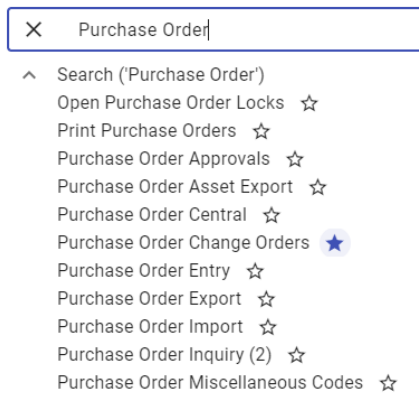


Tyler Topic: Tips & Tricks

Tyler Menu - Search

Using the Search box on the Tyler Menu, you can search for Munis programs by name. For example, Searching for “Purchase Order” will bring up anything with that in the Program name.

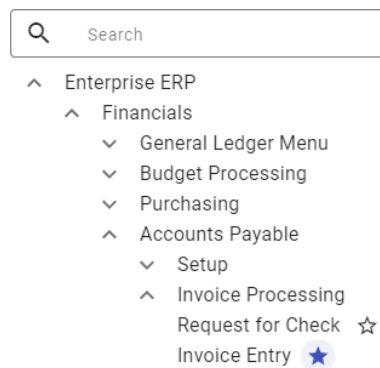
Tyler Menu



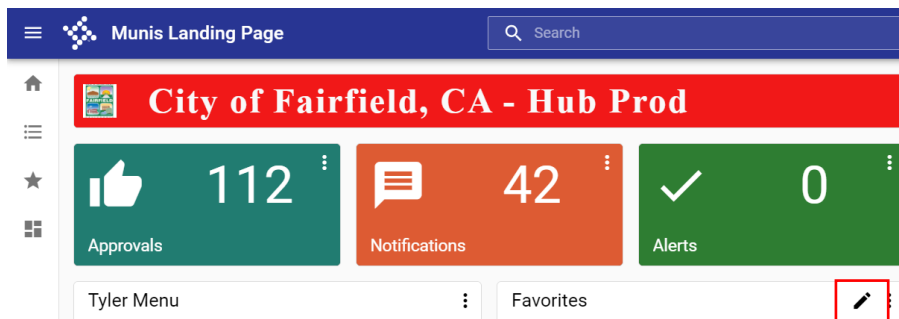
Tyler Menu – Favorites

Frequently access Programs from the Tyler Menu can be added to Favorites to access more efficiently. Simply click the star next to the Program name in the Tyler Menu to add it your Favorites list. Favorites are indicated by a blue star.

Tyler Menu



Favorites can be added/removed by clicking on the pencil icon in the middle of the homepage.







Favorites can then be added from the Tyler Menu on the left side of the screen using the Add button, or removed from Favorites using the Pencil and Trash icons on the right side of the screen.

Edit Favorites

Tyler Menu Add Custom Add Category

- ^ Cashiering
 - Home
- ^ Enterprise ERP
 - ∨ Financials
 - ∨ Human Capital Management
 - ∨ General Revenues
 - ∨ Departmental Functions
 - ∨ System Administration
 - ∨ Help
- ^ Forms
 - Enterprise Forms Administration

FAVORITES MENU

- = Recent Activity   ∨
- = Financials   ^
- = Account Inquiry
- = Account Master
- = General Journal Entry/Pro
- = Purchase Order Change Ord
- = Account X-Reference
- = Requisitions
- = Workflow User Attributes
- = Invoice Central
- = Receipt Inquiry
- = Purchase Card Statements
- = YTD Available Budget
- = Contracts Central
- = Account Trial Balance
- = Import Journals
- = Invoice Entry

Keyboard Shortcuts

Some actions in Munis can be completed using the keyboard. The following table provides a description of available shortcuts.

Available Keyboard Shortcuts	
Shortcut	Action
Enter	Saves the active record.
Esc	Cancels changes to the active record.
Tab	Moves forward to the next available field; press Shift+Tab to move back to a previous field.
Space Bar	<ul style="list-style-type: none"> Clears or selects check boxes. Displays available options in a list field. Use the up and down arrows to move through the options; press Enter to select an option.
Ctrl+U	Initiates Update mode for the current record.
Ctrl+F	Initiates the Search process.
Ctrl+D	Deletes the active record or set of records.
Ctrl+B	Provides a browse screen of the active set of records.
Ctrl+Down Arrow	Moves to the next record in an active set.
Ctrl+Up Arrow	Moves to the previous record in an active set.
Ctrl+Right Arrow	Moves to the last record in an active set.
Ctrl+Left Arrow	Moves to the first record in an active set.

Program-Specific Shortcuts

For program-specific options, the toolbar provides keyboard shortcuts. When you hover your pointer over an option, the tooltip includes the keyboard shortcut. For example, the Re-Liquidate shortcut in Invoice Entry is identified as (R), which is also the letter indicated on the skittle in the Toolbar.

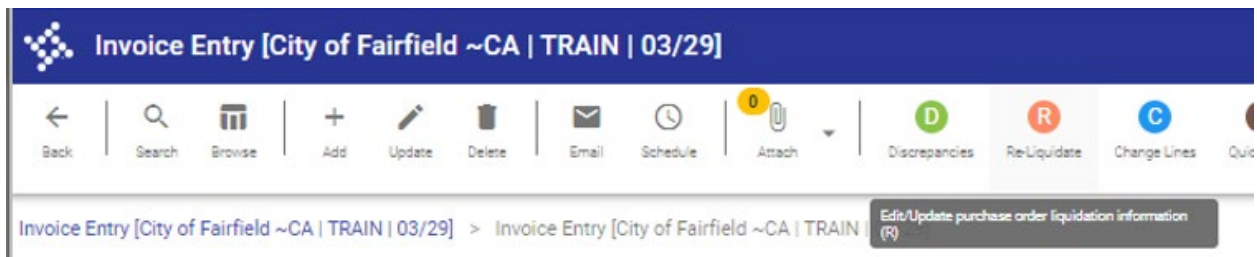
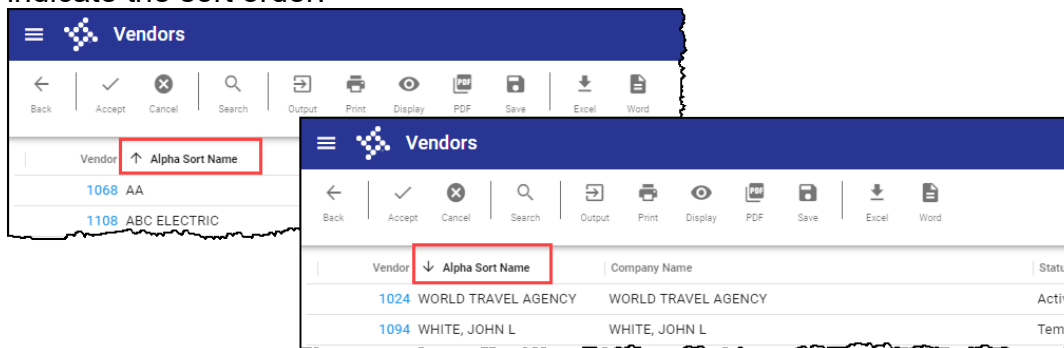


Table Headings

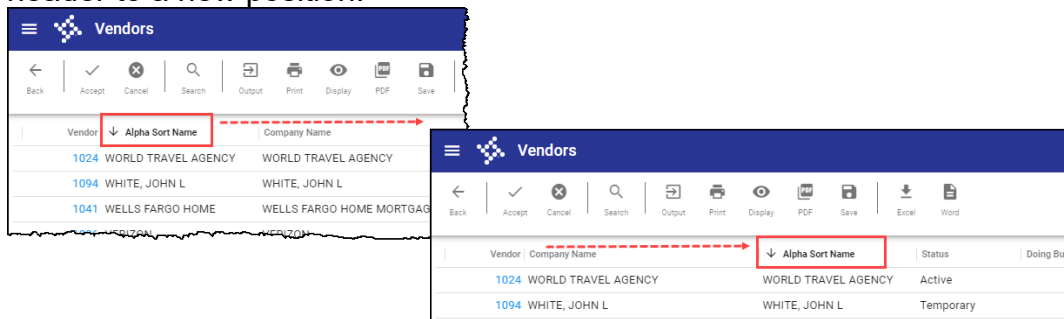
On browse screens and in other instances where Munis provides information in a table format, the column headers for tables include column display and sort order options. To define the columns, right-click in the column headings row to display a list of available columns. Select or clear check boxes to add or remove items from the display, or use the options provided to reset the entire table.

Vendor	Alpha Sort Name	Company Name	Status	Doing Business As
1854	BELKORP AG LLC	BELKORP AG LLC	Active	<input checked="" type="checkbox"/>
1705	BELK REBECCA	BELK REBECCA	Active	<input checked="" type="checkbox"/>
3800	BELDEN DOUG & CARISSA	BELDEN DOUG & CARISSA	Active	<input checked="" type="checkbox"/>
1655	BELCHER EHLE MEDINA	BELCHER EHLE MEDINA & ASSOC	Active	<input checked="" type="checkbox"/>
6528	BEKHIT HANNY KAISER	BEKHIT HANNY KAISER	Active	<input type="checkbox"/>
5252	BEINER FRED	BEINER FRED	Active	<input type="checkbox"/>
5032	BEIDLER MELODY	BEIDLER MELODY	Active	<input type="checkbox"/>
3639	BEI ELECTRICAL SERVI	BEI ELECTRICAL SERVICES	Active	<input checked="" type="checkbox"/>
5475	BEHDINYAN DEANNA	BEHDINYAN DEANNA	Active	<input type="checkbox"/>
4115	BEHAVIORAL ANALYSIS	BEHAVIORAL ANALYSIS TRAINING INC	Active	<input type="checkbox"/>
7240	BEELER TRACTOR CO	BEELER TRACTOR CO	Active	<input type="checkbox"/>
3998	BEEDLE JACOB	BEEDLE JACOB	Active	<input type="checkbox"/>
369	BEKWITH CARE	BEKWITH CARE	Active	<input type="checkbox"/>

- To change the sort order of a column, click the column header. Munis reorders the records and presents an up or down arrow next to the column name to indicate the sort order.



- To change the order in which the columns display, click and drag a column header to a new position.



Finding Records in Munis

There are several ways to find existing records in Munis programs. Most commonly, click **Search** on the toolbar, complete the available fields, and then click **Accept** to create an active set of records that match the search criteria. If you click Search, leave all the fields blank, and then click Accept, you create an active set of all records stored for that program.

For the most efficient search, be sure to complete the key or required fields on the screen. Key and required fields are identified by asterisks (*).

Using Wildcard Characters in Searches

Wildcard characters are symbols that refine your search criteria or provide a substitute for unknown values. Boxes where you can type characters or numerals accept wildcard characters. For example, in a name field, if you type “J” and use the asterisk (*) wildcard character, the program finds all names that begin with “J”.

The image displays three overlapping screenshots of the Munis Vendors program interface. The top screenshot shows the search toolbar with buttons for Back, Accept, Cancel, and Query. The middle screenshot shows the 'General Vendor Information' form with the 'Alpha * S*' search criteria entered in the search field, and the 'Browse' button highlighted in red. The bottom screenshot shows the resulting list of vendors.

Vendor	Company Name	Alpha Sort Name	Status	Doing Business
8004	STATE	STATE	Active	
1058	STARBUCKS COFFEE	STARBUCKS COFFEE	Temporary	
1013	STAPLES	STAPLES	Active	
1039	SPORTS SUPPLY GROUP INC	SPORTS SUPPLY	Active	
1097	SOGGY DOG DESIGN	SOGGY DOG DESIGN	Active	
8000	SOCIAL SECURITY ADMN	SOCIAL SECURITY ADMN	Active	

In this case, the program displays the first record in the active set of records matching the search criteria. Click **Browse** on the toolbar to view a list of all results.

In programs such as the Bank Codes program, enter “*Bank*” in a name field to find all records with the word “Bank” in the name. Using the asterisk before and after the word finds all banks, including those that begin with the word “Bank” (for example, Bank of America) and those that end with the word “Bank” (such as National Bank).

The greater than (>) and less than (<) symbols are often used in date boxes when you are trying to find records before or after a certain date. For example, to find all records that have been added to a program on or since January 1, 2005, type >=01/01/2005 in the date box.

The following table provides a list of wildcard characters and their descriptions.

Symbol	Description
=	is null Use to find records that have a NULL in a field.
= or ==	equal to Use to find records that are equal to the value typed in the box. For example, typing =ME in the State box finds records with a value of ME.
<	less than Use to find records with a value less than the data typed in the box. For example, typing <L finds data from A–K.
<=	less than or equal to Use to find records with a value less than or equal to the data typed in the box. For example, typing <=L finds data from A–L.
>	greater than Use to find records with a value greater than the data typed in the box. For example, typing >L finds data from M–Z.
>=	greater than or equal to Use to find records with a value greater than or equal to the data typed in the box. For example, typing >=L finds data from L–Z.
<> or !=	not equal Use to find records with values not equal to the data typed in the box. For example, typing <>1 finds all records where the value is not equal to 1.
<!	less than ASCII (33) Use to find records that have a space in a field.
: or ..	range Use to find records based on data between and including two limiting characters. For example, typing A:C finds Alabama, Bermuda, California. Typing a:c finds account, bank, credit.
	or Use to find records with this value or that value. For example, typing Cash Charge finds all records where the value equals Cash, if it exists, and all records where the value equals Charge, if it exists.
*	wildcard Use to find all records with the same sequential character string that begins, includes, or ends with an asterisk (*). For example, typing ARL* finds all records starting with ARL, such as ARLBERG, ARLINGTON, ARLON, and so on. Typing *H finds all records ending with H such as SMITH, WORTH, and so on.
?	single-character wildcard Use to find all records with the same sequential character string where only a single-character differs. For example, typing A?C finds all records where the value equals AAC, ABC, ACC, ADC, AEC, and so on.
[c]	a set of characters Use to find all codes, as follows: -Start with N or T: [NT]* -Start in lowercase: [a-z]* -Start in uppercase: [A-Z]* Use to find all two-character codes, as follows: -Start in lowercase: [a-z]? -Start in uppercase: [A-Z]?

