2014

How to View Accounts and Attachments from Report Hyperlinks

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10/9/2014

Many Reports generated through Tyler/Munis include hyperlinks to the system for account, transaction and attachment inquiry purposed.

To view these details, simply click one of the hyperlinks that appear on your report.

(Similar to those shown below)

MONROE COUNTY, WISCONSIN

12/08/2014 12:01
8516each

Monroe County
EDCT MONTHLY COMMITTEE REPORT

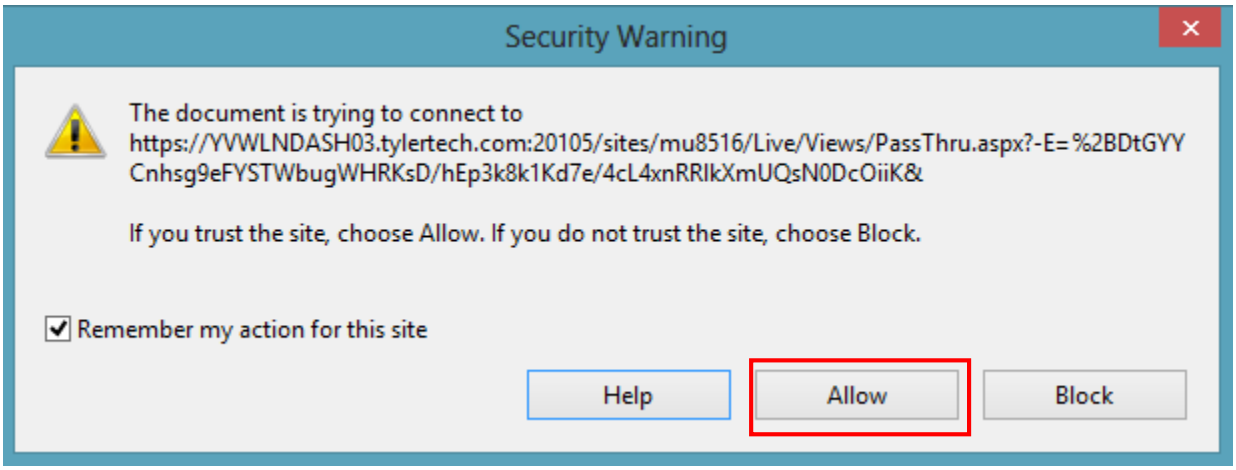
P 1
glytdbud

FOR 2014 11

JOURNAL DETAIL 2014 11 TO 2014 11

ACCOUNTS FOR: 1670 ECON DEV COMMERCE & TOURISM	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16700 TOURISM							
00000 UNDEFINED							
16700000 515700 EMP. EDUCATION & T	500	0	500	.00	.00	500.00	.0%
16700000 521340 CONTRACTED SERVICE	250	0	250	.00	.00	250.00	.0%
16700000 532100 MARKETING & PROMOT	1,000	0	1,000	630.00	.00	370.00	63.0%
16700000 532150 MONROE COUNTY BROC	3,030	0	3,030	2,670.00	.00	360.00	88.1%
16700000 532500 DUES	100	0	100	100.00	.00	.00	100.0%*
16700000 533010 CONFERENCE/SEMINAR	800	0	800	492.81	.00	307.19	61.6%
2014/11/000321 11/05/2014 API	455.05 VND 004659 PO 14001195 ARENA BERNADINE				WACVB TOURISM CONFERENCE		1000623
2014/11/000321 11/05/2014 API	37.76 VND 003650 PO 14001259 T&J HOSPITALITY				EDCT MEETING REFRESHMENTS		1000779
16700000 533200 MILEAGE	200	0	200	.00	.00	200.00	.0%

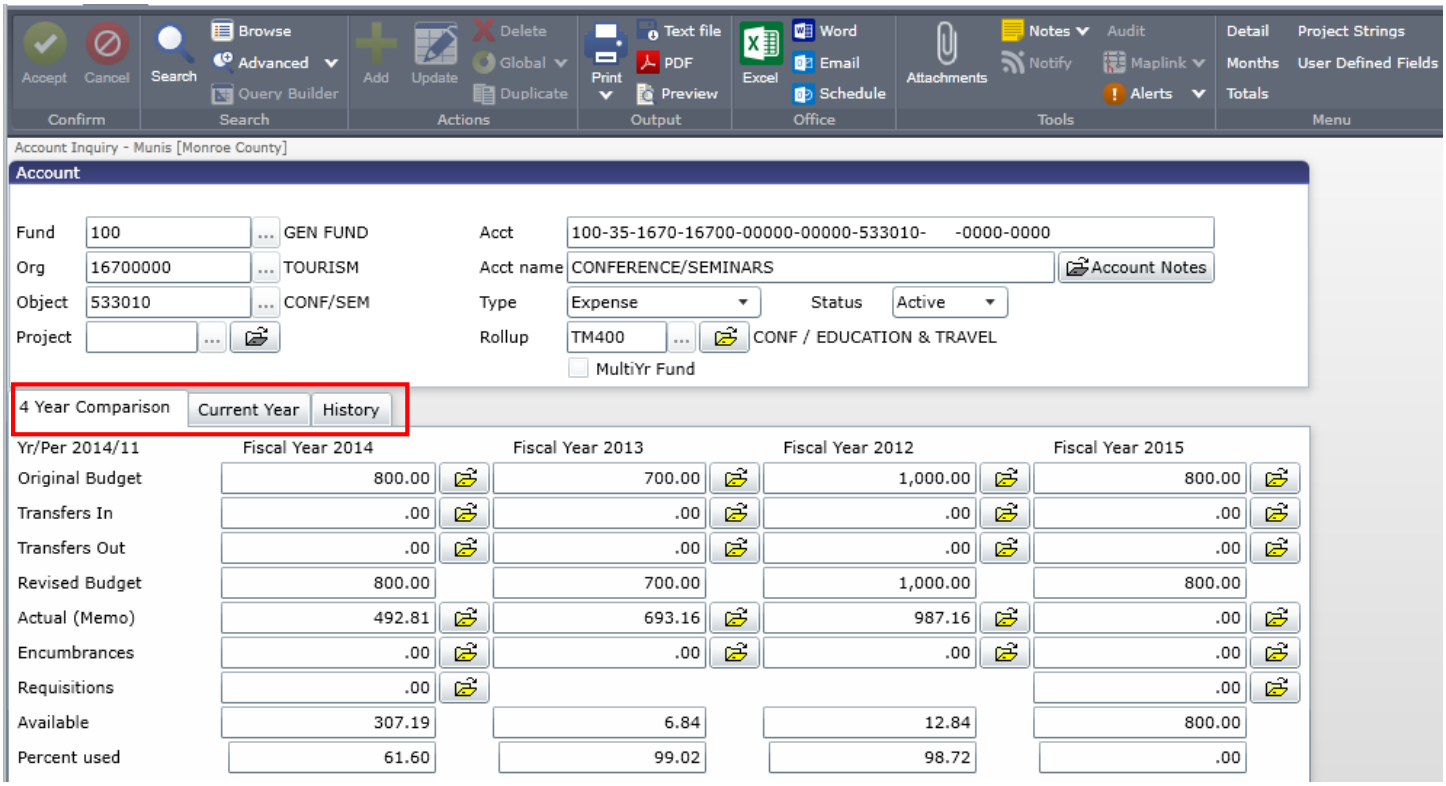
You may see a dialogue box similar to that shown below, if so, ☑ 'Remember my action for this site' and then click **Allow.**



If you click on the Account Number and Description hyperlink you will see a screen similar to that shown below.

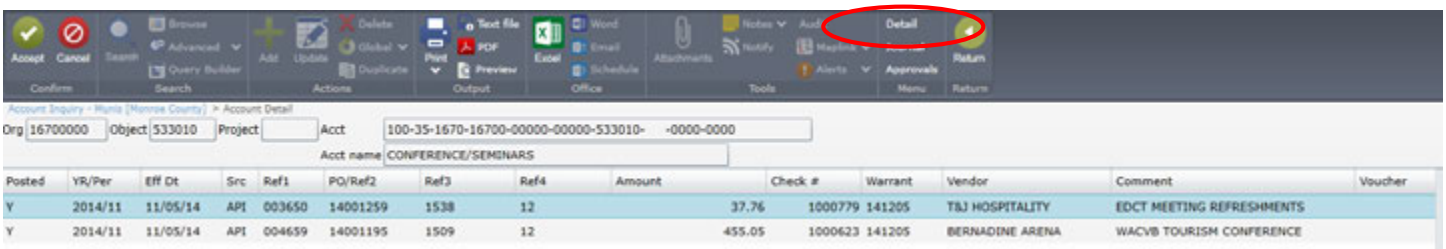
Here you can view Fiscal Year Comparisons, Current Year Activity, or History by clicking the tabs.

To view a list of Actual Transactions for this account you can click the yellow folder icon.



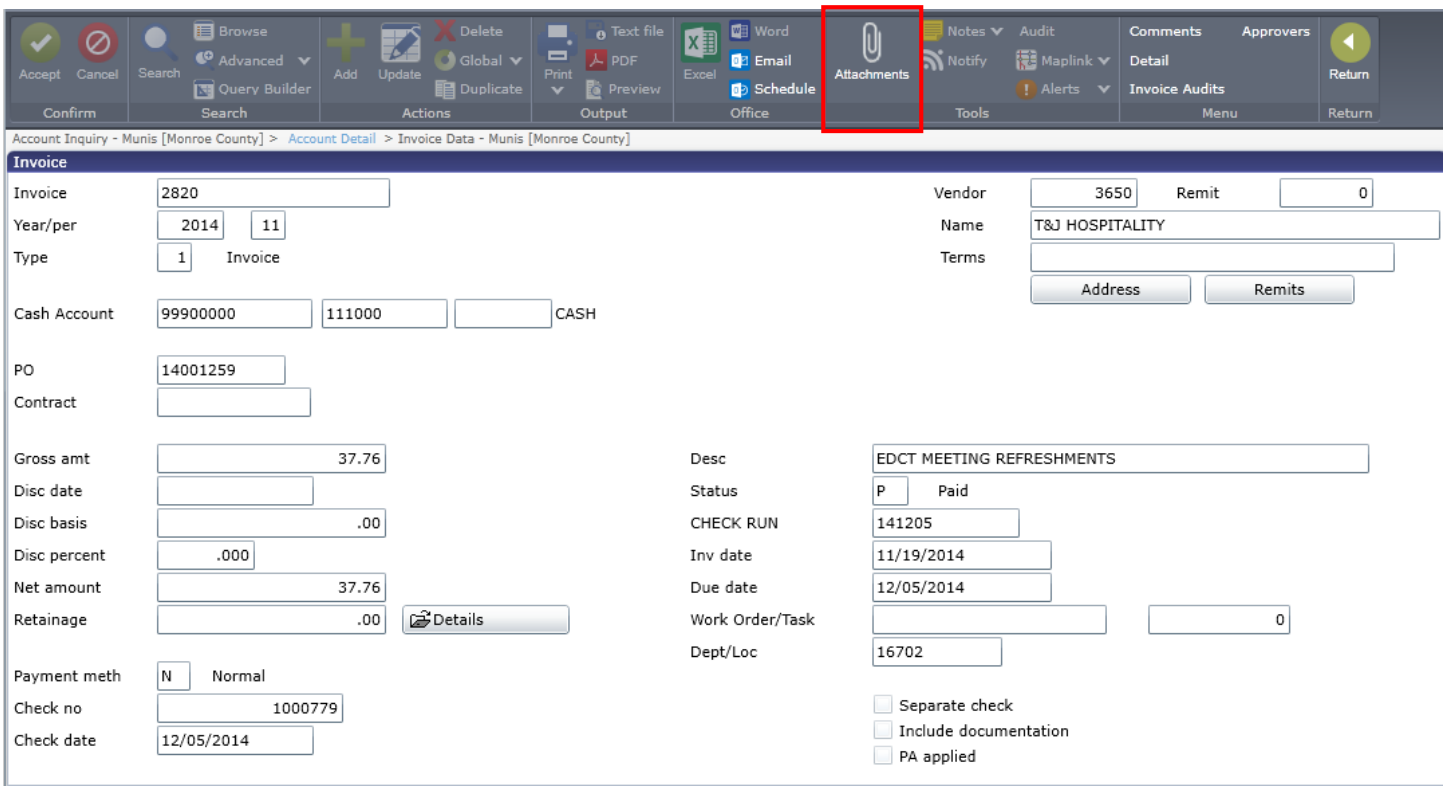
By clicking the yellow folder icon next to the Actual (Memo) field, a detailed transaction screen similar to that shown below will appear.

For further information, highlight a specific transaction and click **Detail** from your dashboard ribbon.

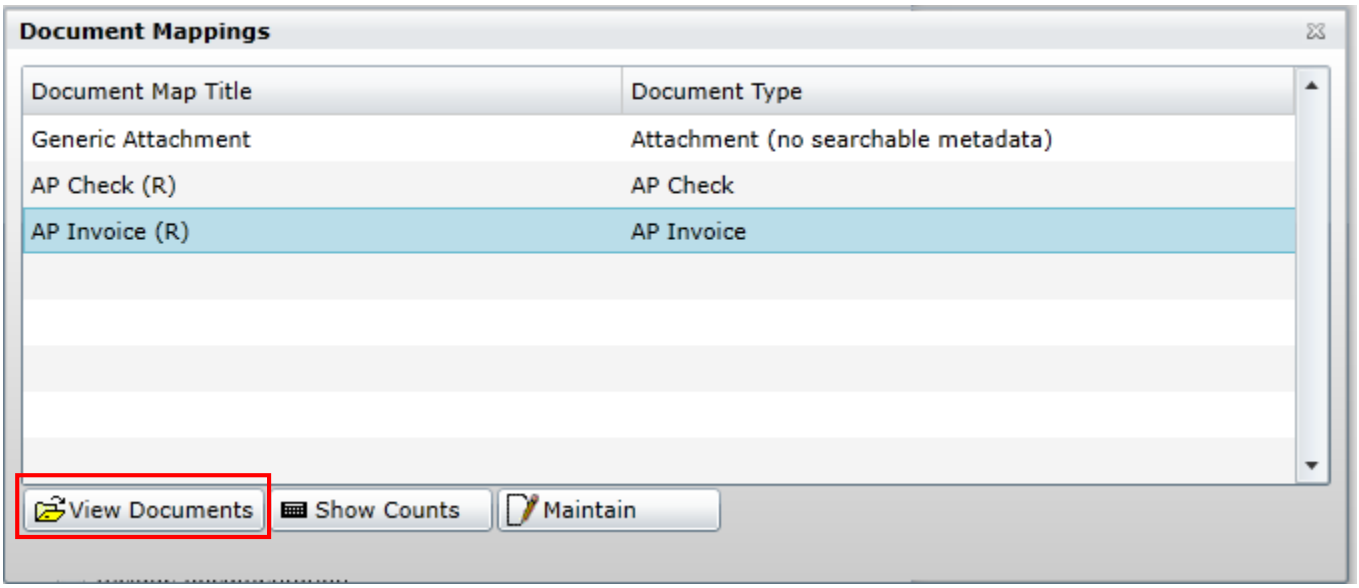


Your screen will appear similar to that shown below.

To view the documents associated with this transaction (i.e. PO, Invoice, Check) click the Attachments icon on your dashboard ribbon.

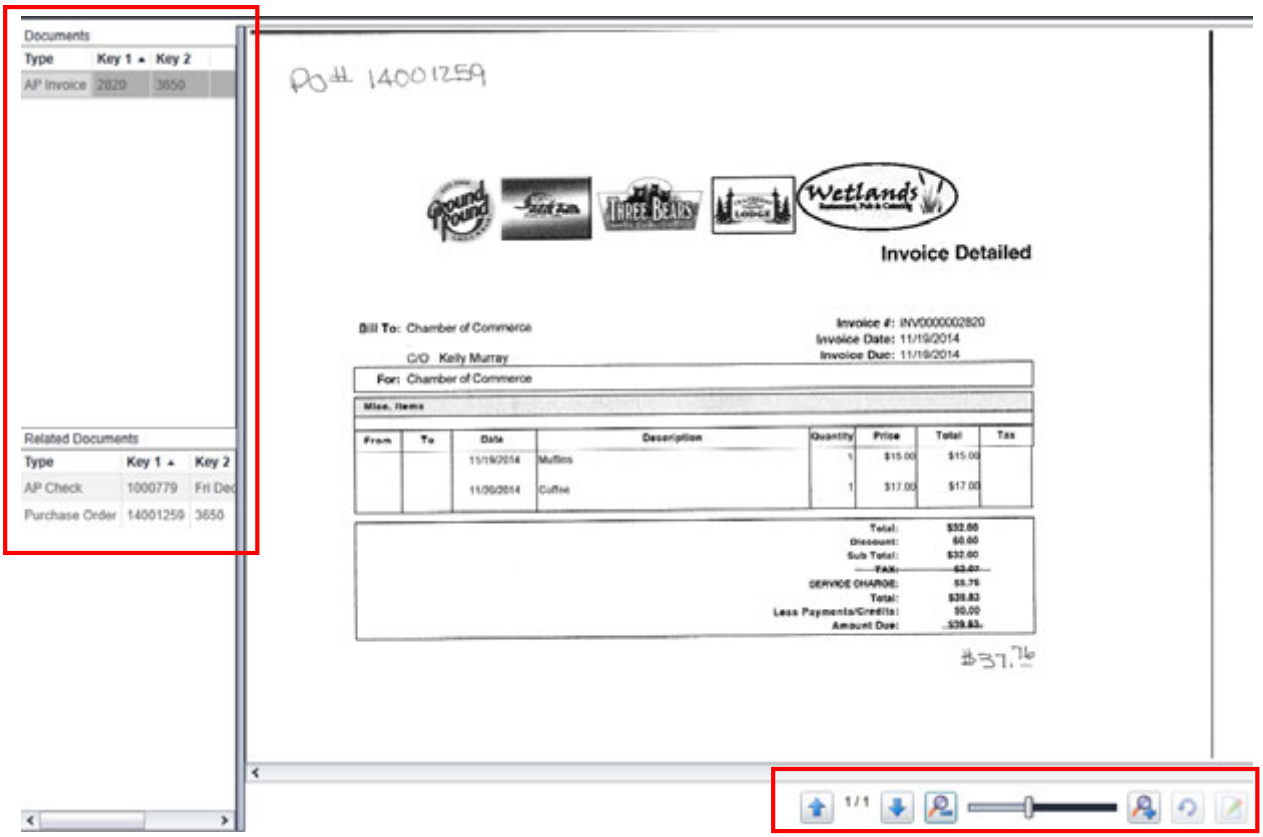


From the dialog box that appears, highlight the document type you would like to view, then click **View Documents**.



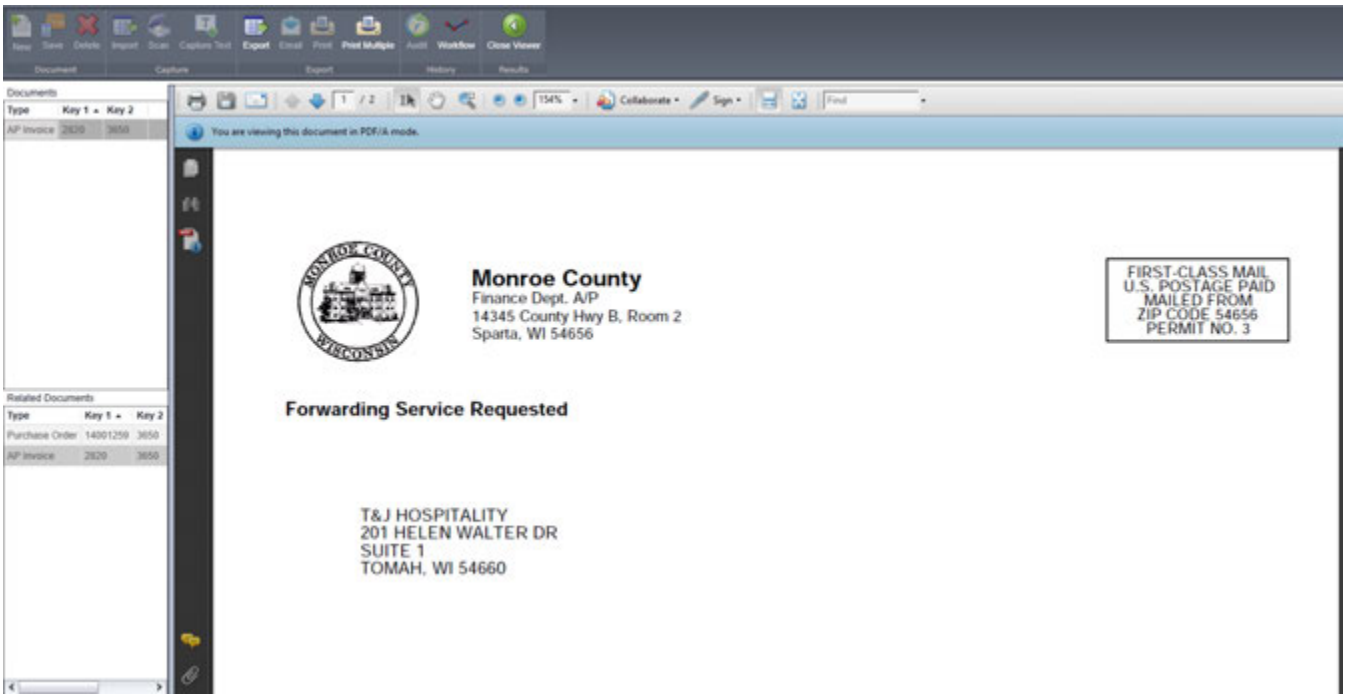
ON THE LEFT MARGIN, YOU MAY SEE INDICATED THE **AP INVOICE**, THE **PURCHASE ORDER** AND/OR THE **AP CHECK**.

YOU CAN CHANGE YOUR VIEW TO THOSE ATTACHMENTS BY CLICKING ON THEM.

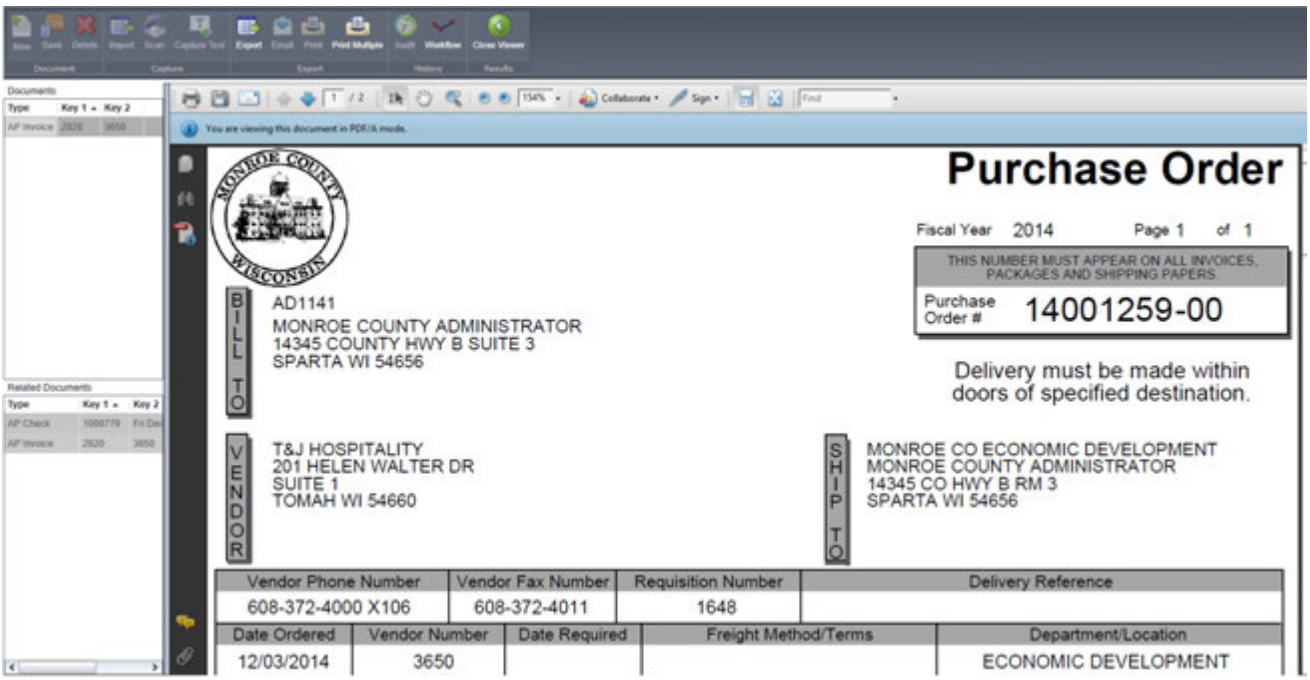


YOU CAN SCROLL THROUGH THE PAGES OF YOUR INVOICE DOCUMENT TO VIEW IT BY USING THE ARROWS.

AP CHECK VIEW:



PURCHASE ORDER VIEW:



Purchase Order

Fiscal Year 2014 Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS

Purchase Order # 14001259-00

Delivery must be made within doors of specified destination.

BILL TO
AD1141
MONROE COUNTY ADMINISTRATOR
14345 COUNTY HWY B SUITE 3
SPARTA WI 54656

VENDOR
T&J HOSPITALITY
201 HELEN WALTER DR
SUITE 1
TOMAH WI 54660

SHIP TO
MONROE CO ECONOMIC DEVELOPMENT
MONROE COUNTY ADMINISTRATOR
14345 CO HWY B RM 3
SPARTA WI 54656

Vendor Phone Number	Vendor Fax Number	Requisition Number	Delivery Reference
608-372-4000 X106	608-372-4011	1648	

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
12/03/2014	3650			ECONOMIC DEVELOPMENT

CLICK **CLOSE VIEWER**

TO EXIT VIEWING OF ATTACHMENTS.