

MUNIS®

Financial Systems Sample Reports



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Tyler works for you because when it comes to reporting, MUNIS® offers one of the most comprehensive systems available with reports that are designed solely for public sector organizations.

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Overview of Available MUNIS® Reports

When it comes to Reporting, MUNIS offers one of the most comprehensive systems available. Our products and their reporting capabilities are developed for the sole use of public sector organizations.

Standard Reports

MUNIS provides an ample number of pre-established standard reports. Each report has built-in flexibility through report definition screens, where you define what data is selected and how the reports should print. All reports may be displayed on your screen, spooled to a file, or printed.

If these reports are not in the precise format you require or your organization has custom reporting needs, we still have you covered. Beyond the standard reports, we offer three alternatives:

- MUNIS® GL Group Code Report Writer
- MUNIS® Crystal Reports
- Export to Microsoft Word or Excel

Report Writer

You can use the MUNIS GL Group Code Report Writer to:

1. Create reports similar to MUNIS GL Reports, such as the YTD Budget Report and Next Year Budget Report, but with fewer or different columns. Or, you can create combined revenues and expenses report. For these reports, you simply define the desired report in Report Formatter Maintenance, and run it using Report Formatter Print Reports.
2. Create reports that are not directly supported by the chart of accounts numbers themselves, and that otherwise might require custom programming. Often, this type of report is needed to report to outside agencies such as the state government or granting organizations. For this purpose, you must create report "group codes" that are associated with selected object codes, department codes, etc. For example, certain object codes might be grouped in one category for one set of reports, and another category for another set of reports.

MUNIS Crystal Reports

We recognize our customers' need to create reports and queries in formats unique to them. Our partnership with Crystal Decisions provides customers with an optional, MUNIS-specific version of Crystal Reports®. Crystal Reports is the world standard for high performance reporting. With MUNIS Crystal Reports, you can access and report information stored in any of your MUNIS data files. This helps you provide the right information to the right person at the right time.

Using MUNIS Crystal Reports to access and manipulate MUNIS data is safe. MUNIS Crystal Reports uses database views for standard and ad-hoc reporting. These views are easy to use, incorporate security and permissions set within MUNIS, and are an efficient way to connect to the database.

MUNIS maintains a library of shared Crystal reports on its web site (<http://www.munis.com>); see also "Crystal Report Samples from the MUNIS Library" on page 113. 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

Sophisticated Reporting

- Powerful wizards, experts, and built-in functionality help novice and expert users quickly assemble reports
- Report Experts let you connect to data, select fields and records, sort, format and more
- You can add charts, drill down, alerting, parameter prompts and hyperlinks to turn reports into interactive documents or web content
- Includes analysis tools to examine trends, expose relationships and zero in on important facts. These include charting, mapping, field highlighting, running totals, Top N, Bottom N, sorting, and alerting
- Report Designer tools give you rotated text, fractional font size, format editor, shapes and lines, underlying sections, objects, parameters, formula language, and user-defined functions

- Supports BMP, TIFF, JPEG and PNG images
- Exports available are PDF, XML, DHTML, Word, Excel, RTF, Lotus1-2-3, text, email, and more

Accessing Documents

- Reports may be executed and saved as a document on the server for viewing, printing or faxing by authorized users
- Each time a report is executed, it utilizes the most current MUNIS® data for display

Added Benefits

- MUNIS professionals install MUNIS Crystal Reports and ODBC components on your server and for up to ten PCs
- Our experienced instructors train your staff to use standard reports and how to create their own unique reports
- Along with a direct connection to all tables and fields, we provide database views to access your MUNIS data. The benefits of database views include:
 - Security settings and restrictions give greater control over who has access to specific data
 - Reports execute faster
 - Data fields are renamed and grouped on the server for easier identification
 - Views are very easy to update
- We have a library of shared reports. The library continues to grow as clients submit their reports for sharing.

Export to MS Word or Excel

We realize that for some projects you prefer to work in Word or Excel. We also realize that you must contend with information coming at you in many different formats. For these reasons, we created the optional MUNIS® Office application to augment the reporting and documentation capabilities of MUNIS, giving you the ability to interact with other types of file formats.

For example, you can export data from a MUNIS application or spool file to a Microsoft Word or Excel document. When you select the Word or Excel icon from the MUNIS Toolbar, it automatically opens a window in that program and imports the MUNIS data into it. From there, you can manipulate the data and create custom reports, pie charts, etc. This does not modify the original MUNIS data in any way.

Another type of file interaction provided by MUNIS Office is the ability to attach files to MUNIS records. If you have supporting documentation in PDF, Word, or other formats, you may attach them to a MUNIS record by selecting the paper-clip icon on the MUNIS Toolbar. This is especially useful for personnel documentation, vendor invoices, and payment transactions.

Advantages

- Design your own spreadsheets to analyze financial data, budget requests, tax valuation data, etc.
- Create pie, bar, line and many other charts with your data
- Write form letters and create mail merges for delinquency notices, certificates, etc.
- Saved Excel and Word documents may be distributed through E-mail
- Reports may be published on a web server and viewed with a standard browser, giving the public easy access to financial reports, tax lists, and more
- Attach supporting documentation, correspondence, and even images to MUNIS records

Optional Services Package

- MUNIS professionals will install the necessary software on your server and every PC in your office
- Our experienced team will verify that the software is properly installed and ready for use
- A MUNIS trainer will instruct your employees in the use of MUNIS Office so that they will be thoroughly trained and comfortable with the application
- Documentation providing valuable examples and processing tips is delivered with the services package. This also contains mapping for the database views.

Output from Inquiries

And finally, note that from inquiry and maintenance programs in MUNIS, you can also print the data you see. Just click the Output button on the Toolbar to print the data shown by the program.

General Ledger, Budget, and Project Accounting Reports

Chart of Accounts List

MUNIS will print a complete or partial list of account numbers. This is particularly useful for employees who must become familiar with your Chart of Accounts and for performing analysis work on your account structure.

The report prints in any one of three formats:

- Format 1 Prints the account numbers in full-account format, showing each segment.
 - Format 2 Prints the Org, Object, and Project fro each account.
 - Format 3 Prints complete account numbers without segment delimiters (primarily used for systems analysis).

The user may sort the information based on one of five print-sequence options. The report always prints in ascending order.

Print-sequence options affect the output of the report in the following ways:

- Option 1 Sorts the output by the complete account number.
 - Option 2 Sorts the output using the Org Code as the primary key, the Object as the secondary key, and the Project as the tertiary key.
 - Option 3 Prints using Fund/Org/Object/Project sequence.
 - Option 4 Prints using the Object as the primary key and the full account number as the secondary key.
 - Option 5 Prints in Project/Account sequence as a continuous string without any separation between the segments that comprise it (primarily used for systems analysis).

ORG		MUNIS	G/L CHART OF ACCOUNTS					PAGE 1 glcoalst
	ACCOUNT	ACCOUNT DESCRIPTION	STAT	TYPE	FA	BDGTRY	BUD	ENCUMB REFERENCE ACCOUNT
011351	Accounting Dept Salaries							
	001-1-135-0000-000-0-1-51000	Salaries Full Time	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51010	Salaries Part Time	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51021	Beeper Pay	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51022	Supervisory Pay	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51030	Sick	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51040	Vacation	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51050	Holiday	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51070	Longevity	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51090	Educational Incentive	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51100	FICA Expense	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51120	Medicare Expense	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51130	Health Insurance Expense	A 1	E	N	Y	N	
	001-1-135-0000-000-0-1-51140	Retirement Expense	A 1	E	N	Y	N	
011352	Accounting Dept Expenses							
	001-1-135-0000-000-0-2-52000	Utilities	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-52010	Dues & Memberships	I 1	E	N	Y	N	
	001-1-135-0000-000-0-2-52020	Data Processing	A 1	E	Y	Y	N	
	001-1-135-0000-000-0-2-52030	Equipment	A 1	E	Y	Y	N	
	001-1-135-0000-000-0-2-52070	Materials	A 1	E	Y	Y	N	
	001-1-135-0000-000-0-2-52080	Training & Education	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-52090	Travel	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-52360	Contract Services	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-54000	Office Supplies	A 1	E	Y	Y	N	
	001-1-135-0000-000-0-2-54010	Postage	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-54040	Books Periodicals Subscription	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-54050	Depreciation	A 1	E	N	Y	N	
	001-1-135-0000-000-0-2-54060	Miscellaneous	A 1	E	N	Y	N	
011353	Accounting Dept Capital							
	001-1-135-0000-000-0-3-58000	Capital Outlay	A 1	E	N	Y	N	
	001-1-135-0000-000-0-3-58020	Capital Buildings	A 1	E	N	Y	N	
	001-1-135-0000-000-0-3-58050	Capital Road works	A 1	E	N	Y	N	

Account Audit List

This report serves two functions. First, you can use it to list all changes made to the General Ledger files, excluding those made by journal entry activity. The report includes any changes made by running GL Account File Maintenance, Account Mass Creation, Change GL Account Code, or Account Mass Change/Reset.

Second, you can use it to delete selected audit records, based on the account code and/or creation date range. Each time changes are made using any one of the programs listed above, MUNIS writes an audit record for each account changed and describes the change made. This includes the creation and deletion of accounts, as well as the resetting of balances.

07/22/2002 MUNIS PAGE 1
 16:45:47 G/L MASTER MAINTENANCE AUDIT glaudlst

ORG	OBJECT	PROJECT	DATE	CLERK	DESCRIPTION	ORIGINAL DATA	NEW DATA
011352	54000		05/06/1999	jim	ADD ACCOUNT		
			06/07/2001	gale	STATUS	ACTIVE	INACTIVE
			07/07/2001	jim	ACCOUNT DESCRIPTION	GEN OFFICE SUPPLY	OFFICE SUPPLIES
			09/30/2001	jim	STATUS	INACTIVE	NEXT YEAR
			07/01/2002	jim	STATUS	NEXT YEAR	ACTIVE

5 Records printed ** End of Report **

Journal Inquiry and Print

This may be used to display and/or print a report of all transactions within a particular journal. It serves as an audit function by allowing retrieval of information on virtually any accounting transaction created through any function of MUNIS and displaying it in the context of all other transactions accompanying it. It is also an easy way to review all new journals that have updated the General Ledger, on a day-by-day basis.

Each transaction within a journal is assigned a unique line number. You may use this to display detail information for that transaction.

You may also display a single line summary of debit and credit totals for each journal in a defined set.

MUNIS JOURNAL INQUIRY										PAGE 4 glcjeinq		
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV STATUS	BUD	YEAR	JNL TYPE
2002	01	21	POE	07/20/2001	07/23/2001	PO ENT/PRF	j davin	1	N	J/E	2002	
<hr/>												
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
							ACCOUNT	DESCRIPTION				
1	011352	52020		000001	5		Computer Equipment			1,250.00		
	001-1-135-0000-000-0-2-	52020					Data Processing					
2	011352	52030		000001	5		Computer Equipment			1,250.00		
	001-1-135-0000-000-0-2-	52030					Equipment					
3	011352	52070		000001	5		Computer Equipment			45.00		
	001-1-135-0000-000-0-2-	52070					Materials					
4	011352	54000		000001	5		Computer Equipment			45.00		
	001-1-135-0000-000-0-2-	54000					Office Supplies					
5	01	33000								2,590.00		1
	001-33000						Encumbrances					
6	01	33500								2,590.00		1
	001-33500						Budgetary F/B Res for Encumb					
							** JOURNAL TOTAL			2,590.00		2,590.00
<hr/>												
YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV STATUS	BUD	YEAR	JNL TYPE
2002	01	22	POE	07/23/2001	07/23/2001	PO ENT/PRF	j davin	1	N	J/E	2002	
LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION			DEBIT	CREDIT	OB
							ACCOUNT	DESCRIPTION				
1	011352	52020		000034	7		Computer Supplies			2,130.00		
	001-1-135-0000-000-0-2-	52020					Data Processing					
2	011352	52030	101	000034	7		Computer Supplies			250.00		
	001-1-135-0000-000-0-2-	52030-101					Equipment					
3	011352	52030		000034	7		Computer Supplies			1,450.00		
	001-1-135-0000-000-0-2-	52030					Equipment					
4	011352	52070		000034	7		Computer Supplies			800.00		
	001-1-135-0000-000-0-2-	52070					Materials					
5	011352	52080		000034	7		Computer Supplies			780.00		
	001-1-135-0000-000-0-2-	52080					Training & Education					
6	011352	54000		000034	7		Computer Supplies			40.00		
	001-1-135-0000-000-0-2-	54000					Office Supplies					
7	011352	54060		000034	7		Computer Supplies			220.00		
	001-1-135-0000-000-0-2-	54060					Miscellaneous					
8	01	33000								5,670.00		1
	001-33000						Encumbrances					
9	01	33500								5,670.00		1
	001-33500						Budgetary F/B Res for Encumb					
							** JOURNAL TOTAL			5,670.00		5,670.00

Account Detail History Report

The Account Detail History Report prints detail journal entries based on a user-defined range of accounting periods. Report information is sorted into account number/period/journal number sequence, printing a line of totals showing total debits, credits, and the net balance for each account. Data for this report includes both journals that have been posted to a period and journals awaiting posting (indicated with an asterisk). The year and period range may span one year prior to the current fiscal year.

You can select data by defining criteria regarding Fund, Org, Object, Project, Year/Period, and Source Journal Type. Additional options are to include encumbrance & liquidation entries, budget entries, and comments, and whether to subtotal cash accounts by date or by ref3/deposit.

MUNIS ACCOUNT DETAIL HISTORY FOR 2002 01 TO 2002 12								PAGE 1 glacthst	
ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
<hr/>									
011352 001-1-135-0000-000-0-2-54000 Office Supplies									
ORIGINAL BUDGET									
02/01	1 07/01/01	BUC					15,000.00	.00	15,000.00
*02/01	5 07/15/01	POE 000001 1					164.80	.00	14,835.20
*02/01	6 07/22/01	API 000001 1		1334			125.00	125.00	14,710.20
*02/01	6 07/22/01	POL 000001 1		1334			-95.00	125.00	14,805.20
*02/01	6 07/22/01	POL 000001 1		1334			-30.00	125.00	14,835.20
*02/01	12 07/13/01	POE 000001 2					150.00	125.00	14,685.20
*02/01	21 07/20/01	POE 000001 5					45.00	125.00	14,640.20
*02/01	22 07/23/01	POE 000034 7					40.00	125.00	14,600.20
*02/01	25 08/08/01	POE 000001 8					39.20	125.00	14,561.00
*02/02	3 08/08/01	API 000001 8		13P			60.00	185.00	14,501.00
*02/02	3 08/08/01	POL 000001 8		13P			-39.20	185.00	14,540.20
02/02	10 08/21/01	BUA					-1,000.00	185.00	13,540.20
*02/03	6 09/07/01	POE 000001 12					187.50	185.00	13,352.70
*02/03	15 09/21/01	API 000001 12	31220		1000052		114.00	299.00	13,238.70
*02/03	15 09/21/01	POL 000001 12	31220				-85.50	299.00	13,324.20
*02/03	15 09/21/01	POL 000001 12	31220				-28.50	299.00	13,352.70
*02/06	5 12/11/01	API 000012 77	123		9001		100.00	399.00	13,252.70
*02/11	5 05/02/02	APM 000001 3	123		500		-47.50	351.50	13,300.20
LEDGER BALANCES --- DEBITS:				399.00	CREDITS:		-47.50	NET:	351.50
18 Records printed									
** End of Report **									

REPORT OPTIONS

Print GL Master Start-of-Year Balances?: Y
Year and Period range: 2002 1 to 2002 12
Source journal code:
Include entries on or after: 01/01/70
Include Encumb/Liq entries: Y
Include Budget entries: Y
Print J/E comment and vendor: N
Double space journal detail: N
Separate page for each account: N

Account Trial Balance Report

Use this report to print a trial balance for a single account, range of accounts, or for the entire chart of accounts. This report is very similar to the Monthly Trial Balance by Fund except for one major difference. This one prints both transactions from the GL History Table (posted to a period) and the GL Journal Hold Table (awaiting posting). The Monthly Trial Balance by Fund prints only those records in the GL Journal Hold Table. The report may be printed with Detail or in Summary.

This is the best report to use to prove detail transactions against the balances tables, especially for converted data. It is recommended that you this report first for the month prior to the month of interest, and then for the month of interest. The ending balance on the first report must equal the beginning balance on the report of interest. This report assumes that all months prior to the month of interest have been closed.

Another use of this report is to verify history transactions to the master balances "months" screen.

Detail

07/22/2001 12:04:43		MUNIS ACCOUNT TRIAL BALANCE FOR FY01/JUL TO JUN			FUND 001	PAGE 3 glatrbal
ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
001-1-135-0000-000-0-1-52030 Equipment	011351	.00	.00	.00	.00	.00
001-1-135-0000-000-0-2-52000 Utilities	011352	.00	.00	.00	.00	.00
* 1 30 API 11/06/00 000001 9877 *12 43 API 06/29/01 000130 39yr	ABC Supply Co Downeast Laser	200.00 8,190.00			200.00 8,390.00	
		.00	8,390.00	.00	8,390.00	8,390.00
001-1-135-0000-000-0-2-52010 Dues & Memberships	011352	.00	.00	.00	.00	.00
* 9 10 API 03/21/01 000001 11 *12 43 API 06/29/01 000130 39yr	ABC Supply Co Downeast Laser	2,000.00 3,000.00			2,000.00 5,000.00	
		.00	5,000.00	.00	5,000.00	5,000.00
001-1-135-0000-000-0-2-52020 Data Processing	011352	.00	.00	.00	.00	.00
*10 20 API 04/23/01 000099 18 *11 19 API 05/08/01 000008 21 *11 21 API 05/08/01 000001 22 *11 45 API 05/31/01 000073 26 *12 43 API 06/29/01 000130 39yr	BOISE CASCADE Computer Store ABC Supply Co Advantage Paper Downeast Laser	100.00 110.00 2,000.00 25.00 47,565.00			100.00 210.00 2,210.00 2,235.00 49,800.00	
		.00	49,800.00	.00	49,800.00	49,800.00
001-1-135-0000-000-0-2-52030 Equipment	011352	.00	.00	.00	.00	.00
* 4 15 API 10/13/00 000001 1234 * 5 6 API 11/07/00 000930 123456789012 * 6 5 API 12/20/00 000008 321 * 7 20 API 01/16/01 000001 123456789012 * 7 38 API 01/31/01 000099 789 *11 24 API 05/15/01 000073 23 *11 33 API 05/16/01 000073 24 *12 35 API 06/29/01 000008 32 *12 43 API 06/29/01 000130 39yr	ABC Supply Co Ace Towing Computer Store ABC Supply Co BOISE CASCADE Advantage Paper Advantage Paper Computer Store Downeast Laser	100.00 9,742.00 660.00 55.00 160.00 5,600.00 2,200.00 250.00 231,782.00			100.00 9,842.00 10,502.00 10,557.00 10,717.00 16,317.00 18,517.00 18,767.00 250,549.00	
		.00	250,549.00	.00	250,549.00	250,549.00
001-1-135-0000-000-0-2-52070 Materials	011352	.00				

REPORT OPTIONS

```

Print (D)evelopment or (S)ummary: D
Fiscal year-to-date version: Y
Reporting year: 2001
Reporting from period: 01 JUL to 12 JUN
Journal Detail from 07/01/2000 to 06/30/2001
(B)alance sheet or (A)ll accounts: A
Roll up projects to object level: Y
Omit zero balance accounts: N
Sort by (A)ccount or (B)alance Type A
Print Org Code? (Y/N) Y
Print Fund Header and Org/Obj N

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Summary

07/22/2001 12:12:44		MUNIS ACCOUNT SUMMARY TRIAL BALANCE FOR FY01/JUL TO JUN			FUND 001	PAGE 3 glatrbal
ACCOUNT ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
001-1-650-0000-000-0-2-52000 Utilities	014002	.00	8,335.00	.00	8,335.00	8,335.00
001-1-650-0000-000-0-2-52010 Dues & Memberships	014002	.00	8,500.00	.00	8,500.00	8,500.00
001-1-650-0000-000-0-2-52020 Data Processing	014002	.00	50,000.00	.00	50,000.00	50,000.00
001-1-650-0000-000-0-2-52030 Equipment	014002	.00	203,050.00	3,300.00	199,750.00	199,750.00
001-1-650-0000-000-0-2-52070 Materials	014002	.00	11,500.00	.00	11,500.00	11,500.00
001-1-650-0000-000-0-2-52080 Training & Education	014002	.00	5,000.00	.00	5,000.00	5,000.00
001-1-650-0000-000-0-2-52090 Travel	014002	.00	2,500.00	.00	2,500.00	2,500.00
001-1-650-0000-000-0-2-54000 Office Supplies	014002	.00	15,000.00	.00	15,000.00	15,000.00
001-1-650-0000-000-0-2-54010 Postage	014002	.00	5,000.00	.00	5,000.00	5,000.00
001-1-650-0000-000-0-2-54030 Clothing & Uniforms	014002	.00	9,000.00	.00	9,000.00	9,000.00
001-1-650-0000-000-0-2-54040 Books Periodicals Subscription	014002	.00	2,000.00	.00	2,000.00	2,000.00
001-1-650-0000-000-0-2-54050 Depreciation	014002	.00	.00	.00	.00	.00
001-1-650-0000-000-0-2-54060 Miscellaneous	014002	.00	5,004.00	.00	5,004.00	5,004.00
001-4-650-0000-000-0-3-52030 Equipment	014003	.00	.00	.00	.00	.00
001-4-650-0000-000-0-3-58000 Capital Outlay	014003	.00	.00	.00	.00	.00
TOTALS FOR FUND 001 GENERAL FUND		.00	757,783.12	5,775.22	752,007.90	752,007.90

REPORT OPTIONS

Print (D)etail or (S)ummary: S
 Fiscal year-to-date version: Y
 Reporting year: 2001
 Reporting from period: 1 JUL to 12 JUN
 Journal Detail from to
 (B)alance sheet or (A)ll accounts: A
 Roll up projects to object level: Y
 Omit zero balance accounts: N
 Sort by (A)ccount or (B)alance Type A
 Print Org Code? (Y/N) Y
 Print Fund Header and Org/Obj N

Monthly Trial Balance by Fund

The Monthly Trial Balance by Fund must be run prior to the execution of the Month End Processing. It is, in effect, the working trial balance. It is also the easiest report to use to prove a fund is in balance prior to the month end close. It can be run for all funds or a specific range of funds, for all accounts, or just for balance sheet accounts. It collects all the open ledger transactions found for the period selected and nets the debits and credits within each, against the balances recorded as of the last period closed. In this manner, the program is able to project a trial balance for each account prior to the actual closing. Running this report and reviewing it ensures that the closing balances recorded for the month are predictable and accurate. Generally, run this report in its most complete form (i.e., for all funds to be closed in the Detail format). A net total of all debits and credits for the period for each fund is printed along with a grand total for all funds to ensure that all accounts are in balance prior to closing.

Prior to running this report, make sure that all proof tables throughout the system with transactions to include in this period's closing have been printed and updated. All months prior to the one being run should be closed. If numbers look strange on this report, verify all prior months have been closed.

The Detail version prints a single line for each open transaction in the active set. The Summary version prints a single line for each account, with a net total for all the month's activity summarized. While the Summary version uses less paper, it is also less helpful when auditing the close.

Detail

07/22/2001 12:04:43		MUNIS ACCOUNT TRIAL BALANCE FOR FY01/JUL TO JUN			PAGE 6 glatrbal		
ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE		ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
001-1-135-0000-000-0-2-52000			.00				
Utilities	011352						
* 1	30 API 11/06/00 000001	9877	ABC Supply Co	200.00		200.00	
*12	43 API 06/29/01 000130	39yr	Downeast Laser	8,190.00		8,390.00	
				.00	8,390.00	.00	8,390.00
							8,390.00
001-1-135-0000-000-0-2-52010			.00				
Dues & Memberships	011352						
* 9	10 API 03/21/01 000001	11	ABC Supply Co	2,000.00		2,000.00	
*12	43 API 06/29/01 000130	39yr	Downeast Laser	3,000.00		5,000.00	
				.00	5,000.00	.00	5,000.00
							5,000.00
001-1-135-0000-000-0-2-52020			.00				
Data Processing	011352						
*10	20 API 04/23/01 000099	18	BOISE CASCADE	100.00		100.00	
*11	19 API 05/08/01 000008	21	Computer Store	110.00		210.00	
*11	21 API 05/08/01 000001	22	ABC Supply Co	2,000.00		2,210.00	
*11	45 API 05/31/01 000073	26	Advantage Paper	25.00		2,235.00	
*12	43 API 06/29/01 000130	39yr	Downeast Laser	47,565.00		49,800.00	
				.00	49,800.00	.00	49,800.00
							49,800.00
TOTALS FOR FUND 001			.00	419,566.94	2,475.22	417,091.72	417,091.72
GENERAL FUND							

07/22/2001 12:04:43		MUNIS ACCOUNT TRIAL BALANCE FOR FY01/JUL TO JUN			PAGE 7 glatrbal		
ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE		ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS			.00	419,566.94	2,475.22	417,091.72	417,091.72

REPORT OPTIONS

Print (D)etail or (S)ummary: D
Fiscal year-to-date version: Y
Reporting year: 2001
Reporting from period: 01 JUL to 12 JUN
Journal Detail from 07/01/2000 to 06/30/2001
(B)alance sheet or (A)ll accounts: A
Roll up projects to object level: Y
Omit zero balance accounts: N
Sort by (A)ccount or (B)alance Type A
Print Org Code? (Y/N) Y
Print Fund Header and Org/Obj N

Summary

07/22/2001 12:12:44		MUNIS ACCOUNT SUMMARY TRIAL BALANCE FOR FY01/JUL TO JUN			FUND 001	PAGE 3 glatrbal
ACCOUNT ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
001-1-650-0000-000-0-2-52000 Utilities	014002	.00	8,335.00	.00	8,335.00	8,335.00
001-1-650-0000-000-0-2-52010 Dues & Memberships	014002	.00	8,500.00	.00	8,500.00	8,500.00
001-1-650-0000-000-0-2-52020 Data Processing	014002	.00	50,000.00	.00	50,000.00	50,000.00
001-1-650-0000-000-0-2-52030 Equipment	014002	.00	203,050.00	3,300.00	199,750.00	199,750.00
001-1-650-0000-000-0-2-52070 Materials	014002	.00	11,500.00	.00	11,500.00	11,500.00
001-1-650-0000-000-0-2-52080 Training & Education	014002	.00	5,000.00	.00	5,000.00	5,000.00
001-1-650-0000-000-0-2-52090 Travel	014002	.00	2,500.00	.00	2,500.00	2,500.00
001-1-650-0000-000-0-2-5236 CONTRACT SERVICES	014002	.00	.00	.00	.00	.00
001-1-650-0000-000-0-2-54000 Office Supplies	014002	.00	15,000.00	.00	15,000.00	15,000.00
001-1-650-0000-000-0-2-54010 Postage	014002	.00	5,000.00	.00	5,000.00	5,000.00
001-1-650-0000-000-0-2-54030 Clothing & Uniforms	014002	.00	9,000.00	.00	9,000.00	9,000.00
001-1-650-0000-000-0-2-54040 Books Periodicals Subscription	014002	.00	2,000.00	.00	2,000.00	2,000.00
001-1-650-0000-000-0-2-54050 Depreciation	014002	.00	.00	.00	.00	.00
001-1-650-0000-000-0-2-54060 Miscellaneous	014002	.00	5,004.00	.00	5,004.00	5,004.00
TOTALS FOR FUND 001 GENERAL FUND		.00	757,783.12	5,775.22	752,007.90	752,007.90

07/22/2001 12:12:44		MUNIS ACCOUNT SUMMARY TRIAL BALANCE FOR FY01/JUL TO JUN			PAGE 5 glatrbal
ACCOUNT ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE
REPORT TOTALS		.00	757,783.12	5,775.22	752,007.90
					752,007.90

REPORT OPTIONS

Print (D)etail or (S)ummary: S
Fiscal year-to-date version: Y
Reporting year: 2001
Reporting from period: 1 JUL to 12 JUN
Journal Detail from to
(B)alance sheet or (A)ll accounts: A
Roll up projects to object level: Y
Omit zero balance accounts: N
Sort by (A)ccount or (B)alance Type A
Print Org Code? (Y/N) Y
Print Fund Header and Org/Obj N

Subsidiary Ledger Report

The Subsidiary Ledger Report is, in effect, a trial balance report containing either revenue (i.e., appropriations) or expense type accounts. It prints a report for a specified year and period and range of accounts.

The appropriations Subsidiary Ledger nets the total Budget Adjustments and Actuals to calculate an available balance.

The expense Subsidiary Ledger nets the total Budget Adjustments, Actuals, and Encumbrances to project an available balance for each account.

Summary

MUNIS APPROPRIATION SUBSIDIARY LEDGER FOR 2000 1				PAGE 2 glsubldg
		BUDGET ADJUSTMENTS	ACTUALS	AVAILABLE BALANCE
011352	52020	Data Processing	.00	.00
		CURRENT PERIOD TOTALS:	50,000.00	.00
		ACCOUNT BALANCES	50,100.00	.00
				6,525.00
				6,525.00
				43,575.00
011352	52030	Equipment	.00	.00
		CURRENT PERIOD TOTALS:	250,000.00	.00
		ACCOUNT BALANCES	250,000.00	.00
				35,000.00
				35,000.00
				215,000.00
011352	52070	Materials	.00	.00
		CURRENT PERIOD TOTALS:	10,000.00	.00
		ACCOUNT BALANCES	10,000.00	.00
				.00
				10,000.00
011352	52080	Training & Education	.00	.00
		CURRENT PERIOD TOTALS:	20,000.00	.00
		ACCOUNT BALANCES	20,000.00	.00
				.00
				20,000.00
011352	52090	Travel	.00	.00
		CURRENT PERIOD TOTALS:	5,000.00	.00
		ACCOUNT BALANCES	5,000.00	.00
				.00
				5,000.00
011352	54000	Office Supplies	.00	.00
		CURRENT PERIOD TOTALS:	15,000.00	55.31
		ACCOUNT BALANCES	15,500.00	55.31
				147.25
				147.25
				15,297.44
011352	54010	Postage	.00	.00
		CURRENT PERIOD TOTALS:	5,000.00	.00
		ACCOUNT BALANCES	5,000.00	.00
				850.00
				850.00
				4,150.00
011352	54040	Books Periodicals Subscription	.00	.00
		CURRENT PERIOD TOTALS:	2,000.00	.00
		ACCOUNT BALANCES	2,000.00	.00
				.00
				2,000.00
011352	54060	Miscellaneous	.00	.00
		CURRENT PERIOD TOTALS:	8,000.00	.00
		ACCOUNT BALANCES	8,000.00	.00
				350.00
				350.00
				7,650.00
TOTAL 011352		CURRENT PERIOD TOTALS:	377,500.00	840.31
Accounting Dept Expenses		ACCOUNT BALANCES:	377,600.00	840.31
				42,872.25
				42,872.25
				333,887.44
TOTAL 001		CURRENT PERIOD TOTALS:	377,500.00	840.31
General Fund		ACCOUNT BALANCES:	377,600.00	840.31
				42,872.25
				333,887.44

Detail

MUNIS APPROPRIATION SUBSIDIARY LEDGER FOR 2001 1				PAGE 3 glsubldg			
JNL	SRC	EFF DATE	REFERENCE	BUDGET ADJUSTMENTS	ACTUALS	ENCUMBRANCES	AVAILABLE BALANCE
011352	52080	Training & Education		.00	7,375.00		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		20,000.00			
3 BUA	07/05/00	ENCUMBRANCE CARRY FORWARD 2001		7,375.00			
		CURRENT PERIOD TOTALS:		27,375.00	.00	.00	
		ACCOUNT BALANCES		27,375.00	.00	7,375.00	20,000.00
011352	52090	Travel		.00	.00		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		5,000.00			
		CURRENT PERIOD TOTALS:		5,000.00	.00	.00	
		ACCOUNT BALANCES		5,000.00	.00	.00	5,000.00
011352	54000	Office Supplies		.00	1,187.50		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		15,000.00			
3 BUA	07/05/00	ENCUMBRANCE CARRY FORWARD 2001		1,187.50			
5 POE	07/11/00 000001					9,500,000.00	
6 POM	07/11/00 000001	adjustment	2001			-9,500,000.00	
7 API	07/11/00 000001			20.00			
8 POE	07/17/00 000001	laptops				3,325.00	
8 POE	07/17/00 000002	office supplies				500.00	
9 API	07/17/00 000001	laptops			3,325.00		
9 POL	07/17/00 000001	laptops	2001			-950.00	
9 POL	07/17/00 000001	laptops	2001			-2,375.00	
14 API	08/01/00 000201			1,100.00			
		CURRENT PERIOD TOTALS:	16,187.50	4,445.00	500.00		
		ACCOUNT BALANCES	16,187.50	4,445.00	1,687.50		10,055.00
011352	54010	Postage		.00	.00		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		5,000.00			
		CURRENT PERIOD TOTALS:	5,000.00	.00	.00		
		ACCOUNT BALANCES	5,000.00	.00	.00		5,000.00
011352	54040	Books Periodicals Subscription		.00	.00		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		2,000.00			
5 POE	07/11/00 000100	TEST				750.00	
		CURRENT PERIOD TOTALS:	2,000.00	.00	750.00		
		ACCOUNT BALANCES	2,000.00	.00	750.00		1,250.00
011352	54060	Miscellaneous		.00	.00		
3 BUC	07/05/00	ORIGINAL BUDGET 2001		8,000.00			
		CURRENT PERIOD TOTALS:	8,000.00	.00	.00		
		ACCOUNT BALANCES	8,000.00	.00	.00		8,000.00
TOTAL 011352		CURRENT PERIOD TOTALS:	394,020.25	4,665.00	1,098.00		
Accounting Dept Expenses		ACCOUNT BALANCES:	394,020.25	4,665.00	17,618.25		371,737.00

Balance Sheet Reports

This program prints a cancel balance sheet of all balance sheet accounts. Printing for a specified range of funds, it summarizes the "Net Change" for the period as well as the "Account Balance" for each account. Data for this report is extracted from both the GL Journal Entry Hold Table (transactions not closed to a period) and the GL History Table (transactions closed to a period), which means that this report can be run for both open and closed periods.

If standard procedure is to close a month more than once per month, this is the best report to see a balance sheet for the month.

From conversion, migration, or data damage situations, this is the best report to check the integrity of the posted detail as it selects based on the fund and remaining segments, instead of by Org. Match this report to any other report using detail to verify the "segrem" in the detail matches the "org" in the detail.

You can also print a Consolidated Balance Sheet Report (format similar to the example below), to help comply with GASB 34 requirements.

This report assumes that all months prior to the one being selected for the report have been closed.

MUNIS BALANCE SHEET FOR 2001 1				PAGE 1 gblalsht
			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND: 001 GENERAL FUND				
ASSETS				
01 10100	Cash		19,254.74	-2,438,236.17
01 10250	Accounts Receivable		675.00	114,219.66
01 10410	Direct Disbursement Cash		.00	.00
01 10420	Checks Payable		.00	.00
01 12300	Tax Liens Receivable		.00	.00
01 12350	2% TAX ACCOUNTS RECEIVABLE-NC		.00	.00
01 12355	4% TAX ACCOUNTS RECEIVABLE-NC		.00	.00
01 12357	DOR ACCOUNTS RECEIVABLE		.00	.00
01 12500	Property Tax Deferrals		.00	.00
01 13100	Utility Receivable		-452.97	2,796.13
01 16000	Inventory		.00	.00
01 17000	Fixed Assets		.00	.00
01 18000	Accumulated Depreciation		.00	.00
01 19000	Inventory Assets		.00	.00
TOTAL ASSETS			19,476.77	-2,321,220.38
LIABILITIES				
01 20200	Accounts Payable		-7,965.00	-34,744.00
01 21010	FICA Withholding		.00	-52,438.84
01 21020	Federal Tax Withholding		.00	-107,051.05
01 21030	State Income Tax Withholdings		.00	-14,173.10
01 21035	FICA Withholding		.00	.00
01 21040	Retirement Withholdings		.00	-29,697.15
01 21050	Union Dues		.00	.00
01 21060	Life Insurance		.00	.00
01 21070	Health Insurance		.00	.00
01 21080	Annuity		.00	.00
01 21090	Garnishments		.00	.00
01 21095	IRS Levy		.00	.00
01 22000	Payroll Withholding Liability		.00	-3,610.00
01 26000	Deferred Revenue		-247.03	-118,300.79
01 26200	Tax Title Deferred Rev		.00	.00
01 26500	Over/Short Adjustments		.00	.00
01 26700	Discount		.00	.00
01 27000	UB Liability		.00	.00
01 28000	Abatement		.00	1,260.00
01 28500	Deposit		.00	.00
TOTAL LIABILITIES			-8,212.03	-358,754.93
FUND BALANCE				
01 30000	Revenue Control		-19,229.74	-19,229.74
01 30500	Expenditure Control		7,965.00	7,965.00
MUNIS BALANCE SHEET FOR 2001 1				PAGE 2 gblalsht
FUND: 001 GENERAL FUND				
ASSETS				
01 32000	Estimated Revenues		.00	.00
01 32500	Budgetary Fund Bal-Unreserved		14,189,057.75	104,257.75
01 33000	Encumbrances		-1,087.07	53,595.68
01 33500	Budgetary F/B Res for Encumb		1,087.07	-53,595.68
01 39200	Fund Balance		.00	2,691,240.05
TOTAL FUND BALANCE			-11,264.74	2,679,975.31
TOTAL LIABILITIES + FUND BALANCE			-19,476.77	2,321,220.38

GL Tables Validation

MUNIS offers a utility for checking the chart of accounts: the GL Tables Validation. It identifies basic set-up discrepancies in the chart of accounts, as well as out of balance conditions. A series of verification steps take place, cross-referencing various GL tables that share common data components. There are two versions, Full and Monthly. The Full version runs a complete verification of the GL tables and should be executed periodically as a preventive measure. The Monthly version runs a shortened verification suite, focusing on the tables that are most critical during month end processing. It checks to see if the revenue control and expense control accounts agree with the total open journal entries for the period. The report lists any discrepancies it finds.

07/17/2001 12:22:39	MUNIS MONTHLY GENERAL LEDGER TABLES VALIDATION	PAGE 1 gltabval
TABLE	PERIOD	#
CURRENT YEAR JE PROOF AR PAYMENTS	2001 1 1 2001 1 23	ERROR TRANSACTIONS EXIST. UNPOSTED.

Next Year Balance Sheet Position

This program prints the Next Year Balance Sheet Position report for specified balance sheet accounts. It is intended to be used when you have not yet closed the current fiscal year and are creating entries to the next fiscal year. During this time period, balance sheet accounts (such as cash) do not reflect their true balance either in current year or next year. The true balance is their sum, which is printed on this report.

The amounts that print on the report are the current year memo balance, the next year memo balance, and the sum of the two.

Summary

		MUNIS Financials Database NEXT YEAR BALANCE SHEET POSITION	PAGE 1 glbalpos		
ORG	ACCOUNT	ACCOUNT DESCRIPTION	2002 BALANCE	2003 BALANCE	TOTAL BALANCE
01	001-10100	Cash	4,002,014.90	5,849,297.25	9,851,312.15
	001-10250	Accounts Receivable	565,307.88	126,312.10	691,619.98
	001-10420	Checks Payable	.00	5,000.00	5,000.00
	001-12300	Tax Liens Receivable	-11,593.80	.00	-11,593.80
	001-13100	Utility Receivable	2,471.14	.00	2,471.14
	001-16000	Inventory	-600.00	-750.00	-1,350.00
	001-18000	Accumulated Depreciation	2,920.00	.00	2,920.00
	001-19000	Inventory Assets	-25.00	3,480.00	3,455.00
	001-20200	Accounts Payable	-69,496.67	3,638.00	-65,858.67
	001-21010	FICA Withholding	-74,899.28	.00	-74,899.28
	001-21020	Federal Tax Withholding	-154,946.66	.00	-154,946.66
	001-21030	State Income Tax Withholdings	-20,487.45	.00	-20,487.45
	001-21040	Retirement Withholdings	-42,996.92	.00	-42,996.92
	001-22000	Payroll Withholding Liability	-5,959.12	.00	-5,959.12
	001-26000	Deferred Revenue	-561,339.02	-131,312.10	-692,651.12
	001-26200	Tax Title Deferred Rev	2,988.80	.00	2,988.80
	001-28000	Abatement	1,260.00	.00	1,260.00
	001-30000	Revenue Control	37,853.69	5,500.00	43,353.69
	001-33000	Encumbrances	115,710.80	65,377.92	181,088.72
	001-33500	Budgetary F/B Res for Encumb	-115,710.80	-65,377.92	-181,088.72
	001-39200	Fund Balance	3,672,472.52	.00	4,275,357.31
		FUND TOTAL	3,672,472.52	5,861,165.25	9,533,637.77
21 Records printed		** End of Report **			

Detail (1 Account)

		MUNIS Financials Database NEXT YEAR BALANCE SHEET POSITION DETAIL TO 07/16/2003	PAGE 3 glbalpos		
ACCOUNT	EFF DATE COMMENT	ACCOUNT DESCRIPTION	DEBITS	CREDITS	2002 BALANCE 2003 BALANCE TOTAL BALANCE
001-10250		Accounts Receivable		5,000.00	
10/25/02 Move \$ per			5,000.00		
06/16/03 2003 RE REAL ESTATE TAX			109,568.70		
06/16/03 2003 PP PERSONAL PROPERTY TAX			21,743.40		
			-----	-----	-----
			131,312.10	5,000.00	565,307.88 126,312.10 691,619.98

Year to Date Budget Report

The Year to Date Budget Report is used primarily to view budget position through a specified period. It is only run for subsidiary ledger accounts (expense and revenue accounts). Information is presented under different rules depending on whether the accounts are multi-year or annual fund accounts. Reporting periods may range from three years prior to the following year. This report is sensitive to the setting in Fund Attributes for Available Budget Method. An option exists to print totals only—useful for a quick view or for situations where totals are not needed by account, but by Org.

Although this report is most commonly used to see budget position, it is also very useful for proving encumbrance balances against the MUNIS Purchase Order application.

Standard Report

07/22/2001 12:19:37		MUNIS YEAR-TO-DATE BUDGET REPORT					PAGE 2 glytdbud	
FOR 2001 01		JOURNAL DETAIL 2002 1 TO 2002 1						
ACCOUNTS FOR: 001 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
011352 54000 Office Supplies		15,000	1,188	16,188	4,445.00	1,687.50	10,055.00	37.9%*
2002/01/000001 07/01/2001 BUC	15,000.00 REF						ORIGINAL BUDGET 2002	
2002/01/000005 07/15/2001 POE	164.80 VND 000001 PO 1			ABC Supply Co			Office Supplies	
2002/01/000006 07/22/2001 API	125.00 VND 000001 VCH10406			ABC Supply Co			Office Supplies	1000051
2002/01/000006 07/22/2001 POL	-95.00 VND 000001 PO 1			ABC Supply Co			Office Supplies	
2002/01/000006 07/22/2001 POL	-30.00 VND 000001 PO 1			ABC Supply Co			Office Supplies	2002
2002/01/000012 07/13/2001 POE	150.00 VND 000001 PO 2			ABC Supply Co			Office Supplies	
011352 54010 Postage	5,000	0		5,000	.00	.00	5,000.00	.0%
2002/01/000001 07/01/2001 BUC	5,000.00 REF						ORIGINAL BUDGET 2002	
011352 54040 Books Periodicals Subscription	2,000	0		2,000	.00	750.00	1,250.00	37.5%*
2002/01/000001 07/01/2001 BUC	2,000.00 REF						ORIGINAL BUDGET 2002	
011352 54060 Miscellaneous	8,000	0		8,000	.00	.00	8,000.00	.0%
2002/01/000001 07/01/2001 BUC	8,000.00 REF						ORIGINAL BUDGET 2002	
TOTAL Accounting Dept Expenses	377,500	16,520		394,020	4,665.00	17,618.25	371,737.00	5.7%
TOTAL GENERAL FUND	377,500	16,520		394,020	4,665.00	17,618.25	371,737.00	5.7%
TOTAL EXPENSES	377,500	16,520		394,020	4,665.00	17,618.25	371,737.00	

REPORT OPTIONS									
Field #	Total	Page Break	Year/Period: 2001/ 1						
Sequence 1	1	Y	Y	Print revenue as credit: Y					
Sequence 2	9	Y	N	Print totals only: N					
Sequence 3	0	N	N	Suppress zero bal accts: Y					
Sequence 4	0	N	N	Print full GL account: N					
Double space: N									
Report title:	Roll projects to object: Y								
YEAR-TO-DATE BUDGET REPORT									
Includes accounts exceeding 0% of budget.	Incl inception to soy: N								
Print Full or Short description: F	Carry forward code: 1								
Print MTD Version: N	Print journal detail: Y								
Print Revenues-Version headings: N	From Yr/Per: 2002/ 1								
Format type: 1	To Yr/Per: 2002/ 1								
Print revenue budgets as zero: N	Include budget entries: Y								
Include Fund Balance: N	Incl encumb/lig entries: Y								
Include requisition amount: N	Sort by JE # or PO #: J								
	Detail format option: 1								

Totals Only Report

01/04/2002 15:34:48		MUNIS STATEMENT OF REVENUE, EXPENDITURE, AND CHANGES IN FUND BALANCE					PAGE 1 glytdbd	
FOR 2002 99								
ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
01 General Fund-Revenue Tax	0	0	0	-3,379.27	.00	3,379.27	.0%	
010004 General Fund - Revenue Misc.	0	0	0	-5.00	.00	5.00	.0%	
011301 Finance Department Salaries	1,836,300	0	1,836,300	.00	.00	1,836,300.00	.0%	
011302 Finance Department Expenses	517,000	500	517,500	100.00	2,179.98	515,220.02	.4%	
011303 Finance Department Capital	0	0	0	.00	14,000.00	-14,000.00	.0%	
011351 Accounting Dept Salaries	1,000,300	0	1,000,300	46,957.80	.00	953,342.20	4.7%	
011352 Accounting Dept Expenses	397,500	11,000	408,500	210.00	12,187.51	396,102.49	3.0%	
012101 Police Dept Salaries	3,562,500	0	3,562,500	33,033.31	.00	3,529,466.69	.9%	
012102 Police Dept Expenses	227,000	-500	226,500	580.00	.00	225,920.00	.3%	
012103 Police Dept Capital	50,000	0	50,000	.00	41,000.00	9,000.00	82.0%	
014001 Public Works Dept Salaries	2,195,700	0	2,195,700	23,622.17	.00	2,172,077.83	1.1%	
014002 Public Works Dept Expense	324,500	30,500	355,000	1,420.00	182,493.21	171,086.79	51.8%	
014003 Public Works Dept Capital	125,000	0	125,000	.00	.00	125,000.00	.0%	
TOTAL GENERAL FUND	10,235,800	41,500	10,277,300	102,539.01	251,860.70	9,922,900.29	3.4%	
TOTAL REVENUES	0	0	0	-3,384.27	.00	3,384.27		
TOTAL EXPENSES	10,235,800	41,500	10,277,300	105,923.28	251,860.70	9,919,516.02		
PRIOR FUND BALANCE				-4,313,857.31				
CHANGE IN FUND BALANCE				-203,729.94				
CURRENT FUND BALANCE				-4,517,587.25				
GRAND TOTAL	10,235,800	41,500	10,277,300	102,539.01	251,860.70	9,922,900.29	3.4%	

REPORT OPTIONS			
Field #	Total	Page Break	
Sequence 1	1	Y	Y
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N
Report title:			
STATEMENT OF REVENUE, EXPENDITURE, AND CHANGES IN FUND BALANCE			
Includes accounts exceeding 0% of budget.			
Print totals only: Y	Year/Period: 2002/99		
Print Full or Short description: F	Print MTD Version: N		
Print full GL account: N	Incl inception to soy: N		
Format type: 1	Roll projects to object: N		
Double space: N	Carry forward code: 1		
Suppress zero bal accts: Y			
Include requisition amount: N			
Print Revenues-Version headings: N			
Print revenue as credit: Y			
Print revenue budgets as zero: N			
Include Fund Balance: Y			
Print journal detail: N			
From Yr/Per: 2002/ 7			
To Yr/Per: 2002/ 7			
Include budget entries: Y			
Incl encumb/liq entries: Y			
Sort by JE # or PO #: J			
Detail format option: 1			
Include additional JE comments: N			

Last Year Budgetary Report

This report from GL Account FM shows the status of actual amounts versus revised budget for last year, period 13 only. In order to run this report, the Budget Carry Forward Method established in GL Parameters must be Budgetary – At year-end, all open POs (except "N"ext Year POs) are liquidated and expended to the accounts listed in their detail. They are re-encumbered in the new year with their expense accounts replaced by the "Prior Year Encumbrance" (liability) account. Since this is a balance sheet account, the encumbering and subsequent expenditure (liquidating the PO and creating an invoice) does not affect the new year's budget.

07/17/2002 12:16:28		MUNIS LAST YEAR BUDGETARY REPORT					PAGE 5 gillybudr		
		ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
FOR 2001 13									
<hr/>									
118210 Freeport Instructional Tech									
118210 485 Technology Supplies	10,000	0	10,000	.00	.00	10,000.00	.0%		
118210 487 Technology Maintenance	20,000	0	20,000	.00	.00	20,000.00	.0%		
118210 489 Technology Services	50,000	0	50,000	.00	.00	50,000.00	.0%		
118210 490 Technology Hardware	150,000	0	150,000	.00	.00	150,000.00	.0%		
118210 491 Technology Software	100,000	0	100,000	.00	.00	100,000.00	.0%		
118210 493 Technology Networking	250,000	0	250,000	.00	.00	250,000.00	.0%		
TOTAL Freeport Instructional Tech	580,000	0	580,000	.00	.00	580,000.00	.0%		
119115 Thomas Regular Day Mathematics									
119115 51100 FICA Expense	0	0	0	4,326.13	.00	-4,326.13	.0% *		
119115 51120 Medicare Expense	0	0	0	1,011.81	.00	-1,011.81	.0% *		
119115 51130 Health Insurance Expense	0	0	0	8,001.98	.00	-8,001.98	.0% *		
119115 51140 Retirement Expense	0	0	0	2,562.59	.00	-2,562.59	.0% *		
119115 51500 Teachers Salaries	900,000	0	900,000	46,563.47	.00	853,436.53	5.2%		
119115 51510 Salaries Hourly	70,000	0	70,000	.00	.00	70,000.00	.0%		
119115 51600 Substitutes Salaries	0	0	0	100.00	.00	-100.00	.0% *		
119115 51800 Aides/Tutors Salaries	100,000	0	100,000	23,113.44	.00	76,886.56	23.1%		
119115 52030 Equipment	50,000	0	50,000	.00	.00	50,000.00	.0%		
119115 52040 Furniture	50,000	0	50,000	.00	.00	50,000.00	.0%		
119115 52050 Textbooks	200,000	2,375	202,375	2,500.00	.00	199,875.00	1.2%		
119115 52070 Materials	5,000	0	5,000	.00	.00	5,000.00	.0%		
119115 52090 Travel	10,000	0	10,000	.00	.00	10,000.00	.0%		
119115 54060 Miscellaneous	10,000	0	10,000	.00	.00	10,000.00	.0%		
119115 54280 Student Field Trip	5,000	0	5,000	.00	.00	5,000.00	.0%		
TOTAL Thomas Regular Day Mathematics	1,400,000	2,375	1,402,375	88,179.42	.00	1,314,195.58	6.3%		
120210 Portland Instructional Tech									
120210 52095 Technology Services	50,000	0	50,000	.00	.00	50,000.00	.0%		
120210 52097 Technology Maintenance	20,000	0	20,000	.00	.00	20,000.00	.0%		
120210 54120 Technology Supplies	10,000	0	10,000	.00	.00	10,000.00	.0%		
120210 58060 Technology Hardware	150,000	0	150,000	.00	.00	150,000.00	.0%		
120210 58070 Technology Software	100,000	0	100,000	.00	.00	100,000.00	.0%		
120210 58080 Technology Networking	250,000	0	250,000	.00	.00	250,000.00	.0%		
TOTAL Portland Instructional T	580,000	0	580,000	.00	.00	580,000.00	.0%		
TOTAL GENERAL FUND	14,135,800	54,558	14,190,358	1,614,617.26	41,566.50	12,534,173.99	11.7%		
GRAND TOTAL	14,135,800	54,558	14,190,358	1,614,617.26	41,566.50	12,534,173.99	11.7%		

Historical Actuals Comparison

The Historical Actuals Report shows the status of actual amounts for current and three prior years versus current year revised budget.

07/17/2002 13:21:05		MUNIS HISTORICAL ACTUALS COMPARISON REPORT FOR PERIOD 01 OF 2002			PAGE 1 glactrpt	
ACCOUNTS FOR: 001 GENERAL FUND		PRIOR YR3 ACTUALS	PRIOR YR2 ACTUALS	LAST YR ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
<hr/>						
011351 Accounting Dept Salaries						
011351 51000 Salaries Full Time	715,000.00	733,000.92	745,000.00	750,000.00	800,000.00	
011351 51010 Salaries Part Time	41,000.00	42,500.00	43,000.00	47,300.00	50,000.00	
011351 51030 Sick	1,900.00	2,100.00	2,200.00	2,700.00	3,000.00	
011351 51040 Vacation	755.00	705.08	870.00	1,200.00	1,000.00	
011351 51070 Longevity	35,350.00	35,800.00	39,000.00	37,500.00	40,000.00	
011351 51090 Educational Incentive	11,500.00	17,600.00	28,780.00	22,300.00	30,000.00	
011351 51100 FICA Expense	48,300.00	49,500.00	50,870.00	51,250.00	53,000.00	
011351 51120 Medicare Expense	10,700.00	11,300.01	11,860.00	12,000.00	12,300.00	
011351 51130 Health Insurance Expense	9,730.00	10,000.42	10,210.00	10,650.00	11,000.00	
011351 51140 Retirement Expense	16,350.00	16,850.65	17,300.00	17,800.00	18,000.00	
TOTAL Accounting Dept Salaries	890,585.00	919,357.08	940,090.00	952,700.00	1,010,300.00	
011352 Accounting Dept Expenses						
011352 52000 Utilities	6,400.00	6,750.00	7,200.00	7,500.00	8,000.00	
011352 52010 Dues & Memberships	3,700.00	3,700.00	4,500.00	4,500.00	4,500.00	
011352 52020 Data Processing	38,700.00	41,000.00	45,000.00	47,000.00	50,000.00	
011352 52030 Equipment	201,000.00	197,000.00	199,000.00	210,000.00	256,000.00	
011352 52070 Materials	8,500.00	9,100.00	9,420.00	10,000.00	10,000.00	
011352 52080 Training & Education	18,700.00	19,800.00	21,550.00	22,000.00	25,000.00	
011352 52090 Travel	2,950.00	3,500.00	3,800.00	7,500.00	5,000.00	
011352 54000 Office Supplies	12,800.00	13,700.31	14,445.00	14,500.00	15,000.00	
011352 54010 Postage	2,000.00	2,000.00	4,200.00	4,500.00	5,000.00	
011352 54040 Books Periodicals Subscription	1,700.00	1,700.00	1,700.00	2,000.00	2,000.00	
011352 54060 Miscellaneous	5,500.00	6,100.00	6,800.00	7,000.00	8,000.00	
TOTAL Accounting Dept Expenses	295,550.00	297,600.31	310,415.00	329,000.00	380,500.00	
TOTAL GENERAL FUND	1,186,135.00	1,216,957.39	1,259,505.00	1,281,700.00	1,398,800.00	
TOTAL EXPENSES	1,186,135.00	1,216,957.39	1,259,505.00	1,281,700.00	1,398,800.00	
GRAND TOTAL	1,186,135.00	1,216,957.39	1,259,505.00	1,281,700.00	1,398,800.00	

REPORT OPTIONS
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Field # Total Page Break
Sequence 1 1 Y Y
Sequence 2 9 Y N
Sequence 3 0 N N
Sequence 4 0 N N
Report title: HISTORICAL ACTUALS COMPARISON REPORT
Report Thru (P)eriod or (T)otal for years: P
Fiscal Year/Period for reports: 2002/ 1
Print totals only: N
Suppress zero bal accts: Y
Print revenue as credit: Y
Print Full or Short description: F
Print full GL account: N

Flexible Period Report

This allows reporting for a fiscal year or time frame different than that set up for the overall system. This feature may be needed for a given fund, to report to a particular funding source on their fiscal year. You can also use it to run a last year report. Essentially, this report allows you to select a starting and ending period from among the 24 periods of the last year and the current year.

07/17/2002 14:54:07		MUNIS FLEXIBLE PERIOD REPORT FROM 2001 06 TO 2002 06					PAGE 1 g1flxrpt	
ACCOUNTS FOR: 001 GENERAL FUND		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
011351 Accounting Dept Salaries								
011351 51000 Salaries Full Time	800,000	0	800,000	24,127.00	.00	775,873.00	3.0%	
011351 51010 Salaries Part Time	50,000	0	50,000	123.00	.00	49,877.00	.2%	
011351 51021 Beeper Pay	0	0	0	.00	.00	.00	.0%	
011351 51022 Supervisory Pay	0	0	0	.00	.00	.00	.0%	
011351 51030 Sick	3,000	0	3,000	1,230.77	.00	1,769.23	41.0%	
011351 51040 Vacation	1,000	0	1,000	.00	.00	1,000.00	.0%	
011351 51050 Holiday	0	0	0	.00	.00	.00	.0%	
011351 51070 Longevity	40,000	0	40,000	.00	.00	40,000.00	.0%	
011351 51090 Educational Incentive	30,000	0	30,000	.00	.00	30,000.00	.0%	
011351 51100 FICA Expense	53,000	0	53,000	1,517.82	.00	51,482.18	2.9%	
011351 51120 Medicare Expense	12,300	0	12,300	354.98	.00	11,945.02	2.9%	
011351 51130 Health Insurance Expense	11,000	0	11,000	3,118.56	.00	7,881.44	28.4%	
011351 51140 Retirement Expense	0	0	0	1,204.44	.00	-1,204.44	.0%	
011351 52030 Equipment	0	0	0	.00	.00	.00	.0%	
TOTAL Accounting Dept Salaries	1,000,300	0	1,000,300	31,676.57	.00	968,623.43	3.2%	
<hr/>								
011352 Accounting Dept Expenses								
011352 52000 Utilities	7,500	890	8,390	8,210.00	-670.00	850.00	89.9%	
011352 52010 Dues & Memberships	5,000	0	5,000	5,100.00	.00	-100.00	102.0%	
011352 52020 Data Processing	50,000	0	50,000	50,100.00	6,416.00	-6,516.00	113.0%	
011352 52030 Equipment	250,000	7,049	257,049	241,107.00	2,451.00	13,491.00	94.8%	
011352 52030 101 Equipment	0	0	0	1,750.00	1,750.00	-3,500.00	.0%	
011352 52070 Materials	10,000	19	10,019	9,898.75	3,008.92	-2,888.92	128.8%	
011352 52080 Training & Education	20,000	7,375	27,375	19,731.83	2,130.00	5,513.17	79.9%	
011352 52090 Travel	5,000	0	5,000	5,100.00	.00	-100.00	102.0%	
011352 54000 Office Supplies	15,000	1,188	16,188	8,944.00	-2,039.90	9,283.40	42.7%	
011352 54010 Postage	5,000	0	5,000	4,900.00	220.00	-120.00	102.4%	
011352 54040 Books Periodicals Subscription	2,000	0	2,000	2,000.00	-750.00	750.00	62.5%	
011352 54050 Depreciation	0	0	0	.00	.00	.00	.0%	
011352 54060 Miscellaneous	8,000	0	8,000	8,000.00	220.00	-220.00	102.8%	
TOTAL Accounting Dept Expenses	377,500	16,520	394,020	364,841.58	12,736.02	16,442.65	95.8%	

REPORT OPTIONS								
Field #	Total	Page Break	From Yr/Per:	2001/ 6	To Yr/Per:	2002/ 6		
Sequence 1	1	Y						
Sequence 2	9	Y	N	Budget Year: 2001				
Sequence 3	0	N	N	Print totals only: N				
Sequence 4	0	N	N	Format type: 1				
				Double space: N				
Report title:				Suppress zero bal accts: N				
FLEXIBLE PERIOD REPORT				Roll projects to object: N				
Includes accounts exceeding 0% of budget.				Print journal detail: N				
Print Full or Short description: F				From Yr/Per: 2001/ 6				
Print full GL account: N				To Yr/Per: 2002/ 6				
Print Revenues-Version headings: N				Include budget entries: Y				
Print revenue as credit: Y				Incl encumb/lig entries: Y				
Print revenue budgets as zero: Y				Sort by JE # or PO #: J				
				Detail format option: 1				

Major Funds Report

These reports identify major funds based on percentages, for GASB 34 requirements. These reports can be run for any number of fund ranges and can be run for current or last year.

10% Output

Tests the total for each fund against the total governmental funds. Note: Only governmental funds are shown on this report.

07/16/2003 16:01:01		MUNIS 10% TEST FOR MAJOR FUNDS FOR 2001				PAGE 1 glmajfnd				
Indiv Governmental Funds		Assets	%	Liabilities	%	Revenues	%	Expenditures	%	Meet 10%
GENERAL FUND		5,144,010.00	30.00%	140,022.54	27.00%	966,375.00	25.00%	1,436,878.10	35.00%	Y
BOARD OF ED FUND		3,429,340.00	20.00%	82,976.32	16.00%	579,825.00	15.00%	574,751.24	14.00%	Y
BOARD OF ED GRANT FUND		2,914,939.00	17.00%	67,418.26	13.00%	425,205.00	11.00%	451,590.26	11.00%	Y
GRANT FUND		1,371,736.00	8.00%	36,302.14	7.00%	231,930.00	6.00%	205,268.30	5.00%	N

5% Output

This report works in two parts. First, it breaks out all funds defined in the report by type, "G"overnment and "P"roprietary. (Note: You must set your fund types to "G" or "P" in GL Fund Attribute Maintenance.) Second, it breaks down each fund and compares it against the total to determine if that fund meets or exceeds the 5% of the total reported funds.

07/17/2003 09:45:36	MUNIS 5% TEST FOR MAJOR FUNDS FOR 2001		PAGE 1 glmajfnd
<hr/>			
Totals for Governmental and Proprietary Funds	Governmental	Proprietary	Total
-----	-----	-----	-----
Assets	12,860,025.00	0.00	171,467,190.02
Liabilities	326,719.26	0.00	11,518,602.65
Revenues	2,203,335.00	0.00	177,731,563.00
Expenditures/Expense	2,668,487.80	0.00	34,105,366.46
<hr/>			
07/17/2003 09:45:36	MUNIS 5% TEST FOR MAJOR FUNDS FOR 2001		PAGE 2 glmajfnd
General Fund	Fund	Total	Percent
-----	-----	-----	-----
GENERAL FUND (01)			Meet 5% Criterion?
-----	-----	-----	-----
Asset	5,144,010.00	17,146,700.00	30.00%
Liability	140,022.54	518,602.00	27.00%
Revenue	966,375.00	3,865,500.00	25.00%
Expenditures	1,436,878.10	4,105,366.00	35.00%
FIRE PENSION FUND (06)			
-----	-----	-----	-----
Asset	685,868.00	17,146,700.00	4.00%
Liability	20,225.48	518,602.00	3.90%
Revenue	104,368.50	3,865,500.00	2.70%
Expenditures	123,160.98	4,105,366.00	3.00%
POLICE PENSION FUND (08)			
-----	-----	-----	-----
Asset	342,934.00	17,146,700.00	2.00%
Liability	15,558.06	518,602.00	3.00%
Revenue	106,301.25	3,865,500.00	2.75%
Expenditures	20,526.83	4,105,366.00	0.50%
BOARD OF ED FUND (11)			
-----	-----	-----	-----
Asset	3,429,340.00	17,146,700.00	20.00%
Liability	82,976.32	518,602.00	16.00%
Revenue	579,825.00	3,865,500.00	15.00%
Expenditures	574,751.24	4,105,366.00	14.00%
BOARD OF ED GRANT FUND (12)			
-----	-----	-----	-----
Asset	2,914,939.00	17,146,700.00	17.00%
Liability	67,418.26	518,602.00	16.00%
Revenue	425,205.00	3,865,500.00	15.00%
Expenditures	451,590.26	4,105,366.00	14.00%
INSURANCE FUND (16)			
-----	-----	-----	-----
Asset	257,200.50	17,146,700.00	1.50%
Liability	23,337.09	518,602.00	4.50%
Revenue	19,327.50	3,865,500.00	0.50%
Expenditures	110,844.88	4,105,366.00	2.70%
GRANT FUND (35)			
-----	-----	-----	-----
Asset	1,371,736.00	17,146,700.00	8.00%
Liability	36,302.14	518,602.00	7.00%
Revenue	231,930.00	3,865,500.00	6.00%

Next Year Budget Historical Comparison

When working on a new year budget level, you can use this version of the Next Year Budget Report to compare a specific level (there are five possible) to the current year and two years prior actual activity.

07/19/2001 13:11:09		MUNIS NEXT YEAR BUDGET HISTORICAL COMPARISON					PAGE 1 bgnyrpts	
PROJECTION: 3 MUNIS County 2003 Fiscal Budget		FOR PERIOD 1						
ACCOUNTS FOR: GENERAL FUND		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE
011352 Accounting Dept Expenses								
011352	52000	Utilities	.00	785.00	900.00	.00	7,500.00	7,500.00 .0%
011352	52010	Dues	.00	.00	.00	.00	5,000.00	5,000.00 .0%
011352	52020	Data Proc	.00	6,525.00	.00	100.00	50,000.00	50,000.00 .0%
011352	52030	Equipment	.00	35,000.00	7,049.00	5,900.00	256,000.00	243,200.00 -5.0%
011352	52070	Materials	.00	.00	76.75	150.00	10,000.00	10,000.00 .0%
011352	52080	Train & Ed	.00	.00	7,375.00	5,000.00	25,000.00	25,000.00 .0%
011352	52090	Travel	.00	.00	.00	.00	5,000.00	5,000.00 .0%
011352	54000	Off Sply	.00	202.56	6,132.50	314.80	15,000.00	15,000.00 .0%
011352	54010	Postage	.00	850.00	.00	.00	5,000.00	5,000.00 .0%
011352	54040	Per & Subs	.00	.00	750.00	.00	2,000.00	2,000.00 .0%
011352	54060	Misc	.00	350.00	.00	.00	8,000.00	8,000.00 .0%
TOTAL Accounting Dept Expenses		.00	43,712.56	22,283.25	11,464.80	388,500.00	375,700.00	-3.3%
TOTAL GENERAL FUND		.00	43,712.56	22,283.25	11,464.80	388,500.00	375,700.00	-3.3%
GRAND TOTAL		.00	43,712.56	22,283.25	11,464.80	388,500.00	375,700.00	-3.3%

Next Year Budget Detail Report

This report reflects the detail items associated with budget lines for a specified working budget level. It can also show text comments if desired.

07/17/2002 16:26:52	MUNIS NEXT YEAR BUDGET DETAIL REPORT	PAGE 1 bgnyrpts		
PROJECTION: 2003 Fiscal 2003 Budget				
ACCOUNTS FOR:				
GENERAL FUND				
	VENDOR	QUANTITY	UNIT COST	2003 Department
011352 001-1-135-0000-000-0-2-52010 Dues & Memberships				4,800.00
011352 001-1-135-0000-000-0-2-52020 Data Processing				51,000.00
011352 001-1-135-0000-000-0-2-52030 Equipment				62,400.00
Dell Dimension 4200	12.00	1,950.00	23,400.00	
Pentium 4 1.5 GHz				
Dell Power Edge Server	1.00	32,000.00	32,000.00	
Cisco router	2.00	3,500.00	7,000.00	
011352 001-1-135-0000-000-0-2-52070 Materials				12,000.00
011352 001-1-135-0000-000-0-2-52080 Training & Education				14,075.00
Microsoft Training	15.00	725.00	10,875.00	
Munis Training	4.00	800.00	3,200.00	
011352 001-1-135-0000-000-0-2-52090 Travel				5,400.00
GFOA National Conference	2.00	2,100.00	4,200.00	
State Finance Officer Conference	1.00	1,200.00	1,200.00	
	.00	.00	.00	
011352 001-1-135-0000-000-0-2-5236 Contract Services				9,000.00
011352 001-1-135-0000-000-0-2-54000 Office Supplies				12,000.00
011352 001-1-135-0000-000-0-2-54010 Postage				5,900.00
011352 001-1-135-0000-000-0-2-54040 Books Periodicals Subscription				2,000.00
TOTAL Accounting Dept Expenses				186,575.00

Next Year Budget Levels Report

There are five budget levels available within MUNIS. This version of the Next Year Budget Report provides a view of each level with the previous two years' revised budgets. You may select how many levels to display. It is a great tool to review changes that have occurred between budget levels.

		MUNIS NEXT YEAR BUDGET LEVELS REPORT					PAGE 1 bgnyrpts
		PROJECTION: 3 MUNIS County 2003 Fiscal Budget					FOR PERIOD 1
GENERAL FUND		2001 REVISED BUD	2002 REVISED BUD	2003 Department	2003 Tentative	2003 Adopted	
<hr/>							
011352	Accounting Dept Expenses						
011352	52000	Utilities	8,390.00	7,500.00	7,500.00	7,500.00	7,500.00
011352	52010	Dues	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	52020	Data Proc	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
011352	52030	Equipment	257,049.00	250,000.00	256,000.00	243,200.00	243,200.00
011352	52070	Materials	10,018.75	10,000.00	10,000.00	10,000.00	10,000.00
011352	52080	Train & Ed	27,375.00	20,000.00	25,000.00	25,000.00	25,000.00
011352	52090	Travel	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	54000	Off Sply	16,187.50	15,000.00	15,000.00	15,000.00	15,300.00
011352	54010	Postage	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	54040	Per & Subs	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
011352	54050	Deprec	.00	.00	.00	.00	.00
011352	54060	Misc	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00
<hr/>		TOTAL Accounting Dept Expenses	394,020.25	377,500.00	388,500.00	375,700.00	376,000.00
<hr/>		TOTAL GENERAL FUND	394,020.25	377,500.00	388,500.00	375,700.00	376,000.00
<hr/>		GRAND TOTAL	394,020.25	377,500.00	388,500.00	375,700.00	376,000.00

Next Year / Current Year Budget Analysis

The unique feature of this report is that it displays the current year's projected amounts with the current year's actual amounts and previous year's budgets against a selected working budget level.

		MUNIS NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS						PAGE 1 bgnyrpts
PROJECTION: 3		MUNIS County 2003 Fiscal Budget						FOR PERIOD 1
ACCOUNTS FOR: GENERAL FUND		2001 ACTUAL	2002 ORIG BUD	2002 REVISED BUD	2002 ACTUAL	2002 PROJECTION	2003 Tentative	PCT CHANGE
<hr/>								
011352	Accounting Dept Expenses							
011352	52000	Utilities	900.00	7,500.00	7,500.00	.00	7,500.00	7,500.00 .0%
011352	52010	Dues	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00 .0%
011352	52020	Data Proc	.00	50,000.00	50,000.00	100.00	50,000.00	50,000.00 .0%
011352	52030	Equipment	7,049.00	250,000.00	256,000.00	5,900.00	256,000.00	243,200.00 -5.0%
011352	52070	Materials	76.75	10,000.00	10,000.00	150.00	10,000.00	10,000.00 .0%
	need money							
011352	52080	Train & Ed	7,375.00	20,000.00	25,000.00	5,000.00	25,000.00	25,000.00 .0%
011352	52090	Travel	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00 .0%
011352	54000	Off Supply	6,132.50	15,000.00	15,000.00	314.80	15,000.00	15,000.00 .0%
	need more money							
011352	54010	Postage	.00	5,000.00	5,000.00	.00	5,000.00	5,000.00 .0%
011352	54040	Per & Subs	750.00	2,000.00	2,000.00	.00	2,000.00	2,000.00 .0%
011352	54060	Misc	.00	8,000.00	8,000.00	.00	8,000.00	8,000.00 .0%
TOTAL	Accounting Dept Expenses	22,283.25	377,500.00	388,500.00	11,464.80	388,500.00	375,700.00	-3.3%
TOTAL	GENERAL FUND	22,283.25	377,500.00	388,500.00	11,464.80	388,500.00	375,700.00	-3.3%
	GRAND TOTAL	22,283.25	377,500.00	388,500.00	11,464.80	388,500.00	375,700.00	-3.3%

Next Year Budget Comparison Report

This iteration of the Next Year Budget Report provides a column for comments along with the selected budget levels. You can use it as a worksheet.

		MUNIS NEXT YEAR BUDGET COMPARISON REPORT					PAGE 1 bgnyrpts
PROJECTION: 3		MUNIS County 2003 Fiscal Budget					FOR PERIOD 1
ACCOUNTS FOR:	GENERAL FUND	2001 ACTUAL	2002 ORIG BUD	2002 REVISED BUD	2003 Department	2003 Tentative	2003 Adopted COMMENT
011351 Accounting Dept Salaries							
011351	51000	Sal FT	.00	800,000.00	800,000.00	902,000.00	902,000.00
011351	51030	Sick	.00	3,000.00	3,000.00	.00	.00
011351	51040	Vacation	.00	1,000.00	1,000.00	.00	.00
011351	51050	Holiday	.00	.00	.00	.00	.00
011351	51070	Longevity	.00	40,000.00	40,000.00	40,000.00	40,000.00
011351	51090	Education	.00	30,000.00	30,000.00	30,000.00	30,000.00
011351	51100	FICA Exp	.00	53,000.00	53,000.00	.00	.00
011351	51120	Med Exp	.00	12,300.00	12,300.00	.00	.00
011351	51130	Health Exp	.00	11,000.00	11,000.00	.00	.00
011351	51140	Ret Exp	.00	.00	33,500.00	33,500.00	33,500.00
TOTAL Accounting Dept Salary		.00	950,300.00	950,300.00	1,005,500.00	1,005,500.00	1,005,500.00
011352 Accounting Dept Expenses							
011352	52000	Utilities	900.00	7,500.00	7,500.00	7,500.00	7,500.00
011352	52010	Dues	.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	52020	Data Proc	.00	50,000.00	50,000.00	50,000.00	50,000.00
011352	52030	Equipment	7,049.00	250,000.00	256,000.00	256,000.00	243,200.00
011352	52070	Materials	76.75	10,000.00	10,000.00	10,000.00	10,000.00
011352	52080	Train & Ed	7,375.00	20,000.00	25,000.00	25,000.00	25,000.00
011352	52090	Travel	.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	5236	CONT SERV	.00	.00	.00	.00	.00
011352	54000	Off Sply	6,132.50	15,000.00	15,000.00	15,000.00	15,300.00
011352	54010	Postage	.00	5,000.00	5,000.00	5,000.00	5,000.00
011352	54040	Per & Subs	750.00	2,000.00	2,000.00	2,000.00	2,000.00
011352	54050	Deprec	.00	.00	.00	.00	.00
011352	54060	Misc	.00	8,000.00	8,000.00	8,000.00	8,000.00
TOTAL Accounting Dept Expens		22,283.25	377,500.00	388,500.00	388,500.00	375,700.00	376,000.00
011353 Accounting Dept Capital							
011353	52030	Equipment	.00	.00	.00	.00	.00
011353	5236	CONT SERV	.00	.00	.00	.00	.00
011353	58000	Cap Outlay	.00	.00	.00	.00	.00
011353	58020	Cap Build	.00	.00	.00	.00	.00
011353	58040	Cap Exp	.00	.00	.00	.00	.00
011353	58050	Cap Road	.00	.00	.00	.00	.00
TOTAL Accounting Dept Capita		.00	.00	.00	.00	.00	.00
TOTAL GENERAL FUND		22,283.25	1,327,800.00	1,338,800.00	1,394,000.00	1,381,200.00	1,381,500.00

Project Budget Reports

The following reports are available with Project Accounting.

Month to Date

The month-to-date report shows the status of all projects versus the revised budget.

07/17/2003		MUNIS Financials Database PROJECT BUDGET REPORT				DIST - 12345		PAGE 1			
PROJECT NUMBER: 132						Building Renovation Project THROUGH AUG 2001					
STATE CODE:											
CFDA NUMBER:											
GRANT AMOUNT: 5,000,000											
		* * * * EXPENDITURES *				* * * * PROJECT *					
DESCRIPTION	REVISED BUDGET	MONTH TO DATE	QUARTER TO DATE	YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET					
135 ACCOUNTING DEPARTMENT											
5101 Salaries Part Time	1,200,000.00	100,000.00	300,000.00	800,000.00	800,000.00	400,000.00					
5203 Equipment	0.00	0.00	0.00	0.00	0.00	0.00					
5310 Materials	0.00	0.00	0.00	0.00	0.00	0.00					
5500 Office Supplies	20,000.00	1,500.00	2,000.00	15,725.00	17,500.00	2,500.00					
TOTAL ACCOUNTING DEPARTMENT	1,220,000.00	101,500.00	302,000.00	815,725.00	817,500.00	402,500.00					
168 MAINTENANCE DEPARTMENT											
5101 Salaries Part Time	800,000.00	60,000.00	180,000.00	500,000.00	560,000.00	240,000.00					
5203 Equipment	1,500,000.00	200,000.00	600,000.00	1,100,000.00	1,100,000.00	400,000.00					
5310 Materials	500,000.00	70,000.00	210,000.00	400,000.00	450,000.00	50,000.00					
5500 Office Supplies	1,000.00	200.00	600.00	725.00	850.00	150.00					
TOTAL MAINTENANCE DEPARTMENT	2,801,000.00	330,200.00	990,600.00	2,000,725.00	2,110,850.00	690,150.00					
175 ENGINEERING DEPARTMENT											
5101 Salaries Part Time	2,000,000.00	140,000.00	420,000.00	1,500,000.00	1,600,000.00	400,000.00					
5203 Equipment	100,000.00	5,000.00	10,000.00	70,000.00	80,000.00	20,000.00					
5310 Materials	10,000.00	500.00	1,000.00	7,000.00	8,000.00	2,000.00					
5500 Office Supplies	15,000.00	750.00	1,500.00	10,500.00	12,000.00	3,000.00					
TOTAL ENGINEERING DEPARTMENT	2,125,000.00	146,250.00	432,500.00	1,587,500.00	1,700,000.00	425,000.00					
188 PLANNING DEPARTMENT											
5101 Salaries Part Time	1,000,000.00	90,000.00	270,000.00	800,000.00	900,000.00	100,000.00					
5203 Equipment	50,000.00	2,500.00	5,000.00	35,000.00	40,000.00	10,000.00					
5310 Materials	10,000.00	500.00	1,000.00	7,000.00	8,000.00	2,000.00					
5500 Office Supplies	5,000.00	400.00	1,200.00	2,500.00	4,000.00	1,000.00					
TOTAL PLANNING DEPARTMENT	1,065,000.00	93,400.00	277,200.00	844,500.00	952,000.00	113,000.00					
TOTAL Building Renovation Project	7,211,000.00	671,350.00	2,002,300.00	5,248,450.00	5,580,350.00	1,630,650.00					
GRAND TOTALS	7,211,000.00	671,300.00	2,002,300.00	5,248,450.00	5,580,350.00	1,630,650.00					
<u>AUTHORIZED SIGNATURE:</u>											
Field #	Total	Page	Break								
Sequence 1	12	Y	Y	File output: N							
Sequence 2	03	Y	N	Year/Period: 2002/02							
Sequence 3	11	Y	N	Print revenue as credit: Y							
Sequence 4	00	N	N	(F)ull or (S)hort desc: F							
Report title:				Print full GL account: N							
PROJECT BUDGET REPORT				Double space: N							
Print totals only: Y				Summ objis to position: 4							
Include Encumbrances: N				Roll to major project? N							
Use Inception Budget: N				Print journal detail: N							
				Year/period: 2002/02							
				to							
				Year/period: 2002/02							
				Sort by JE # or PO #: J							
				Detail format option: 1							

Year to Date

The output layout for the YTD Project Budget Report is similar to the MTD Budget Report and has similar report options. It prints the status of actuals versus revised budget from the GL Account Table. You have the option to include detail in the report.

07/18/2003 15:55:00	MUNIS Financials Database PROJECT ACCOUNTING BUDGET REPORT					PAGE 1 paprbudr					
FOR 2003 13											
ACCOUNTS FOR: 001 General Fund											
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	PCT USED					
011681 Maintenance Dept Salaries											
011681 51000 101 Salaries Full Time	800,000.00	.00	800,000.00	500,000.00	240,000.00	70.0%					
TOTAL Maintenance Dept Salaries	800,000.00	.00	800,000.00	500,000.00	240,000.00	70.0%					
011682 Maintenance Dept Expenses											
011682 53100 101 Materials	500,000.00	.00	500,000.00	400,000.00	50,000.00	90.0%					
011682 55000 101 Office Supplies	0.00	1,000.00	1,000.00	725.00	150.00	85.0%					
TOTAL Maintenance Dept Expenses	500,000.00	1,000.00	501,000.00	400,725.00	50,150.00	89.9%					
TOTAL General Fund	1,300,000.00	1,000.00	1,301,000.00	900,725.00	290,150.00	77.8%					
ACCOUNTS FOR: 4310 Building Enhancement Fund											
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	AVAILABLE BUDGET	PCT USED					
43102 Capital Equipment											
43102 52030 101 Equipment	1,650,000.00	.00	1,650,000.00	1,205,000.00	430,000.00	73.9%					
TOTAL Capital Equipment	1,650,000.00	.00	1,650,000.00	1,205,000.00	430,000.00	73.9%					
TOTAL Building Enhancement Fund	1,650,000.00	.00	1,650,000.00	1,205,000.00	430,000.00	73.9%					

07/18/2003 15:55:00	MUNIS Financials Database PROJECT ACCOUNTING BUDGET REPORT	PAGE 6 paprbudr
REPORT OPTIONS		
<hr/>		
Field #	Total	Page Break
Sequence 1	1	Y Y
Sequence 2	9	Y N
Sequence 3	0	N N
Sequence 4	0	N N
Report title:	Year/Period: 2003/13	
PROJECT ACCOUNTING BUDGET REPORT	Print revenue as credit: Y	
Print Full or Short description: F	Print totals only: N	
Format type: 1	Suppress zero bal accts: N	
	Print full GL account: N	
	Double space: N	
Use Incp Budget/Actuals: N		
Print journal detail: N		
From Yr/Per: 2003/ 4		
To Yr/Per: 2003/ 4		
Sort by JE # or PO #: J		
Detail format option: 1		

Accounts Payable – Standard Reports

Invoice Entry/Proof List

Upon completion of invoice entry, as in all other batch entry procedures, a proof list can be generated. You can use this to verify your work. The report lists the GL account postings that will occur when the proof is actually updated.

07/30/2002 09:05:24	MUNIS PURCHASE ORDER LIQUIDATION/RECEIVING REPORT							PAGE 1 apicdent
<hr/>								
PO	CLERK: jdavin	BATCH: 206	QUANTITY ORDERED	PREVIOUS RECD/CANC	CURRENT RECEIVED	REMAINING STA PO BALANCE CD	DESCRIPTION	
<hr/>								
	3 001 Dell Computer		3.00	.00	3.00	.00 0	Dell Computers	
	10 001 ABC Supply Co		80.00	.00	80.00	.00 0	8.5 x 11 White copy paper	
	12 002 ABC Supply Co		10.00	.00	10.00	.00 0	Bic Ball Point Blue Pens	
	15 001 Computer Store		1.00	.00	1.00	.00 0	HP LASER 5SI	
<hr/>								
CLERK: jdavin BATCH: 206 NEW INVOICES								
VENDOR R	NAME	INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE CHK/WIRE ERR
<hr/>								
STATUS 'A' INVOICES								
000001 1	ABC Supply Co	9201	10	10544	061502	1,410.00	10.00	.00
CASH 01	2002/12	INV 06/01/2002 APPR SEP-CHK:N DISC: .00				011352	52070	1,410.00 1099:G
ACCT 10100	DEPT 135	DUE 06/30/2002 DESC Office Supplies						
34 Maple Ln Baltimore MD 04220								
000001 1	ABC Supply Co	23100	12	10545	061502	73.50	.00	.00
CASH 01	2002/12	INV 06/01/2002 APPR SEP-CHK:N DISC: .00				011352	54000	73.50 1099:G
ACCT 10100	DEPT 135	DUE 06/30/2002 DESC Laser Paper						
34 Maple Ln Baltimore MD 04220								
000034 0	Dell Computer	9302	3	10546	061502	1,500.00	.00	.00
CASH 01	2002/12	INV 06/01/2002 APPR SEP-CHK:N DISC: .00				011352	52030	101 1,500.00 1099:
ACCT 10100	DEPT 1315	DUE 06/30/2002 DESC Dell Inspiron Laptop						
103 Dell Way Austin TX 03210								
000008 0	Computer Store	A023	15	10547	061502	1,500.00	.00	.00
CASH 01	2002/12	INV 06/01/2002 APPR SEP-CHK:N DISC: .00				011352	52020	1,500.00 1099:
ACCT 10100	DEPT 135	DUE 06/30/2002 DESC Computer Server Cabinet						
1 Mall Rd Bristol CT 04311								
000005 0	FMG Systems	3492		10548	061502	3,250.00	.00	.00
CASH 01	2002/12	INV 06/01/2002 APPR SEP-CHK:N DISC: .00				014002	52030	3,250.00 1099:
ACCT 10100	DEPT 135	DUE 06/30/2002 DESC Two Way Radio's						
30022 Forest Ave Lawrence IL 04311								

07/30/2002 09:05:24	MUNIS INVOICE ENTRY PROOF LIST							PAGE 2 apicdent
<hr/>								
CLERK: jdavin	BATCH: 206	ACCOUNT DISTRIBUTION SUMMARY						
YR/PER	ORG	ACCOUNT	DESCRIPTION				AMOUNT	REMAINING BUDGET
<hr/>								
2002 12	011352	001-1-135-0000-000-0-2-52020	Data Processing			1,500.00	38,675.00	
	011352	001-1-135-0000-000-0-2-52030-101	Equipment			1,500.00	21,475.00	
	011352	001-1-135-0000-000-0-2-52070	Materials			1,410.00	9,109.83	
	011352	001-1-135-0000-000-0-2-54000	Office Supplies			73.50	10,180.00	
	014002	001-1-650-0000-000-0-2-52030	Equipment			3,250.00	196,750.00	
<hr/>								
REPORT TOTALS							7,733.50	
CLERK: jdavin BATCH: 206 GENERAL LEDGER JOURNAL ENTRIES								
FUND	TITLE	ORG	OBJECT	PROJ	ACCOUNT DESCRIPTION	DEBIT	CREDIT	
<hr/>								
2002 12	4 001 GEN FUND	01	20200		Accounts Payable		7,733.50	
		01	30500		Expenditure Control	7,733.50		
		01	33000		Encumbrances		4,473.50	
		01	33500		Budgetary F/B Res for Encumb	4,473.50		
<hr/>								
REPORT TOTALS							12,207.00	12,207.00

Vendor List

You can generate Vendor Lists to reflect the profile of a current vendor, one or two lines of information for each vendor in the defined set, or for the production of mailing labels. The lists may be generated in Vendor Number sequence, Alpha sequence, or Vendor Type sequence.

		MUNIS VENDOR ALPHABETICAL LIST				PAGE 1 apvdring
VENDOR	NAME	ADDRESS 1	CITY	ST	CONTACT 1	TELEPHONE
1	ABC Supply Co	100 Commercial St	Falmouth	MA	Paul Crowley	508-830-3020 ext 12
201	ARS & Associates	210 Dennett St	Portsmouth	MA	Gail Murry	603-902-2910
23	AUAC	943 Industrial Ave	Charlotte	NC	Keith Burns	919-430-4530
58	Able Concrete	3610 North Elm St	High Point	NC		
430	Absolute Auto Body	2100 Linberg St	Greensboro	NC		
930	Ace Towing	500 West Grimes Ave	Greensboro	NC		
10	Adams Larry	40 Mayberry Ln	East Chester	NY		
30	Adams Tree Service	137 Woodbine Dr	Greensboro	NC		
73	Advantage Paper	45 Fore St	Hendersonville	NC		
2	Alliance Inc	101 Commercial St	Raleigh	MA		
83	Alliance Protection	302 Unity St	Raleigh	NC		
5715	BB&T State Credit Un	2100 Wharf St	Boston	MA		
230	Cane Kieh	35 Andover St	Harvard	MA		
29	Carter Jannette	5409 Maple St	Charlotte	NC		
1701	Colonial Insurance C	389 Union Hwy	Albany	NY		
8	Computer Store	1 Mall Rd	South Portland	MA		
12	DoubleDay Publishing	44 East 3rd St	New York	NY		
130	Downeast Laser Servi	130 Middle St	Raleigh	NC		
103	Evans Leslie	403 State St	Gulfport	MS		
5	FMG Systems	3002 Forest Ave	Portland	MA	Deve Murch	207-430-9032
24	Federal Government T	1 Washington Ave	Washington	DC	Sandy Perry	219-930-2011
3020	Fleet Bank 401K	302 Commercial St	Boston	MA		
504	Florida Power	902 Pine St	Inverness	FL		
16	Ford Motor Company	320 Mill Way	Detroit	MI		
3	Fredricks, Amy	25 State st	Newburyport	MA	Chris Row	617-390-6754
20	Hewlett Packard	304 Causway St	St Louis	MS		
14	IBM	30 Industrial Ave	White Plains	NY		
120	IRS	1 Government	Washington	MD		
88	Kenney Allison	35 Oak St	Portland	ME		
505	LLILCO	320 Bay Blvd	Hempstead	NY		
4	Mainland Corporation	33 Deerborn Ave	Charlotte	NC	Brian Pelletier	403-293-2399
500	Massachusetts Power	1 Industrial Ave	South Boston	MA		
920	Massachusetts Union	188 Westboro Dr	Westboro	MA		
15	Media One	3928 Park Ln	Newark	NJ		
902	Metropolitan Insurance	302 Maple St	Boston	MA		
502	Mississippi Power	41 Congress St	Gulfport	MS		
9	Munis	370 US Route 1	Falmouth	ME		
302	Munity	80 Six Forks Rd	Raleigh	NC		
21	Museum of Science	1 Charles River Way	Boston	MA		
17	Nations Bank	103 Vernon St	Charlotte	NC		
501	North Carolina	1 Industrial Way	Durham	NC		
93	Pape Chevrolet	340 Marginal Way	Ft Lauderdale	FL		
43	Paving	1 South St	Westbrook	MA		
19	Platinum Printing	389 Fore St	Knightdale	MA		
400	SFI Inc	30 East 4th St	New York	NT		
25	Staples	100 East Main	Dalton	GA		
44	Technical Resouce In	472 Ocean Ave	Nags Head	MA		
700	The City of Boston	1 Congress St	Boston	MA		
7	United Postal Servic	80 Government Ave	Washington	DC		
503	Valcom	50 Foden Rd	Raleigh	NC		
95	Westcott Mike	403 South St	Raleigh	NC		
173	Wolf Data Systems	40 Lafayette Rd	Garner	MA		
22	World Travel Agency	430 Ocean Blvd	Ft Lauderdale	FL		

54 Records printed

** End of Report **

Vendor Invoice List

This report is used to for reviewing a list of vendor invoices, based on the vendor's number, status, name, general type code, class code, and/or geographic code. You can also select invoices by the invoice number, department, status/entry date, due date, check date, voucher number, purchase order number, warrant number and/or check number.

The user may define the sorting/sub-totaling sequence and the report title (default is *Vendor Invoice List*). Sort Options include:

1. Vendor, invoice
 2. Vendor name, invoice
 3. Voucher, vendor, invoice
 4. PO, invoice
 5. Warrant, vendor, invoice
 6. Warrant, vendor name, invoice
 7. Check, invoice
 8. Vendor name, check

The report may be printed single or double-spaced.

Accounts Payable Voucher

The Accounts Payable Voucher is a report of invoices organized by voucher rather than vendor. You can select information to print by voucher, effective date, and warrant number.

07/30/2002 09:17:11	MUNIS A/P VOUCHER	PAGE 1 apvchprt
VOUCHER: 10544		
1 ABC Supply Co	1 ABC Supply Co	
1 Main St Chicago, IL	34 Maple Ln Baltimore, MD	
02301	04220	
INVOICE # INV.DATE DESCRIPTION	DISCOUNT	INV.NET AMT

9201 06/01/02 Office Supplies	0.00	1,410.00
P.O.:10 WARRANT:061502	STATUS: ACTIVE	DUE DATE: 06/30/02
DEPT/LOC:135	CHECK #:	CHECK DATE:
G/L ACCOUNT	DESCRIPTION	AMOUNT

001-1-135-0000-000-0-2-52070	Materials	1,410.0

23100 06/01/02 Laser Paper	0.00	73.50
P.O.:12 WARRANT:061502	STATUS: ACTIVE	DUE DATE: 06/30/02
DEPT/LOC:135	CHECK #:	CHECK DATE:
G/L ACCOUNT	DESCRIPTION	AMOUNT

001-1-135-0000-000-0-2-54000	Office Supplies	73.50
 VOUCHER: 10546		
34 Dell Computer		
103 Dell Way		
Austin, TX		
03210		
INVOICE # INV.DATE DESCRIPTION	DISCOUNT	INV.NET AMT

9302 06/01/02 Dell Inspiron Laptop	0.00	1,500.00
P.O.:3 WARRANT:061502	STATUS: ACTIVE	DUE DATE: 06/30/02
DEPT/LOC:1315	CHECK #:	CHECK DATE:
G/L ACCOUNT	DESCRIPTION	AMOUNT

001-1-135-0000-000-0-2-52030-101	Equipment	1,500.00

Accounts Payable Vendor Warrant List

The warrant list includes open invoices that are due for payment by a particular due date, or that have been pre-assigned a given warrant number. The report lists key information by vendor, prints the total amount to be paid each vendor, and the total amount posted to each cash account. Invoices paid as Manual Checks or Direct Disbursements (assuming they were assigned a warrant number) appear in a Pre-Paid Items section of the list.

The Preliminary Version is used as a preview. It prints much of the same information as the Full or Final Version. The difference is that the Final version is an official sign-off list for the person(s) authorized to approve payment of outstanding payables. It includes Warrant Certification Text and assigns warrant numbers to invoices in preparation for printing. The Final Version must be run just prior to check printing.

07/30/2002 09:58:22		MUNIS ACCOUNTS PAYABLE WARRANT REPORT					PAGE 1 apwarrnt		
DETAIL INVOICE LIST									
CASH ACCOUNT: 01		10100 Cash				WARRANT: 061502	06/30/2002	DUE DATE: 06/20/2002	
VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	AMOUNT	INVOICE	VOUCHER	CHECK
1 ABC Supply Co 1 011352 54000		1	12	EFT	06/30/2002 Off Sply	73.50	23100	10545	
1 ABC Supply Co 1 011352 52070		1	10	EFT	06/30/2002 Materials	1,410.00	9201	10544	
					CHECK TOTAL	1,410.00 1,483.50			-----
8 Computer Store 1 011352 52020		0	15	INV	06/30/2002 Data Proc	1,500.00	A023	10547	
					CHECK TOTAL	1,500.00 1,500.00			-----
34 Dell Computer 1 011352 52030	101	0	3	INV	06/30/2002 Equipment	1,500.00	9302	10546	
					CHECK TOTAL	1,500.00 1,500.00			-----
5 FMG Systems 1 014002 52030		0		INV	06/30/2002 Equipment	3,250.00	3492	10548	
					CHECK TOTAL	3,250.00 3,250.00			-----
5 INVOICES		WARRANT TOTAL		7,733.50		7,733.50			
		CASH ACCOUNT BALANCE				-3,969,941.12			
WARRANT: 061502 06/30/2002 DUE DATE: 06/20/2002									
FUND	ORG	ACCOUNT				AMOUNT	AVBL	BUDGET	
001 011352	Accounting Dept Expns	001-1-135-0000-000-0-2-52020			Data Processing	1,500.00		38675.00	
001 011352	Accounting Dept Expns	001-1-135-0000-000-0-2-52030-101			Equipment	1,500.00		21475.00	
001 011352	Accounting Dept Expns	001-1-135-0000-000-0-2-52070			Materials	1,410.00		9109.83	
001 011352	Accounting Dept Expns	001-1-135-0000-000-0-2-54000			Office Supplies	73.50		10180.20	
001 014002	Public Works Dept Expe	001-1-650-0000-000-0-2-52030			Equipment	3,250.00		196750.00	
					FUND TOTAL	7,733.50			
WARRANT SUMMARY TOTAL 7,733.50									
GRAND TOTAL 7,733.50									

07/30/2002 09:58:22		MUNIS ACCOUNTS PAYABLE WARRANT REPORT					PAGE 2 apwarrnt		
WARRANT LIST BY VOUCHER									
VOUCHER	VENDOR	VENDOR NAME	INVOICE	PO	TYPE	DUE DATE	AMOUNT	COMMENT	
10544	1 ABC Supply Co		9201	10	EFT	06/30/2002	1,410.00	Office Supplies	
10545	1 ABC Supply Co		23100	12	EFT	06/30/2002	73.50	Laser Paper	
10546	34 Dell Computer		9302	3	INV	06/30/2002	1,500.00	Dell Inspiron Laptop	
10547	8 Computer Store		A023	15	INV	06/30/2002	1,500.00	Computer Server Cabinet	
10548	5 FMG Systems		3492		INV	06/30/2002	3,250.00	Two Way Radio's	
							WARRANT TOTAL	7,733.50	

Cash Disbursement Journal

This is a list of all checks processed through Accounts Payable for all Automated and Direct Disbursement Checks. It is run as a proof and then as a final journal.

If there are errors detected during the proof, asterisks are printed next to the transaction in error.

Report detail is sorted by cash account and check number. A line of information for each invoice paid by each check is printed along with the check total. The report also gives a total for each cash account and a total summary, listing both a check count and a sum of the check type amounts. The last page details the journal entries that will be made once the journal update occurs.

06/16/2002 11:29:05	MUNIS A/P CASH DISBURSEMENTS JOURNAL						PAGE 1 apcshdbs
CASH ACCOUNT: 01 10100 Cash							
<hr/>							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO
132200	06/16/2002	PRTD	1 ABC Supply Co	10447	1022	10/05/2001	3
				10285	1234567	05/17/2000	3
				10406	1334	07/22/2001	1
				10503	50	02/14/2002	3
						CHECK	132200 TOTAL:
							1,575.00
132201	06/16/2002	PRTD	27 Munis	10501	523	02/14/2002	20
						CHECK	132201 TOTAL:
							175.00
							175.00
132202	06/16/2002	PRTD	34 Dell Computer	10442	123	09/27/2001	3
						CHECK	132202 TOTAL:
							1,750.00
							1,750.00
NUMBER OF CHECKS				3	*** CASH ACCOUNT TOTAL ***		
					3,500.00		
					COUNT	AMOUNT	
				TOTAL PRINTED CHECKS	3	3,500.00	

Cash Requirements Report

This can be a valuable tool for reporting how much money is needed to pay invoices for a given period.

A Detail version identifies the vendor name, the invoice number and description, the due date, and the amount owed on each invoice by due date.

A Summary version shows the vendor name and total dollar amount by vendor for each due date.

VENDOR INVOICE		VOUCHER		DESCRIPTION		DUE DATE	DUE 06/30/01	DUE 11/30/01	DUE 03/30/02	DUE 06/30/02
1 ABC Supply Inc.										
1022	10447	Laser Paper		10/05/01				350.00		
111	10380	Budget Books		05/31/01		1,000.00				
1234	10323	Fax Toner Cartridge		10/30/00		500.00				
1234	10285	Cannon E453 Fax Machine		05/17/00		1,000.00				
456789	10305	Paper clips		07/11/00		20.00				
1234	10294	MUNIS Training		06/15/00		1,200.00				
1334	10406	Staplers		07/22/01			125.00			
13422	10523	3 Computer Desks		04/17/02						15,000.00
13P	10420	Pencils #2		08/08/01			60.00			
19	10370	Black Ball Point Pens		04/23/01		100.00				
3022	10492	Blue Ball Point Pens		01/23/02				100.00		
32412	10372	8 1/2 x 11 White Paper		05/08/01		1,000.00				
443	10491	Mouse Pads		01/23/02			90.00			
50	10503	Envelops		02/14/02				100.00		
523	10501	Yellow Legal Pads		02/14/02				175.00		
5453	10283	3 Ft Flip Pads		05/05/00		380.00				
5654	10537	File Folder Cabinets		05/02/02						3,000.00
67543	10296	Bubble Jet Printer		06/26/00		2,600.00				
7839	10333	MS XP Pro Software		10/30/00		125.67				
23R29	10282	PCMCI Card		05/05/00		114.00				
TOTALS FOR ABC Supply Co						8,039.67	535.00	465.00	18,000.00	
2 Alliance Inc										
1234344	10288	MS Office XP Training (1 HR)		05/18/00		1015.00				
TOTALS FOR Alliance Inc						1015.00				
8 Computer Store										
2345677	10292	5 Port Hubs		06/01/00		1,100.00				
4031234	10278	HP 7 lxi Color Printer		04/21/00				12,000.00		
TOTALS FOR Computer Store						1,100.00		12,000.00		
34 Dell Computer										
123	10442	Inspiron 8200 Laptop		09/27/01			1,750.00			
TOTALS FOR Dell Computer						1,750.00				

08/01/2002
 09:46:43
 MUNIS
 CASH REQUIREMENTS REPORT
 PAGE 2
 apcshreq

VENDOR	INVOICE	VOUCHER	DESCRIPTION	DUE DATE	DUE 06/30/01	DUE 11/30/01	DUE 03/30/02	DUE 06/30/02
400	1221	10328	School Textbooks	10/30/00	1,500.00			
			TOTALS FOR SFI Inc		1,500.00			
920	3292	10077	Union Dues	10/05/99	3,000.00			
8392		10076	Union Dues	10/05/99	1,245.00			
9302		10078	Union Dues	10/05/99	2,100.00			
			TOTALS FOR Massachusetts Union		6,345.00			
930	123456789012	10332	snow plow	11/07/00	9,742.00			
			TOTALS FOR Ace Towing		9,742.00			
			REPORT TOTALS		44,968.67	2,285.00	465.00	18,000.00

** End of Report **

Paid Warrant Report

There are three versions available for the Paid Warrant Report:

- Detail Report: Lists vendor invoice number, date, voucher number, check number & date, GL account & description, invoice dollar amount and the type of check
- Summary Report: Prints a summary of GL accounts
- Account/Vendor Report: Prints by GL account for vendors, combining warrants

07/30/2002 10:22:47	MUNIS PAID WARRANT REPORT	PAGE 1 appdwarr
WARRANT: 2001		TO FISCAL 2002/01 07/01/2001 TO 06/30/2002
VENDOR NAME		
INVOICE INV DATE VOUCHER PO		
	CHECK NO T CHK DATE GL ACCOUNT	GL ACCOUNT DESCRIPTION
-----	-----	-----
1 ABC Supply Co		
31220 09/21/01 10437 12	1000052 P 09/21/01 011352	54000 Office Supplies 85.50
31220 09/21/01 10437 12	1000052 P 09/21/01 011352	54000 Office Supplies 28.50
650 12/11/01 10471 30	9000 P 12/11/01 011352	52000 Office Supplies 20.00
VENDOR TOTALS	125.00 YTD INVOICED	134.00 YTD PAID 114.00
		VENDOR TOTALS
12 Doubleday Publishing		
123 12/11/01 10472 77	9001 P 12/11/01 011352	54000 Office Supplies 50.00
123 12/11/01 10472 77	9001 P 12/11/01 011352	54000 Office Supplies 50.00
VENDOR TOTALS	100.00 YTD INVOICED	100.00 YTD PAID 100.00
		VENDOR TOTALS 214.00
	COUNT	AMOUNT
TOTAL PRINTED CHECKS	----- 2	----- 214.00

Vendor Maintenance Audit List

When a vendor is added, deleted, or changed in Vendor Maintenance, a record of each change is written to an audit file that stores a copy of these changes. This is done so that the changes and who made them can be viewed or printed with this report. Once these changes are reviewed, you can purge them so that these audit records do not accumulate into a large file.

07/17/2003 MUNIS Financials Database
 15:22:21 A/P VENDOR MAINTENANCE AUDIT PAGE 1
 apaudlst

VENDOR	DATE	CLERK	DESCRIPTION	ORIGINAL DATA	NEW DATA
1	09/13/1999	rdavidso	FOB LOCATION	FOB Municiple Name	FOB Municipal Name
	09/14/1999	rdavidso	CITY	falmouth	Falmouth
	08/15/2000	rdavidso	NAME	ABC Supply Co	aaa Supply Co
	08/15/2000	rdavidso	NAME	aaa Supply Co	ABC Supply Co

4 Records printed ** End of Report **

AP Vendor Insurance Certification Expiration Report

This report displays records from the AP vendor insurance certificates that are close to expiration.

07/17/2003 15:37:23	MUNIS Financials Database AP Vendor Ins. Certificate Expirations	PAGE 1 apvicprt			
VENDOR	VENDOR NAME	COMPANY	----- PROJECT -----	INSURANCE	EXPIRATION
TYPE	YEAR	CODE	DESCRIPTION	STATUS CERTIFICATE	DATE

48	ABC ELECTRIC	O	Construction	I ABC1234	10/16/2003
***** END OF REPORT *****					

Invoice History by GL Account

This provides a list of invoices sorted in the order of the GL account that was charged on each line of the invoice. You can select all invoices, paid invoices, currently open invoices, or those that were open as of a prior period-end-date. The latter is useful for balancing the GL Accounts Payable account as of the end of last month.

Invoice totals on the report are given for the vendor, the account, the Org, and the Fund. If an invoice is charged to more than one account, the portion of the invoice displays under the account where it was charged.

07/30/2002 10:26:19	MUNIS	PAGE 1 apinvgl		
YEAR/PERIOD: 2002/ 1 JUL TO 2002/12 JUN				
011352 54000				
VENDOR NAME	ADDRESS	F.I.D.# SOC.SEC.#	PURCHASES	PAYMENTS
1 ABC Supply Co	1 Main St Chicago, IL 02301	2823722	372.50	187.50
12 Doubleday Publishing	44 East 3rd St Ansonia, IL 10023		100.00	100.00
2 VENDORS	REPORT TOTALS		472.50	287.50
** END OF REPORT **				

Vendor Inquiry/Reports

From the Vendor Inquiry/Reports screen, you can query multiple facets of vendor information and then output your find sets in a report format. Areas designated for query are Invoices, Checks, Purchase Orders, Recurring Invoices, 1099 Data, and GL Summary. You can report Invoices, Checks, Purchase Orders, and Recurring Invoices.

Invoices

07/17/2003 MUNIS Financials Database PAGE 1
16:55:35 VENDOR INQUIRY/REPORTS apvdring

Invoice	Inv Date	P.O.	Warrant	S	Check #	Amount
1	06/30/03		1111	A	0	256.00

Vend 48 ABC ELECTRIC has 1 Invoices for: 256.00

** END OF REPORT **

Checks

08/01/2002 MUNIS PAGE 1
 10:16:27 VENDOR INQUIRY/REPORTS apvdrinq

Cash Account	Check #	Check Date	Warrant	Clr	Amount
01 10100	1051	07/25/2001	12	V	.00
01 10100	1548	06/29/2001	18	Y	6,167.00
01 10100	1246	05/30/2001	21		220.00
01 10100	2544	05/30/2001	33		2,000.00
01 10100	1243	06/21/2001	39	Y	110.00
01 10100	4562	06/21/2001	47	Y	100.00
01 10100	1041	06/29/2001	55	Y	210.00
01 10100	1431	06/29/2001	67	Y	2,375.00
01 10100	1030	06/29/2001	72		3,485.75
01 10100	1001	03/01/2001	79		11,400.00
01 10100	1231	02/07/2001	83	Y	100.00
01 10100	1226	11/30/2000	89	Y	60.00
01 10100	1224	11/30/2000	96	Y	200.00
01 10100	1000	01/16/2001	99	Y	55.00
01 10100	500	10/04/2000	102	Y	47.50
01 10100	287	10/04/2000	103		1,300.00

Vendor 1 ABC Supply Co has 16 Checks for: 27,830.25

** END OF REPORT **

Purchase Orders

07/18/2003 07:43:16	MUNIS Financials Database	PAGE 1 poinqury			
PURCHASE ORDER					
----- 00000009-00 FY 2003					
BILL TO					
Finance Department Village of Glenview, IL 100 Main Street Glenview , IL 45568-7894					
VENDOR					
ABC Supply Co 100 Commercial St					
Westport, CT 12105	SHIP TO				
	DPW	134 Commercial St			
	Falmouth, MA				
		04105			
Tel# 508-830-3020 Fax# 508-830-3021					
Delivery Reference to storage warehouse					
DATE ORDERED	VENDOR NUMBER	DATE REQUIRED	FREIGHT METHOD/TERMS	DEPARTMENT/LOCATION	
02/03/03	000001		FOB Municipal Name		
LN	DESCRIPTION	QTY	UOM	UNIT PRICE	NET PRICE
001	testing paint purchase by th e case 4 gallons per ca se issu e by one gallon	50.0	EACH	160.000	8,000.00
				PO TOTAL	8,000.00
** END OF REPORT **					

Recurring Invoices

07/18/2003 07:51:23	MUNIS Financials Database RECURRING INVOICES	PAGE 1 apvdrinq		
Invoice	Start Date	End Date	S	Amount
1074	02/14/2002	02/14/2003	A	500.00
1252	06/19/2002	12/31/2006	A	100.00
Vendor 1 ABC Supply Co has 2 Invoices for: 600.00				
** END OF REPORT **				

Invoice Ageing Report

Used to report invoice balances for each vendor in a 30-60-90 day format, this is an excellent account management tool. Beside each vendor name, a total overdue balance displays. This total breaks down into "Current", "30-60", "60-90", and "90 & Over" categories. Held invoices are not included in the overdue columns, but are totaled separately; they may be excluded altogether, if desired.

		MUNIS ACCOUNTS PAYABLE AGEING				PAGE 1 apinvage
		AGEING DATE: 07/30/2002 FOR ALL BALANCES				
VENDOR NAME	BALANCE	CURRENT	30 - 60	60 - 90	90 & OVER	HELD ITEMS
1 ABC Supply Co	27,039.67			3,000.00	24,019.67	20.00
2 Alliance Inc	15.00				15.00	
8 Computer Store	13,100.00				13,100.00	
28 Cisco	250.00		250.00			
34 Dell Computer	1,750.00	1,750.00				
73 Advantage Paper	2,777.00				2,777.00	
99 Boise Cascade	3,000.00				3,000.00	
100 Staples Inc	200.00				200.00	
400 SFI Inc	1,500.00	1,500.00				
920 State	6,345.00			2,000.00	4,345.00	
930 Ace Supply Co	9,742.00				9,742.00	
TOTALS:	65,718.67	3,250.00	250.00	5,000.00	57,198.67	20.00

** End of Report **

Vendor Fiscal Year Summary

This report includes a summary of fiscal year-to-date purchases and fiscal year-to-date payments for a specified set of vendors. Amounts are included in the report even if they have not yet been closed to a period in the General Ledger.

07/30/2002 10:50:56	MUNIS VENDOR FISCAL YEAR SUMMARY	PAGE 1 apvdrfys
FISCAL YEAR: 2000 07/01/00 TO 06/30/01	MINIMUM: .00	
VENDOR NAME	ADDRESS	F.I.D.# SOC.SEC.#
1 ABC Supply Co	1 Main St Chicago, IL 02301	2823722
12 Doubleday Publishing	44 East 3rd St Ansonia, IL 10023	296,475.00
5 FMG Systems	30022 Forest Ave Lawrence, IL 04311	51,750.00
100 STAPLES INC.	1010 WASHINGTON STREET FRAMINGHAM, MA 01567	145,000.00
4 VENDORS	REPORT TOTALS	548,128.68
** END OF REPORT **		

Vendor 1099 Summary

Information on report is accumulated from paid invoices. It is used to proof information prior to printing vendor 1099 forms.

Year	Vendor Name	1099 Box	Amount
2000	1 ABC Supply Co	I INTEREST	1,800.00
2000	10 Larry Adams	G NON EMP CP	3,100.00
2000	44 Technical Resource Inc	A RENT	2,500.00
		REPORT TOTAL	7,400.00

** END OF REPORT **

Group Code Report Writer Sample

State Budget Report

This report is used to create many different reports that are not directly supported by the chart of accounts numbers themselves, and that otherwise might require custom programming. This type of report is often needed to report to outside agencies, such as the state government or granting agencies. For this purpose, you must create report "group codes" that are associated with selected object codes, department codes, etc. For example, certain object codes might be grouped in one category for one set of reports, and another category for another set of reports.

05/24/2002 12:47:47		MUNIS STATE REPORT GROUPED BY STATE CODES				PAGE 1
		CURRENT YR ORIGINAL BUDGET	CURRENT YR REVISED BUDGET	ACTUAL EXPENSES	ENCUMBRANCES	CURRENT YR AVAILABLE BUDGET
<u>GENERAL FUND</u>						
<u>ACCOUNTING DEPARTMENT</u>						
Personnel Services		1,000,300.00	1,000,300.00	.00	.00	1,000,300.00
Expenses		382,150.00	398,670.25	3,505.00	18,997.71	361,378.04
Capital		.00	.00	.00	.00	.00
TOTAL ACCOUNTING DEPARTMENT		1,382,450.00	1,398,970.25	3,505.00	18,997.71	1,361,678.04
<u>MUNIS HIGH SCHOOL</u>						
Personnel Services		3,562,500.00	3,562,500.00	.00	.00	3,562,500.00
Expenses		277,000.00	277,750.00	.00	750.00	277,000.00
Capital		.00	.00	.00	.00	.00
TOTAL HIGH SCHOOL		3,839,500.00	3,840,250.00	.00	750.00	3,839,500.00
<u>IT DEPARTMENT</u>						
Personnel Services		2,185,700.00	2,185,700.00	.00	.00	2,185,700.00
Expenses		.00	.00	.00	.00	.00
TOTAL IT DEPARTMENT		2,185,700.00	2,185,700.00	.00	.00	2,185,700.00
<u>MUNIS MIDDLE SCHOOL</u>						
Expenses		384,500.00	416,835.00	.00	41,335.00	376,050.00
Capital		125,000.00	125,000.00	.00	.00	125,000.00
TOTAL MUNIS MIDDLE SCHOOL		509,500.00	541,835.00	.00	41,335.00	501,050.00
TOTAL SCHOOL DEPARTMENT		7,917,150.00	7,966,755.25	3,505.00	61,082.71	7,887,928.04

Group Code Report Definitions

```

05/24/2001          MUNIS          PAGE 1
12:47:48          GROUP CODE REPORT DEFINITION    glgcprnt

CODE      R2           DESCRIPTION State Report 2
          ENTITY      1

FORMAT     01 132: DESC=50, 5 COL W/CTS
TITLE LINE 1 STATE REPORT 2
TITLE LINE 2 GROUPED BY STATE CODES

PRINTING FORMAT SELECTIONS

REPORT DEF   Y    ORG/OBJECT   N    DATE/TIME   Y
REVENUE SIGN  Y    FULL ACCOUNT  N    PAGE        Y
DOUBLE SPACE  N    ACCOUNT DESC  PAGE NUMBER   1
UNDERLINE     Y    TOTALS ONLY   Y    ROUND       N

ACCOUNT SELECTION

FUND RANGE    001 TO 001          ACCOUNT STATUS          ACCOUNT TYPE
          ACTIVE   Y          BALANCE   N
          INACT    Y          EXPENSE   Y
          NEXT YEAR N          REVENUE   Y
GROUP CODE ID          CLOSED   N

ACCT  INCL GROUP CODES          PAGE PRINT EXCL GROUP CODES
GROUP CATEGORY    TYPE FROM      TO TOTAL BREAK CODE FROM      TO
1    1 FUND          A          zzzzzzzz Y   Y   N
2    3 DEPT/LOC      A          135      650   Y   N   N
3    111 STATE REPT OBJ A          zzzzzzzz N   N   N
4    0
5    0
6    0
7    0

COLUMN DEFINITION

FIRST CATEGORY TOTAL DESC LINE 1 TEST
LINE 2

AMT  AMOUNT DESCRIPTION          HEADING 1    HEADING 2    HEADING 3
1  001 CY ORIGINAL BUDGET      CURRENT YR  ORIGINAL    BUDGET
2  010 CY REVISED BUDGET (CURRENT) CURRENT YR  REVISED    BUDGET
3  101 CY ACTUAL FROM LY      ACTUAL      EXPENSES
4  031 CY ENCUMBRANCES (CURRENT) ENCUMBRANCES
5  060 CY AVAIL BUD (BUD - ACTL TH) CURRENT YR  AVAILABLE  BUDGET
6  000
7  000
8  000

REPORT OPTIONS

Include Budget Request Detail and Text   N
Projection          Budget Level

```

GASB 34 Activities Report

Use the Report Formatter Maintenance and Print Report programs to format and run the GASB 34 Activities Report.

MUNIS Statement of Activities For the Year Ended December 31, 2002							
Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
		Operating Charges	Capital Grants and Services	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary government:							
Governmental activities:							
General government	14,750,989	4,457,665	1,200,000	(9,456,804)	(9,456,804)		
Public safety	55,530,821	1,150,645	2,000,000	(52,050,765)	(52,050,765)		
Public works	9,353,331	800,000		1,500,000	(7,980,000)		
Engineering services	150,000	20,000			(5,450)	(5,450)	
Health and sanitation	10,850,500	1,456,098			(609,000)	(609,000)	
Cemetery	500,000	145,000	5,000		(12,500)	(12,500)	
Culture and recreation	11,900,500	2,001,000	3,000,000		(8,010,000)	(8,010,000)	
Community development	3,369,000				(16,099,000)	(16,099,000)	
Educ. (pay to school dist)	20,100,000			1,000,000	(5,670,400)	(5,670,400)	
Interest on long-term debt	8,145,000				(8,145,000)	(8,145,000)	
Total governmental activ.	134,650,141	10,030,408	6,205,000	2,500,000	(108,038,919)	(108,038,919)	
Business-type activities:							
Water	4,956,855	5,559,045		2,672,202	2,545,102	2,545,102	
Sewer	5,055,678	9,328,410		154,225	4,980,500	4,980,500	
Parking facilities	3,752,658	2,355,450			(2,857,665)	(2,857,665)	
Total Business-type activ.	13,765,191	17,242,905		2,826,427	4,667,937	4,667,937	
Total primary government	148,415,332	27,273,313	6,205,000	5,326,427	(108,038,919)	4,667,937	
Component units:							
Landfill	5,132,147	5,676,091				600,601	
Public school system	39,325,785	1,002,254	4,943,581			(32,497,326)	
Total component units	44,457,932	6,678,345	4,942,581			(31,896,725)	
General revenues:							
Taxes:							
Prop. taxes, gen purpose				75,237,162	75,237,162		
Prop. Taxes, debt service				9,558,649	9,558,649		
Franchise taxes				8,137,665	8,137,665		
Public service taxes				12,552,987	12,552,987		
Payment from City						47,369,741	
Grants and contributions				3,321,267	3,321,267	10,589,139	
Investment earnings				6,421,567	902,356	7,323,923	
Miscellaneous				1,235,812	223,765	1,875,620	
Special-gain sale-parking lot				6,789,000	1,502,669	100,258	
Transfers				955,318	(955,318)		
Total Gen Rev, Spec, transfer				124,420,425	170,803	124,591,228	
Change in net assets				(5,717,222)	4,163,221	173,031	
Net assets - beginning				291,012,930	119,050,645	336,002,999	
Net assets - ending				285,295,708	123,213,866	336,176,030	
						43,463,499	

GASB 34 Net Assets Report

Use the Report Formatter Maintenance and Print Report programs to format and run the GASB 34 Net Assets Report.

MUNIS Statement of Net Assets December 31, 2002				
	Primary Government			
	Governmental Activities	Business-Type Activities	Total	Component Units
ASSETS				
Cash and cash equivalents	\$ 17,316,558	\$ 13,468,981	\$ 30,785,539	\$ 784,208
Investments	34,234,557		34,234,557	9,557,442
Receivables (net)	25,159,753	7,439,962	32,599,715	6,504,006
Internal balances	345,000	(500,000)		
Inventories	994,149	326,250	1,320,399	99,630
Capital assets, net (Note 1)	348,227,782	225,810,109	667,771,005	98,050,671
Total assets	426,277,799	247,545,302	766,711,215	114,995,292
LIABILITIES				
Accounts payable	9,056,872	1,006,458	10,063,330	3,450,883
Dererred revenue	4,527,469		4,527,469	79,205
Noncurrent liabilities (Note 2)				
Due within one year	19,005,702	6,138,741	25,144,443	3,058,469
Due in more than one year	150,258,438	98,114,225	248,372,663	45,913,287
Total liabilities	182,848,481	105,259,424	288,107,905	52,501,844
NET ASSETS				
Invested in capital assets, net of related debt	193,001,458	97,420,792	279,020,310	35,157,429
Restricted for:				
Capital projects	71,025,468		19,444,102	1,885,369
Debt service	12,445,778	4,645,222	12,685,997	
Community development projects	7,500,499		5,002,145	
Other purposes	6,770,203		4,998,001	
Unrestricted (deficit)	(5,447,698)	21,147,852	15,025,475	6,420,701
Total net assets	\$ 285,295,708	\$ 123,213,866	\$ 336,176,030	\$ 43,463,499

Purchasing – Standard Reports

Purchase Order Reports

There are a number of standard purchase order reports you can run:

- Open Purchase Orders by Expense Account
 - Open POs by Due Date
 - Open POs by Vendor
 - Open POs by Commodity Code
 - Audit File PO History
 - Open Encumbrance by PO Number
 - Fixed Asset Purchase Order

Open Purchase Orders by Expense Account

This option prints a list of Open PO totals by all expense accounts within a specified range of Funds or Org codes. Item detail is included.

05/22/2003 MUNIS Financials Database PAGE 1
 09:55:40 OPEN PURCHASE ORDERS BY EXPENSE ACCOUNT
 GROUPED BY FUND poreporA

DATE RANGE: 07/01/2001 TO 06/30/2002 CURRENT YEAR POs

PO #	LN	Vendor	Vendor Name	PO Date	Ordered Amount	Open Amount	Line Description

DETAILS FOR ACCOUNT: 001-1-130-0000-000-0-1-00-51010 Personal Services - Regularar							
00000005	001	000001	ABC Supply Co	06/21/02	1,000.00	1,000.00	test
12121212	001	000001	ABC Supply Co	06/21/02	1,172.30	1,172.30	test
					2,172.30	2,172.30	
DETAILS FOR ACCOUNT: 001-1-130-0000-000-0-2-00-403 Books Periodicals Subscription							
00001111	001	000001	ABC Supply Co	04/18/02	95.00	95.00	Test
					95.00	95.00	

TOTALS FOR FUND: 001 GENERAL FUND				2,267.30	2,267.30		
Grand Totals: 2,267.30 2,267.30							
*** End Of Report ***							

Open POs by Due Date

This option prints PO totals within a specified range of due dates. The Detail option prints additional information such as PO#, vendor, PO date, status, buyer, comment, and so on.

Summary

05/22/2003 11:26:03	MUNIS Financials Database OPEN PURCHASE ORDERS BY DUE DATE	PAGE 1 poreporB
Date Range: 07/01/2001 - 06/30/2002	Current Year Orders	
	Ordered	Open
06/28/2002	-----	-----
	1,000.00	1,000.00
Grand Total	1,000.00	1,000.00
*** End Of Report ***		

Detail

05/22/2003 11:30:05	MUNIS Financials Database OPEN PURCHASE ORDERS BY DUE DATE	PAGE 1 poreporB
Date Range: 07/01/2001 - 06/30/2002	Current Year Orders	
Due Date	PO #	Vendor PO Date
06/28/2002	00000005-01	000001 06/21/2002
	Ordered	Open Status
	1,000.00	1,000.00 Posted
	-----	-----
	1,000.00	1,000.00
Grand Total	1,000.00	1,000.00
*** End Of Report ***		

Open POs by Vendor

This option prints PO totals by vendor numbers or vendor names within a specified range of vendor numbers.

05/22/2003 10:53:58	MUNIS Financials Database OPEN PURCHASE ORDERS BY VENDOR	PAGE 1 poreporC
<hr/>		
**** 000001 ABC Supply Co		Amount Ordered Amount Liquid/Cancel Amount Open
PO# 00000001 Due on office supplies	Dept/Loc: 135	----- Totals: 95.00 95.00 0.00
PO# 00000002 Due on FURNITURE	Dept/Loc: 135	----- Totals: 13,900.00 13,900.00 0.00
PO# 00000003 Due on OFFICE FURNITURE	Dept/Loc: 135	----- Totals: 8,000.00 8,000.00 0.00
PO# 00000004 Due on OFFICE FURNITURE	Dept/Loc: 135	----- Totals: 11,300.00 11,300.00 0.00
PO# 00000005 Due on	Dept/Loc: 1315	----- Totals: 1,000.00 0.00 1,000.00
PO# 00000006 Due on	Dept/Loc: 1315	----- Totals: 4,750.00 2,300.00 2,450.00
PO# 00001111 Due on	Dept/Loc: 1315	----- Totals: 95.00 0.00 95.00
PO# 00001223 Due on	Dept/Loc: 1315	----- Totals: 950.00 950.00 0.00
Vendor # 000001 ABC Supply Co		----- Totals: 40,090.00 36,545.00 3,545.00
**** 000040 HARLEY-DAVIDSON		
PO# 00000009 Due on 12/31/2002	Dept/Loc: 210	----- Totals: 20,000.00 20,000.00 0.00
Vendor # 000040 HARLEY-DAVIDSON		----- Totals: 20,000.00 20,000.00 0.00
		----- Grand Totals: 60,090.00 56,545.00 3,545.00
<hr/> *** End Of Report ***		

Open POs by Commodity Code

This option lists PO totals by commodity codes within a specified range of commodity codes. The Summary report lists total ordered/open amounts by commodity; the Detail report provides additional line information by PO.

Summary

05/22/2003 13:43:58	MUNIS Financials Database OPEN PURCHASE ORDERS BY COMMODITY CODE	PAGE 1 poreport
Date Range: 07/01/2001 - 06/30/2002 Current Year Orders		
	Ordered	Open
-----	-----	-----
250-004 Paint Brushes		
	-----	-----
	1,000.00	1,000.00
-----	-----	-----
Grand Total	1,000.00	1,000.00
*** End Of Report ***		

Detail

05/22/2003 13:47:43	MUNIS Financials Database OPEN PURCHASE ORDERS BY COMMODITY CODE	PAGE 1 poreport				
Date Range: 07/01/2001 - 06/30/2002 Current Year Orders						
PO #	PO Date	Ordered Open Req Date Status Requestor Comment				
-----	-----	-----	-----	-----	-----	-----
250-004 Paint Brushes						
	00000005-03 06/21/2002	1,000.00	1,000.00	06/28/2002	Posted	1315
		-----	-----	-----	-----	-----
		1,000.00	1,000.00			
-----	-----	-----	-----	-----	-----	-----
Grand Total		1,000.00	1,000.00			
*** End Of Report ***						

Audit File PO History

This option prints a range of POs showing historical information from PO entry through liquidation. In addition, this option can be used periodically to purge old history records that may take up unnecessary space.

05/22/2003 14:03:35	MUNIS Financials Database AUDIT FILE PO HISTORY	PAGE 1 poreporF
FisYr PO# Description	Chn Lin Org Original Data	Obj Proj Change Date New Data Clerk
2002 00000001 Converted from Req. LIQUIDATION 2002 00000002 Record Added 2002 00000002 1 1 011352 52030 Amount J= 0055 S= 01 4750.00 2002 00000003 Record Added 2002 00000004 Record Added 2002 00000005 Converted from Req. 2002 00001111 Record Added 2002 00001223 Record Added 2002 00001223 1 011301 51000 LIQUIDATION	2001-07-02 14:09 hbisol 2001-07-02 14:22 hbisol 95.000000000000000000000000000000 2002-06-17 16:12 munis 2002-06-19 16:48 chepburn 9500.00 2002-06-17 16:19 munis 2002-06-17 16:28 munis 2002-06-21 12:16 chepburn 2002-04-18 08:57 chepburn 2002-06-17 16:15 chepburn 2002-06-17 16:19 chepburn 950.00	
10 Records printed	** End of Report **	

Open Encumbrance by PO Number

This option lists PO totals by a range of PO numbers. Both Detail and Summary show ordered, liquidated, and open amounts by PO #. The Detail report includes PO line information.

Summary

05/22/2003 MUNIS Financials Database PAGE 1
 14:09:26 OPEN ENCUMBRANCE BY PO NUMBER poreporG
 Summary Report for: 2002

PO #	Dept/Loc	Due Date	Vendor Name	Amount Ordered	Amount Liq/Cancel	Amount Open
00000001	135		000001 ABC Supply Co	95.00	95.00	.00
00000002	135		000001 ABC Supply Co	13,900.00	13,900.00	.00
00000003	135		000001 ABC Supply Co	8,000.00	8,000.00	.00
00000004	135		000001 ABC Supply Co	11,300.00	11,300.00	.00
00000005	1315	06/28/2002	000001 ABC Supply Co	1,000.00	.00	1,000.00
00000006	1315		000001 ABC Supply Co	4,750.00	2,300.00	2,450.00
00000009	210	12/31/2002	000040 HARLEY-DAVIDSON	20,000.00	20,000.00	.00
00001111	1315		000001 ABC Supply Co	95.00	.00	95.00
00001223	1315		000001 ABC Supply Co	950.00	950.00	.00
Grand Totals:				60,090.00	56,545.00	3,545.00

*** End Of Report ***

Detail

05/22/2003 14:09:37	MUNIS Financials Database OPEN ENCUMBRANCE BY PO NUMBER Detail Report for: 2002	PAGE 1 poreporG			
PO #	Vendor Name LN Description	Dept/Loc Due Date	Amount Ordered	Amount Liq/Cancel	Amount Open
00000001 000001 ABC Supply Co 1 pens	135		95.00	95.00	.00
00000002 000001 ABC Supply Co 1 OFFICE FURNITURE 2 COMPUTER	135		11,400.00 2,500.00	11,400.00 2,500.00	.00
Totals for PO 00000002			13,900.00	13,900.00	.00
00000003 000001 ABC Supply Co 1 BUILT-IN DESK SYSTEM	135		8,000.00	8,000.00	.00
00000004 000001 ABC Supply Co 1 OFFICE FILING CABINET 2 OFFICE FILING SYSTEM 3 OFFICE CHAIRS	135		500.00 800.00 10,000.00	500.00 800.00 10,000.00	.00
Totals for PO 00000004			11,300.00	11,300.00	.00
00000005 000001 ABC Supply Co 1 test	1315	06/28/2002	1,000.00	.00	1,000.00
00000006 000001 ABC Supply Co 1 this is a pam need	1315		4,750.00	2,300.00	2,450.00
00000009 000040 HARLEY-DAVIDSON 1 ROAD KING	210	12/31/2002	20,000.00	20,000.00	.00
00001111 000001 ABC Supply Co 1 Test	1315		95.00	.00	95.00
00001223 000001 ABC Supply Co 1 Supplies	1315		950.00	950.00	.00
	Grand Totals:		60,090.00	56,545.00	3,545.00

Fixed Asset Purchase Order

This option prints fixed asset purchase orders.

05/22/2003 14:20:31	MUNIS Financials Database FIXED ASSET PURCHASE ORDERS	PAGE 1 poreporH					
Year/Period Range 2001/ 1 - 2002/12							
PO # Lines:	Year/Per Qty	Vendor Net Price	PO Date Commodity	Status	Dept/Loc	Comments	
<hr/>		<hr/>		<hr/>		<hr/>	
02100008	2001/03 1.0	000001 3,100.00	09/26/2000 400-001	Closed	1315	snow plow	
00000222	2001/04 4.0	000008 800.00	10/24/2000	Closed	210	Computer	
00000005	2001/05 1.0	000930 9,492.00	11/07/2000	Closed	210	snow plow	
00000020	2001/07 5.0	000099 150.00	01/31/2001	Closed	210	FURNITURE	
00000002	2002/01 2.0	000001 11,400.00	06/17/2002	Printed		FURNITURE	
						1.0 2,500.00	
00000003	2002/01 1.0	000001 8,000.00	06/17/2002	Printed		OFFICE FURNITURE	
00000004	2002/01 1.0	000001 800.00	06/17/2002	Printed		OFFICE FURNITURE	
00000009	2002/01 1.0	000040 20,000.00	10/10/2002	Closed	210		
			*** End Of Report ***				

Purchase Orders by GL Account

This report provides a list of purchase orders by GL account or by GL segment.

By GL Account

05/22/2003 14:50:21	MUNIS Financials Database PURCHASE ORDERS BY GL ACCOUNT	PAGE 1 poglacct
YEAR/PERIOD: 2002/2		
ACCOUNT/VENDOR	PO YEAR/PER	DESCRIPTION
011301 001-1-130-0000-000-0-1-00-51010 000001 ABC Supply Co	Finance Department Salaries Personal Services - Regularar 00000005 2002/ 1	1,000.00
	ACCOUNT TOTAL	1,000.00
	ORG 011301 TOTAL	1,000.00
011302 001-1-130-0000-000-0-2-00-52080 000001 ABC Supply Co	Finance Department Expenses Office Supplies 00000006 2002/ 1	2,450.00
	ACCOUNT TOTAL	2,450.00
	ORG 011302 TOTAL	2,450.00
117114 001-3-0017-2110-011-4-0-00-256 000001 ABC Supply Co	Jefferson Regular Day English Miscellaneous 00000026 2001/ 7	18.50 supplies
	ACCOUNT TOTAL	18.50
	ORG 117114 TOTAL	18.50
FUND 001 GENERAL FUND		TOTAL: 3,468.50

By GL Account – Segment

05/22/2003 14:54:59	MUNIS Financials Database PURCHASE ORDERS BY GL SEGMENTS	PAGE 1 poglseg
YEAR/PERIOD: 2002/2		
PO Vendor Vendor Name Line GL Account	Amount Ordered	Amt Liq/Cancel Amount Open Entered
Fund 001 GENERAL FUND Org 011301 Finance Department Salaries		
00000005 000001 ABC Supply Co 001 001-1-130-0000-000-0-1-00-51010	1,000.00	.00 1,000.00 06/21/02
	Org 011301 TOTAL	1,000.00 .00 1,000.00
Org 011302 Finance Department Expenses		
00000006 000001 ABC Supply Co 001 001-1-130-0000-000-0-2-00-52080	4,750.00	2,300.00 2,450.00 09/19/02
	Org 011302 TOTAL	4,750.00 2,300.00 2,450.00
Org 117114 Jefferson Regular Day English		
00000026 000001 ABC Supply Co 001 001-3-0017-2110-011-4-0-00-256	28.50	10.00 18.50 02/13/01
	Org 117114 TOTAL	28.50 10.00 18.50
	Fund 001 TOTAL	5,778.50 2,310.00 3,468.50

Print PO on Blank Paper

This report prints purchase order information on plain paper. In addition, MUNIS provides another program (not shown here) to print purchase order information—including the ship-to and bill-to addresses—on MUNIS®-accepted forms.

===== Finance Dept 100 Main St	Purchase Order 0000005-03 FY 2002 Falmouth, NC 03210 The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading Mail Invoices In Duplicate To Above Address ORIGINAL =====
Vendor ABC Supply Co 100 Commercial St	Ship To Finance Dept 100 Main St
Westport, CT 12105 Tel 508-830-3020 ext 12Requisition Fax 508-830-3021 0000009	Falmouth, NC 03210
----- Date Vendor Date Ship Ordered Number Required Via Terms Department -----	
06/21/02 1000001 06/28/02 FOB Municipal Name 1315	
----- LN Description / Account Unit Qty Unit Price Net Price 001 011301-51010 EA 1.0 1000.00000 1000.00 test	
PO Total 1000.00	
----- Chief Procurement Officer	

Bid Management – Standard Reports

Bid Management Reports

There are a number of standard bid management reports you can run:

- Department Ordering Catalog
- Vendor Bid Catalog
- Vendor Bid Ranking
- Budget vs. Actual
- Awarded Item List
- Vendor Bid Summary
- Vendor Bid Analysis
- Who Ordered What
- No Bid Report

Department Ordering Catalog

This option produces an 80-character catalog used by departments to enter desired order quantities. The catalog consists of the Commodity Code, its description, the unit of measure, the unit price, and a space allowing the departments to fill in a quantity next to the budget value. This report is identical to the report that prints using *Output* in the Create Bid/Catalog Master program.

08/29/2003 12:48:15	MUNIS Financials Database DEPARTMENT ORDERING CATALOG	PAGE 1 bqcacatrep																																																																																																														
Cat DEES TESTING CATALOG																																																																																																																
Department Completion Required By: 08/30/2002																																																																																																																
Department: _____																																																																																																																
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Vendor Bid Catalog

This option prints the catalog that will be mailed to selected vendors. The vendors are expected to fill in the bid prices for the items described in the catalog and then return the document to the Purchasing Department. This document is used as the input when entering vendor bid prices. You can print two versions of the bid catalog, "Item Specific" or "Vendor Item."

Item Specific

05/23/2003 14:35:35	MUNIS Financials Database VENDOR BID CATALOG	PAGE 1 bqcatrep																																								
Catalog: 2000 School Bid																																										
<table border="1"> <thead> <tr> <th>Commodity</th> <th>Description</th> <th>UOM</th> <th>Qty</th> <th>Bid Price</th> <th>Minimum</th> <th>Handling</th> <th>Ship</th> <th>Disc %</th> <th>Extended Bid</th> </tr> </thead> <tbody> <tr> <td>250-001</td> <td># 2 Pencils</td> <td>Case</td> <td>5.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>250-002</td> <td>Paint, Water Based; 10 color pack</td> <td>Case</td> <td>20.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>250-003</td> <td>Construction Paper, #25 Weight</td> <td>Box</td> <td>30.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Commodity	Description	UOM	Qty	Bid Price	Minimum	Handling	Ship	Disc %	Extended Bid	250-001	# 2 Pencils	Case	5.0	_____	_____	_____	_____	_____	_____	250-002	Paint, Water Based; 10 color pack	Case	20.0	_____	_____	_____	_____	_____	_____	250-003	Construction Paper, #25 Weight	Box	30.0	_____	_____	_____	_____	_____	_____
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250-003	Construction Paper, #25 Weight	Box	30.0	_____	_____	_____	_____	_____	_____																																	
** End of Report **																																										

Vendor Item

05/23/2003 14:46:25	MUNIS Financials Database VENDOR BID CATALOG	PAGE 1 bqcatrep																																
Vendor Name: _____																																		
<table border="1"> <thead> <tr> <th>Commodity</th> <th>Description</th> <th>UOM</th> <th>Qty</th> <th>Unit Bid Price</th> <th>Extended Bid Price</th> <th>Item Number</th> <th>Alternate Specs</th> </tr> </thead> <tbody> <tr> <td>250-001</td> <td># 2 Pencils</td> <td>Case</td> <td>5.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>250-002</td> <td>Paint, Water Based; 10 color pack</td> <td>Case</td> <td>20.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>250-003</td> <td>Construction Paper, #25 Weight</td> <td>Box</td> <td>30.0</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>			Commodity	Description	UOM	Qty	Unit Bid Price	Extended Bid Price	Item Number	Alternate Specs	250-001	# 2 Pencils	Case	5.0	_____	_____	_____	_____	250-002	Paint, Water Based; 10 color pack	Case	20.0	_____	_____	_____	_____	250-003	Construction Paper, #25 Weight	Box	30.0	_____	_____	_____	_____
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250-001	# 2 Pencils	Case	5.0	_____	_____	_____	_____																											
250-002	Paint, Water Based; 10 color pack	Case	20.0	_____	_____	_____	_____																											
250-003	Construction Paper, #25 Weight	Box	30.0	_____	_____	_____	_____																											
** End of Report **																																		

Vendor Bid Ranking

This report displays each item in the catalog that has received vendor bids. Each of the vendor bids for an item is ranked in ascending order below the item description. Substitute items are flagged with an asterisk (*).

		MUNIS Financials Database VENDOR BID RANKING						PAGE 1 bqcaterep
Catalog: 9999 OFFICE SUPPLIES								
Commodity	Description	UOM	Budget	Quantity				
100-001	Pens	Box	2.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.45000	0.00	0.00	1.04	5.000	1.40639	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-002	Pencils	Box	3.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.00000	0.00	0.00	0.72	5.000	0.97000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-003	Staples	Box	4.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
1	ABC Supply Co	5.00000	0.00	0.00	3.60	5.000	4.85000	
100-004	Envelopes	Box	1.99	34.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	2.00000	0.00	0.00	1.36	5.000	1.94000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-005	Highlighters	Box	4.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.00000	0.00	0.00	0.72	5.000	0.97000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-006	Tape	Box	6.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.00000	0.00	0.00	0.72	5.000	0.97000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-007	Letter Opener	Each	4.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.00000	0.00	0.00	0.72	5.000	0.97000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	
100-008	Correction Tape	Box	5.00	36.0				
Vendor	Vendor Name	Bid Price	Minimum	Handling	Shipping	Disc %	Actual Unit Price	
1	ABC Supply Co	1.00000	0.00	0.00	0.72	5.000	0.97000	
100	STAPLES INC.	2.00000	0.00	0.00	0.00	0.000	2.00000	

Budget vs. Actual

This report is used after a catalog has a status of “8-Awarded” to report dollar and quantity information from a budget versus actual perspective. It compares what departments have ordered in the past (the Budget dollar figures obtained from the Commodity Table) to what departments have just awarded to the vendor (the Actual figures). The departments can use the Actual figures to chart budget needs for the coming year.

		MUNIS Financials Database BUDGET VS. ACTUAL						PAGE 1 bqcatrep	
Catalog:	9999 OFFICE SUPPLIES								
Department:	1315 1315								
Object Code:	52080								
Commodity	Description	UOM	Qty	Unit Budget	Unit Actual	Dept. Budget	Dept. Actual		
100-001	Pens	Box	12.0	2.00	1.46	24.00	17.52		
100-002	Pencils	Box	12.0	3.00	1.01	36.00	12.12		
100-003	Staples	Box	12.0	1.59	5.05	19.08	60.60		
100-004	Envelopes	Box	12.0	1.99	2.01	23.88	24.12		
100-005	Highlighters	Box	12.0	2.50	1.01	30.00	12.12		
100-006	Tape	Box	12.0	6.00	1.01	72.00	12.12		
100-007	Letter Opener	Each	12.0	4.00	1.01	48.00	12.12		
100-008	Correction Tape	Box	12.0	5.00	1.01	60.00	12.12		
100-009	3 Hole Punch	Each	12.0	4.00	1.01	48.00	12.12		
100-010	Toner Cartridge	Each	12.0	3.00	1.01	36.00	12.12		
100-011	3 1/2 in. Disketts	Box	12.0	2.00	1.01	24.00	12.12		
250-001	# 2 Pencils	Case	12.0	4.99	.99	59.88	11.88		
250-002	Paint, Water Based; 10 color pack	Case	12.0	4.99	.99	59.88	11.88		
250-003	Construction Paper, #25 Weight	Box	12.0	2.99	.99	35.88	11.88		
250-004	Paint Brushes, #14	Doz	12.0	1000.00	.97	12000.00	11.64		
250-005	Magic Markers, Set of 8 wide tip	Case	12.0	4.99	.97	59.88	11.64		
250-006	Tape - 1/4" Masking	Box	12.0	4.99	.97	59.88	11.64		
270-006	Basketballs	Each	12.0	.00	.97	.00	11.64		
Object	52080 Totals					12696.36	281.40		
Department	1315 Totals					12696.36	281.40		

Awarded Item List

Lists in Commodity Code order the vendors who were awarded the individual items, the quantity and unit price, and the total cost. Substitute items are marked with an asterisk (*).

05/23/2003 15:57:17	MUNIS Financials Database AWARDED ITEM LIST	PAGE 1 bqcatrep																																																																																																																																																			
Bid Awards for Catalog 9999 OFFICE SUPPLIES																																																																																																																																																					
General Terms for Vendor: 1 ABC Supply Co																																																																																																																																																					

Discount percent: 5.000 Days to discount: 10 Days to net: 30																																																																																																																																																					
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Freight Term/Meth: FOB Municipal Name Freight percent: 0.000																																																																																																																																																					
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250-002	Paint, Water Based	24.0	Case	.970	23.28	5.000																																																																																																																																															
250-003	Construction Paper	24.0	Box	.970	23.28	5.000																																																																																																																																															
250-004	Paint Brushes	12.0	Doz	.970	11.64	5.000																																																																																																																																															
250-005	Magic Markers	12.0	Case	.970	11.64	5.000																																																																																																																																															
250-006	Tape - Masking	12.0	Box	.970	11.64	5.000																																																																																																																																															
270-006	Basketballs	12.0	Each	.970	11.64	5.000																																																																																																																																															
400-001	Pentium III Computer	2.0	Each	.970	1.94	5.000																																																																																																																																															
400-007	Printer - Laser	2.0	Each	.970	1.94	5.000																																																																																																																																															
** End of Report **																																																																																																																																																					

Vendor Bid Summary

This report lists, in the specified catalog, all the items upon which each vendor bid. Substitute items are flagged with an asterisk (*). The “Total Awarded Line Item Count” column displays the vendor’s awarded commodity total.

05/23/2003 16:03:30	MUNIS Financials Database BID SUMMARY BY VENDOR	PAGE 1 bqcattrep
Summary by Vendor for Catalog 9999 OFFICE SUPPLIES		
Vendor	Amount	Total Awarded Line Item Count
1 ABC Supply Co	690.83	21
Catalog Total	690.83	
** End of Report **		

Vendor Bid Analysis

This report is used after a catalog has a status of "8-Awarded" to report vendors' complete bids at the Commodity level. It can be presented in detail or in summary format. Substitute items are flagged with an asterisk (*).

The detail report output is a 132-character report sorted by vendor, then by the Org/Objs associated with the Commodity, and finally by the Commodity Code. By Commodity, it lists the vendor's total dollar bid, minimum order quantity, shipping charge, and discount offered. It also shows the combined vendor total, in addition to totals for each column (i.e., a separate total for handling, a separate total for shipping, etc.). The summary report skips the Commodity level of detail.

Summary

05/23/2003 16:12:22		MUNIS Financials Database VENDOR BID ANALYSIS						PAGE 1 bqcatarep	
Catalog: 9999 OFFICE SUPPLIES									
Vendor	Org-Object	Amount	Min Order	Handling	Shipping	Discount	Total		
1	011302-52080	348.80	.00	.00	14.16	90.00	272.96		
					Total for Account 011302-52080		272.96		
1	012102-52080	244.64	.00	.00	11.84	65.00	191.48		
					Total for Account 012102-52080		191.48		
1	014002-54000	283.20	.00	.00	13.20	70.00	226.40		
					Total for Account 014002-54000		226.40		
					Report Total		690.84		
** End of Report **									

Detail

05/23/2003 16:07:44		MUNIS Financials Database VENDOR BID ANALYSIS						PAGE 1 bqcatarep	
Catalog: 9999 OFFICE SUPPLIES									
Vendor	Org-Object	Commodity	Amount	Min Order	Handling	Shipping	Discount	Total	
1	011302-52080	100-001	20.84	.00	.00	1.04	5.00	16.88	
1	011302-52080	100-002	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-003	59.60	.00	.00	3.60	5.00	58.20	
1	011302-52080	100-004	26.92	.00	.00	1.36	5.00	23.28	
1	011302-52080	100-005	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-006	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-007	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-008	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-009	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-010	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	100-011	15.92	.00	.00	.72	5.00	11.64	
1	011302-52080	250-001	16.16	.00	.00	.48	5.00	11.64	
1	011302-52080	250-002	16.16	.00	.00	.48	5.00	11.64	
1	011302-52080	250-003	16.16	.00	.00	.48	5.00	11.64	
1	011302-52080	250-004	16.40	.00	.00	.24	5.00	11.64	
1	011302-52080	250-005	16.40	.00	.00	.24	5.00	11.64	
1	011302-52080	250-006	16.40	.00	.00	.24	5.00	11.64	
1	011302-52080	270-006	16.40	.00	.00	.24	5.00	11.64	
1	011302-52080	Subtotal	348.80	.00	.00	14.16	90.00	272.96	
						Total for Account 011302-52080		272.96	

Who Ordered What

This report is used to sort status “9” catalogues by Purchase Order/Commodity/Department.

05/23/2003 16:21:41	MUNIS Financials Database WHO ORDERED WHAT	PAGE 1 bqcattrep
Catalog: 9999 OFFICE SUPPLIES		
Department: 1315 1315		
Vendor: 000001 ABC Supply Co		
PO Issued: No		
Org-Object	Commodity	Description
-----	-----	-----
	100-001	Pens
011302-52080 Finance Department Expenses	100-001	
	100-002	Pencils
011302-52080 Finance Department Expenses	100-002	
	100-003	Staples
011302-52080 Finance Department Expenses	100-003	
	100-004	Envelopes
011302-52080 Finance Department Expenses	100-004	
	100-005	Highlighters
011302-52080 Finance Department Expenses	100-005	
	100-006	Tape
011302-52080 Finance Department Expenses	100-006	
	100-007	Letter Opener
011302-52080 Finance Department Expenses	100-007	
	100-008	Correction Tape
011302-52080 Finance Department Expenses	100-008	
	100-009	3 Hole Punch

No Bid Report

This report displays all the commodities that have no vendor bids associated with them.

08/29/2003 12:34:43	MUNIS Financials Database NO BID REPORT	PAGE 1 bqcattrep
Catalog: 2000 School Bid		
Department: 19 Thomas Regular Day Mathematics		
Org-Object		
-----	-----	-----
	250-001	# 2 Pencils
119115-52030 Thomas Regular Day Mathematics	250-001	
	250-002	Paint, Water Based; 10 color pack
119115-52030 Thomas Regular Day Mathematics	250-002	
	250-003	Construction Paper, #25 Weight
119115-52030 Thomas Regular Day Mathematics	250-003	
		Box 30.0

Inventory – Standard Reports

Inventory List by Location

This report lists stock inventory by location, then by commodity, then sub-commodity code. You can tailor the report to furnish specific information by item number, commodity code, vendor number, item location, or bin number.

05/23/2003 MUNIS Financials Database PAGE 1
16:37:37 INVENTORY LIST BY LOCATION ininvlst

BIN	ITEM	LOC MODEL	DESCRIPTION	VENDOR	ON HAND	BASE UNIT	Avg.Cost	Value On Hand
COMMODITY								
	1122	WRF	Pens		500.00	EACH	2.5500	1,275.0000
8/3	715	WRF 83494	8" PVC Pipe	400	175.00	EACH	8.5000	1,487.5000
8/7	720	WRF 38273	6" x 1/4" Brass Pipe	400	10.00	EACH	2.7500	27.5000
8/9	721	WRF 7382	6" x 1/2" Brass Pipe	400	31.00	EACH	1.3300	41.2300
9/1	800	WRF	Cement Water Line	400	20.00	EACH	205.0000	4,100.0000
324	999	WRF	METERS		15.00	EACH	40.0000	600.0000
COMMODITY	100-001							
3	255	WRF 49382	Ball Point Blue Pens	1	50.00	BOX	0.0000	0.0000
COMMODITY	250-001							
1/30	250	WRF 30212	Pencils #2	1	20.00	BOX	2.5500	51.0000
COMMODITY	700-001							
7/25	701	WRF 9483	1/2 Extension Fittings	400	50.00	EACH	1.5000	75.0000
COMMODITY	700-008							
7/21	708	WRF 39021	1/2 Y Adapters	400	100.00	EACH	1.0500	105.0000
LOCATION LINE ITEM COUNT:			10	LOCATION TOTAL DOLLAR VALUE ON HAND:			7,762.2300	
LINE ITEM COUNT:			12	TOTAL DOLLAR VALUE ON HAND:			7,762.2300	

Inventory List by Commodity

This report lists inventory by commodity and sub-commodity code. You can tailor the report to include a specific item number, commodity code, vendor number, item location, or bin number.

Warehouse Catalog Report

Based on the range selected, this report lists the general commodity code, the sub-commodity codes, the item numbers and their locations, purchase unit of measure (UOM) and cost, and issue UOM and cost for that commodity code.

05/23/2003 17:03:29	MUNIS Financials Database WAREHOUSE CATALOG REPORT 100-0	PAGE 1 inwsecat				
<hr/>						
ITEM	LOC	DESCRIPTION	PURCHASE UNIT	COST	ISSUE UNIT	COST
01		Pens				
255	WRF	Ball Point Blue Pens	CASE 54000	.00	BOX 250-0	
<hr/>						
ITEM	LOC	DESCRIPTION	PURCHASE UNIT	COST	ISSUE UNIT	COST
250	WRF	Pencils #2	CASE 54000	2.55	BOX 700-0	2.40
<hr/>						
ITEM	LOC	DESCRIPTION	PURCHASE UNIT	COST	ISSUE UNIT	COST
701	WRF	1/2 Extension Fittings	DNZ 52070	1.50	EACH 700-0	1.50
<hr/>						
ITEM	LOC	DESCRIPTION	PURCHASE UNIT	COST	ISSUE UNIT	COST
08		1/2 Y Adapters				
708	WRF	1/2 Y Adapters	EACH 52070	1.05	EACH 4 Records printed ** End of Report **	1.05

Item Usage by Category

This report is used to identify where adjustments should be made to minimum reorder points based on item usage.

05/27/2003 09:02:49	MUNIS Financials Database ITEM USAGE BY CATEGORY 100-001 Pens	PAGE 1 ininvuse
<hr/>		
ITEM NUMBER: 1122	UNITS ON HAND: 500	AVG COST:
DESCRIPTION: Pens	VALUE ON HAND:	BASE PRICE: 2.55
BEG-INV: .00	QTY-REC: 510.00	QTY-ISSUED: 10.00
REQ NUM: 0	USE QUANTITY:	USE TYPE: 2
TOTAL FOR 1122	TOTAL ISSUED:	USE DATE: 06/19/02
ACCOUNT: 001-1-105-0000-000-0-2-00-520400		
1 Items printed	** End of Report **	

Inventory List by Category/Mod

This report is ordered by sub-commodity code within general commodity code and is used to identify adjustments needed to minimum reorder points based on usage. Based on the range selected, the report lists items by:

- Description
- Location (warehouse, bin number)
- MTD and YTD issued and receipt totals
- Average cost
- Value of units on hand
- Economic Order Quantity (EOQ)

Because the report is ordered by general classification, comparison of like items is possible. In addition, the report identifies the dollar and quantity values, and specific locations, where the item can be found. Month-to-date and year-to-date issue and receipt frequency lets you identify a need or popularity (or lack of) of an item.

05/27/2003 09:52:53	MUNIS Financials Database INVENTORY LIST BY CATEGORY/MODEL 100-001 Pens	PAGE 1 incatitm
<hr/>		
DESCRIPTION: Pens ITEM #: 1122 MODEL:	LOCATION: WRF BIN: 520400 UNIT TYPE: EACH EOQ:	MTD-REC'D YTD-REC'D MRP: 510 UNITS ON HAND: 510 AVG COST: VAL ON HAND: 500 YTD ISSUED: LAST YR USE: MTD ISSUED: 10
DESCRIPTION: Ball Point Blue Pens ITEM #: 255 MODEL: 49382	LOCATION: WRF BIN: 3 UNIT TYPE: CASE EOQ: 54000	MTD-REC'D YTD-REC'D MRP: UNITS ON HAND: AVG COST: VAL ON HAND: 50 YTD ISSUED: LAST YR USE: MTD ISSUED:
<hr/> <p style="text-align: center;">250-001 # 2 Pencils</p> <hr/>		
DESCRIPTION: Pencils #2 ITEM #: 250 MODEL: 30212	LOCATION: WRF BIN: 1/30 UNIT TYPE: CASE EOQ: 54000	MTD-REC'D YTD-REC'D MRP: UNITS ON HAND: AVG COST: VAL ON HAND: 20 YTD ISSUED: LAST YR USE: MTD ISSUED:
<hr/> <p style="text-align: center;">700-001 1/2 Extension Fittings</p> <hr/>		
DESCRIPTION: 1/2 Extension Fittings ITEM #: 701 MODEL: 9483	LOCATION: WRF BIN: 52070 UNIT TYPE: DZN EOQ:	MTD-REC'D YTD-REC'D MRP: UNITS ON HAND: AVG COST: VAL ON HAND: 50 YTD ISSUED: LAST YR USE: MTD ISSUED:
<hr/> <p style="text-align: center;">700-008 1/2 Y Adapters</p> <hr/>		
DESCRIPTION: 1/2 Y Adapters ITEM #: 708 MODEL: 39021	LOCATION: WRF BIN: 7/21 UNIT TYPE: EACH EOQ: 52070	MTD-REC'D YTD-REC'D MRP: UNITS ON HAND: AVG COST: VAL ON HAND: 100 YTD ISSUED: LAST YR USE: MTD ISSUED:
<hr/> <p style="text-align: center;">5 Records printed ** End of Report **</p>		

Inventory Master Report

This report lists items by location in item number order.

ITEM		ON HAND	ISSUES			PURCHASE							
12345	200.00	UOM:EACH	COST:	.00	MRP:	25.00	UNIT: EACH	FACTOR:	4.000	EOQ:	50.00	COST:	0.0000
testing paint purchase by the			VENDOR:	1	MODEL:		COMMOD:		BIN:25/12		LOC:WCA		
LOCATION: WES WESTBOROUGH WAREHOUSE													
ITEM		ON HAND	ISSUES			PURCHASE							
123456789	1045.00	UOM:EACH	COST:	.00	MRP:	100.00	UNIT: case	FACTOR:	10.000	EOQ:	100.00	COST:	0.0000
brand new item never seen			VENDOR:	1	MODEL:		COMMOD:		BIN:		LOC:WES		
LOCATION: WRF 203 WHARF ST													
ITEM		ON HAND	ISSUES			PURCHASE							
1122 Pens	500.00	UOM:EACH	COST:	2.55	MRP:	0.00	UNIT: EACH	FACTOR:	1.000	EOQ:	.00	COST:	2.5500
			VENDOR:		MODEL:		COMMOD:100-001		BIN:		LOC:WRF		
250 Pencils #2	20.00	UOM:BOX	COST:	2.55	MRP:	5.00	UNIT: CASE	FACTOR:	1.000	EOQ:	5.00	COST:	2.5500
			VENDOR:	1	MODEL:30212		COMMOD:250-001		BIN:1/30		LOC:WRF		
255 Ball Point Blue Pens	50.00	UOM:BOX	COST:	.00	MRP:	20.00	UNIT: CASE	FACTOR:	1.000	EOQ:	20.00	COST:	0.0000
			VENDOR:	1	MODEL:49382		COMMOD:100-001		BIN:3		LOC:WRF		
701 1/2 Extension Fittings	50.00	UOM:EACH	COST:	1.50	MRP:	5.00	UNIT: DZN	FACTOR:	1.000	EOQ:	10.00	COST:	1.5000
			VENDOR:	400	MODEL:9483		COMMOD:700-001		BIN:7/25		LOC:WRF		
708 1/2 Y Adapters	100.00	UOM:EACH	COST:	1.05	MRP:	5.00	UNIT: EACH	FACTOR:	1.000	EOQ:	15.00	COST:	1.0500
			VENDOR:	400	MODEL:39021		COMMOD:700-008		BIN:7/21		LOC:WRF		
715 8" PVC Pipe	175.00	UOM:EACH	COST:	8.50	MRP:	20.00	UNIT: PAL	FACTOR:	1.000	EOQ:	10.00	COST:	8.5000
			VENDOR:	400	MODEL:83494		COMMOD:		BIN:8/3		LOC:WRF		
720 6" x 1/4" Brass Pipe	10.00	UOM:EACH	COST:	2.75	MRP:	2.00	UNIT: DZN	FACTOR:	1.000	EOQ:	5.00	COST:	2.7500
			VENDOR:	400	MODEL:38273		COMMOD:		BIN:8/7		LOC:WRF		
721 6" x 1/2" Brass Pipe	31.00	UOM:EACH	COST:	1.33	MRP:	5.00	UNIT: EACH	FACTOR:	1.000	EOQ:	5.00	COST:	1.3300
			VENDOR:	400	MODEL:7382		COMMOD:		BIN:8/9		LOC:WRF		
800 Cement Water Line	20.00	UOM:EACH	COST:	205.00	MRP:	3.00	UNIT: EACH	FACTOR:	1.000	EOQ:	5.00	COST:	205.0000
			VENDOR:	400	MODEL:		COMMOD:		BIN:9/1		LOC:WRF		
999 METERS	15.00	UOM:EACH	COST:	40.00	MRP:	40.00	UNIT: EACH	FACTOR:	1.000	EOQ:	5.00	COST:	40.0000
			VENDOR:		MODEL:		COMMOD:		BIN:324		LOC:WRF		

Inventory Count Worksheets

This report can be used to perform a manual (physical) inventory. Sorted by location, bin number, or item number, it furnishes the description and system record of units on-hand. A column is available for inventory takers to write by hand the physical count of unit inventory.

05/27/2003 10:13:35	MUNIS Financials Database INVENTORY COUNT WORKSHEETS LOCATION: WCA WAYNE COUNTY AIRPORT	PAGE 1 ininvcnt
<hr/>		
Bin #	Description	Item # Unit On Hnd Count
<hr/>		
25/12	testing paint purchase by the	12345 EACH 200.00 _____
 LOCATION: WES WESTBOROUGH WAREHOUSE		
Bin #	Description	Item # Unit On Hnd Count
<hr/>		
	brand new item never seen	123456789 case 1045.00 _____
 LOCATION: WRF 203 WHARF ST		
Bin #	Description	Item # Unit On Hnd Count
<hr/>		
	Pens	1122 EACH 500.00 _____
1/30	Pencils #2	250 CASE 20.00 _____
3	Ball Point Blue Pens	255 CASE 50.00 _____
324	METERS	999 EACH 15.00 _____
7/21	1/2 Y Adapters	708 EACH 100.00 _____
7/25	1/2 Extension Fittings	701 DZN 50.00 _____
8/3	8" PVC Pipe	715 PAL 175.00 _____
8/7	6" x 1/4" Brass Pipe	720 DZN 10.00 _____
8/9	6" x 1/2" Brass Pipe	721 EACH 31.00 _____
9/1	Cement Water Line	800 EACH 20.00 _____
 12 Records printed ** End of Report **		

Perpetual Inventory Report

This program prints an accounting report of inventory sorted by item number and location. It is used to validate receipt and issue of stock items and determine cost of inventory before and after the physical inventory.

05/27/2003 10:24:50	MUNIS Financials Database PERPETUAL INVENTORY REPORT LOCATION: WCA WAYNE COUNTY AIRPORT	PAGE 1 inpepinv							
<hr/>									
ITEM #	DESCRIPTION	PRCH LOC UOM	UNIT COST	BEGINNING BALANCE	YTD RECEIPTS	YTD ISSUES	YTD ADJUSTED	ENDING BALANCE	INVENTORY VALUE
12345	testing paint purchase	WCA EACH	40.0000	.00	200.00	.00	.00	200.00	8000.0000
									Loc Total 8000.0000
<hr/>									
LOCATION: WES WESTBOROUGH WAREHOUSE									
ITEM #	DESCRIPTION	PRCH LOC UOM	UNIT COST	BEGINNING BALANCE	YTD RECEIPTS	YTD ISSUES	YTD ADJUSTED	ENDING BALANCE	INVENTORY VALUE
123456789	brand new item never s	WES case	7.1429	.00	1000.00	5.00	-10.00	985.00	7250.0000
									Loc Total 7250.0000
<hr/>									
LOCATION: WRF 203 WHARF ST									
ITEM #	DESCRIPTION	PRCH LOC UOM	UNIT COST	BEGINNING BALANCE	YTD RECEIPTS	YTD ISSUES	YTD ADJUSTED	ENDING BALANCE	INVENTORY VALUE
1122	Pens	WRF EACH	.0000	.00	510.00	10.00	.00	500.00	.0000
250	Pencils #2	WRF CASE	.0000	.00	.00	.00	.00	.00	.0000
255	Ball Point Blue Pens	WRF CASE	.0000	.00	.00	.00	.00	.00	.0000
701	1/2 Extension Fittings	WRF DZN	.0000	.00	.00	.00	.00	.00	.0000
708	1/2 Y Adapters	WRF EACH	.0000	.00	.00	.00	.00	.00	.0000
715	8" PVC Pipe	WRF PAL	.0000	.00	.00	65.00	.00	-65.00	
720	6" x 1/4" Brass Pipe	WRF DZN	.0000	.00	.00	10.00	.00	-10.00	
721	6" x 1/2" Brass Pipe	WRF EACH	.0000	.00	.00	.00	.00	.00	.0000
800	Cement Water Line	WRF EACH	.0000	.00	.00	.00	.00	.00	.0000
999	METERS	WRF EACH	.0000	100.00	22.00	77.00	-20.00	25.00	.0000
									Loc Total .0000
									Grand Total 15250.0000

Item Reorder Report

This report is used to identify stock to reorder. Inventory items display on this report when they fall below the specified reorder point in Inventory Item File Maintenance.

05/27/2003 10:37:59	MUNIS Financials Database ITEM REORDER REPORT LOCATION: WRF 203 WHARF ST	PAGE 1 inminord
<hr/>		
ITEM NUM	DESCRIPTION	VENDOR
500	1200	EACH
<hr/>		
1 Records printed ** End of Report **		

Department Withdrawal Report

This program prints a detailed year-to-date list of withdrawal/issues by department and GL account number.

05/27/2003 10:41:55	MUNIS Financials Database DEPARTMENT WITHDRAWAL REPORT DEPARTMENT: *UNKNOWN*	PAGE 1 indptwth
<hr/>		
ACCOUNT NUMBER	ITEM	QUANTITY UNIT COST QTY COST ACCT. COST
001-1-105-0000-000-0-2-00-520400 Pens	1122	10 2.50 25.00
		TOTAL FOR ACCOUNT 520400
		DATE: 06/19/02 REQ NO: 0 25.00
<hr/>		
DEPARTMENT:135 *UNKNOWN*		
ACCOUNT NUMBER	ITEM	QUANTITY UNIT COST QTY COST ACCT. COST
001-1-135-0000-000-0-2-02-54060 brand new item never seen	123456789	5 50.00 250.00
		TOTAL FOR ACCOUNT 54060
		DATE: 02/25/03 REQ NO: 250.00
DEPARTMENT TOTAL: 275.00		
<hr/>		
DEPARTMENT:650 Public Works Dept		
ACCOUNT NUMBER	ITEM	QUANTITY UNIT COST QTY COST ACCT. COST
001-1-650-0000-000-0-2-00-52030 METERS	999	5 50.00 250.00
001-1-650-0000-000-0-2-00-52030 METERS	999	5 48.00 240.00
001-1-650-0000-000-0-2-00-52030 METERS	999	10 50.00 500.00
001-1-650-0000-000-0-2-00-52030 METERS	999	30 50.00 1,500.00
		TOTAL FOR ACCOUNT 52030
		DATE: 09/01/00 REQ NO: 2,490.00
001-1-650-0000-000-0-2-00-52000 8" PVC Pipe	715	20 8.50 170.00
		TOTAL FOR ACCOUNT 52000
		DATE: 09/12/02 REQ NO: 170.00
001-1-650-0000-000-0-2-00-52030 METERS	999	5 50.00 250.00
		TOTAL FOR ACCOUNT 52030
		DATE: 10/02/00 REQ NO: 0 250.00
001-1-650-0000-000-0-2-00-52000 6" x 1/4" Brass Pipe	720	10 2.75 27.50
		TOTAL FOR ACCOUNT 52000
		DATE: 09/12/02 REQ NO: 27.50
001-1-650-0000-000-0-2-00-52070 8" PVC Pipe	715	10 8.50 85.00
001-1-650-0000-000-0-2-00-52070 8" PVC Pipe	715	20 8.50 170.00
001-1-650-0000-000-0-2-00-52070 8" PVC Pipe	715	15 8.50 127.50
		TOTAL FOR ACCOUNT 52070
		382.50
		TOTAL FOR FUND 001
		3,595.00
DEPARTMENT TOTAL: 3,320.00		
<hr/>		
12 Items printed	** End of Report **	

Reconciliation Sheet

This report works in conjunction with the Enter Inventory Counts program. Use this report to help with physical inventory counting. It can be tailored to a specific location and/or item number range, and cut-off date. The output lists the item, its location/bin, and the system's count of the items. Two columns, the "Actual Count" and "Diff.", are left blank on the report for the inventory taker to enter a manual count of the item.

Note: The same report can be run from the Enter Inventory Counts program, before you post actual counts.

05/27/2003 10:53:47	MUNIS Financials Database COUNT & RECONCILIATION SHEET As of 01/07/2003					PAGE 1 inreconc
Worksheet Name: FY03						
ITEM #	DESCRIPTION	LOC	BIN	UOM	ACTUAL COUNT	QOH PER ITEM DIFF. CURRENT COST ADJUSTMENT
1122	Pens	WRF		EACH	0.00	0.0000
1 Records printed		** End of Report **				

Inventory Outstanding Receipts

This program is a report of inventory items that have been ordered but not received. It produces a report of inventory items with outstanding receipts and the purchase order that ordered the item.

05/27/2003 11:30:47	MUNIS Financials Database OUTSTANDING RECEIPTS	PAGE 1 inoutrec
Item	Description	PO
1122	Pens	41560002

Cash Flow/Investments – Standard Reports

Cash Flow Journal

The Cash Flow Journal is the primary report in the system and can be used as both a planning tool and/or an actual record. Its major purpose is to forecast periods of cash surplus and cash shortfall.

06/20/2003 11:21:42	MUNIS Financials Database CASH FLOW JOURNAL REPORT FOR ACCOUNT 01-10100 Cash	PAGE 1 cfjnlrep
DATE	DESCRIPTION	RECEIPTS DISBURSEMENTS BALANCE
*** ESTIMATED BALANCE AS OF 01/01/1999 ***		10,000,000.00
06/13/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS		113,000.00 199.00
06/23/2000 PRJ INVESTMENT PURCHASE		10,000.00
06/26/2000 ACT ACCOUNTS PAYABLE WARRA		1,000.00
07/01/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,744,801.00
07/08/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,613,801.00
07/15/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,482,801.00
07/22/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,351,801.00
07/29/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,220,801.00
08/05/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 9,089,801.00
08/12/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 8,958,801.00
08/19/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 8,827,801.00
08/26/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 8,696,801.00
09/02/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 8,565,801.00
09/09/2000 PRJ WEEKLY PAYROLL PRJ MISCELLANEOUS RECIEPTS	2,000.00	133,000.00 8,432,801.00
	22,000.00	1,347,199.00

Cash Flow Investments Journal

This report lists all investments over a defined date range based on the entries made in Cash Flow File Maintenance.

06/20/2003 13:12:15	MUNIS Financials Database C/F INVESTMENT JOURNAL	PAGE 1 cfinvjnl									
REFERENCE NUMBER	DATE	PRINCIPAL AMOUNT	TYPE CODE	BANK CODE	FUND	INTR RATE	NO DAYS	INTEREST AMOUNT	MATURITY DATE	SHORT DESCRIPTION	CUSIP
5	06/23/2000	10,000.00	INV	001		7.60	4		06/23/2001	INVESTMENT	12345

** END OF REPORT **

Debt Service Journal

This report lists debt service over a defined range based on the entries made in Cash Flow File Maintenance.

06/20/2003 13:28:17	MUNIS Financials Database C/F DEBT SERVICE JOURNAL	PAGE 1 cfdsvjnl							
REFERENCE NUMBER	ISSUE DATE	ORIGINAL AMOUNT	TYPE CODE	BANK CODE	FUND	INTR RATE	INTEREST AMOUNT	SHORT DESCRIPTION	DOCUMENT REFERENCE
112	06/20/2003	10,000.00	DBT	001	001	5.00	500.00	DEBT SERV	JRC
** END OF REPORT **									

Disbursement by Warrant Report

This report shows pending disbursements (such as AP or Payroll) by warrant.

06/20/03 13:53:50	MUNIS Financials Database DISBURSEMENT REPORT BY WARRANT WARRANT JRC	PAGE 1 apdsbrpt				
BELOW ARE THE WIRE TRANSFERS THAT NEED TO BE DONE TODAY. PLEASE DEBIT THE ACCOUNTS LISTED IN THE AMOUNTS INDICATED UNDER THE WARRANT AMOUNT TOTAL.						
FROM BANK:	PHONE CODE:	ONLINE CODE:				
FUND BANK ACCOUNT CASH ACCT BALANCE WARRANT TOTAL DIFFERENCE WIRES HELD DATE OF RELEASED						
001		1,900.00				
	TOTAL FOR BANK	1,900.00				
WIRE TRANSFER FUNDS TO : A/C# BANK ACCOUNT NOT FOUND.						

Fixed Assets – Standard Reports

Asset List by Fund / Dept / Location / Class

This report lists asset information for selected Locations, Classes, Sub-Classes, Departments, and Acquisition Dates. It provides a general-purpose report of all or selected assets.

05/27/2003 13:47:40		MUNIS Financials Database ASSET LIST BY LOCATION/CLASS						PAGE 1 faloclst	
DEPT ROOM	TAG # ASSET #	SUB CLASS DESCRIPTION	MANUF SERIAL #	CUSTODIAN	QTY	ACQUIS DATE	ACQUIS COST	REPLACE COST	REMARKS
					EST LIFE	CURR BOOK			STATUS CAPITALIZE?
LOCATION: 135 FINANCE									
CLASS: 40 MACH/EQUIP									
1315 3201932		COMPUTERS	YE492830DW1		01/10/2000	35,000.00	35,000.00		
203 3201932		NT Server		LESLIE EVANS	15	35,000.00			ACTIVE Y
		CLASS 40	TOTALS	COUNT:	1				
						35,000.00	35,000.00		
						35,000.00			
LOCATION 135 TOTALS									
				COUNT:	1				
						35,000.00	35,000.00		
						35,000.00			
LOCATION: 150 I.S.									
CLASS: 40 MACH/EQUIP									
1315 3	3	COMPUTERS			10/04/2000	1,550.00	1,550.00		
		IBM Pentium III PC's		PHIL O'DONNELL	5	1,550.00			ACTIVE Y
		CLASS 40	TOTALS	COUNT:	1				
						1,550.00	1,550.00		
						1,550.00			
LOCATION 150 TOTALS									
				COUNT:	1				
						1,550.00	1,550.00		
						1,550.00			
LOCATION: 650 DPW									
CLASS: 20 BUILDINGS									
1315 7	7	SCHOOL BUILDINGS	100-100-100		1 06/17/2002	10,000,000.00	10,000,000.00		
		HIGH SCHOOL		LESLIE EVANS	100	10,000,000.00			NEW Y
		CLASS 20	TOTALS	COUNT:	1				
						10,000,000.00	10,000,000.00		
						10,000,000.00			
CLASS: 40 MACH/EQUIP									
1315 1656	1656	COMPUTERS	av267689		10/04/2000	1,550.00	1,550.00		
		IBM Pentium III PC's		JASON CROWLEY	5	2,750.00			ACTIVE Y
210 8	8	VEHICLES	FORD		1 01/01/1999	32,000.00	35,000.00		
		VEHICLES		PHIL O'DONNELL	5	23,916.73			ACTIVE Y
		CLASS 40	TOTALS	COUNT:	2				
						33,550.00	36,550.00		
						26,666.73			
LOCATION 650 TOTALS									
				COUNT:	3				
						10,033,550.00	10,036,550.00		
						10,026,666.73			
GRAND TOTALS									
				COUNT:	5				
						10,070,100.00	10,073,100.00		
						10,063,216.73			

Asset List by GL Account

Prints a list of assets for desired range of GL asset accounts, including the asset status and purchase value. In addition to asset account types 1,2,5, and 6, this report also prints account type 9. This type 9 account is the purchasing account.

05/27/2003 13:54:13	MUNIS Financials Database FIXED ASSET G/L ACCOUNT LIST GOVERNMENTAL ASSETS						PAGE 1 faglalst	
ACCOUNT	CAP'ED?	DESCRIPTION	TYPE	DEBIT	CREDIT	ASSET	DESCRIPTION	STATUS
GOV-16400	Y	Machinery and Equipment	1	1,550.00	.00	1656	IBM Pentium III PC's	A
	Y		1	1,550.00	.00	3	IBM Pentium III PC's	A
	Y		1	35,000.00	.00	3201932	NT Server	A
	Y		1	32,000.00	.00	8	VEHICLES	A
		ACCOUNT TOTALS		70,100.00	.00			
GOV-16405	Y	Mach. & Equipment Depreciat i	5	11,083.27	.00	8	VEHICLES	A
		ACCOUNT TOTALS		11,083.27	.00			
GOV-16410	Y	Accum Dep Mach / Equip	6	.00	11,083.27	8	VEHICLES	A
		ACCOUNT TOTALS		.00	11,083.27			
GOV-39200	Y	Fund Balance	2	.00	1,550.00	1656	IBM Pentium III PC's	A
	Y		2	.00	1,550.00	3	IBM Pentium III PC's	A
	Y		2	.00	35,000.00	3201932	NT Server	A
	Y		2	.00	32,000.00	8	VEHICLES	A
		ACCOUNT TOTALS		.00	70,100.00			
		GRAND TOTALS		81,183.27	81,183.27			

Asset Insured Value List

This report prints insurance information for a selected list of assets, within desired ranges of departments and insurance carriers. Included on the report are the policy-insured value, replacement cost, and expiration date. You can use the report to highlight assets that have insufficient insurance.

05/27/2003 MUNIS Financials Database PAGE 1
 13:59:18 ASSET INSURED VALUE LIST fainslst
 rcopelan REV 2003

ASSET #	LOC	ASSET DESCRIPTION	AQUIS COST	REPLACE COST	INS VALUE	DIFFERENCE	POLICY COST	EXP DATE	CAPITALIZED?
	ROOM	CL/SUB	QTY	SERIAL #	AQUIS DATE	EST LIFE	INS MEMO		
DEPT: 1315 1315									
1656	650	IBM Pentium III PC's	1,550.00	1,550.00	.00	-1,550.00	.00		
	40/402	0 av267689	10/04/2000	5					Y
3	150	IBM Pentium III PC's	1,550.00	1,550.00	.00	-1,550.00	.00		
	40/402	0	10/04/2000	5					Y
3201932	135	NT Server	35,000.00	35,000.00	.00	-35,000.00	.00		
	203	40/402 0 YE492830DW1	01/10/2000	15					Y
DEPT 1315 TOTALS				38,100.00	38,100.00	.00	-38,100.00	.00	
DEPT: 135 Accounting Dept									
7	650	HIGH SCHOOL	10,000,000.00	10,000,000.00	.00	-10,000,000.00	.00		
	20/201	1 100-100-100	06/17/2002	100					Y
DEPT 135 TOTALS				10,000,000.00	10,000,000.00	.00	-10,000,000.00	.00	
DEPT: 210 210									
8	650	VEHICLES	32,000.00	35,000.00	.00	-35,000.00	.00		
	40/401	1	01/01/1999	5					Y
DEPT 210 TOTALS				32,000.00	35,000.00	.00	-35,000.00	.00	
===== ===== ===== ===== ===== =====									
GRAND TOTALS				10,070,100.00	10,073,100.00	.00	-10,073,100.00	.00	

Missing / Not in Use List

This report is used to list either assets that are missing or assets that are not in use.

06/20/2003 11:04:44 rcopelan	MUNIS Financials Database MISSING	PAGE 1 famislist REV 2003				
ASSET # CL/SUB	ASSET DESCRIPTION COMMODITY	CUSTODIAN LOC MEMO	ROOM STORAGE LOC	LAST INV DT	AQUIS COST INS CARRIER	REPLACE COST CAPITALIZED?
DEPT: 210 210						
10 40/402	LAPTOP 150 I.S.	DOUGLAS ADAMS		04/09/2003	10,000.00	10,000.00 Y
		DEPT 210	TOTAL		10,000.00	10,000.00
		GRAND TOTAL			10,000.00	10,000.00
1 RECORDS PRINTED			** END OF REPORT **			

Activity History List

Each type of activity that affects the value of an asset (Add, Adjust, Improve, Transfer, Retire, Depreciate) generates an automatic entry to New Assets and General Maintenance. The data is recorded on the 9=Hist screen. Use this report to examine activity-affecting value on one or more assets. The Audit Table tracks all other changes.

05/27/2003	MUNIS Financials Database FIXED ASSET ACTIVITY (HISTORY) LIST										PAGE 1 fahislst	
14:21:10	ASSET #	ASSET DESCRIPTION	CAP'ED?	QTY	EST	LIFE	STATUS	LOC	DESC	AQUIS DATE	AQUIS COST	SOY BOOK
	DEPT CL/SUB TAG #	SERIAL #		TAKEN	COND			CUSTODIAN		LT INV DT	REPLACE COST	CURR BOOK
1656	IBM Pentium III PC's	Y		5	A	650	PUBLIC WORKS	DEPARTM	10/04/2000	1,550.00	2,750.00	
1315 40/402 1656	av267689					JASON CROWLEY				1,550.00	2,750.00	
DATE	REAS	COMMENT		ASSET ACT		RETIREMENTS		DEPRECIATION	IMPROVEMENT	ADJUSTMENTS	TRANSFERS	
04/30/2001 ER	FIX ERROR			.00		.00		.00	.00	.00	.00	
05/29/2001 ER	FIX ERROR			.00		.00		.00	.00	.00	.00	
05/29/2001 ER	FIX ERROR			.00		.00		.00	200.00	.00	.00	
11/15/2001 ER	FIX ERROR			.00		.00		.00	1000.00	.00	.00	
3201932	NT Server	Y		15	A	135	FINANCE		01/10/2000	35,000.00	35,000.00	
1315 40/402 3201932	YE492830DW1					LESLIE EVANS				35,000.00	35,000.00	
DATE	REAS	COMMENT		ASSET ACT		RETIREMENTS		DEPRECIATION	IMPROVEMENT	ADJUSTMENTS	TRANSFERS	
05/18/2000 ER	FIX ERROR			.00		.00		.00	.00	.00	.00	
DEPT 1315	1315			.00		.00		.00	1200.00	.00	.00	
ASSET #	ASSET DESCRIPTION	CAP'ED?		QTY	EST	LIFE	STATUS	LOC	DESC	AQUIS DATE	AQUIS COST	SOY BOOK
	DEPT CL/SUB TAG #	SERIAL #		TAKEN	COND			CUSTODIAN		LT INV DT	REPLACE COST	CURR BOOK
8	VEHICLES	Y		1	5	A	650	PUBLIC WORKS	DEPARTM	01/01/1999	32,000.00	23,916.73
210 40/401 8				19	G		PHIL O'DONNELL				35,000.00	23,916.73
DATE	REAS	COMMENT		ASSET ACT		RETIREMENTS		DEPRECIATION	IMPROVEMENT	ADJUSTMENTS	TRANSFERS	
01/24/2003 DE	Depreciation Processing			.00		.00	11083.27		.00	.00	.00	
01/24/2003 AA				35000.00		.00	.00		.00	.00	.00	
01/24/2003 ER	210			.00		.00	.00		.00	.00	-35000.00	
01/24/2003 ER	From Dept 210 To Dept 210			.00		.00	.00		.00	.00	35000.00	
DEPT 210	210			35000.00		.00	11083.27		.00	.00	.00	

Asset Depreciation List

This report prints depreciation data such as estimated life, years taken, current book value, salvage value, and accumulated depreciation.

05/27/2003 MUNIS Financials Database PAGE 1
14:26:29 ASSET DEPRECIATION LIST fadeplst

ASSET # CL/SUB DEPT	TAG # SERIAL # DESCRIPTION	DESCRIPTION QTY CAPITALIZED?	FIRST YR/PER	AQUIS DT	* LIFE	PERIODS TAKEN	* REM	AQUIS COST CURR BOOK	DEPRC PRIN SALVAGE VALUE	LAST DEPRC ACCUM DEPRC
1656 40/402 1315	1656 av267689 IBM Pentium III PC's		2001/04 Y	10/04/2000	60	60		1,550.00 2,750.00	.00 200.00	.00 .00
3 40/402 1315	3 IBM Pentium III PC's		2001/10 Y	10/04/2000	60	60		1,550.00 1,550.00	.00 .00	.00 .00
3201932 40/402 1315	3201932 YE492830DW1 NT Server		/06 Y	01/10/2000	180	180		35,000.00 35,000.00	.00 .00	.00 .00
7 20/201 135	7 100-100-100 Accounting Dept	HIGH SCHOOL	1 Y	2002/12 06/17/2002	***	***	***	10,000,000.00 10,000,000.00	10,000,000.00 .00	.00 .00
8 40/401 210	8 VEHICLES		1 Y	1999/07 01/01/1999	60	19	41	32,000.00 23,916.73	35,000.00 .00	11,083.27 11,083.27
GRAND TOTALS								10,070,100.00 10,063,216.73	10,035,000.00 200.00	11,083.27 11,083.27

Due for Replacement List

This report lists assets due for replacement by comparing the scheduled replacement date to a user-entered "as-of" date. The "as-of" date may be a current or future date, so that the report can be used as a future-planning tool.

05/27/2003 MUNIS Financials Database PAGE 1
 14:31:44 FIXED ASSET DUE FOR REPLACEMENT LIST fadfrlst
 rcopelan EFFECTIVE 05/27/2006 REV 2003

ASSET #	TAG #	DESCRIPTION		QTY	AQUIS	DATE	EST	LIFE	AQUIS COST	CURR BOOK	SALVAGE	VALUE	REPLACE COST	
CL/SUB COMMODITY		SERIAL # DEPT	DESCRIPTION					CAPITALIZED?						
1656 40/402	1656	IBM Pentium III PC's				10/04/2000		5 Y	1,550.00	2,750.00	200.00		1,550.00	
		av267689 1315	1315											
8 40/401	8	VEHICLES			101/01/1999		5		32,000.00	23,916.73	.00		35,000.00	
		210	210											
								GRAND TOTALS	33,550.00	26,666.73	200.00	36,550.00		
===== ===== ===== ===== =====														
2 RECORDS PRINTED														
** END OF REPORT **														

Asset Worksheet

This report serves two different functions:

1. To print the new assets and general maintenance record(s) for an asset or range of assets; or
2. To print blank data entry forms that resemble the entry screens

The following is an example of the first option.

05/27/2003 14:36:41 rcopelan	MUNIS Financials Database FIXED ASSET WORKSHEET				PAGE 1 fawkslst REV 2003
ASSET #	1656	DESCRIPTION	IBM Pentium III PC's		
CLASS	40 MACHINERY AND E	FUND SOURCE	Invalid fund src		
SUBCL	402 COMPUTERS	ACQUIS METH	Invalid acquisition	MAINT CONT Y	INSURED N
COMMODITY			VENDOR DESC		CARRIER
DEPT	1315	ACQUIS DATE	10/04/2000	TYPE	INSURED VAL 0.00
LOC CODE	650 PUBLIC WORKS DE	ACQUIS COST	1,550.00	EXPIRE DATE	EXPIRE DATE
LOC MEMO		ACRES	0.0	ANNUAL COST	POLICY COST 0.00
ROOM		QTY	0	MEMO	MEMO
STORAGE LOC		UNIT PRICE	0.00		
		PURCHASED MEMO			
STATUS	A ACTIVE				
CONDITION		SOY BOOK	2,750.00	DEPRECATE Y	
CUSTODIAN	JASON CROWLEY	CURRENT BOOK	2,750.00	DEPREC PRIN	0.00
CAPITALIZED	Y	EST SALVAGE	200.00	FIRST YR/MO	2000/10
TITLEHOLDER		REPL COST	1,550.00	EST LIFE	5
TAG #	1656	LAST INVENT		PERIODS TAKEN	0
SERIAL #	av267689	IMPROVE MEMO		ACCUM DEPREC	0.00
MANUFACTURER					
MODEL		RETIRE DATE		VEND #	INV DATE
MODEL YEAR		DISP CODE		8	INV AMT
LICENSE #		SELL PRICE	0.00	2000020	1,550.00
TYPE DESC	ORG	OBJ	PROJ	PERCENT	
1 ASSET	GOV	16400		100.00	
2 CONTRA	GOV	39200		100.00	
5 DEPRECIATION EXPENS	GOV	16405		100.00	
6 ACCUMULATED DEPREC	GOV	16410		100.00	

Asset History by GL Account

This report displays the fixed asset GL transaction history detail, reported by GL account. It includes GL transactions from Fixed Assets only.

Work Orders – Standard Reports

General Work Order Lists

This report lists user-selected work orders in a variety of sequences. The example below shows work orders in sequence by category, sub-category, scheduled start date, and work order.

08/21/2003 14:53:58		MUNIS Financials Database GENERAL WORK ORDER LIST							PAGE 1 wostatus		
WORK ORDER	STATUS	FIXED PRIOR	RESP ASSET	REQ DEPT	REQ DEPT	SCHED DATE	SCHED START DATE	SCHED END DATE	ACTUAL START DATE	ACTUAL END DATE	INT
1	NEW	LOW	PWD		10/27/1999	11/05/1999	11/05/1999	01/01/2001	11/08/1999	N	
CAT LOT MAINTENA SUB											
		DESC	Mow lot approximately 1 acres			ACTIV	MOWING		SUPER CANE, KIETH S.		
		LOC	100 Middle St				REQ BY SMITH, BILL				
		Lot is being mowed due to city ordinance.									
LABOR	EQUIPMENT	SUPPLIES		CONTR.	MISC. EXP.	OVERHEAD		TOTAL	CONTINGENCY		
76.50 EST .00 ACT	187.50 EST 200.00 ACT	.00 EST .00 ACT		.00 EST .00 ACT	.00 EST .00 ACT	2.00 EST 5.00 ACT		266.00 EST 205.00 ACT		.00	
3	NEW	HIGH	131	PWD	10/01/2000	10/03/2000	10/10/2000	10/25/2000	10/30/2000	Y	
CAT STREET MAINT SUB MAIN STREET											
		DESC	PAVING			ACTIV	PAVING		SUPER JONES, TIMOTHY L.		
		LOC	MAIN STREET				REQ BY ANDREWS, SUSAN				
LABOR	EQUIPMENT	SUPPLIES		CONTR.	MISC. EXP.	OVERHEAD		TOTAL	CONTINGENCY		
1,836.00 EST .00 ACT	2,000.00 EST 3,600.00 ACT	.00 EST .00 ACT		.00 EST .00 ACT	.00 EST .00 ACT	20.00 EST 30.00 ACT		3,856.00 EST 3,630.00 ACT		40.00	
5	NEW	ASAP	320950	PWD		05/01/2001	05/01/2001			N	
CAT VEHICLE MAIN SUB											
		DESC	Annual maintenance			ACTIV	TUNE-UP		SUPER JONES, TIMOTHY L.		
		LOC	12 main st				REQ BY				
LABOR	EQUIPMENT	SUPPLIES		CONTR.	MISC. EXP.	OVERHEAD		TOTAL	CONTINGENCY		
122.40 EST 226.24 ACT	.00 EST .00 ACT	80.00 EST .00 ACT		.00 EST .00 ACT	.00 EST .00 ACT	6.00 EST 50.00 ACT		208.40 EST 276.24 ACT		6.00	
2	COMPLETED	ASAP	241	PWD		11/01/1999		11/02/1999		Y	
CAT WATER SUB LINE											
		DESC	Water Line Break			ACTIV	REPLACEMENT		SUPER CANE, KIETH S.		
		LOC	Middle St Between Maple St and Longwood Ave				REQ BY				
LABOR	EQUIPMENT	SUPPLIES		CONTR.	MISC. EXP.	OVERHEAD		TOTAL	CONTINGENCY		
204.00 EST 325.38 ACT	1,400.00 EST 925.00 ACT	410.00 EST .00 ACT		.00 EST .00 ACT	.00 EST .00 ACT	.00 EST .00 ACT		2,014.00 EST 1,250.38 ACT		.00	

Employee Schedule

This prints a schedule of activity on work orders for one or more employees, based on a variety of inputs.

08/21/2003 15:14:14	MUNIS Financials Database W/O EMPLOYEE SCHEDULE	PAGE 1 woempsch					
Employee: MIKE L WESTCOTT							
Supervisor							
<hr/>							
CANE, KEITH S. JONES, TIMOTHY L.	1 3	1 PAVING	Mow lot approximately PAVING	Est Hrs 7.50 60.00	Sched Start Date 11/07/1999 10/03/2000	Sched End Date 11/08/1999 10/10/2000	Conflict **** ****
		Total Hours	67.50				
** End of Report **							

Supervisor's Schedule

This report provides a work schedule of employees for one or more supervisors, based on a variety of inputs and sequences. The example below is in supervisor, employee sequence.

08/21/2003 15:22:41	MUNIS Financials Database W/O SUPERVISOR'S SCHEDULE		PAGE 2 wosupsch				
Supervisor: JONES, TIMOTHY L.							
Employee Name	Work Order	Task	Description	Est Hrs	Sched Start Date	Sched End Date	Conflict
KEIIH S CANE	3	1	PAVING	40.00	10/03/2000	10/10/2000	****
KEIIH S CANE	5	1	annual tune-up	8.00	05/01/2001	05/01/2001	****
MIKE L WESTCOTT	3	1	PAVING	60.00	10/03/2000	10/10/2000	****
BRUCE K SIMMONS	3	1	PAVING	40.00	10/03/2000	10/10/2000	****
			Total Hours	148.00			
			** End of Report **				

Planning Document

This report lists the work orders with their associated task budget estimate figures. It provides estimated costs by task and by work order.

08/21/2003 15:40:09	MUNIS Financials Database PLANNING DOCUMENT	PAGE 2 woplannng				
<hr/>						
WORK ORDER	FIXED ASSET	ACTIV PROJECT	DEPT CODE	DATE REQUESTED	SCHED START DATE	SCHED END DATE
-----	-----	-----	-----	-----	-----	-----
2	241	REPLC		11/01/1999		
CAT WATER SUB LINE	DESC LOC	Water Line Break Middle St Between Maple St and Longwood Ave		REQ BY PHONE		
TASK 1	Water Line Break					
** EQUIPMENT **						
EQU CODE	DESCRIPTION	USAGE RATE	EST. HOURS	ESTIMATED COST		
-----	-----	-----	-----	-----	-----	-----
Bckho	Backhoe	75.00	8.00	600.00		
Dump	Dump Truck	50.00	16.00	800.00		
	TOTAL	24.00		1,400.00		
** PERSONNEL **						
POS. CODE	TITLE	HRLY RATE	IND. RATE	EST REG. HRS	EST O.T. RATE	ESTIMATED COST
-----	-----	-----	-----	-----	-----	-----
Labor	Labor	10.00	2.00	16.00	20.00	.00 163.20
	TOTAL			16.00		.00 163.20
TASK	1 TOTAL COST:	1,563.20				
TASK 2	REPLACE WATER LINE					
** PERSONNEL **						
POS. CODE	TITLE	HRLY RATE	IND. RATE	EST REG. HRS	EST O.T. RATE	ESTIMATED COST
-----	-----	-----	-----	-----	-----	-----
Labor	Labor	10.00	2.00	4.00	20.00	.00 40.80
	TOTAL			4.00		.00 40.80
** SUPPLIES **						
ITEM	DESCRIPTION	UNIT PRICE	EST. # OF UNITS	ESTIMATED COST		
-----	-----	-----	-----	-----	-----	-----
800	Cement Water Line	205.00	2.00	410.00		
	TOTAL			410.00		
TASK	2 TOTAL COST:	450.80				
WORK ORDER	2 TOTAL COST:	2,014.00				
** END OF REPORT **						

Work Order Single Sheet Summary

This report prints hour and cost information, in summary, for any completed work order selected. The cost information includes the total estimated costs, total actual costs for each task budget type, the variance amount and percent, and work order totals for the direct, overhead, and total costs.

08/21/2003 15:41:51	MUNIS Financials Database W/O SINGLE SHEET SUMMARY	PAGE 1 wosinsum	
Work Order 2			
Task 1 Water Line Break			
	ESTIMATED	ACTUAL	VARIANCE
	REG. O.T.	REG. O.T.	TOTAL AMT. %
EQUIPMENT HRS	24.00	15.00	-9.00 -0.38
\$	1,400.00	925.00	-475.00 -0.34
PERSONNEL HRS	16.00 .00	40.00 2.00	42.00 26.00 1.63
\$	160.00 .00	290.00 29.00	319.00 159.00 0.99
TASK 1 TOTAL	1,560.00	1,244.00	-316.00 -0.20
Task 2 REPLACE WATER LINE			
	ESTIMATED	ACTUAL	VARIANCE
	REG. O.T.	REG. O.T.	TOTAL AMT. %
PERSONNEL HRS	4.00 .00	.00 .00	.00 -4.00 -1.00
\$	40.00 .00	.00 .00	.00 -0.40 -1.00
SUPPLIES \$	410.00	.00	.00 -410.00 -1.00
TASK 2 TOTAL	450.00	.00	.00 -450.00 -1.00
WORK ORDER TOTAL:			
DIRECT COSTS	ESTIMATED ACTUAL VARIANCE		
	2,010.00 1,244.00 -766.00 -0.38		
INDIRECT COSTS	.00 .00 0.00 0.00		
TOTAL COSTS	2,010.00 1,244.00 -766.00 -0.38		
** End of Report **			

Work Order Detail

This report provides detailed information on the hours and costs for each task associated with user-specified completed work orders. The report prints the task number, the personnel section of the task, the first person assigned to the task and the associated hours both estimated and actual, and the dollar amount. Hours and costs for the equipment, supplies, and contracts follow.

08/21/2003 15:42:20	MUNIS Financials Database WORK ORDER DETAIL	PAGE 1 wodetrpt																																		
WORK ORDER 2 Water Line Break																																				
TASK:1																																				
EQUIPMENT:																																				
<table border="1"> <thead> <tr> <th></th><th>ESTIMATED</th><th>ACTUAL</th><th colspan="2">VARIANCE</th></tr> <tr> <th></th><th>HRS</th><th>HRS</th><th>AMT</th><th>%</th></tr> </thead> <tbody> <tr> <td>421</td><td>8.00 \$ 600.00 </td><td>7.00 525.00 </td><td>-1.00 -75.00</td><td>-0.13 -0.13</td></tr> <tr> <td>400</td><td>16.00 \$ 800.00 </td><td>8.00 400.00 </td><td>-8.00 -400.00</td><td>-0.50 -0.50</td></tr> <tr> <td>TOTAL</td><td>HRS 24.00 \$ 1,400.00 </td><td>15.00 925.00 </td><td>-9.00 -475.00</td><td>-0.38 -0.34</td></tr> </tbody> </table>				ESTIMATED	ACTUAL	VARIANCE			HRS	HRS	AMT	%	421	8.00 \$ 600.00	7.00 525.00	-1.00 -75.00	-0.13 -0.13	400	16.00 \$ 800.00	8.00 400.00	-8.00 -400.00	-0.50 -0.50	TOTAL	HRS 24.00 \$ 1,400.00	15.00 925.00 	-9.00 -475.00	-0.38 -0.34									
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DIRECT COSTS	ESTIMATED 2,010.00	ACTUAL 1,244.00	VARIANCE -766.00	% -0.38																																
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TOTAL COSTS	2,010.00	1,244.00	-766.00	-0.38																																

** End of Report **

Chargeback Report

This report provides a list of cost figures for requesting departments. The report consists of the department description, the types of costs for the work order, the work order number, the task number within the work order, the actual costs for personnel, equipment, supplies, and contracts for the task, totals for each work order, and a grand total.

08/25/2003 14:43:10	MUNIS SUPPORT 2003 RELEASE W/O CHARGEBACK REPORT	PAGE 1 wochgbck				
DEPT: PWD Public Works Division						
WORK ORDER TSK PERSONNEL EQUIPMENT SUPPLIES CONTRACT. MISC. EXP. TOTAL						
<hr/>						
2 1	1,170.00	1,400.00	410.00	0.00	0.00	2,980.00
TOTAL:	1,170.00	1,400.00	410.00	0.00	0.00	2,980.00
GRAND TOTAL:	1,170.00	1,400.00	410.00	0.00	0.00	2,980.00
** END OF REPORT **						

Hard Copy of Work Order for Crew

This report prints the work order with its associated Task and Task Budget assignments for use by the supervisor or crew. Typically printed on a daily basis, it furnishes work order information and, optionally, the work order's long description, personnel, equipment, supply, contractual information from the Task Budget records as well as the Task long description, and dated Comments.

08/21/2003 15:43:18	MUNIS Financials Database BLANK W/O FOR CREW							PAGE 2 wohrdcpy
WORK ORDER	FIXED ASSET	PROJECT	ACTIV CODE	DEPT CODE	DATE REQUESTED	SCHED START DATE	SCHED END DATE	SUPERVISOR
2 CAT WATER SUB LINE	241 DESC Water Line Break		REPLC LOC Middle St Between Maple St and Longwood Ave		11/01/1999			CANE, KIETH S. REQ BY PHONE
TASK: Work performed: _____ _____								
SUPPLY - ITEM		DESCRIPTION						QTY USED
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
LABOR - EMP		NAME	ATD REG HRS	ATD OT HRS	START TIME	STOP TIME	TOT HOURS	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
EQUIPMENT		DESCRIPTION	ATD REG HRS	ATD OT HRS	START TIME	STOP TIME	TOT HOURS	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	_____	
Date _____								
Mechanic's/Supervisor's Signature _____								
Call In: Yes _____ No _____ Job: Complete _____ Incomplete _____ Authorization Signature _____								

Daily Journal Report

This report provides detail and summary information for all work orders that have activity on a selected date.

Detail

08/25/2003 14:44:37	MUNIS SUPPORT 2003 RELEASE WORK ORDER DAILY JOURNAL	PAGE 1 wojnlrpt
Activity Date 08/19/2003		
Work Order:	2	Short Desc: Water Line Break
Category:	WATER	
Sub-Category:	LINE	Status: COMPLETED
Activity:	TEST ACTIVITY CODE	Date Entered: 11/02/1999
Req. Name:	PWD	
Req. Dept:		
Location:	Middle St Between Maple St and Longwood Ave	
PERSONNEL: Employee	Reg Hours	OT Hours

15 CANE, KEITH S.	5.00	.00
1 JONES, TIMOTHY L.	31.00	54.00

Total	36.00	54.00

Summary

08/25/2003 14:44:37	MUNIS SUPPORT 2003 RELEASE WORK ORDER DAILY SUMMARY	PAGE 2 wojnlrpt
Activity Date 08/19/2003		
PERSONNEL: Employee	Reg Hours	OT Hours

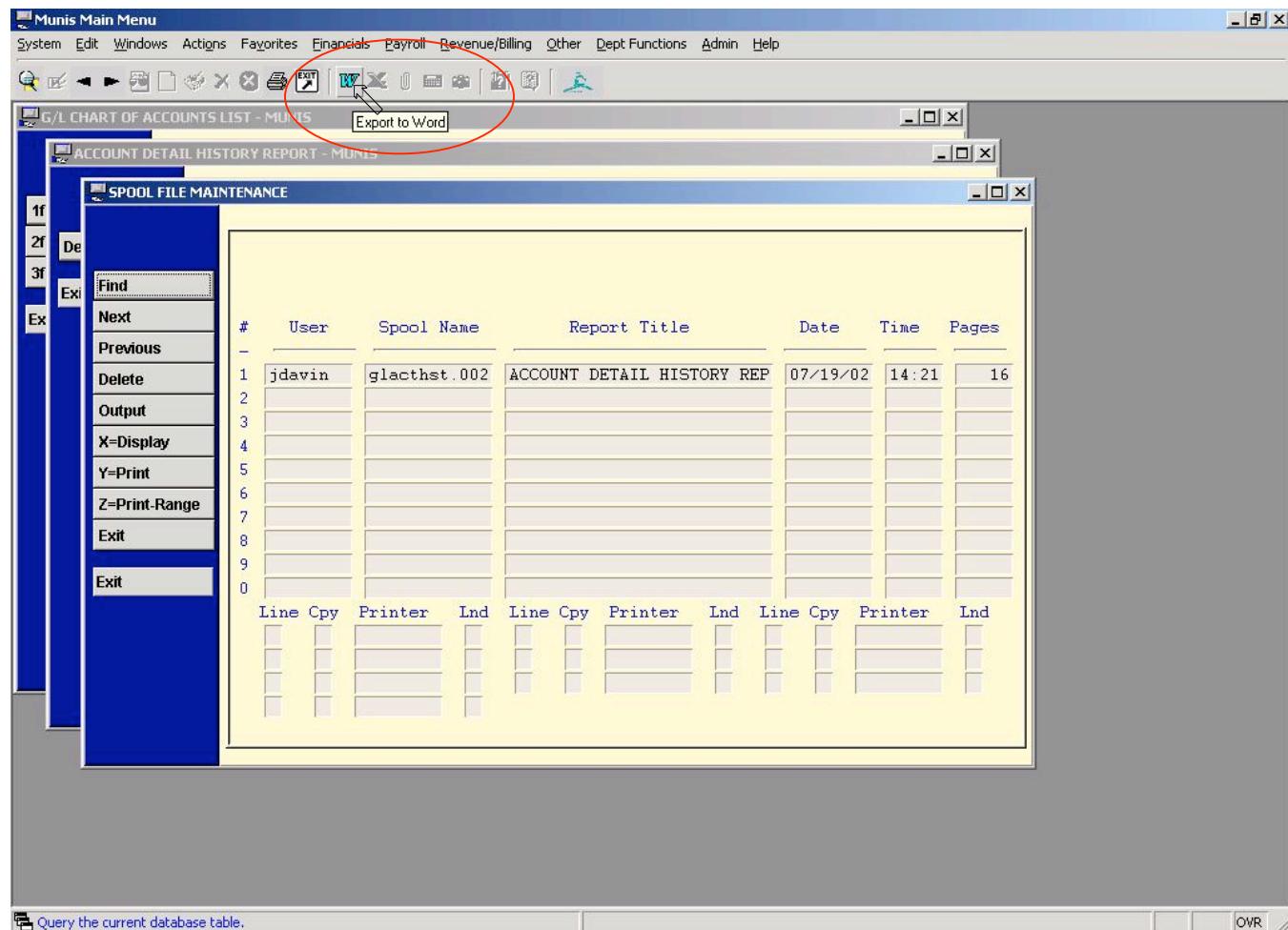
15 CANE, KEITH S.	5.00	.00
1 JONES, TIMOTHY L.	31.00	54.00

MUNIS Office

Export to Word or Excel

To create a report in Microsoft Word or Excel, simply click on the Word or Excel icon from your find set or from the spool file.

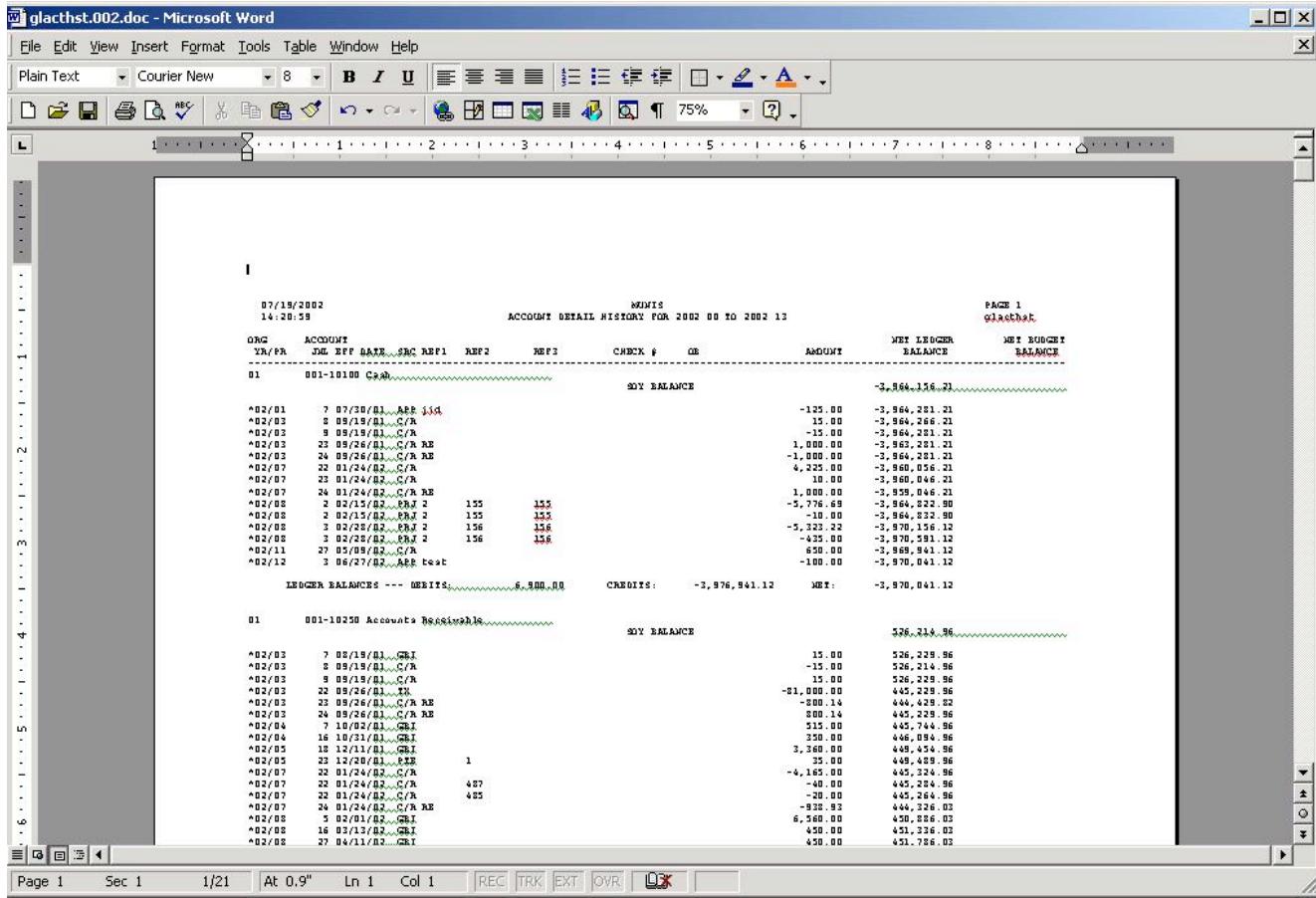
1. Click on the icon. In this case we are sending a spooled report to MS Word.



(Continued on next page)

Export to Word or Excel (cont.)

2. Continue your work in the Microsoft application, in this case Microsoft Word.



Crystal Report Samples from the MUNIS Library

Sample: Available Budget Report

MUNIS
A TYLER TECHNOLOGIES COMPANY

Munis
Available Budget Report
for Fiscal Year 2001

Date: 7/24/2002

Page 1

	<u>ORG</u>	<u>Original Budget</u>	<u>Transfers</u>	<u>Revised Budget</u>	<u>YTD Expended</u>	<u>YTD Encumbered</u>	<u>Available</u>
GENERAL FUND							
Finance Department Salaries	011301	\$1,836,300	\$0	\$1,836,300	\$0	\$0	\$1,836,300
Finance Department Expenses	011302	\$517,000	\$0	\$517,500	\$5	\$500	\$516,995
Accounting Dept Salaries	011351	\$1,000,300	\$0	\$1,000,300	\$914	\$0	\$999,386
Accounting Dept Expenses	011352	\$377,500	\$72,500	\$461,000	\$3,044	\$36,997	\$420,959
Accounting Dept Capital	011353	\$0	\$0	\$0	\$0	\$0	\$0
Police Dept Salaries	012101	\$3,562,500	\$0	\$3,562,500	\$16,911	\$0	\$3,545,589
Police Dept Expenses	012102	\$227,000	\$0	\$227,000	\$0	\$14	\$226,986
Police Dept Capital	012103	\$50,000	\$0	\$50,000	\$0	\$0	\$50,000
Public Works Dept Salaries	014001	\$2,185,700	\$0	\$2,185,700	\$4,009	\$0	\$2,181,691
Public Works Dept Expense	014002	\$319,500	\$0	\$349,500	\$130	\$30,275	\$319,095
Public Works Dept Capital	014003	\$125,000	\$0	\$125,000	\$0	\$0	\$125,000
Jefferson Regular Day English	117114	\$1,375,000	\$0	\$1,375,029	\$16,740	\$502	\$1,357,786
Freeport Instructional Tech	118210	\$580,000	\$0	\$580,000	\$0	\$0	\$580,000
Thomas Regular Day Mathematics	119115	\$0	\$0	\$0	\$0	\$0	\$0
Portland Instructional Tech	120210	\$580,000	\$0	\$580,000	\$0	\$0	\$580,000
Jefferson SPED Grade 5	17230110	\$0	\$0	\$0	\$0	\$0	\$0
POLICE DEPT	210	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL GEN FUND		\$12,735,800	\$72,500	\$12,849,829	\$41,753	\$68,288	\$12,739,788

Available by Fund

Fund Category	Available Budget (\$)
Fin Sal	~1,836,300
Fin Exp	~450,000
Acct Sal	~1,000,300
Acct Exp	~377,500
Acct Cap	~50,000
Police Sl	~3,562,500
Police Exp	~227,000
Police Cap	~50,000
PWD Sal	~2,185,700
PWD Cap	~349,500
DPW Dept	~125,000
Free Inst	~580,000
Jeff Rg Eng	~1,375,000
Tom Rg Mth	~0
Port Inst	~580,000
Jefferson POLICE	~0

Sample: Top 10 Vendor Payments

MUNIS Top 10 Vendor Payments As of 7/24/2002				
	<u>Vendor Information</u>	<u>Number of Checks Issued</u>	<u>Largest Single Check</u>	<u>Total Amount Paid</u>
# 1	Downeast Laser Service 130 Middle St Rockville, MI 21830	7	\$1,000,000.00	\$1,440,026.33
# 2	IBM 30 Industrial Ave White Plains, NY 03201	10	\$201,001.50	\$456,501.50
# 3	Media One 3928 Park Ln Newark, NJ 20192	4	\$190,000.00	\$358,800.00
# 4	Doubleday Publishing 44 East 3rd St Ansonia, IL 10023	9	\$200,000.00	\$296,475.00
# 5	Computer Store 1 Mall Rd Bristol, CT 04311	20	\$70,000.00	\$206,225.00
# 6	Technical Resource Inc 472 Ocean Ave Boston, TX 30211	7	\$50,000.00	\$201,600.00
# 7	Wolf Data Systems 40 Lafayette Rd Gardner, MA 06542	4	\$105,000.00	\$147,625.00
# 8	Hewlett Packard 304 Causway St St Louis, MO 42674	2	\$98,000.00	\$113,800.00
# 9	MUNIS 370 US Route 1 Falmouth, ME 04105	1	\$80,000.00	\$80,000.00
# 10	ABC Supply Co 1 Main St Chicago, IL 20301	26	\$15,800.00	\$74,617.93
OTHERS COMBINED		105	\$42,000.00	\$358,226.34

Ratio of Top 10 to Total



\$3,733,897

Downeast Laser Service	38.6%
IBM	12.2%
Media One	9.6%
Doubleday Publishing	7.9%
Computer Store	5.5%
Technical Resource Inc	5.4%
Wolf Data Systems	4.0%
Hewlett Packard	3.0%
MUNIS	2.1%
ABC Supply Co	2.0%
Others	9.6%
Total:	100.0%