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Update July 2020

Log-In Instructions

With the Munis 2019.1 upgrade, you will need to open Munis in Chrome. The link to Munis can be found in EmployeeNet with in the Quick Lind drop-down.

The Username always begins with our client number of 6455 and the first letter of your first name and the first 3 letters of your last name. Example: Bill Smith = 6455bsmi

When you log in for the *first* time, your Password is **NeedNew1**. You will then be prompted to change your password. The requirements are 1 capital letter, 1 special character and 8 characters long. Example: B*sm1234
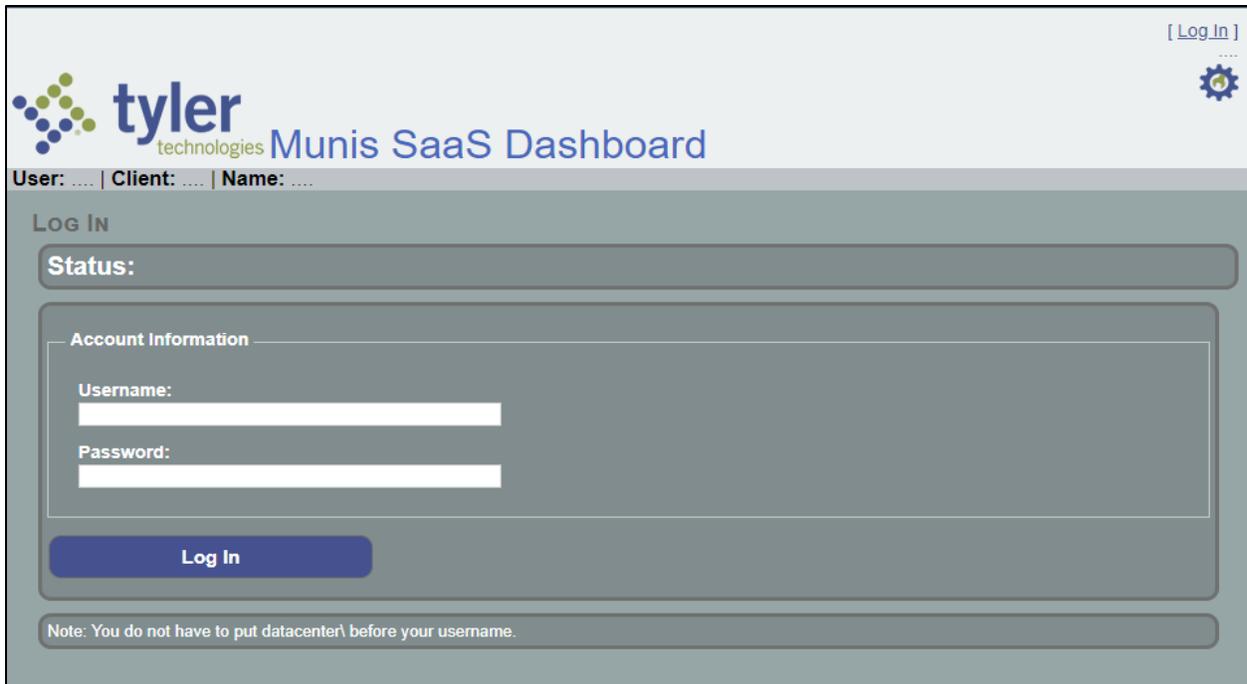
Once logged in, the screen list when your password will expire, Username, City of Round Rock information and three Databases. **PROD v2019.1** for real time Request and information, use **Train v2019.1** for any training you want to perform.

You will need to re-enter your Username and Password in the Tyler Identity box. And click sign in.

Resetting your Password

You will receive emails from the Munis Datacenter account Notification to reset your password prior to the expiration. Click the Cloud Admin Account link in the email.

Enter your User ID and old password. It will prompt you to click reset my password.

You will receive an email to reset your password.
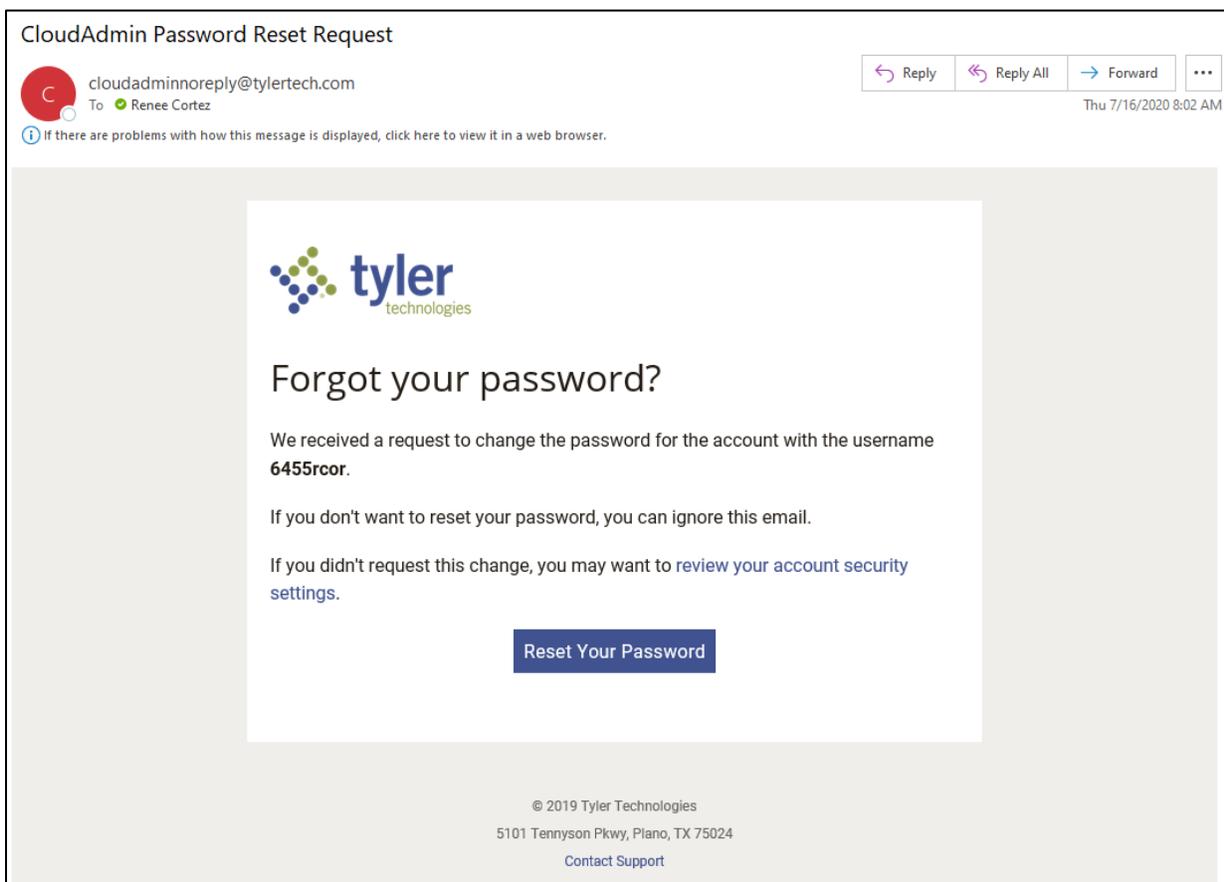
*You can change your password at any time using this link: https://cloudadmin.tylertech.com

Tyler HUB

The Tyler Hub has the basic user setup. Approver, Notification and Alert Cards, Tyler menu, Favorites and Recent Activity. The User sign out is located on the top right.
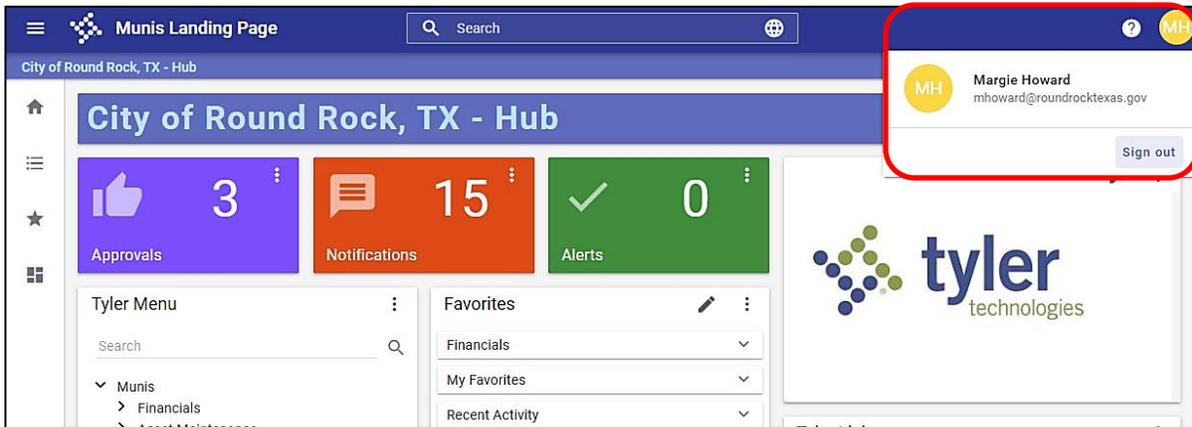
Add programs to your Favorites by right clicking on the program name in the Tyler Menu lookup, select "Add to My Favorites".

Click the 3 dots (ellipsis) on any tile, menu or favorites to edit or personalize.
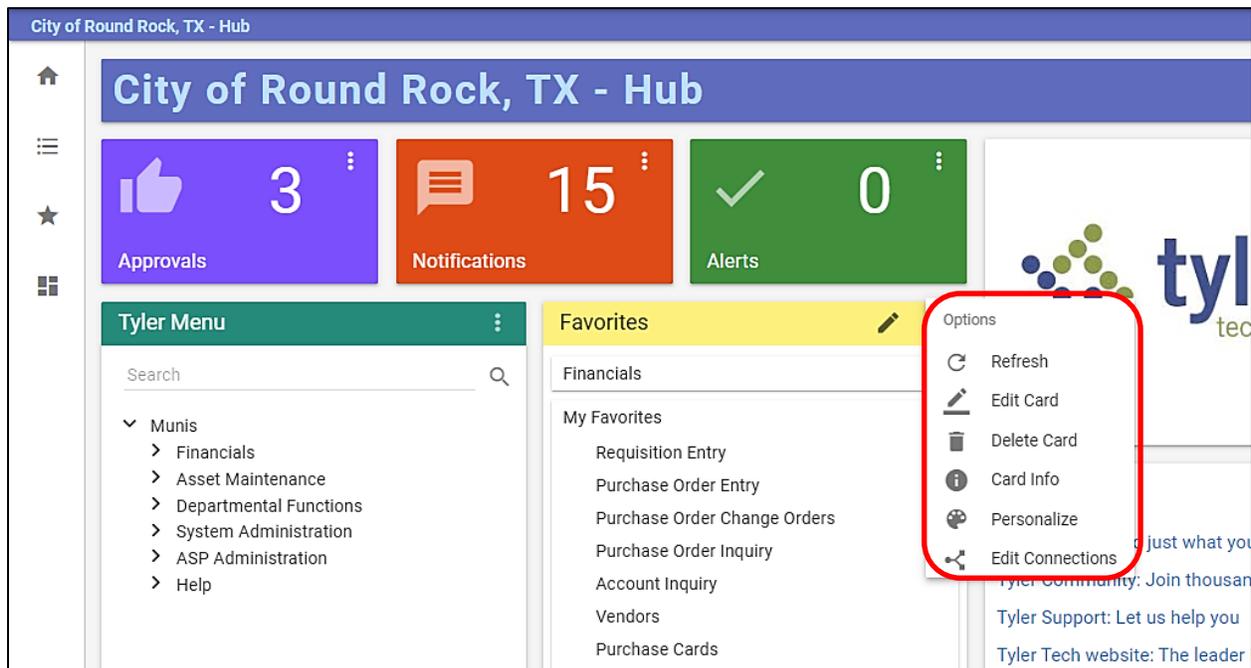
Hub Workflow

Workflow approvals, notifications and alerts.

Approvals – These items required attention, such as approval for requisitions and budget transfers. Click on each item to open to see details and take action. A summary shows to the right. It is best to go into the requisition and view the order and attachments before approving.

Click Settings to setup forwarding of your approvals. (See Forwarding Approval instructions)

Notifications – These are system-generated notices about requisition conversion to a PO, requisition rejected, or budget transfer is denied. Checking the box will show a summary of that notification to the right.

These notifications will need to be manually checked and dismissed to clear from this tile.

Alerts – This area is not regularly used; it is mostly used with due dates on contracts

Munis Ribbon

All Munis screens will have an area at the top called the Ribbon. Below is a list of the *most commonly used* features of the Ribbon. The icons that are highlighted are the only ones available for use depending on the Munis Program you are in and your user access.

Back – will go back a page/screen, if you are on a main screen this will close the page.

Accept - Click this to accept the data entered on the screen

Search – To Search available fields on the screen

Browse – To view search results

Add – To Add the next record

Update – To Update an existing record

Delete – To Delete a record

Cancel - Click to Cancel an action

Output – Use these icons to determine how you receive the requested information

Office – Most Munis searches can be exported to Excel, Word, or Email

Paperclip – The camera icon will used when attaching documentation to a record

Menu – This area changes depending on the module you are using in Munis

Icon samples in the Munis Ribbon:
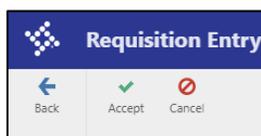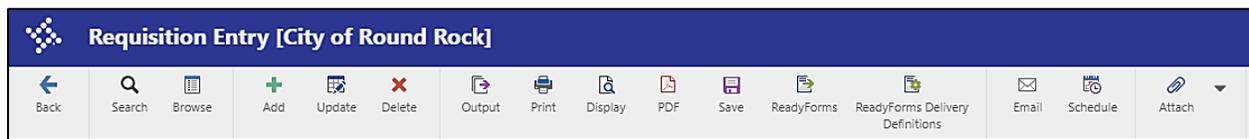
Account Structure

Below is an example of what an account looks like in Munis

Finance Administration is charging an expense to Supplies-Office

100 = Fund

17000 = Department

5316 = Account

The Fund and Department are merged and are called ORG Code. The Account is the Object Code.

10017000 = ORG

5316 = Object

Example coding on a requisition line:

Seq	Org	Obj	Project	Description
01	10017000	5316		Supplies - Office