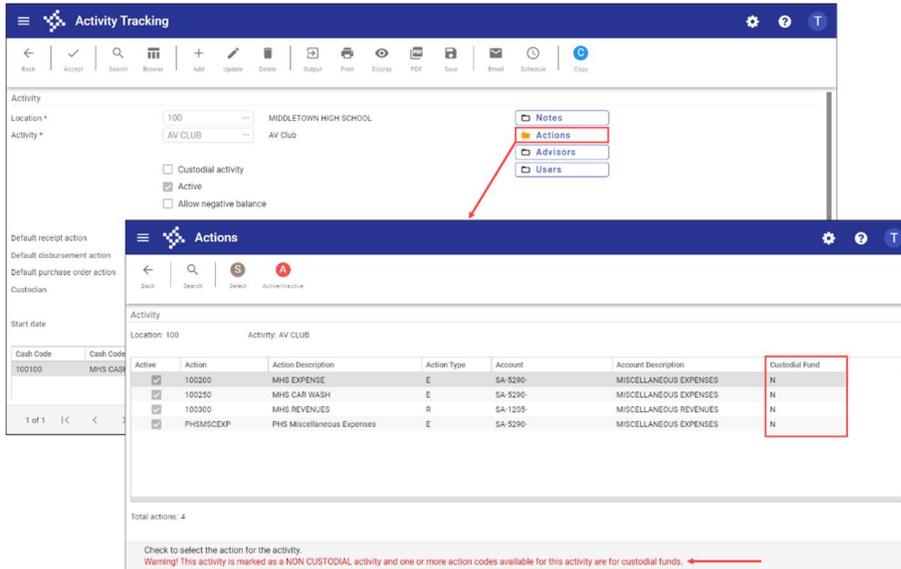
On the right side of the form, there are buttons for 'Notes', 'Actions', 'Advisors', and 'Users'.

At the bottom of the form, there is a table with the following data:

Cash Code	Cash Code Description	Cash Account	Cash Account Description	Custodial Fund	Current Balance
100100	MHS CASH	SA-100100-	CASH MIDDLETOWN HIGH SCHOOL	N (highlighted with a red box)	0.00

At the bottom of the page, there is a status bar showing '1 of 1' records and a message: 'Check to select the cash code for the current activity. Record(s) added.'

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.

Tyler Menu

- > Capital Assets
- > Performance Based Budgeting
- ▼ Student Activity
  - Activity Tracking
  - Activity Transactions
  - Print Checks
  - Reissue Checks
  - EFT Processing
  - Void Transactions
  - Check Reconciliation
  - Cash Balances
  - Cash Transfers
  - Cash Adjustments
  - Activity by Location
  - Register Report
  - Trial Balance Report
  - Student Activity
- > Employee Expense
- Account Inquiry
- Accounts Overview
- > Human Capital Management

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.

≡ ✦ Student Activity Register Report ⚙️ ? T

Report Selection

Execute this report ▼

Location ZZZZZZZZZZ ...

Cash Code ZZZZZZZZZZ ...

Activity/Club ZZZZZZZZZZ ...

Date 12/03/2019 to 12/03/2019

Define report options (D)

**Munis**  a tyler ero solution

**Activity Register (12/01/2000 - 12/03/2019)**

Location: 100 - MIDDLETOWN HIGH SCHOOL  
Cash Code: 100100 - MIS CASH  
Activity: 300000 - CHEERLEADING

						Available:	-5.00
						Current:	217.50
						Beginning:	-1,738.45

PENDING POST	Tran #	Type	Entry Date	Rcpt/Chk/n1	Reference	Amount	
	70	P	09/13/2016		One Time Vendor	-5.00	
	63	P	01/29/2014		MILITEX	-100.00	
	59	P	10/29/2013		DEF SUPPLY COMPANY	-55.00	
	56	PO	01/22/2013		2009/20090029/1	-47.50	
	52	P	03/09/2012		One Time Vendor	-15.00	
					<b>Pending Total</b>	<b>-222.50</b>	

POSTED	Tran #	Type	Post Date	Rcpt/Chk/n1	Reference	Amount	Balance
	69	RV	12/02/2014	1906	Reversal of 1897	-100.00	217.50
	68	A	06/30/2009	2009/12/14		-50.00	317.50
	67	T	06/30/2009	2009/12/13		-40.00	367.50
	64	T	04/30/2009	2009/10/4		-50.00	407.50
	62	R	04/30/2009	1893		500.00	457.50
	61	A	02/10/2009	2009/08/91		-10.00	-42.50
	60	T	02/10/2009	2009/08/90		-100.00	-32.50
	58	R	02/10/2009	1899		1,500.00	67.50
	51	R	02/10/2009	1897		100.00	-1,432.50
	50	P	12/02/2014		VOID	98.00	-1,532.50
	50	P	02/27/2009	2	DEF SUPPLY COMPANY	-98.00	-1,630.50
	49	R	02/27/2009	1883		100.00	-1,532.50
	47	P	02/26/2009		VOID	30.00	-1,662.50
	47	P	02/26/2009		One Time Vendor	-30.00	-1,692.50
	46	R	02/26/2009	1882		105.95	-1,586.55
					<b>Posted Total</b>	<b>1,955.95</b>	

Enterprise ERP, powered by Munis®

Enterprise Financial Management Major Enhancements 2020-2021

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

**Student Activity Trial Balance Report**

Back Output Print Display PDF Save Define Select

Report Selection

Execute this report: [Dropdown]

Report by: Location [Dropdown]

Location: [Text] to [Text]

Cash Code: [Text] to [Text]

Activity/Club: [Text] to [Text]

Action: [Text] to [Text]

Date: 12/03/2019 to 12/03/2019

Options

Print: Summary [Dropdown]

Account inclusion: All Accounts [Dropdown]

Account display: Org/Obj/Proj [Dropdown]

Define report options (D)

**Munis Summary**

SA Trial Balance (12/01/2000 - 12/03/2019)

Location: 100 - MIDDLETOWN HIGH SCHOOL

T ACCOUNT	BEG. BALANCE	NET CHANGE	END BALANCE
B SA-100100-	-1,738.45	1,733.45	-5.00
R SA-1205-		2,205.95	
E SA-5290-		-60.00	

**Munis Detail**

SA Trial Balance (12/01/2000 - 12/03/2019)

Location: 100 - MIDDLETOWN HIGH SCHOOL

T ACCOUNT	Tran #	Type	Post date	Rcpt/Chk/Inl	Reference	Action	BEG. BALANCE	NET CHANGE/AMOUNT	END BALANCE
B SA-100100-	60	T	02/10/2009	2009/08/90			-1,738.45	1,733.45	-5.00
	64	T	04/30/2009	2009/10/4				-50.00	
	67	T	06/30/2009	2009/12/13				-40.00	
								-190.00	
R SA-1205-									
	51	R	02/10/2009	1897		100300-MHS REVENUES		100.00	
	58	R	02/10/2009	1899		100300-MHS REVENUES		1,500.00	
	46	R	02/26/2009	1882		100300-MHS REVENUES		105.95	
	49	R	02/27/2009	1883		100300-MHS REVENUES		100.00	
	62	R	04/30/2009	1903		100300-MHS REVENUES		500.00	
	69	RV	12/02/2014	1906	Reversal of 1897	100300-MHS REVENUES		-100.00	
								2,205.95	
E SA-5290-									
	52	P			One Time Vendor	100200-MHS EXPENSE		-15.00	
	56	PD			2009/2009029/1	100200-MHS EXPENSE		-47.50	
	59	P			DEF SUPPLY COMPANY	100200-MHS EXPENSE		-55.00	
	63	P			MILLIKEN	100200-MHS EXPENSE		-100.00	
	70	P			One Time Vendor	100200-MHS EXPENSE		-5.00	
	61	A	02/10/2009	2009/08/91		100250-MHS CAR WASH		-10.00	
	47	P	02/26/2009		VOID	100200-MHS EXPENSE		30.00	
	47	P	02/26/2009		One Time Vendor	100200-MHS EXPENSE		-30.00	
	50	P	12/02/2014		VOID	100250-MHS CAR WASH		98.00	
	50	P	02/27/2009	2		100250-MHS CAR WASH		-98.00	
	68	A	06/30/2009	2009/12/14		DEF SUPPLY COMPANY		-50.00	
								-282.50	

# Vendor Self Service (VSS)

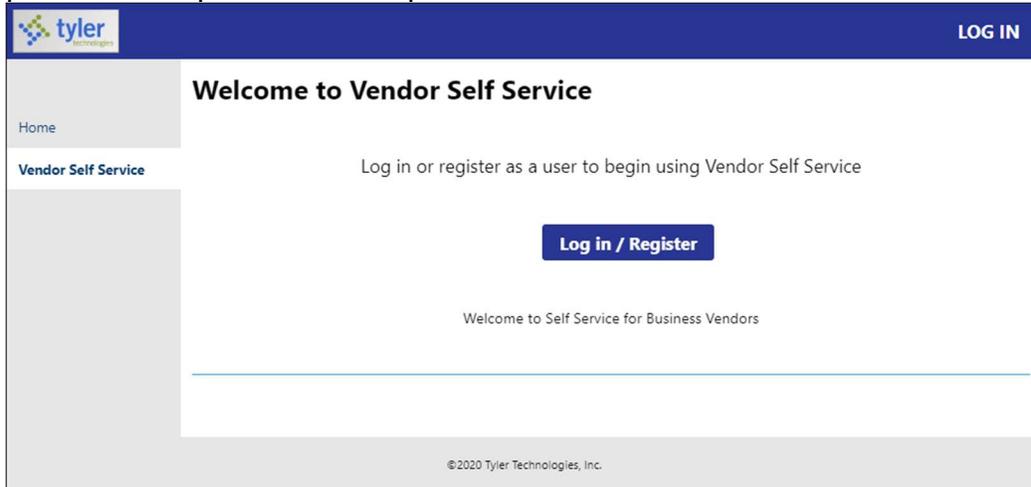
## 2020.1

**Jira Number:** MUN-355240

**Purpose:** To improve usability for Vendor Self Service (VSS) with Tyler Identity authentication.

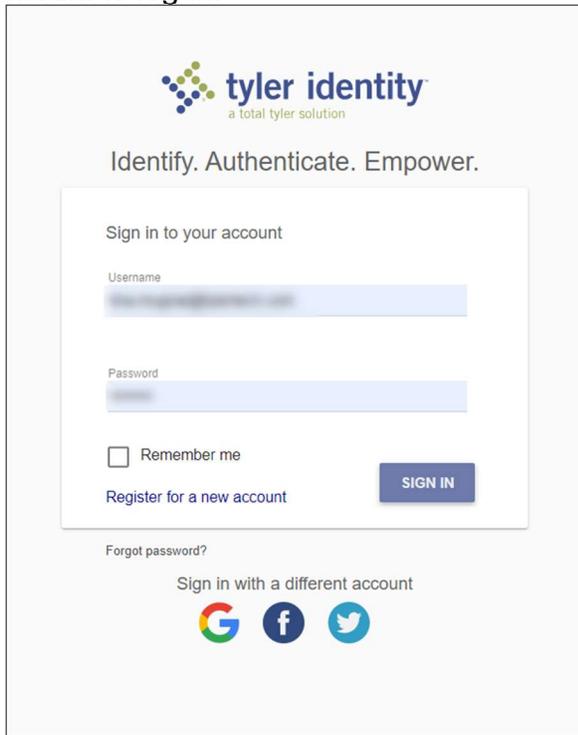
**Estimated PACE Training Time:** ½ day – 1 day

**Description:** Vendor Self Service is redesigned to use Tyler Identity authentication and provide an improved user experience.



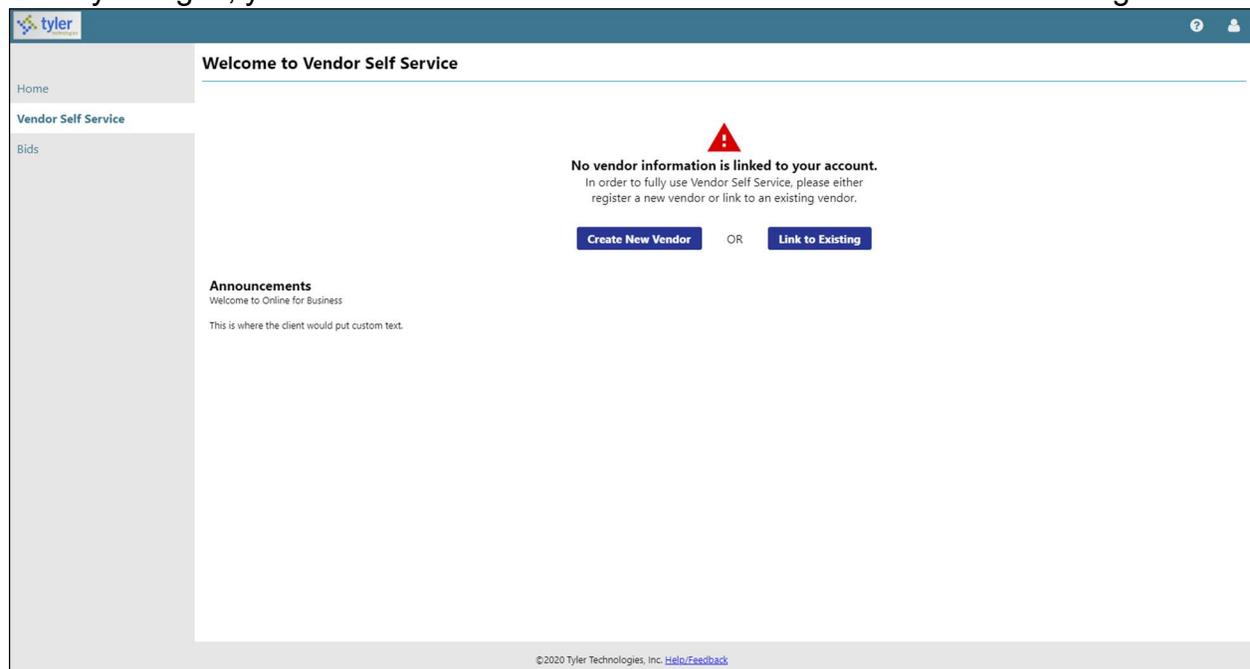
When you click Log In/Register, the application provides the Tyler Identity authentication screen where you can enter your username and password or use social

media to log in.



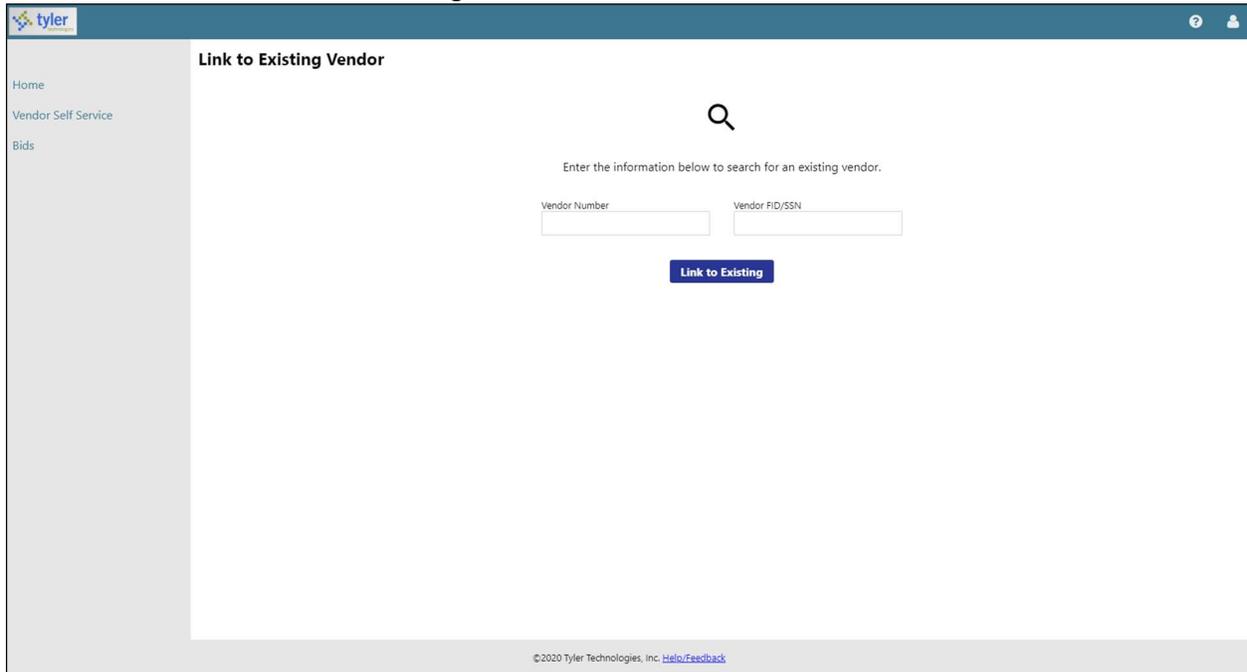
The image shows the Tyler Identity login interface. At the top is the Tyler Identity logo with the tagline "a total tyler solution". Below the logo is the slogan "Identify. Authenticate. Empower." The main content area is titled "Sign in to your account" and contains a form with the following elements: a "Username" input field, a "Password" input field, a "Remember me" checkbox, a "Register for a new account" link, and a "SIGN IN" button. Below the form, there is a "Forgot password?" link and a "Sign in with a different account" section featuring social media icons for Google, Facebook, and Twitter.

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

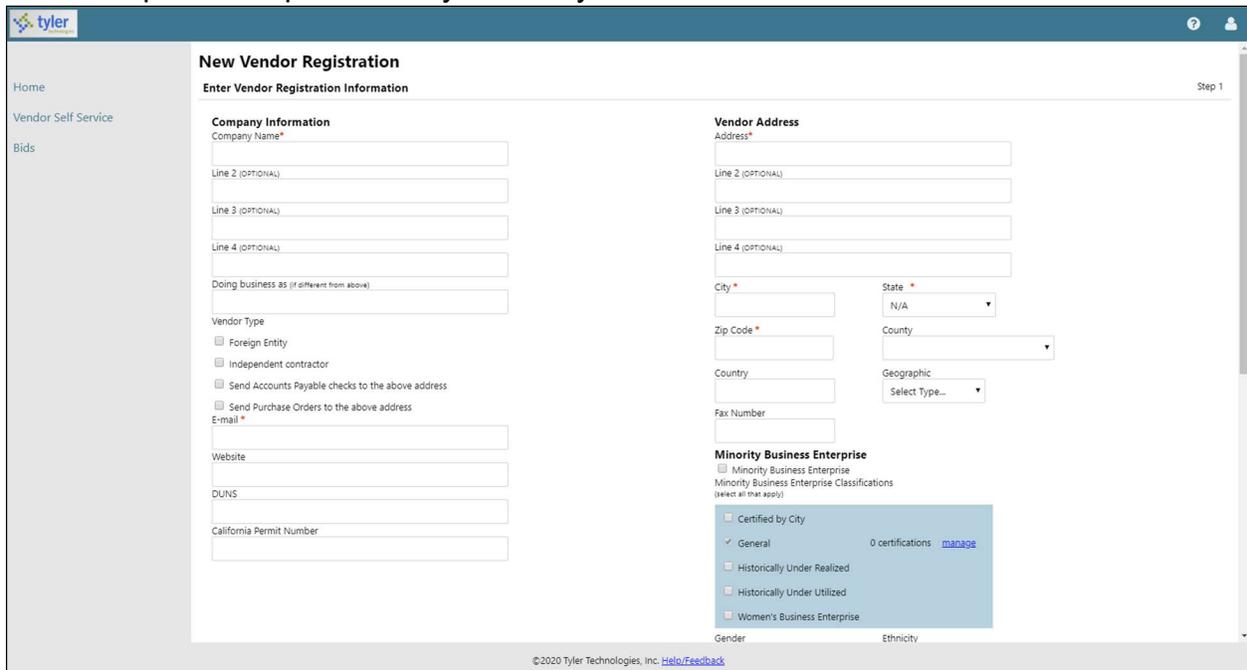


The image displays the Tyler Vendor Self Service dashboard. The header includes the Tyler logo and navigation links for Home, Vendor Self Service, and Bids. The main content area is titled "Welcome to Vendor Self Service" and features a prominent red warning icon with the message: "No vendor information is linked to your account. In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor." Below this message are two buttons: "Create New Vendor" and "Link to Existing", separated by the word "OR". An "Announcements" section is visible on the left, with the text "Welcome to Online for Business" and a note that this is where the client would put custom text. The footer contains the copyright notice "© 2020 Tyler Technologies, Inc." and a link to "Help/Feedback".

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.

tyler technologies

Home

**Vendor Self Service**

Vendor Information

Bids

Invoices

### Welcome to Vendor Self Service

---

#### Profile information

CONTACT1  
Phone: 5555555555  
[Contact@tyler.com](mailto:Contact@tyler.com)

#### Vendor information

VENDOR1  
123 MAIN STREET  
LYMAN, ME 04002  
[VENDOR1@TYLER.COM](mailto:VENDOR1@TYLER.COM)

#### Announcements

Welcome to Online for Business

This is where the client would put custom text.

#### Invoices

Invoice information not found.

[Submit invoices](#) [Search invoices](#)

#### Bids

Completion Status  Submitted  Bids Status

Bid information not found.

[Search bids](#)

©2020 Tyler Technologies, Inc. [Help/Feedback](#)

# System Administration/Roles

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

## 2020.1

Jira Number	Permission	Description
<b>Financials</b>		
<b>Budget</b>		
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.
<b>General Ledger</b>		
MUN-333507	Maintain Cross Reference Accounts	When this permission is enabled, users assigned to the role can: <ul style="list-style-type: none"> <li>• Access the Add, Update, and Delete options in the toolbar of the Account X-Reference program.</li> <li>• Complete account imports that include cross-reference accounts in the Account Import program.</li> </ul>
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.
<b>Purchase Orders</b>		
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
<b>Financials</b>		
<b>General Ledger</b>		
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
<b>Financials</b>		
<b>Contract Management</b>		
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.
<b>General Ledger</b>		
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
<b>Purchase Orders</b>		
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.