

Tyler Munis Department AP Refresher



Materials on the web

- ▶ Racine County website under Employees/Finance/Tyler Munis has materials to help with training, finding account numbers, and guidelines.

[Finance Department » Tyler Munis](#)

 [Tyler U V11.2 Classes Core User](#)

 [Tyler U Classes End User](#)

 [End User Training Ppt](#)

 [Department Orgs](#)

 [Department Orgs](#)

 [Budget Transfers and Amendments](#)

 [Address Book Guidelines](#)

 [2017 Budget Crosswalk](#)

 [Department Orgs](#)

 [Tyler Munis End User Training](#)

New AP form

The screenshot shows the Racine County Wisconsin website. The header features the county name and navigation icons for Residents, Visiting, Doing Business, and Government. A left sidebar contains a menu with items like Employee Homepage, Finance, and Forms Page. The main content area is titled 'FORMS PAGE' and lists various forms, with 'Tyler AP Form' highlighted by a red box.

Racine County
W I S C O N S I N

Residents Visiting Doing Business Government

Employee Homepage

Finance

+ Employee Add and Change Forms

Employee of the Month

Employee of the Month Nomination Form

Employee Login

Forms Page

Human Resources

+ LEAN Government

+ Branding

Employee Calendar- Racine

How Do I... » [Employee Homepage](#) »

FORMS PAGE

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#)

[FORMS](#) » [Finance Forms](#)

- [2017 Expense Report](#)
- [Munis Contract Form](#)
- [Tyler AP Form](#)**
- [Travel Form for Out of State](#)
- [Tax Exempt Form S-211](#)
- [Tax Exempt Certificate Racine County Tax Exempt Certificate.gif](#)
- [Substitute W-9 \(for Vendor to Fill - out\)](#)
- [Request for County Board Action \(Blue Sheet\) - Example](#)

Vendor field should be the Vendor Number

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Accounts Payable Data Entry Form													
3														
4														
5	VENDOR: <input type="text"/>							VENDOR NAME: <input type="text"/>						
6	ADDRESS NUMBER: <input type="text"/>													
7														
8														
9	INVOICE: <input type="text"/>							DESCRIPTION: <input type="text"/>						
10														
11														
12	INVOICE AMT: <input type="text"/>							INVOICE DATE: <input type="text"/>						
13														
14														
15														
16	CHECK ATTACHMENT: <input type="checkbox"/>													
17														
18	ORG.OBJECT OR PROJECT ACCOUNT											AMOUNT		
19	<input type="text"/>											<input type="text"/>		

Vendors with multiple addresses, indicate which address the check should be mailed

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2								Accounts Payable Data Entry Form						
3														
4														
5	VENDOR:							VENDOR NAME:						
6	ADDRESS NUMBER:													
7														
8														
9	INVOICE:							DESCRIPTION:						
10														
11														
12	INVOICE AMT:							INVOICE DATE:						
13														
14														
15														
16	CHECK ATTACHMENT: <input type="checkbox"/>													
17														
18	ORG.OBJECT OR PROJECT ACCOUNT											AMOUNT		
19														

Remit addresses can be found in Vendor Central

RACINE CO

ACTIVE  

Addresses

6

Vendor

Vendor Number
3366

Entity
1

Type

Performance

RACINE CO: Addresses

ACTIVE  

	GENERAL	ADDRESS
RACINE CO CHILD SUPPORT	Number 1	1717 TAYLOR AVE 2ND FL RACINE WI 53403
RACINE CO CLERK OF COURTS		
RACINE CO HUMAN SERVICES I	Sort Name RACINE CO	
RACINE CO SHERIFF	Company Name RACINE CO CHILD SUPPORT	
RIDGEWOOD HEALTHCARE CEN	DBA	
RACINE CO REGISTER OF DEEDS	Email	

- ▶ The remit address is often on the invoice you are paying.
- ▶ Make sure the remit address you choose matches the address on the invoice – this will ensure the check gets to the right place.
- ▶ If the address is not correct or you can't find the right remit address, you will need to fix or add it.
 - This procedure will be online. If you have questions, email APFinance@racinecounty.com for help.

Invoice number must be unique - make it unique if you have to

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2			Accounts Payable Data Entry Form											
3														
4														
5		VENDOR:						VENDOR NAME:						
6		ADDRESS NUMBER:												
7														
8														
9		INVOICE:						DESCRIPTION:						
10														
11														
12		INVOICE AMT:						INVOICE DATE:						
13														
14														
15														
16		CHECK ATTACHMENT:												
17														
18			ORG.OBJECT OR PROJECT ACCOUNT										AMOUNT	
19														

Description field is required and very useful for searching/reporting

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1															
2								Accounts Payable Data Entry Form							
3															
4															
5		VENDOR:							VENDOR NAME:						
6		ADDRESS NUMBER:													
7															
8															
9		INVOICE:							DESCRIPTION:						
10															
11															
12		INVOICE AMT:							INVOICE DATE:						
13															
14															
15															
16		CHECK ATTACHMENT:													
17															
18			ORG.OBJECT OR PROJECT ACCOUNT										AMOUNT		
19															

Petty Cash Reconciliation

12/12/16-12/31/16

by: Lisa Meyer

Receipt #	Date	Paid to	Description	Amount	Account #
1	12/20/2016	Brett McDonald	Keys	1.79	66.1340.1000/66.143100
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
CHECK AMOUNT REQUESTED				\$1.79	

Cash Available - Ives Grove				
Hundreds	0.00	Quarters	3.75	
Fifties	0.00	Rolled Dimes	0.00	
Twenties	320.00	Dimes	5.50	
Tens	100.00	Rolled Nickels	2.00	
Fives	50.00	Nickels	1.55	
Ones	5.00	Rolled Pennies	0.00	
Rolled Quarters	10.00	Pennies	0.41	

Current Cash on Hand: 498.21
 Development Services Cash 200.00

This line must equal \$700.00 or we are short / over in petty cash: 700.00

Amount	Account #
1.79	66.1340.1000/66.143100
1.79	

66134.1000.2

Petty cash – include a cover sheet with subtotal to make approving easier

Feel free to write notes on your invoices. Include math when taking discounts, credits, or adjustments.

2758
 RACINE COUNTY PUB. WORKS
 14200 WASHINGTON AVENUE
 STURTEVANT, WI 53177-0000

Anticipated Time:
 Attention:
 Tax Exemption:
 not: 16000182

01/19/2017 # Pages 3 FP3 DOC11523
 1532

SOLD TO

Terms: 2/10 NET 25 NON SVC

Part Number	Line	Description	Quantity	Price	Net	Total	
1366 94-4821	MAC	MACS OPEN GEAR LU (200)	6.00	12.92	3.9900	23.94	T
17590 PM-1396	ATP	FIL FIL ()	1.00	27.50	15.9100	15.91	T
Subtotal						251.05	
TAX 0.0000%						0.00	
Total						251.05	
Charge Sale						251.05	
						-5.02	
						<u>246.03</u>	

Customer Signature
 ALL GOODS RETURNED MUST BE ACCOMPANIED BY THIS INVOICE

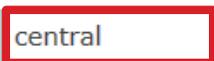
Refresher to Centrals

- Munis uses programs called Centrals to easily look up information
- Centrals will let you look up information needed for your AP forms



- Click on Tyler Menu

Tyler Menu



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

• Munis

• Search ('central')

Invoice Central

Vendor Central

Account Central

Contracts Central

Purchase Order Central

- All Centrals programs that you have access to will appear. Click on Vendor Central

Vendor Central

Search by vendor name

[Advanced Search](#)

The first screen pulls up a search box. Type in Racine and press enter.

The screenshot shows the Vendor Central interface. At the top, there is a dark blue header with a logo and the word "VENDORS". Below this is a search bar containing the text "racine" and a magnifying glass icon. To the right of the search bar are icons for "Excel" and "Office". Below the search bar, there are links for "Advanced" and "My Searches". The main content area displays the results: "Vendors: 58" followed by a hamburger menu icon. Below this, there are four vendor cards arranged in a 2x2 grid. Each card contains the vendor name, a number, and the status "ACTIVE".

Vendor Name	Number	Status
CARLSON RACINE ROOFING AND	1441	ACTIVE
CENTRAL RACINE COUNTY HEALTH DEPT	1468	ACTIVE
EYE CLINIC OF RACINE LTD	1847	ACTIVE
FAMILY SERVICE OF RACINE	1855	ACTIVE

This pulls up all vendors with the word "Racine" in their name.

FAMILY SERVICE OF RACINE
1855
ACTIVE

Click on Family Service of Racine

Settings

×

Available tiles

1099 History

Addresses

Commodities

Vendor

Select all

Unselect all

OK

Cancel

The first time will require you to click Select All and OK

racine

Advanced My Searches Search

Vendor Performance View/Maintain

Excel Email Office

Notes Attach (0) Tools

Refresh Setup Tiles Options

Back Return

FAMILY SERVICE OF RACINE

ACTIVE

1099 History

Commodities
0

Addresses
0

Vendor
Vendor Number
1855
Entity
1
Type
Performance

Invoices Checks Purchase Orders Contracts

Time frame 30 days

No invoice records found.

This will show a brief overview of the vendor including invoices paid, checks issued, purchase orders, or contracts.

Click on Vendor.

FAMILY SERVICE OF RACINE: Vendor

ACTIVE  

Main Information

Payment/Miscellaneous

GENERAL

Vendor Number
1855

Status
ACTIVE

Status Reason
no data

Entity
1

Type
no data

Performance
no data

IDENTIFICATION

SSN
no data

FID
39-0808507

DUNS
no data

CONTACT INFORMATION

Other Name
no data

DBA
no data

Address
420 7TH ST
RACINE WI 53403

Email
no data

Web Site
no data

IRS INFORMATION

1099 Vendor
Yes

Default Code

Backup Withholding
No

W-9 Sent
Yes

W-9 Received
No

ADDITIONAL CONTACTS

No vendor contacts found.

This is the new vendor number. If the status is Active, they are available to be used for AP, PO's or Contracts

This is the tax ID number – if you don't need to see it, you won't

This is the current address

If we have an email address or website, it'll show here

We can add contacts to a vendor

Invoice Central

Search by vendor name or invoice number

[Advanced Search](#)

The first screen pulls up a search box. Type in Napa and press enter.

111006 OIL FILTER NAPA AUTOMOTIVE PARTS CO INC PAID, Gross Amount: \$12.90	111041 THRD SEAL NAPA AUTOMOTIVE PARTS CO INC PAID, Gross Amount: \$19.58
111170 HI POWER IND V-BELT NAPA AUTOMOTIVE PARTS CO INC APPROVED, Gross Amount: \$14.82	111186 NAPA QUARTS & BRAKLEENS NAPA AUTOMOTIVE PARTS CO INC APPROVED, Gross Amount: \$93.58

This pulls up all invoices with the word “Napa” in their name.

110016 BRUSH/HEAT SHRINK/BULBS/CAPSULE/L
NAPA AUTOMOTIVE PARTS CO INC
PAID, Gross Amount: \$158.59

Click on invoice 110016 Brush/Heat Shrink

110016 BRUSH/HEAT SHRINK/BULBS/CAPSULE/LAMP

PAID, NAPA AUTOMOTIVE PARTS CO INC

Invoice

Payment

Invoice Details

Withholdings

GENERAL

Purchase Order

no data

Department

PUBLIC WORKS & DEVEL...

Contract

no data

Voucher

no data

AMOUNTS

Gross

158.59

Discount

0.00

Tax

0.00

Net

158.59

DATES

Invoice

01/02/2017

Due

01/11/2017

Discount

no data

Received

01/02/2017

This pulls up information about the invoice that was paid to Napa.

Invoice

Payment

Invoice Details

Withholdings

GENERAL

Payment Method
Normal

Check Number
276

Check Status
Printed

Clear Date
no data

Cash Account
10 101101

Check Run
011617

Check Date
01/16/2017

Check Amount
\$210.42

Payment will show info about the check, including check number and date.

Invoice

Payment

Invoice Details

Withholdings

Description	Line	Project Account	Org	Obj	Proj	1099 Code	Amount
+ BRUSH/HEAT SHRINK/BULBS/CAPSULE/LAMP	1	66134.1000 .2	660161	441000		N	109.47
+ BRUSH/HEAT SHRINK/BULBS/CAPSULE/LAMP	2		660230	453000		N	49.12

Invoice Details will show the account number(s) charged for the invoice.

Account Central

Search

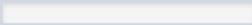
<i>Fund</i>	<i>Org</i>	<i>Object</i>	<i>Project</i>	Q
-------------	------------	---------------	----------------	---

[Advanced Search](#)

The first screen pulls up a search box. Type in 660230 in the Org and press enter

<i>Fund</i>	660230	<i>Object</i>	<i>Project</i>	Q	Excel	Totals
Advanced	My Searches		▼	Office	Options	

Accounts: 26 

MISCELLANEOUS REVENUE 660230-329000- 0% Used  Available 0.00	SALE OF MATERIALS 660230-329500- 0% Used  Available 0.00
OVERTIME 660230-401125- 0% Used  Available 0.00	LICENSES/PERMITS 660230-418000- 0% Used  Available 0.00

This pulls up all of the objects available to this org Shop Operations

MATERIALS
660230-453000-
0% Used Available 0.00

Click on Materials 660230.453000

Available columns

- | | |
|--|--|
| <input checked="" type="checkbox"/> Amount | <input type="checkbox"/> Check # |
| <input type="checkbox"/> Comment | <input type="checkbox"/> EffectiveDate |
| <input checked="" type="checkbox"/> Original Details | <input type="checkbox"/> Posted |
| <input type="checkbox"/> Ref 1 | <input type="checkbox"/> Ref 2 |
| <input type="checkbox"/> Ref 4 | <input checked="" type="checkbox"/> Vendor |
| <input type="checkbox"/> Voucher | <input type="checkbox"/> Warrant |

Select all Unselect all Default

The first time will require you to click OK

MATERIALS

660230-453000-

Account Segments Monthly Data Budget Rollup Current Year vs. CFWD

Account Totals

	2017	2016	2015	2014
Original Budget	25,340.00	0.00	0.00	0.00
Transfers	0.00	0.00	0.00	0.00
Revised Budget	25,340.00	0.00	0.00	0.00
Actual (Memo)	803.33	0.00	0.00	0.00
Encumbrances	0.00	0.00	0.00	0.00
Requisitions	0.00	0.00	0.00	0.00
Available Budget	24,536.67	0.00	0.00	0.00
Percent Used	0 %	0 %	0 %	0 %

The Account tab shows the current year and three year history for budget, actuals, available budget, and percent used

▼ Transactions ▼

Total Amount: \$803.33

Original Budget	25,340.00
Transfers	0.00
Revised Budget	25,340.00
Actual (Memo)	803.33
Encumbrances	0.00
Requisitions	0.00
Available Budget	24,536.67
All	

Source	Year	Period	Journal	Amount	Ref 4	Warrant
<input type="text"/>						
API	2017	1	9	136.19	W 010917	010917
API	2017	1	42	22.68	W 011617	011617
API	2017	1	42	49.92	W 011617	011617
API	2017	1	42	8.52	W 011617	011617
API	2017	1	42	102.38	W 011617	011617
API	2017	1	42	10.28	W 011617	011617
API	2017	1	42	53.70	W 011617	011617
API	2017	1	42	212.74	W 011617	011617
API	2017	1	50	183.56	W 011617	011617
API	2017	1	50	49.12	W 011617	011617

Opening the Transactions window will show details about transactions in this account. To see more information about the invoice paid, you can click on any of the blue hyperlinks to move to that central's program.

Reminders

- ▶ Update your internal forms to reflect the new vendor numbers, addresses, account numbers, etc.
- ▶ JDE account numbers should be used for 2016 expenses only. Going forward, you must use Munis account numbers.
- ▶ Email Munis@racinecounty.com with Munis related questions or the accountant/Fiscal for your area.

Questions, comments or concerns?

Thanks for joining us!