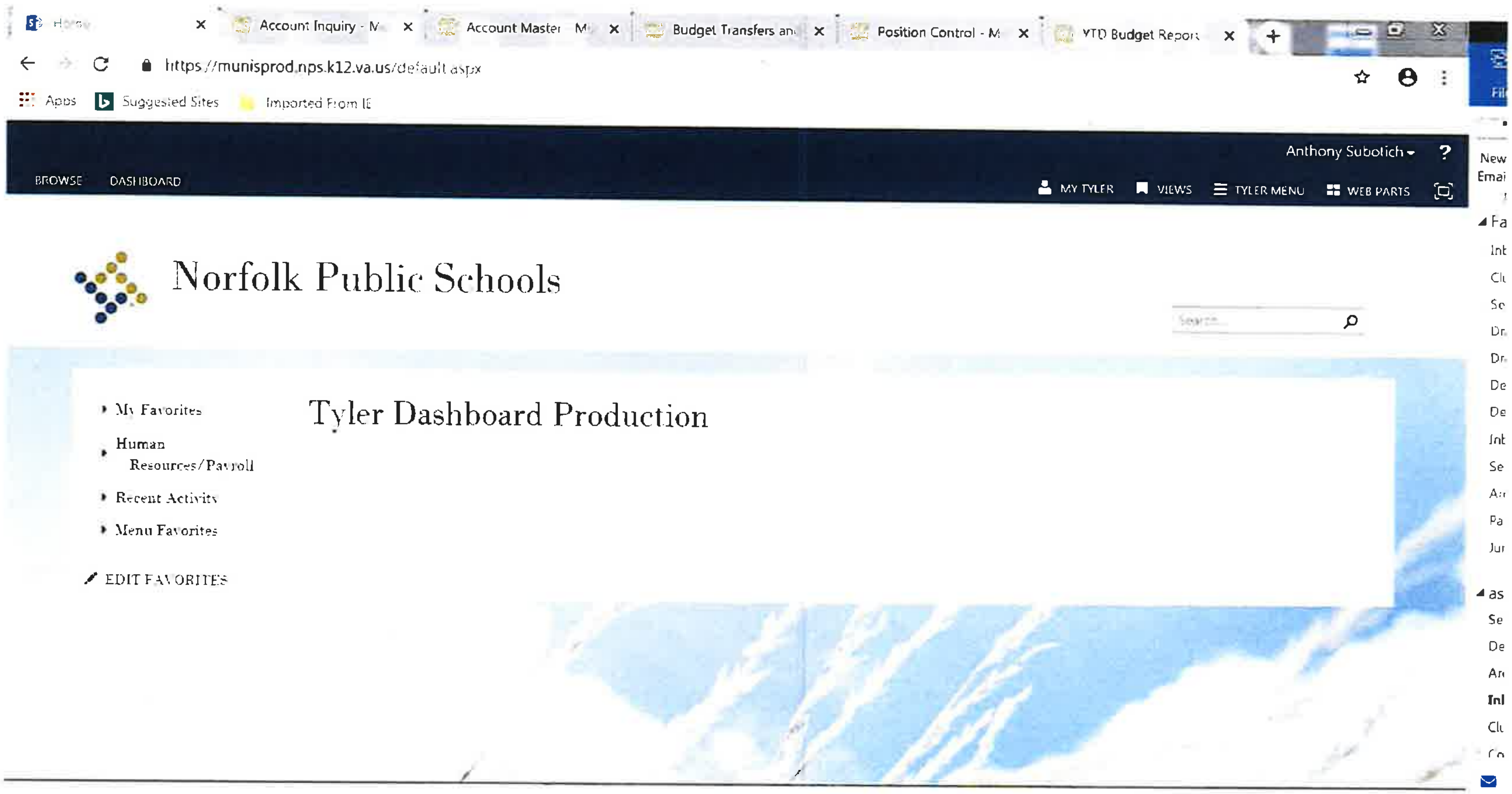
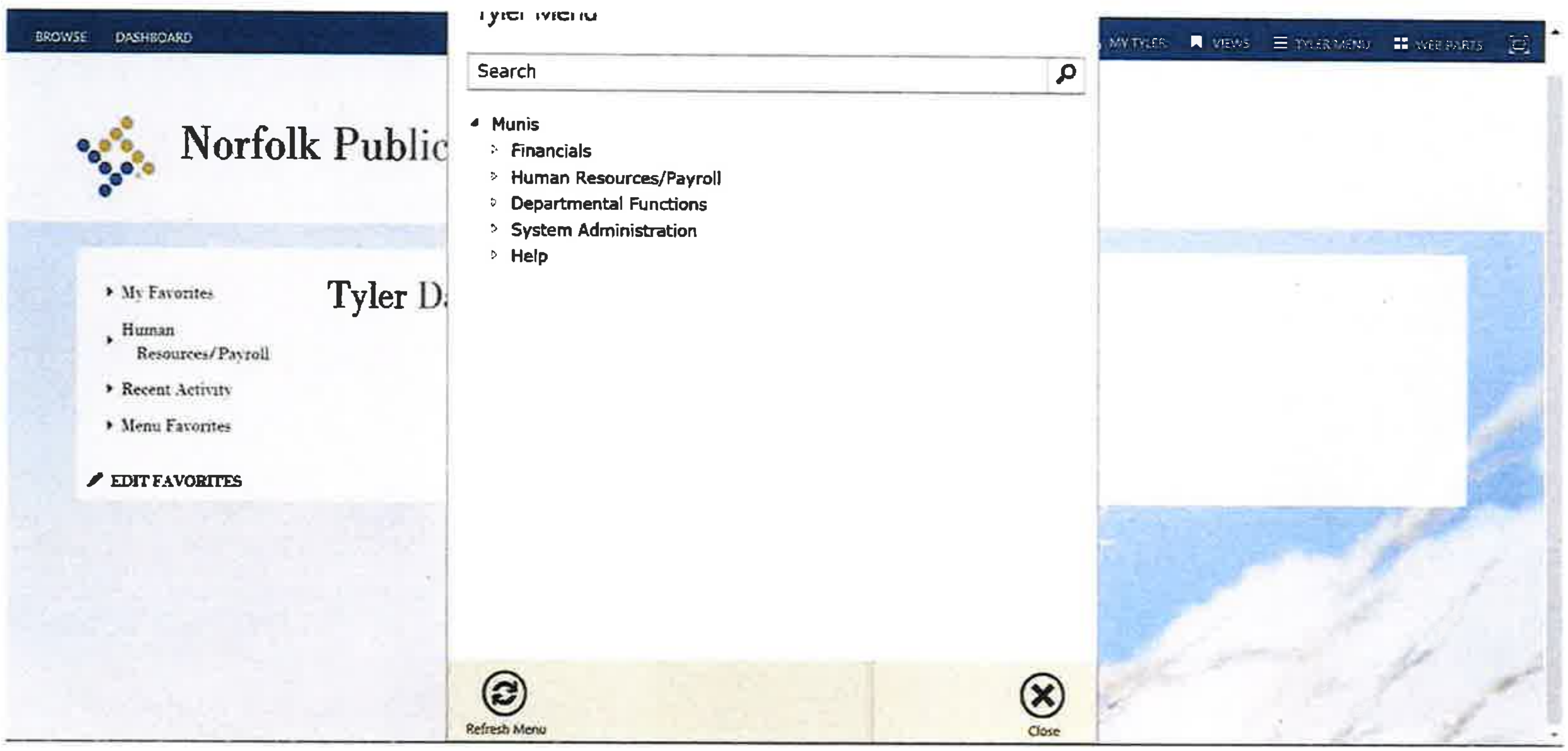
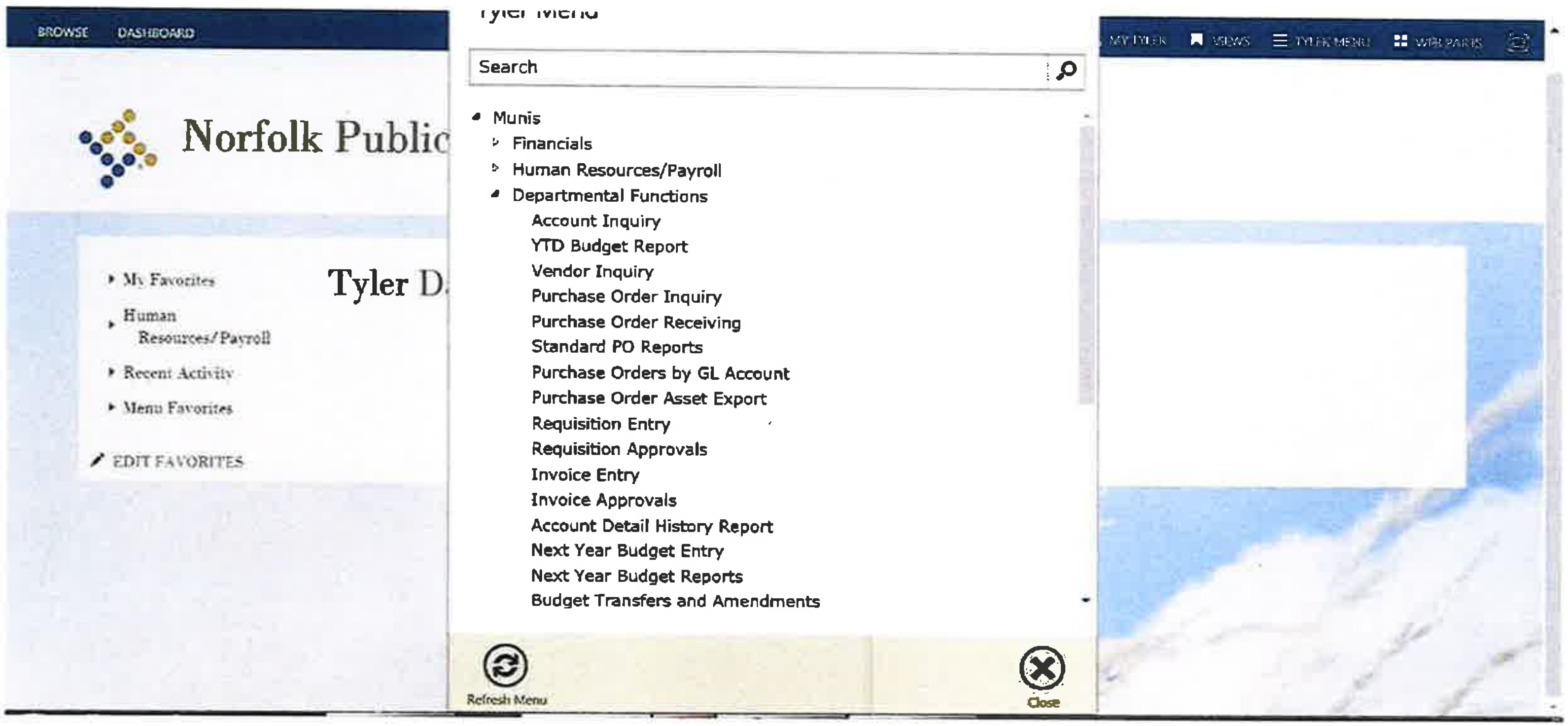


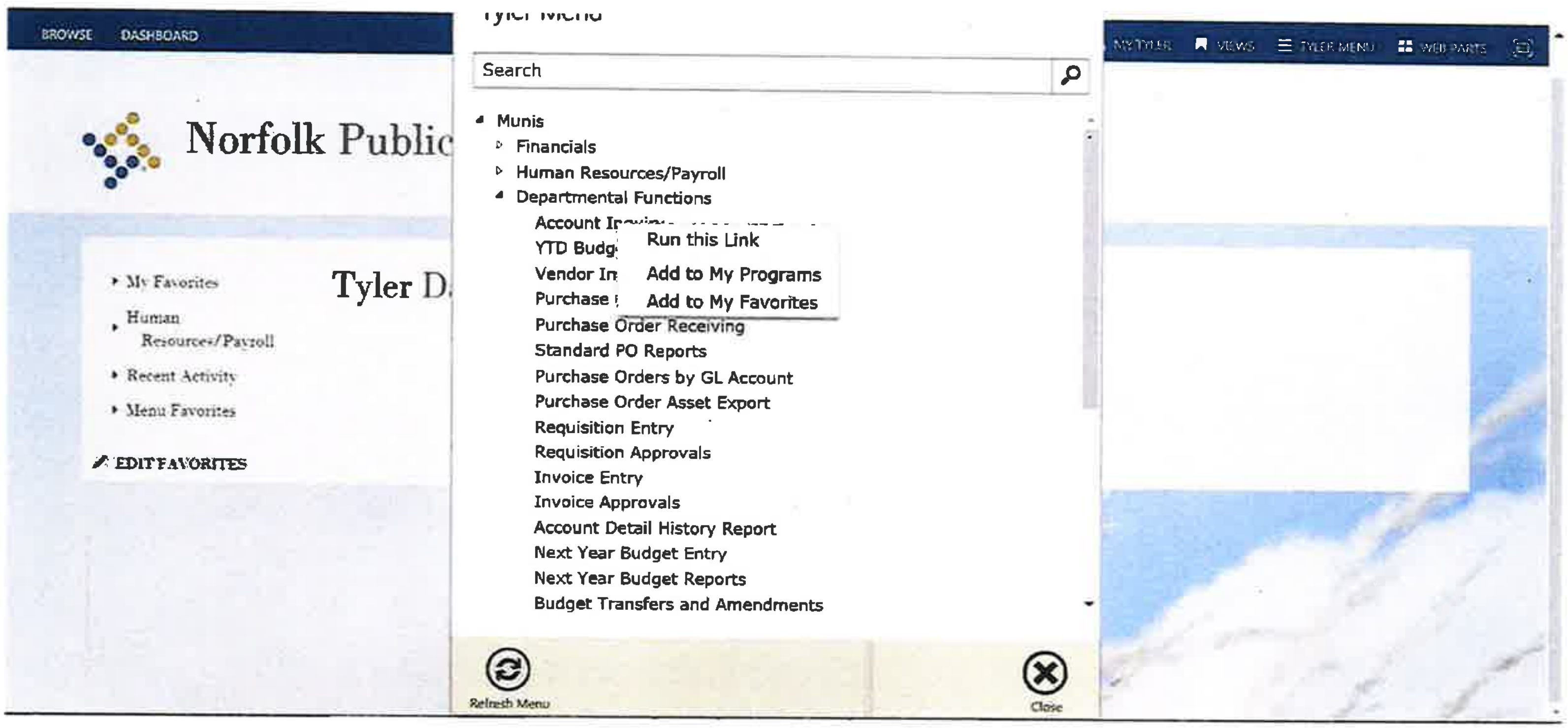
When you first log in to MUNIS dashboard, you must create your favorites. Click on the Tyler Menu in the upper right hand corner and you should receive the drop down box below. (see next page)



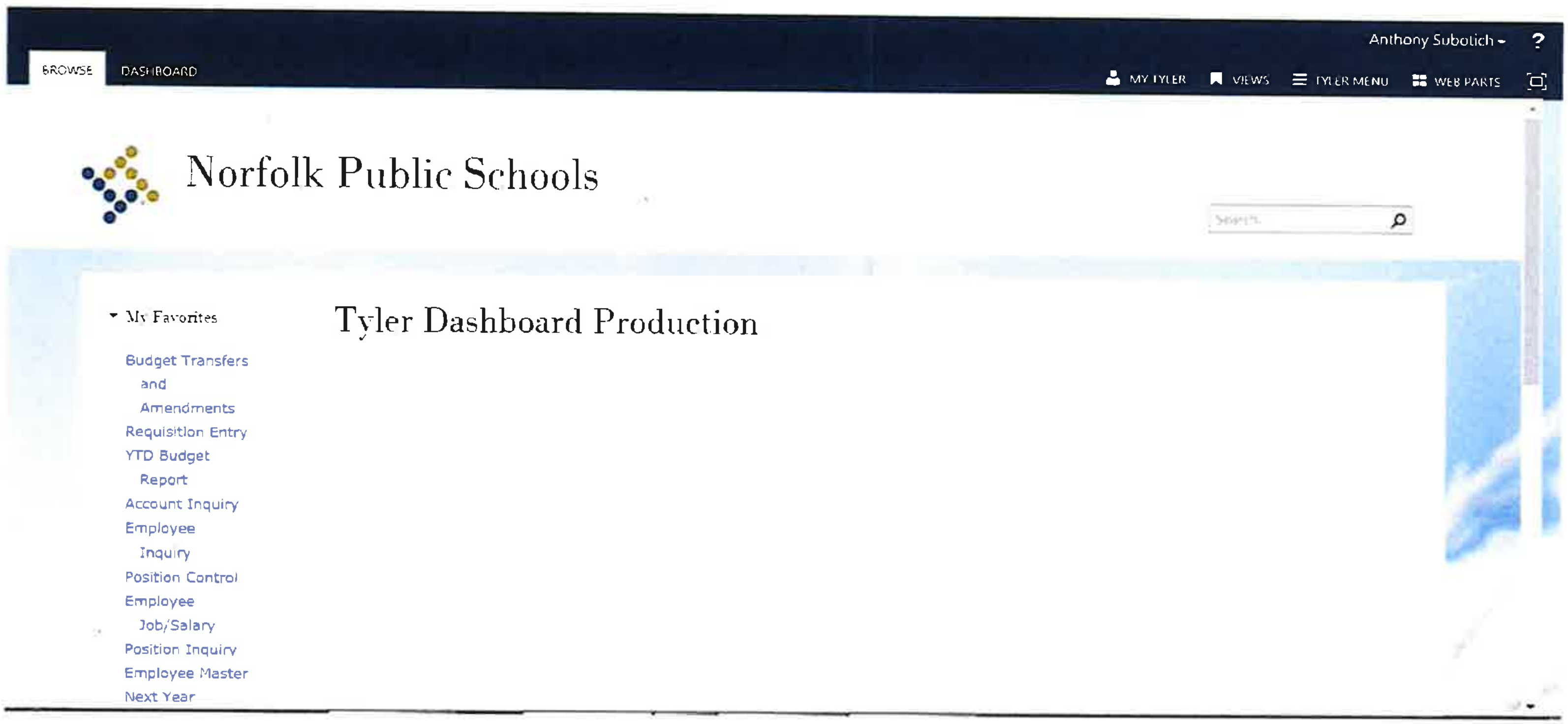
At this screen, double click on Departmental Functions and you will see the menu below. (see next page)



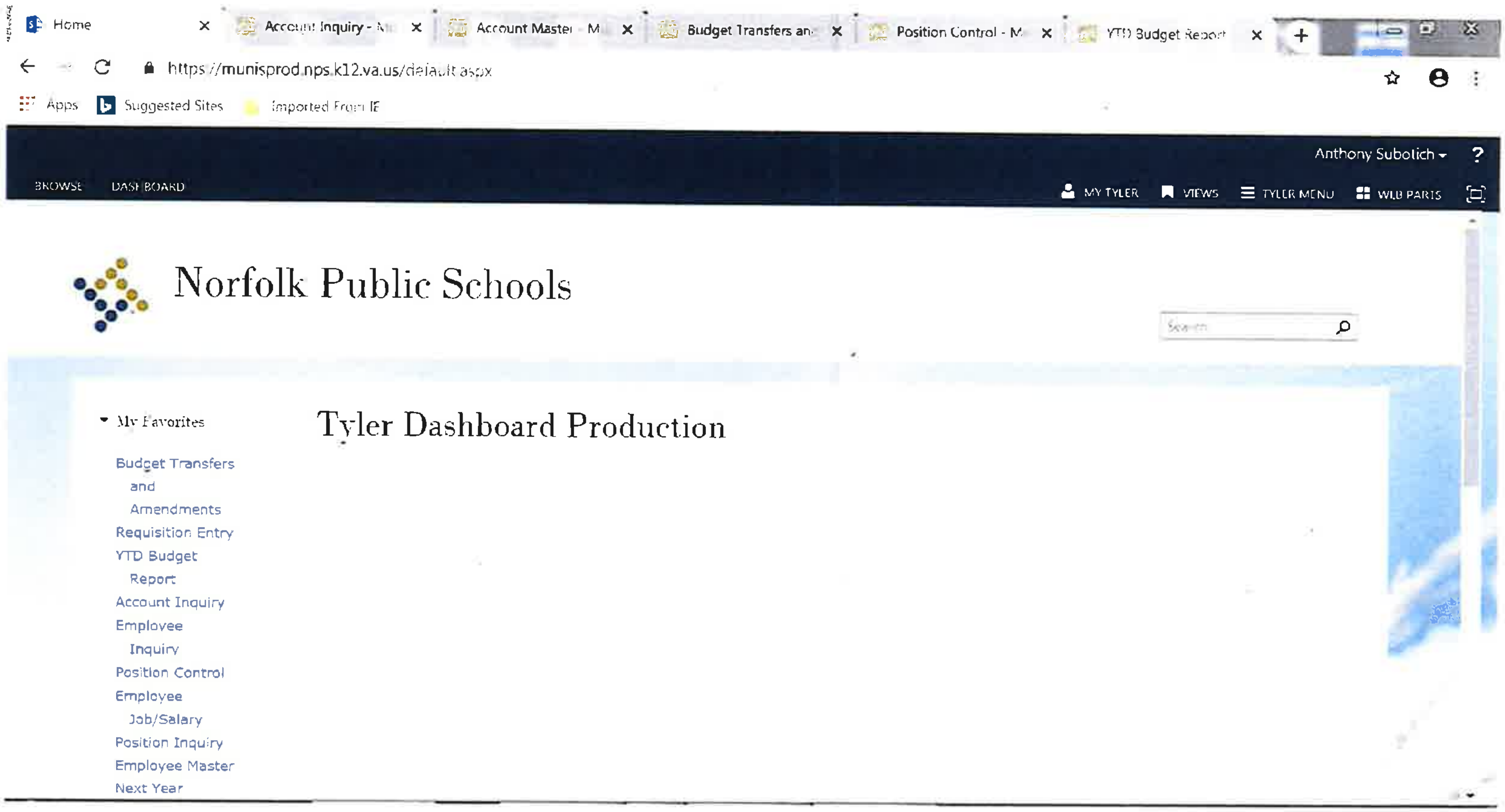
Once your menu appears, you will need to highlight the departmental function and right click and you will receive the drop down box. (see next page)



Once you receive the drop down box, right click on the departmental function(highlighted), then click on add to my favorites, and the departmental function highlighted will be placed in your favorites. Repeat this process until you have all of your departmental functions in your favorites. Your favorites will remain in your folder until deleted. After creating "my favorites" hit the X in the lower right hand corner to close this feature. Your dashboard menu should look like this (see next page)

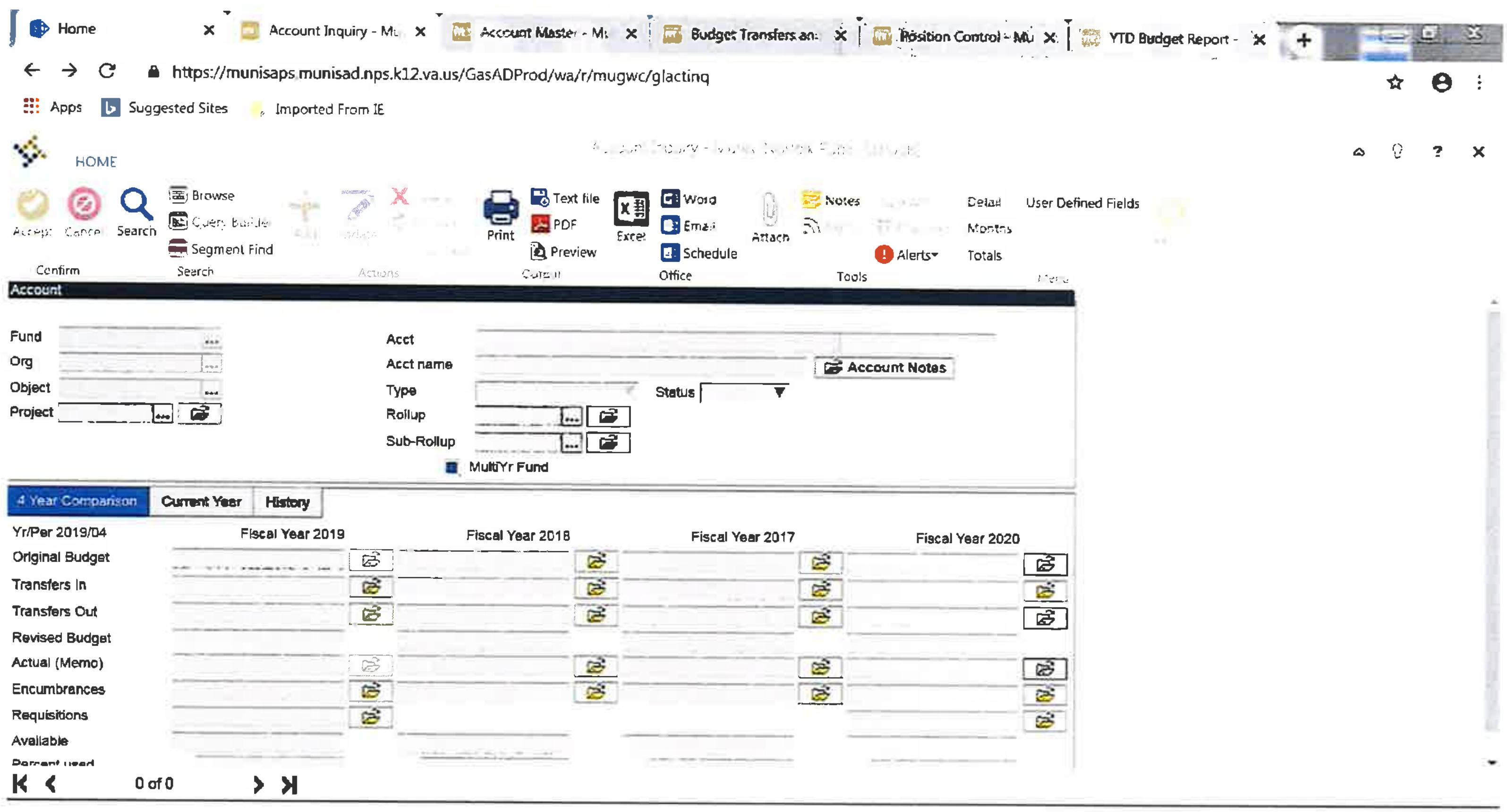


You may open each favorite needed to conduct your day-to-day operations and a tab will appear at the top of your munis screen (see next page) This will allow you to move from one departmental function to another.



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.

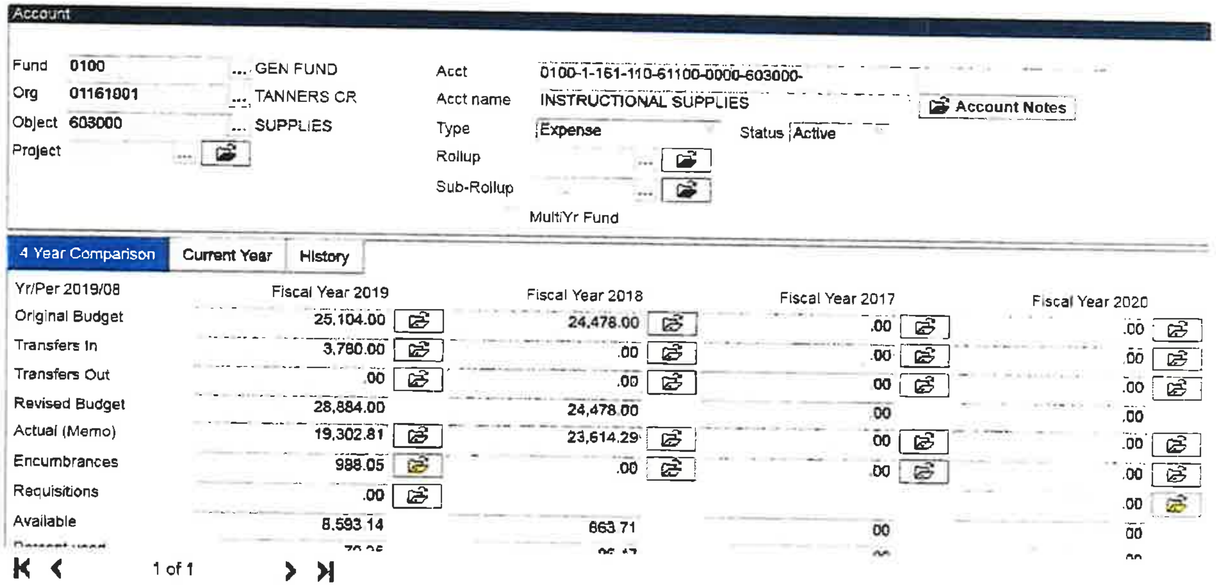
ACCOUNT INQUIRY



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
Org 01161801 ... TANNERS CR
Object 603000 ... SUPPLIES
Project

Acct 0100-1-161-110-61100-0000-603000-
Acct name 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	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	25,104.00	24,478.00	.00	.00
Transfers In	3,780.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	28,884.00	24,478.00	.00	.00
Actual (Memo)	19,302.81	23,614.29	.00	.00
Encumbrances	988.05	.00	.00	.00
Requisitions	.00			.00
Available	8,593.14	863.71	.00	.00

1 of 1

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

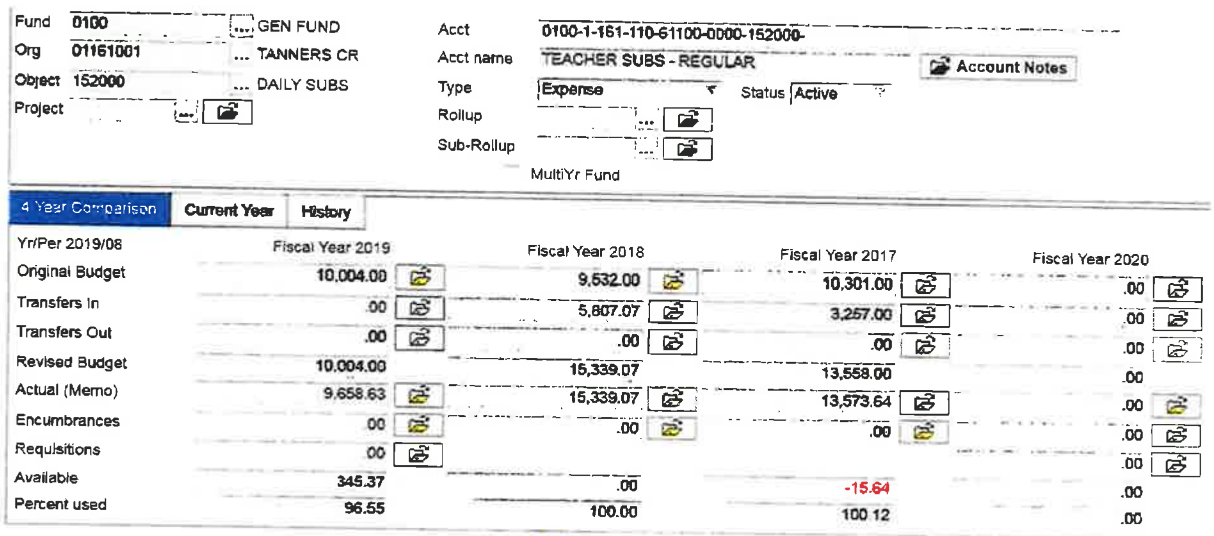
ACCOUNT DETAIL SCREEN

Posted	YR/Per	▼ Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Chec...	Warrant	Vendor	Comment	Voucher	Carry Forward
N	2019/08	02/15/19	GNI	ESPK			021519ESPK	128.72				Ral*greenwoodhe-7601-Chappe		N
Y	2019/08	02/05/19	GNI	ESP19			020519ESPN	248.38				Office Depot #5-7601-Chappell		N
Y	2019/08	02/05/19	GNI	ESP19			020519ESPC	44.99				Office Depot #5-7601-Chappell		N
Y	2019/08	02/05/19	GNI	ESP19			020519ESPP	48.46				Office Depot #5-7601-Chappell		N
Y	2019/07	01/04/19	GNI	ESPI			010419ESPI	260.00				Dews Screenprin-7601-Chappel		N
Y	2019/07	01/04/19	GNI	ESPM			010419ESPN	1,215.60				Office Depot #5-7601-Chappell		N
Y	2019/07	01/04/19	GNI	ESPM			010419ESPN	1,483.94				Ssi*school Spec-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESP19			121818ESPF	86.69				Mwave.Com/cross-7601-Chapp		N
Y	2019/06	12/18/18	GNI	ESP19			121818ESPG	146.38				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESP19			121818ESPH	76.50				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESP19			121818ESPH	249.48				Office Depot #5-7601-Chappell		N
Y	2019/06	12/18/18	GNI	ESP19			121818ESPH	35.26				Office Depot #5-7601-Chappell		N
Y	2019/06	12/11/18	GNI	ESP19			121118ESPJ	559.20				Office Depot #5-7601-Chappell		N
Y	2019/05	11/30/18	GNI	ESPG			113018ESPG	120.96				Office Depot #5-7601-Chappell		N
Y	2019/05	11/27/18	GNI	ESP19			112718ESPK	294.46				Office Depot #5-4927-Alger, M		N
Y	2019/05	11/16/18	GNI	ESPE			111618ESPE	676.68				Staples-4927-Alger, Ma		N
Y	2019/05	11/16/18	GNI	ESPG			111618ESPG	94.02				Staples-4927-Alger, Ma		N
Y	2019/05	11/16/18	GNI	ESPG			111618ESPG	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
Org 01161001 TANNERS CR
Object 152000 DAILY SUBS
Project

Acct 0100-1-161-110-61100-0000-152000-
Acct name TEACHER SUBS - REGULAR
Type Expense
Status Active
Rollup
Sub-Rollup
MultiYr Fund
Account Notes

4 Year Comparison | Current Year | History

Yr/Per 2019/08	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2020
Original Budget	10,004.00	9,532.00	10,301.00	.00
Transfers In	.00	5,807.07	3,257.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	10,004.00	15,339.07	13,558.00	.00
Actual (Memo)	9,658.63	15,339.07	13,573.64	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	345.37	.00	-15.64	.00
Percent used	96.55	100.00	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

Org 01161001 Object 152000 Project Account 0100-1-161-110-61100-0000-152000-

Account Description TEACHER SUBS - REGULAR

Posted	YR/Per	▼ Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Chec...	Warrant	Vendor	Comment	Voucher	Carry Forward
Y	2019/08	02/15/19	PRJ	1632	51632	51632	1632	924.00				WARRANT=1632 RUN=5 NO		N
Y	2019/08	02/01/19	PRJ	1631	51631	51631	1631	892.96				WARRANT=1631 RUN=5 NO		N
Y	2019/07	01/18/19	PRJ	1630	51630	51630	1630	252.00				WARRANT=1630 RUN=5 NO		N
Y	2019/07	01/04/19	PRJ	1629	51629	51629	1629	504.12				WARRANT=1629 RUN=5 NO		N
Y	2019/06	12/21/18	PRJ	1628	51628	51628	1628	420.24				WARRANT=1628 RUN=5 NO		N
Y	2019/06	12/07/18	PRJ	1627	51627	51627	1627	756.01				WARRANT=1627 RUN=5 NO		N
Y	2019/05	11/23/18	PRJ	1626	51626	51626	1626	2,434.58				WARRANT=1626 RUN=5 NO		N
Y	2019/05	11/09/18	PRJ	1624S2	91624S2	91624S2	1624S2	84.00				WARRANT=1624S2 RUN=9 SL		N
Y	2019/05	11/09/18	PRJ	1625	51625	51625	1625	1,709.83				WARRANT=1625 RUN=5 NO		N
Y	2019/05	11/08/18	PRJ	10118V	V103118	V103118	10118V	-84.00				WARRANT=103118 RUN=V VC		N
Y	2019/04	10/26/18	PRJ	1624	51624	51624	1624	515.58				WARRANT=1624 RUN=5 NO		N
Y	2019/04	10/25/18	PRJ	1623S1	91623S1	91623S1	1623S1	84.00				WARRANT=1623S1 RUN=9 SL		N
Y	2019/04	10/12/18	PRJ	1623	51623	51623	1623	922.70				WARRANT=1623 RUN=5 NO		N
Y	2019/03	09/28/18	PRJ	1622	51622	51622	1622	242.61				WARRANT=1622 RUN=5 NO		N
Y	2019/01	07/23/18	GRV	PTP1	Imprt file	PR PTP	1812004240	-84.00				PTP ACCRUAL REVRSL		N
Y	2019/01	07/06/18	PRJ	1616	31616	31616	1616	84.00				WARRANT=1616 RUN=3 JUL		N

Total Amount 9,668.63

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).

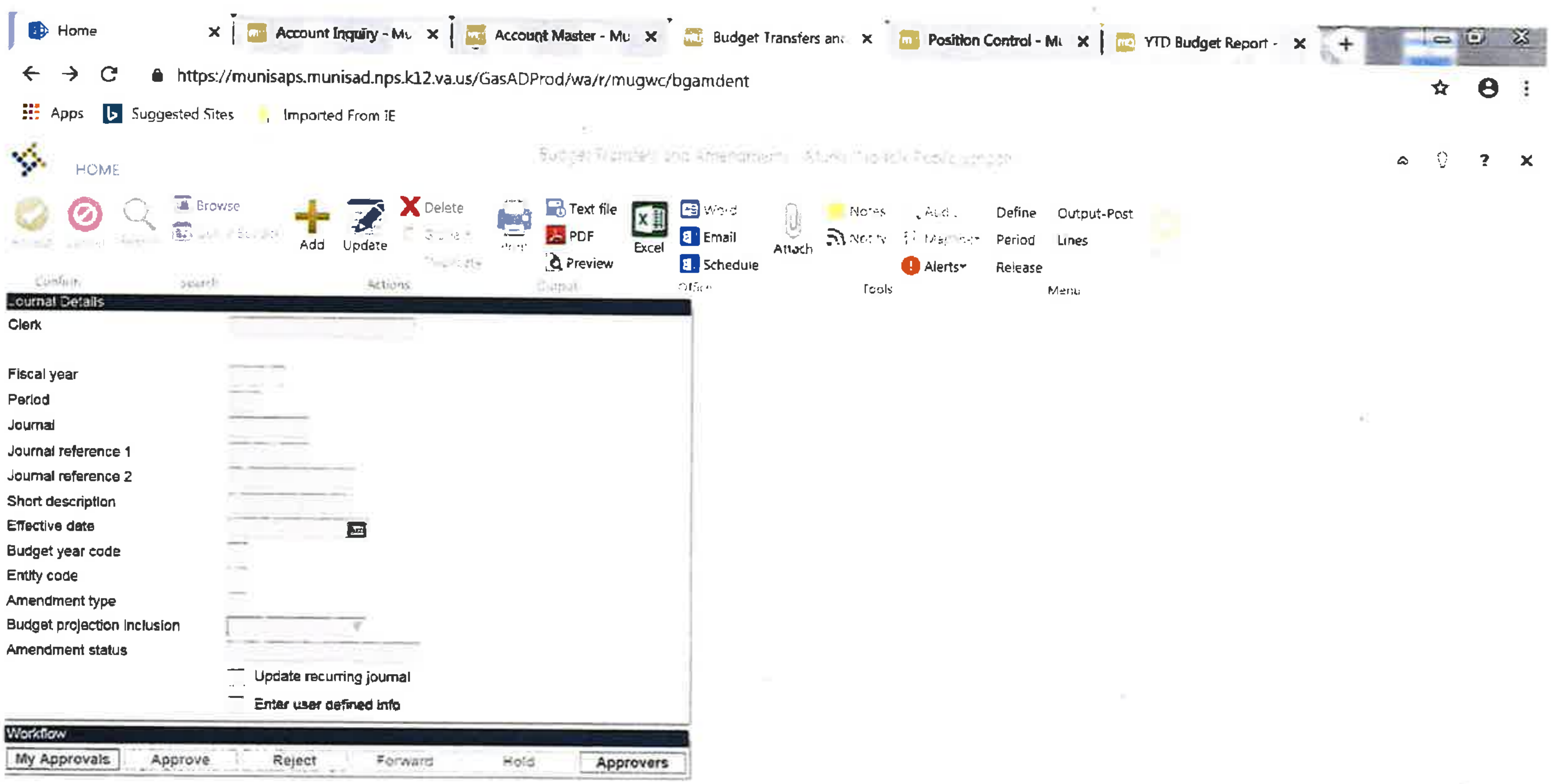
PAYROLL JOURNAL DETAIL SCREEN

PAYROLL JOURNAL ENTRY DETAIL

Job	Type	Description	Employee	Hours	Amount	Claim #
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	

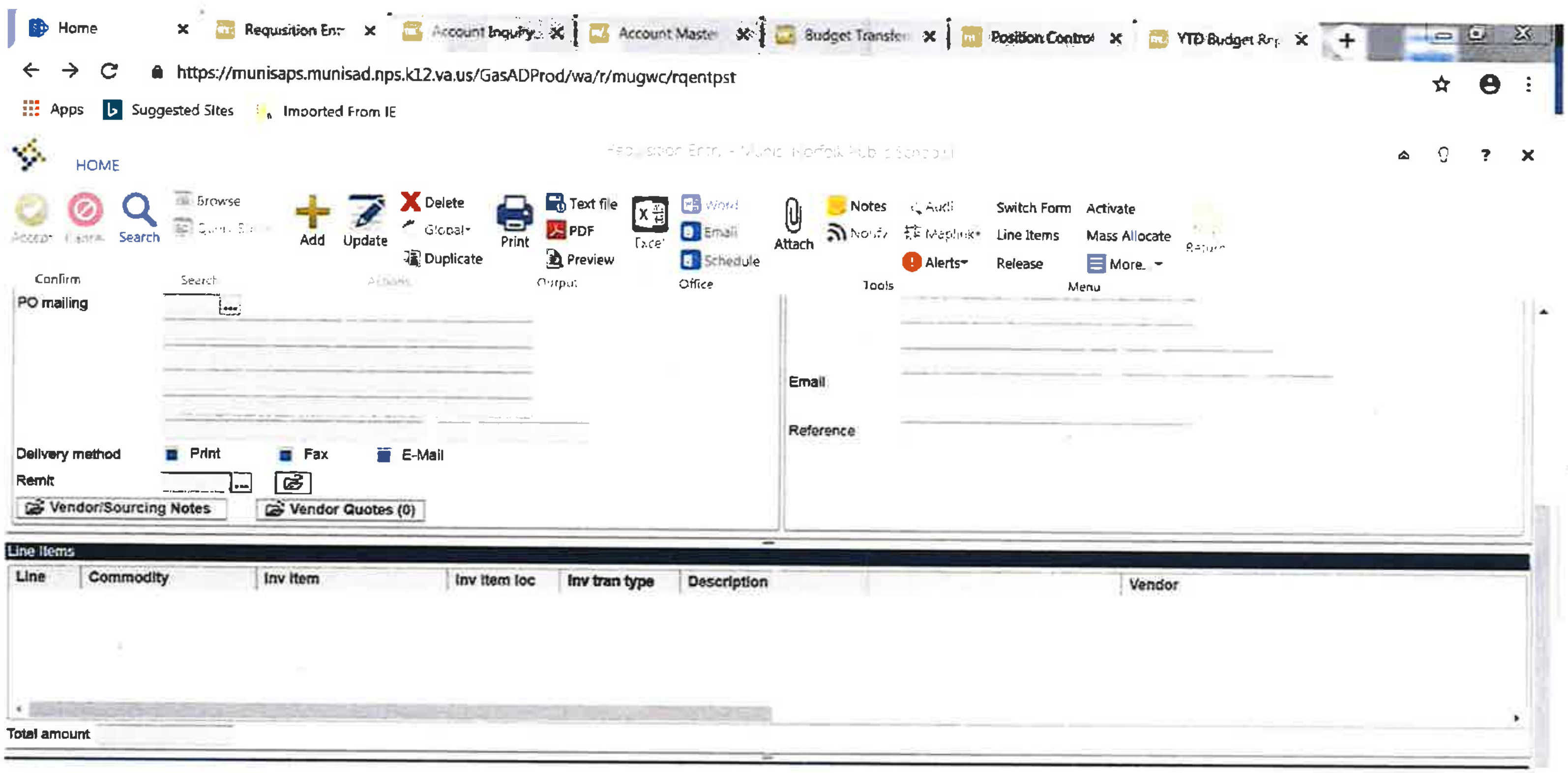
At this screen, you will be able to determine, who, the amount and hours an individual was paid.

BUDGET TRANSFERS AND AMENDMENTS



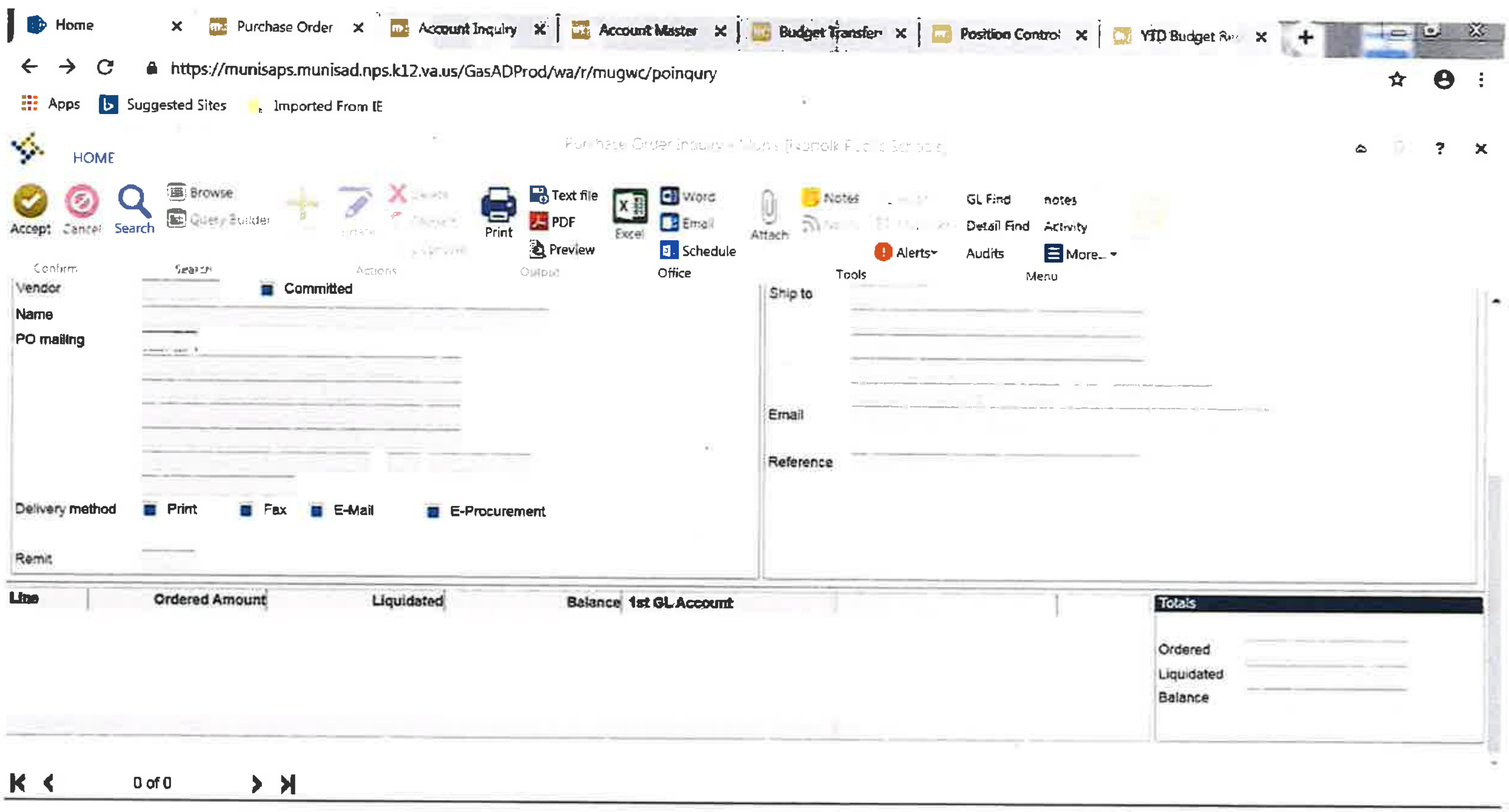
MENU BAR ACROSS TOP OF SCREEN

REQUISTION ENTRY



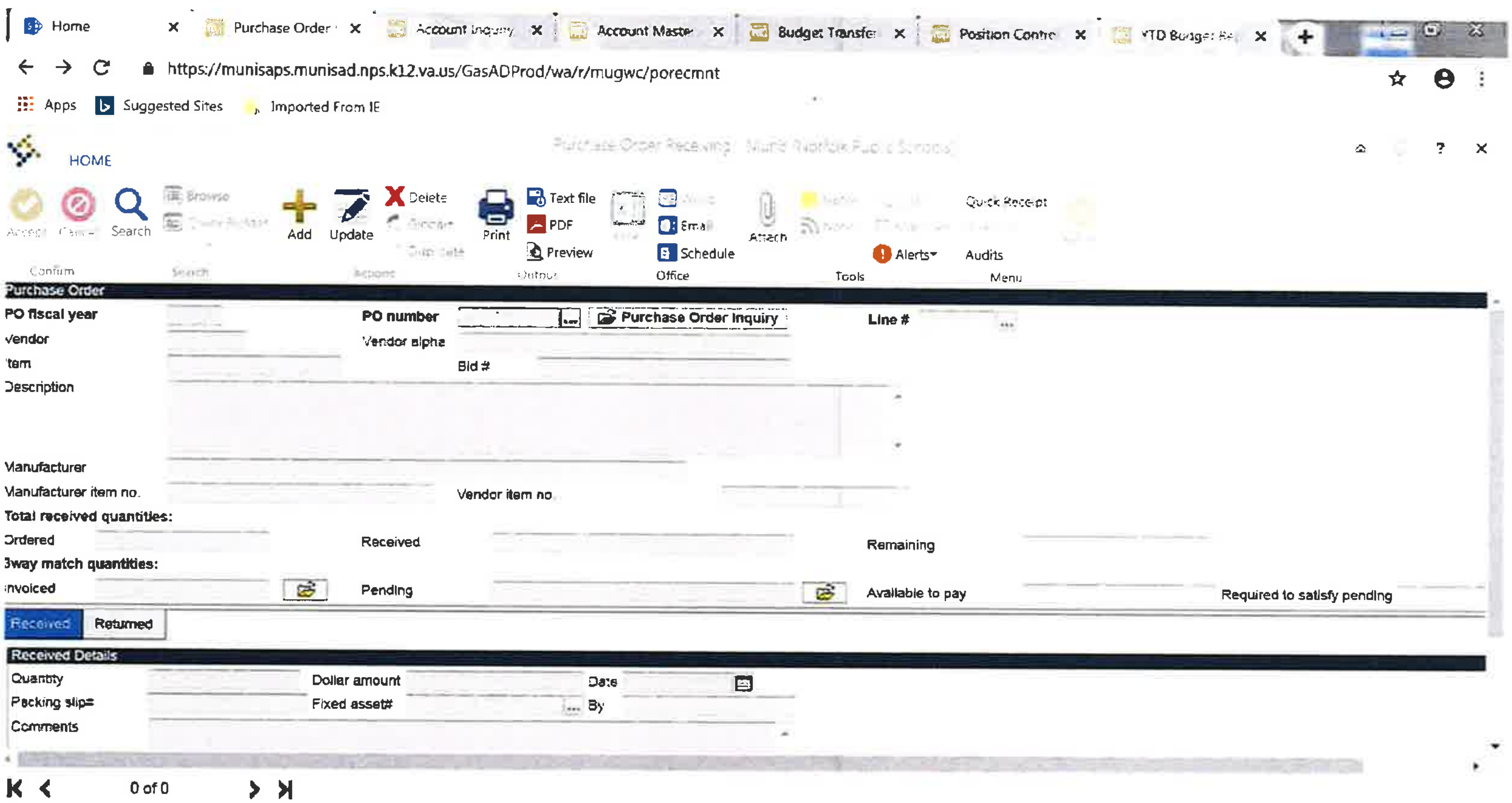
MENU BAR ACROSS TOP OF SCREEN

PURCHASE ORDER INQUIRY



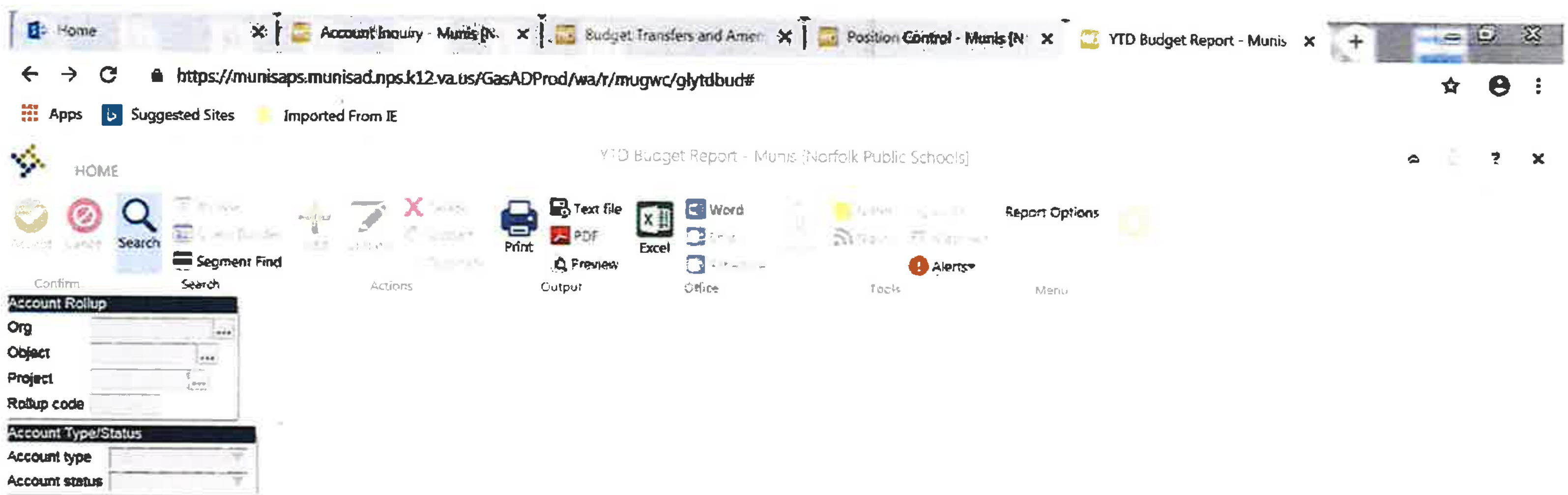
MENU BAR ACROSS TOP OF SCREEN

PURCHASE ORDER RECEIVING



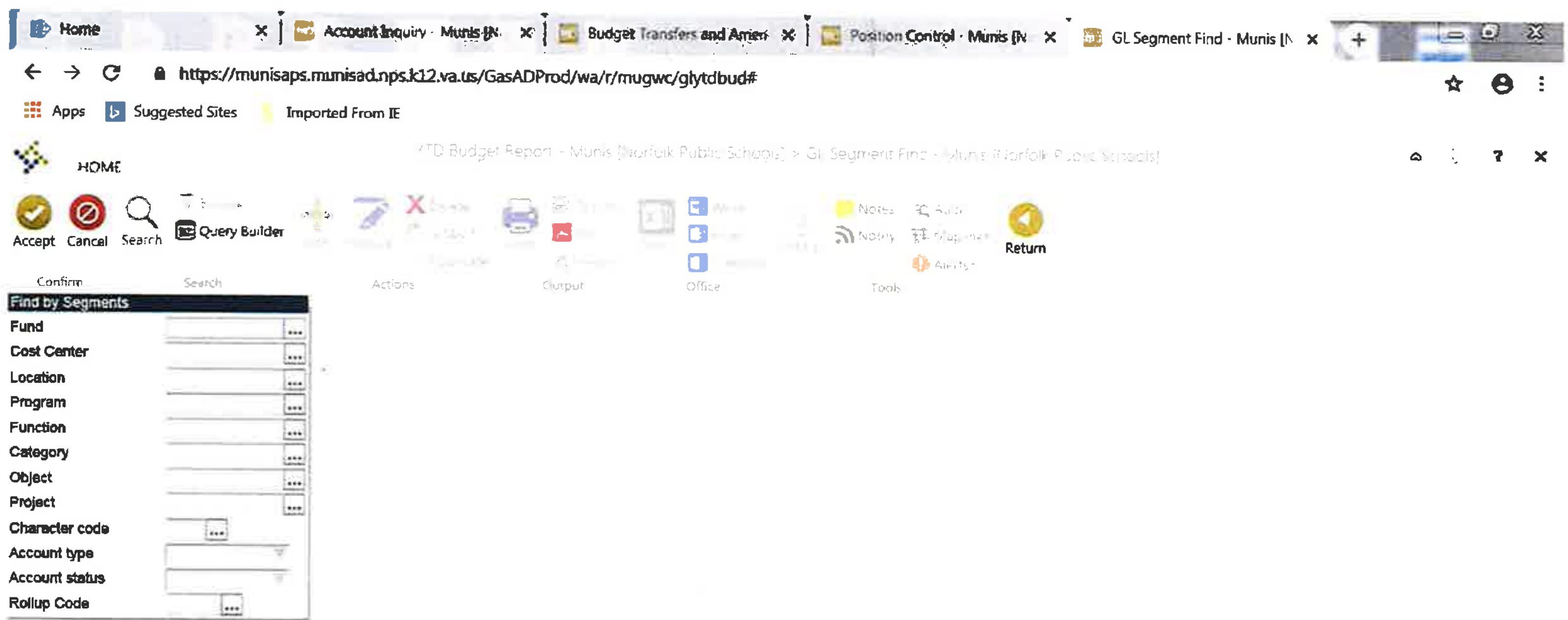
MENU BAR ACROSS TOP OF SCREEN

YEAR-TO-DATE BUDGET REPORT



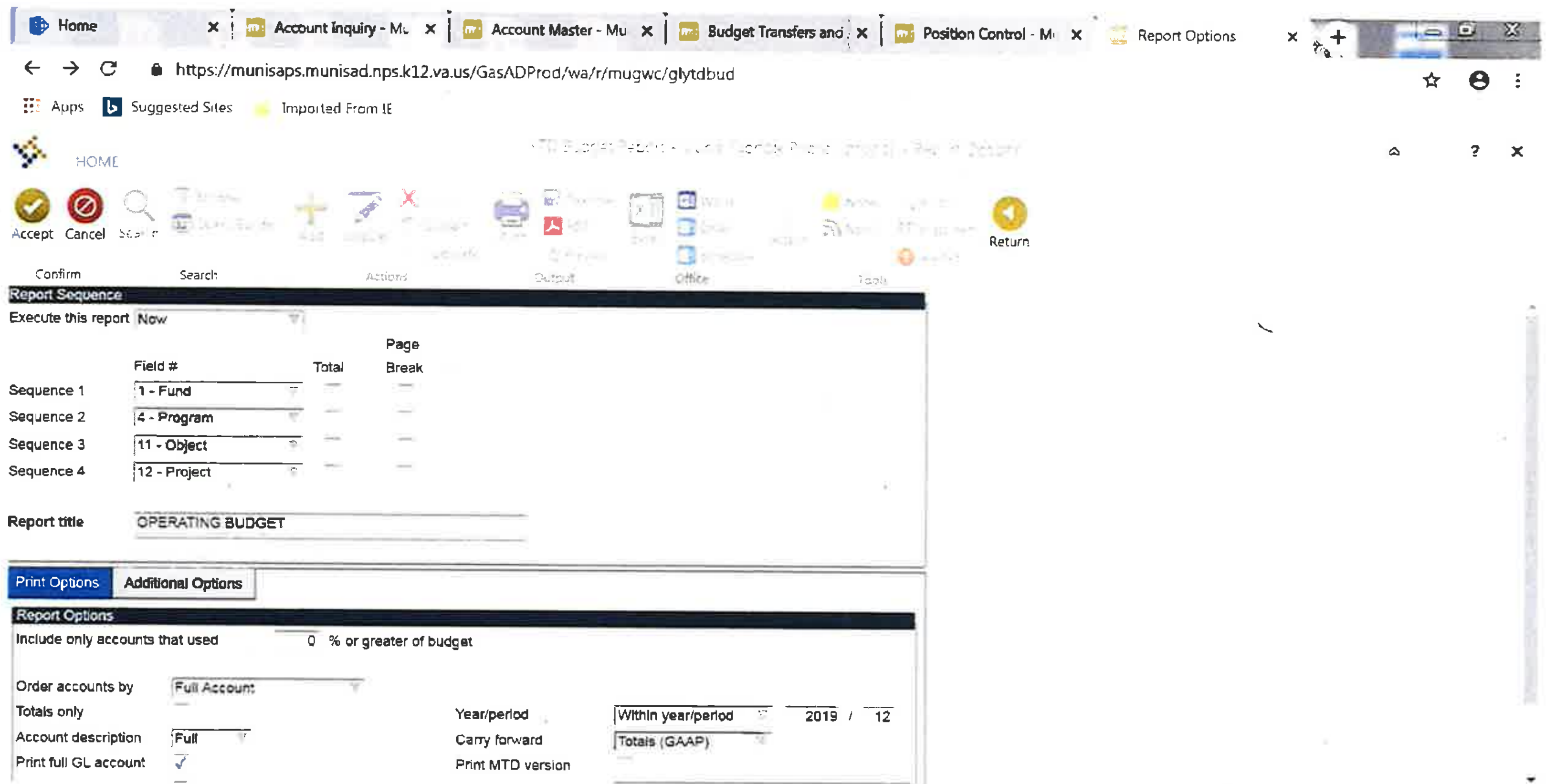
MENU BAR ACROSS TOP OF SCREEN

YEAR-TO-DATE SEGMENT FIND



MENU BAR ACROSS TOP OF SCREEN

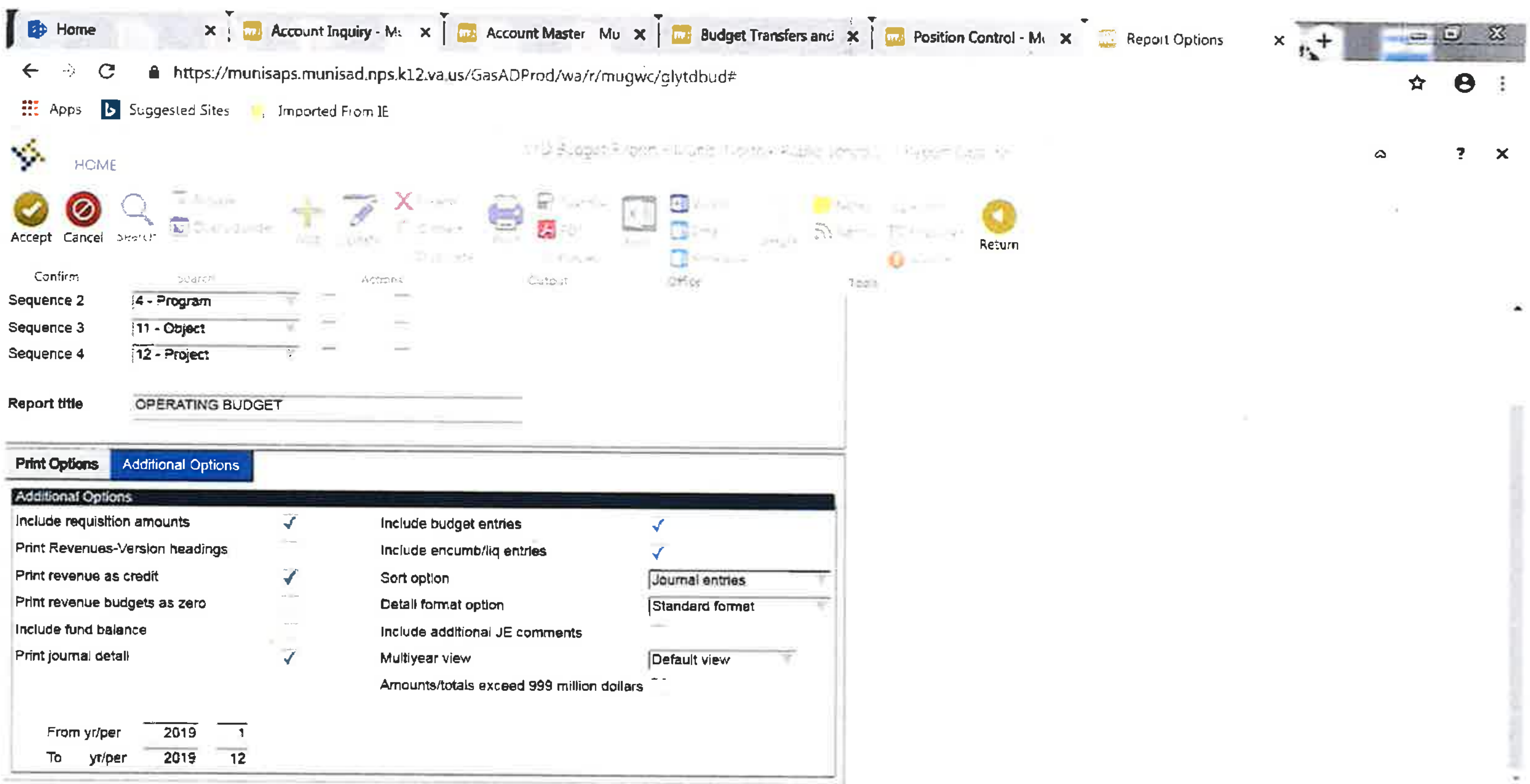
REPORT OPTIONS—PRINT OPTIONS



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

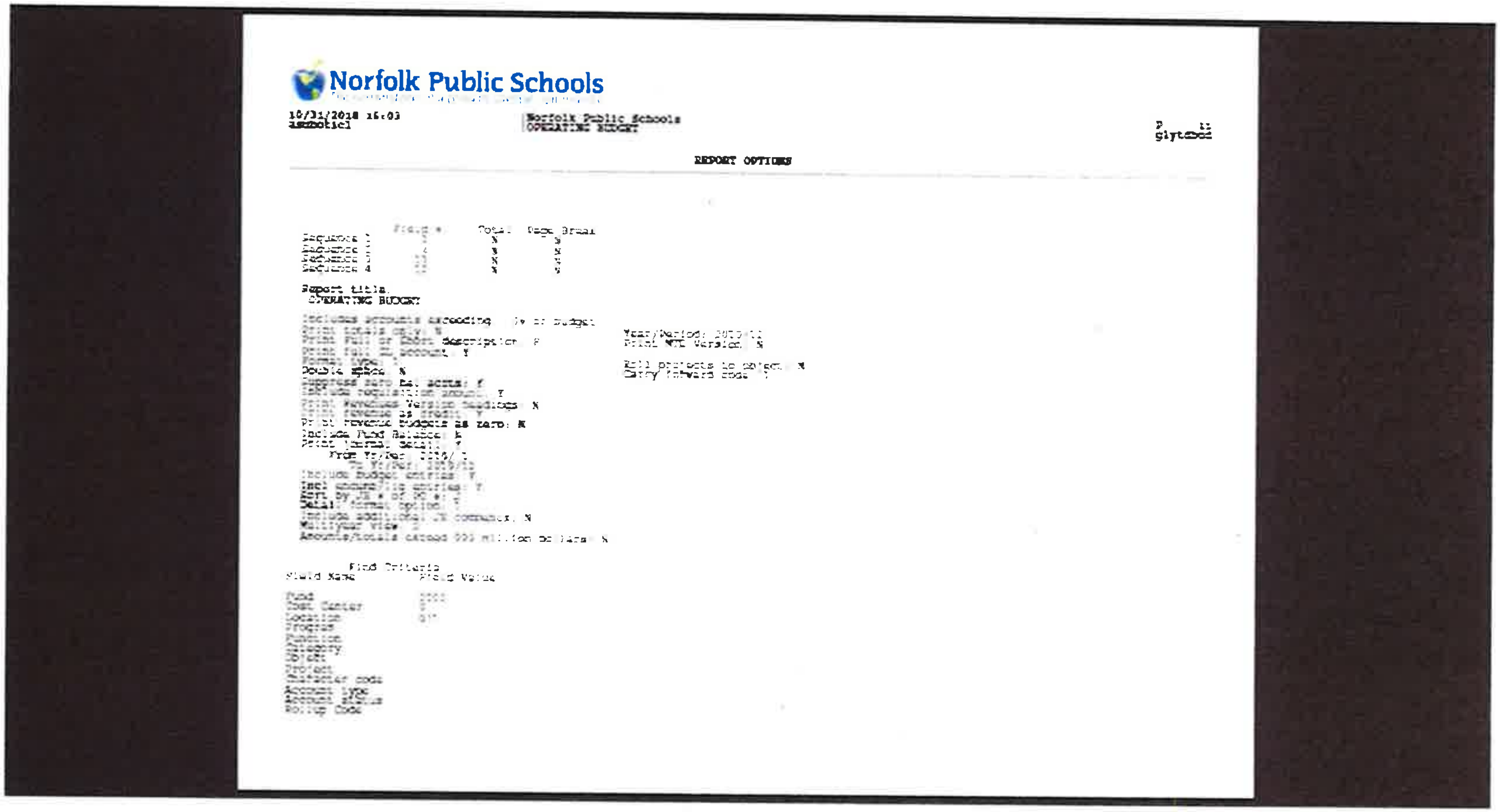
REPORT OPTIONS—ADDITIONAL OPTIONS



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

REPORT OPTION SET UP


Norfolk Public Schools

10/31/2018 16:03

Norfolk Public Schools
OPERATING BUDGET

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1		N	
Sequence 2		N	N
Sequence 3		N	
Sequence 4		N	

Report title:
OPERATING BUDGET

Double space: N

Print revenue budgets as zero: N

Find Criteria

Field Name	Field Value
Fund	
Cost Center	
Location	
Program	
Function	
Category	
Object	
Project	
Character code	
Account type	
Account status	
Rollup Code	

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.