

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.

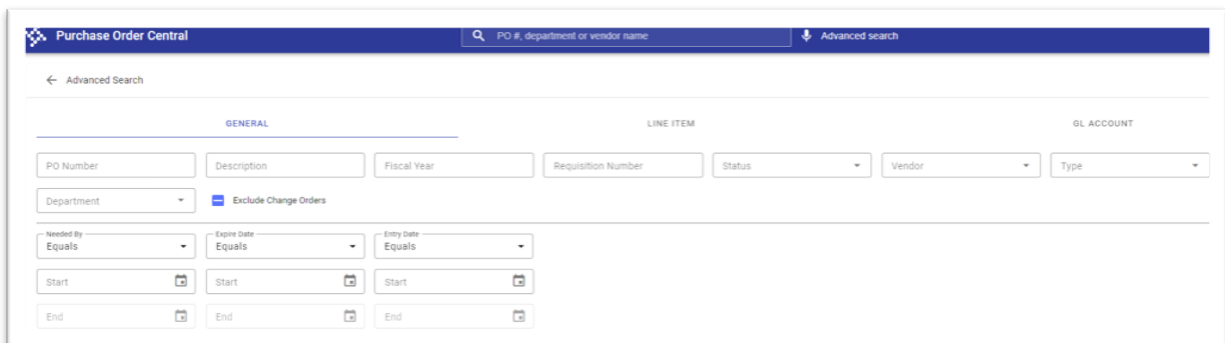


Type a PO#, department number or vendor name into the Search box hit your Enter Key or click on the search icon,

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.

Purchase Order Central PO #, Department Name or Vendor Name


Purchase Orders: 309  Click here to change the view from a grid view to block view

Number	Fiscal Year	Description	Status	Open Amount	Total Amount	Vendor	Department
21300148	2020	office supplies	Posted	\$10.00	\$10.00	ABC SUPPLY COMPANY	CLB DEPT
21300147	2020	test	Posted	\$239.00	\$239.00	ABC SUPPLY COMPANY	CLB DEPT
21300146	2020	test	Posted	\$0.95	\$0.95	ABC SUPPLY COMPANY	CLB DEPT
21300144	2020	Testing Delivery Def...	Printed	\$192.85	\$192.85	ABC SUPPLY COMPANY	FINANCE DEPARTMENT
140	2020	Hammers	Printed	\$0.00	\$1,500.00	BUILD A FENCE	CENTRAL OFFICE

Navigation: < 1 2 3 4 5 >

This is a block view

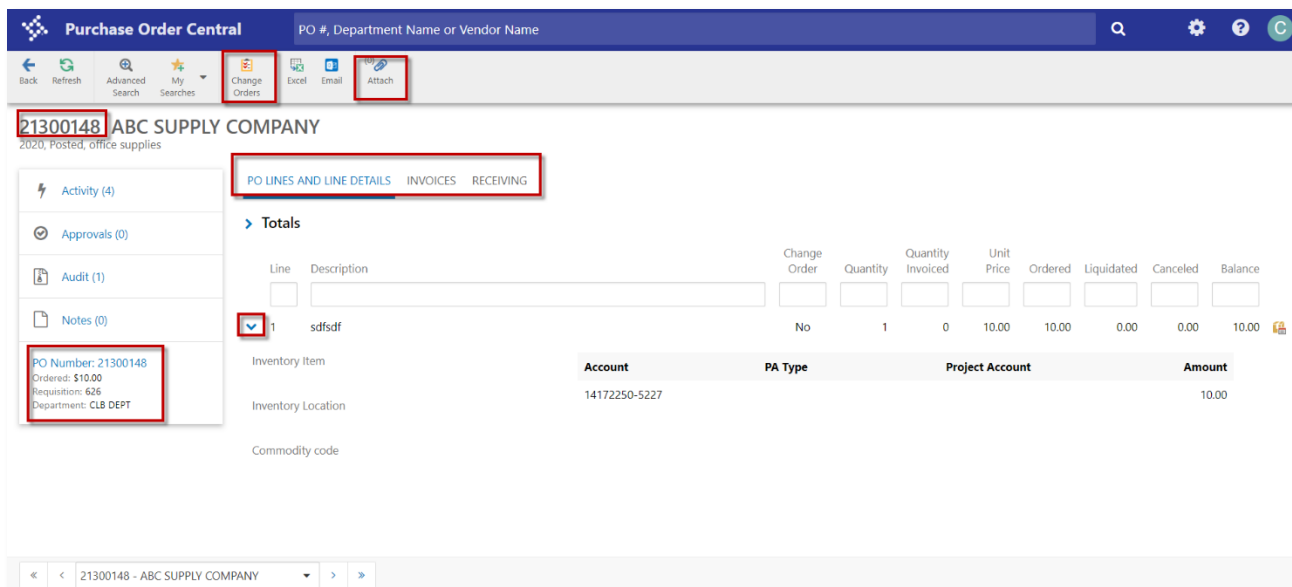
Purchase Order Central PO #, Department Name or Vendor Name

Purchase Orders: 309  The view below is a block view

21300148 Open: \$10.00 Total: \$10.00 ABC SUPPLY COMPANY 2020	21300147 Open: \$239.00 Total: \$239.00 ABC SUPPLY COMPANY 2020	21300146 Open: \$0.95 Total: \$0.95 ABC SUPPLY COMPANY 2020
140 Open: \$0.00 Total: \$1,500.00 BUILD A FENCE 2020	139 Open: \$0.00 Total: \$0.00 BUILD A FENCE 2020	138 Open: \$0.00 Total: \$0.00 BUILD A FENCE 2020
136 Open: \$200.00 Total: \$200.00 ABC SUPPLY COMPANY 2020	21300143 Open: \$52.25 Total: \$52.25 ABC SUPPLY COMPANY 2020	135 Open: \$0.00 Total: \$0.00 TEST AGAIN 2020

Central Programs

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.

Central Programs

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

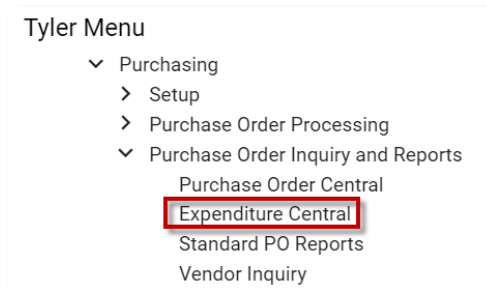
Expenditure Central

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.

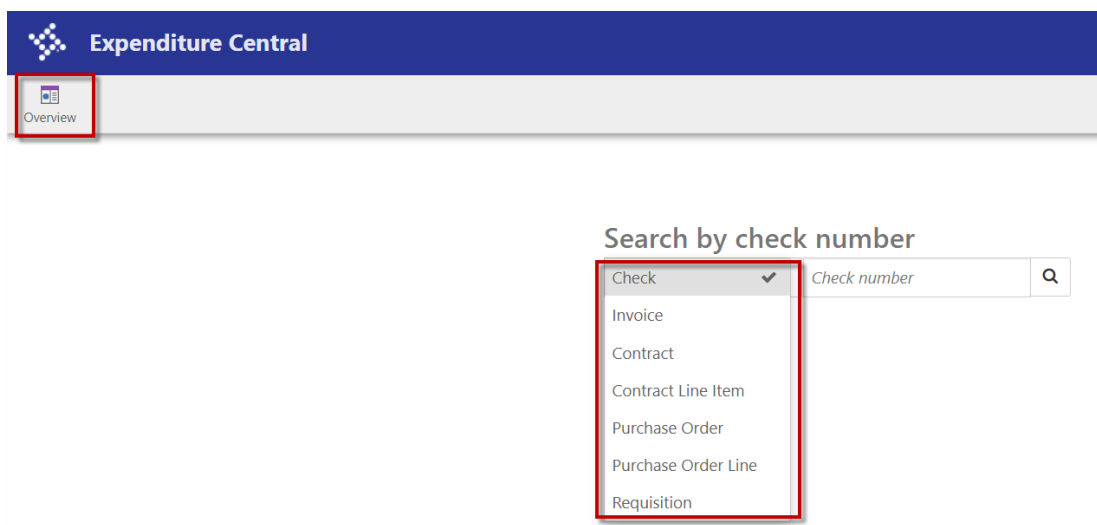
To access Expenditure Central

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:

Advanced Search My Check searches Select a search Clear search criteria Startup search

Check Number Net Amount

Vendor Type

Warrant Cash Account

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

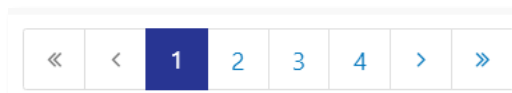
Expenditure Central Check Check number

Overview Advanced Search My Searches Excel

Checks: 99

Check	Vendor	Amount	Status	Warrant	Date	Cash Account
<input type="text"/>	<input type="text"/>	searchable fields.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1010	ABC SUPPLY COMPANY	5,478.58	Cleared	0329201	03/29/2020	9115-1010
6533386	ABC SUPPLY COMPANY	250,000.00	Printed	SLR20	03/10/2020	1000-1010
2	ABC SUPPLY COMPANY	1,102.00	Printed	rh203030	03/04/2020	RH000010-111000
1	ABC SUPPLY COMPANY	1,101.00	Printed	rh030420	03/04/2020	RH000010-111000
6533384	ABC SUPPLY COMPANY	70,875.00	Printed	SLR10	02/26/2020	1000-1010

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



Central Programs

- 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.

6533282, ABC SUPPLY COMPANY
\$950.00 02/20/2009

You can view detail by clicking in any of the boxes below.

Check	Invoices	Purchase Order Receiving
Check Number 6533282 Cash Account 1000-1010 Status Printed Warrant 022009	INVOICE 5762 AMOUNT \$950.00	DATE 11/07/2008 PO 20090002

Purchase Orders	Requisitions
PO 20090002 YEAR 2009	No requisitions found.

Contracts	Purchase Order Lines
No contracts found.	LINE 1 PO 20090002

6533282, ABC SUPPLY COMPANY

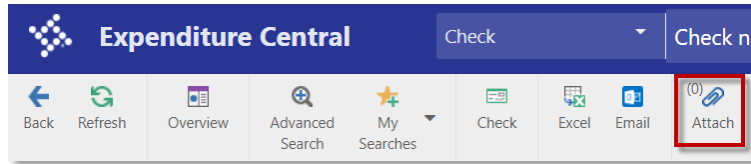
- To view other checks for this vendor, you can use the dropdown arrow on the bottom of the screen. This vendor had 99 checks issued (step 4).

6533292, ABC SUPPLY COMPANY
6533291, ABC SUPPLY COMPANY
6533290, ABC SUPPLY COMPANY
6533286, ABC SUPPLY COMPANY
6533282, ABC SUPPLY COMPANY ✓
11, ABC SUPPLY COMPANY
10, ABC SUPPLY COMPANY
9, ABC SUPPLY COMPANY
8, ABC SUPPLY COMPANY

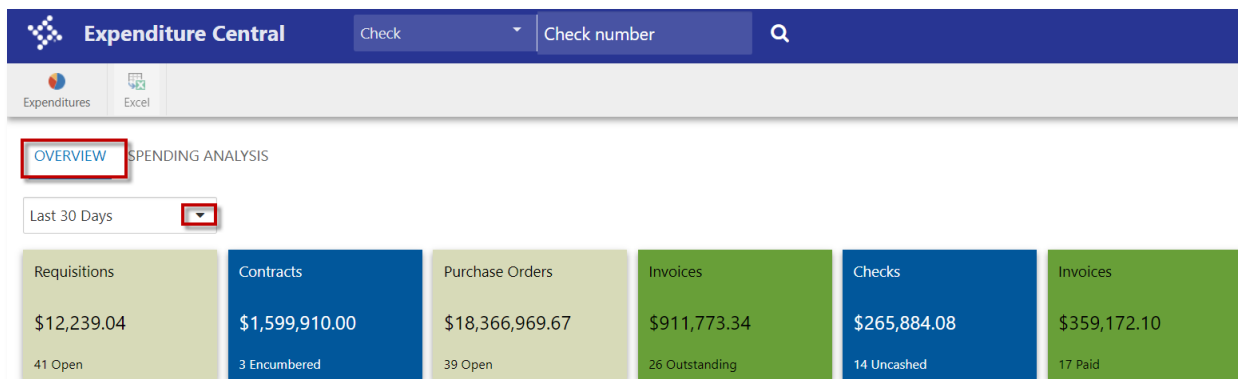
6533282, ABC SUPPLY COMPANY

Central Programs

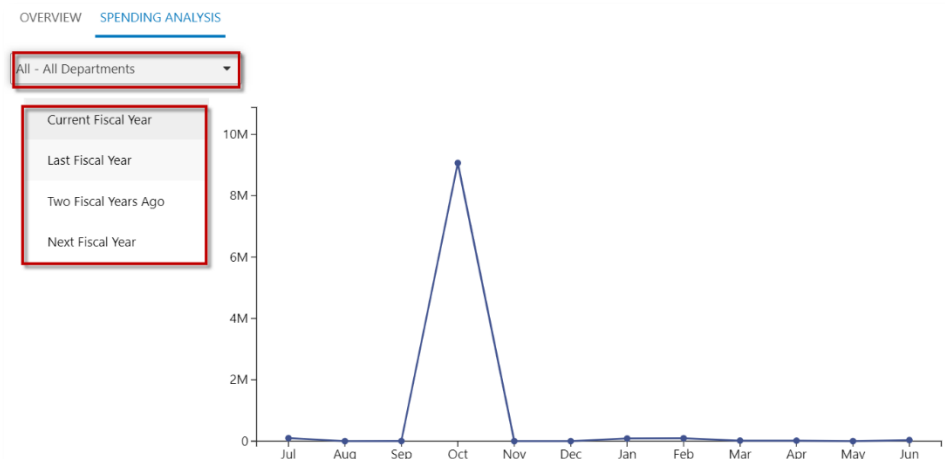
- When viewing expenditures, view the files attached to a record in Tyler Content Manager (TCM) by clicking on the Attach icon in Toolbar.



- 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.



- 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).



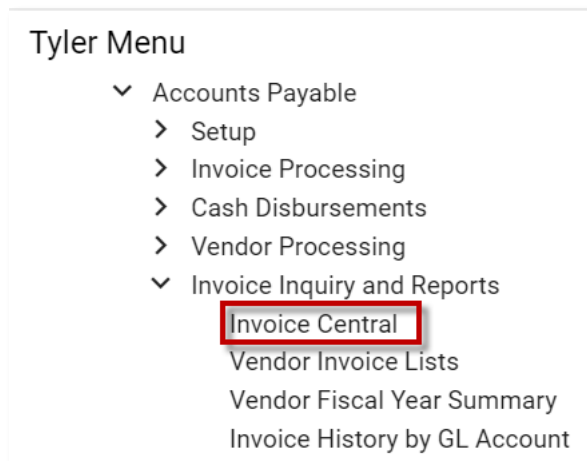
Central Programs

Invoice Central

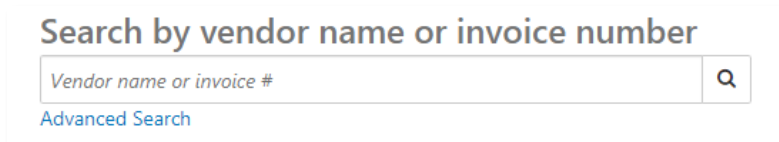
Discussion topic

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.



The image shows a search box with the following elements:

- Search by vendor name or invoice number
- Input field: Vendor name or invoice #
- Search button: Q
- Advanced Search link

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

Central Programs

Advanced Search My searches: Select a search ×

[Clear search criteria](#) Startup search

Invoice Number: Year:

Document: Period:

Vendor: Warrant:

Voucher: Batch:

Department: Work Order Number:

Invoice Date Range: PO Number:

Due Date: Contract Number:

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

Invoice Central office depot

Advanced Search My Searches Excel

Invoices: 61 **Click on contract number view contract detail**

These are searchable fields

Number	Description	Posted	Status	Vendor	PO Number	Invoice Date	Due Date	Gross Amount
31220-RM	2EACHFURNITURE: OFFICE - CHAIRS	Yes	PAID	OFFICE DEPOT	2160493	03/13/2020	03/13/2020	719.96
1913		Yes	APPROVED	OFFICE DEPOT		12/09/2019	12/09/2019	150.00
1903	FLOODMGT MATERIALS	Yes	APPROVED	OFFICE DEPOT		11/07/2019	11/07/2019	5,000.00
1899	4THAVEFLOW MATERIALS	Yes	APPROVED	OFFICE DEPOT		11/05/2019	11/05/2019	2,000.00
1704	Office Supplies	Yes	APPROVED	OFFICE DEPOT	2170318	08/16/2019	09/15/2019	15.00
10515018508	PENS	Yes	APPROVED	OFFICE DEPOT		02/11/2019	02/11/2019	94.00
951	Supplies for Training Center	Yes	PAID	OFFICE DEPOT	2160240	01/10/2017	01/10/2017	2,052.00
10515018508	OFFICE FURNITURE	Yes	APPROVED	OFFICE DEPOT	2170166	10/29/2016	10/29/2016	4,510.00

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.

Central Programs

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

951 Supplies for Training Center
Posted, PAID, OFFICE DEPOT

[INVOICE](#) [PAYMENT](#) [INVOICE DETAILS](#) [WITHHOLDINGS](#)

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

Central Programs

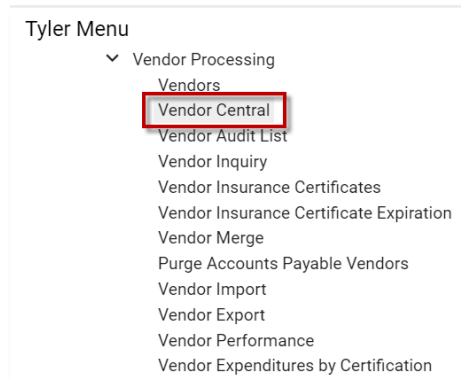
Vendor Central

Discussion topic

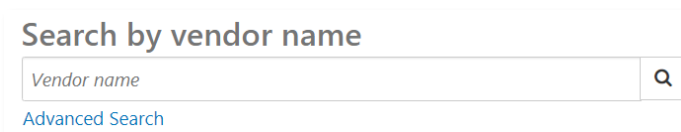
The Vendor Central program provides access to information about vendors. This program is intended for use by purchasing personnel who need to view and maintain vendor information on a regular basis.

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

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

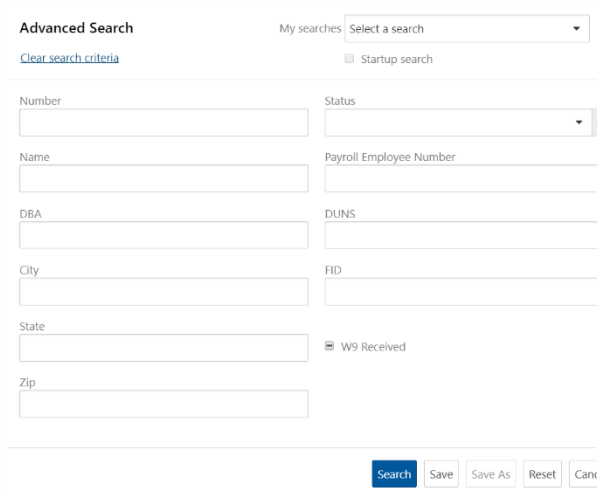


2. The program initially displays a Search box.

A screenshot of a search interface. At the top, it says "Search by vendor name". Below this is a text input field with the placeholder text "Vendor name" and a search icon (magnifying glass) on the right. Below the input field is a link labeled "Advanced Search".

Central Programs

3. Enter a full or partial vendor name, 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

Number: Status:

Name: Payroll Employee Number:

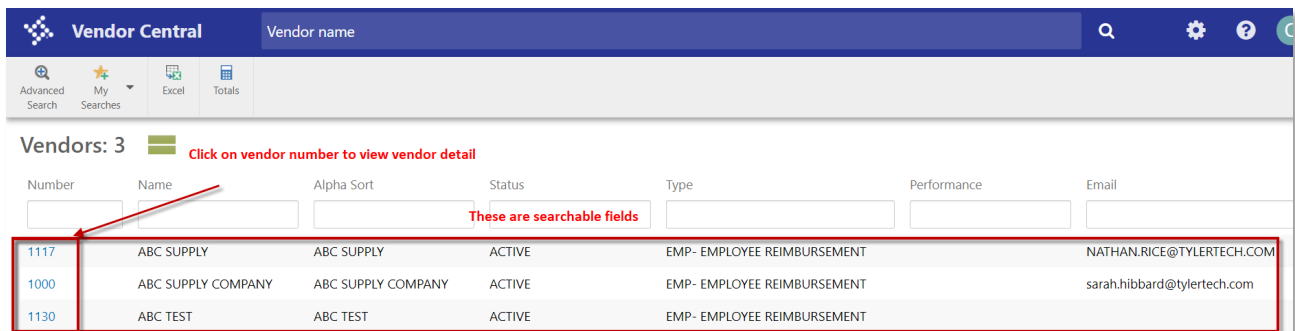
DBA: DUNS:

City: FID:

State: W9 Received

Zip:

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



Vendor Central Vendor name

Advanced Search My Searches Excel Totals

Vendors: 3 [Click on vendor number to view vendor detail](#)

Number	Name	Alpha Sort	Status	Type	Performance	Email
1117	ABC SUPPLY	ABC SUPPLY	ACTIVE	EMP- EMPLOYEE REIMBURSEMENT		NATHAN.RICE@TYLERTECH.COM
1000	ABC SUPPLY COMPANY	ABC SUPPLY COMPANY	ACTIVE	EMP- EMPLOYEE REIMBURSEMENT		sarah.hibbard@tylertech.com
1130	ABC TEST	ABC TEST	ACTIVE	EMP- EMPLOYEE REIMBURSEMENT		

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.

Central Programs

- 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).

Vendor Central Vendor name

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

Time frame Current year

Invoice	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
2019-123	05/19/2020	APPROVED	No	10,720.00	0			21300085
2019-122	04/19/2020	APPROVED	No	10,720.00	0			21300085
161	03/30/2020	APPROVED	No	987.65	0			21300187
154	03/29/2020	PAID	Yes	5,478.58	1010	03/29/2020		
127	03/25/2020	APPROVED	Yes	50,000.00	0			
57323	03/24/2020	APPROVED	No	95.00	0			

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

Time frame 30 days

Number	Date	Comment	Amount	Cleared	Type
1010	03/29/2020	SUPPLIES	5,478.58	Yes	PRINTED
6533386	03/10/2020	testing	250,000.00	No	PRINTED
1	03/04/2020	Payment Manager 1	1,101.00	No	PRINTED
2	03/04/2020	Payment Manager 2	1,102.00	No	PRINTED

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

ABC SUPPLY COMPANY	General	Address
ABC SUPPLY COMPANY	Number 1	DUNS no data
ABC SUPPLY COMPANY	Sort Name DEF SUPPLY COMPANY	Fax no data
ABC SUPPLY COMPANY	Company Name ABC SUPPLY COMPANY	
ABC SUPPLY COMPANY	DBA	
	Email SARAH.HIBBARD@TYLERTECH.COM	
	Contacts	

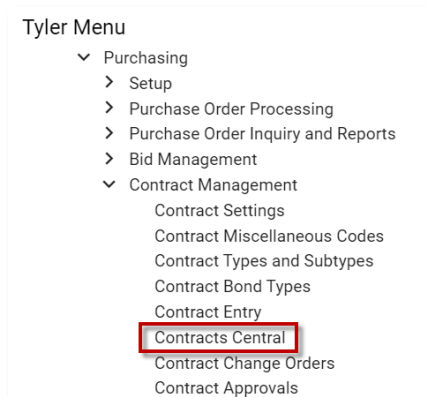
Central Programs

Contract Central

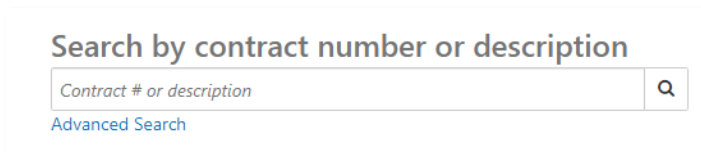
Discussion topic

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.



The image shows a search box with the title "Search by contract number or description". The input field contains the placeholder text "Contract # or description" and a search icon (magnifying glass) on the right. Below the input field, there is a link labeled "Advanced Search".

Central Programs

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

Advanced Search

My searches ×

[Clear search criteria](#) Startup search

Contract Number <input type="text"/>	Status <input type="text"/>
Description <input type="text"/>	Entry Date Equals <input type="text"/>
Department <input type="text"/>	Entered By <input type="text"/>
Vendor <input type="text"/>	Requisition Number <input type="text"/>
Fiscal Year <input type="text"/>	Invoice Number <input type="text"/>
PO Number <input type="text"/>	

Central Programs

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

Contracts: 9 **Click on contract number view contract detail**

Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Amount Available	Percent Available
190112	Construction Contract for JC	POSTED	2020	2	08/20/2019	35,000.00	100.00
190114	JC CONSTRUCTION CONTRACT #2	POSTED	2020	2	08/20/2019	6,725.00	89.67
190127	CONSTRUCTIONS PROJECT	POSTED	2020	3	09/11/2019	300,000.00	100.00
190178	Construction and Landscaping Paths for 5th Street	POSTED	2020	7	01/27/2020	395.00	79.00
190180	5th Ave Construction	POSTED	2020	7	01/28/2020	65,000.00	54.17
20140124	CONSTRUCTION PROJECT	POSTED	2016	12	07/11/2016	3,000,000.00	100.00
20140132	Construction Bid- Building a Dock	POSTED	2016	12	08/01/2016	0.00	0.00
4160006	CONSTRUCTION SERVICES	CLOSED	2017	4	10/18/2016	0.00	0.00
4160078	Main Street Reconstruction	CLOSED	2017	6	12/07/2016	0.00	0.00

These are searchable fields

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).

190180 5th Ave Construction
DPW, CONSTITUTIONAL OFFICERS ASSOC OF GA

Status: POSTED
Available: \$65,000.00

Totals		Dates	
Original	120,000.00	Entered	01/28/2020
Revised	120,000.00	Estimated Start	09/01/2019
Open Req	0.00	Est. Completion	07/01/2023
Open PO	0.00	Initial Expiration	07/01/2023
Expended	55,000.00	Renewal Action	no action
Available	65,000.00	Extended Through	no date

[INVOICES](#) | [PURCHASE ORDERS](#) | [REQUISITIONS](#) | [CHANGE HISTORY](#) | [APPROVERS](#) | [TERMS](#) | [LIENS](#)
[ACCOUNTS PAYABLE \(1\)](#) | [RECURRING \(0\)](#) | [GENERAL BILLING \(0\)](#) | [PROGRESS PAYMENTS \(0\)](#)

Total Invoiced	Total Liquidated
\$55,000.00	\$55,000.00

Invoice	Vendor	Document	Department	Status	Posted	Year	Date	Invoiced	Liquidated
12345	CONSTITUTIONAL OFFICERS ASSOC OF GA	1954	DPW	APPROVED	No	2020	01/28/2020	\$5,000.00	\$5,000.00

Central Programs

190184 testing line item for receiving

FINANCE DEPARTMENT, ABC SUPPLY COMPANY

Status: POSTED
Available: \$284,364.33

Totals		Dates	
Original		Entered	02/03/2020
Revised		Estimated Start	no data
Open Req		Est. Completion	no data
Open PO		Initial Expiration	no data
Expended		Renewal Action	no data
Available		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		Dates	
Original		Entered	09/14/2010
Revised		Estimated Start	09/01/2010
Open Req		Est. Completion	11/15/2012
Open PO		Initial Expiration	12/31/2012
Expended		Renewal Action	no data
Available		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		Dates	
Original	850,000.00	Entered	09/14/2010
Revised	850,000.00	Estimated Start	09/01/2010
Open Req	0.00	Est. Completion	11/15/2012
Open PO	0.00	Initial Expiration	12/31/2012
Expended	850,000.00	Renewal Action	no data
Available	0.00	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.
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.

Central Programs

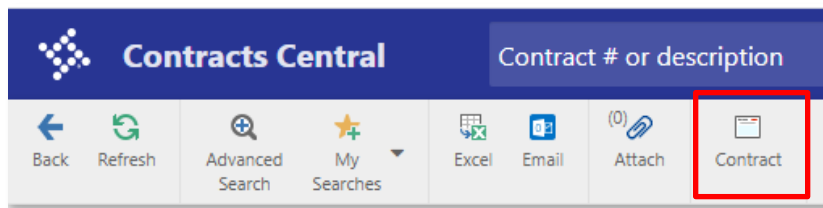
10100001 WFTEST
Lala's Dept. SCHOLASTIC BOOK

Totals		Dates	
Original		Entered	07/29/2018
Revised		Estimated Start	no data
Open Req		Est. Completion	no data
Open PO		Initial Expiration	no data
Expended		Renewal Action	no data
Available		Extended Through	no data

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

Approver	Type	Status	Step	Date	Time	Action	All Approvers Required	Comment
Edwards, LaDreana	SEG	Complete	10	07/29/2018	23:20:00	Approve	No	
Edwards, LaDreana	SEG	Complete	20	07/29/2018	23:23:00	Approve	No	
Edwards, LaDreana	SOA	Complete	75	07/29/2018	23:23:00	Notify	No	Notification Acknowledged

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

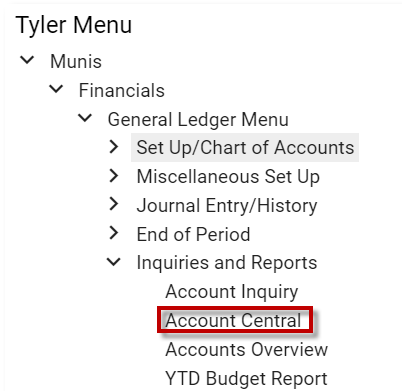


Central Programs

Account Central

Discussion topic

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



2. The program initially displays a Search box.

A screenshot of the Search interface. It features a title "Search" and a search bar with four input fields: "Fund", "Org", "Object", and "Project", followed by a search icon (magnifying glass). Below the search bar is a link labeled "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 ×

[Clear search criteria](#) Startup search

Fund <input type="text"/>	Org <input type="text"/>
Function/CC <input type="text"/>	Object <input type="text"/>
Department <input type="text"/>	Project <input type="text"/>
Program <input type="text"/>	Full Account <input type="text"/>
Grade <input type="text"/>	Description <input type="text"/>
Grant <input type="text"/>	Account Type <input type="text"/>
DOE Function <input type="text"/>	Account Status <input type="text"/>

Central Programs

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

Accounts: 634

Click on contract number view account detail

These are searchable fields

Description	Org	Object	Project	Type	Revised	Actual	Proc/Reqs	Available	PU Used	Starting Balance	Debits	Credits	Ending Balance
INVENTORY EXPENSE	1000	0956		Expense	501,401.00	157,818.25	386,130.62	-42,547.87	108	0.00	0.00	0.00	0.00
INVENTORY REVENUE	1000	0957		Revenue	-1,200.00	10,966.06	1,035.00	-13,201.06	-1,000	0.00	0.00	0.00	0.00
CASH	1000	1010		Balance Sheet	0.00	0.00	0.00	0.00	0	-1,882,173.92	101,236,605.68	720,031.75	98,634,400.01
PCARD LIABILITY	1000	1017		Balance Sheet	0.00	0.00	0.00	0.00	0	0.00	0.00	0.00	0.00

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).

CASH
1000-1010

Active, Balance Sheet
Multi Year: No

ACCOUNT SEGMENTS MONTHLY DATA BUDGET ROLLUP CURRENT YEAR VS. CFWD

Account Totals

	2019	2018	2017
Starting Balance	-1,882,173.92	0.00	0.00
Debits	101,236,605.68	5,057,701.42	1,926,011.84
Credits	720,031.75	284,604.02	14,494,025.22
Ending Balance	98,634,400.01	4,773,097.40	-12,568,013.38

Transactions 2018 Total Amount: \$5,057,706.42

Starting Balance	0.00	Source	Year	Period	Journal
Debits	5,057,701.42	GEN	2018	1	6
Credits	284,604.02	EBI	2018	2	3
Ending Balance	4,773,097.40	APP	2018	2	15
All		APM	2018	4	6
		APP	2018	5	51

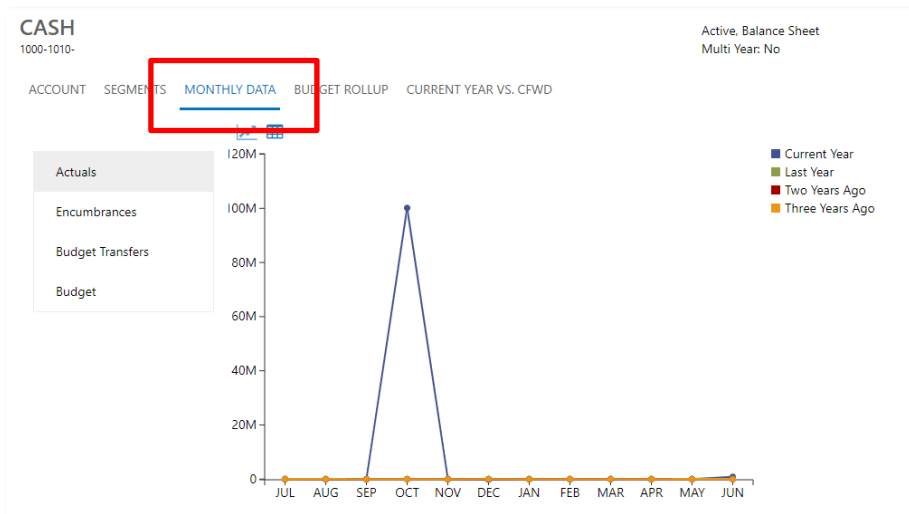
Central Programs

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		



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.