



MUNIS PCARD TRANSITION

AGENDA

- ▶ Overview
- ▶ Benefits of PCard Module
- ▶ PCard Policy Review
- ▶ Dashboard Setup
- ▶ Account Inquiry – Transactions
- ▶ Live Demonstration of PCard Statement
 - ▶ Reconciliation
 - ▶ Tyler Content Manager (TCM)
 - ▶ PCard Approval
- ▶ Review

OVERVIEW

- ▶ Munis PCard Go Live is Monday, May 15, 2017
- ▶ There are four training sessions
- ▶ In addition, we are updating the Procurement Card Policy manual and the instructions for statement processing and electronic approval.
 - ▶ Manual and Instructions will be posted at the following links:

<https://employees.roundrocktexas.gov/departments/finance/procard-information/>

<https://employees.roundrocktexas.gov/departments/finance/munis/>

BENEFITS OF PCARD MODULE

- No need to log in to JPMorgan Smartdata
- Transactions imported daily
 - Expensed to department budgets at the time of import
- Electronic Approval
- Receipts attached in Munis
- No longer required to scan monthly reports
- Tested with a few select Cardholders and Approvers

PCARD POLICY REVIEW

Summary of Program

PCARD PROGRAM

The PCard Program is designed to improve efficiency in processing small dollar purchases.

It allows City employees to purchase goods and services directly from the vendor, therefore, reducing the need for request for checks and small dollar purchase orders.

PCARD PROGRAM (Cont.)

- The City currently utilizes 213 Procurement Cards
- Cards are issued through JPMorgan Chase Bank
- Cards are issued in the cardholder's name under the corporate name of the City of Round Rock

CARDHOLDER RESPONSIBILITY

- Maintain and keep the ProCard secure
- Collect receipts
- Make certain that sales tax is not charged
- Match receipts to monthly statement report
- Statements are processed on time in the City's financial system
- Comply with all Purchasing and ProCard policies and procedures

Review the full Procurement Card Manual on EmployeeNet,
ProCard Information Page

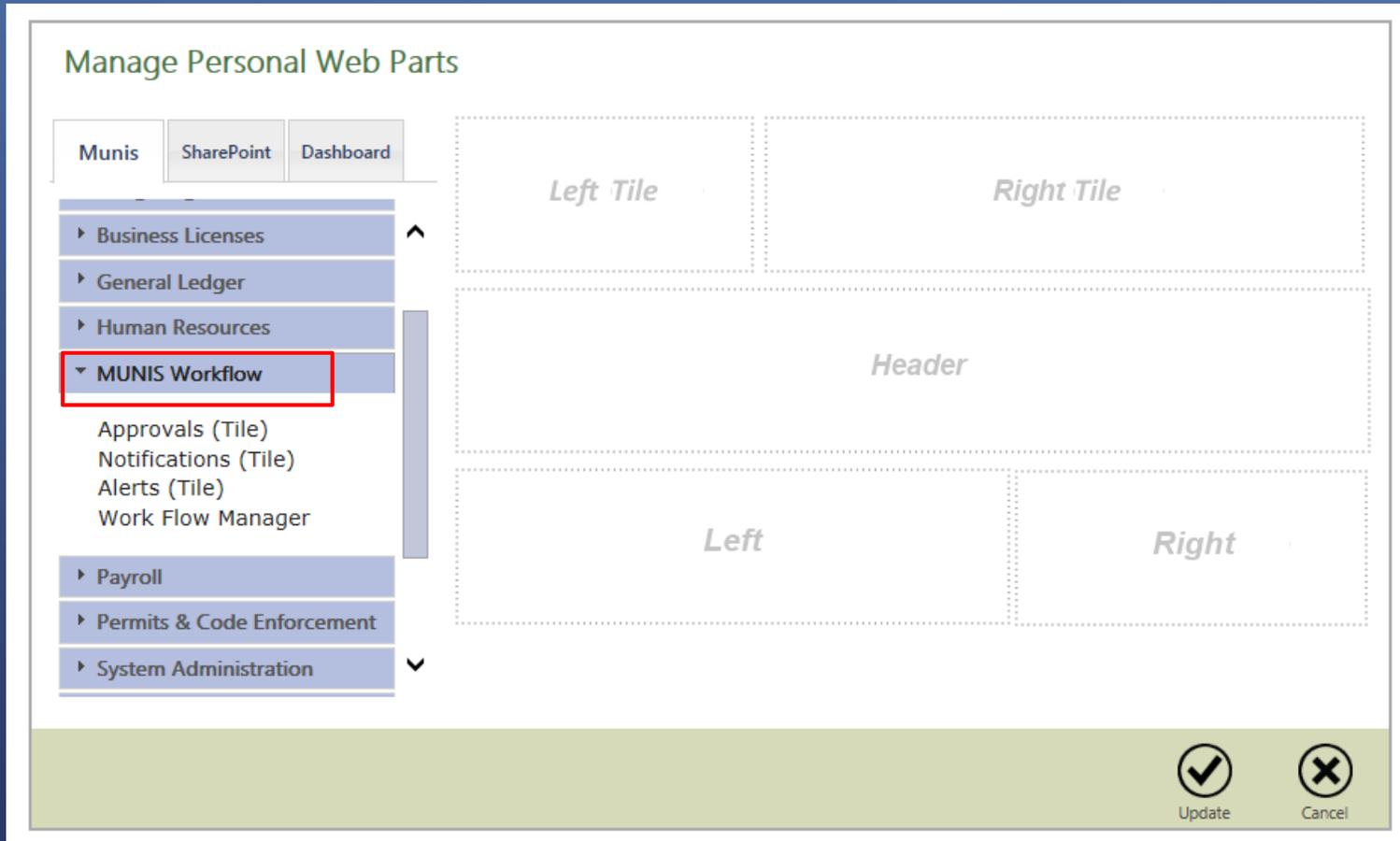


MUNIS PCARD

Dashboard Setup



In order to set up your Dashboard, first select the Web Parts menu at the top right of the screen.



← Tiles

Web Parts

There are two types of displays, Tiles and Web Parts.

Under MUNIS Workflow you will find the Approval, Notifications, and Alerts Tiles.

Manage Personal Web Parts

The screenshot displays the 'Manage Personal Web Parts' interface. At the top, there are three tabs: 'Munis', 'SharePoint', and 'Dashboard'. Below these is a vertical menu with the following items: 'MUNIS Workflow', 'Payroll', 'Permits & Code Enforcement', 'System Administration', 'Tax', 'Tyler Dashboard', 'Email Settings', 'My Favorites', 'My Tyler Community', 'Utility Billing', and 'Work Orders, Fleet & Faciliti...'. The main workspace is a grid of web parts. The top row contains 'Left Tile' (a large empty box), 'Approvals (Tile)', 'Notifications (Tile)', and 'Alerts (Tile)'. The middle row contains 'My Favorites'. The bottom row is split into 'Left' and 'Right' sections. At the bottom right, there are two buttons: 'Update' (with a checkmark icon) and 'Cancel' (with an 'X' icon).

To add a tile or web part to your dashboard, you can either click on the item in the menu OR drag and drop it to the desired location.

Manage Personal Web Parts

Munis SharePoint Dashboard

- ▶ Human Resources
- ▶ MUNIS Workflow
- ▼ Payroll
 - Accruals Available (Tile)
 - Accruals By Day (Tile)
 - Accruals Taken (Tile)
 - FMLA Taken (Tile)
 - Highest Paid (Tile)
 - My Employees (Tile)
 - Open Payrolls (Tile)
 - Overtime (Tile)
 - YTD Hours By Pay Type (Tile)

Budgets (Tile) My Employees (Tile) Approvals (Tile) Notifications (Tile) Alerts (Tile)

My Favorites

Budget Overview

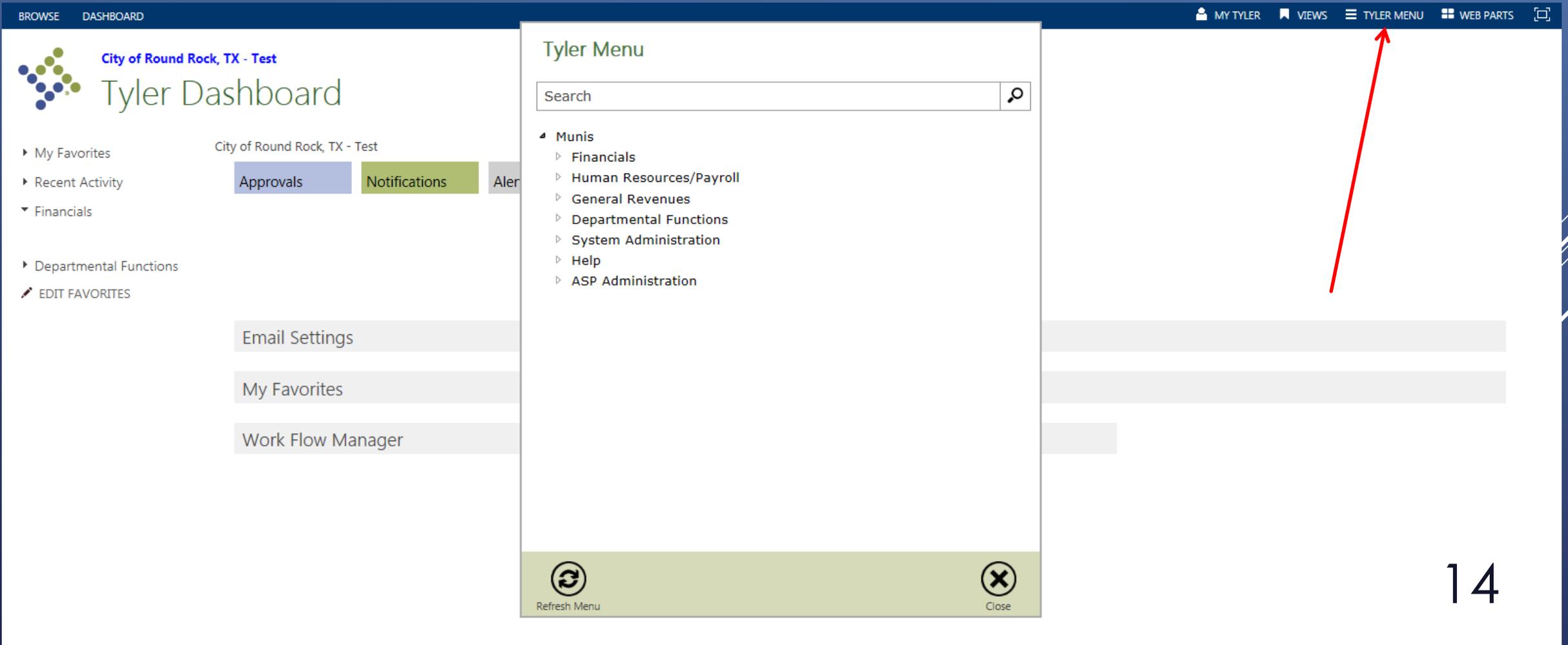
Right

Update Cancel

Click update to save your selections.

VIEW STATEMENT AND TRANSACTIONS

Click on Tyler Menu in the Munis ribbon, the menu seen below is displayed.



The screenshot displays the Tyler Dashboard interface for the City of Round Rock, TX - Test. The dashboard includes a navigation sidebar on the left with sections for My Favorites, Recent Activity, Financials, and Departmental Functions. The main content area features a ribbon with tabs for Approvals, Notifications, and Alerts. A central overlay window titled "Tyler Menu" is open, containing a search bar and a list of menu items under the "Munis" category. A red arrow points to the "TYLER MENU" icon in the top right corner of the dashboard header.

City of Round Rock, TX - Test
Tyler Dashboard

City of Round Rock, TX - Test

Approvals Notifications Alerts

Email Settings
My Favorites
Work Flow Manager

Tyler Menu

Search

- ▾ Munis
 - Financials
 - Human Resources/Payroll
 - General Revenues
 - Departmental Functions
 - System Administration
 - Help
 - ASP Administration

Refresh Menu Close

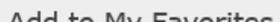
MY TYLER VIEWS TYLER MENU WEB PARTS

Tyler Menu

Search 

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - ▾ Accounts Payable
 - ▾ Invoice Processing
 - Request for Check
 - ▾ Purchase Cards
 - Purchase Cards
 - Purchase Card Import
 - Purchase Card Statements
 - Vendor Processing
 - Invoice Inquiry and Reports
 - Account Inquiry
 - Accounts Overview
 - Financial Command Center
 - Expenditure Command Center
 - Departmental Functions
 - Help

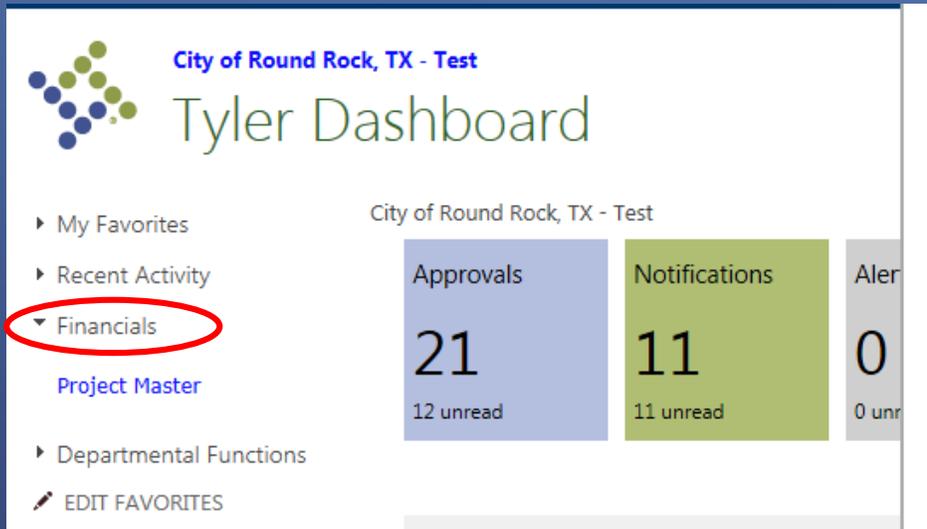




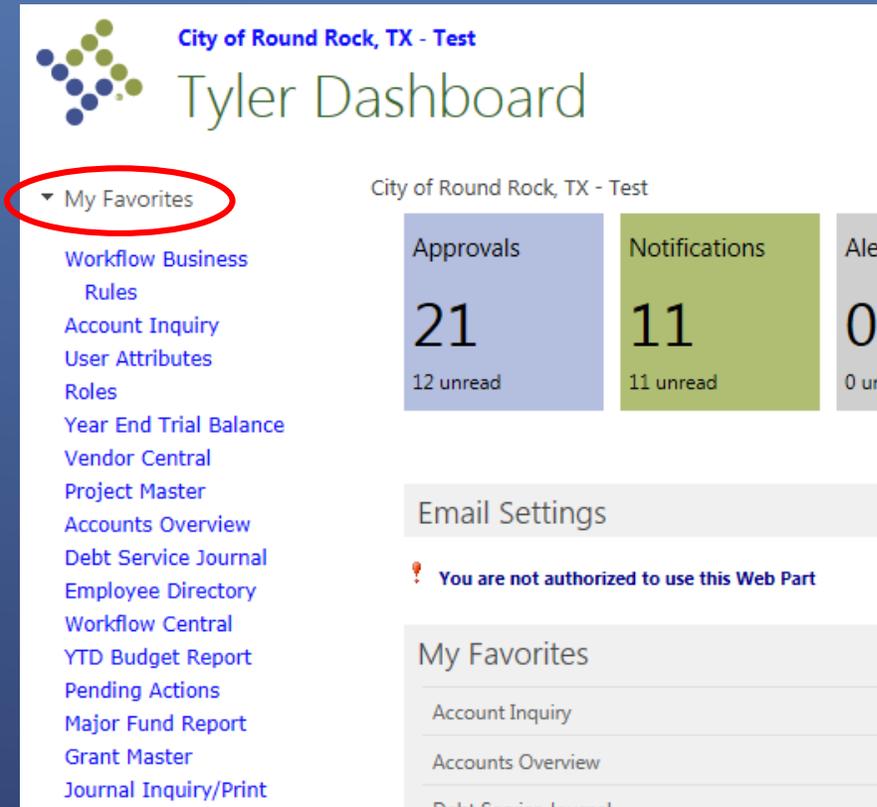
 Refresh Menu  Close

Purchase Card Statements is under Financials, Accounts Payable, Invoice Processing, Purchase Cards – Purchase Card Statements.

From here, you can right click on a menu item to either run the link, add to your programs, or add to your favorites.



Selecting “Add to My Programs” displays the link under Financials in the left navigation pane of your dashboard.



Selecting “Add to My Favorites” will display the link under My Favorites in the left navigation pane of your dashboard.



MUNIS PCARD

Account Inquiry

City of Round Rock, TX - Test
Tyler Dashboard

- My Favorites
- Recent Activity
 - Account Central
 - Account Inquiry
 - Accounts Overview
 - Project Central
 - Requisition Entry
 - Requisition Approvals
 - Expenditure Command Center
 - PL/GL Reconciliation Report
 - Project Summary Report
 - Project Budget Report

EDIT FAVORITES

City of Round Rock, TX - Test

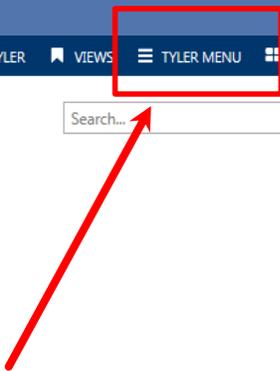
Budgets 0	My Employees 0	Approvals 0 0 unread	Notifications 0 0 unread	Alerts 0 0 unread
---------------------	--------------------------	-----------------------------------	---------------------------------------	--------------------------------

My Favorites

Account Inquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Budget Transfers and Amendments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Change Orders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project and GL Activity Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Budget Adjustment Entry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Central	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Inquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Project Master	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Inquiry	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Tile View](#) [Add Link](#)

Search...



To look up an account using Account Inquiry, first click on the Tyler Menu icon at the top.

Account Inquiry is under Financials, General Ledger Menu, Inquiries and Reports – Account Inquiry.

Right click on the Account Inquiry function, and click Add To My Favorites.

The screenshot displays the 'Tyler Menu' interface. At the top is a search bar with a magnifying glass icon. Below it is a tree view of the menu structure:

- ▾ Munis
 - ▾ Financials
 - ▾ General Ledger Menu
 - Journal Entry/History
 - End of Period
 - ▾ Inquiries and Reports
 - Account Inquiry (highlighted in yellow)
 - 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

A context menu is open over 'Account Inquiry', with the following options:

- Run this Link
- Add to My Programs
- Add to My Favorites (highlighted with a red border)

At the bottom of the menu, there are two icons: a refresh icon labeled 'Refresh Menu' and a close icon labeled 'Close'.

Once you are in the Account Inquiry window you will be able to search the Account fields.

Several ways to search:

- Fund
- Org
- Object
- Project
- Acct
- Acct name
- Budget Rollup

Account Inquiry - Munis [City of Round Bay]

HOME

Confirm Search Actions Output Office Tools Menu

Account

Fund Acct

Org Acct name Account Notes

Object Type Status

Project Rollup

MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2016/09	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2017
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"/>

From Account Inquiry you will be able to see current and historical information for the account/object.

Account Inquiry - Munis [Ci

HOME

Accept Cancel Search Browse Query Builder Segment Find Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts

Confirm Search Actions Output Office Tools Detail Project Months User De Totals Menu

Account

Fund 100 GenFund Acct 100-17-17001-5316-
 Org 10017001 Purchasind Acct name Supplies - Office Account Notes
 Object 5316 Suppl Off Type Expense Status Active
 Project Finance Operating
 MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2016/09	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2017
Original Budget	2,500.00	2,500.00	2,500.00	.00
Transfers In	.00	6,400.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	2,500.00	8,900.00	2,500.00	.00
Actual (Memo)	2,289.17	4,829.42	2,638.32	.00
Encumbrances	62.00	.00	.00	.00
Requisitions	5.00			.00
Available	143.83	4,070.58	-138.32	.00
Percent used	94.25	54.26	105.53	.00

Account Inquiry - Munis [

HOME

Accept Cancel Search Browse Query Builder Segment Find Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts

Confirm Search Actions Output Office Tools Detail Project Months User D Totals Mer

Account

Fund 100 GenFund Acct 100-17-17001-5316-
 Org 10017001 Purchasind Acct name Supplies - Office Account Notes
 Object 5316 Suppl Off Type Expense Status Active
 Project Rollup 1752 Finance Operating
 MultiYr Fund

4 Year Comparison Current Year History

Yr/Per 2016/09	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2014	Fiscal Year 2017
Original Budget	2,500.00	2,500.00	2,500.00	.00
Transfers In	.00	6,400.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	2,500.00	8,900.00	2,500.00	.00
Actual (Memo)	2,289.17	4,829.42	2,638.32	.00
Encumbrances	62.00	.00	.00	.00
Requisitions	5.00			.00
Available	143.83	4,070.58	-138.32	.00
Percent used	94.25	54.26	105.53	.00

If a folder is yellow, you can click on it and drill down into the detail transactions that comprise the total you see.

Actual (Memo) - Detail transactions

Account Inquiry - Munis [City of Round Rock | TRAIN | 01/05] > Account Detail

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Detail Journal Approvals Return

Org 10015000 Object 5368 Project Account 100-15-15000-5368-
Account Description Technology - Hardware

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	▲ Check #	Warrant	Vendor	Comment
Y	2017/04	48	01/31/17	API	000002		34348	1802	89.99			BESTBUYCOM794053077338	Wireless Keyboard and Mouse
Y	2017/03	350	12/31/16	GNI	SLC			PCARD158	-161.64				12/02 DMI* DELL tax refunded
Y	2017/02	445	11/30/16	GNI	SLC			PCARD157	494.99				10/28 BESTBUYCOM Galaxy table
Y	2017/01	423	10/07/16	API	001950		32456	1687	419.42	10030061	102816SW	DELL COMPUTER CORPOR	lease payment
Y	2017/02	159	11/14/16	API	001950	20170168	33070	1717	3,060.54	10030380	111816dl	DELL COMPUTER CORPOR	Dell System lease final buyout
Y	2017/03	497	12/29/16	API	054675	20170103	34219	1789	288.88	10031046	010617SW	CDW GOVERNMENT LLC	CDW-G Zebra Library Printers
Y	2017/03	497	12/29/16	API	054675	20170103	34218	1789	2,737.96	10031046	010617SW	CDW GOVERNMENT LLC	CDW-G Zebra Library Printers

LIVE Presentation

Review

- Go LIVE will be Monday, May 15, 2017
- You may receive transaction notifications on May 11th & 12th, ignore until May 15th
- *You may or may not* have access to the PCard Module until May 15
- New to Munis? - Once we go live, contact IT for your User ID
- Set up the Munis Dashboard

That's A Wrap!

Any Questions???

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Information Technology

HelpDesk