Central Programs

This MUNIS reference guide covers the following topics:

- Purchasing
  - PO Central
  - Expenditure Central
- Accounts Payable
  - Invoice Central
  - Vendor Central
- Contract Management
- Contracts Central
- General Ledger
  - Account Central

Central Programs

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Central Programs

Purchase Order Central

The Purchase Order Central program provides a listing of purchase orders and pertinent information.

To view purchase order records in Purchase Order Central (try it!):

1. From the Tyler Menu, click Financials> Purchasing>Purchase Order Inquiry and Reports>Purchase Order Central.
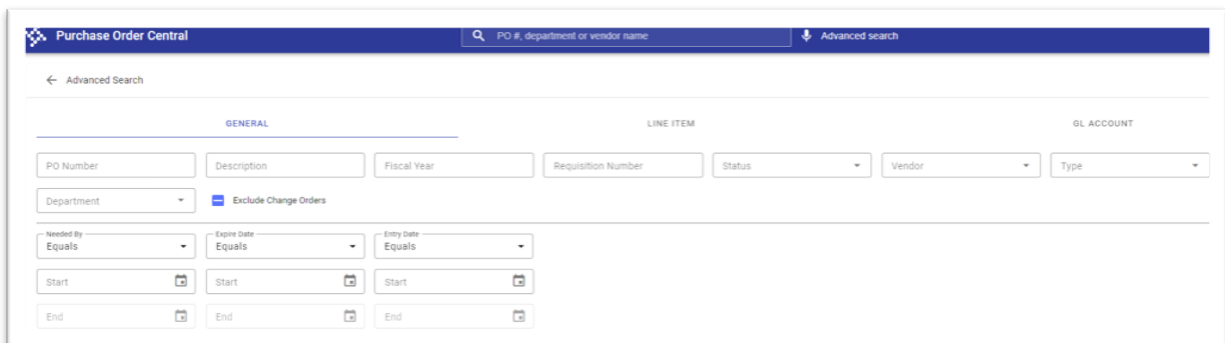

Type a PO#, department number or vendor name into the Search box hit your Enter Key or click on the search icon,

   or,

alternatively, click Advanced Search to display additional search fields. Type search data into any of the fields and click Search.

2. For this exercise, use Advance Search and choose your department(s) from the Department drop-down list and click Search.

Purchase order search results are limited to 1000 records. If your search results exceed 1000 records, refine your search criteria to reduce the number of possible records found.

After performing the search, the program displays a list of matching purchase order records.

Central Programs

3. Click on the green tile to change the view. This is a grid view. You can use the 'blank' fields to type in data to limit your search. Use the navigation bar at the bottom of the screen to view additional pages of purchase orders.

This is a block view

4. Click on a purchase order to view details.
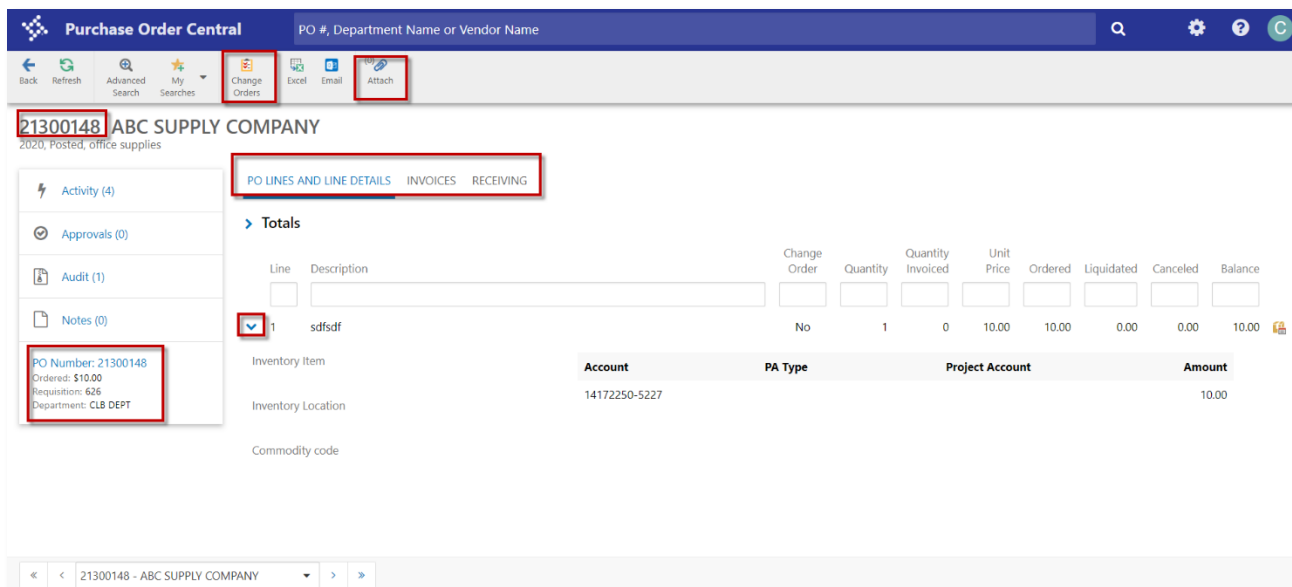
You can see a lot of information about this PO; GL account, amount, Invoices paid against PO, Receiving records, vendor, department etc.

In the Toolbar, you can access attachments or link to the Purchase Order Change Order program.

Available Panes

The following table provides a brief description of the available detail panes for the Purchase Order Central program.

Pane	Description
Activity	Provides a list of activity that has been entered for the purchase order.
Approvals	Displays the approval records of the purchase order, including the approver and current approval status.
Attachments	Lists the files that have been attached to the purchase order using the Attachments option in Munis. The pane does not display Tyler Content Manager attachments. Open an attachment by clicking the document title.
Invoices	Contains a listing of the invoices associated with the purchase order. Click an invoice number to open that record in Invoice Central.
Notes	Displays notes and comments that have been entered on the purchase order. The notes listed include both general notes and vendor source notes entered in Purchase Order Entry or Purchase Order Change Orders.

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| Pane	Description
PO Lines & Line Details	Displays the lines and details of the purchase order. Use the > symbol to expand data.
PO Number	Provides a detailed view of the purchase order data. The pane is divided into General, Bill To, Ship To, and Dates tabs. Click the vendor number to view that vendor in Vendor Central or click the requisition number to open Requisition Entry with that requisition as the active record.
Receiving	Displays the purchase order's receiving records. You can open the Purchase Order Receiving program from the PO Lines and Line Details (icon next to Balance column) for the active record

Central Programs

Expenditure Central

Discussion topic

The Expenditure Central program displays an overview of all expenditures for a selected set of departments during a specific time period, as well as a list of expenditure information. Two tabs are available in the program: Expenditures and Overview. The program initially displays the Expenditures tab.

To access Expenditure Central

1. From the Tyler Menu, Financials>Purchasing>Purchase Order Inquires and Reports>Expenditure Central.
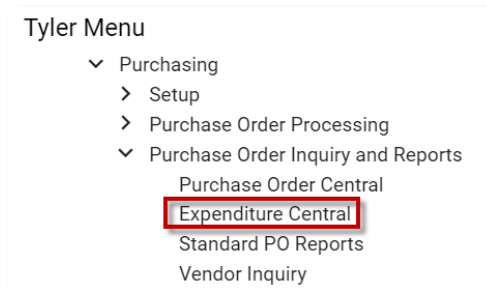
The **Expenditure Tab** contains Search boxes. This tab is used to view summary and detail information about expenditure transactions. This is the first screen you see.

2. You can search by Check, Invoice, Contract, PO, etc. or use the Advanced Search button.
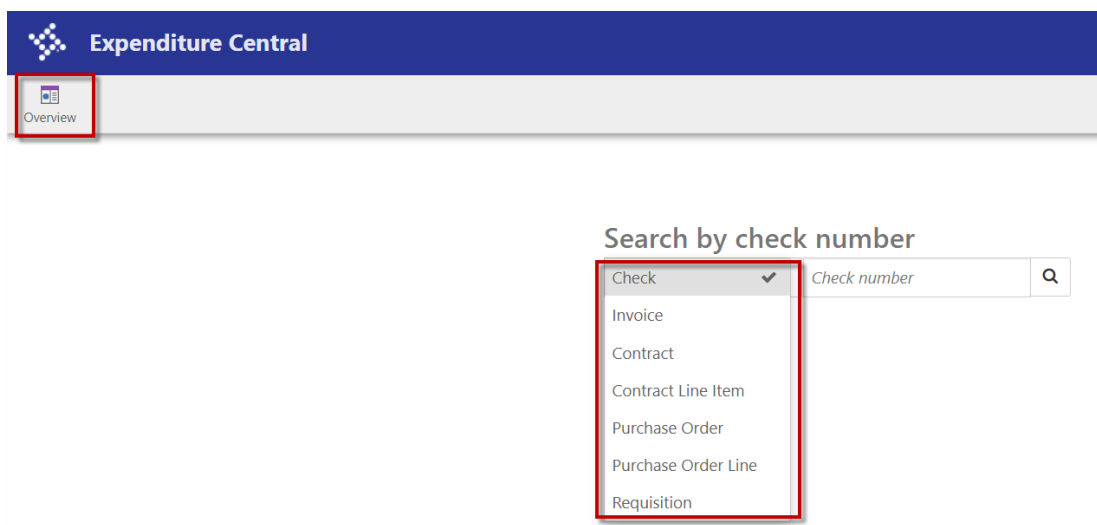
Central Programs

3. Advance Search: Provides additional fields to search by:

4. After performing the search, the program displays a list of matching expenditures.

5. Use the navigation bar at the bottom of the screen to view additional pages of transactions.
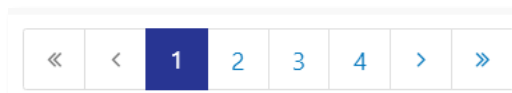
Central Programs

6. Click on the link (in this example the check number) to open detail about that check. To view additional detail, click on any box containing data.
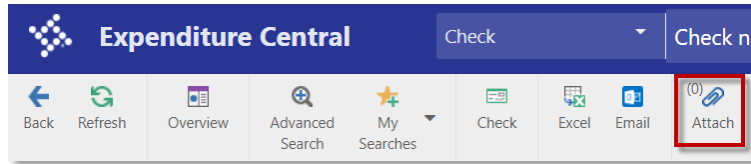

7. To view other checks for this vendor, you can use the dropdown arrow on the bottom of the screen. This vendor had 99 checks issued (step 4).
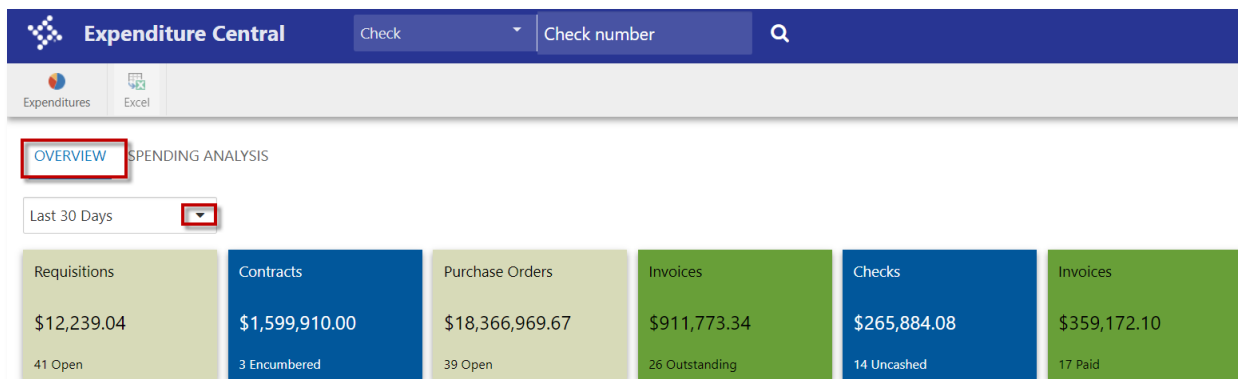
Central Programs

8. When viewing expenditures, view the files attached to a record in Tyler Content Manager (TCM) by clicking on the Attach icon in Toolbar.

9. Click on the **Overview tab** to view summary data for each of the expenditure categories: requisitions, contracts, purchase orders, outstanding invoices, checks, and paid invoices for a specified time period, department, or both.

10. Click on **Spending Analysis** to see a graphical representation for the expenditure category by department and fiscal year (current year, last year, two years ago, and next year).
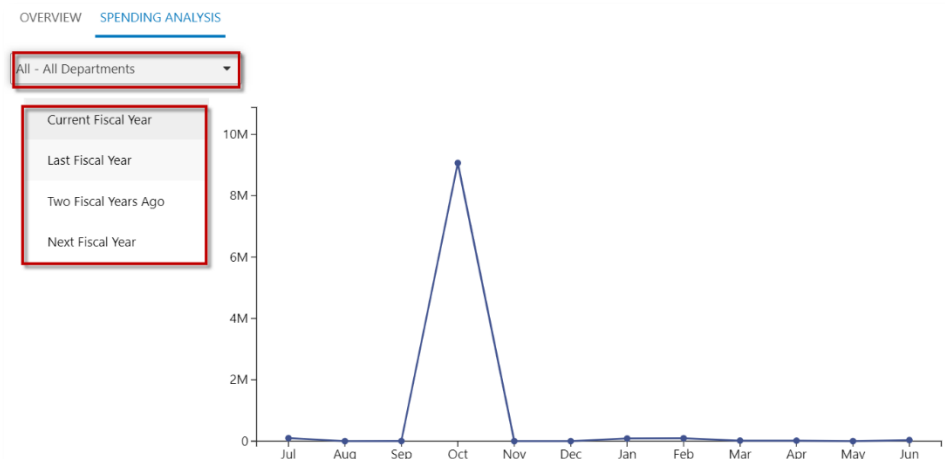
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Invoice Central

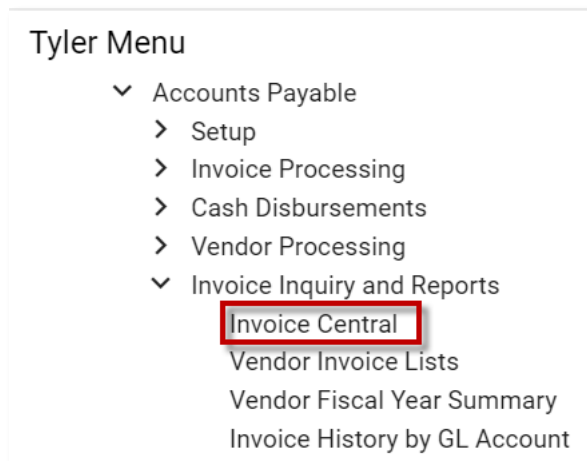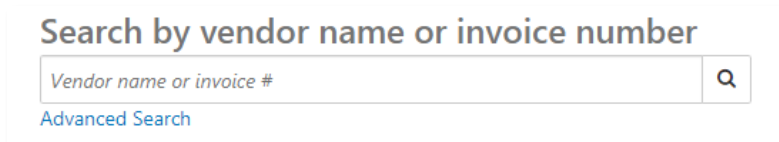Invoice Central provides an inquiry-only listing of invoice records and information. The program does not allow you to modify invoices. Instead, it provides direct access to the Munis programs that responsible for the maintenance and processing of invoices.

1. From the Tyler Menu, Financials>Accounts Payable>Invoice Inquires and Reports>Invoice Central

2. The program initially displays a Search box.

3. Enter a full or partial vendor name, or alternatively, click Advanced Search to expand the ribbon and display additional search fields.

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4. After performing the search, the program displays a list of matching vendor records.

5. Use Navigation bar at the bottom of the screen to view additional pages of invoice records, if applicable.

6. When viewing records, use the search fields to narrow criteria.

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7. Click on invoice number to open vendor record to view invoice detail.
    You can see invoices, payment, invoice details, withholdings, etc. You can click on Invoice to modify the invoice record (permission based).

951 Supplies for Training Center
Posted, PAID, OFFICE DEPOT

INVOICE   PAYMENT   INVOICE DETAILS   WITHHOLDINGS

General		Amounts		Dates	
Purchase Order	Department	Gross	2,052.00	Invoice	01/10/2017
2160240	AB GENERAL GOVERNMEN...	Discount	0.00	Due	01/10/2017
		Tax	0.00	Discount	no data
Contract	Voucher	Net	2,052.00	Received	01/10/2017
no data	no data	Payment	2,052.00		

951 Supplies for Training Center
Posted, PAID, OFFICE DEPOT

INVOICE   **PAYMENT**   INVOICE DETAILS   WITHHOLDINGS

General				Address
Payment Method	Check Number	Check Status	Clear Date	OFFICE DEPOT
Normal	79049	Printed	no data	21329 WEST SIDE DRIVE
				IRVINE, CA 04103
Cash Account	CheckBatch	Check Date	Check Amount	
1000 1010	011017AB	01/10/2017	$2,052.00	

951 Supplies for Training Center
Posted, PAID, OFFICE DEPOT

Journal Number: 22
Year / Period: 2017 / 7

INVOICE   PAYMENT   **INVOICE DETAILS**   WITHHOLDINGS

Description	Line	Project Account	Org	Obj	Proj	1099 Code	Amount
− Supplies for Training Center	1		37000010	5409			2,052.00

Liquidation Details

Line	Org	Obj	Proj	Quantity	Amount	Invoice Amount
1	37000010	5409		1	2,053.50	2,052.00

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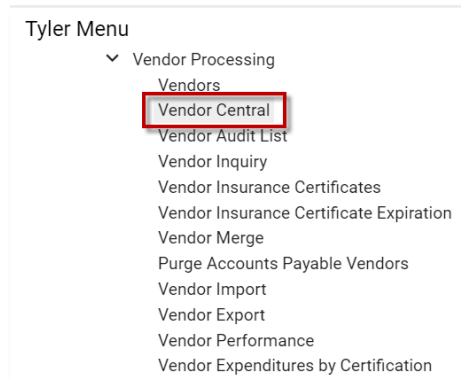## Vendor Central

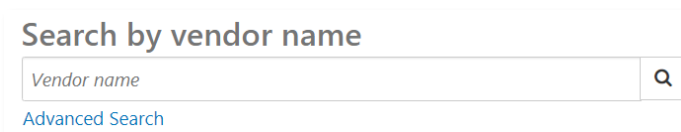The Vendor Central program provides access to information about vendors. This program is intended for use by purchasing personnel who need to view and maintain vendor information on a regular basis.

To view vendor records in Vendor Central (discussion only):

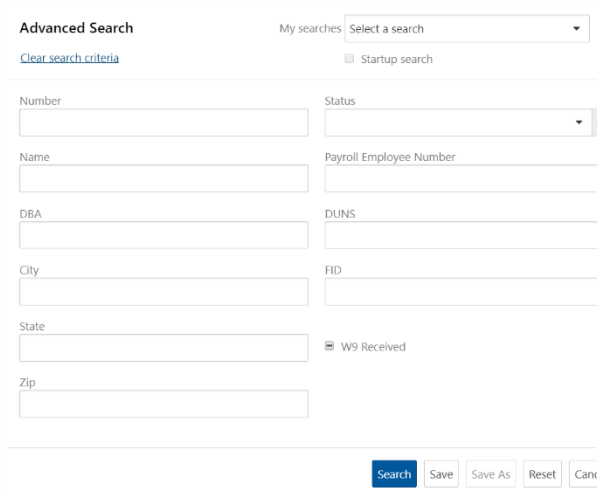1. From the Tyler Menu, Financials>Accounts Payable>Vendor Processing>Vendor Central.

2. The program initially displays a Search box.

Central Programs

3. Enter a full or partial vendor name, or alternatively, click Advanced Search to expand the ribbon and display additional search fields.

4. After performing the search, the program displays a list of matching vendor records.

5. Use Navigation bar at the bottom of the screen to view additional pages of vendor records, if applicable.

6. When viewing records, use the search fields to narrow criteria.

7. Click on vendor number to open vendor record to view vendor detail.
    You can see invoices, checks, PO's contracts for this vendor, address, P-Card Transactions, 1099 history, notes, attachments, etc. You can click on Vendor to update the vendor record (permission based).

Central Programs

ABC SUPPLY COMPANY, DBA: ABC SUPPLY
ACTIVE ✉ 🌐 Remit zero is restricted.

⟲ 1099 History 2020 - $1,295,367.78	
📖 Addresses (5)	
🗄 Commodities (2)	
💳 PCard Transactions (2)	
Vendor Number: 1000 Entity: 1 Type: EMP- EMPLOYEE REIMBURSEMENT	

INVOICES   CHECKS   **PURCHASE ORDERS**   CONTRACTS

Time frame [30 days ▼]

PO	Comment	Status	Date	Fiscal Year	Gross	Order	Open	
21300187	Testing POI	Printed	03/30/2020	2020	987.65	987.65	987.65	📎
21300188	TEST	Printed	03/30/2020	2020	30.00	27.00	27.00	📎
21300181	eee	Allocated	03/24/2020	2020	652.00	713.94	713.94	📎
21300182	test	Printed	03/24/2020	2020	523.00	572.69	572.69	📎

ABC SUPPLY COMPANY, DBA: ABC SUPPLY
ACTIVE ✉ 🌐 Remit zero is restricted.

⟲ 1099 History 2020 - $1,295,367.78	
📖 Addresses (5)	
🗄 Commodities (2)	
💳 PCard Transactions (2)	
Vendor Number: 1000 Entity: 1 Type: EMP- EMPLOYEE REIMBURSEMENT Performance:	

INVOICES   CHECKS   PURCHASE ORDERS   **CONTRACTS**

Number	Description	Status	Entry Date	Expire Date	Extended Date	Revised	Available	
MT1234	Testing Encumbered Account Contract Retainage	POSTED	03/22/2020			100,000.00	99,910.00	📎
767		POSTED	03/16/2020			202.00	0.00	📎
20209		POSTED	02/26/2020			250,000.00	150,000.00	📎

8. If you click on addresses, you will see all 5 remit and delivery methods for the vendor. Click on each address to view each address.

ABC SUPPLY COMPANY, DBA: ABC SUPPLY: Addresses
ACTIVE ✉ 🌐

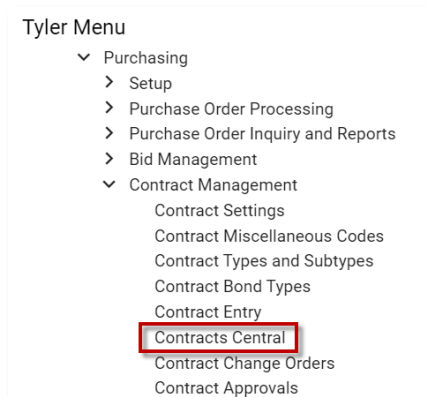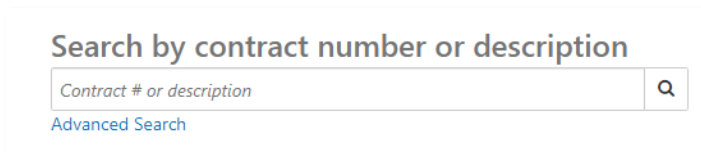|	General		Address
ABC SUPPLY COMPANY	Number 1	DUNS *no data*	100 MAIN STREET BOSTON MA
ABC SUPPLY COMPANY	Sort Name DEF SUPPLY COMPANY	Fax *no data*	
ABC SUPPLY COMPANY	Company Name ABC SUPPLY COMPANY		
ABC SUPPLY COMPANY	DBA		
ABC SUPPLY COMPANY	Email SARAH.HIBBARD@TYLERTECH.COM		
	Contacts		

Central Programs

Contract Central

Discussion topic

The Contracts Central program provides an inquiry-only listing of contract records and information. The program does not allow you to modify contract records. Instead, it provides options and links that provide direct access to the Munis programs in which you can maintain and process contracts.

1. From the Tyler Menu, Financials>Purchasing>Contract Management>Contracts Central

2. The program initially displays a Search box.

Central Programs

3. Enter a full or partial vendor name, or alternatively, click Advanced Search to expand the ribbon and display additional search fields.

Central Programs

4. After performing the search, the program displays a list of matching contract records.

5. Use Navigation bar at the bottom of the screen to view additional pages of contract records, if applicable.

6. When viewing records, use the search fields to narrow criteria.

7. Click on contract number to open contract record to view contract detail.
    You can see invoices, PO's, Requisition, Change History, Approvers, Terms, Liens, Accounts Payable, Recurring, General Billing, Progress Payments, etc. You can click on Contract to update the Contract record (permission based).

Central Programs

190184 testting line item for receiving
FINANCE DEPARTMENT, ABC SUPPLY COMPANY

Status: POSTED
Available: $284,364.33

Totals
Original
Revised
Open Req
Open PO
Expended
Available

Dates
Entered	02/03/2020
Estimated Start	no data
Est. Completion	no data
Initial Expiration	no data
Renewal Action	no data
Extended Through	no data

INVOICES | **PURCHASE ORDERS** | REQUISITIONS | CHANGE HISTORY | APPROVERS | TERMS | LIENS

PO	Year	Date	Status	Description	Department	Ordered	Open
2170418	2020	02/03/2020	Printed	testing contract receiving	FINANCE DEPARTMENT	500.00	500.00

20110002 DESIGN CONTRACT FOR NEW FACILITY
FINANCE DEPARTMENT, FKP ARCHITECTS, INC

Status: CLOSED
Available: $0.00

Totals
Original
Revised
Open Req
Open PO
Expended
Available

Dates
Entered	09/14/2010
Estimated Start	09/01/2010
Est. Completion	11/15/2012
Initial Expiration	12/31/2012
Renewal Action	no data
Extended Through	06/30/2012

INVOICES | PURCHASE ORDER | **REQUISITIONS** | CHANGE HISTORY | APPROVERS | TERMS | LIENS

Number	Year	Date	Status	Description	Department	Amount
20110021	2011	09/15/2010	Converted	IT DESIGN CONSULT	INFORMATION TECHNOLOGY	10,000.00
20120004	2012	10/11/2011	Converted	CONSULTING DAYS	FINANCE DEPARTMENT	50,000.00

20110002 DESIGN CONTRACT FOR NEW FACILITY
FINANCE DEPARTMENT, FKP ARCHITECTS, INC

Totals
Original	850,000.00
Revised	850,000.00
Open Req	0.00
Open PO	0.00
Expended	850,000.00
Available	0.00

Dates
Entered	09/14/2010
Estimated Start	09/01/2010
Est. Completion	11/15/2012
Initial Expiration	12/31/2012
Renewal Action	no data
Extended Through	06/30/2012

INVOICES | PURCHASE ORDERS | REQUISITIONS | **CHANGE HISTORY** | APPROVERS | TERMS | LIENS

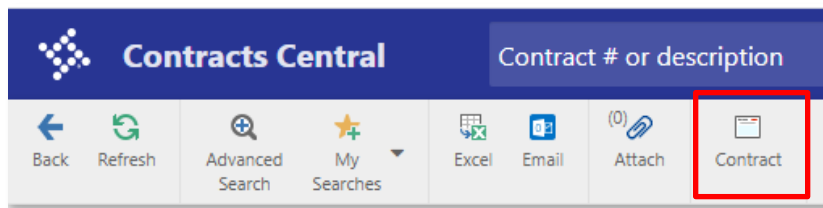| Field	Number	Change By	Date	Original Value	New Value	Reason
account	1	jean2	09/15/2010			CORRECT GL ACCOUNT
account	1	jean2	09/15/2010			CORRECT GL ACCOUNT
bqch_expire_date	2	jean	06/27/2011	12/31/2010	12/31/2011	Need to change the expiration date.&#x0D:
amount	4	jean	08/29/2011			Extend project/contract end date.
amount	4	jean	08/29/2011			Extend project/contract end date.
bqch_est_end	4	phil	07/06/2012	11/15/2010	11/15/2012	Extend project/contract end date.
bqch_expire_date	4	phil	07/06/2012	12/31/2011	12/31/2012	Extend project/contract end date.
bqch_ext_dt	4	phil	07/06/2012		06/30/2012	Extend project/contract end date.

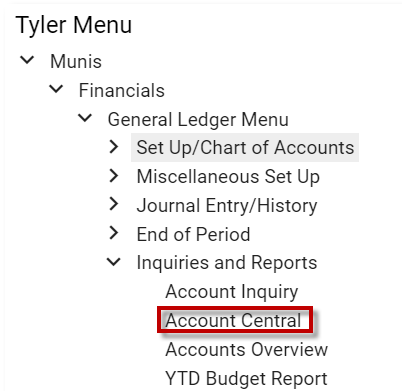8. If you click on Contract it will take you to Contract Entry (Permission based)

Central Programs

Account Central

Discussion topic

1. From Tyler Menu: Financials>General Ledger Menu>Account Centrals

```
Tyler Menu
∨  Munis
   ∨  Financials
      ∨  General Ledger Menu
         >  Set Up/Chart of Accounts
         >  Miscellaneous Set Up
         >  Journal Entry/History
         >  End of Period
         ∨  Inquiries and Reports
               Account Inquiry
               Account Central
               Accounts Overview
               YTD Budget Report
```

2. The program initially displays a Search box.

Search

Fund	Org	Object	Project	🔍

Advanced Search

Central Programs

3. Enter full Fund, Org, Object or partial, or alternatively, click Advanced Search to expand the ribbon and display additional search fields.

Advanced Search

My searches | Select a search ▾ | ×

Clear search criteria

☐ Startup search

Fund
[▾] ☐

Org
[▾] ☐

Function/CC
[▾] ☐

Object
[▾] ☐

Department
[▾] ☐

Project
[▾] ☐

Program
[▾] ☐

Full Account
[   ]

Grade
[▾] ☐

Description
[   ]

Grant
[▾] ☐

Account Type
[▾] ☐

DOE Function
[▾] ☐

Account Status
[▾] ☐

Search | Save | Save As | Reset | Cancel

Central Programs

4. After performing the search, the program displays a list of matching account records.

5. Use Navigation bar at the bottom of the screen to view additional pages of account records, if applicable.

6. When viewing records, use the search fields to narrow criteria.

7. Click on the account to open the account record to view the account detail.
   You can see account, segments, monthly data, budget rollup, current year vs. CFWD, etc. You can click on Account Master to update the account record (permission based). You can also click on account inquiry to get another view of account detail. You can click on Journals to enter journal entries (permission based).
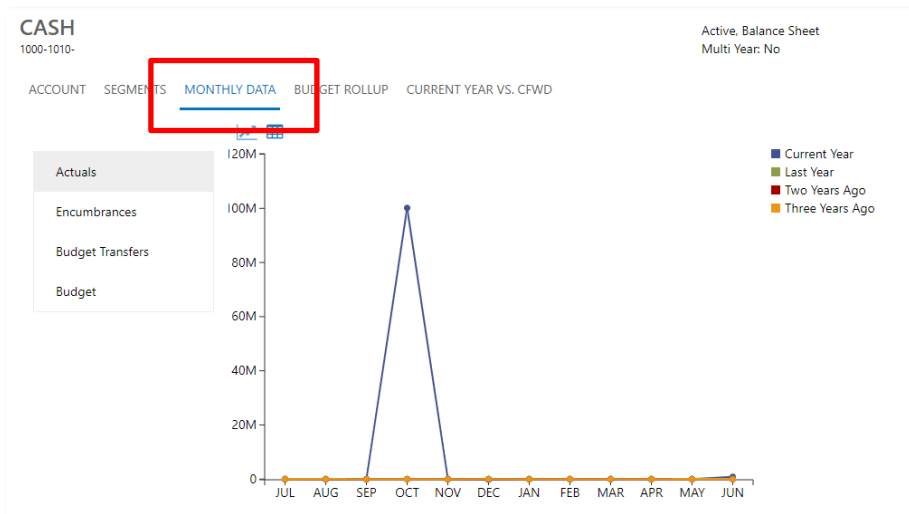
Central Programs

CASH
1000-1010-

Active, Balance Sheet
Multi Year: No

ACCOUNT **SEGMENTS** MONTHLY DATA BUDGET ROLLUP CURRENT YEAR VS. CFWD

Segment	Code	Description
Fund	1000	GENERAL FUND
Function/CC	0	UNDEFINED FUNCTION
Department	000	UNDEFINED DEPARTMENT
Program	000	UNDEFINED PROGRAM
Grade	00	UNDEFINED GRADE
Grant	00	UNDEFINED GRANT
DOE Function	0000	UNDEFINED TASK
Category	0	UNDEFINED CATEGORY
Org	1000	GENERAL FUND
Object	1010	CASH
Project		

CASH
1000-1010-

Active, Balance Sheet
Multi Year: No

ACCOUNT SEGMENTS **MONTHLY DATA** BUDGET ROLLUP CURRENT YEAR VS. CFWD

Actuals	
Encumbrances	
Budget Transfers	
Budget	

■ Current Year
■ Last Year
■ Two Years Ago
■ Three Years Ago

Central Programs

Toolbar

The toolbar in the Purchase Orders Central program contains the following options.

Option	Description
View/Maintain	
Change Orders	Opens the Purchase Order Change Orders program in Munis with the current purchase order as the active record.
Office	
Excel	Exports the current record to a Microsoft Excel spreadsheet.
Email	Creates an email message using your default email program. The message contains a link to the purchase order in the message body.
Tools	
Attachments	Opens Tyler Content Manager (TCM), where you can view files that have been attached to the record using TCM.
Advanced Search	Allows more fields for searching beyond the main search field.
My Searches	Searches you saved are retrieved here.
Refresh	Refreshes the screen
Return	
Return to Search	Returns to the main Purchase Order Central program screen.