

Browser tabs: Account Inquiry - N..., Account Master, Budget Transfers an..., Position Control - M..., VTD Budget Report

Address bar: https://munisprod.nps.k12.va.us/default.aspx

Dashboard Header: Norfolk Public Schools, Tyler Dashboard Production, BROWSE DASHBOARD

Navigation Bar: MY TYLER, VIEWS, TYLER MENU, WEB PARTS

Main Content: My Favorites, Human Resources/Payroll, Recent Activity, Menu Favorites, EDIT FAVORITES

Search Bar: Search

When you first log in to MUNIS dashboard, you must create your favorites. Click on the Tyler Menu in the upper right hand corner and you should receive the drop down box below. (see next page)

BROWSE

DASHBOARD



Norfolk Public Works

Tyler D.

My Favorites

Human Resources/Payroll

Recent Activity

Menu Favorites

EDIT FAVORITES

TYLER D.

VIEW

VIEW MENU

VIEW PAGES

Search

▼ Munis

▶ Financials

▶ Human Resources/Payroll

▶ Departmental Functions

▶ System Administration

▶ Help

Refresh Menu

Close

At this screen, double click on Departmental Functions and you will see the menu below. (see next page)

[BROWSE](#)
[DASHBOARD](#)

[Anthony Subalich](#)
[?](#)

[MY TYLER](#)
[VIEWS](#)
[TYLER MENU](#)
[WEB PARTS](#)



Norfolk Public Schools

Tyler Dashboard Production

[My Favorites](#)

[Budget Transfers and Amendments](#)
[Requisition Entry](#)
[YTD Budget Report](#)
[Account Inquiry Employee](#)
[Inquiry](#)
[Position Control Employee](#)
[Job/Salary](#)
[Position Inquiry](#)
[Employee Master](#)
[Next Year](#)



You may open each favorite needed to conduct your day-to-day operations and a tab will appear at the top of your munis screen (see next page)
 This will allow you to move from one departmental function to another.

Home

Account Inquiry - N...

Account Master M...

Budget Transfers and...

Position Control - M...

YTD Budget Reconc...

←

↻

🔒

https://munisprod.nps.k12va.us/default.aspx

📄

🔍

Apps

Suggested Sites

Imported From IE

🌟

🔖

👤

⋮

BROWSE

DASH BOARD

Anthony Subolich

MY TYLER

VIEWS

TYLER MENU

WEB PARTS

?



Norfolk Public Schools

Tyler Dashboard Production

▼ My Favorites

Budget Transfers and Amendments

Requisition Entry

YTD Budget Report

Account Inquiry

Employee Inquiry

Position Control

Employee Job/Salary

Position Inquiry

Employee Master

Next Year

Search

🔍

Here, you may click on the tab needed to reach each department function that you have opened. The next several pages will show you each tab as it is opened.

ACCOUNT INQUIRY

Home

Account Inquiry - MU

Account Master - MU

Budget Transfers an

Position Control - MU

YTD Budget Report

←

→

Apps

Suggested Sites

Imported From IE

HOME

Browse

Quick Build

Segment Find

Confirm

Search

Print

PDF

Text file

Word

Excel

Preview

Attach

Notes

Alerts

Tools

Office

Months

Totals

User Defined Fields

Account Inquiry - MUNIS

https://munisaps.munisad.nps.k12.va.us/GasADProd/wa/r/mugwc/glaclinq

Account

Fund

Org

Object

Project

Acct

Acct name

Type

Rollup

Sub-Rollup

Status

Account Notes

4 Year Comparison

Current Year

History

Yr/Per 2019/D4

Fiscal Year 2019

Fiscal Year 2018

Fiscal Year 2017

Fiscal Year 2020

Original Budget

Transfers In

Transfers Out

Revised Budget

Actual (Memo)

Encumbrances

Requisitions

Available

Current Year

0 of 0

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MENU BAR ACROSS TOP OF SCREEN

ACCOUNT DETAILS EXPENSES

To determine if an expense was posted, pull up the GL line you wish to investigate and hit the  (green check) in the upper left hand corner of the menu bar. After pulling up the account, you will receive the screen below.

Account	
Fund 0100	GEN FUND
Orig 01161001	TANNERS CR
Object 603000	SUPPLIES
Project	
Acct 0100-1-161-110-61100-0000-603000	INSTRUCTIONAL SUPPLIES
Type Expense	Status Active
Rollup	
Sub-Rollup	
MultiYr Fund	
Account Notes	
4 Year Comparison	
Current Year	History
Yr/Per 2019/08	Fiscal Year 2019
Original Budget	25,104.00
Transfers In	3,780.00
Transfers Out	.00
Revised Budget	28,884.00
Actual (Memo)	19,302.81
Encumbrances	988.05
Recursions	.00
Available	8,593.14
Percent Used	76.76
1 of 1	
Fiscal Year 2017	
Fiscal Year 2018	
Fiscal Year 2020	

After receiving the screen above, click on the  (yellow folder) beside Actual(Memo) and you will receive the screen below(see next page).

ACCOUNT DETAIL SCREEN

Posted	VR/Per	▼ Eff Dt	Src	Ref1	POBd2	Ref2	Ref3	Amount	Chac...	Warrant	Vendor	Comment	Voucher	Carry Forward
Y	2019/08	02/15/19	GNI	ESPK				125.72				Ref: gaurimacode-7601-Chappell		N
Y	2019/08	02/05/19	GNI	ESPK				345.36				Office Depot #5-7601-Chappell		N
Y	2019/08	02/05/19	GNI	ESPK				44.99				Office Depot #5-7601-Chappell		N
Y	2019/07	01/04/19	GNI	ESPK				48.46				Davis Screenprint-7601-Chappell		N
Y	2019/07	01/04/19	GNI	ESPK				260.00				Office Depot #5-7601-Chappell		N
Y	2019/07	01/04/19	GNI	ESPK				1,215.60				Sal's School Spec-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESPK				1,483.94				Mwave.Com/Cross-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESPK				66.69				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESPK				146.38				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESPK				76.50				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESPK				248.48				Office Depot #5-7601-Chappell		N
Y	2019/06	12/11/18	GNI	ESPK				35.26				Office Depot #5-7601-Chappell		N
Y	2019/05	11/30/18	GNI	ESPK				559.20				Office Depot #5-7601-Chappell		N
Y	2019/05	11/27/18	GNI	ESPK				120.96				Office Depot #5-7601-Chappell		N
Y	2019/05	11/16/18	GNI	ESPK				294.46				Office Depot #5-4927-Alger, M		N
Y	2019/05	11/16/18	GNI	ESPK				676.68				Staples-4927-Alger, Ma		N
Y	2019/05	11/16/18	GNI	ESPK				94.02				Staples-4927-Alger, Ma		N
Y	2019/05	11/16/18	GNI	ESPK				7.50				Office Depot #2-4927-Alger, M		N

This will indicate if the expense was posted.

ACCOUNT DETAILS PAYROLL EXPENSES

To research payroll expenses. Enter the GL line you wish to investigate and click the  (green check), left hand side of the menu bar. You should receive the screen below.

Fund	0100	GEN FUND	Acct	0100-1-161-110-61100-0000-152000
Org	01161001	TANNERS CR	Acct name	TEACHER SUBS - REGULAR
Object	152000	DAILY SUBS	Type	Expense
Project			Rollup	
			Sub-Rollup	
			MultiYr Fund	
			Status	Active
			Account Notes	

4 Year Comparison	Current Year	History
Yr/Per 2019/08	Fiscal Year 2019	Fiscal Year 2018
Original Budget	10,004.00	9,632.00
Transfers In	.00	5,807.07
Transfers Out	.00	.00
Revised Budget	10,004.00	15,339.07
Actual (Memo)	9,658.63	15,339.07
Encumbrances	.00	13,573.64
Requisitions	.00	.00
Available	345.37	-15.64
Percent used	96.55	100.12

	Fiscal Year 2017	Fiscal Year 2020
Original Budget	10,301.00	.00
Transfers In	3,257.00	.00
Transfers Out	.00	.00
Revised Budget	13,558.00	.00
Actual (Memo)	13,573.64	.00
Encumbrances	.00	.00
Requisitions	.00	.00
Available	-15.64	.00
Percent used	100.12	.00

After receiving the screen above, click on the  (yellow folder) beside Actual (Memo) and you will receive the screen below (see next page).

PAYROLL DETAIL SCREEN

Confirm	Org	Object	Project	Account	Output	Account Description	Ref#	Ref#	Amount	Check	Warrant	Vendor	Comment	Run-S NO	Voucher	Carry Forward
	07161001	152000			0100-1-161-110-6100-0000-152000	TEACHER SUBS - REGULAR										
Posted	YR/Per	Y Eff Dt	Stg	Ref#	PO/Ref#	Ref#	Ref#	Ref#	Amount	Check	Warrant	Vendor	Comment	Run-S NO	Voucher	Carry Forward
Y	201908	02/15/19	PRJ	1632	51632	51632	1632	1632	924.00				WARRANT=1632	RUN=5 NO		N
Y	201908	02/27/19	PRJ	1631	51631	51631	1631	1631	882.96				WARRANT=1631	RUN=5 NO		N
Y	201907	01/18/19	PRJ	1630	51630	51630	1630	1630	282.00				WARRANT=1630	RUN=5 NO		N
Y	201907	01/04/19	PRJ	1629	51629	51629	1629	1629	504.12				WARRANT=1629	RUN=5 NO		N
Y	201906	12/21/18	PRJ	1628	51628	51628	1628	1628	420.24				WARRANT=1628	RUN=5 NO		N
Y	201906	12/07/18	PRJ	1627	51627	51627	1627	1627	756.01				WARRANT=1627	RUN=5 NO		N
Y	201905	11/23/18	PRJ	1626	51626	51626	1626	1626	2,434.58				WARRANT=1626	RUN=5 NO		N
Y	201905	11/09/18	PRJ	1624	51624	51624	1624	1624	84.00				WARRANT=1624	RUN=5 NO		N
Y	201905	11/08/18	PRJ	1625	51625	51625	1625	1625	1,709.83				WARRANT=1625	RUN=5 NO		N
Y	201904	10/26/18	PRJ	1624	51624	51624	1624	1624	-84.00				WARRANT=1624	RUN=5 NO		N
Y	201904	10/25/18	PRJ	1623	51623	51623	1623	1623	515.56				WARRANT=1623	RUN=5 NO		N
Y	201904	10/21/18	PRJ	1623	51623	51623	1623	1623	84.00				WARRANT=1623	RUN=5 NO		N
Y	201903	09/28/18	PRJ	1622	51622	51622	1622	1622	922.70				WARRANT=1622	RUN=5 NO		N
Y	201901	07/23/18	GRV	FTP-1	Impd lile	PR FTP	161200-240	1616	242.61				PTP ACCRUAL REVRSL	RUN=5 NO		N
Y	201901	07/06/18	PRJ	1616	31616	31616	1616	1616	-84.00				WARRANT=1616	RUN=3 JUL		N
Total Amount									9,658.53							

At this screen **highlight** the pay period you wish to investigate, click detail in the upper right hand corner and the screen will populate (see next page).

PAYROLL JOURNAL DETAIL SCREEN

PAYROLL JOURNAL ENTRY DETAIL					
Job	Type	Description	Employee	Hours	Amount
Z059	646	DAILY SUB	JOYNER, OPHELIA	7.33	84.00
Z059	646	DAILY SUB	WEINTROB, IRENE	7.33	84.00
Z060	646	DAILY SUB	BANKS, JERA	7.33	84.00
Z060	646	DAILY SUB	BRACKENS, NATALIE	14.66	168.00
Z060	646	DAILY SUB	BRAYE, SHERRY	7.33	84.00
Z060	646	DAILY SUB	GARCEAU, BRITNY	14.66	168.00
Z060	646	DAILY SUB	PLUMMER, LINDA	7.33	84.00
Z060	646	DAILY SUB	WHITE, MONIQUE	14.66	168.00

At this screen, you will be able to determine, who, the amount and hours an individual was paid.

BUDGET TRANSFERS AND AMENDMENTS

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REQUISITION ENTRY

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Position Control

YTD Budget Re

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Browse

Search

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Update

Add

Delete

Global

Duplicate

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Line Items

Release

Mass Allocate

More

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Delivery method

Remit

VendorSourcing Notes

Print

Fax

E-Mail

Vendor Quotes (0)

Line Items

Line

Commodity

Inv Item

Inv Item loc

Inv Item type

Description

Vendor

Total amount

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Name

PO mailing

Delivery method

Print

Fax

E-Mail

E-Procurement

Remit

Libs

Ordered Amount

Liquidated

Balance

1st GL Account

Totals

Ordered

Liquidated

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Detail Find

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Vendor

Name

PO mailing

Delivery method

Print

Fax

E-Mail

E-Procurement

Remit

Libs

Ordered Amount

Liquidated

Balance

1st GL Account

Totals

Ordered

Liquidated

Balance

MENU BAR ACROSS TOP OF SCREEN

[illegible]

MENU BAR ACROSS TOP OF SCREEN

The screenshot shows a web browser window with a dashboard for 'YTD Budget Report - Munis [N...]' from Norfolk Public Schools. The browser's address bar shows the URL 'https://munisapps.munisadnpok12.va.us/GasADProd/war/mugwc/glytbluch#'. The dashboard includes a top navigation bar with links like 'Account Inquiry', 'Budget Transfers and Amend', 'Position Control', and 'Munis [N...]', along with a 'YTD Budget Report - Munis' link. A left sidebar contains 'Apps', 'Suggested Sites', and 'Imported From IE'. The main content area features a 'HOME' button, a 'Confirm' button, and a 'Segment Find' button. Below these are several data tables: 'Account Rollup' with columns for Org, Object, Project, Rollup code, Account Type, and Status; 'Account Type/Status' with columns for Account type and Account status; and 'Account Rollup' with columns for Org, Object, Project, Rollup code, Account Type, and Status. The bottom of the page shows a 'Confirm' button and a 'Segment Find' button.

[illegible]

MENU BAR ACROSS TOP OF SCREEN

REPORT OPTIONS—PRINT OPTIONS

Home Account Inquiry - Mu x Account Master - Mu x Budget Transfers and x Position Control - Mi x Report Options

← → https://munisaps.munisad.nps.k12.va.us/r/mugwc/glytdhud

Apps Suggested Sites Imported From IE

HOME

Accept Cancel Search Actions Output Office Tools

Confirm Report Sequence Execute this report New

	Field #	Total	Page Break
Sequence 1	1 - Fund		
Sequence 2	4 - Program		
Sequence 3	11 - Object		
Sequence 4	12 - Project		

Report title OPERATING BUDGET

Print Options Additional Options

Report Options

Include only accounts that used 0 % or greater of budget

Order accounts by Full Account: Year/period: 2019 / 12

Totals only Carry forward

Account description Full Print MTD version

Print full GL account

Within year/period Totals (GAAP)

When you open MUNIS for the next fiscal year, remember to change the year to the current fiscal year. Keep period at 12.

MENU BAR ACROSS TOP OF SCREEN

REPORT OPTIONS—ADDITIONAL OPTIONS

Home x Account Inquiry - M: x Account Master Mu x Budget Transfers and x Position Control - M: x Report Options x

← https://munisaps.munisad.nps.k12.va.us/GasADProd/wa/r/mugwc/clytdbud#

Apps Suggested Sites Imported From IE

HOME

Accept Cancel Desktop

Confirm

Sequence 2 4 - Program

Sequence 3 11 - Object

Sequence 4 12 - Project

Report title OPERATING BUDGET

Print Options Additional Options

Additional Options

Include requestion amounts	☒	Include budget entries	☒
Print Revenues-Version headings	☒	Include encumb/liq entries	☒
Print revenue as credit	☒	Sort option	Journal entries
Print revenue budgets as zero	☒	Detail format option	Standard format
Include fund balance	☒	Include additional JE comments	
Print journal detail	☒	Multiyear view	Default view

From y/pper 2019 1

To y/pper 2019 12

Amounts/totals exceed 999 million dollars

When you open MUNIS for the next fiscal year, remember to change the years (print journal details) to the current fiscal year. Keep the periods at 1 and 12.

MENU BAR ACROSS TOP OF SCREEN

[illegible]

This is the last page when you print your Year-To-Date budget report. Should you change your report options for any reason, refer to this page in your Year-To-Date document to reset back to their original options.