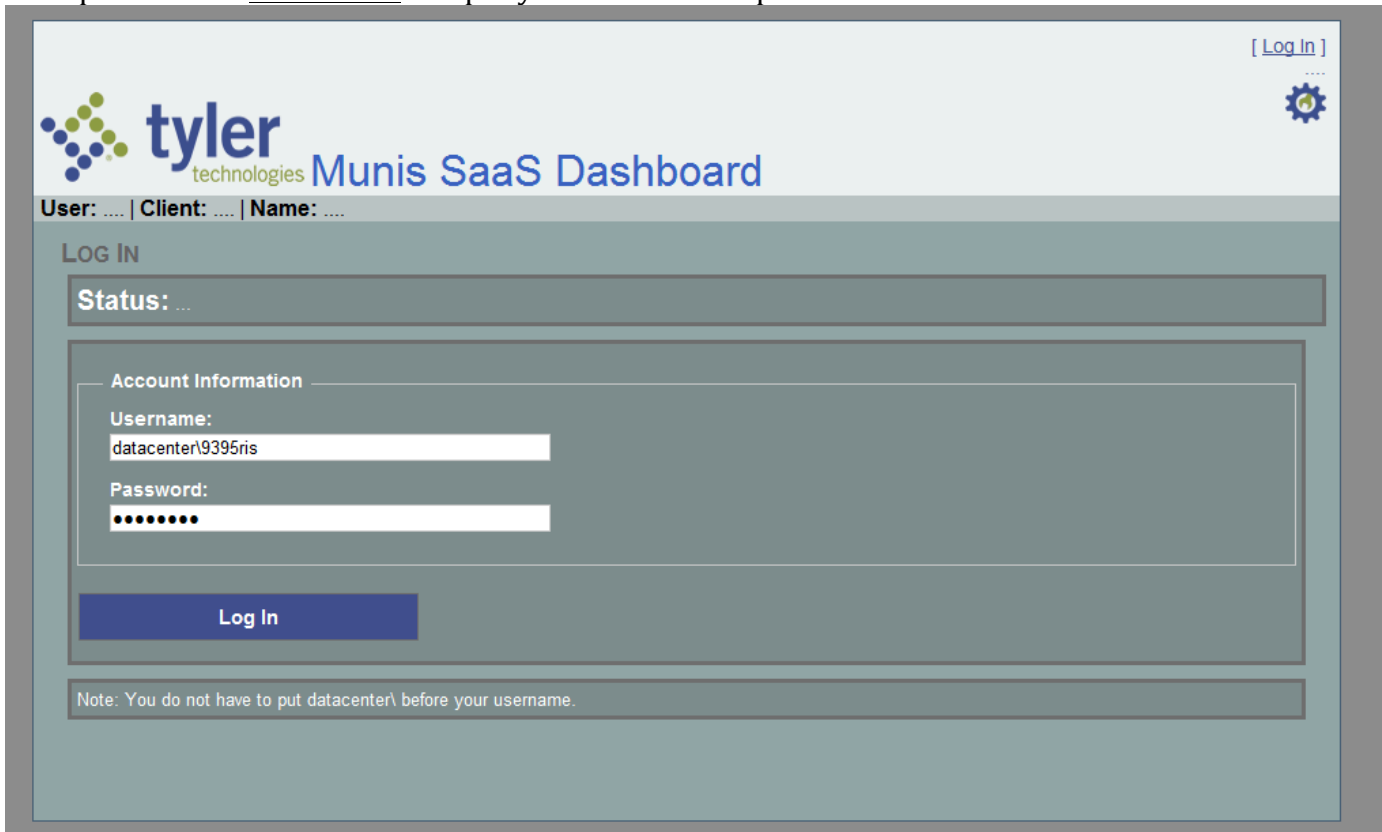


## MUNIS Cloud Instructions

1. From Internet Explorer, go to <http://kydashboard.tylertech.com/default.aspx>
2. Be sure to bookmark or add this link to your favorites. You will use this website link any time you access MUNIS.
3. All logins follow this pattern: ***datacenter\9395XXXX***
  - a. Notice that is a back slash (\) located above the “enter” or “return” key rather than a forward slash (/) located on the key with the “?” symbol.
  - b. ***XXXX*** is different for each user. See below:

User ID	Name
9395csch	Concord Elementary School
9395dose	Director of Special Education
9395dpp	Director of Pupil Personnel
9395hcar	Heath Cartwright
9395heas	Heath Middle School
9395hele	Hendron Lone Oak Elementary School
9395heva	Holly Evans
9395hsch	Heath Elementary School
9395lcop	Leslee Cope
9395lele	Lone Oak Elementary
9395lois	Lone Oak Intermediate School
9395loms	Lone Oak Middle School
9395lzac	Larry Zacheretti
9395mchs	McCracken County High School
9395mrom	Marianna Romero
9395rele	Reidland Elementary School
9395ris	Reidland Intermediate School
9395rmid	Reidland Middle School
9395shed	Sara Jane Hedges
9395sree	Stephanie Reese
9395tbuz	Teresa Bottoms
9395thay	Tina Hayes
9395tjac	Todd Jackson
9395tlam	Tracy Lambert (or Interim)

4. Your password is ***NeedNew1*** Input your User ID and password here:



[ Log In ]

**tyler** technologies Munis SaaS Dashboard

User: ... | Client: ... | Name: ...

LOG IN

Status: ...

Account Information

Username:  
datacenter9395ris


Password:  
●●●●●●●●

Log In

Note: You do not have to put datacenter\ before your username.

5. You will be asked to change your password to something unique to you. It must contain an uppercase letter, a lower case letter, and a number or symbol and contain a minimum of 8 characters. CAUTION: Do not store your password; it can cause you to become locked out if the password gets too old and has to be reset.

[ [Log In](#) ]



# Munis SaaS Dashboard

User: .... | Client: .... | Name: ....

**Status:** Your account has been reset you must change your password before you can login.

User Name:

Current Password:

New Password:

Confirm Password:

**User passwords must meet the following requirements:**


Be at least 8 characters long.  
 Must contain characters from at least three of the following five categories:

- English uppercase characters (A - Z)
- English lowercase characters (a - z)
- Base 10 digits (0 - 9)
- Non-alphanumeric (For example: !, \$, #, or %)
- Unicode characters

The password does not contain three or more characters from the user's account name.

6. After resetting your password, click the link shown to return to MUNIS.
7. Select "Live" from the options given.

Welcome **9395ris!** [ [Log Out](#) ]  
 Your Munis password expires in 89 days.



# Munis SaaS Dashboard

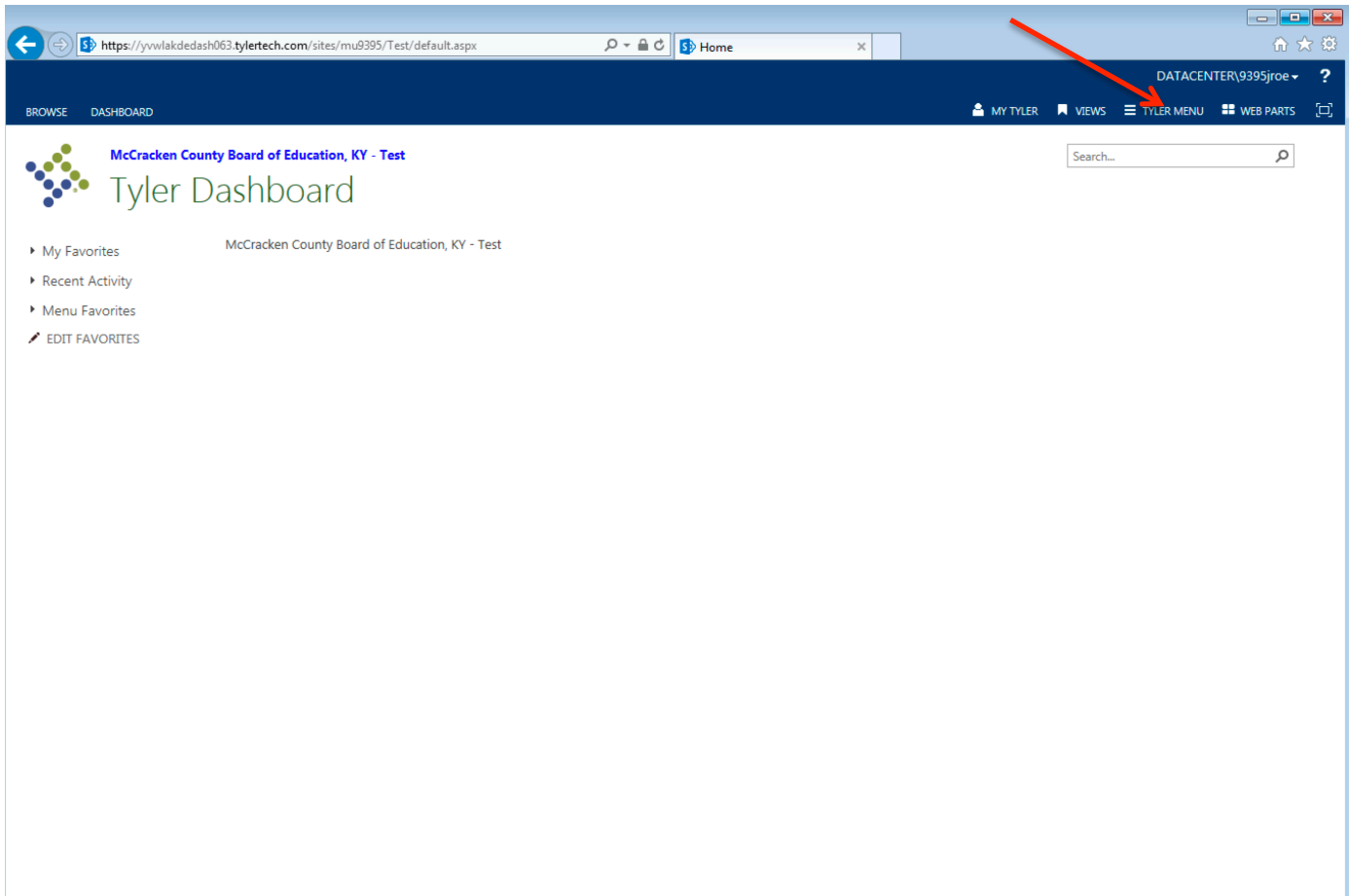
User: 9395ris | Client: MU9395 | Name: MCCracken County Schools

Select an environment

Name	Description
<a href="#">Live</a>	Live Database
<a href="#">Training</a>	Training Database
<a href="#">Test</a>	Test Database


Note: You must login to this page first. If you do not you will not be prompted to change your password. Direct shortcuts to a dashboard page will not allow users to change their password, or notify the user if the password has expired.

8. You may be asked to log in again. At this time, use your new password. The following screen will appear:





9. Click on the Tyler Menu button as shown above. You will have access to **YTD Budget Report**.

**Tyler Menu**

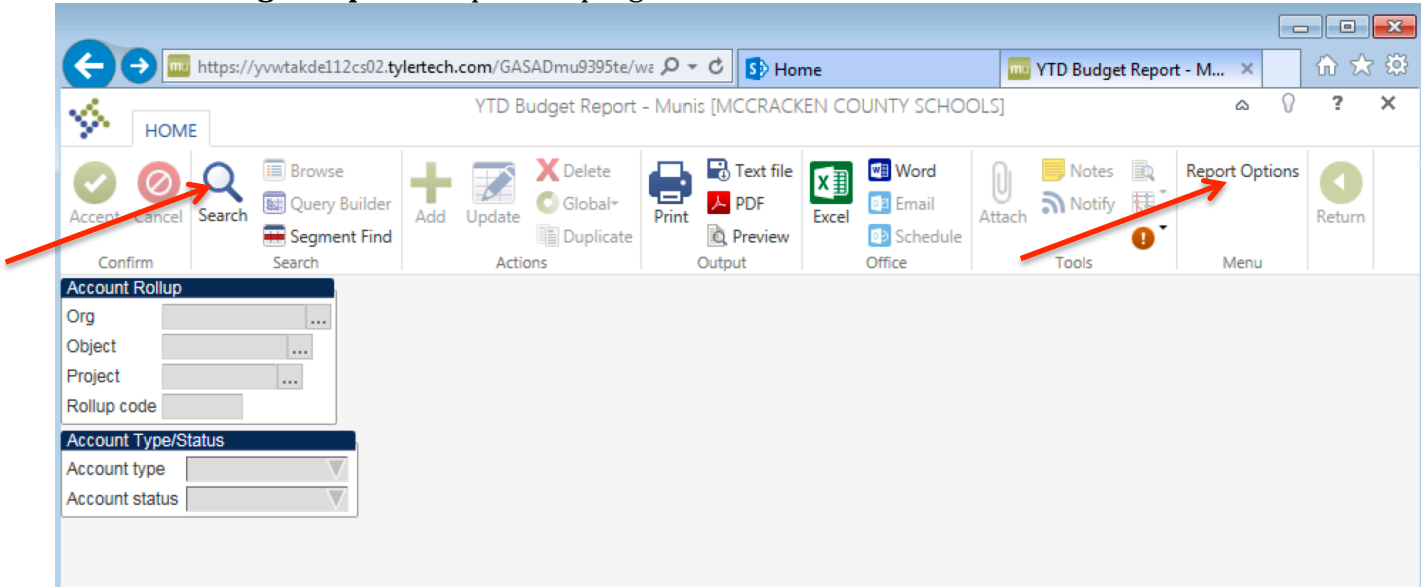
Search 

- ▾ Munis
  - ▾ Financials
    - ▾ General Ledger Menu
      - Set Up/Chart of Accounts
      - Miscellaneous Set Up
      - Journal Entry/History
      - End of Period
    - ▾ Inquiries and Reports
      - Account Inquiry
      - Account Central
      - Accounts Overview
      - YTD Budget Report**
      - General Ledger Report Templates
      - Last Year Budgetary Report
      - Historical Actuals Comparison
      - Flexible Period Report
      - Major Fund Report
      - VersaTrans TripTracker Journal Report
    - State Specific Reports
    - Report Writing Functions

 Refresh Menu  Close

**10. To view/print Year to Date Budget Reports:**

11. Click **YTD Budget Report** to open the program.



- a. Click the **magnifying glass (search)** and type in the org, object, or project you want to see. Push “enter” or click the green checkmark (accept) when you have the codes typed into the boxes.
- b. Click on **Report Options** to customize the report for the current date. Be sure you have the same options marked as shown below. You will need to update the Report Title and the Year/Period each time you run this report. The Report Title should contain the current date. The year and period should reflect the fiscal year and period that you want to see. **If you hit “enter” or the green checkmark (accept) but need to make changes, you can choose “Define” to update your options. “Define” is located where it says “Report Options” in the screen shot above.**
  - i. 2012-2013 is the Year 2013 in MUNIS. 2013-2014 is the Year 2014 in MUNIS, and so on.

- ii. July is Period 1 in MUNIS. August is Period 2 in MUNIS, and so on.

YTD Budget Report - Munis [MCCRACKEN COUNTY SCHOOLS] > Report Options

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notify Audit Maplink Alerts Define Return

Report Sequence

Execute this report: Now

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	9 - Org	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	12 - Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report title: YTD BUDGET REPORT  
NOVEMBER 30, 2016

Print Options Additional Options

Report Options

Include only accounts that used: 0 % or greater of budget

Order accounts by: Org, Object, Project

Totals only:

Account description: Full

Print full GL account:

Roll projects to object:

Print report options:

Year/period: Within year/period 2017 / 5

Carry forward: Totals (GAAP)

Print MTD version:

Format type: Cents in budget amounts

Double space:

Suppress zero bal accts:

- iii. For October 30, 2012, the year and period is 2013/4. For February 22, 2013, the year and period is 2013/8.

- c. Click on the **Additional Options** tab to ensure your settings are the same as shown below:

Print Options Additional Options

Additional Options

Include requisition amounts:

Print Revenues-Version headings:

Print revenue as credit:

Print revenue budgets as zero:

Include fund balance:

Print journal detail:

Include budget entries:

Include encumb/liq entries:

Sort option: Journal entries

Detail format option: Standard format

Include additional JE comments:

Multiyear view: Default view

Amounts/totals exceed 999 million dollars:

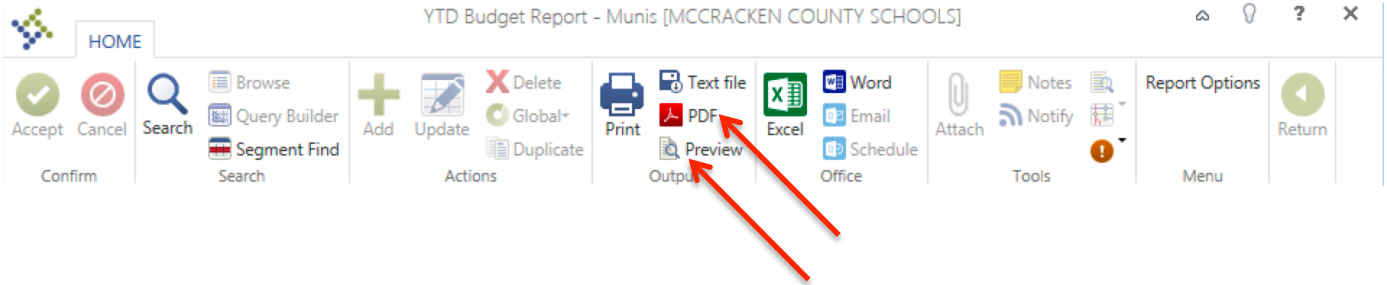
From yr/per: 2017 / 1

To yr/per: 2017 / 13

- i. If you wish to view the detailed report of a particular code, you may select to print the journal detail and request a certain period of time as shown above with red arrows.

- d. Click **Return** from the Report Options window to return to the YTD Budget Report window. **To print the report, you must choose the PDF and print from there.** The new version of MUNIS (updated November 30, 2016) will no longer allow printing to your local printer. To view (display) the report to your screen using the Notepad

program, click the “Preview” button., or to create a PDF that you may save or print, click the buttons shown below:



12. When you print or display your report, if you chose a detail version, you will see abbreviations labeling the type of transaction made in MUNIS for the accounts. The most frequently used abbreviations are below:

<b>API</b>	Accounts Payable Invoice	Will always show an invoice #, vendor name, and check #
<b>BUA</b>	Budget Amendment	A budget amendment was entered
<b>BUC</b>	Budget Completion	The creation of that particular budget
<b>GCR</b>	General Cash Receipt	An amount deposited into the line item
<b>GEN</b>	General Journal Entry	Created by either the accounting manager or the director of finance, usually to correct expenses that were incorrectly charged to a code
<b>POE</b>	Purchase Order Entry	Shows that a purchase order was entered into the system and gives the PO number and some detail about the purchase
<b>POL</b>	Purchase Order Liquidation	Shows that a purchase order was liquidated, either by cancelling it or by paying an invoice; look for an accompanying API to know if it was paid
<b>POM</b>	Purchase Order Maintenance	A purchase order was updated to reflect a different price or code
<b>PRJ</b>	Payroll Journal	Shows where that line item was used for payroll; look for the warrant date on the right to ask the Payroll department for more details
<b>SOY</b>	Start of Year	The beginning of a new fiscal year
<b>YEC</b>	Year End Close	An end of year entry

a.

13. If you need to access MUNIS from a location away from our district network, check the instructions for **MUNIS Cloud Alternate Connections** on the finance department website.

14. If you need to have your password reset to **NeedNew1**, please contact Rita Hemmerich or Johnna DeJarnett to reset it for you.



15. If you have any questions about your reports, please contact the finance department for clarification and assistance.