MUNIS – Miscellaneous Cash Receipt

Cheat Sheet

To Receipt in a Miscellaneous Payment

1. Open the Tyler Menu, then…
   a. **General Revenues**.
   b. **Payment Processing**.
   c. Select **Payment Entry**.
2. On the **Payment Entry** screen, click on **Add** in the MUNIS ribbon.
   a. Note the **Batch Number**.
   b. On Receipt Option, Select **1-INDIV ONLY**
   c. Click **Accept** in the MUNIS Ribbon.
3. Click on **More…** in the MUNIS Ribbon, and select **Misc Receipt**.
4. Click on **Add** in the MUNIS Ribbon.
5. Note the **Receipt** number.
6. Input your **Loc/Dept** and tab.
7. Tab to **Customer** and input if exists.
8. If no Customer number exists, tab to **Paid by** & replace *CUSTOMER* with the citizen's name or leave default, and tab.
9. Select proper **Charge Code** and tab.
10. On **Description**, use Default or adjust charge description, and tab.
11. Type in **Quantity** if needed, and tab.
12. Type in $$ received in **Price**, and tab.
13. Click on **Accept** in the MUNIS Ribbon.
14. Click on **Add Charge** in the MUNIS Ribbon and repeat steps 9-13. Repeat as needed.
15. Click on **Accept** in the MUNIS Ribbon a second time.
    a. Select Payment Method.
       i. **9 for Multiple Tender types** or **desired type** and Tab.
       ii. Input the various Tender types with the correct $$ amounts.
       iii. Return when complete.
    b. Complete remainder of screen as needed.
    c. Printer =TF Misc Receipt
    d. Click **Accept** when finished

To Print the Receipt

1. Open the Tyler Menu, then…
   a. **General Revenues**.
   b. **Payment Processing**.
   c. Select **Receipts**.
2. Click on **Search**.
3. Tab 4 times to **Receipt**, and input Receipt number.
4. Click **Accept**.
5. Click on the **Paper Clip** (Attach).
6. Double click on **MISC Receipt** or select the **View Documents** button on the bottom.
7. Select **Print** on PDF View (not on Documents Ribbon).
8. Click Close Viewer

When taking deposit to Treasurer:

1. Open the Tyler Menu, then…
   A. Locate desired batch and highlight
   B. Click **Accept** in the MUNIS Ribbon
   C. Click Settlement , enter amounts if desired
   D. Click PDF, then yes to print report
   E. Print, send to Treasurer
   F. Click Return
   G. Take printed report & money to Treasurer

When taking deposit to the Bank: Complete steps when taking to Treasurer

1. Click on **Output-Rel** in the MUNIS Ribbon.
   a. Click on Accept in the MUNIS Ribbon.
   b. Click Save & OK
   c. Click the YES button to release the batch.
   d. Input/Change the Deposit number to receive this batch, or your initials.
   e. Click OK.
2. Take money and report to the Bank.