MUNIS MANUAL

2020-2021

Mission Statement:

Supporting the success of our students by adopting a transparent tool that improves organizational efficiency and effectiveness.

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Objective
This document provides step-by-step instructions on Munis processes. It is intended for all West Contra Costa Unified School District users responsible for working within Munis.

Prerequisites
Before entering into Munis, you must have the appropriate user permissions, including access to general ledger account permissions, established by the Budget/Finance Department. To request permission for access complete the Munis System Security and Access Authorization form.

Overview
By entering a requisition, you are requesting funds to make a purchase. As soon as the requisition is entered with an allocated expense account, the funds are set aside, or pre-encumbered in the general ledger account(s). After the requisition is released, it goes through an approval process. An approved requisition will be converted into a purchase order. The purchase order is then posted, at which time the official encumbrance is created. The purchase order is sent to the vendor as authorization to provide the goods or services requested.

A requisition is required for all purchases. All purchases will be reviewed and approved by the appropriate authority prior to being converted to a purchase order. Invoices will be paid against the purchase order.

Before beginning the requisition entry process it is helpful to have the following information available:

- The vendor name or vendor number from which you would like to purchase the items.
- The proper general ledger expense account(s) that will be used for the purchase.
- A quote that contains the quantity, price, and description of what you would like to requisition.
- If ordering from a new vendor they must register in vendor self-serve to start the process of becoming an authorized district vendor. Once they have registered and been accepted as a vendor they will be able to check on the status of approved orders, payments etc.

A change order is a request to increase a purchase order or a contract and is not an approved addition to the purchase order or contract until it has processed through workflow approvals and the vendor has been notified by purchasing.

A budget transfer is a request to transfer funds, the budget transfer will process through the workflow approval process and if approved the transfer will be posted to the requested accounts.

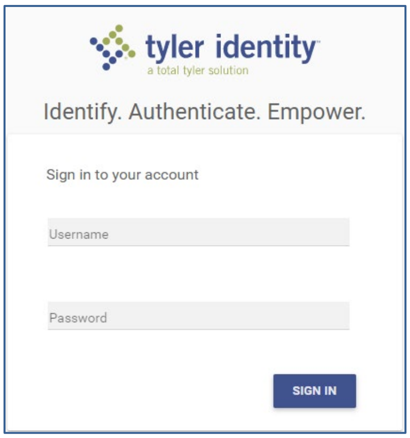
How to Login to Munis

Click on the Munis Icon on your desktop

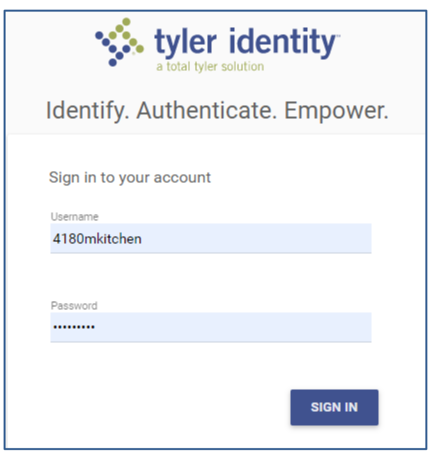
We now have a single login

1. Click the Munis Icon on your desktop

2. The sign box will open.

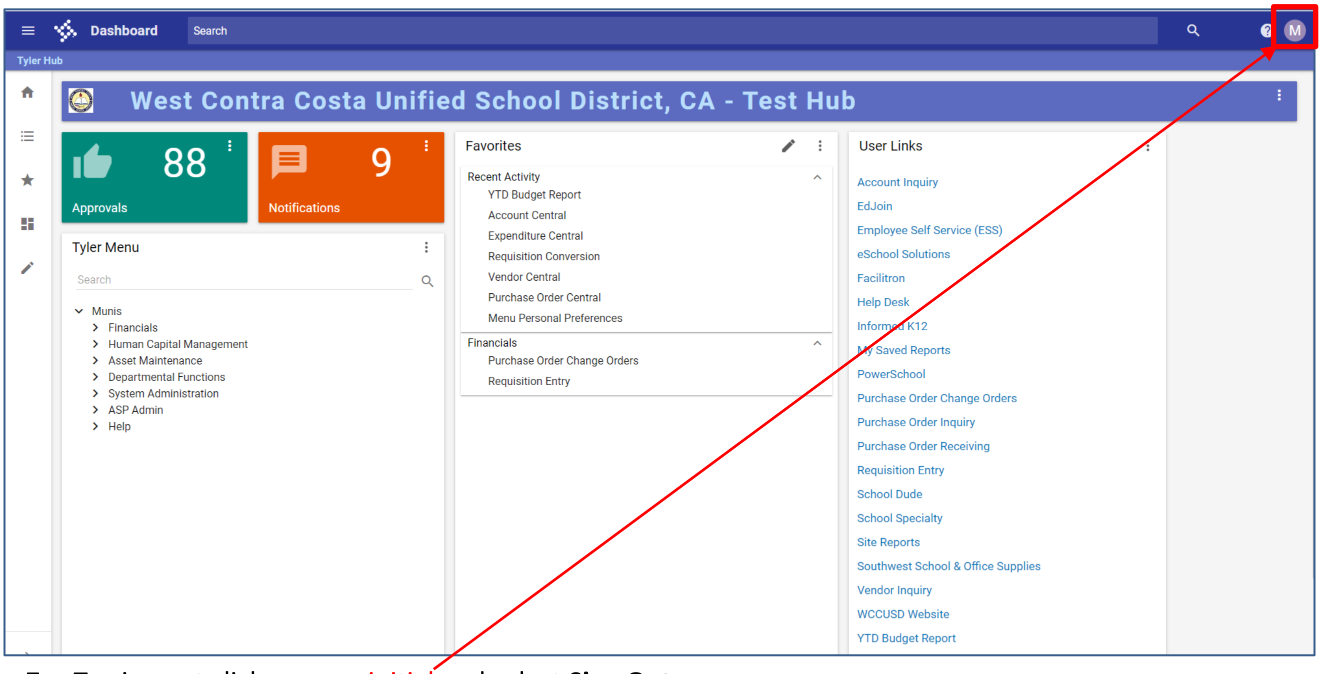


3. Enter your **Username** 4180 plus your first initial and last name, example: 4180mkitchen.
4. Enter your **Password**

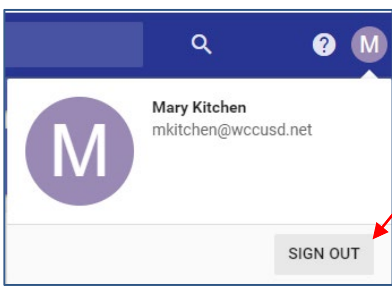


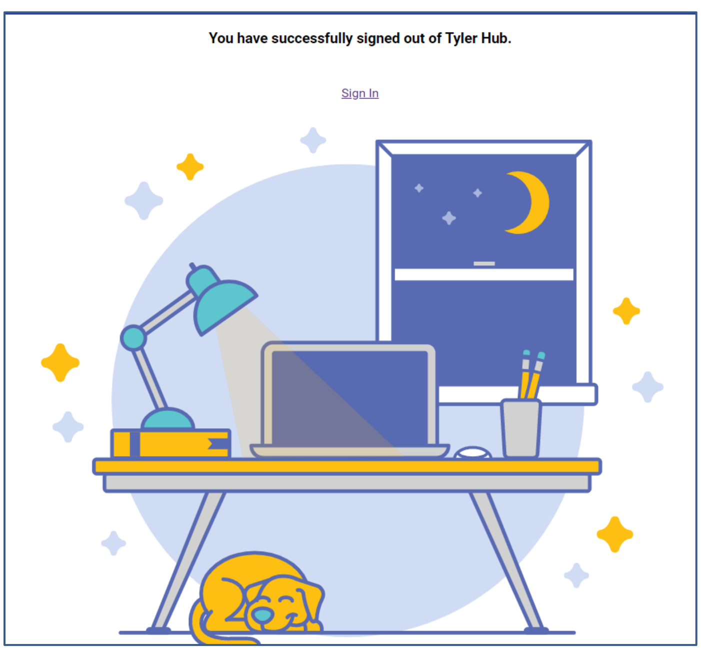
5. **Click** Sign In.

6. The Munis Dashboard will open.



7. To sign out click on your initial and select **Sign Out.**

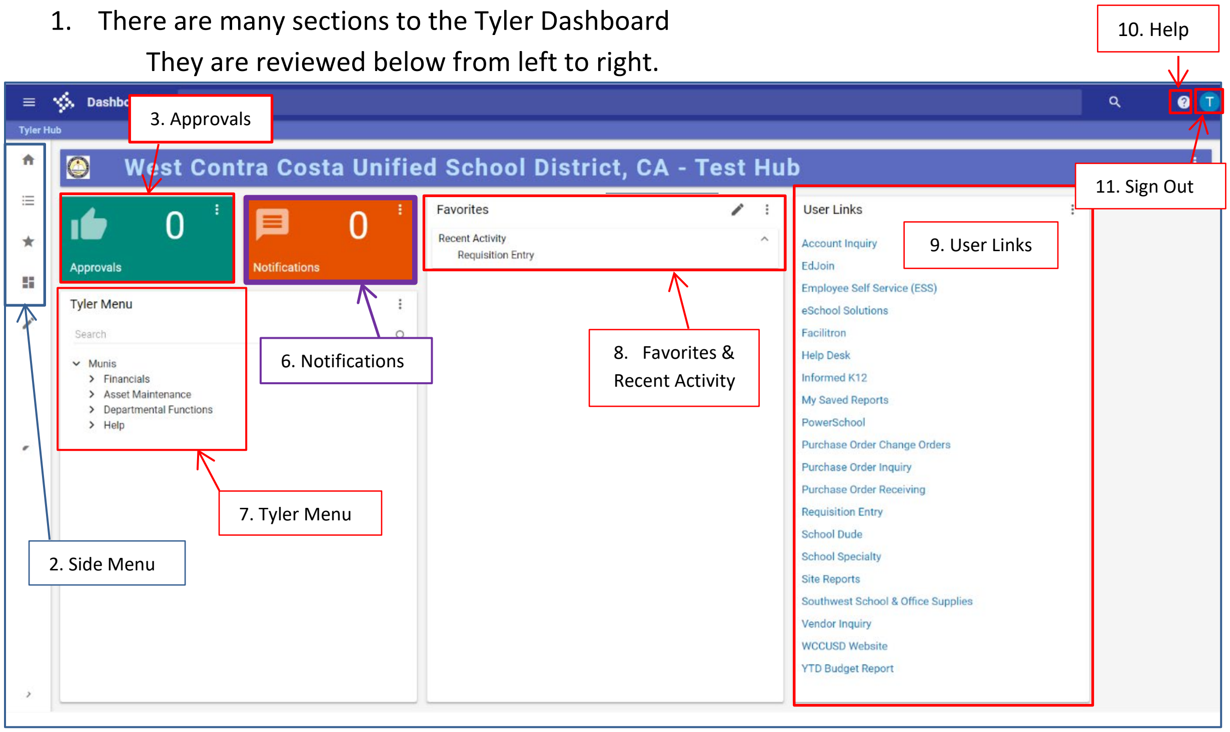




Dashboard

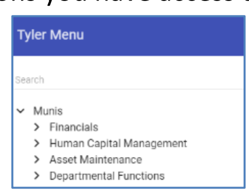
Getting to Know your Dashboard

1. There are many sections to the Tyler Dashboard
   They are reviewed below from left to right.

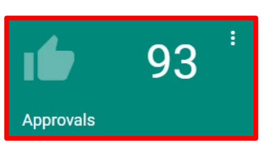


Side Menu

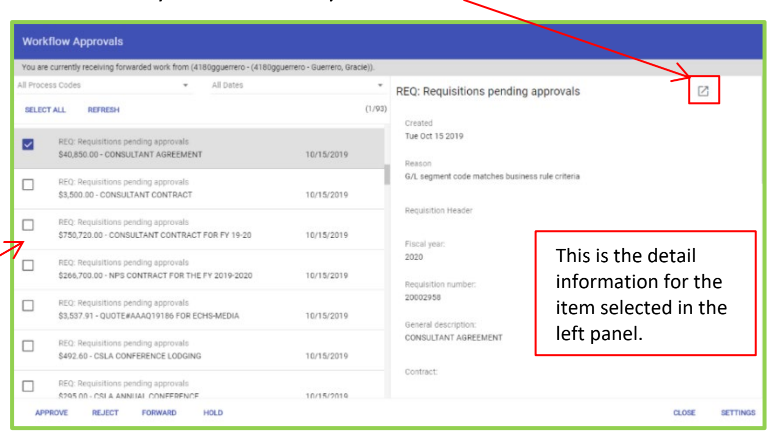
- **Home:** Will take you to the home page, or refresh the page if you are already on it.
- **Tyler Menu:** Opens the Tyler Menu where you can find all options you have access to.
- **Favorites:** Shows your recent activity and favorites.
- **Pages:** Will allow you to modify your dashboard.
- **Manage Content**: Provides access to content library and editing your pages.



2. **Approvals**
   a. When you click on the **Approvals tile** it will open the **Approvals Window** where you can see any approvals you may need to take action on.
      b. This box will take you to the entry screen where you can view additional information.



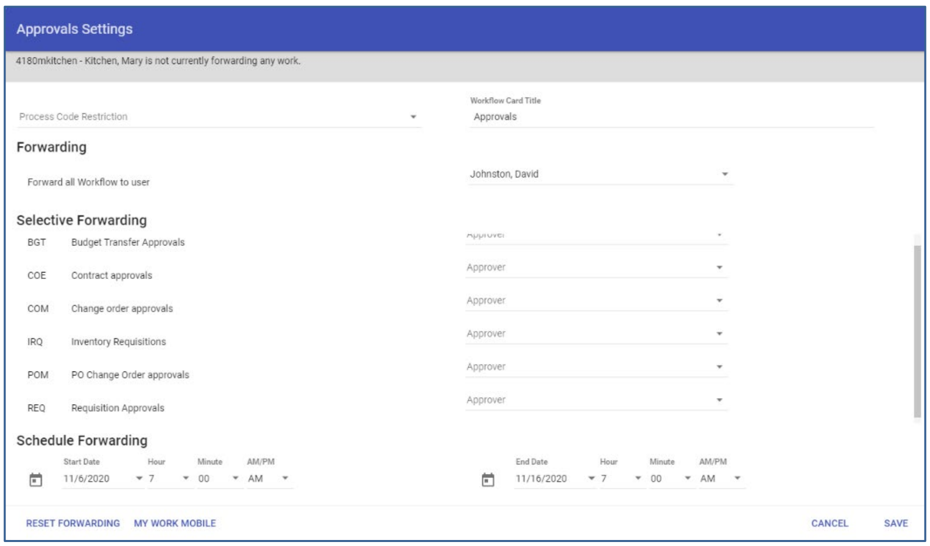
b. This is a list of items pending with you.



3. When you **Place a Checkmark** in a box beside an item the action options are available at the bottom of the screen.

- **Approve** - Will approve the requisition and send it on in workflow.
- **Reject** - Will return the requisition to the originator and disencumber the money.
- **Forward -** Allows you to select who to forward this item to.
- **Hold** - Will place the requisition on a short hold.
- **Close –** Will close the Approval screen.
- **Settings –** Allows you to forward to another user.

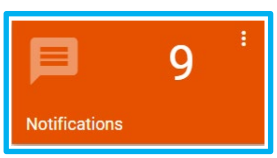
4. When you click on the Settings option the Approvals Settings box will open.

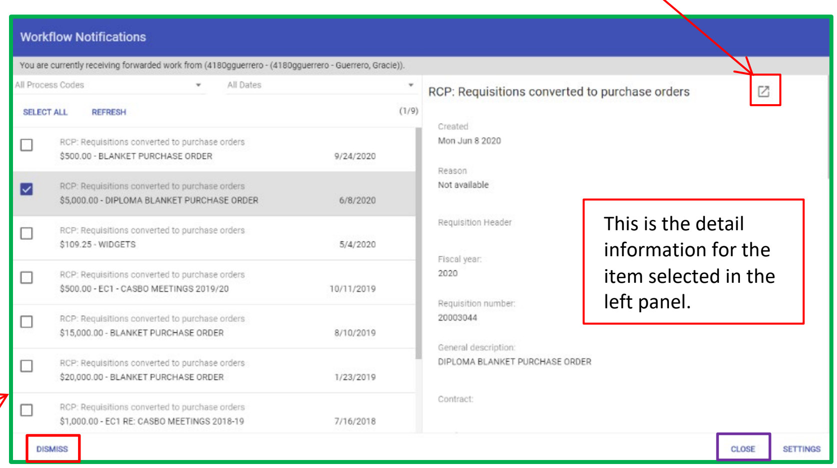


Here you can select to forward all of your approvals to your supervisor or send to several different people depending on the item selected.

Schedule your time away so that forwarding will be removed when you return.

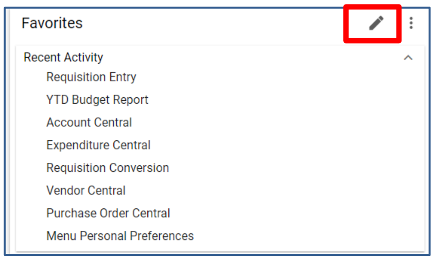
5. **Notifications**
   a. When you click on the **Notification tile** it will open the **Notification Window** where you can see any items that created that have been processed.
   b. This box will take you to the entry screen where you can view additional information.



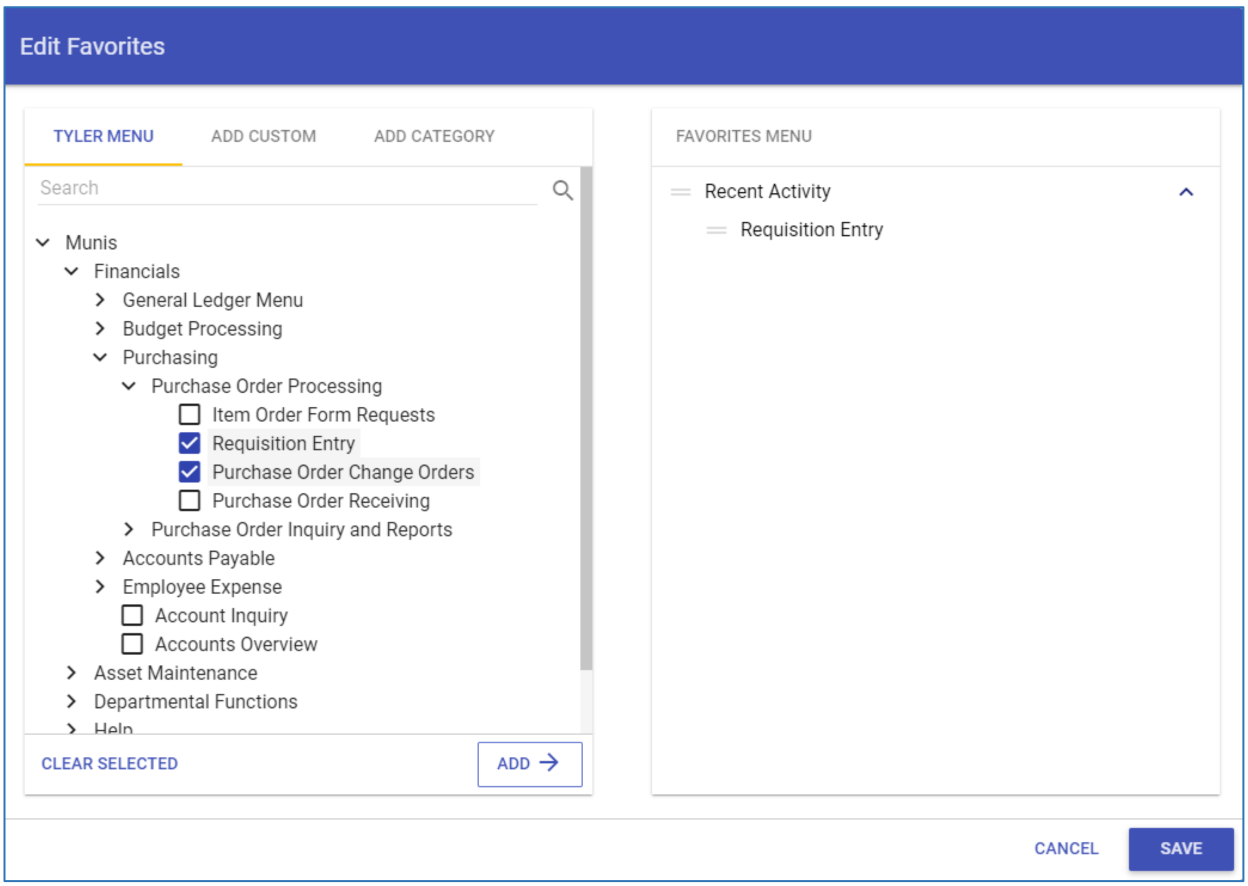


   c. This is a list of items you are being notified about.
   d. After checking a box, select **Dismiss** to remove the notification.
   e. Click **Close** to close the box.

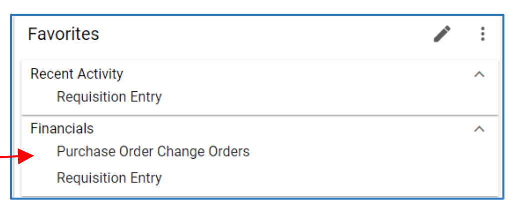
6. **Tyler Menu**
    a. This is where you can find all the options you have access to. Click the arrows to expand the sections and see the sub-menu's.
7. **Favorites and Recent Activity**
    a. As you use the program your recent activity will show here.



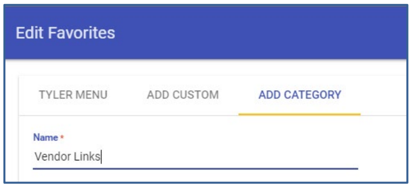
    b. Edit Favorites allows you to add any item from the Tyler Menu to your Favorites menu for quick access.



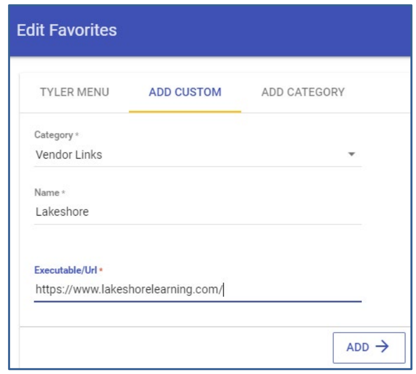
    c. In this example I selected Requisition Entry and Purchase Order Change Orders.
    d. When I click ADD, both will be added below my Recent Activity.
    e. Click SAVE to return to the Dashboard.
    f. A new section has been added showing the favorites that you selected.



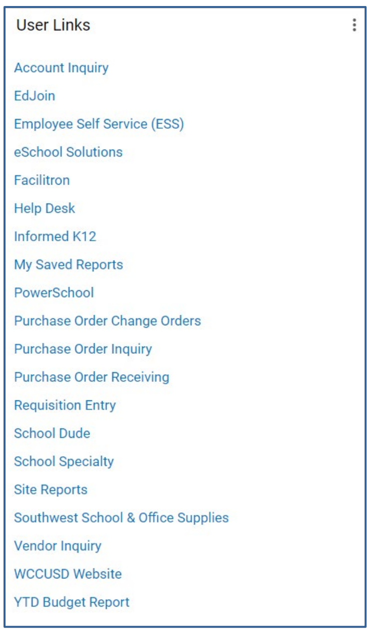
g. You can also add categories.



h. And custom links to websites.



8. **User Links**
   a. This module provides links to the most used Munis applications as well as links to websites and other district applications commonly used.



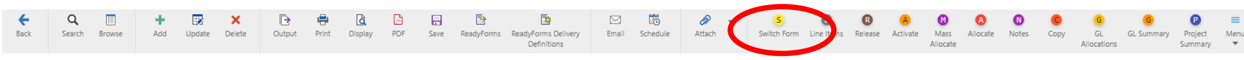
9. **Help:** This takes you to the help screen. This option is available on all Munis pages.
10. **Sign Out:** Your initial
    a. This is where you will find the sign out option.

Creating Requisitions

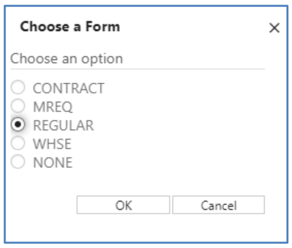
1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

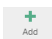
2. Click **Switch Form** on the ribbon at the top of the page



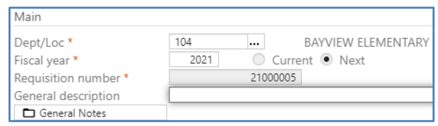
3. Select **Regular** from the pop up box, click ok



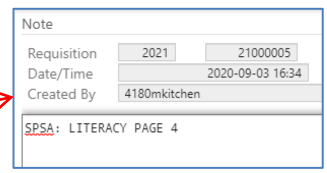
Box Definitions:
CONTRACT – Use to enter a contract
MREQ – Master form, don't use
REGULAR – Use this to enter most requisitions
WHSE – Use to enter a warehouse order
NONE – No modifications made full form

4. Click **Add** 

 in the ribbon
5. Your Site/Department number will show in the **Dept/Loc** box
6. Press **Tab**
7. The Fiscal year will complete for you
8. **Tab** past the Requisition number box; a requisition number will auto populate.



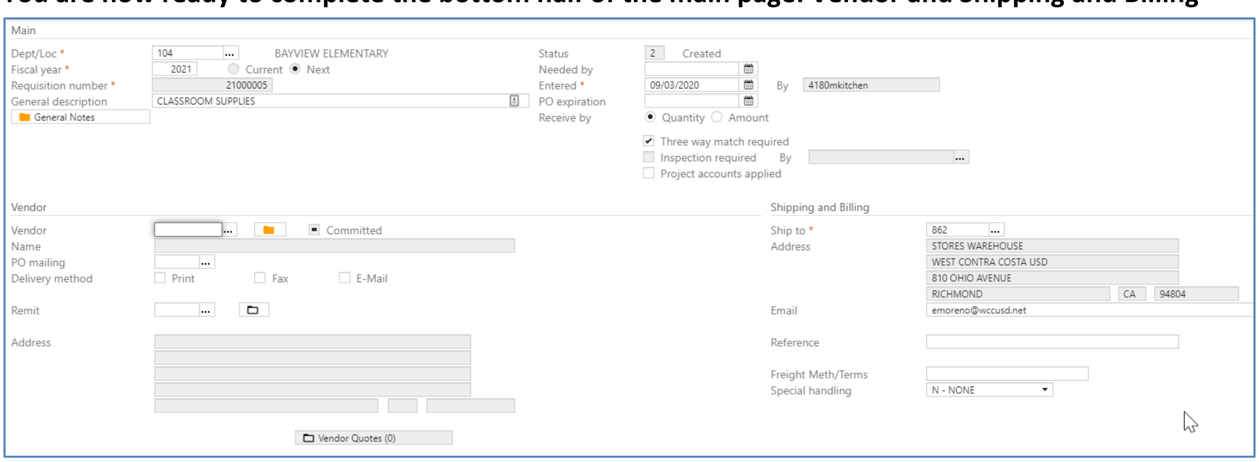
9. In the **General Description** box enter a definition of the type of order you are creating, such as TEXTBOOKS, CLASSROOM SUPPLIES, ETC. Enter your quote number here. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
10. Just below the General Description box is **General Notes.** This is where you can enter a note such as your school site plan justification for categorical programs**.** Remember to attach your school site plan page to the requisition.



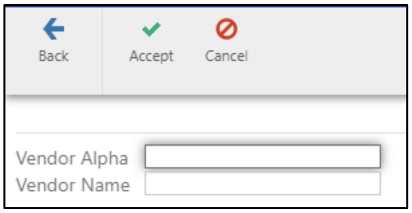
11. **Click Accept** and then click back.
12. Notice that the Status box is Status 2 **CREATED** 

13. **Tab** past the **Needed by** box and the **Entered** box that has auto filled
14. **Tab** past the **PO expiration** box leaving it empty.
15. **Tab** past the **Receive by bullet** leaving it on **Quantity**
16. **Tab** past **Three way match** that is checked
17. **Tab** past, **Inspection required** and **Project accounts** leaving the boxes unchecked.

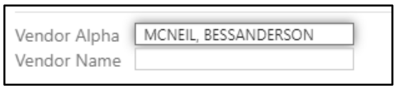
You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing



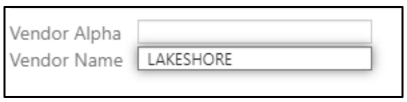
18. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use. Enter the vendor name in caps.



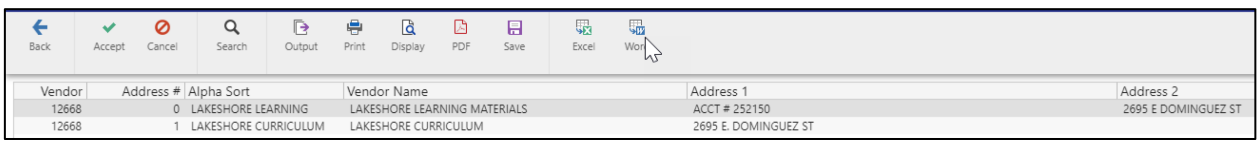
  a. Use the **Vendor Alpha** box to find vendors by their proper name.



  b. Use the **Vendor Name** box to find vendors by any part of their name.

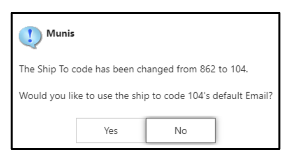


19. Click **Accept**
20. In the example below you can see that Lakeshore has two lines with the same vendor number, use the one that has a zero in the Address # column. That is the Purchasing or primary address, the others are for paying invoices.



  a. Click on the vendor you want to select and click **Accept**. You will be returned to the requisition entry screen where the vendor address will auto populate.
  b. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.

21. The **Shipping Address** defaults to the warehouse. You have the option of changing the shipping destination to your site for requisitions where you are ordering **Books, Field Trips, Travel, Contracts, Amazon, and Blanket Orders.** Type your site number in the ship to box and hit tab.
  a. Purchasing has the ability to modify the shipping address when necessary.



22. You will get a pop-up asking if you want to use the ship to code's default email, click Yes
23. **Email** – the correct email should have just populated, you can modify if necessary.
24. **Reference** – Use this field to enter information you may need to know such as the Teacher's name and room number.
25. **Special handling** – If you have already received this merchandise select **CONFIRMING** here, otherwise leave N – NONE selected.
26. **Terms** section, information entered here will apply to all line items.
  a. **Discount %** - If you are getting a percentage discount on the whole order, enter that in the discount box.
  b. **Freight %** - If you are being charged a percentage for shipping on the whole order, enter that percentage in the Freight box.
  c. **Sales tax group** – click the ellipsis and select the correct group.

1. If you are creating a requisition for a blanket purchase order select non-taxable.
   Remember if you are ordering product we pay tax even if the company is not charging us tax.

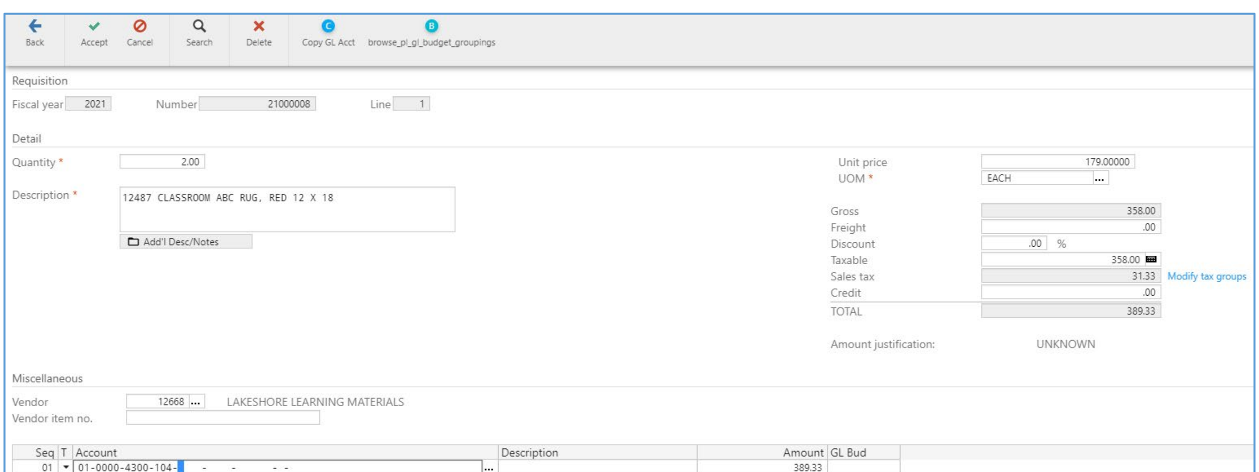
d. **Sales tax %** - If your correct tax is displayed do not make any changes.

e. **Use tax group and Use tax %** - Leave these boxes blank (this is for accounting use only)

27. **Miscellaneous section**
    a. **Type box** – In the drop down leave on N-Normal
    b. **Notify Originator** when converted to PO/Contract checkbox – This box is checked by default.
28. Click **Accept, you will be transferred to the Line Items screen.**

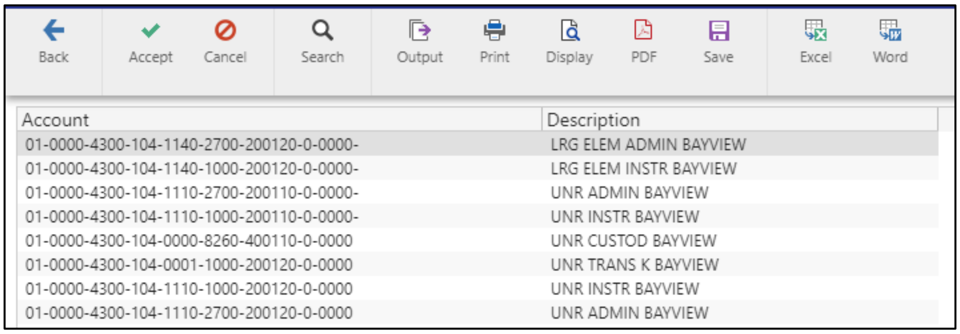
You are now ready to enter your items on the Line Items page. Enter a maximum of 10 line items individually. **If you have more than 10 items you will only enter one line item as Lot.**
(Please see the instructions “Requisitions with an attached list”).

29. In the **Quantity** box enter the quantity for the first item.
30. In the **Description** box enter the item number then a description. Be sure to include any other necessary details such as color and size. Remember to use **CAPS**.
31. **Tab** to the **Unit Price** box – Enter the price
32. **Tab** to **UOM** – EACH is the default option, if you want to change it **Click** on the ellipses to select the Unit of Measure such as DOZ, GAL, LOT, SET, etc.
33. **Tab** to the **Freight** box – If you have a set dollar amount for the entire order enter it here.
    a. If you entered a percentage on the first page Do Not enter anything here, an amount will auto calculate.
34. If you have a **Credit** enter it in the **Credit** box.
35. **Tab** through all the fields until you reach the **Account** section.
36. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.



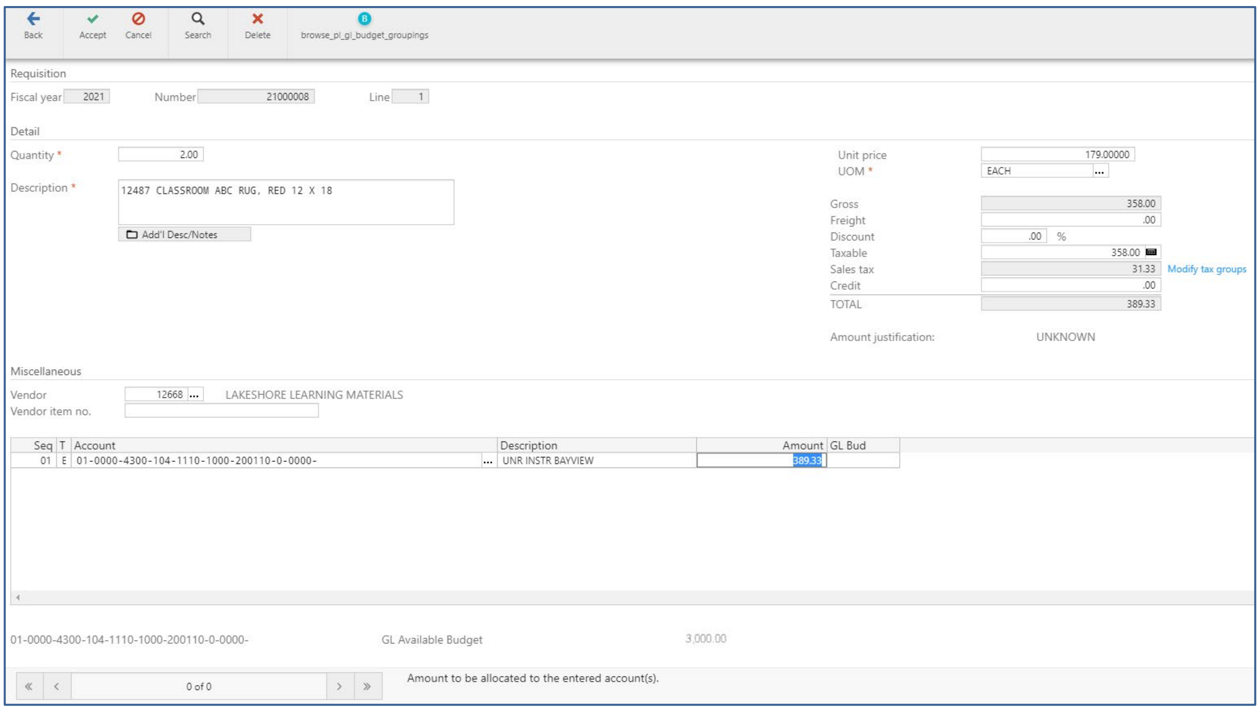
37. Click the **ellipsis**

38. A new window will appear with the account numbers you can choose from, **select one.**



39. Click **Accept –** You will be returned to the Line Item page with the account code filled in.

40. **Tab** once



a. At the bottom of the screen you will see your remaining balance for that account.

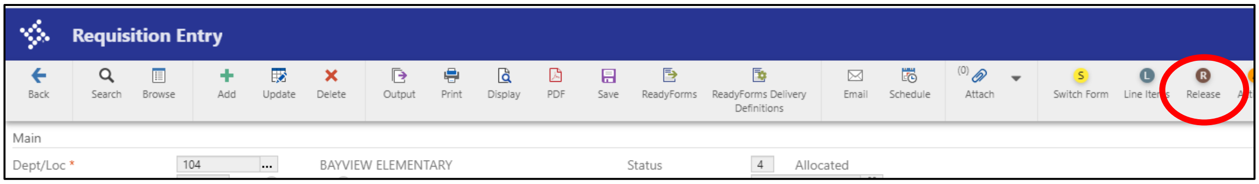
41. If you are not using two funds to pay for this item click **Accept**
   a. If you are using an additional account, change the dollar amount to the amount you are charging to the first account code and hit tab.
   b. The remaining balance will auto-populate on the next account line.
   c. Enter your second account number, tab to amount, either click **Accept** or change the amount and repeat.

42. If you have more items to enter, click **Add** (plus) at the top of the screen, to create line 2 and follow steps 25 through 39 in the above procedures to enter additional line items.
   a. If you are ordering more than 10 line items see instructions for Entering Requisitions with an attached list

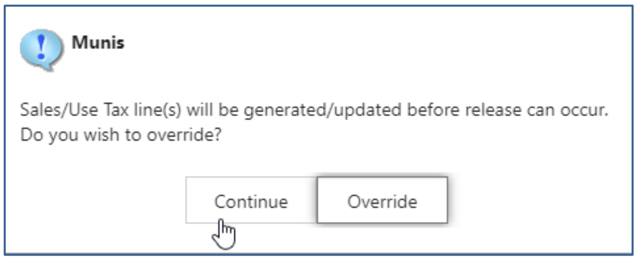
43. When your curser is in the Account section you can click **Copy GL** in the ribbon to populate the same account code you used on your previous line.

44. After entering your last line item click **Accept**, then click **Back** to go back to the main page of the requisition.

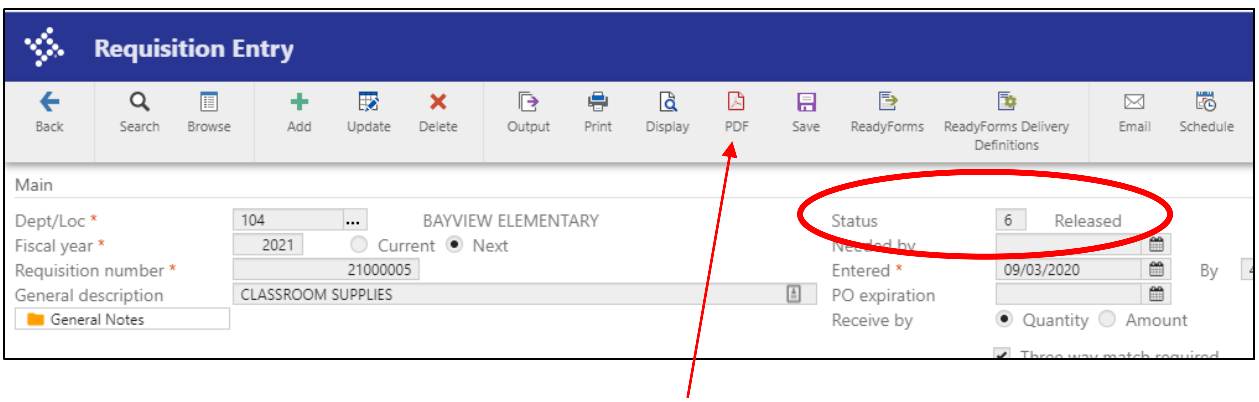
45. You should always try to get a quote before creating your requisition, attach your quote now using the dropdown beside the Attach icon (Paperclip) and selecting Open TCM.
46. You are ready to send your requisition into workflow when your status is 4 Allocated.
47. Click **Release** in the ribbon.



48. When you click release you will get this pop-up



49. Click **Continue**
50. Your status will now be 6 (Released).

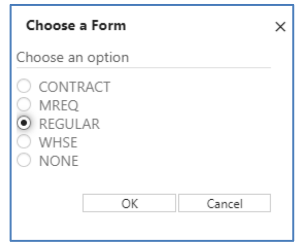


51. If you want to save a copy for your records, click on PDF and a copy will be created.

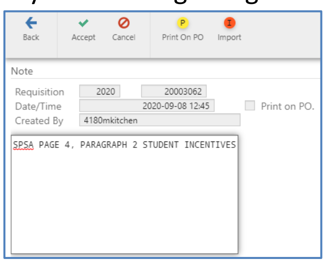
To be used if you are ordering more than 10 line items of product

1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on your dashboard.



2. Click **Switch Form** on the ribbon at the top of the page.
3. Select **Regular** from the pop up box, click ok.
4. Click **Add**
5. Your Site/Department number will show in the **Dept/Loc** box.
6. Press **Tab**
7. The Fiscal year will complete for you.
8. **Tab** past the Requisition number box; a requisition number will auto issue.
9. In the **General Description** box enter **OFFICE SUPPLIES** or **CLASSROOM SUPPLIES** and your **QUOTE NUMBER,** you should have a quote. (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
10. If you are using categorical money enter your school site plan information by clicking the **General Notes** button.



Remember to attach your school site plan page to the requisition.
Click **Accept** then click **Back**.

11. **Tab** past the **Needed By** box, the **Entered** and the **By** box that have auto filled.
12. Leave the **PO expiration date** empty purchasing will complete that field for you.
13. **Receive by**: Click in the **Amount Bullet**, this will remove the bullet from the Quantity Field.
14. **Tab** past the **Three way match** box.
15. **Tab** past the **Inspection required** and **By** boxes.
16. **Tab** past **Project accounts**, leave the box unchecked.
17. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
    a. Use the **Vendor Alpha** box to find vendors by their proper name.
    b. Use the **Vendor Name** box to find vendors by any part of their name.
18. Click **Accept**
19. You should now see a list of vendors. Use the one that has a zero in the address column. This is the one to use for making a purchase; the others are for paying invoices.
20. Click on the vendor you want to use and click **Accept**.
21. You will be returned to the requisition entry screen, the vendor address will auto populate.
22. Tab past the **PO mailing**, **print**, **fax**, **e-mail** and **remit** boxes.
23. The **Ship To Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
24. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
25. **Reference** – You can enter a reference here such as a Classroom, Office, Room or Teacher name/room number.
26. **Tab** past the **Freight Meth/Terms** and **Special handling** boxes.
27. **Terms** section, information entered here will apply to all line items.

a. **Discount %** - If you are getting a percentage discount on the whole order, enter that in the discount box.

b. **Freight %** - If you are being charged a percentage for shipping on the whole order, enter that percentage in the Freight box.

Tax Group	Description	Rate
El Cerrito	El Cerrito	9.750
El Sobrante	El Sobrante	8.250
Hercules	Hercules	8.750
Kensington	Kensington	8.250
Pinole	Pinole	9.250
Richmond	Richmond	9.250
San Pablo	San Pablo	8.750
Non-Taxable	Non-Taxable	0.000
Mira Vista	Mira Vista	8.250

c. **Sales tax group** – click the ellipsis and select the correct group.

1. Click Accept
2. Tab

Remember if you are ordering product we pay tax even if the company is not charging us tax.

d. **Sales tax %** - This box was updated when you selected your sales tax group, you don't need to make any changes.

e. **Use tax group and Use tax % - Leave these boxes blank**

28. **Miscellaneous section**

a. **Allocation** – Leave this box blank.

b. **Buyer box** – Leave this box blank.

c. **Review** – Leave this box blank.

d. **Type box** – Leave this box on N-Normal

e. **PO** – This is where your PO number will show once it has been issued.

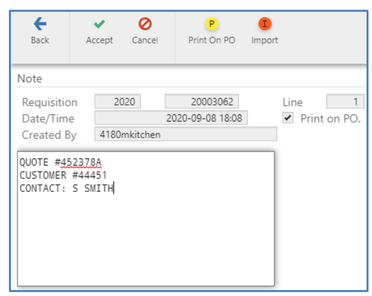
f. **Notify Originator when converted to PO/Contract checkbox** – This box is checked by default.

g. **Notify Originator of Overages** – This box is not active.

29. Click **Accept,** you should be transferred to the items screen, if you are not click line detail in the ribbon.

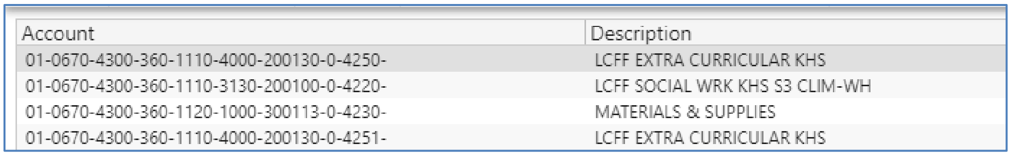
You are now ready to enter your item information on the Line Detail page

30. **Quantity Box** - will auto populate with **1**.
31. In the **Description** box enter a description per the instructions below; remember to use CAPS.
    a. Example: LIBRARY BOOKS FOR KOREMATSU MIDDLE SCHOOL PER ATTACHED QUOTE
    b. Example: SPORTS EQUIPMENT PER THE ATTACHED QUOTE
32. Open the **Add'l Desc/Notes** box
    a. Enter the quote number, customer ID etc.
    b. Click "P" **Print On PO** in the Ribbon.
    c. Click **Accept**
    d. Click **Back**



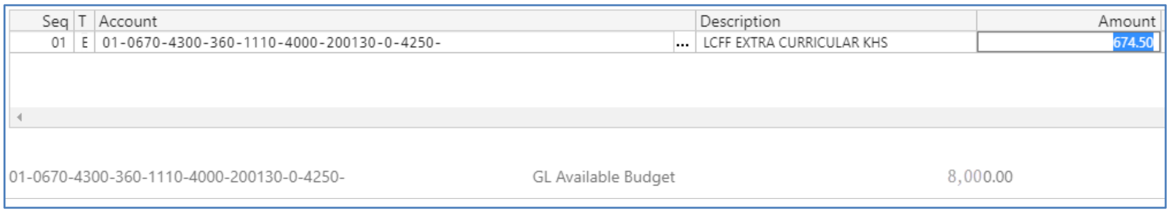
33. **Tab** to the **Amount** box, enter the subtotal on the quote.
34. **Tab** to the **Freight** box; enter the whole amount from the quote if you did not enter a percentage on the first page.
35. **Tab** to the **Discount** box; enter a percentage if you are getting a discount.
36. Make sure your gross amount is in the Taxable box.
    a. **Make sure your total includes tax.**
37. **Tab** past the **Credit** box; leaving it empty.
38. You will be in the **Account** box.
39. Enter your account number if you know it.
    a. If you need to look it up enter the first four segments Fund, Resource, Object and Site

40. Click the **ellipsis**
41. A new window will appear with the account numbers you can choose from, **select one.**



Account	Description
01-0670-4300-360-1110-4000-200130-0-4250-	LCFF EXTRA CURRICULAR KHS
01-0670-4300-360-1110-3130-200100-0-4220-	LCFF SOCIAL WRK KHS S3 CLIM-WH
01-0670-4300-360-1120-1000-300113-0-4230-	MATERIALS & SUPPLIES
01-0670-4300-360-1110-4000-200130-0-4251-	LCFF EXTRA CURRICULAR KHS

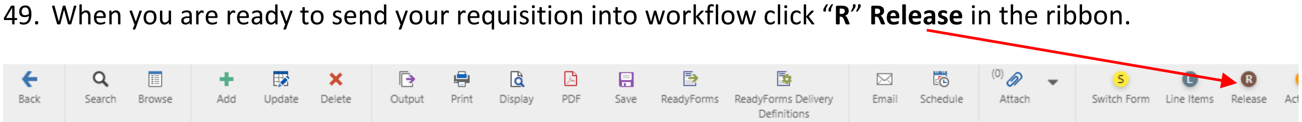
42. Click **Accept**
43. **Tab** once, at the bottom of the screen you will see your available budget.



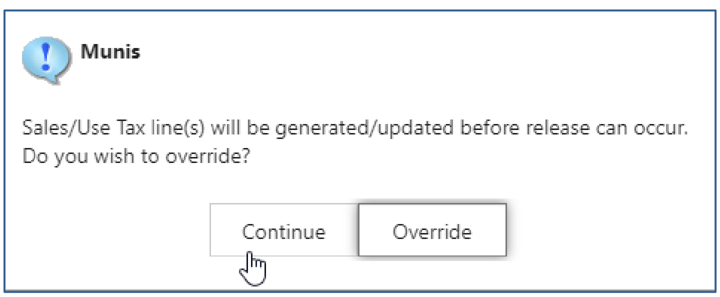
Seq	T	Account	Description	Amount
01	E	01-0670-4300-360-1110-4000-200130-0-4250- ...	LCFF EXTRA CURRICULAR KHS	674.50

01-0670-4300-360-1110-4000-200130-0-4250- GL Available Budget 8,000.00

44. If you are using an additional account change the amount you are charging to the first account code and hit tab.
    a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
45. Click **Accept**
46. Click **Back** to go back to the main page of the requisition.
47. Look the requisition over to see if you missed anything.
48. Attach your quote using the dropdown beside the Attach icon (Paperclip) and selecting Open TCM.
    a. The quote must be clear and legible as it will be provided to the vendor.
49. When you are ready to send your requisition into workflow click "**R**" **Release** in the ribbon.



50. After you click **Release** you will get a pop-up.



51. Click **Continue**
52. **Status** will change to **6** (Released).

Status Key

2 – Created, First page of Requisition has been started, accounts have not been entered.

4 – Allocated, Line detail is complete all lines have been saved with account codes entered.

6 – Released, Requisition has been released into workflow and is processing through the approval process.

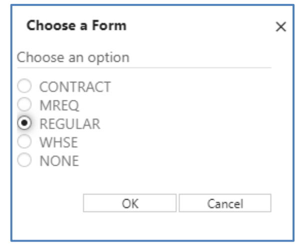
8 – Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.

0 – Converted, The requisiton has been converted to a purchase order.

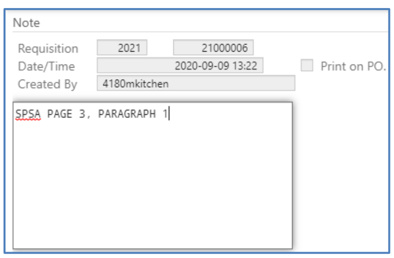
Creating a requisition that will be a blanket purchase order

1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.



2. Click **Switch Form** on the ribbon at the top of the page.
3. Select **Regular** from the pop up box, click ok.
4. Click **Add**
5. Your Site/Department number will show in the **Dept/Loc** box.
6. Press **Tab**
7. The Fiscal year will complete for you.
8. **Tab** past the Requisition number box; a requisition number will auto issue.
9. In the **General Description** box enter **BLANKET PURCHASE ORDER** (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
10. Click on **General Notes** and if you are using categorical money enter your school site plan information.

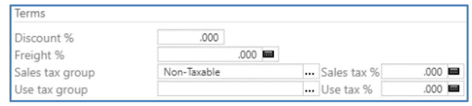


Remember to attach your school site plan page to the requisition

Click Accept then click **Back**.

11. **Tab** past the **Needed By** box, the **Entered** and the **By** box that have auto filled.
12. Leave the PO expiration date empty purchasing will complete that field for you.
13. **Receive by**: **Tab** past the Quantity bullet, leaving it empty.
14. **Receive by**: Click in the **Amount Bullet**, this will remove the bullet from the Quantity Field.
15. **Tab** past the **Three way match** box.
16. **Tab** past the **Inspection required** and **By** boxes.
17. **Tab** past **Project accounts**, leave the box unchecked.
18. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use. Enter the vendor name in caps.
    a. Use the **Vendor Alpha** box to find vendors by their **proper name**.
    b. Use the **Vendor Name** box to find vendors by **any part** of their name.
19. Click **Accept**
20. You should now see a list of vendors, use the vendor number that has a zero in the Address # column. This is the one to use for making a purchase; the others are for paying invoices.
21. Click on the vendor you want to use and click **Accept**.
22. You will be returned to the requisition entry screen, the vendor address will complete.
23. Tab past the **PO Mailing, print, fax, e-mail** and **remit** boxes.
24. The **Ship to Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
25. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
26. **Reference** – You can enter a reference here such as a Classroom or Office.
27. **Tab** past the **Freight Meth/Terms** and **Special handling** boxes.

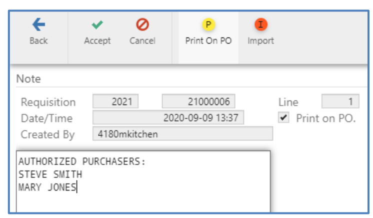
28. **Terms** section, information entered here will apply to all line items.
    a. **Discount %** - Leave this box blank.
    b. **Freight %** - Leave this box blank.
    c. **Sales tax group** – click the ellipsis and select the correct group.
        1. For a blanket purchase order select non-taxable.
    d. **Sales tax %** - This box should show .000
    e. **Use tax group and Use tax %** - Leave these boxes blank.



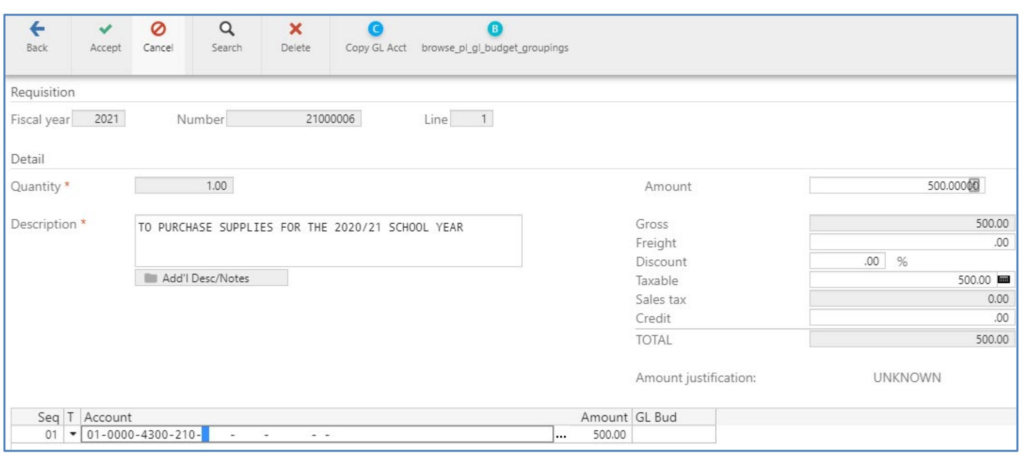
29. **Miscellaneous section**
    a. **Buyer box** – Leave this box blank.
    b. **Review** – Leave this box blank.
    c. **Type box** – In the drop down select **B – BLANKET**.
    d. **PO** – This is where your PO number will show once it has been issued.
    e. **Notify Originator when converted to PO/Contract checkbox** – This box is checked by default.
    f. **Notify Originator of Overages** – This box is not active.
30. Click **Accept,** you should be transferred to the items screen, if not click **Line Detail** in the ribbon.

You are now ready to enter your item information on the Line Detail page

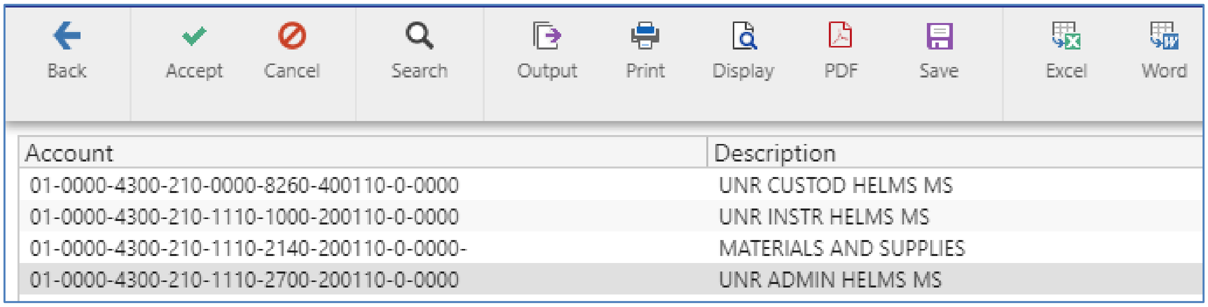
31. **Quantity Box** - will auto populate with **1**.
32. In the **Description** box enter: TO PURCHASE SUPPLIES FOR THE 2016/17 SCHOOL YEAR
    a. Remember to use **CAPS**
33. Open the **Add'l Desc/Notes** box - Enter the name(s) of authorized purchaser(s).
    a. Click "P" Print On PO in the Ribbon.
    b. Click Accept
    c. Click Back



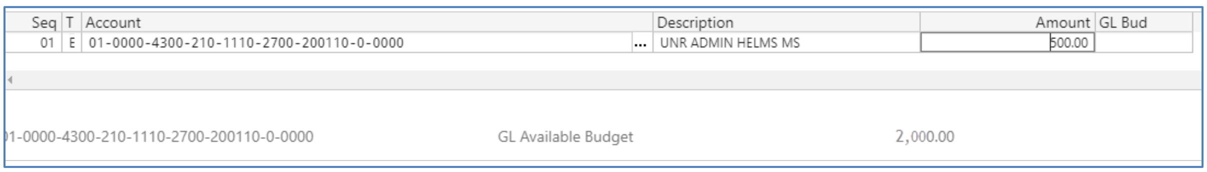
34. **Tab** to the **Amount** box, enter the dollar amount.
35. **Tab** past the **Freight** box; leaving it empty.
36. **Tab** past the **Discount** box; leaving it empty.
37. If there is a figure in the Taxable box, **Delete** it.
    a. **Make sure your total does not include tax.**
38. **Tab** past the **Credit** box; leaving it empty.
39. You will be in the **Account** box.
40. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.



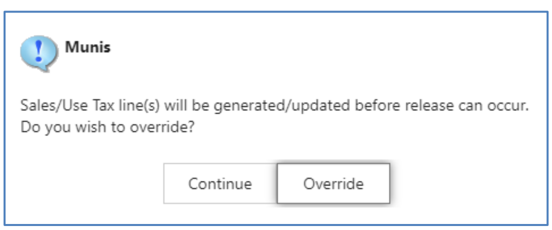
41. Click the **ellipsis**
42. A new window will appear with the account numbers you can choose from, **select one.**



43. Click **Accept**
44. **Tab** once, at the bottom of the screen you will see your available budget.



45. If you are using an additional account change the amount you are charging to the first account code and hit tab.
    a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
46. Click **Accept**
47. Click **Back** to go back to the main page of the requisition.
48. Look the requisition over to see if you missed anything.
49. When you are ready to send your requisition into workflow click **Release** in the ribbon.



50. After you click **Release** you will get a pop-up.
51. Click **Continue**.

52. **Status** will change to **6** (Released).

Status Key

2 – Created, First page of Requisition has been started, accounts have not been entered.
4 – Allocated, Line detail is complete all lines have been saved with account codes entered.
6 – Released, Requisition has been released into workflow and is processing through the approval process.
8 – Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.
0 – Converted, The requisiton has been converted to a purchase order.

The following tips will help your orders to be handled in a more efficient and timely manner.

Technology Orders

1. Always get a quote for any technology order, create a helpdesk ticket by going to contact the Technology Help Desk Center at https://wccusd.zendesk.com/hc/en-us click on Submit a request in the header above the picture.

2. Technology orders must use the correct object code for them to be routed through workflow and obtain the correct approvals. If a technology order reaches purchasing with the wrong object code it will be rejected.

3. The correct object codes for technology are:

    - 5850 – Software Licenses, this includes on-line licenses
    - 4360 - Any Technology purchase costing 500.00 or less **including tax**
    - 4460 – Any Technology purchase costing 500.00 to 4,999.99 **including tax**
    - 6460 – Any Technology purchase costing 5,000.00 **including tax**

4. Software must be approved by the Technology Department before you enter a requisition. Go to the Educational Technology Approved Software / Web Subscriptions / Chrome extensions google page: https://docs.google.com/spreadsheets/d/1jdLQAy_LK2AJv1dSEEgQLpL6GKpwEzXSQD8e1LGb4fU/edit?usp=sharing

    a. You can also reach this page by navigating to it on the district website: wccusd.net>Departments>Technology>Educational Technology>Software & Website Approval>Approved Software List.

5. Technology items can be difficult to enter into Munis, please call purchasing if you need assistance.

Questions Regarding Technology Orders Contact:
Terre Jones, Purchasing Department, 231-1199 or tjones@wccusd.net

STUDY TRIP ADMISSION FEES

- When creating the requisition make sure the following information is always included:
  - NAME OF THE INSTITUTION BEING VISITED
  - DATE OF FIELD/STUDY TRIP
  - CONFIRMATION/RESERVATION NUMBER(S)
  - TEACHER NAME(S): THE TEACHER(S) IN CHARGE
  - NUMBER OF STUDENTS
  - NUMBER OF CHAPERONES

- Make sure backup paperwork is **ALWAYS** attached to your requisition, if you are unable to attach it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the Study Trip has been booked.

- Make sure that the Purchase Requisition is entered into the system at least **8 WEEKS** prior to the date of the study trip. (Preferably entered when the reservation has been secured by the teacher). The PR has to go through workflow and then end up at Purchasing in time for a **Check Request** to be done and given to accounting. Vendors typically want payment two (2) weeks prior to the date of the Study Trip.

- When the Purchase Order is approved and ready a copy will be emailed to the requestor to provide to the teacher attending the trip.

BUS TRANSPORTATION PROCEDURES

It is imperative that these procedures be followed 8 weeks prior to the date of the study trip so that the bus you reserve is still available when the study trip time has arrived.

- Site requests quote for study trip
- Quote issued
- Principal reviews and signs quote
- Requisition is created containing the following information

  General Description: STUDY TRIP TRANSPORTATION

  Description line: CHARTER TRANSPORTATION CHARGES

  Add'l Desc/Notes:

  - DESTINATION NAME
  - DATE OF TRIP
  - CONFIRMATION NUMBER ie: *quote, job, charter, invoice etc*
  - TEACHER IN CHARGE
  - NUMBER OF STUDENTS
  - NUMBER OF CHAPERONES
  - TYPE OR NUMBER OF BUSES
- Site emails signed quote to company referencing the requisition number
- Company emails confirmation back to site
- Site attaches confirmation to requisition
- Confirmation is printed and signed by David Johnston
- Confirmation and Purchase Order are emailed to company

Questions regarding Study Trips contact: Felisa Ayroso, Purchasing Department 231-1190.

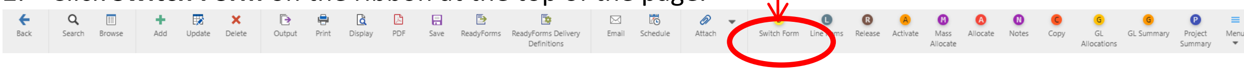
Creating a requisition that will be a Study Trip purchase order

***** Must be submitted 8 weeks prior to the date of the Study Trip *****

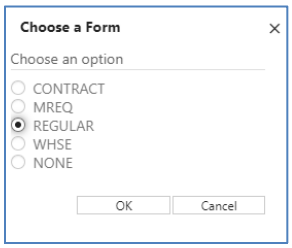
1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Landing Page on the Hub.

2. Click **Switch Form** on the ribbon at the top of the page.

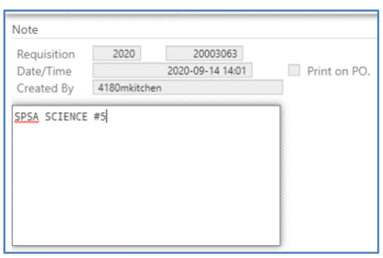


3. Select **Regular** from the pop up box, click ok.



Box Definitions:
CONTRACT – Use to enter a contract
MREQ – Master form, don't use
REGULAR – Use this to enter most requisitions
WHSE – Use to enter a warehouse order
NONE – No modifications made full form

4. Click **Add**
5. Your Site/Department number will show in the **Dept/Loc** box.
6. Press **Tab**
7. The Fiscal year will complete for you.
8. **Tab** past the Requisition number box; a requisition number will auto populate.
9. In the **General Description** box enter **STUDY TRIP** (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
10. Click on **General Notes** and if you are using categorical money enter your school site plan information.

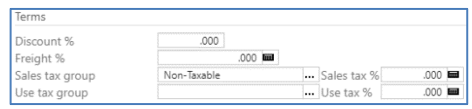


Remember to attach your school site plan page to the requisition

Click Accept then click **Back**.

11. **Tab** past the **Needed By** box, the **Entered** and the **By** box that have auto filled.
12. Leave the PO expiration date empty purchasing will complete that field for you.
13. **Receive by**: **Tab** past the Quantity bullet, leaving it empty.
14. **Receive by**: **Tab** past the Quantity bullet, leaving it empty.
15. **Receive by**: Click in the **Amount Bullet**, this will remove the bullet from the Quantity Field.
16. **Tab** past the **Three way match** box.
17. **Tab** past the **Inspection required** and **By** boxes.
18. **Tab** past **Project accounts** , leave the box unchecked.
19. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
    a. Use the **Vendor Alpha** box to find vendors by the **first part** of their name.
    b. Use the **Vendor Name** box to find vendors by **any part** of their name.
20. Click **Accept**
21. You should now see a list of vendors, use the vendor number that has no number in the remit column. This is the one to use for making a purchase; the others are for paying invoices.
22. Click on the vendor you want to use and click **Accept**.

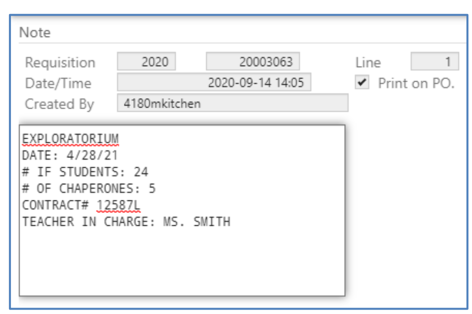
23. You will be returned to the requisition entry screen, the vendor address will complete.
24. Tab past the **PO Mailing, print, fax, e-mail** and **remit** boxes.
25. The **Ship to Address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
26. **Ship to Email** box – Your email address should auto-populate here, you can change it if needed.
27. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.
28. **Reference** – You can enter a reference here such as a Classroom, Office, Room or Teacher name/room number.
29. **Tab** past the **Freight Meth/Terms** and **Special handling** boxes.
30. **Terms** section, information entered here will apply to all line items.
    a. **Discount %** - Leave this box blank.
    b. **Freight %** - Leave this box blank.
    c. **Sales tax group** – click the ellipsis and select the correct group.
        1. For a study trip purchase order select non-taxable.
    d. **Sales tax %** - This box should show .000
    e. **Use tax group and Use tax %** - Leave these boxes blank.



31. **Miscellaneous section**
    a. **Buyer box** – Leave this box blank.
    b. **Review** – Leave this box blank.
    c. **Type box** – In the drop down select **N - Normal**.
    d. **PO** – This is where your PO number will show once it has been issued.
    e. **Notify Originator when converted to PO/Contract checkbox** – This box is checked by default.
    f. **Notify Originator of Overages** – This box is not active.
32. Click **Accept,** you should be transferred to the items screen, if not click **Line Detail** in the ribbon.

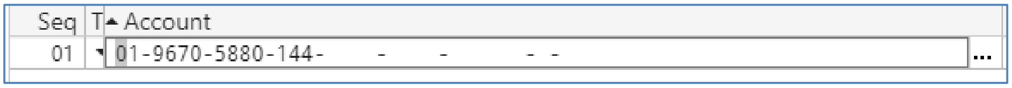
You are now ready to enter your item information on the Line Detail page

33. **Quantity Box** - will auto populate with **1**.
34. In the **Description** box enter: STUDENT AND CHAPERONE ADMISSION FEES
    a. Remember to use **CAPS**.
35. In the Add'l Desc/Notes box enter the information below:
    - Name of the institution being visited
    - Date of field/study trip
    - Number of students and number of chaperones attending
    - Confirmation/reservation number(s)
    - Teacher name(s): the teacher(s) in charge



36. **Click Accept** and **Back** to go back to line detail page
37. **Tab** to the **Amount** box, enter the dollar amount.
38. **Tab** past the **Freight** box; leaving it empty.
39. **Tab** past the **Discount** box; leaving it empty.
40. If there is a figure in the Taxable box, **Delete** it.
    a. **Make sure your total does not include tax.**

41. **Tab** past the **Credit** box; leaving it empty.
42. You will be in the **Account** box.
43. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site Numbers

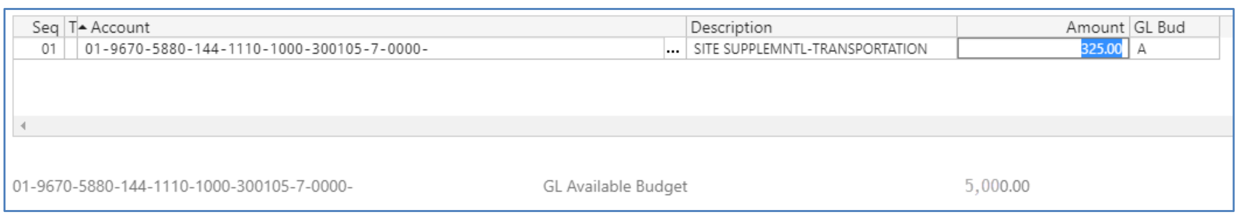


***** Remember the Object code for Study Trips is 5880. *****

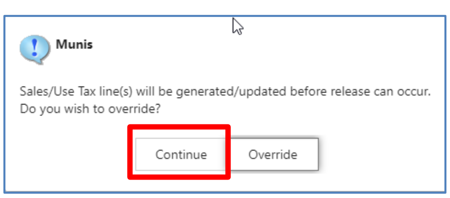
44. Click the **ellipsis**
45. A new window will appear with the account numbers you can choose from, **select one.**

Account	Description
01-9670-5880-144-1110-1000-300105-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300111-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300114-0-0000-	LCAP INSTR NYSTROM
01-9670-5880-144-1110-1000-300105-7-0000-	SITE SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300111-7-0000-	SITE SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300114-7-0000-	SITE SUPPLEMNTL-TRANSPORTATION
01-9670-5880-144-1110-1000-300114-9-0000-	SITE SUPPLEMNTL-TRANSPORTATION

46. Click **Accept**
47. **Tab** once, at the bottom of the screen you will see your available budget.



48. If you are using an additional account change the amount you are charging to the first account code and hit tab.
    a. Enter your second account number, tab to amount, either accept the amount displayed or change and repeat.
49. Click **Accept**
50. Click **Back** to go back to the main page of the requisition.
51. Look the requisition over to see if you missed anything.
52. Attach your backup paperwork
    a. Make sure backup paperwork is ALWAYS attached to your requisition. If you are unable to attach the paperwork it must be sent to purchasing referencing the purchase requisition number. This paperwork includes the reservation confirmation or confirmation invoice which is provided by the vendor to the teacher once the fieldtrip has been booked.
53. When you are ready to send your requisition into workflow click **Release** in the ribbon.
54. After you click **Release** you will get a pop-up.



55. Click **Continue**.

56. **Status** will change to **6** (Released).
57. Your requisition will travel through workflow until fully approved then it will arrive in purchasing for processing.

Status Key

2 – Created, First page of Requisition has been started, accounts have not been entered.

4 – Allocated, Line detail is complete all lines have been saved with account codes entered.

6 – Released, Requisition has been released into workflow and is processing through the approval process.

8 – Approved, The requisition has been fully approved in workflow and is ready to be converted to a PO.

0 – Converted, The requisiton has been converted to a purchase order.

District travel procedures have been developed to comply with ***Board Policy / Administrative Regulation 3350*** and ***Education Code 44016, 44032 and 44033***. It applies to all individuals who travel to workshops, conferences, meetings or other related activities under one or more of the following circumstances:

1. Travel costs which are funded by any program administered by the district.
2. Travel as a representative of the district (whether or not the cost of such travel is reimbursed).
3. Travel while on paid status. Travel while on leave is not subject to the district policy.

Final approval must be secured before the travel is commenced. Final approval is secured when all requisite signatures have been obtained and the specified travel funds have been encumbered on purchase orders. Any travel which takes place before final approval is secured will be considered an unauthorized purchase and the traveler will become financially liable for all travel expenses.

No more than two participants from each School/Site may attend any conference or workshop.

Application to Attend an Educational Event

- The *Application to Attend an Educational Event* form must be completed and submitted to Educational Services prior to travel.
- You must complete a Munis requisition and attach all required travel documents.
- If no requisition is required (see below under General Information) an *Application to Attend an Educational Event* form is still required and must be attached to your (EC1) Conference Reimbursement Form.

GENERAL INFORMATION

A requisition for travel must be completed and approved for:

- Travel to destinations more than 80 miles from the district's boundaries.
- Any out-of-district travel that requires an on-the-job substitute for the person traveling.
- Any travel that requires an overnight stay.
- Conference / Training taking place virtually when a registration fee needs to be paid.

No requisition is required for:

- In-district travel
- Same-day travel to destinations within an 80 mile radius of the district's boundaries if no substitute is required

Pre-Payment Requests

When requesting pre-payment by the district for travel expenses such as transportation, registration, lodging, and/or a cash advance, please observe the following requirements:

1. The completed Munis requisition must be received by the purchasing department, fully approved, at least 4 weeks prior to the date the first pre-payment is required.

2. Prior to entering a Munis requisition, the traveler(s) must make any necessary hotel reservations in their own name. The reservations must be able to be cancelled, without cost or penalty. Reservations must be booked directly through the hotel, NOT through a third-party vendor (like Hotels.com). The district cannot pay third-party vendors.
3. Travelers must submit completed registration forms, and lodging confirmation(s) with their requisition. A conference brochure which includes the date(s), location, cost, and any meals included, must be attached to the requisition.
4. Purchase Orders and/or warrants for transportation, registration, and lodging will only be made payable to the specified agency, not to the traveler.

Air Transportation

Procedure for requesting pre-paid air transportation:

1. At least four weeks prior to departure, visit the website of the airline that you plan to use. Choose an itinerary that suits your travel plans.
2. Complete the *Airline Ticket Request Form*.
3. Print the itinerary and write your full legal name, date of birth, and phone number on the itinerary. Attach your chosen itinerary and the airline ticket request form to your Munis requisition.
4. When your completed travel approval form is received in Purchasing, your itinerary will be purchased. In the event that your itinerary is not available when we are ready to purchase it, you will be contacted by the purchasing office to discuss alternative itineraries.

Following is a list of airline websites – these are the most frequently used airlines, but travelers may choose other airlines if necessary: Third party vendors cannot be used.

www.southwest.com www.jetblue.com www.delta.com
www.aa.com www.united.com

Lodging

Please note the following two sections of the WCCUSD travel policy – if either of these sections applies to your lodging request, additional approvals will be required (a waiver):

- *Section 3.a.3 – Lodging maximums*
  - If your lodging exceeds $185 per night, you must provide written justification of the necessity to stay at a higher cost facility.
- *Section 3.a.2 – Lodging under 50 miles*
  - If you request lodging that is less than 50 miles from the district's boundaries, you must provide written justification for your request.

Procedure for requesting pre-paid lodging:

1. *At least four weeks prior* to first night of stay, contact the hotel and make reservations for your stay using your credit card. Book directly through the hotel, NOT through a third-party vendor. Get a confirmation letter from the hotel that includes:
   - the hotel name and address
   - your name
   - the cost per night plus any tax amounts

   - DO NOT reserve through third party vendors like Hotels.com, the District cannot pay third-party vendors.
   - the dates of your stay
   - your confirmation number
2. Submit the confirmation letter with your travel approval requisition.

Payment will be mailed to the hotel after your fully approved travel requisition is received in Purchasing. In the event that your travel requisition is received too late for pre-payment, you may seek reimbursement by providing receipts to accounting upon your return.

Reimbursement Requests

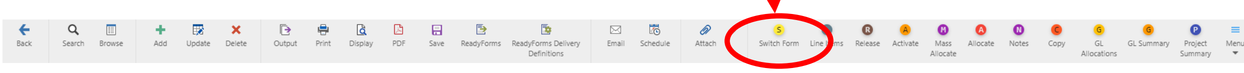
When requesting reimbursement by the district for travel expenses such as transportation, registration, lodging, and/or meals, please observe the following requirements:

1. Within 10 days of completing travel, a **Travel/Conference Expense Claim** form (EC1), plus all required receipts and/or proof of expenses, must be submitted to accounting in order for the reimbursement request to be processed. Documentation regarding the conference must be attached to the form in order to secure proper approvals.
2. An estimated amount for reimbursable expenses must be encumbered on a requisition in Munis. When you submit your reimbursement claim to accounting, you will need to include the requisition number on the form (EC1).
3. An individual using his/her vehicle on extended trips outside the district shall be reimbursed not to exceed the amount which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi; the lessor of.
4. Out-of-State travel requires prior written approval by both Division Head and Superintendent.

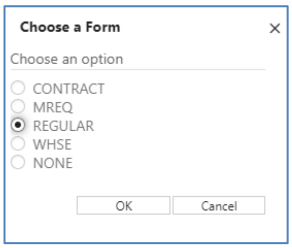
Questions Regarding Travel Contact: Purchasing Department, 231-1190 or the Purchasing Technician for your school site or department.

1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry
   Note: Requisition Entry can also be found on the Munis Landing Page on the Hub

2. Click **Switch Form** on the ribbon at the top of the page

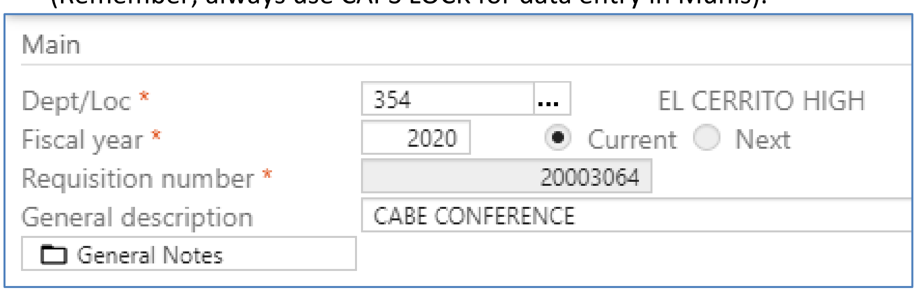


Select **Regular** from the pop up box, click ok

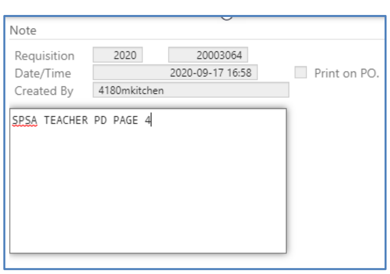


Box Definitions:
CONTRACT – Use to enter a contract
MREQ – Master form, don't use
REGULAR – Use this to enter most requisitions
WHSE – Use to enter a warehouse order
NONE – No modifications made full form

3. Click **Add**
4. Your Site/Department number will show in the **Dept/Loc** box
5. **Tab** past **Fiscal Year,** complete for you
6. **Tab** past the Requisition number box; a requisition number will auto populate.
7. In the **General Description** box, enter the name of the conference.
   CABE CONFERENCE
   (Remember; always use CAPS LOCK for data entry in Munis).



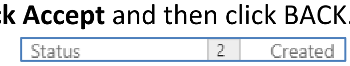
8. Just below the General Description box is **General Notes.**



This is where you can enter a note such as your school site plan justification for categorical programs.

Remember to attach your school site plan page to the requisition.

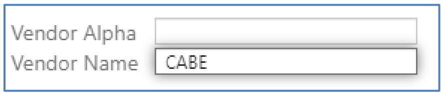
9. **Click Accept** and then click BACK.
10. Notice that the Status box is Status 2 **CREATED**



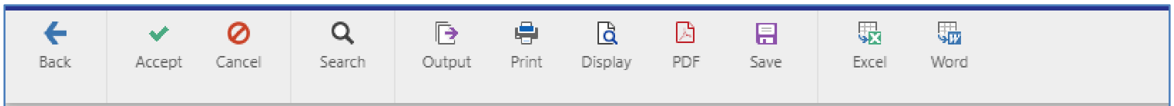
11. **Tab** past the **Needed by** box and the **Entered** box that have auto filled
12. **Tab** past the **PO expiration** box leaving it empty.
13. **Tab** past the **Receive by bullet** leaving it on **Quantity**
14. **Tab** past **Three way match** leaving the box checked
15. **Tab** past, **Inspection required** and **Project accounts** leaving the boxes unchecked.

You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing

16. **Vendor** – If you are doing a requisition for only Registration or Reimbursement you can use the Vendor Name search and enter the name of the vendor, such as "CABE".

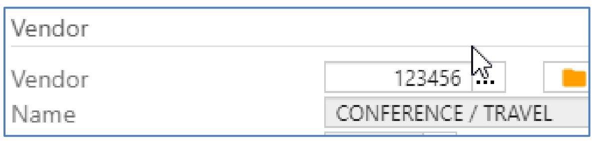


17. In the example below you can see that CABE has two lines with the same vendor number, use the one that has a zero in the Address # column. That is the Purchasing or primary address, the others are for paying invoices.



Vendor	Address #	Alpha Sort	Vendor Name	Address 1
11525	0	CABE	CA ASSOC FOR BILINGUAL EDUCATION (CABE)	20888 AMAR RD
11525	3	CABE	CA ASSOC FOR BILINGUAL EDUCATION (CABE)	20888 AMAR RD

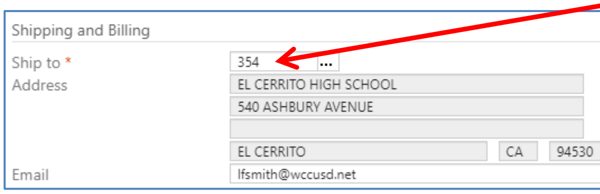
18. Click on the vendor you want to select and click **Accept**. You will be returned to the requisition entry screen where the vendor address will auto populate.
    a. If you are creating a requisition for all aspects of your travel you can hand-key in the number "123456" in the Vendor cell, which will yield the generic vendor: "Conference".

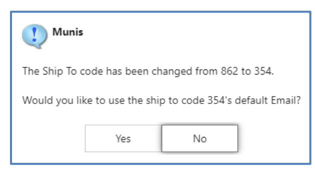


Provide the vendor information in the line item Add'l Desc Notes box and attach the confirmations.

19. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.

20. The **Shipping Address** defaults to the warehouse;
    - On a travel requisition you need to **change it to your site or department number.**





21. You will get a pop-up asking if you want to use the ship to code's default email, click Yes
22. **Reference** – Use this field to enter the names of attendees
23. **Terms** section, information entered here will apply to all line items.
    a. **Discount %** - Leave this box empty.
    b. **Freight %** - Leave this box empty.
    c. **Sales tax group** – click the ellipsis and select **Non-Taxable**.

Tax Group	Description	Rate
El Cerrito	El Cerrito	9.750
El Sobrante	El Sobrante	8.250
Hercules	Hercules	8.750
Kensington	Kensington	8.250
Pinole	Pinole	9.250
Richmond	Richmond	9.250
San Pablo	San Pablo	8.750
Non-Taxable	Non-Taxable	0.000
Mira Vista	Mira Vista	8.250

Registration has no tax
Hotel confirmation includes tax.
Airfare total includes tax.
Reimbursement amounts will already include tax.

    d. **Sales tax %** - will display .000.
    e. **Use tax group and Use tax %** - Leave these boxes blank

24. **Miscellaneous section**
    a. **Type box** – In the drop down leave on N-Normal
    b. **Notify Originator** when converted to PO/Contract checkbox – This box is checked by default.
25. Click **Accept, you will be transferred to the Line Items screen where you will enter a separate line item for each aspect of your travel.**

    Example:

    Line 1 – Registration Fee

    Line 2 – Airfare

    Line 3 – Hotel

    Line 4 – Reimbursement (Expense Claim Estimate)

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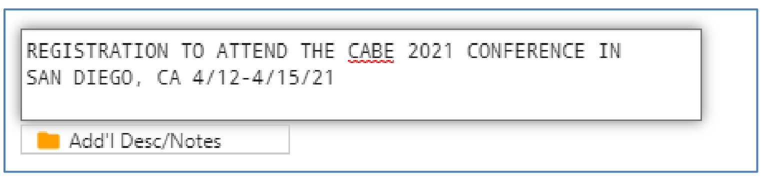
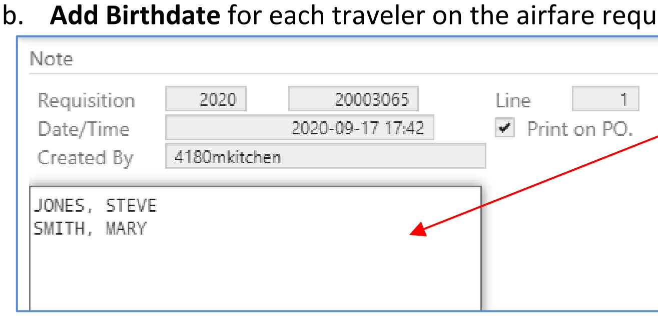
26. In the **Quantity** box, enter the number of people who will be attending the conference.
27. **Tab** to **Description**; enter the descriptions as detailed below:
    - For *conference registration fees*: include the name of the conference, when and where it is taking place.
    - For *airfare*: provide the name of the airline, details of the requested itinerary.
    - For *hotel*: provide the name of the hotel, the dates of the stay, the confirmation number.
    - For *reimbursement:* Use the (EC1) Conference Reimbursement form to estimate your reimbursement amount.



28. **Open the Add'l Desc/Notes** box and enter the names of all attendees.
    a. **Alphabetize by last name** if there is more than one person.
    b. **Add Birthdate** for each traveler on the airfare requisition



When you click on Add'l Desc/Notes this box will open.

This is where you enter conference participant's names.

    c. Click **Accept**
    d. Click **Back**, you will be returned to the line detail page.

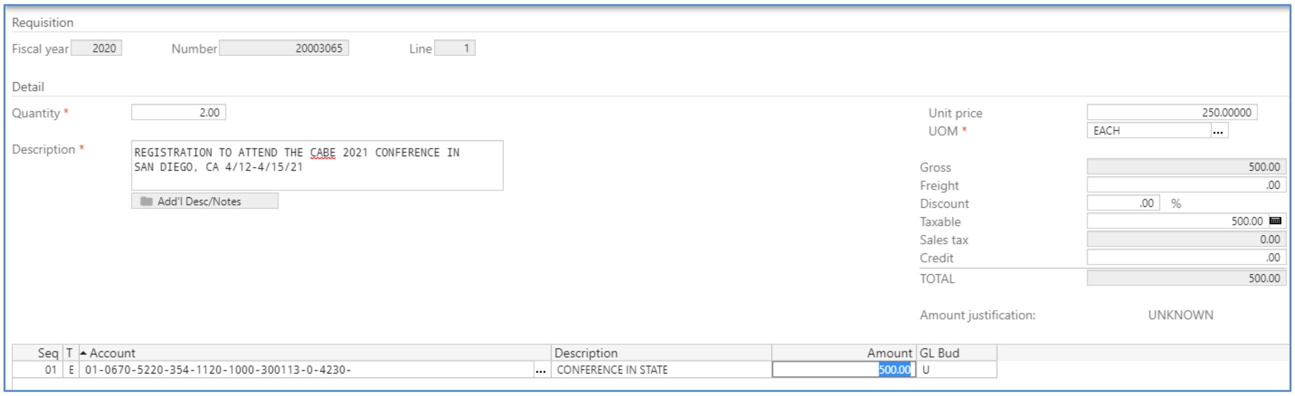
29. **Tab** to **Unit Price**; enter the cost per person.
30. **Tab** to **UOM**, enter the Unit of Measure such as EACH
31. **Tab** past the **Freight** box; leaving it blank
32. **Tab** past the **Discount** box; leaving it blank
33. **If there is a figure in the Taxable box, Delete it.**
    a. **Make sure your total does not include tax.**

28. You will be in the **Account** box.
    a. If you know the entire 32 digit account code you can key it in; or you can enter as much as you know and then click the ellipsis and choose the account code you want to use.

The object codes for travel are:

5220 – Conference In-State – 5225 – Conference Out-of-state

34. **Tab** once, if you are only using one fund for this purchase, click **Accept**.
    a. If you are using an additional fund, change the amount you are charging to line one and hit tab.
    b. Enter your second account number, tab to amount, either accept or change and repeat.



35. If you need to add another line item, click + on the ribbon and enter the details for the next line.

<u>Quick-tip:</u>

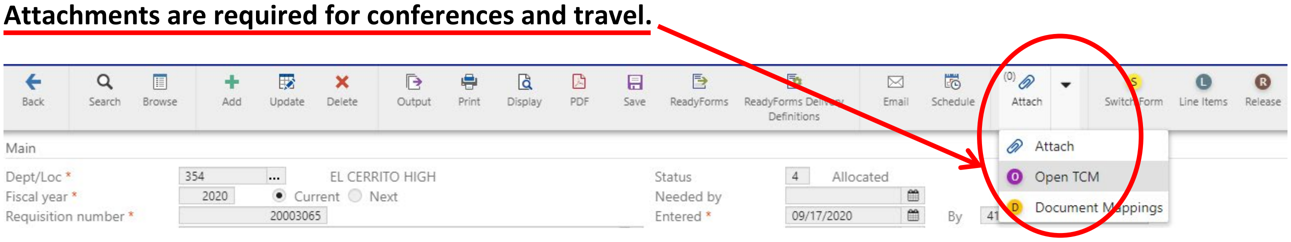
- If you are using the same account number for each line item you can click the copy GL button in the ribbon bar when you get to the account number portion of the next line item.

36. When you have entered all the line items, click **Accept** then click **Return** to go back to the main page of the requisition.

37. Very Important Step: <u>Attachments</u>

    Once you have entered your requisition and saved it by clicking Accept you can click on the Attachments icon dropdown and select Open TCM to add your attachments.

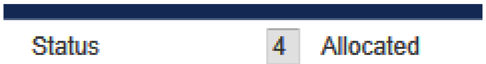
<u>Attachments are required for conferences and travel.</u>



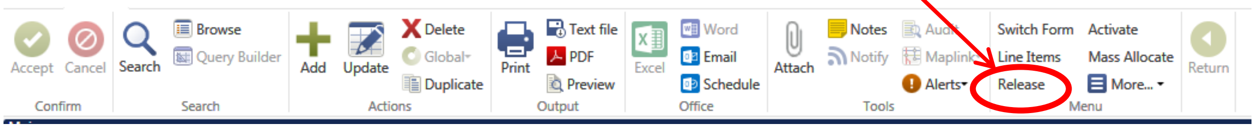
a. Attach completed conference registration forms
b. Attach a copy of the requested airline itinerary (if any) and airline request form.
    i. Include legal name(s) and birth dates of all travelers
c. Attach hotel confirmation(s) (if any)

Don't forget the attachments!

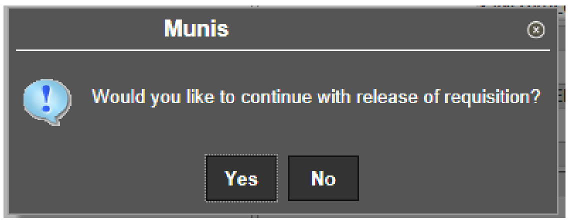
38. Notice the **Status** is **4** (Allocated)



39. When you are ready to send your requisition into workflow click **Release** in the ribbon.



40. You will get a pop-up box.



41. Click **Yes** to release your requisition into workflow for approvals.
42. The **Status** on the requisition will change to **6** (Released)

Helpful tips for smooth sailing with your travel requisitions:

1. **Requirement:** Submit requisitions at least 4 weeks prior to departure
2. **Requirement:** Attach all back-up documentation
3. **Recommended:** Follow your requisition through the approval steps to be sure it doesn't get stuck somewhere.

Reimbursements

Reimbursement requests for out-of-pocket expenses incurred while on approved travel are to be submitted via the Travel/Conference Reimbursement Claim Form EC1 which can be found on the district website/accounting page. An estimated amount for reimbursement should be included as a separate line item on the Munis requisition.

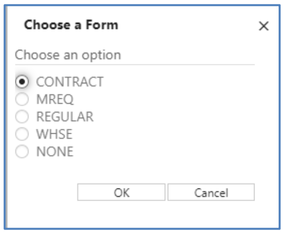
Questions Regarding Travel/Conferences Contact: Purchasing Department 231-1190

Creating a requisition that will be converted into a contract

1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

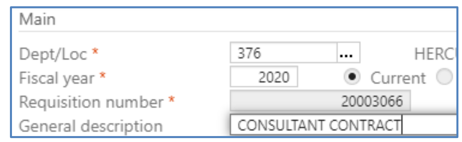
Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

2. Click **Switch Form** on the ribbon at the top of the page
3. Select **Contract** from the pop up box, click ok

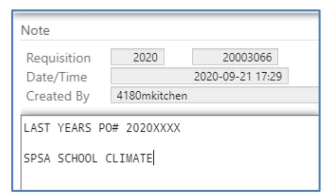


Box Definitions:
CONTRACT – Use to enter a contract
MREQ – Master form, don't use
REGULAR – Use this to enter most requisitions
WHSE – Use to enter a warehouse order
NONE – No modifications made full form

4. Click **Add** in the ribbon
5. Your Site/Department number will show in the **Dept/Loc** box
6. Press **Tab**
7. The Fiscal year will complete for you
8. **Tab** past the Requisition number box; a requisition number will auto populate.



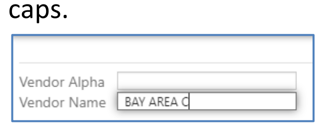
9. In the **General Description** box enter a definition of the type of contract you are creating, such as: **CONSULTANT CONTRACT, CONTINUING CONTRACT or LEASE** (REMEMBER ALWAYS USE CAP LOCK IN MUNIS).
10. Click on **General Notes** and enter your PO number from last year if there was one. This is also where you enter a note such as your school site plan justification for categorical programs**.** Remember to attach your school site plan page to the requisition.



11. Click **Accept** then click **Back**.
12. **Tab** to the **Needed By** box**.** No need to enter anything in this box.
13. **Tab** past the **Entered** and the **By** box that have auto filled.
14. Leave the PO expiration date empty purchasing will complete that field for you.
15. **Receive by**: Click in the **Amount Bullet**, this will remove the bullet from the Quantity Field.
16. **Tab** past the **Three way match** box.
17. **Tab** past the **Inspection required** and **By** boxes.
18. **Tab** past **Project accounts**, leave the box unchecked.

You are now ready to complete the bottom half of the main page: Vendor and Shipping and Billing

19. **Vendor** – click on the ellipsis (the three dots beside the vendor box), a window will open so that you can enter the name of the vendor you would like to use, enter the vendor name in caps.
    a. Use the **Vendor Alpha** box to find vendors by their **proper name**.
    b. Use the **Vendor Name** box to find vendors by **any part** of their name.

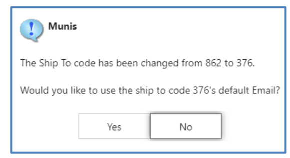


20. Click **Accept**
21. You should now see a list of vendors, Use the Vendor that has a zero in the Address column. This is the one to use for making a purchase the others are for paying invoices.

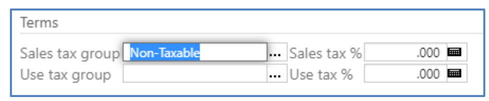
22. Click on the vendor you want to use and Click **Accept**.

Vendor	Address #	Alpha Sort	Vendor Name	Address 1	Address 2	City	State	Zip	Status	Type
10001	0	BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	GATEWAY PROJECT	171 CARLOS DR	SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10001	1	BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	PLAN/CIF	405 14TH STREET SUITE 1420	OAKLAND	CA	94612	ACTIVE	CONS
10001	2	BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	11175 SAN PABLO AVE		EL CERRITO	CA	94530	ACTIVE	CONS
10001	3	BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	171 CARLOS DR		SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10001	4	BAY AREA COMMUNITY R	BAY AREA COMMUNITY RESOURCES	171 CARLOS DR		SAN RAFAEL	CA	94903-2005	ACTIVE	CONS
10919	0	AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	EDUCATIONAL SERVICES DEPT	85 SECOND ST 7TH FLOOR	SAN FRANCISCO	CA	94105	ACTIVE	VEND
10919	1	AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	FINANCE DEPARTMENT	85 SECOND ST 8TH FLOOR	SAN FRANCISCO	CA	94105	ACTIVE	VEND
10919	2	AMERICAN RED CROSS B	AMERICAN RED CROSS BAY AREA CHAPTER	CEP TESTING DEPARTMENT	2227 S ATLANTIC BLVD	COMMERCE	CA	90040	ACTIVE	VEND
11018	0	BAY AREA CARBIDE	BAY AREA CARBIDE	1843 EAST ST		CONCORD	CA	94520	ACTIVE	VEND
14444	0	BAY AREA CAR WRAP	BAY AREA CAR WRAP	ET SIGN AND GRAPHIC	12750 SAN PABLO AVE	RICHMOND	CA	94805	ACTIVE	VEND
17061	0	BAY AREA CHILDREN'S	BAY AREA CHILDREN'S THEATRE	6114 LA SALLE AVE. #431		OAKLAND	CA	94611	ACTIVE	VEND
19482	0	BAY AREA CUSTOM	BAY AREA CUSTOM SHIRTS	3130 SPRING ST		REDWOOD CITY	CA	94063	ACTIVE	VEND

23. You will be returned to the requisition entry screen, the vendor address will auto populate.
24. Tab past the **Delivery method boxes** and the **Remit box** until you arrive at the **Ship to box**.
25. The **Shipping address** defaults to the warehouse. You need to type your site number in the **Ship To** box and hit **Tab**.
26. You will get a pop-up asking if you want to use the default email address, you can select yes to have your email address should auto-populate here, you can change it if needed.



27. **Reference** – You can enter a reference here such as a Teacher name/room number.
28. **Tab** past the **Freight Meth/Terms** and **Special handling** boxes.
29. **Terms section**, information entered here will apply to all line items.
    a. **Sales tax group** – click the ellipsis and select Non-Taxable
    b. **Sales tax %** - This box should show .000
    c. **Use tax group and Use tax %** - Leave these boxes blank.



30. Leave the **Shipping by percentage** and **percentage discount** empty.
31. **Miscellaneous section**
    a. **Type box** – In the drop down leave on N-Normal
    b. **Notify Originator** when converted to PO/Contract checkbox – This box is checked by default.
    c. Click **Accept, you will be transferred to the Line Items screen.**

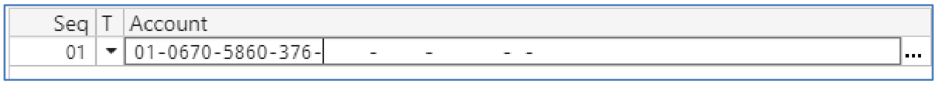
You are now ready to enter your item information on the Line Detail page

32. **Quantity Box** - will auto populate with **1**.
33. In the **Description** box enter a description per the instructions below; remember to use CAPS.
    a. If you are creating a consultant services contract enter a paragraph of the full description from the purpose on the summary.
    b. If you are creating a lease enter the lease information
    c. If you are creating a continuing contract enter the description and terms.
34. Open the add'l Desc Notes box and enter the rest of the description ending with the dates of service.

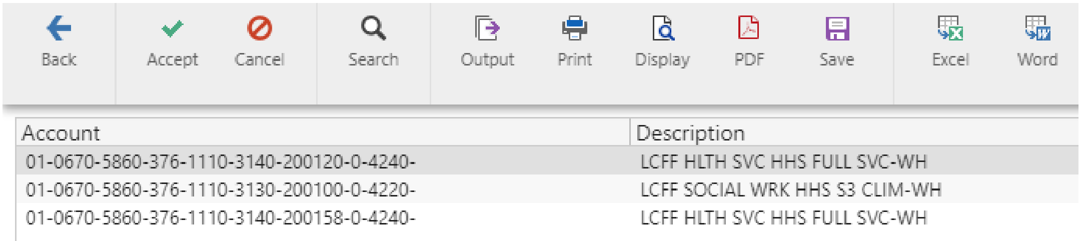
> ***Note:*** *The description section only prints* ***204 characters;*** *enter additional information in the* ***Add'l Desc/Notes box*** *located under the description box.*

35. **Tab** to the **Amount** box, enter the Dollar Amount of the Contract.
36. **Tab** past the **Freight** box; leaving it empty.
37. **Tab** past the **Discount** box; leaving it empty.
38. If there is a figure in the Taxable box, **Delete** it.
    a. **Make sure your total does not include tax.**
39. **Tab** past the **Credit** box; leaving it empty.
40. You will be in the **Account** box.

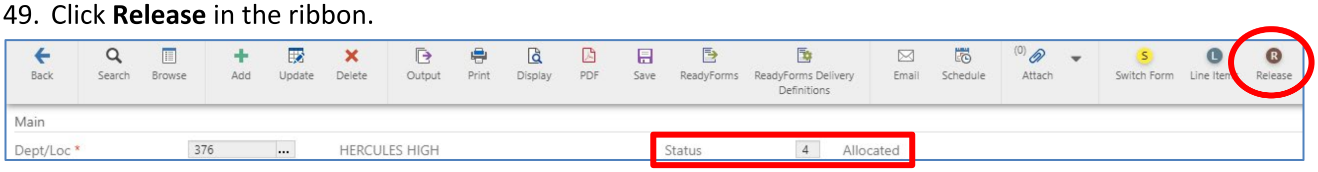
41. Enter as much information as you can. In the following example I entered the Fund, Resource, Object and Site.



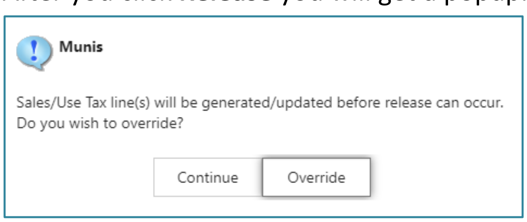
42. Click the **ellipsis**
43. A new window will appear with the account numbers you can choose from, **select one.**



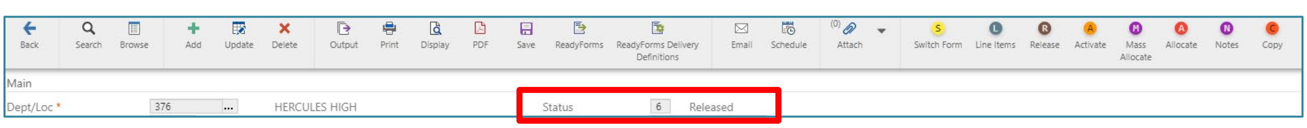
44. Click **Accept**
45. **Tab** once, if you are not using two funds to pay for this item click **Accept**
    a. If you are using an additional fund change the amount you are charging to line one and hit tab.
    b. Enter your second account number, tab to amount, either accept or change and repeat.
46. Click **Accept** then click **Back** to go back to the main page of the requisition
47. Attach a copy of your contract or lease now using the Attach icon (Paperclip).
    a. Make sure you have submitted the Informed K12 contract document.
48. When you are ready to send your requisition into workflow your status will be 4 Allocated.
49. Click **Release** in the ribbon.



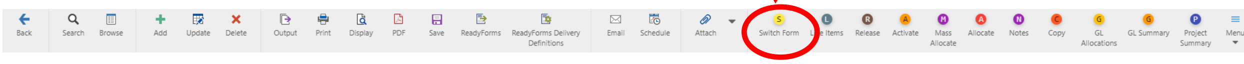
50. After you click **Release** you will get a popup.



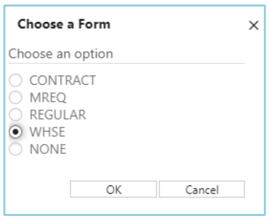
51. Click **Continue**
52. The **Status** will change to **6** (Released).



1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry
   Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.
2. Click **Switch Form** on the ribbon at the top of the page

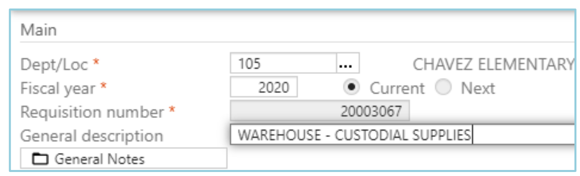


3. Select **WHSE** from the pop up box, click **ok**

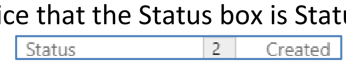


Box Definitions:
CONTRACT – Use to enter a contract
MREQ – Master form, don't use
REGULAR – Use this to enter most requisitions
WHSE – Use to enter a warehouse order
NONE – No modifications made full form

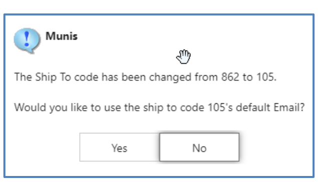
4. Click **Add**
5. Your Site/Department number will show in the **Dept/Loc** box.
6. Press **Tab**
7. The Fiscal year will complete for you.
8. **Tab** past the Requisition number box; a requisition number will auto populate.
9. In the **General Description** box enter a definition of the type of order you are creating, such as WAREHOUSE - OFFICE SUPPLIES, WAREHOUSE - SUMMER SCHOOL SUPPLIES, WAREHOUSE - CUSTODIAL SUPPLIES OR WAREHOUSE - AFTER SCHOOL PROGRAM G ETC. *(REMEMBER ALWAYS USE CAP LOCK IN MUNIS).*



10. Just below the General Description box is **General Notes** this is where you can enter a note.
11. Notice that the Status box is Status 2 **CREATED**

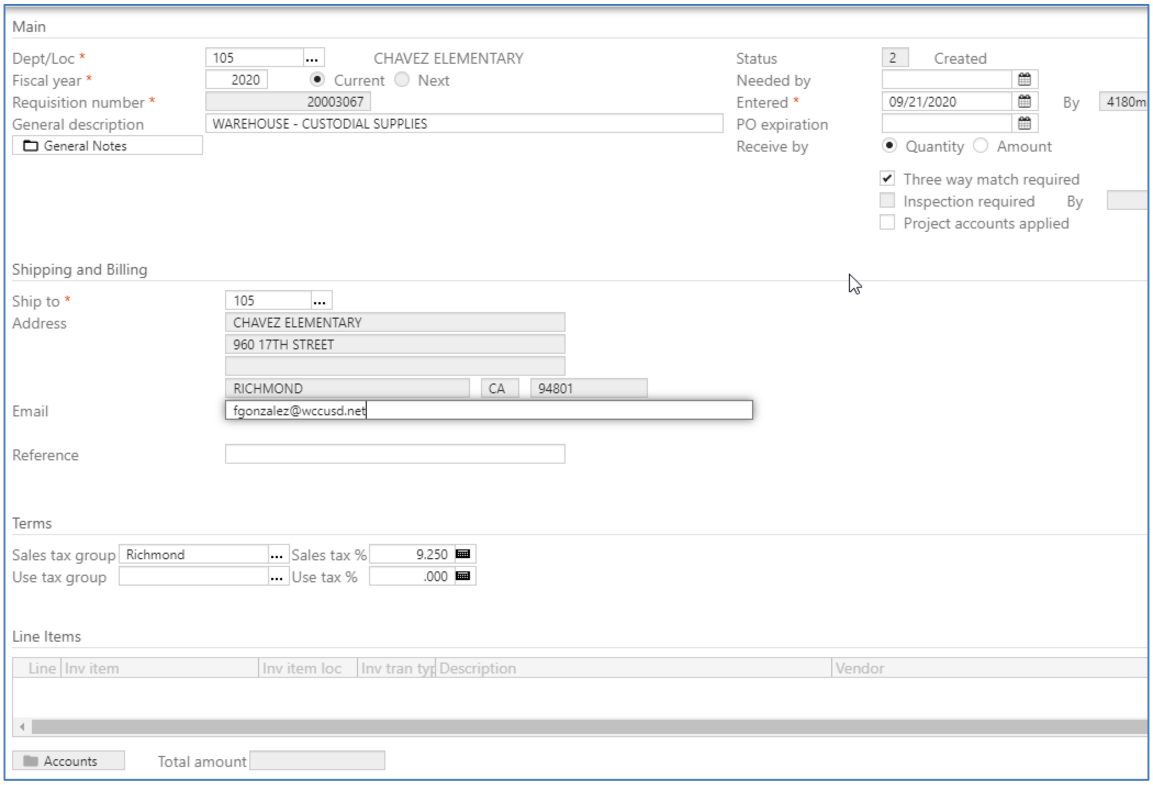


12. **Tab** past the **Needed by** box and the **Entered** box that has auto filled
13. **Tab** past the **PO expiration** box leaving it empty.
14. **Tab** past the **Receive by bullet** leaving it on **Quantity**
15. **Tab** past **Three way match** that is checked
16. **Tab** past, **Inspection required** and **Project accounts** leaving the boxes unchecked.
17. **Tab** to the **Ship to** box and **enter your site number**.



18. You will get a pop-up asking if you want to use the ship to code's default email, click **Yes**
19. **Email** – the correct email should have just populated, you can modify if necessary.
20. **Tab** to the **Reference** box, you can enter any information here.
21. You do not need to modify the tax rate you will not be taxed on a warehouse order.

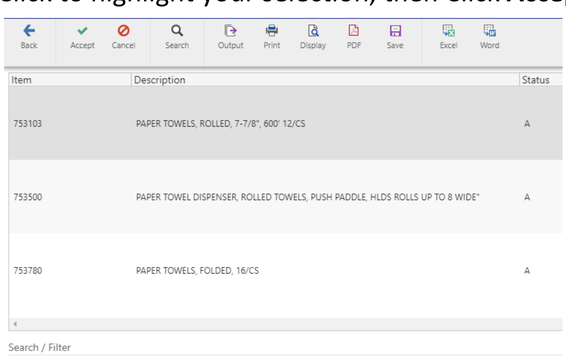
22. Below is an example of what the first page should look like.



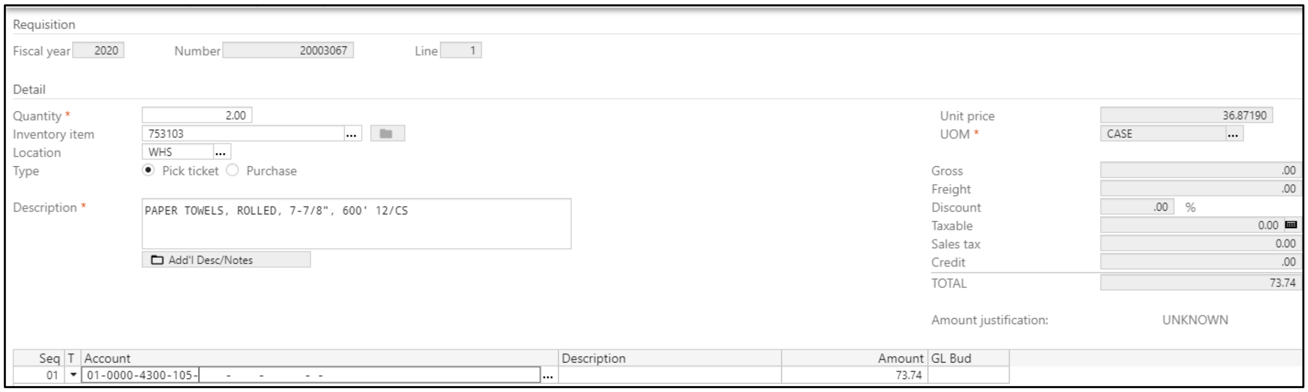
21. Click **Accept,** you will be transferred to the items screen**.**

You are now ready to enter your items on the Line Items page

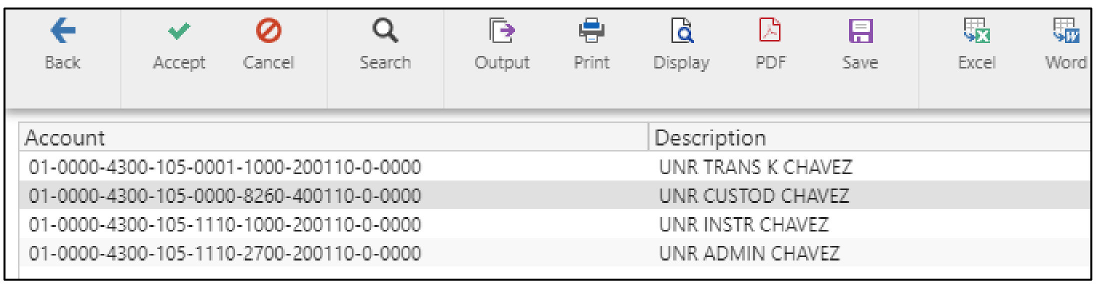
22. In the **Quantity** box enter the quantity for the first item.
23. Tab to the **Inventory Item** box and enter the item number or click the three dots (ellipsis) to select your item.
    a. When you click the ellipsis the Inventory Item Help screen will open.
    b. You can use the Filter or Search options at the bottom of the page
        1. Click the filter icon and enter what you are looking for with asterisks on each side.
        2. Click **Go**
        3. The results (displayed below) show that by using the asterisks both before and after the word TOWELS we were able to find three items that have towels in the name.
        4. Click to highlight your selection, then Click **Accept** to be returned to the item screen.



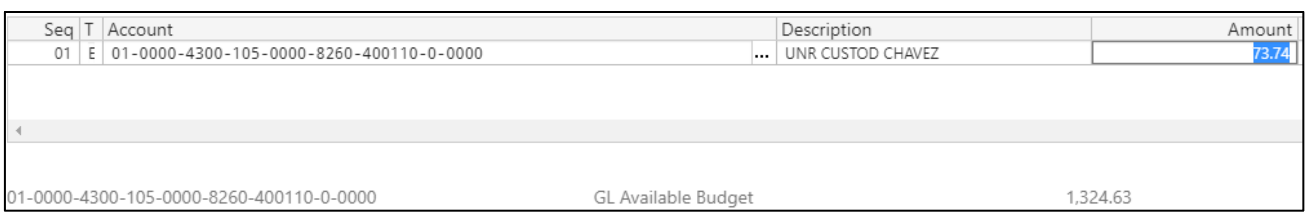
24. The Inventory Item will show in the box.
25. **Tab Four Times**. Going through all the fields until you reach the **Account section**.
    a. The **Location**, **Pick Ticket Type**, **Description**, and **Amount boxes** will all complete automatically.
    b. Using the standard account code structure enter as much information as you can.
    c. In the following example I entered the **Fund, Resource, Object** and **Site**.(the first 4 fields).
    d. Click the **ellipsis**



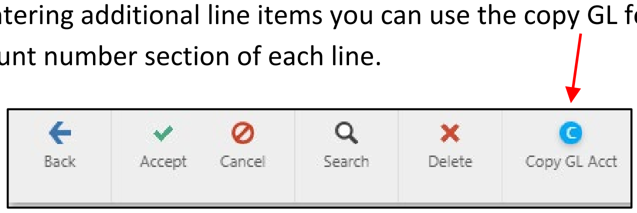
    e. A new window will appear with the account numbers you can choose from.
    f. **select one**
    g. Click **Accept**



26. **Tab** once
27. Notice that the GL Available Budget shows at the bottom of the screen.



28. Click **Accept.**
29. If you have more items to enter, click the **Add** (plus) and follow steps 22 through 28 in the above procedures to enter additional line items.
30. When entering additional line items you can use the copy GL feature in the ribbon when you reach the account number section of each line.

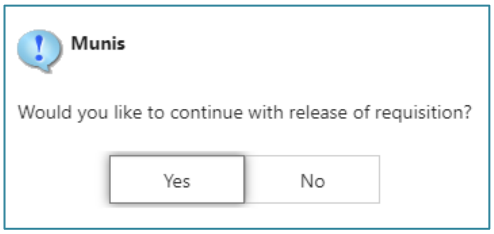


31. Once you are done entering your items, click **Accept.**
32. Click **Back** to go back to the main page of the requisition.

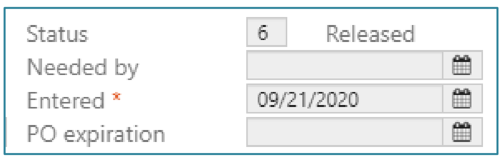
33. Notice your status is now **4 – Allocated**

   a. If your status is still 2 – Created, you did not enter an account code on one of your line items, click on line items (In the ribbon) and look at each line item to find the one you missed. Click update to add the account code, then accept and back to return to the front page.

34. Click **Release** in the ribbon.
35. After you click **Release** you will a popup, click **Yes**.



36. **Status** will change to **6** (Released).



37. Once the requisition has processed through the workflow approval process our warehouse will bring you the items you ordered.

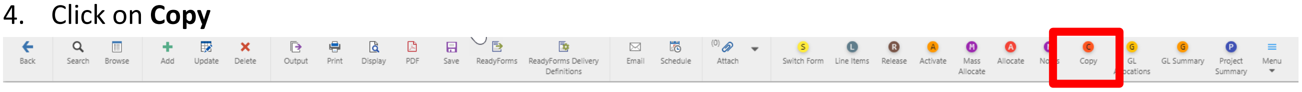
Duplicating

A

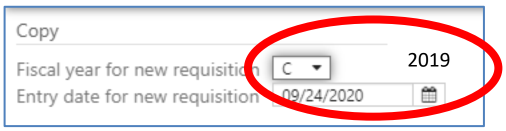
Requisition

July 1 through September 30 (or when the year is closed)

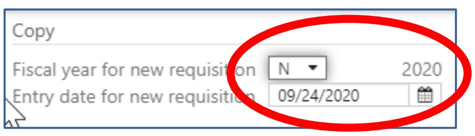
1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry
   Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.
2. Click **Search**
3. **Requisition number Box -** Enter the requisition number of the requisition you would like to duplicate.
4. Click on **Copy**



5. A new page will open



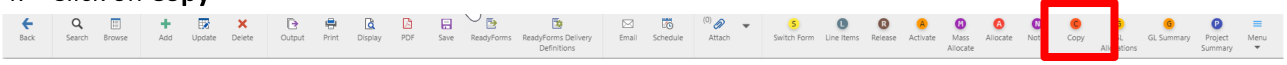
6. **Click the dropdown and select "N"**
7. **Tab to the Entry Date box**
8. **The year will update to the new year date**



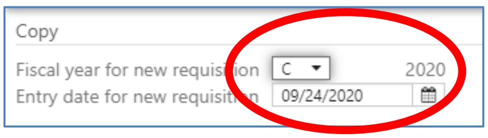
9. Click **Accept**
10. The new requisition will be created
11. Make any corrections to the front page if needed.
12. Check in the **General Notes** box and update any information if necessary
13. Click **Accept**
14. Click on **Line Items**
15. Click **Update**
16. Correct the Description if needed
17. Click on **Add'l Desc/Notes**, make any necessary corrections
18. Change the Amount if needed
19. Check the account, update if necessary
20. Click **Accept**
21. Click **Back**
22. The requisition should now be in **status 4 – Allocated**
23. Add any attachments
24. **Release** to send into workflow

October 1 (or whenever the year is closed) through June 30

1. **Go to Requisition Entry**
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry
   Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.
2. Click **Search**
3. **Requisition number Box -** Enter the requisition number of the requisition you would like to duplicate.
4. Click on **Copy**



5. A new page will open

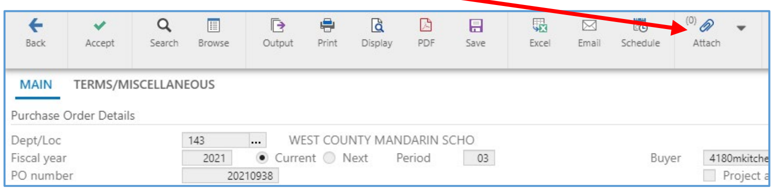


6. **The dropdown will show "C", leave it there**
7. The Entry date will display the current date.
8. Click **Accept**
9. The new requisition will be created.
   a. If you do not have sufficient funds in the account being copied the duplication will not work.
10. Make any corrections to the front page if needed.
11. Check in the **General Notes** box and update any information if necessary
12. Click **Accept**
13. Click on **Line Items**
14. Click **Update**
15. Correct the Description if needed
16. Click on **Add'l Desc/Notes**, make any necessary corrections
17. Change the Amount if needed
18. Check the account to update if necessary
19. Click **Accept**
20. Click **Back**
21. The requisition should now be in **status 4 – Allocated**
22. Add any attachments
23. **Release** to send into workflow

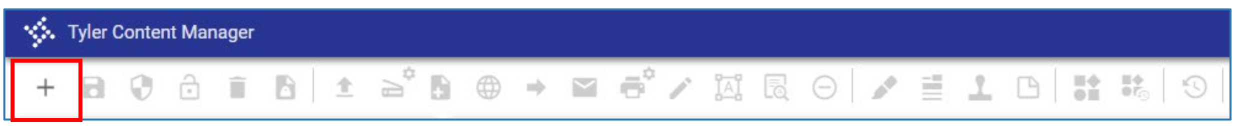
Attaching Documents

1. **Go to Requisition Entry, Purchase Order Change Order or Purchase Order Receiving**
    2. *Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry or Purchase Order Change Order or Purchase Order Receiving*

3. Search and open the Requisition, Purchase Order Change Order or Purchase Order Receiving that you want to attach a document to.
4. Click the **paperclip** above **Attach** to attach documents.

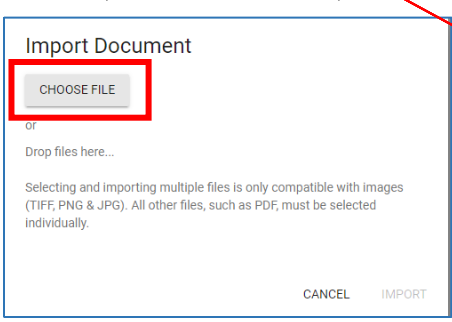


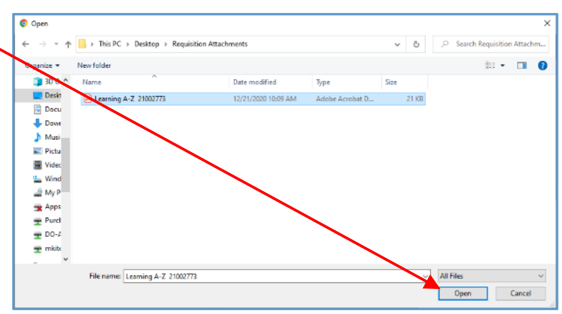
5. Tyler Content Manager (TCM) will open.
6. Click the Plus "+" in the upper left corner.



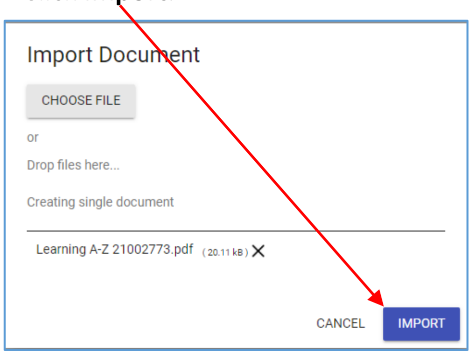
7. Click on the import attachment symbol.

8. The Import Document pop-up will open.
9. Click on **Choose File** to open the file search box for your computer.
10. Select your file and click Open.

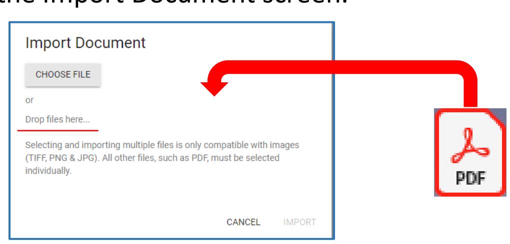




11. The **document information will show** on the Import Document pop-up.
    Click **Import**.

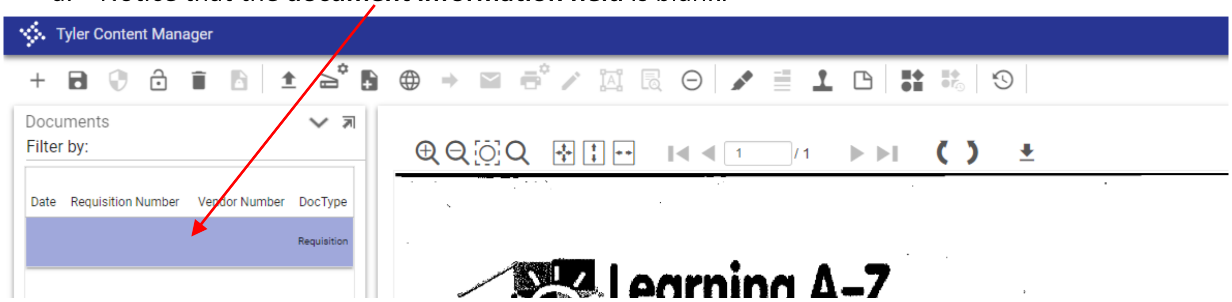


a. You are also able to drag and drop attachments to the Import Document screen.



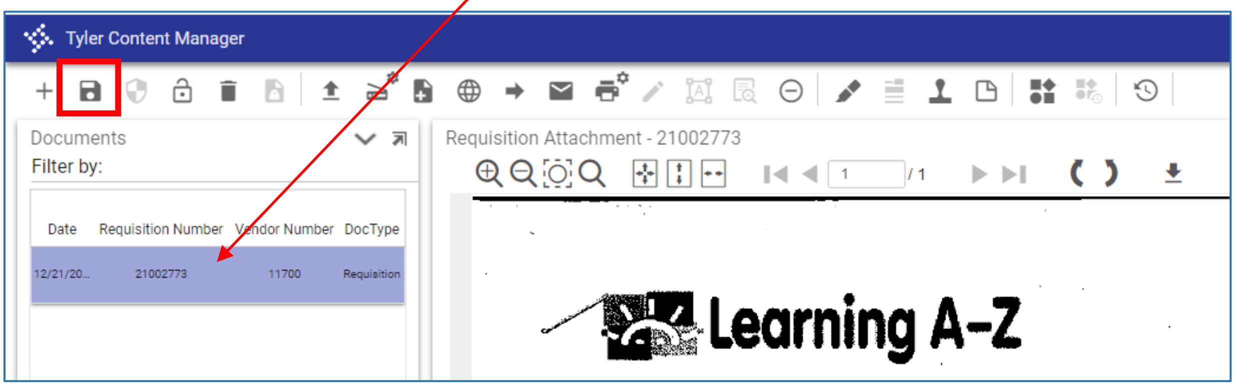
12. Once the document loads, it will show in the screen, but will not yet be saved.

a. Notice that the **document information field** is blank.

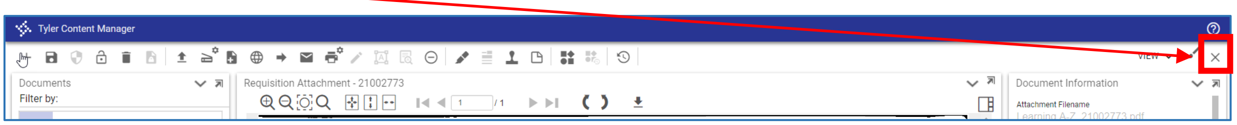


13. Click the **Save icon** (Floppy Disk).

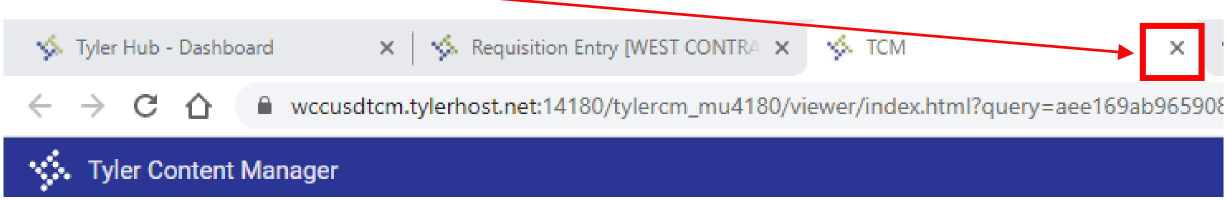
a. Now the **document information** will be completed and the document will be saved.



14. You can either click the **X** in the TCM screen to close this tab.



15. Or you can click the **X** on the browser window to close the screen



16. You will be back on the entry screen.

17. Complete any remaining information and release the requisition or purchase order change order.

Change Orders

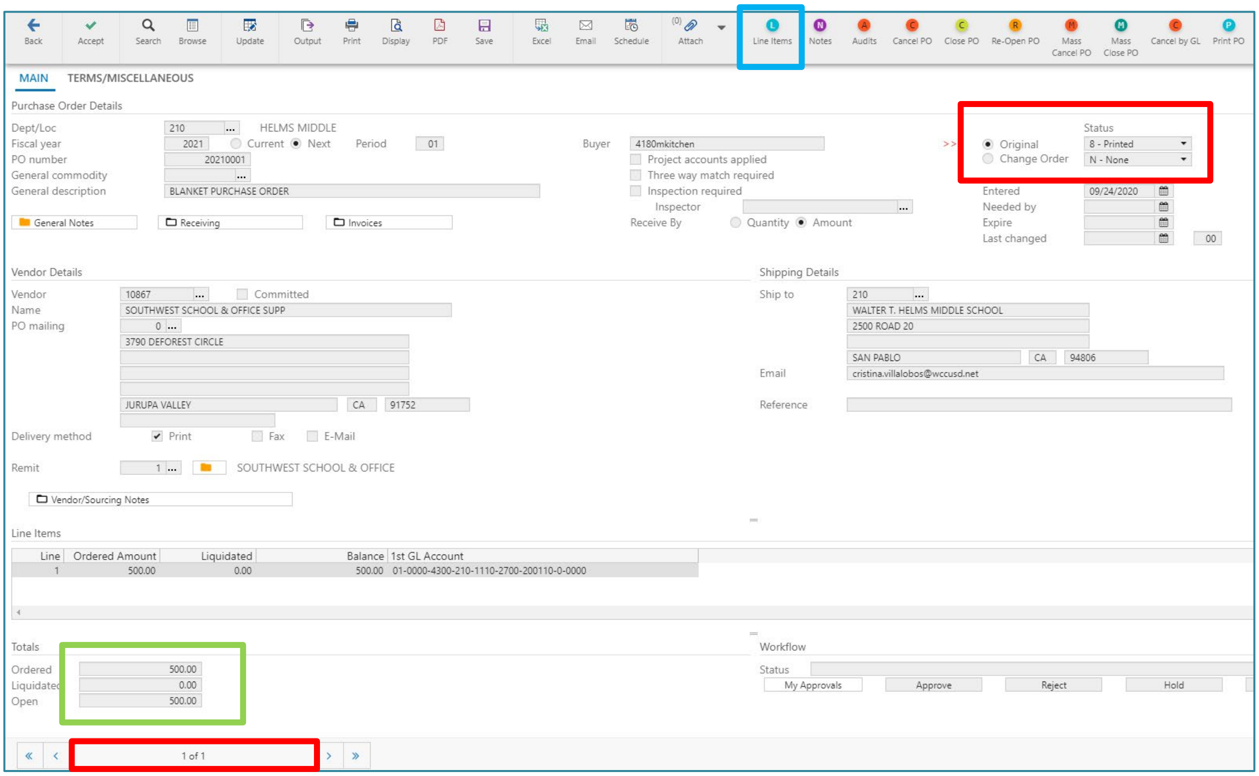
(Increasing Purchase Orders)

How to create a **Purchase Order Change Order** to **Add a Line**

1. **Go to Purchase Order Change Orders**

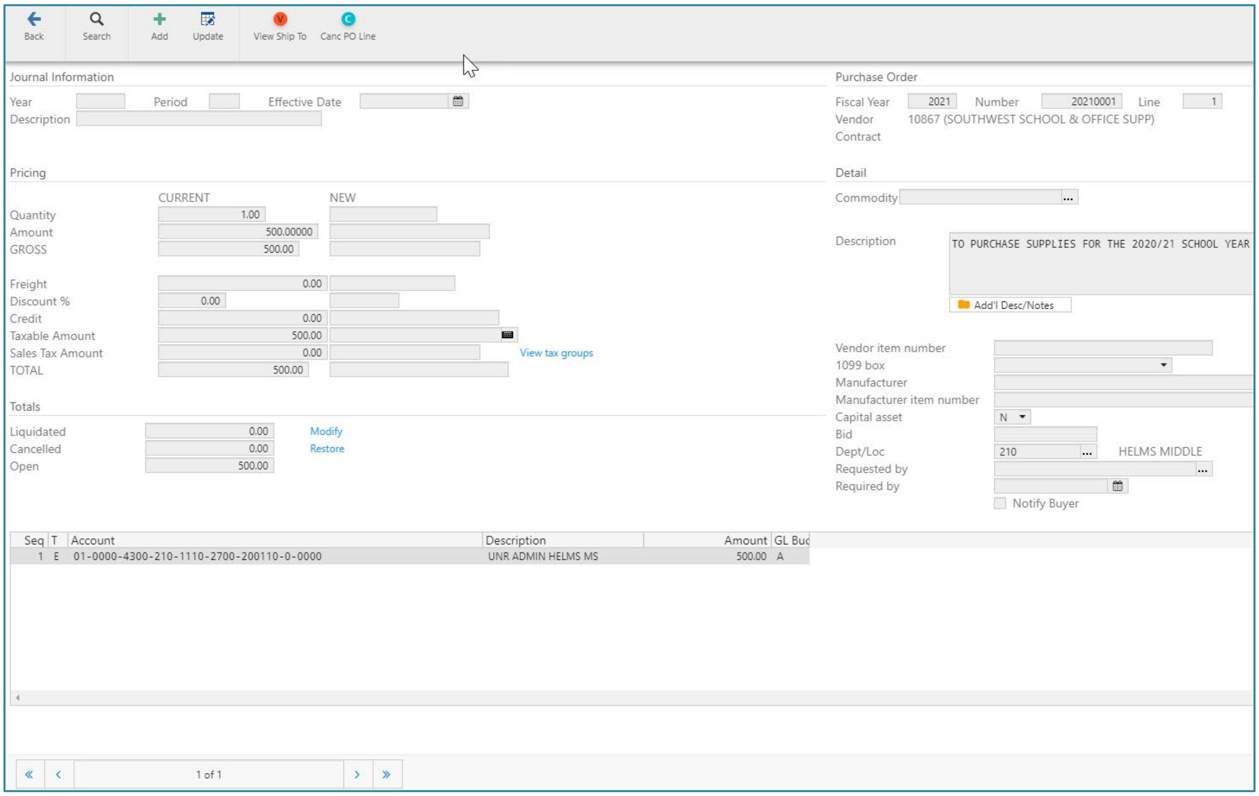
   Tyler Menu → Financials → Purchasing → Purchase Order Processing → Purchase Order Change Orders

   Note: Purchase Order Change Order can also be found on the Munis Dashboard on the Hub
2. Click on **Search**
3. Click **in the PO number** box, enter the PO number you want to increase.
4. Click **Accept;** below is what it looks like:
   a. Status of the original is 8 - Printed and the status of the change order is N – None.



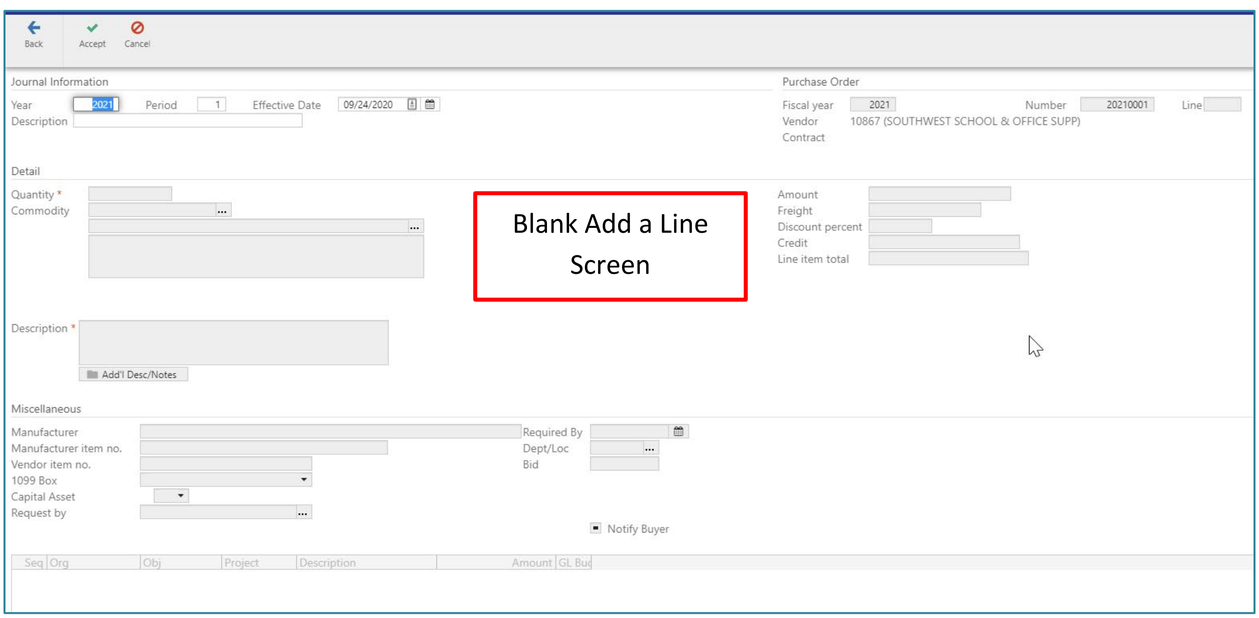
5. At the bottom of the screen you can see the totals including remaining balance in the **Open** box.
6. Notice that there is only one record.
7. Click **Line Items.**

8. The line items screen will look like this:

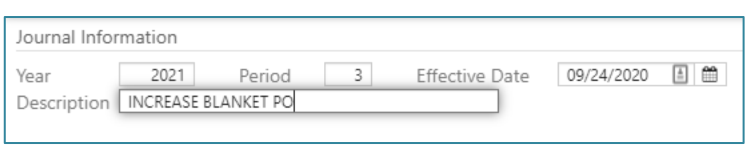


9. Click **Add**

10. The screen will now look like this:

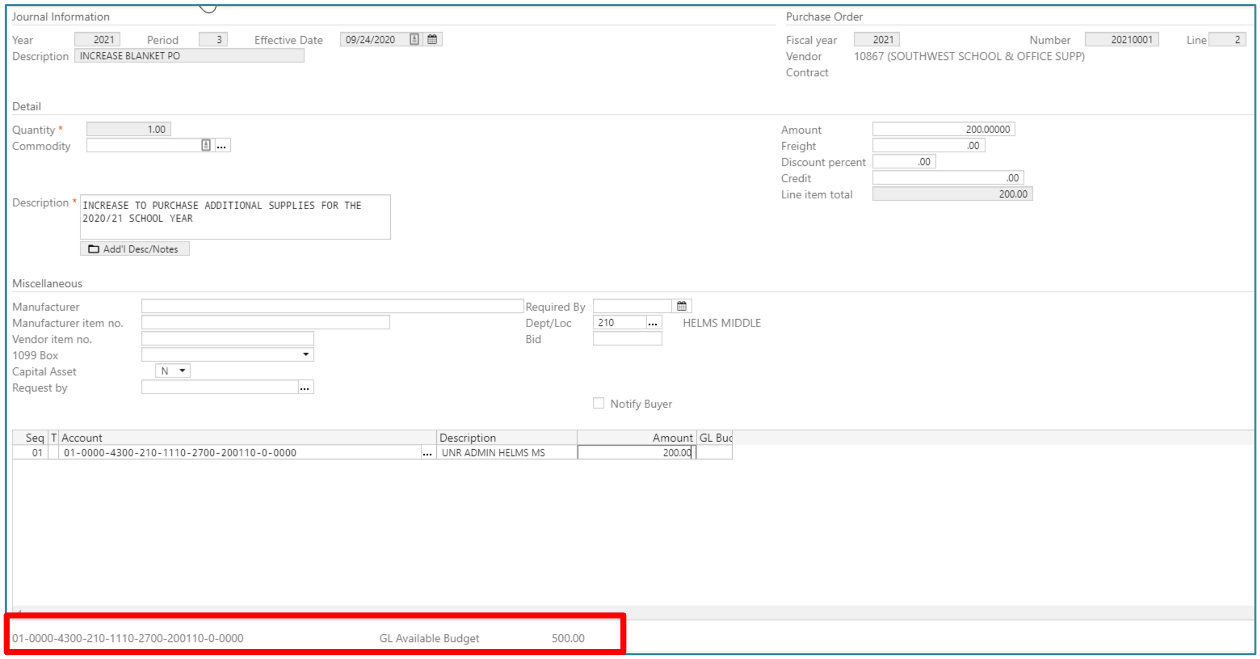


11. In the **Journal Information section;** make sure the **Year**, **Period** and **Effective date** are correct.

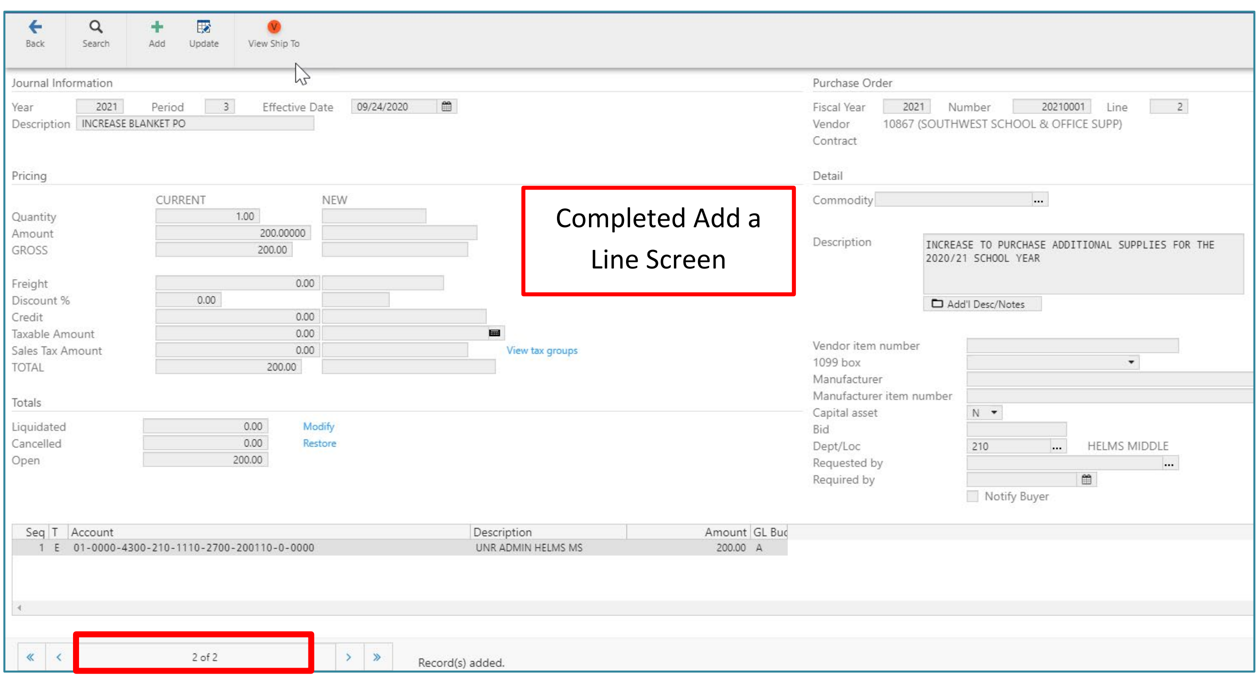


12. Enter a reason for the increase in the **Description** box.

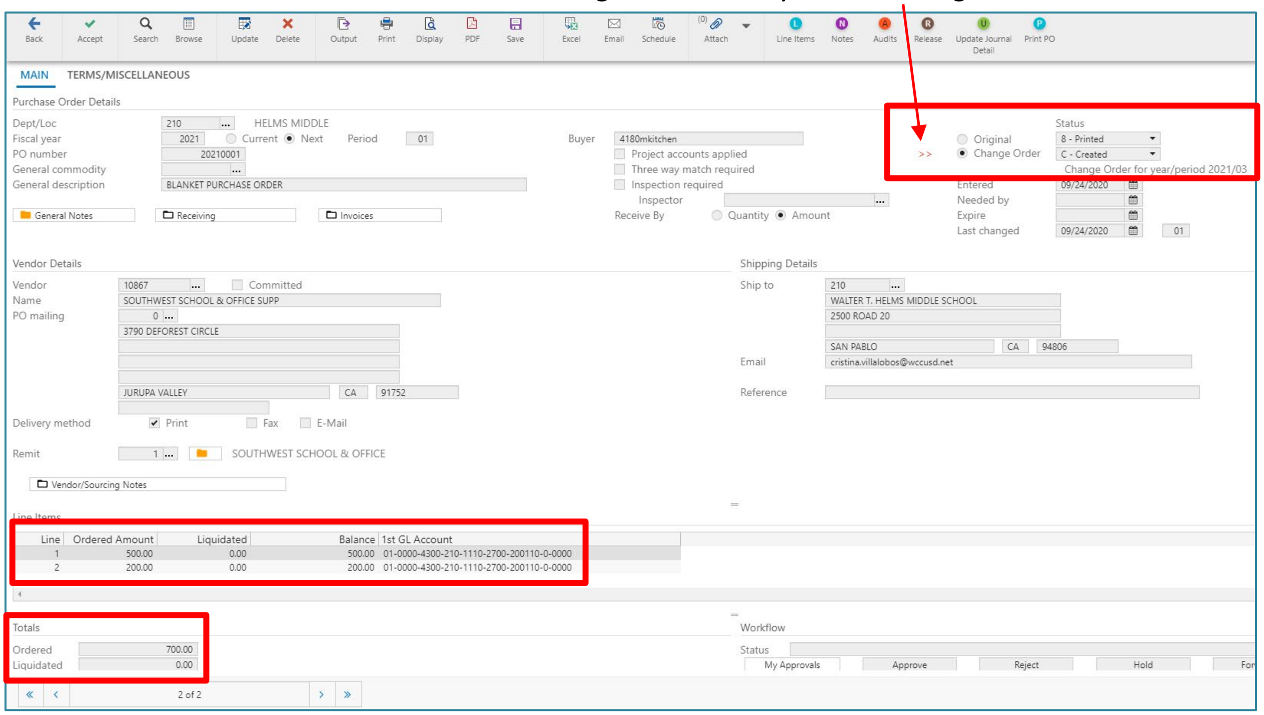
13. **Tab**, the **Quantity** box will default to 1 if you are increasing a blanket PO that is flagged as "Receive by Amount".
14. **Tab** to **Description**, enter a reason for the blanket increase.
15. **Tab** to the **Unit price** box and enter the amount you want to increase the purchase order by**.**
16. **Tab** to the **Account** section.
17. Enter your account number.
18. **Tab** to Amount; the bottom of the screen shows your available budget.



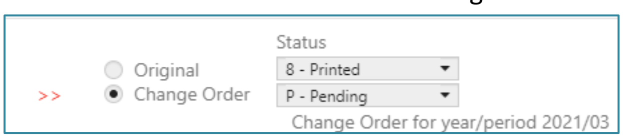
19. Click **Accept**
20. The screen changes again, you can now see that there are two records.



21. Click **Back**, you will be returned to the Main page.
    a. Status: Original is 8 - Printed and Change order is C – Created.
    b. There are two red arrows indicating which record you are viewing.



    c. At the bottom of the screen you can see the totals, notice that the Open amount on the change order includes the increase amount.
    d. In the Account code section you can see the second line showing the increase.
22. Click **Release** to send it into workflow.
23. Notice that the Status now reflects P – Pending for the Change Order.



24. Once the change order has gone through workflow Purchasing will make any necessary corrections and post the order.
25. Once the change order is posted the second record will combine with the original and there will no longer be a change order.
26. Purchasing will submit the increased purchase order to the vendor.

****NOTE****
To check the status of the Change Order you must go to Purchase Order Change Order to look it up. The Change Order will not show in Purchase Order Inquiry or Requisition Entry.

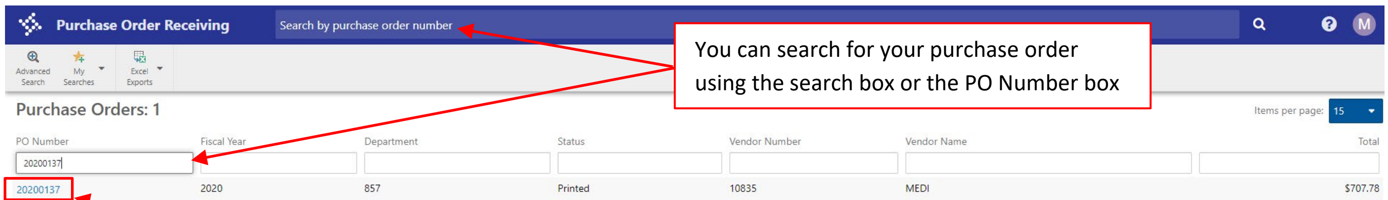
Receiving

Open Purchase Order Receiving

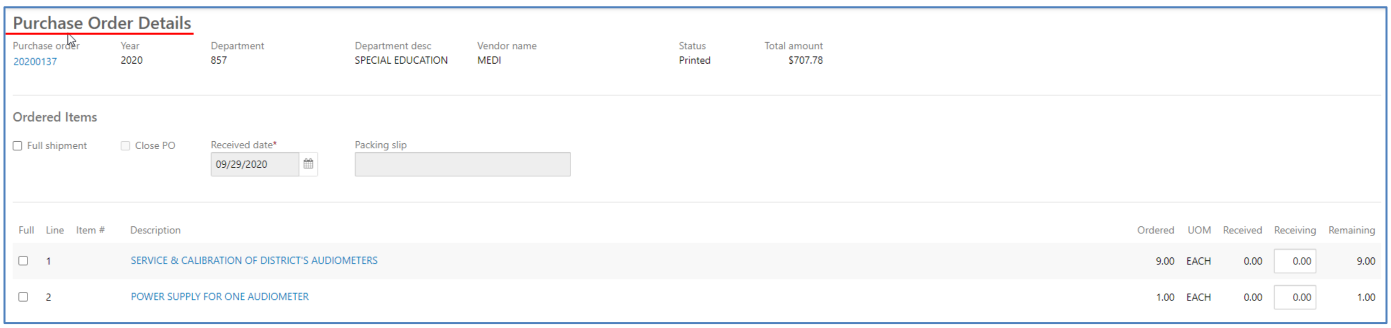
Tyler Menu → Financials → Purchasing → Purchase Order Processing → Purchase Order Receiving

Note: Purchase Order Receiving can also be found on the Munis Landing Page on the Hub

1. You can **Search** for your purchase order by clicking in the Search Bar and hitting enter. Or the PO Number field. In this instance I searched using the PO Number box.



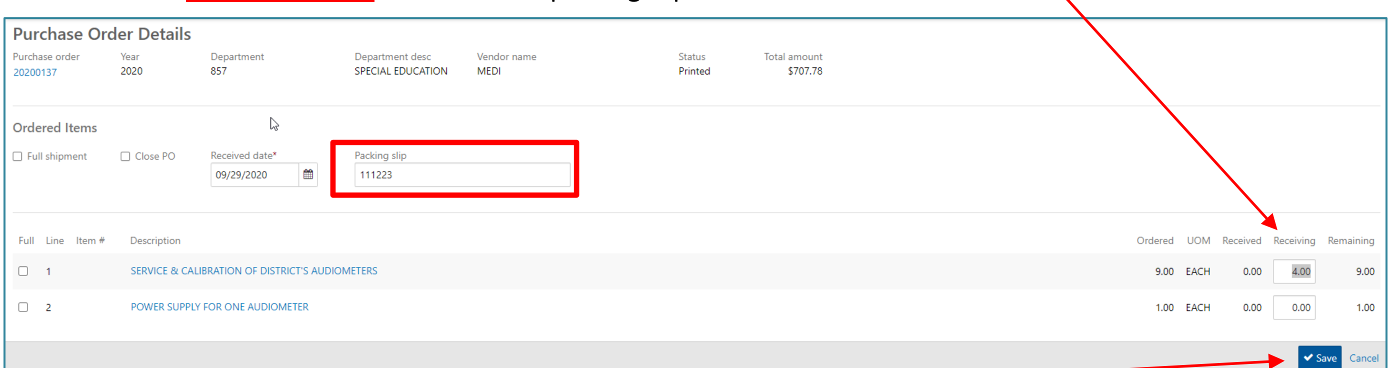
2. Click on the **PO number** to open the Purchase Order Details page.



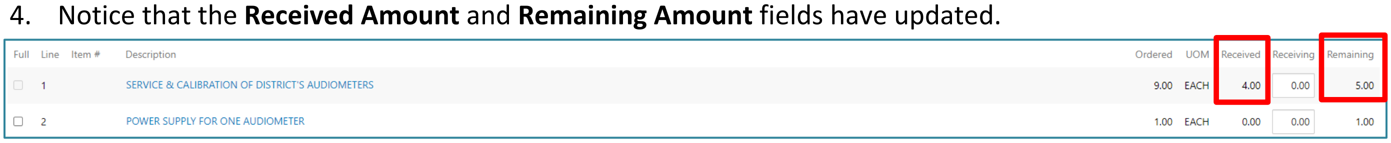
3. On this page you can **fully receive** or **partially receive** these items. You can also let accounting know to close the Purchase order once payment has been made.

Partial Receipt

1. Click in the Receiving box on the item you received and enter the quantity received.
2. Click in the Packing slip box and enter the packing slip number.



3. Click Save
4. Notice that the **Received Amount** and **Remaining Amount** fields have updated.

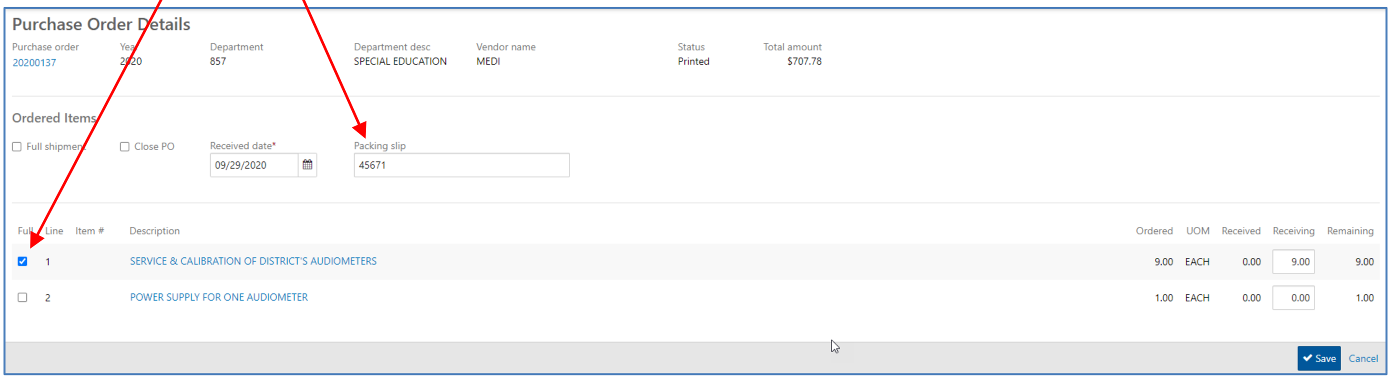


5. Attach your Packing Slip

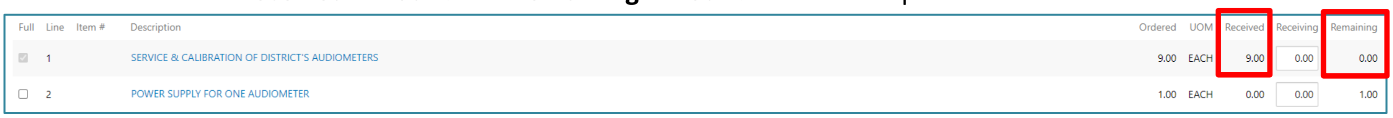
Updated 9/29/20 mk

Full Receiving – One line

1. Click in the **Full check box** beside the item that was received in full.
2. Click in the **Packing slip box** and enter the number.



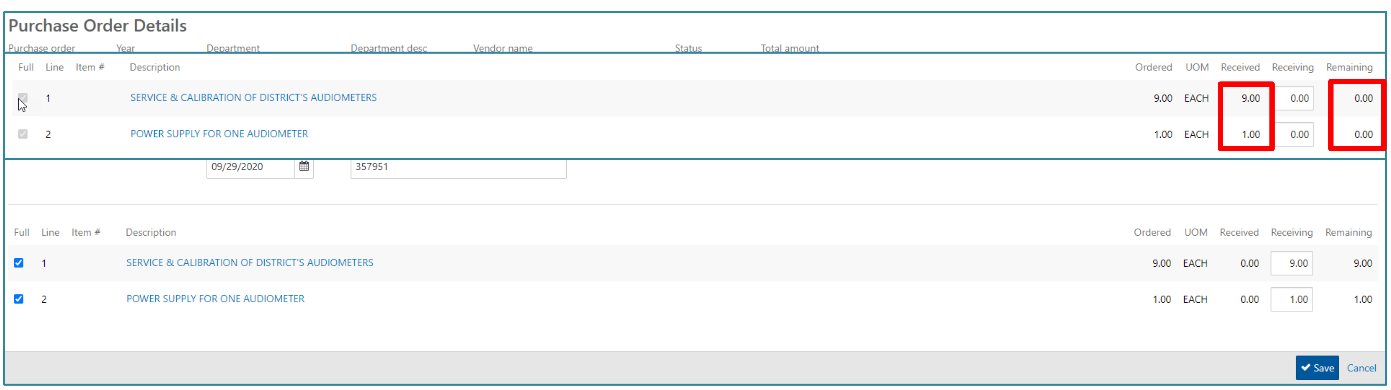
3. Click Save
4. Notice that the **Received Amount** and **Remaining Amount** fields have updated.



5. Attach your Packing Slip.

Full Receiving – Entire Order

1. Click in the **Full Shipment box.**
   a. Checks will populate in the full box on all line items.
2. Click in the **Close PO box** so that this PO will close after the payment is made.
3. Click in the **Packing Slip box** and enter the Packing Slip number.
4. Click Save



5. Notice that the **Received Amount** and **Remaining Amount** fields have updated.
6. Attach the Packing Slip.

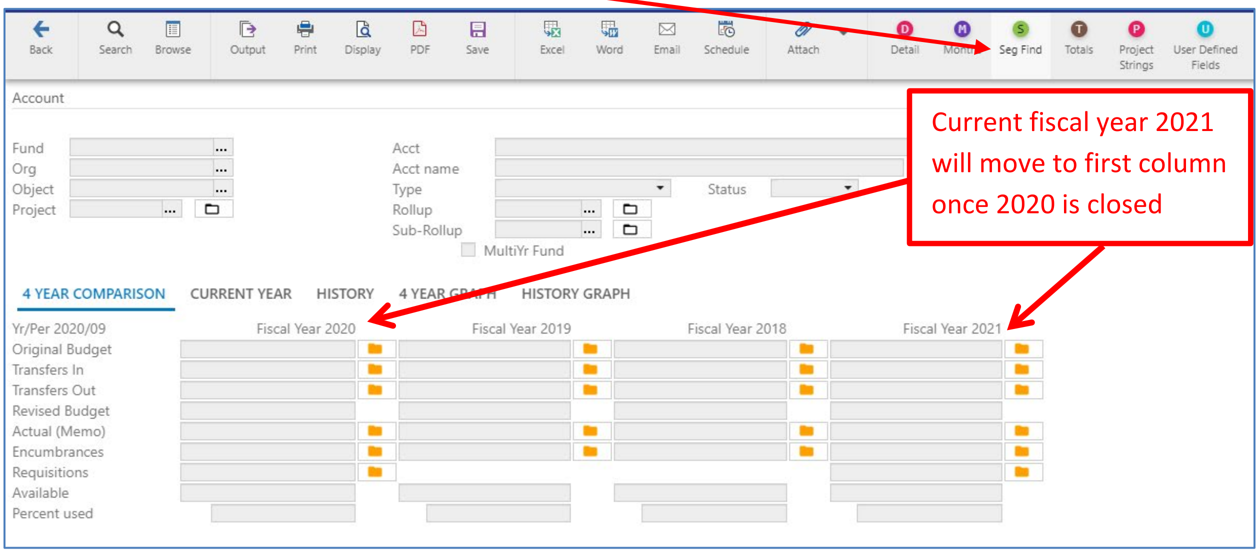
Budget Reports

Open the Account Inquiry program;

Tyler Menu → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry

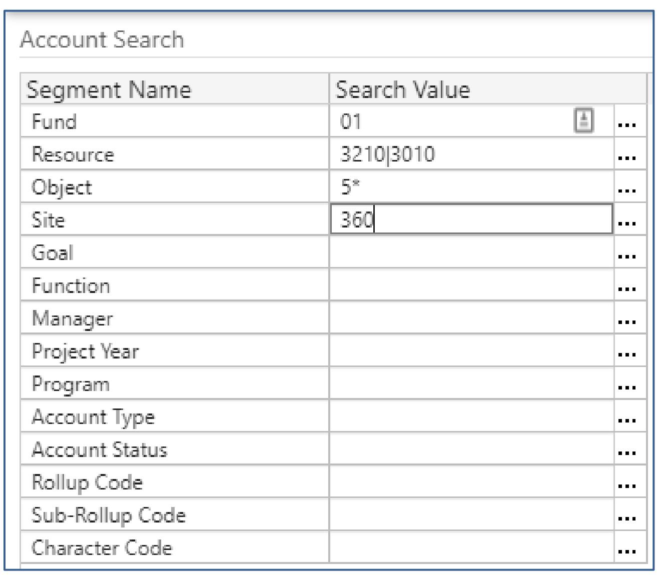
Note: Account Inquiry can also be found in Departmental Functions on the Munis Landing Page on the Hub.

1. Select Segment Find



2. The following screen will open, here you can enter any of your account segments:

3. Click **Accept**



Account Search

Segment Name	Search Value
Fund	01
Resource	3210|3010
Object	5*
Site	360
Goal	
Function	
Manager	
Project Year	
Program	
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	
Character Code	

You will see the budgets that you have access to.

Type in one or more of the segments in your account string i.e. resource, object and site.

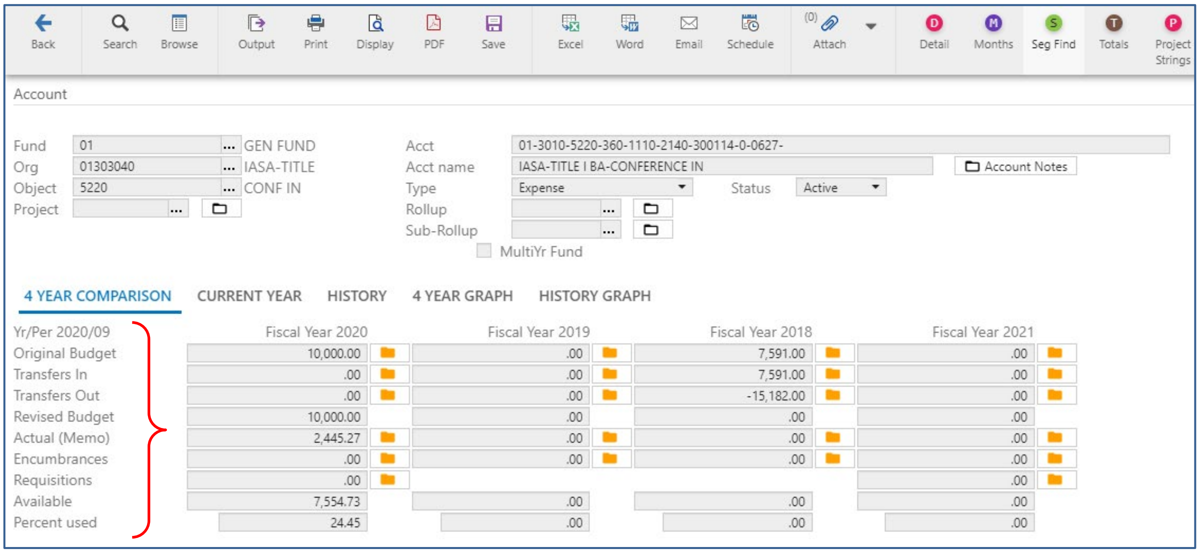
You may use an * asterisk as a wildcard either before or after a number in the field i.e. 4* to get all 4000 objects

You may use the | (pipe) to select multiple accounts i.e. 4300|5890

You may use the : colon to select all accounts through a set i.e. 4000:7999

You may also select the Ellipsis  to view all available options for that segment.

4. You will be taken back to the Account Inquiry screen; it will show the first account in your set of results.



Yr/Per 2020/09	Fiscal Year 2020	Fiscal Year 2019	Fiscal Year 2018	Fiscal Year 2021
Original Budget	10,000.00	.00	7,591.00	.00
Transfers In	.00	.00	7,591.00	.00
Transfers Out	.00	.00	-15,182.00	.00
Revised Budget	10,000.00	.00	.00	.00
Actual (Memo)	2,445.27	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	7,554.73	.00	.00	.00
Percent used	24.45	.00	.00	.00

This screen shows the following:

Two year history (2019 & 2018), current year (2020), and next year (2021).
In this illustration we had not yet closed the 2020 year.

Definition of the rows listed on the left of the Account Inquiry Screen:

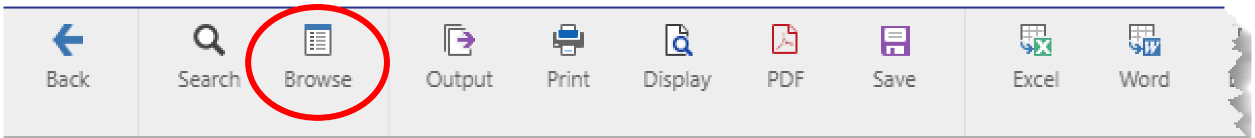
Original Budget - July 1 Adopted Budget
Transfers In/Out - Approved budget transfers completed for the selected budget
Revised Budget - New budget after transfers In/Out
Actual (Memo) - Expenditures paid out of the account
Encumbrances – Purchase Orders created, but not received or paid
Requisitions – Requisitions created, but have not been converted into a PO
Available - Available remaining budget
Percent Used - Percent of expenditures made to date in comparison to the revised budget

If there is detail information available, the folder to the right of the amounts will be yellow. Open the folder next to each category to view the detail.

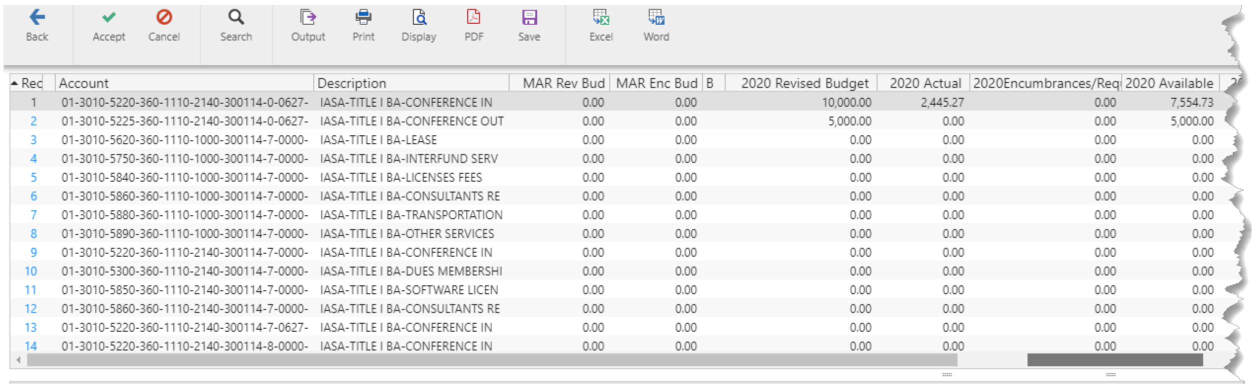
5. To view your results you can use the arrow keys at the bottom of the screen to navigate between accounts, click the browse button or export to excel.

You can create a report on these results by clicking Browse or Excel

6. To view using the **Browse** button, click Browse at the top of the screen.

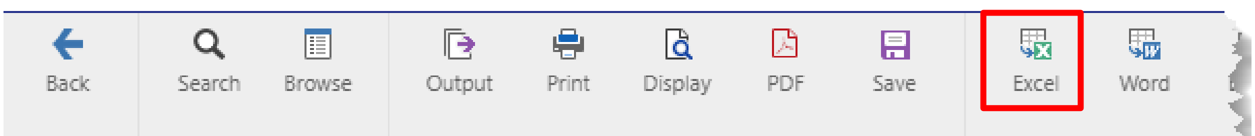


7. Below is the Browse report, it shows all of the years with a scroll bar. Click Back when you are done viewing.

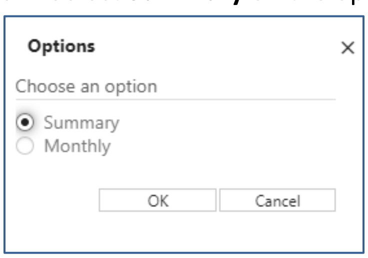


Rec	Account	Description	MAR Rev Bud	MAR Enc Bud	B	2020 Revised Budget	2020 Actual	2020Encumbrances/Req	2020 Available
1	01-3010-5220-360-1110-2140-300114-0-0627-	IASA-TITLE I BA-CONFERENCE IN	0.00	0.00		10,000.00	2,445.27	0.00	7,554.73
2	01-3010-5225-360-1110-2140-300114-0-0627-	IASA-TITLE I BA-CONFERENCE OUT	0.00	0.00		5,000.00	0.00	0.00	5,000.00
3	01-3010-5620-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-LEASE	0.00	0.00		0.00	0.00	0.00	0.00
4	01-3010-5750-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-INTERFUND SERV	0.00	0.00		0.00	0.00	0.00	0.00
5	01-3010-5840-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-LICENSES FEES	0.00	0.00		0.00	0.00	0.00	0.00
6	01-3010-5860-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-CONSULTANTS RE	0.00	0.00		0.00	0.00	0.00	0.00
7	01-3010-5880-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-TRANSPORTATION	0.00	0.00		0.00	0.00	0.00	0.00
8	01-3010-5890-360-1110-1000-300114-7-0000-	IASA-TITLE I BA-OTHER SERVICES	0.00	0.00		0.00	0.00	0.00	0.00
9	01-3010-5220-360-1110-2140-300114-7-0000-	IASA-TITLE I BA-CONFERENCE IN	0.00	0.00		0.00	0.00	0.00	0.00
10	01-3010-5300-360-1110-2140-300114-7-0000-	IASA-TITLE I BA-DUES MEMBERSHI	0.00	0.00		0.00	0.00	0.00	0.00
11	01-3010-5850-360-1110-2140-300114-7-0000-	IASA-TITLE I BA-SOFTWARE LICEN	0.00	0.00		0.00	0.00	0.00	0.00
12	01-3010-5860-360-1110-2140-300114-7-0000-	IASA-TITLE I BA-CONSULTANTS RE	0.00	0.00		0.00	0.00	0.00	0.00
13	01-3010-5220-360-1110-2140-300114-7-0627-	IASA-TITLE I BA-CONFERENCE IN	0.00	0.00		0.00	0.00	0.00	0.00
14	01-3010-5220-360-1110-2140-300114-8-0000-	IASA-TITLE I BA-CONFERENCE IN	0.00	0.00		0.00	0.00	0.00	0.00

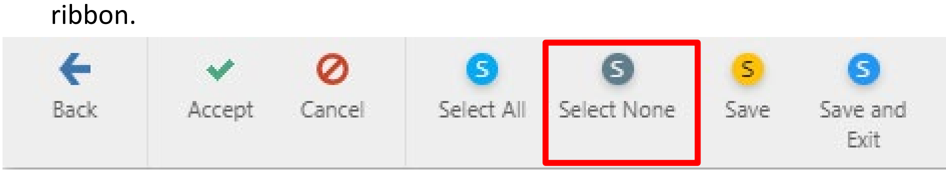
8. To create an **Excel** document click on the Excel icon.



9. Select **Summary** on the option box and click **OK.**



10. The next screen to open is the export filter. In this screen you can select what columns you would like to see on your excel spreadsheet.
11. The first time you access this option all the checkmarks will be selected. Click on **Select None** in the ribbon.



12. Place checkmarks beside:
Link, Fund, Desc, Object, Resource, Goal, Function, Site, Manager, Project Year, Program, Full Acct, and Acct. Description.

☑ Enable hyperlinks

Select	Field
✔	Link
✔	FUND
☐	ORG
✔	DESC
✔	OBJECT
☐	PROJECT
✔	RESOURCE
✔	GOAL
✔	FUNCTION
✔	SITE
✔	MANAGER
✔	PROJECT YEAR
✔	PROGRAM
✔	FULL ACCT
✔	ACCT DESCRIPTION

14b. *** If you are creating this report **BEFORE** the old school year has been closed place checkmarks in all the options that start with **NY.**

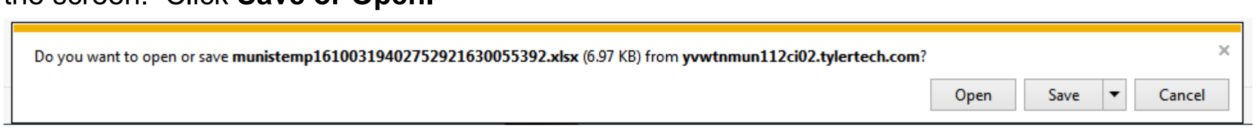
✔	NY_ORIGINAL_BUD
✔	NY_REVISED_BUD
✔	NY_MEMO_BAL
✔	NY_ENCUMB
✔	NY_REQ
✔	NY_REMAIN_BUD
✔	NY_PCT_USED

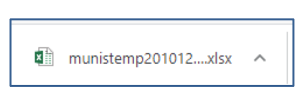
15b.*** If you are creating this report **AFTER** the old school year has been closed place checkmarks in all the options that start with **CY.**

✔	CY_ORIGINAL_BUD
✔	CY_XFRIN_BUD
✔	CY_XFROUT_BUD
☐	CY_CFWD_BUD
✔	CY_REVISED_BUD
✔	CY_MEMO_BAL
✔	CY_ENCUMB
✔	CY_REQ
✔	CY_REMAIN_BUD
✔	CY_PCT_USED

13. Click **Save** in the ribbon.
14. Click **Accept**

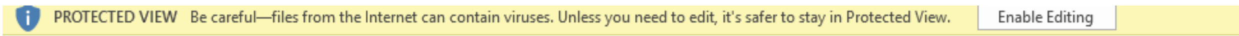
15. Depending on how your computer is configured. You will get this option box at the bottom of the screen. Click **Save or Open.**



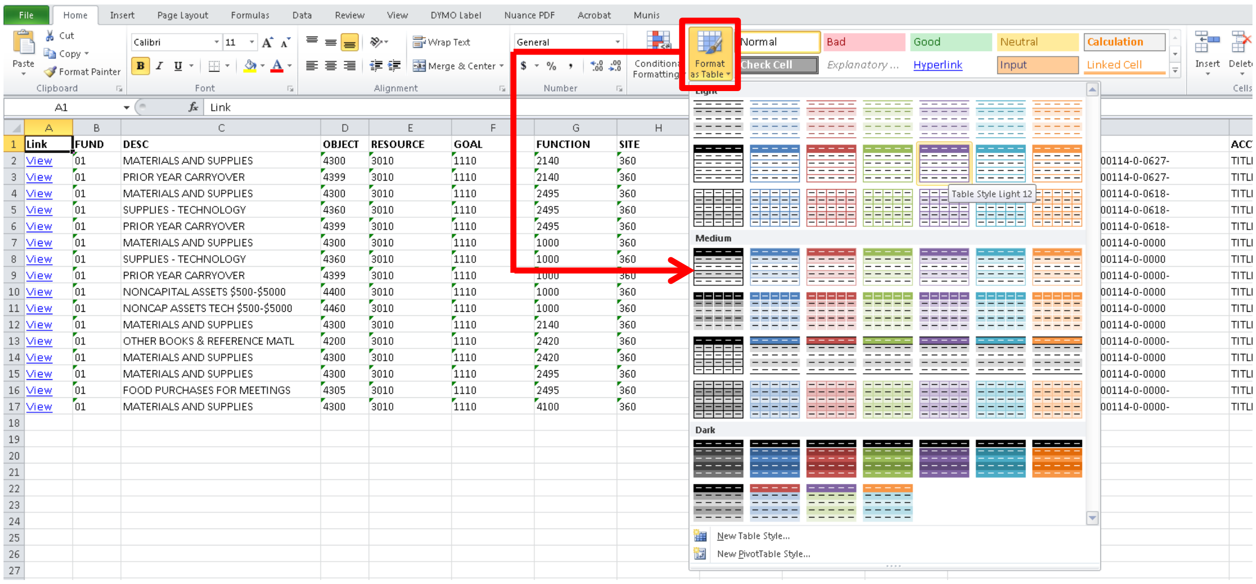
16. You may see this type of box at the bottom of the screen. 

Click to open.

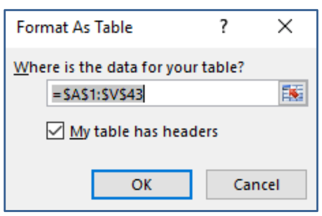
17. Once the excel page opens, you will need to click **Enable Editing** in the yellow banner at the top of the screen.



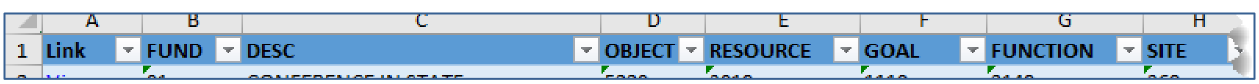
18. Click on **Format as Table** and select any color.



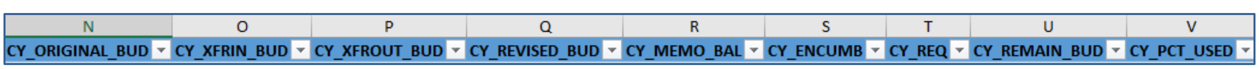
17. Click **OK** on the pop-up; make sure My table has headers in checked.



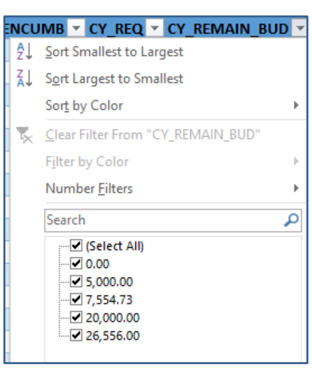
18. You can now sort using the arrows in the column headers.



19. Scroll to the right to see the amounts.



20. Using the drop down on the Remaining Budget column you can remove the checkmark from 0.00 to show only accounts that have a remaining budget.



21. Using the drop down on any of the account segment fields you can sort A to Z

Before Sorting

D
OBJECT
5220
5225
5620
5750
5840
5860
5880
5890
5220
5300
5850
5860
5220
5220
5300
5850
5860
5220
5620

After Sorting

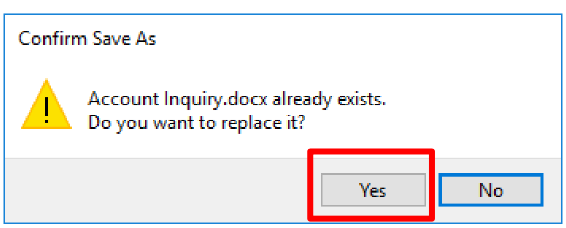
D
OBJECT
5100
5220
5220
5220
5220
5220
5220
5220
5220
5225
5225
5300
5300
5300
5620
5620
5620
5750

22. To be redirected to the Account Inquiry Screen you can click on **View** in column A.

A
Link
View
View
View
View
View

23. You can save the report by clicking File → Save As → Select where to save it → Create a Name and Click Save.

24. Each time you run the report overwrite your saved file (i.e.: click yes to Replace Existing File).



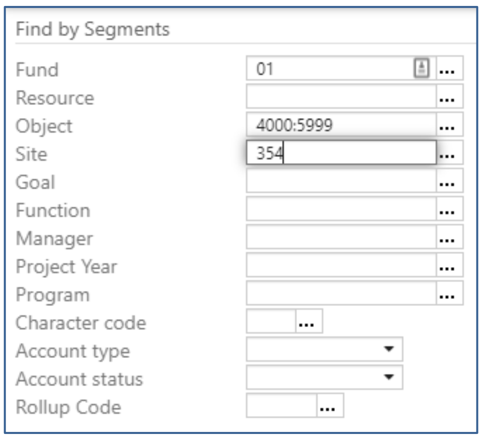
Open the YTD Budget Report

Tyler Menu → Financials → General Ledger Menu → Inquiries and Reports → Account Inquiry

Note: Account Inquiry can also be found in Departmental Functions on the Munis Landing Page on the Hub.

1. Select **Segment Find** in the ribbon.

2. The GL Segment Find Screen will open
3. **Enter** your **selection criteria** such as **Fund**, **Resource**, **Object** and **Site** etc.



You will only see the accounts that you have access to; however we recommend that you type in at least one of the segments for quicker look-up (i.e. resource and/or object).

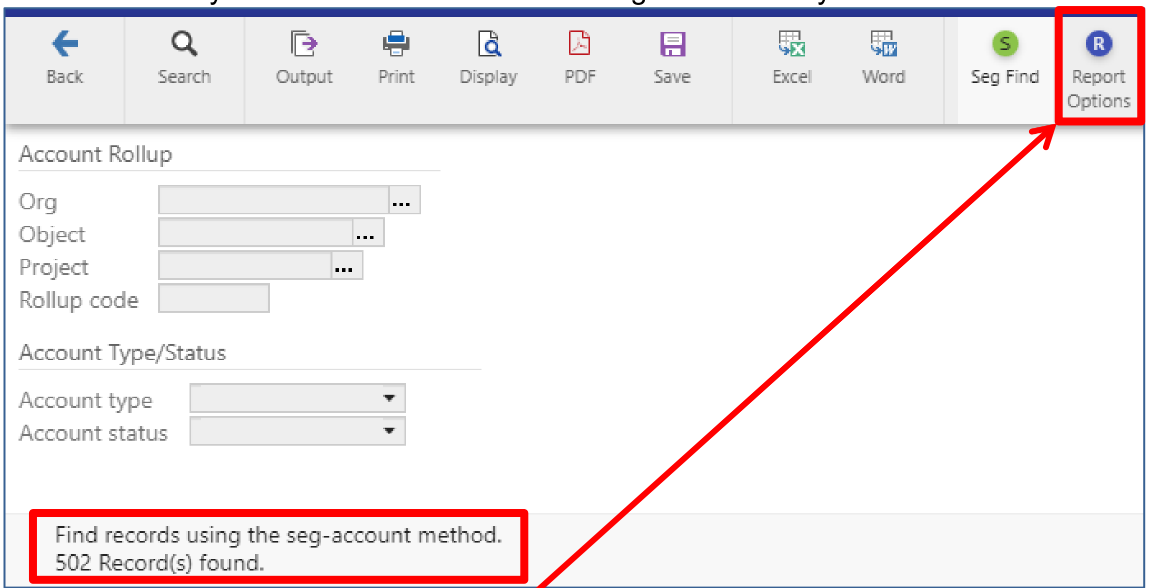
You may use '*' (asterisk) as a 'wildcard' either before or after a number in the field. (i.e. 4* to get all 4000 objects)

You may use '|' (pipe) to select multiple accounts (i.e. Object 4300|5890)

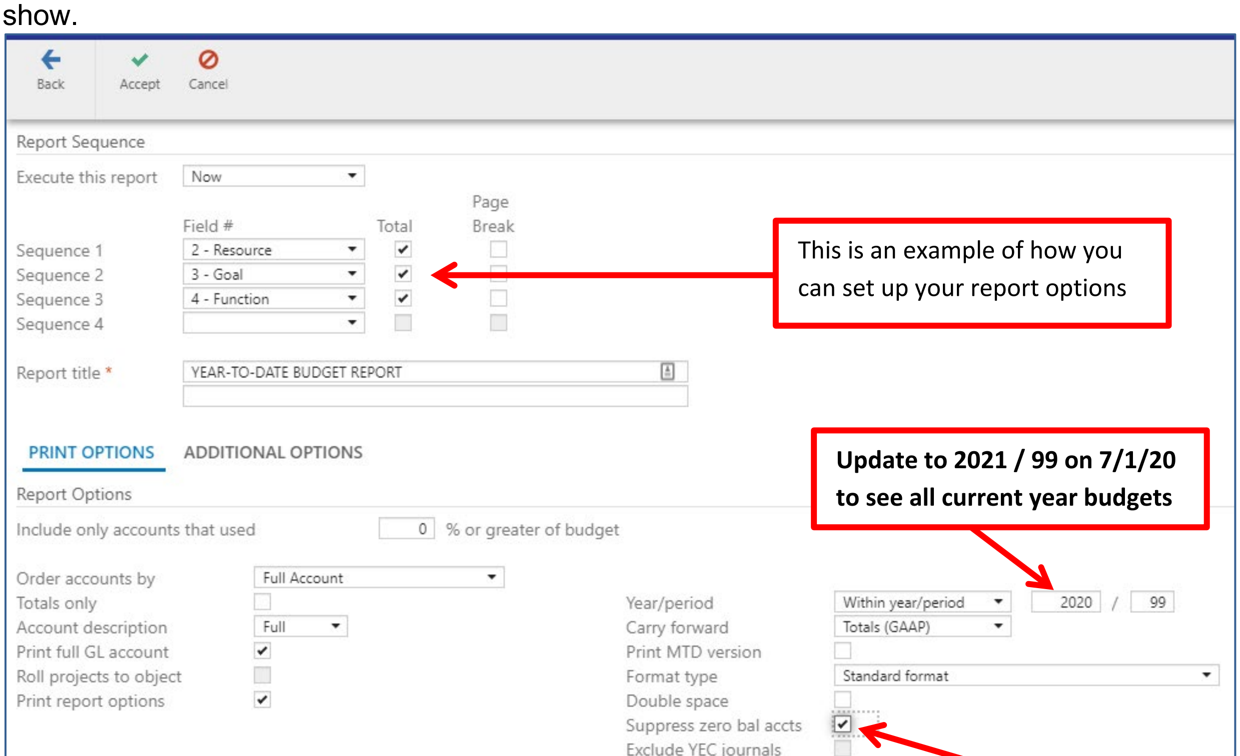
You may use ':' (colon) to select all accounts through a set (i.e. 4000:7999)

You may also select the Ellipse ... to view all available options for that segment.

4. Select **Accept**. You will be taken back to the YTD Budget Report screen. At the bottom, it shows how many accounts were found for the segment criteria you entered.



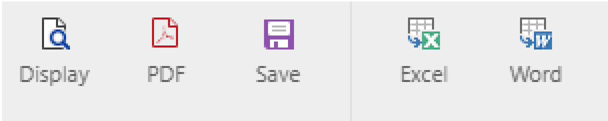
5. Select **Report Options** in the ribbon.
6. The **Options** screen will open where you can make your selections.
7. Your selections under Field # will determine what shows on the report and in what order it will show.



8. Click **Accept,** your selections will be saved.
9. Click **Back.**
10. You will be taken back to the YTD Budget Report Screen.

If you check this box the accounts that have a zero balance will not show on your report.

11. From this screen you can select your output option. ie: Display, PDF, Save, Excel or Word.



Display: Opens a web interface screen where you can browse through the pages.

PDF: Opens a printable PDF report.

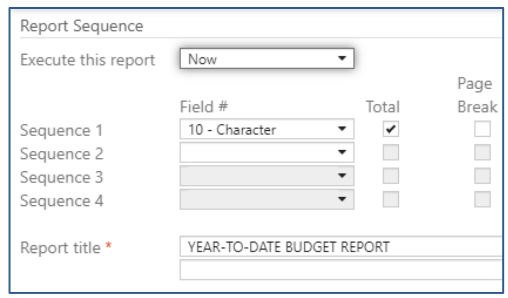
Save: Saves the report to the Munis spool directory

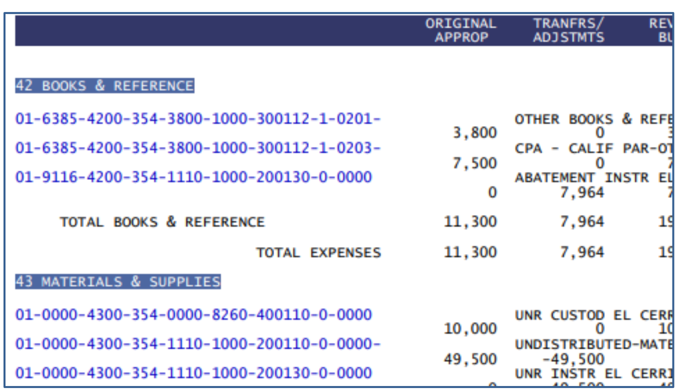
Excel: Opens a selection sheet where you can select the columns for the report. Once you make your selections and click **Accept** the excel spreadsheet will open.

Word: No template set up as word does not work well for this report.

If you would like to create a report that shows only the totals in each object

1. Select **Segment Find** in the ribbon.
2. Enter your **Site Number** or any search criteria.
3. Click **Accept**
4. **Open** the **Report Options**
5. **In Sequence 1** select **10 – Character,** leave the **Total box** checked.
6. **Remove** the checkmark from the second Total box.
7. Click the **dropdown** for sequence 2 and select the blank at the bottom.
8. Tab out of the field. Sequence 3 will change to a blank selection automatically.
9. Click **Accept**
10. Click **Back**
11. **Select** your output option, in this example I selected **PDF.**





The report is sorted by the first two digits of the object code.

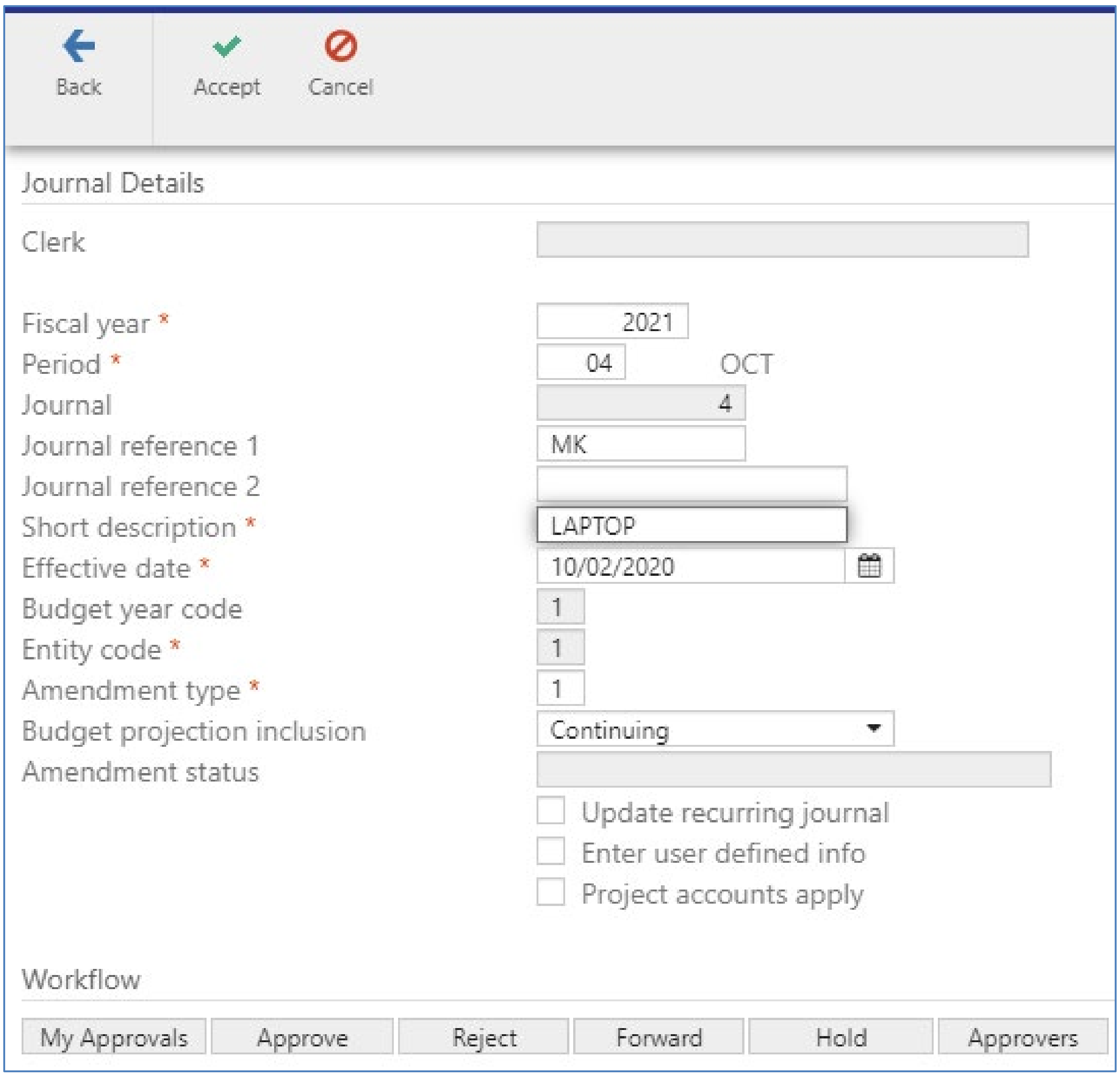
Totals display under each section.

12. When viewing your report you can click on any **blue account string** and be redirected to the account inquiry screen.

Go to Budget Transfers and Amendments

Tyler Menu → Financials → Budget Processing → Budget Transfers and Amendment

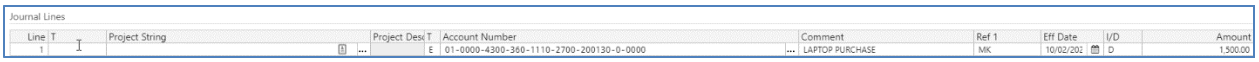
1. Click **Add**
2. **Tab** twice
3. A Journal number will be issued and you will be in the Journal reference 1 box.
4. **Enter** your initials in the Journal reference 1 box – Don't forget to be in CAPS.
5. **Tab** twice and you will be in the Short Description box.
6. Enter a short description of your reason for creating a budget transfer. An example would be the name of the vendor, what you are purchasing or the requisition number.



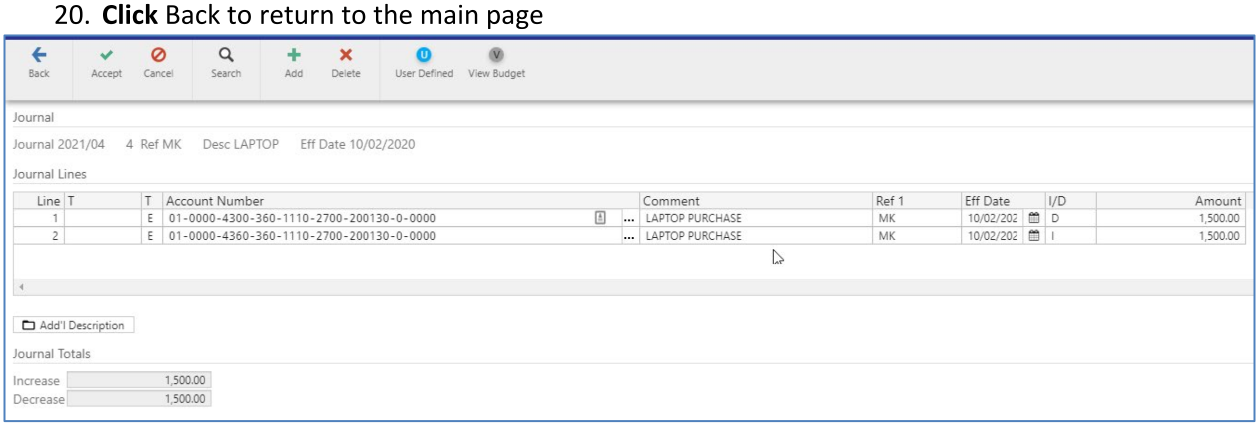
7. Click **Accept** to be transferred to the budget transfer detail line.

You will now be on the Budget Amendment Detail Lines where you can enter the budget transfer details.

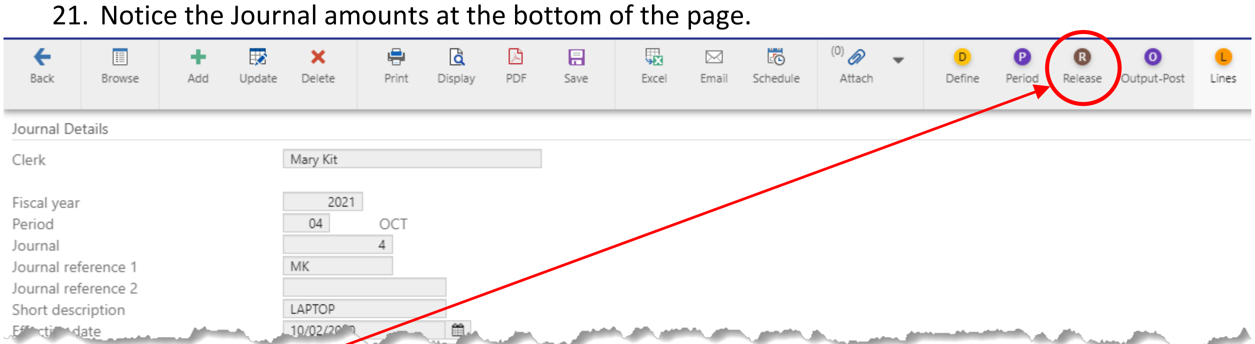
8. You will be in the boxes where you would enter Project String info, if you do not use project strings this can be removed by right clicking and deselecting the boxes for these fields.
9. **Tab** to the "T" Box, leave E there.
10. **Tab** to the Account Number box and **Enter** the Account Number you want to **Decrease.**
11. **Tab** to the Comment box, enter a description of the purchase.
12. **Tab** past the Ref 1 and Eff Date leaving the default information.
13. **Tab** to the I/D box enter "D" for decrease.
14. **Tab** to the amount box, enter the amount you want to decrease this account.
    a. **Enter** only whole amounts, no cents.



15. **Tab** and you will be on the second line. Notice that the account number field has populated with the same account that you used for the decrease line. You now only need to change the object code segment.
16. **Click** in the account code string and modify the object code.
17. **Tab** to the I/D Column. **Enter** "I" for Increase.
18. **Tab** to the Amount Field. **Enter** the amount you want to increase this account code.
    a. **Enter** only whole amounts, no cents.
19. **Click** Accept.
20. **Click** Back to return to the main page



21. Notice the Journal amounts at the bottom of the page.



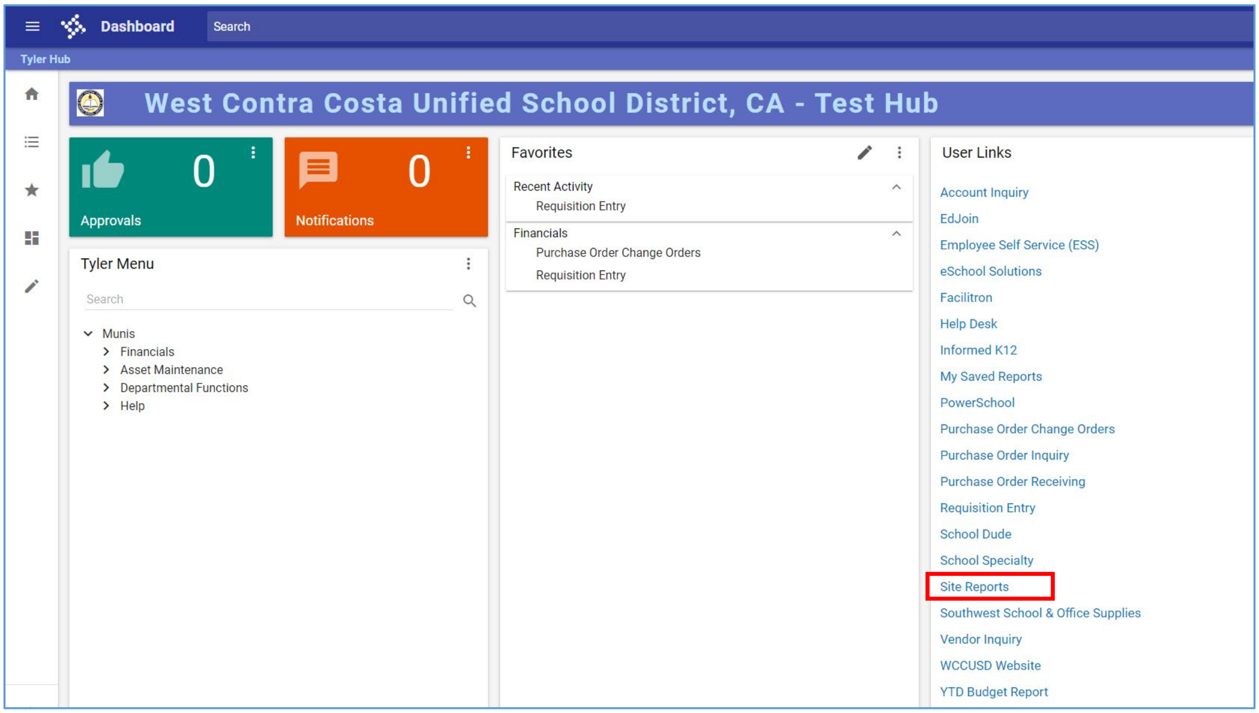
22. Click Release

23. The status changes to Pending Approval

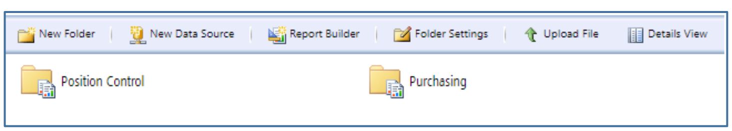
Site Reports

Go to the User Links module on the Munis Dashboard

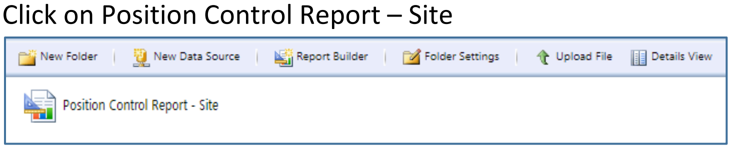
1. Click on Site Reports



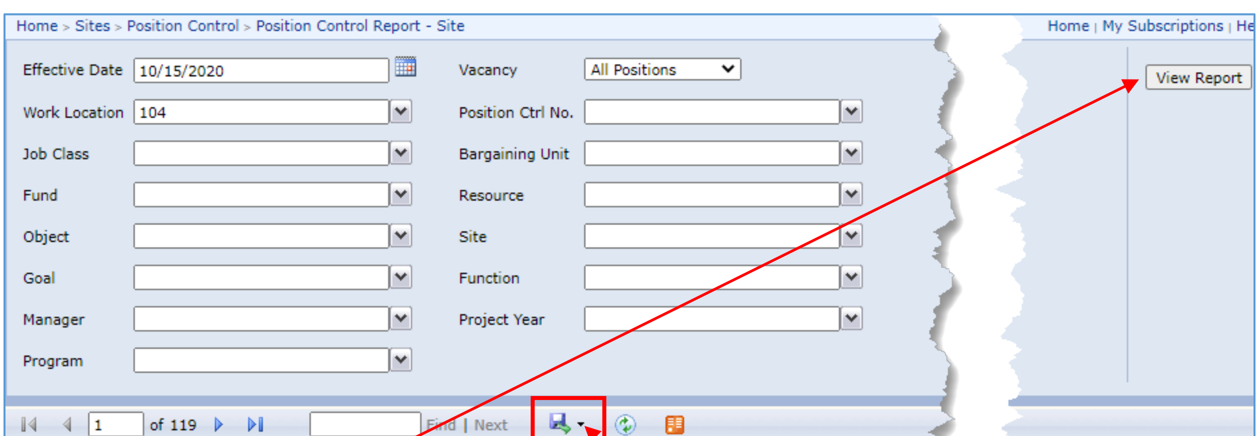
2. Click on the Position Control folder.



3. Click on Position Control Report – Site

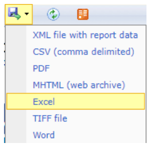


4. Here you can enter your search criteria. In this example I only entered the school site number, this will pull up all PCN's for the site.

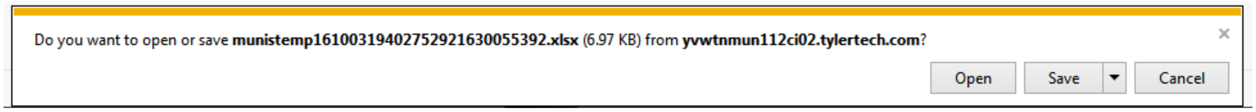


5. Click View Report.

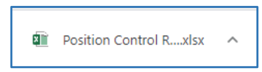
6. You can export the report by clicking on the arrow beside the floppy disk.
7. Select Excel



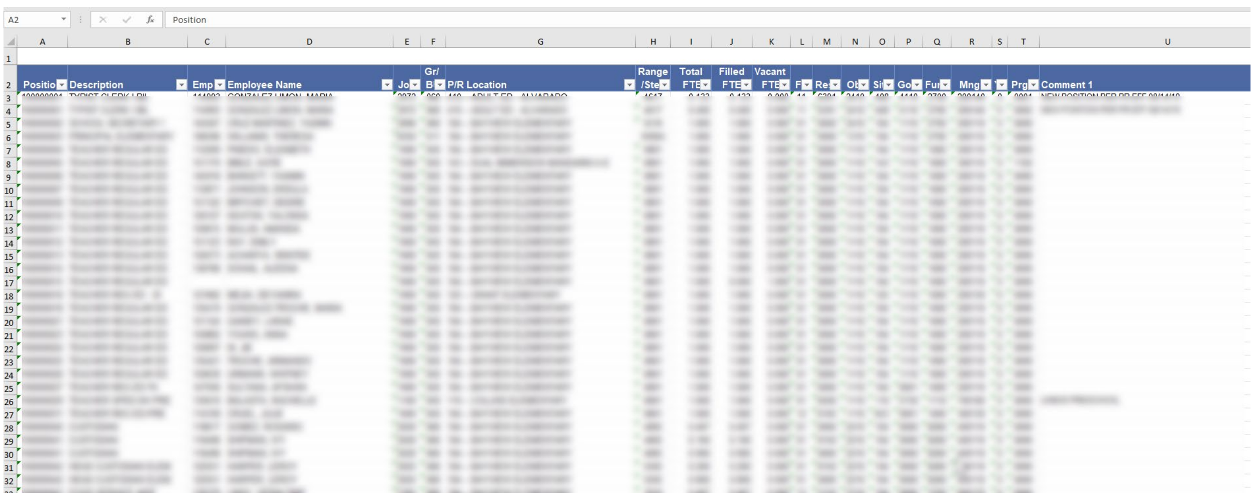
8. Depending on how your computer is configured. You will may get this option box at the bottom of the screen. Click **Save or Open.**



9. You may see this type of box at the bottom of the screen. Click to open.



10. Once your excel document opens you can add drop downs and sort however you would like.



Contact the Budget Department if you have any questions.

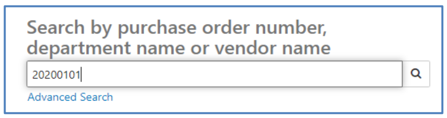
Central Programs

Centrals

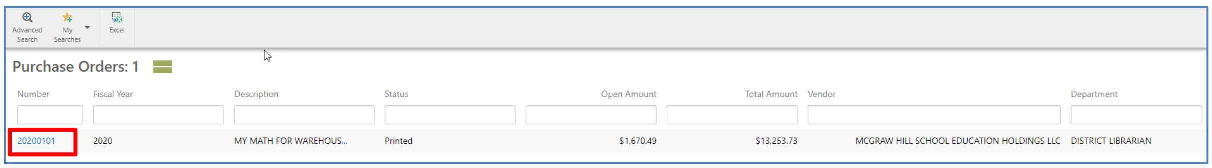
Tyler Menu →Search Bar Type Central →Click Search →Select the Central you need

Purchase Order Central

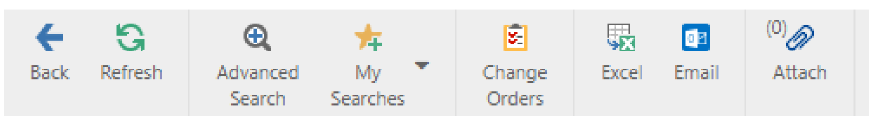
1. When the screen opens you will see a search bar at the top middle of the screen.
2. Enter what you want to search for in the box. I searched for a PO number.
3. Click on the search icon



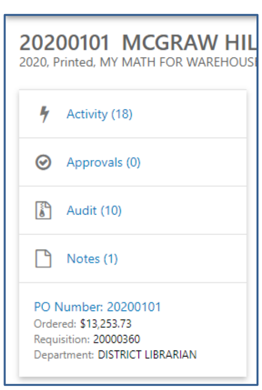
4. This screen will open, notice that the purchase order number is a blue hyperlink.



5. When you click on the Purchase Order number the detail screen opens.
6. At the top of the page you have several options.

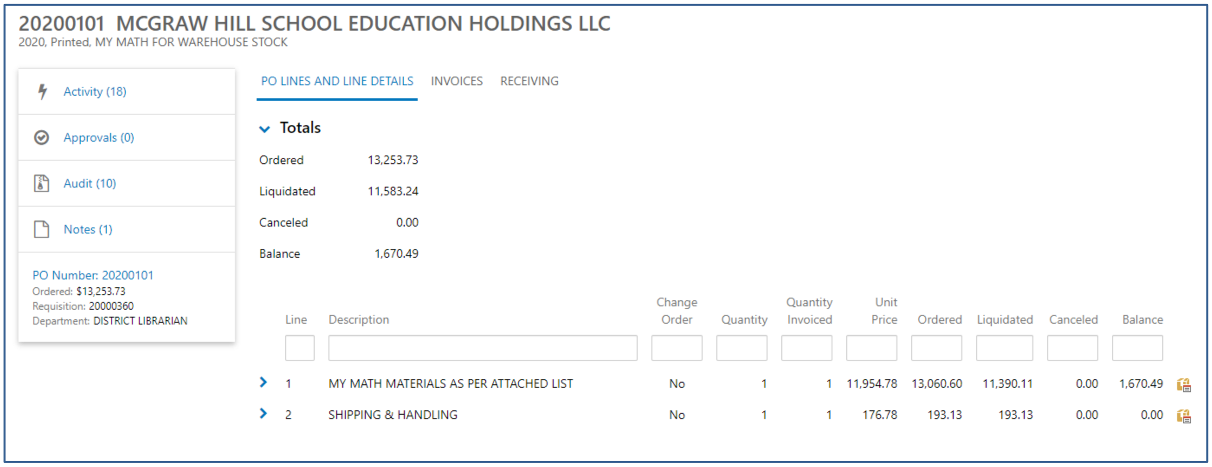


- Back – Will take you back to the previous screen.
- Refresh will refresh the page.
- Advanced Search will open a new advanced search box where you can create a new search.
- My Searches – You are able to save search criteria, this is where you will find your saved searches.
- Change Orders – Will open the Purchase Order Change Order screen for this purchase order.
- Excel – allows you to export your findings to an excel workbook.
- Email – Allows you to email a link of your findings. This will only be viewable for people that have rights to view your site data.
- Attach – will show you any attachments for the record(s) you are viewing.



7. On the left of the screen there are links for Activity, Approvals, Audit or Notes. If you click on these options you will see more detail for each.

8. In the center you are looking at the PO Lines and Line Detail information



20200101 MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC
2020, Printed, MY MATH FOR WAREHOUSE STOCK

Activity (18)
Approvals (0)
Audit (10)
Notes (1)

PO Number: 20200101
Ordered: $13,253.73
Requisition: 20000360
Department: DISTRICT LIBRARIAN

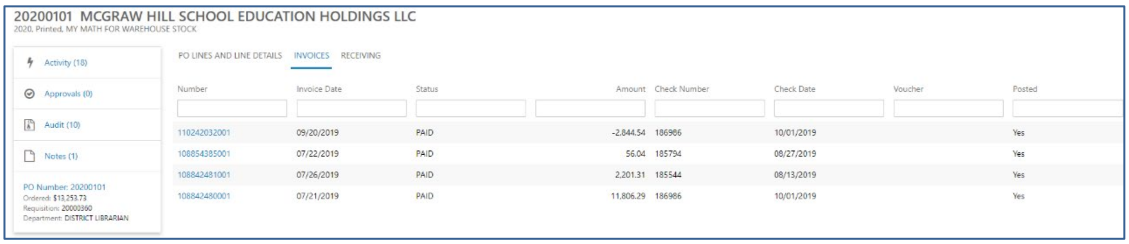
PO LINES AND LINE DETAILS INVOICES RECEIVING

Totals

Ordered	13,253.73
Liquidated	11,583.24
Canceled	0.00
Balance	1,670.49

Line	Description	Change Order	Quantity	Quantity Invoiced	Unit Price	Ordered	Liquidated	Canceled	Balance
1	MY MATH MATERIALS AS PER ATTACHED LIST	No	1	1	11,954.78	13,060.60	11,390.11	0.00	1,670.49
2	SHIPPING & HANDLING	No	1	1	176.78	193.13	193.13	0.00	0.00

9. If you click on Invoices, the invoice information is displayed.



20200101 MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC
2020, Printed, MY MATH FOR WAREHOUSE STOCK

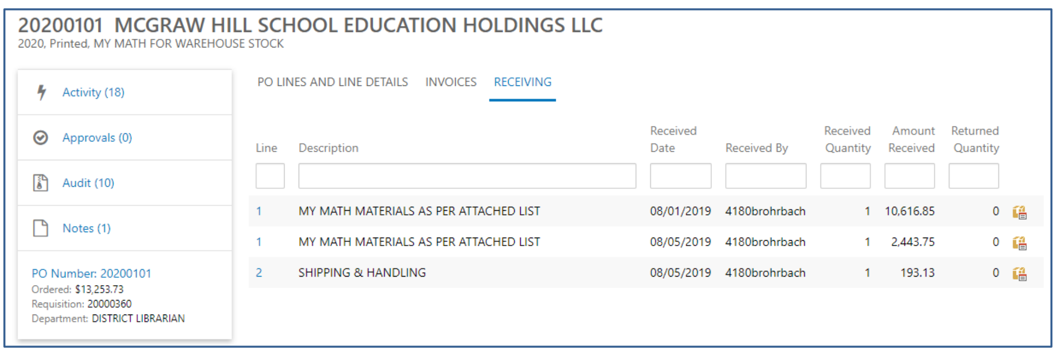
Activity (18)
Approvals (0)
Audit (10)
Notes (1)

PO Number: 20200101
Ordered: $13,253.73
Requisition: 20000360
Department: DISTRICT LIBRARIAN

PO LINES AND LINE DETAILS INVOICES RECEIVING

Number	Invoice Date	Status	Amount	Check Number	Check Date	Voucher	Posted
110242032001	09/20/2019	PAID	-2,844.54	186986	10/01/2019		Yes
108854385001	07/22/2019	PAID	56.04	185794	08/27/2019		Yes
108842481001	07/26/2019	PAID	2,201.31	185544	08/13/2019		Yes
108842480001	07/21/2019	PAID	11,806.29	186986	10/01/2019		Yes

10. If you click on Receiving, the receiving information is displayed.



20200101 MCGRAW HILL SCHOOL EDUCATION HOLDINGS LLC
2020, Printed, MY MATH FOR WAREHOUSE STOCK

Activity (18)
Approvals (0)
Audit (10)
Notes (1)

PO Number: 20200101
Ordered: $13,253.73
Requisition: 20000360
Department: DISTRICT LIBRARIAN

PO LINES AND LINE DETAILS INVOICES RECEIVING

Line	Description	Received Date	Received By	Received Quantity	Amount Received	Returned Quantity
1	MY MATH MATERIALS AS PER ATTACHED LIST	08/01/2019	4180brohrbach	1	10,616.85	0
1	MY MATH MATERIALS AS PER ATTACHED LIST	08/05/2019	4180brohrbach	1	2,443.75	0
2	SHIPPING & HANDLING	08/05/2019	4180brohrbach	1	193.13	0

11. Any of the boxes above the detail can be used to search through the data.

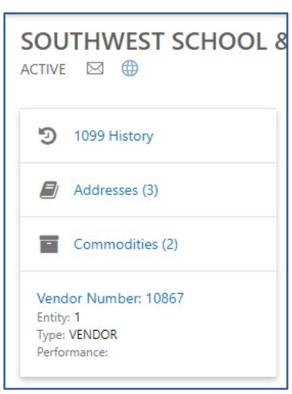
Vendor Central

1. When Vendor Central first opens you will see a search bar at the top middle of the screen.
2. Enter a Vendor Name and Click the search icon.

3. This screen will open, notice that the vendor number is a blue hyperlink

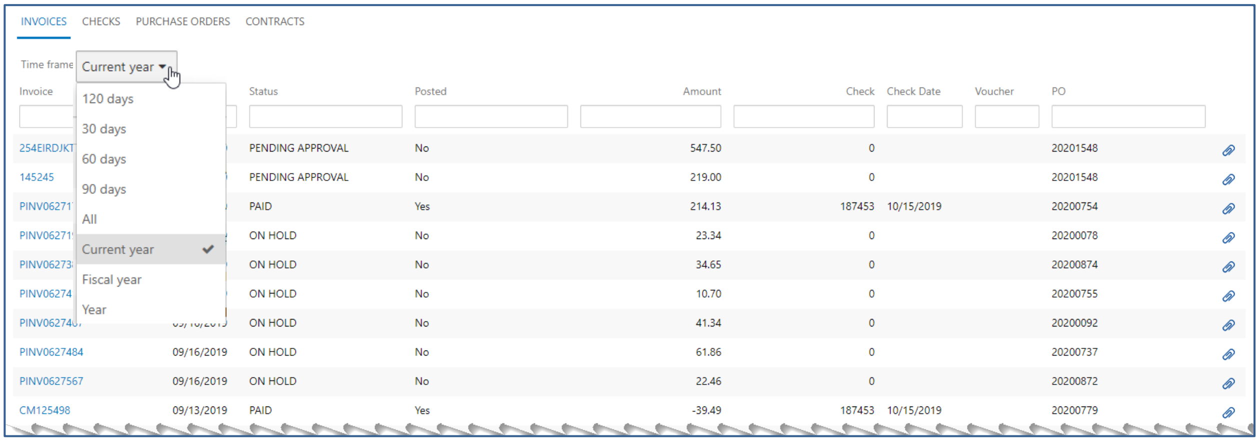
4. When you click on the Purchase Order number the detail screen opens.
5. At the top of the page you have several options

- Back – Will take you back to the previous screen.
- Refresh will refresh the page.
- Advanced Search will open a new advanced search box where you can create a new search.
- My Searches – You are able to save search criteria, this is where you will find your saved searches.
- Vendor – Will open the Vendor Inquiry Screen for this vendor.
- Performance – Will show you any performance notes regarding this vendor.
- Excel – allows you to export your findings to an excel workbook.
- Email – Allows you to email a link of your findings. This will only be viewable for people that have rights to view your site data.
- Notes – Will open any notes created for this vendor
- Totals – Will show the Total dollar amount spent with this vendor by fiscal year
- Attach – will show you any attachments for the record(s) you are viewing.

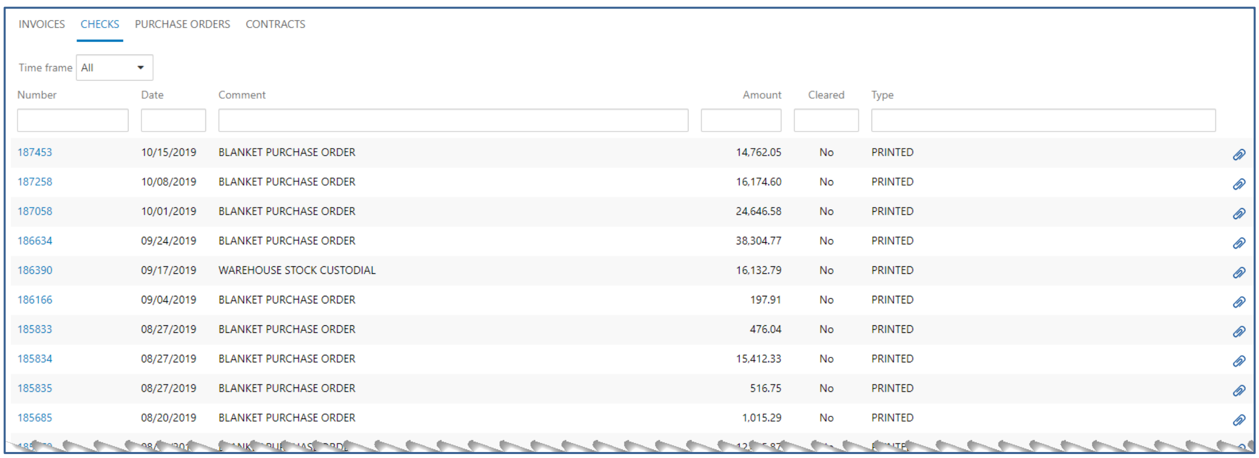


6. On the left of the screen there are links for 1099 History, Addresses and Commodities. If you click on these options you will see more detail for each.

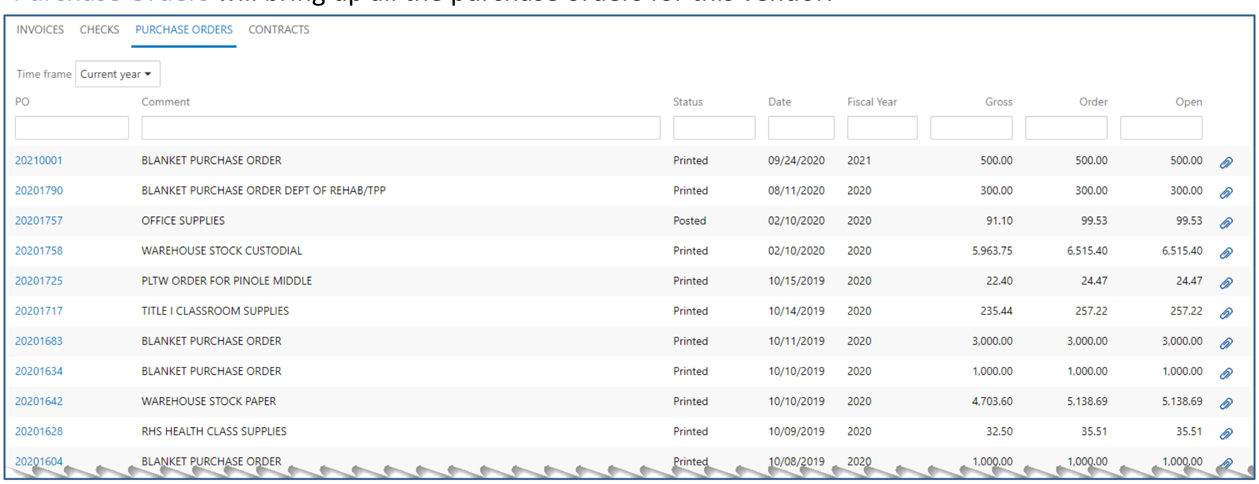
7. In the center of the screen you are viewing the Invoices. You can use the boxes at the top of the columns to search.
8. You can define your search by clicking the drop down and selecting different options.



9. When you click on the Checks tab you will view all the checks for this vendor.

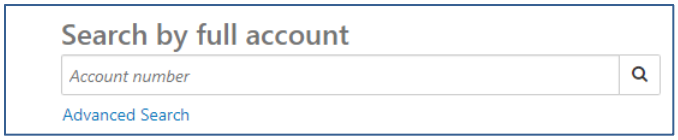


10. Purchase Orders will bring up all the purchase orders for this vendor.

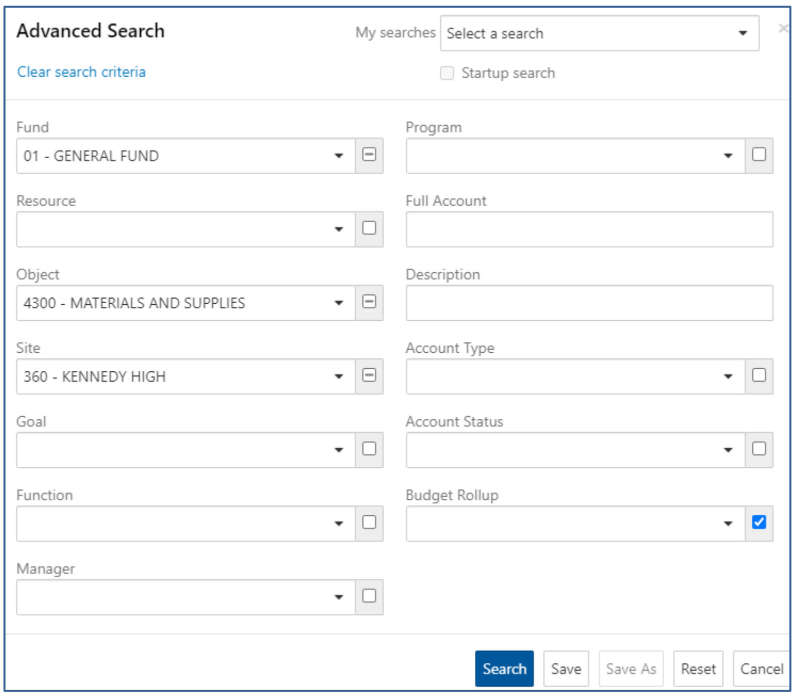


Account Central

1. When Account central first opens you will see a search bar at the top middle of the screen

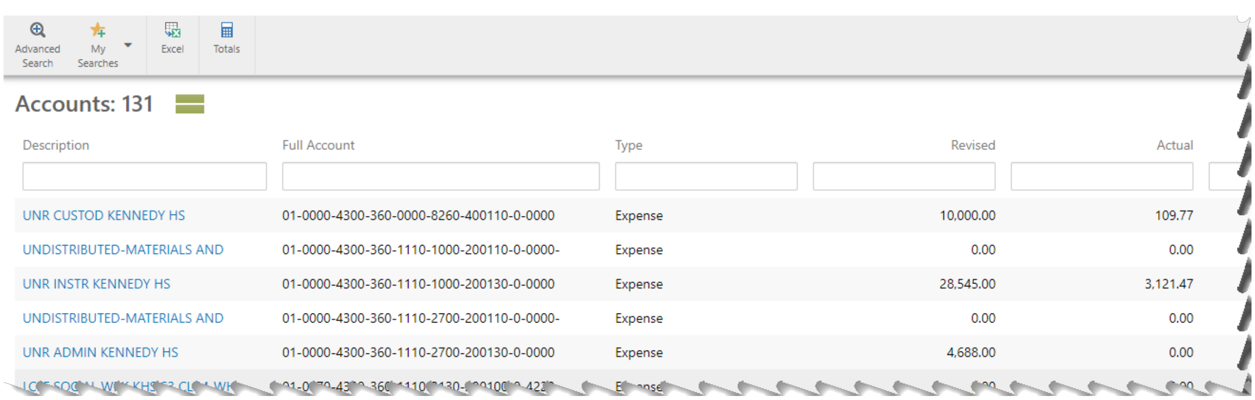


2. You can enter an account number in the box or click on Advanced Search.
3. Advanced Search allows you to search by any segment of your account code.
   a. In this example I searched for all of Object code 4300 at Kennedy using Fund 01.



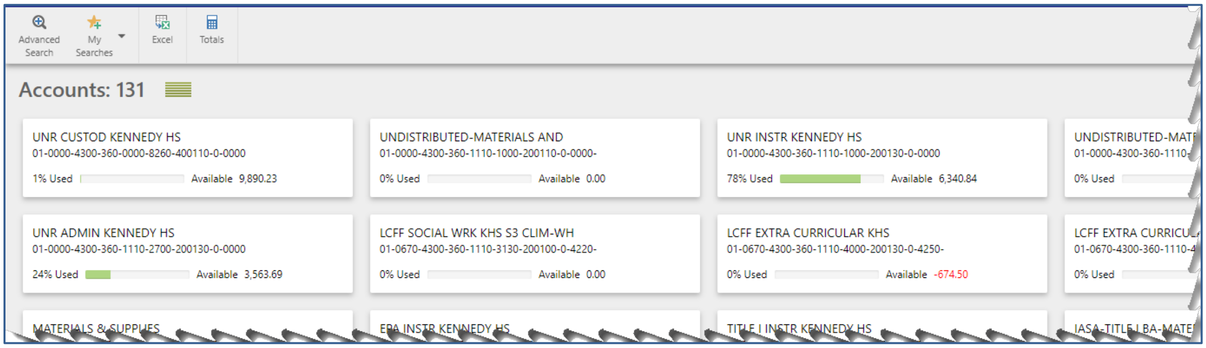
4. If you would like to save your search criteria for future use you can click save. This pop-up will allow you to name your search.

5. Click Search
6. There are 131 results that can be displayed as Grid View or Block View
   a. Grid View

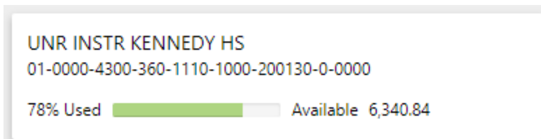


Description	Full Account	Type	Revised	Actual
UNR CUSTOD KENNEDY HS	01-0000-4300-360-0000-8260-400110-0-0000	Expense	10,000.00	109.77
UNDISTRIBUTED-MATERIALS AND	01-0000-4300-360-1110-1000-200110-0-0000-	Expense	0.00	0.00
UNR INSTR KENNEDY HS	01-0000-4300-360-1110-1000-200130-0-0000	Expense	28,545.00	3,121.47
UNDISTRIBUTED-MATERIALS AND	01-0000-4300-360-1110-2700-200110-0-0000-	Expense	0.00	0.00
UNR ADMIN KENNEDY HS	01-0000-4300-360-1110-2700-200130-0-0000	Expense	4,688.00	0.00

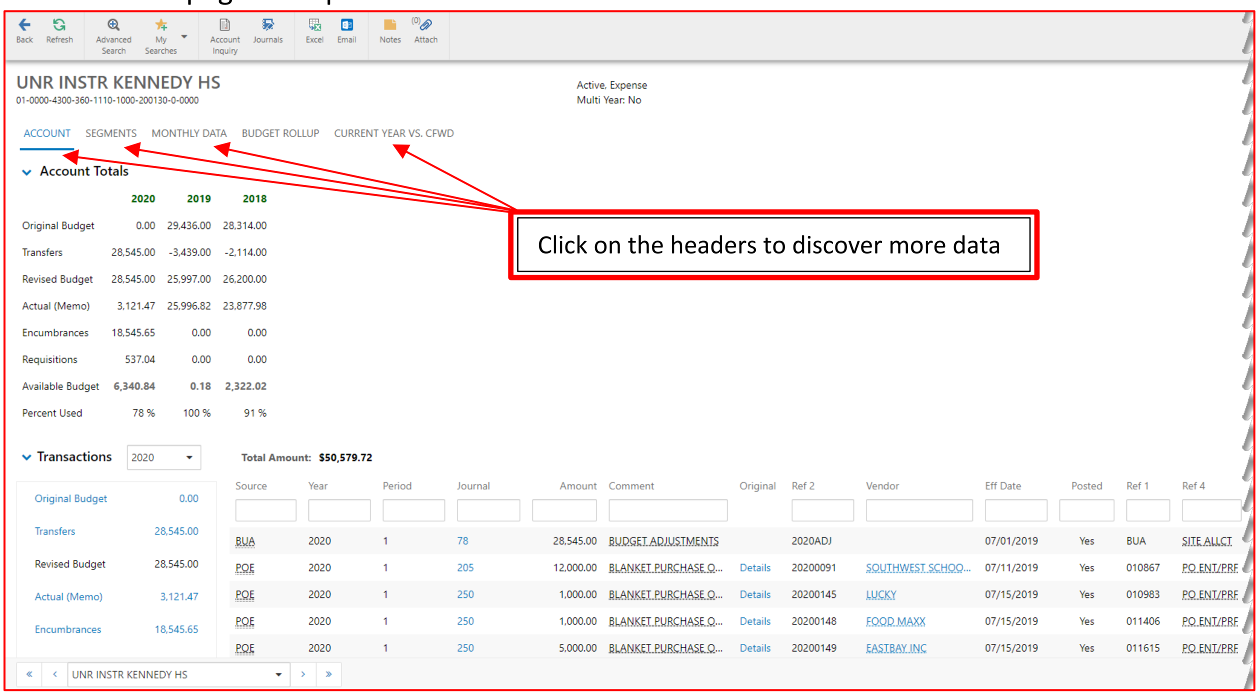
b. Block View. Switch views by clicking the bars beside Accounts



7. If I want to look at the details of one of the accounts I can select it.

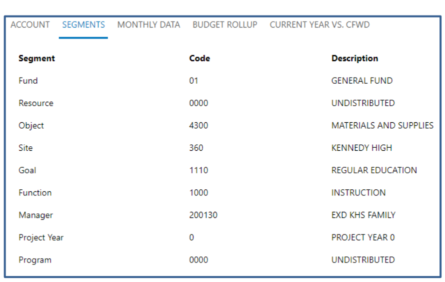


8. The detail page will open for the selected account.



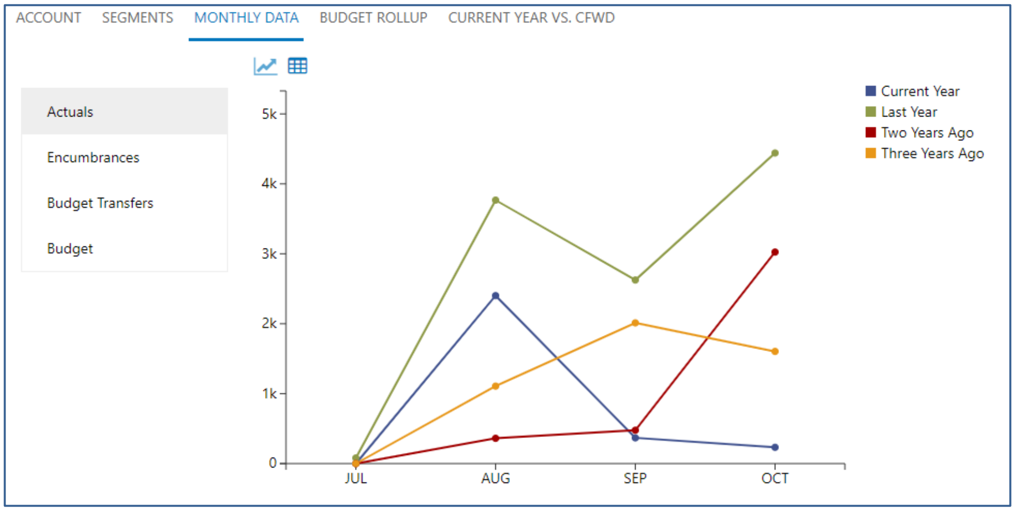
9. You can sort by any header or any link to the left

10. Segments defines each segment in the account string.



Segment	Code	Description
Fund	01	GENERAL FUND
Resource	0000	UNDISTRIBUTED
Object	4300	MATERIALS AND SUPPLIES
Site	360	KENNEDY HIGH
Goal	1110	REGULAR EDUCATION
Function	1000	INSTRUCTION
Manager	200130	EXD KHS FAMILY
Project Year	0	PROJECT YEAR 0
Program	0000	UNDISTRIBUTED

11. Monthly Data shows a line graph of the current year and the last three years.



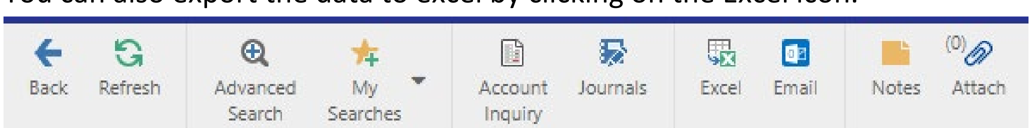
12. Current Year Versus Carry Forward shows the amounts spent for the two years.

ACCOUNT SEGMENTS MONTHLY DATA BUDGET ROLLUP CURRENT YEAR VS. CFWD

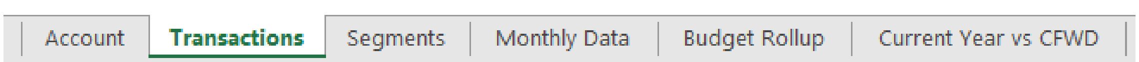
FY 2020 as of 2020/9 MAR

	Current year	Last year
Original Budget	0.00	29,436.00
Transfers	28,545.00	-3,439.00
Revised Budget	28,545.00	
Actual	3,121.47	25,996.82
Encumbrances	18,545.65	0.00
Requisitions	537.04	
Inception to Date	0.00	
Available Budget	6,340.84	

13. You can also export the data to excel by clicking on the Excel icon.



14. The Excel workbook has separate tabs for each of the options, including one for all transactions for this account code.



15. The Transactions page is where you can find all the detail for each transaction for this account.

Searching

Searching in Requisition Entry

Tyler Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

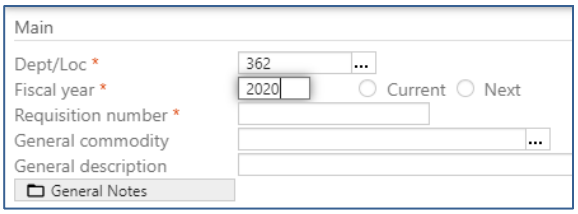
Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

You are able to search using many different options. Below are a few ideas.

Search for all Requisitions by Site

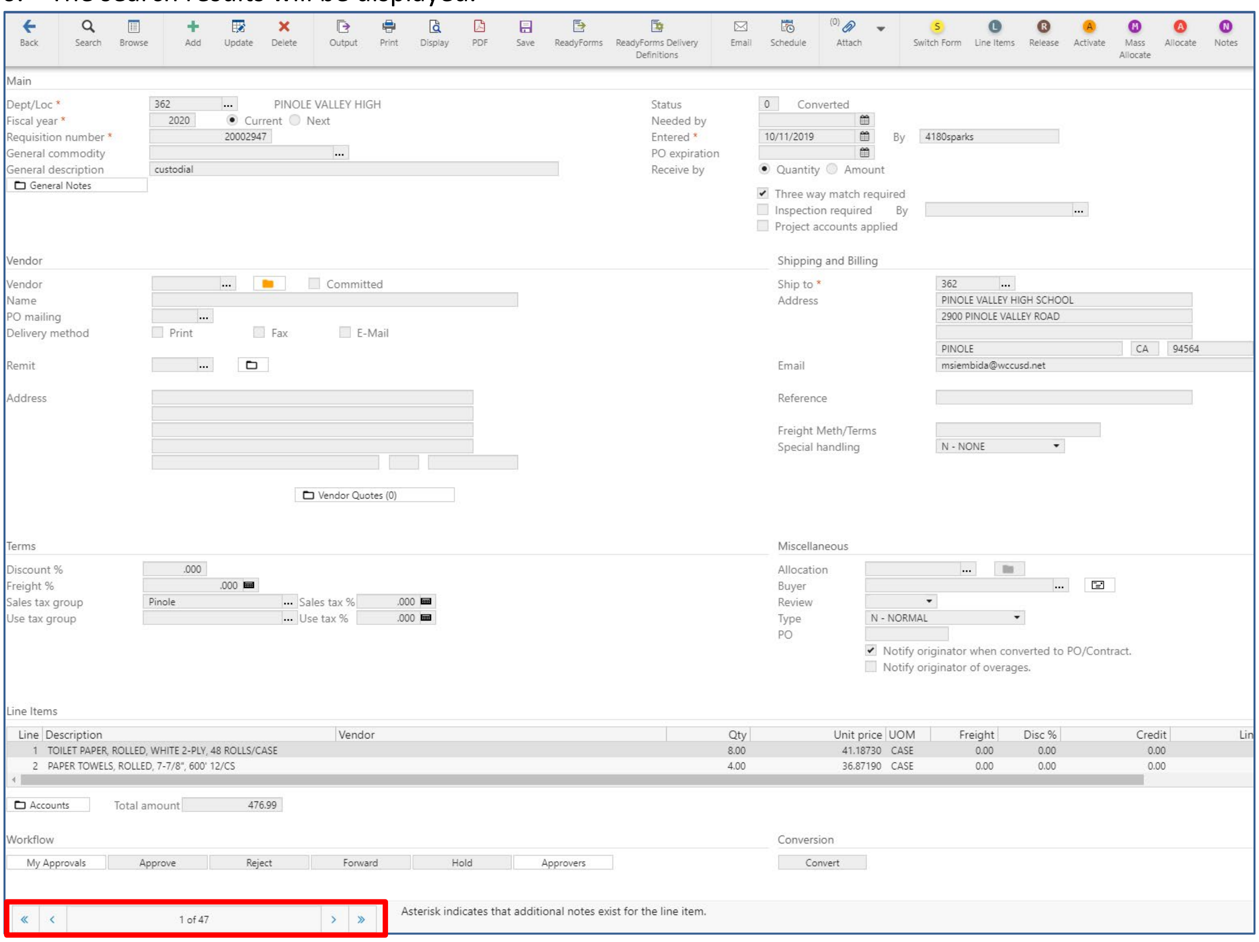
1. Open Requisition Entry
2. Click **Search**

3. Enter your site number in the **Dept/Loc** box.
4. Enter the current year in the **Fiscal year** box.



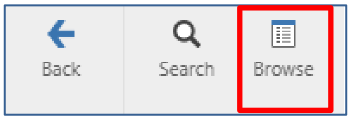
Note: You can search for any year by entering it in the Fiscal year box.

5. Click **Accept**
6. The search results will be displayed.

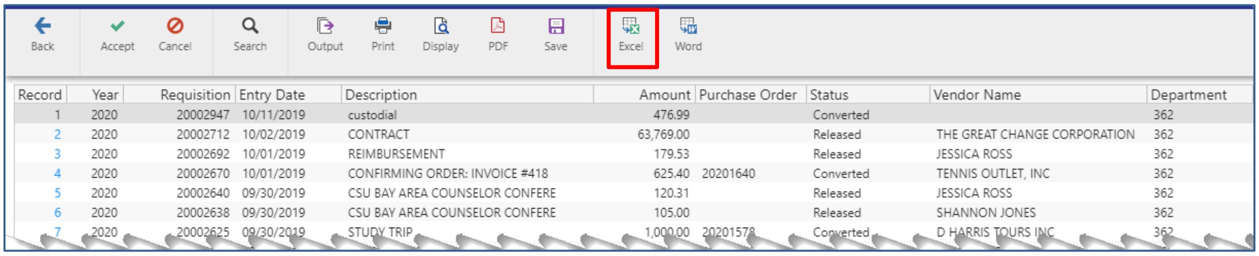


7. At the bottom of the screen you can see how many requisitions have been created for your site.

8. If you want see your results displayed in list form click **Browse.**

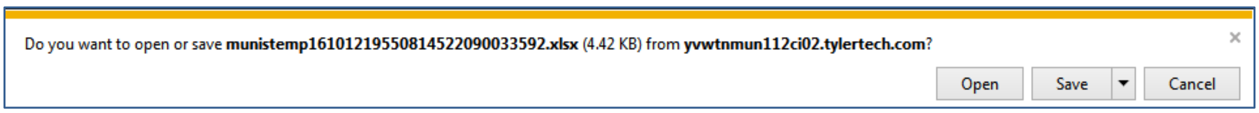


9. This list can be sorted by clicking on the headers.
10. While you are in Browse you can export to **Excel** by clicking the **Excel Icon**.

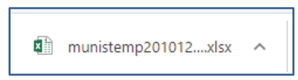


Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name	Department
1	2020	20002947	10/11/2019	custodial	476.99		Converted		362
2	2020	20002712	10/02/2019	CONTRACT	63,769.00		Released	THE GREAT CHANGE CORPORATION	362
3	2020	20002692	10/01/2019	REIMBURSEMENT	179.53		Released	JESSICA ROSS	362
4	2020	20002670	10/01/2019	CONFIRMING ORDER: INVOICE #418	625.40	20201640	Converted	TENNIS OUTLET, INC	362
5	2020	20002640	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	120.31		Released	JESSICA ROSS	362
6	2020	20002638	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	105.00		Released	SHANNON JONES	362
7	2020	20002625	09/30/2019	STUDY TRIP	1,000.00	20201578	Converted	D HARRIS TOURS INC	362

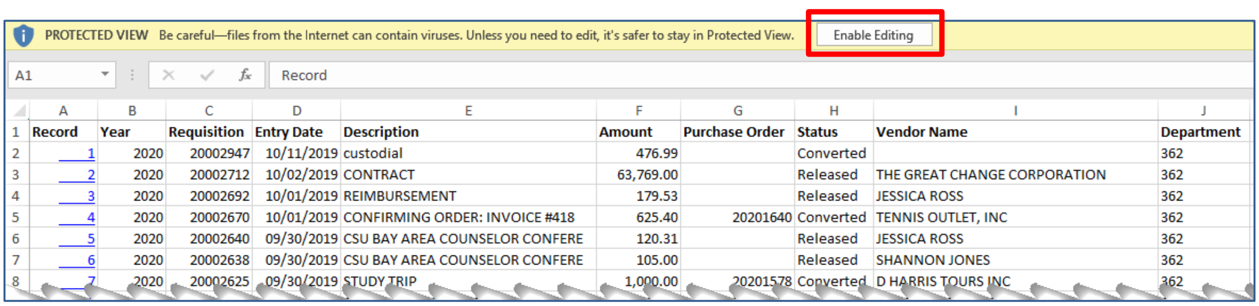
11. Depending on how your computer is configured. You will get this option box at the bottom of the screen. Click **Save or Open.**



12. You may see this type of box at the bottom of the screen. Click to open.



13. The Excel Spreadsheet will open.
    a. Click on Enable Editing so that you can work in the document.



Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name	Department
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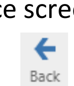
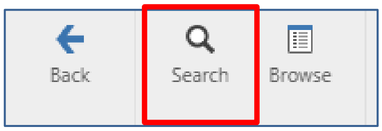
3	2020	20002692	10/01/2019	REIMBURSEMENT	179.53		Released	JESSICA ROSS	362
4	2020	20002670	10/01/2019	CONFIRMING ORDER: INVOICE #418	625.40	20201640	Converted	TENNIS OUTLET, INC	362
5	2020	20002640	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	120.31		Released	JESSICA ROSS	362
6	2020	20002638	09/30/2019	CSU BAY AREA COUNSELOR CONFERE	105.00		Released	SHANNON JONES	362
7	2020	20002625	09/30/2019	STUDY TRIP	1,000.00	20201578	Converted	D HARRIS TOURS INC	362

14. To return to Munis you can save or close the Excel spreadsheet.
15. When you return to Munis you will see the Requisition Maintenance screen.
16. You can close the Requisition Maintenance screen by clicking **Back**

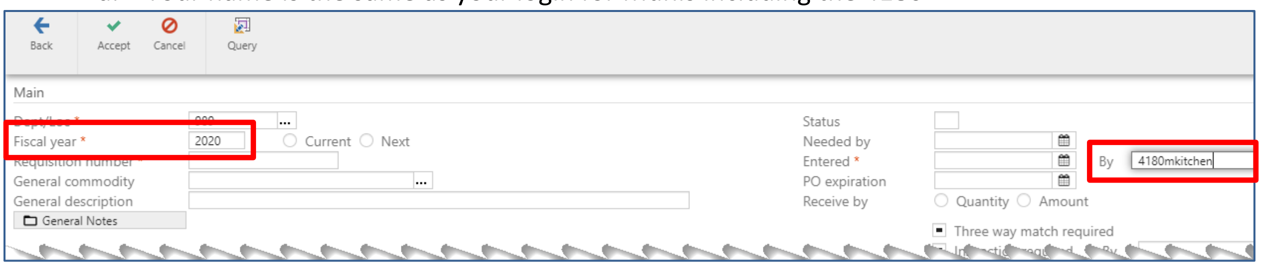


Search for all Requisitions by Your Name

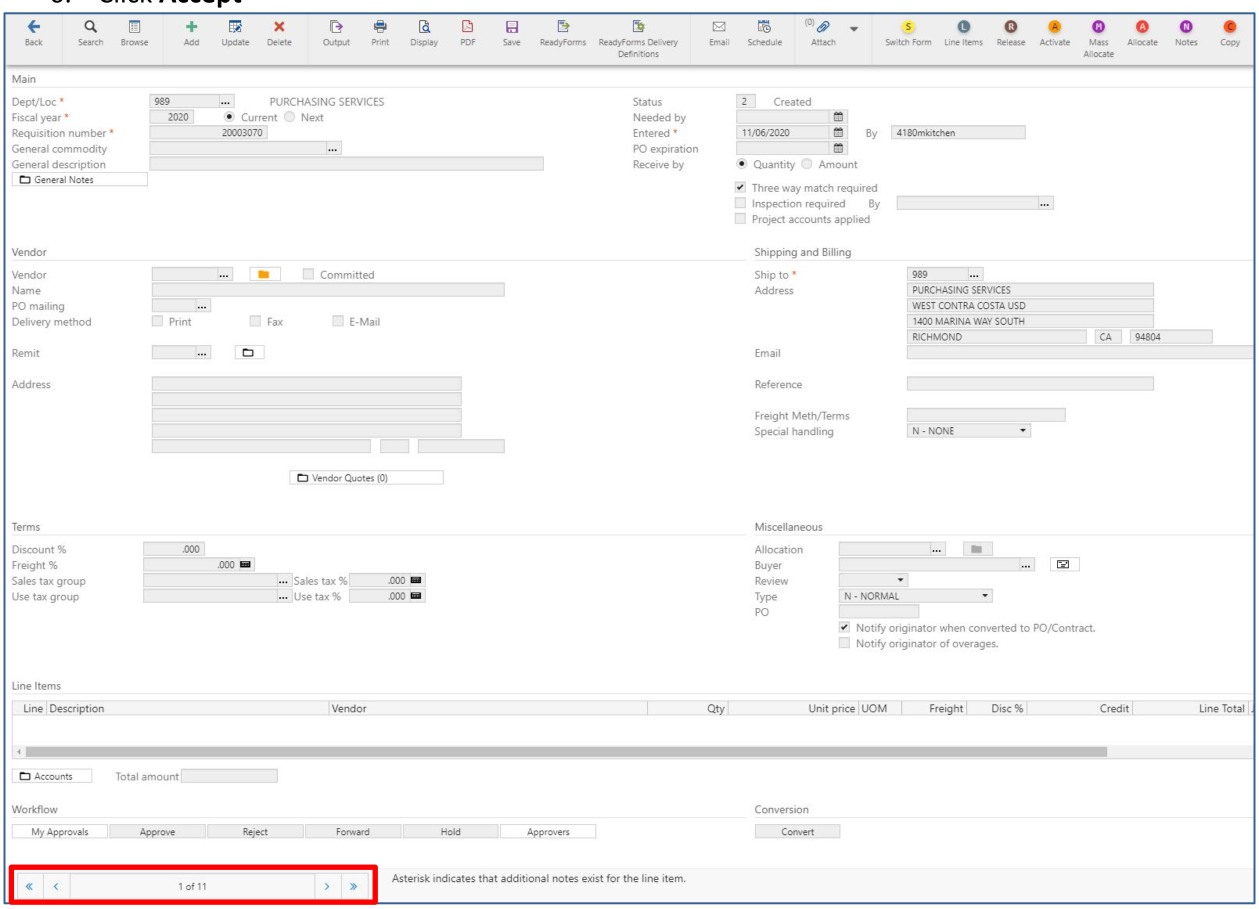
1. Open Requisition Entry
2. Click **Search**



3. Enter your site in the **Dept/Loc** box.
4. Enter the year you want to search for in the **Fiscal year** box.
5. Enter your name in the **Entered By** box.
    a. Your name is the same as your login for Munis including the 4180



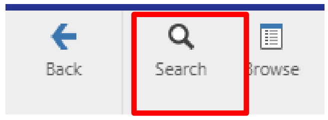
6. Click **Accept**



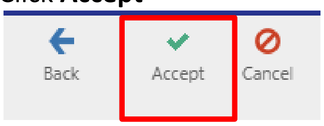
7. One of your requisitions will display, at the bottom of the screen you can see how many requisitions you have created.
8. If you want to see your results displayed in list form click **Browse** at the top of the page.
9. Once in Browse you can export to **Excel** by clicking the **Excel Icon**.

Search for a Requisition by Requisition Number

1. Open Requisition Entry
2. Click **Search**



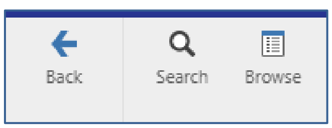
3. Enter the Requisition number in the **Requisition Number** box.
4. Click **Accept**



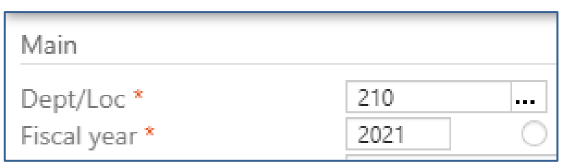
5. The requisition you searched for will display.

Search for all Requisitions by Vendor and Site

1. Open Requisition Entry
2. Click **Search**



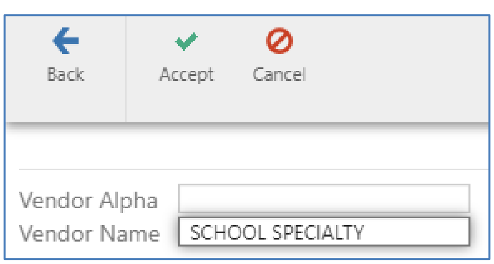
3. Enter your site number in the **Dept/Loc** box.
4. Enter the current year in the **Fiscal year** box.



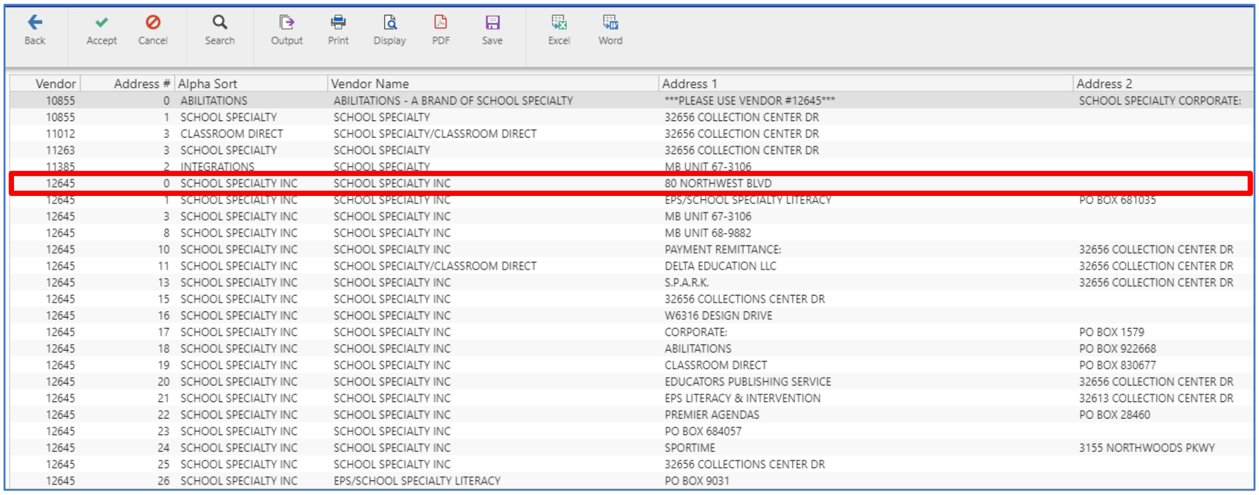
Note: You can also search for all of last year's orders by entering 2020 in the Fiscal year box.

5. Enter the vendor number in the **Vendor** box.

   a. If you don't know the vendor number, click the **ellipsis** (3 dots).
   b. Enter the name of the vendor in one of the boxes.
   c. Click **Accept**

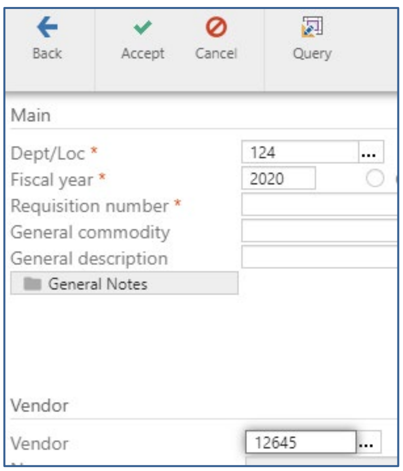


d. If there is more than one entry for your vendor, select the one that has the number 0 in the Address # box.

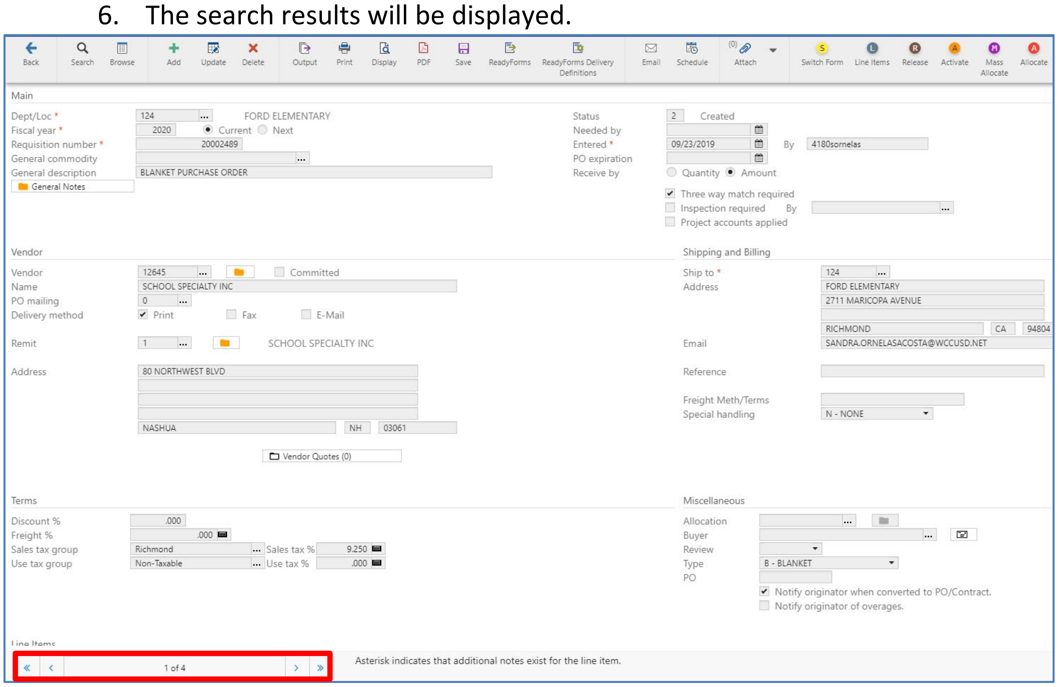


e. Click **Accept** you will be returned to the requisition entry screen.

f. Click **Accept** again.



6. The search results will be displayed.



Searching in Requisition Entry

Menu → Financials → Purchasing → Purchase Order Processing → Requisition Entry

Note: Requisition Entry can also be found on the Munis Dashboard on the Hub.

As we go through the school year it's important to keep track of your orders.
Look for:

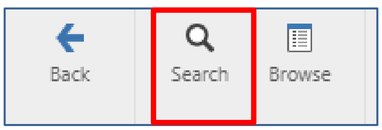
- Duplicate requisitions that you have created that need to be deleted.
- Requisitions that you started that need completed.
- Allocated requisitions that are holding money.
- Rejected requisitions that need corrected and resubmitted back into workflow.
- Requisitions that are stuck in workflow and have not been placed.

You need to check on your orders often, it least once a month. Do not want to wait until the end of the year to do this.

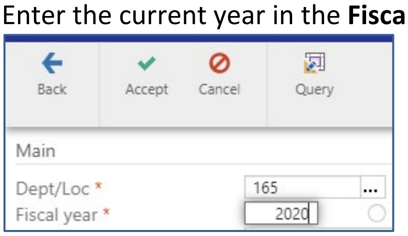
You are able to search using many different options. Below are a few ideas.

Search for all Requisitions by Site

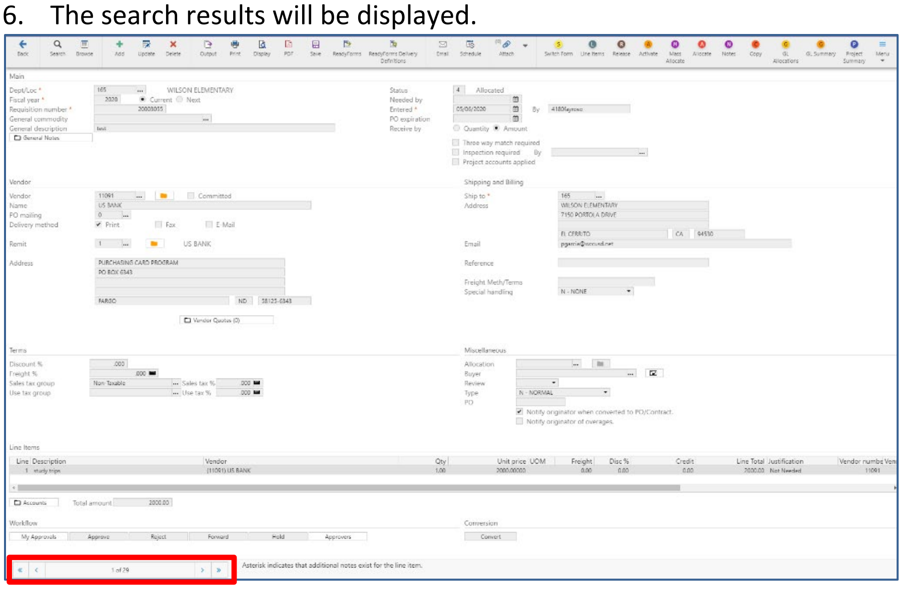
1. Open Requisition Entry
2. Click **Search**



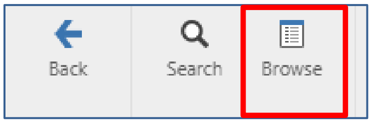
3. Enter your site number in the **Dept/Loc** box.
4. Enter the current year in the **Fiscal year** box.



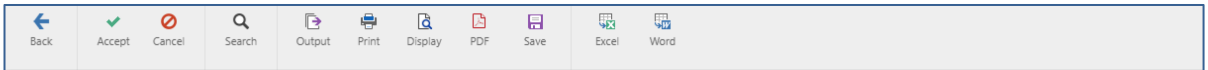
5. Click **Accept**
6. The search results will be displayed.



7. At the bottom of the screen you can see how many requisitions have been created for your site.
8. Click **Browse** to see your results displayed in list form.

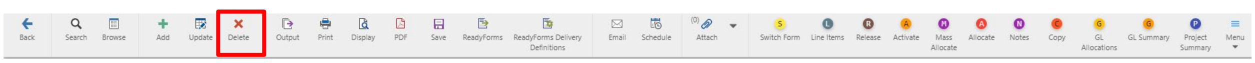


9. This list can be sorted by clicking on the headers.
10. Click on the Status header.
    a. Your requisitions will now be sorted by status.
    b. The Status types are; Created, Allocated, Released, Converted, and Rejected.

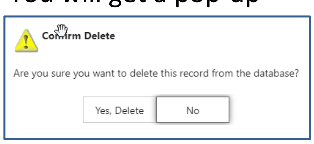


Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status	Vendor Name	Department
1	2020	20003055	05/06/2020	test	2,000.00		Allocated	US BANK	165
4	2020	20003052	05/06/2020	testing	10.00		Allocated		165
5	2020	20003051	05/06/2020	MUNIS TEST MULTIPLE LINES NON-	10.95		Allocated		165
8	2020	20002805	10/07/2019	CUSTODIAL SUPPLIES	417.52		Converted		165
14	2020	20002314	09/17/2019	REIMBURSEMENT REQUEST FOR CONF	1,191.81	20201416	Converted	STEPHANIE GILSTROM	165
15	2020	20002237	09/13/2019	CARPETS FOR CLASSROOMS	932.75	20201482	Converted	SENSORY EDGE	165
16	2020	20002187	09/13/2019	EC1 RE: STANDARDS INSTITUTE	1,122.89	20201289	Converted	JOSEPH BARR	165
17	2020	20002096	09/11/2019	BLANKET PURCHASE ORDER	1,000.00	20201117	Converted	KBA DOCUSYS INC	165
18	2020	20002094	09/11/2019	LEARNING EASEL	311.74	20201662	Converted	LAKESHORE LEARNING MATERIALS	165
19	2020	20002005	09/05/2019	MATERIALS AND SUPPLIES	714.50		Converted		165
20	2020	20001934	09/03/2019	BLANKET PURCHASE ORDER	500.00	20201172	Converted	FOOD MAXX	165
22	2020	20001506	08/20/2019	CUSTODIAL SUPPLIES	76.63		Converted		165
23	2020	20001384	08/14/2019	BLANKET PURCHASE ORDER	3,000.00	20201008	Converted	AMAZON BUSINESS	165
24	2020	20001285	08/09/2019	CUSTODIAL SUPPLIES	138.23		Converted		165
26	2020	20001274	08/09/2019	BLANKET PURCHASE ORDER	3,000.00	20200642	Converted	SOUTHWEST SCHOOL & OFFICE SUPPI	165
27	2020	20001273	08/09/2019	CUSTODIAL SUPPLIES	1,284.70		Converted		165
28	2020	20001216	08/06/2019	INVOICE INV-3802	4,102.08	20200818	Converted	THE K-12 OER COLLABORATIVE	165
29	2020	20001172	08/05/2019	OFFICE SUPPLIES	476.33		Converted		165
2	2020	20003054	05/06/2020	test	0.00		Created	STUDY TRIP	165
3	2020	20003053	05/06/2020	test	0.00		Created		165
7	2020	20002950	10/11/2019	OPEN UP RESOURCES	0.00		Created	THE K-12 OER COLLABORATIVE	165
21	2020	20001629	08/23/2019	CUSTODIAL SUPPLIES	0.00		Created		165
9	2020	20002707	10/02/2019	STAFF PD	10,250.00		Rejected	THE K-12 OER COLLABORATIVE	165
25	2020	20001280	08/09/2019	BLANET PO TO PURCHASE SNACKS F	999.00		Rejected	FOOD MAXX	165
6	2020	20002998	10/15/2019	OPEN UP RESOURCES	4,714.86		Released	THE K-12 OER COLLABORATIVE	165
10	2020	20002667	10/01/2019	CHABOT SPACE AND SCIENCE STUDY	600.00		Released	CHABOT SPACE AND SCIENCE CENTER	165
11	2020	20002665	10/01/2019	BUS PAYMENT FOR 5TH/6TH GR STU	1,530.00		Released	MICHAELS TRANSPORTATION	165
12	2020	20002532	09/25/2019	STUDY TRIP	745.00		Released	MICHAELS TRANSPORTATION	165
13	2020	20002382	09/19/2019	RECESS EQUIPMENT	1,028.16		Released	SCHOOL SPECIALTY INC	165

11. **Click** on a Created or Allocated requisition to highlight it.
12. Click **Accept** and you will be returned to the Requisition Entry screen.
13. Confirm that you are on the correct Requisition by looking at the Status box. It should read either Status **2 Created** or Status **4 Allocated**.
14. Determine if you need to complete and release or delete this requisition.
15. If it needs deleted, click **Delete** in the ribbon.

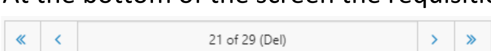


16. You will get a pop-up



Confirm delete by clicking on **Yes, Delete.**

17. At the bottom of the screen the requisition will show (Del) beside the number.



18. Click **Browse** in the ribbon at the top of the screen to return to your search results.
    a. The requisition you just deleted will show as (Deleted) but you will still see the requisition number as long as you are still looking at the same search results.

Record	Year	Requisition	Entry Date	Description
21	2020	20001629		(Deleted)

19. Continue this process, looking through all of your requisitions and taking the necessary steps to clean up your requisitions.
20. Check your released requisitions to make sure they are moving through the approval process. Do they have a purchase order issued? If so, have you received your items? You may need to call the company to check on your order. Be careful not to duplicate your order with the company.

Searching in Purchase Order Inquiry

Menu → Financials → Purchasing → Purchase Order Processing → Purchase Order Inquiry

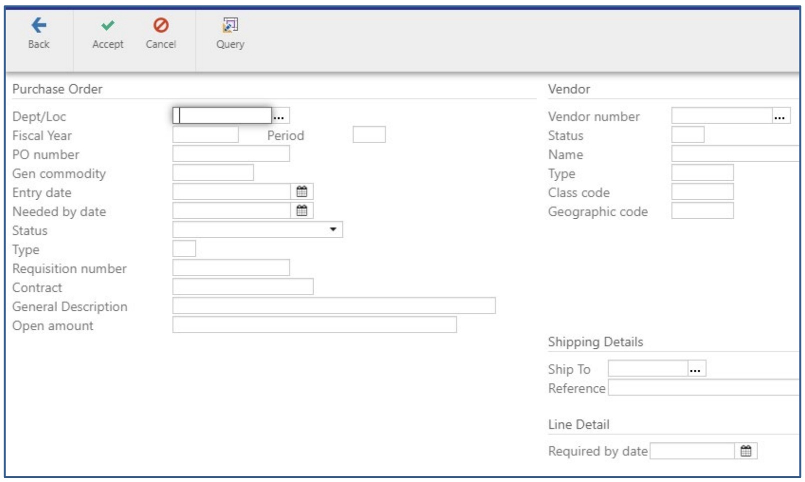
Note: Purchase Order Inquiry can also be found on the Munis Dashboard on the Hub

You are able to search using many different options. Below are a few ideas.

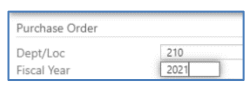
Search for all Purchase Orders by Site

1. Open Purchase Order Inquiry
2. Click **Search**

3. The **PO Inquiry Find** screen will open.

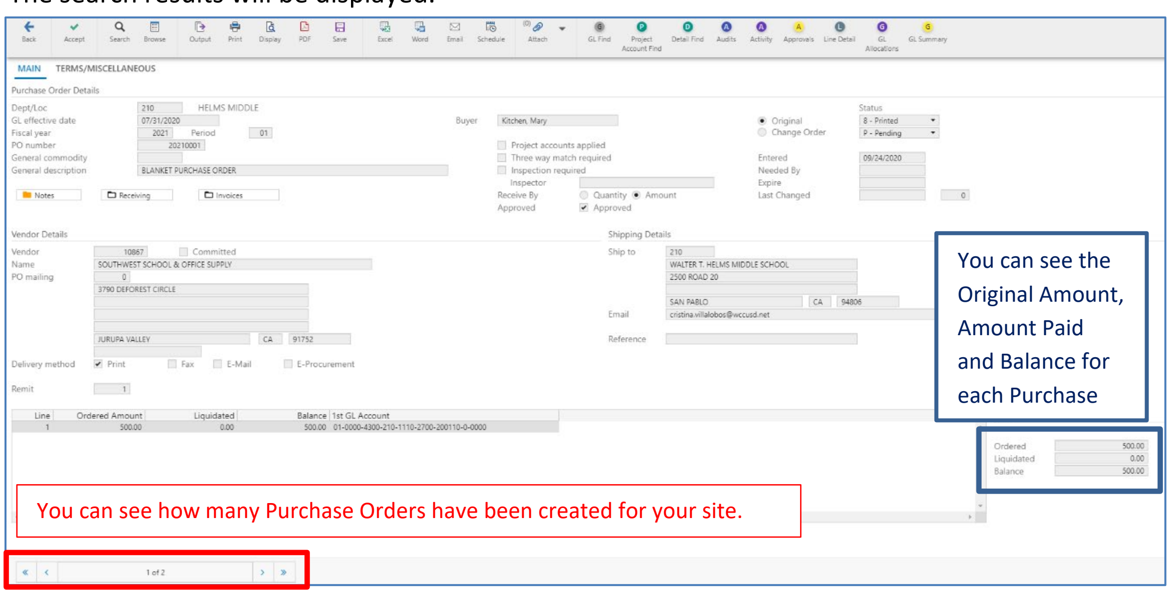


4. Enter your site number in the **Dept/Loc** box.
5. Enter the current year in the **Fiscal year** box.
6. Click **Accept**



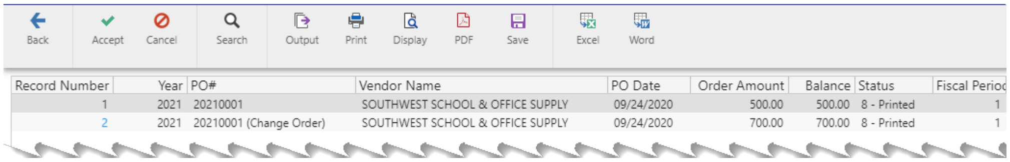
Note: You can search for any year's orders by entering the year in the Fiscal year box.

7. The search results will be displayed.

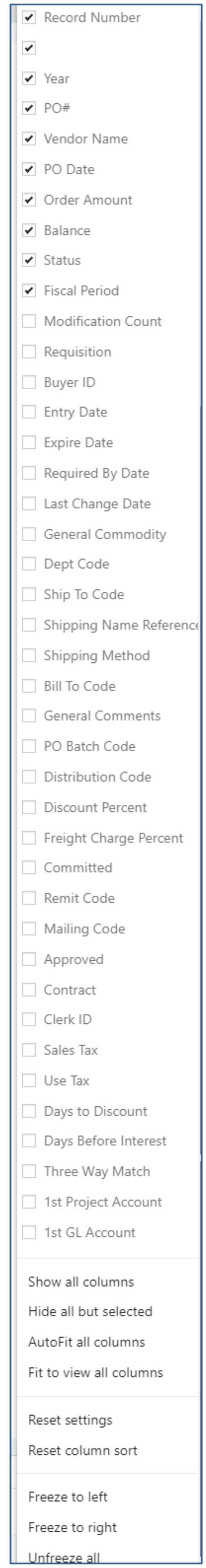


8. If you want see your results displayed in list format click **Browse.**

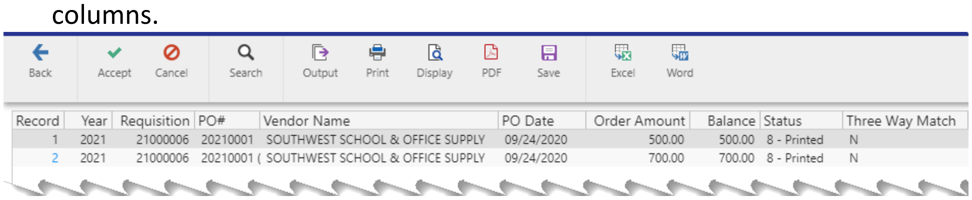
9. This list can be sorted by clicking on the headers.



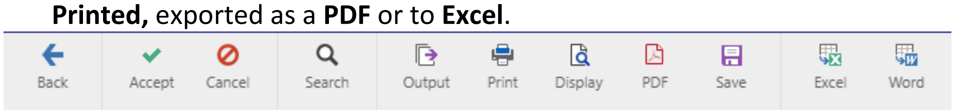
10. You can Right Click on the header to find options for adding or removing columns as well as formatting options
    a. You can add/remove columns by checking or unchecking the boxes.
    b. I find it useful to add the Requisition number and three way match.
    c. You can rearrange the columns by picking up the header and moving it.
    d. You can resize the columns by getting the double headed arrow and moving the lines



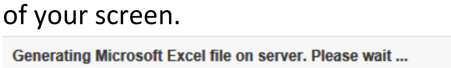
11. In this example I added the Requisition column, moved it to beside the PO #, added three way match, removed the Fiscal Period column and resized all the columns.



12. This report can be viewed or exported many different ways. **Printed,** exported as a **PDF** or to **Excel**.



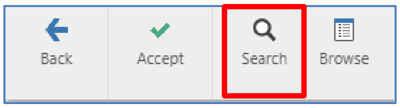
    a. Output opens a dialog box to print, save or display.
    b. Print is unavailable in this field.
    c. Display opens a view screen with a print option
    d. PDF creates a PDF of your document
    e. Save: Saves the report to the Munis Spool Directory
    f. Excel creates an excel workbook
    g. Word opens a dialog box to create a merge file or template.
13. When you click on Excel you may see this message displayed at the bottom left of your screen.



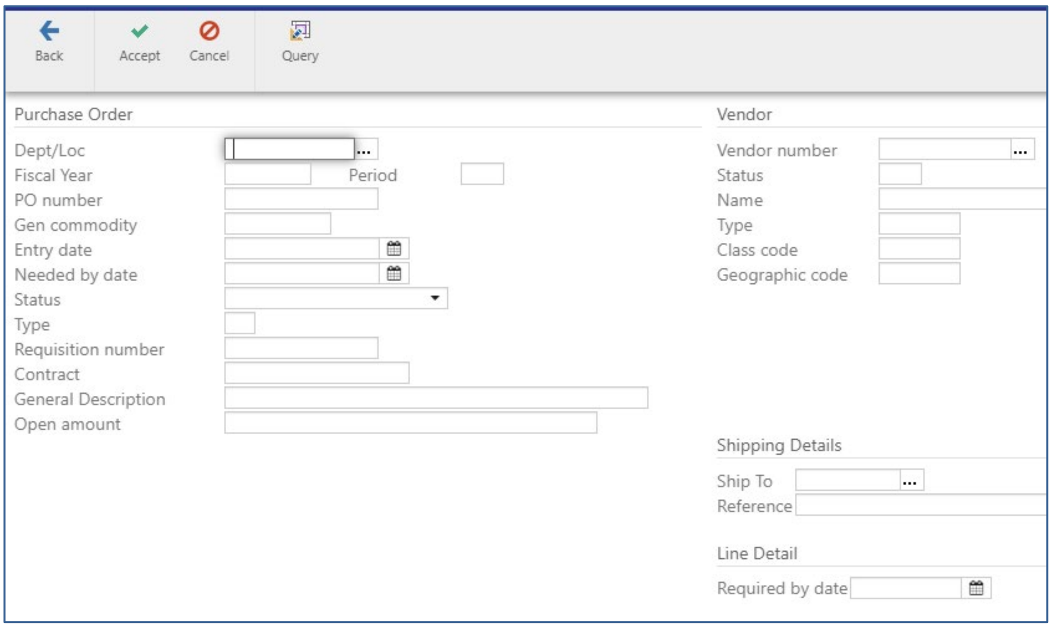
14. The Excel Spreadsheet will open.
15. You can save and/or close the Excel spreadsheet to return to Munis.
16. Close Browse (Purchase Order Inquiry) by clicking Back

Search by Requisition Number

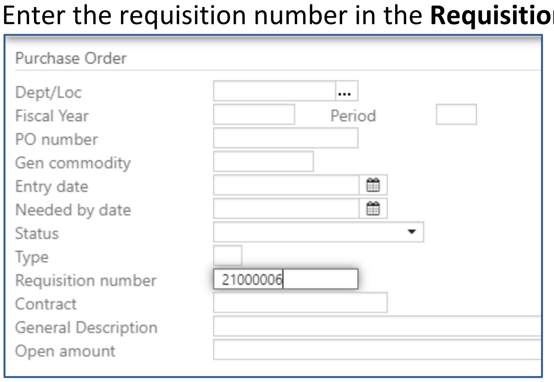
1. Open Purchase Order Inquiry
2. Click **Search**



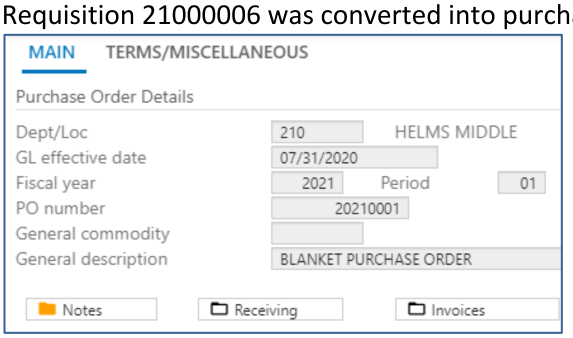
3. The **PO Inquiry Find** screen will open.



4. Enter the requisition number in the **Requisition number** box.



5. Click **Accept**
6. The requisition you searched for will display if it has been converted into a purchase order.
7. Requisition 21000006 was converted into purchase order 20210001.

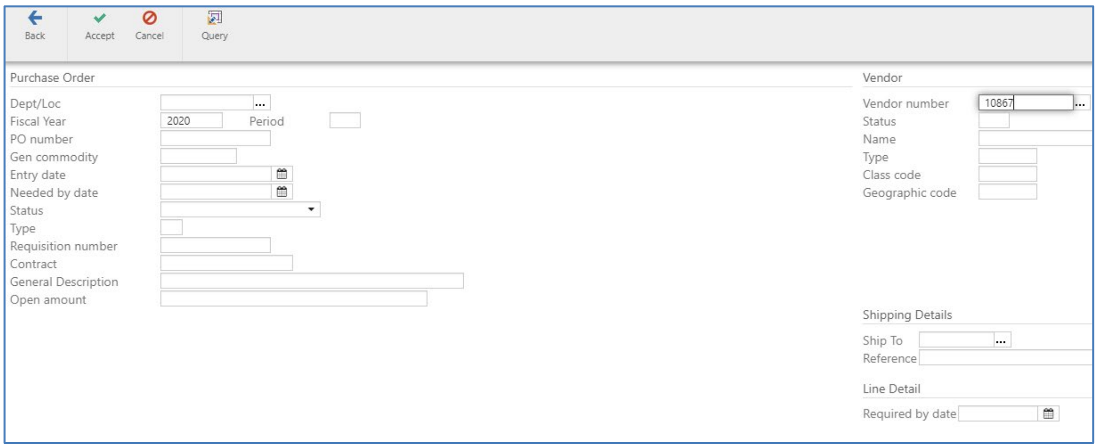


Searching any results by account or account segment

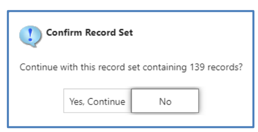
Note: This search is most useful for departments that have access to more than one site's data.

1. Open Purchase Order Inquiry
2. Click **Search**

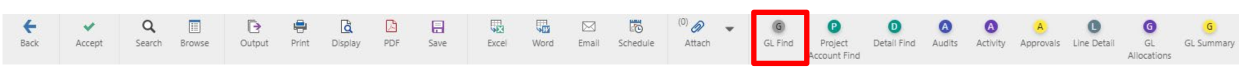
3. The **PO Inquiry Find** screen will open.
4. Open Purchase Order Inquiry
5. Click **Search**
6. The **PO Inquiry Find** screen will open.



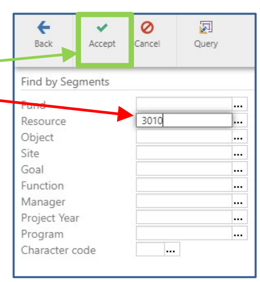
7. In this instance we are searching for all Southwest School and Office Supply orders for the 2020 school year, however this will work with any search criteria.
   h. Enter the Fiscal year and the vendor number.
   i. Click Accept
   j. Click Yes, Continue to the pop-up

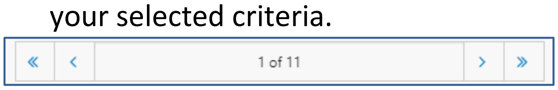


8. Click GL Find in the ribbon.

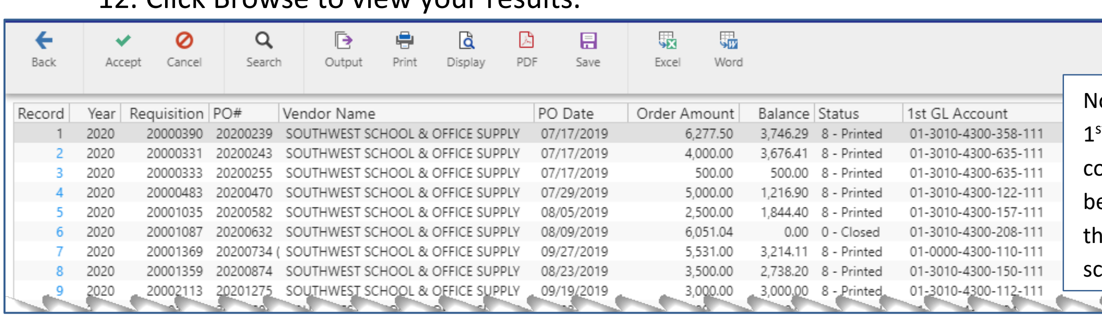


9. Enter the account details you want to search by. In this instance I only entered Resource 3010.
10. Click **Accept**.
11. The record set now contains only the records that meet your selected criteria.





12. Click Browse to view your results.



Record	Year	Requisition	PO#	Vendor Name	PO Date	Order Amount	Balance	Status	1st GL Account
1	2020	20000390	20200239	SOUTHWEST SCHOOL & OFFICE SUPPLY	07/17/2019	6,277.50	3,746.29	8 - Printed	01-3010-4300-358-111
2	2020	20000331	20200243	SOUTHWEST SCHOOL & OFFICE SUPPLY	07/17/2019	4,000.00	3,676.41	8 - Printed	01-3010-4300-635-111
3	2020	20000333	20200255	SOUTHWEST SCHOOL & OFFICE SUPPLY	07/17/2019	500.00	500.00	8 - Printed	01-3010-4300-635-111
4	2020	20000483	20200470	SOUTHWEST SCHOOL & OFFICE SUPPLY	07/29/2019	5,000.00	1,216.90	8 - Printed	01-3010-4300-122-111
5	2020	20001035	20200582	SOUTHWEST SCHOOL & OFFICE SUPPLY	08/05/2019	2,500.00	1,844.40	8 - Printed	01-3010-4300-157-111
6	2020	20001087	20200632	SOUTHWEST SCHOOL & OFFICE SUPPLY	08/09/2019	6,051.04	0.00	0 - Closed	01-3010-4300-208-111
7	2020	20001369	20200734 (	SOUTHWEST SCHOOL & OFFICE SUPPLY	09/27/2019	5,531.00	3,214.11	8 - Printed	01-0000-4300-110-111
8	2020	20001359	20200874	SOUTHWEST SCHOOL & OFFICE SUPPLY	08/23/2019	3,500.00	2,738.20	8 - Printed	01-3010-4300-150-111
9	2020	20002113	20201275	SOUTHWEST SCHOOL & OFFICE SUPPLY	09/19/2019	3,000.00	3,000.00	8 - Printed	01-3010-4300-112-111

Notice that the 1st GL Account column has been added to the browse screen.

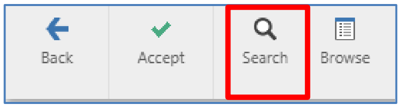
Searching in Purchase Order Change Order

Menu → Financials → Purchasing → Purchase Order Processing → Purchase Order Change Order

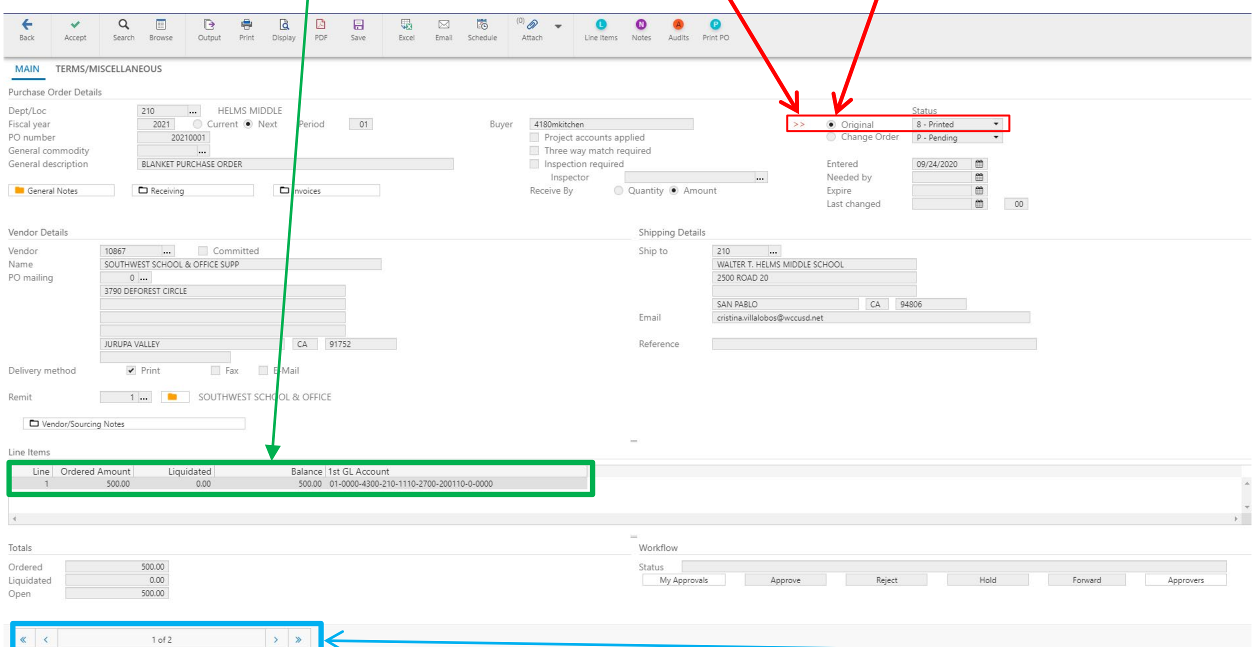
Note: Purchase Order Change Order can also be found on the Munis Dashboard on the Hub

When a Purchase Order Change Order is in the approval process it can only be accessed by viewing it in the Purchase Order Change Order module.

1. Open Purchase Order Change Order
2. Click **Search**

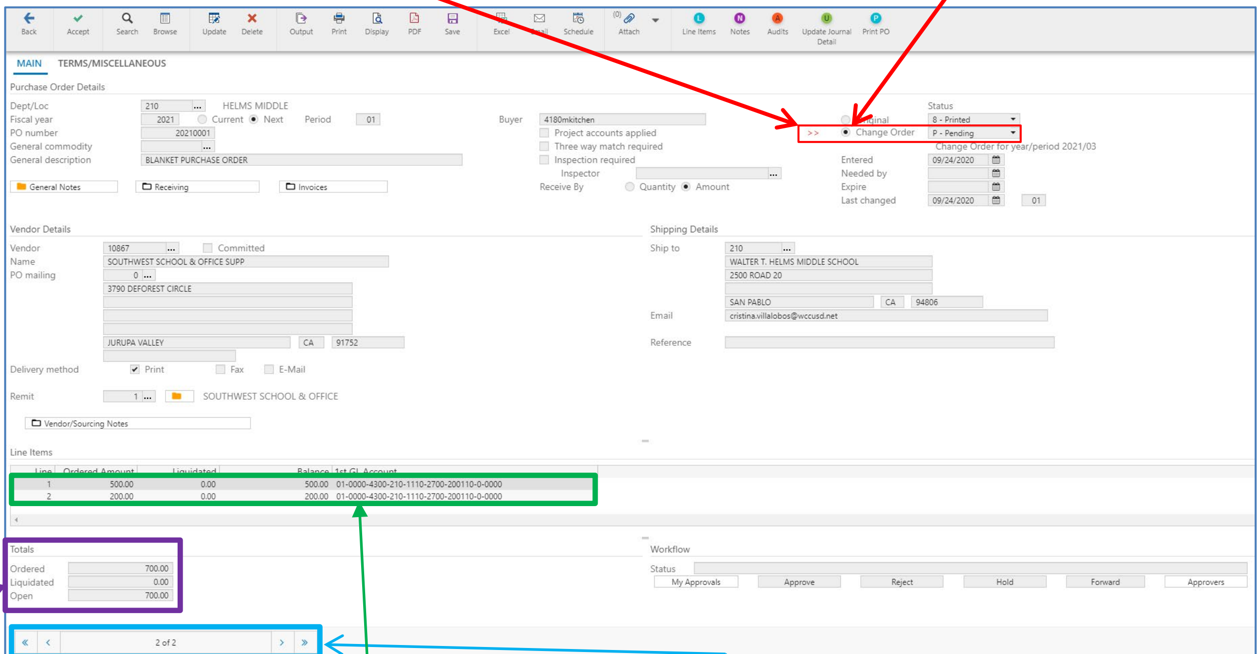


3. Enter the Purchase Order Number in the **PO number** box.
4. Click **Accept**
5. The Purchase Order will be displayed.
6. The **Status box** indicates the **Status** and which document you are viewing.
7. In this case the **bullet** is in **Original** indicating that we are viewing the Original Purchase Order.
    a. Notice the two red arrows are pointing at Original.
8. You can see your original line item information here.



9. At the bottom of the screen you can see which record you are viewing.
    a. Record 1 is the Original.
    b. Record 2 is the Change Order.
10. The ordered amount is only the amount on line 1 and does not include the increase.
11. Click the right arrow to view record 2, the change order.

12. The **Status box** indicates the **Status** and which document you are viewing. In this case the **bullet** is in **Change Order** indicating that we are viewing the Purchase Order Change Order.
    b. Notice the two red arrows are pointing at Change Order.



13. You can see both line items of information here
    a. Record 1 is the Original.
    b. Record 2 is the Change Order.
    c. The increased amount shows in the **Totals box.**

Once the Purchase Order Change Order is approved the Purchase Order will reflect the increased amount and there will no longer be two records.

Vendor Inquiry Program

Tyler Menu → Departmental Functions → Vendor Inquiry

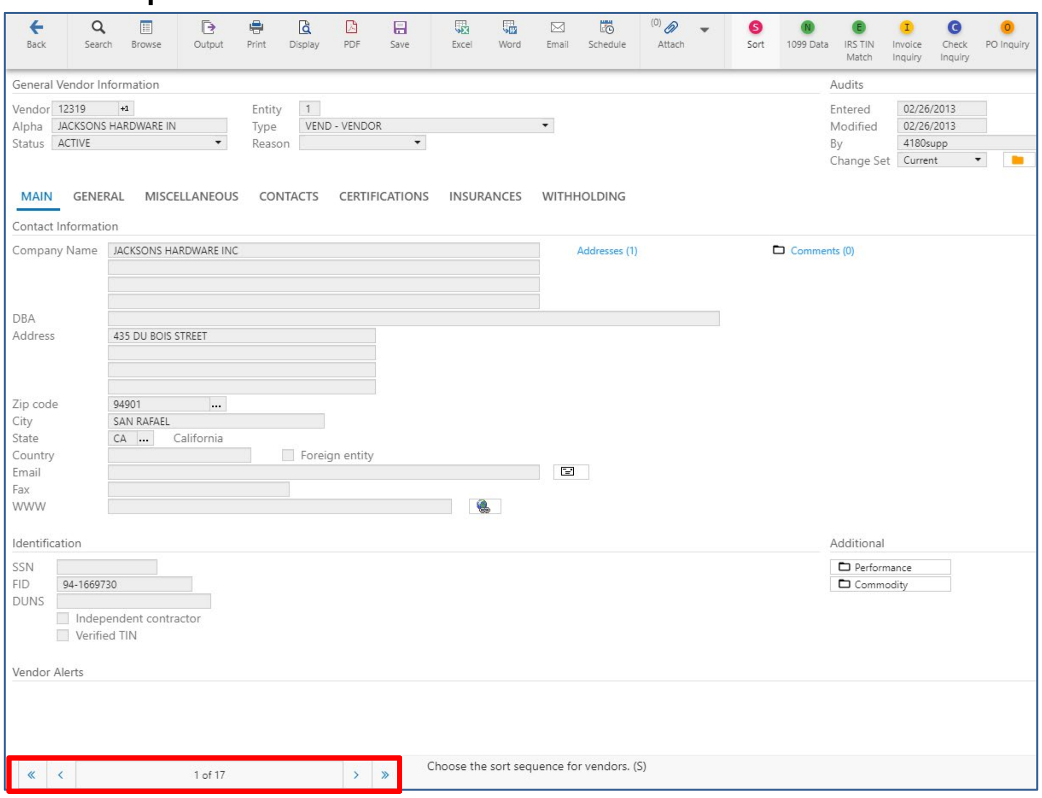
Note: Vendor Inquiry can also be found on the Munis Dashboard on the Hub.

When you want to know if a Vendor is in the system you can search in Vendor inquiry.

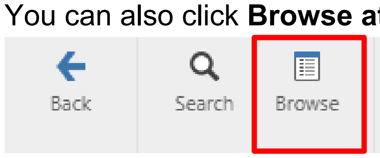
One way to search is to use the **Alpha** box, another is to use the **Company Name** box and another is to look by **Tax Id** or **Social Security** Number.

Searching using the Alpha Box

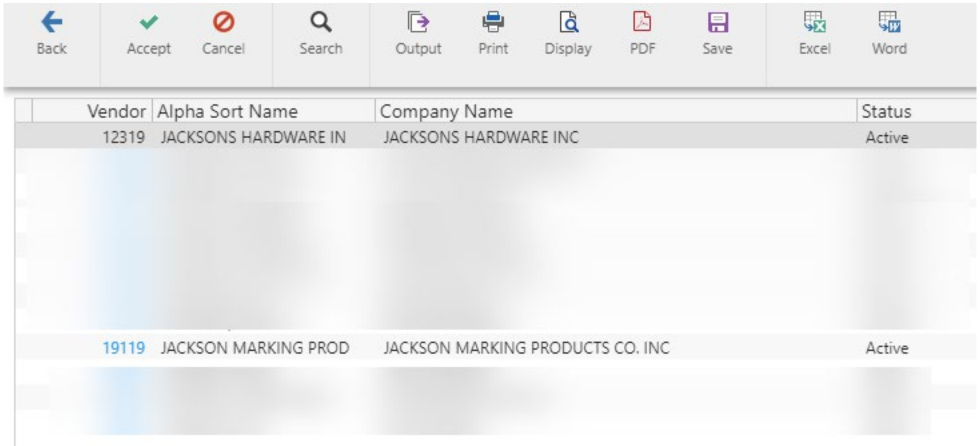
1. Open the **Vendor Inquiry Program**
2. Click **Search**
3. Click in the **Alpha** box
   a. In this box you can search for a last name or a company name.
   b. I entered JACKSON* in the Alpha box.
      1. Using the asterisk* will show additional results.
4. Click **Accept.**



5. At the Bottom you can see there are 21 results.
6. You can look at each record by clicking the arrows.
7. You can also click **Browse at the top of the screen**.

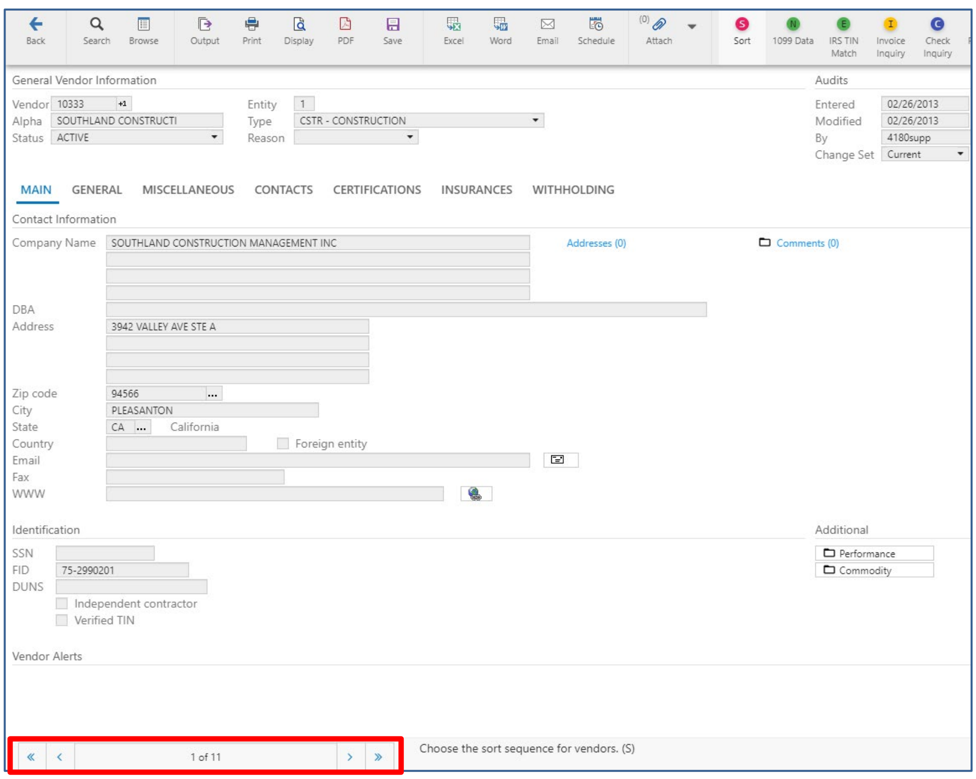


8. **Browse** will open a spreadsheet of the results.



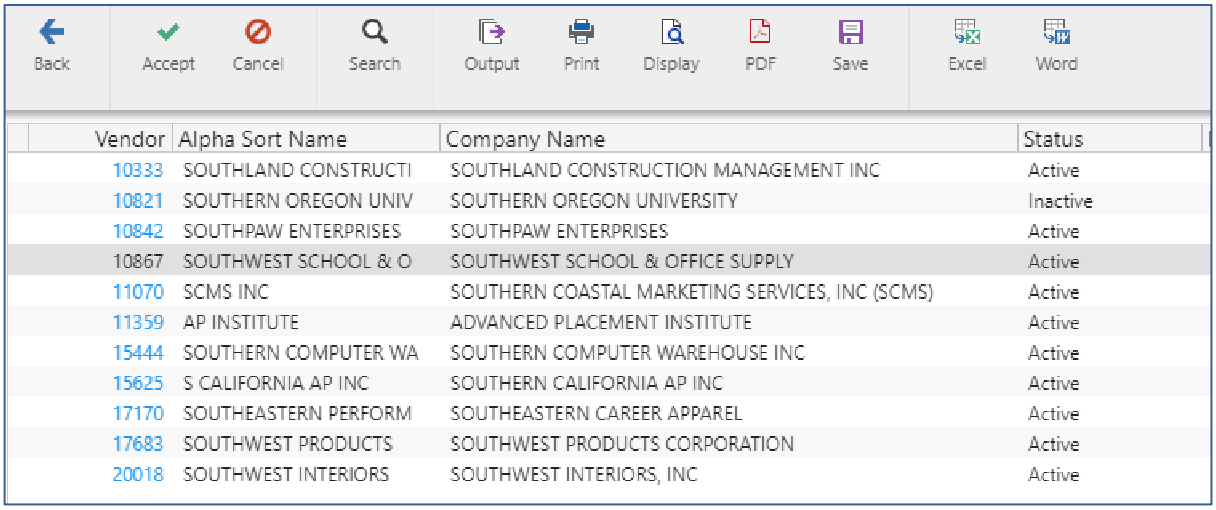
Searching using the Company Name Box

1. Click **Search**
2. Enter part of the name in the **Company Name** box then add an asterisk.
3. In this example I entered SOUTH*.
4. Click **Accept.**



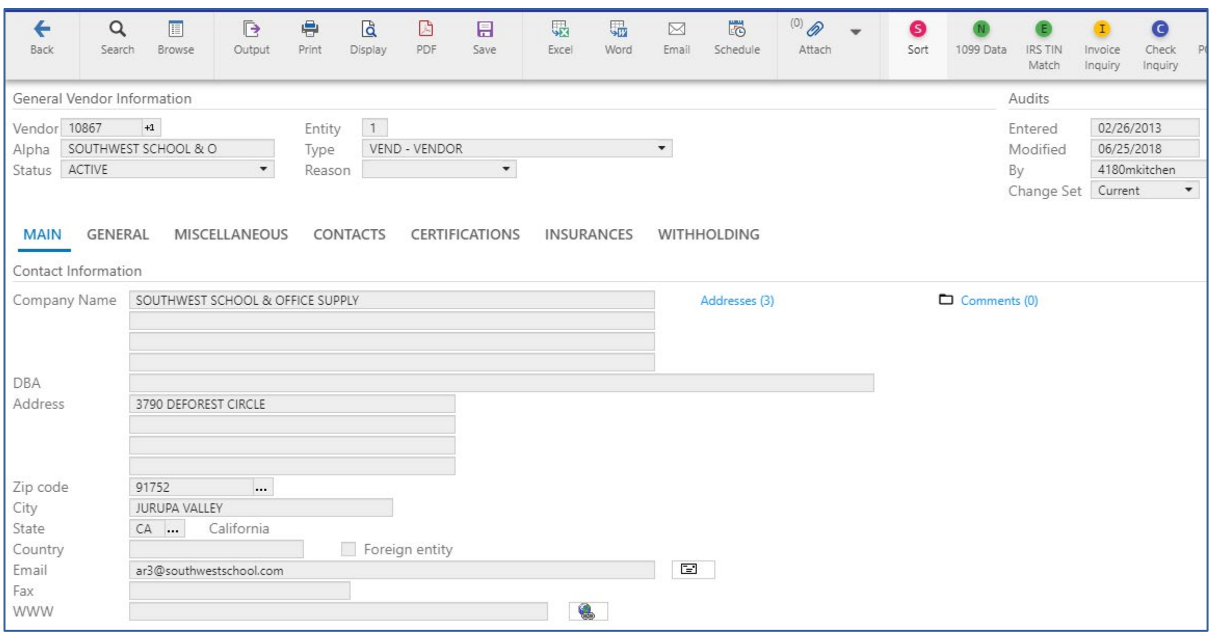
5. There are 11 results.

6. Click Browse to see a spreadsheet of the results.
7. Select the one you are interested in viewing.
8. Click Accept.

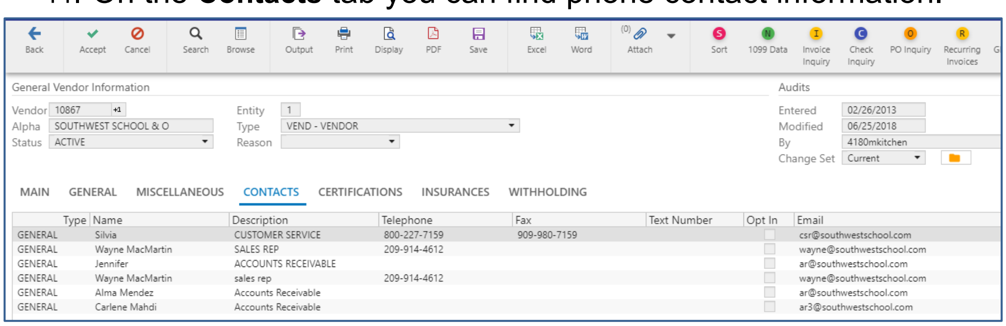


Vendor	Alpha Sort Name	Company Name	Status
10333	SOUTHLAND CONSTRUCTI	SOUTHLAND CONSTRUCTION MANAGEMENT INC	Active
10821	SOUTHERN OREGON UNIV	SOUTHERN OREGON UNIVERSITY	Inactive
10842	SOUTHPAW ENTERPRISES	SOUTHPAW ENTERPRISES	Active
10867	SOUTHWEST SCHOOL & O	SOUTHWEST SCHOOL & OFFICE SUPPLY	Active
11070	SCMS INC	SOUTHERN COASTAL MARKETING SERVICES, INC (SCMS)	Active
11359	AP INSTITUTE	ADVANCED PLACEMENT INSTITUTE	Active
15444	SOUTHERN COMPUTER WA	SOUTHERN COMPUTER WAREHOUSE INC	Active
15625	S CALIFORNIA AP INC	SOUTHERN CALIFORNIA AP INC	Active
17170	SOUTHEASTERN PERFORM	SOUTHEASTERN CAREER APPAREL	Active
17683	SOUTHWEST PRODUCTS	SOUTHWEST PRODUCTS CORPORATION	Active
20018	SOUTHWEST INTERIORS	SOUTHWEST INTERIORS, INC	Active

9. Once you are viewing the selected vendor you can see their address and other information.
10. You can click on CONTACTS so see contact information.



11. On the **Contacts** tab you can find phone contact information.



Type	Name	Description	Telephone	Fax	Text Number	Opt In	Email
GENERAL	Silvia	CUSTOMER SERVICE	800-227-7159	909-980-7159			csr@southwestschool.com
GENERAL	Wayne MacMartin	SALES REP	209-914-4612				wayne@southwestschool.com
GENERAL	Jennifer	ACCOUNTS RECEIVABLE					ar@southwestschool.com
GENERAL	Wayne MacMartin	sales rep	209-914-4612				wayne@southwestschool.com
GENERAL	Alma Mendez	Accounts Receivable					ar@southwestschool.com
GENERAL	Carlene Mahdi	Accounts Receivable					ar3@southwestschool.com

Account Code Information

Munis
Period Chart

Period	**Month**
1	July
2	August
3	September
4	October
5	November
6	December
7	January
8	February
9	March
10	April
11	May
12	June

The Periods Commemorate
The Months in Munis

Standard Account Code Structure Layout for Munis

XX XXXX XXXX XXX XXXX XXXX XXXXXX X XXXX

FUND

RESOURCE

OBJECT

SITE

GOAL

FUNCTION

MANAGER

PROJECT YEAR

PROGRAM

SACS Description

Name	Digit Length	Description
Fund	**XX**	A fund is a fiscal and accounting entity with a self-balancing set of accounts. The general fund (01) is the most familiar fund.
Resource	**XXXX**	Specialized state & federal resource revenues that have restrictions on how they are spent; within a fund.
Object	**XXXX**	This field classifies the type of expenditures. Common object classifications are Salary, Benefits, Materials & Supplies, Technology, Field Trips, Travel, Contracts, etc.
Site	**XXX**	This field identifies the school site or Office.
Goal	**XXXX**	This field defines the objective of the funds, or group of students who are receiving services. Another way to look at it is to ask who are we serving? Regular K-12 instruction, alternative education, special education, adult education, etc.
Function	**XXXX**	This field describes the activities or services performed to accomplish a set of objectives or goals. How are we serving the students? Through instruction, curriculum, counseling, psychological services, health services etc.
Manager	**XXXXXX**	This field describes the manager(s) that is in charge of the budget.
Project Year	**X**	This field identifies the reporting year for a project that has more than one reporting year during the districts fiscal year. If a project's reporting year is the same throughout the fiscal year the project year code would be "0".
Program	**XXXX**	This is a locally defined field and identifies the program that is being served to students by allowing us to track expenditures to class/subject level; such as, Health Academy, Law Academy, and Welding Program etc.

FUNDS

First segment in the account string

Segment Value	Full Description	Short Description
FUNDS		
01	GENERAL FUND	GEN FUND
08	STUDENT ACTIVITY FUND	
11	ADULT EDUCATION	ADULT ED
12	CHILD DEVELOPMENT	CHILD DEV
13	CAFETERIA FUND	CAFETERIA
14	DEFERRED MAINTENANCE	DEF MAINT
17	SP RSRV FOR OTHER THAN CAP OUT	SP RSV OTH
21	BUILDING FUND	BLDG FUND
25	CAPITAL FACILITIES	CAP FAC
35	COUNTY SCHOOL FACILITITY FUND	CSFF
40	SP RSRV FOR CAPITAL OUTLAY	SP RSV CAP
51	BOND INTEREST & REDEMPTION	B I & R
52	DEBT SERVICE-CORPORATE	DEBT CORP
56	DEBT SERVICE	DEBT SVC
67	SELF INSURANCE	SELF INS
71	RETIREE BENEFIT	RET BENE
76	PAYROLL WARRANT PASS THROUGH	PY CLRING

RESOURCE

Second Segment in the Account String

Segment Value	Full Description
RESOURCE	
0000	UNDISTRIBUTED
0060	PRESCHOOL PARENT FEES
0065	PRESCHOOL FEE PAYING
0081	MEASURE E DEBT SERVICE BIRF
0082	MEASURE M DEBT SERVICE BIRF
0083	MEASURE D DEBT SERVICE BIRF
0084	MEASURE J DEBT SERVICE BIRF
0085	BUILD AMERICA DBT SVC BIRF
0086	QUALIFD SCH CONST DBT SVC BIRF
0087	2010-D DEBT SERVICE BIRF
0088	2010-D QSCB DBT SVC BIRF
0089	CORPORATION DEBT SERVICE FUND
0090	MEASURE E 2012 DEBT SVC BIRF
0099	PAYROLL INVOICING
0100	WCCAA PROFESSIONAL DEVELOPMENT
0670	CENTRAL SUPPLEMNTL/CONCENT
1100	STATE LOTTERY
1300	CLASS SIZE REDUCTION K-3
1400	EDUCATION PROTECTION ACCOUNT
2430	RESTR RL COMMUNITY DAY SCHOOLS
3010	IASA-TITLE I BASIC
3011	TITLE I PART A - ARRA
3015	IASA-TITLE I CAPITAL EXPENSE
3025	TITLE I PART D NO CHILD LEFT
3180	SCHOOL IMPROVEMENT GRANT
3181	ARRA TITLE I SCHOOL IMPRV GRT
3182	ESSA: SCHOOL IMPROVEMENT CSI
3185	PROGRAM IMPROVEMENT DAIT
3210	ELEM & SEC SCHL EMERGENCY RELF
3215	GOVERNOR EMERGENCY ED RELIEF
3220	COVID 19 RELIEF LERNG LOSS MIT
3310	SP ED IDEA BASIC LOCAL ENTITL
3311	SPED IDEA PRT B PRIVATE SCHOOL
3315	SP ED-IDEA PRESCHOOL
3320	SP ED-IDEA PRESCHOOL ENT

Segment Value	Full Description
RESOURCE	
3327	MENTAL HEALTH SERVICES
3341	INTERPRETER CERTIFICATION
3345	SP ED PREKINDERGARTENSTAFF DEV
3385	SP ED-IDEA EARLY INTERVENTION
3386	SP ED-IDEA FOCUSED MONITORING
3395	SP ED-ALTERNATIVE DISPUTE RES
3412	DEPT OF REHAB-TRANSITION
3550	VOC ED-CARL PERKINS TITLE II
3555	VOC ED-CARL PERKINS ADULT
3710	IASA-TITLE IV DRUG-FREE SCHLS
3725	SAFE AND SUPPORTIVE SCHOOLS
3905	ADULT ED ABE - ESL CITIZENSHIP
3913	ADULT ED-ASE GED
3926	EL CIVICS: CIT PREP CIVIC PTN
4035	TITLE II NO CHILD LEFT BEHIND
4036	TITLE II PART A PRINC TRNG PRG
4045	TITLE II PART D TECHNOLOGY
4047	ARRA ENHANCING ED THRU TECH
4048	ARRA - EETT COMPETITIVE GRANT
4050	CA MATH & SCIENCE PARTNERSHIPS
4124	21ST CENTURY CCLC
4125	21ST CENTURY COHORT 4
4126	21ST CENTURY 14535 6179 5A
4127	TITLE IV, PART A PCA 15396
4201	TITLE III - IMMIGRANT ED PROG
4203	TITLE III ENGLISH LEARNERS
4810	ARRA DEPT OF REHABILITATION
5310	CHILD NUTRITION
5314	NATIONAL SCHOOL LUNCH PROG
5320	CHILD/ADULT CARE FOOD PROGRAM
5330	CHILD NUTRTION SUMMER FOOD
5370	FRESH FRUIT AND VEGETABLE PROG
5380	SCHOOL BREAKFAST PROGRAM
5630	HOMELESS S. MCKINNEY
5640	MEDI-CAL BILLING OPTION - E

RESOURCE

Second Segment in the Account String

Segment Value	Full Description
RESOURCE	
5816	LEARNIG WITHOUT BORDERS
5818	E-RATE
5825	FIE EARMARK GRANT AWARDS
5835	TEACHING AMERICAN HISTORY
5836	READINESS & EMERGENCY MGMNT
5840	CAPROMIS
6010	HEALTHY START-ASLSNPP
6011	COHORT 5 - ASES
6013	TRANSITIONAL ASES
6055	CHILD DEVELOPMENT STATE
6105	CHILD DEVELOPMENT. PRESCHOOL
6127	QRIS BLOCK GRANT
6130	CHILD DEV RESV ACCT CTR - E
6140	CHILD DEV FACILITIES - E
6205	DEFERRED MAINT APPORTIONMENT
6225	EMERGENCY REPAIR PROGRAM
6230	CA CLEAN ENERGY JOBS ACT
6240	HEALTHY START PLAN OPERATION
6264	EDUCATOR EFFECTIVENESS/PD
6286	ENG LANG ACQ PROG-TCHR TRG - E
6300	LOTTERY-INSTR MATERIALS - E
6371	CALWORKS FOR ROCP/ADULT ED
6381	LINKED LEARNING PILOT PROGRAM
6382	CPT 2 - CAREER PATHWAYS TRUST
6385	CPA - CALIF PARTNRSHP ACADEMY
6386	GREEN CA PARTNERSHIP ACADEMIES
6387	CTE INCENTIVE GRANT
6388	K-12 STRONG WORKFORCE PROGRAM
6391	ADULT ED BLOCK GRANT
6392	ADULT ED DATA AND ACCOUNTABLTY
6500	SPECIAL ED - E
6501	SPED STATE LOCAL ASST GRANT
6512	SP ED MENTAL HEALTH SERVICES
6513	SP ED STATE PRESCHOOL
6515	SP ED INFANT DISCRETIONARY
6520	WORKABILITY

Segment Value	Full Description
RESOURCE	
6530	LOW INCIDENCE SPECIALIZED SVCS
6535	PERSONNEL DEVELOPMENT FORSELPA
7085	LEARNING COMM. SCHL SUCCESS PR
7090	EIA-SECURITY SCE
7091	LEP EIA
7220	PARTNERSHIP ACADEMY
7221	CPA/RHS - MULTI MEDIA
7230	TRANSPORTATION HOME SCHOOL - E
7240	SPEC ED TRANSPORTATION - E
7311	CLASSIFIED SCHOOL EMP PD BG
7338	COLLEGE READINESS BLOCK GRANT
7370	SPECIALIZED SECONDARY PROGRAMS
7388	SB 117- COVID-19
7391	SCH SAFETY CONSOL COMPETITIVE
7400	QUALITY EDUCATION INVESMNT ACT
7405	COMMON CORE STATE STANDARD IMP
7420	STATE LEARNING LOSS MITIGATION
7510	LOW-PERFORMING STDTS BLK GRANT
7690	STRS ON-BEHALF PENSION CONTRIB
7710	SCHOOL FACILITIES BOND PROJECT
7813	LPS SCH FACILITIES BOND PROJ
8150	ONGOING & MAJOR MAINT ACCOUNT
8210	STUDENT ACTIVITY FUNDS
9009	HEALTHIER US SCHOOLS CHALLENGE
9010	NUTRITION FESTIVAL DONATION
9011	PROJECT READ
9012	SPRINT PROJECT CONNECT GR-KHS
9013	CALI READS AFS
9025	DEVELOPER FEES
9030	ED TECH K-12 VOUCHER PROGRAM
9055	SUMMER EXCHANGE PROGRAM
9081	MEASURE E DEBT SERVICE BIRF
9082	MEASURE M DEBT SERVICE BIRF
9083	MEASURE D DEBT SERVICE BIRF
9084	MEASURE J DEBT SERVICE BIRF
9085	MSR J BA DEBT SERVICE BIRF
9086	MSR J QSC DEBT SERVICE BIRF

RESOURCE

Second Segment in the Account String

Segment Value	Full Description
RESOURCE	
9087	2010D DEBT SERVICE BIRF
9088	2010D QSCB DEBT SERVICE BIRF
9089	CORPORATION DEBT SERVICE FUND
9090	2012E DEBT SERVICE BIRF
9091	2020R DEBT SERVICE BIRF
9111	SPECIAL ACCOUNT #1
9112	SPECIAL ACCOUNT #2
9116	ABATEMENT ACCOUNT
9120	GOVERNORS READING AWARD
9121	ENROLLMENT&RETENTION BONUS
9122	LOWES TOOLBOX-LAKE ELEMENTARY
9123	GEN YOUTH FOUNDATION
9124	SPECIAL OLYMPICS PARTNERSHIP
9127	98-99 SITE BLOCK GRANT
9128	00-01 SITE BLOCK GRANT
9129	GOVERNOR'S PERFORMANCE AWARDS
9130	SILVER GIVING FOUNDATION
9132	SILICON SCHOOLS FUND
9133	MEDI-CAL ADMIN ACTIVITIES
9134	ORAL HEALTH (CLOSED RS)
9135	SCHOOL BASED MEDI-CAL CLINIC
9136	WHITTIER EDUCATIONAL FOUNDATIO
9190	PARCEL TAX
9200	MRAD
9405	SCHOOL SAFETY
9508	FINANCIAL AIDE OUTREACH TRNG
9509	PARENT CENTER - E
9512	CTAG-COUNTY TECH ACAD GRANT -E
9513	ROC P
9515	HELLMAN FOUNDATION
9523	INTERNATIONAL EXCHANGE PRGM
9528	FOSTER YOUTH SERV GRP HOME PRJ
9531	CHEVRON
9536	INTEGRATED CASE MGMT HELMS
9550	HEWLETT FOUNDATION,WILL&FLORA
9561	ADULT ED DISCRETIONARY ACCOUNT
9569	UCB - IMPROV COLLEGE AWARENESS

Segment Value	Full Description
RESOURCE	
9572	NORTH COAST BEGINNING TEACHER
9573	LEAP FROG DONATION
9576	AT&T FOUNDATION GRANT
9580	FIRST 5 CC CHILDREN & FAM COMM
9582	CPT 1 - CAREER PATHWAYS TRUST
9588	THE ED FUND - DONATIONS
9590	WEST CO. SAFE TRANS - MSR J
9591	MCHS EARLY COLLEGE GRANT
9593	CONNECTED
9594	QUEST FOUNDATION
9595	IRENE SCULLY FAMILY FOUNDATION
9597	LAUNCHPAD
9598	CLASSIFIED SCHOOL EMPLOYEE
9599	MISC DONATIONS
9607	ALLIANCE FOR HEALTHIER GENERTN
9609	HEAD START PROGRAM ENHANCEMENT
9610	MT DIABLO USD ASES
9612	CITY OF RICHMOND-RHEP
9613	CITY OF RICHMOND INDUST ARTS
9614	STAR GRANT
9615	ERLY INTERVEN FOR SCH SUCCESS
9616	CALIFORNIA EMERGING TECH FUND
9617	HEALTHY KIDS
9618	KAISER COMMUNITY BENEFIT PROG
9620	YMCA-JAMES MOREHOUSE PROJECT
9621	ROSIE THE RVTR NAT'L TRUST
9622	THE LAURA BUSH FOUNDATION
9623	RICHMOND COMMUNITY FOUNDATION
9624	GATEWAY TO COLLEGE
9625	CAL WORKS ADULT ED
9626	GEAR UP
9627	MT DIABLO COHORT ONE STOP AE
9630	MATH PROFESSIONAL DEVELOPMENT
9631	TEACHER RESIDENCY
9635	CHEVRON CMCI GRANT
9636	CHEVRON CWAI GRANT
9637	FAB FOUNDATION

RESOURCE

Second Segment in the Account String

Segment Value	Full Description
RESOURCE	
9638	ACOE IMSS
9639	EAST BAY CONSORTION
9640	TARGET - LITERACY & LIBRARIES
9645	RHS-E.FREGGIARO SCHOLARSHP
9650	MUNIS ENTERPRISE RESSOUCE PROJ
9660	PORTOLA SCIENCE TRUST
9668	TUPE (COE)
9670	SITE SUPPLEMNTL/CONCENTRATION
9675	CCHS-NUTRITION NETWORK
9690	REDEVELOPMENT PASS THRU COUNTY
9740	MEASURE J
9741	MSR J BUILD AMERICA BONDS
9742	MSR J QUALIFIED SCH CONSTR BND
9745	MEASURE 2010-D BOND PROGRAM

Segment Value	Full Description
RESOURCE	
9746	MSR 2010-D QSCB
9747	MEASURE 2020-R BOND PROGRAM
9748	MEASURE E 2012
9790	BOND RELATED REVENUES
9904	LIBRARIES & BOOKS ACCOUNT
9907	S.H. COWELL FOUNDATION GRANT
9908	MICROSOFT GOV SETTLEMENT
9909	CALIF GRANT TCHNG CAREERS
9911	CRTA PROTECT FUND 1
9915	CARPENTERS UNION SCHOLARSHIP F
9920	NEIGHBORHOOD SCHOOL RESCUE FND
9930	CONTRA COSTA HLTH-TPP PROGRAM
9931	FULL SERVICE COMMUNITY SCHOOLS
9933	HIGH SCHOOL THEATERS

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
PAYROLL OBJECT CODES	
1110	TEACHER REGULAR
1120	TEACHER TEMP EXTRA HIRE
1125	TEACHER TEMP EXTRA OVERAGE
1130	TEACHER SUBSTITUTES
1135	TEACHER SUBSTITUTES OVERAGE
1140	TEACHER OVERTIME
1150	TEACHER SABBATICAL LEAVE
1160	TEACHER STIPEND
1210	CERTIFICATED PUPIL SUPPORT REG
1220	CERT PUPIL SUPPORT TEMP EXTRA
1230	CERT PUPIL SUPPORT SUBSTITUTES
1240	CERT PUPIL SUPPORT OVERTIME
1260	CERT PUPIL SUPPORT STIPENDS
1310	CERT SUPERVISOR & ADMIN REG
1320	CERT SUPV & ADM TEMP EXTRA
1330	CERT SUPERVISOR & ADMIN SUBS
1360	CERT SUP & ADM REG STIPEND
1910	OTHER CERTIFICATED REGULAR
1920	OTHER CERTIFICATED TEMP EXTRA
1930	OTHER CERTIFICATED SUBSTITUTE
1940	OTHER CERTIFICATED OVERTIME
1960	OTHER CERTIFICATED STIPEND
2110	TEACHER AIDES REGULAR
2120	TEACHER AIDES TEMP EXTRA
2130	TEACHER AIDES SUBSTITUTES
2140	TEACHER AIDES OVERTIME
2210	CLASSIFIED SUPPORT REGULAR
2220	CLASSIFIED SUPPORT TEMP EXTRA
2230	CLASSIFIED SUPPORT SUBSTITUTE
2240	CLASSIFIED SUPPORT OVERTIME
2310	CLSF SUPERVISOR & ADM REG
2320	CLSF SUPERVISOR & ADM TMP XTRA
2330	CLSF SUPERVISOR & ADM SUB
2410	CLERICAL & TECHNICAL REGULAR

Segment Value	Full Description
PAYROLL OBJECT CODES	
2420	CLERICAL & TECH TEMP EXTRA
2430	CLERICAL & TECHNICAL SUB
2440	CLERICAL & TECHNICAL OVERTIME
2910	OTHER CLASSIFIED REGULAR
2920	OTHER CLASSIFIED TEMP EXTRA
2930	OTHER CLASSIFIED SUBSTITUTE
2940	OTHER CLASSIFIED OVERTIME
2960	OTHER CLASSIFIED STIPEND
3000	EMPLOYEE BENEFITS
3101	STRS CERTIFICATED
3102	STRS CLASSIFIED
3121	CASH BALANCE CERTIFICATED
3122	CASH BALANCE CLASSIFIED
3201	PERS CERTIFICATED
3202	PERS CLASSIFIED
3301	FICA OASDI CERTIFICATED
3302	FICA OASDI CLASSIFIED
3311	MEDICARE CERT
3312	MEDICARE CLASSIFIED
3321	CASH BALANCE PLAN CERTIFICATED
3322	CASH BALANCE PLAN CLASSIFIED
3401	HEALTH & WELFARE CERTIFICATED
3402	HEALTH & WELFARE CLASSIFIED
3501	STATE UNEMPLOYMENT INS CERT
3502	STATE UNEMPLOYMENT INS CLSF
3601	WORKERS COMPENSATION CERT
3602	WORKERS COMPENSATION CLSF
3701	RETIREE BENEFITS CERTIFICATED
3702	RETIREE BENEFITS CLASSIFIED
3801	PERS REDUCTION CERTIFICATED
3802	PERS REDUCTION CLASSIFIED
3901	OTHER BENEFITS CERTIFICATED
3902	OTHER BENEFITS CLASSIFIED

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
MATERIALS AND SUPPLIES	
4100	APPROVED TEXT & CORE CURRIC
4200	OTHER BOOKS & REFERENCE MATL
4300	MATERIALS AND SUPPLIES
4305	FOOD PURCHASES FOR MEETINGS
4310	PE CLOTHES
4320	SUBSCRIPTIONS
4330	SCHOOL PUBLICATION ACCOUNT

Segment Value	Full Description
MATERIALS AND SUPPLIES	
4350	SUPPLIES - GASOLINE
4360	SUPPLIES - TECHNOLOGY
4399	PRIOR YEAR CARRYOVER
4400	NONCAPITAL ASSETS $500-$5000
4460	NONCAP ASSETS TECH $500-$5000
4710	FOOD SERVICE FOOD
4720	FOOD SERVICE SUPPLIES

Segment Value	Full Description
PROFESSIONAL CONSULTING SERVICES & OPERATING EXPENDITURES	
5100	SUB AGREEMENT SERVICES
5210	IN DISTRICT MILEAGE-EMPLOYEE
5220	CONFERENCE IN STATE
5225	CONFERENCE OUT OF STATE
5230	PARENT TRAVEL
5300	DUES MEMBERSHIP
5310	ACCREDITATION
5400	INSURANCE
5501	GAS AND ELECTRICITY
5502	WATER
5513	GARBAGE SEWER
5515	PEST CONTROL
5610	RENTAL
5620	LEASE
5630	OUTSIDE REPAIR
5640	SERVICE REPAIR CONTRACT
5710	INTERPROGRAM SERVICE
5712	INTERPRGRM - POSTAGE
5714	INTERPRGRM - PRINTING
5750	INTERFUND SERVICES/FOOD SVC
5751	INTERFUND SERVICES
5752	INTERFUND-POSTAGE DISTRICT
5754	INTERFUND-PRINTING SVCS DISTRI
5810	RECRUITMENT EMPLOYMENT EXP
5811	TB TESTING CHEST X-RAYS

Segment Value	Full Description
PROFESSIONAL CONSULTING SERVICES & OPERATING EXPENDITURES	
5812	FINGERPRINTING
5813	PHYSICAL EXAMS
5820	ELECTION EXPENSE
5830	AUDIT EXPENSE
5832	BOND PERFORMANCE AUDIT/5830
5840	LICENSES FEES ASSESSMENTS
5845	ERAF TAX ASSESSMENT FEES
5850	SOFTWARE LICENSES
5860	CONSULTANTS REVIEWS
5862	BOND FINANCE CONSULTANT
5870	INTEREST EXPENSE
5880	TRANSPORTATION/STUDY TRIP FIEL
5881	TRANSPORTATION ATHLETICS
5882	TRANSPORTATION ATHLETICS
5885	MEDIATION - SPECIAL EDUCATION
5890	OTHER SERVICES OPERATIONS
5891	RETIREE HEALTH CERT
5892	RETIREE HEALTH CLASS
5893	SELF INS OTHER CLAIMS EXPENSE
5895	LEGAL FEES
5896	LEGAL FEES-SP ED
5899	CHARTER SCHOOL PAYMENTS
5900	COMMUNICATIONS
5901	POSTAGE

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
CAPITAL OUTLAY	
6100	LAND
6170	LAND IMPROVEMENTS
6190	OTHER PRE DESIGN
6200	BUILDING PURCHASE
6201	ARCHITECT OF RECORD
6202	BOND PROGRAM MANAGER
6203	DESIGN MANAGER
6205	STATE FEES
6207	PLANNING OTHER
6211	MAIN CONTRACTOR
6214	INSPECTION
6217	CONSTRUCTION MANAGEMENT
6219	OTHER CONSTRUCTION
6400	EQUIPMENT OVER $5000
6460	EQUIPMENT OVER$5000-TECHNOLOGY
6500	EQUIPMENT REPLACEMENT

Segment Value	Full Description
OTHER OUTGOING EXPENSES	
7130	STATE SPECIAL SCHOOLS
7141	TUITION TO OTHER SCHOOL DIST
7280	TRANSFER ILPT TO CHARTER SCHLS
7281	TRANSFERS TO DISTRICT OR CHRTR
7310	INDIRECT COSTS
7350	INDIRECT COSTS-INTERFUND
7351	INDIRECT COSTS-ADULT ED
7352	INDIRECT COSTS-CHILD DEV
7353	INDIRECT COSTS-CAFETERIA
7355	INDIRECT COSTS-CAPITAL FACIL
7359	INDIRECT COSTS-CHARTER SCHOOLS
7433	BOND REDEMPTIONS
7434	BOND INTEREST & OTH SVC CHGS
7438	DEBT SERVICE INTEREST
7439	DEBT SERVICE PRINCIPAL
7611	TRANSFER TO CHILD DEVELOPMENT
7612	TRANSFER TO SPECIAL RESERVE
7613	TRANSFER TO STATE SCHL BLDG FD
7615	TRANSFER TO DEFERRED MAINT
7616	TRANSFER TO CAFETERIA
7619	OTHER INTERFUND TRANSFERS OUT
7634	BOND INTEREST & OTHR CHARGES
7639	DEBT SERVICE PAYMENTS
7641	LONG TERM LOAN REPAYMENTS
7699	OTHER FINANCING USES

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
REVENUE	
8011	REVENUE LIMIT-CURRENT YEAR
8012	ED PROTECTION ACCT ENTITLEMENT
8019	REVENUE LIMIT-PRIOR YEARS
8021	HOMEOWNERS EXEMPTIONS
8022	TIMBER YIELD TAX
8029	OTHER SUBVENTIONS IN LIEU-TAXS
8041	SECURED ROLL TAXES
8042	UNSECURED ROLL TAXES
8043	PRIOR YEAR TAXES
8044	SUPPLEMENTAL TAXES
8045	ERAF
8047	COMMUNITY REDEVELOPMENT FUNDS
8091	REVENUE LIMIT TRANSFERS
8092	PERS REDUCTION TRANSFER
8096	TRANS TO CHARTER SCHLS IN LIEU
8099	REVENUE LIMIT TRANS PRIOR YEAR
8181	SPECIAL ED ENTITLEMENT
8182	SPECIAL ED DISCRETIONARY GRANT
8220	CHILD NUTRITION PROGRAMS
8221	CHILD NUTRITION BRKFST PROGRAM
8222	CHILD NUTRITION SNACK PROGRAM
8223	CHILD NUTRITION SUPPER PROGRAM
8290	ALL OTHER FEDERAL REVENUE
8311	OTHER STATE APPORTIONMENTS-C Y
8319	OTHER STATE APPORTIONMENTS-P Y
8434	K-3 CLASS SIZE REDUCTION
8520	CHILD NUTRITION-STATE
8521	CHILD NUTRITION STATE BRKFST
8540	DEFERRED MAINTENANCE
8545	SCHOOL FACILITIES APPORTMENT
8550	MANDATED COST REIMBURSEMENTS
8560	STATE LOTTERY REVENUE

Segment Value	Full Description
REVENUE	
8571	VOTER INDEBT LEVY HOMEOWN EXMP
8572	VOTED INDEBTEDNESS LEVIES
8590	ALL OTHER STATE REVENUE
8611	VOTED INDEBTEDNESS LEVIES SEC
8612	VOTED INDEBTEDNESS LEVIES UNSE
8613	VOTED INDEBTEDNESS LEVIES PY
8614	VOTED INDEBTEDNESS LEVIES SUPP
8619	OTHER INTERFUND TRANSFERS IN
8621	PARCEL TAXES
8622	MAINT.RECREAT.ASSESSMENT DIST
8625	COMM RDA NOT SUBJ TO RL
8631	SALES OF EQUIPMENT & SUPPLIES
8634	FOOD SERVICE SALES
8639	OTHER SALES
8650	LEASES & RENTALS REVENUE
8660	INTEREST
8671	ADULT ED FEES
8673	CHILD DEVELOPMENT PARENT FEES
8674	IN DISTRICT PREMIUMS CONTRIB
8677	INTERAGENCY SERVICES BTW LEAS
8681	DEVELOPER FEES MITIGATION
8699	ALL OTHER LOCAL REVENUE
8912	TO SPECIAL RESERVE FR GF
8913	TO STATE SCHL BLDG FR ALL OTHR
8915	TO DEF MAINT FROM GF BLDG SPRS
8919	OTHER TRANSFERS IN
8951	BOND PROCEEDS
8953	SALE OF LAND & BUILDINGS
8979	OTHER FINANCING SOURCES
8980	CONTRIBUTIONS-UNRESTRICTED
8990	CONTRIBUTIONS-RESTRICTED
8995	CAT ED BLOCK GRANT TRANSFERS

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
CONTROL ACCOUNTS FISCAL USE ONLY	
9110	CASH IN COUNTY TREASURY
9120	CASH IN BANK
9130	REVOLVING CASH FUND
9135	CASH WITH FISCAL AGENT
9140	CASH COLLECTIONS AWAIT DEPOSIT
9150	INVESTMENTS-LAIF
9155	INVESTMENTS-OTHER
9200	ACCOUNTS RECEIVABLE
9205	NOTES RECEIVABLE
9290	DUE FROM GRANTOR GOVERNMENTS
9310	DUE FROM GENERAL FUND
9311	DUE FROM ADULT ED FUND
9312	DUE FROM CHILD DEVELOPMENT FD
9313	DUE FROM CAFE FUND
9315	DUE FROM BUILDING FUND
9316	DUE FROM CAPITAL FACILITIES FD
9318	DUE FROM SELF INSURANCE FUND
9319	DUE FROM OTHER FUNDS
9320	STORES PURCHASES
9321	STORES WITHDRAWLS
9322	STORES FOOD INVENTORY
9323	SURPLUS IN PROCESS
9324	PRINT SHOP
9325	FURNITURE WAREHOUSE PURCHASE
9326	FURNITURE WAREHOUSE WITHDRAWAL
9327	MACHINE REPAIR PURCHASES
9328	MACHINE REPAIR WITHDRAWAL
9329	PRINT SHOP WITHDRAW
9330	PREPAID EXPENSES
9340	ADVANCE ON TAXES
9410	LAND
9420	SITE IMPROVEMENTS
9425	ACCUM DEPR SITE IMPROVEMENTS
9430	BUILDINGS

Segment Value	Full Description
CONTROL ACCOUNTS FISCAL USE ONLY	
9435	ACCUM DEPR - BUILDINGS
9440	EQUIPMENT
9445	ACCUM DEPR - EQUIPMENT
9450	WORK IN PROGRESS
9500	ACCOUNTS PAYABLE
9502	ACCRUED TAX
9510	ACCOUNTS PAYABLE
9513	A P TENANT SECURITY DEPOSIT
9514	VENDOR TAX LEVIES
9519	OTHER CURRENT LIABILITIES
9520	TAX REVENUE ANTICIPATION NOTES
9531	FICA EMPLOYER & EMPLOYEE
9532	MEDICARE EMPLOYER & EMPLOYEE
9533	WORKERS COMP EMPLOYER/EMPLOYEE
9534	STATE UNEMPLOY INS ER & EE
9535	STRS EMPLOYER & EMPLOYEE
9536	PERS EMPLOYER & EMPLOYEE
9538	TAX SHELTER ANNUITIES ER & EE
9539	HEALTH INSURANCE ER & EE
9540	HLTH INSURANCE RETIREE-HARDCAP
9541	HLTH INSURANCE RETIREE-FIXED
9546	VISION INSURANCE ER & EE
9547	DENTAL INSURANCE ER & EE
9550	DEFERRED PAY
9551	FICA EMPLOYEE
9552	MEDICARE EMPLOYEE
9553	FEDERAL WITHHOLDING EMPLOYEE
9554	CA WITHHOLDING TAX EMPLOYEE
9555	STRS EMPLOYEE
9556	PERS EMPLOYEE
9557	SDI EMPLOYEE
9558	TAX SHELTER ANNUITIES EMPLOYEE
9559	HEALTH INSURANCE EMPLOYEE
9560	OTHER INSURANCE

OBJECT CODES

Third segment in the account string

Segment Value	Full Description
CONTROL ACCOUNTS FISCAL USE ONLY	
9561	EMPLOYEE ORGANIZATION DUES
9562	CREDIT UNION
9563	CHARITABLE CONTRIBUTIONS
9564	COURT MANDATED
9565	OTHER DEDUCTIONS
9566	VISION INSURANCE EMPLOYEE
9567	DENTAL INSURANCE EMPLOYEE
9568	COBRA MEDICAL
9569	COBRA DENTAL
9570	CONTRACT RETENTION
9571	COBRA VISION
9572	3% FED W H 1099 VENDORS
9573	CONTRACTS RETAINAGE
9590	DUE TO GRANTOR GOVERNMENTS
9610	DUE TO GENERAL FUND
9611	DUE TO ADULT ED FUND
9612	DUE TO CHILD DEVELOPMENT FUND
9613	DUE TO CAFE FUND
9615	DUE TO BUILDING FUND
9616	DUE TO CAPITAL FACILITIES FD
9618	DUE TO SELF INSURANCE FUND
9619	DUE TO OTHER FUNDS
9620	DUE TO OTHER AGENCIES
9650	DEFERRED REVENUE
9661	GO BOND PAYABLE

Segment Value	Full Description
CONTROL ACCOUNTS FISCAL USE ONLY	
9665	COMPENSATED ABSENCES PAYABLE
9666	CERT. OF PARTICIPATION PAYABLE
9669	OTHER GEN LONG TERM DEBT
9711	REVOLVING CASH
9712	STORES
9713	PREPAID EXPENSES
9719	NONSPENDABLE ASSETS
9720	FB RESERVE FOR ENCUMBRANCES
9740	RESTRICTED BALANCE
9750	STABILIZATION ARRANGEMENTS
9760	OTHER COMMITMENTS
9770	DESIGNATED FOR ECONOMIC UNCERT
9780	OTHER ASSIGNMENTS
9789	RESERVE FOR ECONOMIC UNCERT
9790	UNAPPROPRIATED FUND BALANCE
9791	BEGINNING FUND BALANCE
9793	AUDIT ADJUSTMENTS
9795	OTHER RESTATEMENTS
9810	ESTIMATED REV CONTROL
9820	APPROPRIATIONS
9830	ENCUMBRANCES
9831	ENCUM-ALL OTHR
9835	BUD FB-UNRESER
9840	REVENUE CONTROL
9850	EXPENDITURE CONTROL

SITES

Fourth Segment in the Account String

Segment Value	Full Description
SITES	
000	UNDISTRIBUTED
100	CENTRAL K-8
104	BAYVIEW
105	CHAVEZ
108	CAMERON
109	CASTRO
110	COLLINS
112	CORONADO
115	DOVER
116	DOWNER
117	ELLERHORST
120	EL SOBRANTE
122	HIGHLAND
123	FAIRMONT
124	FORD
125	GRANT
126	LUPINE HILLS
127	HARDING
128	HANNA RANCH
130	KENSINGTON
131	TRANS LEARNING CENTER
132	KING
133	Harmon Knolls
134	LAKE
135	LINCOLN
137	MADERA
139	MIRA VISTA
140	MONTALVIN
142	MURPHY
143	DUAL IMMERSION-MANDARIN K-6
144	NYSTROM
145	OLINDA
146	OHLONE
147	PERES
150	RIVERSIDE
152	SEAVIEW
154	SHANNON
155	SHELDON
157	STEGE

Segment Value	Full Description
SITES	
158	STEWART
159	TARA HILLS
160	VALLEY VIEW
162	VERDE
163	VISTA HILLS
164	WASHINGTON
165	MICHELLE OBAMA ELEM
170	ELEMENTARY HOME INSTRUCTN
180	WEST HERCULES ELEMENTARY
191	HARBOUR WAY COM DAY
200	CENTRAL 7-8
202	ADAMS MIDDLE
206	CRESPI JR HIGH
208	DEJEAN MIDDLE
210	HELMS MIDDLE
211	HERCULES MIDDLE
212	PINOLE JR HIGH
214	KOREMATSU MIDDLE
300	GRADUATION CENTRAL 9-12
352	DE ANZA HIGH
353	DE ANZA HIGH THEATER
354	EL CERRITO HIGH
355	EL CERRITO HIGH THEATER
358	GREENWOOD ACADEMY
360	KENNEDY HIGH
362	PINOLE VALLEY HIGH
363	PINOLE VALLEY HIGH THEATER
364	RICHMOND HIGH
365	RHS Theater
369	MID COLLEGE HIGH
370	TRANSITION CONTRA COSTA COL
373	IND STUDY VISTA HIGH
374	NORTH CAMPUS
376	HERCULES SR HIGH
381	SECONDARY CDS AT GOMPERS
408	SERRA ADULT ED
410	ALVARADO ADULT ED

SITES

Fourth Segment in the Account String

Segment Value	Full Description
SITES	
512	RICHMOND COLLEGE PREP CHARTER
514	BENITO JUAREZ ELEMENTARY
517	MAKING WAVES CHARTER SCHOOL
519	CALIBER CHARTER SCHOOL
520	INVICTUS ACADEMY RICHMOND
522	VOICES COLLEGE-BOUND LANGUAGE
531	LEADERSHIP HIGH SCHOOL
540	RICHMOND CHARTER ACADEMY
541	JOHN HENRY CHARTER SCHOOL
542	INVICTUS CHARTER
544	NYSTROM CMMUNITY PROJECT
555	SUB SICK PAY- CERT/CLSS
556	ON LEAVE WITHOUT PAY
602	HOMELESS NEGLECTED PROGRAMS
603	EXECUTIVE ADMIN SUPT OFFICE
605	INSTRUCTIONAL SUPPORT
606	FISCALSERVICES CENTRAL SUPPORT
609	TITLE I ASSISTANCE TO SCHOOLS
610	TITLE I - HOMELESS
611	TITLE I - NEGLECTED
612	MAINTENANCE DISTRICTWIDE
613	GROUNDS DISTRICTWIDE
614	CUSTODIAL DISTRICTWIDE
615	OPERATIONAL SUPPT SRVS CENTRAL
616	MAINTENANCE OPERATIONS-CENTRAL
617	ELECTRONICS
618	COMMUNICATIONS PUBLIC INFORMAT
619	TITLE IX DEPARTMENT
620	SPECIAL ED INFANTS & PRESCHOOL
621	ALTERNATIVE ED - CENTRAL
622	SPECIAL EDUCATION - CENTRAL
623	SP ED - LOW INCIDENCE INFANT
624	MULTILINGUAL/MULTICULTURAL
625	COMMUNITY ENGAGEMENT
626	SECTION 504
627	TITLE II-NATIONAL BOARDS
629	TITLE I - CAPITAL EXPENDITURES
630	LIBRARY - DISTRICTWIDE
633	TITLE I - SUPPLEMENTAL SERVICE
635	STATE FEDERAL-CENTRAL RESTRICT
636	INTERNATIONAL EXCHANGE PRG
637	RSRCH/ACCTBLTY/ASSMNT/DATA
638	TEACHING,LEARNING & LEADING

Segment Value	Full Description
SITES	
639	AFTER SCHOOL - CENTRAL
640	EDUCATIONAL SERVICS-ASSOC SUPT
641	INSTRUCTIONAL TECH - CENTRAL
642	SCHOOL & DISTRICT SAFETY
643	DISTRICT OPERATIONS
644	SECONDARY SCHOOLS NETWORK
645	ELEMENTARY SCHOOLS NETWORK II
646	ELEMENTARY SCHOOLS NETWORK I
647	COLLEGE & CAREER
648	CURRICULUM INSTRUCTION-CENTRAL
649	CURRICULUM INSTRUCTION-COORD#1
650	CHARTERS OVERSIGHT
651	CENTRAL KITCHEN - FUND 13
652	ADMIN-FOOD SERVICES FUND 13
653	CHILD DEVELOP-ALL PRGS FD 12
655	FACILITY MOVES
656	WASC CPM-CENTRAL COSTS
657	CO-CURRICULAR ACTIVITIES-CTRL
658	HARMON KNOLLS CENTER
659	HEALTH - CENTRAL
660	ATHLETICS - CENTRAL
661	VISUAL&PERFORMING ARTS CENTRAL
667	DIRECTOR - FACILITIES
669	FACILIT-PLANG ENGINEERING-OFFC
670	DIRECTOR - BOND PROGRAM
674	FISCAL CENTRAL RESERVE
675	DATA ACCOUNTABILITY SIS
677	FISCAL SERVICES-CENTRAL OFFICE
678	FACILITIES USE
679	HR CERT/CLASS ALL STAFF DEV
680	HUMAN RESOURCES-CLASS CERT OFF
682	HUMAN RESOURCES-STAFF REL NEG
683	WAREHOUSE - FUND 13 CHILD NUTR
684	GENSRV WH PRTSHP INV EQUIP REP
686	TECHNOLOGY - OPERATIONAL
687	VEHICLE MAINTENANCE
689	RISK MANAGEMENT
690	DISASTER/SAFETY PREPAREDNESS
691	SUMMER EXTENDED LEARNING
692	STUDENT SERVICES
693	INTERNATIONAL EXCHANGE PRGM
699	NON PUBLIC CENTRAL

SITES

Fourth Segment in the Account String

Segment Value	Full Description
SITES	
702	SALESIAN HIGH
703	EL SOBRANTE CHRISTIAN SCHOOL
704	UNIVERSAL MERCY
705	ST CORNELIUS SCHOOL
706	ST PAUL SCHOOL
707	ST DAVID SCHOOL
708	ST JEROME SCHOOL
709	ST JOHN SCHOOL
710	ST JOSEPH SCHOOL
711	NEW DIRECTION CHRISTIAN ACDMY
712	BETHEL CHRISTIAN ACADEMY
713	A BETTER CHANCE/ CA AUTISM FDN
714	CATALYST ACADEMY/SENECA
718	CRESTMONT SCHOOL
722	TEHIYAH DAY
723	PROSPECT SIERRA SCHOOL
725	CALVARY CHRISTIAN ACADEMY
727	LA CHEIM
728	A BETTER CHANCE
729	MONTESSORI FAMILY SCHOOL
730	SENECA CENTER-CATALYST ACADEMY
738	EAST BAY WALDORF SCHOOL
739	CORPUS CHRISTI ELEMENTARY
740	ST LEO THE GREAT ELEMENTARY SC
741	CRISTO DEL REY DE LA SALLE EB
742	GOLESTAN
758	WM BROWN ACADAMY
922	MENTAL HEALTH SVCS SPEC ED
999	PAYROLL CLEARING ACCOUNT UNRES

GOALS

Fifth Segment in the Account String

Segment Value	Full Description
GOALS DEFINES AN OBJECTIVE	
0000	UNDISTRIBUTED
0001	GENERAL EDUCATION PRE-K
1110	REGULAR EDUCATION
1120	VISUAL AND PERFORMING ARTS
1130	MUSIC
1140	LARGE ELEM SCHOOL REG ED
1150	SAC WASC
1160	RADIO STATION
1170	SCIENCE
1180	JROTC
1190	GATE
1200	READ 180
1400	BTSA
1420	InHouse PD
1430	PAR/TSAP
1850	SABBATICAL
1900	TEACHER RELEASE

Segment Value	Full Description
GOALS DEFINES AN OBJECTIVE	
3100	ALTERNATIVE SCHOOLS
3200	CONTINUATION SCHOOLS
3240	CONTINUATION SCHOOL-GATEWAY
3300	INDEPENDENT STUDY CENTERS
3550	COMMUNITY DAY SCHOOLS
3800	VOCATIONAL EDUCATION
4110	REGULAR ADULT EDUCATION
4630	ADULT VOCATIONAL EDUCATION
4760	BILINGUAL
5001	SPECIAL EDUCATION UNSPECIFIED
5060	REGIONALIZED PROG SPECIALISTS
5710	SPECIAL EDUCATION - INFANTS
5730	SPECIAL ED- PRESCHOOL STU
5750	SPECIAL EDUCATION SEV DISABLED
5760	SPECIAL EDUCATION, AGES 5-22
5770	SPECIAL EDUCATION - NON SEV
7110	NON AGENCY EDUCATIONAL
7150	NONAGENCY - OTHER
8100	COMMUNITY SERVICES

FUNCTIONS

Sixth Segment in the Account String

Segment Value	Full Description
FUNCTIONS PRESENTS COMMON ACTIVITIES	
0000	UNDISTRIBUTED
1000	INSTRUCTION
1020	RESPONSE TO INTERVENTION
1110	SPECIAL ED-SEPARATE CLASSES
1120	SPECIAL EDUC RESC SPEC INSTR
1130	SPECIAL ED SUPP AIDES & SERV
1180	SPECIAL EDUC NPA SCHOOLS
1181	SPECIAL EDUC NPA SCHLNON LCI
1182	SPECIAL EDUC NPA SCHL LCI
1183	SPECIAL EDUCATION MEDIATION
1190	SPECIAL EDUC OTHER SPEC INSTR
2100	SUPERVISION OF INSTRUCTION
2110	INSTRUCTIONAL SUPERVISION
2120	INSTRUCTIONAL RESEARCH
2130	CURRICULUM DEVELOPMENT
2140	IN-HOUSE INSTR STAFF DEV
2180	INSTR SUPPORT SCHOOL FAMILIES
2190	INSTR SUPPORT LITERACY
2420	INSTR LIBRARY MEDIA & TECH
2490	OTHER INSTR RESOURCES
2495	PARENT PARTICIPATION
2700	SCHOOL ADMINISTRATION
3110	GUIDANCE & COUNSELING SERVICES
3120	PSYCHOLOGICAL SERVICES
3130	ATTENDANCE & SOCIAL WORK SVCS
3140	HEALTH SERVICES
3150	SPEECH & AUDIOLOGY SERVICES
3160	PUPIL TESTING SERVICES
3170	WORK EXPERIENCE
3180	WORK EXPERIENCE(BI-TECH 3170)
3600	PUPIL TRANSPORTATION
3700	FOOD SERVICES
3701	INTERDEPARTMENTAL CATERING
3900	OTHER PUPIL SERVICES
4000	ANCILLARY SERVICES
4100	SCHOOL SPONSORED CO-CURRICULAR
4200	SCHOOL SPONSORED ATHLETICS
4900	OTHER ANCILLARY SERVICES
5000	COMMUNITY SERVICES

Segment Value	Full Description
FUNCTIONS PRESENTS COMMON ACTIVITIES	
5100	OMBUDSMAN
5400	CIVIC SERVICES
6000	ENTERPRISE (SELF-INS RET BENE)
7100	BOARD & SUPERINTENDENT
7110	BOARD OF EDUCATION TRUSTEE
7120	STAFF RELATIONS & NEGOTIATIANS
7130	LEGAL
7150	SUPERINTENDENT
7180	COMMUNICATIONS DEPARTMENT
7190	EXTERNAL FINANCIAL AUDIT
7200	OTHER GENERAL ADMINISTRATION
7210	GENERAL ADMIN COST TRANSFERS
7300	FISCAL SERVICES
7310	BUDGETING
7330	ACCOUNTING
7340	PAYROLL
7370	INTERNAL AUDITING
7400	PERSONNEL HUMAN RESOURCES
7410	STAFF DEVELOPMENT CLASSIFIED
7420	RECRUITMENT CERTIFICATED
7450	RETIREMENT DINNER
7480	LOSS PREVENTION
7490	OTHER PERSONNEL
7500	CENTRAL SUPPORT
7510	PLANNING RESEARCH DEV & EVAL
7520	OFFICE EQUIPMENT MAINTENANCE
7521	EQUIPMENT INVENTORY ADJUSTMENT
7530	PURCHASING
7540	WAREHOUSING & DISTRIBUTION
7541	WAREHOUSE INVENTORY ADJUSTMENT
7550	PRINTING OFFICE SERVICES
7551	PRINTING INVENTORY ADJUSTMENT
7600	OPERATIONAL SUPPORT
7700	DATA PROCESSING SERVICES
7730	TYLER MUNIS IMPLEMENTATION
7750	TYLER MUNIS IMPLEMENT FRM BOND
7770	E-RATE DATA PROCESSING
8100	PLANT MAINTENANCE & OPERATIONS
8110	MAINTENANCE

FUNCTIONS

Sixth Segment in the Account String

Segment Value	Full Description
FUNCTIONS PRESENTS COMMON ACTIVITIES	
8190	MAINTENANCE & OPERATIONS ADMIN
8200	OPERATIONS
8250	OPERATIONS GROUNDS
8260	OPERATIONS CUSTODIAL
8270	OPERATIONS UTILITIES
8280	OPERATIONS VEHICLE
8300	SECURITY - POLICE SERVICES
8310	SECURITY - SITE SUPERVISION
8311	SECURITY - DISASTER/SAFETY
8313	SECURITY - FALSE ALARMS
8400	DM CENTRAL CONTROL ACCT
8500	FAC ACQUISITION AND CONSTR
8520	HAZARDOUS MATLS ABATEMENT
8530	TECHNOLOGY
8590	GENERAL CONDITION REIMBURSABLE
8700	FACILITIES RENTAL AND LEASES
9100	DEBT SERVICE
9200	TRANSFER BETWEEN AGENCIES
9300	INTERFUND TRANSFERS

MANAGER CODES

Seventh Segment in the Account String

Segment Value	Full Description
MANAGER CODES	
000000	DEFAULT MGR CODE
100100	EXECUTIVE ADMINISTRATION
200100	ED SERV-ELEM SEC SCHOOL SITE
200110	EXD RHS PINOLE FAMILY
200111	VP-PE COORDINATOR
200120	EXD DE ANZA HERC EL CER FAMILY
200130	EXD KHS FAMILY
200140	ADULT ED (FUND 11)- ALT ED
200141	VP-MUSIC COORDINATOR
200150	DIR CURRICULUM INSTRUCTION
200151	CURR INST COORD #1
200157	COORDINATOR YOUTH DEVELOPMENT
200158	FULL SERVICE COMMUNITY SCHOOLS
200159	INDEPENDENT STUDY-CYBER HIGH
200160	DIR VOC ED TRANSITION
200170	COMMUNITY ENGAGEMENT
200180	AFTER SCHOOL PROGRAM
200190	TITLE IX EDU EQUITY
300100	MATH DEPARTMENT
300105	LCAP SITE ALLOCATIONS
300110	ENGLISH LANGUAGE LEARNERS #1
300111	ENGLISH LANGUAGE LEARNERS #2
300112	SMMR EXT,LL,CPA,ROP
300113	FED STATE COORD #1
300114	FED STATE COORD #2
300115	BTSA
300116	LCAP PROFESSIONAL DEVELOPMENT
300117	COLLEGE & CAREER
300120	STATE FEDERAL OTHER
300130	NON-PUBLIC PRE-SCHOOL PROGRAM

Segment Value	Full Description
MANAGER CODES	
300131	LCAP VAPA/HIGH PERF PROG
300140	AFTER SCHOOL INTERVENTION PROG
300150	NOT USED
300160	LCAP OUT OF SCHOOL TIME/SUMMER
400100	OPERATIONS SUPPORT SERV
400110	EXD M & O DISTRICT WIDE
400115	MAINTENANCE DISTRICT WIDE
400120	CUSTODIAL DISTRICT WIDE
400125	GROUNDS DISTRICT WIDE
400130	FACILITIES-ENGINEER OFFICE
400140	FOOD SERVICE FUND 13
400150	MOVE TO 800100
400160	FACILITIES - DIRECTOR
500100	HUMAN RESOURCES
500110	HR DIR CERT STAFF DEVELOP
600100	BUSINESS FISCAL SERVICES
600110	EXEC DIR BUDGET ACCOUNTING
600120	BOND SR DIR BOND FUND
600130	DIRECTOR OF BUSINESS SERVICES
600140	DIRECTOR GENERAL SERVICES
600150	LIBRARY SERVICES
600160	DATA & ASSESSMENT
600170	FOOD SERVICE FUND 13
700099	LCAP PSYCH & SPECIAL SVCS
700100	SPECIAL EDUCATION PROGRAMS
700110	SPECIAL EDUCATION PROGRAMS
700120	SPECIAL EDUCATION FEDERAL PROG
700130	SPECIAL ED TRANSITION
800100	TECHNOLOGY
900100	COMMUNICATIONS

PROJECT YEAR

Eighth Segment in the Account String

Segment Value	Full Description
PROJECT YEAR MULTI-YEAR GRANT	
0	PROJECT YEAR 0
1	PROJECT YEAR 1
2	PROJECT YEAR 2
3	PROJECT YEAR 3
4	PROJECT YEAR 4
5	PROJECT YEAR 5
6	PROJECT YEAR 6
7	PROJECT YEAR 7
8	PROJECT YEAR 8
9	PROJECT YEAR 9

PROGRAM

Ninth Segment in the Account String

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
0000	UNDISTRIBUTED
0001	PROGRAM 1
0002	PROGRAM 2
0003	PROGRAM 3
0004	PROGRAM 4
0005	PROGRAM 5
0006	PROGRAM 6
0007	PROGRAM 7
0008	PROGRAM 8
0009	PROGRAM 9
0010	PROGRAM 10
0011	PROGRAM 11
0012	PROGRAM 12
0013	PROGRAM 13
0099	PG&E POWERSAVE INCENTIVE
0100	21ST CENTRY 2 BASE
0101	21ST CENTURY-BASE A
0102	21ST CENTURY-BASE B
0110	21ST CENTURY SUPPLEMENTAL
0116	HELLMAN FOUNDATION
0200	HEALTH SPORTS ACADEMY
0201	INFORMATION TECHNOLOGY ACADEMY
0202	GREEN & CLEAN ACADEMY
0203	MEDIA ACADEMY
0204	ARCHIT CONSTRCT ENGINR & TEC
0205	ENVIRONMENTAL STUDIES ACADEMY
0206	LAW ACADEMY
0207	ENGINEERING ACADEMY
0208	HEALTH ACADEMY
0209	VISUAL & PERFORM ARTS ACADEMY
0210	MULTI-MEDIA ACADEMY
0211	CREATIVE&PERFORM ARTS ACADEMY
0212	HOSPITALITY ACADEMY
0213	LIGHTHOUSE ACADEMY
0300	ABE/ASE CLASSES
0400	WCCAA PD
0500	PROJECT LEAD THE WAY
0501	WELDING PROGRAM

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
0502	STRATEGIC PLANNING GRANT
0503	WEST COUNTY BRIDGE TO COLLEGE
0504	CHEVRON MOBILE-HYBRID FAB LAB
0505	STEM MATH PD
0506	STEM CENTERS
0507	MIDDLE MATH&SCIENCE INITIATIVE
0508	CHEVRON SCIENCE INITIATIVE
0509	ROBOTICS PROGRAM
0510	Chevron-E-Bike Competition RHS
0511	CHEVRON-RECLASS CEREMONY
0512	CTEIG- FAB LAB
0513	CHEVRON - STEM TK-5TH GR
0609	TITLE I ASSISTANCE TO SCHOOLS
0610	TITLE I HOMELESS
0611	TITLE I NEGLECTED
0618	TITLE I PARENT INVOLVEMENT
0627	TITLE I PROFESSIONAL DEV
0633	TITLE I SUPPLEMENTAL ED SVCS
0634	TITLE I SES CHOICE TRANSPORT
0638	TEACHER RESIDENCY
0680	TEACHER RESIDENCY- SPED ED
0691	TITLE I SUMMER SCHOOL
0790	AB 790 LINKED LEARNING
0800	PRINCIPAL MENTOR PROGRAM
0830	SUMMER INTERNSHIP
0919	PARCEL TAX LIBRARY
1024	LCAP INTERNATIONAL
1025	EARLY LIT ACADEMY
1026	HISTORY/ SOCIAL STUDIES
1027	READING INTERVENTION
1028	TEACHER COLLEGE
1029	NGSS SCIENCE STANDARDS 9-12
1030	NGSS SCIENCE STANDARDS K-6
1031	WORLD LANGUAGE
1032	TITLE II MATH
1033	WELL ROUNDED EDUCATION
1034	IMPROVED SCHOOL CONDITIONS
1035	TECHNOLOGY

PROGRAM

Ninth Segment in the Account String

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
1102	DUAL IMMERSION
1120	EXPAND COLLEGE AND CAREER
1121	CAREER PATHWAYS/ ACADEMIES
1125	PUENTE COUNSELING PROGRAM
1130	SUPPORT SVCS HPS
1150	ACHIEVE/TARGETED SCH SUPPORT
1160	LCFF-FAB LAB
1180	AFRICAN AMERICAN STUDENT SS
1250	FULL DAY KINDERGARTEN
1251	SECONDARY CLASS SIZE REDUCTION
1260	VICE AND ASST. PRINCIPALS
1261	READ 180
1262	EFFICACY MODEL
1263	WHOLE SCHOOL INTERV DAHS HELMS
1270	ENGLISH LANGUAGE LEARNERS
1280	GRADUATE TUTORS
1290	OUT OF SCHOOL TIME/SUMMER
2180	AFRICAN AMERICAN STUDENT SS2
2310	PROFESSIONAL DEVELOPMENT
2311	LCFF PROF DEV CLASSIFIIED
2312	TEACHER SALARY INCREASE
2315	EMPLOYEE RECRUIT. & RETENTION
2430	RL COMMUNITY DAY SCHOOLS
2940	TRELLIS EDUCATION
3015	IASA-TITLE I CAPITAL EXPENSE
3110	SCHOOL COMM. OUT WORKERS
3120	PARENT UNIVERSITY
3180	PRACTICES FOR AFRICAN AMER STU
4150	TECHNOLOGY COACHES
4160	WHOLE SCH ENRICHMNT-WHOLECHILD
4170	ENGLISH LANG LEANRS-WHOLECHILD
4220	SCHOOL CLIMATE-WHOLE CHILD
4221	ENHANCED STUDENT SAFETY
4222	ELEMENTARY PLAYWORKS
4223	RESTORATIVE JUSTICE BEST
4230	VISUAL&PERFORMING ARTS-WHOLECH
4231	ATHLETICS/ MIDDLE SCHOOLS
4240	FULL SVC COMM SCH-WHOLE CHILD

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
4250	SCH SUPPORT-EXTRA CURRICULAR
4251	SS-EXTRA CURRICULA SITE ALLOC
4260	SPECIAL EDUCATION
4270	PSYCHOLOGICAL SERVICES
4271	TRAIN'G FOR FOSTER/HOMELESS
4272	PSYCHIATRIC SOCIAL WORK SERVIC
5250	TYPIST CLERK SUPPORT
5260	EVALUATIONS & PROG MONITORING
5330	FOOD SERVICE SUMMER FOOD
6011	ASSETS CORE
6012	ASSETS EQUITABLE ACCESS
6110	PROFESSIONAL DEV-INNOVATE
6120	QRIS DATA STUDY -CSPP
6125	QRIS PARTICIPATION -CSPP
6127	QRIS MINI GRANT -CSPP
6250	ADAPTIVE CURRICULUM
6258	PE TEACHER INCENTIVE PROGRAM
6260	ALT CERT INTERN TEACHERS
6263	PARAPROFESSIONAL TCHR TRAINING
6267	NATL BOARD CERTIFICATION
6285	ADLT ED COMMUNITY BASE ENGLISH
6290	ADLT ED AB86 GRANT
6391	ADULT EDUCATION AEP
6405	SCH SAFETY & VIOLENCE PREVENT
6760	ARTS & MUSIC BLOCK GRANT
7055	CALIF HIGH SCHOOL EXIT EXAM
7080	MIDDLE & HISH SCH COUNSELING
7140	GIFTED & TALENTED ED
7156	INSTR MATERIALS REALIGNMENT
7271	PEER ASSISTANCE & REVIEW
7276	CERTIFICATED STAFF MENTORING
7294	MATH & READING PROF DEV
7325	ADMINISTRATOR TRAINING PROGRAM
7388	COVID-19
7390	PUPIL RETENTION BLOCK GRANT
7392	TEACHER CREDENTIALING BLOCK
7393	PROFESSIONAL DEVELOPMENT BLOCK
7394	TARGET INSTR IMPROVEMNT BLOCK

PROGRAM

Ninth Segment in the Account String

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
7395	SCH & LIBRARY IMPROVEMNT BLOCK
8151	SPECPROJ - DEF MAINTENANCE
8167	MARINA BAY - COP
8200	WORKFORCE HOUSE

Segment Value	Full Description
PROGRAM FURTHER DEFINES PROGRAM	
9523	INTERNATIONAL EXCHANGE PRGM
9597	PIONEER PROJECTS
9670	SUPPLEMENTAL AND CONCENTRATION

Character code is not part of the account code structure but is used when creating a report by Object Group - Character Code

Segment Value	Full Description
11	TEACHER SALARIES
12	PUPIL SUPPORT
13	CERTIF SUPERVISORS
19	OTHER CERTICATED
21	CLASSIFIED INSTRUCTI
22	CLASSIFIED SUPPORT
23	CLASSIFIED SUPERVIS
24	STAFF SALARIES
29	OTHER CLASSIFIED
30	EMPLOYEE BENEFITS
31	STRS RETIREMENT
32	PERS RETIREMENT
33	FICA & MEDICARE
34	HEALTH & WELFARE
35	STATE UNEMPLOYMENT
36	WORKER'S COMPENSATIO
37	OTHER - OPEB
38	PERS REDUCTION
39	IN-LIEU BENEFITS
41	TEXTBOOKS-APPROVED
42	BOOKS & REFERENCE
43	MATERIALS & SUPPLIES
44	NON-CAP EQUIPMENT
47	FOOD
51	SUB AGREEMENTS
52	TRAVEL & CONFERENCES
53	DUES & MEMBERSHIP
54	INSURANCE
55	UTILITIES & SERVICES
56	RENT/LEASE/REPAIR
57	DIRECT COST TRANSFER
58	OTHER SERVICES
59	COMMUNICATIONS

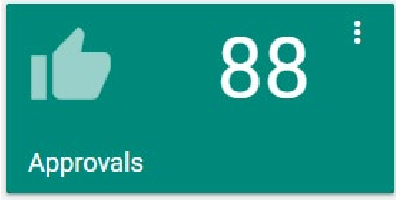
Segment Value	Full Description
61	LAND & IMPROVEMENTS
62	BUILDINGS & IMPROVE
64	CAPITAL EQUIPMENT
65	EQUIPMENT REPLACEMNT
71	OTHER OUTGO
73	INDIRECT COSTS
74	DEBT SERVICE
75	INTRFND TRANSFRS OUT
76	OTHER FINANCING USES
80	LCFF SOURCES
81	FEDERAL REVENUE
83	STATE REVENUE
86	LOCAL REVENUE
87	INTER AGENCY TUITION
88	INTERFD TRANSFERS IN
89	OTHER FINANCING SRCS
8A	CONTRIBUTIONS
90	CASH & EQUIVALENTS
91	ACCOUNTS RECEIVABLE
92	DUE FROM OTHER FUNDS
93	STORES INVENTORY
94	OTHER CURRENT ASSETS
95	CAPITAL ASSETS
96	ACCOUNTS PAYABLE
97	BENEFITS PAYABLE
98	DUE TO OTHER FUNDS
99	OTHER CURRENT LIABIL
9A	LONG TERM LIABILITY
9B	FUND BALANCE
9C	CONTROL ACCOUNTS

Approving

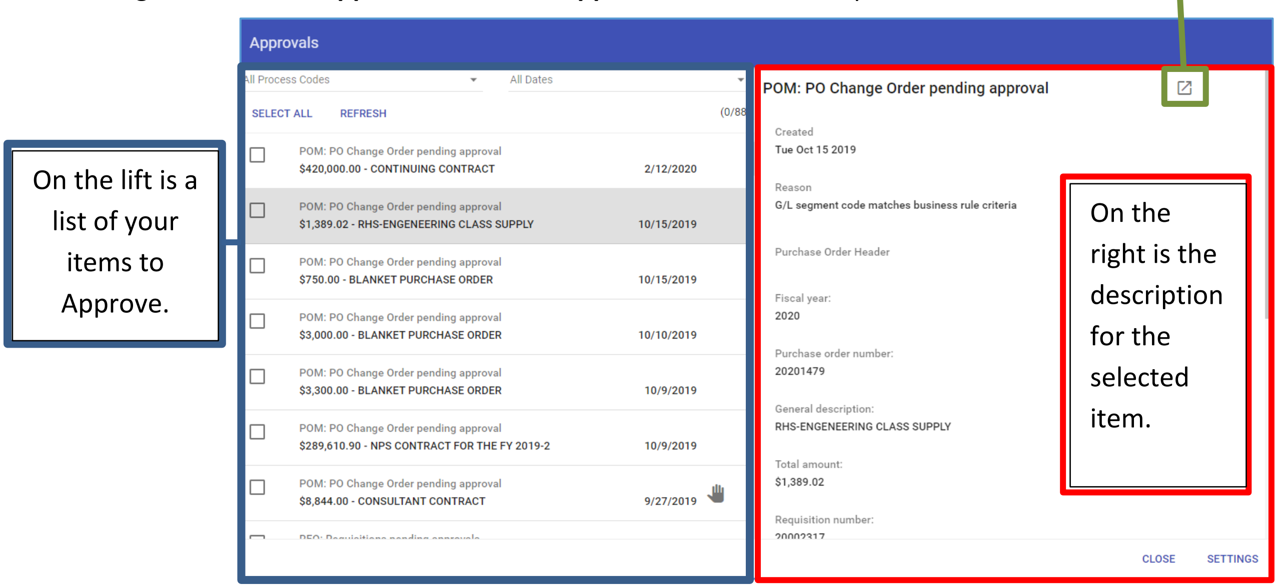
In

Munis

1. When you open Munis the screen you see is your **Dashboard.**
2. To approve requisitions you will be working in **"Approvals".**



3. Single click on the **Approvals Box**. The **Approvals** window will open.



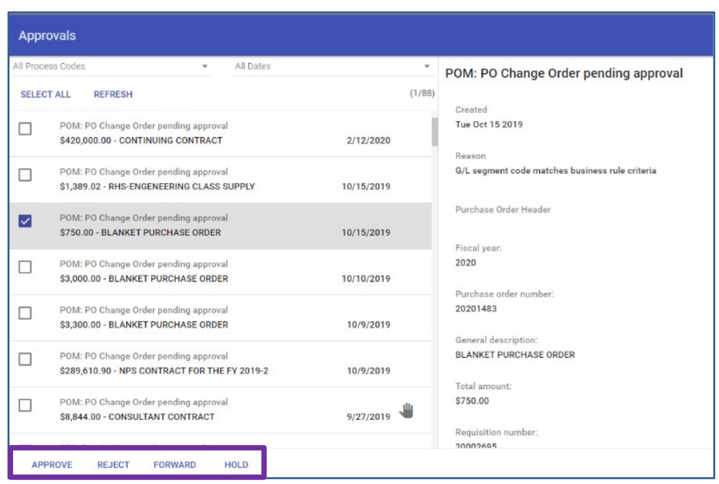
4. Select an item to approve by placing a check in the box. The command boxes will be available at the bottom of the Approvals module.
5. Select the appropriate command option at the bottom of the pop-up.

Approve
Will approve the requisition and send it on in workflow.

Reject
Will return the requisition to the originator and disencumber the money.

Forward
Allows you to select who to forward to.

Hold
Will place the requisition on a short hold.



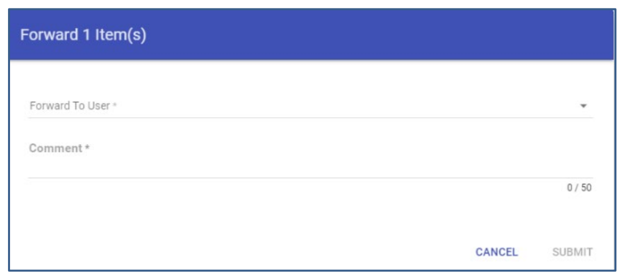
6. If you select **Approve** a comment box will open where you can enter a comment, however it's not mandatory.

7. Click **Submit**
8. The item will be **Approved** and the approvals box will close.

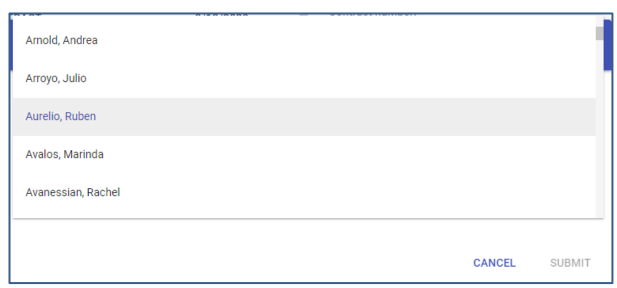
9. If you **Reject,** a comment is required. Your comment should provide instructions to the originator regarding what needs to be done.
10. Enter your comment and click **Submit.**
11. The item will be **Rejected**. A notification email will be automatically generated for the originator.

12. You are able to **Forward** an item to someone else to approve for you.

13. When this pop-up opens click the dropdown beside Forward to User to see a list.

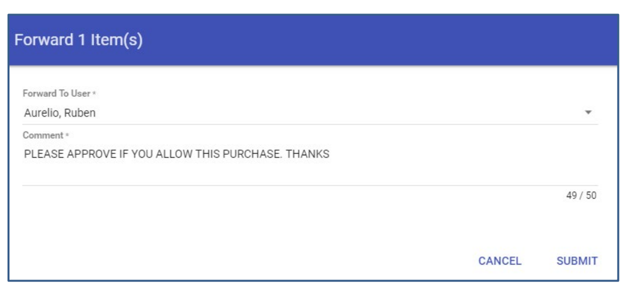


14. Select the person you want to forward to.



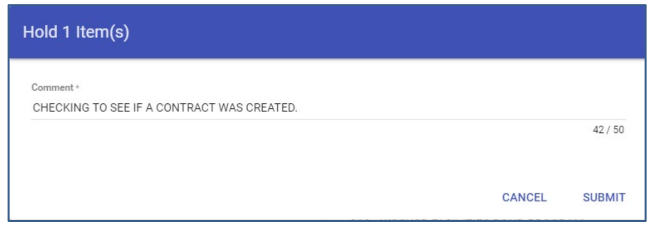
15. Add a comment and click **Submit**.

16. The requisition will not come back to you, the person you forwarded to will approve or reject for you.

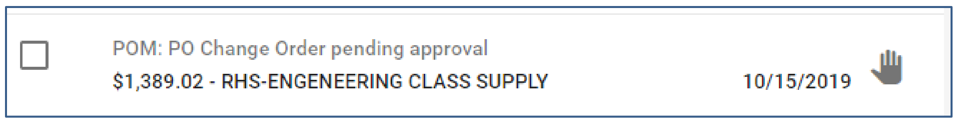


17. You may place a requisition on **Hold** for a brief time (**1 week**) in order to resolve an issue. If the item cannot be resolved in 1 week please reject the requisition so the issue can be resolved.

18. A comment is **required** when you **Hold** a requisition.
19. Once you enter your comment Click **Submit.**

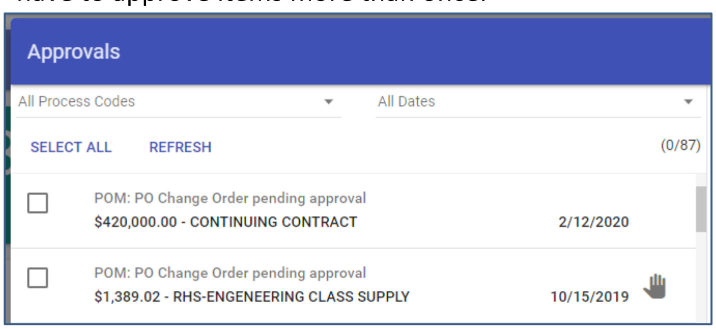


20. The requisition will be saved in your **Approvals** until you remove the hold and either **Reject** or **Approve** it.



Refresh

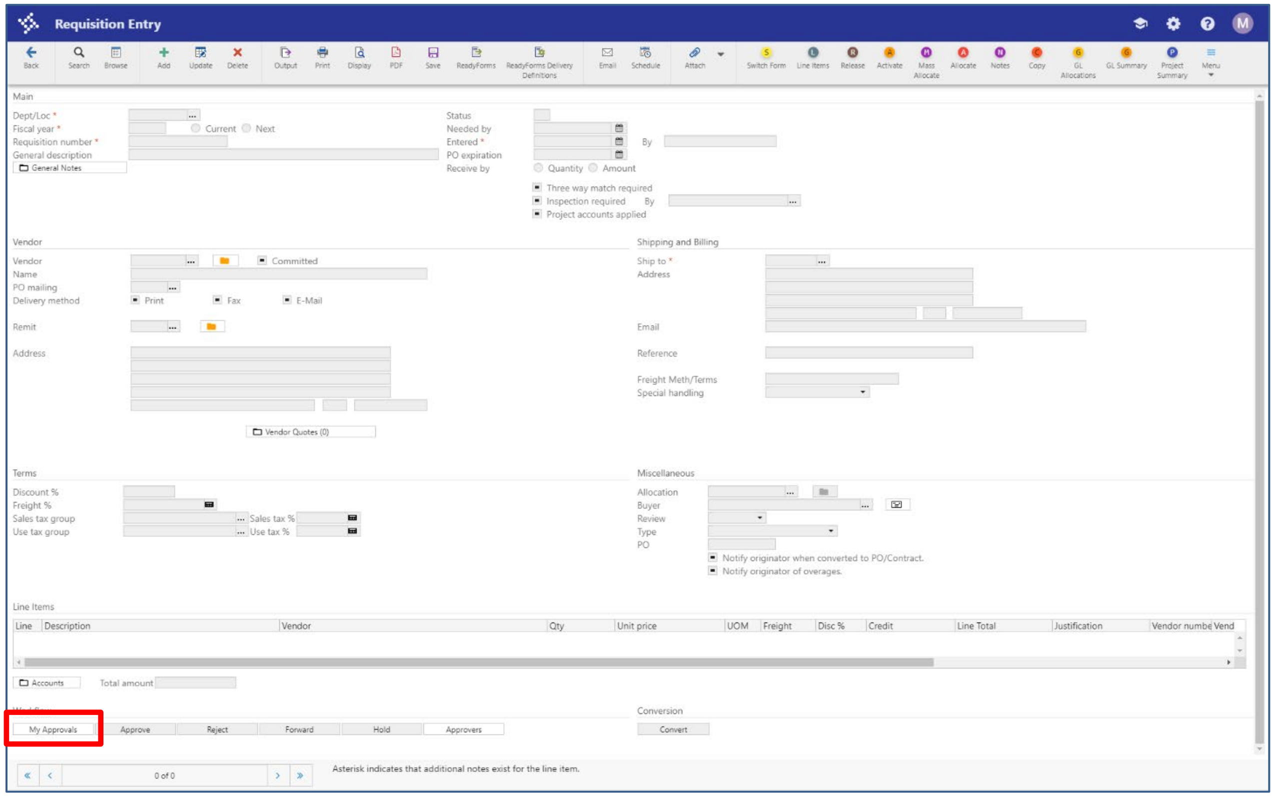
1. The Refresh option is located at the TOP of the **Approvals** screen
2. Once you have taken action on the items in your **Approvals Box** click **Refresh** to make sure you don't have to approve items more than once.



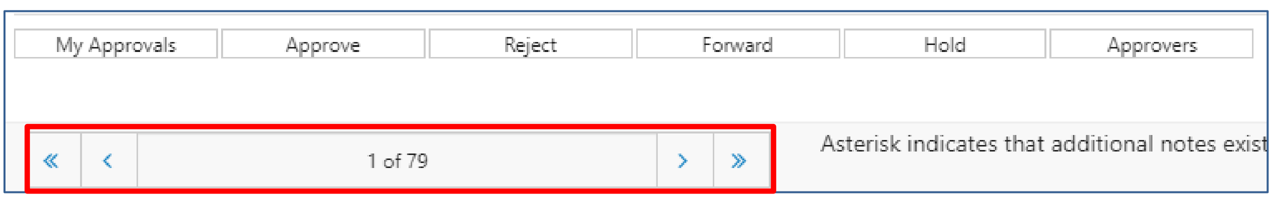
When you are done with your Approvals click Close at the bottom of the window

Approving in Requisition Entry

1. From the Dashboard click on **Requisition Entry**



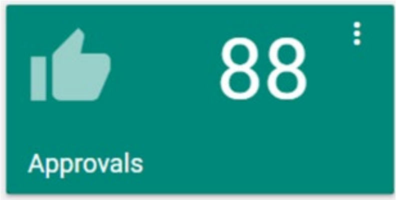
2. At the bottom of the screen click on My Approvals.
3. The screen will refresh and show how many Requisitions are pending with you for Approval.

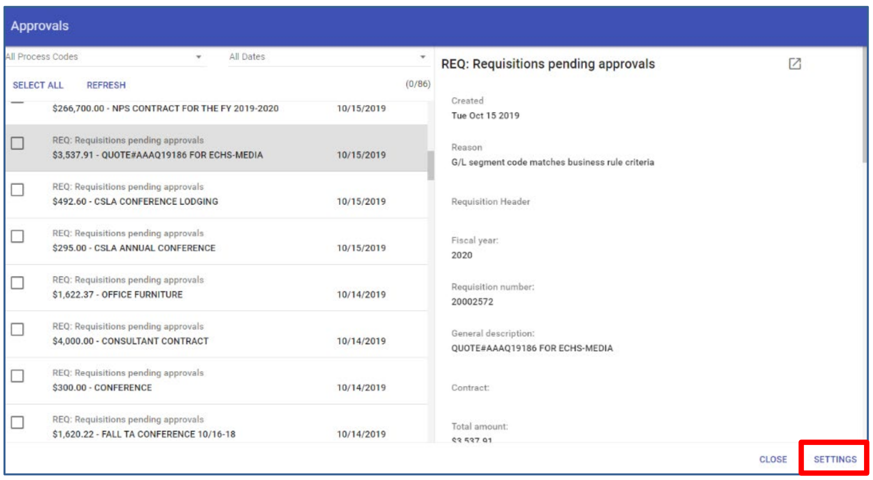


4. In this example I have 79 Requisitions pending with me
5. I can use the **Arrows** to look at them.
6. They can be **Approved, Rejected, Forwarded** or **Held** by clicking the buttons at the bottom of the screen and entering comments if required.

Marking yourself Out of Office

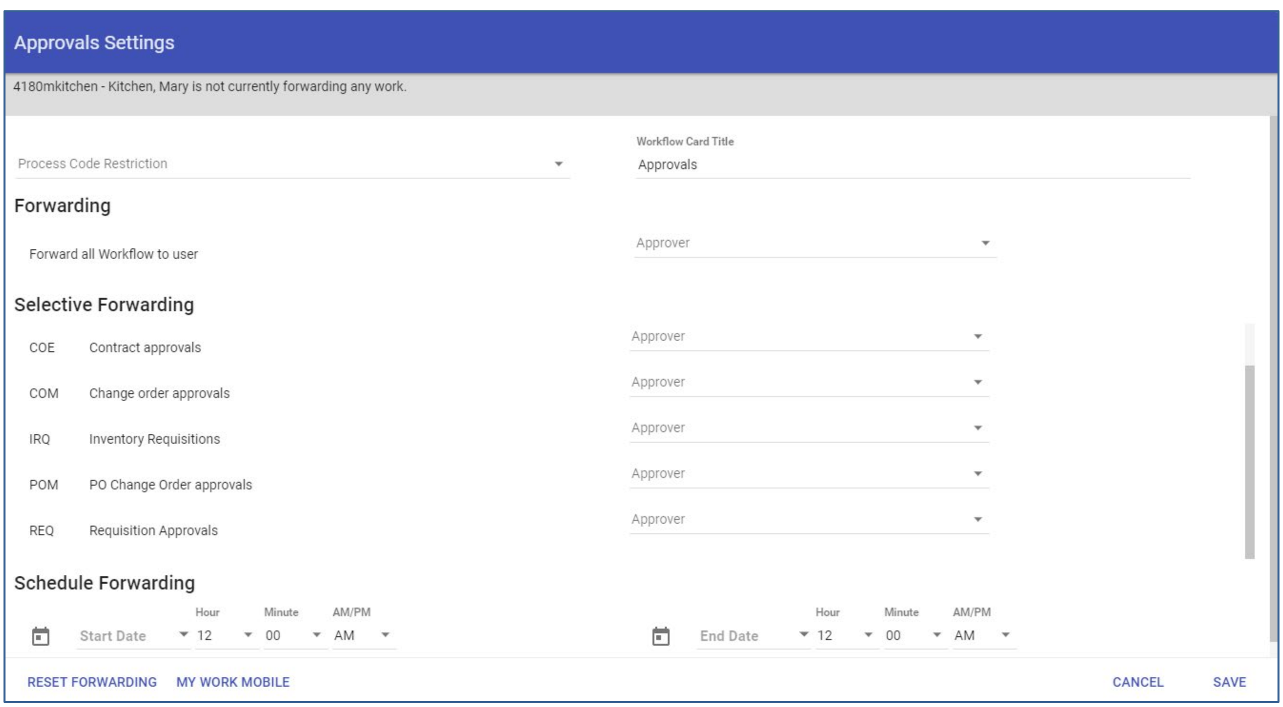
1. Single click on the **Approvals Box**. The **Approvals** window will open.





2. Click on Settings

3. The Approvals Settings box will open.

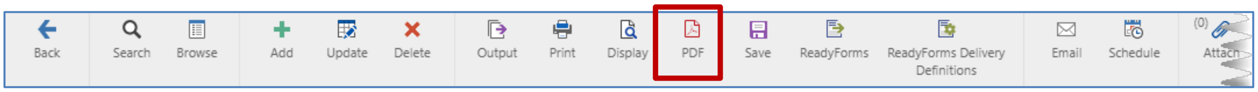


4. Here you can select to forward all of your approvals to your supervisor or send to several different people depending on the item selected.
5. Schedule your time away so that forwarding will be removed when you return.

Miscellaneous Information & Frequently Asked Questions

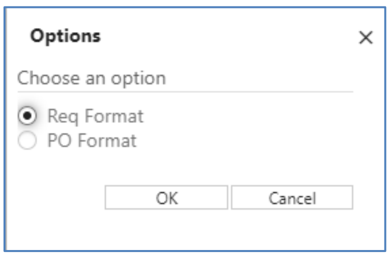
Creating a PDF of a Requisition

1. Open **Requisition Entry**
2. Click **Search**
3. Enter the **Requisition Number**.
4. Click **Accept**
5. Click **PDF** in the ribbon.

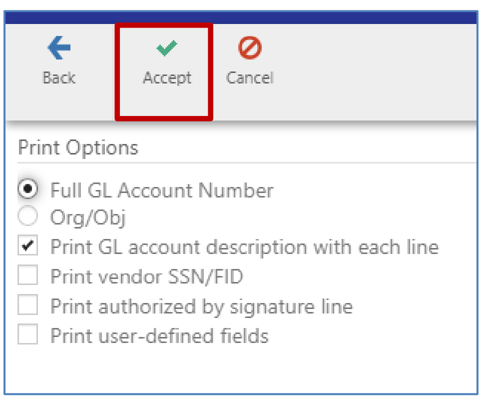


NOTE – If you create a PDF after searching for all your requisitions the PDF will show them all.

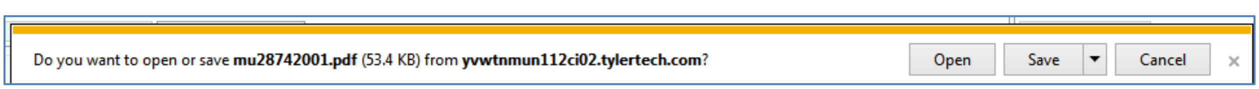
6. This Options box will pop-up. Select leave **Req Format** selected and Click **OK.**



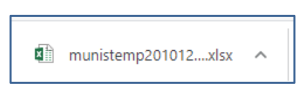
7. On this screen leave Full GL Account Number and Print GL account description with each line selected. Click **Accept.**



8. One of three things will happen.
   a. This Pop-up will display at the bottom of your screen. Click **Open** or **Save**.



   b. You may see this type of box at the bottom of the screen. Click to open.



   c. Your PDF may just open.

9. This is what the PDF looks like.

```
munis
a tyler erp solution

================================================================================
  Bill To                              |          Requisition 21000008-00   FY 2021
  ACCOUNTING                           |
  WEST CONTRA COSTA USD                |Acct No:
  1400 MARINA WAY SOUTH                |01-0000-4300-104-1110-1000-200110-0-0000
  RICHMOND, CA                         |Review:
  94804                                |Buyer:
                                       |Status: Released                   Page 1
================================================================================
  Vendor                                   Ship To
  LAKESHORE LEARNING MATERIALS             BAYVIEW ELEMENTARY
  ACCT # 252150                            3001 16TH STREET
  2695 E DOMINGUEZ ST
                                           SAN PABLO, CA 94806
  CARSON, CA 90895                         rasheedah.grant@wccusd.net

  Tel#800-421-5354
      Fax 310-632-8314

--------------------------------------------------------------------------------
  Date        |Vendor |Date      |Ship       |          |
  Ordered     |Number |Required  |Via        |Terms     |Department
--------------------------------------------------------------------------------
  11/11/20    |012668 |          |                      |BAYVIEW ELEMENTARY
--------------------------------------------------------------------------------
 LN Description / Account                          Qty       Unit Price      Net Price

001 12487 CLASSROOM ABC RUG, RED 12 X             2.00       179.00000        389.33
    18                                            EACH
      *Amount reflects $31.33 sales tax.

   1 01-0000-4300-104-1110-1000-200110-0-0000                             389.33

    Ship To
    BAYVIEW ELEMENTARY
    3001 16TH STREET
    SAN PABLO, CA 94806

Requisition Link
                               Requisition Total                            389.33

     ***** General Ledger Summary Section *****
     Account                                            Amount   Remaining Budget
     01-0000-4300-104-1110-1000-200110-0-0000
                                                        389.33            -778.66
        UNDISTRIBUTED                    UNR INSTR BAYVIEW

     ***** Approval/Conversion Info *****
     Activity  Date       Clerk                Comment
     Queued    11/11/20   Spears, Melanie
     Pending              Kahila, Erica
```

10. Variations for saving.
    a. Select **File →Save as** to save to your computer.
    b. Hover at the top of the screen and select the download icon.

Here are a few items of information that you might find useful

Located in requisitions, purchase orders, and change orders you will find a box called Status.

Status Codes

1 – Rejected	Requisition has been rejected during the Munis approval process.
2 – Created	Requisition has been started, but an account code has not been assigned to each line item.
4 – Allocated	The account code has been entered on all line items.
6 – Released	The requisition has been released, and is going through the approval process.
8 – Approved	The requisition has been approved, but has not been converted to a purchase order.
0 – Converted	The requisition has been converted to a purchase order.

Requisition Approval Status

Once a requisition is released into workflow it will have a status of 6 – Released. To see the approval process at any point, click the Approvers button at the bottom of the requisition entry screen.

Once the requisition is approved, it is eligible to be converted into a purchase order.

GL Impact

At the time a GL account is allocated to a line item in a requisition, the available budget for that account is reduced by the corresponding amount. When a requisition is rejected the money is released back into the account.

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General notes:

The General Notes section is where you enter the school site justification for Categorical related purchases. You can also enter miscellaneous information that will only print on the purchase order if you check the box “Print on PO”.

Click on the General Notes button on the Requisition Entry Main screen to utilize this section

What’s Next?

All requisitions will go through an approval process (workflow) and must be successfully approved by all approvers prior to being converted into a purchase order.

What if my requisition is rejected?

If a requisition is rejected, the originator will receive an e-mail. Rejection notes can be viewed in the original requisition within the Requisition Entry program. If the requisition has been rejected, it must first be reactivated prior to making any changes to the requisition

Activating and Resubmitting a Rejected Requisition

1. Open Requisition Entry
2. Search and find the requisition
3. The **Status** of the requisition is now currently **1 Rejected**
4. Click **Activate** (in the ribbon to the right)
5. The **Status** of the requisition should now be either **2/Created** or **4/Allocated**
6. Click on **Line Items**
7. Click **Update**
8. Make your corrections
9. Click **Accept**
10. If you need to change any other lines click the arrow at the bottom to move to the next line item.
11. Click **Accept** after each correction.
12. Click **Back** when done
13. The **Status** of the requisition should now be **4/Allocated**
14. Click **Release**
15. Click **Yes** on the pop-up

Munis Help

Munis has many 'Help' options available. From all screens, you will be able to click on ? Munis Help button, (or F1), and be directly taken to the Munis Help website corresponding to the program you are currently in. Within these help screens, you can typically find blue colored words (which are links to more information) as well as little arrows, which will take you to even more information.

Contracts

1. In the General Description Box enter the type of contract, the types are:
    a. **Consultant Contract** – Someone is coming to your school to perform a service, you will need to complete the Agreement for Special Contract Services and other paperwork.
    b. **Continuing Contract** – A contract that continues from year to year such as a lease or license, you will have a quote or proposal from the company and will need to complete a summary form.
    c. **Non Public School** – Processes through Special Ed
    d. **Non Public Agency** – Processes through Special Ed

2. When you need to increase a contract process a Purchase Order Change Order using the add line method and create an amendment in Informed K12.

Q: How do I access Munis?
A: You should have a Munis Saas icon on your desktop. If you don't Munis is accessed through the internet. If you are missing your icon please contact the Helpdesk. You must be within district property to access Munis.

Q: Do I need a login? What is my login?
A: Yes, you do need a login. If you have previously accessed Munis and need your login or password please contact the Helpdesk.
A: If you have never accessed Munis please complete the Munis System Security and Access Authorization form available through Informed K12.

Q: How will we know if a section in the manual has been updated? Will I have to print out the whole document again?
A: When a section of the manual is updated, it will be posted to the Munis section of the Purchasing web site with the date it was posted. Each section will be posted individually.

Q: Who do I call if I am having login issues?
A: Please submit a Helpdesk ticket.

Q: Do I have to know the whole account number?
A: No, you do not need to know the whole account number. In most cases, you may select the Ellipsis which will bring up your accounts. We suggest that you enter the fund, resource, object and site code (the first four fields) which will help narrow your search for the account.

Q: What if a vendor is not listed?
A: When creating a requisition, if the vendor is not listed, please ask the vendor for a W-9. In the requisition leave the vendor box empty. Enter the vendor information including address, phone, email and contact name in the general notes. Attach their W-9 to the requisition.

Q: When do I need to attach a document to Munis
A: Always attach any documentation you have. Attach all pertinent documents such as quotes, travel documents, field trip documents, contracts, MOU's, receiving documents, etc. In some cases you will still need to forward original signed documents but in most cases attaching the document to Munis will eliminate the need to forward documents to the district office. Attaching receiving documents will allow accounting to make payment on your orders. Attaching quotes and other documents to a requisition will allow purchasing to process your orders quickly and efficiently.

Q: What happens if I forget to attach an attachment?
A: If an attachment is required, but forgotten at the time of entry you may go back to the requisition/po/contract and attach the necessary documents. The requisition does not need to be pending with you for you to attach. However, keep in mind that if in approved status you will need to contact purchasing and/or accounting to let them know an attachment was added after the approval process began. They will not be notified.

Q: Do I need to include shipping and handling on my orders, and if so how much?
A: Yes, always include shipping/freight; there are three ways to add shipping:

1. As a percentage on the front page which will show as a dollar amount on each line item entered.
2. As a dollar amount entered in the freight box on line 1.
    a. As the last line item on the order with tax added. This is only used when the company has told you that they charge tax on the shipping.
3. If you don't know the shipping fee, estimate 10% of your subtotal amount.
4. If shipping is FREE please type that information in the General Description notes.
    a. If you do not include shipping, or explain that is FREE Purchasing will automatically include the 10% in shipping to your requisition.

Q: If the vendor is not charging us sales tax, can I remove the tax from my requisition?
A: No. WCCUSD still pays Tax to the State of California, so we need to leave the tax encumbered. You may remove tax from orders for labor, because we don't pay tax on service. Blanket purchase orders have the tax amount included in the whole dollar amount.

Q: If I have made an error on a requisition, do I need to call Purchasing to disencumber or cancel?
A: This will depend on the status of the requisition:

1. If not released, you can make the necessary changes.
2. If released and pending approval at your site, ask approver to reject the requisition. The requisition will then be returned to you. You can activate, make the changes and resubmit through the approval process.
3. If the requisition is pending with Purchasing and a PO has not been issued, contact Purchasing so they can reject it and return the requisition to you for revisions. You will make the changes and resubmit through approval process.
4. If a PO has been issued, contact Purchasing for assistance.

Q: Can Purchasing override my principal's approval for requisitions when they are not at the office?
A: No, however, principals have the option to forward their Munis workflow to their Supervisor.

TRAVEL

Q: How many people from my site or department can attend a conference?

A. WCCUSD travel policy allows for up to two people from a site or department to attend a conference. If more than two people will be attending, you will have to get approval from your Executive Director.

Q. I will be attending a conference in southern California, and I want to drive my car instead of flying. Can I get reimbursed for mileage?

A. Short answer: Yes, with limitations (see long answer below)

Long Answer: Section 4133.1 (e) of the travel policy states that: “An individual using his or her vehicle on extended trips outside the district shall be reimbursed not to exceed the amount which would have been expended if the employee had used coach or economy air transportation and any required shuttle or taxi.

Q. What is the mileage reimbursement rate?

A. As of January 1, 2020, the mileage reimbursement rate is 0.57.5¢ per mile. However it updates every year, please look on the EC3 Mileage Form for the current rate.

Q. I will be commuting to a conference for multiple days but will not be staying overnight, can I get reimbursed for my meals?

A. Breakfast reimbursement may be requested if travel begins before 6 a.m.

Lunch reimbursement may be requested if travel is out of the district

Dinner reimbursement may be requested if travel ends after 7 p.m.

Who to Call

BUSINESS SERVICES DEPARTMENT DIRECTORY				
Dr. Tony Wold - Associate Superintendent Business Services				
Veronica Vega **Sr. Administrative Assistant Confidential** vvega@wccusd.net 510-231-1170				
ACCOUNTS PAYABLE | BUDGET CONTROL				
Regina Webber, Director of Business Services rwebber@wccusd.net 510-231-1173				
Andrea Arnold, Coordinator Business Services	LCAP, CARES Act, Benefits, Categorical		andrea.arnold@wccusd.net	510-231-1117
Gustavo Aguilera, Coordinator Business Services	General Funds, Budget Control, SPED, Cash		gaguilera@wccusd.net	510-231-1149
Tomas Goco, Coordinator Business Services (Interim)	Food Services, Bills, Invoices, Check runs, Expense Claims		tgoco@wccusd.net	510-231-1135
ACCOUNTS PAYBLE				
Christine Yung, Accountant II		Check Runs, Deposits, etc.	cyung@wccusd.net	510-231-1169
Megan Falk, Accounting Technician	Food Services Invoices	Fund 13 - Food Services	mfalk@wccusd.net	510-231-1453
Renita Underwood-Hackett, Accounting Technician		Fund 11 - Adult Education Fund 12 - Preschool	renita.underwood-hac@wccusd.net	510-231-1135
Betty Bulos, Senior Account Clerk	Invoices:C,K,L,M,T,Z Charter School, Payments	Reimbursements: F,G,H,I,J,K,L	bbulos@wccusd.net	510-231-1163
Juan Contreras, Senior Account Clerk	Invoices: E,F,G,H,I,J,N,U,X,#	Reimbursements: E,S,T,U,V,W,X	juan.contreras@wccusd.net	510-231-1135
Michelle Gordon, Senior Account Clerk	Invoices: A, B,O,S,V,W,Y Charter School, Food Maxx	Reimbursements: M,N,O,P,Q,R,Y,Z	michelle.gordon@wccusd.net	510-307-4561
Ray Lawson, Senior Account Clerk	Invoices: D,P Q,R Nestle Food Service (Shared)	Reimbursements: A,B,C,D Food Service	ray.lawson@wccusd.net	510-231-1114
BENEFITS ACCOUNTING / CATEGORICAL				
Carmel Aguilar, Accounting Technician	Grants, Categorical Programs		caguilar@wccusd.net	510-231-1138
Cristina Gocobachi, Accounting Technician	Checks, State Treasury, Benefits Accounting, Retiree Benefits		cgocobachi@wccusd.net	510-231-1135
Jasmin Garcia, Accounting Technitian	Benefits Accounting		jasmin.garcia@wccusd.net	
Debbie Giang, Accounting Technician	Active Employee Benefits Accounting		debbie.giang@wccusd.net	510-231-1100 ext. 23321
BUDGET CONTROL				
Rosie Chamorro, Accounting Technician AR	Cash, A/R		rosie.chamorro@wccusd.net	510-231-1139
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Angelica Lopez, Accounting Technician	Position Control, SPED, Cash		alopez2@wccusd.net	510-231-1152
Crystal Su, Sr. Budget Control Clerk	Budget Transfers, Journal Entries, Verify funds, Billing		csu@wccusd.net	510-231-1117

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Dr. Anne Shin, Director of Business Operations **ashin@wccusd.net 510-231-1110**		**Julio Franco, Director of Business Operations** **jfranco@wccusd.net 510-231-1110**	
Nancy Ortiz-Perez - Administrative Technician Biligual nancy.ortiz-perez@wccusd.net 510-231-1110			
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Randel Arnold (Special Project)			
AUDIT / CHARTER SCHOOLS			
Denise Cifelli, Charter School Financial Coordinator	Charter Schools Financial and Audit	dcifelli@wccusd.net	510-307-7866
CONTRACTS / MUNIS			
Mary Kitchen, Coordinator Business Services	MUNIS, Contracts	mkitchen@wccusd.net	510-231-1192
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PARENT CONCERNS / UNIFORM COMPLAINTS / STUDENT RECORDS			
Nancy Ortiz-Perez	Administrative Technician	nancy.ortiz-perez@wccusd.net	510-231-1110
RISK MANAGEMENT			
Phyllis Rosen	Risk Management	phyllis.rosen@wccusd.net	510-231-1134
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SAFETY			
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GENERAL SERVICES | PAYROLL			
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FACILITY USE PERMITS			
Rina Prasad, Facility Use Tech	Facility Requests, Donations, Fund Raising	rprasad@wccusd.net	510-231-1113
PAYROLL SERVICES			
VACANT, Payroll Coordinator			
Kristen Crum, Payroll Supervisor		kcrum@wccusd.net	510-231-1156
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PURCHASING SERVICES			
Mary Kitchen, Coordinator Business Services	Purchasing	mkitchen@wccusd.net	510-231-1192
Felisa Ayroso, Purchasing Tech	Kennedy & El Cerrito, Study Trips, SPED	fayroso@wccusd.net	510-231-1190
Terre Jones, Purchasing Tech	Hercules & DeAnza, Technology, Warehouse, PPE supplies	tjones@wccusd.net	510-231-1190
Erica Kahila, Purchasing Tech	Richmond & Pinole, Adult School, Textbooks, Subscriptions	erica.kahila@wccusd.net	510-231-1190
WAREHOUSE SERVICES			
Eric Moreno	Warehouse Supervisor	emoreno@wccusd.net	510-307-7860
Sergio Vasquez	Senior Warehouse Worker, Central Receiving	svazquez@wccusd.net	510-307-7860
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Abraham Rincon	Equipment Control, Warehouse Worker, Driver	arincon@wccusd.net	510-233-7080
MAIL DELIVERY / PRINT SHOP			
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Silvia Rojas	Mailroom Tech Delivery Worker	sylvia.rojas@wccusd.net	510-307-7860
OFFICE MACHINE REPAIR			
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INTERNAL AUDITOR | ENROLLMENT | ATTENDANCE | INSTRUCTIONAL MINUTES AUDITS | STUDENT BODY ACCOUNTS			
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2020-21 Fund-Resource-Program Responsibility Master List