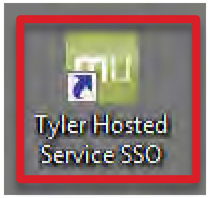
Tyler Munis P-card Training

Computer log in
Username: testuser
Password: testuser

Overview

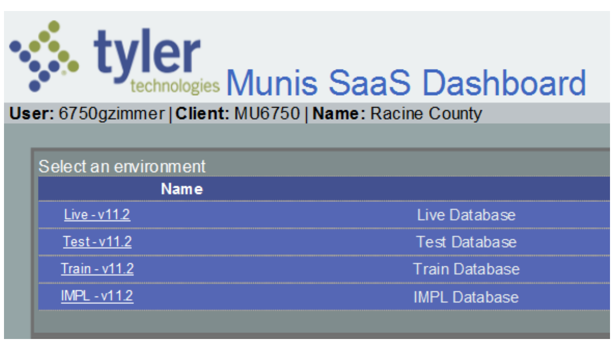
- Tyler Munis is a financial system that replaced JD Edwards on January 1st
- The move to Munis changes our accounts (cost centers) but will not change how we budget, cut checks, and many other processes
- P-cards will no longer be processed on the JP Morgan website. All data entry will take place in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

How to sign into Munis



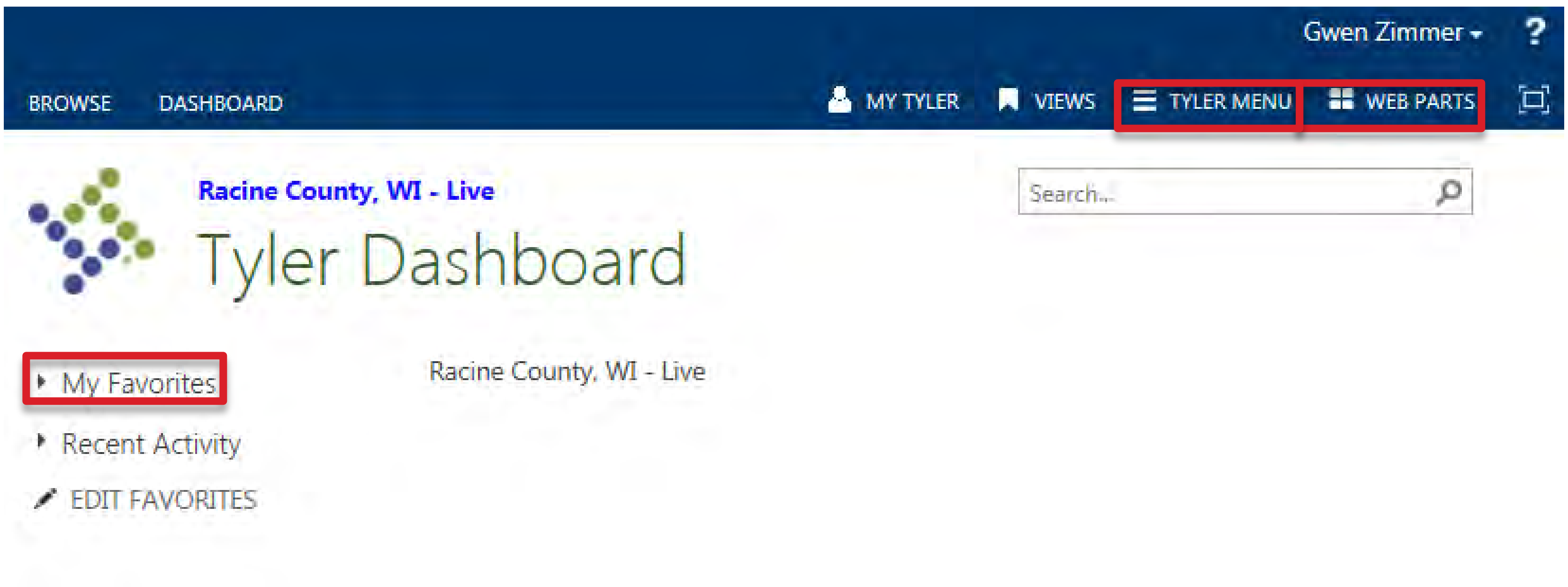
- Click on the Tyler Hosted Service SSO icon on your desktop

- 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”



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.

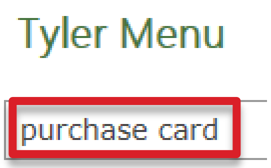


How has your accounts changed?

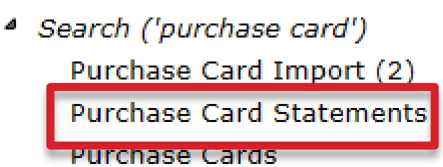
- Munis uses Orgs instead of Cost Centers
  - In JDE, Human Resources cost center is 10120
  - In Munis, it is 12100000
- All objects codes will be universally shared
  - In JDE, the object code for Office Supplies is 7010
  - In Munis, the object code is 441500
- Some departments will be using Projects (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

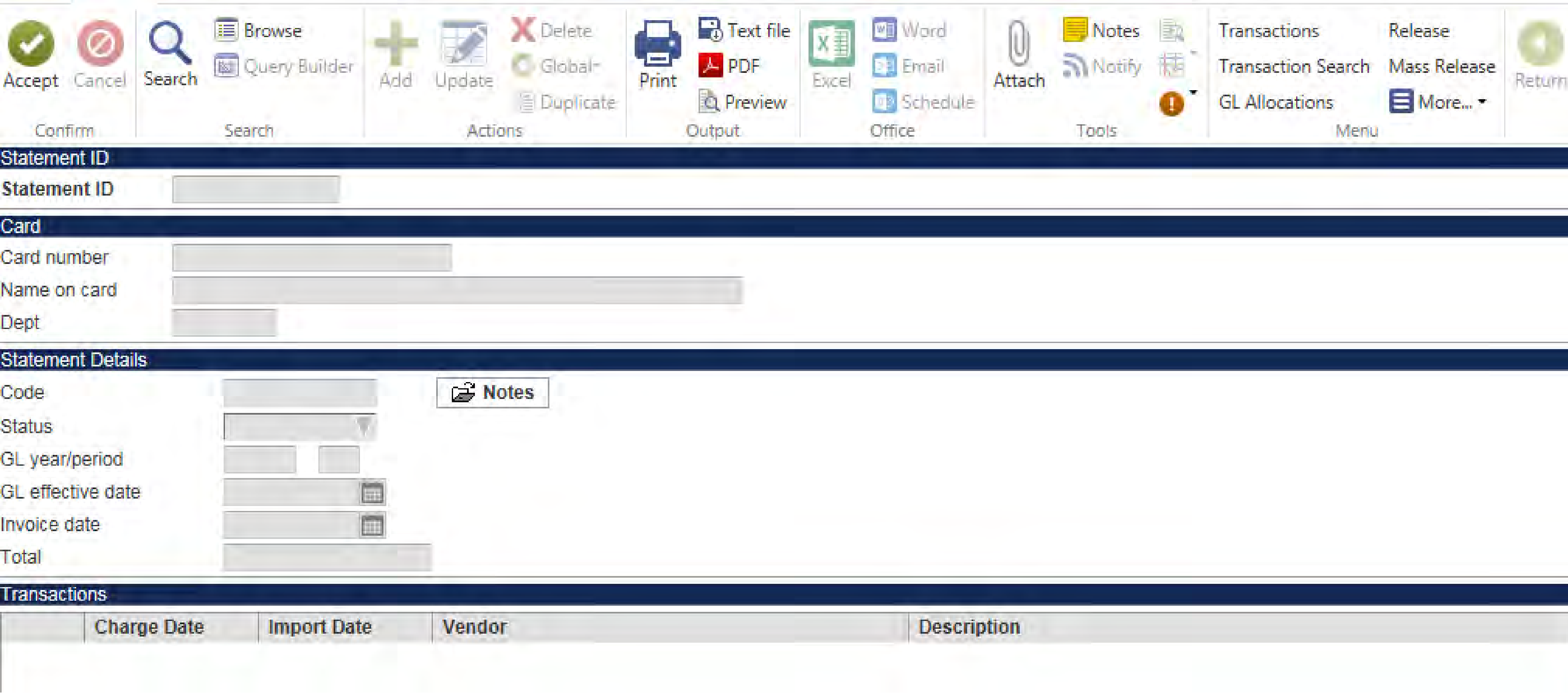


- In the search box, type “purchase card” and press enter

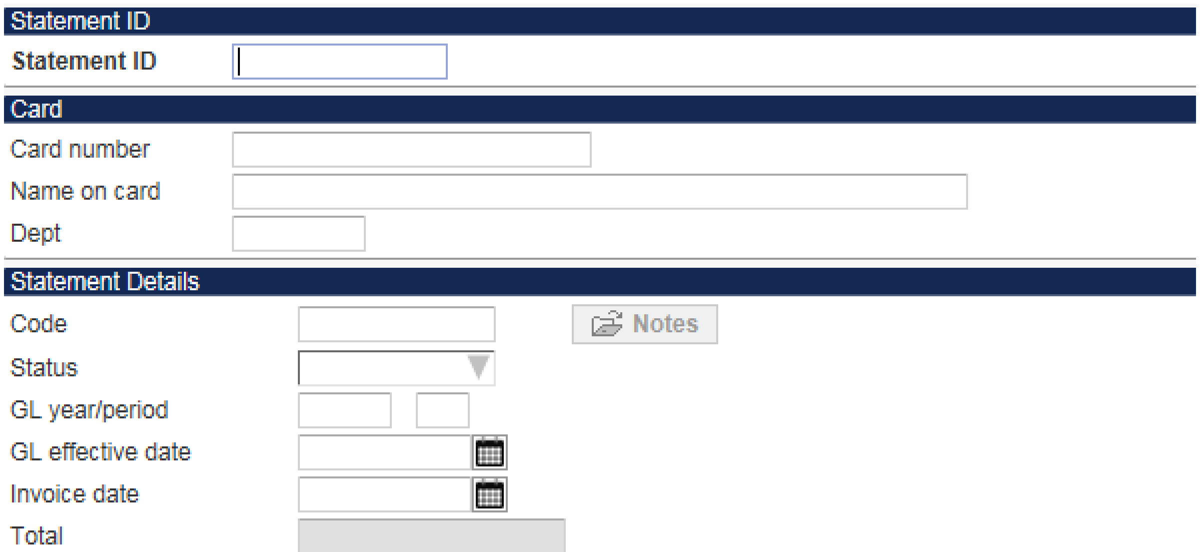


All p-card programs that you have access to appear. Click on Purchase Card Statements

This is the Purchase Card Statements program

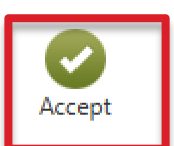


Click Search. The fields you can search on become white.



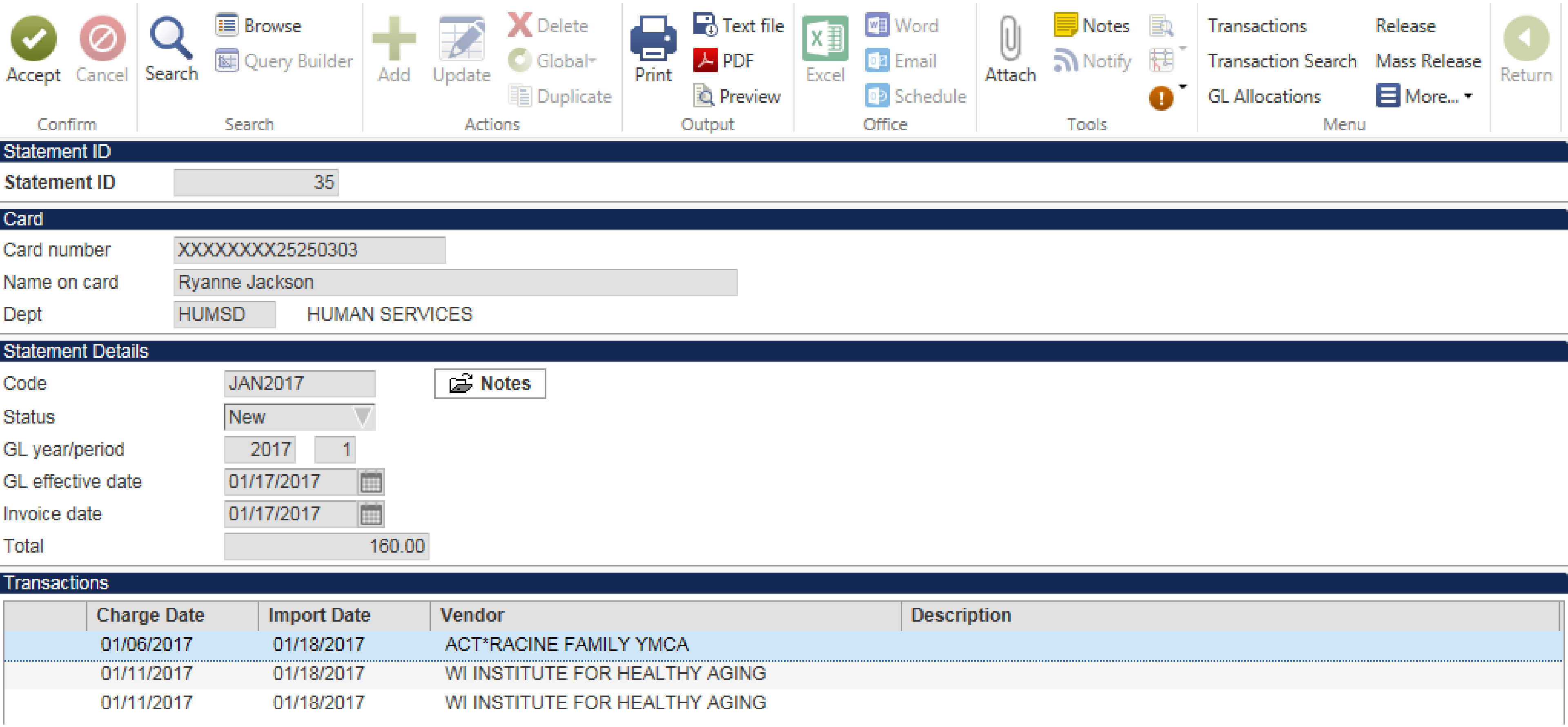
In Name on Card, enter your full name (listed on your p-card) or put in your first name with an asterisk (*)

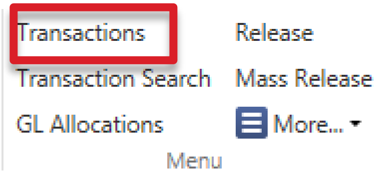
OR



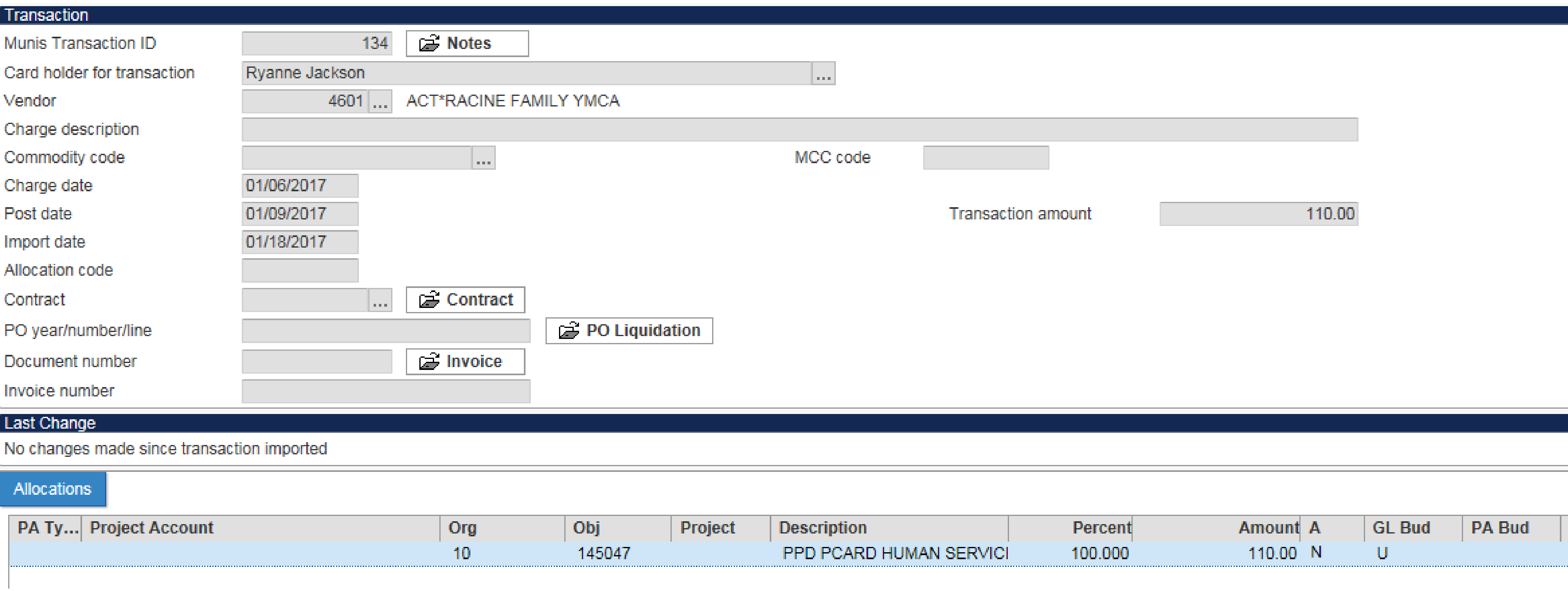
Click Accept

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.





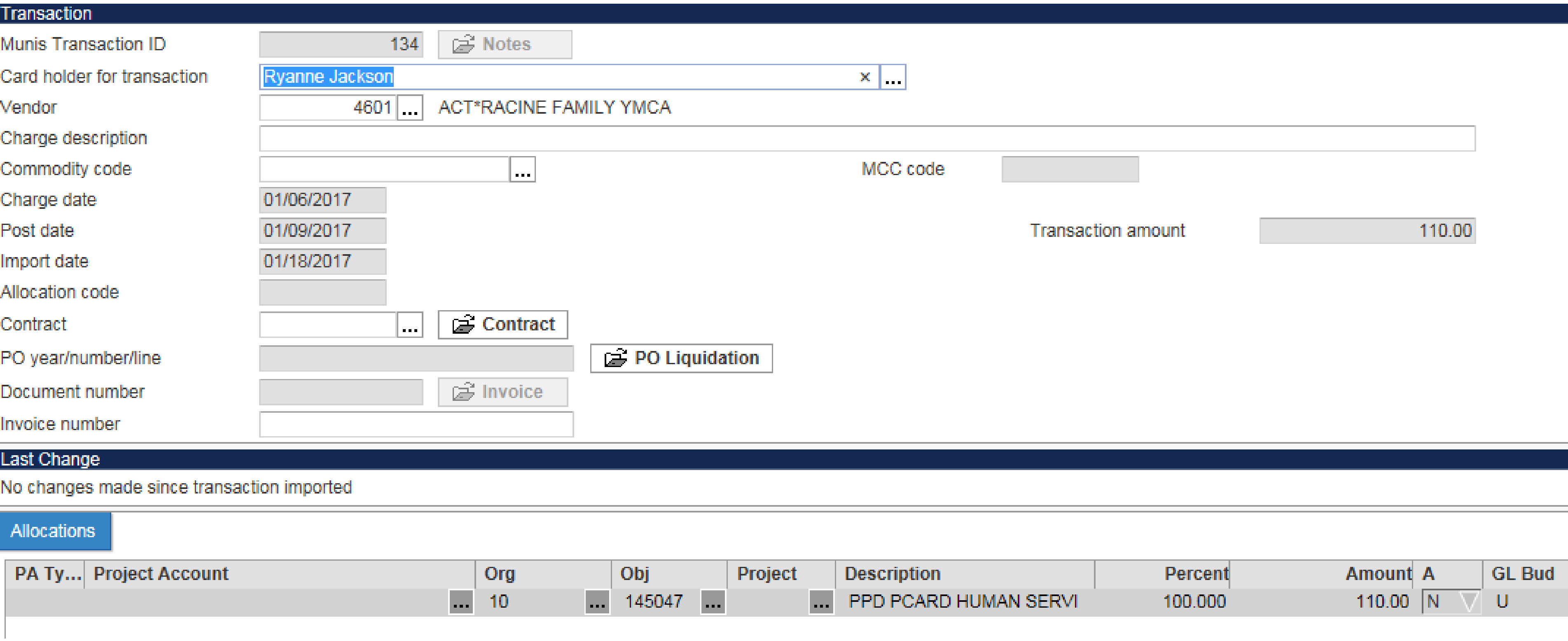
Click on Transactions



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

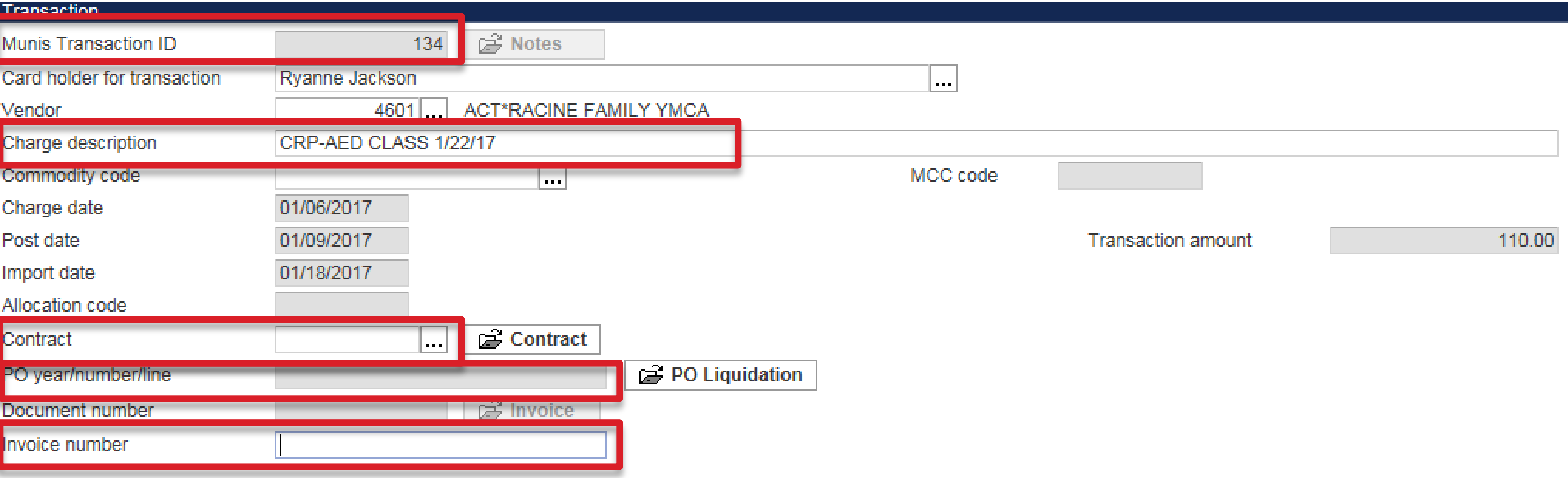
Munis Transaction ID: 134 — Notes
Card holder for transaction: Ryanne Jackson
Vendor: 4601 ACT*RACINE FAMILY YMCA
Charge description:
Commodity code: — MCC code:
Charge date: 01/06/2017
Post date: 01/09/2017 — Transaction amount: 110.00
Import date: 01/18/2017
Allocation code:
Contract: — Contract
PO 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



- 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

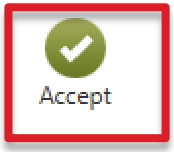
The name of the account will show when a valid account is chosen.

Percent	Amount
100.000	110.00

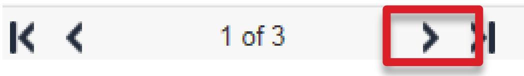
Enter the dollar amount being charged. If you are splitting a transaction by a percentage, enter the percentage and the system will calculate the amount. You can also enter dollar amounts to split the transaction.

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

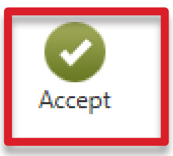


Click Accept to save your updates

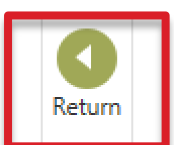


Click the right arrow to move to the next transaction.

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.



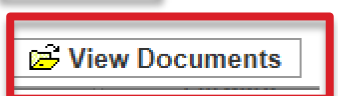
When all transactions are complete, click Return to go to the main Purchase Card Statements page.

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.

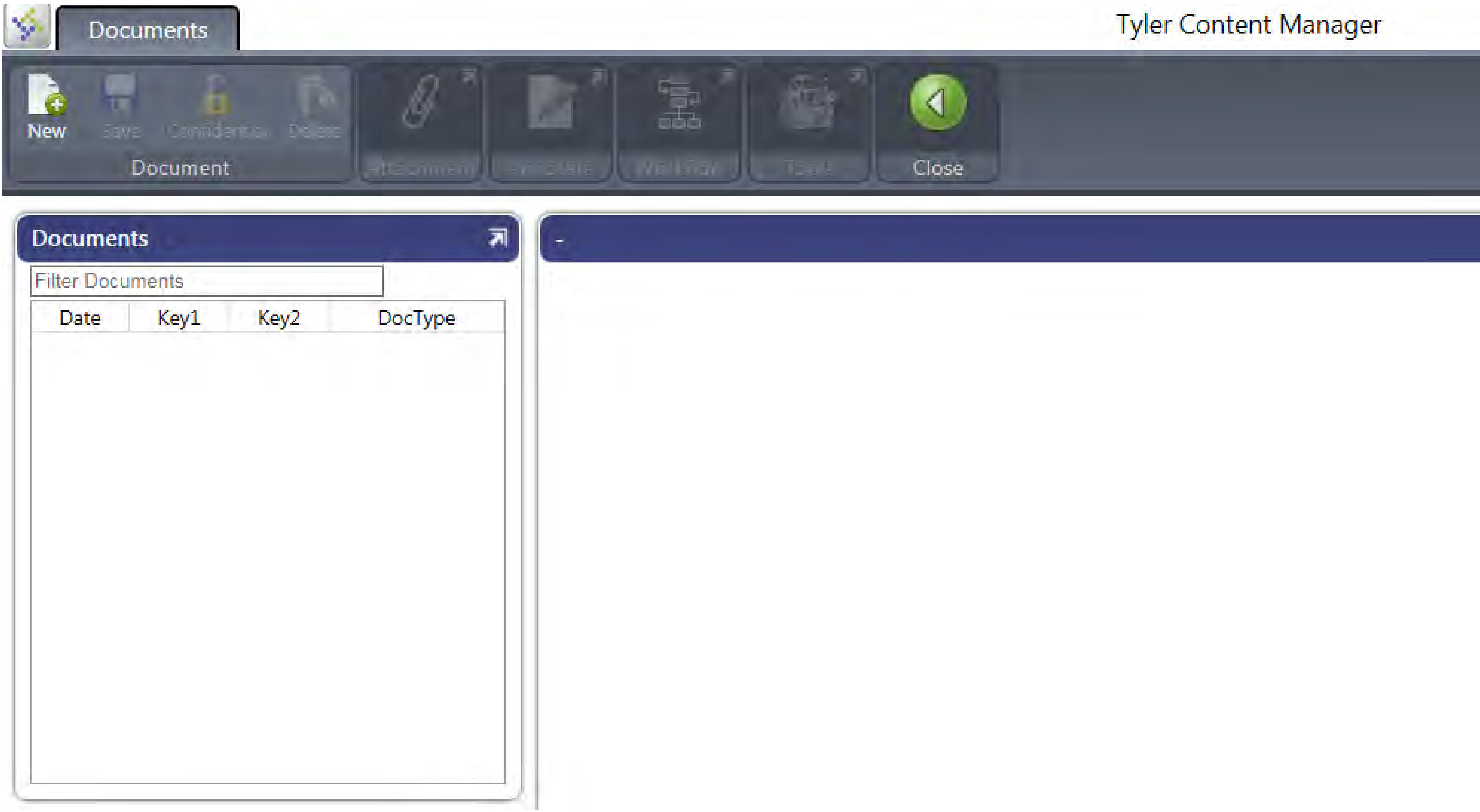
For training, all statements are saved in \\courtfs\county\Tyler Munis\Training\Pcard\Pcard Scanned Images

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

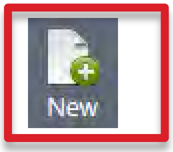
Click Attach



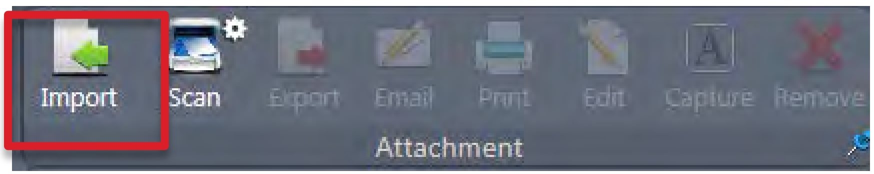
Click View Documents



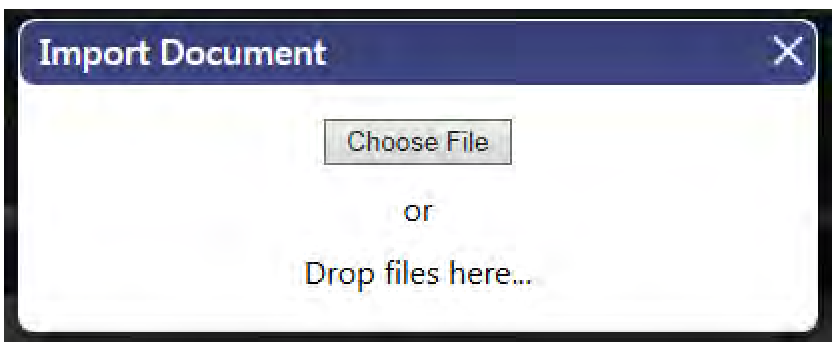
This brings up the Tyler Content Manager (TCM) where documents are saved and filed



Click New



Click Import

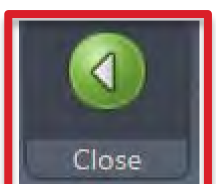


Choose File and locate your PDF file OR drag and drop the PDF file onto “Drop files here…”

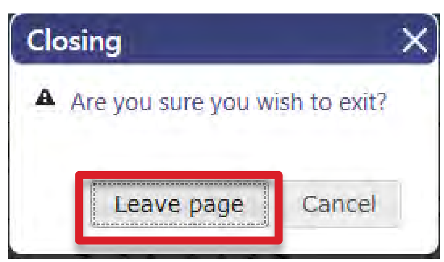
Click Import

A preview of your scanned PDF will show here

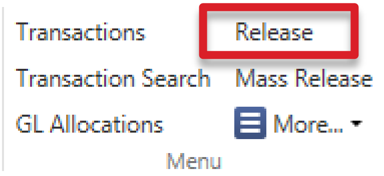
Click Save



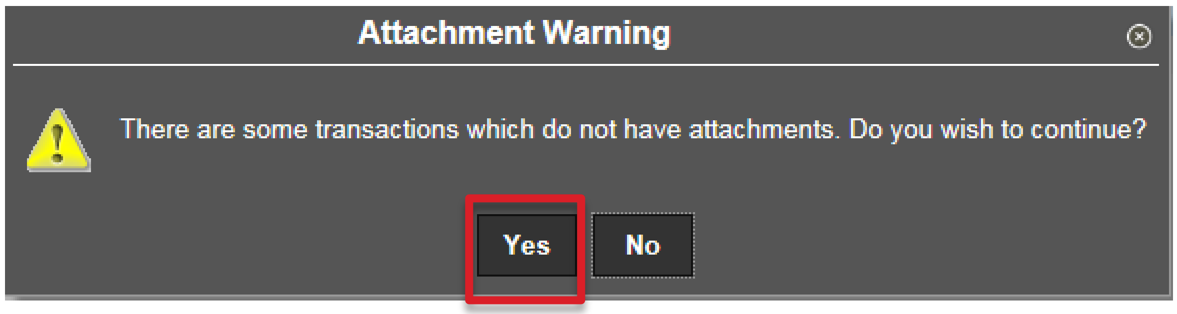
Click Close



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.

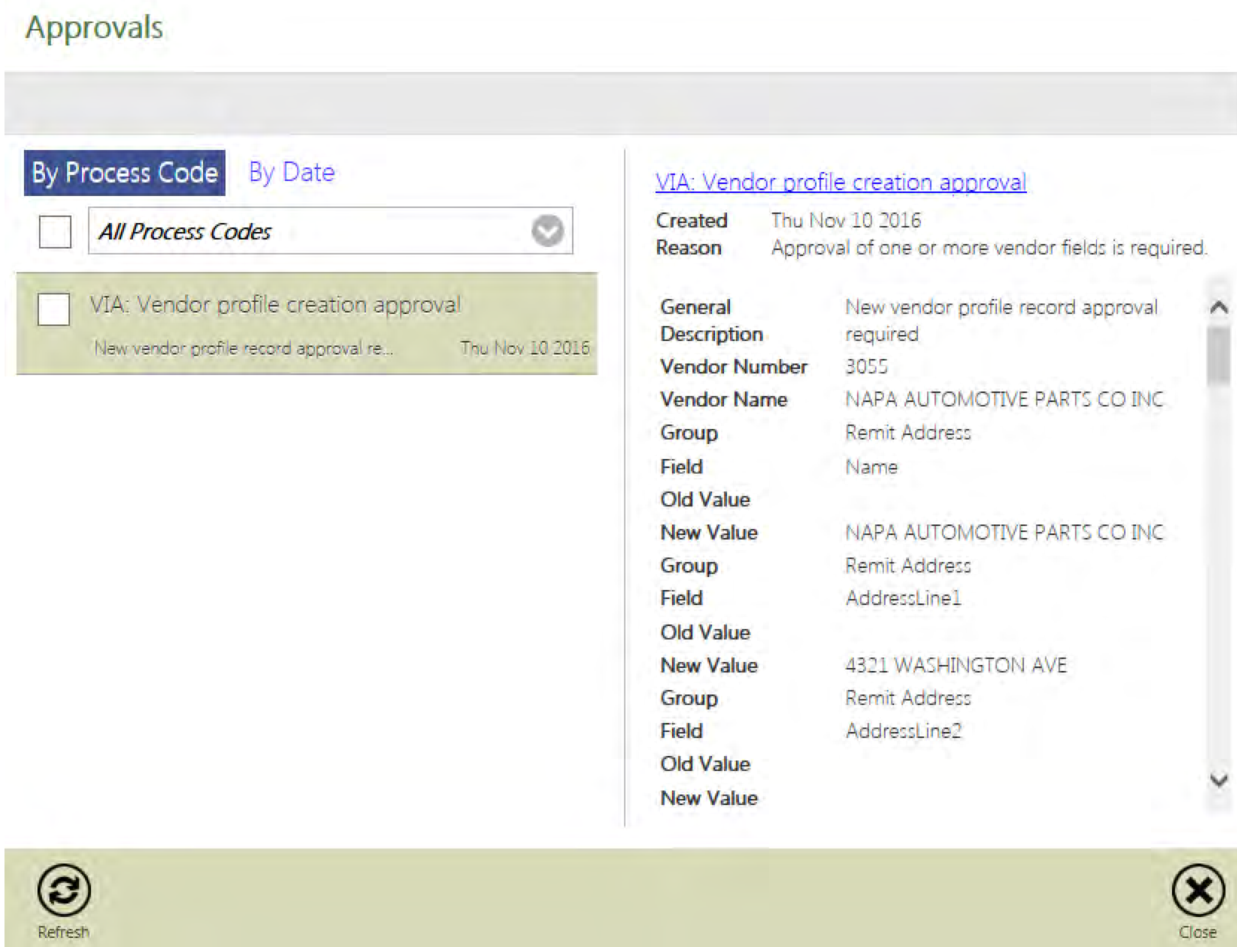


Click Yes – all attachments on are on the statement, not the transactions.

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

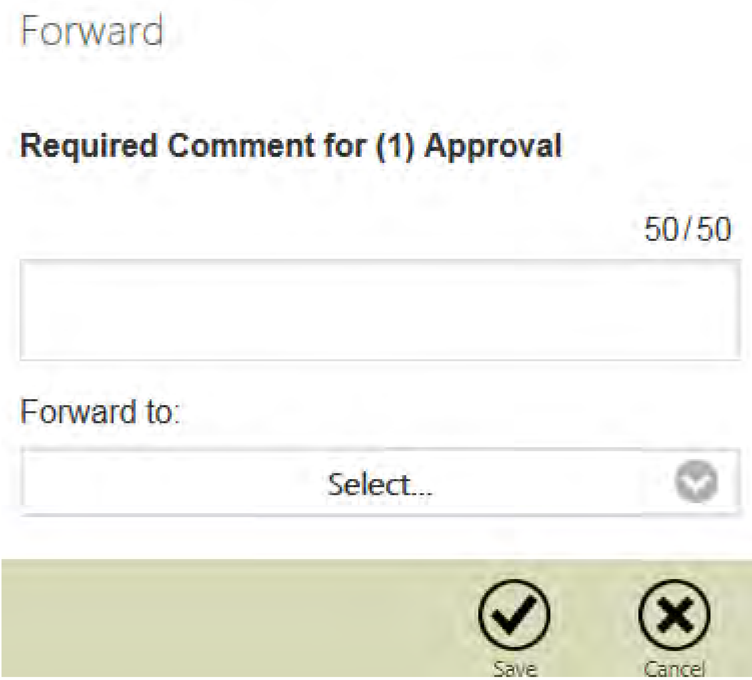
If workflow has been sent to you, it will be shown on the Approvals web parts



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



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!