



Tyler Enterprise Asset Maintenance, Munis Utility Billing, and Munis Revenues

Munis Major Enhancements 2021.4



Presenter Name

Presenter role (for example, Implementation Analyst)

Presentation Agenda

Munis Utility Billing

Munis Revenues—Accounts Receivable

Roles and Permissions

Planned Annual Continuing Education (PACE)

For each major enhancement, this presentation provides the Jira number, a brief purpose statement, and the estimated PACE training time. It also indicates whether the enhancement is based on a client suggestion. PACE is the Tyler Planned Annual Continuing Education (PACE) program that supports your organization with ongoing education designed to provide your staff with up-to-date training on new features and functions. For more information on PACE for Munis, contact your account representative. When reviewing PACE details, please keep in mind that sessions are scheduled in four-hour increments.

Tyler Enterprise Asset Management

Tyler Enterprise Asset Management

For Munis 2021.4, there are no significant enhancements for Tyler EAM. See the 2021.4 release notes on Tyler Deploy for descriptions of the general enhancements that were completed for this module.

Munis Utility Billing

Rate Codes, Calculate Charges, Bill Adjustments

Jira Number: MUN-422441

Purpose: To provide a rate code for use in issuing sewer volume credits for accounts with multiple condominium units.

Estimated PACE Training Time: Less than ½ day.

Description: Calculation code 55 – Condo Unit Volume Credit is available for use in the Rate Codes program.

Rates

Close Accept Cancel

Rates > ✎

Rates

Charge code * GZSEW ... VOLUME CREDIT

Rate code * STND ... STANDARD RATE CODE

Effective date * 01/01/2021

Calc code * 55 ... CONDO UNIT VOLUME CREDIT

Rate Codes, Calculate Charges, Bill Adjustments

This calculation code is intended for use when the service type of the rate is O - Based On Other. It allows organizations to issue sewer volume credits for accounts with multiple condominium units when the total consumption for units falls under an allotment of three times the number of condominium units.

Rate Codes, Calculate Charges, Bill Adjustments

For rates that use this calc code, the UOM field is automatically populated with 3, and the UOM Allowance field is populated with 3 as the Roles Tyler number of gallons per condominium unit.

The screenshot shows the 'Rates' configuration window in Tyler Technologies. The 'General' tab is active, and the 'Additional' section is expanded. The 'UOM' field is highlighted with a red box and contains the value '3'. The 'UOM allowance' field is also highlighted with a red box and contains the value '3'. Other fields include Charge code (GZSEW), Rate code (STND), Effective date (01/01/2021), and various processing options like 'S - SEWER' and 'O - SERVICE BASED ON OTHER'.

Rate Codes, Calculate Charges, Bill Adjustments

Calculation processes in the Calculate Charges and Bill Adjustments programs are updated to multiply the number of condominium units by the allowed usage from the rate and then subtract the billed usage from the water service. For amounts greater than zero, the difference is divided by the unit of measure value from the rate. The results are rounded down to the nearest whole number and multiplied by the rate from the rate table.

Account Event History, Lien Release Process

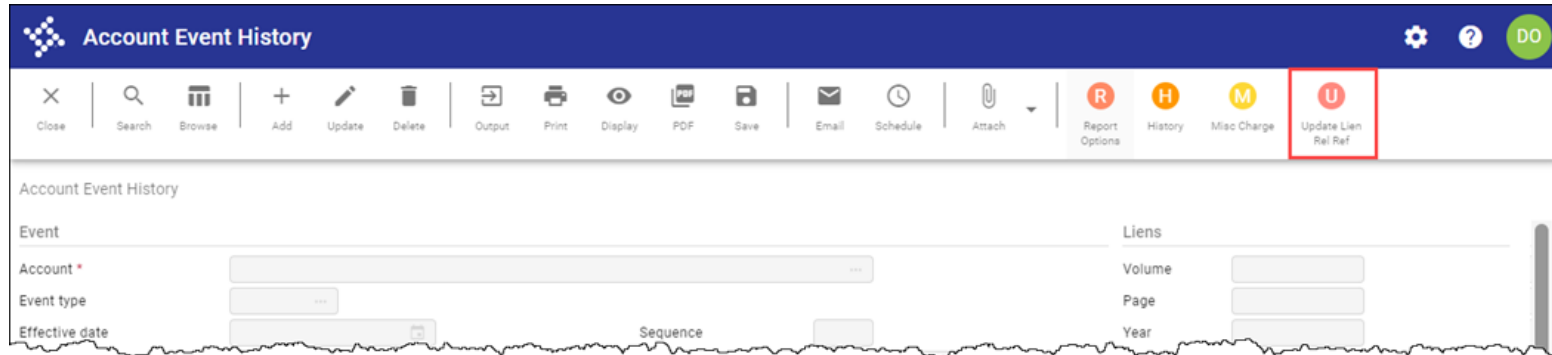
Jira Number: MUN-422760

Purpose: To provide a means of updating multiple lien release references at once.

Client Suggestion: Yes

Estimated PACE Training Time: Less than ½ day.

Description: The toolbar in the Account Event History program includes the Update Lien Release Reference option, which updates multiple lien release references at once based on lien release date.



Event History, Lien Release Process

Selecting this option opens the Update Release Lien Reference screen.

Account Event History - Update Lien Release Reference

Back | Define | Process

Account Event History > Account Event History - Update Lien Release Reference

Processing options

Lien release date

New release reference

Define processing options

Event History, Lien Release Process

In the Define step of the process, you can enter a new lien release date and lien release reference. The Process step searches for Transfer Delinquent to Tax (TDT) event records with a lien release date matching the defined date, and updates each record found with the defined lien release value. The program creates standard audit history for each record updated.

Munis Revenues—Accounts Receivable

Miscellaneous Receipts, Tyler Payments

Jira Number: MUN-421931

Purpose: To integrate Munis Miscellaneous Receipts with Tyler Payment processing.

Estimated PACE Training Time: Less than ½ day.

Description: When Tyler Payments is configured for your organization, you can collect and process miscellaneous receipt payments through Munis payment processing.

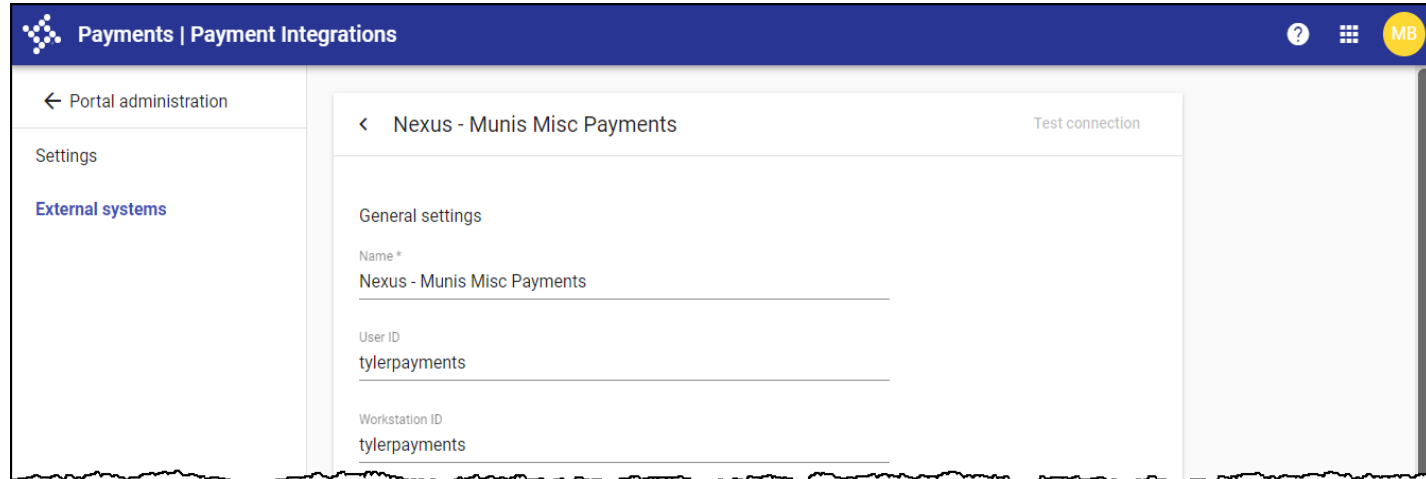
Miscellaneous Receipts, Tyler Payments

For the integration, the Use for External System checkbox in the Munis Charge Codes program must be selected for those charge codes associated with the payments.

The screenshot displays the 'Charge Codes' application window. At the top, there is a navigation bar with 'Close', 'Accept', 'Cancel', and four 'Rate Table' buttons, followed by an 'Interest Rate Table' button. Below this, the 'Charge Code' section shows 'Year: 2021', 'Code: ANIMAL', and 'Category: 2 - MISC CASH RECEIPTS'. The 'General' tab is active, showing 'General Information' and 'Additional Attributes'. In the 'General Information' section, the 'AR code' is 'AL ANIMAL LICENSES', 'Activity' is 'PRIN - PRINCIPAL', 'Group' is empty, 'Description 1' is 'ANIMAL LICENSES', 'Description 2' is empty, and 'Short description' is 'ANIMAL LIC'. The 'Rate Information' section shows 'Calculation code' as '2 FIXED AMOUNT FROM CHARGE CODE', 'Amount' as '50.000000', 'Minimum Amount' as '0.00', and 'Maximum Amount' as '0.00'. In the 'Additional Attributes' section, the 'Active' checkbox is checked, and the 'Use for external system' checkbox is highlighted with a red border. Other attributes like 'Payment order', 'Project Strings apply', 'Vendor code', 'Tag type', 'Expiration month', 'Available for Citizen Self Service', 'Use for Citizen Self Service convenience fee', 'Subject to sales tax', and 'Available for AP Remittance' are all unchecked. The bottom of the window shows '10 of 80' and navigation arrows.

Miscellaneous Receipts, Tyler Payments

In Tyler Payments, there must be a link between Munis Miscellaneous Receipts and Tyler Payments. On the Payment Integrations page in Portal Administration, selecting External Systems provides the settings for defining this link.



The screenshot displays the 'Payments | Payment Integrations' section of the Tyler Payments portal. The left sidebar shows a navigation menu with 'Portal administration', 'Settings', and 'External systems' (highlighted in blue). The main content area is titled 'Nexus - Munis Misc Payments' and includes a 'Test connection' button. Under the 'General settings' section, the following fields are visible:

- Name *: Nexus - Munis Misc Payments
- User ID: tylerpayments
- Workstation ID: tylerpayments

Miscellaneous Receipts, Tyler Payments

Also in Portal Administration, selecting Search and Accounts Settings from the Tyler Payments sidebar options provides the Miscellaneous Payments option. Using the Add or Edit functions on this page, you can assign calculation methods, descriptions, and images for the payment type.

The screenshot displays the 'Payments | Search Administration' interface. The left sidebar contains navigation options: Portal administration, Account assistance, Blocked accounts, Billers, Payment form order, Miscellaneous payments (highlighted with a red arrow), and Bill types. The main content area is titled 'Miscellaneous payment forms (1)' and lists a single entry: 'City Cafe'. Below the entry name, it shows 'Amount: Calculated' and 'Remaining: Unlimited'. To the right of the entry is an 'Enabled' status indicator. Below the entry is a red-circled 'Add' button. To the right of the entry is a red-circled menu containing 'Edit' and 'Copy' options.

Miscellaneous Receipts, Tyler Payments

When you are adding or editing a payment form, the Payment Configuration tab of the Miscellaneous Payments option includes the Payment Type field that stores the Munis charge code associated with the payments.

The screenshot displays the Tyler Payments administration interface. The top navigation bar shows 'Payments | Search Administration' and a user profile 'MB'. The left sidebar contains navigation options: Portal administration, Account assistance, Blocked accounts, Billers, Payment form order, Miscellaneous payments (highlighted), and Bill types. The main content area is titled 'Miscellaneous Payment Form • City Cafe' and has three tabs: 'Payment form', 'Form design', and 'Payment configuration' (selected). Under 'Payment fees and rules', there are dropdowns for 'Misc payments external system*' (Munis Resident access) and 'Payment settings*' (Munis Resident access #2). A 'Post payments' toggle is turned off. The 'Payment type*' dropdown is highlighted with a red box and shows 'City Cafe'. Below it, a note says 'Select how these payments are reflected in the external system' with a '9/30' character count. The 'Payment notifications' section has a 'Recipients' field with a placeholder address and a note to 'Separate multiple addresses with a semicolon'. 'Cancel' and 'Save' buttons are at the bottom right.

Miscellaneous Receipts, Tyler Payments

When payment settings have been configured, your Munis users can use the Tyler Enterprise Payments interface to pay for miscellaneous receipt items. Once the payments are submitted, the Munis Payment Entry program includes them in your organization's standard payment processes.

Process Lockbox File

Jira Number: MUN-421885

Purpose: To manage overpayments when multiple bills are processed.

Estimated PACE Training Time: Less than ½ day.

Description: The Overpayment Processing functionality in the Process Lockbox File program is expanded to include overpayment rejection functionality when multiple bill payments are processed.

Process Lockbox File

If you have created a lockbox file for which the Overpayment Processing Method is set to Reject Payment but your lockbox file includes one or more payments that are greater than the unpaid amount due (including any penalties or interest), the program rejects the overpayments and creates an error report. When you view the error report, the rejected payments are identified.

BATCH 00002031:ERROR REPORT						
LOCKBOX CO. NAME: lockbox						
IMPORT FILE: e:\munisapps\INT_DEV\import\import_arpmtimp.124						
A/R BATCH: 2031						
LOCKBOX BANK	BILL CD	A/R YEAR	CUSTOMER NUMBER	CUSTOMER NAME	PAYMENT ERROR AMOUNT	LCKBX FILE BATCH SEQUENCE
			20	123 COLLINS, MAURICE J & 21.77-1-17	4,082.80	Settings prevent payment for more than unpaid balance. 3

Process Lockbox File

The remaining payments in the file are successfully processed and are identified in the Payments Processed Report.

BATCH 00002031:PAYMENTS PROCESSED REPORT

LOCKBOX CO. NAME: lockbox
IMPORT FILE: e:\munisapps\INT_DEV\import\import_arpmtimp.124
A/R BATCH: 2031

BILL YEAR	BILL NUMBER	BILL TYPE	CUSTOMER NUMBER	CUSTOMER NAME	PROPERTY CODE	(B) ILL (A) CCT	PAYMENT DATE	PAYMENT AMOUNT	LKBOX BATCH	LKBOX BANK
			122	CARPENTIER, DONALD W & 50 ALBANY MECHANICAL SERVIC	32.36-3-7 32.44-2-1.2	A A	10/29/2021 12/31/2020	8223.67 10366.48		

TOTAL NUMBER OF PAYMENTS: 2
TOTAL PAYMENT APPLIED: 18,590.15

Payment Entry

Jira Number: MUN-403160

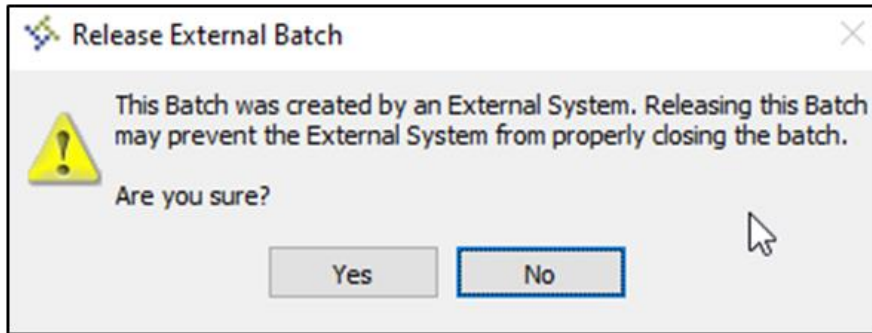
Purpose: To provide a batch closure verification reminder when releasing batches.

Estimated PACE Training Time: Less than ½ day.

Description: For payment batches collected outside of Munis (for example, payments collected using Tyler Cashiering) that are to be released in the Munis Payment Entry program, the program reminds you that the batches must be closed in the external system prior to being released in Munis.

Payment Entry

When you access the batch in Payment Entry and click Output-Rel, the program presents a reminder that the batch was created outside of Munis and you should verify that the batch is closed in the external system. The reminder message is triggered for receipt batches that have either an external batch ID or an external batch number value.



Clicking Yes releases the batch while clicking No cancels the action.

Roles and Permissions

Roles—Tyler EAM, Munis Utility Billing, Munis Revenues

There are no permission or role changes in the Munis Roles programs for Tyler EAM, Munis Utility Billing, or Munis Revenues.

Questions

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