

Tyler Munis P-card Training

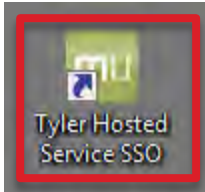
Computer log in
Username: testuser
Password: testuser



Overview

- Tyler Munis is a financial system that replaced JD Edwards on January 1st
- The move to Munis changes our accounts (cost centers) but will not change how we budget, cut checks, and many other processes
- P-cards will no longer be processed on the JP Morgan website. All data entry will take place in Tyler Munis

How to sign into Munis



- Click on the Tyler Hosted Service SSO icon on your desktop

A screenshot of the 'Tyler Hosted Services Single Sign On' login window. The window title is 'Tyler Hosted Services Single Sign On'. The logo for Tyler Technologies is at the top left, with the tagline 'Empowering people who serve the public'. Below the logo, there are four input fields: 'Client Type' (a dropdown menu with 'Dashboard' selected), 'Select Environment' (a dropdown menu with 'Training' selected), 'User Name' (containing '6750gzimmer'), and 'Password' (containing masked characters). There are 'Go!!' and 'Cancel' buttons at the bottom. Red boxes highlight the 'Client Type', 'User Name', and 'Password' fields.

- Select “Dashboard” for client type.
- Enter your user name
 - This is 6750 First Letter of First name and First 7 Letters of Last Name (ie: 6750AHernand or 6750JSmith)
- Your initial password was set in December or is NeedNew1
- Click Go!!
- Select “Live”

A screenshot of the 'Tyler technologies Munis SaaS Dashboard'. The header shows the Tyler Technologies logo and the text 'Munis SaaS Dashboard'. Below the header, it displays user information: 'User: 6750gzimmer | Client: MU6750 | Name: Racine County'. The main content area is titled 'Select an environment' and contains a table with four rows, each representing a different environment. The table has two columns: 'Name' and 'Database'. The rows are: 'Live - v11.2' (Live Database), 'Test - v11.2' (Test Database), 'Train - v11.2' (Train Database), and 'IMPL - v11.2' (IMPL Database).

| Name | Database |
|---------------|----------------|
| Live - v11.2 | Live Database |
| Test - v11.2 | Test Database |
| Train - v11.2 | Train Database |
| IMPL - v11.2 | IMPL Database |

Intro to Dashboard

- The dashboard is your main home screen. You can add Web Parts (apps) and favorites (bookmarks). Tyler Menu is the path to the programs you need to use.

The screenshot shows the Tyler Dashboard interface for Racine County, WI - Live. The top navigation bar is dark blue and contains the user name 'Gwen Zimmer' and a help icon. Below the navigation bar are 'BROWSE' and 'DASHBOARD' tabs. The main navigation area includes 'MY TYLER', 'VIEWS', 'TYLER MENU', and 'WEB PARTS', with 'TYLER MENU' and 'WEB PARTS' highlighted with red boxes. The dashboard title is 'Tyler Dashboard' with a search bar to the right. On the left, there is a 'My Favorites' section with a red box around the title, and 'Recent Activity' and 'EDIT FAVORITES' options.

How has your accounts changed?

- Munis uses Orgs instead of Cost Centers
 - In JDE, Human Resources cost center is 10120
 - In Munis, it is 12100000
- All objects codes will be universally shared
 - In JDE, the object code for Office Supplies is 7010
 - In Munis, the object code is 441500
- Some departments will be using Projects (HSD, BHS, PW) for better tracking and reporting
- Finance Department has emailed out a copy of the 2017 budget with new Munis account numbers

P-card Entry



- Click on Tyler Menu

Tyler Menu



- In the search box, type “purchase card” and press enter

Search ('purchase card')

Purchase Card Import (2)

Purchase Card Statements

Purchase Cards

All p-card programs that you have access to appear. Click on Purchase Card Statements

This is the Purchase Card Statements program

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Schedule Office Attach Notes Notify Tools Transactions Transaction Search GL Allocations Release Mass Release More... Return

Statement ID

Statement ID

Card

Card number

Name on card

Dept

Statement Details

Code

Status

GL year/period

GL effective date

Invoice date

Total

Transactions



| Charge Date | Import Date | Vendor | Description |
|-------------|-------------|--------|-------------|
|-------------|-------------|--------|-------------|




Click Search. The fields you can search on become white.

| Statement ID | |
|--------------|----------------------|
| Statement ID | <input type="text"/> |

| Card | |
|--------------|----------------------|
| Card number | <input type="text"/> |
| Name on card | <input type="text"/> |
| Dept | <input type="text"/> |

| Statement Details | |
|-------------------|--|
| Code | <input type="text"/> |
| Status | <input type="text"/> |
| GL year/period | <input type="text"/> <input type="text"/> |
| GL effective date | <input type="text"/>  |
| Invoice date | <input type="text"/>  |
| Total | <input type="text"/> |

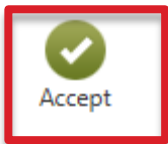
 Notes

In Name on Card, enter your full name (listed on your p-card) or put in your first name with an asterisk (*)

| Card | |
|--------------|---|
| Card number | <input type="text"/> |
| Name on card | <input type="text" value="Ryanne Jackson"/> |
| Dept | <input type="text"/> |

OR

| Card | |
|--------------|--------------------------------------|
| Card number | <input type="text"/> |
| Name on card | <input type="text" value="Ryanne*"/> |
| Dept | <input type="text"/> |



Click Accept

This brings up all of the transactions downloaded from JP Morgan for the time period. In this case, we are working with 12/26/16 through 1/15/17.

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Transactions Release Transaction Search Mass Release GL Allocations More... Return

Statement ID

Statement ID

Card

Card number
 Name on card
 Dept HUMAN SERVICES

Statement Details

Code
 Status
 GL year/period
 GL effective date
 Invoice date
 Total

Transactions

| Charge Date | Import Date | Vendor | Description |
|-------------|-------------|--------------------------------|-------------|
| 01/06/2017 | 01/18/2017 | ACT*RACINE FAMILY YMCA | |
| 01/11/2017 | 01/18/2017 | WI INSTITUTE FOR HEALTHY AGING | |
| 01/11/2017 | 01/18/2017 | WI INSTITUTE FOR HEALTHY AGING | |

Transactions

Release

Transaction Search

Mass Release


GL Allocations

More... ▾

Menu

Click on Transactions

Transaction

Munis Transaction ID: 134 

Card holder for transaction: Ryanne Jackson ...

Vendor: 4601 ... ACT*RACINE FAMILY YMCA

Charge description: _____


Commodity code: _____ MCC code: _____

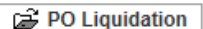
Charge date: 01/06/2017


Post date: 01/09/2017 Transaction amount: 110.00

Import date: 01/18/2017

Allocation code: _____

Contract: _____ 

PO year/number/line: _____ 

Document number: _____ 

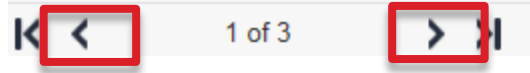
Invoice number: _____

Last Change
No changes made since transaction imported

Allocations

| PA Ty... | Project Account | Org | Obj | Project | Description | Percent | Amount | A | GL Bud | PA Bud |
|----------|-----------------|-----|--------|---------|-------------------------|---------|--------|---|--------|--------|
| | | 10 | 145047 | | PPD PCARD HUMAN SERVICI | 100.000 | 110.00 | N | U | |

This brings up the first transaction on your statement




To flip to another transaction, use the arrows on the bottom left



Click update. All of the fields you can update turn white

Transaction

Munis Transaction ID: 134  Notes

Card holder for transaction: x ...

Vendor: 4601 ... ACT*RACINE FAMILY YMCA

Charge description:


Commodity code: ... MCC code:


Charge date: 01/06/2017


Post date: 01/09/2017 Transaction amount: 110.00

Import date: 01/18/2017

Allocation code:

Contract: ...  Contract

PO year/number/line:  PO Liquidation

Document number:  Invoice

Invoice number:

Last Change
No changes made since transaction imported

Allocations

| PA Ty... | Project Account | Org | Obj | Project | Description | Percent | Amount | A | GL Bud |
|----------|-----------------|-----|--------|---------|-----------------------|---------|--------|---|--------|
| ... | | 10 | 145047 | ... | PPD PCARD HUMAN SERVI | 100.000 | 110.00 | N | U |

| Transaction | | | |
|-----------------------------|-----------------------|------------------------|----------------|
| Munis Transaction ID | 134 | | Notes |
| Card holder for transaction | Ryanne Jackson | | ... |
| Vendor | 4601 | ACT*RACINE FAMILY YMCA | |
| Charge description | CRP-AED CLASS 1/22/17 | | |
| Commodity code | | MCC code | |
| Charge date | 01/06/2017 | | |
| Post date | 01/09/2017 | Transaction amount | 110.00 |
| Import date | 01/18/2017 | | |
| Allocation code | | | |
| Contract | | | Contract |
| PO year/number/line | | | PO Liquidation |
| Document number | | | Invoice |
| Invoice number | | | |

- Fill in a Charge Description.
- If applicable, fill in a Contract/Open PO number.
- If applicable, fill in a Purchase Order number – this will appear if a PO is in the system for the vendor number.
 - One PO per transaction
- If applicable, fill in an Invoice number.
- Write this transaction number in the bottom right corner of the paper backup for this transaction

| PA Ty... | Project Account | Org | Obj | Project | Description | Percent | Amount | A | GL Bud | PA Bud |
|----------|-----------------|-----|--------|---------|-----------------------|---------|--------|---|--------|--------|
| | | 10 | 145047 | | PPD PCARD HUMAN SERVI | 100.000 | 110.00 | N | U | |

This is the account number section. We have set up all p-cards to go to a Prepaid account. This will need to be changed to the account you need to charge for this transaction.

| PA Ty... | Project Account |
|----------|----------------------------|
| E | 71703.008 .200 .438500 ... |

If you are charging a project, enter it in the Project Account line or click the field help (...) to search for the project string.

| Org | Obj |
|-------------|------------|
| 5108200 ... | 438500 ... |

To charge an org and object, enter those numbers in the appropriate box or click the field help (...) to search.

| Description |
|-------------|
| TRAINING |

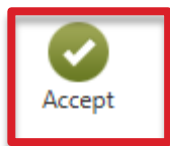
The name of the account will show when a valid account is chosen.

| Percent | Amount |
|---------|--------|
| 100.000 | 110.00 |

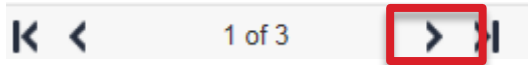
Enter the dollar amount being charged. If you are splitting a transaction by a percentage, enter the percentage and the system will calculate the amount. You can also enter dollar amounts to split the transaction.

Example of a split transaction:

| PA Ty... | Project Account | | | Org | Obj | Project | Description | Percent | Amount | | | | |
|----------|-----------------|------|---------|-----|---------|---------|-------------|---------|--------|-----|----------|--------|-------|
| E | 71703.008 | .200 | .438500 | ... | 5108200 | ... | 438500 | ... | 71703 | ... | TRAINING | 75.000 | 82.50 |
| E | 71706.008 | .300 | .438500 | ... | 5108300 | ... | 438500 | ... | 71706 | ... | TRAINING | 25.000 | 27.50 |



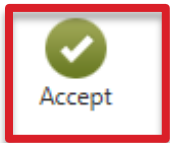
Click Accept to save your updates



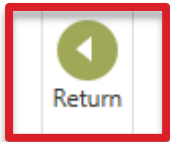
Click the right arrow to move to the next transaction.



Click update. Fill in all of the applicable information for this transaction.



Click Accept to save your updates and move to the next transaction until all transactions are complete.



When all transactions are complete, click Return to go to the main Purchase Card Statements page.

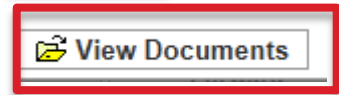
Scan in your packet of paper back up. This can be scanned on your Ricoh copier as a PDF, with all transactions in one PDF.

For training, all statements are saved in `\\courtfsc\county\Tyler Munis\Training\Pcard\Pcard Scanned Images`

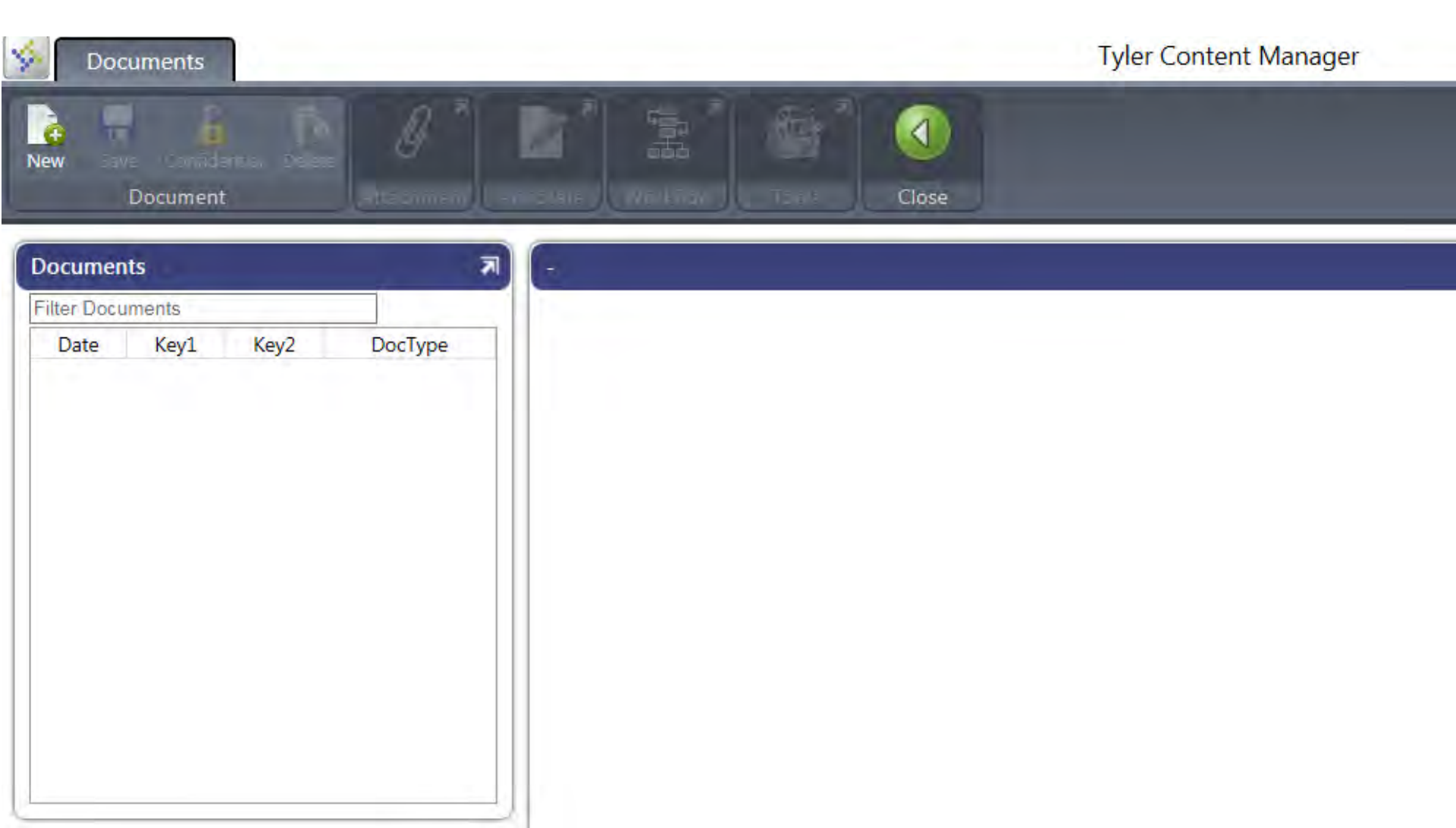
- Open a file explorer and type this in to find your scanned image



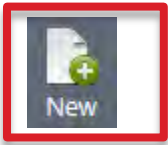
Click Attach



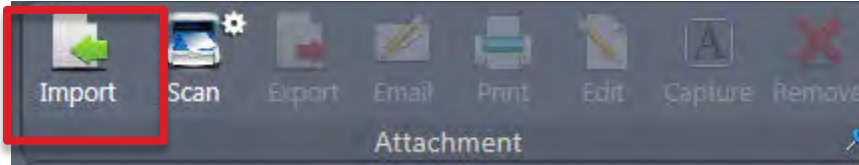
Click View Documents



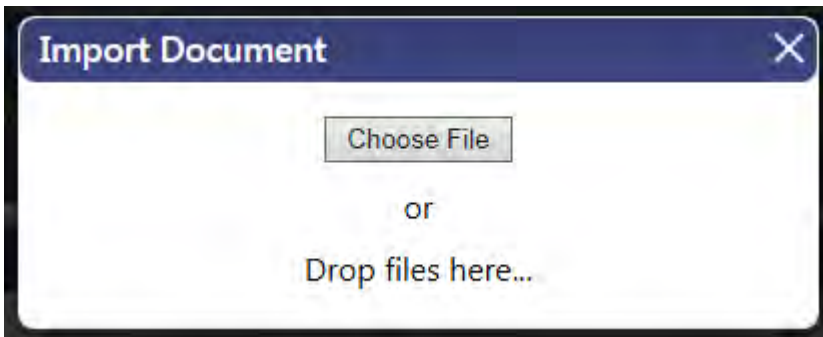
This brings up the Tyler Content Manager (TCM) where documents are saved and filed



Click New



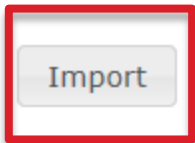
Click Import



Choose File and locate your PDF file OR drag and drop the PDF file onto "Drop files here..."

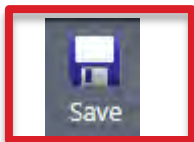
20170124160943886.pdf (1.08 MB) X

Click Import

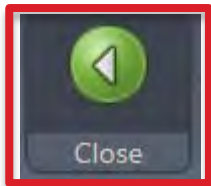




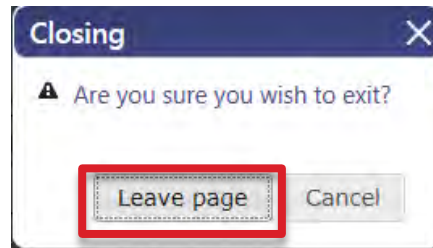
A preview of your scanned PDF will show here



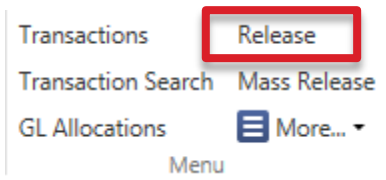
Click Save



Click Close



Click Leave Page



If you are sure that all of your transaction details are complete (account number correct, amounts right, etc) click Release. This will send it into workflow to your manager or department approval for approval.



Click Yes – all attachments on are on the statement, not the transactions.

Workflow in Munis

- Munis allows workflow to help automate processes and limit paperwork
- You may see activity on your dashboard in the Approvals web part which will require you to approve or reject work
- Workflow varies by department but can include Accounts Payable, Journal Entries, Purchase Orders, P-cards, Contracts, and Cash Receipts



Racine County, WI - Train

Tyler Dashboard

▼ My Favorites

- Journal Inquiry/Print
- General Journal
- Entry/Proof
- Account Inquiry
- Invoice Entry
- Account Master

Racine County, WI - Train

Approvals

1

0 unread

Notifications

1

0 unread

If workflow has been sent to you, it will be shown on the Approvals web parts

Approvals

By Process Code **By Date**



All Process Codes

VIA: Vendor profile creation approval
New vendor profile record approval re... Thu Nov 10 2016

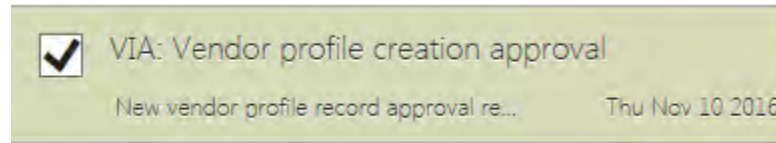
[VIA: Vendor profile creation approval](#)

Created Thu Nov 10 2016
Reason Approval of one or more vendor fields is required.

| | |
|----------------------------|---|
| General Description | New vendor profile record approval required |
| Vendor Number | 3055 |
| Vendor Name | NAPA AUTOMOTIVE PARTS CO INC |
| Group | Remit Address |
| Field | Name |
| Old Value | |
| New Value | NAPA AUTOMOTIVE PARTS CO INC |
| Group | Remit Address |
| Field | AddressLine1 |
| Old Value | |
| New Value | 4321 WASHINGTON AVE |
| Group | Remit Address |
| Field | AddressLine2 |
| Old Value | |
| New Value | |

 Refresh  Close

Clicking on the Approvals will show all work that needs to be approved



Clicking on the approval item will bring up available actions



The work can be approved, rejected, held, or forwarded

Forward

Required Comment for (1) Approval

50/50

Forward to:



Save



Cancel

If you received p-card approval workflow for your own pcard, you must forward it to someone else – your supervisor, department head, etc.

Click Forward, enter a comment, and Select the user you are forwarding to.

A few reminders...

- ▶ The sooner you turn in your p-card statement, the sooner it can be posted
- ▶ No email reminders will go out (unless you guys want them)
- ▶ Transactions will be posted on the next business day following:
 - 1st – 15th of the month
 - 16th – last day of the month
- ▶ Users still have 5 days to complete their statements and return to Finance
- ▶ Paper back up is still required. No receipt? We still need an affidavit of purchase.
- ▶ Split out tax or questionable purchases to the prepaid account.

Questions, comments or concerns?

Thanks for joining us!