

# CHAMPAIGN COUNTY MUNIS ERP MANUAL

## ABSTRACT

How to Guide for Munis Modules – contains walk-throughs of the different modules as well as guidance for searching for information and creating reports.

Issued By: Champaign County Auditor's Office

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## Getting Started

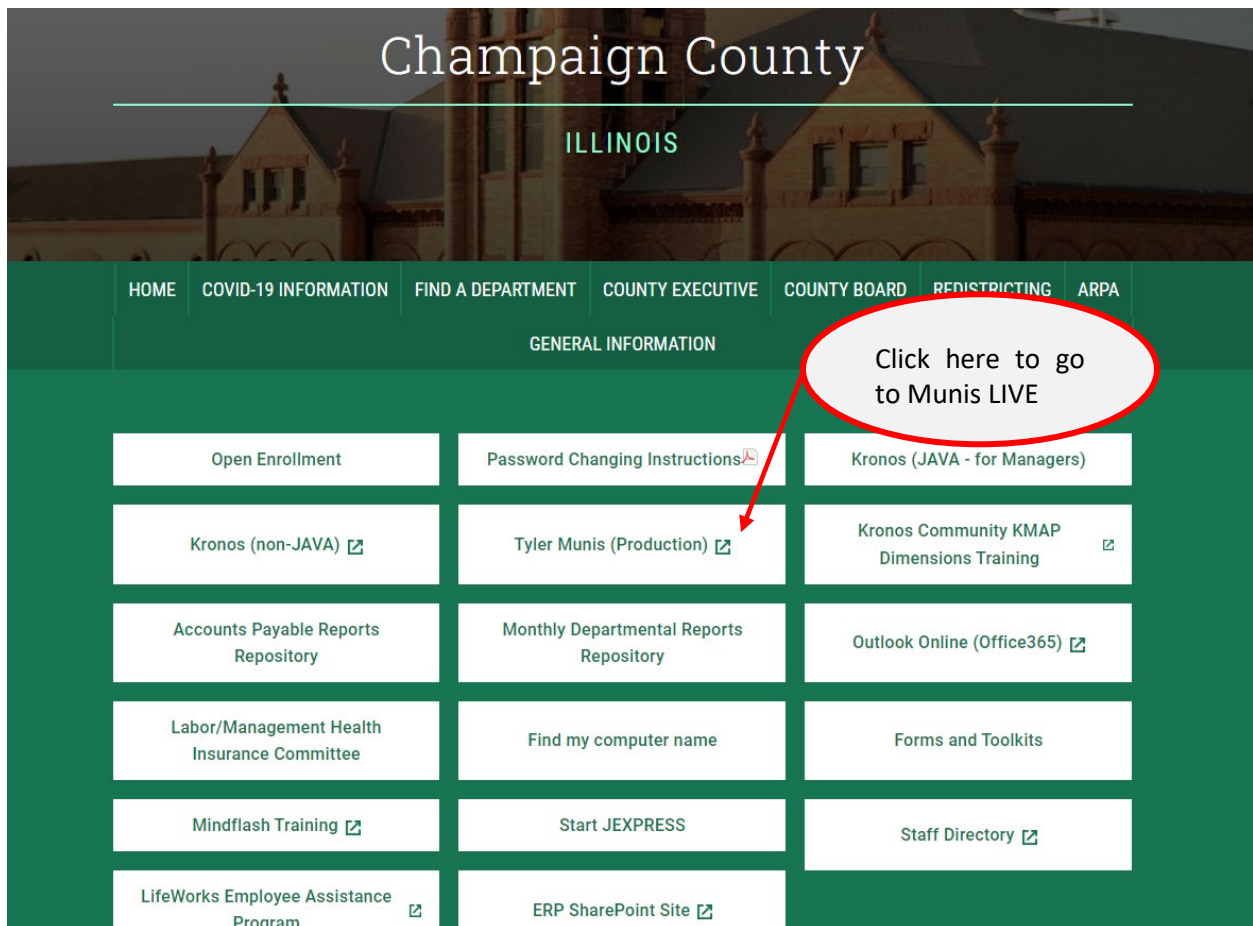
Welcome to the Munis ERP How-To Guide – we recommend bookmarking this document in your browser for quick access to the most up to date information. Feel free to print this guide (over 200 pages) for your use keeping in mind that updates will be made to this document as needed.

This Manual replaces all the various worksheets on the SharePoint site and combines them into one searchable document.

There will be additional forms and information referenced herein that can be found on the County website.

## Munis LIVE

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



You can also access Munis using this link: <https://champaigncountyil.tylerhub.com>

## Munis Log In

To log in to Munis you will use the same log-in and password as you do to log on to your computer.

## Munis Train

New to Munis and want to work in a safe environment before working in the live system? Also great for seasoned users to brush up on infrequently used processes in a safe environment. Use this link to the Train environment: <https://champaigncountyil-train.tylerhub.com>

## Munis Help Desk

To ask Munis related questions email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us)

When emailing the help desk please provide as much information as possible for us to help you. Things that are helpful to know:

- Are you working remotely?
- What Browser are you using? (Chrome, Edge, etc.)
- What module are you working in? (Invoice Entry, Payment Entry, Accounting Entries, etc.)
- Is there an error message? Please send a screen shot.
- If it is a journal entry or transfer entry – what is the journal or transfer number?
- Screen shots – feel free to send screen shots
- What step in the process did you get to before you experienced a problem?

We strive to answer emails as quickly as possible. Please allow ample time before making your request again.

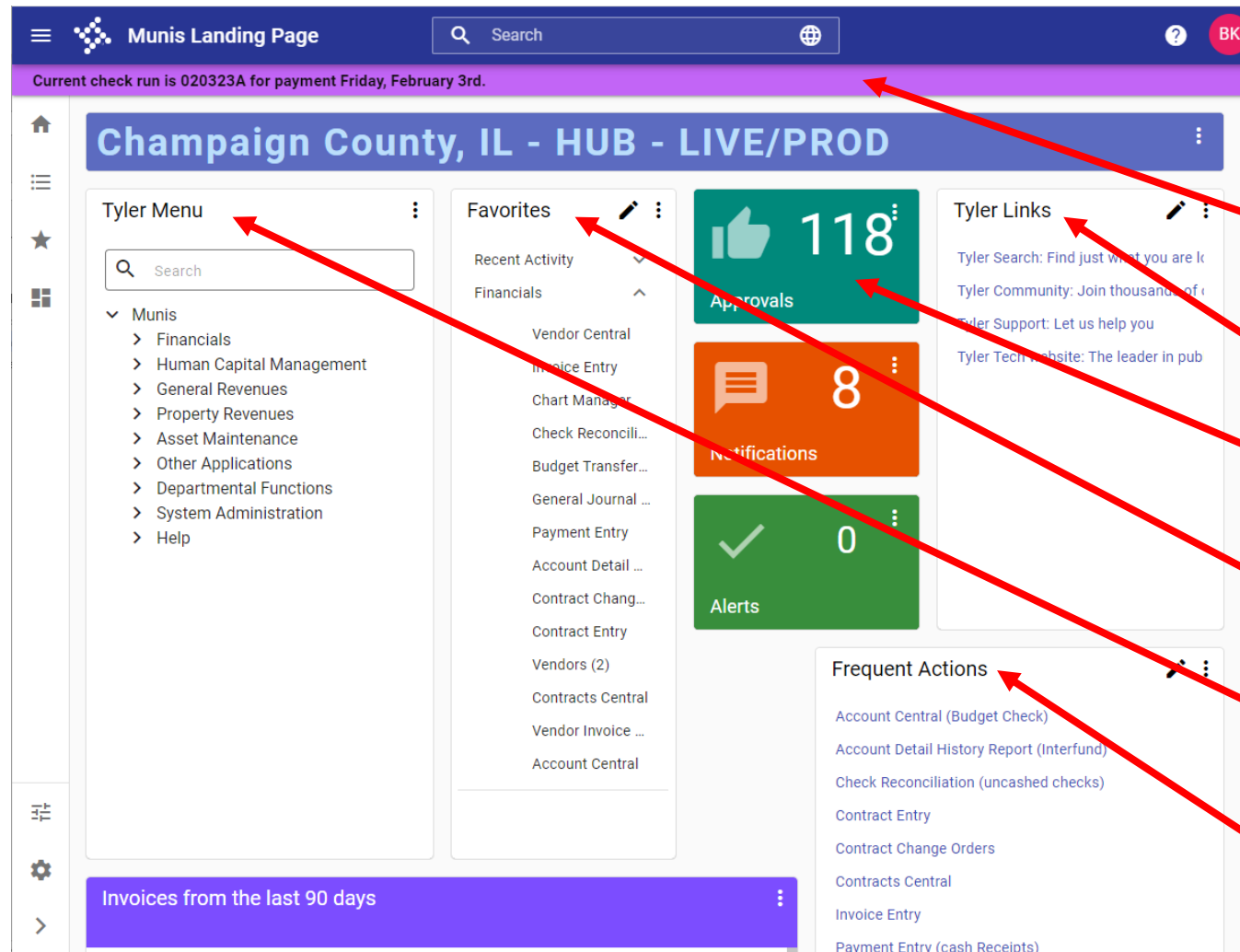
## Adding a New User

To add a new user fill out the form located in Forms and Toolkits/Employee Toolkit/Onboarding/[New Munis User Set Up Form-Single-Dept](#)

Once the form has been completed email to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).

## Munis Landing Page (also known as the HUB)

The landing page is where it all begins. From the landing page you will go to the various modules and find important information.



You can customize the landing page however you want. See Customizing Your View.

Here are some highlights:

Information Bar: Contains information on the current check run and if there are outages/issues.

Tyler Links: Links to search Tyler and the Tyler Community pages

Approvals: Will show the number of items awaiting your approval (if you are an approver)

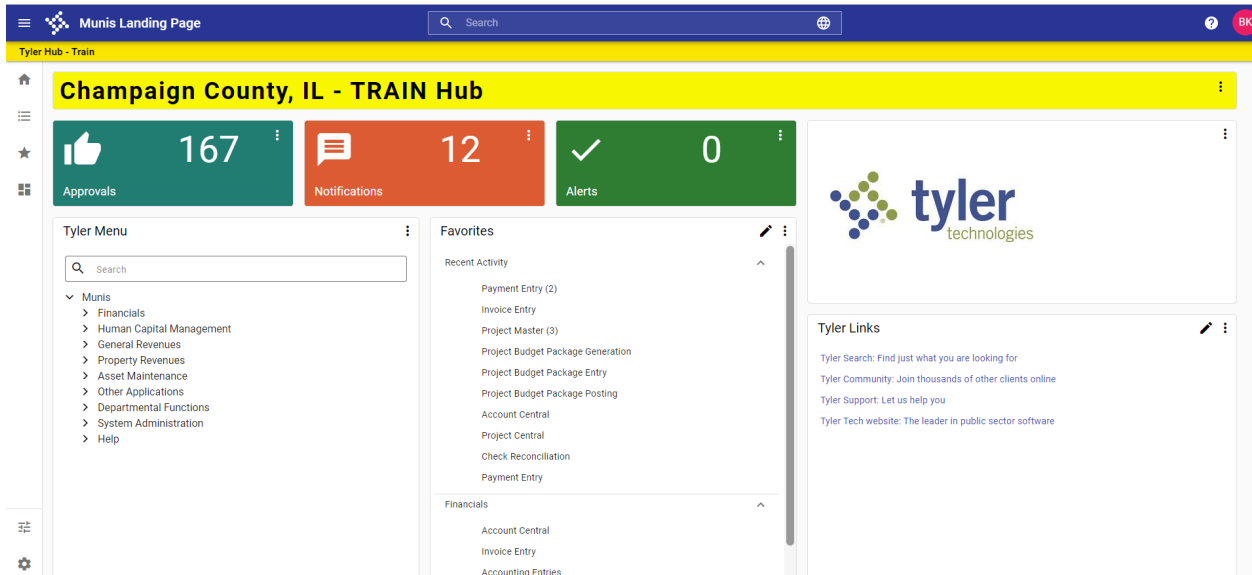
Favorites: You can save frequently used links by right clicking on the item in the Munis Menu.

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

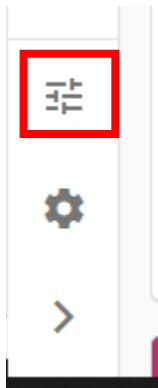
Frequent Actions: this is a card you can customize your links with custom titles – if you have a frequently run report you can use this card and put the title of your report and link it to the module used to run report. See Frequent Actions Card for more information.

## Customizing Your View

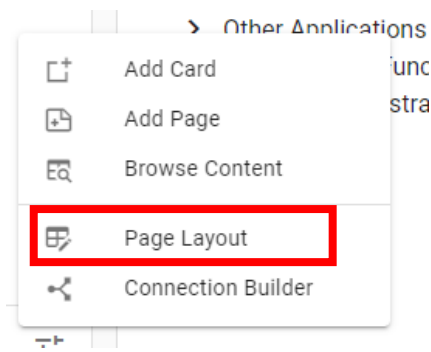
You can move the various cards around on the page to suit your preferences. This is the default view.



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

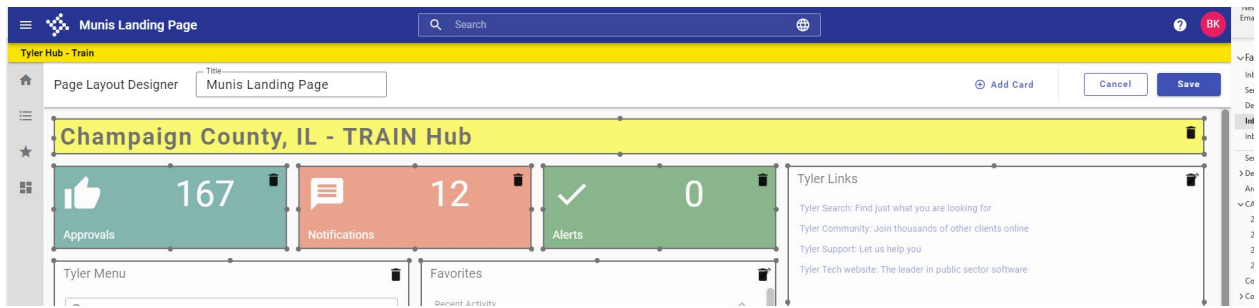


Select Page Layout

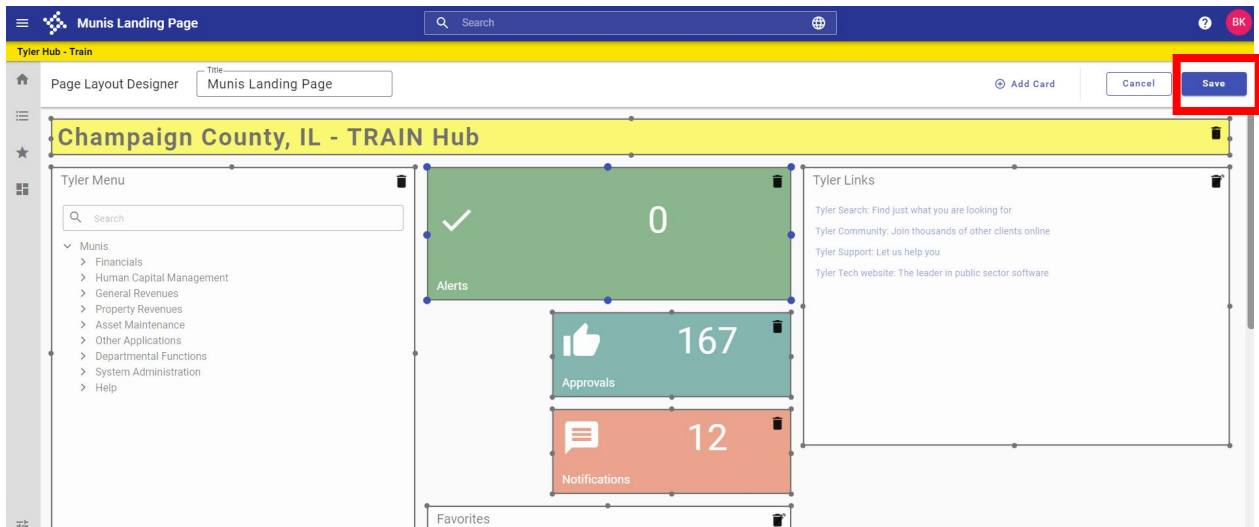


The screen will change and say Page Layout Designer.





From here you can drag the cards to different locations and change the size by dragging the edges of the card. When you are satisfied with the arrangement of the cards click Save in the upper right-hand corner.

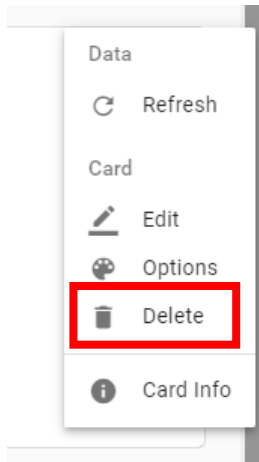


## Remove a Card from the Landing Page

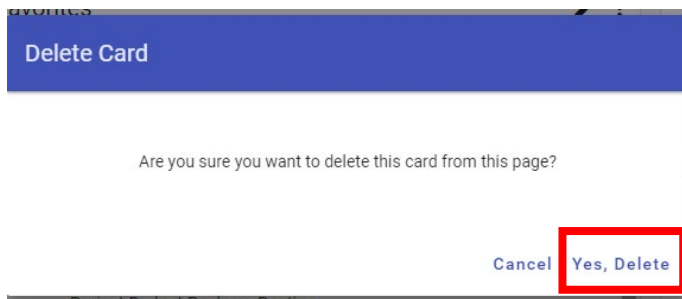
To remove a card from the page, click, on the ellipsis in the upper right corner of the card.



## Select Delete

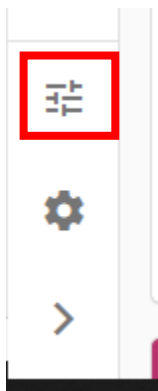


It will ask you if you are sure, click Yes, Delete. The card will be deleted.

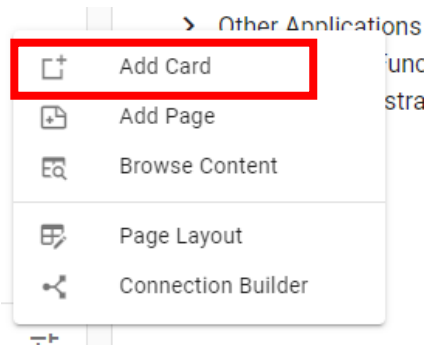


## Adding a Card to the Landing Page

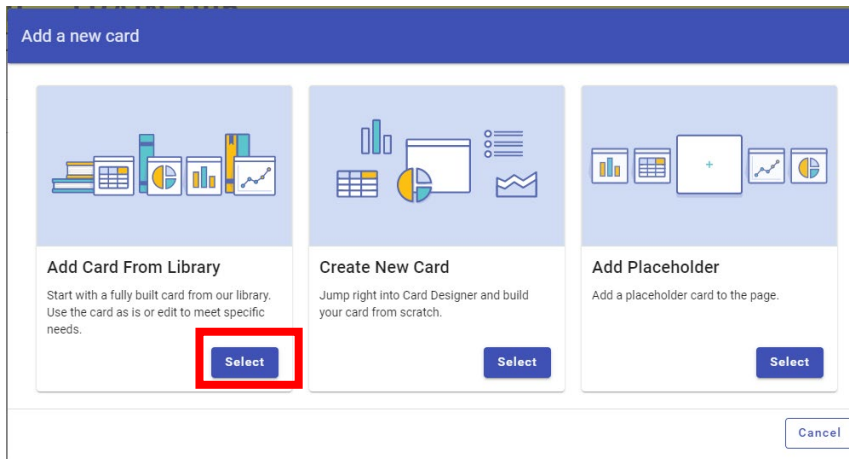
To add a card to your landing page, click on the Edit Content icon on the lower left side of the screen.



## Select Add Card



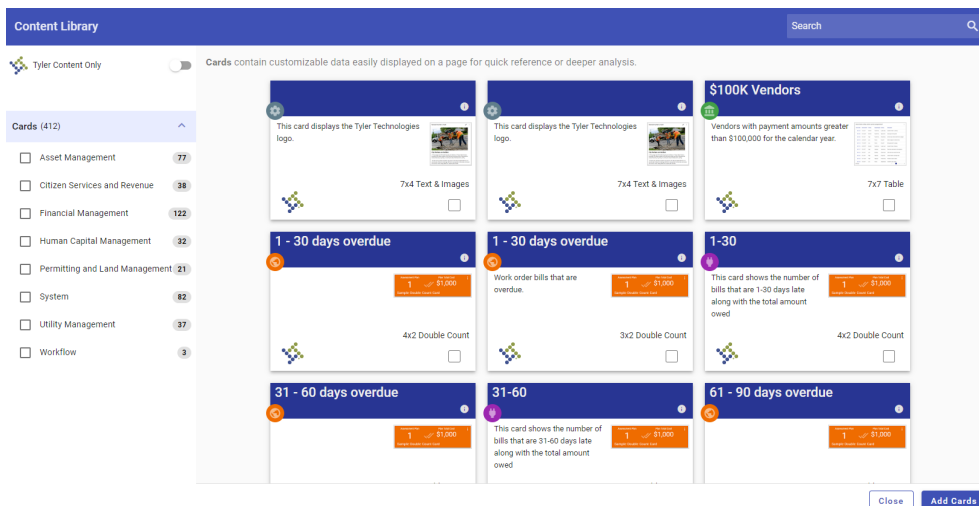
## Add Card from Library



Create New Card – you are welcome to create a card if you don't see something in the premade cards, however, help from the Munis Help desk will be limited as it is not something we received training on.

Add Placeholder – literally puts a box on your landing page to save a space for later.

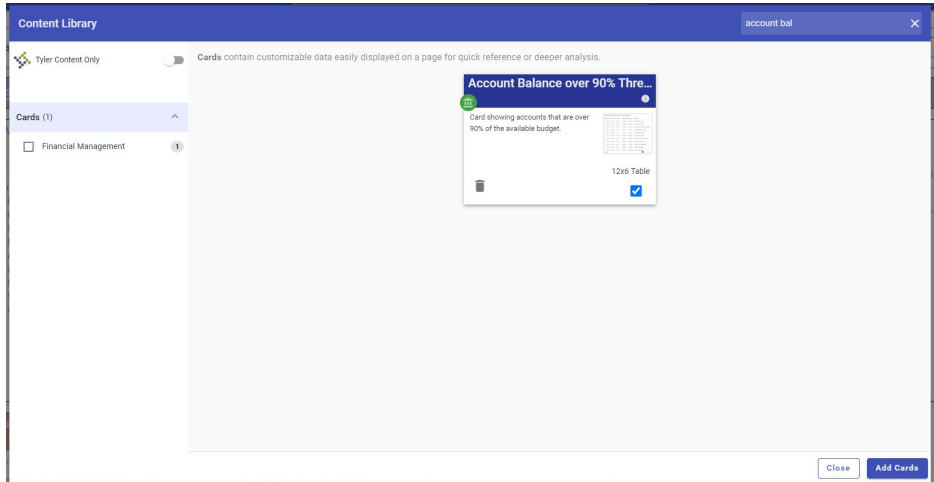
From the Content Library you can search for all the different pre-made cards available. There are a lot of different cards available.



## Account Balance over 90% Threshold Card

This is a card for the MUNIS Landing Page that will show all expense accounts that have used over 90% of the available budget. This can help you monitor your expense accounts to see if you will need to transfer money prior to entering invoices.

Following the Add a Card instructions above, navigate to the Content Library and search for Account Balance over 90% Threshold.



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

Then click save in the upper right corner.



Here is what the card will look like:

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

Rows per page: 25 1-25 of 109 |< < > >

From here you can filter by department to only see the departments you need – you can choose all departments you use (it defaults to all expense lines over the threshold for all departments) and sort as desired.

In this example 2 departments are chosen.

You can also filter any of the columns – the Character Codes will sort by type of expense

The codes are:

- O – Personnel
- Q – Commodities
- S – Services
- U – Capital
- W – Interfund Expense
- Y - Debt

To see the balance available, you will need to click on the arrow under Account Balances.

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

That will show the balances – the bottom line will be the current available balance

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

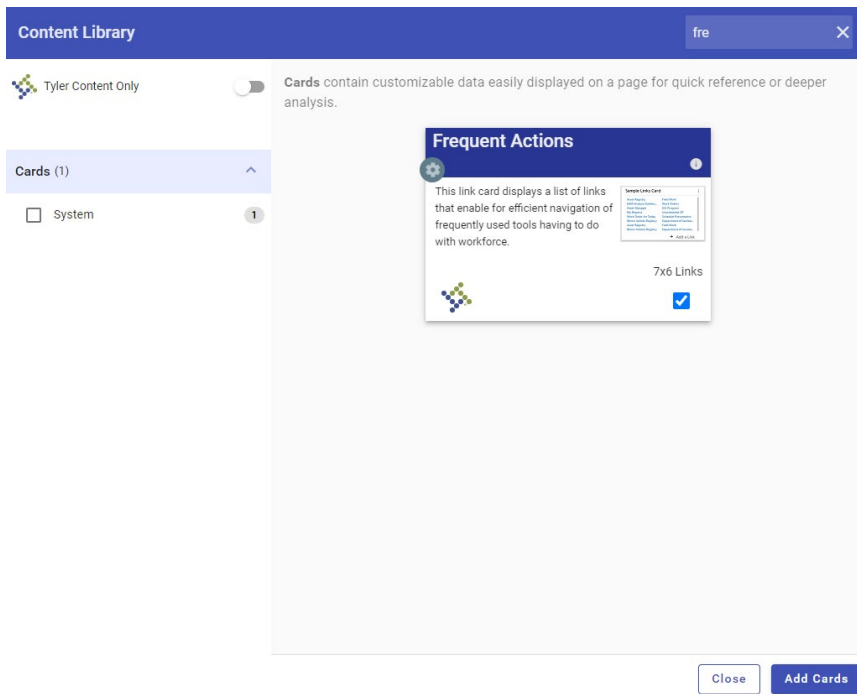
Rows per page: 25 1-8 of 8

There is also a link to Account Central if you need to see a breakdown of activity for that line.

### Frequent Actions Card

This is a card for the MUNIS Landing Page that will allow you to create links to frequently used items. It is like the Favorites but with this card you can give the links unique names for example if you use a particular module to run a report on a regular basis you can name the link your report name.

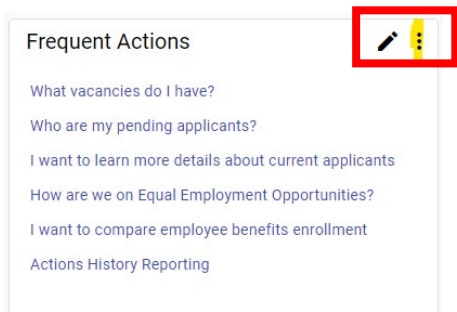
Following the Add a Card instructions above, navigate to the Content Library and search for Frequent Actions.



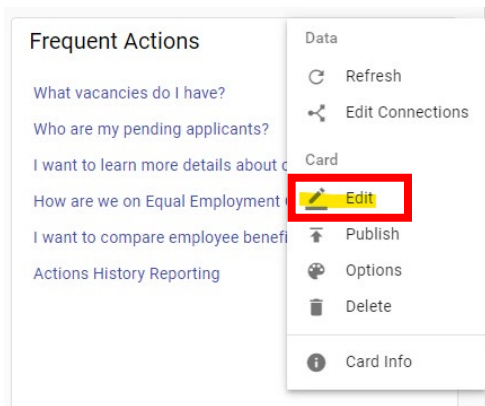
Check the box on the lower right corner of the card and click add cards.

Then click save in the upper right corner.

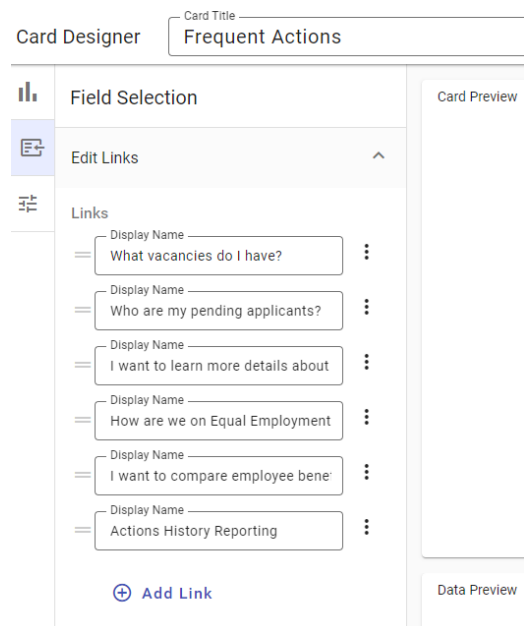
Once you have added the card then you can edit the card to the links you want. Click the ellipsis in the upper right corner.



Select Edit



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



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

**Edit Link**

Display Name  
What vacancies do I have?

Link Type  
Tyler Menu

URL  
pmposvac [+ Select](#)

Open Link In  
New Tab

Icon

Icon Color

Cancel Save

When you select the URL, it will open the Tyler Menu and you will need to know where the module is in the Tyler Menu as shown below.

**Tyler Menu**

Search

- >| ExecuTime
- ▼ Munis
  - ▼ Financials
    - > General Ledger Menu
    - > Budget Processing
    - > Purchasing
    - > Accounts Payable
    - > Inventory Management
    - > Cash Management
    - > Capital Assets
    - > Performance Based Budgeting
    - > Student Activity
    - > Employee Expense
    - Account Inquiry
    - Accounts Overview
  - > Human Capital Management
  - > General Revenues
  - > Property Revenues
  - > Asset Maintenance
  - > Other Applications
  - > Departmental Functions
  - > System Administration
  - > Help

Refresh Close

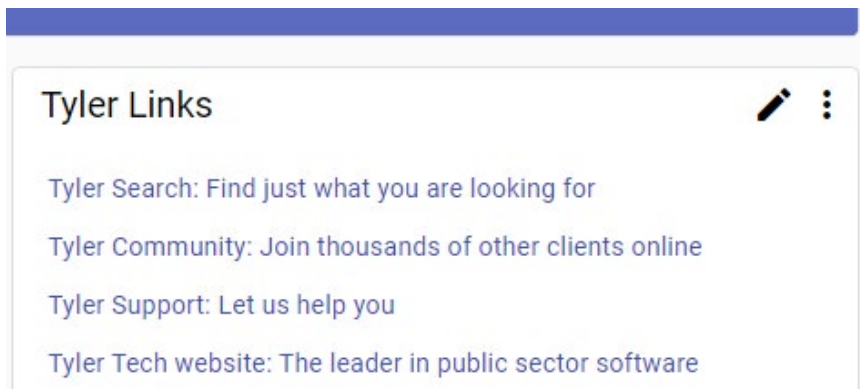


## Tyler Links

The Tyler Links – Tyler Search is Tyler created resources while Tyler Community is where you can search and ask questions from other Tyler users.

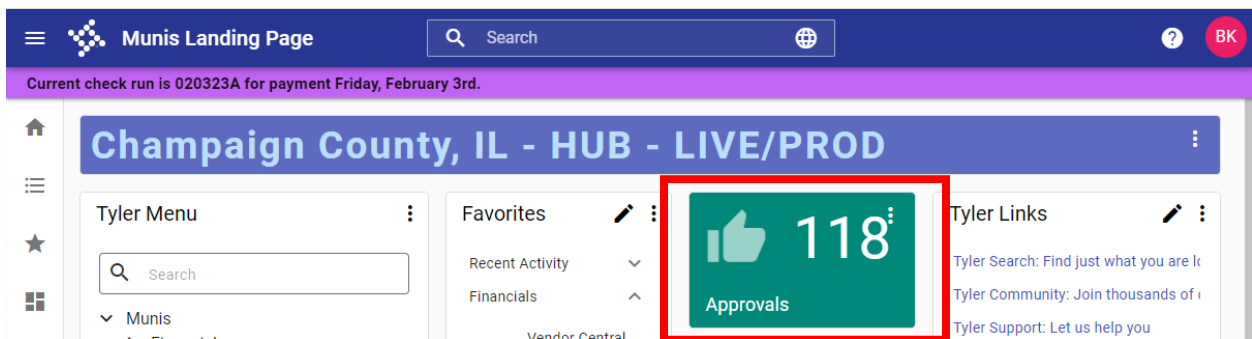
The password to access these links is not the same as your Munis log in. This is the CloudAdmin password. You may at some point gotten an email about your CloudAdmin password expiring soon. That password is for access to the Tyler Search and Tyler Community.

Please keep in mind just because you find information in those links does not mean that it applies to County systems and/or allowed permissions.

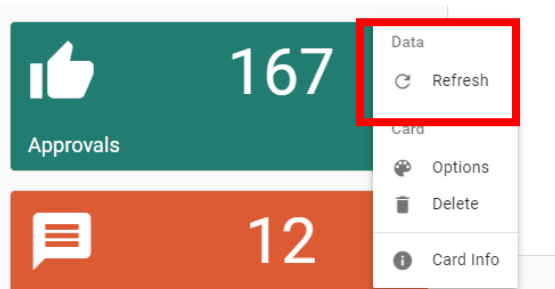


## Approvals

If you are an approver for your department when items have been released into workflow they will show in the approvals card.



If you keep Munis open throughout the day you may need to refresh the card by clicking on ellipsis and click Refresh



When you click on the Approvals Card the outstanding approvals will be listed.

The screenshot shows the 'Approvals' section of a software interface. At the top, there are filters for 'All Process Codes' and 'All Dates'. Below these are buttons for 'Select All' and 'Refresh', and a count '(0/167)'. A list of seven pending invoices is displayed, each with a checkbox, a description, and a date of '2/24/2023'. The first invoice is selected. To the right, a detailed view for 'API: Invoices pending approval XXX' is shown, including fields for 'Created' (Fri Feb 24 2023), 'Reason' (amount of this invoice is greater than the threshold -999,999,999.99), 'Invoice Header', 'Vendor Number' (10486), 'Vendor Name' (ROGARDS), 'Invoice Number' (043436-01), 'Invoice Department' (041), and 'Invoice Description' (SAO #953). At the bottom right of the detailed view are 'Close' and 'Settings' buttons.

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

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

This will open the entry screen for you to review.

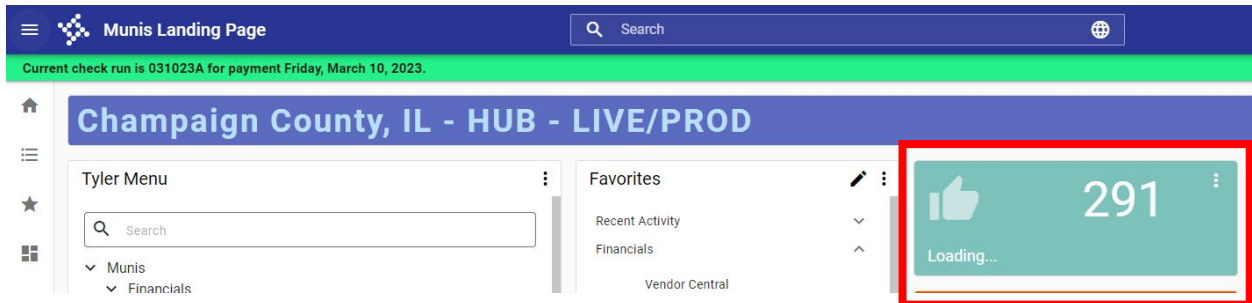
You can see some information in the side window for the entry. However, you cannot look at the TCM from here and there is a glitch with this view. While invoice numbers can't be duplicated for a single vendor, the invoice number may be the same as an invoice number for a different vendor. This might then bring in information not pertinent to your invoice but from the other invoice.

We had an instance where Department 1 entered an invoice. In this view it was showing a project in the details in the side window. Department 1 does not use projects. It was found that the project number being shown was because Department 2 had the same invoice number with a different vendor. Department 2's invoice was linked to a project. When Department 1 viewed the invoice in invoice entry the project information that was showing in the side screen was not on the invoice.

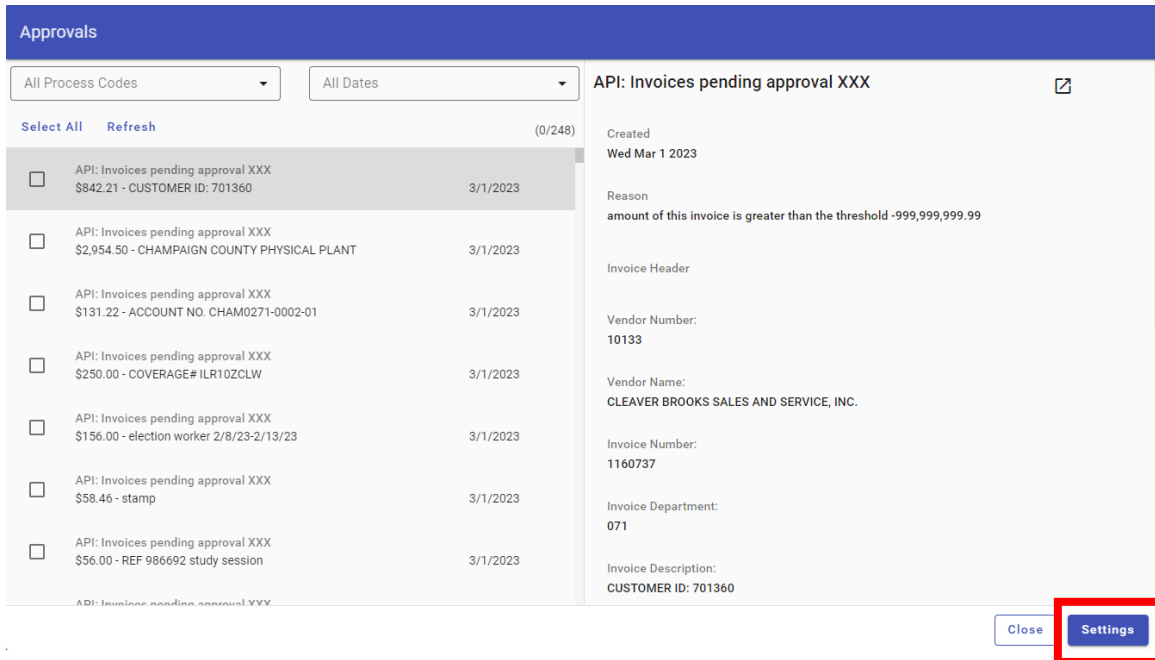
## Forwarding Workflow

If you are an approver of items in the workflow and are going to be out of the office, please forward your workflow prior to leaving.

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



When it opens click on settings in the lower right corner



Select what you want forwarded and who it should go to. When you are back reset the forwarding to stop.

Approvals Settings

bk43892 - Brandi Katrein is not currently forwarding any work.

Process Code Restriction

Workflow Card Title  
Approvals

**Forwarding**

Forward all Workflow to user

Approver

**Selective Forwarding**

API AP Invoice approvals

Approver

COE Contract approvals

Approver

COM Change order approvals

Approver

POM PO Change Order approvals

Approver

PRJ Payroll Journal

Approver

**Schedule Forwarding**

Start Date

Hour: 12 Minute: 00 AM/PM: AM

End Date

Hour: 12 Minute: 00 AM/PM: AM

Reset Forwarding

Cancel Save

## Vendors

Prior to any requisition, contract or invoice entries can be made the vendor must be established in Munis. To see if a vendor already exists in Munis search in Vendor Central.

### Adding New Vendors

To have a new vendor added to Munis please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) the following information:

- Current W9 form filled out, signed, and dated. Some things to look for that may cause the W9 to be rejected:

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**This line MUST be filled in-it cannot be blank**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. **Check only one of the following seven boxes.**

Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶  
 Other (see Instructions) ▶

C Corporation  
 S Corporation  
 Partnership  
 Trust/estate

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
 6 City, state, and ZIP code  
 7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**or Only 1 of these should be filled in**

Employer identification number  
 \_\_\_\_\_ - \_\_\_\_\_

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ **Must be signed** Date ▶ **Must be dated**

**General Instructions** • Form 1099-DIV (dividends, including those from stocks or mutual funds)

- **New Vendor Form** (the information requested is also available as a [checklist](#) if you do not want to use the form). This form/checklist details the information needed to establish a vendor as well as **statutorily required** company information. If the vendor does not return the new vendor form, please include the email sent to the vendor requesting the form be filled out so we can show we attempted to collect the information.
- Invoice or quote. Providing this helps us make sure we have the proper remit address and sometimes vendors will put ACH banking information on the invoice that we can use to set the vendor up for electronic payments more quickly.

Updating an Existing Vendor

If you receive an invoice, letter, email, etc. that indicates a change of address or change in banking information please forward that item to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) for the address to be updated in the system.

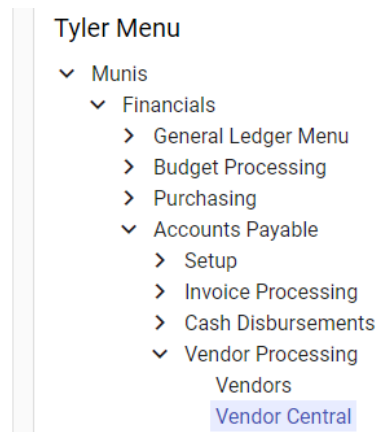
## Vendor Has a Change in Ownership

If you receive information that a vendor has a new owner, please request a new W9 and new vendor form. Frequently with a change in ownership tax id numbers, tax classification may be different, and a new vendor will need to set up with the new owner's information even if the company name did not change.

## Vendor Central

Vendor Central will allow you to see all Contact Information(addresses, phone numbers, emails, etc.), Invoices, Checks, Purchase Orders, and Contracts for each vendor. Any information provided to us is entered into Munis. There is also a Notes icon in the Ribbon. If a vendor is inactive there should be a note as to why. Notes may also include information about address changes, which CCT vendor remit address to use for the departments, etc.

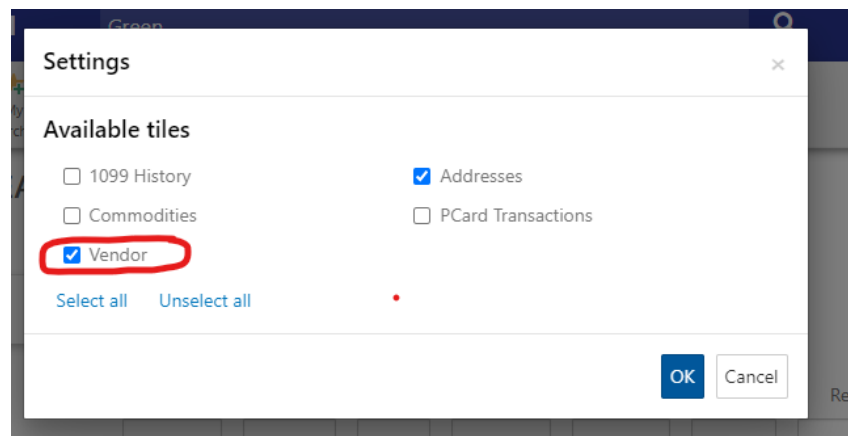
To get to Vendor Central from the Tyler Menu – Munis → Accounts Payable → Vendor Processing → Vendor Central



## Vendor Central View Settings

To view the full contact information for the vendor you need to make an adjustment to your settings. Click on the gear in the upper right corner of the Ribbon. A settings box will appear.

Make sure Vendor is checked (you will only need to do this once).



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

The screenshot shows the Vendor Central interface. At the top, there is a search bar with the text "Green" and a magnifying glass icon. Below the search bar is a navigation bar with icons for Back, Refresh, Advanced Search, My Searches, Vendor, Performance, Excel, Email, Notes, Totals, and Attach. The main content area displays "GREEN STREET REALTY" with "ACTIVE" status and a globe icon. A red box highlights a summary card containing the following information: Vendor Number: 10241, Entity: 1, Type: BUSINESS, Performance: (blank), and a link for Addresses (0). To the right of the summary card are tabs for INVOICES, CHECKS, PURCHASE ORDERS, and CONTRACTS. Below the tabs is a table with columns: Number, Description, Status, Entry Date, Expire Date, and Extended Date. The table contains one row with the following data: 120, SC, POSTED, 12/28/2021, 11/20/2022, and (blank).

## Vendor Central Walk-Through of Features

Starting at the search screen enter the name of the vendor you are looking for. It is suggested to only use part of the vendor's name to get more results. For this example, I am searching for Green Street Realty. By only entering Green I don't need to worry if Street is spelled out or abbreviated.

### Search by vendor name

[Advanced Search](#)

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

The screenshot shows the Vendor Central search results for "Green". The search bar at the top contains "Green" and a magnifying glass icon. Below the search bar is a navigation bar with icons for Advanced Search, My Searches, Excel, and Totals. The main content area displays "Vendors: 7" with a list of vendor cards. Each card contains the vendor name, ID number, and status. The vendors listed are: CABRINI GREEN LEGAL AID (18746, ACTIVE), EVERGREEN COACHING & COUNSELING SVC II (10203, ACTIVE), CHRISTINE GREEN (18105, ACTIVE), GREEN STREET REALTY (10241, ACTIVE), HIGHLAND GREEN (18377, ACTIVE), VILLAGE HOUSING PARTNERS V, LP (17988, ACTIVE), and VILLAGE HOUSING PARTNERS XII, LP (17989, ACTIVE).

To see the vendors in a list, click on the green bars next to the number



The vendors will then be in a list

Number	Name	Alpha Sort	Status	Type	Performance	Email
18746	CABRINI GREEN LEGAL AID	CABRINI GREEN LEGAL	ACTIVE	BUSINESS	Non-Profit (501c3, etc)	
10203	EVERGREEN COACHING & COUNSELING SVC INC	EVERGREEN COACHING &	ACTIVE	BUSINESS	S Corp	INFO@CUEVERGREEN.COM
18105	CHRISTINE GREEN	GREEN	ACTIVE	Rent Assist Landlord	Ind/SMLLC	
10241	GREEN STREET REALTY	GREEN STREET REALTY	ACTIVE	Rent Assist Landlord	S Corp	
18377	HIGHLAND GREEN	HIGHLAND GREEN	ACTIVE	Rent Assist Landlord	LLC-P Partnership	
17988	VILLAGE HOUSING PARTNERS V, LP	PRAIRIE GREEN PH I	ACTIVE	Rent Assist Landlord	Partnership	
17989	VILLAGE HOUSING PARTNERS XII, LP	PRAIRIE GREEN PH II	ACTIVE	Rent Assist Landlord	Partnership	

From here you can select the vendor you want to look at.

The first screen defaults to Invoices (or the last tab you looked at). At a glance this screen will show the Status of a Vendor, Additional Addresses (if there is more than one).

**GREEN STREET REALTY**  
**ACTIVE** [Email] [Globe]

Addresses (0)

Vendor Number: 10241  
 Entity: 1  
 Type: Rent Assist Landlord  
 Performance: S Corp

INVOICES | CHECKS | PURCHASE ORDERS | CONTRACTS

Time frame: All

Invoice	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact Information

To view the contact information, click on the [Vendor Number: 10241](#) link, it will show under Main Information the vendor status; type; address, status reason (if a vendor has been inactivated there will be a code here indicating various reasons for inactivation such as former vendor, address clarification needed, W9 needed, etc.), website, any email, phone numbers, and fax numbers. Some information may be restricted from your view (such as SSN and FID, banking information, etc.).



### GREEN STREET REALTY: Vendor

ACTIVE  

MAIN INFORMATION PAYMENT/MISCELLANEOUS

General		Identification		Contact Information		IRS Information	
Vendor Number 10241	Entity 1	SSN <i>no data</i>	FID <i>no data</i>	Other Name <i>no data</i>	1099 Vendor No	W-9 Sent No	
Status ACTIVE	Type BUSINESS	DUNS <i>no data</i>		DBA <i>no data</i>	Default Code	W-9 Received Yes	
Status Reason <i>no data</i>	Performance <i>no data</i>			Address 510 S NEIL ST CHAMPAIGN IL 61820	Backup Withholding No		
				Email <i>no data</i>			
				Web Site <a href="http://HTTPS://WWW.GREENSTREALTY.COM/">http://HTTPS://WWW.GREENSTREALTY.COM/</a>			

Additional Contacts

Name	Description	Email	Phone	Fax
MAIN			217-356-8750	

VSS Accounts  
No vendor self service accounts found.

If a vendor is inactive there should be a code indicating why it is inactive (there also may be notes related as well). Status reasons are:

Code	Short Desc	Long Desc
1	No W9 on f	No W9 on file
2	W9 outdate	W9 form outdated
4	Former Ven	Former Vendor
5	W9 Incompl	Incomplete W9
6	Need Clari	Clarification Needed
7	Elec-to PR	Election-Move to Payroll
8	Need MBE	MBE Information Needed
9	No MBE Prv	No MBE Data Provided

The Payment/Miscellaneous Tab will have information like whether the vendor received a paper check or EFT payment, if the vendor is marked to receive a separate check per invoice, whether an EFT letter has been sent or if we are not offering EFT for this vendor at this time will show up on this screen.

**Vendor Central** green

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

**GREEN STREET REALTY: Vendor**  
ACTIVE

MAIN INFORMATION PAYMENT/MISCELLANEOUS

Terms		Payment Information	
Discount Percent 0.000	Days to Discount 0	Pay Vendor Using <b>Printed Check</b>	ACH Override ID
Minimum Order 0	Days to Net 0	Separate Check Per Invoice <b>Yes</b>	ACH Override Name <i>no data</i>
Freight Terms/Method <i>no data</i>	Freight Percent 0.000	Prenote <b>None</b>	

Additional Information		Delivery Methods	
Class Landlord-No EFT	Foreign Entity No	Purchasing Print	Payables Print
Geographic <i>no data</i>	AR Customer # <i>no data</i>		
County <i>no data</i>	Employee # <i>no data</i>		

If a vendor has multiple remit address (Visa, utilities, etc.) it will show a number behind the Addresses

**Vendor Central** visa

Back Refresh Advanced Search My Searches Vendor Perform

**VISA CARDMEMBER SERVICE**  
ACTIVE Remit zero is restricted.

**Addresses (21)**

Vendor Number: 10638  
Entity: 1  
Type: BUSINESS  
Performance: C Corp

INVOICES

Time fram

Invoice

Click on the Address and the address list will be brought up.

Click on the name on the left to see the address.

**Vendor Central** visa

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

### VISA CARDMEMBER SERVICE: Addresses

ACTIVE [envelope icon] [globe icon]

VISA CARDMEMBER SERVI	General	Address
VISA CARDMEMBER SERVI	Number 1	DUNS no data
VISA CARDMEMBER SERVI	Sort Name VISA CARDMEMBER SERV	Fax no data
VISA CARDMEMBER SERVI	Company Name VISA CARDMEMBER SERVICE	PHYSICAL PLANT AC# 4318 PO BOX 790408 ST LOUIS MO 63179-0408
VISA CARDMEMBER SERVI	DBA	
VISA CARDMEMBER SERVI	Email	
VISA CARDMEMBER SERVI	Contacts	
VISA CARDMEMBER SERVI	No address contacts found.	
VISA CARDMEMBER SERVI		
VISA CARDMEMBER SERVI		
VISA CARDMEMBER SERVI		
VISA CARDMEMBER SERVI		
VISA CARDMEMBER SERVI		

<< < Addresses > >>

## Invoices

The first tab is Invoices. Here you can view the invoices and their status. You can search/sort by Invoice, Date, Status (approved, pending, rejected, held), whether it has been Posted, Amount, Check, Check Date, Voucher, PO. In this this screen when you click on the paper clip with will open the Invoice TCM. If you click on the Invoice Number, it will open Invoice Central. See Invoice Central for more information. The boxes under the headings (Invoice, Date, etc.) are for filtering results. If you know the information or part of the information enter in the corresponding box to filter the results.

**Vendor Central** Green

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

**GREEN STREET REALTY**  
ACTIVE

Addresses (0)

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Time frame 30 days

Invoice	Date	Status	Posted	Amount	Check	Check Date	Voucher	PO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3401 Fields S	02/28/2022	APPROVED	Yes	4,310.00	0			
Mar L	02/28/2022	APPROVED	No	767.20	0			
Mar M.	02/28/2022	APPROVED	No	435.90	0			
Mar M.	02/28/2022	APPROVED	No	700.00	0			
C Coc	02/24/2022	APPROVED	Yes	2,034.00	0			
K H	02/24/2022	APPROVED	Yes	1,650.00	0			

Something on all the tabs is a Time frame selector. I believe it defaults to 30 days so selecting All will let you see a greater time frame. You can also limit to Current Year, and Fiscal Year to filter down the list shown.

Time frame All

Number

- 120 days
- 30 days
- 60 days
- 90 days
- All ✓
- Current year
- Fiscal year
- Year

## Checks

The next tab is the checks screen. Here you can see the checks issued, when they were issued, comment, amount, whether it has cleared, and if it was a paper check or EFT. Clicking on the paperclip will show you the check in TCM. Clicking on the check number will open the Checks Detail.

**Vendor Central** Green

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

**GREEN STREET REALTY**  
ACTIVE

Addresses (0)

INVOICES **CHECKS** PURCHASE ORDERS CONTRACTS

Time frame 30 days

Number	Date	Comment	Amount	Cleared	Type
1193	02/28/2022	Springfield Ave	5,377.31	No	PRINTED
1194	02/28/2022	Valley Rd Champa	431.00	No	PRINTED
676	02/09/2022	Broadway	610.00	No	PRINTED

Cleared Checks – If you want to know the date a check cleared click on the check # and you will get the Checks Detail screen that will have the cleared date on it. The example below shows that check 11718 cleared on 11/18/2022. The reconciliation information is usually entered within the first few days of each month. If you need to see if a check has cleared between reconciliations, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).

**Checks Detail**

Back Accept Cancel Search Attach GL Summary

Check Header

Vendor 10486 Remit 0 ROGARDS  
Cash Account 9999-00-0101t-00-000-000-1018-100101 CASH AP BUSEY €

Check number 11718 Normal  
Check date 11/10/2022 Amount 23.58  
Status: Cleared 11/18/2022  
Check Run 111022A

Check Detail

Invoice	Inv Date	PO	Contract	Amount	Retainage
518825-00	10/05/2022			23.58	.00

## Purchase Orders

The Purchase Orders Tab will allow you to search/sort by PO number, Comment, Status, Date, Fiscal Year, Gross Amount, Order Amount and Open Amount.

The example shown below shows both an open and closed PO (my previous example vendor did not have any Purchase Orders to show). Clicking on the paper clip at the right opens TCM. Clicking on the PO number opens Purchase Order Central. See Purchase Order Central for more information.

The screenshot displays the Vendor Central interface for SHI INTERNATIONAL CORP. The top navigation bar includes 'Vendor Central', a search bar with 'shi i', and icons for settings, help, and user profile. Below the navigation bar is a toolbar with icons for Back, Refresh, Advanced Search, My Searches, Vendor, Performance, Excel, Email, Notes, Totals, and Attach. The main content area is titled 'SHI INTERNATIONAL CORP' and includes 'ACTIVE' status and contact icons. A sidebar on the left shows 'Addresses (1)' and vendor details: Vendor Number: 18550, Entity: 1, Type: BUSINESS, Performance: S Corp. The main area has tabs for INVOICES, CHECKS, PURCHASE ORDERS (selected), and CONTRACTS. A 'Time frame' dropdown is set to 'All'. Below is a table of purchase orders with columns for PO, Comment, Status, Date, Fiscal Year, Gross, Order, and Open amounts, along with a paper clip icon for each row.

PO	Comment	Status	Date	Fiscal Year	Gross	Order	Open	
2300002	Actic Wolf user/server license	Printed	01/09/2023	2023	69,438.21	69,438.21	69,438.21	
2200113	ManageEngine Service Desk Plus Professional Editio	Closed	11/02/2022	2022	19,957.89	19,957.89	0.00	

## Contracts

The final tab is Contracts. Any Contracts associated with the vendor will be listed here. They can be searched/sorted by Number, Description, Status, Entry Date, Expire Date, Extended Date, Revised amount, and Available amount. There will only be numbers in the Revised and Available columns if the contracts are Not to Exceed contracts. Click on the paper clip at the right and the contract opens in TCM. Click on the Contract Number and the contract opens in Contracts Central. See Contracts Central for more information.

Number	Description	Status	Entry Date	Expire Date	Extended Date	Revised	Available	
130	SC- [REDACTED] 12.1.21- 11.30.22	POSTED	12/28/2021	11/30/2022		8,547.00	6,447.00	
73	TBRA- [REDACTED] 4.1.21- 3.31.22	POSTED	12/07/2021	03/31/2022		2,301.60	0.00	
74	TBRA- [REDACTED] 6.1.21- 5.31.22	POSTED	12/07/2021	05/31/2022		2,179.50	871.80	

## An Existing Vendor Would Like to be Paid via ACH/EFT

If an existing vendor would like to receive payment via ACH/EFT, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) the Vendor Number and Name. The Auditor's office will mail the vendor the paperwork to set up electronic payments.

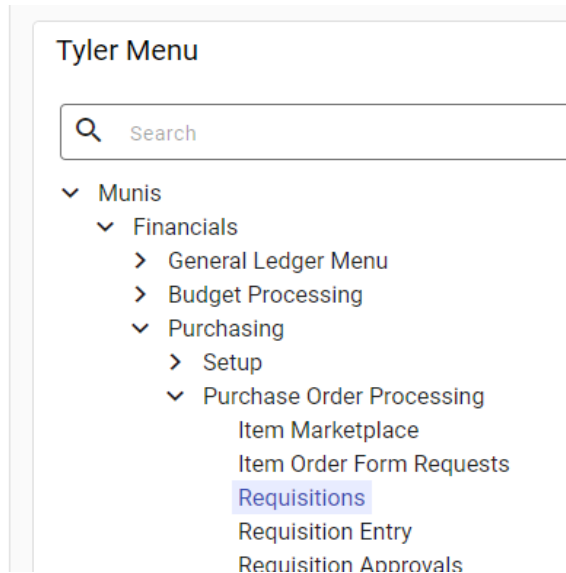
The Auditor's office will not email the paperwork, will not accept phone calls from the vendor requesting ACH payment (vendor must contact the department they do business with).

If the vendor has ACH payment information on the invoice or an insert with the bill that notes a change in information, please forward via the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).

## Requisitions (to create a Purchase Order)

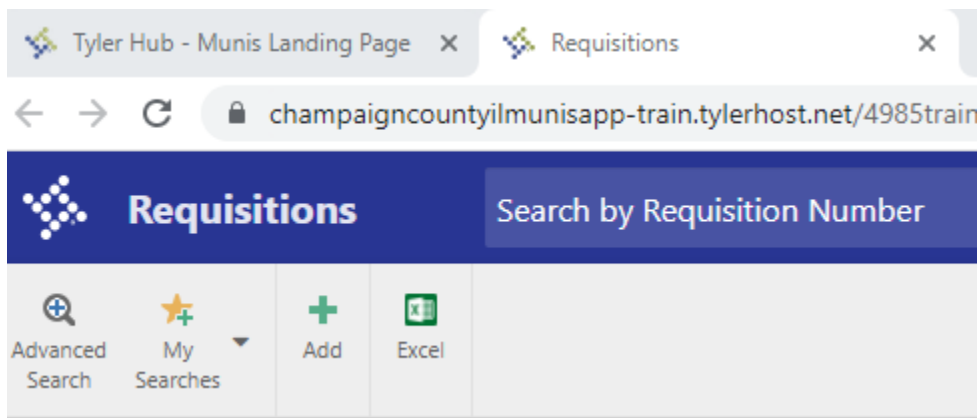
Requisitions are how a Purchase Order will be created.

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



## New Requisition

The Requisitions screen will open to this screen. Here you create a new requisition or search for requisitions (see more information in Search for a Requisition).



Click + Add to add a new requisition (formerly known as purchase orders). At first you will not see the + Add, wait until the page finishes loading and it will be there. The screen will change and be ready to begin your entry.



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



Requisition: 2018/21000015 The software will assign the requisition number (this is not the same as the purchase order number) Total Cost: \$0.00  
Created, Jill Stewart, 10/22/2021

▼ Requisition  
Vendor Quotes (0) General Notes (0)

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

Department\* (020) AUDITOR [View](#)

Commodity [View](#)

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

Buyer [Click on ellipsis and select name](#)  
This is so the software may notify you at

Type See Below  
(N) NORMAL

Purchase order  
PO number created when request is converted

Review

Needed by

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

See Below

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

by

▼ Various points in the process depending on settings.

▼ Items (0)

[Add Item](#)

No requisition items exist.

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

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



**Fiscal Year** – this is the year it will post to the County books/budget. Limited to open periods which are the current year and the next year (for a short period near the end of the current year).

**Create Date** – default is current date but can be changed.

**Type** – select from drop down.  
N – normal (used most)

B – blanket. A purchase order that is intended to be used over a period of time.

D – dept/emergency. Indicates this PO should be rushed.

E – exported. ??may be a status??

R – RFP-Bid. Request for bid.

**Project Accounts Applied** – check if projects apply to the requisition.

**Notify Originator When Converted or Rejected** – always check so you receive notifications.

**Notify Originator of Overages** – will notify original requester when liquidation is greater than a specified amount.

**Receive by Amount** – The PO can be received by dollar amount instead of quantity. NOTE-if checked, the quantity for each item on the upcoming item screens will be 1. More on this later

Tyler Hub - Munis Landing Page x Requisitions x +

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

**Requisitions**

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

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

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

Item: Skip if showing ... View

Contract: Skip unless there is a contract set up to connect

Commodity: Skip if showing ... View

Pick Ticket  Purchase

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

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

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

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

Quantity: 1.00  
Amount: \$0.00000  
Discount Percent: 0.00  
Freight Amount: \$0.00  
Credit Amount: \$0.00  
Line Item Total: \$0.00

If you checked "Received by Amount" on the Requisition screen the quantity box is grayed out and cannot be changed. Enter the amount (unit cost if you did NOT select receive by amount on the previous screen.)

**Allocations (0)**  
Add Allocation Allocation Codes  
No allocations exist.

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

Errors (1) Save Save and Add Item Cancel

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

**Allocations (1)**  
Allocation Codes Remove All Budget Summary

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

**Requisition: 2018/21000016** Total Cost: \$25,000.00

Created: Jill Stewart, 10/23/2021

Commodity:  ... View

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

Description\*: VOIP Phone System

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

\$25,000.00000

Discount Percent: 0.00

Freight Amount: \$0.00

Credit Amount: \$0.00

Line Item Total: \$25,000.00

Change the percentage or amount as needed. The software will continue adding lines until 100% is allocated.

Allocations (2)

Delete	Project String	PS budget code	GL Account	GL Budget code	Percent	Amount	
X	E		E (1080-00-0280t-01-020-000-000-0000-800401) EQUIPMENT GL account available budget: \$0.00 Amount will exceed available account budget (override permission)	A	50,000	\$12,500.00	
X	Enter project string...		E	U	50,000	\$12,500.00	
<b>Totals:</b>						<b>100,000</b>	<b>\$25,000.00</b>

The "E" at the beginning of the line means an Expense project or account.

Fill in the portion of the account string that you know then click the ellipsis for options available to you.

Save or Save and Add Item.

The nice thing about this screen is you can click on any of the section drop downs and then click on an option.

Allocations (1)

SAL - SALARY

OFC SUPP - OFFICE SUP

STA PRINT - STA PRINT

BK PERIOD - BK PERIOD

COP SUPP - COP SUP

PO UPS FX - PO UPS FED

GAS & OIL - GAS & OIL

EQ LT \$5K - EQ LT \$5K

If sharing a Requisition, others can edit to add their projects and more lines as needed. The last person will release the Requisition.

You can cancel if you need to. It will take you back to the requisition screen (it will ask if you are sure).

Repeat as need to add all items.

Allocation can be different for each item.

When complete, click Save.

After the last item is saved, attach support to TCM by clicking the paper clip on the Ribbon. Include all quotes and support.

The screenshot shows a web browser window with two tabs: "Tyler Hub - Munis Landing Page" and "Requisitions". The address bar shows the URL: [champaigncountylmunisapp-train.tylerhost.net/4985train/munis/munisnet/AppHost/Requisitions/Requisitio](http://champaigncountylmunisapp-train.tylerhost.net/4985train/munis/munisnet/AppHost/Requisitions/Requisitio). The application header is blue with the "Requisitions" logo. Below the header is a ribbon with the following buttons: Back, Add, Delete, Excel, Mass Allocate, Duplicate, Custom Interface, Notes, Actions/ Approvers, Release, Activate, My Approvals, and Attach (with a paperclip icon and "(0)"). The main content area displays "Requisition: 2018/21000016" and "Allocated, Jill Stewart, 10/23/2021". Below this is a section titled "Item Details" with sub-links: "Add Item", "Delete Item", "Notes (0)", and "Line 2" (with a dropdown arrow).

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

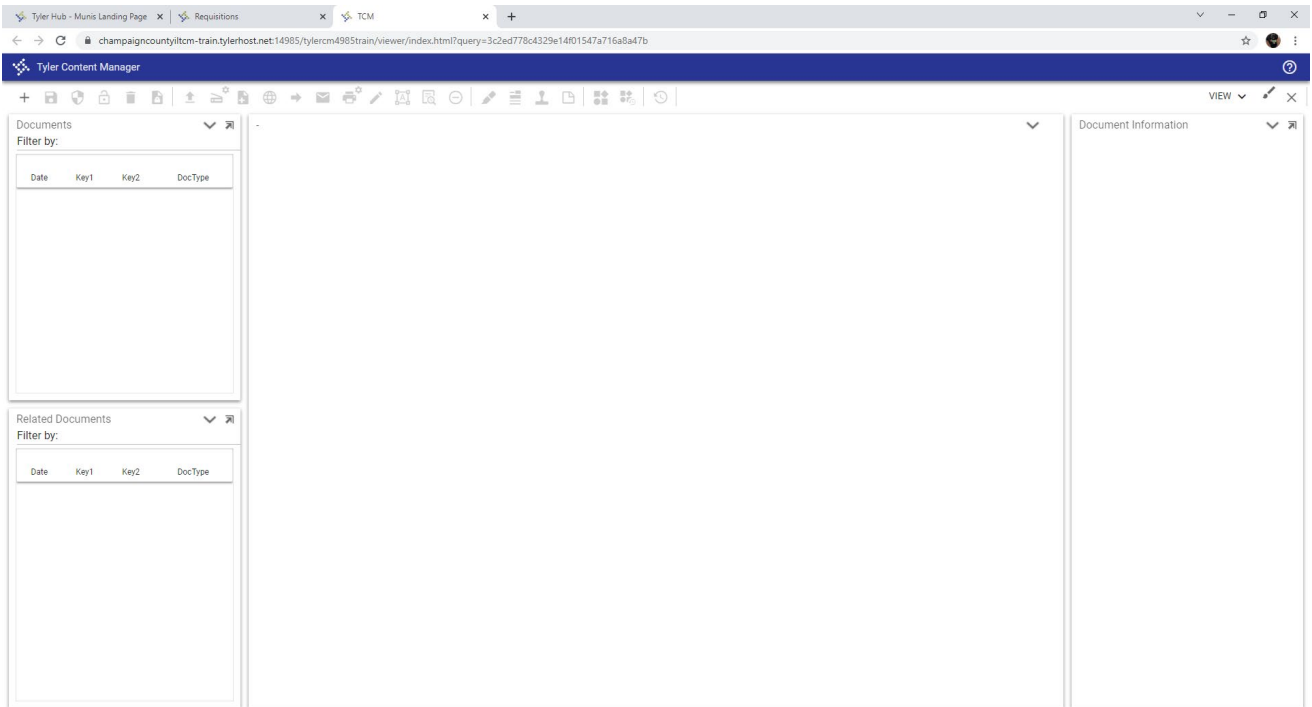
The "Defined Mappings" dialog box is open, showing a table of mappings. The table is divided into two sections: "Attached Documents" and "Associated Documents".



Attached Documents		
Mapping Name	Description	Count
Requisition Attachment	Requisition Attachment	0

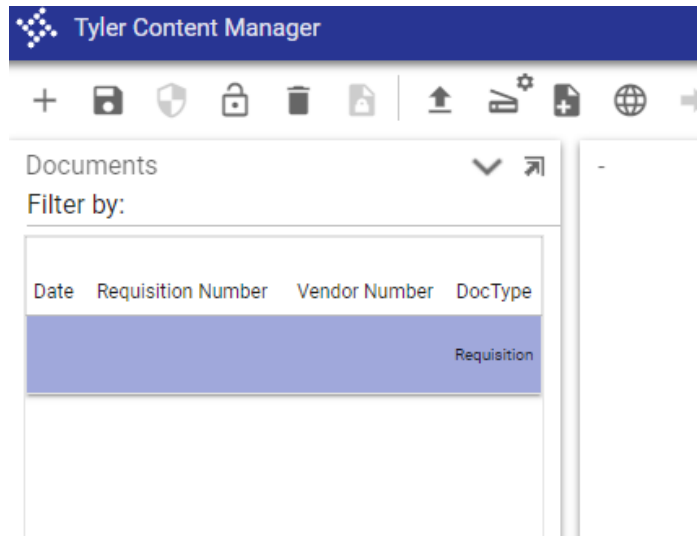
Associated Documents		
Mapping Name	Description	Count

At the bottom of the dialog, there are three buttons: "Add New Mapping", "Save", "Cancel", and "Deactivate".

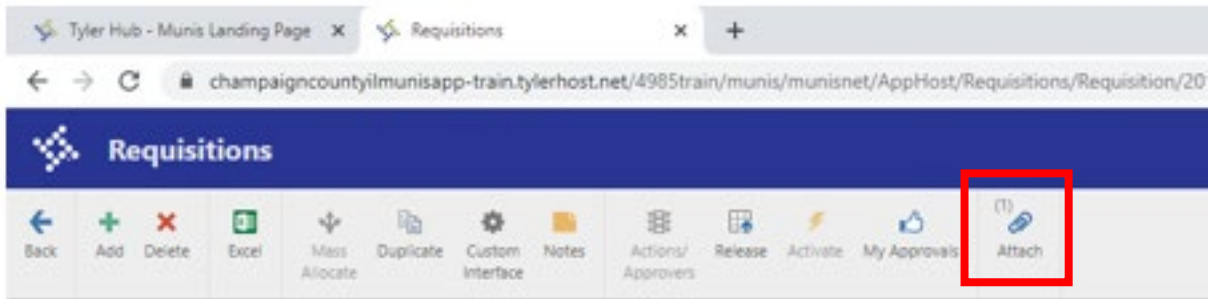


1. Click the + to add a file. The screen will refresh.
2. Click the upload symbol . Follow the usual procedures for uploading a file.
3. Then click the Save symbol . Do not forget this step.
4. Repeat as necessary to attach all support.

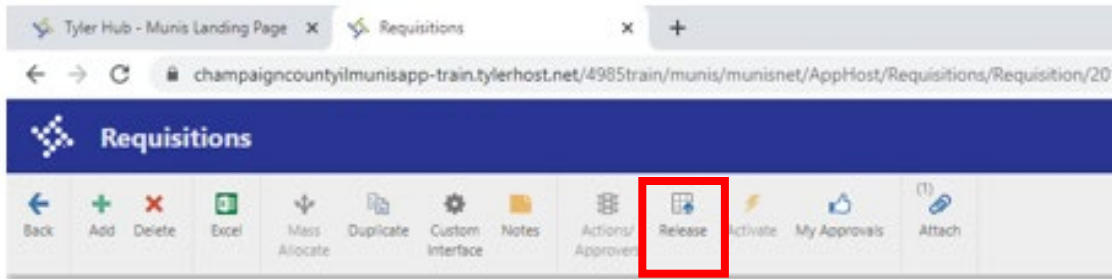
After saving, exit by clicking on the "X" in the upper right corner of the TCM tab. Also, "X" out of the Defined Mappings if it remain on your screen.



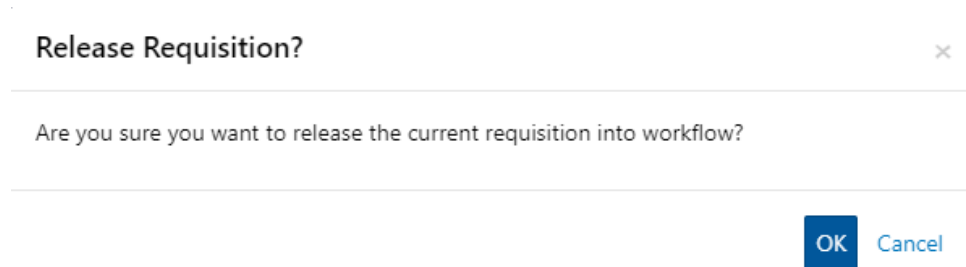
Review and make sure the ( ) by the Attach symbol has a number in it. No support (0) will be an immediate rejection.



Click the Release symbol.



It will ask if you are sure – click ok. Workflow will begin. You will receive notifications as defined by the software.



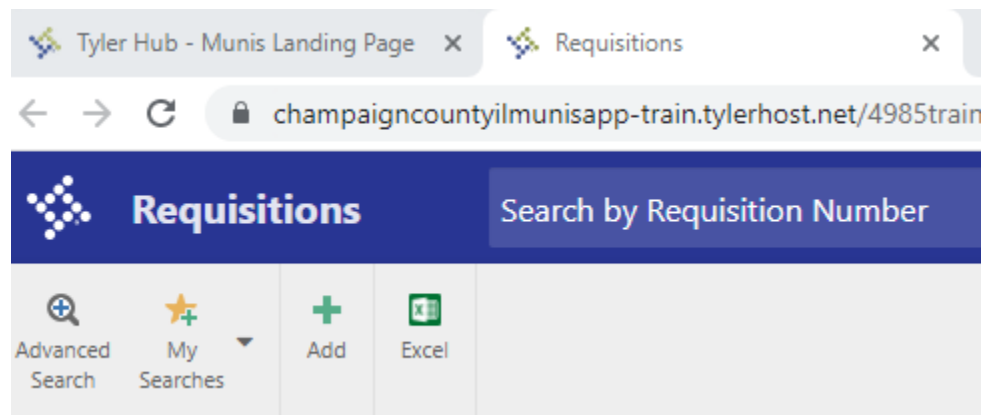
This process creates a Requisition for approval.

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

Per County policy DO NOT ORDER until process is complete.

### Search for a Requisition

You can search for Requisitions by entering the Requisition directly in the search bar if you know the number or you can do an advance search.



You can search by various options in the Advanced Search screen and even setup saved searches. Search by what works for you – Status, Department, Vendor, who created the Requisition, Project, GL, etc.

**Advanced Search** My searches

[Clear search criteria](#)  Startup search

---

Fiscal Year  Requisition Number  Created on   Entered by

Status    Needed by   General Commodity

Department   Bid   Item

Vendor   Purchase Order  Receive by

Contract   Work Order   Buyer

Project String

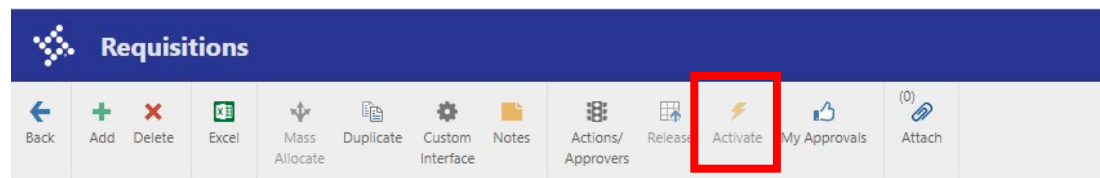
GL Account

The search results list the Requisition number, Department, Vendor, date entered, number of Items, Status of the Requisition, Bid Number, Description, Purchase Order number (if it has been converted), Convert To, Amount, and Copy (not recommended).

Requisition	Department	Vendor	Entered	Item(s)	Status	Bid Number	Description	Purchase Orders	Convert To	Amount	Copy
(2022) 2200136	(022) COUNTY CLERK	(10374) MINUTEMAN PRESS	6/9/2022	1	Rejected		Postage Voter ID cards65,000		Purchase Order	\$21,775.00	<input type="button" value="Copy"/>
(2022) 2200166	(041) STATES ATTORNEY	(10539) STOCKS OFFICE FURNITUR...	8/17/2022	1	Rejected		office furniture		Purchase Order	\$2,983.38	<input type="button" value="Copy"/>
(2023) 2300007	(022) COUNTY CLERK		1/18/2023	0	Created		Services to ADA upgrade to Polling Place-Bondville		Purchase Order	\$0.00	<input type="button" value="Copy"/>
(2022) 2200007	(022) COUNTY CLERK	(18650) TENEX SOFTWARE SOLUTIO...	1/6/2022	1	Converted		Software Lic-Election Force & 10x Univ Annual Lic	2200004	Purchase Order	\$22,916.67	<input type="button" value="Copy"/>
(2022) 2200008	(016) ADMINISTRATIVE SERVICES	(18253) CDW GOVERNMENT	1/6/2022	2	Converted		Network Access Points	2200002	Purchase Order	\$5,454.75	<input type="button" value="Copy"/>

### Rejected Requisition

If your requisition has been rejected before you can update it you will need to click on Activate in the Ribbon.



## Has my Requisition been approved?

When using Advanced Search to look up Requisitions you can see if a Requisition has been Converted, Rejected, Pending, etc. If you want to know where in the approval process your Requisition is, open the Requisition and click on the Actions/Approvers Icon.

Here you can see each step of the approval process and when it was approved at each step by clicking on the approvers name.

### Workflow Approval ×

---

Steps	Requisition Approvals	
▼ Step 10 - Approvers (1)	<b>Step Details</b>	
Orion Smith	Approval Type	Step
▼ Step 60 - Approvers (1)	Dollar Based	70
Tami Ogden	Action	Status
▼ Step 70 - Approvers (4)	Approve	Complete
<input type="checkbox"/> Brandi Katrein	Active Date	Action Date
<input type="checkbox"/> David Best	10/19/2022 11:29:00 am	10/19/2022 1:37:00 pm
<input type="checkbox"/> Jewell M. Cox	Comment	
<b>Jill Stewart</b>	Checklist	
	All Approvers Required	
	No	
	Key	
	REQ 2022 2200196 INBOX	
	Information	
	020 2260.21 ALLSTEEL	

---

[Cancel](#)

## Purchase Orders

Once a requisition has been converted the software automatically assigned a Purchase Order number and the originator will be notified.



## Purchase Order Central

Use Purchase Order Central to search for and print Purchase Orders.

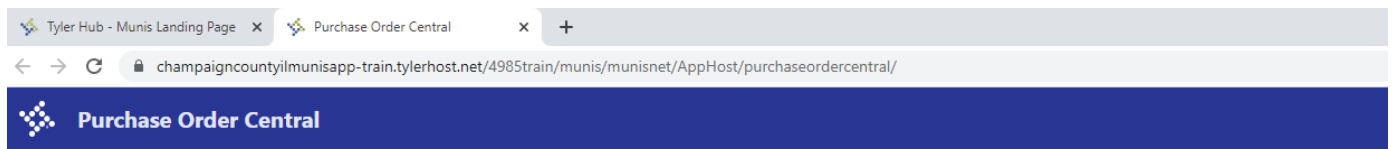
To get to Purchase Order Central from the Tyler Menu – Munis → Financials → Purchasing → Purchase Order Inquiry and Reports → Purchase Order Central

### Tyler Menu

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

Search for a Purchase Order

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



Search by purchase order number,  
department name or vendor name

[Advanced Search](#)

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

**Advanced Search** My searches Select a search ×

[Clear search criteria](#)  Startup search

---

**ADVANCED SEARCH** | [LINE ITEM SEARCH](#) | [GL ACCOUNT SEARCH](#)

PO Number

Fiscal Year

Requisition Number

Expire Date Equals Start Date End Date

Status

Entry Date Equals Start Date End Date

Needed By Equals Start Date End Date

Description

Vendor

Type

Department

Exclude Change Orders

Search
Save
Save As
Reset
Cancel

There are different options for viewing the search results. Clicking the green bars changes the view.

**Purchase Order Central** PO #, Department Name or Vendor Name

Advanced Search | My Searches | Excel

**Purchase Orders: 5**

2100004  
Open: \$606.00  
Total: \$606.00  
ALADDIN ELECTRIC INC  
2021

2100003  
Open: \$251.00  
Total: \$251.00  
ROGARDS  
2021

2100002  
Open: \$2.00  
Total: \$2.00  
ROGARDS  
2021

Or

**Purchase Order Central** PO #, Department Name or Vendor Name

Advanced Search | My Searches | Excel

**Purchase Orders: 5**

Number	Fiscal Year	Description	Status	Open Amount	Total Amount	Vendor	Department
2100004	2021	sow	Printed	\$606.00	\$606.00	ALADDIN ELECTRIC INC	AUDITOR
2100003	2021	Jill Test 2 11.1.21	Printed	\$251.00	\$251.00	ROGARDS	AUDITOR
2100002	2021	stuff	Printed	\$2.00	\$2.00	ROGARDS	AUDITOR
2100001	2021	JILL TEST 2 11.1.21	Posted	\$125.00	\$125.00	ROGARDS	AUDITOR
1	2021	TEST ITEM TO TEST TC...	Allocated	\$10.00	\$10.00	A TO Z HEATING & AIR CONDITIONING	

## Print a Purchase Order

Search for the Purchase Order you want to print and open it.

The screenshot shows the 'Purchase Order Central' interface. At the top, there's a search bar with the text 'PO #, Department Name or Vendor Name'. Below the search bar are navigation icons: Back, Refresh, Advanced Search, My Searches, Change Orders, Excel, Email, and Attach. The main content area displays '2100011 STAPLES' and '2021, Printed, snow flakes 11.2.21'. On the left, there's a sidebar with 'Activity (3)', 'Approvals (0)', 'Audit (2)', and 'Notes (0)'. Below the sidebar, a box contains 'PO Number: 2100011', 'Ordered: \$7.98', 'Requisition: 2100004', and 'Department: AUDITOR'. The main area has tabs for 'PO LINES AND LINE DETAILS', 'INVOICES', and 'RECEIVING'. Under 'Totals', it lists: Ordered 7.98, Liquidated 0.00, Canceled 0.00, and Balance 7.98. At the bottom, there are columns for 'Line' and 'Description'.

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

The 'Defined Mappings' dialog box shows two sections: 'Attached Documents' and 'Associated Documents'. Both sections have a table with columns for 'Mapping Name', 'Description', and 'Count'. In 'Attached Documents', there is one entry: 'PO Attachment' with description 'PO Attachment' and count '1'. In 'Associated Documents', there is one entry: 'Purchase Order' with description 'Purchase Order' and count '1'.

From here you can print or email to the vendor. If a signed copy is needed it will need to be done after/outside of the software. Close TCM when done.

The screenshot shows the Tyler Content Manager (TCM) interface. The top bar includes 'Tyler Hub - Munis Landing Page', 'Purchase Order Central', and 'TCM'. The address bar shows the URL: 'champaigncountyilcm-train.tylerhost.net:14985/tylercm4985train/viewer/index.html?query=c6fd02b5e2725b1fdcf30b915fb5cfc6'. The main content area displays a 'Purchase Order - 2100011 (Read-Only)'. On the left, there's a 'Documents' sidebar with a table: 

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

. The main document area shows the purchase order details: 

**PURCHASE ORDER**  
Fiscal Year 2021 Page 1 of 1  
**ALL INVOICES MUST CONTAIN THE PURCHASE ORDER NUMBER TO RECEIVE PROMPT PAYMENT.**  
Purchase Order Number **02100011**  
Purchase Order Date 11/02/2021  
Department **AUDITOR**

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

## Purchase Order Change Order

If changes need to be made after the Purchase Order has been approved, it must be done through a Purchase Order Change Order. There is a leeway of the lessor or 10% or \$100 of the requisition or purchase order total before a change order is needed.

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

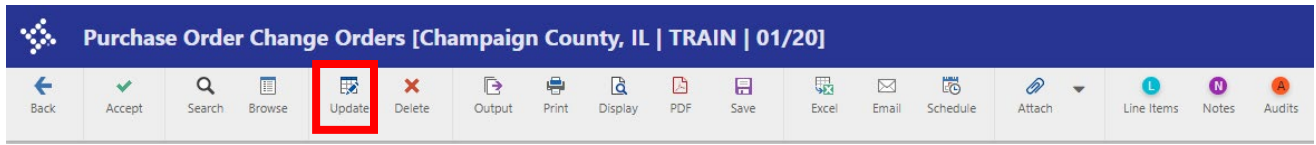
- ▼ **Munis**
  - ▼ **Financials**
    - > General Ledger Menu
    - > Budget Processing
  - ▼ **Purchasing**
    - > Setup
    - ▼ **Purchase Order Processing**
      - Item Marketplace
      - Item Order Form Requests
      - Requisitions
      - Requisition Entry
      - Requisition Approvals
   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

Click Search, then Accept. To view either click Browse in the Ribbon for a list or use the arrows at the bottom of the screen to search for the desired Purchase Order. Select the one you want.

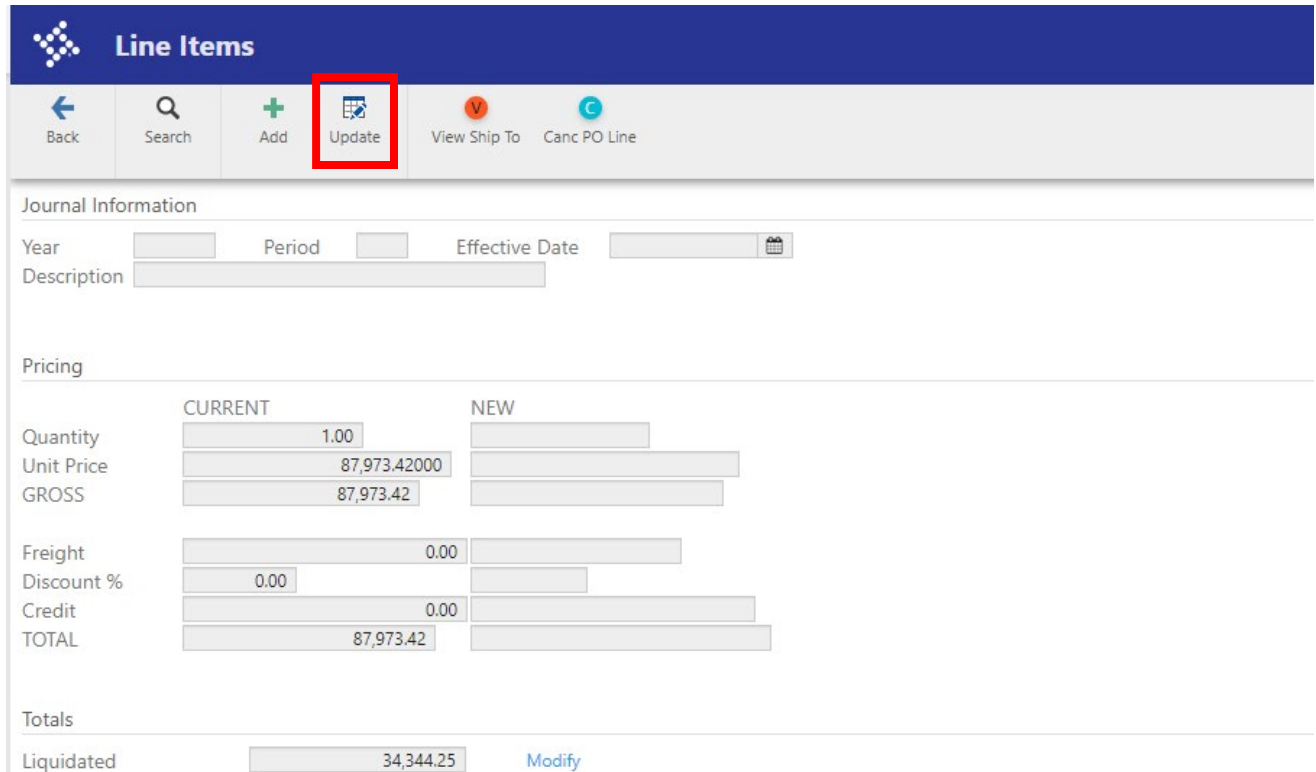
The screenshot displays the 'Purchase Order Change Orders' interface for Champaign County, IL. The ribbon includes buttons for 'Back', 'Accept', 'Search', 'Browse', 'Update', 'Output', 'Print', 'Display', 'PDF', 'Save', 'Discard', 'Email', 'Schedule', 'Attach', 'Line Items', 'Notes', 'Audit', 'Cancel PO', 'Close PO', 'Re-Open PO', 'Misc Cancel PO', 'Misc Close PO', 'Cancel by GL', and 'Print PO'. The main content area is divided into several sections:

- Purchase Order Details:** Includes fields for Dept/Loc (020), Fiscal year (2021), PO number (2100001), General commodity (JILL TEST 2 111.21), Buyer (jsh740), and Status (6 - Posted).
- Vendor Details:** Includes Vendor Name (ROGARDS), PO mailing (SUITE A, 2001 BOARDWALK DR, CHAMPAIGN, IL 61822), and Delivery method (Print).
- Shipping Details:** Includes Ship to (020), Champaign County Auditor, 1776 E Washington Street, Urbana, IL 61802, and Email (auditor@co.champaign.il.us).
- Line Items:** A table with columns: Line, Ordered Amount, Liquidated, Balance, 1st GL Account. Row 1: Line 1, Ordered Amount 125.00, Liquidated 0.00, Balance 125.00, 1080-00-0251a-01-020-000-0000-501002.
- Totals:** Ordered 125.00, Liquidated 0.00.
- Workflow:** Includes buttons for 'My Approvals', 'Approve', 'Reject', 'Hold', 'Forward', and 'Approvers'.

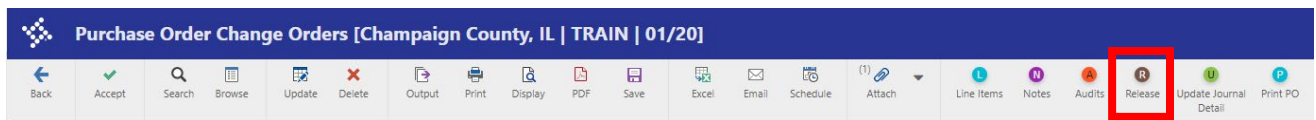
Click Update in the Ribbon to make changes. Little can be changed on this screen – if it is grayed out it can't be changed. To add/change amounts click on the Line Items Skittle in the Ribbon.



The Line Items will open. You will need to click Update in the Ribbon. A description of the Change Order must be entered to move past that line. Make the changes necessary and when complete click Accept and then the Back button.

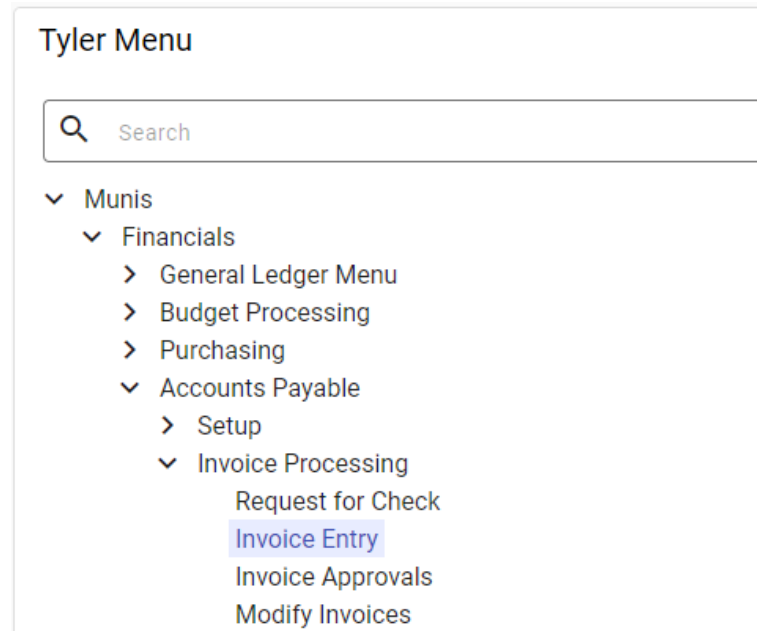


When completed click the brown Release Skittle on the Ribbon to release for approval. Once it has been released the Skittle will no longer be visible.



# Invoice Entry

To get to Invoice Entry from the Tyler Menu – Munis → Financials → Accounts Payable → Invoice Processing → Invoice Entry

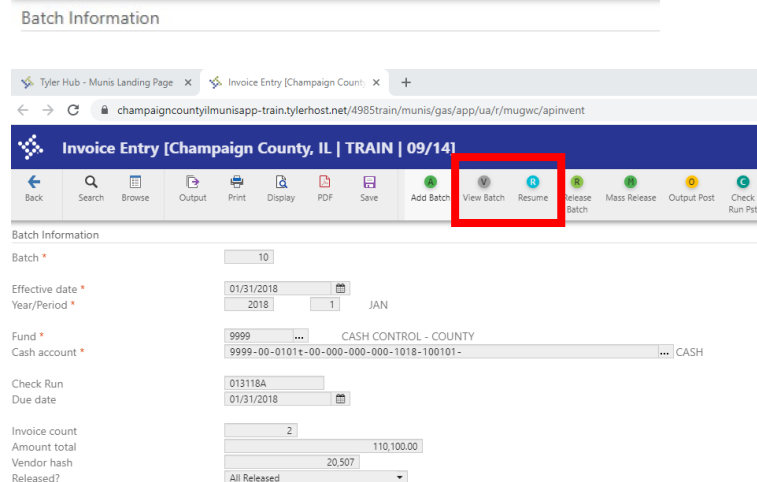
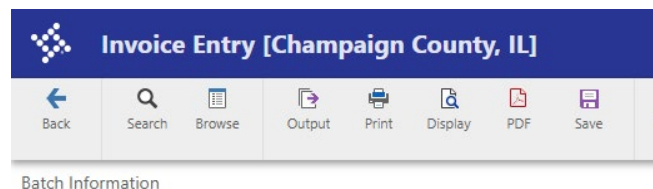


## Batch Information

A batch can be used until it has been posted by the Auditor’s office.

A user can have multiple batches open at the same time. Feel free to start a new batch every day if you want.

To see your open batches, click on Browse in the Ribbon and a list of open batches will open.

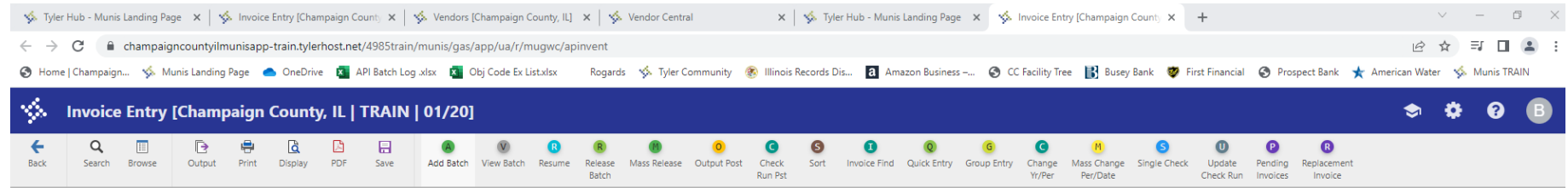


If your batch is showing in the batch information screen clicking the gray “V” skittle will show a list of all the invoices in the batch and you can open any of the invoices by double clicking.

Click on the aqua “R” skittle to resume the batch.

## Add a Batch

Click the green Add Batch Skittle in the Ribbon



### Batch Information

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

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

Year/Period \*   JAN  
**Year/Period defines the fiscal year and period for the batch. Default values are completed according to the General Ledger Settings program but can be changed within limits.**

**Fund and Cash Account-DO NOT CHANGE. Both these indicate the County's accounts payable banking information from which all invoices will be paid**

Fund \*  ... CASH CONTROL - COUNTY  
Cash account \*  ... CASH AP BUSEY 6417612

**Check Run-Assigned by the Auditor's Office (noted in weekly check run email and on the landing page). It is important to use the correct check run date.**

Check Run  **If you find you have the wrong check run entered. Email the help desk with the batch number for it to be updated by Auditor's office.**

Due date

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

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

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

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

Released?  **Released – indicates the release status of the invoices within the batch.**

When all the data is entered you can either click Accept in the Ribbon or hit enter and it will take you the next screen to begin entering invoices.

If you add a batch and exit without entering any invoices Tyler will assign a new batch number next time you add a batch. Empty batches are not saved.

## Posting Date of Batch/Reporting

Looking at the snippet below you will see that the effective date and the check run are highlighted. This batch was created on March 25, 2022, for payment later in April (4/22/22). What this means for the software is that ALL invoices entered into this batch will be posted on the financials as of March 25, 2022. Again, this means that ALL invoices added to this batch will be posted in March even if they are April expenses.

This is most relevant for grant reporting and for everyone at year end.

Please be very aware of the effective date and if needed, create a new batch so that entries are posted to the correct time frame. The effective date cannot be changed so please keep in mind that the effective date will always be the date the batch is created.

We are always here to assist with questions about if an existing batch can be used or a new one should be created.

The screenshot displays the 'Invoice Entry [Champaign County, IL]' interface. At the top, there is a navigation bar with icons for Back, Search, Browse, Output, Print, Display, PDF, Save, Add Batch, and View. Below this is the 'Batch Information' section, which contains the following fields:

Batch *	[Redacted]
Effective date *	03/25/2022
Year/Period *	2022 3 MAR
Fund *	9999 CASH CONTROL - COUNTY
Cash account *	9999-00-0101-00-000-000-000-1018-100101-
Check Run	042222A
Due date	05/01/2022
Invoice count	5
Amount total	17,306.00
Vendor hash	66,048
Released?	None Released

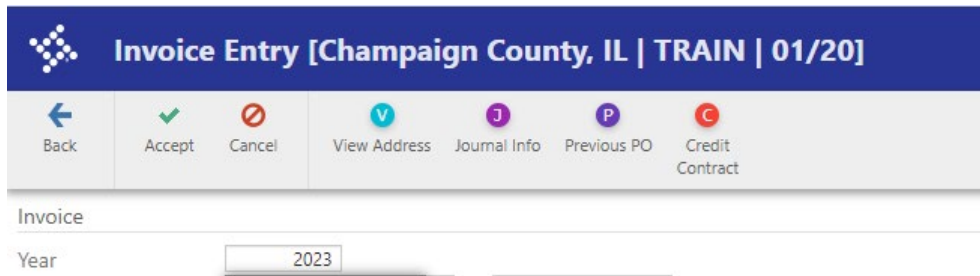


## Invoice Entry Walk Through

Starting at the beginning and working our way through.

Year

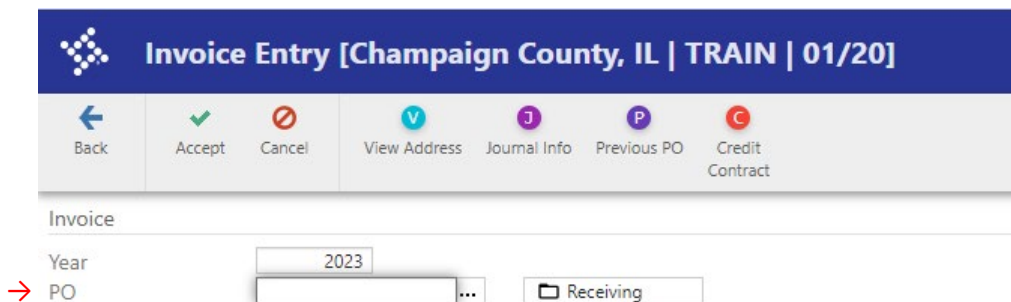
This field indicates the year for the Purchase Order or Contract. Leave as is.



The screenshot shows the top navigation bar with the title "Invoice Entry [Champaign County, IL | TRAIN | 01/20]". Below the navigation bar are buttons for "Back", "Accept", "Cancel", "View Address", "Journal Info", "Previous PO", and "Credit Contract". The "Year" field is highlighted with a red arrow and contains the value "2023".

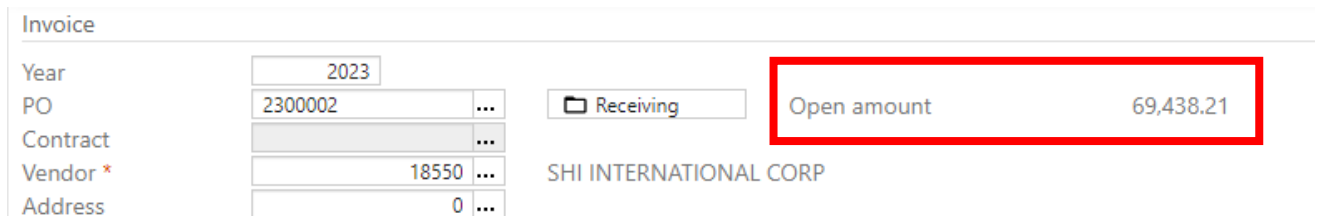
PO

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



The screenshot shows the "Year" field set to "2023" and the "PO" field with an ellipsis. A "Receiving" checkbox is visible next to the PO field.

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



The screenshot shows the "Invoice" form with the "Open amount" field highlighted in red. The "Open amount" is 69,438.21. Other fields include "Year" (2023), "PO" (2300002), "Contract" (empty), "Vendor\*" (18550), and "Address" (0). The vendor name "SHI INTERNATIONAL CORP" is displayed.

Contract

If the payment is being made on a contract, enter the contract number, or click on the ellipsis and select the contract from the list. Some information will auto populate based on the contract.

**IMPORTANT** – if a contract or purchase order is not entered before entering account lines you will need to delete the invoice and start over to attach the contract or purchase order. To see the contracts for your department, see Contracts Central.

**Invoice Entry [Champaign County, IL | TRAIN | 01/20]**

Invoice

Year: 2023

PO: [dropdown]

Contract: [dropdown]

→ Contract

When a contract is connected to invoice it will show the open amount remaining on the contract. However, this amount is the total remaining on the contract and does not reflect the amount available in the current fiscal year when the contract spans multiple years.

When a contract is connected the vendor will be pulled from the contract. It is important to verify the correct address is showing. **NOTE: if a vendor has multiple remit addresses it may pull the wrong remit address regardless of it being entered correctly in the contract.**

**Invoice Entry [Champaign County, IL | TRAIN | 01/20]**

Invoice

Year: 2023

PO: [dropdown] Receiving → Open amount: 281,487.00

Contract: 207

Vendor\*: 10569 TYLER TECHNOLOGIES INC

Address: [dropdown]

Terms: [dropdown]

Invoice\*: [dropdown]

Gross\*: .00

Description: Tyler SaaS ERP 2020.8.25-2025.

Status: On Hold

### Vendor

Enter the vendor number if known or click on the ellipsis. Clicking on the ellipsis will open a new screen.

**NOTE: Vendor Name and Address MUST match what is on the invoice attached in TCM.**

**Invoice Entry [Champaign County, IL | TRAIN | 01/20]**

Invoice

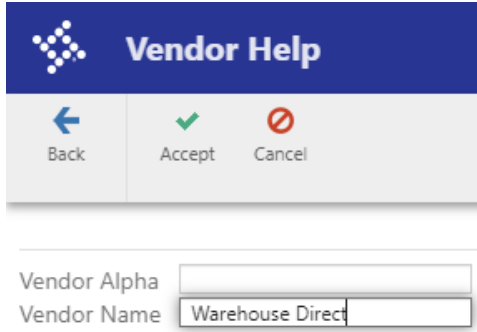
Year: 2023

PO: [dropdown] Receiving

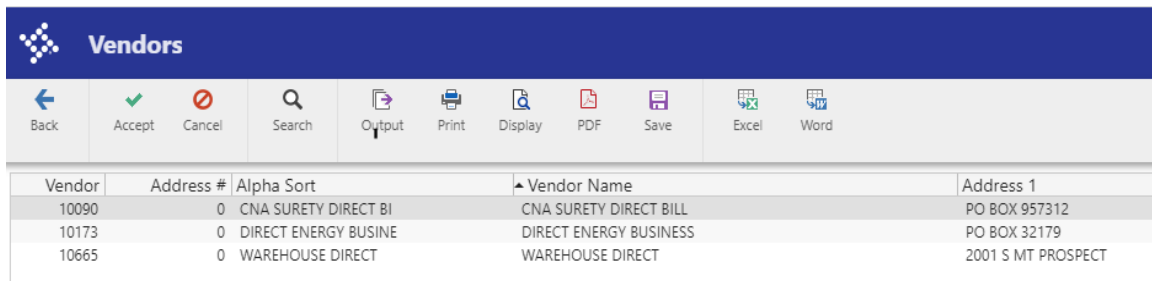
Contract: [dropdown]

Vendor\*: 0 →

Type the name in (by not typing the whole name you will get more results) and a list will be generated.

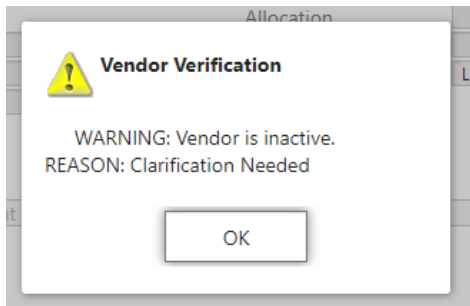


You can either highlight the name and click Accept in the Ribbon or double click on the applicable vendor.



### Inactive Vendors

If a vendor is Inactive, you will receive a warning when selected and you tab to the next cell.



It will also show (Inactive) on the Invoice Entry screen.



If this warning comes up **STOP**. Check Vendor Central and check the notes to see if there is more information as to why the vendor is inactive. Inactive vendors may be a former owner, we may need an updated W9, there may be a question on the address, etc. If the vendor is a former owner and you complete the invoice entry it may need to be deleted and re-entered under the correct vendor. Vendors can't be changed once account lines have been added. It is a Munis security feature.

### Address

Default address is displayed. Value is numeric starting with zero. There is a glitch with Munis that when using PO's and Contracts that the address will appear as the default address regardless of what address is entered in the contract or purchase order. Please make sure that the address in Munis matches the Invoice.

If the Address listed on an invoice does not match any address in Munis, please forward the invoice showing the new address to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) to be updated or added as necessary. If the address on the invoice does not match the address in Munis we will need to confirm that the address in Munis is the correct one and upload your response into TCM to show due diligence.

Vendor \*  ... WAREHOUSE DIRECT

→ Address  ...

Terms

To see if a vendor has multiple addresses, click on the ellipsis and the Accounts Payable Help page will open. Either click Accept in the Ribbon or double click on the applicable address to close.

Accounts Payable Address Help

Back Accept Cancel Search Output Print Display PDF Save

AP Address Number	Alpha Sort	Address 1
0	WAREHOUSE DIRECT	2001 S MT PROSPECT

If you select the wrong address of a vendor (vendors with multiple addresses – think Ameren, Visa, etc.) you can change the address number of the vendor without redoing the invoice.

If you see address 99, please update to a valid remittance address. Remit 99 is a general correspondence address – NOT a payment address.

Invoice Entry [Champaign County, IL | TRAIN | 01/2

Back Accept Cancel View Address Journal Info

Invoice

Year	<input type="text" value="2023"/>				
PO	<input type="text" value="2300002"/> ...	<input type="checkbox"/> Receiving	Open amount		
Contract	<input type="text" value=""/>				
Vendor *	<input type="text" value="18550"/> ...	SHI INTERNATIONAL CORP			
Address	<input type="text" value="99"/> ...	SHI INTERNATIONAL CORP			

Terms

Not Applicable

Invoice Entry [Champaign County, IL | TRAIN | 01/20]

Back Accept Cancel View Address Journal Info Previous PO Credit Contract

Invoice

Year 2023

PO ... Receiving

Contract ...

Vendor \* 0 ...

Address ...

→ Terms

Invoice

Invoice \*  +1

Please enter the invoice number as it appears on the invoice (this will help prevent duplicate payments). The invoice number prints on the check. For items without an invoice number (Visa, utilities, etc.) use the last 4 of the account number and the date of the bill. You can't proceed without an invoice number. Please be consistent with the format you choose for made up invoice numbers to avoid duplicate invoices and for ease in searching if needed.

Example: For this Ameren bill the Invoice # could be 3050 1/10/23



AmerenIllinois.com  
Customer Service 1.800.232.2477

Statement Issued	01/10/2023
Amount Due	\$937.15
Due Date	Mar 13, 2023

Account Number 8449873050  
Customer Name CHAMPAIGN COUNTY REGIONAL  
Service Address 2011 ROUND BARN RD  
CHAMPAIGN, IL 61821

Last Payment \$784.08  
*Payment received. Thank you.*

**Exceptions:** If you have an invoice that has items related to a contract and other items not on the contract on the same invoice. You will need to enter the non-contract items separately from the contract. For the contract portion enter the invoice number and add "c" on the end.

**Employee Reimbursements** – Suggested Invoice First Initial Last Name and date (J Doe 2/11/23) this will make the invoice easier to find in vendor central.

Credit Memos/Invoices

If you receive a credit memo/invoice it must be entered into Munis as its own invoice.


Gross

Total amount of invoice being paid. This can't be left blank. Software will not let you proceed without an amount.

Gross \*  .00


Discount Date

Not Applicable

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


Disc Basis

Not Applicable

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


Discount %

Not Applicable

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


Disc amt

Not Applicable

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

Net Amount

Auto fills

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

## Payment Method

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

Payment method  Vendor will receive paper check.

Payment method  Vendor will receive payment via EFT.

## Check/Wire

Not applicable

Check/Wire  +1

## Description

There are 50-character spaces available. This is what appears on the check stub (not the reports). No need to repeat the invoice number here. **Please include account number or customer number, anything that will let the vendor know what is being paid.**

**NOTE:** for Visa, please enter the full account number in this Description box

Description

## Status

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

Status




## Check Run

Populates from the Batch Screen – do not change

Check Run

## Invoice Date

Enter the date of the invoice

→ Invoice date *	<input type="text" value="01/12/2023"/>	
Received date *	<input type="text" value="01/12/2023"/>	
Due date *	<input type="text" value="01/27/2023"/>	

### Received Date

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

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

### Due Date

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

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

### Department

Default is YOUR department. This is only important when it comes to Contracts / Leases. When contracts and leases are entered, they are assigned a department. If the contract department does not match the department in invoice entry it will not go through. If the contract / lease needs to have the department changed, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).

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

### Work Order / Work Order Task

Not applicable

Work order		...
Work order task	0	...

### Allocation

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

Allocation	0	...
------------	---	-----

### Requisition

Auto fills if PO is selected otherwise not applicable.

Requisition	
-------------	--



## Liq Method

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

Liq method

## Separate Check

If selected MUNIS will print a separate check in the event that multiple invoices are included in the check run.

Please select Separate check for:

- Checks being held for pick up. If separate check is not selected there could be more than your item on the check.

Separate check

Separate check default is set in vendor information but can be changed any time on this screen.

## Include Documentation

Check this box if remittance slip / documentation needs to be included with check. Example – all utilities and Visa have a remittance slip. Any invoice that has “return with payment”, etc. should have the include documentation box checked. This option will not be available if the vendor is paid via ACH.

Include documentation

## PA Applied

Checked by default. If you do not have a project, you can uncheck. If you don't uncheck you can just skip entering project below.

PA applied

See Project Entry for more information on Projects.

**Once you tab past PA applied you leave the “top portion” of invoice entry. At this point you can no longer add a contract or change the vendor.**

## Released

When this shows as checked the invoice has been released into the workflow. It is an information only item.

Released

## Entering Account Strings

Here is an overall view of the Accounts screen. If you are paying on a purchase order it will go into the Purchase Order Line Liquidation screen.

ACCOUNTS    LINE ITEMS

Line	PA Type	Project Account	T	Account	PO	Inv amount	1099	A	Description	Bud	Work order
1	E	- - -	E			50.00				1	

Total Amount:     Payment Amount:  50.00

## Line

Auto fills and indicates the line number.

ACCOUNTS    LINE ITEMS

→ Line	PA Type	Project Account
1	E	- - - ...

Total Amount:     Payment Amount:  50.00

## PA Type

Only shows up if PA Applied is checked. This auto fills with E-expense. Can be changed to R-revenue or B-balance sheet as needed. If it is not an expense line a warning will pop up.

ACCOUNTS    LINE ITEMS

Line →	PA Type	Project Account
1	E	- - - ...

Total Amount:     Payment Amount:  50.00

## Project Account

Only shows up if PA Applied is checked. Enter your project or click on the ellipsis and select from the list. If you do not need, skip to account.

ACCOUNTS		LINE ITEMS	
Line	PA Type	Project Account	
1	E	-	-

Total Amount:  Payment Amount:

## Type

This auto fills with E-expense. Can be changed to R-revenue or B-balance sheet as needed. If it is not an expense line a warning will pop up.

→ T	Account	PO
E		...

## Account

Enter your account string here. The account string consists of:

FUND	CAFR FUNCTION	COMPTROLLER	COUNTY FUNCTION	DEPARTMENT	DIVISION	FUTURE USE	INTERFUND	OBJECT
Important - what you need to know								
RPC specific								
Will automatically fill in from default								

For more information about account strings see Chart of Accounts.

There are multiple ways to go about entering the account string.

Get the full account string from

- Account Central
- Enter what you know then click on the ellipsis to select the complete string

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

**Invoice Entry**

Back
 Accept
 Cancel
 Search
 Output
 Print
 Display
 PDF
 Save
 Excel
 Word

Account	Description
1080-00-0251a-01-020-000-000-0000-500101-	ELECTED OFFICIAL SALARY
1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES
1080-00-0251a-01-020-000-000-0000-500105-	TEMPORARY STAFF
1080-00-0251a-01-020-000-000-0000-500109-	STATE-PAID SALARY STIPEND
1080-00-0251a-01-020-000-000-0000-500309-	EMPLOYEE DEVELOPMENT/RECOGNITI
1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY AND PRINTING
1080-00-0251a-01-020-000-000-0000-501002-	OFFICE SUPPLIES
1080-00-0251a-01-020-000-000-0000-501003-	BOOKS, PERIODICALS, AND MANUAL
1080-00-0251a-01-020-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000
1080-00-0251a-01-020-000-000-0000-502001-	PROFESSIONAL SERVICES
1080-00-0251a-01-020-000-000-0000-502003-	TRAVEL COSTS
1080-00-0251a-01-020-000-000-0000-502004-	CONFERENCES AND TRAINING
1080-00-0251a-01-020-000-000-0000-502011-	UTILITIES
1080-00-0251a-01-020-000-000-0000-502014-	FINANCE CHARGES AND BANK FEES
1080-00-0251a-01-020-000-000-0000-502017-	WASTE DISPOSAL AND RECYCLING
1080-00-0251a-01-020-000-000-0000-502021-	DUES, LICENSE & MEMBERSHIP
1080-00-0280t-01-020-000-000-0000-800101-	LAND
1080-00-0280t-01-020-000-000-0000-800201-	INFRASTRUCTURE
1080-00-0280t-01-020-000-000-0000-800301-	LAND IMPROVEMENTS
1080-00-0280t-01-020-000-000-0000-800401-	EQUIPMENT
1080-00-0280t-01-020-000-000-0000-800501-	BUILDINGS

PO

Will automatically fill in if a purchase order was entered in the top part of invoice entry.

Invoice Amount

Defaults as total. If using multiple lines enter amount that applies to line entered.

→ Inv amount	1099	A	
50.00		...	

1099

Leave as is.

Inv amount	→1099	A	
50.00		...	

A

Leave as is.

Inv amount	1099	→	A
50.00		...	

## Description

This description shows up on the financial statements, can be different on each line as needed and can be different from the description above. Please make sure to include a description of what was purchased/paid for – do not just repeat the invoice number. If needed, you may use commas to separate values in the Description for ease of delimiting in Excel later.

→ Description	Bt
	1

## Suggestions for entries:

- Utilities – location, type, date (i.e. Animal Control Water Mar 23)
- Visa – each charge should have its own line (or more if needed to split between GL accounts). If you have fees or credits they must be entered individually.
  - Amazon 1/12/23, office supplies
  - Zoom 1/15/23
  - ILGFOA 1/17/23, Danos dues
  - Hilton 1/25/23, ILGFOA Conf, Danos

## Bud

Not applicable.

→ Bud	Work order		WO task
1		...	...

## Work order

Not applicable.

Bud →	Work order		WO task
1		...	...

## WO task

Not applicable.

Bud	Work order		→ WO task
1		...	...

## Total Amount

The Total Amount is the sum of the account lines.

→ Total Amount:	50.00	Payment Amount:	50.00
-----------------	-------	-----------------	-------

## Payment Amount

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

Total Amount:  → Payment Amount:

Gross \*

When all lines have been entered click Accept in the Ribbon. If you tabbed through and a new line started, when you click Accept a warning will come up. Click ok and the blank line will disappear.

The screenshot shows the 'Invoice Entry' interface for Champaign County, IL, dated 09/14. The interface includes fields for Year (2018), Vendor (10665), and Invoice Number (5069185-0). A warning dialog box is displayed in the foreground with the title 'Munis' and the message 'WARNING: A blank description will be used for this line.' with an 'OK' button.

Line	T	Account	PO	Inv ar
1	E	1080-00-0251a-01-020-000-000-0000-501002-		
2	E	1080-00-0251a-01-020-000-000-0000-501002		

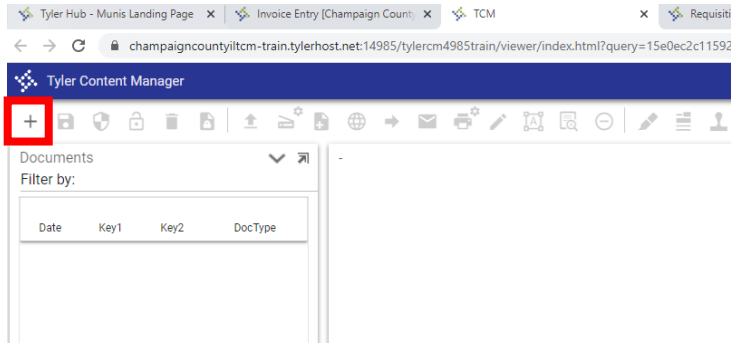
## Attach Support

Attach invoice as support. You will need a scan of all support saved so it can be uploaded. The first thing we will look for is a number in the ( ) to show that support is attached. (0) will be an immediate rejection.

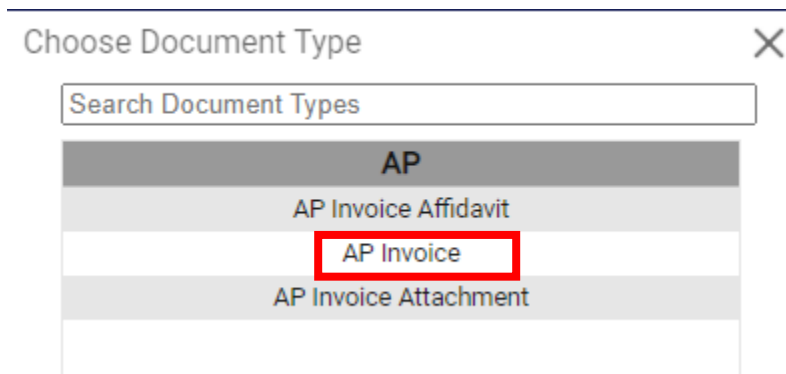
Click on the paperclip or the drop down the attach. The screen will change to TCM (Tyler Content Manager).

The screenshot shows the 'Invoice Entry' interface for Champaign County, IL, dated 01/20. The interface includes a ribbon with buttons for Back, Search, Browse, Add, Update, Delete, Email, Schedule, and Attach. The Attach button, which features a paperclip icon and a question mark, is highlighted with a red box.

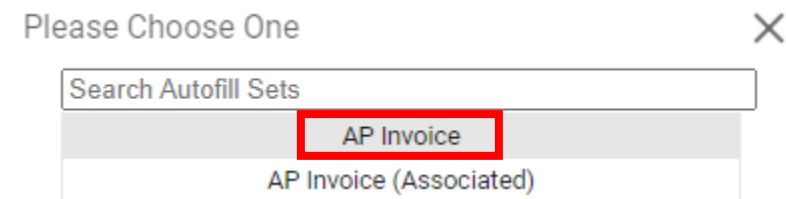
Click on the +



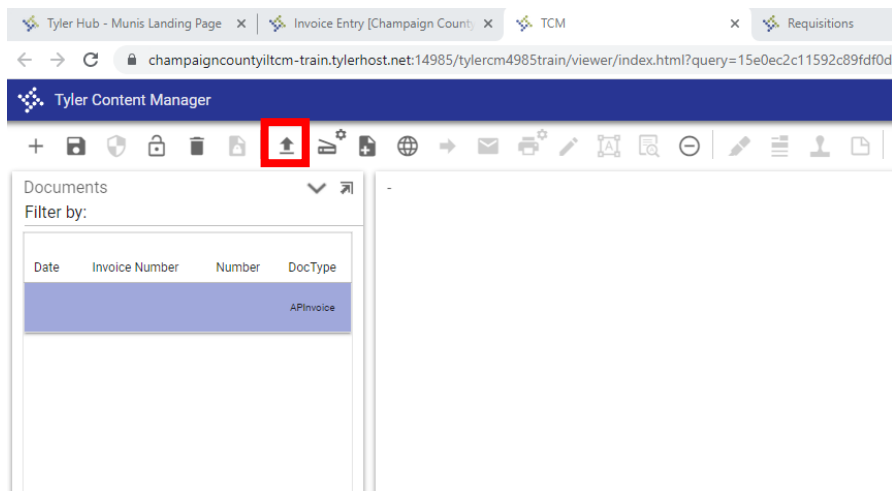
Select AP Invoice – **DO NOT** Choose any other type.



Then AP Invoice again



Click on the Upload Symbol



Choose file (you should be familiar with this process), select the file from where it is saved or drag and drop file. Then Import.

### Import Document

CHOOSE FILE

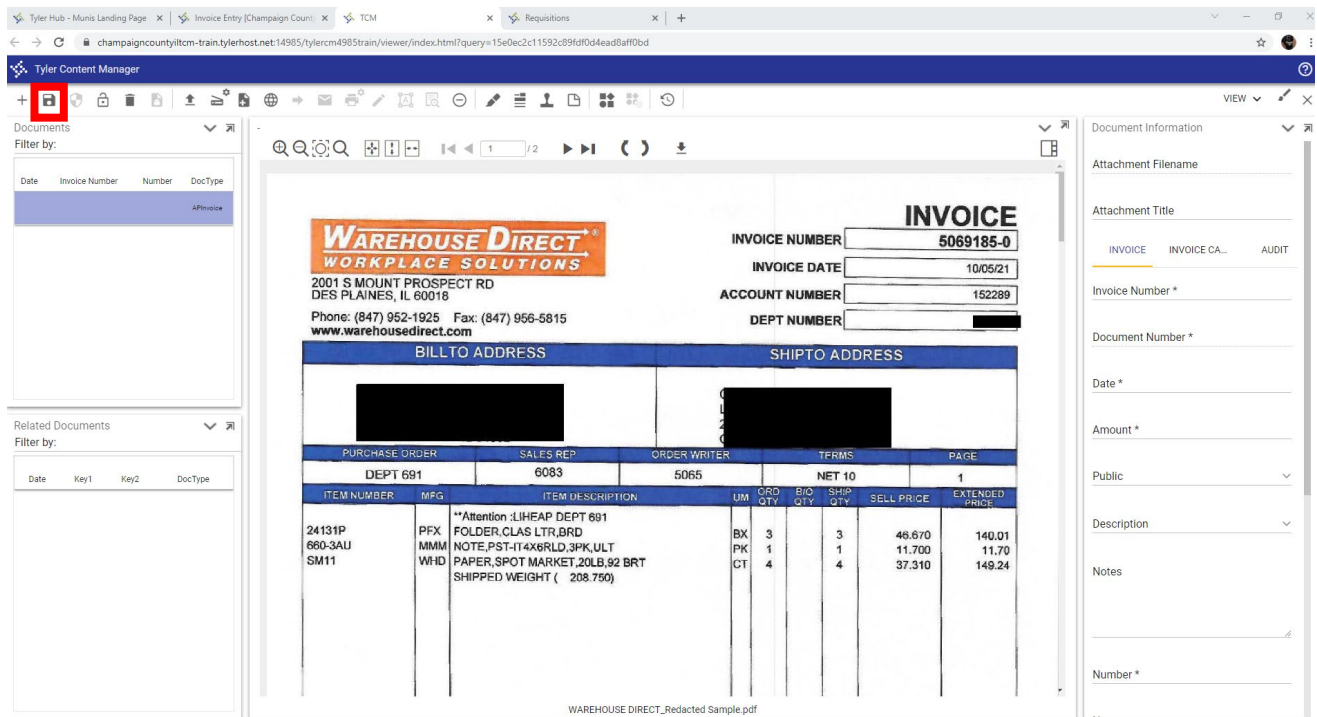
or

Drop files here...

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

CANCEL IMPORT

The screen will change and you will see your attachment. Click on the Save symbol. **DO NOT FORGET THIS STEP.**



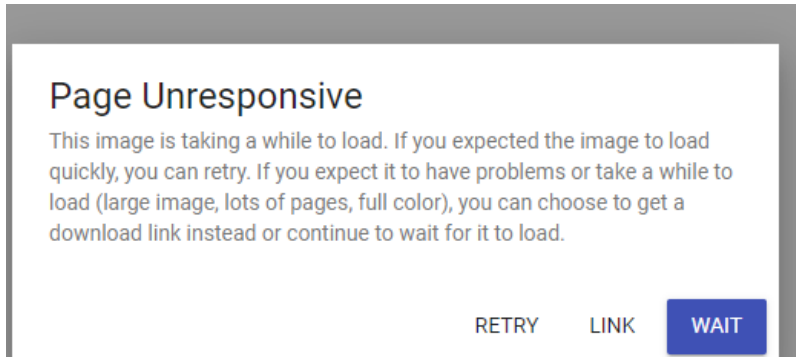
The screen will change again and you will see your document and the file information in the Documents area. Repeat these steps as many times as necessary to upload all the support making sure to click on the save button after adding support. When all support is added close TCM by clicking on the "X" in the upper right corner of the TCM tab as there is no back button here.

### TCM Glitches

There is occasionally a glitch with TCM where even if you have saved the document and try to add another it will replace the original document. If this happens close TCM then open it again to attach additional documents.



Another glitch is this error message



We found that clearing your browser history seems to clear this issue.

Warehouse Direct  
WORKPLACE SOLUTIONS

INVOICE

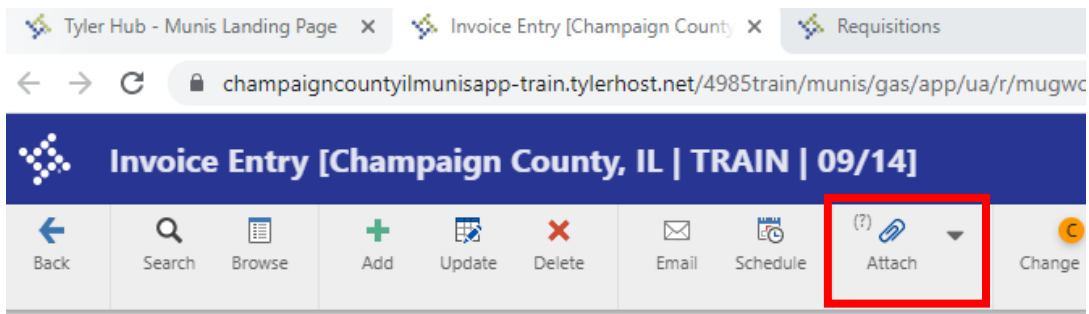
INVOICE NUMBER: 5069185-0  
INVOICE DATE: 10/05/21  
ACCOUNT NUMBER: 152289  
DEPT NUMBER: [REDACTED]

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

PURCHASE ORDER		SALES REP		ORDER WRITER		TERMS		PAGE	
DEPT 691	6083	5065	NET 10			1			
ITEM NUMBER	MFG	ITEM DESCRIPTION	UM	ORD QTY	B/O QTY	SHIP QTY	SELL PRICE	EXTENDED PRICE	
24131P	PFX	**Attention :LIHEAP DEPT 691	BX	3		3	46.670	140.01	
660-3AU	MMM	FOLDER,CLAS LTR,BRD	PK	1		1	11.700	11.70	
SM11	WHD	NOTE,PST-11x4x6RLD,3PK,ULT	CT	4		4	37.310	149.24	
		PAPER,SPOT MARKET,20LB,92 BRT							
		SHIPPED WEIGHT ( 208.750)							

Warehouse Direct\_Redacted Sample.pdf

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



Invoice

Year: 2018

PO:  ...  Receiving

Contract:  ...

Vendor \*: 10665 ... WAREHOUSE DIRECT

Address:  0 ...

Terms:

Invoice \*: 5069185-0 +1 Description

Gross \*: 300.95 Status

Discount date:  Disc basis:  .00 Check Run

Discount %: .000 Disc amt:  .00

Net amount: 300.95 Invoice date \*

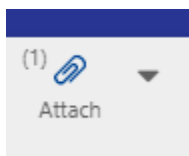
Payment method: Normal Received date

Check/Wire:  +1  Due date \*

**ACCOUNTS**    LINE ITEMS

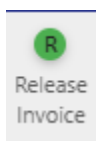
Line	T	Account	PO
1	E	1080-00-0251a-01-020-000-0000-501002-	

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



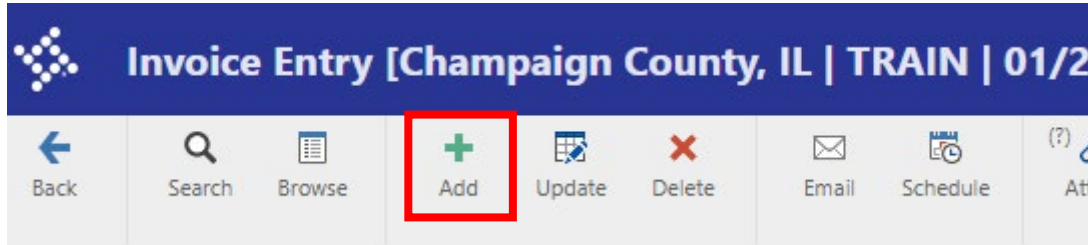
Release Invoice

If everything looks good, you can click on the Release Invoice Skittle in the Ribbon. Alternatively, you can wait until all invoices are entered and release the batch at one time (for more information see Release Batch)



## Add Invoices

To add additional invoices click Add in the Ribbon. When all invoices are entered, click Back on the toolbar to return to the Invoice Entry Batch Information screen. Note-anytime the Back option is available-use it to avoid throwing locks in the system.

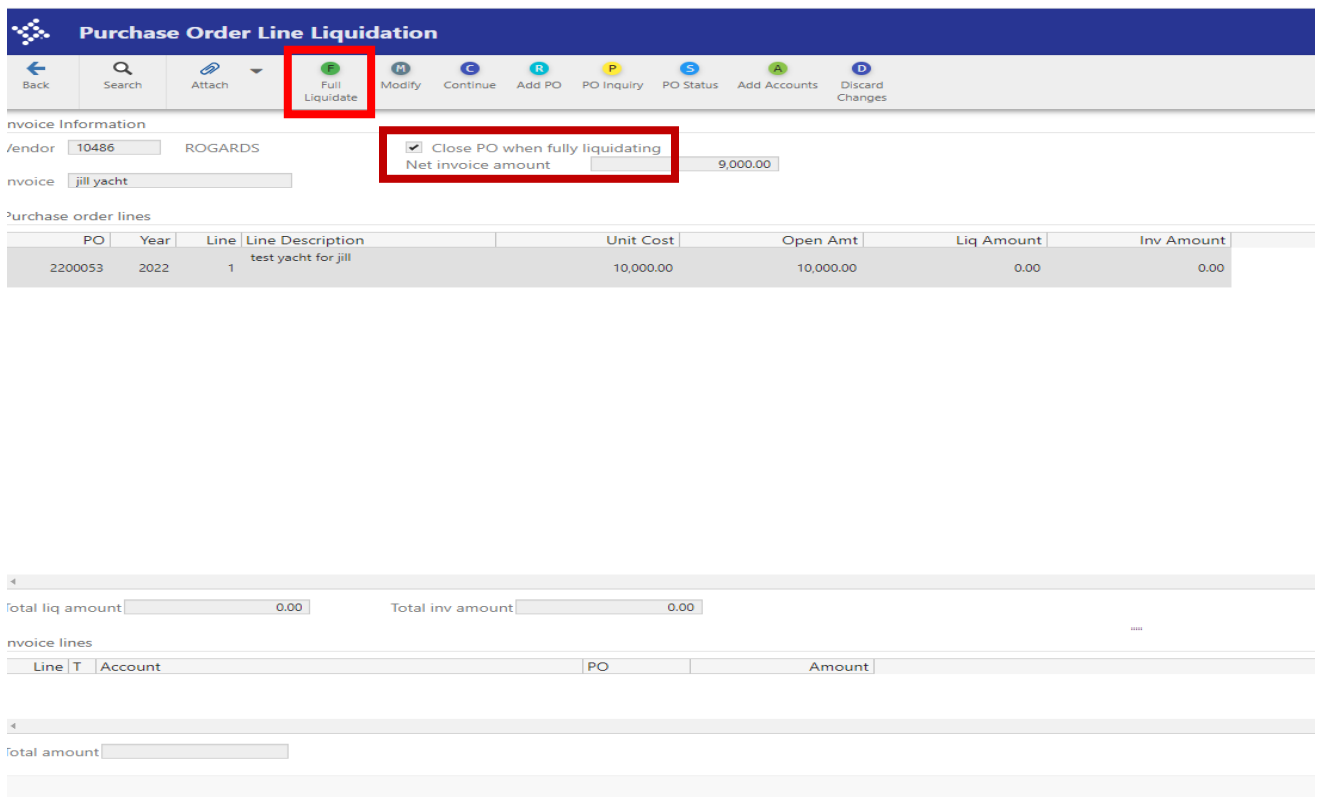


## Purchase Order Line Liquidation

You need to ask yourself, am I liquidating the entire amount now or will there be additional invoices for this same PO. If this is your one and only invoice - select the Full Liquidate Skittle (even if the invoice amount is different than the PO was). You will get a pop up that says "close PO". Select yes and you will be directed back to the invoice entry screen.

If there will be multiple invoices just enter the \$ amount of liquidation and the invoice amount should autofill.

Selecting Close PO when fully liquidated even when only doing a partial liquidation, the purchase order will only close once it has been fully liquidated.





Fully liquidate and close PO. Are you sure?

Yes No

Back on the invoice entry screen, don't forget to enter a description. The account string is determined by the purchase order and what was entered into the requisition.

PO	Inv amount	1099	A	Description	Bud	Work order
2200053	9,000.00		N			

Click accept and add invoice and packing slip or other support to TCM.

You may be finished at this point.

If you need to change the liquidation, you can. Click on "Re-Liquidate" and it will take you back to the liquidation screen.

Invoice Entry [Champaign County, IL | TRAIN | 04/15]

Re-Liquidate Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Sub Payments Credit Contract Additional Info Notes Invoice Audits Duplicate Void Release Update

Invoice

Year: 2022  
 PO: 2200053  
 Contract: 10486  
 Vendor: 10486  
 Address: 2901 BOARDWALK DR  
 City: CHAMPAIGN, IL 61822  
 Invoice #: jill yacht  
 Gross: 9,000.00  
 Description: New Yacht for Jill  
 Status: On Hold  
 Department: 020  
 Work order: 0  
 Allocation: 2200101  
 Requisition: Line  
 Liq method: Withholding (.00)

ACCOUNTS LINE ITEMS

Line	T	Account	PO	Inv amount	1099	A	Description	Bud	Work order	WO task
1	E	1099-00-0251a-01-020-000-000-501002-	2200053	9,000.00		N	yacht for jill		1	

Total Amount: 9,000.00 Payment Amount: 9,000.00

Workflow: My Approvals Approve Reject Forward Hold Approvers

You can click “Modify” and the screen will change. Notice the sample shows the “open amount” of \$10,000.

**Purchase Order Line Liquidation**

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

Invoice Information  
 Vendor: 10486 ROGARDS  Close PO when fully liquidating  
 Net invoice amount: 9,000.00  
 Invoice: jill yacht

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2200053	2022	1	test yacht for jill	10,000.00	10,000.00	10,000.00	9,000.00

“Liq amount” and “Inv amount” are different. In this sample, the REQ/PO was for \$10,000 but the total invoice was only \$9,000. This indicates either only paying in part or invoice came in for less than original amount. If the \$9,000 is in error, modify invoice as needed.

**Purchase Order Line Liquidation**

Back Accept Cancel Search **PO Accounts**

Invoice Information  
 Vendor: 10486 ROGARDS  Close PO when fully liquidating  
 Net invoice amount: 9,000.00  
 Invoice: jill yacht

Purchase order lines

PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2200053	2022	1	test yacht for jill	10,000.00	10,000.00	10,000.00	9,000.00

Click the “Continue” Skittle to return to the invoice entry screen.

It is okay to leave the box checked by “Close PO when fully liquidating” as it will not close until the full \$10,000 (original REQ) amount is liquidated.

**Purchase Order Line Liquidation**

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

Invoice Information  
 Vendor: 10486 ROGARDS  Close PO when fully liquidating  
 Net invoice amount: 9,000.00  
 Invoice: jill yacht

Purchase order lines

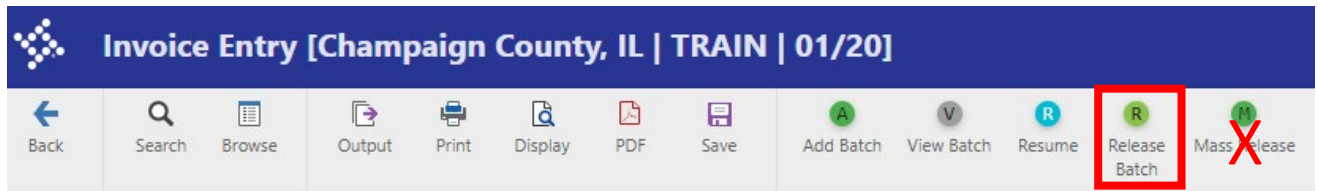
PO	Year	Line	Line Description	Unit Cost	Open Amt	Liq Amount	Inv Amount
2200053	2022	1	test yacht for jill	10,000.00	10,000.00	10,000.00	9,000.00

## Release Batch

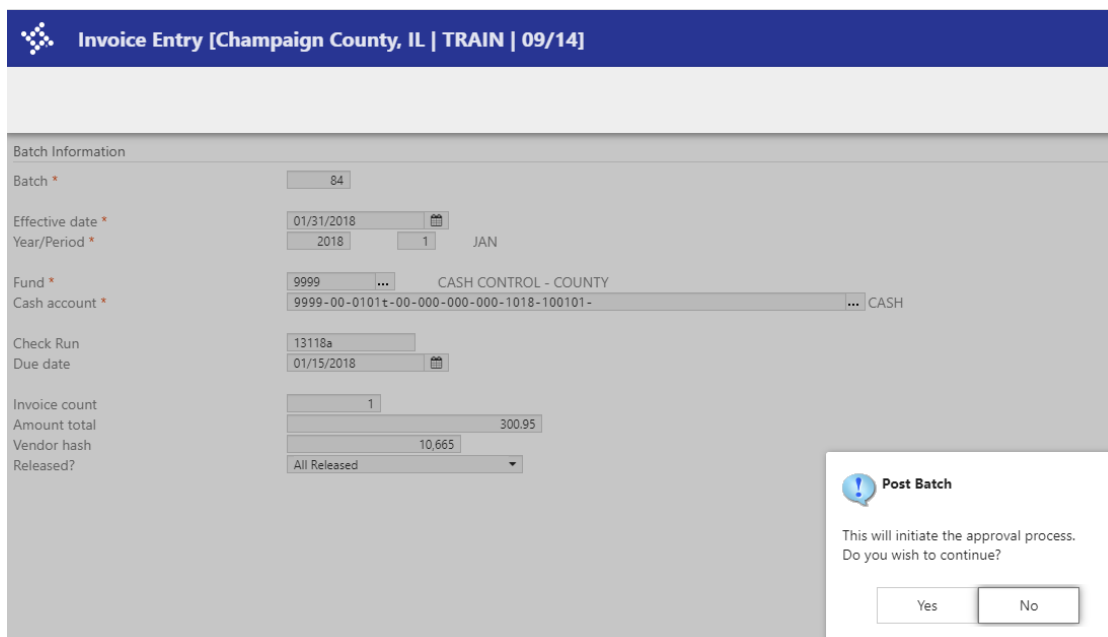
When all invoices are entered, you will need to release the batch for approval.

Click the light green “R” Release Batch Skittle.

Do not use the darker green “M” Mass Release Skittle.



After clicking the light green “R” Release Batch Skittle, it will ask if you wish to continue. Click as appropriate.



Note the status. All Release, Some Released, etc.

**Invoice Entry [Champaign County, IL | TRAIN | 09/14]**

Back Search Browse Output Print Display PDF Save Add Batch View Batch

**Batch Information**

Batch \* 84

Effective date \* 01/31/2018

Year/Period \* 2018 1 JAN

Fund \* 9999 CASH CONTROL - COUNTY

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

Check Run 13118a

Due date 01/15/2018

Invoice count 1

Amount total 300.95

Vendor hash 10,665

Released? All Released

We have found that sometimes when you release the batch and it shows that all invoices are released in the Batch Information that some invoices may not actually be released. To confirm that all invoices have been released click on the View Batch Skittle in the Ribbon.

Tyler Hub - Munis Landing Page x Invoice Entry [Champaign County, IL | TRAIN | 09/14] x

champaigncountymunisapp-train.tylerhost.net/4985train/munis/gas/app/ua/r/mugwc/apinvent

**Invoice Entry [Champaign County, IL | TRAIN | 09/14]**

Back Search Browse Output Print Display PDF Save Add Batch **View Batch** Resume Release Batch Mass Release Output Post Check Run Pst

**Batch Information**

Batch \* 10

Effective date \* 01/31/2018

Year/Period \* 2018 1 JAN

Fund \* 9999 CASH CONTROL - COUNTY

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

Check Run 013118A

Due date 01/31/2018

Invoice count 2

Amount total 110,100.00

Vendor hash 20,507

Released? All Released

You can see in the list below that there is an invoice with a Status of Held and No under Is Released? To release that invoice, open the invoice and release it.

Vendor Name	Remit	Document	Invoice	Payment Method	PO	Contract	Voucher	Status	Is Released?
1 CCT	9	28774	Dec22 ADIC Interfund	Normal				Pending approval	Yes
1 CCT	8	28777	Dec22 PC Int	Normal				Pending approval	Yes
10015 ALPHA CONTROLS AND S	0	28853	test	EFT				Held	No
10037 AMERICAN SOLUTIONS F	0	28770	INV06467391	EFT				Pending approval	Yes
10638 VISA CARDMEMBER SERV	4	28689	4433 Jan23 FY22	Normal				Pending approval	Yes

## Employee Reimbursements

Employee reimbursements will eventually be paid via direct deposit. Until that is set up employee reimbursements will be paid via the one-time Employee Vendor #100.

To enter the employee address you must enter an invoice number. To help find employee reimbursements later using their name in the invoice number will help that as you would be able to search by name-example Smith Jan, etc..

**Invoice Entry [Champaign County, IL | TRAIN | 01/20]**

Back Accept Cancel View Address Journal Info Credit Contract

Invoice

Year: 2022

PO: [Dropdown]

Contract: [Dropdown]

Vendor \*: 100 EMPLOYEE VENDOR

Address: 0

Terms: [Dropdown]

Invoice \*: Smith Jan 23 +1

Gross \*: .00

Employee reimbursements are entered under vendor #100 in Tyler Munis. After entering the invoice number for vendor #100 the software changes screens to where the payee information is entered. Please use the example below for guidance.

1. Format is first name last name
2. Second line should **ALWAYS** be the employee department
3. Address can either be home address or work address as our office will interoffice all employee checks to the department listed on the second line. If no department, we will not know where to send the check.

The postal service reads from the bottom up which is why the street address is below the apartment number. Please do not use both a street address and a PO Box as it will likely be returned undeliverable.



**Vendor Address**

Back
 Accept
 Cancel

---

**Vendor Address**

Vendor	100
Name	GEORGE DANOS
	AUDITOR'S OFFICE
Address	APT #1
	123 MAIN ST
C/S/Z	CHAMPAIGN
	IL
	61820
SSN	
FID	

You can enter more than one employee reimbursement form under the same invoice. Example for employees that turn in a form for mileage every week (or 2 weeks) and they are being entered in the same check run they can be entered under one invoice.

Employee reimbursement forms can be found under the Champaign County internal home page [Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP](#)

The forms are fillable and have formulas to calculate expenses. Chrome is the recommended browser as other browsers may produce unexpected results.

## Accounting and Finance

[Return to top](#)

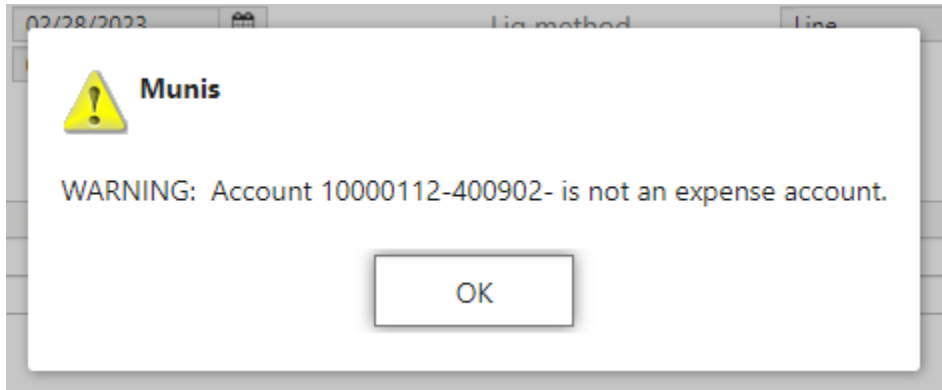
FY2023 Budget Instructions	
Auditor / Fixed Assets	
County Budget Funds, Departments, Lines	
Treasurer / Cash Receipts Form	
Grants	
<b>Reimbursement</b>	
Lost Receipt Form	
Travel Advance Form	
Travel Expense Form	

## Rebates

If you have a credit account/credit card that offers rebates (Sam's Cash, etc.) you must enter the rebate amount as miscellaneous revenue.

Enter the items purchased at the cost before rebate. The rewards amount will be listed on a separate line and the GL will be Other Miscellaneous Revenue.

To enter the reward amount change the E in the "T" column to R. Enter the GL account for Other Miscellaneous Revenue. You will get a pop-up box warning you it is not an expense account. Click OK.



The amount will be a negative. For the Description, please enter what the reward is and the date of the invoice (as this is what will show on the reports).

Example:

**Invoice Entry [Champaign County, IL | TRAIN | 02/24]**

Back Search Browse Add Update Delete Email Schedule Attach Change Lines Quick Entry Group Entry PO Inquiry View Address Journal Info Subc Payments Credit Contract Additional Info No

Invoice

Year: 2023  
 PO: ...  
 Contract: ...  
 Vendor \*: 10497 SAM'S CLUB  
 Address: 1 SAM'S CLUB - ANIMAL CONTROL A  
 Terms: ...  
 AC #: ...3913  
 PO BOX 530981  
 ATLANTA GA 30353-0981

Invoice \*: Mar 23  
 Gross \*: 55.00  
 Description: Enter Acct # Here  
 Status: On Hold  
 Department: 020  
 Work order: ...  
 Work order task: 0  
 Allocation: 0  
 Requisition: ...  
 Liq method: Line

Discount date: ... Disc basis: .00  
 Discount %: .000 Disc amt: .00  
 Check Run: ...  
 Invoice date \*: 02/28/2023  
 Received date \*: 02/28/2023  
 Due date \*: 03/16/2023

Net amount: 55.00  
 Payment method: Normal  
 Check/Wire: ...

**ACCOUNTS LINE ITEMS**

Line	T	Account	PO	Inv amount	1099	A	Description	Bud
1	E	1080-00-0251a-01-020-000-000-501002-		25.00		N	Walmart 3/1/23, office supplies	1
2	E	1080-00-0251a-01-020-000-000-501002-		15.00		N	Sams 3/5/23, office supplies	1
3	E	1080-00-0251a-01-020-000-000-501005-		10.00		N	Sams 3/5/23, coffee	1
4	E	1080-00-0251a-01-020-000-000-501005-		10.00		N	Walmart 3/1/23, creamer	1
5	R	1080-00-0236t-01-020-000-000-400902-		-5.00		N	Sams Cash Mar 23	1

Total Amount: 55.00 Payment Amount: 55.00

Last Change

## Visa / Sam's Club

Visa and Sam's Club are only vendors that can be paid by statement. All others must be paid by receipt/invoice.

### Visa Online Access

You can set up online access for each of your cards to help facilitate in payment entry, pay off-cycle, check online balance, etc. The access will need to be set up for each card.

### Paying Visa Bill Off-Cycle

If you need to pay your Visa bill off cycle, you can print off the transactions from the website. If you do this please indicate which invoices are being paid and include a remit slip from a previous bill. In this example I am paying the 2 highlighted charges and have indicated that the other charges on this view have been paid.

11/30/22, 10:09 AM

Self Service

#### Transaction Details

KEVIN ORJON SMITH - Ending in 7395

##### ACCOUNT SUMMARY

Current Balance <b>\$516.34</b>	Pending Transactions <b>\$0.00</b>	Available Credit <b>\$1,984.00</b>
Last Statement Balance <b>\$0.00</b>	Statement Closing Date <b>12/13/2022</b>	
Minimum Payment <b>\$0.00</b>	Payment Due Date <b>12/09/2022</b>	

##### POSTED TRANSACTIONS

Start Date 09/01/22  
End Date 11/30/22

TRANSACTION DATE	POST DATE	DESCRIPTION	AMOUNT
11/28/22	11/29/22	AMZN Mktp US*121TD0N63 Amzn.com/bill WA	\$183.93
11/21/22	11/22/22	AMAZON.COM*HW47KSJL0 A AMZN.COM/BILL WA	\$254.57
11/14/22	11/15/22	AMZN Mktp US*HB78PQ2A1 Amzn.com/bill WA	Paid 11/23/22 \$51.98
11/14/22	11/15/22	WM SUPERCENTER #5403 URBANA IL	Paid 11/23/22 \$25.86
10/27/22	10/28/22	AMZN Mktp US*H050N3Z11 Amzn.com/bill WA	Paid 11/23/22 \$64.98
10/25/22	10/26/22	AMZN Mktp US*HB69P8IA1 Amzn.com/bill WA	Paid 11/23/22 \$169.95

Downloaded Visa Statement

You can download your statement from the website. Keep in mind if you do download the statement it will NOT have a remit slip – instead it looks like this:

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

This is not a bill, do not remit payment.

CPN 001222325



THIS IS NOT A BILL.

24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000010652 01 SP 000638403305677 S

CHAMP CO AUDITOR  
KEVIN O SMITH  
1776 E WASHINGTON ST  
URBANA IL 61802-4516



This memo statement only reflects the current activity on your account. An invoice has been sent to the applicable central billing account for the company.

Thank you.

The online statements look like this because each card has a separate card number but all the cards are then grouped under a “master” account number for the department.

Along with your receipts, you will also need to upload a remit slip from a previous bill. I have saved a previous remit slip to use anytime I need to pay off-cycle with the amount crossed out. (the redactions are for the manual only to protect sensitive information – please do not redact information on the copy uploaded to TCM)



24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000005883 01 SP 000638337842785 P Y

CHAMP CO AUDITOR  
ACCOUNTS PAYABLE  
1776 E WASHINGTON ST  
URBANA IL 61802-4516



Account Number	4433
Payment Due Date	11/09/2022
New Balance	<del>500.00</del>
Minimum Payment Due	\$10.00

Amount Enclosed \$ \_\_\_\_\_

Cardmember Service

P.O. Box 790408  
St Louis, MO 63179-0408



Sales Tax

If you have receipt that has sales tax and you are unable to get it reversed (or don't want to go to the trouble) the sales tax can be paid via personal check. Have the person who purchased the item write a check for the sales tax payable to the credit card vendor. Place the account number from the remit slip on the check and upload a copy of the check to TCM (personal information and account # can be redacted for TCM). Interoffice the check to the Auditor's office ASAP to be included with the County payment – please include a note with the check run date.

Any receipt with sales tax will be reported on the Non-Conforming Purchases list for information unless tax is paid or reversed and documented as above.

### Personal Charge on County Credit Card

While there should be no personal purchases on the County credit card **IF** it happens, have the person who made the purchase write a check for the purchase payable to the credit card vendor. Place the account number from the remit slip on the check and upload a copy of the check to TCM (personal information and account # can be redacted for TCM). Interoffice the check to the Auditor's office to be included with the County payment – please include a note with the check run date.

Any personal purchase on the County credit card will be reported on the Non-Conforming Purchases list for information.

### Split Invoice between Departments

If you have an invoice that splits between 2 different departments enter the invoice number as is on the invoice and add department indicator behind the invoice number.

Example:

Auditor's Office and Treasurer's Office are splitting purchase of item. Invoice 1501. Since there can't be duplicate invoice numbers, we add a department indicator behind the invoice number.

Auditor would enter as:

Treasurer would enter as:

Invoice Number: 1501 Aud

Invoice Number: 1501 Treas

### Correcting an Invoice

If an invoice has been rejected, you have been asked to correct something or you notice a mistake was made you can correct the invoice as long as it has not been posted. To correct an invoice, go to the batch and open the invoice that needs correction.

Think of the invoice entry screen in terms of the "top" half and "bottom" half – with the red line splitting the screen.

To update the "top" half click on Update in the Ribbon. You can update everything EXCEPT the PO, Contract and Vendor. You can update the Address as long as it still the same vendor (example – paying an Ameren, Visa, etc and you selected the wrong account).

To update the “bottom” half (projects and account strings) click on Change Lines in the Ribbon. You can then make changes to projects, account strings, change the splits, etc.

### Remove an Account Line from an Invoice

If you find that you need to remove a line from an invoice (i.e. – duplicated a line on a Visa, a personal charge accidentally placed on visa mistakenly got entered into Munis, etc.)

First update the top half of the invoice to the new total amount. In my example I entered an Amazon purchase for \$50 twice. When you enter the new amount and accept it will automatically go to the Accounts.

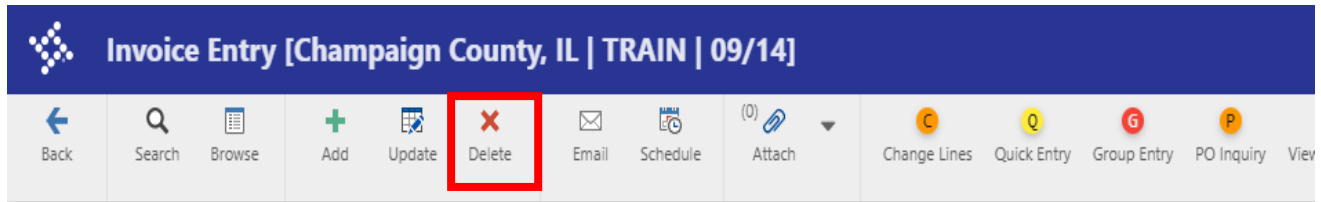
Line	T	Account	PO	Inv amount	1099	A	Description
1	E	1080-00-0251a-01-020-000-000-0000-501002	...	50.00	...	N	Amazon 2/28/23 pens, tape, staples
2	E	1080-00-0251a-01-020-000-000-0000-502004-	...	125.00	...	N	GFOA Conf Danos
3	E	1080-00-0251a-01-020-000-000-0000-501002-	...	50.00	...	N	Amazon 2/28/23 staples, pens, tape
4	E	1080-00-0251a-01-020-000-000-0000-501003-	...	100.00	...	N	GFOA Gasb

On the line you need to remove, change the amount to zero and click accept and the line will be removed.

Once you have made all changes the invoice will need to be released. Most changes will restart the workflow.

### Delete an Invoice

If you need to add a PO, add a contract, change a vendor or no longer need an invoice or want to start over you can delete the invoice by selecting Delete in the Ribbon.



### Rejected Invoices

If an invoice is rejected, you should receive an email. The email should give a reason for rejection.

#### Pending invoice rejected



Champaign County  
To Brandi Katrein



Thu 2/9/2023 9:03 AM

The following invoice has been rejected. The rejecting approvers comment was:  
incorrect GL on line 2

User bk43892 has entered the invoice 4433 Jan23 FY22 (document 28689) for vendor 10638 totaling 681.45 for department 020, warrant 012723A, and a description of 4433 Visa Jan 23.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

This email is from the Train Environment

After correcting a rejected invoice, you will have to click the Release Skittle twice to release it into workflow. Make sure the Status of the invoice is Pending Approval.

If the Status is not Pending approval, click Update in the Ribbon and change the Status to “on hold”, click Accept in the Ribbon and then click Release Invoice Skittle in the Ribbon.

## Invoice Status

To check the status of your invoices:

Find your batch.

View Batch.

Highlight and accept or double click on an invoice.

### Invoice Entry [Champaign County, IL | TRAIN | 09/14]

Back Search Browse Add Update Delete Email Schedule Attach (0) Change Lines Quick Entry Group Entry PO Inquiry View

Invoice

Year: 2018  
PO: ... Receiving  
Contract: ...  
Vendor\*: 10665 ... WAREHOUSE DIRECT  
Address: 0 ...  
Terms: ...  
Invoice\*: 5069185-0 +1  
Gross\*: 300.95  
Description: folders, post-it notes, paper  
Status: Approved  
Discount date: ... Disc basis: .00  
Discount %: .000 Disc amt: .00  
Check Run: 13118a  
Net amount: 300.95  
Invoice date\*: 01/05/2018  
Payment method: Normal  
Received date\*: 01/05/2018  
Check/Wire: +1  
Due date\*: 01/15/2018

**ACCOUNTS** | LINE ITEMS

Line	T	Account	PO	Inv amount	1099	A	Descrip
1	E	1080-00-0251a-01-020-000-0000-501002-		300.95		N	Folders,

To see where an invoice is in the approval (workflow) process:

Find your batch.

View Batch.

Highlight and accept or double click on an invoice.



Click on "Approvers" near the bottom center. Another screen will appear.

**Invoice Entry [Champaign County, IL | TRAIN | 09/14]**

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

Year: 2018  
Contract: ... Receiving  
Vendor: 10222 ... GHR ENGINEERS & ASSOCIATES, INC.  
Address: 0 ...  
Terms: ...

Invoice #: 277797  
Gross: 24,489.45  
Description: ITB#2021-  
Status: Pending A

Discount date: ... Disc basis: .00  
Discount %: .000 Disc amt: .00  
Check Run: 013118b

Net amount: 24,489.45  
Payment method: Normal  
Invoice date: 02/01/201  
Received date: 03/01/201  
Due date: 12/31/201

Check/Wire: ...

**ACCOUNTS** **LINE ITEMS**

Line	PA Type	Project	Account	T	Account	
1	E	10	- ENG	-	-	E 3105-00-0251a-02-059-000-000-0000-5

Total Amount: 24,489.45 Payment Amount: 24,489.45

Last Change  
Dan Busey RELEASED this invoice on 09/23/2021 at 15:05:08

Workflow  
My Approvals Approve Reject Forward Hold **Approvers**

1 of 2 Line number

Review and close by clicking Back.

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

**Work Flow Status**

Back Search

Originator  
Name: Dan Busey  
Comment:

Approvers' comments  
Name Action taken dal Action tak Action Comment

Steps

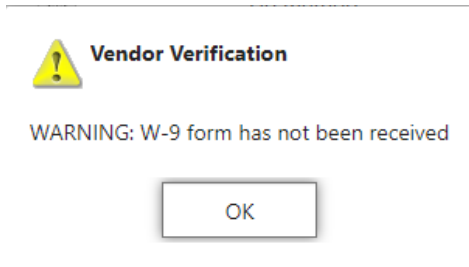
Step	Status	Activated Date	Activated
10	Complete (Approved)		
70	In Progress		
Any approver from this group Group Current			
Jill Stewart		10/21/2021	10/21

Generate Chart Expand All Collapse All Expand In Progress

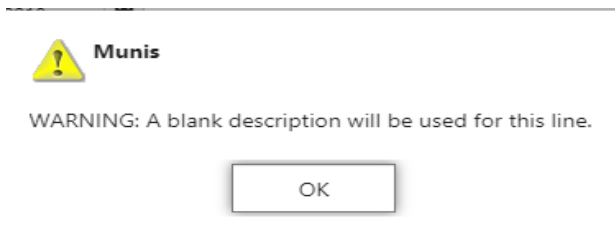
## Warnings

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

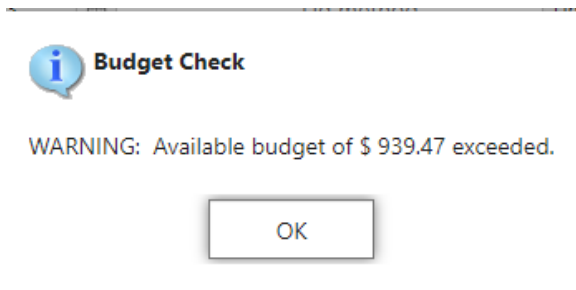
No W9 – please get a current W9 for vendor.



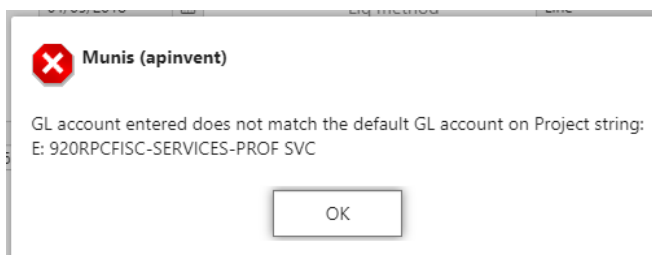
Blank Line – there should be no blank descriptions for lines with account strings/amounts.



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



GL account entered does not match default GL account on Project string



## Add an Invoice After Cut-Off Date

You can request to add an Invoice to the current check run after the cut-off date for emergencies.

Please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) to ask to add an invoice **BEFORE** you add it to a Batch. We will likely say yes, but there may be times that it will not be possible due to deadlines, staffing and/or approval process. You will also need to add the email noting that it is okay to add an invoice to the current check run to TCM.

Please keep in mind that when requesting an invoice be added that there are many steps to invoice approval that need to happen.

Check run is performed first thing on Friday morning with preliminary work done Thursday afternoon.

## Travel Advances

When requesting a travel advance, please use the form on the County website under Forms & Toolkits/Accounting & Finance/Auditor/Munis ERP/[Travel Advance Form](#)

Once travel is complete a final report must be submitted within 15 days. Use the form on the County website under Forms & Toolkits/Accounting & Finance/ Auditor/Munis ERP/[Travel-Business Expense Form](#)

The forms are fillable and have formulas to calculate expenses. Chrome is the recommended browser as other browsers may produce unexpected results.

Attach the Travel Expense Form to the original advance invoice and email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) with the following information:

- Invoice number
- Employee name
- Amount of Original Advance or Advance Check Number

The form will be reviewed for compliance and to determine if there is a balance due/owed. Once review is complete you will be notified whether or not any further steps are required.

### **After Notification by the Auditor's Office**

If the employee is owed additional reimbursement you will need to create an invoice to reimburse the additional expenses to the employee.

If the employee was overpaid and now owes the County, please have the employee submit a check for the balance due and deposit into the line item that was used for the expense paid. Once the deposit has been submitted, please upload a copy of the settlement or check to TCM as support on the original invoice to show that the overage was returned to the County.

Full details on reimbursements can be found in the Champaign County [Travel Policy](#)

## Check Hold for Pick Up

If you would like to pick up a vendor check please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) with the following information:

- Check run date
- Invoice number
- Vendor name
- Amount of payment
- Name of person that will pick up the check

Once checks are ready you will be emailed that checks are ready for pick up.

It is also recommended that you mark the invoice as separate check so there will not be any other invoices included on your check.

Notes to hold the check on support does not count as it can be easily missed.

## Quick Entry

This has happened a few times. If your screen changes to Quick Entry and looks like this and says Quick Invoice Entry at the top it can be changed back by clicking on the Skittle that says Full Entry in the Ribbon and you will go back to the regular Invoice Entry screen.

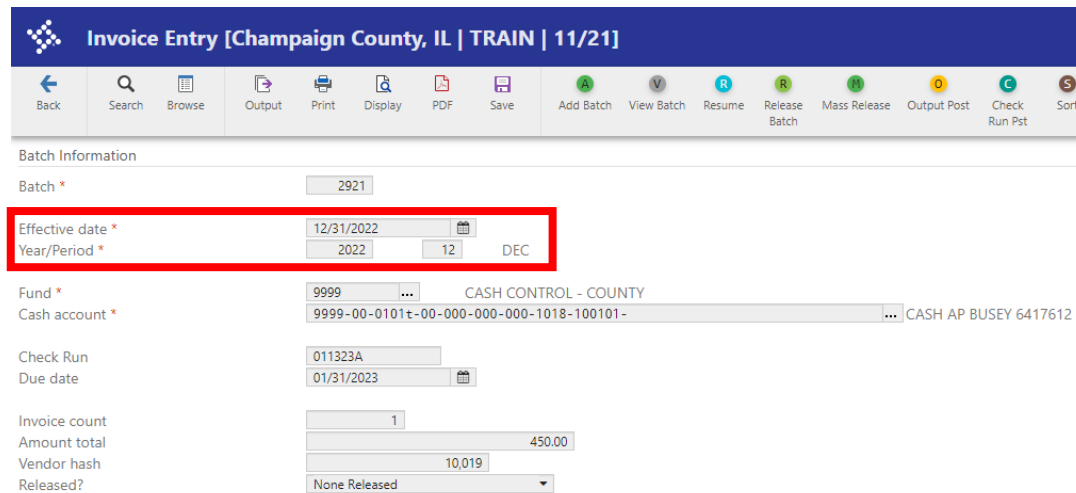
Line	T	Account	PO	Invoice Amt	Discount amount	1099	A	Description	Bud	Work order	WO task
1	E	2090-00-0256b-03-053-000-000-0000-501002-		7.15	0.00		N	Water 5gal jug	1		

## Year End

Goods must be **received**, and services must be completed by December 31<sup>st</sup> (i.e., December 31, 2022 in order to be paid out of the FY22 Budget).

Invoices with charges that overlap fiscal years should be prorated and submitted in separate batches. Since Invoice numbers can't be duplicated when an invoice splits fiscal years add FY22/FY23 to the respective portion of the invoice.

Invoices for different fiscal years must be placed in separate batches. When setting up the batch for FY22 (or previous fiscal year) enter 12/31/2022 in the Effective Date spot, when you tab to the next cell it will automatically update the year/period.



**Invoice Entry [Champaign County, IL | TRAIN | 11/21]**

Batch Information

Batch \* 2921

Effective date \* 12/31/2022

Year/Period \* 2022 12 DEC

Fund \* 9999 CASH CONTROL - COUNTY

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

Check Run 011323A

Due date 01/31/2023

Invoice count 1

Amount total 450.00

Vendor hash 10,019

Released? None Released

## Prepaid Expenses

If payment is needed in December to cover the next fiscal year expenditures the expenditure will be coded to 100401 – Prepaid Expense.

Please note that prepaid expense (balance sheet) lines are not set up specific to department. Therefore, any department head review will need to manually take place prior to submission of the invoice entry.

When entering prepaid expenses, the Auditor’s office will need the following information to make the entries after the first of the year. Please email the information to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).

### Vendor

Invoice number

Project (if any) – please provide the complete project information

GL line(s) to hit – please provide full GL lines

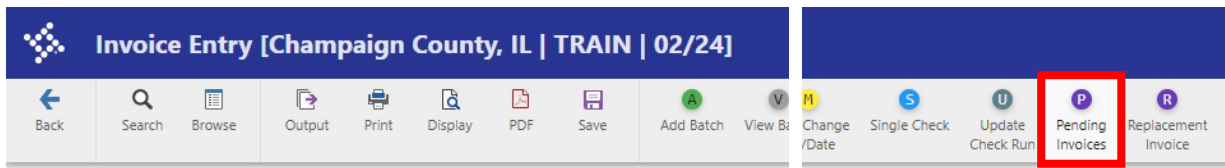
Amount – is multiple GL lines amount per GL line please

## Suspend Invoice

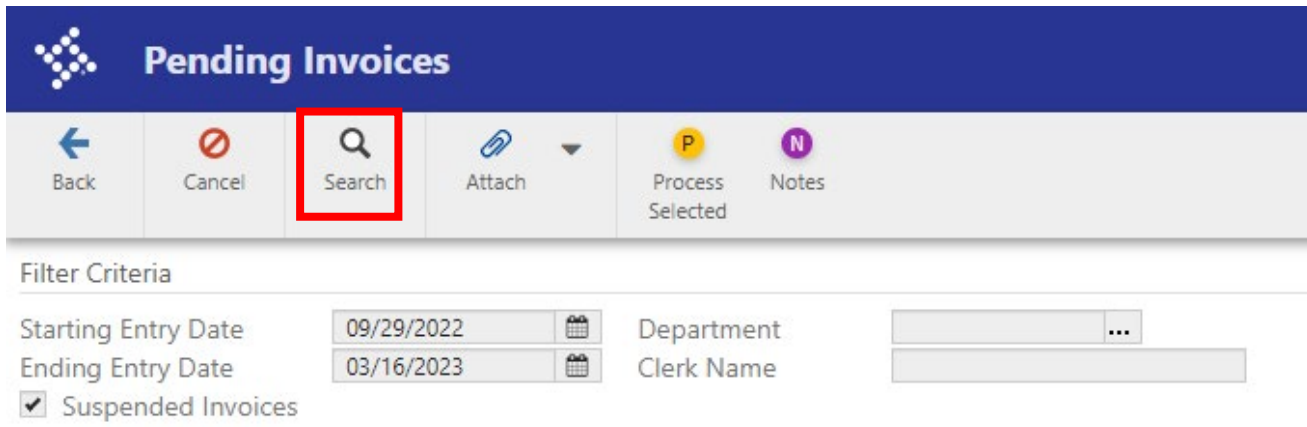
Suspending an Invoice is an involved process and not recommended. If you have entered an invoice but need to hold off on paying it, we recommend you not release it (or if it has been released and not yet approved by the auditor’s office you should be able to update the invoice and change the status to “on hold”). The unreleased invoice will then stay in the batch and after all other invoices have been approved and posted the check run can be updated to the next check run.

If you use Suspend Invoice, it will remove it from your batch. Suspending an invoice will keep the funds you have entered in the invoice obligated from your available budget.

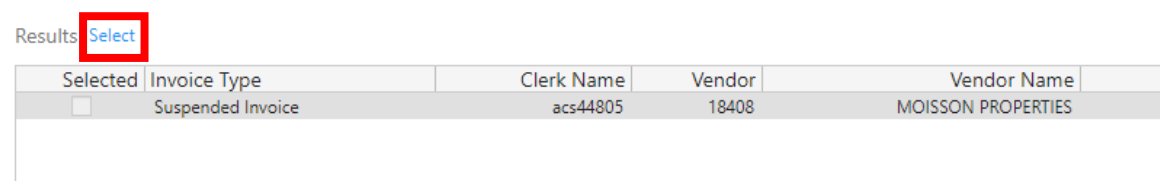
To reactivate a suspended invoice – from the main invoice entry screen select the Pending Invoices Skittle in the Ribbon.



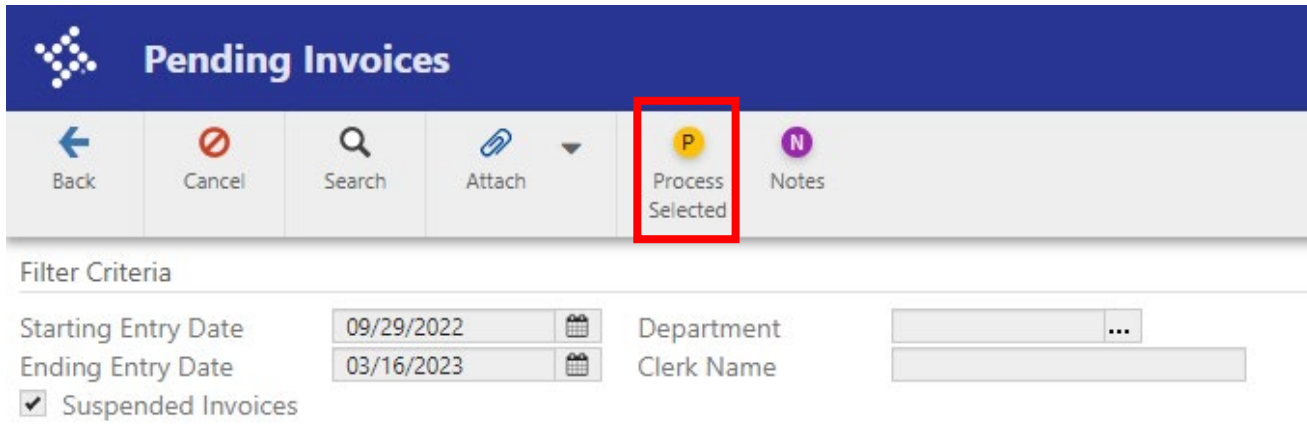
Select Search in the Ribbon. Enter dates to cover the suspended invoice and the department or clerk name to search for your suspended invoices.



To select the invoice click on the blue Select.



After selecting the invoice(s) click on the Process Selected Skittle in the Ribbon.



That will bring up the Process Pending Invoices window. Click Accept in the Ribbon.

**Process Pending Invoices**

Back **Accept** Cancel

Batch Default Information

Batch \* 4002 Check Run Clerk Name bk43892  
Effective date \* 03/16/2023 Year/Period \*  
Due date \* 03/16/2023 Department ...

Invoice Information [Edit Invoices](#)

Invoice Type	Clerk Name	Vendor	Invoice	Dept	Purchase Order	Contract
Suspended Invoice	bk43892	18408	3/23 S Hedrick	100		

You will get a pop-up window.

**Munis**

Would you like to copy batch information to applicable invoices?

Yes No

Select Yes.

Click Accept in the Ribbon.

**Process Pending Invoices**

Back **Accept** Cancel

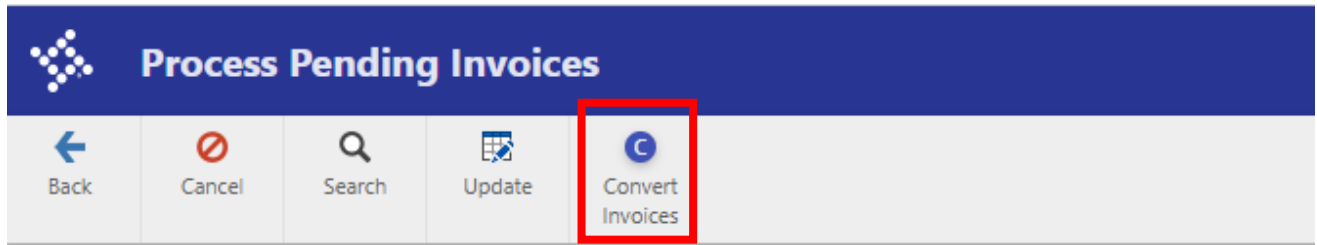
Batch Default Information

Batch \* 4002 Check Run Clerk Name bk43892  
Effective date \* 03/16/2023 Year/Period \*  
Due date \* 03/16/2023 Department ...

Invoice Information [Edit Invoices](#)

Invoice Type	Clerk Name	Vendor	Invoice	Dept	Purchase Order	Contract
Suspended Invoice	bk43892	18408	3/23 S Hedrick	100		

Click the Convert Invoice Skittle in the Ribbon.



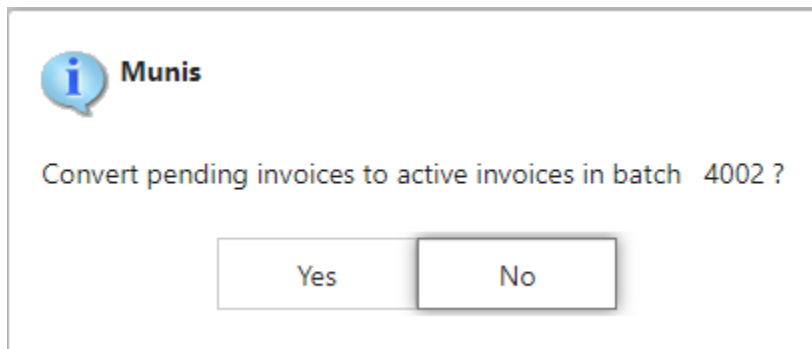
Batch Default Information

Batch \*  Check Run  Clerk Name  
 Effective date \*   Year/Period \*     
 Due date \*   Department  ...

Invoice Information [Edit Invoices](#)

Invoice Type	Clerk Name	Vendor	Invoice	Dept
Suspended Invoice	bk43892	18408	3/23 S Hedrick	100

You will get a pop-up window.



Click Yes.

It will then add the batch to Invoice Entry. This batch will not have a check run and you will need to email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) to add a check run to the batch.

## Chart of Accounts

FUND	CAFR FUNCTION	COMPTROLLER	COUNTY FUNCTION	DEPARTMENT	DIVISION	FUTURE USE	INTERFUND	OBJECT
Important - what you need to know								
RPC specific								
Will automatically fill in from default								



## Definition of Account Segments

- Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial sources, together with all related liabilities and residual equities or balance and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.<sup>1</sup> (aka “Fund” in AS400)
- Financial Builder – Utilized for the compilation of the Annual Consolidated Financial Reports. Not being used at this time.
- Comptroller – Identifies the necessary account classification for reporting to the Illinois State Comptroller.
- County Function – Outlines the intended purpose/use of collected revenue and associated expenditures within each fund.
- Department – Defines the division of county government assigned with an area of special expertise or responsibility. Initial user limitations within Tyler Munis are defined by the department in which each individual is assigned. (aka “Department” in AS400)
- Division – A newly created segment that provides additional tracking within a department. Will require additional discussion with the Auditor’s Office and Finance for initial setup. Example: Allows Sheriff’s department to track expenditures at the detailed level of admin, training, civil, criminal, etc...
- Future Use – Setup for utilization at a later date as deemed necessary.
- Interfund – Assist with handling of cash in/out of the cash control accounts.
- Object – Tells the user if the account is associated with the balance sheet, revenue, or expense. (aka “line-item” in AS400)

## Project

Provides optional tracking of additional detail as determined by each department.

- Example: The newly created expense line for supplies in Tyler Munis groups all types of supplies at a high level. Should a department choose to do so, a project can be setup that tracks office supplies at a detailed level of pens, paper, staples, etc...Or this information can be tagged (preferred method) within one of the reference fields during processing of the expense to avoid setup of a project.
- Project segment will be used primarily for tracking of revenues and expenditures associated with capital projects and grants. Department codes will **no longer** be created for tracking of grants.

## Classification

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

Object	
Grouping	Classification
100000	Asset
200000	Liability
300000	Fund Balance
400000	Revenue
500000	Expense
600000	Other Financing Sources
700000	Other Financing Uses
800000	Capital Expenditures

➤ All accounts are comprised of 9 segments and the optional project string

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	PROJECT
<b>FUND</b>	FINANCIAL BUILDER	COMP-TROLLER	COUNTY FUNCTION	<b>DEPARTMENT</b>	DIVISION	FUTURE USE	INTER-FUND	<b>OBJECT</b>	PROJECT
XXXX	XX	XXXXX	XX	XXX	XXX	XXX	XXXX	XXXXXX	TBD

➤ Example: 1080-00-0251a-02-041-000-000-0000-501002

(General Corp) – (Undefined) – (General Government/Financial Administration) – (Justice & Public Safety) – (State's Attorney) – (Undefined) – (Undefined) – (Office Supplies)

## Chart of Account Examples

The [Chart of Accounts and Definitions](#) document should be used as reference to identify classification of expenditures. If your department does not have the object code necessary for processing a payment please submit a request for the new account to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us). Please fill out the Chart of Accounts Master Add Template found in [Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP](#) (if you need to add many account strings) or include the following information for creation of the new account string in an email:

Fund (i.e.. 1080, 2619, etc.)  
 Department (i.e.. 020, 016, etc.)  
 Future Use Code (if applicable)  
 Object

You will then need to do a same category budget transfer to move funds to the new object.

# Cash Receipts (Payment Entry)

## Definition of a Batch

Batch – A batch should be thought of as your departments daily deposit slip for cash, check, and wire collections.

## Important Notes

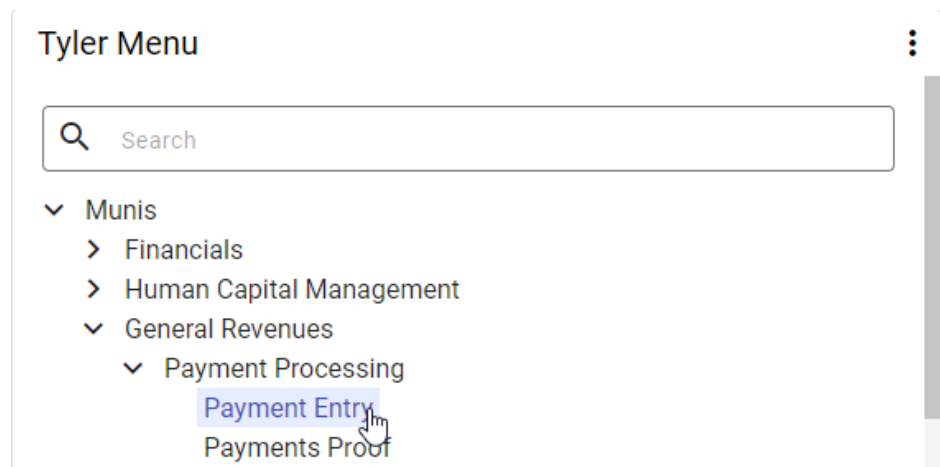
- The batch is your offices daily deposit. Therefore, the batch should be processed daily. At no point, should a department hold on to a batch.
- All wire activity must be included within a separate batch from collection of cash/check. Wires should be entered separately from cash/check deposits. This will allow for expedited processing of the general ledger and better assist with reconciliation of the cash accounts.
- A separate batch must be created for each bank.
- Always include a copy of the check or wire notice in the TCM support. Batches with no TCM attachments will be rejected.

## Example of a “Batch”:

- County Clerk receives cash/checks for the following funds:
    - Fund 1080 = \$1,000.00 → Batch #1 – First Financial General Corporate
    - Fund 2611 = \$1,000.00
    - Fund 2628 = \$1,000.00
    - Fund 2670 = \$1,000.00
- A bracket groups Funds 2611, 2628, and 2670, with an arrow pointing to Batch #2 – First Financial Trust & Agency.

## Payment Entry Walkthrough

Cash receipts are entered in Payment Entry. To get to Payment Entry from the Tyler Menu → Munis → General Revenues → Payment Processing → Payment Entry



Create a Batch

Click Add in the Ribbon

Payment Entry

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

Batch Information

Batch Number

Entry Date

Processing Date

Clerk

Effective Date

GL Effective Date

GL Year/Period

Description  Description of what is being deposited

Department

Life Cycle Step

Deposits Enter Default Deposit using format below

Default Deposit  + Overrides

The batch information will populate the Batch Number, Entry Date, Processing Date, Clerk, Effective Date, GL Effective Date, GL Year/Period, Department and Life Cycle Step based on the current date.

Enter a description of the deposit and Default Deposit information based on the chart below. **Please use the Default Deposit Field format exactly as shown below with no spaces between the letters and using the full date format MM/DD/YYYY:**

For all deposits, use the following format for the “Default Deposit” field:

BANK	“DEFAULT DEPOSIT” FIELD	BANK	“DEFAULT DEPOSIT” FIELD
First Financial – General Corp	GC 8385 MM/DD/YYYY	Busey – RPC	RPC 2084 MM/DD/YYYY
First Financial – Trust & Agency	T&A 0076 MM/DD/YYYY	Busey – USDA	USDA 2248 MM/DD/YYYY
First Financial – ARPA	ARPA 1911 MM/DD/YYYY	Busey – Payroll Clearing	PR 5189 MM/DD/YYYY
Prospect - Highway	HWY 3739 MM/DD/YYYY	Busey – A/P Clearing	AP 7612 MM/DD/YYYY

**Payment Entry**

Back **Accept** Cancel

Batch Information

Batch Number 74  
 Entry Date 09/29/2021  
 Processing Date 01/15/2021  
 Clerk kos43895  
 Effective Date 01/15/2021  
 GL Effective Date 01/15/2021  
 GL Year/Period 2021 1 JAN

**Description** Auditor Deposit 01/15/2018  
 Department 020  
 Life Cycle Step 10 - In Proof/Initial

Deposits

**Default Deposit** GC 8385 01/15/2018  
 Created 09/29/2021

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

Enter Receipts

Click Enter Receipts in the Ribbon.

**Payment Entry**

Back **E** Enter Receipts **C** Customer **G** GB Invoice **B** Business Licenses **P** Payment Plan **S** SSN/FID **Q** Quick Entry **S** Scan Bill **P** Preferences **V** View Batch

Find Bills

Category Year Bill Number  
 20 - Real Estate

[Advanced Search](#)

Then click Misc Receipt in the Ribbon.

**Payment Entry**

Back **F** Find Bills **M** Misc Receipt **P** Prepayment **G** GB Deposit **N** NSF Recovery **P** Preferences **V** View Batch

Batch Information

Batch #	74	Department	020	Batch Total	0.00
Deposit	GC 8685 01	Current Receipt	0.00	Receipt Count	0

## Receipt Entry screen

The screenshot shows the 'Miscellaneous Receipts' application window. At the top, there is a ribbon with 'Back', 'Accept', and 'Cancel' buttons. Below the ribbon, the 'Payment Detail' section includes a checked 'Project Strings apply' option and fields for 'Loc/dept', 'Customer', 'Contract', 'Paid by' (with 'CUSTOMER' entered), and 'Comment'. The 'Charge Detail' section includes fields for 'Charge code \*', 'Description', 'Quantity' (0.00), 'Price' (0.00), 'Charge amount' (0.00), and 'Cash account \*'.

## Charge Codes

Enter the charge or click the ellipsis next to the Charge Code field to bring up the list to select from.

This close-up shows the 'Charge Detail' section. The 'Charge code \*' field has an ellipsis button next to it, which is used to open a list of available charge codes.

Highlight the charge code and click Accept in the Ribbon or double click on the charge code.

The screenshot shows the 'Munis Help :: FILTER ACTIVE' ribbon with the 'Accept' button highlighted in a red box. Below the ribbon is a table of charge codes:

Charge Code	Description
020001	1080-01-STATE REV-SALARY STIPENDS
020002	1080-01-ACCOUNTING FEES
020003	1080-01-ELECTRONIC PYTS REBATE
020004	1080-01-OTHER MISCELLANEOUS REVENUE
020005	1080-01-COVER CHECK GEN CORP

## Notes:

The first three digits of the "Charge Code" represents the department. The last three digits represents the number of revenue codes in the sequence. The above screenshot indicates that there are five revenue codes within department 020 to select from.

The first seven characters of the "Description" indicates which fund/bank this revenue is associated with. The below screenshot indicates that the money will be deposited into fund 1080 First Financial General Corp account.

After the "Charge code" has been selected. Complete the remaining fields (see screenshot below).

### Payment Detail

Project Strings apply automatically checked – uncheck if not needed.

Loc/dept – What department is this revenue associated with?

Customer – N/A

Contract – N/A

Paid by – Who’s providing the revenue?

Comment – Any additional details with association to the payment?

### Charge Detail

Charge Code – use ellipsis to select

Description – what the payment is related to

Quantity – will always be “1”

Price – Enter the total of the cash receipt

Charge amount – will automatically be populated.

Cash account – will automatically be populated.

The screenshot shows the 'Miscellaneous Receipts' form. At the top, there are three buttons: 'Back', 'Accept', and 'Cancel'. Below the buttons, the form is divided into two main sections: 'Payment Detail' and 'Charge Detail'.  
In the 'Payment Detail' section, there is a checkbox for 'Project Strings apply' which is checked. Below it are several input fields: 'Loc/dept' (020), 'Customer' (0), 'Contract' (empty), 'Paid by' (Commerce Bank), and 'Comment' (Rebate).  
In the 'Charge Detail' section, there are fields for 'Charge code \*' (020004), 'Description' (1080-01-OTHER MISCELLANEO), 'Quantity' (1.00), 'Price' (1,000.00), 'Charge amount' (1,000.00), and 'Cash account \*' (9999-00-0101t-00-000-000-000-1001-100101).

Once all the fields have been entered click Accept in the Ribbon.

Users now can enter the “Project String” (if needed). **Do not** change the revenue account. Click “Tab” till the cursor has reached the “Description” field. Enter the description that you would like to see displayed on the general ledger. This field is limited to 30 characters.

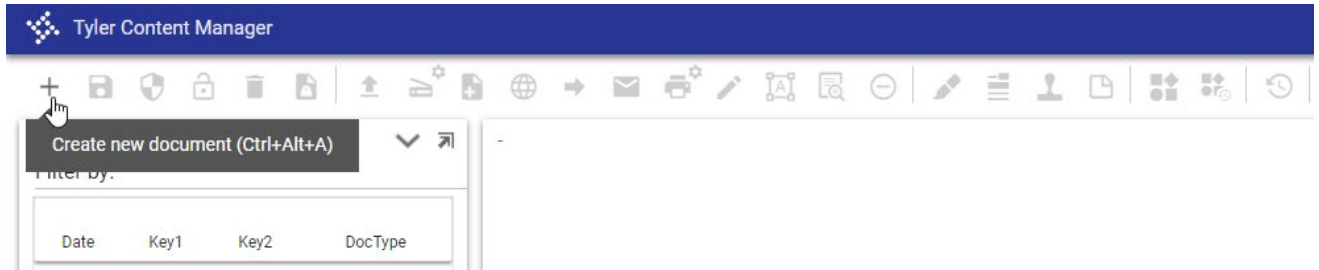
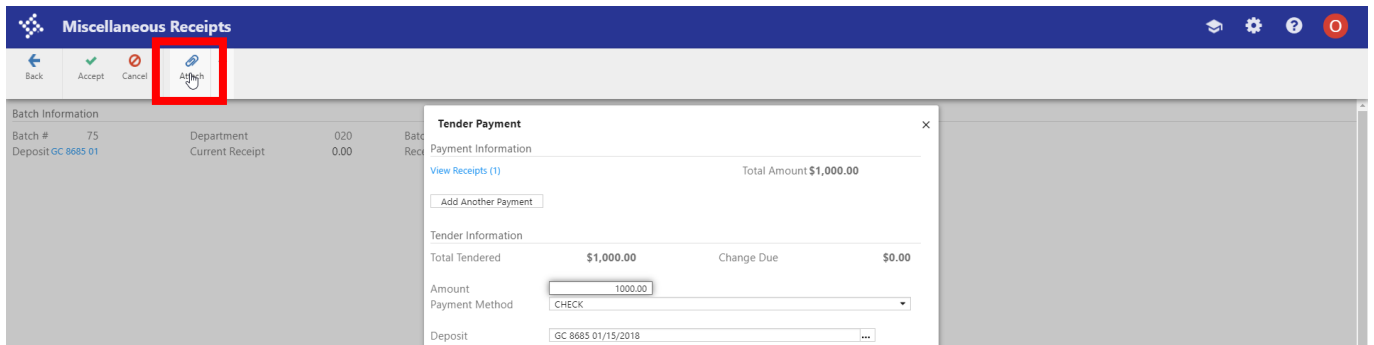
GL Payment Allocation

Seq	P	Project String	Revenue Account	Acct Desc	Ref 1	Ref 2	Amount	Description
1			1080-00-0236t-01-020-000-000-0000-400902	OTHER MISC			1,000.00	JAN, COMMERCE BANK, REBATE

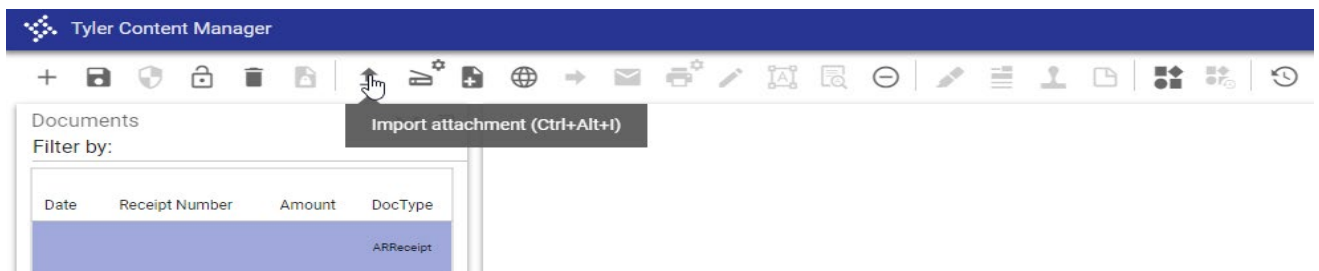
Once complete click Accept in the Ribbon.

The following screen will appear.

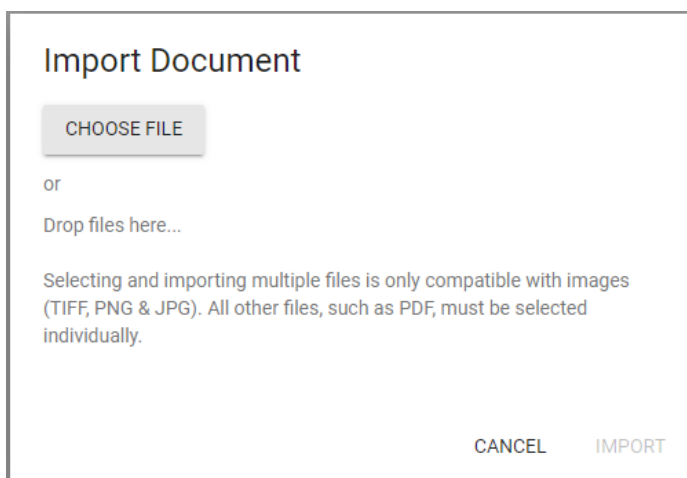
Click on Attach to upload copy of check. Tyler Content Manger (TCM) will open. All necessary support must be added here (copy of check, wire information). There should always be something uploaded. To do so, click the “+” sign.



Click the up arrow to add file.

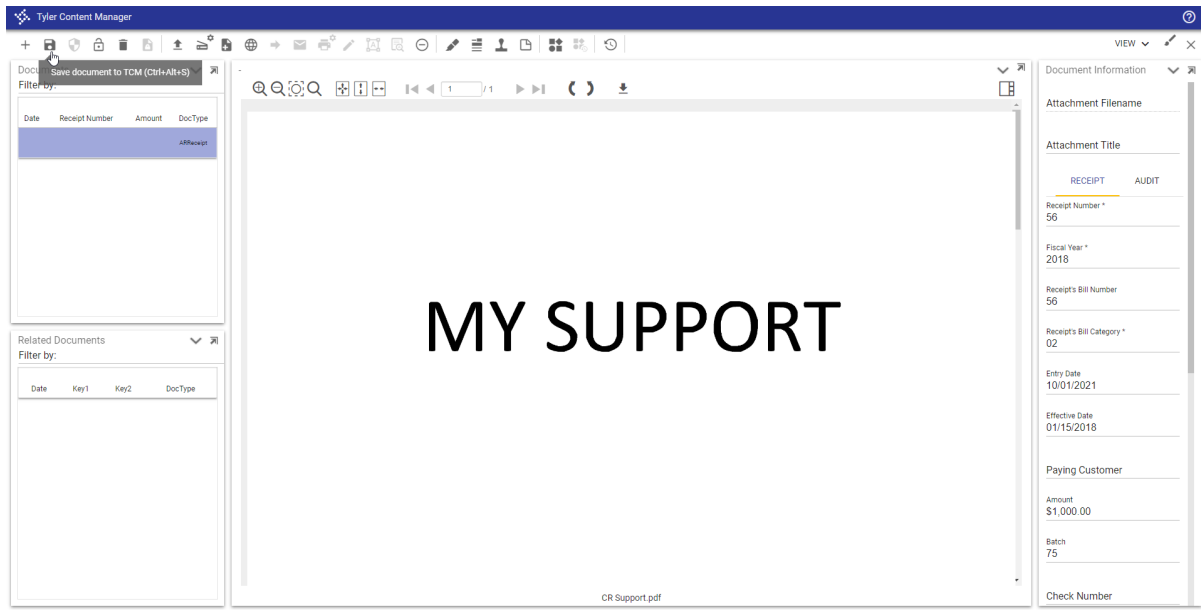


Click "Choose File" or click and drag the saved file to the prompt. Click "Import"



Once complete, your file should be viewable in TCM. Click the save icon at the top left of the screen and close the tab.





Next enter the tender information. Enter the payment method and if a check the check number, if a wire enter the wire number.

**Tender Payment** [X]

Payment Information

[View Receipts \(1\)](#) Total Amount **\$1,000.00**

[Add Another Payment](#)

Tender Information

Total Tendered	<b>\$1,000.00</b>	Change Due	<b>\$0.00</b>
----------------	-------------------	------------	---------------

Amount: 1,000.00

Payment Method: CHECK

Deposit: G & C 01/03/2023

Check Details

Check Number: [ ]

Additional Information

Paid By Customer: [Select Customer](#)

Payment Memo: CUSTOMER

Payment Method	Tender Amount	Deposit
CHECK	\$1,000.00	G & C 01/03/2023

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

Print Options

Output summary receipt

Output individual receipts

Validate

Email receipt

Email receipt without printing

Printer: [ ]

Copies: 0

[Complete Transaction](#)

Once you have added the support to TCM entered the payment method and check number (if a check) click Complete Transaction at the bottom of the Tender Information screen.

Once you click Complete Transaction it will take you back to the Miscellaneous Receipts screen. Continue adding receipts until complete. If done entering receipts click on the Back button in the Ribbon twice to go to the Settlement.

### Alternate Receipt Entry Method

An alternate way to enter receipts is to enter multiple receipts under 1 entry. **NOTE: entering receipts this way will cause more work if you need to make a correction.**

GL Payment Allocation

Seq	P	Project String	T	Revenue Account	Acct Desc	Ref 1	Ref 2	Amount	Description
1			R	1080-00-0236t-01-020-000-000-400902	... OTHER MISC			1,000.00	JAN, COMMERCE BANK, REBATE

Identify the type of tender received.

Example: Assume the \$1,000 cash receipt from Commerce Bank consist of the following:

- Cash = \$200
- Check #120 = \$150
- Check #180 = \$270
- Check #580 = \$380

Complete the following for Cash:

Cash = \$200

1. Enter the Amount
2. Click the "Payment Method" and select "Cash"
3. Click "Add Tender"

Complete the following for Check #120 = \$150:

1. Enter the Amount
2. Click the "Payment Method" and select "Check"

3. Enter the "Check Number" as shown on the check
4. Click "Add Tender"

Repeat until all checks are entered.

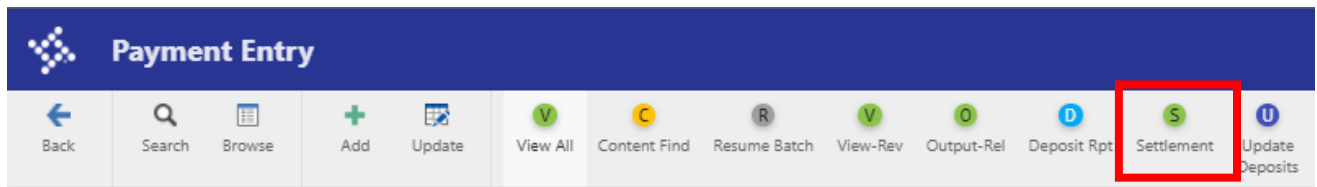
If you choose to enter receipts like this (4 different items under one receipt) and there is a mistake in any of the entries, you will have to correct the entire entry by reversing the receipt and re-entering all 4 items.

If you entered each item under its own receipt, then you would only need to reverse and re-enter the one item that was incorrect.

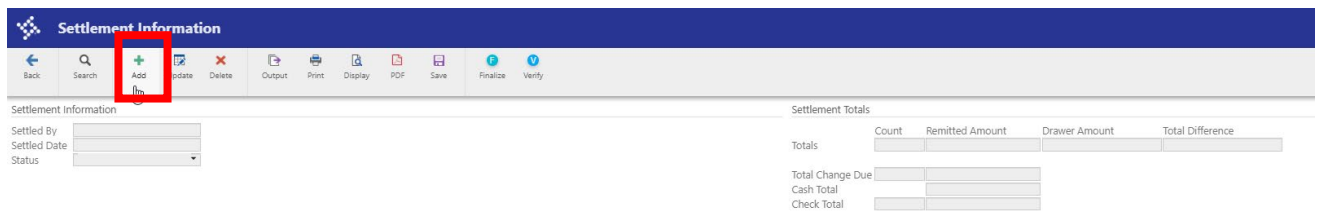
After all details have been added and reviewed, click "Complete Transaction". This will send you back to the "Miscellaneous Receipts" page. Another cash receipt can be entered via the same process. If done, the tab can be closed.

### Settlement

Prior to taking the batch (deposit) down to Treasury, the department must run a settlement. This is a final check at the department level to ensure the recorded cash receipts matches the amount of money on hand. To do this, find that batch that needs settled and click the Settlement Skittle in the Ribbon.



This will open the Settlement Information screen. Click Add in the Ribbon.



This will open the Settlement Overview. You will see a column called Difference. This column MUST show \$0.00 prior to submission to Treasury.

### Settlement Overview

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

For Cash - click in the Drawer Amount column. It will open the Cash Counter in the Settlement Details. Enter the currency on hand. This will update the drawer amount in the Settlement Overview.

Settlement Overview

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

Settlement Details

[CASH COUNTER](#)

Initial Amount	0.00
Drawer Amount	200.00
Remitted Amount	200.00
System Amount	200.00

Currency	Quantity	Coin	Quantity
\$100.00	0	\$1.00	0
\$50.00	2	\$0.50	0
\$20.00	5	\$0.25	0
\$10.00	0	\$0.10	0
\$5.00	0	\$0.05	0
\$2.00	0	\$0.01	0
\$1.00	0		

For Checks – click in the Drawer Amount column. It will open the Check Counter in the Settlement Details. Under the Present column, confirm the check is present and click the box to put a check mark. This will update the drawer amount in the Settlement Overview.

Settlement Overview


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

Settlement Details

[CASH COUNTER](#) [CHECK COUNTER](#)

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

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



**Settlement Information**

Back Accept Cancel Search

Settlement Information

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

Settlement Totals

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

Settlement Overview

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

Settlement Details

CASH COUNTER [CHECK COUNTER](#)

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

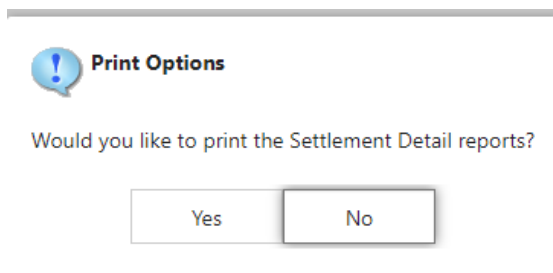
Next, click on the Finalize Skittle in the Ribbon.



**Settlement Information**

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

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



**Print Options**

Would you like to print the Settlement Detail reports?

Yes No

Click Yes

## Choose PDF

**Output** X

Output type

Munis printer  
 Save  
 PDF  
 Display

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

Report title

SETTLEMENT REPORT

Output style      Output options

Presentation       Enable hyperlinks if present      Copies

Plain Text

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

## Champaign County, IL



### SETTLEMENT REPORT


BATCH: 3095  
CLERK: Brandi Katrein  
DATE: 02/24/2023 13:55:28

DEPOSIT TENDER TYPE	COUNT	SYSTEM AMOUNT	DRAWER AMOUNT	DIFFERENCE
CHECK	4	50,599.58	50,599.58	0.00
TOTALS	4	50,599.58	50,599.58	0.00
TOTAL REMITTED	4	50,599.58		
TOTAL CHANGE DUE	0	0.00		
TOTAL CASH		0.00		
TOTAL CHECKS	5	50,599.58		

Brandi Katrein

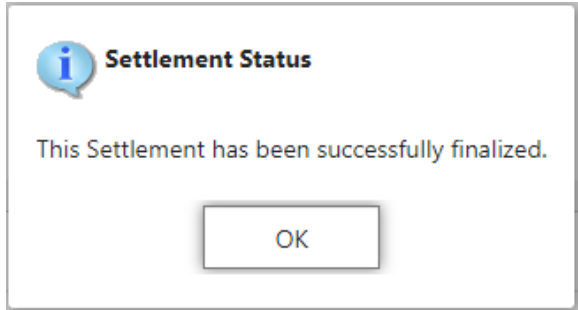
REVIEWER

Another prompt will ask if you would like to finalize the settlement. Select Yes.

 **Finalize Settlement**

Are you sure you would like to finalize this Settlement?

It will then tell you the Settlement Status.

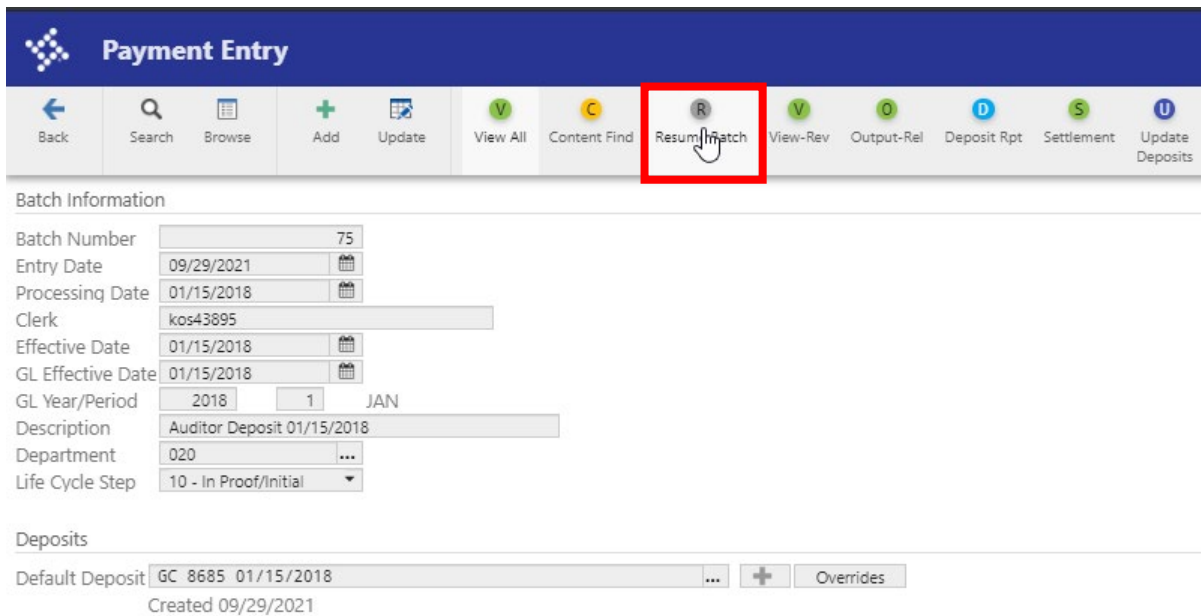


Click OK.

Once the Settlement has been finalized. Use the Back button in the Ribbon to return to the Payment Entry screen. Click on the Output-Rel Skittle in the Ribbon. This will release the batch into workflow to Treasury for review. At this point, the department will need to take the money and the settlement report associated with the batch to Treasury.

### Resuming Work on an Existing Batch

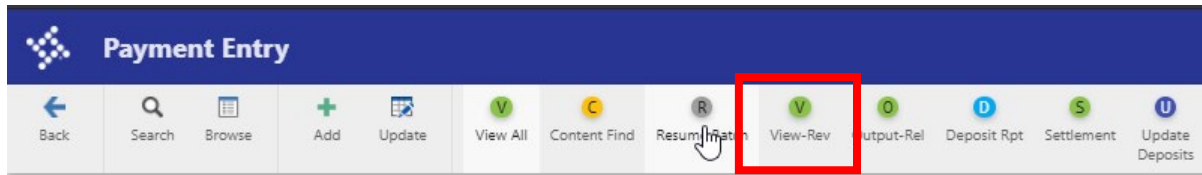
You can continue to add cash receipts throughout the day. Locate your batch from the Payment Entry screen and click Resume Batch in the Ribbon.



## Adding Support after Entering Receipts

If you forgot to add your support during the entry of the receipt, you can add your support by the following process.

To see the details of the Batch click on View-Rev in the Ribbon



The screenshot shows the 'Payment Entry' ribbon with various icons. The 'View-Rev' icon, which is a green circle with a white 'V', is highlighted with a red rectangular box. Other icons include Back, Search, Browse, Add, Update, View All, Content Find, Resume, Output-Rel, Deposit Rpt, Settlement, and Update Deposits.

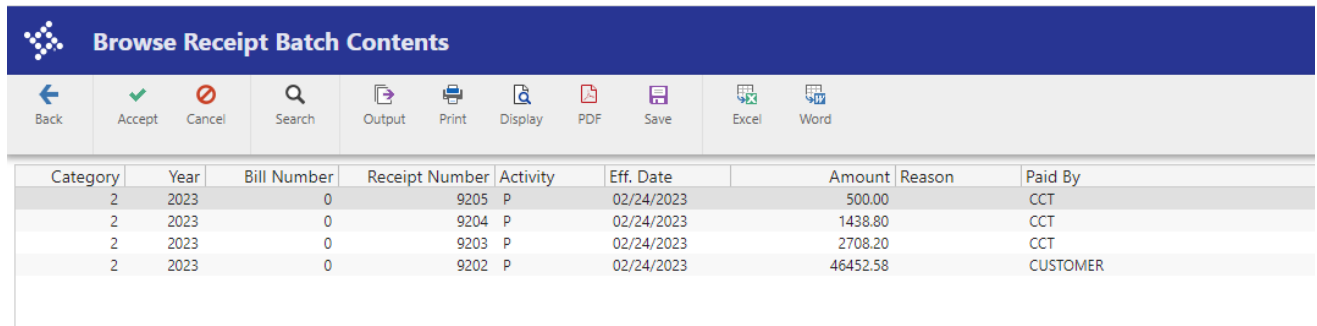
**Batch Information**

Batch Number	75
Entry Date	09/29/2021
Processing Date	01/15/2018
Clerk	kos43895
Effective Date	01/15/2018
GL Effective Date	01/15/2018
GL Year/Period	2018 1 JAN
Description	Auditor Deposit 01/15/2018
Department	020
Life Cycle Step	10 - In Proof/Initial

**Deposits**

Default Deposit: GC 8685 01/15/2018  
Created 09/29/2021

The Browse Receipt Batch Contents window will open. Select the receipt that needs to have the support added to (double click line or highlight line and click Accept in the Ribbon).



The screenshot shows the 'Browse Receipt Batch Contents' window. The ribbon includes icons for Back, Accept, Cancel, Search, Output, Print, Display, PDF, Save, Excel, and Word. Below the ribbon is a table with the following data:

Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Paid By
2	2023	0	9205	P	02/24/2023	500.00		CCT
2	2023	0	9204	P	02/24/2023	1438.80		CCT
2	2023	0	9203	P	02/24/2023	2708.20		CCT
2	2023	0	9202	P	02/24/2023	46452.58		CUSTOMER



The entry will open, and you can see the details of the entry. To add support, click on the Paperclip in the Ribbon. Add any support needed and when done close TCM.

**Receipt Inquiry**

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

**Receipt Information**  
 Year/Bill: 2023 9205  
 Cat/Type: 02 MS View Bill  
 Activity: Payment Receipt: 9205  
 Amount: 500.00 Bank Code: Transaction: 10218  
 Batch: 3095  
 Paid By Ref: CCT  
 Comment:

**Source**  
 Effective Date: 02/24/2023  
 Processing Date: 02/24/2023  
 Entry Date/Time: 02/24/2023 14:19  
 Clerk: bk43892  
 Department: 020 AUD  
 Source: Payment Entry  
 External System:  
 Contract:

**Customer/Property**  
 Customer No.:  
 Property Code:

**Journal Information**  
 GL Effective Date: 02/24/2023  
 Post Date:  
 Year/Period/Journal: 2023 2  
 Misc. Description: Due to 1080 Investigation Expe

**External System**  
 Batch ID:  
 Batch Number:  
 Payment ID:

**Status**  
 Batch Status: 10 - In Proof/Initial  
 Reversal Status: Not Reversed  
 Voiced:  
 Reason:

**CHARGE ALLOCATION** GL ALLOCATION TENDERS REFERENCES

Line	Chg Code	Chg Description	Interest	Principal
1	040003	1080-01-TRANSFERS IP	0.00	500.00

## Making Corrections

There is no deleting cash receipt batches or entries. If there is a mistake in the amount you must reverse the entry.

To see the details of the Batch click on View-Rev in the Ribbon

**Payment Entry**

Back Search Browse Add Update View All Content Find Resum Match **View-Rev** Output-Rel Deposit Rpt Settlement Update Deposits

**Batch Information**  
 Batch Number: 75  
 Entry Date: 09/29/2021  
 Processing Date: 01/15/2018  
 Clerk: kos43895  
 Effective Date: 01/15/2018  
 GL Effective Date: 01/15/2018  
 GL Year/Period: 2018 1 JAN  
 Description: Auditor Deposit 01/15/2018  
 Department: 020  
 Life Cycle Step: 10 - In Proof/Initial

**Deposits**  
 Default Deposit: GC 8685 01/15/2018  
 Created 09/29/2021

Or the blue batch total number

Batch Information

Batch #	2809	Department	020	<b>Batch Total</b>	<b>1,257.55</b>
Deposit	G C 01/03/2023	Current Receipt	0.00	Receipt Count	4

This will open the Browse Receipt Batch Contents screen.

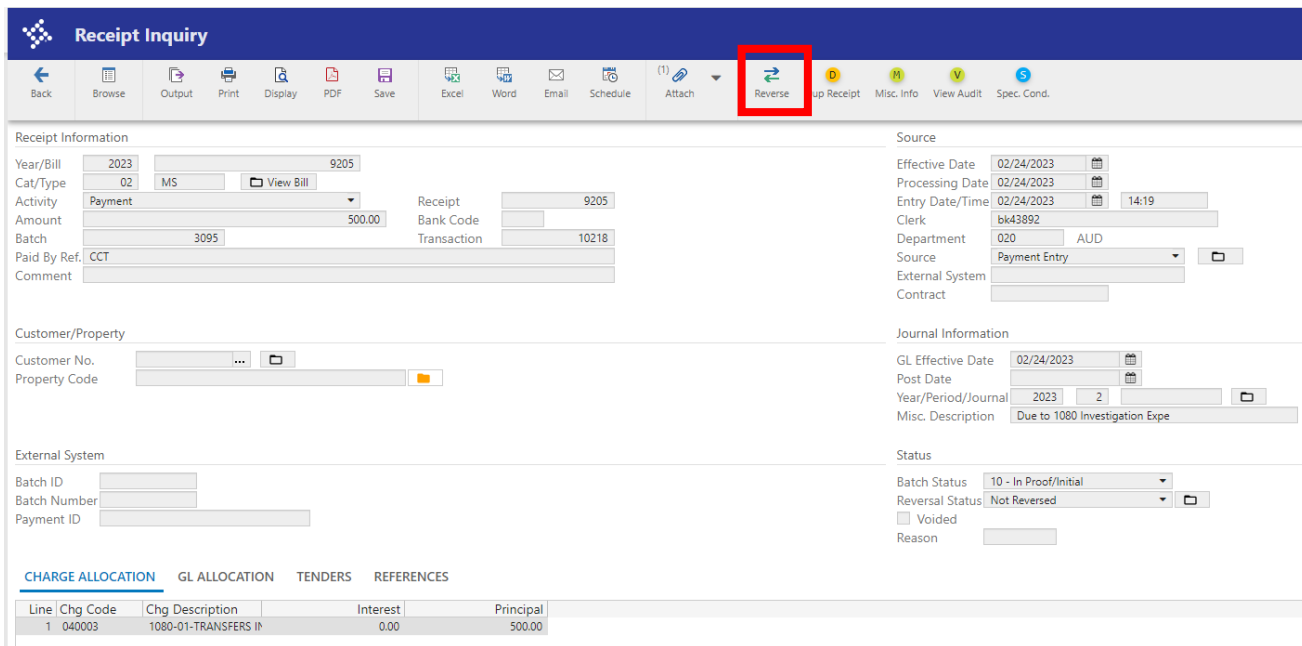
Remove an Entry (Duplicate or Wrong Batch)

In this example I mistakenly put a Gen Corp check for \$500 in my T&A batch. To remove the entry from the batch, highlight and click Accept in the Ribbon (or double click on the entry).

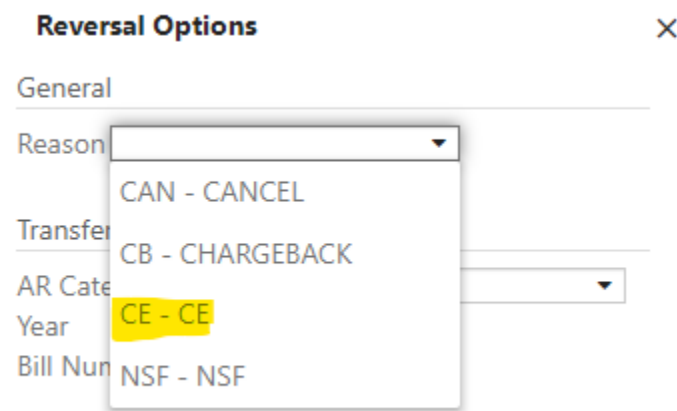
This example was done prior to settlement. If the removal is done after settlement, the settlement will need to be run again, as well as Finalize and Output Release the Batch.

Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Paid By
2	2023	0	9205	P	02/24/2023	500.00		CCT
2	2023	0	9204	P	02/24/2023	1438.80		CCT
2	2023	0	9203	P	02/24/2023	2708.20		CCT
2	2023	0	9202	P	02/24/2023	46452.58		CUSTOMER

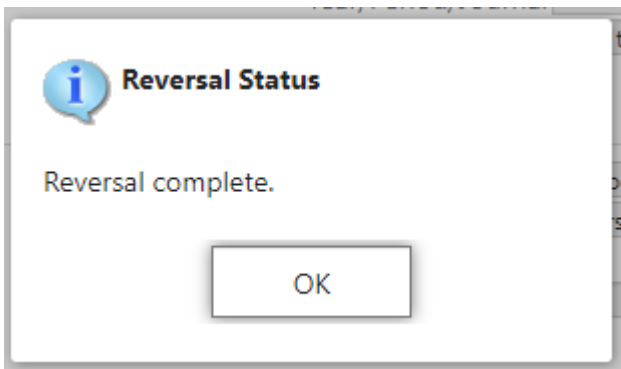
The entry will open, and you can see the details of the entry. To remove this entry, click on the Reverse in the Ribbon.



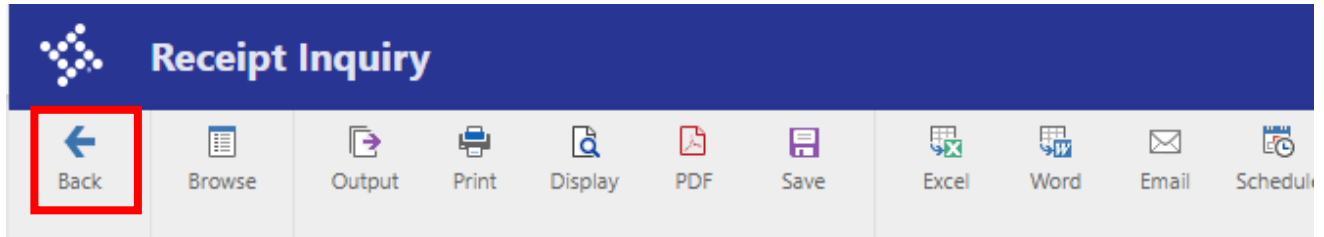
That will bring up the Reversal Options box. For Reason select CE. You do not fill out anything else in the box.



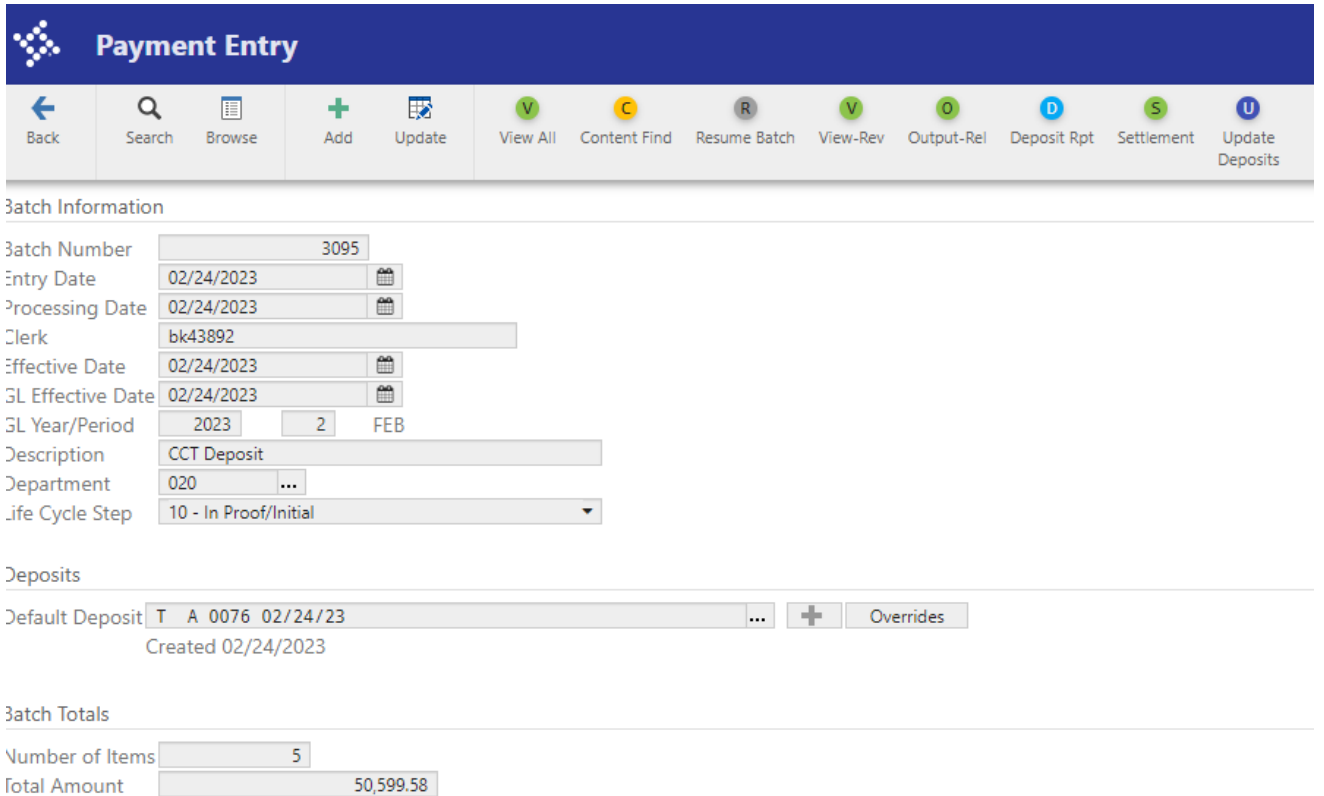
Click Accept up in the Ribbon. It will then show a Reversal Status. Click OK.



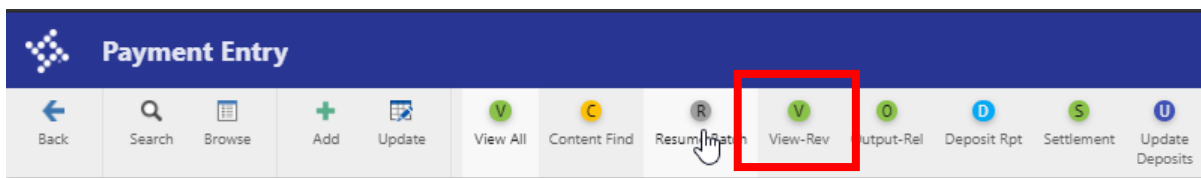
Then click the Back in the Ribbon. It will take you back to the Batch Screen.



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



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



Browse Receipt Batch Contents									
Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Paid By	
2	2023	0	9206	P	02/24/2023	-500.00	CE	CCT	
2	2023	0	9205	P	02/24/2023	500.00		CCT	
2	2023	0	9204	P	02/24/2023	1438.80		CCT	
2	2023	0	9203	P	02/24/2023	2708.20		CCT	
2	2023	0	9202	P	02/24/2023	46452.58		CUSTOMER	

Use the Back button in the Ribbon to return to the Payment Entry screen.

Now if all is good – click on the Settlement Skittle in the Ribbon and follow the Settlement process.

Fixing Entry (Amount/Description)

In this example I accidentally marked the \$500 check as cash and entered my check as \$347.15 instead of \$347.11. I have also already finalized the settlement but have not released it into workflow.

Browse Receipt Batch Contents									
Category	Year	Bill Number	Receipt Number	Activity	Eff. Date	Amount	Reason	Paid By	
2	2023	0	9245	P	02/24/2023	2977.99		CCT	
2	2023	0	9243	P	02/24/2023	337.24		CCT	
2	2023	0	9240	P	02/24/2023	347.15		CCT	
2	2023	0	9236	P	02/24/2023	500.00		CCT	

So first reverse the entries that are incorrect.

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

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

**Reversal Options** ✕

General

Reason: CAN - CANCEL

Transfer: CB - CHARGEBACK

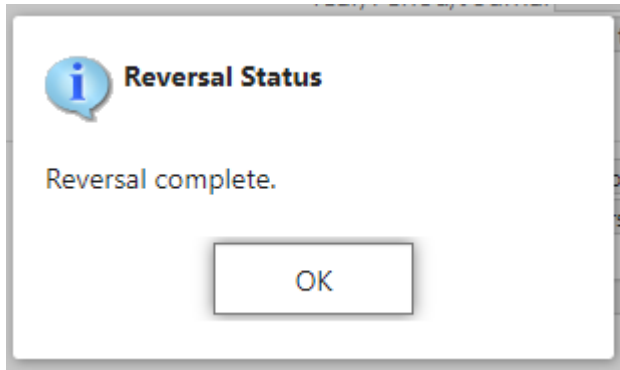
AR Category: CE - CE

Year: NSF - NSF

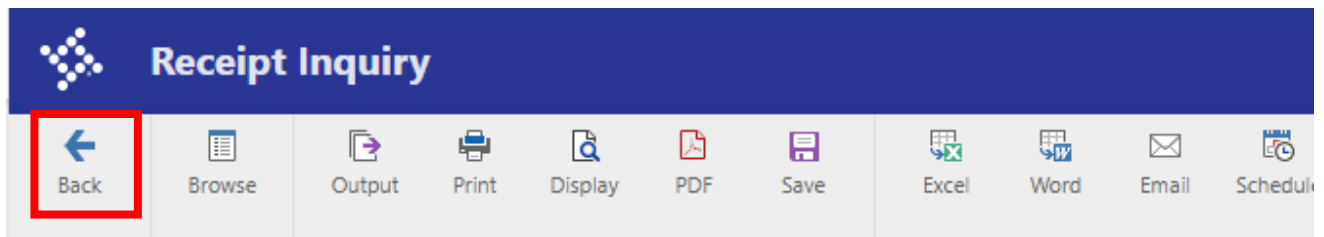
Bill Number:

Click Accept up in the Ribbon.

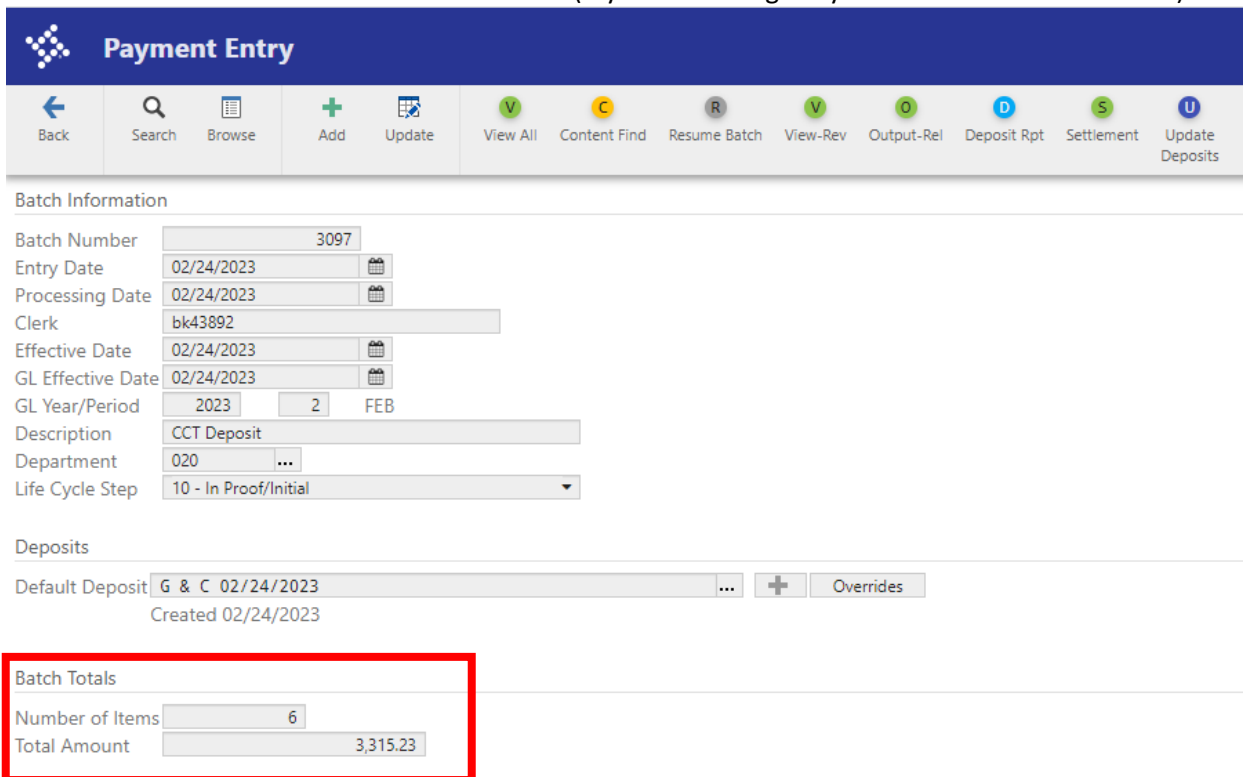
It will then show a Reversal Status. Click OK.



Once you have reversed all entries needing reversal, click the Back in the Ribbon. It will take you back to the Payment Entry Screen.

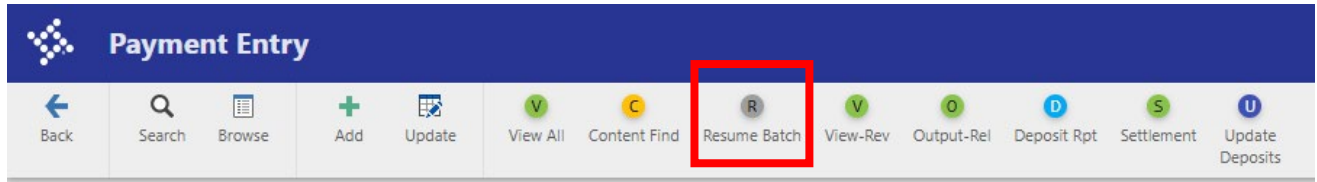


You can see here that the Number of Items is 6 (my 4 checks originally entered and the 2 reversals).



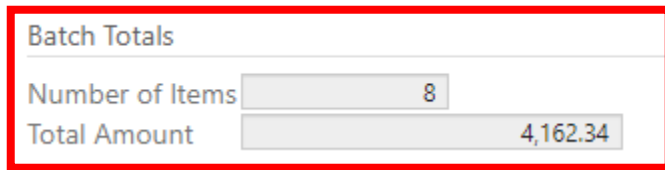
Now you will need to re-enter the items with the correct amount/information.

From the Payment Entry Screen click on the Resume Batch Skittle in the Ribbon.

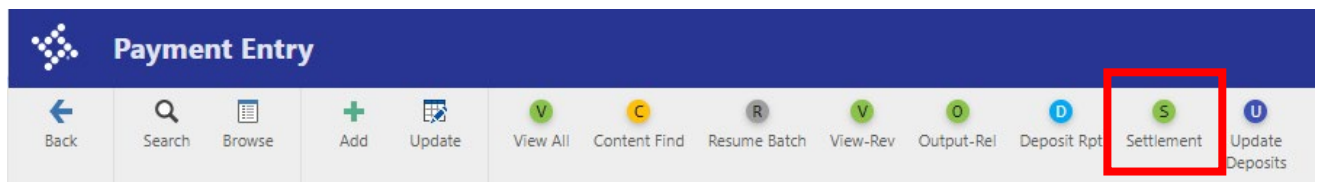


That will take you back to the Payment Entry screen where you will enter as usual.

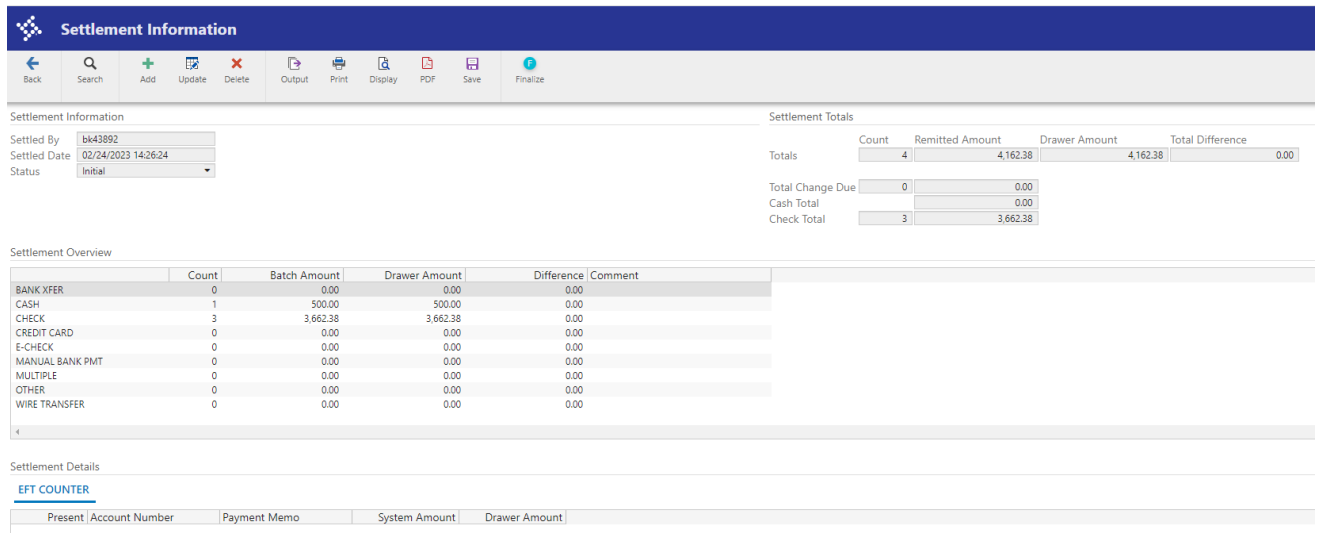
Now that I have re-entered the 2 cash receipts that had errors my Batch Total is up to 8 – accounting for all entries made.



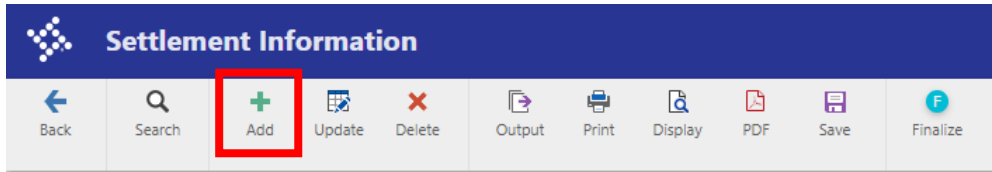
Now I need to do the Settlement again. Click on the Settlement Skittle in the Ribbon.



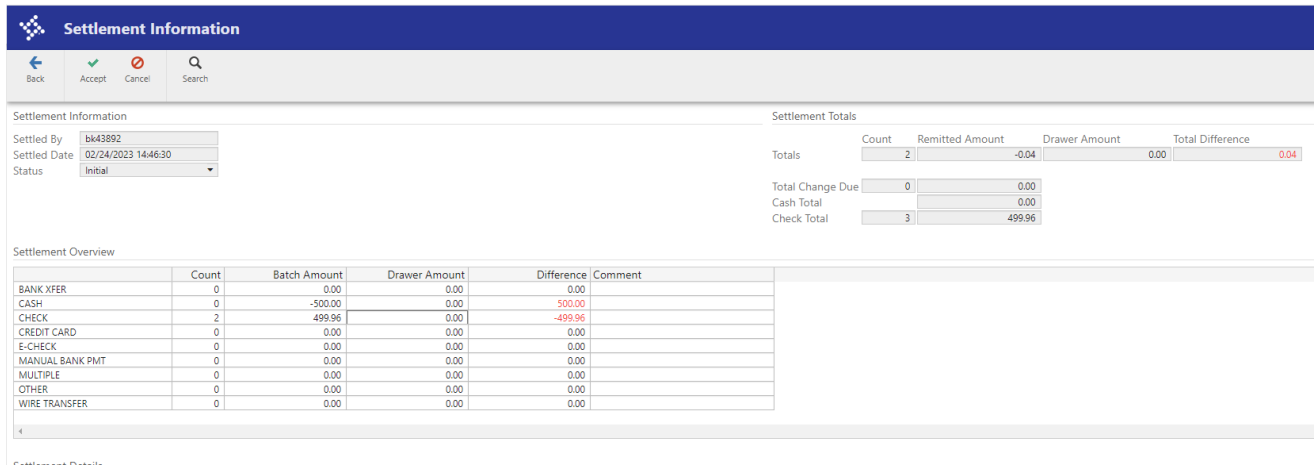
It will open the Settlement Information screen and you will see the prior settlement information.



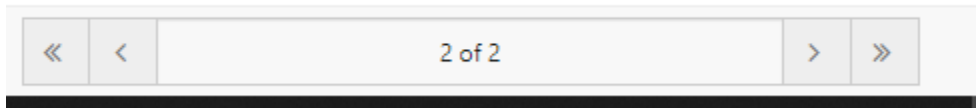
Click Add in the Ribbon.



Now you will see the Settlement Overview of the changes – not the entire batch.



You will also note at the bottom of the screen



If you were to click on the left arrow it would take you to 1 of 2 which is the original settlement.

Since you want the Difference to be zero the first instinct is to put -500 in the drawer amount.

Settlement Overview

	Count	Batch Amount	Drawer Amount	Difference	Comment
BANK XFER	0	0.00	0.00	0.00	
CASH	0	-500.00	0.00	500.00	
CHECK	2	499.96	0.00	-499.96	
CREDIT CARD	0	0.00	0.00	0.00	
E-CHECK	0	0.00	0.00	0.00	
MANUAL BANK PMT	0	0.00	0.00	0.00	
MULTIPLE	0	0.00	0.00	0.00	
OTHER	0	0.00	0.00	0.00	
WIRE TRANSFER	0	0.00	0.00	0.00	

While that does show a zero in the Difference column it gives an error of:

The dollar amount of this type of Tender as counted by the clerk.  
The drawer amount cannot be less than zero.



This type of situation is the only time where the total difference in the settlement totals can be different than zero. Since the check was mis-entered as \$347.15 instead of \$347.11 there is a \$.04 difference.

Look at all Settlements – if the difference balance to zero you are all good.

Settlement Totals				
	Count	Remitted Amount	Drawer Amount	Total Difference
Totals	2	-0.04	0.00	0.04
Total Change Due	0	0.00		
Cash Total		0.00		
Check Total	3	499.96		

### Status of Cash Receipt Process

Throughout the cash receipt process, you may wonder about the status is of posting for the cash receipts submitted to Treasury. To check the status, go back to the Payment Entry screen for the associated batch. At the bottom under workflow, click Approvers. This will provide the below screen detailing who the batch is with.

#### Steps

Step	Status	Activated Date	Activated
▼ 70	In Progress		
▼ Any approver from this group	Group Current		
Julie Watson		10/25/2021	14:03
Orion Smith		10/25/2021	14:03
Robin G. Leever		10/25/2021	14:03
munis		10/25/2021	14:03
Ellen Guillory	Forwarded	10/25/2021	14:03
▼ 75	Not started		
▼ Any approver from this group			
DeShawn Williams			
▼ 80	Not started		
▼ Any approver from this group			
Jewell Cox			

Cash receipts will not show as approved until it is confirmed that the money is in the bank.

### Year End

Material sources of revenue are recognized when they become measurable and available. "Available" is defined by the County as collectible within 60 days of year-end.

Deposits created in January and February must start the line description with the fiscal year (i.e., FY22 or FY23, etc.) in which the funds are associated with.

To create a batch that will post in FY22 (previous fiscal year) enter the effective date and the GL Effective Date as 12/31/2022

**Payment Entry**

Back Search Browse Add Update Delete View All Content Find Resume Batch View-Rev Output-Rel

**Batch Information**

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

**Deposits**

Default Deposit T&A 0076 02/20/2023  
 Created 02/24/2023

**Batch Totals**

Make sure that the Descriptions indicate the FY.

**Miscellaneous Receipts**

Back Accept Cancel Search Delete Return to Chg Add Charge

**Payment Detail**

Project Strings apply  
 Loc/dept ...  
 Customer 0 ...  
 Contract ...  
 Paid by AIOC  
 Comment

**Charge Detail**

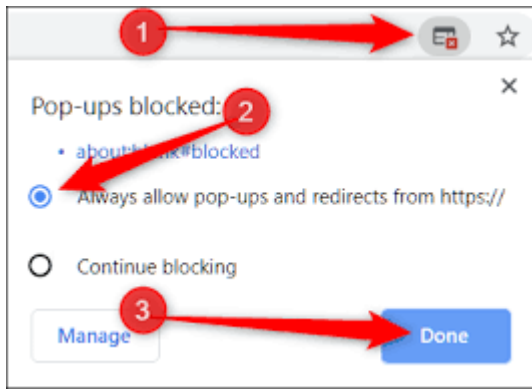
Charge code \* 022002 ... 1080-01-STATE REIMBURSEME  
 Description ...  
 Quantity 1.00  
 Price 1,000.00  
 Charge amount 1,000.00  
 Cash account \* 9999-00-0101€-00-000-000-000-1001-100101

**GL Payment Allocation**

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

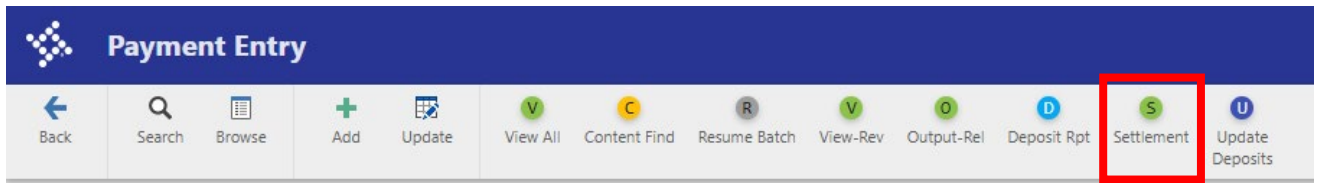
### Settlement Report Did Not Print

If you are going through the steps to print the settlement report and it does not appear it is possible that it may be a pop-up blocker issue. Please check your browser bar in the upper right corner to see if you are possibly getting pop-ups blocked and allow pop-ups from Tyler. If that does not fix your issue, please email screen shots of the complete screen if you encounter the problem.

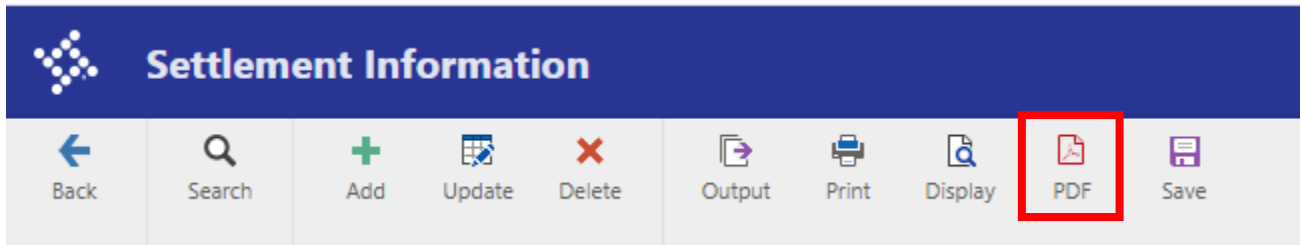


## Reprint Settlement Report

If you need to reprint a Settlement Report, go to the batch and click on the Settlement Skittle in the Ribbon.



Click on PDF in the Ribbon.



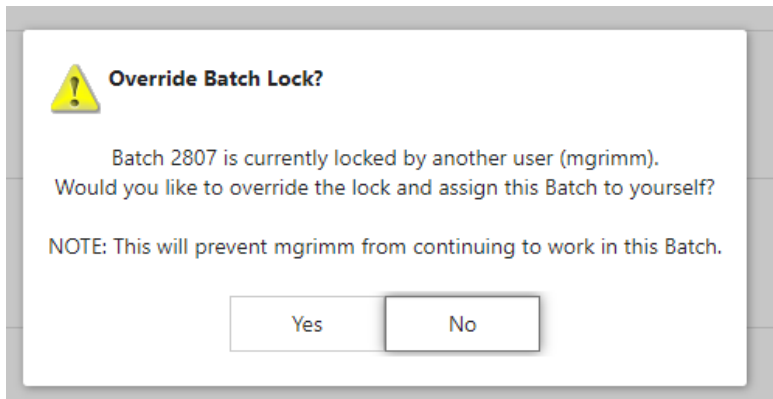
Your Settlement Report will populate. If you had more than one Settlement in the Batch and need to print both Settlements, you will need to scroll at the bottom to each Settlement and print.

## Expenditure Refund

If you receive a refund from a vendor for an overpayment, etc. please deposit the check in the same GL account that the payment was made from. Use the Misc Revenue Charge code and type E and change the GL line to the expense line originally paid from.

## Batch Locked

If you get this error and click Yes, it will allow you to work in the Batch. While it says it will prevent the other user from working in the Batch it does not mean permanently. The original user will be able to go back in and will likely have the same lock message when they do.

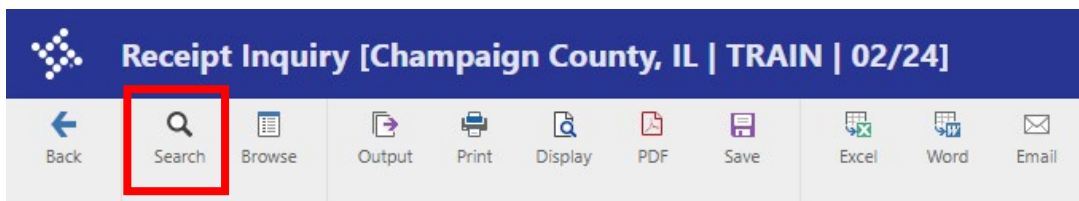


## Search for a Receipt

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

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

Select Search in the Ribbon.



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

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

To see all the deposits I did in February 2023, under Source I would enter my ID in the clerk, my department and under Journal Information I would enter 2023 02 in the Year/Period/Journal space and click Accept in the Ribbon.

If there are any receipts, it will be brought up and at the bottom will show how many receipts there are. For this example, there are 13 receipts.

You can either scroll through each receipt or click on Browse in the Ribbon.

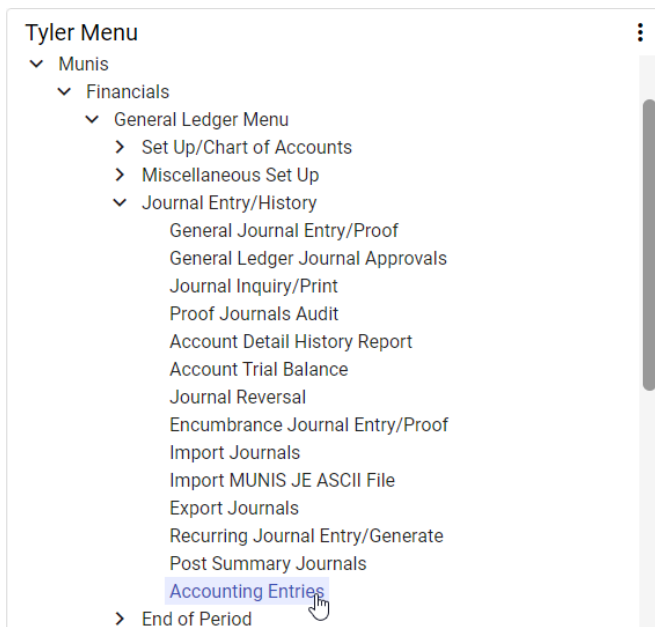
This will bring up the receipts as a list.

Browse Receipts											
<span>Back</span> <span>Accept</span> <span>Cancel</span> <span>Search</span> <span>Output</span> <span>Print</span> <span>Display</span> <span>PDF</span> <span>Save</span> <span>Excel</span> <span>Word</span>											
Cat	Year	Bill	Receipt	Activity	Amount	Customer #	Eff. Date	Proc. Date	Entry Date	Clerk	Batch
2	2023	9267	9267	P	347.11		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9266	9266	P	500.00		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9236	9258	P	-500.00		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9240	9256	P	-347.15		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9245	9245	P	2,977.99		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9243	9243	P	337.24		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9240	9240	P	347.15		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9236	9236	P	500.00		02/24/2023	02/24/2023	02/24/2023	bk43892	3097
2	2023	9205	9206	P	-500.00		02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9205	9205	P	500.00		02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9204	9204	P	1,438.80		02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9203	9203	P	2,708.20		02/24/2023	02/24/2023	02/24/2023	bk43892	3095
2	2023	9202	9202	P	46,452.58		02/24/2023	02/24/2023	02/24/2023	bk43892	3095

From here you can select the receipt you want to see.

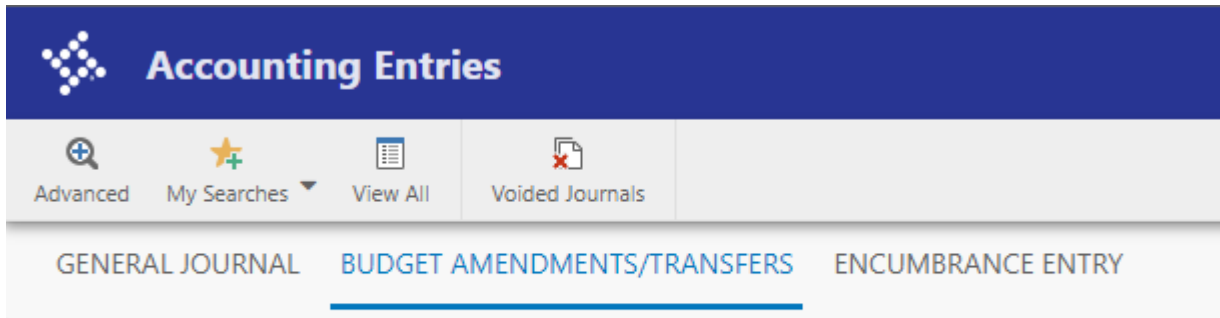
## Budget Transfer

A Budget Transfer is a same category transfer that does not need Board approval. Budget Transfers are entered in Accounting Entries. To get to Accounting Entries from the Tyler Menu → Munis → Financials → General Ledger Menu → Journal Entry/History → Accounting Entries



## Enter A Budget Transfer

From the “Budget Amendments/Transfers” tab, click “Add Budget Amendment”



[Add Budget Amendment](#)

Within the “Short Description” field, enter a 10-character description of your choosing. For “Amendment Type”, click option “#1-Exp to Exp or Rev to Rev Transfer”

### Budget Amendment/Transfer

(Journal: ) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1	Source
2022	02/16/2022	1		BUA
Period*	Short Description*	Amendment Type*	Reference 2	Budget Year Code
2	XFRSUPEXP	1 - Exp to Exp or Rev to Rev Transfer		1
Projection Inclusion	Update Recurring Journal			
One Time	<input type="checkbox"/>			

**Budget Amendment Lines** [Add Line](#)

Seq	Project	Account	Line Description	Decrease
-----	---------	---------	------------------	----------

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

**Budget Amendment Lines** [Add Line](#)

Seq	Project	Account	Line Description	Decrease	Increase
-----	---------	---------	------------------	----------	----------

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

### Budget Amendment Lines [Add Line](#)

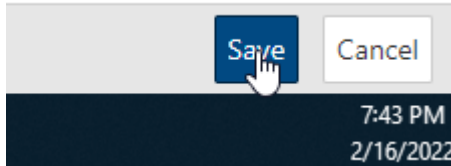
Seq	Project	Account	Line Description	Effective Date	Decrease	Increase
1	Enter project string...	Enter GL account...		2/16/22	\$0.00	

Enter a Line Description and the transfer amount. In the illustration below, the Auditor’s Office has elected to reduce its budget for office supplies and increase the book supplies appropriation by \$500.00.

Budget Amendment Lines [Add Line](#)

Seq	Project	Account	Line Description	Effective Date	Decrease	Increase
1	Enter project string...	E (1080-00-0251a-01-020-000-0000-501002-) OFFICE SUPPLIES	XFR TO BOOK SUPPLIES	2/16/22	\$500.00	\$0.00
2	Enter project string...	E (1080-00-0251a-01-020-000-0000-501003-) BOOKS, PERIODICALS, AND MANUAL	XFR FROM OFFICE SUPPLIES	2/16/22	\$0.00	\$500.00

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



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

**Accounting Entries**

Return Delete Release Post Journal Workflow Proof Report Attach View UDF

**Budget Amendment/Transfer**  
(Journal: 165) - Entry Clerk: kos43895

Year\* 2022 Effective Date\* 02/16/2022 Entity Code\* 1 Reference 1 Source BUA

Period\* 2 Short Description\* XFRSUPEXP Amendment Type\* 1 - Exp to Exp or Rev to Rev Transfer Reference 2 Budget Year Code 1

Projection Inclusion One Time Update Recurring Journal PA Applied Status Held

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

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

**Budget Amendment/Transfer**  
(Journal: 165) - Entry Clerk: kos43895

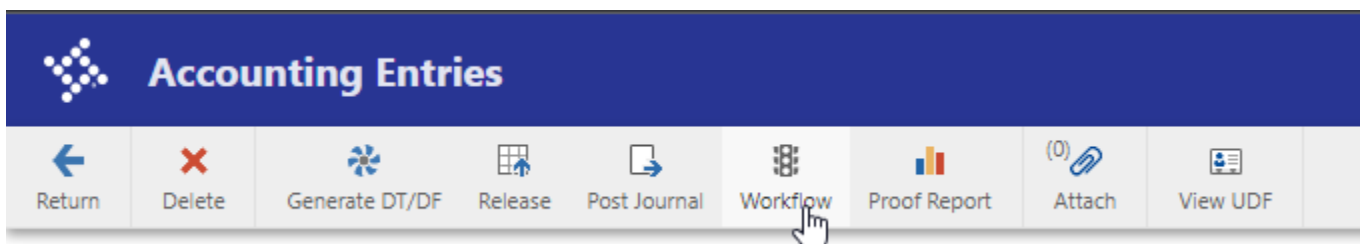
Year\* 2022 Effective Date\* 02/16/2022 Entity Code\* 1 Reference 1 Source BUA

Period\* 2 Short Description\* XFRSUPEXP Amendment Type\* 1 - Exp to Exp or Rev to Rev Transfer Reference 2 Budget Year Code 1

Projection Inclusion One Time Update Recurring Journal PA Applied **Status Pending**

### Check Budget Transfer Status

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





Once the workflow has made it through all approval steps, the status will change to “Approved”. In addition, the individual that released the budget transfer for review will receive an email notification that the request has been approved.

**Accounting Entries**

Return Delete Generate DT/DF Release Post Journal Workflow Proof Report Attach View UDF

### Budget Amendment/Transfer

(Journal: 165) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1
2022	02/16/2022	1	
Period*	Short Description*	Amendment Type*	Reference 2
2	XFRSUPEXP	1 - Exp to Exp or Rev to Rev Transfer	
Projection Inclusion	Update Recurring Journal	PA Applied	Status
One Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Approved

## Post a Budget Transfer

**IMPORTANT!!!** After the budget transfer has been approved, you **must** click “Post Journal”. Workflow approval is separate from the financial statements. If you do not click “Post Journal”, your departments financials will not reflect the change in appropriation. (i.e., User will still be unable to process invoices if the transfer was needed for invoice entry)

**Accounting Entries**

Return Delete Generate DT/DF Release Post Journal Workflow Proof Report Attach View UDF

### Post Journal

No errors detected. Continue with posting?

Yes No

## Release a Held Transfer

There is a glitch in the Munis Budget Processing Module when releasing Budget Transfers. Tyler is aware of the issue but has not given any indication of when it might be fixed.

**When you release a budget transfer if the status changes to Held then follow the steps listed below to release.**

Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments

**Budget Transfers and Amendments [Champaign County, IL]**

Back Browse Add Update Delete Print Display PDF Save Excel

Journal Details

Clerk  
Fiscal year  
Period  
Journal  
Journal reference 1  
Journal reference 2  
Short description  
Effective date  
Budget year code  
Entity code  
Amendment type  
Budget projection inclusion  
Amendment status

Update recurring journal  
 Enter user defined info  
 Project accounts apply

Workflow

My Approvals Approve Reject Forward Hold Approvers

At this screen click Browse in the Ribbon.

**Options**

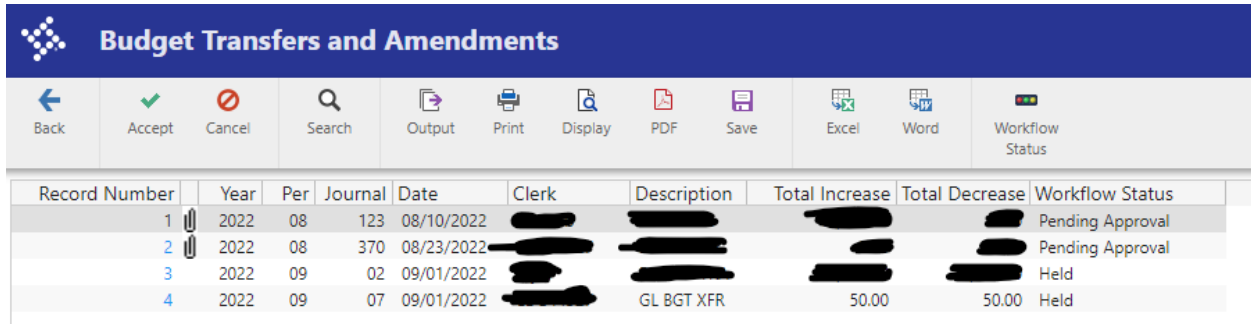
Back Accept Cancel

Choose an option

Browse Own journals  
 Browse All journals  
 Browse by Clerk  
Clerk ID

Click Accept and it will bring up your journal entries.

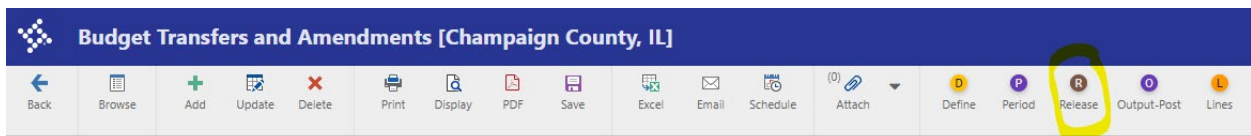
Select the entry that is held to open the entry.



The screenshot shows the 'Budget Transfers and Amendments' interface. At the top is a blue header with the title and a logo. Below the header is a ribbon with various icons: Back, Accept, Cancel, Search, Output, Print, Display, PDF, Save, Excel, Word, and Workflow Status. Below the ribbon is a table with the following columns: Record Number, Year, Per, Journal, Date, Clerk, Description, Total Increase, Total Decrease, and Workflow Status. The table contains four rows of data.

Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2022	08	123	08/10/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending Approval
2	2022	08	370	08/23/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending Approval
3	2022	09	02	09/01/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Held
4	2022	09	07	09/01/2022	[REDACTED]	GL BGT XFR	50.00	50.00	Held

Click the Release Skittle in the Ribbon



And it is released.

It will still need to be posted once it has been approved.

Alternatively – email journal number of held transfer to Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) to be released.

## Unable to Enter Transfer

There is a glitch that on the last day of the month you may be unable to enter a transfer. If this happens you can either date the transfer for the previous day or wait until the first day of the month to enter the transfer.

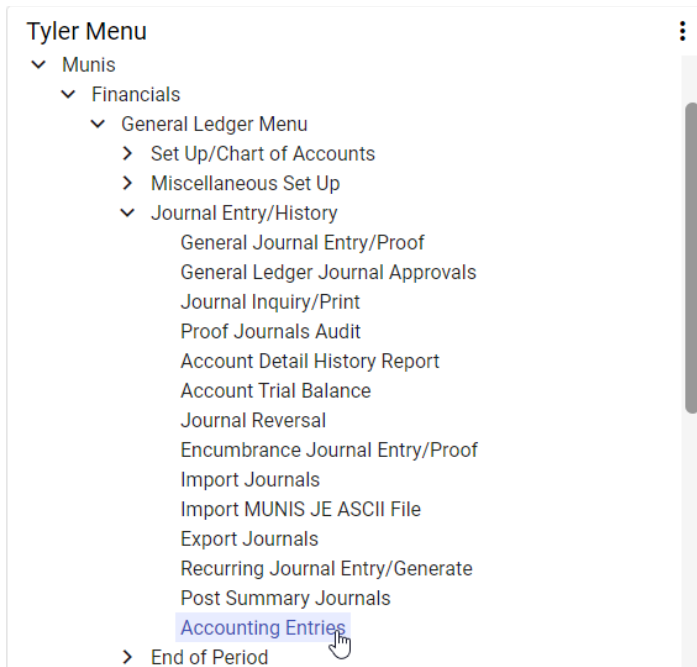
## Delete a Budget Transfer

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

## Budget Amendment

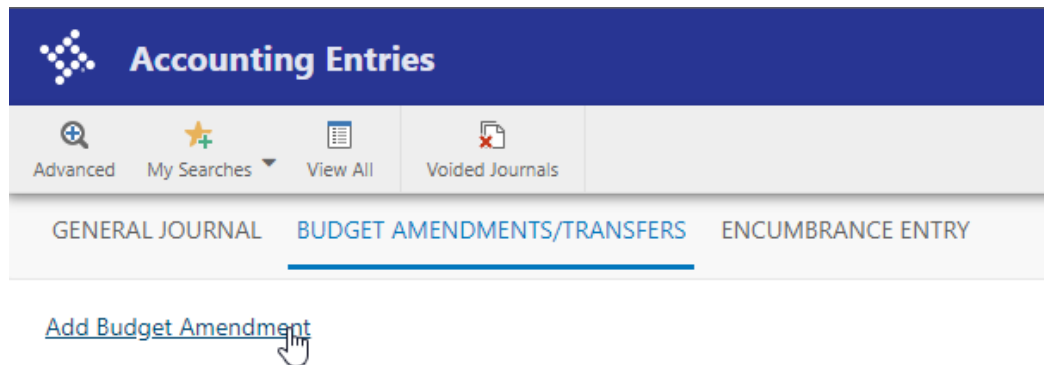
A Budget Amendment is a request to the County Board for increased budget. Budget Amendments are entered in Accounting Entries.

To get to Accounting Entries from the Tyler Menu → Munis → Financials → General Ledger Menu → Journal Entry/History → Accounting Entries



## Enter a Budget Amendment

From the “Budget Amendments/Transfers” tab, click “Add Budget Amendment”



Within the “Short Description” field, enter a 10-character description of your choosing. For “Amendment Type”, click option “#3-Exp or Rev Amendment (one sided)”

### Budget Amendment/Transfer

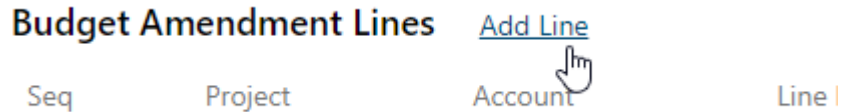
(Journal: ) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1	Source
<input type="text" value="2022"/>	<input type="text" value="02/16/2022"/>	<input type="text" value="1"/>	<input type="text"/>	BUA
Period*	Short Description*	Amendment Type*	Reference 2	Budget Year Code
<input type="text" value="2"/>	<input type="text" value="Candy"/>	<input type="text" value="3 - Exp or Rev Amendment (one sided)"/>	<input type="text"/>	1
Projection Inclusion	Update Recurring Journal	<ul style="list-style-type: none"> <li>1 - Exp to Exp or Rev to Rev Transfer</li> <li>2 - Rev to Exp Transfer</li> <li><b>3 - Exp or Rev Amendment (one sided)</b></li> <li>4 - Exp to Exp or Rev to Rev - Set Budget Level</li> <li>5 - Rev to Exp Transfer - Set Budget Level</li> <li>6 - Exp or Rev Amendment - Set Budget Level (one sided)</li> <li>7 - Exp to Rev Amendment (inter-fund)</li> <li>8 - Exp to Exp Amendment (inter-fund)</li> <li>9 - Statistic Accounts</li> </ul>		
<input type="text" value="One Time"/>	<input type="checkbox"/>			

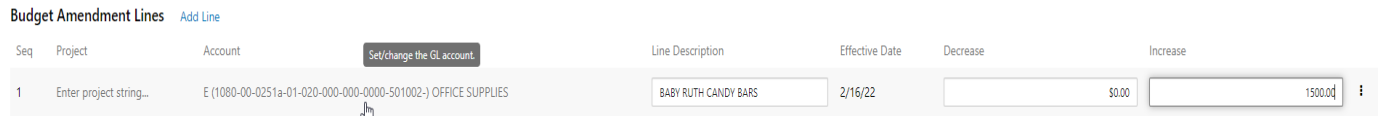
**Budget Amendment Lines** [Add Line](#)

Seq	Project	Account	Line Description	Decrease
-----	---------	---------	------------------	----------

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



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



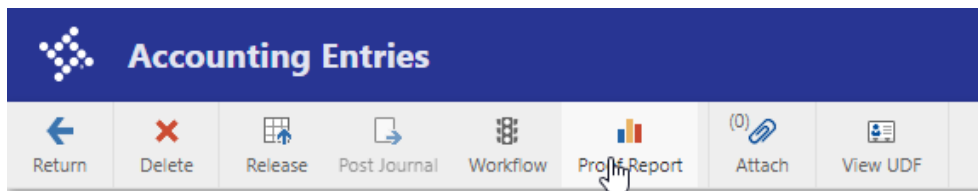
Enter a Line Description and the amount of increase/decrease. In the illustration below, the Auditor’s Office has submitted a request to the County Board to increase office supplies budget in the amount of \$1,500.



The top right corner of the screen shows a summary of my total request. In this example, I have requested a total increase of appropriation in the amount of \$1,500.

Increases		Decreases	
Expense:	\$1,500.00	Expense:	\$0.00
Revenue:	\$0.00	Revenue:	\$0.00
<b>Total Increases:</b>	<b>-\$1,500.00</b>	<b>Total Decreases:</b>	<b>\$0.00</b>

As noted above, the screenshot represents a summary of all requested line item adjustments within the budget amendment. If multiple revenue/expense lines are being amended, user can click “Proof Report” (screenshot below) to see the details by individual line item amendment.



**Budget Amendment/Transfer**

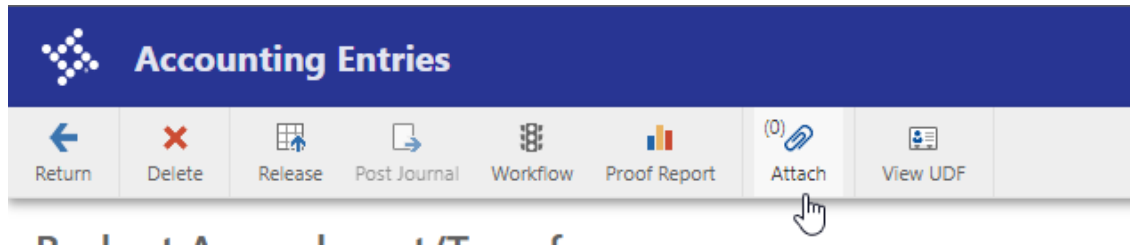
Journal Proof Report

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

Source	Account	Account Description	Line Description	OB	Debit	Credit
BUA	1080-00-0251a-01-020-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	transfer	N		\$595.50
BUA	1080-00-0251a-01-020-000-0000-501001-	STATIONERY AND PRINTING	transfer	N	\$595.50	
				Journal 2022/12/1717	Total	\$595.50
						\$595.50

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

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



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



Next click "Release". This initiates the workflow review.

Accounting Entries

Budget Amendment/Transfer  
(Journal: 462) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1	Source	<table border="1"> <tr> <td>Increases</td> <td>Decreases</td> </tr> <tr> <td>Expense: \$1,500.00</td> <td>Expense: \$0.00</td> </tr> <tr> <td>Revenue: \$0.00</td> <td>Revenue: \$0.00</td> </tr> <tr> <td>Total Increases: -\$1,500.00</td> <td>Total Decreases: \$0.00</td> </tr> </table>	Increases	Decreases	Expense: \$1,500.00	Expense: \$0.00	Revenue: \$0.00	Revenue: \$0.00	Total Increases: -\$1,500.00	Total Decreases: \$0.00
Increases	Decreases												
Expense: \$1,500.00	Expense: \$0.00												
Revenue: \$0.00	Revenue: \$0.00												
Total Increases: -\$1,500.00	Total Decreases: \$0.00												
2022	02/16/2022	1		BUA									
Period*	Short Description*	Amendment Type*	Reference 2	Budget Year Code									
2	Candy	3 - Exp or Rev Amendment (one sided)		1									
Projection Inclusion	Update Recurring Journal	PA Applied	Status										
One Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Held										

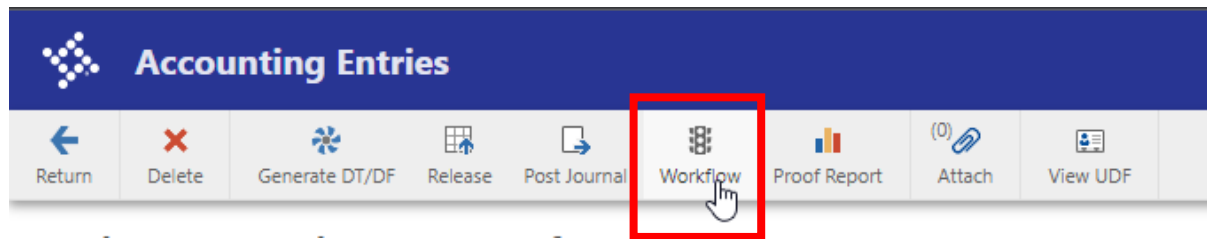
Upon clicking "Release", the status will change from "Held" to "Pending". This confirms that the budget amendment request is in workflow review.

Budget Amendment/Transfer  
(Journal: 462) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1	Source
2022	02/16/2022	1		BUA
Period*	Short Description*	Amendment Type*	Reference 2	Budget Year Code
2	Candy	3 - Exp or Rev Amendment (one sided)		1
Projection Inclusion	Update Recurring Journal	PA Applied	Status	
One Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending	

## Check Budget Amendment Status

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



### Workflow Approval

Steps

- Step 10 - Approvers (6)
  - Aaron O. Ammons
  - Angela Patton
  - Aaron O. Ammons
  - Angela Patton
  - Aaron O. Ammons
  - Angela Patton
- Step 70 - Approvers (1)
  - Tami Ogden
- Step 75 - Approvers (1)
  - Megan R. Robison
- Step 80 - Approvers (1)
  - Orion Smith

### Budget Amendment Approvals

Step Details

Approval Type	Step
Dollar Based	70
Action	Status
Notify	Current
Active Date	Action Date
02/07/2023 11:19:00 am	N/A
Comment	
Checklist	
All Approvers Required	No
Key	BGA 202212 1759 INBOX
Information	2022 12 1759 2022final 13089.15

Cancel

Once the workflow has made it through all approval steps, the status will change from “Pending” to “Approved”. In addition, the individual that released the budget amendment for review will receive an email notification that the request has been approved.

## Budget Amendment/Transfer

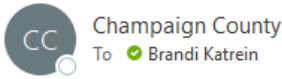
(Journal: 462) - Entry Clerk: kos43895

Year*	Effective Date *	Entity Code*	Reference 1	Source
2022	02/16/2022	1		BUA
Period*	Short Description*	Amendment Type*	Reference 2	Budget Year Code
2	Candy	3 - Exp or Rev Amendment (one sided)		1
Projection Inclusion	Update Recurring Journal	PA Applied	Status	
One Time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Pending	

**Note: Auditor’s Office will not approve or post any budget amendment until the signed resolution has been received from County Board.**

Once the Budget Amendment has been approved you will receive an email notifying you it has been approved. Your funds will now be available.

### Budget amendment approval complete notification



User bk43892 has entered the budget amendment journal # 1717 for year/period 2022/12 and a description of transfer. You are being notified that this budget amendment journal has completed the approval process.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

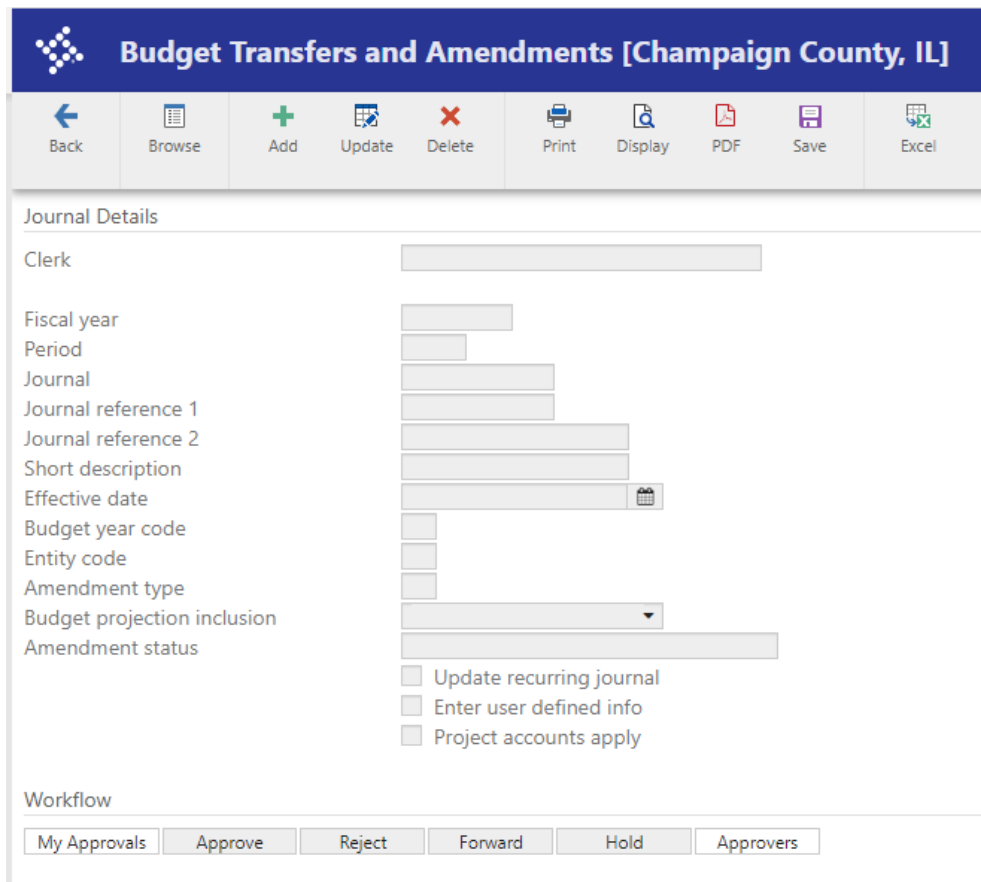
Note: this is an automated e-mail sent from a mailbox that is not monitored; replies to this message will not be received.

### Release a Held Amendment

There is a glitch in the Munis Budget Processing Module when releasing Budget Amendments. Tyler is aware of the issue but has not given any indication of when it might be fixed.

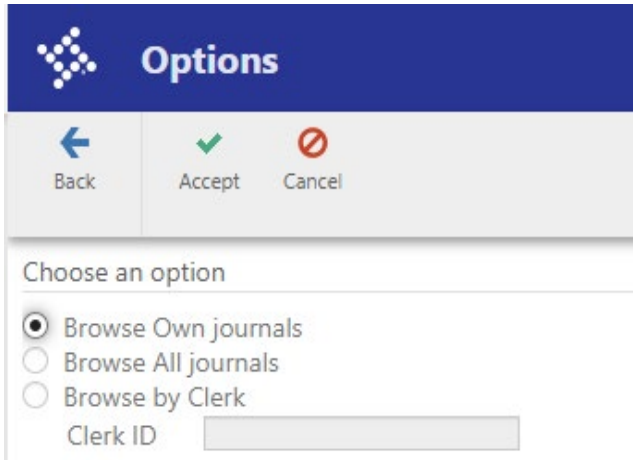
**When you release a budget amendment if the status changes to Held then follow the steps listed below to release.**

Tyler Menu – Munis → Financials → Budget Processing → Budget Transfers and Amendments





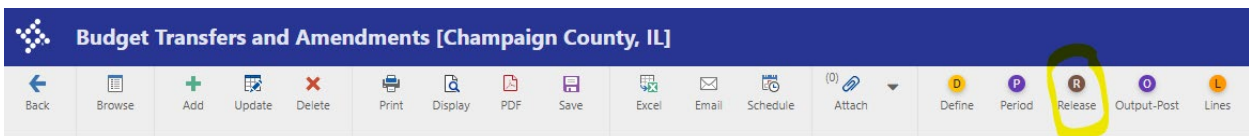
At this screen click Browse in the Ribbon.



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

Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2022	08	123	08/10/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending Approval
2	2022	08	370	08/23/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Pending Approval
3	2022	09	02	09/01/2022	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Held
4	2022	09	07	09/01/2022	[REDACTED]	GL BGT XFR	50.00	50.00	Held

Click the Release Skittle in the Ribbon



And it is released.

Alternatively – email journal number of held amendment to Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) to be released.

### Unable to Enter Transfer

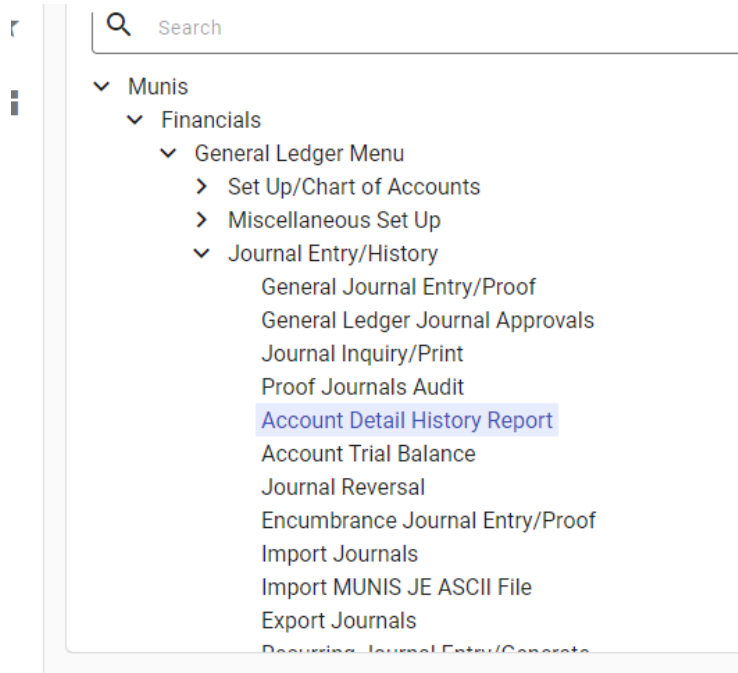
There is a glitch that on the last day of the month you may be unable to enter a transfer. If this happens you can either date the transfer for the previous day or wait until the first day of the month to enter the transfer.

### Delete a Budget Amendment

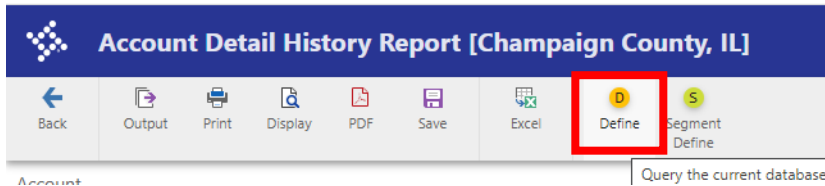
If you need to have a Budget Amendment deleted, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) with the Amendment number.

# Search for Budget Transfer/Budget Amendment

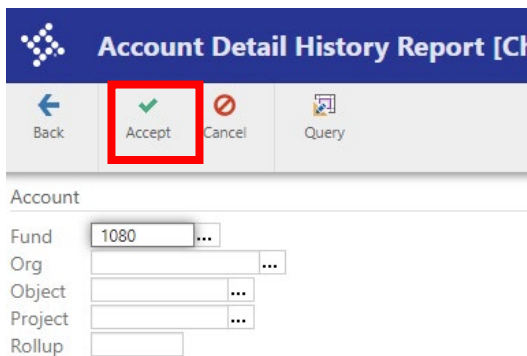
Tyler Menu → Munis → Financials → Journal Entry/History → Account Detail History Report



Click the Define Skittle in the Ribbon.



Enter the fund; click Accept in the Ribbon.



Enter information for Report Options – make sure to select “Include Budget Entries” and “Print Full GL Account”. (selection below will be year to date). Click “Accept”.

Report Options

Execute this report Now

Print GL master start-of-year balances

Year and period range Within date range 2022 00 to 2022 13 SOY/EOY

Source journal code

Include entries between dates

Include encumb/liq entries

Include budget entries

Print full GL account

Print JE comment and vendor

Double space journal detail

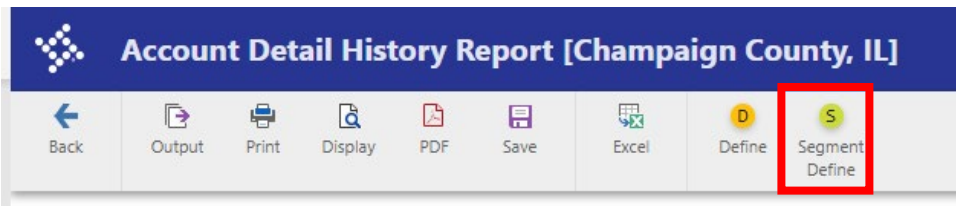
Separate page for each account

Multiyear view Default view

Print report options

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

To narrow down selection, click the Segment Define Skittle in the Ribbon.



Here you can define various segments here to narrow down what you export (here I chose to search for just department 041).

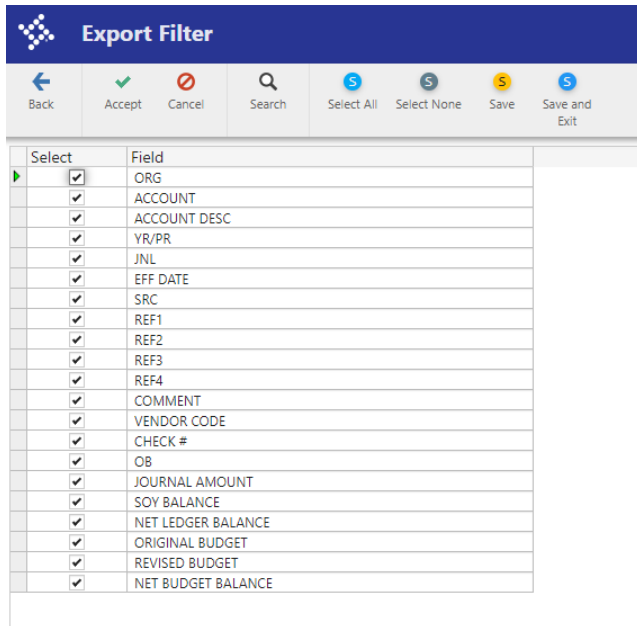
General Ledger Account Finder

Back Accept Cancel Search

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

Click Accept in the Ribbon to return to main screen and then click Accept in the Ribbon to run the data.

From there click Excel in the Ribbon to export data. The Export Filter will be brought up – I usually select all (better too much than not enough information)



Click Accept in the Ribbon and the excel file will be created.

A1	ORG	ACCOUNT	ACCOUNT DESC	YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR CODE	CHECK #	OB	JOURNAL AMOUNT	SOY BALANCE
1	10000051	1080-00-0215-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/1	54	01/01/22	BUC					2022 BUDGET					-183,435
2	10000051	1080-00-0215-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/4	600	04/21/22	CRP	026	3089			County States Attyns Disb, Feb					-15,800
3	10000051	1080-00-0215-02-041-000-000-0000-400406	STATE - GENERAL SUPPORT	22/4	602	04/26/22	CRP	026	5128			City States Attyns Disb Mar, r					-15,800
4	10000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/1	54	01/01/22	BUC					2022 BUDGET					-31,000
5	10000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/3	42	03/02/22	CRP	041	1462			1st and 2nd quarter payments					-15,500
6	10000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/4	419	04/13/22	CRP	041	2871			3rd Quarter Payment					-7,750
7	10000059	1080-00-0215-02-041-000-000-0000-400411	STATE - OTHER	22/7	419	07/13/22	CRP	041	4689			FY22 VCVA payment (4th)					-7,750
8	10000065	1080-00-0225-02-041-000-000-0000-400451	FEDERAL - OTHER	22/5	620	05/04/22	CRP	041	3297			USMS Q1 Reimbursement					-2,310
9	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/1	54	01/01/22	BUC					2022 BUDGET					-610,000
10	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2981			2022/03/31 Circuit Clerk Disbu					-325
11	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2982			2022/03/31 Circuit Clerk Disbu					-4,024
12	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2983			2022/03/31 Circuit Clerk Disbu					-606
13	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2984			2022/03/31 Circuit Clerk Disbu					-2,093
14	10000080	1080-00-0233-02-041-000-000-0000-400501	FINES	22/4	425	04/21/22	CRP	030	2984			2022/03/31 Circuit Clerk Disbu					-146

You can then apply a filter and select only the BUA source to get a list of just the budget transfers.

A	ORG	ACCOUNT	ACCOUNT DESC	YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	REF4	COMMENT	VENDOR CODE	CHECK #	OB	JOURNAL AMOUNT	SOY BALANCE
18	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/4	493	04/29/22	BUA					SAO_Office					3,500
19	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/4	494	04/29/22	BUA					SAO_Fix					-3,500
20	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/4	494	04/29/22	BUA					SAO_Fix					3,500
21	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/6	26	06/02/22	BUA					SAO-OfcSup					3,500
22	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/6	69	06/07/22	BUA					SAOOfcSupp					-3,500
23	10000138	1080-00-0254-02-041-000-000-0000-501002	OFFICE SUPPLIES	22/6	69	06/07/22	BUA					SAOOfcSupp	office supplies				3,500
24	10000138	1080-00-0254-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/5	102	05/09/22	BUA					SAO_Equip					-1,000
25	10000138	1080-00-0254-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/7	50	07/05/22	BUA					travel exp					-250
26	10000138	1080-00-0254-02-041-000-000-0000-501003	BOOKS, PERIODICALS, AND MANUAL	22/7	518	07/11/22	BUA					nsGovernance					-1,000

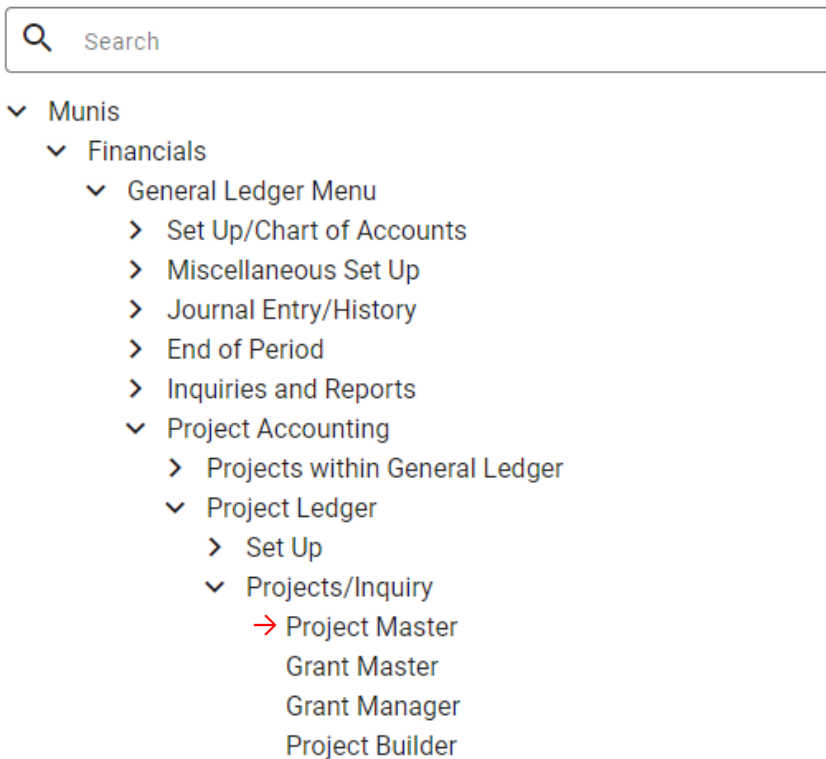
## Project Entry

Project Accounting can track grants and capital projects.

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Projects/Inquiry → Project Master

(Note: If you right click on Project Master or any other process, you can add to your favorites menu for quicker access going forward.)

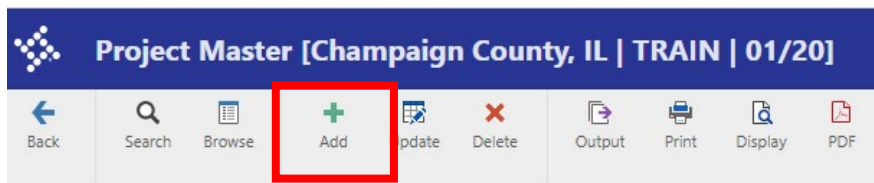
## Tyler Menu



The Project Master screen will appear.

### Add a New Project

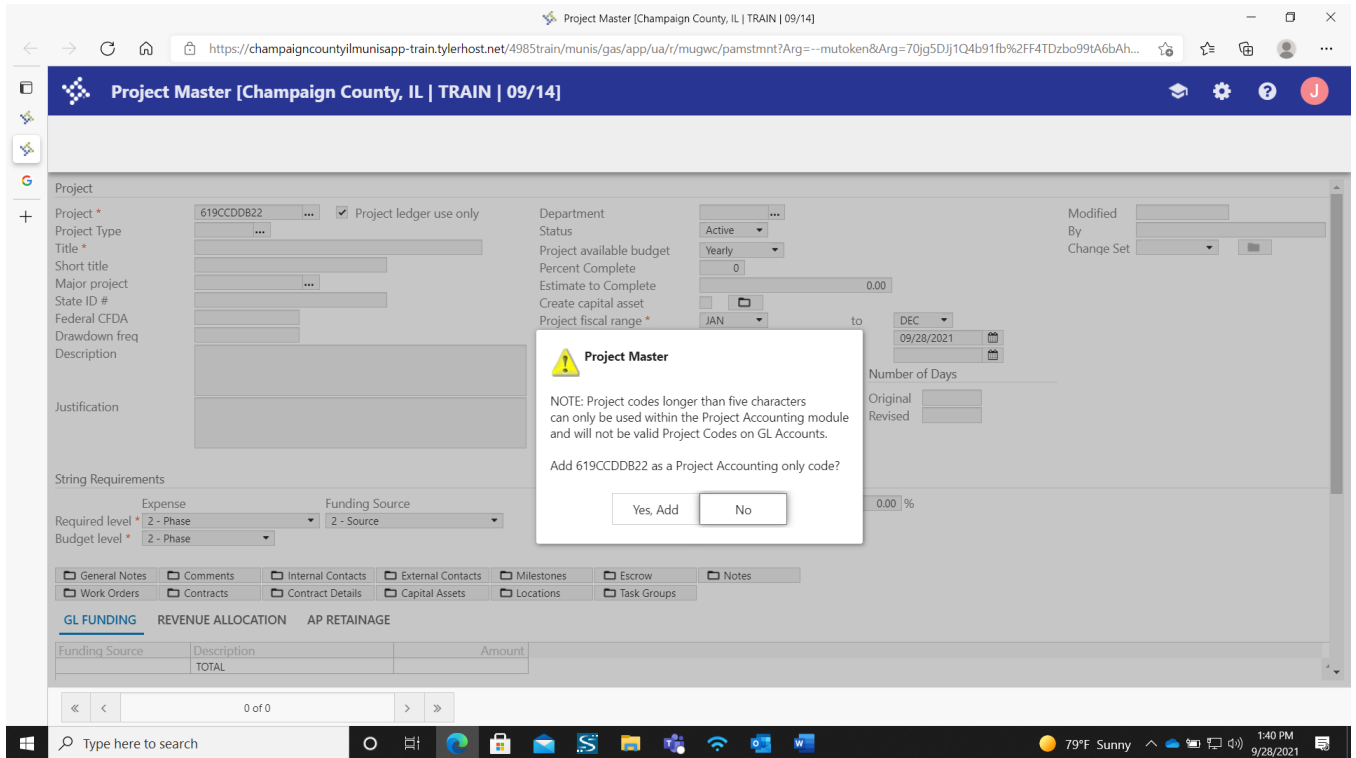
Select the Green Add button to add a new project.



Click in the Project Code box. It will default to the next available project number in Munis. A maximum of 10 characters can be entered for the project name; a minimum of 6 characters will be needed for the project code in the project accounting module. 7 For RPC purposes, fiscal staff will use the following naming convention:

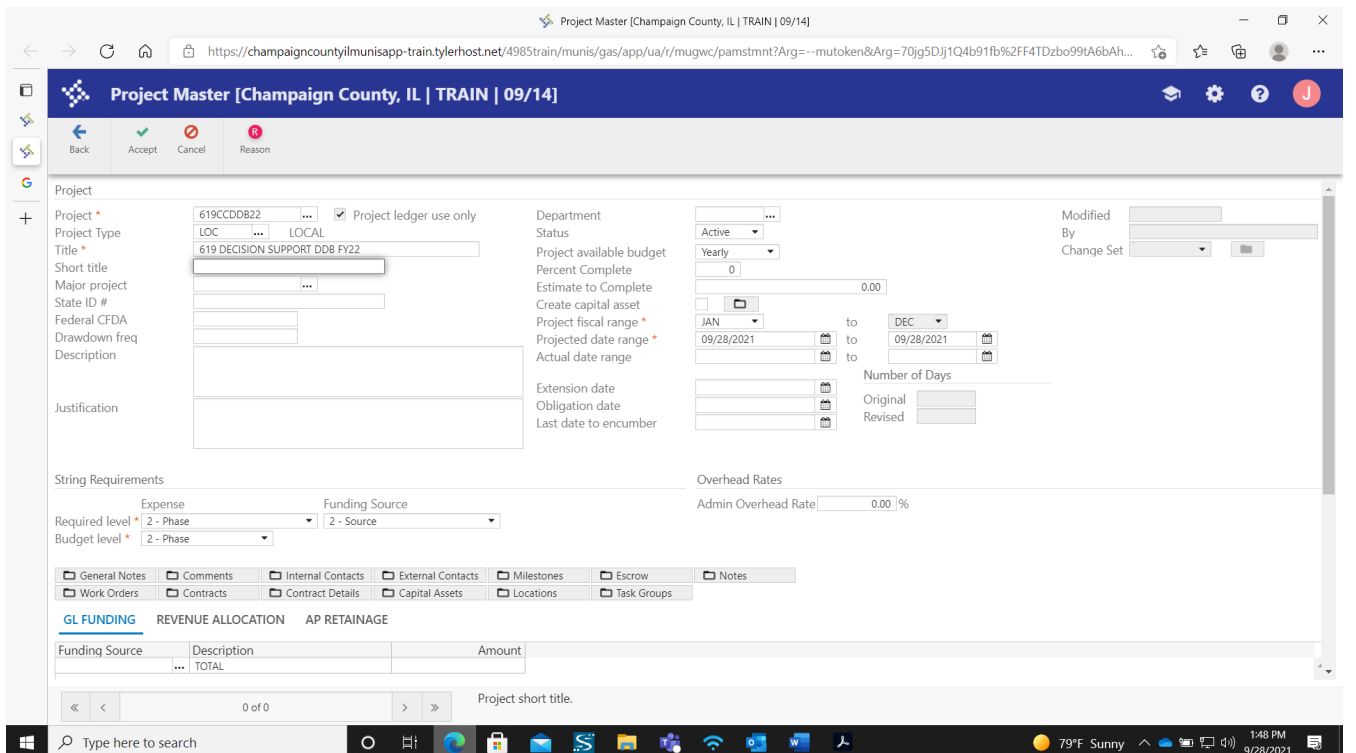
Three Digit Department Number for the Grant using existing department numbers from AS400, followed by Five Letter abbreviated grant title, and then Two Digits signifying grant fiscal year. (There is more space available for full information in the Title box.)

After entering project name and tabbing through, the following pop-up will appear. Select Yes, Add.



Project Type is an optional field, but can be used to designate Federal, State or Local. Those options are available by clicking on the ellipsis.

Tab to Project Title and enter the full information for the Project Title.



Short Title is optional and can be tabbed through.

Major project can be used if linking this project to another overall project. Clicking on the ellipsis will bring up a list of projects created in Munis that can be linked. If not linking to another project, tab through this field.

State ID# and Federal CFDA fields can be used to enter this information for the grant associated with the project.

Drawdown frequency is optional, but can be used to specify monthly, quarterly, etc.

Description is not required, but can be used to provide information about the grant, services offered, etc.

Tab through Justification field

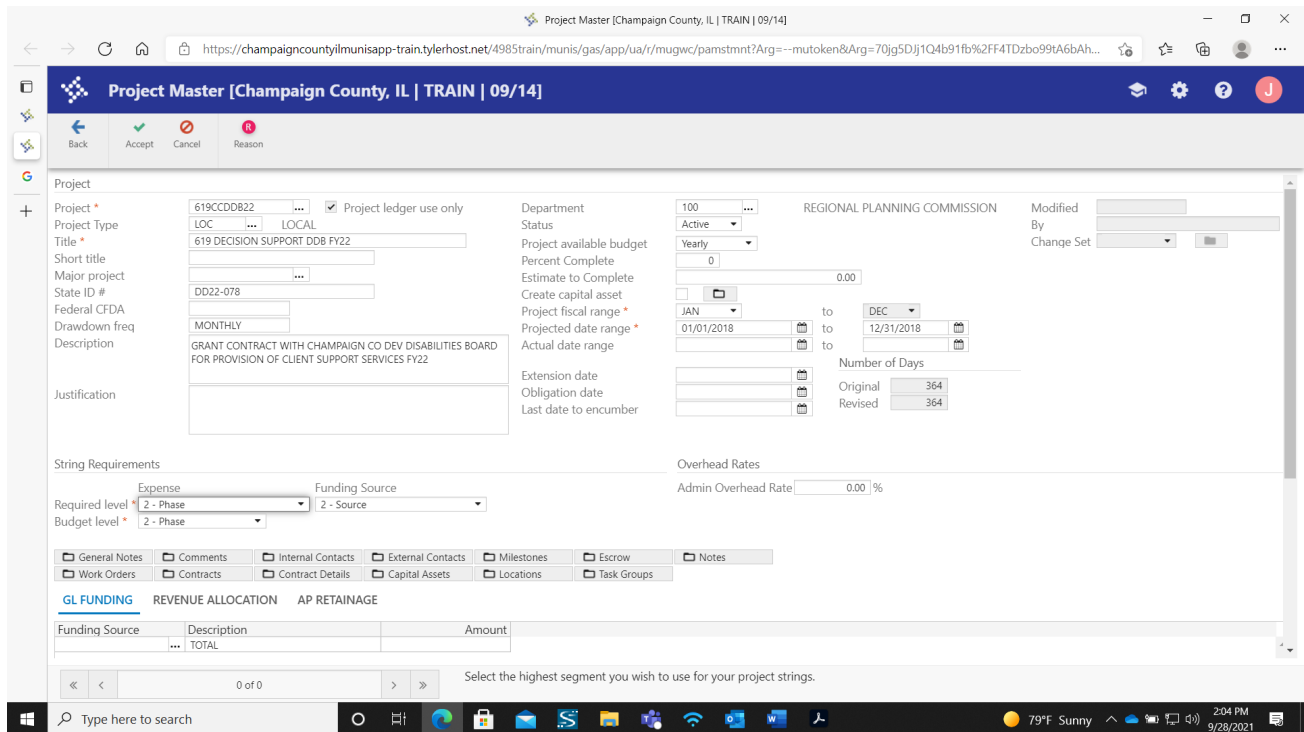
In the Department field, click on the ellipsis to bring up a list of active departments for Champaign County. RPC will use only 100, 104 (HS) or 110 (WIOA). If you know the correct department code, you can simply enter it without using the search function.

Status field will default to Active. Do not change this. Project available budget will default to yearly. By clicking on the dropdown arrow, you will see the two available options for budget that can be selected: yearly or life to date.

Tab through additional fields to Project Fiscal Range. Select the beginning month for the current grant or project year associated with the project and the ending month will automatically populate depending on the type of budget selected.

Enter projected date range beginning and ending dates for the grant or project.

The remainder of the fields at the top can be left blank and tabbed through to the String Requirements section.



The string requirements settings are defaulted at Level 2. By clicking the associated drop downs, levels can be changed to more or less stringent requirements. Bear in mind that whatever level is set for the project will establish the minimum level of string requirements for any strings that will be created for the project. (If a project is set at the sub-task level for expense strings, then every expense string entered for that project will be required to include up to the sub-task level. If a project is set at the phase or task level, then expense strings could be set up utilizing sub-tasks as needed but would not be required.)

As an example, using a current AS400 GL line for office supplies as a reference to the corresponding levels: 619-522.02

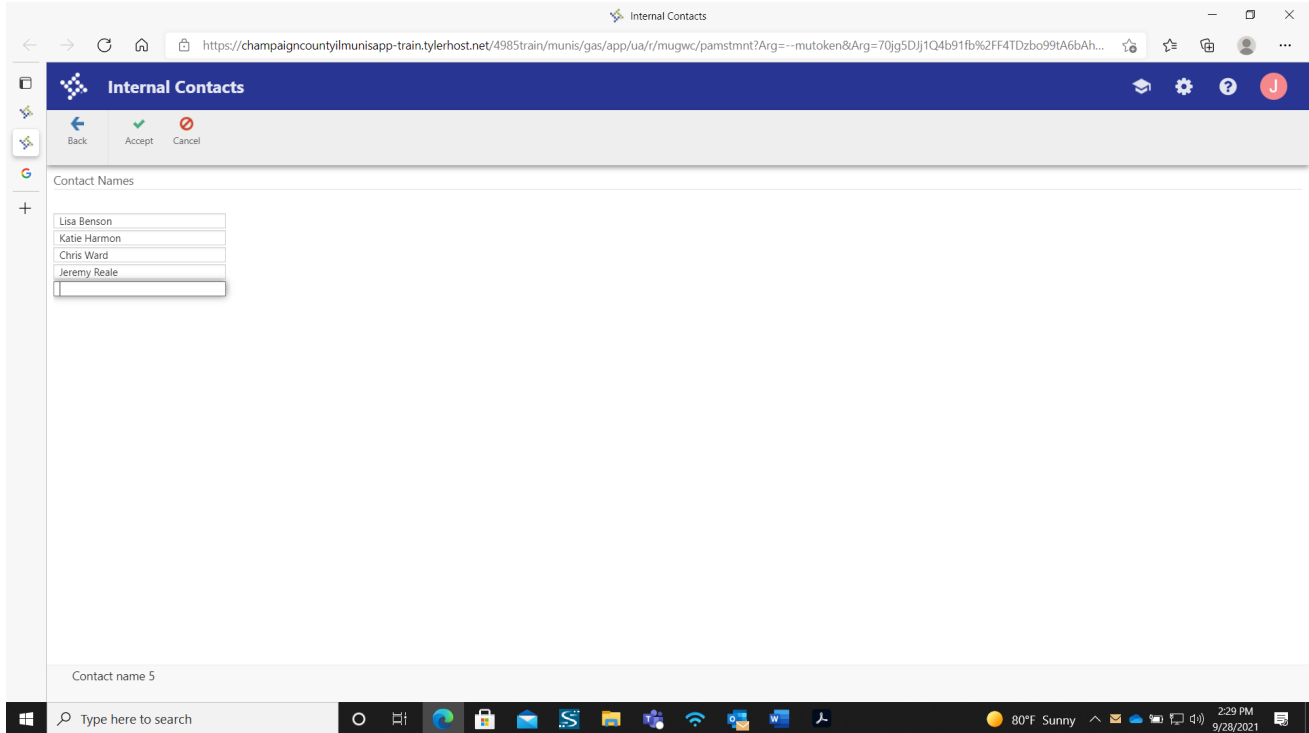
- 619 is now the Project and will no longer appear on GLs in Munis
- 522 is the Phase level (in this case Commodities, but would also include Personnel or Services)
- 02 is the Task level (in this case Office Supplies)

An example of the Sub-Task level would be as follows: If a project had Utilities as a task level item, sub-tasks could include Gas, Electric, Water, Sewer, etc. Project sub-tasks would not affect the GL but would provide an additional level of drill down detail for project reports that may be useful.

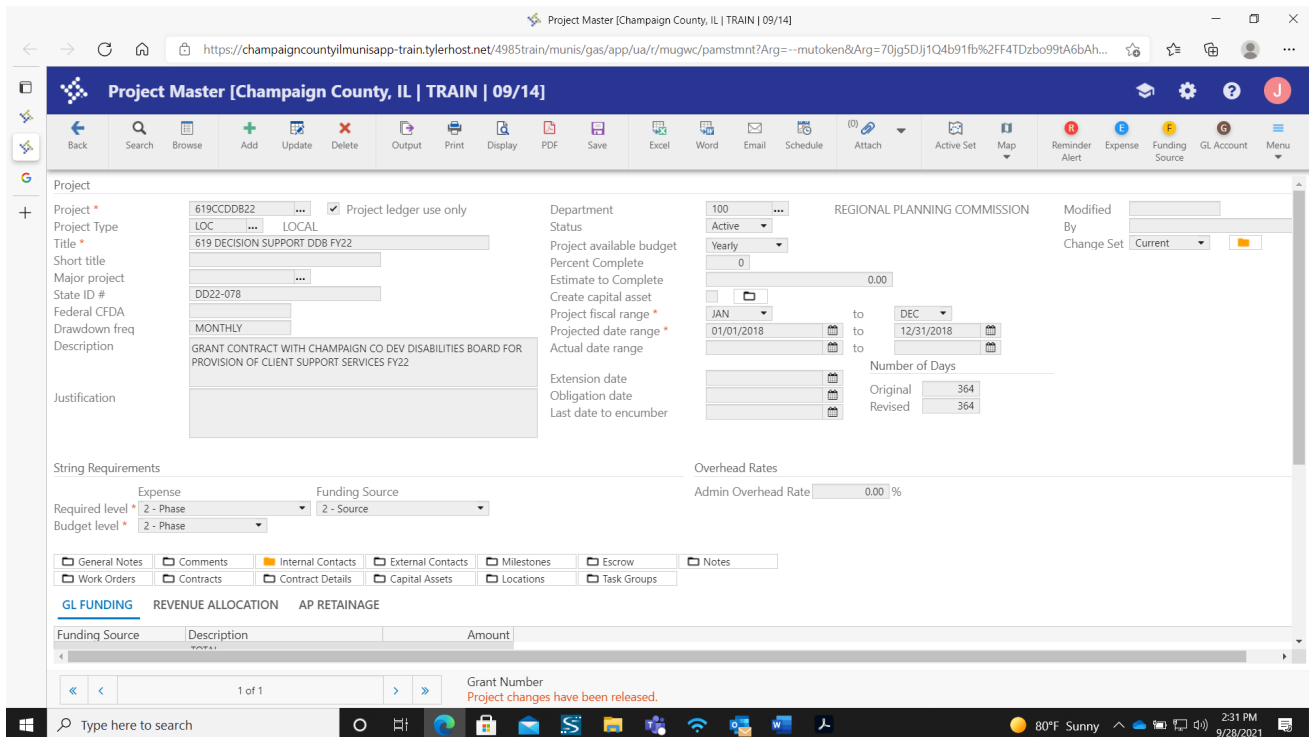
Once string requirement fields are selected, Click the Accept button. This will allow information to be entered in the various fields across the lower portion of the screen (General Notes, Comments, etc.) These areas are optional, but can be used to attach contracts, identify internal and external contacts associated with the grant or project, and the like.



By clicking on one of these fields, Munis will take you to a page where the relevant information can be added.



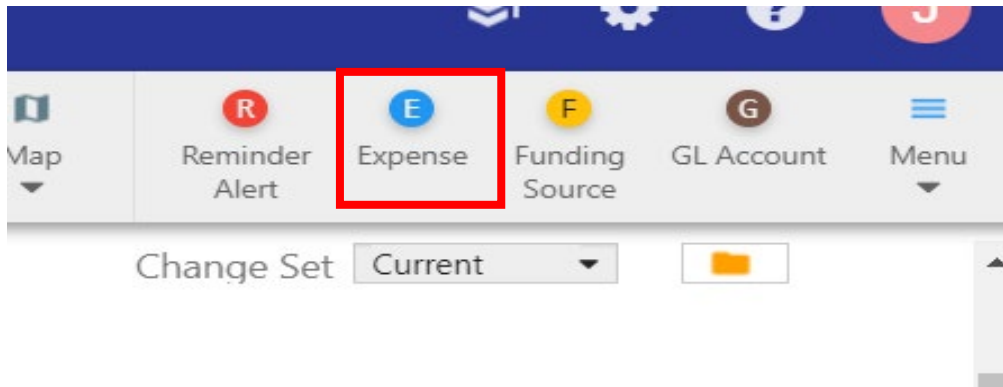
Once the information has been added, hit Accept. This will return you to the main project screen. If information has been added in one of these fields, the folder will appear highlighted on the main Project Master page.



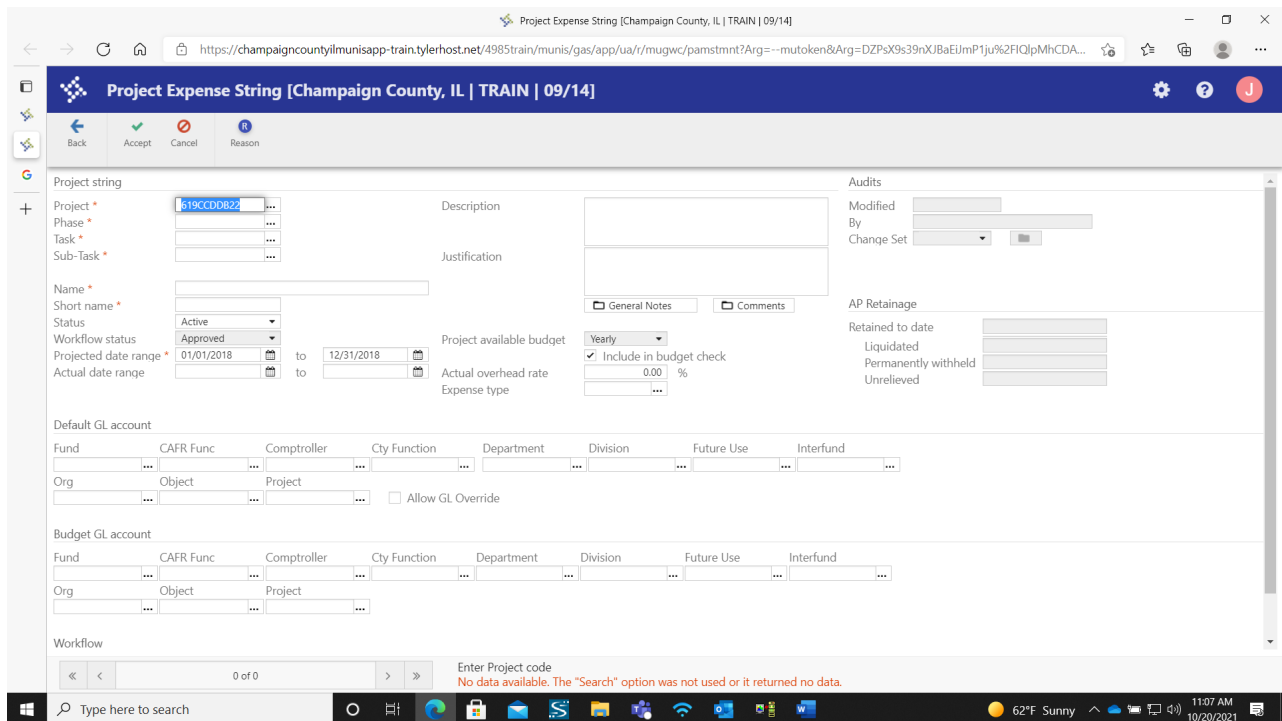
Copies of contract documents or agreements associated with the grant or project can be attached to the project using the Attach (paper clip) feature across the header menu. Clicking on attach will allow for documents to be scanned and attached to the project master file.

## Add Expense Strings

After the information for the project has been entered on the main page, expense strings for the project can be added by clicking on the Blue E (Expense) toward the top right of the screen:



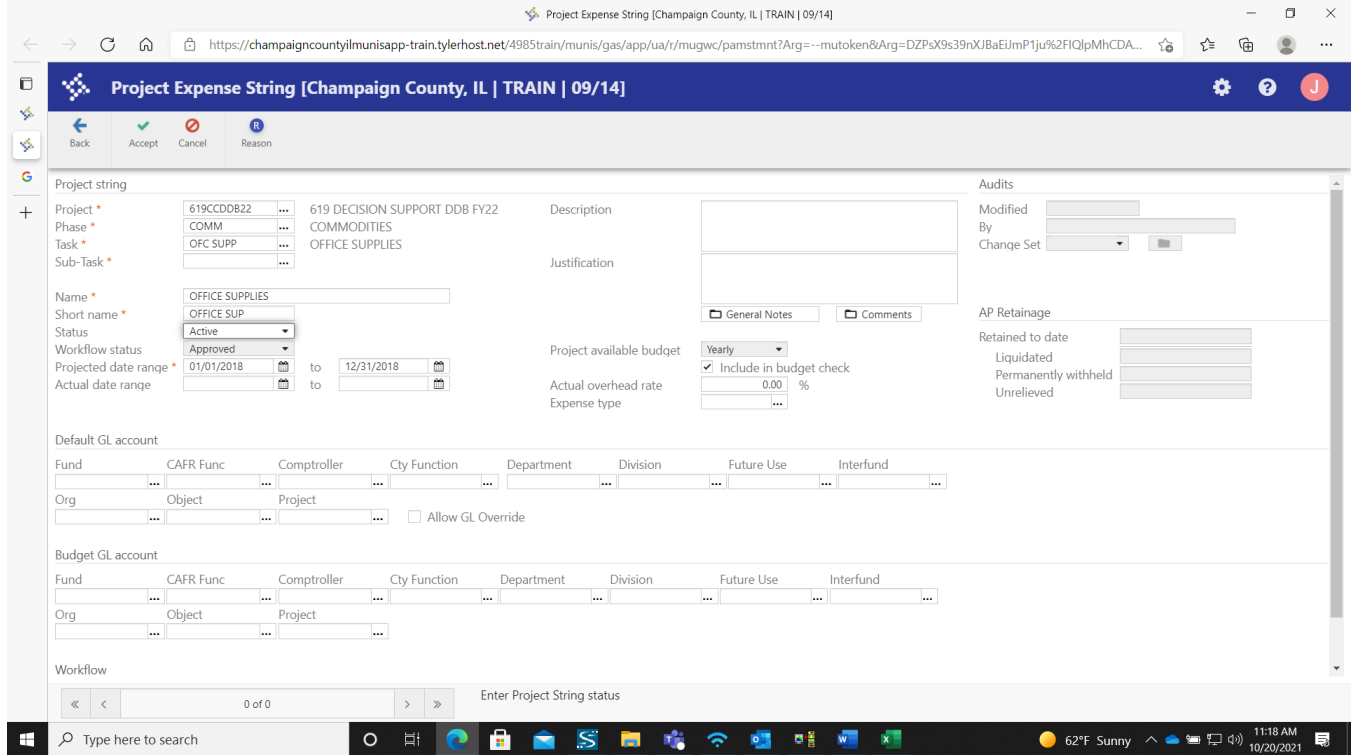
This will open the Project Expense String page to begin entering expense lines for the project.



The project title will default to the project title created in Project Master. Tab to Phase and enter the phase level for the expense string. Clicking on the ellipsis will display a listing of available Phase codes in Munis to select. Once Phase has been selected, tab to the Task field and enter the task level for the expense string. Clicking on the ellipsis will display a listing of available task codes to select. Repeat the same process for Sub-Task level, if necessary. (Task and/or Sub-Task may be optional depending on the string level requirements selected in the initial project setup.)

To create Phase/Task Codes complete the Project Phase/Task Codes Template found in [Forms and Toolkits → Accounting and Finance → Auditor/Munis ERP](#) and email to the Munis Help Desk [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us)

Tab through to the Name field and enter a name for the expense string. Once a name is entered, the Short Name field will default to an abbreviated version of the full name previously entered. This can be changed as needed.



Tab to Status field. It will default to Active. Do not change this.

Workflow status is default and cannot be changed.

Tab to Projected Date Range, which will default to the date range established for the project in the initial setup in Project Master and should not need to be changed.

NOTE: The fields marked with a red asterisk are required, and all other fields are optional. (Task or Sub-Task will also be optional depending on the string requirements set for the project.)

Description is optional but may be used to enter descriptive information for the expense string. Justification field may be left blank and tabbed through.

Project available budget will default to the type selected in the setup in Project Master and cannot be edited on this page.

Project available budget

Yearly

Include in budget check

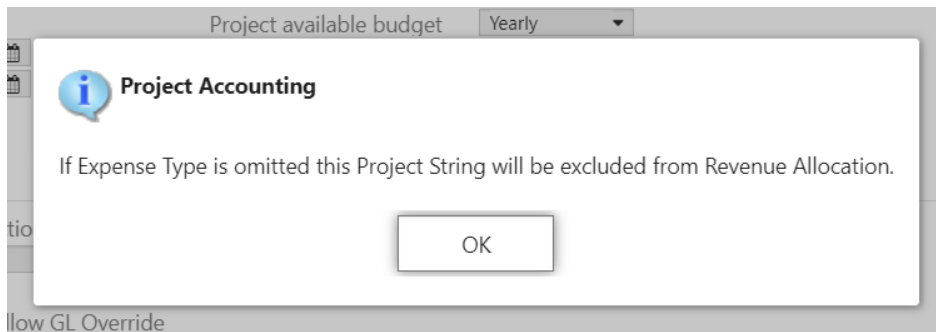
Actual overhead rate: 0.00 %

Expense type: ...

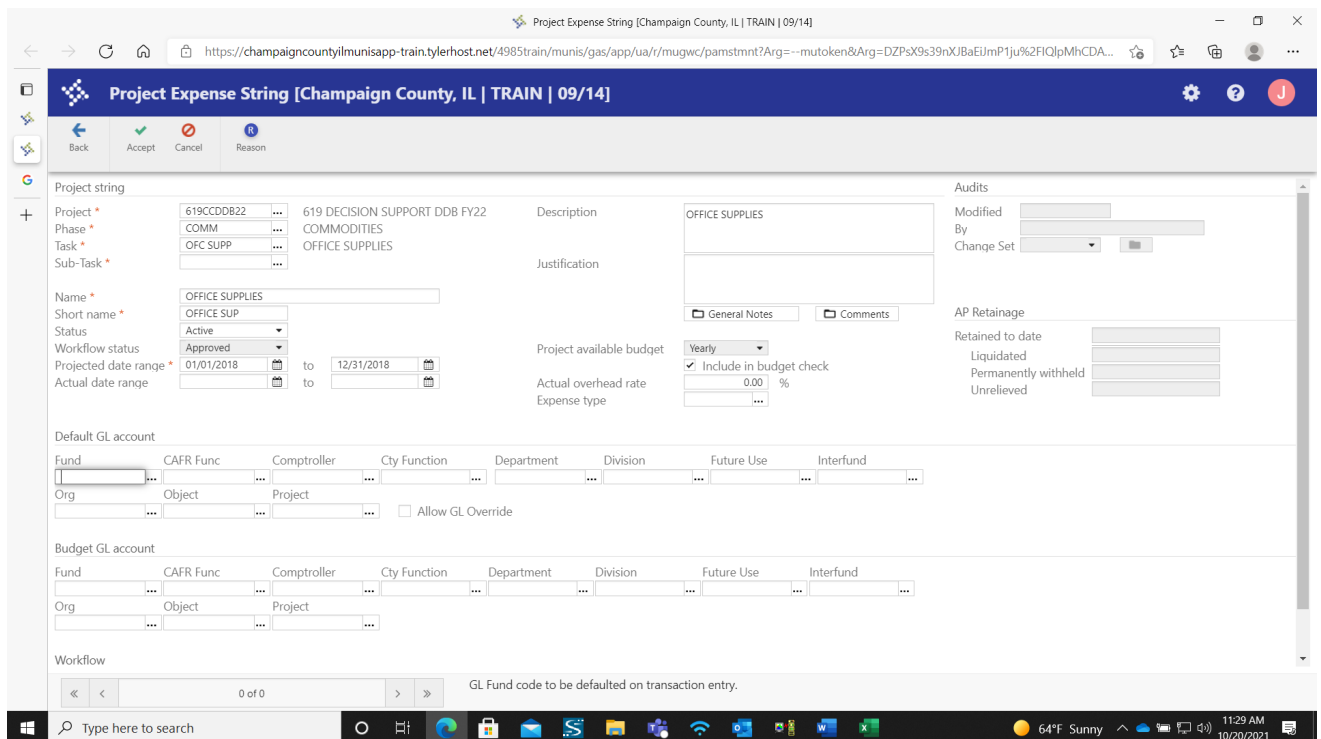
The box next to "Include in budget check" will default as checked. By leaving this box checked, it will ensure that any expenses entered against this project string will be checked against the project budget prior to approval.

**NOTE: If a project budget is not going to be associated with the project, the box for "Include in budget check" needs to be unchecked so the system will allow expenses to be entered for the project!**

Tab through the remaining fields in the top section. Leave Expense type blank, and the following popup will appear:



Click OK.

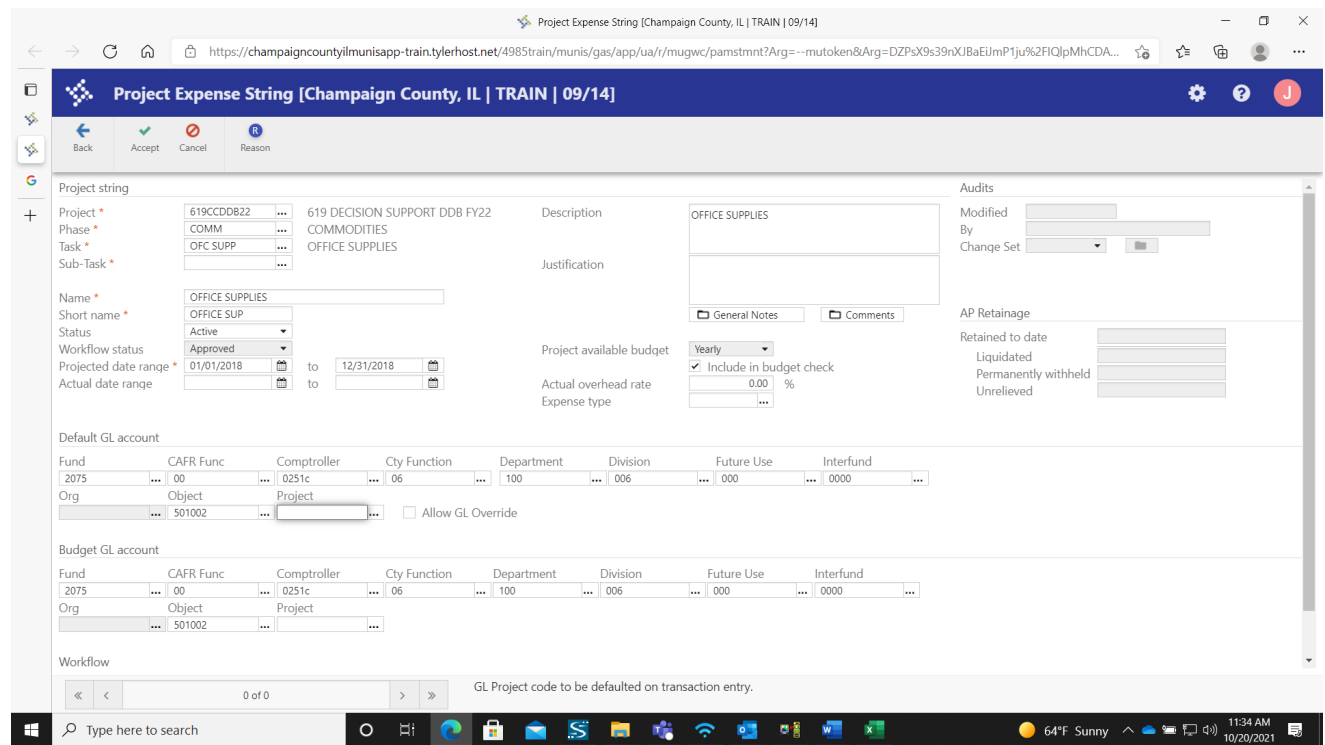


Under Default GL account, enter the appropriate Munis GL account string for the project expense. This can be determined using the AS400 to Munis cross-reference spreadsheet.

<a href="#">4993</a>	075-614-533.95	2075-00-0251c-06-100-003-000-0000-502004-	
<a href="#">5262</a>	075-614-534.44	2075-00-0251c-06-100-003-000-0000-502011-	
<a href="#">6386</a>	075-619-385.11	2075-00-00000-06-100-006-000-0000-600101-	
<a href="#">2128</a>	075-619-511.03	2075-00-0251c-06-100-006-000-0000-500103-	
<a href="#">2278</a>	075-619-511.04	2075-00-0251c-06-100-006-000-0000-500104-	
<a href="#">2402</a>	075-619-511.05	2075-00-0251c-06-100-006-000-0000-500105-	
<a href="#">3001</a>	075-619-522.01	2075-00-0251c-06-100-006-000-0000-501001-	
<a href="#">3155</a>	075-619-522.02	2075-00-0251c-06-100-006-000-0000-501002-	
<a href="#">3000</a>	075-619-522.04	2075-00-0251c-06-100-006-000-0000-501001-	
<a href="#">3368</a>	075-619-522.06	2075-00-0251c-06-100-006-000-0000-501004-	
<a href="#">3657</a>	075-619-522.15	2075-00-0251c-06-100-006-000-0000-501009-	
<a href="#">3851</a>	075-619-522.44	2075-00-0251c-06-100-006-000-0000-501017-	
<a href="#">4005</a>	075-619-522.93	2075-00-0251c-06-100-006-000-0000-501019-	
<a href="#">4225</a>	075-619-533.07	2075-00-0251c-06-100-006-000-0000-502001-	
<a href="#">4863</a>	075-619-533.12	2075-00-0251c-06-100-006-000-0000-502003-	
<a href="#">4518</a>	075-619-533.29	2075-00-0251c-06-100-006-000-0000-502002-	
<a href="#">5283</a>	075-619-533.33	2075-00-0251c-06-100-006-000-0000-502011-	
<a href="#">5998</a>	075-619-533.70	2075-00-0251c-06-100-006-000-0000-502019-	
<a href="#">4519</a>	075-619-533.85	2075-00-0251c-06-100-006-000-0000-502002-	

Org and Project fields will be left blank. As GL data is entered in the fields for Default GL Account, the Budget GL Account section below will automatically populate with the same details.

**NOTE: Once the default GL account for the expense string is initially entered, if any changes need to be made to this data the changes will need to be manually entered for both the Default GL and Budget GL account fields. The system will not automatically update the other field for changes. Both GL account strings must match.**

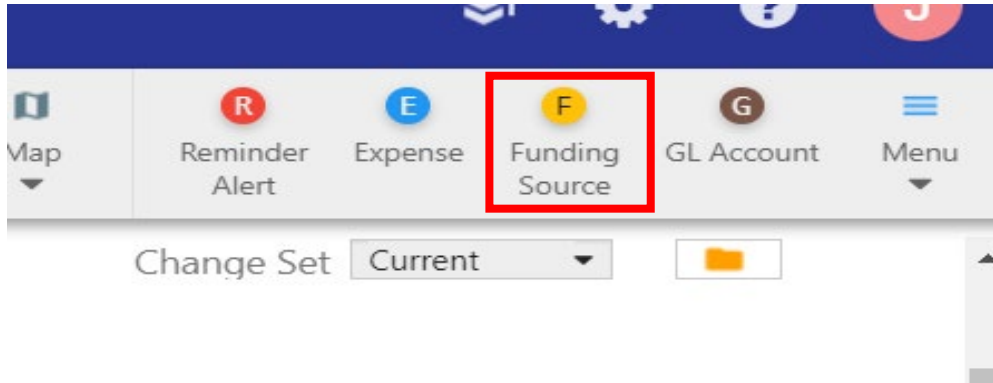


The box for “Allow GL Override” next to the Default GL account string will default as unchecked. Checking this box will allow a user entering an expense for this project for this project string the ability to manually change the GL account associated with the expense string at the time of entering an invoice or requisition. Leaving this box unchecked will not allow changes to be made to the GL account associated with this project string at the time of invoice entry.

Once the expense string is completed, Click Accept. To continue entering additional expense strings for the project, Click Add and repeat the same process for each expense string. Once all expense strings have been entered, Click the Back arrow to return to the main project page.

## Enter Revenue Strings

To enter revenue strings for the project, click the Funding Source button (located next to Expense key).



This will open the Project Funding Source String page to enter revenue strings.

A screenshot of a web browser displaying the 'Project Funding Source String' page for Champaign County, IL. The browser address bar shows a URL starting with 'https://champaigncountyilmunisapp-train.tylerhost.net/4985train/munis/gas/app/ua/f/mugwc/pamstmnt?Arg=...'. The page title is 'Project Funding Source String [Champaign County, IL | TRAIN | 09/14]'. The interface includes a navigation bar with 'Back', 'Accept', 'Cancel', and 'Reason' buttons. The main form area is divided into several sections: 'Project string' with fields for Project (marked with a red asterisk), Source (marked with a red asterisk), Detail (marked with a red asterisk), and Type (marked with a red asterisk); 'Name' and 'Short Name' fields; 'Status' (set to 'Active') and 'Workflow status' (set to 'Approved'); 'Description' and 'Justification' text areas; 'Projected date range' (01/01/2018 to 12/31/2018) and 'Actual date range' fields; 'General Notes' and 'Comments' tabs; 'Revenue allocation' section with 'Allocation type' (None), 'Max allocation' (Greater of the Two), and 'Billing type' (None); 'Customer' and 'Address' fields; 'AR charge code' and 'Account' fields; 'GL Debit' and 'GL Credit' fields; and an 'Include project string' checkbox. At the bottom, there is a table titled 'ALLOCATION LINES' with columns for 'Seq', 'Exp Type', 'Expense Type Desc', 'Priority', 'Alloc %', 'Max Alloc Amt', and 'Allocated Amount'. The table is currently empty. A status bar at the bottom indicates '0 of 0' entries and a message: 'Enter Project code. No data available. The "Search" option was not used or it returned no data.' The Windows taskbar is visible at the very bottom, showing the time as 11:42 AM on 10/20/2021.

As with the expense strings, the fields marked by a red asterisk are required for revenue strings. (Detail and/or Type may be optional depending on the project string requirements selected in project setup.)

Project Title will default. Tab to Source. Clicking on the ellipsis will open a listing of available Source codes to select for the revenue.

Code	Description
GIS_Agmts	GIS Agreements
GIS_Assess	GIS Member Agency Assessments
GIS_ESRIMt	ESRI Maintenance
GIS_GenFee	General GIS Fees
GIS_Sales	Map and Data Sales
GIS_SrvFee	Server Usage Fees
GIS_Staff	GIS Staff Hourly Rates
RENT	RENT
UTIL	UTILITIES
MAINT	MAINTENANCE
JANITOR	JANITOR
FEDERAL GR	FEDERAL GRANTS
STATE	STATE GRANTS
STATE GR	STATE GRANTS
LOCAL	LOCAL GOVERNMENT REVENUE
CHG SERV	CHARGES FOR SERVICES
MISC REV	MISCELLANEOUS REVENUE
INTERF TR	INTERFUND TRANSFERS
NON REV	NON REVENUE RECEIPTS
Reimburse	Reimbursement Tornado Sirens

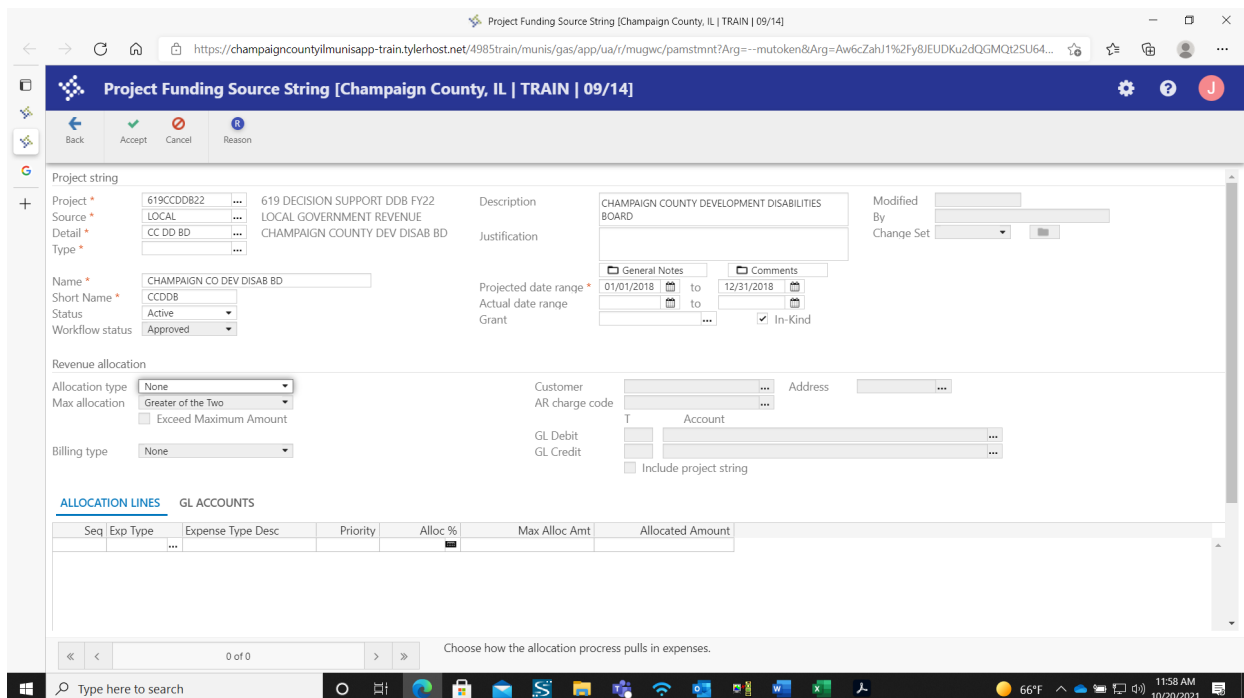
Select the appropriate Source code and then tab to Detail field. Clicking on the ellipsis will open a listing of available Detail codes in Munis to select. Repeat the process for Type level, if needed.

Enter full name for Revenue String in the Name field. As with the expense string, the Short Name field will default to an abbreviation of the full name and can be changed if desired.

Status should remain set as Active. Workflow status field cannot be changed.

Description can be entered if desired but is optional.

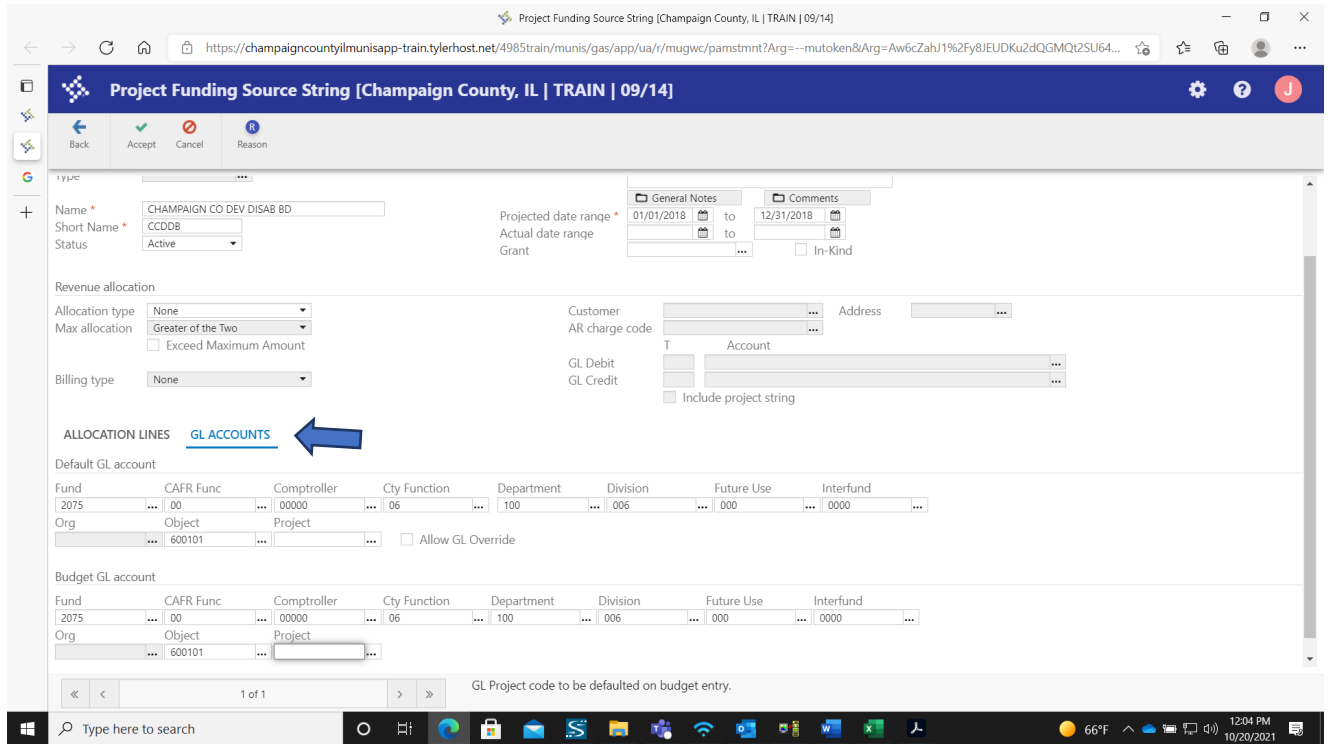
Projected date range will default to the date range for the project in the initial setup.



The In-Kind box will default as checked. If the revenue string should not be set as in-kind, uncheck this box.

The Revenue allocation section will default as None. Leave this as default. The remaining fields in the revenue allocation section will remain grayed out and cannot be edited.

Select GL Accounts to enter the appropriate GL data for the revenue string.



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

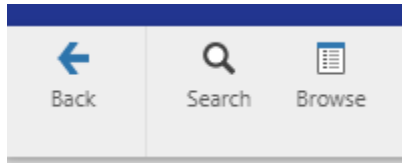
<a href="#">4466</a>	075-614-533.85	2075-00-0251c-06-100-003-000-0000-502002-	
<a href="#">6088</a>	075-614-533.93	2075-00-0251c-06-100-003-000-0000-502021-	
<a href="#">4993</a>	075-614-533.95	2075-00-0251c-06-100-003-000-0000-502004-	
<a href="#">5262</a>	075-614-534.44	2075-00-0251c-06-100-003-000-0000-502011-	
<a href="#">6386</a>	075-619-385.11	2075-00-00000-06-100-006-000-0000-600101-	
<a href="#">2128</a>	075-619-511.03	2075-00-0251c-06-100-006-000-0000-500103-	
<a href="#">2278</a>	075-619-511.04	2075-00-0251c-06-100-006-000-0000-500104-	
<a href="#">2402</a>	075-619-511.05	2075-00-0251c-06-100-006-000-0000-500105-	
<a href="#">3001</a>	075-619-522.01	2075-00-0251c-06-100-006-000-0000-501001-	
<a href="#">3155</a>	075-619-522.02	2075-00-0251c-06-100-006-000-0000-501002-	
<a href="#">3000</a>	075-619-522.04	2075-00-0251c-06-100-006-000-0000-501001-	
<a href="#">3368</a>	075-619-522.06	2075-00-0251c-06-100-006-000-0000-501004-	
<a href="#">3657</a>	075-619-522.15	2075-00-0251c-06-100-006-000-0000-501009-	

Budget GL account segments will automatically populate with the data entered for Default GL account. Once the GL segments have been entered for the revenue string, click Accept. As with expense strings, any changes made to the data entered for the GL revenue accounts after initial entry will require manually changing the data for both Default and Budget GL account lines.

To continue entering additional revenue strings, select Add and repeat the same process as above.



Once all revenue strings have been entered, click the Back arrow to return to the main Project Master screen.



From the Project Master screen, additional expense and/or revenue strings can still be entered by clicking on the Expense or Funding Source buttons and repeating the previous steps. Previously entered strings can also be viewed and edited if necessary, from these pages.

Clicking on the Expense button will open up the display of previously entered project expense strings. To add new strings, click the Add (+) button. To edit an existing string, you can locate the expense string by clicking the arrows in the lower left portion of the screen to cycle through the available project strings that have been entered.



Once the project string that needs to be edited has been located, click the Update button in the header menu. This will allow data previously entered for names, descriptions and GL accounts to be changed if needed. NOTE: the project code, phase, task and sub-task fields cannot be changed at this point. If changes need to be made to those fields, the expense string would need to be deleted and completely reentered as a new expense string.

Project string

Project \* 733ADMIN22 ... 733 RPC ADMINISTRATION FY22 Description  
 Phase \* COMM ... COMMODITIES  
 Task \* OFC SUPP ... OFFICE SUPPLIES Justification  
 Sub-Task \*  
 Name \* OFFICE SUPPLIES  
 Port name \* OFC SUPPLY  
 Status Active  
 Projected date range \* 01/01/2021 to 12/31/2021  
 Actual date range  
 Project available budget Yearly  
 Include in budget check  
 Actual overhead rate 0.00 %  
 Expense type

Default GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
075	00	0251c	06	100	005	000	0000

Object 501002 Project  Allow GL Override

Budget GL account

Fund	CAFR Func	Comptroller	Cty Function	Department	Division	Future Use	Interfund
075	00	0251c	06	100	005	000	0000

Object 501002 Project

Once any edits have been made, click Accept. If no other strings require editing or adding to the project, click the Back arrow to return to the main Project Master screen. The same steps can be followed for editing revenue strings by clicking on the Funding Source button.

Once the Project has been completely built, click on the Back button from the Project Master page to return to the Munis Landing Page.

## Building Project Budgets In Munis

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Generation

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

This will open the Project Budget Package Generation main page.

Project budget package

Project budget package \*  
Description \*

Project package status  
Renew Status  
Renew Amount

Projects

To add a new budget for a project, click the Add (+) button.

In the field for Project budget package, you will be required to assign a code (name) for the project budget package. A maximum of 9 characters can be entered in this field. It is probably helpful to use a budget package code that is similar in naming convention to the project code that is to be linked to the budget.

Tab to Description and enter a basic description for the budget package (ie. "Budget for 733 Administration FY22")

Project package status will default as Created. Do not change the status at this point. Tab through the Renew Status and Renew Amount fields leaving those blank. Leave "Locked Budget Package" unchecked!

Select the dropdown arrow under "Projects" to display a listing of available projects that have been created in Munis. Select the project that is to be associated with the budget being created.

**Project Budget Package Generation [Champaign County, IL | TRAIN | 10/29]**

Back Accept Cancel Search Delete

Project budget package

Project budget package \* 733ADMN22 ...

Description \* BUDGET FOR 733 ADMINISTRATION FY22

Project package status Created

Renew Status

Renew Amount

Projects

- 686PSA23 - 686 EC PRESCHOOL FOI
- 687PSA22 - 687 EC PRESCHOOL FOI
- 705TEST22 - 705 TEST GRANT FY22
- 715TEST22 - 715 TEST GRANT FY22
- 733ADMIN22 - 733 RPC ADMINISTR
- 756WIOA22 - 756 21-681017 WIOA
- 763WIOA23 - 763 22-681017 WIOA
- 764WIOA21 - 764 20-681017 WIOA
- 769TAA21 - 769 TRADE ASSISTANCE

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

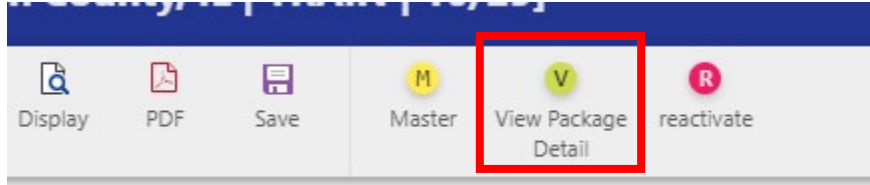
 **Project Budget Package Generation**

2 project string line(s) will be generated.  
Do you wish to create the budget package detail amounts?

Yes No

This message will display the amount of project strings (expense and revenue) that have been entered for the project and will require budget details. Click Yes.

Once the pop-up disappears, you will see the main Budget Package Generation page for the project. Click the View Package Detail (V) button in the header menu.



This will open the Project Budget Package Entry page.

Project Budget Package \* 733ADMN22 - BUDGET FOR 733 ADMINISTRATION FY22

Project strings

Text	T	Project String	T	Account	Total Budget Amount	2022 Detail Amount	2023 Detail Amount	2024 Detail Amount	2025 Detail Amount
N	E	733ADMN22-COMM	-OFC SUPP	E	2075-00-0251e-06-100-005-000-0000-501002	.00	.00	.00	.00
N	F	733ADMN22-LOCAL	-TECH SC	R	2075-00-0235f-06-100-006-000-0000-400801	.00	.00	.00	.00
TOTALS					.00	.00	.00	.00	.00

Project string detail

2021 | 733ADMN22-COMM | -OFC SUPP | OFFICE SUPPLIES

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total	Description	Justification
------	--------------	---	---------	---------------	-----------	----------	-----------	-------	-------------	---------------

The expense and funding source strings created for the project will be displayed in the center of the screen.

Project Budget Package \* 733ADMN22 - BUDGET FOR 733 ADMINISTRATION FY22

Detail Amounts 2021-2025

Project Budget Package field will include the Budget Package code and name initially assigned to the budget. Under that field, make sure that the project budget period falls within the “Detail Amounts” period. (For example, select detail period of 2021-2025 for a 21-22 project year budget.) The detail amounts period can be shifted using the left or right arrows.

Once the correct detail period has been set, click Update. This will open up the project strings to have budget amounts entered.

**NOTE: Do not enter budget amounts directly in the project string fields at the top of the page:**

Project strings

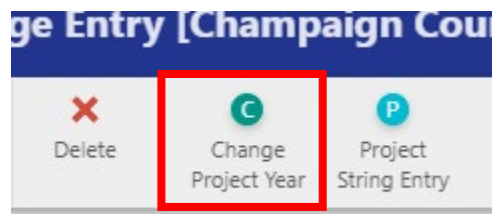
Text	T	Project String	T	Account	Total Budget Amount	2022 Detail Amount	202
N	E	733ADMIN22-COMM -OFC SUPP -	E	2075-00-0251c-06-100-005-000-0000-501002	.00	.00	
N	F	733ADMIN22-LOCAL -TECH SC -	R	2075-00-0235t-06-100-006-000-0000-400801	.00	.00	
TOTALS					.00	.00	

To enter budget details, click on the Detail Entry (D) button in the header menu. This will open up the “Project String Detail” field toward the bottom of the page. This is where budget amounts will be entered for each individual expense and revenue string.

Project string detail

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total	Description	Justification
1	2022	E	2075-00-0251c-06-100-005-000-0000-501002	0.00			.00	.00		

The project budget year will display left of the project expense/revenue string. If the year is incorrect, click the Change Project Year (C) button in the header menu. This will then allow you to click the dropdown arrow next to the year and select the correct year for the project budget.



If the budget year is correct, you can tab through the Project Year and Account fields in the project string detail. The account will default to the GL account that has been associated with the string during the project setup.

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total	Description	Justification
1	2022	E	2075-00-0251c-06-100-005-000-0000-501002	0.00			.00	.00		

Under Projected Qty, enter 1.0. This will allow for the entry of the full annual budget amount for the string.

Tab through the Job Class and Position fields, leaving them blank.

Under Unit Cost, enter the full annual budget amount for the particular line item. Tab over to Description, and Total field will automatically calculate. Enter a description for the line item. Leave Justification blank.

Project string detail

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

If all information is correct, Click Accept. This will automatically update the total budget amount for that string in the listing of all project strings in the center of the page.

Find a set of data records (Ctrl+F)

Project Budget Package *	733ADMN22 - BUDGET FOR 733 ADMINISTRATION FY22	<input type="checkbox"/> Check if exporting to General Ledger	Renew Status	
	Detail Amounts 2021-2025	<input type="checkbox"/> Locked Budget Package	Renew Amount	

Project strings

Text	T	Project String	T	Account	Total Budget Amount	202
N	E	733ADMIN22-COMM -OFC SUPP -	E	2075-00-0251c-06-100-005-000-0000-501002-	5,000.00	
N	F	733ADMIN22-LOCAL -TECH SC -	R	2075-00-0235t-06-100-006-000-0000-400801-	.00	
TOTALS					5,000.00	

To enter the budget for the next string, click Update. Then select the next available project string from the listing of strings and click Detail Entry (D) to open up the string detail field below.

**Project Budget Package Entry [Champaign County, IL | TRAIN | 10/29]**

Back Accept Cancel Search Delete Change Project Year Project String Entry

Projection information  
 Project Budget Package \* 733ADMIN22 - BUDGET FOR 733 ADMINISTRATION FY22  Check if exporting to General Ledger Renew Status   
 Detail Amounts 2021-2025  Locked Budget Package Renew Amount

Project strings

Text	T	Project String	T	Account	Total Budget Amount	2022 Detail Amount
N	E	733ADMIN22-COMM -OFC SUPP -	E	2075-00-0251c-06-100-005-000-0000-501002-	5,000.00	.00
N	F	733ADMIN22-LOCAL -TECH SC -	R	2075-00-0235t-06-100-006-000-0000-400801-	.00	.00
TOTALS					5,000.00	.00

Project string detail  
 2022 733ADMIN22-LOCAL -TECH SC - TECHNICAL SERV

Line	Project Year	T	Account	Projected Qty	Job Class	Position	Unit Cost	Total
1	2022	R	2075-00-0235t-06-100-006-000-0000-400801-	0.00	...	...	.00	.00

When entering string budget detail, again tab past Project Year and Account to the projected quantity and enter 1.0. Tab past Job Class and Position to Unit Cost and enter total annual budget amount for the line item. Tab to description and enter a line item description, and then click Accept.

Repeat the process for each expense and revenue string until all strings display budget amounts.

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

Projection information  
 Project Budget Package \* 733ADMIN22 - BUDGET FOR 733 ADMINISTRATION FY22  Check if exporting to General Ledger Renew Status   
 Detail Amounts 2021-2025  Locked Budget Package Renew Amount

Project strings

Text	T	Project String	T	Account	Total Budget Amount	2022 Detail Amount
N	E	733ADMIN22-COMM -OFC SUPP -	E	2075-00-0251c-06-100-005-000-0000-501002-	5,000.00	5,000.00
N	F	733ADMIN22-LOCAL -TECH SC -	R	2075-00-0235t-06-100-006-000-0000-400801-	-25,000.00	-25,000.00
TOTALS					-20,000.00	-20,000.00

To edit previously entered budget amounts from this page, Click Update. Select the string to be edited and click Detail Entry (D). Update budget amount within the project string detail field at the bottom of the page and then click Accept.

Once all budget information has been entered, click Back to return to the Munis Landing Page. At this point, you are ready to post the project budget.

## Project Budget Package Posting

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Posting

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

This will open the Project Budget Package Posting page, where you will need to search and locate the budget package that has been created for the project. Click Search. This will allow the user to define the parameters of the search.

Project Budget Package Posting [Champaign County, IL | TRAIN | 10/29]

Back Accept Cancel

Accept (Enter)

Define

Post Total package amounts Project Range ... to ...

Detail year 2021 Package Status

Expense budget 0.00

Funding budget 0.00

Budget posting date \* 11/10/2021

Journal description \*

Post to pending project strings

Project Budget Packages

Package	Description	Package Status	Approval Status	Expense Amount	Funding Amount
---------	-------------	----------------	-----------------	----------------	----------------

In the field next to Post, clicking the drop down will display the three options available when searching for a budget package to post:

- Search by total package amounts
- Search by package detail year only
- Search by project amounts only

For a yearly project budget, the user can search using any of these methods. Note that life-to-date project budgets can only be located with searches by amount.

If selecting to search by package detail year, select the appropriate detail year (project year). The budget amount fields will remain grayed out and cannot be edited. Select a posting date that is in the year prior to the project budget year (For a 2022 budget, a 2021 posting date is required for example.) For Journal description, enter basic description (ie. "733 Admin 22 posting"). The box next to "Post to pending project strings" will default as unchecked. Checking this box would allow for budget amounts to be established if there were any pending strings associated with the project. Even if there are no pending project strings, it might be advisable to go ahead and check the box just in case.

To search by amounts rather than year, enter either the total expense or funding budget amounts for the project. Repeat the same process as above for posting date and journal description.

Leave project range and Package status fields blank. Once search parameters have been entered, Click Accept.

The screen will then display all created project budget packages that meet the search criteria:

The screenshot shows a search interface with a header menu containing 'Back', 'Search', 'Define', 'Select', and 'Export to GL Budget'. Below the header, the 'Define' section includes the following fields:

- Post: Package detail year only (dropdown)
- Detail year: 2022 (dropdown)
- Expense budget: 0.00 (text field)
- Funding budget: 0.00 (text field)
- Budget posting date: 11/10/2021 (calendar icon)
- Journal description: 733 Admin 22 Posting (text field)
- Post to pending project strings (checkbox)
- Project Range: (empty) to (empty) (text fields)
- Package Status: (empty) (dropdown)

Below the search criteria, the 'Project Budget Packages' table is displayed:

Package	Description	Package Status	Approval Status	Expense Amount	Funding Amount
<input type="checkbox"/> 705TEST22	BUDGET FOR TEST DEPT 705	Posted	Approved	12500.00	-30000.00
<input type="checkbox"/> 715TEST22	BUDGET PACKAGE FOR TEST DEPT 715	Posted	Approved	12000.00	-20000.00
<input type="checkbox"/> 733ADMN22	BUDGET FOR 733 ADMINISTRATION FY22	Created	Approved	5000.00	-25000.00

Click the Select (S) button in the header menu to allow open up the fields in "Project Budget Packages" to be selected. Then check the box next to the project budget to be posted. This will allow you to view the budget package detail at the lower portion of the screen.

The screenshot shows the same search interface as above, but with the 'Select' button highlighted in the header menu. The 'Project Budget Packages' table is the same as in the previous screenshot.

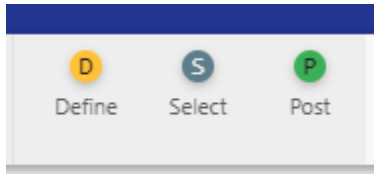
Below the table, the 'Project Budget Package Detail' section is expanded for the selected package (733ADMN22):

Project/Project Strings	Description	Status	Project Available	Expense Amount	Funding Amount
733ADMN22	733 RPC ADMINISTRATION FY22	Active	Yearly	5000.00	-25000.00
733ADMN22-COMM	-OPC SUPP - OFFICE SUPPLIES	Active	Yearly	5000.00	0.00
733ADMN22-LOCAL	-TECH SC - TECHNICAL SERVICES	Active	Yearly	0.00	-25000.00

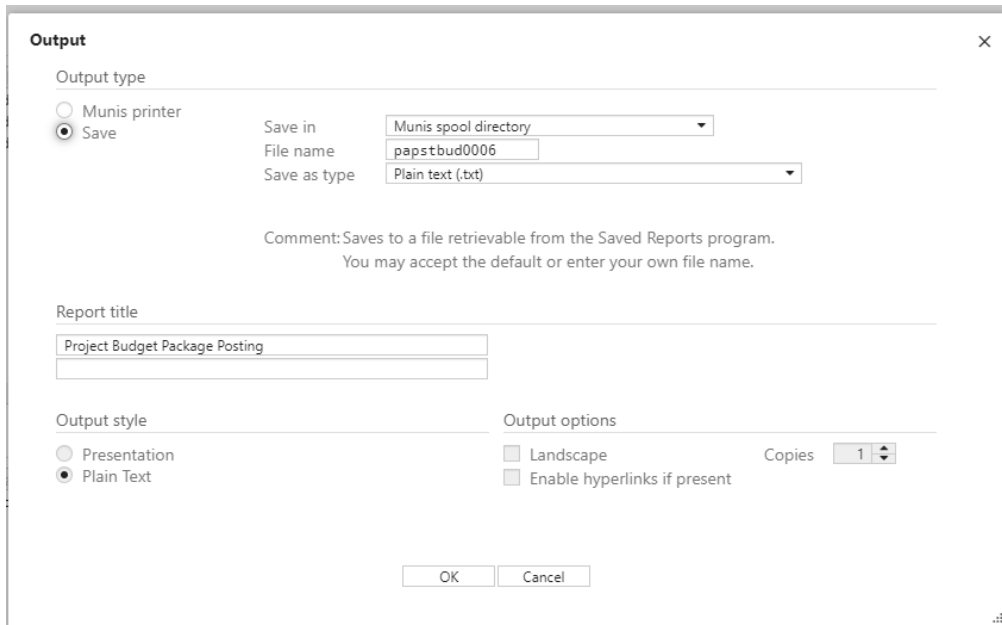


Under Project Budget Package Detail, click the carrot next to the Project Budget name in order to display the listing of all project budget strings. This is an opportunity to review budget amounts for possible errors that could be corrected prior to posting.

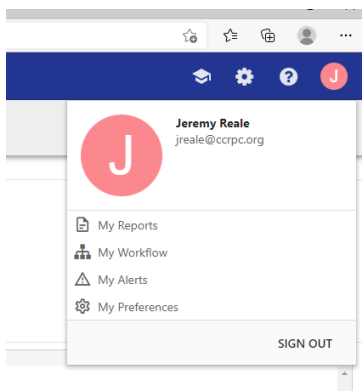
If all data looks correct, Click Accept. Then click Post (P).



You will be prompted to run a budget package posting report. Click Save. For save as type, the user has the option of selecting either plain text or PDF file. (Either file type is acceptable, so it is a matter of user preference.)



Once the posting report is saved, the report can be viewed by clicking on the user initial icon in the upper right corner of the screen and selecting My Reports.



Once the project budget has been posted, click the Back button to return to the Munis Landing Page.

## Update Budget Status for the Project

From this point, you will need to go back into the Project Budget Package Generation feature to update the budget status for the project. (The system does not automatically update the status after the budget has posted.)

The screenshot shows the 'Project budget package' form. At the top is a navigation bar with icons for Back, Search, Browse, Add, Update, Delete, Output, Print, Display, PDF, and Save. Below the navigation bar, the form includes:

- Project budget package \***: A text input field with a dropdown arrow.
- Description \***: A large text area for entering the package description.
- Project package status**: A dropdown menu.
- Renew Status**: A dropdown menu with a checkbox labeled 'Locked Budget Package' next to it.
- Renew Amount**: A text input field.
- Projects**: A table header for listing associated projects.

From the main page, the user can either search for the project budget by name or click Browse to see all budget packages that have been generated in the system.

The screenshot shows the 'Project Budget Package Generation' main page. At the top is a navigation bar with icons for Back, Accept, Cancel, Search, Output, Print, Display, PDF, Save, Excel, and Word. Below the navigation bar is a table listing generated budget packages:

Package number	Description	Budget Status
020test	test	Posted
705TEST22	BUDGET FOR TEST DEPT 705	Posted
715TEST22	BUDGET PACKAGE FOR TEST DEPT 715	Posted
733ADMN22	BUDGET FOR 733 ADMINISTRATION FY22	Created
805TEST	BUDGET PACKAGE FOR 805 TEST DEPT	Posted
815TEST21	BUDGET FY21 TEST DEPT 815	Posted
870TEST22	BUDGET FOR 870 TEST DEPT FY22	Created
92test	ODR	Created
ITB2021-1	ITB2021-001 ILEAS & HIGHWAY ROOF REPLACEMENT BUDGET	Created

Select the appropriate budget and click Accept. This will open up the budget package page for that particular project.

Project Budget Packag champaigncountyilmunisapp-train.tyler... nty, IL | TRAIN | 10/29]

Back Search Browse Add Update Delete Output Print Display PDF Save Master View Packag Detail

roject budget package

roject budget package \* 733ADMIN22 ...

Description \* BUDGET FOR 733 ADMINISTRATION FY22

roject package status Created

Renew Status

Renew Amount

Projects

733ADMIN22 - 733 RPC ADMINISTRATION F

Click Update. In the field next to Project package status, click the dropdown arrow and select Posted to change the status to reflect that the budget has been posted. Then click Accept.

Project package status

Renew Status

Renew Amount

733ADMIN22 - 733 RPC ADMINISTRATION F

Created

Created

Approved

Exported

Posted

Lock

Click Back button to return to the landing page.

## Project Budget Adjustment Entry

If you need to make additions to the Project Budget after posting the Project Budget, you will need to do a Project Budget Adjustment Entry.

Tyler Menu → Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Budget Processes → Project Budget Package Posting

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

Click Add in the Ribbon.

Project Budget Adjustment Entry [Champaign County, IL | TRAIN | 02/24]

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

Journal Identification Information

Journal effective date  Short description   
Source  Journal reference   
Journal number  Reference 2   
Reference 3

Journal Entry Lines

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

Then select effective date and enter short description. You can tab through the rest of the fields down to the project string fields below. Select the project strings that need to have budget added by typing in the initial project code and then clicking the ellipsis to bring up the list of available strings for that project. Once the string is selected enter I in the next field (for increase budget amount). D would be used if decreasing budget amount for the line. Then enter the amount to increase for the budget for that string and include some type of comment. Then can tab to create an additional line for other strings that need to be adjusted. After completed, click Accept and then Output/Post.

## Correct Project Name

Once a project has been created, the system will not allow you to change the 10-character project code when you try to update in Project Master.

If all else fails, you could copy the project again to a new target project with the correct project code name. Then you can go back and delete or close the project with the wrong name to prevent any activity accidentally being posted to it.

## Contracts and Leases

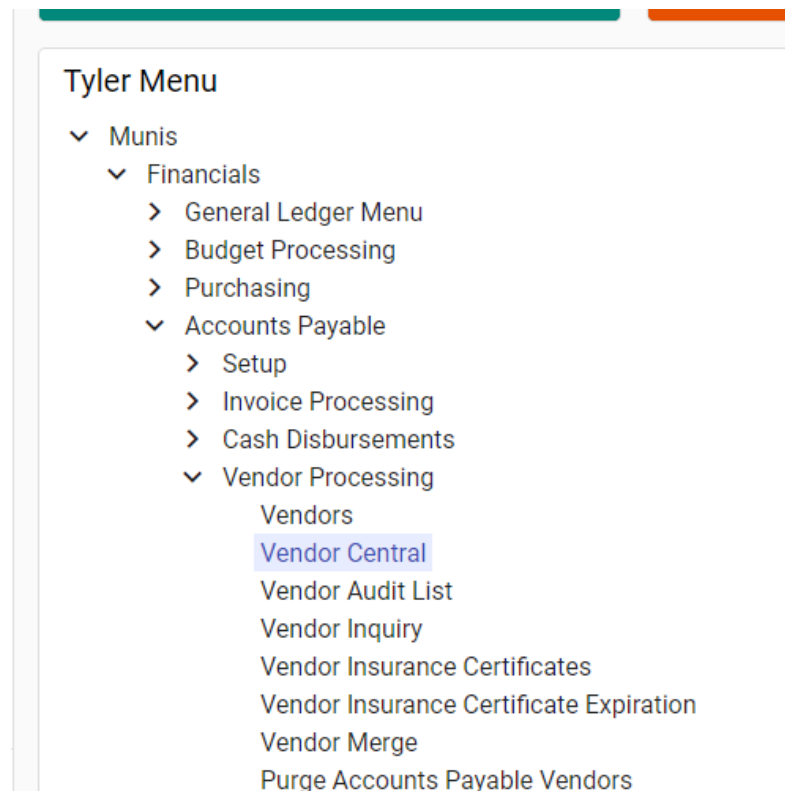
All contracts and leases must be connected to invoices in MUNIS. The contract/lease must be added to the invoice before you enter the account string, or the invoice will need to be deleted and redone.

### Search for Contracts and Leases

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

### Vendor Central

To get to Vendor Central to the Tyler Menu – Munis → Accounts Payable → Vendor Processing → Vendor Central



The first screen in Vendor Central is the search screen.

## Search by vendor name

[Advanced Search](#)

Search for the vendor and select the Contracts tab.

**Vendor Central** Green

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

### GREEN STREET REALTY

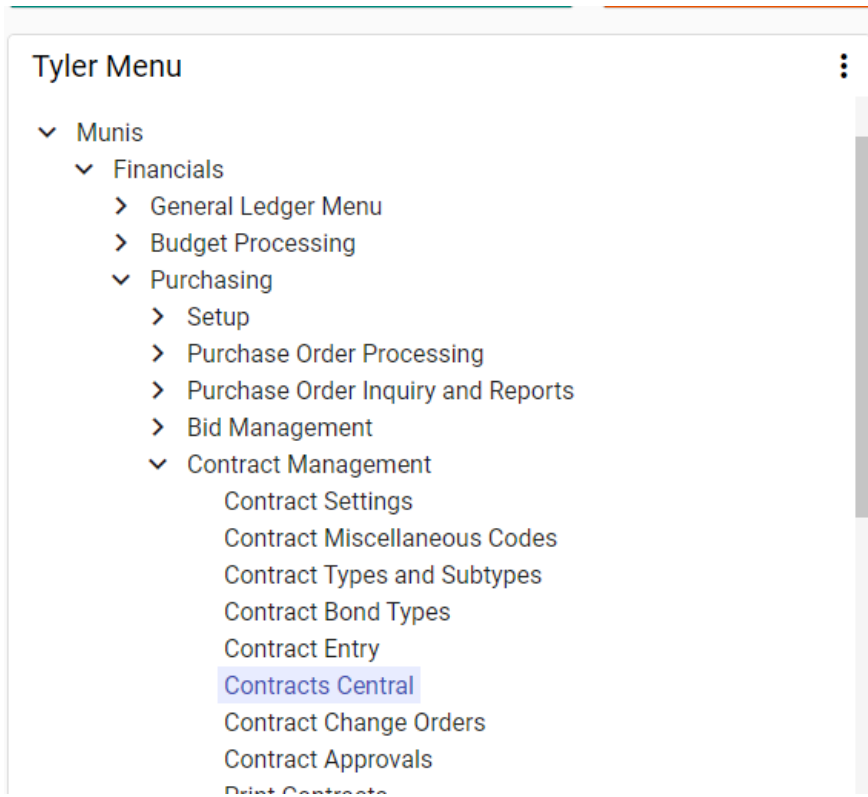
ACTIVE

INVOICES CHECKS PURCHASE ORDERS CONTRACTS

Number	Description	Status	Entry Date	Expire Date	Extended Date	Revised	Available	
130	SC- [REDACTED] 12.1.21- 11.30.22	POSTED	12/28/2021	11/30/2022		8,547.00	6,447.00	<input type="button" value="Link"/>
73	TBRA- [REDACTED] 4.1.21- 3.31.22	POSTED	12/07/2021	03/31/2022		2,301.60	0.00	<input type="button" value="Link"/>
74	TBRA- [REDACTED] 6.1.21- 5.31.22	POSTED	12/07/2021	05/31/2022		2,179.50	871.80	<input type="button" value="Link"/>

## Contracts Central

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



Search Screen – click Advanced Search



### Search by contract number or description

[Advanced Search](#)

Using Advanced Search, you can search by Department or Vendor

**Advanced Search** My searches  ×

[Clear search criteria](#)  Startup search

Contract Number

Description

Department

Vendor

Fiscal Year

PO Number

Status

Entry Date  Equals

Entered By

Requisition Number


Invoice Number

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

Viewed as a list

**Contracts Central** Contract # or description

Advanced Search My Searches Excel

Contracts: 23 

Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Amount Available	Percent Available
188	Devnet CAMA Contract2019.06.24-2024.11.30	POSTED	2022	1	01/03/2022	107,221.16	94.39
189	Devnet Prop Tax & wEdge Sftwr2019.06.24-2024.11.30	POSTED	2022	1	01/03/2022	204,200.00	83.33
196	Quick Silver Mailing Services	POSTED	2022	1	01/04/2022	0.00	0.00
202	JanoLiscensedProgramMaintAgmt2020.01.01-2022.12.31	POSTED	2022	1	01/10/2022	90,684.64	50.00
207	Tyler SaaS ERP 2020.8.25-2025.12.31	POSTED	2022	1	01/11/2022	840,800.00	78.90
219	1-CPY7 Levi Ray & Shoup IT Solutions 2014.12.30	POSTED	2022	1	01/14/2022	284,625.00	93.75
223	Tyler Corrections and Softcode 3.28.19-12.31-2023	POSTED	2022	1	01/18/2022	243,939.50	87.50
224	JANO Software Integration 11.20.20-4.30.22	POSTED	2022	1	01/18/2022	24,048.75	45.38

Or it can be viewed as a grid by clicking on the green double bars





Viewed as grid

The screenshot shows the 'Contracts Central' interface. At the top, there is a search bar labeled 'Contract # or description' and a search icon. Below the search bar are three tabs: 'Advanced Search', 'My Searches', and 'Excel'. The main content area is titled 'Contracts: 23' and displays a grid of 8 contract cards. Each card contains the following information:

- Contract ID and Title
- Status (POSTED)
- Available Amount
- Fiscal Year
- Period

Contract ID	Contract Title	Status	Available Amount	Fiscal Year	Period
188	Devnet CAMA Contract2019.06.24-2024.11	POSTED	\$107,221.16	2022	1
189	Devnet Prop Tax & wEdge Sftwr2019.06.24	POSTED	\$204,200.00	2022	1
196	Quick Silver Mailing Services	POSTED	\$0.00	2022	1
202	JanoLiscensedProgramMaintAgrmt2020.01	POSTED	\$90,684.64	2022	1
207	Tyler SaaS ERP 2020.8.25-2025.12.31	POSTED	\$840,800.00	2022	1
219	1-CPY7 Levi Ray & Shoup IT Solutions 201-	POSTED	\$284,625.00	2022	1
223	Tyler Corrections and Softcode 3.28.19-12.	POSTED	\$243,939.50	2022	1
224	JANO Software Integration 11.20.20-4.30.2	POSTED	\$24,048.75	2022	1

## Request a Contract be Added to Munis

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

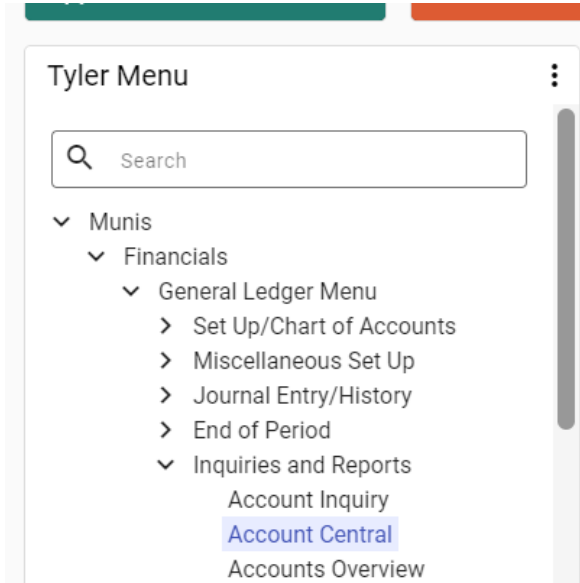
- The contract
- Department that will be paying contract (this is the department number in invoice entry. If the contract is going to be split between multiple departments, please provide the departments and amount per department if not clear in contract)
- Is this a lease for space, equipment, or SAAS (Software as a Service)?
- Will there be more than one payment?

Along with contracts, any Intergovernmental Agreement that sets a dollar amount of annual contribution will need to be added as a contract in Munis.

# Account Central

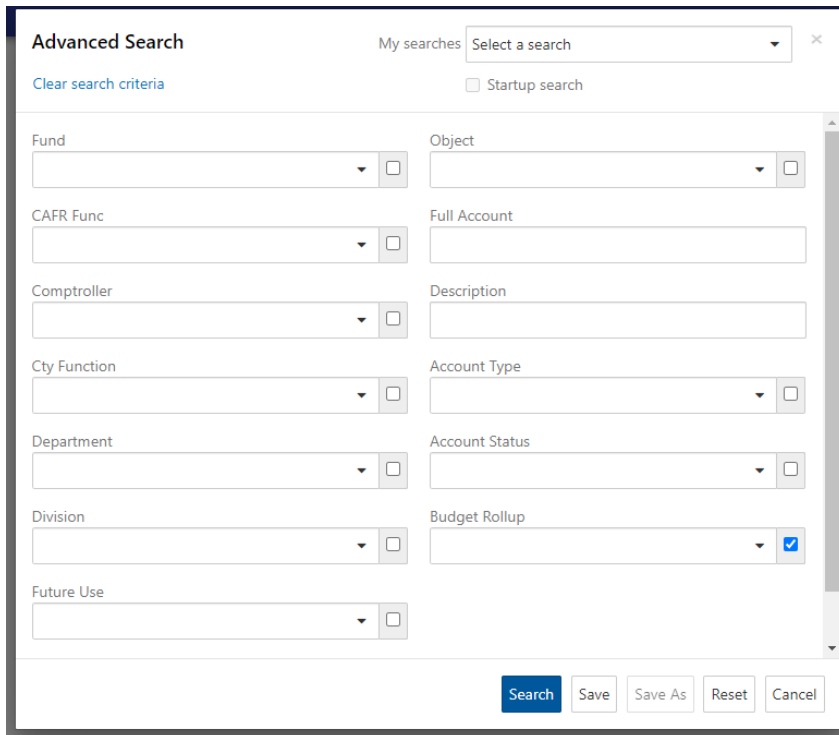
You can use Account Central to see you line-item balances and drill down to see details for the line item.

You can search Account Central, or it is under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Central

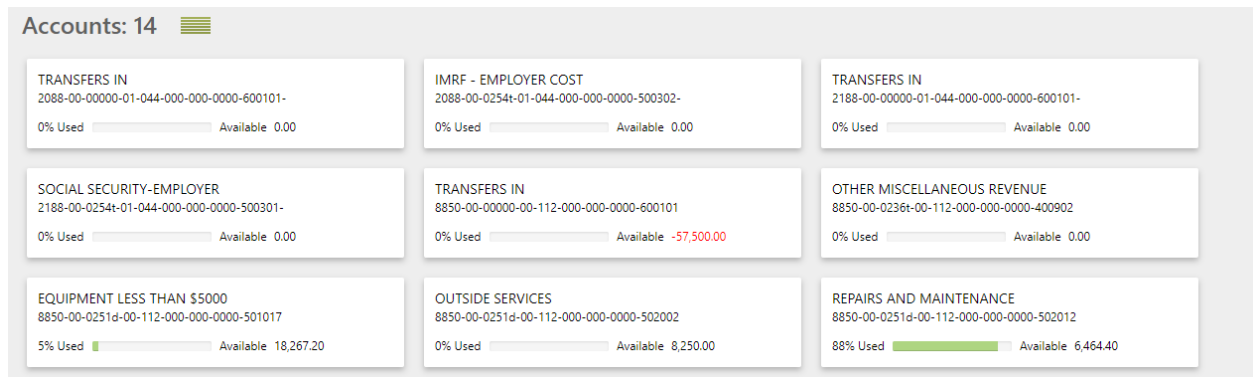


# Advanced Search

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



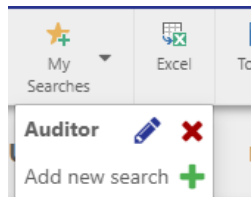
After selecting your department, it will show all the lines and available balances. You can view in grid view (shown) or as a list by clicking on the green bars by the Accounts.



### Saved Searches

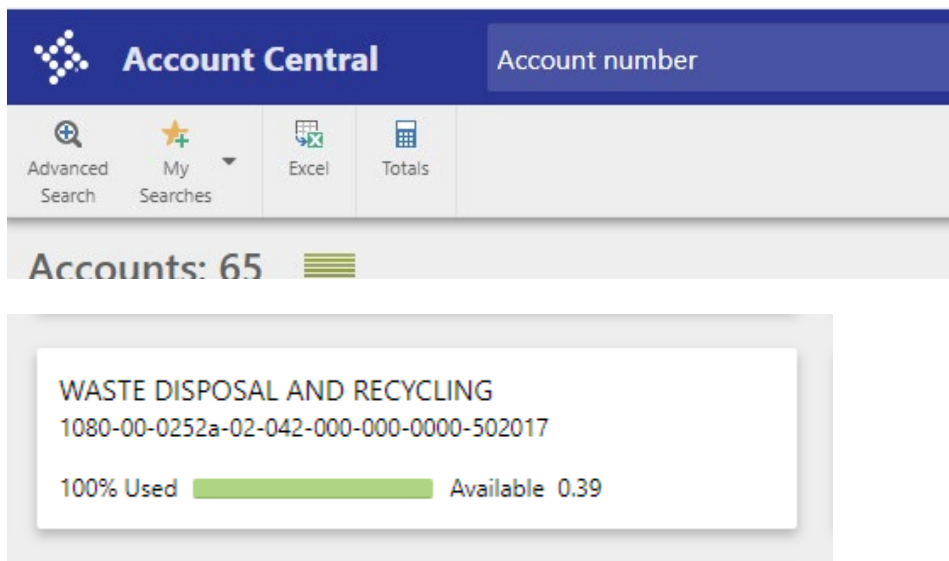
You can set up your search to automatically show when you open Account Central. After setting your department click save and enter a name for your search. After it says your search has successfully saved, click the startup search button then search. The next time you start Account Central that search will automatically open.

If you work on multiple departments, you can save them, and they will be under My Searches



### Detail Drill Down

To see the details of a particular line, go to the account.



Click on the account. The next screen will show at-a-glance budget information at the top of the screen and in the lower portion of the screen you can click on the different headings on the left to see the various transactions listed.

Click on Account Inquiry (you can also start directly from Account Inquiry).

**Account Central** Account number

Account Inquiry

**WASTE DISPOSAL AND RECYCLING**  
1080-00-0252a-02-042-000-000-0000-502017

Active, Expense  
Multi Year: No

ACCOUNT SEGMENTS MONTHLY DATA BUDGET ROLLUP CURRENT YEAR VS. CFWD

Account Totals

	2023	2022	2021	2020
Original Budget	0.00	3,600.00	3,600.00	4,732.00
Transfers	0.00	198.00	103.00	-1,154.00
Revised Budget	0.00	3,798.00	3,703.00	3,578.00
Actual (Memo)	0.00	3,797.61	3,702.22	3,577.04
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	0.00	0.39	0.78	0.96
Percent Used	0 %	100 %	100 %	100 %

Transactions 2022 Total Amount: \$7,595.61

	Source	Year	Period	Journal
Original Budget	3,600.00			
Transfers	198.00			
Revised Budget	3,798.00			
Actual (Memo)	3,797.61			
	BUC	2022	1	34
	API	2022	1	74
	API	2022	2	136

Click on folder by Actual (memo) in the year you want to see the detail for.

Account Inquiry [Champaign County, IL]

Account

Fund 1080 GEN CORP  
Org 1000057 GEN CORP  
Object 502017 WSTEDISP  
Project

Acct 1080-00-0252a-02-042-000-000-0000-502017  
Acct name WASTE DISPOSAL AND RECYCLING  
Type Expense Status Active  
Rollup  
NY Rollup  
Sub-Rollup  
MultiYr Fund

4 YEAR COMPARISON CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2022/01	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	3,600.00	3,600.00	4,732.00	.00
Transfers In	198.00	103.00	.00	.00
Transfers Out	.00	.00	-1,154.00	.00
Revised Budget	3,798.00	3,703.00	3,578.00	.00
Actual (Memo)	3,797.61	3,702.22	3,577.04	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.39	.78	.96	.00
Percent used	99.99	99.98	99.97	.00

Brings up list of all invoices entered for line with the year/period of the transaction, journal number, effective date, etc. Note the first line in the example does not have a check #. This invoice is entered but not yet paid but reflected in the budget.

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	War
N	2022/12		12/12/22	API	10537			25983		328.19		
Y	2022/11	149	11/04/22	API	010537			22958	W 111022A	328.19	11728	1111
Y	2022/09	529	09/30/22	API	010537			20296	W 100722A	328.19	10439	1000
Y	2022/08	543	08/29/22	API	010537			17763	W 090222A	312.56	9138	0900
Y	2022/07	620	07/29/22	API	010537			15732	W 080522A	312.56	8138	0800
Y	2022/07	60	07/01/22	API	010537			13414	W 070822A	312.56	6735	0700
Y	2022/06	60	06/06/22	API	010537			11464	W 061022A	312.56	5627	0610
Y	2022/04	532	04/29/22	API	010537			8745	W 050622A	312.56	4302	0500
Y	2022/03	622	03/29/22	API	010537			6368	W 040822A	312.56	3250	0400
Y	2022/02	395	02/28/22	API	010537			3645	W 030422a	312.56	1609	0300
Y	2022/02	136	02/11/22	API	010537			2243	W 021622A	312.56	1009	0210
Y	2022/01	74	01/11/22	API	010537			411	W 011422A	312.56	162	0110

## Viewing Current Year Budget During Soft Close

Until the prior fiscal year is closed, the balances that show in Account Central will be the prior year balances. You can also view using Year to Date Available Budget report (see **Error! Reference source not found.**)

## View a Single Account

To see the current year budget for an individual line item, open the line you want to see.

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

0% Used  Available 0.00

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

100% Used  Available 0.00

**PROFESSIONAL SERVICES**  
1080-00-0251a-01-020-000-0000-502001-

0% Used  Available 0.00

**CONFERENCES AND TRAINING**  
1080-00-0251a-01-020-000-0000-502004-

100% Used  Available 0.00

**UTILITIES**  
1080-00-0251a-01-020-000-0000-502011-

0% Used  Available 0.00

**FINANCE CHARGES AND BANK FEES**  
1080-00-0251a-01-020-000-0000-502014-

0% Used  Available 0.00

**Account Central** Account number

Back Refresh
Advanced Search
My Searches
Account Inquiry
Account Master
Journals
Excel
Email
Notes
Attach

### CONFERENCES AND TRAINING

1080-00-0251a-01-020-000-0000-502004-

Active, Expense  
Multi Year: No

[ACCOUNT](#) [SEGMENTS](#) [MONTHLY DATA](#) [BUDGET ROLLUP](#) [CURRENT YEAR VS. CFWD](#)

#### Account Totals

	2023	2022	2021	2020
Original Budget	6,900.00	6,900.00	6,900.00	6,900.00
Transfers	0.00	-6,456.00	-1,788.00	-6,600.00
Revised Budget	6,900.00	444.00	5,112.00	300.00
Actual (Memo)	0.00	444.00	1,355.50	300.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	6,900.00	0.00	3,756.50	0.00
Percent Used	0 %	100 %	27 %	100 %

#### Transactions

2023

Total Amount: \$0.00

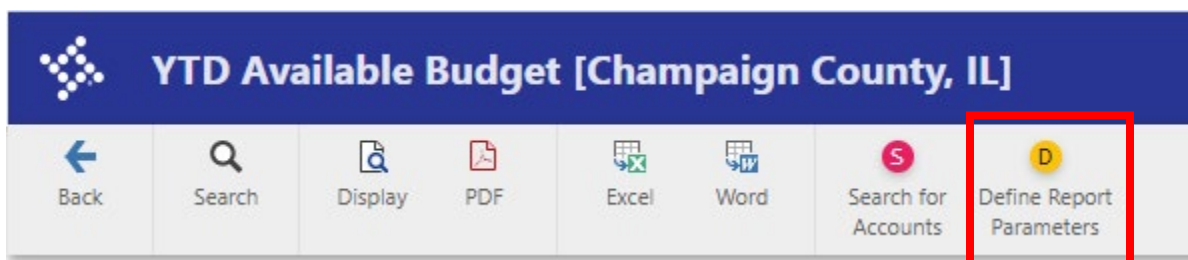
View all Current Fiscal Year Balances

To see your available budget for a particular year. This will be helpful during the soft close of the prior year.

Under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → YTD Available Budget

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

Select the Define Report Parameters Skittle in the Ribbon



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

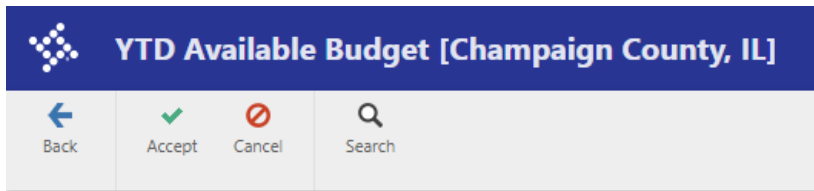
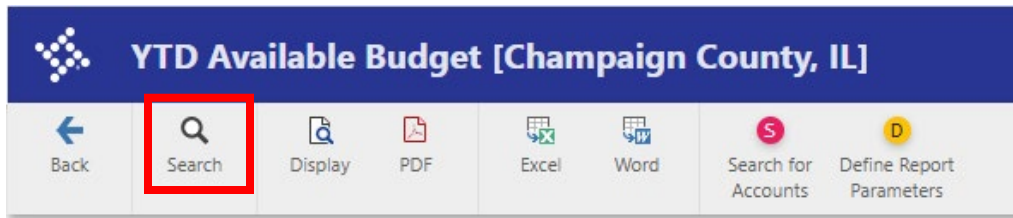
Can select from the Sequence drop downs as needed. For overdrawn lines select Fund.

The image shows a 'Report Parameters' dialog box with the following fields and values:

Reporting Year	2023
Reporting Period	Memo - All Periods
Sequence 1	Fund
Sequence 2	
Sequence 3	
Show Detail	<input checked="" type="checkbox"/>
Include Hyperlinks	<input type="checkbox"/>

Click Accept in the Ribbon.

Select Search in the Ribbon




Account Search

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

Here you can enter your Fund, Department and if you want to filter Account Type.

Click Accept in the Ribbon.

You can export to a PDF

**YTD Available Budget Report** 

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
<b>1080 GENERAL CORPORATE</b>								23.09 %
								23.09 %
								23.09 %
1080-00-0251a-01-020-000-000-0000-500101-	ELECTED OF							26.92%
1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FU							24.83%
1080-00-0251a-01-020-000-000-0000-500105-	TEMPORARY	0.00	30,000.00	30,000.00	2,125.00	0.00	27,875.00	7.08%
1080-00-0251a-01-020-000-000-0000-500109-	STATE-PAID							0.00%
1080-00-0251a-01-020-000-000-0000-500309-	EMPDEVREC							0.00%
1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY							3.40%

Or you can export to Excel

YTD Available Budget Report

Account Number	Account Desc	Original Budget	Transfers	Revised Budget	YTD Actuals	Encumbrances	Available Budget	% Used
1080 GENERAL CORPORATE		#####	0.00	#####	#####	0.00	#####	23.09 %
		#####	0.00	#####	#####	0.00	#####	23.09 %
		#####	0.00	#####	#####	0.00	#####	23.09 %
1080-00-0251a-01-020-000-000-	ELECTED OF	#####	0.00	#####	#####	0.00	#####	26.92%
1080-00-0251a-01-020-000-000-	REGULAR FU	#####	#####	#####	#####	0.00	#####	24.83%
1080-00-0251a-01-020-000-000-	TEMPORARY	0.00	#####	#####	#####	0.00	#####	7.08%
1080-00-0251a-01-020-000-000-	STATE-PAID	#####	0.00	#####	0.00	0.00	#####	0.00%
1080-00-0251a-01-020-000-000-	EMPDEVREC	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1080-00-0251a-01-020-000-000-	STATIONERY	#####	0.00	0.00	#####	0.00	#####	3.40%
1080-00-0251a-01-020-000-000-	OFFICE SUP	#####	#####	0.00	#####	0.00	#####	10.07%

## Expenditure Central

You can use Expenditure Central to look up information on expenditures made – this will only include information on paid items (if you need to see information on all invoices entered see Invoice Central). This is a good place to look up check information if you only have the check number to go on.

There are a lot of different searches available with advance search features to refine your search. You can also export your results to Excel. Invoice Central also provides a lot of the same information as Expenditure Central but with some different details. Expenditure Central is what has been paid. Invoice Central is all invoices entered paid or not.

You can search Expenditure Central, or it is under Tyler Menu – Munis → Financials → Purchasing → Purchase Order Inquiry and Reports → Expenditure Central

### Tyler Menu

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



## Search in Expenditure Central

The default view is Search by Check Number

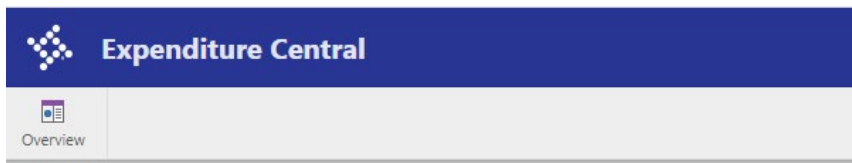


### Search by check number

Check

[Advanced Search](#)

You can also search by Invoice, Contract, Purchase Order or Requisition if you know the number. The Advanced Search options change based on what you are searching by (i.e., check, invoice, etc.)



### Search by check number

Check

- Invoice
- Contract
- Purchase Order
- Requisition

There is also an Advanced Search feature. The Advanced Search options change based on what you are searching by (i.e., check, invoice, etc.). Shown below are the Advance Search criteria under Search by check number.

**Advanced Search** My Check searches

[Clear search criteria](#)  Startup search

---

Check Number

Net Amount

Vendor

Type

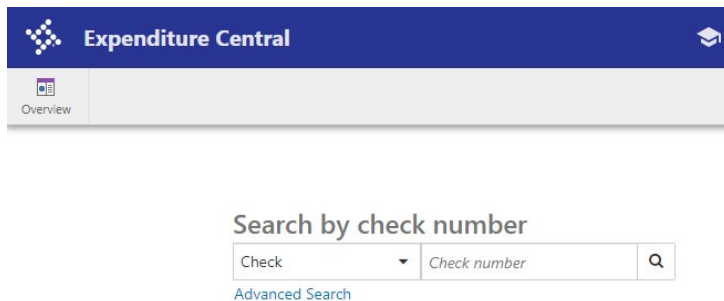
Warrant

- Cancel
- EFT
- Manual
- Printed
- Stale
- Voided
- Wire

---

## Basic Check Search in Expenditure Central

From this screen enter the check number you are interested in finding.



Expenditure Central

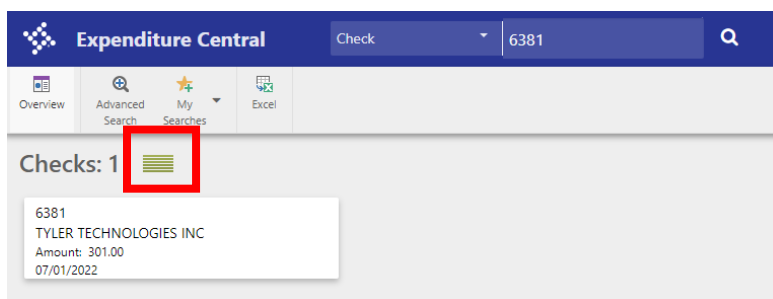
Overview

Search by check number

Check

[Advanced Search](#)

The results will be shown. This is the card view, or you can view as a list by clicking on the green bars next to the Checks



Expenditure Central

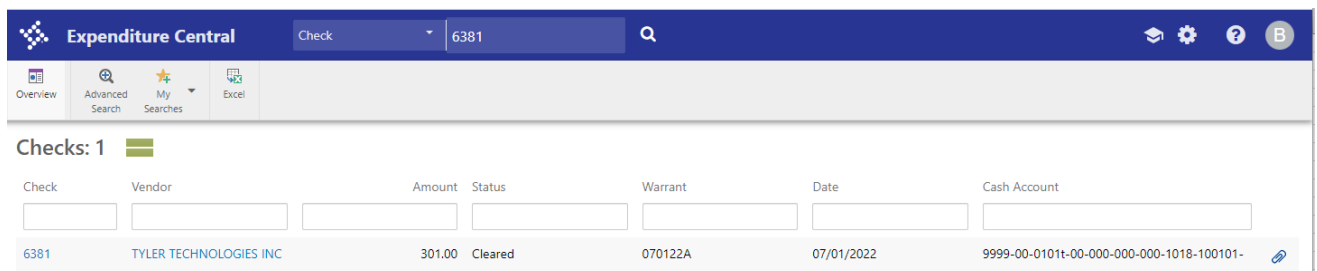
Check 6381

Overview Advanced Search My Searches Excel

Checks: 1

6381  
TYLER TECHNOLOGIES INC  
Amount: 301.00  
07/01/2022

Here is the list view. In this view clicking on the paper clip on the far-right side will open the check in TCM. Clicking on the Vendor opens Vendor Central.



Expenditure Central

Check 6381

Overview Advanced Search My Searches Excel

Checks: 1

Check	Vendor	Amount	Status	Warrant	Date	Cash Account
6381	TYLER TECHNOLOGIES INC	301.00	Cleared	070122A	07/01/2022	9999-00-01011-00-000-000-000-1018-100101-

## Expenditure Central Drill Down

Clicking on the check number will bring up a summary screen. This screen shows the check number, the check amount, check date, the cash account it came from, whether it has cleared or not and the check run information. You can also click on the paperclip to open TCM which will show the check and invoice associated with this payment.

**Expenditure Central** | Check | 6381

Back Refresh Overview Advanced Search My Searches Check Excel Email Attach (1)

**6381, TYLER TECHNOLOGIES INC**  
\$301.00 07/01/2022

**Check**

Check Number  
6381

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

Status  
Cleared

Warrant  
070122A

Clicking the white box will open the information in a new screen with links for the check number and vendor.

**Expenditure Central** | Check | 6381

Back Refresh Overview Advanced Search My Searches Check Excel Email Attach (1)

**6381, TYLER TECHNOLOGIES INC: Check**  
\$301.00 07/01/2022

Check <a href="#">6381</a>	Status Cleared
Amount \$301.00	Warrant 070122A
Date 07/01/2022	Cash Account 9999-00-0101t-00-000-000-000-1018-100101-
Vendor <a href="#">TYLER TECHNOLOGIES INC</a>	

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

**Checks Detail**

Back Accept Cancel Search Attach GL Summary

Check Header

Vendor: 10569 Remit: 0 TYLER TECHNOLOGIES INC

Cash Account: 9999-00-0101t-00-000-000-000-1018-100101 CASH AP BUSEY €

Check number: 6381 Normal

Check date: 07/01/2022 Amount: 301.00

Status: Cleared

Check Run: 070122A

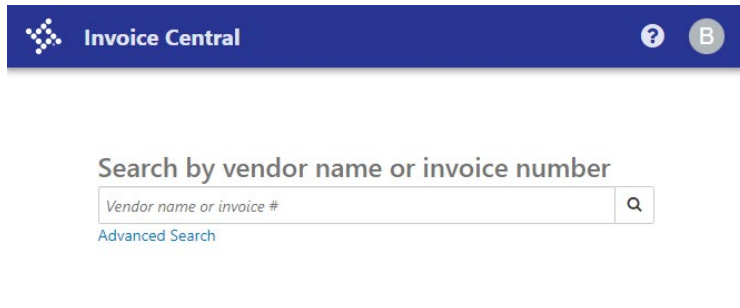
Check Detail

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



## Search Invoice Central

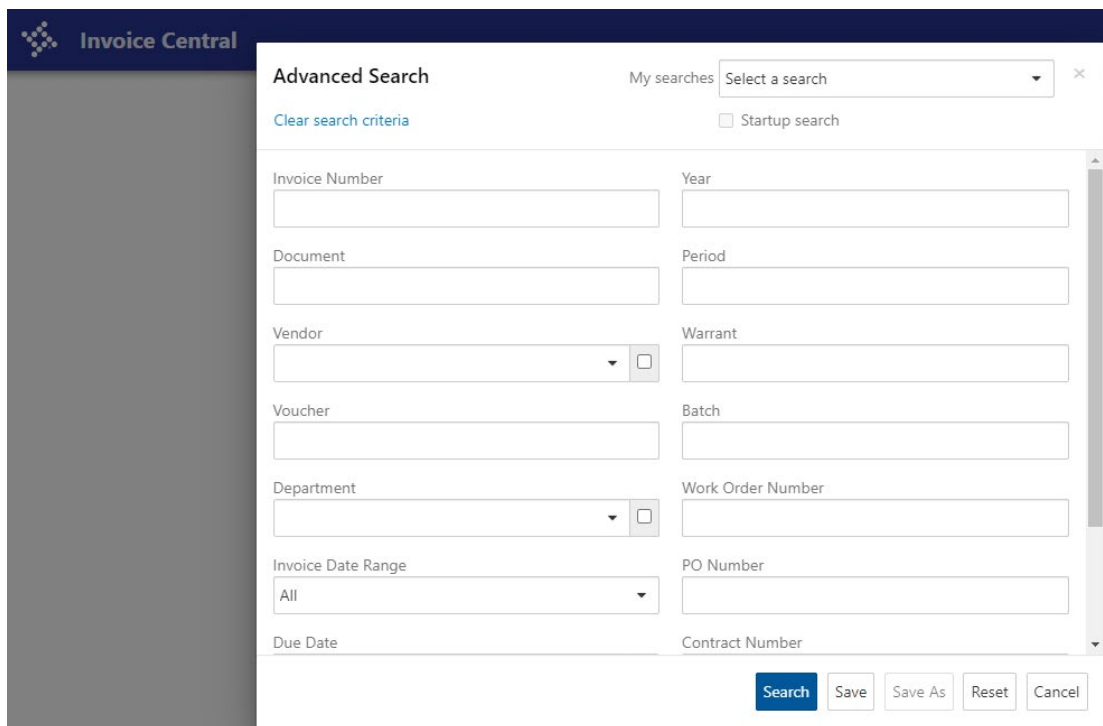
Enter the invoice or vendor you are wanting information on.



The screenshot shows the top navigation bar of the Invoice Central application with the logo and user initials 'B'. Below the navigation bar, the main heading reads 'Search by vendor name or invoice number'. There is a search input field with the placeholder text 'Vendor name or invoice #' and a search icon. A link for 'Advanced Search' is located below the search field.

There is also an Advanced Search feature which you can search by Invoice Number, Year, Document, Period, Vendor, Warrant (check run), Voucher (not sure what this is), Batch, Department, Invoice Date Range, PO Number, Due Date, Contract Number, Posted Status and Invoice Number (you need to scroll to see the last of these in the screen).

You can also save searches if you find this module works for reporting you may need.



The screenshot displays the 'Advanced Search' modal window. At the top, it has a title 'Advanced Search', a 'My searches' dropdown menu, and a 'Clear search criteria' link. Below this, there are several search criteria fields arranged in two columns: Invoice Number, Year, Document, Period, Vendor (with a dropdown arrow and a checkbox), Warrant, Voucher, Batch, Department (with a dropdown arrow and a checkbox), Work Order Number, Invoice Date Range (with a dropdown arrow), PO Number, Due Date, and Contract Number. At the bottom right of the modal, there are five buttons: 'Search', 'Save', 'Save As', 'Reset', and 'Cancel'.

## Invoice Central Drill Down

Starting with the search results of the invoice searched in list view (you can change to the card view by clicking the green bars). Clicking on the Vendor opens Vendor Central. Clicking on the Contract Number opens Contracts Central. Clicking on the Invoice Number will open a screen with invoice details.

Also, in this view if you were to use advance search or search by vendor that returns multiple results you can filter those results by entering key words/date/amount in the boxes below each heading.

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

Invoice Details screen. This screen shows the Invoice Number (first box), top description from Invoice Entry (second box). Under that you can see that it has been Posted, Paid, the Vendor (clicking on vendor link will take you to Vendor Central). The upper right corner of the screen shows the Journal Number and the Year and Period it was posted.

There are then 4 tabs containing information on the invoice.

### Invoice Tab

The Invoice Tab shows general information about the invoice including any Purchase Order or Contract Numbers, the Department, the Amount, and the dates of the invoice.

045-374994 Tyler SaaS ERP 2020.8.25-2025. Journal Number: 444  
Year / Period: 2022 / 6

Posted: PAID, TYLER TECHNOLOGIES INC

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

General		Amounts	
Purchase Order <i>no data</i>	Department ADMINISTRATIVE SERVI...	Gross	301.00
		Discount	0.00
		Tax	0.00
Contract 207	Voucher <i>no data</i>	Net	301.00
		Payment	301.00

Dates	
Invoice	05/01/2022
Due	07/01/2022
Discount	<i>no data</i>
Received	05/05/2022

## Payment Tab

The Payment Tab shows information on the Payment Method (check or EFT), check number, cleared or not, dates, amount and address payment was sent to. Clicking on the Check Number will open the Checks Detail screen.

**Invoice Central** 045-374994 Q ? B

Back Refresh Advanced Search My Searches Invoice Excel Email Audit Notes Attach (1)

### 045-374994 Tyler SaaS ERP 2020.8.25-2025.

Posted, PAID, TYLER TECHNOLOGIES INC Journal Number: 444  
Year / Period: 2022 / 6

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

#### General

Payment Method	Check Number	Check Status	Clear Date
Normal	6381	Cleared	07/06/2022
Cash Account	Check Run	Check Date	Check Amount
9999-00-0101t-00-000...	070122A	07/01/2022	\$301.00

#### Address

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

## Invoice Details Tab

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

The screenshot shows the Invoice Central interface for invoice 045-374994. The header includes the Invoice Central logo, the invoice number, and search, help, and user icons. Below the header is a navigation bar with icons for Back, Refresh, Advanced Search, My Searches, Invoice, Excel, Email, Audit, Notes, and Attach. The main content area displays the invoice title "045-374994 Tyler SaaS ERP 2020.8.25-2025." and the journal number 444. The "INVOICE DETAILS" tab is selected, showing a table with columns for Description, Line, Project Account, Full Account, 1099 Code, and Amount. The table contains one row for "Timeclock Maintenance (GIS/IT) 6/30/22-6/29/23" with a line number of 1 and an amount of 301.00. Below the table, it states "No liquidation records found."

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

No liquidation records found.

## Withholdings Tab

This is where information on withholdings would be if there were any. It is likely that you will not see any information in this screen.

The screenshot shows the Invoice Central interface for invoice 045-374994, with the "WITHHOLDINGS" tab selected. The header and navigation bar are the same as in the previous screenshot. The main content area displays the invoice title "045-374994 Tyler SaaS ERP 2020.8.25-2025." and the journal number 444. Below the navigation bar, it states "No withholding records found."

No withholding records found.

## Has the Check Cleared?

You can find if a check has cleared in several different modules. The reconciliation information is usually entered within the first few days of each month. If you need to see if a check has cleared between reconciliations, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us).



## Vendor Central

If you don't know the check number, you can look checks up in Vendor Central. On the Checks tab you can see if a check has cleared.

**Vendor Central** Green

Back Refresh Advanced Search My Searches Vendor Performance Excel Email Notes Totals Attach

**GREEN STREET REALTY** ACTIVE

Addresses (0)

INVOICES **CHECKS** PURCHASE ORDERS CONTRACTS

Time frame 30 days

Number	Date	Comment	Amount	Cleared	Type
1193	02/28/2022	Springfield Ave	5,377.31	No	PRINTED
1194	02/28/2022	Valley Rd Champa	431.00	No	PRINTED
676	02/09/2022	Broadway	610.00	No	PRINTED

If you want to know the date a check cleared click on the check # and you will get the Checks Detail screen that will have the cleared date on it. The example below shows that check 11718 cleared on 11/18/2022.

**Checks Detail**

Back Accept Cancel Search Attach GL Summary

Check Header

Vendor 10486 Remit 0 ROGARDS  
 Cash Account 9999-00-0101t-00-000-000-000-1018-100101 CASH AP BUSEY €

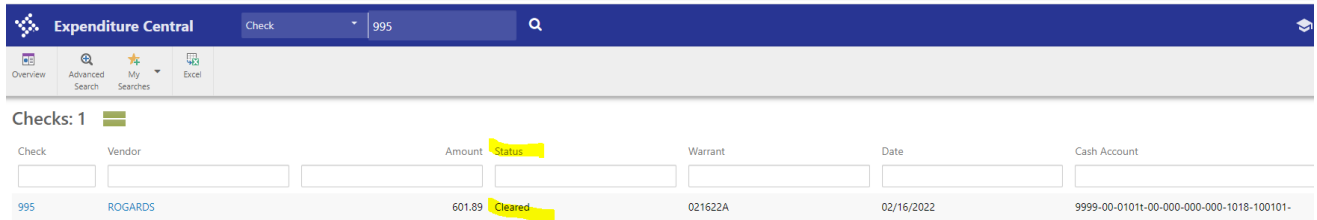
Check number 11718 Normal  
 Check date 11/10/2022 Amount 23.58  
 Status: Cleared 11/18/2022  
 Check Run 111022A

Check Detail

Invoice	Inv Date	PO	Contract	Amount	Retainage
518825-00	10/05/2022			23.58	.00

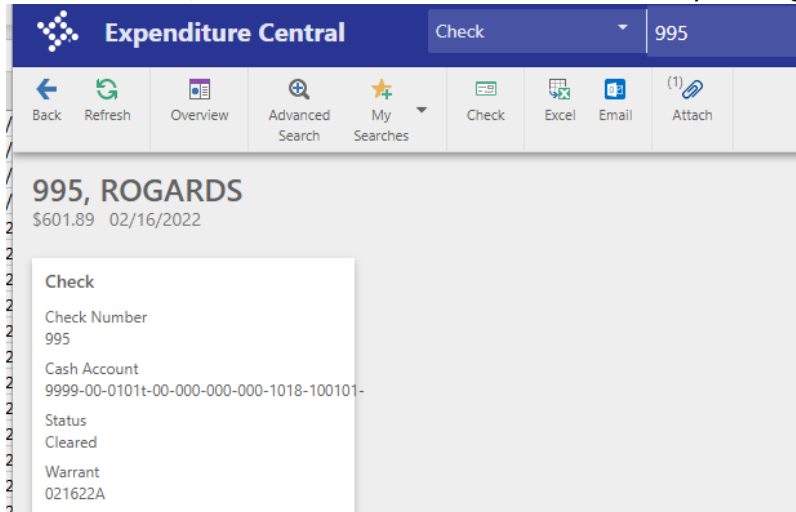
## Expenditure Central

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



Check	Vendor	Amount	Status	Warrant	Date	Cash Account
995	ROGARDS	601.89	Cleared	021622A	02/16/2022	9999-00-0101t-00-000-000-000-1018-100101-

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



**995, ROGARDS**  
\$601.89 02/16/2022

**Check**

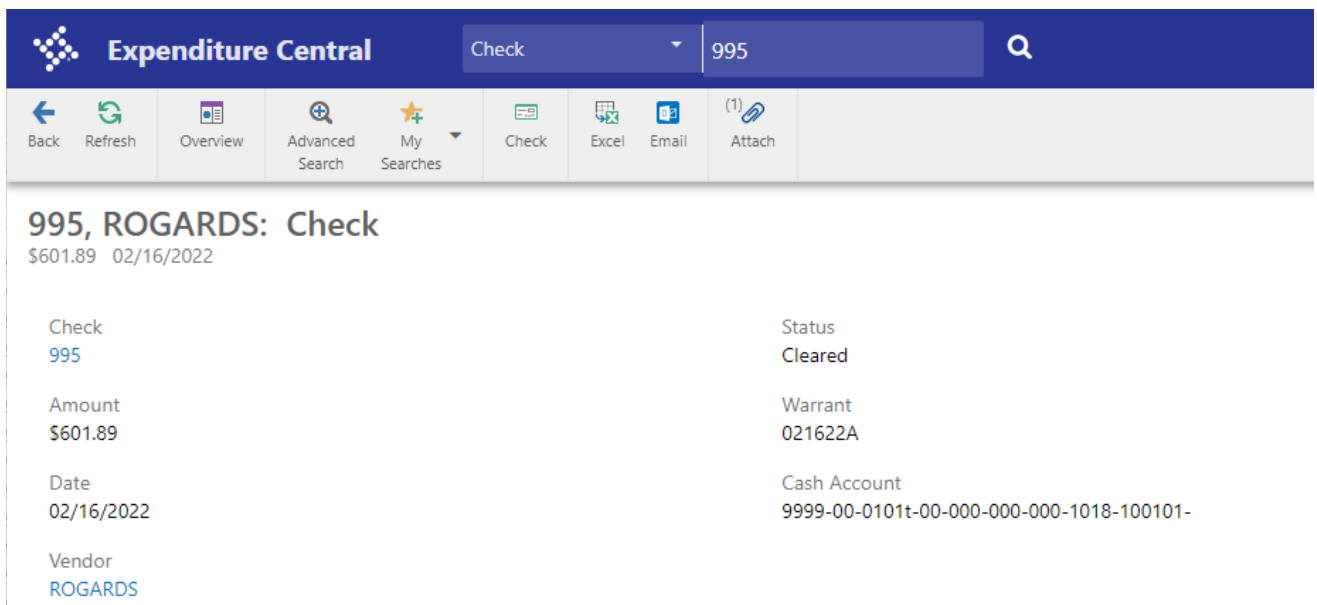
Check Number  
995

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

Status  
Cleared

Warrant  
021622A

Click the white box and you will get this screen



**995, ROGARDS: Check**  
\$601.89 02/16/2022

Check 995	Status Cleared
Amount \$601.89	Warrant 021622A
Date 02/16/2022	Cash Account 9999-00-0101t-00-000-000-000-1018-100101-
Vendor ROGARDS	

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

**Check Header**

Vendor: 10486    Remit: 0    ROGARDS  
 Cash Account: 9999-00-0101t-00-000-000-1018-100101    CASH AP BUSEY €

Check number: 995    Normal  
 Check date: 02/16/2022    Amount: 601.89  
 Status: Cleared  
 Check Run: 021622A

**Check Detail**

Invoice	Inv Date	PO	Contract	Amount	Retainage
515294-01	02/01/2022			29.22	.00
035863-00	02/08/2022			34.67	.00
035516-01	02/10/2022			7.99	.00
035903-00	02/11/2022			29.12	.00
515330-00	02/11/2022			39.00	.00
514826-00	01/03/2022			41.99	.00
514827-00	01/03/2022			41.99	.00
514963-00	01/03/2022			41.99	.00
514964-00	01/10/2022			41.99	.00
514978-00	01/11/2022			41.99	.00
514979-00	01/11/2022			41.99	.00
514980-00	01/11/2022			41.99	.00
515133-00	01/19/2022			41.99	.00
515223-00	01/24/2022			41.99	.00

## Invoice Central

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

**Invoice Central**    514827-00    ?    B

Advanced Search    My Searches    Excel

**Invoices: 1**

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

Click on the Invoice – and get this screen

Invoice Central 514827-00

Back Refresh Advanced Search My Searches Invoice Excel Email Audit Notes Attach

### 514827-00 Copy Paper

Posted, PAID, ROGARDS

Journal Number: 138  
Year / Period: 2022 / 2

INVOICE PAYMENT INVOICE DETAILS WITHHOLDINGS

General		Amounts	
Purchase Order <i>no data</i>	Department INFORMATION TECHNOLO...	Gross	41.99
		Discount	0.00
		Tax	0.00
Contract <i>no data</i>	Voucher <i>no data</i>	Net	41.99
		Payment	41.99

Dates	
Invoice	01/03/2022
Due	02/14/2022
Discount	<i>no data</i>
Received	01/04/2022

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

Invoice Central Vendor name or invoice #

Back Refresh Advanced Search My Searches Invoice Excel Email Audit Notes Attach

### 514827-00 Copy Paper

Posted, PAID, ROGARDS

INVOICE **PAYMENT** INVOICE DETAILS WITHHOLDINGS

General				Address
Payment Method Normal	Check Number 995	Check Status Cleared	Clear Date 02/24/2022	ROGARDS SUITE A 2901 BOARDWALK DR CHAMPAIGN, IL 61822
Cash Account 9999-00-0101t-00-000...	Check Run 021622A	Check Date 02/16/2022	Check Amount \$601.89	

## Copies of Cleared Checks

If you need a copy of a cashed check, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) with the check information for copies of cleared checks.

## Void and Reissue a Check

### Void a Check

If a vendor contacts, you or you find that you have made a duplicate payment please request that the check be sent back to you. When you have the check back, please forward to the Auditor's office with reason for Void – overpayment, duplicate payment, etc.

## Void & Reissue a Check

If you need to have a check voided and reissued, please email the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us) with the check information to be voided and reissued. If the vendor was a one-time vendor please confirm that the address the check was originally sent to is still valid.

Checks can't be issued until at least 10 business days after the check was issued.

We typically void checks before the weekly check run and let the reissued checks run with the check run.

## Stale Dated Checks

If a vendor contacts you and says they have a check they have not cashed but it is over 180 days old please have them go ahead and cash it. We can push it through the bank to avoid processing a void and reissue.

## Capital Assets (Fixed Assets)

### New Asset Tags

We are still working through this process and will update when get this further refined.

### Retired Assets

When you sell, dispose of or transfer a fixed asset please fill out the Fixed Asset Equipment Change Form located on the County Website under Forms and Toolkits/Accounting and Finance/Fixed Assets/ [Fixed Asset Equipment Change Form](#). Email the completed form to the Munis Help Desk at: [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us)

## Reports

There are many reports that can be run in Munis. Here are some of the reports that might be helpful. Here we will try to outline as many reports as possible. Some will have a full walk through, and others will just show what options are available within the report.

For all Reports – to get a report for a time period versus a single date when it does not offer a range option use a “:” between the begin date and end date – example: to get a report for May 1, 2023 to May 31, 2023 → 050123:053123.

To only get certain funds that are not consecutive use “|” (character above the enter key) between funds – example Fund 1080 and Fund 2612 → 1080|2612.

## Journal Inquiry/Print

Display or print report of transactions within journals. Use as an audit function or to see if something has been entered.

Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Journal Inquiry/Print

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

## Search Options

Search by year, period, journal number (if known) by type of journal (GEN – general journal entry, CRP – cash receipt, BUA – budget amendment/transfer, API – invoice entry, etc.), entry date, GL effective date, posted date, etc.

**Journal Inquiry/Print [Champaign County, IL]**

Back Accept Cancel Query

Journal Header

Year *	<input type="text"/>	Source	<input type="text"/>	Reference1	<input type="text"/>	Journal type	<input type="checkbox"/>	Created by	<input type="text"/>
Period *	<input type="text"/>	Entry date	<input type="text"/>	Reference2	<input type="text"/>	Auto reverse	<input type="checkbox"/>	Posted by	<input type="text"/>
Journal *	<input type="text"/>	GL effective date	<input type="text"/>	Reference3	<input type="text"/>	Over budget	<input type="checkbox"/>		
Status	<input type="text"/>	Posted date	<input type="text"/>	Reference4	<input type="text"/>	Entity	<input type="checkbox"/>		<input type="button" value="Journal Links"/>

## Output Options

### PDF Results:

#### Champaign County, IL



#### JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	01	191	CRP	01/09/2023	01/10/2023		jmc43452	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
22	10000076	400476		028	8406			FY22 City of Urbana Novemb		200.00		
	1080-00-0226t-	01-028-000-000-0000-400476-						OTHER INTERGOVERNMENTAL				
23	10000009	300201						REVENUES		11,645.83	C	
	1080-00-0146t-	00-000-000-000-0000-300201-										
24	10000002	100101						CASH 1080 GC	11,921.58			
	1080-00-0101t-	00-000-000-000-0000-100101-										
25	99000082	200102						DUE TO OTHER FUNDS		11,921.58		
	9999-00-0122t-	00-000-000-000-0080-200102-										
** JOURNAL TOTAL									31,117.41	31,117.41		

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2023	01	193	CRP	01/06/2023	01/10/2023		jmc43452	1	N	Hist	2023	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	ACCOUNT DESCRIPTION	DEBIT	CREDIT	OB	
1	99000018	100101						CASH GC FFB 70608385	43,259.60			
	9999-00-0101t-	00-000-000-000-1001-100101-						Dec 2022 Clerk fees				
2	10000089	400701		022	8353			CHARGES FOR SERVICES		16,390.50		
	1080-00-0234k-	01-022-000-000-0000-400701-						Dec 2022 Civil Union Lic		70.00		
3	10000084	400610		022	8353			LICENSES - NONBUSINESS		4,760.00		
	1080-00-0231t-	01-022-000-000-0000-400610-						Dec 2022 Mar Lic				
4	10000084	400610		022	8353							

### Excel output options:

### Export Filter

Back

Accept

Cancel

Select All

Select None

Save

Save and Exit

Enable hyperlinks

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

## Account Inquiry

Account Inquiry provides both summarized and detailed history for a selected set of accounts, with a focus on current available budget. You can also see a comparison between multiple years.

Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry

- ▼ Munis
  - ▼ Financials
    - ▼ General Ledger Menu
      - > Set Up/Chart of Accounts
      - > Miscellaneous Set Up
      - > Journal Entry/History
      - > End of Period
      - ▼ Inquiries and Reports
        - Account Inquiry

Click on the Seg Find Skittle in the Ribbon.

Account Inquiry [Champaign County, IL]

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

Account

Fund  Org  Object  Project

Acct  Acct name  Type  Status  Account Notes

Rollup  NY Rollup  Sub-Rollup

MultiYr Fund

**4 YEAR COMPARISON** CURRENT YEAR HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2022/12	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transfers Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revised Budget	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual (Memo)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Encumbrances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requisitions	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Available	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent used	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Enter the Fund and Department you want to find.

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

Click Accept in the Ribbon. It will bring up the 4-year comparison screen. Note on the example below it is record 1 of 28. Each account is shown separately.

Click Browse in the Ribbon.

Account

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

Acct: 1080-00-0215a-01-020-000-0000-400406-  
 Acct name: STATE - GENERAL SUPPORT  
 Type: Revenue Status: Active  
 Rollup: ...  
 NY Rollup: ...  
 Sub-Rollup: ...  
 MultiYr Fund

4 YEAR COMPARISON HISTORY 4 YEAR GRAPH HISTORY GRAPH

Yr/Per 2022/12	Fiscal Year 2022	Fiscal Year 2021	Fiscal Year 2020	Fiscal Year 2023
Original Budget	-6,500.00	-6,500.00	-6,500.00	-6,500.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	-6,500.00	-6,500.00	-6,500.00	-6,500.00
Actual (Memo)	-6,500.00	-6,500.00	-6,500.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.00	.00	.00	-6,500.00
Percent used	100.00	100.00	100.00	.00

1 of 28 Find records using the seg-account method.

All accounts will be listed. Note the prior fiscal year is listed first – the current fiscal year will be at the far right.

Account Inquiry										
Record Number	Account	Description	DEC Rev Bud	DEC Enc Bud B	2022 Revised Budget	2022 Actual	2022Encumbrances/Req	2022 Available	2022 Percent	
1	1080-00-0215a-01-020-000-000-0000-400406-	STATE - GENERAL SUPPORT	0.00	0.00	-6,500.00	-6,500.00	0.00	0.00	100.00	
2	1080-00-0234a-01-020-000-000-0000-400701-	CHARGES FOR SERVICES	0.00	0.00	-115,000.00	0.00	0.00	-115,000.00	0.00	
3	1080-00-0236a-01-020-000-000-0000-400902-	OTHER MISCELLANEOUS REVENUE	0.00	0.00	-12,000.00	-1,034.60	0.00	-10,965.40	8.62	
4	1080-00-0251a-01-020-000-000-0000-500101-	ELECTED OFFICIAL SALARY	0.00	0.00	93,666.00	93,666.00	0.00	0.00	100.00	
5	1080-00-0251a-01-020-000-000-0000-500103-	REGULAR FULL-TIME EMPLOYEES	0.00	0.00	284,410.00	281,367.71	0.00	3,042.29	98.93	
6	1080-00-0251a-01-020-000-000-0000-500105-	TEMPORARY STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7	1080-00-0251a-01-020-000-000-0000-500109-	STATE-PAID SALARY STIPEND	0.00	0.00	6,500.00	6,500.00	0.00	0.00	100.00	
8	1080-00-0251a-01-020-000-000-0000-500309-	EMPLOYEE DEVELOPMENT/RECOGNITI	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
9	1080-00-0251a-01-020-000-000-0000-501001-	STATIONERY AND PRINTING	0.00	0.00	232.80	828.30	0.00	-595.50	355.80	
10	1080-00-0251a-01-020-000-000-0000-501002-	OFFICE SUPPLIES	0.00	0.00	737.49	737.49	0.00	0.00	100.00	
11	1080-00-0251a-01-020-000-000-0000-501003-	BOOKS PERIODICALS AND MANUAL	0.00	0.00	129.00	129.00	0.00	0.00	100.00	
12	1080-00-0251a-01-020-000-000-0000-501005-	FOOD NON-TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
13	1080-00-0251a-01-020-000-000-0000-501017-	EQUIPMENT LESS THAN \$5000	0.00	0.00	3,818.95	3,818.95	0.00	0.00	100.00	
14	1080-00-0251a-01-020-000-000-0000-502001-	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
15	1080-00-0251a-01-020-000-000-0000-502003-	TRAVEL COSTS	0.00	0.00	5,516.09	5,516.09	0.00	0.00	100.00	
16	1080-00-0251a-01-020-000-000-0000-502004-	CONFERENCES AND TRAINING	0.00	0.00	444.00	444.00	0.00	0.00	100.00	
17	1080-00-0251a-01-020-000-000-0000-502011-	UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
18	1080-00-0251a-01-020-000-000-0000-502014-	FINANCE CHARGES AND BANK FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19	1080-00-0251a-01-020-000-000-0000-502017-	WASTE DISPOSAL AND RECYCLING	0.00	0.00	360.00	360.00	0.00	0.00	100.00	
20	1080-00-0251a-01-020-000-000-0000-502019-	ADVERTISING, LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21	1080-00-0251a-01-020-000-000-0000-502021-	DUES, LICENSE & MEMBERSHIP	0.00	0.00	3,895.67	3,895.67	0.00	0.00	100.00	

Column	Total
DEC Rev Bud	0.00
DEC Act Bud	0.00
DEC Enc Bud	0.00
DEC Available	0.00
2022 Revised Budget	266,210.00
2022 Actual	389,728.61

By right clicking on the headings, you can select which columns you want to view. You can also export the list to Excel.

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

## Account Central

Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry

- ▼ Munis
  - ▼ Financials
    - ▼ General Ledger Menu
      - > Set Up/Chart of Accounts
      - > Miscellaneous Set Up
      - > Journal Entry/History
      - > End of Period
    - ▼ Inquiries and Reports
      - Account Inquiry
      - Account Central
      - Accounts Overview

## Search Options

**Advanced Search** My searches  ×

[Clear search criteria](#)  Startup search

Fund	Object
<input type="text"/>	<input type="text"/>
CAFR Func	Full Account
<input type="text"/>	<input type="text"/>
Comptroller	Description
<input type="text"/>	<input type="text"/>
Cty Function	Account Type
<input type="text"/>	<input type="text"/>
Department	Account Status
<input type="text"/>	<input type="text"/>
Division	Budget Rollup
<input type="text"/>	<input checked="" type="checkbox"/>
Future Use	
<input type="text"/>	

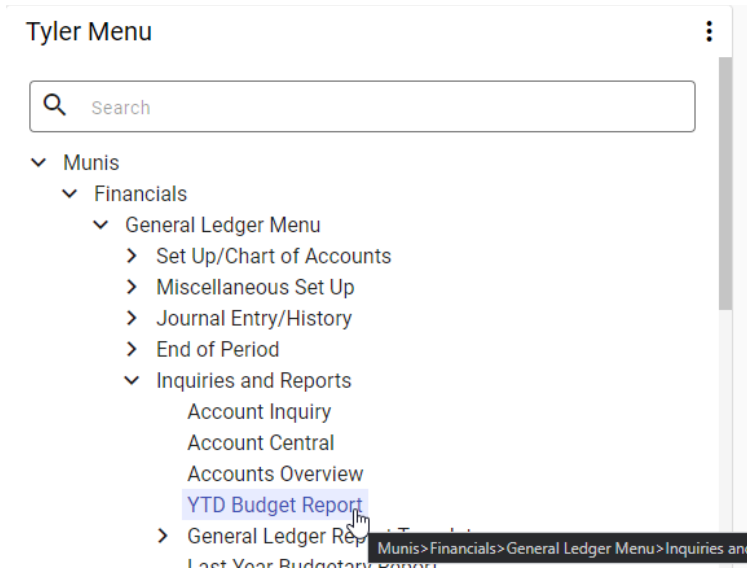
## Output Options

The Excel file is set – there are not options to choose. The output information is divided into six tabs – Account, Transactions, Segments, Monthly Data, Budget Rollup, Current Year vs CFWD.

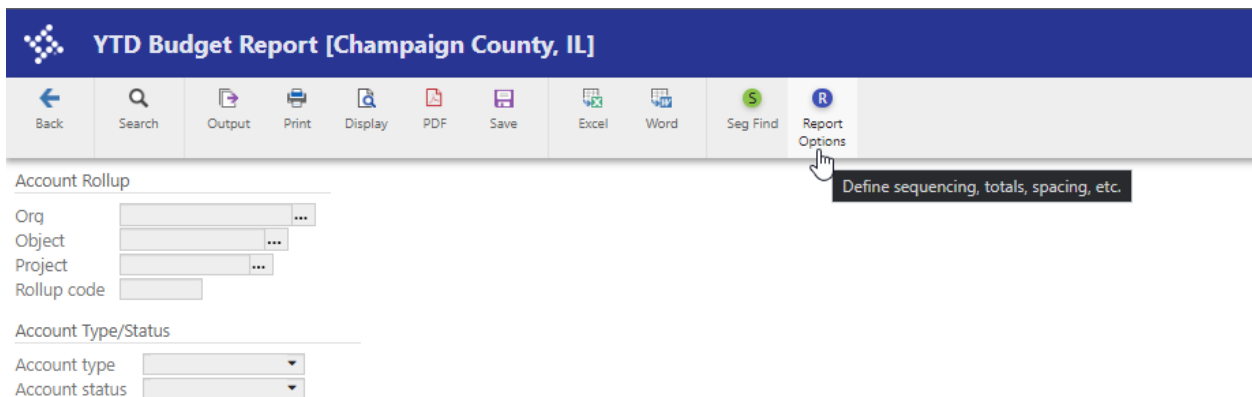
## Year To Date Budget Report

Provides user ability to run a monthly or year-to-date report for accounts within report parameters. Includes columns for revised budget, year to date actual, and available budget.

Under Tyler Menu – Munis → Financials → General Ledger Menu → Inquiries and Reports → YTD Budget Report



Click Report Options Skittle in the Ribbon



You can now setup the report however you like. The report settings are unique to the user and will save for future use. Once updated, click “Accept” then “Back”.

Note: The “Year/period” field is currently set to run this report showing all activity through July. If you want to see current month activity only, click on the drop-down arrow within this field and select “Current fiscal month”.

## Report Options

Back
 Accept
 Cancel

Report Sequence

Execute this report

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

Report title \*

### PRINT OPTIONS ADDITIONAL OPTIONS

Report Options

Include only accounts that used  % or greater of budget

Order accounts by

Totals only

Account description

Print full GL account

Roll projects to object

Print report options

Truncate full description

Year/period   /

Carry forward

Print MTD version

Format type

Double space

Suppress zero bal accts

Exclude YEC journals

## Segment Find

### YTD Budget Report [Champaign County, IL]

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

The “Seg Find” icon allows you to limit your parameters.

For this report, let’s assume I only want to see activity in fund 2075 associated with future use code 694. To do this, click on the “Seg Find” option and enter the below. Then click “Accept”.

### GL Segment Find [Champaign County, IL]

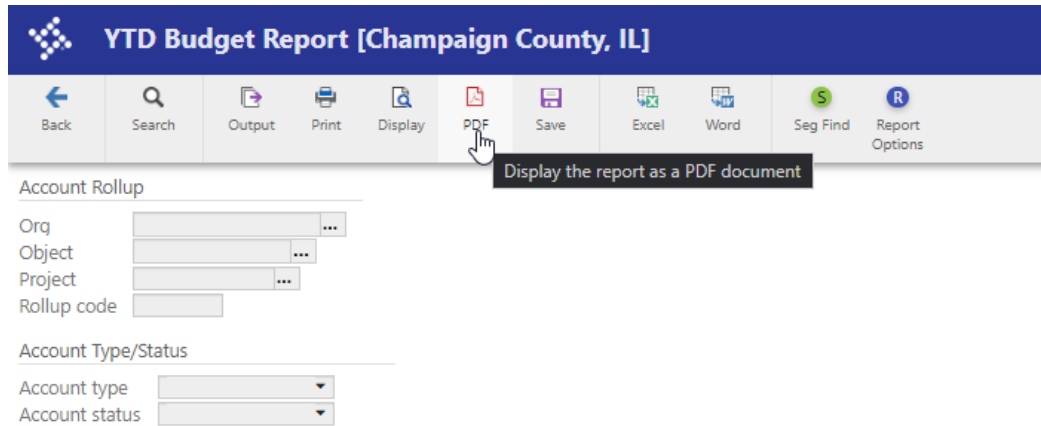
Back
 Accept
 Cancel
 Query

Find by Segments

Fund	<input type="text" value="2075"/>	...
CAFR Func	<input type="text"/>	...
Comptroller	<input type="text"/>	...
Cty Function	<input type="text"/>	...
Department	<input type="text"/>	...
Division	<input type="text"/>	...
Future Use	<input type="text" value="694"/>	...
Interfund	<input type="text"/>	...
Object	<input type="text"/>	...
Character code	<input type="text"/>	...
Account type	<input type="text"/>	...
Account status	<input type="text"/>	...
Rollup Code	<input type="text"/>	...

## Run Report

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



**YTD Budget Report [Champaign County, IL]**

Account Rollup

Org:  ...

Object:  ...

Project:  ...

Rollup code:

Account Type/Status

Account type:

Account status:

Results:

### Champaign County, IL



#### YEAR-TO-DATE BUDGET REPORT

FOR 2022 07							
ACCOUNTS FOR: 2075 REGIONAL PLANNING COMM	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>006 COMMUNITY SERVICES</b>							
<b>694 WEATHERIZATION DOE EVEN</b>							
500103 REGULAR FULL-TIME EMPLOYEES	0.00	32,000.00	32,000.00	0.00	0.00	32,000.00	.0%
500105 TEMPORARY STAFF	0.00	800.00	800.00	0.00	0.00	800.00	.0%
501002 OFFICE SUPPLIES	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	.0%
501010 TOOLS	0.00	4,000.00	4,000.00	0.00	0.00	4,000.00	.0%
502001 PROFESSIONAL SERVICES	0.00	2,500.00	2,500.00	0.00	0.00	2,500.00	.0%
502002 OUTSIDE SERVICES	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00	.0%
502019 ADVERTISING, LEGAL NOTICES	0.00	1,400.00	1,400.00	0.00	0.00	1,400.00	.0%
502039 CLIENT SERVICES	0.00	30,000.00	30,000.00	6,122.21	0.00	23,877.79	20.4%
<b>TOTAL WEATHERIZATION DOE EVEN</b>	<b>0.00</b>	<b>76,200.00</b>	<b>76,200.00</b>	<b>6,122.21</b>	<b>0.00</b>	<b>70,077.79</b>	<b>8.0%</b>
<b>TOTAL COMMUNITY SERVICES</b>	<b>0.00</b>	<b>76,200.00</b>	<b>76,200.00</b>	<b>6,122.21</b>	<b>0.00</b>	<b>70,077.79</b>	<b>8.0%</b>
<b>TOTAL REGIONAL PLANNING COMM</b>	<b>0.00</b>	<b>76,200.00</b>	<b>76,200.00</b>	<b>6,122.21</b>	<b>0.00</b>	<b>70,077.79</b>	<b>8.0%</b>
<b>TOTAL EXPENSES</b>	<b>0.00</b>	<b>76,200.00</b>	<b>76,200.00</b>	<b>6,122.21</b>	<b>0.00</b>	<b>70,077.79</b>	

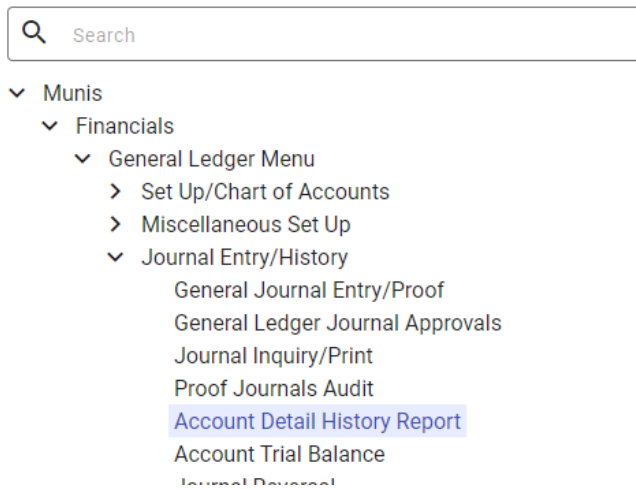
You can also export the results to Excel.

## Account Detail History Report

This report does not show any project string information but can show you how much/where \$ was spent by period.

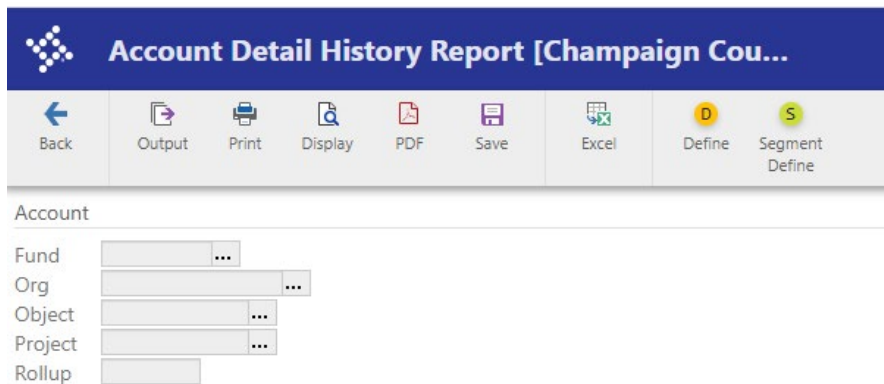
Under Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Detail History Report

### Tyler Menu



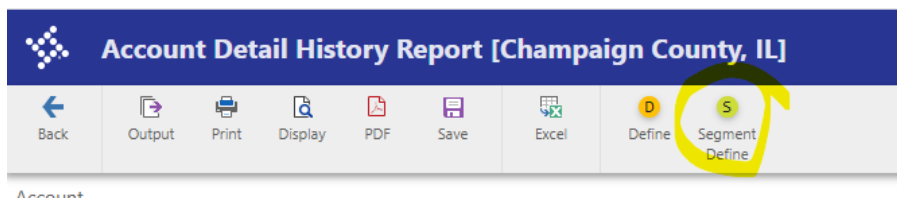
You can look up things broadly or narrow down depending on what you want to see.

Either



Or

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



### General Ledger Account Finder

Back
 Accept
 Cancel
 Search

Segment Name	Search Value
Fund	1080
CAFR Func	
Comptroller	
Cty Function	
Department	071
Division	
Future Use	
Interfund	
Object	
Account Type	E
Account Status	
Rollup Code	
Sub-Rollup Code	
NY Rollup Code	
Character Code	

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

### Account Detail History Report [Champaign County, IL]

Back
 Accept
 Cancel

Account

Fund  ...  
 Org  ...  
 Object  ...  
 Project  ...  
 Rollup

Report Options

Execute this report

Print GL master start-of-year balances

Year and period range    to   SOY/EOY

Source journal code

Include entries between dates

Include encumb/liq entries

Include budget entries

Print full GL account

Print JE comment and vendor

Double space journal detail

Separate page for each account

Multiyear view

Print report options

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



PDF Option looks like this – it breaks it down by GL string

Champaign County, IL										munis a tyler erp solution		
ACCOUNT DETAIL HISTORY FOR 2022 00 TO 2022 13												
ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE			
22/03	670 03/11/22	GNI 0311PP				B	72.00	212.88				
	0311 PPE	PAY PERIOD E	3/11/22									
LEDGER BALANCES --- DEBITS:				212.88	CREDITS:		.00	NET:	212.88			
10000013	1080-00-0251b-01-071-000-000-0000-501008-	CUSTODIAL SUPPLIES										
										REVISED BUDGET		
										72,224.00		
22/01	75 01/10/22	API 010128		391		108	66.20	66.20				
	W 011422A	DETERGENT										
22/01	75 01/10/22	API 010533		316		160	1,521.26	1,587.46				
	W 011422A	MISC MAINTENANCE SUPPLIES										
22/01	86 01/10/22	API 010128		472		108	2,406.50	3,993.96				
	W 011422A	CUSTODIAL SUPPLIES										
22/01	259 01/06/22	API 010128		1013		411	1,189.75	5,183.71				
	W 013122A	CUSTODIAL SUPPLIES										
22/01	276 01/19/22	API 010045		1101		388	81.37	5,265.08				
	W 013122A	FLASHLIGHT										
22/01	276 01/19/22	API 010045		1103		388	14.58	5,279.66				
	W 013122A	SAW BLADES										
22/01	276 01/19/22	API 010366		897		493	8.49	5,288.15				
	W 013122A	SKU 2427636										

Or you can export to excel and filter however you need.

### Account Trial Balance

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

Tyler Menu

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

Click "Search" and enter your account criteria. Then click "Accept"

**Account Trial Balance [Champaign County, IL]**

Back Search Output Print Display PDF Save Excel Report Options Brief Format Display Format

Report Options Find a set of data records (Ctrl+F)

Execute this report Now  
Print (D)etail or (S)ummary \* S  
Fiscal year-to-date version   
Reporting year \* 2022  
Reporting from period 1 JAN to \* 8 AUG  
Journal Detail from  to   
(B)alance sheet or (A)ll accounts \* B  
Roll up projects to object level   
Omit zero balance accounts   
Sort By 1 - Fund, Segments  
Print org code   
Print full GL account   
Print fund header and org/obj on total line   
Include page break between funds   
Amounts/totals exceed 999 million dollars   
Print report options   
Exclude fund balance YEC/AJE for prior years

Next click "Report Options" and enter your parameters for the data. Then click "Accept". In the below example, I want to see a summary of my balance sheet for all activity from January through August.

**Account Trial Balance [Champaign County, IL]**

Back Search Output Print Display PDF Save Excel Report Options Brief Format Display Format

Report Options

Execute this report Now  
Print (D)etail or (S)ummary \* S  
Fiscal year-to-date version   
Reporting year \* 2022  
Reporting from period 1 JAN to \* 8 AUG  
Journal Detail from  to   
(B)alance sheet or (A)ll accounts \* B  
Roll up projects to object level   
Omit zero balance accounts   
Sort By 1 - Fund, Segments  
Print org code   
Print full GL account   
Print fund header and org/obj on total line   
Include page break between funds   
Amounts/totals exceed 999 million dollars   
Print report options   
Exclude fund balance YEC/AJE for prior years

Next, choose how you would like to see the report. Options are display, pdf, or excel.

If exporting to excel, the following can be done to view the data easier:

1. Insert a column between columns A & B and use “=left(A2,4). This will pull the fund separately.
2. Highlight column A and click CTRL+F. Click “replace”. Under the “Find what:” field, put a space. Then click replace all. This will remove all spaces from column A.
3. Insert a column between columns B & C and use “=right(A2,7)”. This will pull the object code from the account string.
4. Highlight column B & C and copy/paste-values only
5. Highlight column C. Click CTRL+F. Click “replace”. Under the “Find what:” field, put a “-“. Then click replace all. This will remove all “-“ from the object column.

After doing the above, you can now add a filter and sort the information by fund/object.

## Contracts Central

You can export data regarding contracts to Excel on a group of contracts or an individual contract.

Tyler Menu – Munis → Financials → Purchasing → Contract Management → Contracts Central

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

## Report for a Group of Contracts

The Excel export of a group of contracts will give an overview of the Contract (contract number, description, status, fiscal year and period (when the contract was opened), entry date of the contract, amount available and percent available). It will also have a link to the contract.

A	B	C	D	E	F	G	H
Number	Description	Status	Fiscal Year	Fiscal Period	Entry Date	Available	Percent Available
<a href="#">158</a>	IDOTBigOServices19-29081-00-BR	CLOSED	2021	1	12/29/2021	74,113.79	100.00
<a href="#">159</a>	IDOTContractIllianaTR121A	CLOSED	2021	1	12/29/2021	26,774.12	100.00
<a href="#">160</a>	IDOTContractwithBigOServicesCH13SecNo19-00077-00-B	CLOSED	2021	1	12/29/2021	29,683.43	100.00
<a href="#">161</a>	IndustrialServicesContractHwyRoof2021.05.21	CLOSED	2021	1	12/29/2021	316,704.80	100.00
<a href="#">231</a>	White Construction 19-00075-00-BR 2022.01.04	CLOSED	2022	1	01/26/2022	596,153.00	100.00
<a href="#">249</a>	060 XeroxServicesMasterAgree 2020.04.01-2025.03.31	POSTED	2022	2	02/10/2022	0.00	0.00
<a href="#">283</a>	CH 6 Concrete Slab Replacement	POSTED	2022	3	03/17/2022	15,314.89	24.04

## Report for an Individual Contract

Search for the contract you want to report on. Click on Excel in the Ribbon.

The screenshot shows the 'Contracts Central' interface. At the top, there is a search bar with the text 'Contract # or description'. Below the search bar is a ribbon with several icons: Back, Refresh, Advanced Search, My Searches, Excel (highlighted with a red box), Email, Attach (4), and Contract. The main content area displays details for contract '303 Engineering Serv Section 22-14120-00-BR' by 'HIGHWAY, WHKS & CO CORP'. It includes a table with 'Totals' and 'Dates' columns. Below the table are links for 'INVOICES', 'PURCHASE ORDERS', 'REQUISITIONS', 'CHANGE HISTORY', 'APPROVERS', 'TERMS', and 'LIENS'. At the bottom, it shows 'ACCOUNTS PAYABLE (12)', 'RECURRING (0)', 'GENERAL BILLING (0)', and 'PROGRESS PAYMENTS (0)'. A message states 'No recurring invoices found.'

An Excel file with 4 tabs will download.

Contract Tab – this will have the contract information.

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

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

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

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

	A	B	C	D	E	F	G
	Date	Change By	Number	Reason	Field	Original Value	New Value
	08/29/2022	bk43892	1		amount	#####	#####
	01/04/2023	bk43892	2	EOY partial roll of unused amounts to NY. Budget Prepared for roll - N.	revised	#####	#####
	01/04/2023	bk43892	2	EOY partial roll of unused amounts to NY. Budget Prepared for roll - N.	revised	#####	#####
	03/27/2023	js8740	3	EOY roll of unused amounts to NY. Budget prepared for roll - N.	revised	#####	#####

AP Invoices Tab – shows the invoice information applied against the contract

	A	B	C	D	E	F	G	H	I
1	Invoice	Vendor	Document	Department	Status	Year	Date	Invoiced	Liquidated
2	<a href="#">45389</a>	<a href="#">WHKS &amp; CO CORP</a>	7664	HIGHWAY		2022	04/13/2022	#####	#####
3	<a href="#">45687</a>	<a href="#">WHKS &amp; CO CORP</a>	11003	HIGHWAY		2022	06/01/2022	#####	#####
4	<a href="#">45849</a>	<a href="#">WHKS &amp; CO CORP</a>	12625	HIGHWAY		2022	06/23/2022	#####	#####
5	<a href="#">46144</a>	<a href="#">WHKS &amp; CO CORP</a>	14813	HIGHWAY		2022	07/18/2022	#####	#####
6	<a href="#">46315</a>	<a href="#">WHKS &amp; CO CORP</a>	17609	HIGHWAY		2022	08/24/2022	#####	#####
7	<a href="#">46495</a>	<a href="#">WHKS &amp; CO CORP</a>	18936	HIGHWAY		2022	09/14/2022	#####	#####
8	<a href="#">46742</a>	<a href="#">WHKS &amp; CO CORP</a>	21498	HIGHWAY		2022	10/19/2022	#####	#####
9	<a href="#">46988</a>	<a href="#">WHKS &amp; CO CORP</a>	23969	HIGHWAY		2022	11/18/2022	#####	#####
10	<a href="#">47161</a>	<a href="#">WHKS &amp; CO CORP</a>	26112	HIGHWAY		2022	12/14/2022	#####	#####
11	<a href="#">47479</a>	<a href="#">WHKS &amp; CO CORP</a>	29257	HIGHWAY		2022	01/26/2023	#####	#####
12	<a href="#">47620</a>	<a href="#">WHKS &amp; CO CORP</a>	31063	HIGHWAY		2023	02/15/2023	#####	#####
13	<a href="#">47859</a>	<a href="#">WHKS &amp; CO CORP</a>	33365	HIGHWAY		2023	03/16/2023	#####	#####
14									

## Vendor Central

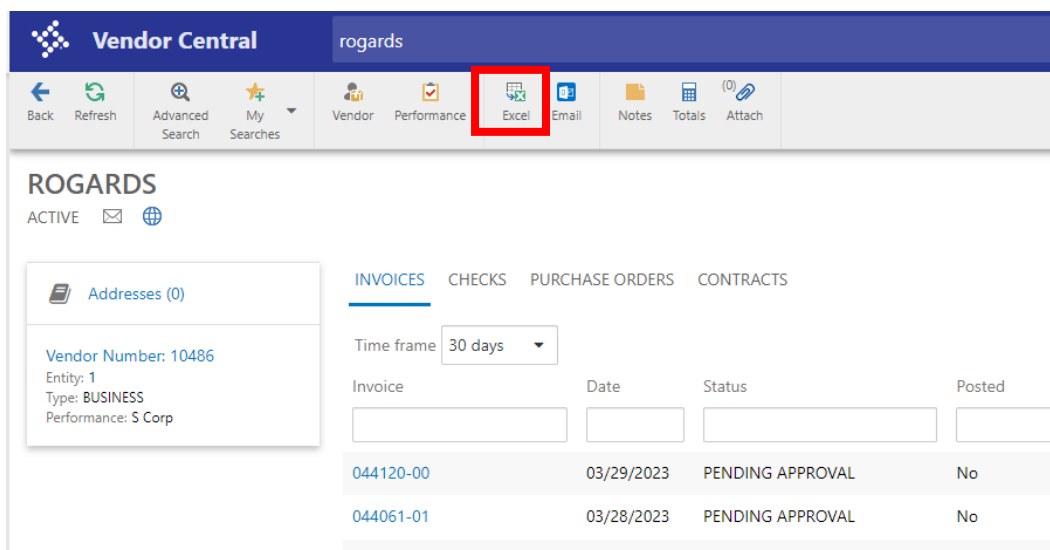
You can export data to Excel on an individual vendor which will include Vendor Data, Check Information (vendor, check number, date, comment, amount, cleared and type), and Invoice Information (vendor, invoice number, date, amount, check number, check date, voucher, and purchase order number) on separate tabs.

Tyler Menu – Munis → Financials → Accounts Payable → Vendor Processing → Vendor Central

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

Search for the vendor you want to export data for. Apply any filters/time frame that you are interested in. Here I've search Regards and filtered the time frame to 30 days.

Select Excel in the Ribbon. It will prepare the file.



The screenshot shows the Vendor Central interface. The top navigation bar includes 'Vendor Central' and 'rogards'. The ribbon contains several buttons: Back, Refresh, Advanced Search, My Searches, Vendor, Performance, Excel (highlighted with a red box), Email, Notes, Totals, and Attach. Below the ribbon, the 'ROGARDS' section is active, showing a list of invoices. The 'Time frame' is set to '30 days'. The table below shows two invoices with their respective dates and statuses.

Invoice	Date	Status	Posted
044120-00	03/29/2023	PENDING APPROVAL	No
044061-01	03/28/2023	PENDING APPROVAL	No

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

A	B	C	D	E	F	G	H	I	J	K	L
Number	Name	Alpha Sort	Other Name	DBA	Address	County	Country	Foreign Entity	Email	Website	Status
10486	ROGARDS	ROGARDS			SUITE A 2901 BOARDWALK DR CHAMPAIGN IL 61822			FALSE	SARAH@ROGARDS.COM	http://HTTPS://WWW.ROGARDS.COM/	ACTIVE

Checks Tab with check information

	A	B	C	D	E	F	G
1	Vendor	Check	Date	Comment	Amount	Cleared	Type
2	10486	17281	03/24/2023	Misc. Supplies	\$93.30	FALSE	PRINTED
3	10486	500943	03/24/2023	Cust # 004779, Paper Inventory	\$1,622.33	TRUE	EFT
4	10486	500915	03/17/2023	Cust # 004779, Paper Inventory	\$1,643.67	TRUE	EFT
5	10486	500883	03/10/2023	Cust # 004779, Paper Inventory	\$4,197.05	TRUE	EFT
6	10486	500838	03/03/2023	Cust # 004779, Paper Inventory	\$1,601.38	TRUE	EFT
7	10486	500839	03/03/2023	HWY-COPY PAPER	\$69.99	TRUE	EFT
8	10486	500840	03/03/2023	phone cords	\$13.58	TRUE	EFT
9	10486	500841	03/03/2023	Customer #: 000937	\$79.15	TRUE	EFT
10	10486	500809	02/24/2023	Cust # 004779, Paper Inventory	\$1,115.39	TRUE	EFT
11	10486	500810	02/24/2023	Customer #: 000937	\$27.53	TRUE	EFT
12	10486	500783	02/17/2023	Cust # 004779, Paper Inventory	\$2,648.70	TRUE	EFT
13	10486	500784	02/17/2023	SAO #953	\$62.35	TRUE	EFT
14	10486	500740	02/10/2023	Customer #000949 Order Date 01	\$2,044.45	TRUE	EFT
15	10486	500697	02/03/2023	Cust #004779, Paper Inventory	\$2,835.67	TRUE	EFT
16	10486	500659	01/27/2023	Cust # 004779, Paper Inventory	\$3,219.88	TRUE	EFT
17	10486	500624	01/20/2023	Cust #004779 Paper Inventory	\$1,134.69	TRUE	EFT

Invoices Tab with invoice information

	A	B	C	D	E	F	G	H
1	Vendor	Number	Date	Amount	Check	Check Date	Voucher	Purchase Order
2	10486	044120-00	03/29/2023	\$125.96	0			
3	10486	044061-01	03/28/2023	\$127.10	0			
4	10486	520974-00	03/28/2023	\$99.58	0			
5	10486	520975-00	03/28/2023	\$99.58	0			
6	10486	520976-00	03/28/2023	\$49.79	0			
7	10486	520977-00	03/28/2023	\$149.37	0			
8	10486	520964-00	03/27/2023	\$49.79	0			
9	10486	044061-00	03/24/2023	\$50.40	0			
10	10486	043914-00	03/23/2023	\$118.98	0			
11	10486	043914-01	03/23/2023	\$31.44	0			
12	10486	043914-02	03/23/2023	\$28.99	0			
13	10486	044013-00	03/23/2023	\$12.25	0			
14	10486	520925-00	03/22/2023	\$99.58	0			
15	10486	520897-00	03/21/2023	\$42.58	0			
16	10486	520910-00	03/21/2023	\$99.58	0			

## Invoice Central

You can export invoice information to Excel based on your search parameters.

Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice Central

- ▼ Munis
  - ▼ Financials
    - > General Ledger Menu
    - > Budget Processing
    - > Purchasing
  - ▼ Accounts Payable
    - > Setup
    - > Invoice Processing
    - > Cash Disbursements
    - > Vendor Processing
  - ▼ Invoice Inquiry and Reports
    - [Invoice Central](#)
    - Vendor Invoice Lists
    - Vendor Fiscal Year Summary

## Search Options

### Advanced Search

My searches  ×

[Clear search criteria](#)  Startup search

Invoice Number	Year
<input type="text"/>	<input type="text"/>
Document	Period
<input type="text"/>	<input type="text"/>
Vendor	Warrant
<input type="text"/> ▼ <input type="checkbox"/>	<input type="text"/>
Voucher	Batch
<input type="text"/>	<input type="text"/>
Department	Work Order Number
<input type="text"/> ▼ <input type="checkbox"/>	<input type="text"/>
Invoice Date Range	PO Number
All ▼	<input type="text"/>



Due Date: Equals

Contract Number:

Posted Status:

Invoice Amount:  to

Exclude Unposted Invoices

You can view the data:

**Invoice Central** Vendor name or invoice #

Advanced Search My Searches Excel

Invoices: 79

Number	Description	Posted	Status	Vendor	PO	Contract	Invoice Date	Due Date	Gross Amount
<a href="#">010623 GC AP</a>	010623 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/05/2023	01/05/2023	109,119.94
<a href="#">010623 HWY AP</a>	010623 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/05/2023	01/05/2023	67,956.41
<a href="#">010623 RPC AP</a>	010623 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/05/2023	01/05/2023	243,061.11
<a href="#">010623 TA AP</a>	010623 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/05/2023	01/05/2023	182,545.32
<a href="#">011323 ARPA AP</a>	011323 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/12/2023	01/12/2023	17,392.86
<a href="#">011323 GC AP</a>	011323 AP COVER CHECK	Yes	PAID	CHAMPAIGN COUNTY TREASURER			01/12/2023	01/12/2023	642,626.46

Or export to Excel.

### Output Options

The Excel file is set – there are not options to choose. The output information provided by this report is:

Invoice Number (with hyperlink)

Posted

Status

Vendor

Document

Description

Journal Number

Journal Year

Journal Period

Purchase Order

Contract

Department

Voucher

Gross Amount

Tax Amount

Discount Amount

Net Amount

Invoice Date

Due Date

Discount Date

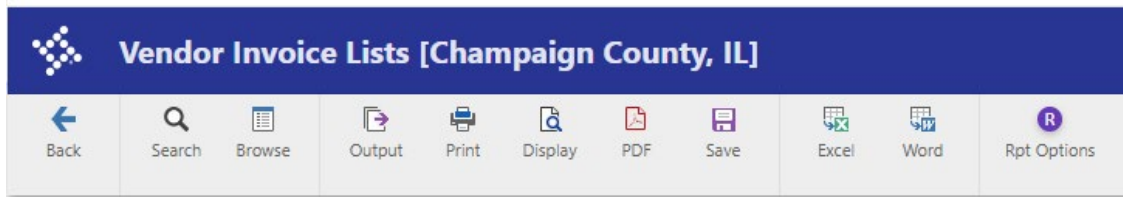
Received Date

## Vendor Invoice Lists

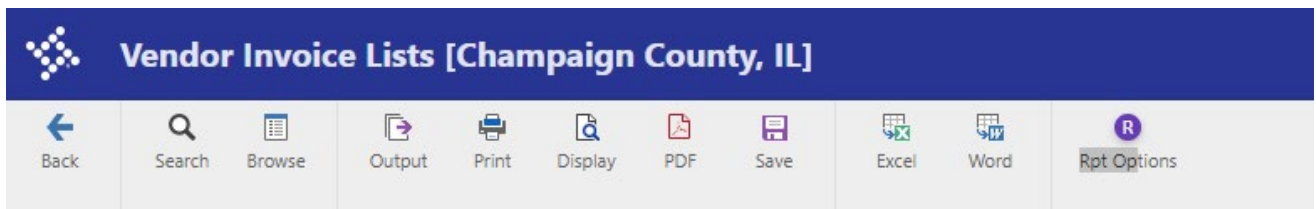
Tyler Menu – Munis → Financials → General Ledger Menu → Journal Entry/History → Account Trial Balance

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

Report can be PDF, Excel or Word (also can be saved to your reports as a .txt file)



## Search Options



Vendor

Vendor	<input type="text"/>
Status	<input type="text"/>
Name	<input type="text"/>
General type	<input type="text"/>
Class code	<input type="text"/>
Geographic code	<input type="text"/>

Vendor	
Vendor	
Status	<input type="text"/>
Name	<input type="text"/>
General type	<input type="text"/>
Class code	<input type="text"/>
Geographic code	<input type="text"/>

- Active
- Inactive
- One Time Pa
- Temporary
- Stop
- Bidder

## Invoice

Invoice	<input type="text"/>	Invoice	<input type="text"/>
Department	<input type="text"/>	Department	<input type="text"/>
Status	<input type="text"/>	Status	<input type="checkbox"/> Approved <input type="checkbox"/> Hold <input type="checkbox"/> Paid <input type="checkbox"/> Void
Entry date	<input type="text"/>	Entry date	<input type="text"/>
Due date	<input type="text"/>	Due date	<input type="text"/>
Check date	<input type="text"/>	Check date	<input type="text"/>
Purchase order	<input type="text"/>	Purchase order	<input type="text"/>
Check Run	<input type="text"/>	Check Run	<input type="text"/>
Check	<input type="text"/>	Check	<input type="text"/>
Net amount	<input type="text"/>	Net amount	<input type="text"/>
Use tax	<input type="text"/>		
Description	<input type="text"/>		

## Output Options

**Export Filter**

← Back
✓ Accept
⊘ Cancel
🔍 Search
S Select All
S Select None
S Save
S Save & Exit

Select	Field
<input checked="" type="checkbox"/>	VENDOR
<input checked="" type="checkbox"/>	NAME
<input type="checkbox"/>	NAME2
<input type="checkbox"/>	ADDR1
<input type="checkbox"/>	ADDR2
<input type="checkbox"/>	ADDR3
<input checked="" type="checkbox"/>	DBA
<input type="checkbox"/>	CITY
<input type="checkbox"/>	STATE
<input type="checkbox"/>	ZIP
<input type="checkbox"/>	COUNTRY
<input type="checkbox"/>	INVOICE
<input type="checkbox"/>	P.O.
<input type="checkbox"/>	INV DATE
<input checked="" type="checkbox"/>	CHECK RUN
<input checked="" type="checkbox"/>	CHECK NO
<input checked="" type="checkbox"/>	INVOICE NET
<input type="checkbox"/>	USE TAX
<input type="checkbox"/>	DUE DATE
<input type="checkbox"/>	TYPE
<input type="checkbox"/>	STS
<input checked="" type="checkbox"/>	INVOICE DESCRIPTION
<input checked="" type="checkbox"/>	CHECK DATE

## Vendor Fiscal Year Summary

Prints a summary report of fiscal year-to-day purchases and fiscal year-to-day payments for a specified set of vendors.

Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Vendor Fiscal Year Summary

- ▼ Munis
  - ▼ Financials
    - > General Ledger Menu
    - > Budget Processing
    - > Purchasing
    - ▼ Accounts Payable
      - > Setup
      - > Invoice Processing
      - > Cash Disbursements
      - > Vendor Processing
      - ▼ Invoice Inquiry and Reports
        - Invoice Central
        - Vendor Invoice Lists
        - Vendor Fiscal Year Summary
        - Invoice History by GL Account
        - Invoice Aging Report
        - Invoice Open Report
        - Business Report

Report can be PDF, Excel or Word (also can be saved to your reports as a .txt file)

### Search Options

Click on Search in the Ribbon. If you only want a particular vendor enter the vendor number in the top section of the screen. If want to see all the activity for a particular department leave the vendor space blank. When you have the top section entered click Accept in the Ribbon.

Enter the date ranges and department number in both cells (this is based on the department number in the Invoice Entry screen when the invoice was entered. If you enter invoices for multiple departments the report will be based on the department listed in invoice entry). Enter the date range you want the report for and click Accept in the Ribbon when done.

Vendor

1099 vendors only?

Status

Name

General type

Class code

Geographic code

Entity

ACTIVE  
 BIDDER  
 INACTIVE  
 ONE TIME PAY  
 STOP  
 TEMPORARY  
 SELF SERVICE

Within date range

Today

Yesterday

Week to date

Prior week

Month to date

Prior month

**Within date range**

Current fiscal year

Prior fiscal year

Report Options

Execute this report

Fiscal year \*

Fiscal year date range  to  to

Dept/Loc \*  to

Minimum activity \*

Display social security numbers on report  
 Display 1099 box code information on report  
 Exclude non-1099 reportable taxes from report

Output Options

Selecting PDF in the Ribbon will produce your report.

PDF view:

03/06/2023 10:43 |Champaign County, IL | TRAIN | 02/24 | P 1

**VENDOR FISCAL YEAR SUMMARY**

FISCAL YEAR: 2022 01/01/22 TO 12/31/22      MINIMUM: .00      DEPT/LOC: 020 TO 020

VENDOR NAME	ADDRESS	F.I.D.# SOC.SEC.#	YTD PURCHASES	YTD PAYMENTS
10037 AMERICAN SOLUTIONS FOR BUSINESS	8479 SOLUTION CENTER CHICAGO, IL 60677-8004		1,131.38	124.20
10049 AT&T / AT&T MOBILITY			13,885.93	12,874.59
10098 CAMPION, BARROW & ASSOCIATES INC	SUITE 202 2110 CLEARLAKE BLVD CHAMPAIGN, IL 61822		910.00	.00
17785 CAPITAL ONE	SHERIFF AC# 624934 PO BOX 60506 CITY OF INDUSTRY, CA 91716-05		134.25	134.25
10105 THE CARLE FOUNDATION HOSPITAL	611 W PARK STREET URBANA, IL 61801		249.00	249.00
1 CHAMPAIGN COUNTY TREASURER			106,281,641.52	104,830,652.86
18807 CLIFTONLARSONALLEN LLP	PO BOX 775967 CHICAGO, IL 60677-5967		31,049.26	31,049.26
18979 CONSTELLATION NEWENERGY-GAS DIVISIO	HIGHWAY ACCOUNT PO BOX 5473 CAROL STREAM, IL 60197-5473		102.38	102.38
19022 KELLY DARR	PO BOX 709 MAHOMET, IL 61853		105.00	105.00
19031 DIAMOND DRUGS, INC	645 KOLTER DRIVE		15,643.82	.00

## Excel Report Options:

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

There is no GL information to separate the departments in this report.

## Invoice History by GL Account

The Invoice History by GL Account program provides a list of invoices, sorted in the order of the general ledger account, that were charged on each line. It provides options to select currently open invoices, or those that were open as of a prior period end date. The latter option is useful for balancing the general ledger accounts payable account as of the end of last month.

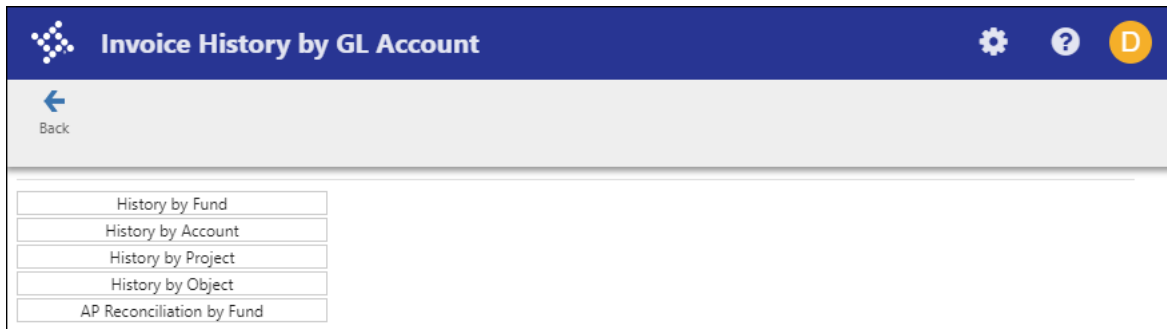
The Invoice History by GL Account program has four report options: History by Fund, History by Account, History by Project, and History by Object. Each report includes the following data: account identifier, account description, vendor number, vendor name, invoice number, purchase order number, invoice posting year and period, invoice type, invoice status, invoice line amount, voucher number, check run number, check number, and invoice line description. Invoice totals on the report are given for the vendor, the account, the org, and the fund. The reports include invoices for one-time pay vendors.

The report layout is always the same regardless of how the report is defined. Also, if an invoice is charged to more than one account, the program displays that portion of the invoice under the account where it was charged.

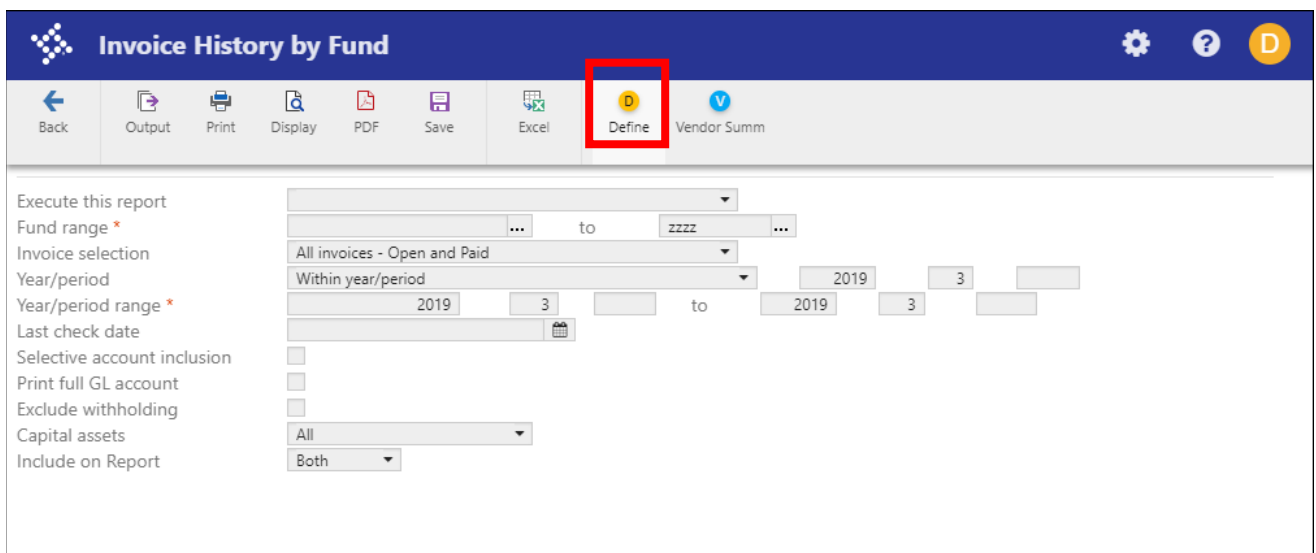
Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice History by GL Account

- ▼ Munis
  - ▼ Financials
    - > General Ledger Menu
    - > Budget Processing
    - > Purchasing
    - ▼ Accounts Payable
      - > Setup
      - > Invoice Processing
      - > Cash Disbursements
      - > Vendor Processing
      - ▼ Invoice Inquiry and Reports
        - Invoice Central
        - Vendor Invoice Lists
        - Vendor Fiscal Year Summary
        - Invoice History by GL Account
        - Invoice Aging Report

Select the type of report to create:



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



## History by Fund

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

The screenshot shows the 'Invoice History by Fund' report configuration interface. At the top, there is a blue header with the report title and a navigation bar with icons for Back, Output, Print, Display, PDF, Save, Excel, Define, and Vendor Summ. Below the header, the configuration options are listed on the left, and their corresponding input fields are on the right. The options include: 'Execute this report' (dropdown), 'Fund range \*' (range selector with 'zzzz' in the second field), 'Invoice selection' (dropdown set to 'All invoices - Open and Paid'), 'Year/period' (dropdown set to 'Within year/period'), 'Year/period range \*' (range selector with '2022' and '12' in the first field, and '2022' and '12' in the second field), 'Last check date' (calendar icon), 'Selective account inclusion' (checkbox), 'Print full GL account' (checkbox), 'Exclude withholding' (checkbox), and 'Capital assets' (dropdown set to 'All').

## History by Account

The Account option creates a report that includes invoice history charged to a certain range of account numbers. You can define a report that includes just invoice history related to one vendor number or one check run number.

The screenshot shows the 'Invoice History by Account' report configuration interface. At the top, there is a blue header with the report title and a navigation bar with icons for Back, Output, Print, Display, PDF, Save, Excel, Define, and Vendor Summ. Below the header, the configuration options are listed on the left, and their corresponding input fields are on the right. The options include: 'Account range \*' (range selector with empty fields), 'Invoice selection' (dropdown set to '1 - All invoices - Open and Paid'), 'Vendor' (range selector with '0' in the first field), 'Check Run' (range selector with empty fields), 'Year/period range \*' (range selector with '2022', '12', and 'DEC' in the first field, and '2022', '12', and 'DEC' in the second field), 'Selective account inclusion' (checkbox), 'Print full GL account' (checkbox), 'Exclude withholding' (checkbox), and 'Capital assets' (dropdown set to 'All').



## History by Project

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

The screenshot shows the 'Invoice History by Project' configuration interface. At the top, there is a blue header with the title and a navigation bar with icons for Back, Output, Print, Display, PDF, Save, Excel, Define, and Vendor Summ. Below the header, the configuration options are as follows:

- Project range \*: [ ] ... to [ zzzzz ] ...
- Account range \*: [ ] ... to [ ] ...
- Invoice selection: 1 - All invoices - Open and Paid
- Vendor: 0 ...
- Check Run: [ ]
- Year/period range \*: 2022 12 DEC to 2022 12 DEC
- Selective account inclusion: [ ]
- Print full GL account: [ ]
- Exclude withholding: [ ]
- Capital assets: All

## History by Object

The Object option creates a report based on a defined object range. This report includes the quantity received instead of voucher number.

The screenshot shows the 'Invoice History by Object' configuration interface. At the top, there is a blue header with the title and a navigation bar with icons for Back, Output, Print, Display, PDF, Save, Excel, Define, and Vendor Summ. Below the header, the configuration options are as follows:

- Object range \*: [ ] ... to [ zzzzzz ] ...
- Invoice selection: 1 - All invoices - Open and Paid
- Vendor: 0 ...
- Check Run: [ ]
- Year/period range \*: 2022 12 DEC to 2022 12 DEC
- Selective account inclusion: [ ]
- Print full GL account: [ ]
- Exclude withholding: [ ]
- Capital assets: All

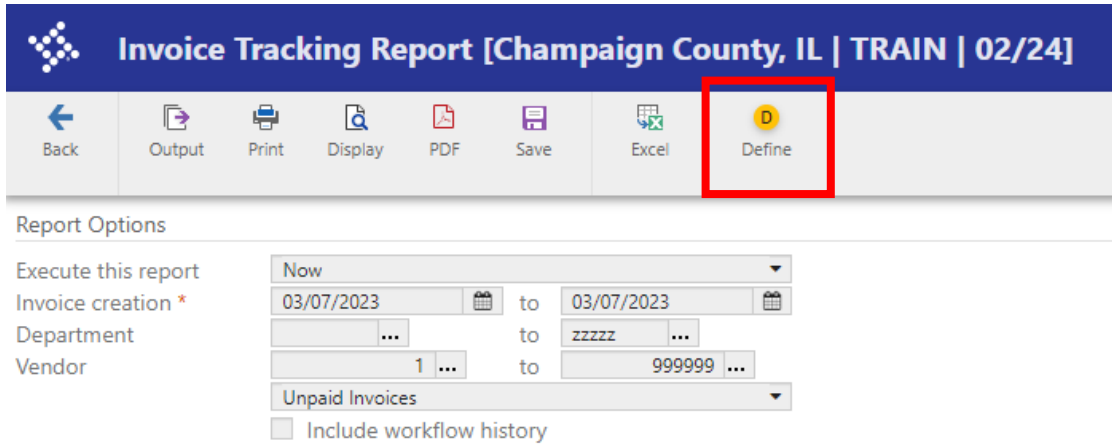
## Invoice Tracking Report (Workflow Tracking)

The Invoice Tracking Report tracks invoice activity from creation to payment to the vendor. Invoices can be chosen based on the date the invoice was created, the department (based on the department number in invoice entry NOT the GL department), the vendor number, and the status of the invoice (paid, unpaid, or both). This report is also used for Workflow Tracking.

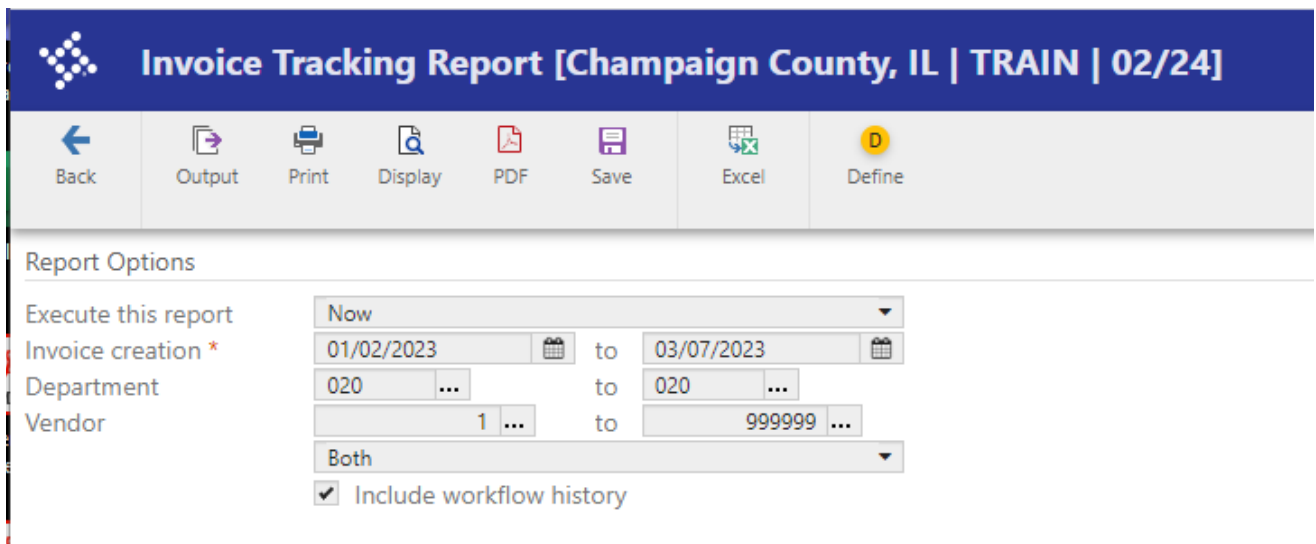
Tyler Menu – Munis → Financials → Accounts Payable → Invoice Inquiry and Reports → Invoice History by GL Account

- ▼ Munis
  - ▼ Financials
    - > General Ledger Menu
    - > Budget Processing
    - > Purchasing
    - ▼ Accounts Payable
      - > Setup
      - > Invoice Processing
      - > Cash Disbursements
      - > Vendor Processing
      - ▼ Invoice Inquiry and Reports
        - Invoice Central
        - Vendor Invoice Lists
        - Vendor Fiscal Year Summary
        - Invoice History by GL Account
        - Invoice Aging Report
        - Invoice Open Report
        - Retainage Report
      - > Sales Tax Functions
      - > Site Specific Menu
        - Three Way Matching Exception Report
        - Vendor Certificate Report
        - Discounts Taken/Lost Report
        - Payment Affidavit
        - Withholding Report
        - Invoice Tracking Report
    - > Accounts Payable Workflow Administration

Select the Define Skittle in the Ribbon.



For this example, I searched for invoices created this year to date for department 020 (Auditor), all vendors, both paid and unpaid invoices, and checked include workflow history (this will only give you YOUR workflow invoices).



The PDF report with workflow tracking:

INVOICE TRACKING REPORT												
TRACKING FROM: 01/02/2023 TO 03/07/2023												
DEPT: 020 TO 020												
VENDOR: 000001 TO 999999												
RECEIVED	CREATED	INV DATE	INVOICE DEPT	CLERK	DOC	INVT NET	DAYS: AMOUNT	ENTRY RELEASE	APPROVE	POST	CHECK	COMPLETION
VENDOR								INVT STATUS	WF	STATUS		CHECK STATUS
01/03/2023	01/03/2023	01/03/2023	121622	FICA IMRF	26965			0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE 020 js8740												
WF STEP	APPROVER	START DATE	TIME	COMPL DATE	TIME			ACTION	COMMENT	APPROVED		CLEARED
10	kos43895	01/03/2023	09:26:17.999	01/03/2023	15:01:26.961			Approved				
70	bk43892	01/03/2023	15:01:26.970	01/04/2023	10:58:57.489			Approved				
70	db44460	01/03/2023	15:01:26.970	01/04/2023	10:58:57.494			Approved	Auto approved by: bk43892			
70	jmc43452	01/03/2023	15:01:26.970	01/04/2023	10:58:57.516			Approved	Auto approved by: bk43892			
70	js8740	01/03/2023	15:01:26.970	01/04/2023	10:58:57.536			Approved	Auto approved by: bk43892			
01/03/2023	01/03/2023	01/03/2023	123022	FICA IMRF	26979			0	0	0	6	3
000001-CHAMPAIGN COUNTY TREASURE 020 js8740												
WF STEP	APPROVER	START DATE	TIME	COMPL DATE	TIME			ACTION	COMMENT	APPROVED		CLEARED
10	kos43895	01/03/2023	09:53:08.767	01/03/2023	15:01:20.085			Approved				
70	bk43892	01/03/2023	15:01:20.109	01/04/2023	11:13:15.706			Approved				
70	db44460	01/03/2023	15:01:20.109	01/04/2023	11:13:15.711			Approved	Auto approved by: bk43892			
70	jmc43452	01/03/2023	15:01:20.109	01/04/2023	11:13:15.714			Approved	Auto approved by: bk43892			
70	js8740	01/03/2023	15:01:20.109	01/04/2023	11:13:15.717			Approved	Auto approved by: bk43892			
01/03/2023	01/03/2023	01/03/2023	Dec 22	AP Posipay	27017			0	0	6	0	13
000001-CHAMPAIGN COUNTY TREASURE 020 bk43892												
WF STEP	APPROVER	START DATE	TIME	COMPL DATE	TIME			ACTION	COMMENT	APPROVED		CLEARED
10	crj44093	01/03/2023	10:48:01.637	01/09/2023	11:03:32.388			Approved	Auto approved by: dew44114			
10	dew44114	01/03/2023	10:48:01.637	01/09/2023	11:03:32.391			Approved				
70	bk43892	01/09/2023	11:03:32.401	01/10/2023	07:21:56.301			Approved	Auto approved by: js8740			
70	db44460	01/09/2023	11:03:32.401	01/10/2023	07:21:56.328			Approved	Auto approved by: js8740			
70	jmc43452	01/09/2023	11:03:32.401	01/10/2023	07:21:56.348			Approved	Auto approved by: js8740			
70	js8740	01/09/2023	11:03:32.401	01/10/2023	07:21:56.354			Approved				
01/03/2023	01/03/2023	01/03/2023	Dec 22	AP Interest	27018			0	0	6	0	13
000001-CHAMPAIGN COUNTY TREASURE 020 bk43892												
WF STEP	APPROVER	START DATE	TIME	COMPL DATE	TIME			ACTION	COMMENT	APPROVED		CLEARED
10	crj44093	01/03/2023	10:50:12.976	01/09/2023	11:03:32.253			Approved	Auto approved by: dew44114			
10	dew44114	01/03/2023	10:50:12.976	01/09/2023	11:03:32.272			Approved				

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

Select		Field
<input checked="" type="checkbox"/>		RECEIVED DATE
<input checked="" type="checkbox"/>		ENTRY DATE
<input checked="" type="checkbox"/>		VENDOR #
<input checked="" type="checkbox"/>		VENDOR NAME
<input checked="" type="checkbox"/>		DAYS TO NET
<input checked="" type="checkbox"/>		DAYS TO DISCOUNT
<input checked="" type="checkbox"/>		DISCOUNT PERCENT
<input checked="" type="checkbox"/>		VENDOR PYMT TERMS
<input checked="" type="checkbox"/>		INVOICE NUMBER
<input checked="" type="checkbox"/>		DOCUMENT NUMBER
<input checked="" type="checkbox"/>		INVOICE TYPE
<input checked="" type="checkbox"/>		CONTRACT
<input checked="" type="checkbox"/>		PURCH ORDER
<input checked="" type="checkbox"/>		INVOICE DATE
<input checked="" type="checkbox"/>		DUE DATE
<input checked="" type="checkbox"/>		NET AMOUNT
<input checked="" type="checkbox"/>		GROSS AMOUNT
<input checked="" type="checkbox"/>		DISCOUNT AMOUNT
<input checked="" type="checkbox"/>		INVOICE DESCRIPTION
<input checked="" type="checkbox"/>		PAYMENT METHOD
<input checked="" type="checkbox"/>		INVOICE STATUS
<input checked="" type="checkbox"/>		DEPARTMENT
<input checked="" type="checkbox"/>		CLERK
<input checked="" type="checkbox"/>		GL EFF DATE
<input checked="" type="checkbox"/>		WARRANT
<input checked="" type="checkbox"/>		CHECK STATUS
<input checked="" type="checkbox"/>		CHECK #
<input checked="" type="checkbox"/>		CHECK/PAYMENT DATE
<input checked="" type="checkbox"/>		DAYS TO ENTRY
<input checked="" type="checkbox"/>		DAYS TO RELEASE
<input checked="" type="checkbox"/>		DAYS TO APPROVAL
<input checked="" type="checkbox"/>		DAYS TO POSTING
<input checked="" type="checkbox"/>		DAYS TO CHECK
<input checked="" type="checkbox"/>		DAYS TO COMPLETION
<input checked="" type="checkbox"/>		WF STEP #1
<input checked="" type="checkbox"/>		WF APPROVER #1
<input checked="" type="checkbox"/>		WF START DATE #1
<input checked="" type="checkbox"/>		WF START TIME #1
<input checked="" type="checkbox"/>		WF COMPLETION DATE #1
<input checked="" type="checkbox"/>		WF COMPLETION TIME #1

PDF Report without Workflow tracking:

a tyler erp solution

03/07/2023 10:21 | Champaign County, IL | TRAIN | 02/24 | P 1

### INVOICE TRACKING REPORT

TRACKING FROM:		01/02/2023		TO 03/07/2023	
DEPT:		020		TO 020	
VENDOR:		000001		TO 999999	

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

Excel Options without Workflow tracking:

**Export Filter**

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

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

## Projects

Under the Project Reports menu there are so many options.

Tyler Menu – Munis → Financials → General Ledger Menu → Project Accounting → Project Ledger → Project Reports

- ▼ Project Reports
  - Report Templates
  - Print Template Reports
  - Project Budget Report
  - Project Detail History
  - Project Revenue Allocation Reports
  - Project Accounting Transaction Exceptions
  - Project Summary Report
  - Project and GL Activity Report
  - Default GL Account Exceptions Report
  - Project Employee Detail Report
  - Grant Funding Report
  - Contracts by Project Report
  - Revenue Allocation by Expense/Funding Source
  - Project Employee Activity Report
  - Grant Amount Report
  - Grant Balance Report
  - Grant Employee Amounts Report
  - Project Encumbrance Report
  - PL/GL Reconciliation Report
  - Project Budget Comparison Report
  - Federal Grant Export

### Project Budget Report

Provides general project information including the description, department, type, fiscal year, start date, end date, priority, grant information, contract information and vendor information. For each project included, the report lists the budget for each line item. Users can select specific projects to run the report for. Users can also run the report for a particular master project so they can view a summary for all projects tied to the master project.

## Search Options

Project Budget Report [Champaign Cou...

B

← Back
 ✓ Accept
 ✗ Cancel

---

**Template selection**

Execute this report: Now

Report template: PROJBUDRPT ...  Master

Report title: PROJECT BUDGET REPORT

---

**Project string selection**

Expense	Funding Source
Project: <span style="border: 1px solid #ccc; padding: 2px;">020 Audit</span> <span style="font-size: 18px;">...</span>	Project: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>
Phase: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>	Source: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>
Task: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>	Detail: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>
Sub-Task: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>	Type: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>

---

**Report options**

Month/Year range: JAN ▼ 2022 to DEC ▼ 2022

Group by: None ▼

	Total	Page Break
Sort Sequence 1: <span style="border: 1px solid #ccc; padding: 2px;">Project Segment</span> <span style="font-size: 18px;">▼</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 2: <span style="border: 1px solid #ccc; padding: 2px;">Phase/Source</span> <span style="font-size: 18px;">▼</span>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 3: <span style="border: 1px solid #ccc; padding: 2px;">Task/Detail</span> <span style="font-size: 18px;">▼</span>	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 4: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">▼</span>	<input type="checkbox"/>	<input type="checkbox"/>


---


**Detail Options**

Include Name: <span style="border: 1px solid #ccc; padding: 2px;">Short</span> <span style="font-size: 18px;">▼</span>	Include Journal Detail: <input checked="" type="checkbox"/>
Include Project String Detail: <input checked="" type="checkbox"/>	Actual Detail: <input checked="" type="checkbox"/>
Include Employee Detail: <input type="checkbox"/>	Encumbrance Detail: <input type="checkbox"/>
	Budget Detail: <input type="checkbox"/>
	Vendor Detail: <input checked="" type="checkbox"/>
	Include Unposted Transactions: <input type="checkbox"/>
	Journal Source Code: <span style="border: 1px solid #ccc; padding: 2px;"></span> <span style="font-size: 18px;">...</span>




Output Options



Export Filter




Back




Accept




Cancel




Search




Select All



Select None



Save



Save and Exit

	Select	Field
▶	<input checked="" type="checkbox"/>	PROJECT
	<input checked="" type="checkbox"/>	PROJECT TITLE
	<input checked="" type="checkbox"/>	PROJECT STRING
	<input checked="" type="checkbox"/>	PROJECT STRING DESCRIPTION
	<input checked="" type="checkbox"/>	PROJECT STRING TYPE
	<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 1
	<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 2
	<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 3
	<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 4
	<input checked="" type="checkbox"/>	ORIGINAL BUDGET
	<input checked="" type="checkbox"/>	NET BUDGET AMENDMENTS
	<input checked="" type="checkbox"/>	REVISED BUDGET
	<input checked="" type="checkbox"/>	REQUISITIONS
	<input checked="" type="checkbox"/>	ENCUMBRANCES
	<input checked="" type="checkbox"/>	ACTUALS
	<input checked="" type="checkbox"/>	AVAILABLE BUDGET
	<input checked="" type="checkbox"/>	PERCENT USED
	<input checked="" type="checkbox"/>	PA JOURNAL EFFECTIVE DATE
	<input checked="" type="checkbox"/>	PA JOURNAL NUMBER
	<input checked="" type="checkbox"/>	PA JOURNAL LINE
	<input checked="" type="checkbox"/>	PA JOURNAL SOURCE
	<input checked="" type="checkbox"/>	PA JOURNAL REFERENCE 1
	<input checked="" type="checkbox"/>	PA JOURNAL REFERENCE 2
	<input checked="" type="checkbox"/>	PA JOURNAL REFERENCE 3
	<input checked="" type="checkbox"/>	PA JOURNAL CHECK
	<input checked="" type="checkbox"/>	PA JOURNAL AMOUNT
	<input checked="" type="checkbox"/>	PA JOURNAL DEBIT/CREDIT
	<input checked="" type="checkbox"/>	GL JOURNAL YEAR
	<input checked="" type="checkbox"/>	GL JOURNAL PERIOD
	<input checked="" type="checkbox"/>	GL JOURNAL NUMBER
	<input checked="" type="checkbox"/>	GL JOURNAL LINE
	<input checked="" type="checkbox"/>	POSTED
	<input checked="" type="checkbox"/>	PA JOURNAL REFERENCE 4
	<input checked="" type="checkbox"/>	PA JOURNAL COMMENT
	<input checked="" type="checkbox"/>	PA JOURNAL VENDOR NAME

# Project Detail History

## Search Options

### Project Detail History [Champaign County, IL ]...

Back    Accept    Cancel

---

#### Template selection

Execute this report:    
Report template:    Master  
Report title:

---

#### Project string selection

Expense		Funding Source	
Project	<input type="text" value=""/> <input type="button" value="..."/>	Project	<input type="text" value=""/> <input type="button" value="..."/>
Phase	<input type="text" value=""/> <input type="button" value="..."/>	Source	<input type="text" value=""/> <input type="button" value="..."/>
Task	<input type="text" value=""/> <input type="button" value="..."/>	Detail	<input type="text" value=""/> <input type="button" value="..."/>
Sub-Task	<input type="text" value=""/> <input type="button" value="..."/>	Type	<input type="text" value=""/> <input type="button" value="..."/>

---

#### Report options

Month/Year range:   to    
Group by:


	Project Segment	Total	Page Break
Sort Sequence 1	<input type="text" value="Project"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 2	<input type="text" value="Phase/Source"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 3	<input type="text" value="Task/Detail"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 4	<input type="text" value="Sub-Task/Type"/> <input type="button" value="v"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>









---


#### Detail Options

Include Name	<input type="text" value="Long"/> <input type="button" value="v"/>	Include Journal Detail	<input checked="" type="checkbox"/>
Include Project String Detail	<input checked="" type="checkbox"/>	Actual Detail	<input checked="" type="checkbox"/>
Include Employee Detail	<input type="checkbox"/>	Encumbrance Detail	<input type="checkbox"/>
		Budget Detail	<input checked="" type="checkbox"/>
		Vendor Detail	<input checked="" type="checkbox"/>
		Include Unposted Transactions	<input checked="" type="checkbox"/>
		Journal Source Code	<input type="text" value=""/> <input type="button" value="..."/>

Output Options



Export Filter

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

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

## Project Revenue Allocation Reports

### Search Options




## Project Revenue Allocation Reports

Report types

By Funding String
By Expense Type
By GB Invoice
By Expense Journal

### Project Accounting Transaction Exceptions

The Project Accounting Transaction Exceptions program generates a report of general ledger account transactions that require project accounts but have no project accounts defined.



## Project Accounting Transaction Exceptions [C...

Back Search Output Print Display PDF Save Excel **Define** Report Options

Transaction Report

Execute this report

From Yr/Per  /

To Yr/Per  /

Source



## GL Segment Find [Champaign County, IL | TR...

Back Accept Cancel Query

Find by Segments

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

## Project Summary Report

The Project Summary Report program generates a report based on posted activity for all expense and funding source strings for one or more selected projects.

The generated report displays totals for the beginning and ending fund balance, assets, and liabilities. The beginning fund balance is the total amount prior to the report period. Amounts for assets and liabilities are totaled for the defined report period. The ending fund balance is the total of the beginning fund balance plus assets and minus liabilities.

### Search Options

**Project Summary Report [Champaign County, IL | TRAIN | 02/24]**

Back Output Print Display PDF Save Excel Word Define

Execute this report \*

Project

Start Month/Year \*

End Month/Year \*

- Group by Major Project
- Exclude zero balance Projects
- Include string detail
- Include string title
- Exclude zero balance strings

### Output Options

#### PDF

03/24/2023 15:26:55 | Champaign County, IL | TRAIN | 02/24  
 bk43892 | Project Summary Report  
 For Mar 2022 To Mar 2022

#### PROJECT TITLE

PUB SAF BLPUBLIC SAFETY BUILDING

BEGINNING BALANCE 39,455.26

FUNDING SOURCES	TITLE	AMOUNT
		.00
FUNDING SOURCE TOTAL		.00

EXPENSE STRINGS	TITLE	AMOUNT
PUB SAF BL-COURTHOUSE-	COURTHOUSE R&M FY22	2,591.73
PUB SAF BL-JDC -	JDC R&M FY22	1,170.62
PUB SAF BL-MAINSTJAIL-	MAIN ST JAIL R&M FY22	5,077.81
PUB SAF BL-SAT JAIL -	SATELLITE JAIL R&M	2,111.26
EXPENSE TOTAL		10,951.42

ENDING BALANCE 50,406.68

#### \*\*\*\*\* TOTALS

BEGINNING BALANCE	39,455.26
FUNDING SOURCE	.00
EXPENSE	10,951.42
ENDING BALANCE	50,406.68

REPORT TOTAL:

50,406.68

Excel

A	B	C	D	E	F	G
03/24/202	IL   TRAIN   02/24					PAGE 1
bk43892	pabalrpt					
For Mar	2022 To Mar	2022				
PROJECT	TITLE					
-----	-----					
PUB SAF B	PUBLIC SAFETY BUILDING					
0	BEGINNING BALANCE		39,455.26			
1						
2	FUNDING SOURCES	TITLE	AMOUNT			
3	-----	-----	-----			
4			.00			
5			-----			
6		FUNDING SOURCE TOTAL	.00			
7						
8	EXPENSE STRINGS	TITLE	AMOUNT			
9	-----	-----	-----			
0	PUB SAF BL-COURTHOUSE- -	COURTHOUSE R&M FY22	2,591.73			
1	PUB SAF BL-JDC - -	JDC R&M FY22	1,170.62			
2	PUB SAF BL-MAINSTJAIL- -	MAIN ST JAIL R&M FY22	5,077.81			
3	PUB SAF BL-SAT JAIL - -	SATELLITE JAIL R&M	2,111.26			
4			-----			
5	EXPENSE TOTAL		10,951.42			
6						
7	ENDING BALANCE		50,406.68			
8						
9	REPORT TOTAL:		50,406.68			
0						
1						
2						
3	** END OF REPORT - Generated by Brandi Katrein **					

## Project and GL Activity Report

The Project and LG Activity Report program creates reports that contain posted project ledger amounts and their relationship with the general ledger for a selected date range.

### Search Options

### Project and GL Activity Report [Champaign C...

Back   Output   Print   Display   PDF   Save   Excel   Define   Report Options

---

#### Define Criteria

Report on:    Amounts totaled by Project String  
                   Amounts totaled by GL Account

Month/Year range         to     

---

#### Report Options

Execute this report  

Project Totals

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

Show actuals  
 Show encumbrances  
 Show budget

Show Project Ledger journal detail

Journal source    ...



# GL Segment Find [Champaign County, IL | TR...



Back



Accept



Cancel



Query

## Find by Segments

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



Output Options

Export Filter

Back
 Accept
 Cancel
 Select All
 Select None
 Save
 Save and Exit

Enable hyperlinks

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

## Default GL Account Exceptions Report

The Default GL Account Exceptions Report program finds all activity associated with a project account string, allowing you to report on all account activity that either matches or does not match the default GL account.

You can create reports that display only the matching activity, only the non-matching activity, or both.

### Search Options

### Default GL Account Exceptions Report [Cham...

Back   Output   Print   Display   PDF   Save   Excel   Word   Define

#### Report Selection

All Activity    Exceptions Only    Matching Only

Month/Year range  to

---

#### Options

Execute this report

Project Totals

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

Show actuals  
 Show encumbrances  
 Show budget

Show Project Ledger journal detail

Journal source



## PA Segment Find [Champaign County, IL |



Back



Accept



Cancel

### Project strings

---


#### Expense project strings \*


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

#### Funding source project strings \*


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

Output Options



Export Filter




Back




Accept




Cancel




Select All



Select None



Save



Save and  
Exit

Enable hyperlinks

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

## Project Ledger/General Ledger Reconciliation Report

The Project Ledger/General Ledger Reconciliation Report program produces a report of general ledger accounts based on entered segment values. The list indicates the actual, encumbrance, and revised budget amounts for each account within a defined date range. In addition, the list includes the project strings associated with each account and the actual, encumbrance, and revised budget amounts for those strings.

The program only considers posted transactions when generating data for the report. The report displays any difference between the project strings and the general ledger account.

### Search Options

## Project Ledger/General Ledger Reconciliation ...

[Back](#) [D Define](#)

---

### Scheduling

Execute report:

---

### Define Criteria

Month/Year:   to

---

### Output Options

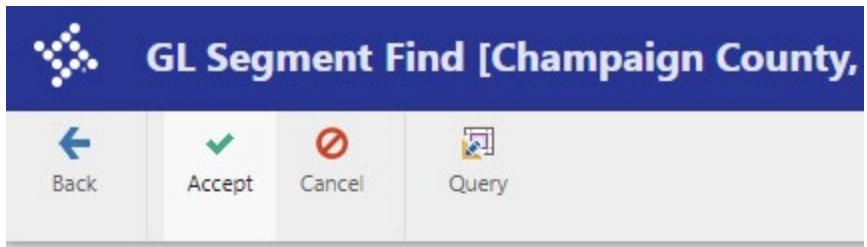
Sort by	Total	Pagebreak
<input checked="" type="checkbox"/> Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Include Actuals  
 Include Encumbrances  
 Include Budget  
 Include Project String Original Budget

Include accounts with no activity  
 Differences only

Include general ledger journal detail  
    General Ledger journal source code  ...

Include project journal detail  
    Project Ledger journal source code  ...



Find by Segments

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

After choosing search parameters must click the Select Skittle in the Ribbon to process the selection for output to PDF.