Munis® General Ledger

The Munis® General Ledger application is a true multi-fund budgeting and accounting system that meets GAAFR and GAAP standards. It accommodates multi-year funds and grants, as well as staggered fiscal years. It maintains account balances for both Balance Sheet and Subsidiary Ledgers.

Munis General Ledger is a comprehensive journal processing system. You can automate journal reversal, retrieve an unlimited journal history for as many years as recorded in Munis, and add as much descriptive text to each journal entry as you need. You have quick, online access to account information, including the ability to "drill down" to subsidiary detail and "drill across" to related information. General Ledger also includes reports to help your organization achieve GASB 34 compliance. To create GASB reports, Tyler GASB 34 reporter is required. Munis General Ledger is distributed in conjunction with Budgeting and Accounts Payable.

Flexible

A key feature of Munis General Ledger is its flexible chart of accounts structure, with 45 alphanumeric characters across ten segments. This allows you to define segments such as Fund, Department, Function, and Category—whatever your organization or government agency requires. You can sort, sum, and report each segment separately or in combination. And when state requirements change, for example, you can change the account structure without losing or having to manually re-enter any balance or journal information.

- Flexible chart of accounts: Create account numbers to fit your reporting needs, such as by department, or across departments and funds

- Multiple, simultaneous open periods and years: Work in the current period and access others for budgeting and closing

- Download to Excel: Use Munis, Office to save financial information to Excel for detailed spreadsheet analysis

- Change an account's number at any time. All journal entries are automatically transferred to the new number

- Need to make a mass change across accounts? It's easy with Munis. Make global changes such as zeroing the balance of specific funds

- Need to distribute charges (such as overhead) across many accounts? For example, you receive a phone bill for the entire organization. With auto-allocations, distribute the charges to many departments based on a specified percentage

General Ledger is the cornerstone of a very powerful financial management system, fully integrated with all other Munis applications. Munis Scheduler (optional) can automate the processing of certain reports.

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Munis® General Ledger

Journal Features

- Munis updates all balances in real-time (not batch) with each transaction

- Balance journals to fund or sub-fund

- Need to reverse a journal? Review the entry, click a button, and Munis automatically figures out the details. You can even reverse journals that affect prior, closed periods (all accounting occurs in the current period, leaving history intact). In addition, you can set up journals to auto-reverse at period end

- Recurring journals can generate entries automatically by day, week, month, and so on

- Inter-fund accounting: automatic Due To/Due From transfers. Pay obligations out of a single General Fund and properly record the transaction against the appropriate specific fund

- Import 3rd party journals, such as subsidiary ledger entries, from another system. Journal Import creates the correct entries in Munis and reports any problems for easy correction

Security and Control

- Supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions)

- With flexible security and control, you can:

  » Limit users to a specific range of funds, organizations, accounts, budget levels/lines, etc.

  » Prevent updates to account amounts, while still allowing general maintenance

  » Allow or deny budget override

  » Limit access to a specific (approval) level

  » For balance accounts, set a Cash Account Warning Level that notifies users (via Workflow) when the cash level falls below the warning level. Affects Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, and PO Entry/Proof

  » For expense, set a Budget Warning Percent that notifies users (via Workflow) when the available budget falls to a percent of the revised budget. Affects Invoice Entry/Proof, Invoice Maintenance, Requisition Entry, PO Entry/Proof, and Purchase Order Maintenance

- Detailed, comprehensive audit trail: Records all account maintenance changes, along with Date, Time, User, Old Value, and New Value of the change

- Supports Project Accounting (distributed separately): Summary/detail reports for capital improvement projects, federally funded programs, and so on

Extensive Reporting Options

- GASB 34 Reports, such as:

  » Statement of Activities

  » Statement of Net Assets

- Customize the standard reports, adding or removing columns, or create new reports to meet your specific organization's needs. Custom reports are especially useful for fulfilling the requirements of different outside agencies.

- Detail journal history files kept online as long as the account exists and are always available for reports via Crystal or Sequel Reporting Services

- Financial Statements include:

  » Balance Sheet by Fund

  » Statement of Revenues

  » Statement of Expenditures

  » Changes in Fund Balance

  » Available Budget

  » Budget History

  » Account History

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Munis® Accounts Payable

Munis Accounts Payable manages vendor invoices (vouchers), tracks open payables, prepares pre-check registers, automatically batch generates checks, and maintains vendor and expenditure history. You can liquidate purchase orders in full or in part, with detail receiving information available online. Invoices may be scheduled for payment on a flexible basis. Integrated workflow functionality allows you to route and approve invoices online. You can even review and approve invoices without logging in to Munis.

Invoice Entry

- End of the period… how much sales tax do you refund? Munis reports the exact amount based on your state's requirements

- Decentralized invoice entry: Departments anywhere can enter invoices, but if you choose, only your central AP can process payments for check printing security

- You adjust an invoice for an encumbered purchase order. What happens to the encumbrance? You can set parameters so Munis reverses it automatically

- Using more than one invoice entry system? Import the others and let Munis handle the processing

- Enforce PO Three-Way Conditions to ensure proper receiving has been done prior to releasing invoices for payment

- Enter new vendors "on the fly", while creating the invoice

- Or let new vendors sign up themselves, using the Internet (with Munis Self Service, distributed separately)

- Multiple lines for General Ledger and Project distributions/allocations per invoice/voucher

- Supports an unlimited number of physical checking accounts or pooled, multi-fund cash in a single bank account

- Online and real time budget sufficiency calculations

- Credit Memos, Direct Disbursements and Wire Transfers are all supported

- Recurring Invoice feature saves entry time to pay monthly and recurring bills

- Option to allow duplicate or blank invoice numbers

- Customizable entry screens for ease of use

Checks

- Pay multiple invoices to a vendor with a single check

- Ability to accommodate vendors requiring one check per invoice

- Several check printing form options available

- Processes check re-runs, voids, as well as stale check processing

- Manual or file reconciliation of checks

- Ability to process EFT/ACH payments to vendors and Positive Pay Validation

…continued on reverse

Munis Accounts Payable is fully integrated with Munis General Ledger, Fixed Assets, AR (+ Tax, UB, Excise, etc.) for refund processing, Payroll for liability check processing, Purchase Order Receiving for payments of inventory items received, Treasury Management to facilitate Bank Reconciliation and Employee Expense for expense reimbursement.

Additionally, you can view or add scanned document images using Tyler Content Manager for Munis. Accounts Payable is distributed in conjunction with General Ledger and Budgeting.

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Munis Accounts Payable

Inquiries and Reports

- Includes:
    - » Invoice, Check, Purchase Order Detail
    - » Open Purchase Order by GL Account
    - » Recurring Invoice Records
    - » 1099 Summary and Detail Year End Reporting
    - » General Ledger Year to Date Information
    - » Query by any Vendor Data Element
    - » Cash Requirements Report
    - » Paid Invoices Report
    - » Vendor Fiscal Year Summary
    - » User Defined Reports
- You can also report sales tax information specific to a given state's requirements

Purchasing Cards

- Allow P-cards to be defined in Munis — who has possession of the card; default GL Accounts to expense charges to; and full history of purchases per card
- P-card transactions can be rated for approval ensuring holders are purchasing within their allowable spend criteria. Optional receipt attachments ensures users are purchasing what they say they are — facilitates auditing
- P-card purchases are tracked on the vendor file when the purchase was made. This gives a true yearly spend analysis for vendors
- Provides greater oversight of who, when and where your employees are utilizing their P-cards

Vendor Information

- 1099 processing with detail reports including back-up withholding
- Classifies vendors by user defined criteria including: geographic code, type code and class code
- Supports vendor commodity links, multiple vendor addresses and third party vendors
- Vendor Inquiry allows any user to query vendor history without the ability to modify data
- When used with Munis Self Service, vendors can register and maintain their vendor profile online while accessing POs, Invoices, Checks issued and 1099 information

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Munis® Accounts Receivable

Tyler's Munis® Accounts Receivable (AR) software performs two major functions: collections of miscellaneous cash and the collection of billed receivables. Processing over-the-counter or mailed payments for non-billed items such as licenses, permits, and registrations is easy using Munis AR software. You also have the option to print a receipt if necessary. Set your own charge codes to facilitate data entry and provide detailed or summary analysis (daily, weekly, monthly) by type. Additionally, you can pre-set General Ledger revenue accounts to these codes so that data entry personnel doesn't need to know or have to enter account numbers—creating efficiencies, and saving your organization critical time and resources.

Collections

- Full cash station support
- Supports scan line entry
- Optional validation
- Create receipts for both bill payments and miscellaneous cash processing, with the option to print customer receipts online
- Bank lockbox and Web import interface available
- Reverse most payment batches including lockbox or mass pay file
- Batch balancing supported by Clerk/Cash Station, allowing reconciliation of cash totals, check totals, etc.
- Daily cash journal includes detail receipt information and summary by category
- Daily collection information including miscellaneous cash data can be exported

Payment Processing

- Accommodates partial payments, overpayments, and both positive and negative adjustments
- Allows payment effective date to be adjusted to determine future payment amounts or back posting
- Payment reversals update bill balances instantly
- Supports special conditions and warning messages such as "Cash Only Payment"
- Pre-pay, or pay by installment
- Multi-bill payment processing is available
- Over/short adjustment processing
- Provide a variety of ways to apply payments; by charge, by charge group, by bill, by account, and more
- Workflow approval processes are available to better regulate payment, reversal and refund procedures

Accounts Receivable & Collections is integrated with all Munis Receivables (Tax, Excise, Utility Billing, General Billing, and so on). This allows a customer to process many types of payments within a single transaction. Moreover, Munis Scheduler enables you to automate a variety of reports and processes.

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Munis® Accounts Receivable

Record Keeping

- Customer payment detail is recorded (cash, check, credit card, other)
- Displays original bill in detail
- Displays all transactions such as payments and adjustments in summary and detail
- Prints duplicate receipts
- Bill search by:
  » Customer Name or Number (ID)
  » Property Location
  » Bill Number/Bill Type
  » Property Code
  » Social Security Number
  » Year
  » Parcel (Primary/Alternate)
  » Other Names on Account
  » UB Specific Fields
  » Tax Sale/Lien/Title Fields
- Customer Statements can be scheduled or produced on demand

Munis® Budgeting

Munis® Budgeting manages existing and projected budgets. Create an unlimited number of budget projections, in summary or detail, and then produce worksheets and proposed budget reports for review. Use spreadsheet views for quick review and update of projections. If you want more sophisticated analysis, you can even download your projections to third-party applications, and then upload the new numbers. Optional Salary/Benefit Projections in Munis Personnel help you accurately forecast all employee related costs, including step raises, vacancies, and all benefits.

Projections

- Define unlimited number of budget projections, each with varying assumptions

- Salaries/benefits are a huge part of your budget. How do you project costs for the next year—or beyond? With Munis Human Resources, load the budget from contractual agreements, longevity, grade / step raises, and benefit projections already defined.

- Payroll encumbrances allow you to see what's available to spend after considering salary/benefit commitments

- Build projections based on Prior Year Actuals, or an average of up to three prior year's actual amounts, increased or decreased by a specified percentage

- Optionally insert replacement costs into budget projections for assets that are due for replacement in the coming year

- Project up to 10 years forward

- With Quick Entry, display budget projections in spreadsheet format: Add or remove columns from the display, make changes to line item detail as necessary

- Or export projections, massage with your favorite third party tool, then re-import

- With optional Munis Office, attach documents such as Organization and Department Goals to budget projections

- Define budget level completion or other user-defined dates to track important budget process milestones

Budget Definition

- Munis can handle the budgeting of multiple years

- Distribute the work: Departments can enter their own projections in summary or detail. Later, merge the projections into one final budget document.

- With Workflow, you can notify a requesting department when its budget has been entered

- What happened last year? While entering this year's budget, view the history of past budget to actual performance online

- Long-term look: 10-year capital budgets can be established

- Why this amount? For Budgetary Accounts, enter unlimited text to record justifications

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Munis® Budgeting

System Integrity

- Real-time budget check: Transactions check budget work with on-time actual figures

- Limits and overrides: Establish budget "ceilings," decide who can override

- Over-budget requisition / purchase order requests: can establish auto-transfer of funds (budget amendments) within an organization. Users with permission can automatically transfer funds; others can send workflow requests.

- Budget amendments create work flow requests for review and approval prior to posting

Approvals and Reporting

- For creating budgets, you define:

  » Approval levels you need (up to five)

  » The employees with access to each level (or budget lines, departments, or groups of accounts within a level)

  » The accounts to which each employee has access

- On budget so far? Monthly/quarterly budget allotment identifies accounts that are spending ahead of schedule

- Budget projection reports include Next Year Budget Detail, Next Year Budget Levels, Current/Next Year Budget Variance

- Can also create custom budget reports

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Munis® Cash Management

The Munis® Cash Management System provides the treasurer's department with:

- Disbursement and Check Reconciliation functions from Accounts Payable and Payroll

- A separate file for recording bank account transactions, including pooled cash, an Investments detail file, and a Debt detail file

- A tool for cash flow forecasting, for any cash account for any date range; this provides the option to integrate with accounting system transactions to provide a "budget vs. actual" cash flow file

- Bank Reconciliation reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

Check/Warrant Reconciliation

- Processing of files to/from the bank

- Payables/Payroll check writing history files

- Manually indicate that checks have cleared

- Cash Account Reconciliation Report gives a fund's true cash position for an entered date range

Cash Flow Utilization

- Create Recurring Cash Flow records to simplify entry of many redundant records, such as payroll expenditures

- Establish one recurring Cash Flow Record (for example, the estimated weekly A/P check process) and have the system automatically generate all detail cash flow entries by calendar date

- Track investments and debt service in detail

- Allocate interest across one or more cash accounts

- Use Tyler Reporting Services to create customized listings based on investment/debt information

- Reports include:

  » Daily Treasurer's Totals

  » Cash Flow Journal (summary)

  » Cash Flow Journal (detail): Reports receipts, disbursements, and balances each day

  » Investment Journals

  » Debt Service Journals

- Ability to forecast cash account cash flows for any date range; integrating with actual transaction provides a "budget vs. actual" cash flow file

These tools provide the treasurer with all the necessary functions to automate all aspects of the office.

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Munis® Cash Management

Bank Reconciliation

- Create multiple bank account numbers for each bank code

- Define which GL cash org-object(s) correspond to each bank account

- Automatically provides "bank items" reconciliation file of adjustments, deposits, and AP and Payroll reconciliation files

- Bank Reconciliation reconciles Munis cash accounts (book balance) with their corresponding bank accounts (bank balance)

- All outstanding Journal Entries for both open and closed months are imported into the reconciliation module (without duplication or omission of entries)

- Search Bank Items file by bank code/account, date range, item type (adjustments, deposits or both), and status (cleared/not cleared/all)

- Transactions are cleared either manually or automatically using an XML interface with your bank

- Drill-down lets you view transaction details for cleared and outstanding totals within date range

- Reconciliation balance is calculated as entered bank balance plus/minus outstanding amounts (should equal the current GL balance upon entrance of all bank fees/adjustments)

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Munis® Project & Grant Accounting

Munis® Project Accounting provides an optional method for multi-year tracking of budgets, expenditures, and revenues for user-defined projects such as capital improvements, special programs, and so on. You can record project detail in the General Fund as well as all other funds (Special Revenue, Grants, and so on). Create separate Grants and track the entire grant process, from application through conversion to a project. Project & Grant Accounting is a subsidiary module of General Ledger, and is distributed separately.

Information is Key

- Project definition includes Start Date, Estimated Completion Date, Percent Complete, Funding Sources, Project Managers, Status

- Divide projects into phases, tasks and sub-tasks to track activities at a high or granular level

- Track the grant application process, with a complete history of the grant. Track and manage matching funds, grant specifications / conditions, and grant use and reimbursement amounts

- You can automatically create a project directly from a grant

- Track sub-grantors and sub-grantees

- Track city / county / school matching funds amount

- Project funding sources includes grant and grantor information

- Create rates and rules for reimbursement billing and indirect costing

- Calculate and bill for reimbursements, including indirect costs

- One-click connections to Next Year Budget and Work Orders for a project

- Define Milestones/Key dates that trigger optional Munis Portal alerts, helping you track meetings, payment, and work schedules, and whether goals were met You can then create notification business rules to alert appropriate staff

- Displays detail activity posted to a particular project. This can include:

  » Purchasing

  » Payables

  » Payroll

  » Receipts

  » General Ledger

- Ability to use the same project detail coding in multiple funds, if desired, to track project expenditures by funding source

- Munis posting programs (Invoice entry, Payroll Time entry, etc.) allow you to pick appropriate project from those available

- Create general billing invoices for reimbursements and indirect costs for a specific project, or for all projects

- Next-year entry of requisitions and purchase orders is supported

- Flexible year-end processing of open purchase orders

- Displays summary of any project with the following data for the Last Year, Current Year, and Project Life: Budget, Expended, Encumbered, Available, Estimated Revenue, Actual Revenue

- Report by Period and Category of Expense (i.e. labor, materials, overhead, and other userdefined categories)

- Displays comments for a selected project

Project & Grant Accounting is fully integrated to all Munis posting programs, so that any detailed Purchasing, Payables, Payroll, or Cash Receipts transactions can be posted to projects as well as to General Ledger accounts.

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Munis® Purchase Orders

Tyler's Purchasing applications, Purchase Orders (PO) and Requisitions, automate purchasing processes across a public sector organization, and help purchasing departments manage the entire life-cycle of a purchase from "req to check."

With Workflow approvals, you define the business rules specific to your organization, such as automatically routing over-budget purchase orders to the proper approver. You can report on vendors by a variety of codes you define, such as type, class, geography, and performance. This allows you to sum and analyze POs and invoice information for specific vendor categories. Also supported are blanket purchase orders, contracts, price agreements, bids and quotes.

Flexible and Easy to Use

Purchase Orders supports both Encumbrance accounting (purchase orders) and pre-encumbrances (requisitions), and provides blanket POs, contracts and price agreement verification. Each line item supports multiple General Ledger account distributions.

- Describe a one-time buy in as much detail as you need, with unlimited description per line item and unlimited number of comment lines

- Accommodates discounts and trade-ins

- Close the year with open purchase orders

- Determine what happens to open encumbrances at year end — choose the carry forward method: GAAP, Budgetary, GAAP/Budgetary, or Transfer

- Choose to use the NIGP (National Institute of Governmental Purchasing) commodity codes, or define your own

- Generate change orders for posted Purchase Orders and follow Workflow approval process

- Integrates with Fixed Assets, identifying purchases as assets for later creation into the Fixed Assets system

- Optionally close all or a range of POs based on user definable criteria

- Security permissions can be used to limit users to specific GL accounts within the purchasing system, preventing inadvertent use of incorrect accounting codes

- Workflow business rules can be generated for POs based on GL account segments, over budget conditions, commodity code, department code, or amount-based (i.e. all POs over 5000 must get the buyer's approval)

- Allows encumbrances of use and sales tax

- Integrated with Contracts to enforce contractual rules, such as which GL accounts to use, maximum amount per account for a given year, or price and discount terms

- Allows for user defined attributes on Purchase Orders

- Holds POs for payment without receiving records, prohibiting vendor invoicing until goods are received

- Automatically forward purchasing document/specifications to vendors with the PO

...Continued on Reverse

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Munis® Purchase Orders helps you control your procurement costs. First, order costs are significantly reduced through decentralized requisition entry, automated workflow approvals, and online budget checking. Then, through statistical reporting, Munis helps you evaluate vendor performance and get a handle on what you're spending.

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Munis® Purchase Orders

Control Costs

- Munis confirms whether a purchase is within the budget, online, during purchase order entry, and updates the available budget in real time, so it's always current

- Determine if the entry clerk/user has the authority to exceed budget with security codes

- Use workflow to define the business rules that guide the requisition and purchase order approval process

- Create multiple purchase orders from a single requisition, or one purchase order from multiple requisitions

- Ability to e-mail Purchase Orders to vendors to minimize delivery cost

Inquiries and Reports

- Manage vendor performance by analyzing purchases across commodity codes, vendor types, classes, geographic areas, etc. Track past due deliveries, fill percentage, returns and bid performance

- Allows reporting of open POs to be compared to General Ledger accounts

- Ability to search and export Purchase Order data to Excel for analysis and custom reports

- Central View of Purchase Order allows full history of Purchase Order to be viewed from requisition inception to check creation and all steps in between

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Munis® Requisitions

Tyler's Purchasing applications, Purchase Orders (PO) and Requisitions, automate purchasing processes across a public sector organization, and help purchasing departments manage the entire life-cycle of a purchase from "req to check."

Munis Requisitions addresses the needs of a busy Central Purchasing agent. Requisitions allow individual departments to enter their own requests electronically. During data entry, the available budget is displayed online, commodity data is easily viewed, and contracted items can be searched and selected for purchase. Once the requisition obtains its needed approvals, it is forwarded to purchasing and is converted to a purchase order with a single keystroke.A Requisition-to-Bid process allows departments to request an item that must be bid on. The optional Munis Bid Management is notified of this requisition through workflow and can automatically create the bid documents from this requisition. Optional workflow allows sites to define price points for requisitions that must be put out to bid. With this functionality requisitions can not be converted to Purchase Orders without appropriate vendor quotes or until an awarded bid/contract has been established.

Requisition Entry

- Decentralized requisition processing and inquiry

- Available budget is displayed online during requisition entry and is updated as each requisition is entered, resulting in information that is always current

- Security codes determine if the entry clerk/user has the authority to exceed the available budget

- Supports the following types of requisitions: Purchase, Inventory, Work Orders, Requisition to Bid, Requisiton to Contract

- Next-year entry of requisitions and purchase orders is supported for concurrent year processing

- Commodity and vendor look-ups provide ease of use

- Each Requisition line item allows an unlimited description that can also print on the Purchase Order

Inventory items can be requested from Munis Requisitions or replenished by a Purchase Order

- Copy previous requisitions for commonly purchased items

- Allows encumbrances of sales and use tax

- Notify (email) the requisitioner when a requisition becomes a PO as well as when an AP invoice exceeds the original purchase cost

- Add User Defined attributes to requisitions to allow for customized attribute tracking of requisitions

- Import requisition notes from a selection of standard notes, such as printing a message for the vendor on the PO

- Customizable screens allow fields to be added and removed based on a user's preference

A Requisition-to-Bid process allows departments to request an item that must be bid on. Munis Bid Management is notified of this requisition through workflow and can automatically create the bid documents from this requisition.

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Munis® Requisitions

Approvals

- Automatic routing of requisitions for approvals

- Approval routings may be set differently by department

- Notify (email) the requisitioner when the requisition is rejected, fully approved, or converted to a PO—signifying requisition approval helping to fully support distributed entry of requisitions

- Generate workflow business rules for requisitions based on GL account segments, over budget conditions, commodity codes, deptartment codes, amount-based (such as all POs over 5000 must get the buyer's approval), or buyer id

- Ability to age, forward, and set up alternate approvers when out of the office

Integration

- Fully integrated to Munis:

  » General Ledger/Budgeting

  » Inventory

  » Fixed Assets

  » Work Orders/Job Cost

  » Bid Management

  » Purchase Orders

  » Contracts

- Multiple purchase orders from a single requisition; one purchase order from multiple requisitions

- Integrates with Contracts to enforce contractual rules— which GL accounts to use, maximum amount per account for a given year, or pricing and discount terms

- Integrates with Fixed Assets, identifying purchases as assets for later auto-creation into the Fixed Assets system

- Automatically determines which purchases are loggable so your users don't have to

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Munis® eProcurement

Procurement is the process of progressive steps used to purchase goods and services, and Munis makes it easy to manage the entire life-cycle of a purchase from "req to check."

Munis eProcurement has been shown to increase efficiency by streamlining the purchasing process, resulting in shorter processing times. The easy flow of information and the ability to customize bid information ensure that all of your purchasing requirements and needs are met, while improving the purchasing power of your organization.

The eProcurement process translates to both soft- and hard-cost savings for your organization:

- Web-based process — save staff time to prepare and distribute bid information
- Meets green initiatives — save paper and shipping materials
- Vendor response — reduce staff time responding to questions and requests for information
- Vendor 24/7 access — view and submit bid information online
- Vendor Punch-Out catalogues — establish an unlimited number

Vendor Self Service

Give your vendors access to quick, confidential and accurate business transactions, such as seeking or placing a bid, checking current and past purchase order detail, or creating or updating a profile. You customize the site to your organization's needs and practices, and because you control the setting, you can ensure vendors access only the information they are authorized to see.

Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Once registered, vendors can maintain a detailed profile; search for bid requests based on commodity code, bid number or vendor-specific description; view summary and detail bid, PO, invoice and check information; and more.

Munis Vendor Self Service offers continuity because it actively extracts information directly from the Munis database. Website information is current because of the direct connection to Munis data — in other words, information is reflected in real-time.

Munis delivers the right tools, functionality and access to data to help you make the best purchasing decisions.

Track spending trends and make better informed decisions to maximize the value of each purchase you make.

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Vendor Self Service gives vendors of a Munis client web-based access to information and business records:

- Register online in a few easy steps — set up User ID & password, submit general contact, and remittance information

- View Messages and Links on Home Page

- Access documents, such as Vendor Direct Deposit forms and catalogues

- Vendor Administration

- Punch-Out functionality for online catalog ordering

Active Vendor Inquiry Navigation:

- 1099

- Accounts Payable

- Bids — Search, place, and accept bids on line; Track existing Bids and update until open period ends

- Purchase Orders — Search by PO or contact numbers, status, date or amount

- Checks — Search for detail and history

- Invoices — Search by date, number or status

eProcurement Punch-Out

Punch-Out to vendor-hosted websites in the Purchasing and Requisition applications make Munis eProcurement even more useful.

Punch-Out allows for online shopping on a vendor's website that can be accessed and launched directly from within the Munis Requisition application. When accessed, Munis users can shop the vendor's website creating a virtual shopping cart of items. This functionality is built on the cXML protocol and can be used to connect to any vendor's website that is also cXML enabled.

For example: A Munis user shops the Staples.com website and builds a shopping cart of items. Once shopping is complete, the virtual shopping cart of items is instantly transferred to Munis and automatically populates a Munis requisition.

Once the virtual shopping cart has been transferred to a Munis requisition, the regular Munis requisition process will be enforced. This includes allocating the requisition line items to GL Accounts, checking and enforcing available budgets; following Munis requisition workflow, and eventual converting to a purchase order (PO). Once a PO has been created, sites have the new optional functionality to electronically submit the created PO to the vendor. This is also done via the cXML protocol and ensures timely and accurate PO submission to vendors.

Munis® Payroll

The Munis® Payroll system is tightly integrated with General Ledger to provide true multi-fund processing utilizing a Due To/Due From methodology. It is also integrated with Accounts Payable for withholding check processing (if desired) and with Human Resource Management for single transaction entry.

Munis Payroll supports electronic timesheet entry. Organizations can have all departments, both central and remote, entering time sheets electronically. Time sheets can also be entered through Munis Self Service. Department time sheet data is stored by batch, listed on a proof report, approved by Department heads, and then may be automatically posted into the current payroll.

Flexible

- Payrolls can be in process concurrently

- Supports up to 999 user defined earnings types and up to 7030 user defined deduction/benefit types

- Supports Union & Non-Union environments

- Multiple accrual types can be established with multiple earning methods

- Employees can work multiple jobs, charged to multiple cost centers

- Processes the following check types: Regular & Balloon Payroll, Direct Deposit Advice, Advance Vacation, Void, Manual, and Vendor (if desired)

- Supports daily time and attendance, including data entry through optional Munis Self Service

- Offers Net Pay simulator

- Fifteen Payroll Processing Proof Reports are available with user-defined sort and subtotal option

- Customiable 403(b) electronic reporting

- Options for Annualized Tax Tables

- Supports all state and federally-mandated reporting

- Accrual year-end processing:
  - » Buy out unused (total balance or percentage)
  - » Carry
  - » Double transfer balance
  - » Lapse excess
  - » Transfer balance
  - » Transfer over limit
  - » Zero balance

- Supports unlimited salary schedules

- Payroll can be run and expensed and accrued in one fiscal year, with liquidaiton of expenses taking place in another

- Custom form letters and mailing labels (exports to Microsoft® Word and Excel® are available with Munis Office)

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MU-PAY-PS-1595-0712

Munis® Payroll

Easy to Use

The system is designed to run as a payroll "by exception," so that weekly input and changes are kept to a minimum. Each employee's "normal" earnings and withholdings are preset in a Recurring Earnings File, and are automatically generated for each payroll as a "starting point" in the check writing process. Weekly/Biweekly, etc., changes can be entered through Earnings and Deductions. Or, if no variances occurred, no input is needed.

- Convenient visual representation of the payroll process, with colored arrows indicating required steps, those completed, steps to do, and steps in error

- Auto Load time entry groups directly into Time and Attendance Entry Batches. Save Batches and reload later: Payroll automatically advances the date ranges of each entry record to match the current payroll dates.

- Processes balloon payrolls

- Tracks employee dependent information and emergency contact information

- Full W2 & W2C processing and electronic file

- Manual or automatic check reconciliation

- Automated garnishment computations meeting Federal requirements

- Produces EEO4 and EEO5 reports

- Retro pay calculation and update

- Employee insurance reports to reconcile against monthly premium statements

- Extensive employee inquiry accruals, earning history, deduction history, check history, retirement data, and so on

- View audit records via view history button

- Schedule regular pay, vacation, and other pay types outside of payroll in Employee Pending Time Entry FM and Time and Attendance Entry

- Accrue estimated expenses on a prorated basis with an additional journal entry created when you post a payroll distribution journal

- Accommodates Fair Labor Standards Act (FLSA) in overtime calculations

- Encumbering of both salaries and benefits

- Life insurance benefits automatically calculated

- Electronic filing reporting: Aetna, ALIAC, BB&T, BenefitsCorp, CIGNA, Copeland, Diversified Investment Advisor, Equitable, Fidelity, Great West, Hartford Life, ICMA, OMNI, Pebsco, Security First, and Valic, and others

- Supports FTE percentages

- Factoring benefits and accruals based on FTE

- Risk Code based workers' compensation reporting

- Handles billable pay and non-cash pay

- Expense reimbursement processing

- Customizable 403(b) electronic reporting

- Retroactive history transfer

- Processes mid-cycle raises

- Tracks benefit arrears and manages repayment for employees on leave

- Escrow processing pays deductions during summer months when teachers are not working

- Substitute teacher rates automatically compute from a table based on number of days worked

- Calculates amount owed for teachers who leave mid-year, and adjusts period pay for those hired or promoted mid-year

- Computes bonuses for perfect attendance

- Payroll calendars and work schedules for prescheduled positive entry time and attendance

- Automatic tax computation for imputed income associated with life insurance excess

- Integrates to systems that email direct deposit advices

- Automatic longevity calculations, and accommodation of multiple layers of accumulating differentials

Secure Environment

- Extensive security determines which employees, deductions, pay types and tables each user has access to view or modify

- Online employee audit table records every change to employee files with date/time and user ID

- Verify employee social security numbers. Download SSNs to diskette or electronic file and submit to the SSA (Social Security Administration). Perform verification at any time (such as before running W2 programs) for an unlimited number of records

- Positive Pay Validation

Munis® Employee Self Service

In today's busy world, employees expect greater access to information and services. They expect it at their fingertips, and need it to be easy, complete, and fast. Whether it's updating personal information, requesting leave, or checking compensation information—quick, confidential, and accurate response is critical. As a local government or school administrator, you need to respond to these expectations while struggling with tight budgets and minimal staff. Fortunately, Tyler has the solution: Munis Employee Self Service.

How it Works

Your employees can easily access your organization's customized Web sites anytime, anywhere—through a secure Internet connection. Access is through a link on your Web site, over a high-speed Internet connection. Flexible hosting options allow you to choose the hosting requirement that best suits your needs. Tyler offers two options:

- Tyler: hosts all needed hardware and software, and manages all traffic. Data is passed between your server and the Tyler Data Center in Falmouth, Maine through a secure connection, and then on to the requesting party.

- Self-hosting: allows you to leverage your existing infrastructure and personnel to manage the Web site locally.

Munis Self Service Advantages

Munis Employee Self Service offers continuity, because it actively extracts information directly from the Munis database. Users gain access through secure connections using a unique username and password to log into the system, and control permissions to view and change information. Web site information is current because of the direct connection to your Munis data—in other words, information is reflected in real-time. What's more, Tyler provides both software and Munis Self Service support by trained Help Desk professionals, who assist you with any of your issues.

Is staff spending too much time responding to routine requests for information? Alleviate these demands, and provide employees with access to key information—conveniently and securely through the Internet. Anytime, from anywhere.

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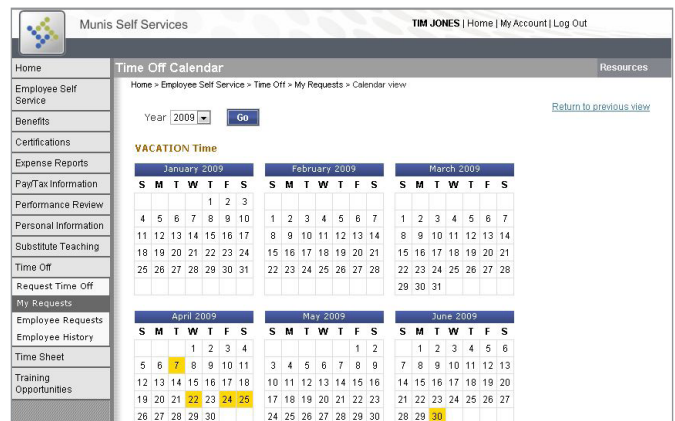# Munis® Employee Self Service

Employee Self Service

Employees monitor and maintain personal and employment information such as:

- Human Resources (HR) Data Inquiry:
  - » Leave Time Accruals
  - » Complete employee pay history— weekly, YTD, benefits, withholding
  - » W2/W4s & 1099Rs
  - » Documentation such as policy manuals
  - » Post custom messages regarding an employee's compensation
- Online Job Posting & Tracking Applications:
  - » Applicants may attach résumé, copy of transcripts, cover letters, references, etc.
  - » Limitless customization of database fields by HR—State certifications, retirement system participation, language, etc.

- Employee Transactions:
  - » Enter Hours Worked
  - » Submit Leave Requests (vacation, sick, personal, etc.)
  - » View the Total Compensation screen and see the value of both salary and benefits
  - » View custom messages regarding compensation
  - » Supervisors can approve Leave Requests
  - » Enroll for Employee Benefits
  - » Address Changes
  - » Update W4 Information
  - » Pension Contribution with Monthly Breakdown
  - » Receive announcements and department information
  - » View Job Postings & Apply Online
  - » Training Catalog & Registrations and apply online
  - » Performance Evaluations
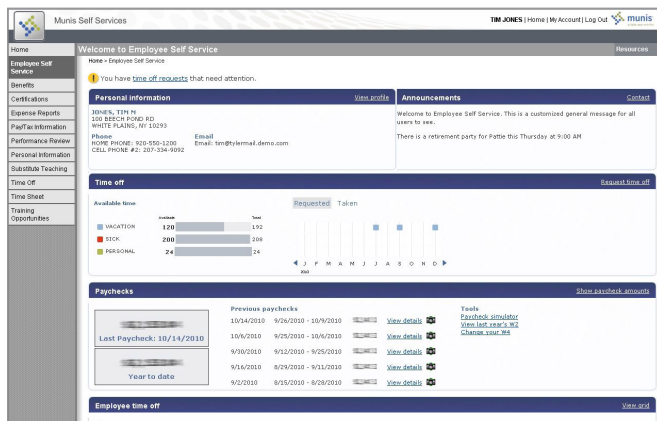
Munis Employee Self Service Home Page

Munis Employee Self Service Personal Information

Server Requirements:

Operating System: Window Server

SSL: SSL Certificate issued by a Certification Authority strongly recommended

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Munis® Applicant Tracking

Most HR offices are busy managing a constant stream of employment applications. Tyler's Munis® Applicant Tracking system automates the hiring process from the moment an application arrives.

Munis Applicant Tracking allows you to customize the online applications, so the applicants provide you with the information that you need. When applicants apply, they can also attach resumes and transcripts that are immediately accessible by the HR Department. Thereafter, Munis Applicant Tracking allows you to mass activate / inactivate applicants, view or report individual or group applications, and build Personnel records once an applicant has been hired.

Munis Applicant Tracking is fully integrated with Munis Human Resource Management.

Flexibility

- Distributed Reqs: A centralized HR group or individual departments can enter their own requisitions to describe open positions

- Requisitions can be coded as requiring special skills, certifications, tests, and so on

- Each requisition and applicant record can be coded with a customized set of conditions that must be met by candidates

- Store and work with applicant data from an applicant pool that may or may not be tied to a requisition

- Create a report of top scoring candidates for a requisition

- Applicants can be existing or former employees

- For advanced applicant tracking, you can link job opening data to job applicants through the recommend process. This will automatically trigger Workflow, if used

- You can create unlimited custom database fields for online job applications via Munis Self Service (available separately), including state certifications, retirement system participation, etc.

- Addendum feature allows online applicants to attach a resume, copy of transcripts, etc.

Processing

- Personnel can monitor and report the status of all job requisitions and applicants

- Applicants can be reviewed and evaluated based on data such as:
  » Education
  » Work History
  » Skills
  » Certifications

- Apply a default status to applications entered via Munis Self Service

- As the applicant process proceeds, the file can be filled out more completely with information such as:
  » Reference Check Results
  » Interview History
  » Test Scores

- Lock applicant data and prevent it from further updates

Munis Applicant Tracking enables HR departments to efficiently and effectively maintain data for job applicants. Using Workflow, requisitions flow through the approval process.

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Munis® Human Resource Management

Tyler's Munis® Human Resource Management provides all the tools needed by a Human Resource (HR) department, as well as an integrated "front end" to both Munis Payroll and Budget. It allows all changes to employee data records to be made by Human Resource Management, and then electronically transferred to the Payroll system; no duplication of data entry is needed. With Employee Self Service your employess have access to their own information — saving your organization time and increasing efficiency. Strict security ensures that only designated employees are capable of accessing employee records.

Position Control

Human Resource Management allows HR departments to maintain position control from the ground up, streamlining the process of managing employee information.

- Provides consistent position control, from the budget projections process through the adding of employees to the payroll files

- Projects employee salaries and benefits in detail to the budget, reflecting all scheduled step raises, contract changes, and benefit changes

- Can be rolled into the "live set" from budget projections

- Employee default information can be controlled at the job class or position level

- Create Job Openings for new/upgraded positions (with workflow approvals) from existing position control info, or vice-versa

- Identify position control records that have been replaced and new position number used

Organize Information

- Provides analytical tools and reports to assist with labor negotiations, including "what-if" percent increases to salaries and benefits

- Benefit FTE calculations allow the benefit cost and accrual earnings to be factored by the employee's FTE

- Optional Applicant Tracking application

- Terminated employee processing and reports

- Employee Actions provides a detailed work history for each employee as well as "future" transactions

- Employee evaluations track prior, present and future evaluations in detail

- Analytical tools allow for user-defined time periods and multiple salary changes within the time period

- Maintain beneficiary enrollment records for employees and their dependents

Tyler's Munis Human Resource Management provides immediate access to job related information at all stages of employment. Full integration with Munis Payroll simplifies the sharing of data. Using Munis Workflow, you can set up business rules for personnel actions, including inquiries, leave. termination, civil service, attendance, reinstatement, etc.

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Munis® Human Resource Management

Organize Information (cont.)

- Online benefits enrollment

- You can optionally maintain and report:

  » Emergency medical information

  » Education and skills

  » Employee training

  » Professional development

  » Certifications and licenses

  » Seniority

  » Evaluations

  » EEO data

  » Insurance & COBRA data

  » Benefits reporting to providers via 834 Report

  » Wage/Promotion/Disciplinary history

  » Total compensation reporting

  » Employee grievance tracking

  » OSHA reporting

  » External work history

  » Internal training

  » Case management

- Maintains a history of certifications, including lapses and subsequent reactivations

Automate Tasks

- Automatic Employee Step Increases based on employees' anniversary or contract dates, by location, organization code, group, bargaining unit, or job class

- Step increases optionally include minimum requirements for days worked to determine eligibility

- Accrual posting can be processed for groups of employees to give accrual time earned by month, quarter, year, anniversary date, etc.

- Accruals can be set up as a flat number of days/hours per month/year or can be automatically calculated from the number of days/hours worked

- Sick bank processing

- Custom form letters and mailing labels (exports to Microsoft Word and Excel are available with Munis Office)

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Munis® General Billing

Local governments and school districts often need to create invoices and bills for miscellaneous charges, such as rented building space, charges for parking spaces, or certain types of permits. Tyler's Munis® General Billing (GB) software creates invoices for various departments and activities not covered by other Munis revenue applications, such as Utility Billing and Tax Billing. Munis GB eliminates handwritten bills and manual calculations. Invoices contain itemized charges at calculated rates, accumulated totals and payment history. Munis GB works with Munis Payment Entry (Accounts Receivable) and integrates with the General Ledger to provide accurate, up to the minute accountability.

General Features

- Creation and maintenance of user-defined invoices

- Flexibility to include multiple line items and revenue distributions per invoice

- Automatic calculation of sales tax and interest

- Customizable invoice descriptions and account distributions

- Sufficient text area to adequately describe services provided

- Various accounting methods accommodated including Cash and Accrual

- Automatic generation of recurring invoices for leases, business licenses, permits, etc.

- Support of Electronic Fund Transfers (EFT)

- Invoice creation for reimbursements and indirect costs for a specific project, or for all projects

- Interdepartmental billing to automatically pay internal bills using designated funds

- Incident tracking for false alarms, traffic violations, etc. with the ability to generate invoices according to escalating business rules

- Customer statements showing activity and balances for a user-defined period of time

- Consolidated statements for customers with multiple accounts

- Ability to send invoices to multiple addresses for the same customer

- Collection and handling of general billing deposits – collected as miscellaneous cash receipts earmarked for customer accounts; reversal of the deposit receipt automatically reduces the customer's deposit balance

- Invoice reprints reflect corrections, comments and latest payment activity

- Assess multiple fees on the same invoice on the same day

- Various fee calculation methods to assess late fees, including an option to not allow the fee to exceed the unpaid invoice amount

- Insurance billing for retired employees with the ability to apply state credits

- Option to import General Billing invoices

- Workflow approval according to invoice amount

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Munis® General Billing

Inquiries and Reports

- Ability to generate account statements for the following:

  » Specific accounts

  » Range of accounts within a department

  » Range of customers

  » Delinquent accounts

- Ability to print a duplicate bill or statement upon request

- Payment Entry (Accounts Receivable) permits look up by invoice number or customer name/number, and supports partial payments and user-defined distribution of payments

- Automate certain reports, notices, and other tasks via Munis Scheduler

- Analysis reports by department or activity, items or services sold, and age of bill include:

  » Invoice Journal

  » Aged Trial Balance

  » Detail History Report

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Munis® Fixed Assets

Munis® Fixed Assets helps you manage a government, school, or utility's record-keeping of all fixed assets, such as land, buildings, machinery and equipment, construction in progress, and infrastructure. You can tie an unlimited number of individual assets to master assets, simplifying record maintenance and reporting. You can also create asset records from purchase orders, or directly from invoices.

Tracking and Reporting

The Munis Fixed Asset system provides a complete set of financial statements, both to fulfill auditor's requirements and to fully reflect your investment in fixed assets. It assists capital planning (replacement/enhancement of assets). Fixed Assets also helps you track items transferred, missing, or not in use, or are due for maintenance or replacement.

- Fixed Asset information includes:
  » Description, class, quantity, model
  » Serial number, tag number, parcel number
  » Location, room, department, custodian
  » Acquisition method, date, cost, PO, vendor
  » Improvement, insurance, maintenance
  » Transfer, adjustment, retirement history

- Standard reports also include:
  » Asset List by Location, Department, Class, and Account
  » Assets Due for Replacement
  » Insured Value Report
  » Depreciation Journal
  » Depreciation Schedule: report on current year for a specific period; report order can include class, department, and asset type information with subtotals for each item
  » Missing/Not in Use Report
  » Transaction Audit Trail
  » Detailed Activity Report
  » Lists of Retirements, Transfers, Additions, Adjustments, etc.

- You can also define your own, custom reports with Munis® Crystal Reports

- Interfaces to optional Tyler GASB 34 Reporter (available separately)

- Supports GASB 34 reports, such as Activities and Net Assets

Fixed Assets is integrated to barcode tracking systems, which gives you the ability to:

- Convert existing asset numbers to barcode numbered tags without re-loading the data

- Automate asset updates, eliminating the need for manual reconciliation

- Automate inventory counts

In addition, Munis Scheduler (optional) enables you to automate the processing of some reports.

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Munis® Fixed Assets

Other Features

- Flexibility to decide how much to maintain, what to depreciate, and when to generate reports

- Calculate depreciation by selective methods, including composite rate

- Ability to calculate depreciation by selective methods

- Optional integration to barcode tracking system for automated updates and counts

- Mass-change insurance carriers for a user-defined group of assets

- Integrated with Munis:

  » Purchase Orders and Accounts Payable, so that purchases may be flagged as assets by the Purchasing Department. Master and subsidiary assets can be noted right on the purchase order

  » General Ledger: Updates appropriate asset and depreciation accounts when activating, transferring, adjusting, depreciating, or retiring assets. Drill down to asset's details from journal entries.

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Tyler Reporting Services

Tyler Reporting Services meets Munis® clients' need for reports and queries in formats unique to them, and helps provide the right information to the right person at the right time. Designed for use with Microsoft SQL Server® database server, Reporting Services allows clients to access and report information stored in any of their Munis data files. The database views and models are easy to use, incorporate security and permissions set within Munis, and are an efficient way to connect to the database.

Benefits

- Tyler professionals install/configure SQL Server Reporting Services components on your server

- Experienced instructors train your staff to use standard reports and how to create their own unique reports

- Tyler provides database views/models allowing access to your Munis data. The benefits of database views include:

  » Security settings and restrictions give greater control over who has access to specific data

  » Data fields are renamed and grouped on the server for easier identification

  » Easily update views

- Utilize Tyler's library of shared reports. The library continues to grow as clients submit their reports for sharing.

Reporting Views

Data is presented in a simplified structure and uses business-oriented language. The following tools are available:

- Report Builder—ad hoc query tool

- Custom Database Views—a tool designed for building reports using Business Intelligence Development Studio (BIDS), report builder and/ or Visual Studio; uses Tyler's existing custom views

Report Library

Tyler Technologies maintains a library of shared reports on its web site. The library includes (but is not limited to) the following reports:

- Budget Projection
- AP Warrant Report
- Open PO Report
- Top 50 Vendor Payments
- Vendor History
- Time Sheet
- Department/Employee Accrual Report
- Daily Receipts Report
- Parcel/Account List
- Top Taxpayers Report

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Tyler Reporting Services

Reporting

- Novice and expert users can quickly assemble reports with the powerful wizards and built-in functionality reports

- Use Datasets to connect to data, select fields and records, sort, format and more

- Add charts, drill down, parameters and hyperlinks to turn reports into interactive documents or web content

- Use analysis tools to examine trends, expose relationships and zero in on important facts. These include charting, field highlighting, running totals, Top N, Bottom N, and sorting,

- Report properties give you the ability to format the report, report items and database fields

- Supports BMP, TIFF, JPEG, PNG and Windows metafiles (WMF) images

- Exports available are PDF, XML, TIFF, CSV, Excel and more

- Execute and save reports as a document on the server for viewing, printing or emailing by authorized users

- Each time a report is executed, Tyler Reporting Services utilizes the most current Munis® data for display

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TylerForms Output Management Solution

Control where, how, and in what order you print your purchase orders, invoices, checks, and more with the TylerForms Output Management Solution. TylerForms merges your application data with templated electronic form designs. The results can be printed to your existing network printers, no matter where the hardware is physically located. Select qualified forms output can also be emails, faxed, or sent to Tyler Content Manager based on your specific requirements. *Please note that faxing may require the purchase of additional software and/or hardware.*

TylerForms uses the Adobe® Central Pro Output Server as its engine and includes the software needed to integrate with your other Tyler applications. TylerForms offers several libraries of form templates that are tailored to work specifically with your Tyler applications. You purchase only the libraries required to meet your organization's needs.

TylerForms also offers enhanced security for check printing.

Delivered:
A Complete Solution, Installed

- Integrates with Tyler modules
- Tyler implementation professionals consult with and train your staff
- Tyler performs testing to ensure the success of each installation and also provides support once you go live

Form Templates: Examples

Note that form templates are available in standard form libraries. Custom programming and/or custom designs are available for an additional fee.

- Financial form template library includes:
- One design of:
  » Accounts Payable Check
  » EFT/ACH
  » Purchase Order
  » Contract
  » 1099M, 1099S, 1099INT & 1099G*

- Payroll forms library includes:
- One design of:
  » PR Check
  » Direct Deposit
  » Vendor from Payroll
  » Vendor from Payroll Direct Deposit
  » W-2, W-2C & 1099R*
- Utility Billing form template library includes one design of:
  » Utility Bill
  » Assessment
  » UB Receipt
  » Lien Letter
  » UB Delinquent Notice
  » Door Hanger
  » Final Utility Bill

With TylerForms Output Solution you don't need pre-printed forms: you can use less expensive standard blank paper. You can print bar codes, signatures, bank MICR lines, OCR, postal fonts, logos, and other data-driven elements all on blank stock.

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TF-OS-PS-1874-1113

TylerForms Output Management Solution

Other Available Forms Libraries

- Personnel Action
- Work Order/Pick Ticket
- Student Activity AP Check
- Student Activity Purchase Order
- General Billing
- Business License
- Permits
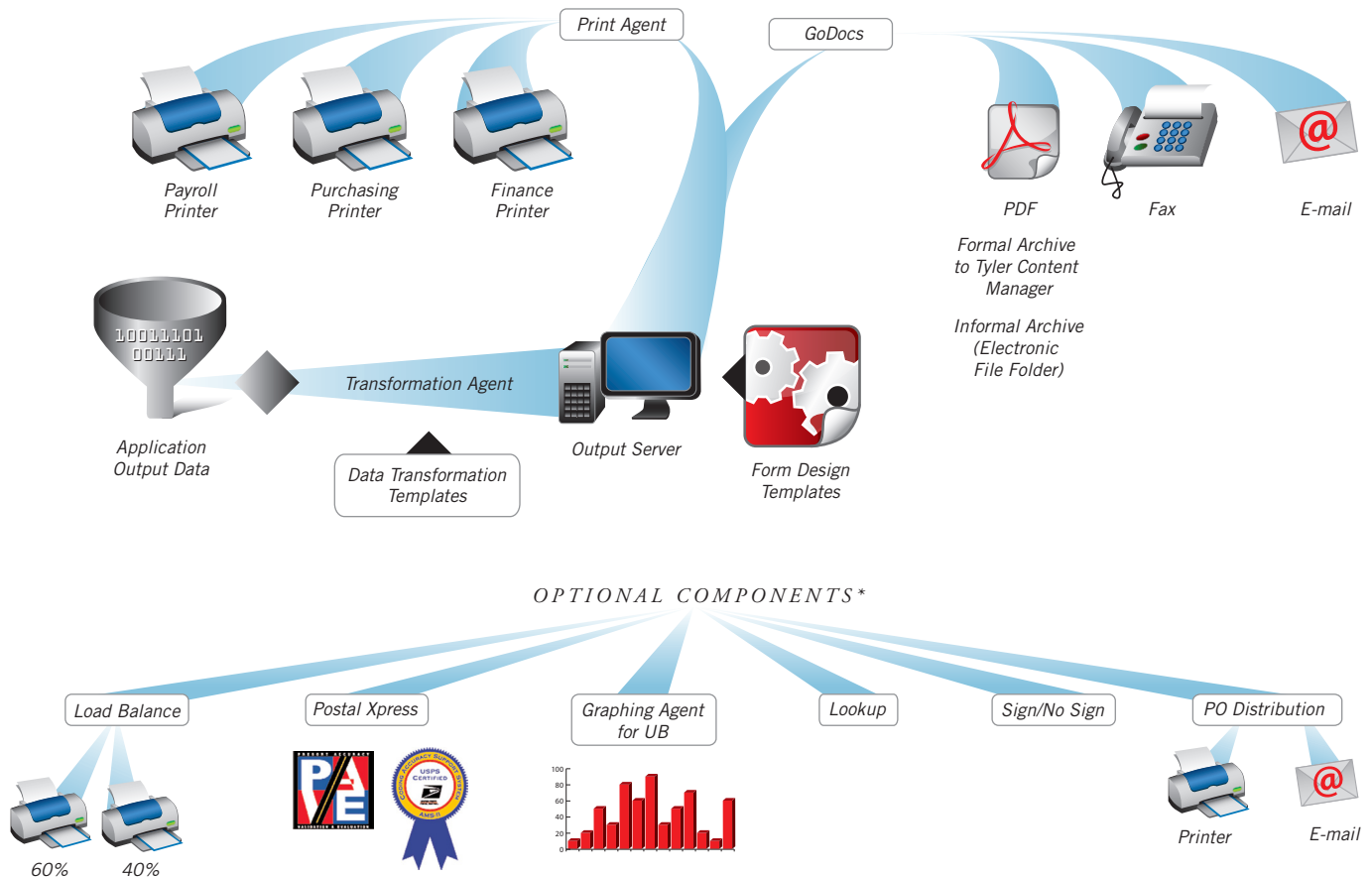- Individual State Tax
- MA Tax

Optional Custom Forms

TylerForms can create custom form designs to suit your specific needs for an additional fee.

* Federal Tax Forms are part of the Year End Processing release and are not customizable on a client by client basis.

The Complete Picture: TylerForms Processing & Optional Products

The following graphic shows how you can use TylerForms Processing and additional components to create a system environment with unlimited output options:

Print Agent

GoDocs

Payroll Printer

Purchasing Printer

Finance Printer

PDF

Fax

E-mail

Formal Archive to Tyler Content Manager

Informal Archive (Electronic File Folder)

10011101 00111

Transformation Agent

Application Output Data

Data Transformation Templates

Output Server

Form Design Templates

OPTIONAL COMPONENTS*

Load Balance

Postal Xpress

Graphing Agent for UB

Lookup

Sign/No Sign

PO Distribution

60%

40%

Printer

E-mail

* NOTE: Not all Optional Components are available with all forms

Revision Date 11/2013

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Tyler Content Manager, Standard Edition for Munis® (TCM SE)

Tyler Content Manager Standard Edition (TCM SE) includes most of the features of, and is in essence, TCM Enterprise Edition (TCM EE) limited to Munis applications. TCM SE includes a site license for viewing content for Munis users and an expanding library of more than 100 documents types to use with more than 98 Munis screens that are integrated with TCM. TCM SE also includes pre-configured solutions like our invoice processing module, mail merge functionality, barcode recognition, full text searching and much more.

How TCM SE works

TCM SE is pre-configured and fully integrated with a number of document types. Using TylerForms, Tyler automated the capture of thousands of form images that are normally printed. Clients scan additional documents related to core Munis business processes that originate externally. Users have easy access to all these securely archived documents, retrieving images directly from their Munis inquiry screens or directly from TCM SE. Additionally, system-generated reports are archived for later retrieval. TCM SE is ideal for clients who wish to eliminate paper, protect images and retrieve a variety of related documents.

Benefits of TCM SE

- Manages electronic documents and lessens the need for file cabinets

- Eliminates misfiled documents, lost paperwork and the search through paper files, saving time and money while increasing productivity

- Provides user access to documents associated with Munis transactions

- Automatically captures your forms and reports

- Users retrieve from their familiar interface from all inquiry screens

- Eliminates liability that comes with employees deleting (or not deleting) documents according to best practices

- Multiple users can simultaneously retrieve vital business documents

- Conforms to Records Management requirements, including retention schedules and file plans

- Responds to audit information requests, subpoenas, and other mandatory requirements

- Disaster Recovery and Long-term protection is assured with a minimum of administration

- Mark up and annotate documents creating Sticky Notes, Text Stamp and more

- Indexes each word in a document for key word searches

Control Your Paperwork Process

With TCM SE, all documents are linked together through one solution. For instance, users can view a vendor invoice and its related credit memo, quotation, contract document, packing list, or any other incoming correspondence.

Human Resources users can view documents related to Personnel Action, New Hire, and Employee files. This feature is leveraged across the organization in multiple business scenarios. Because some Munis content is central to the needs of all users, authorized personnel can display all the associated documents with just a few clicks of the mouse.

Tyler Content Manager, Standard Edition (TCM SE) is an easy-to-deploy content management solution designed specifically for Munis clients of every size. Through the easy capture, storage, and retrieval of documents, it's the perfect starting point for clients interested in electronically managing and incorporating paper documents into Munis processes.

- Site License for all Munis Users

- A library of more than 100 document types are provided

- TCM doc library is integrated with more than 98 Munis screens

- Batch invoice processing

- Munis Mail Merge and TCM Archive

- Capturing System-generated Reports

- Automated the process of imaging, indexing, and storing TylerForms

- Capture Network Documents

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Tyler Content Manager, Standard Edition for Munis® (TCM SE)

Features of TCM SE include:

Batch Invoice Processing

To make invoice processing easier, TCM SE supports invoice batch scanning. TCM SE saves time by providing a batch scanning utility for vendor invoices, thus streamlining the invoice capture process.

Automatically archive Munis Mail Merge documents to TCM

Users create, print and archive documents sent to employees, citizens or vendors.

Basic OCR

Capture text from attachments to proivde users full-text searching over all content stored in TCM. The OCR (optical character recognition) data will also provide rope-able indexing for quick indexing with extensive data such as long addresses or names.

Advanced search

- Key Word Search capabilities for content via the full text of attachments through the TCM application and TCM Self Service interface.
- Customize "search" criteria for better search results using TCM filters.

Scheduler

Include links to reports submitted to TCM during execution of a scheduled job.

View documents from Munis Central Programs

Through the Dash Board from Munis Central Programs (Vendor Central, Employee Central, etc) users can view images of important document like checks and invoices.

Self Service viewing

Retrieval of Images from Self Service for Employees, Vendors, and Citizens i.e. Employees can view P/R check and W-2 images (Munis 8.2+).

Security

- Extensive capabilities ensure accuracy and integrity of stored documents and content.
- Flexibility within security, providing authorization to certain users, security, redaction, records management and more.

Audit Trail/Versioning

With built in versioning and audit trail functions, see who has modified content; also, compare versions or restore content from previous versions.

Optional Modules

TCM Self Service — Provide restricted access to specific TCM content through TCM's public Web interface.

eCommerce — allows users to purchase documents and/or subscriptions to content through TCM Self Service interface.

Auto Indexing and Redaction (optional)

Auto indexing can be configured to recognize forms, and automatically index data from the images. Based on the form configuration portions of the image can be redacted to SSNs, bank account numbers, etc. This feature is beneficial with standard forms and type-written data.

TCM Disaster Recovery services (optional)

Will restore your latest data and images and in most cases will have you up and running within hours of reporting a disaster. (Clients are expected to continue their backups for retention purposes.)

Go Green with Tyler Content Manager

Create a green initiative for your school district when you transform paper-based information to electronic documents with Tyler Content Manager. Because documents are available from anywhere, moving information to those who need it is cost effective and good for the environment—fewer trees, less gas consumption and carbon emissions. What's more, you'll save on mailing costs and realize a significant return on investment.

TCM SE is restricted to content management related only to Munis applications. Tyler provides a site license for viewing content for Munis users. For use with applications outside of Munis, clients should consider the TCM Enterprise Edition.