

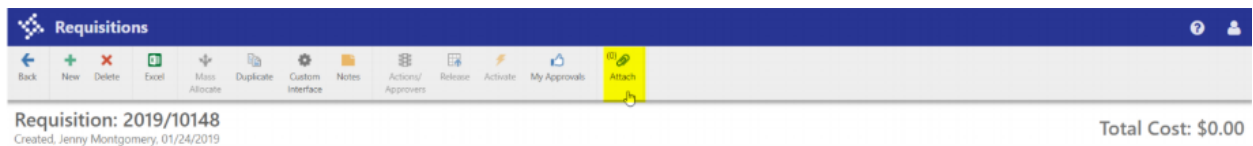
How to Attach and Print Documents In Munis

Munis uses Tyler Content Manager (TCM) to store documents associated with processes.

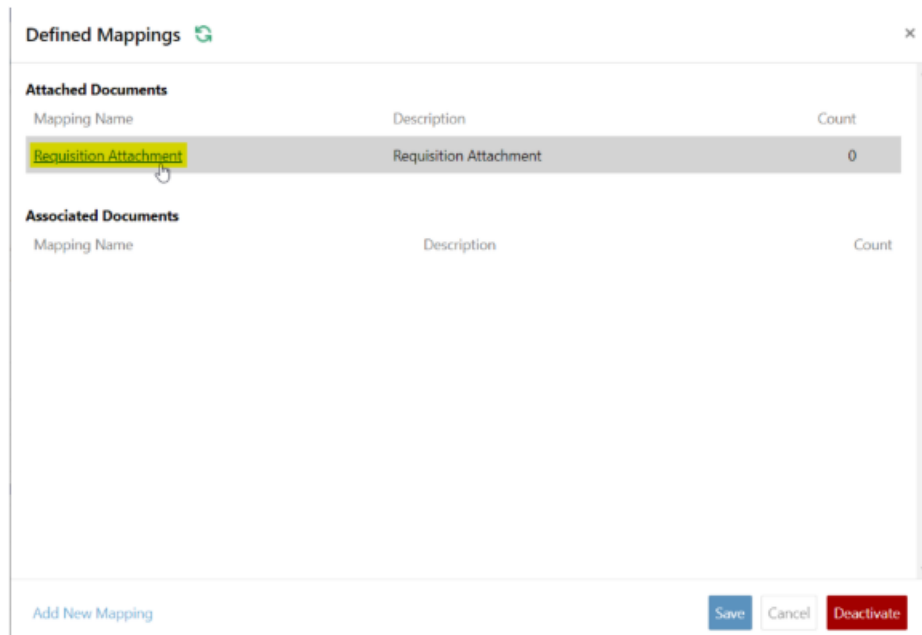
*You have the ability to attach or print from any screen that shows the blue paperclip.

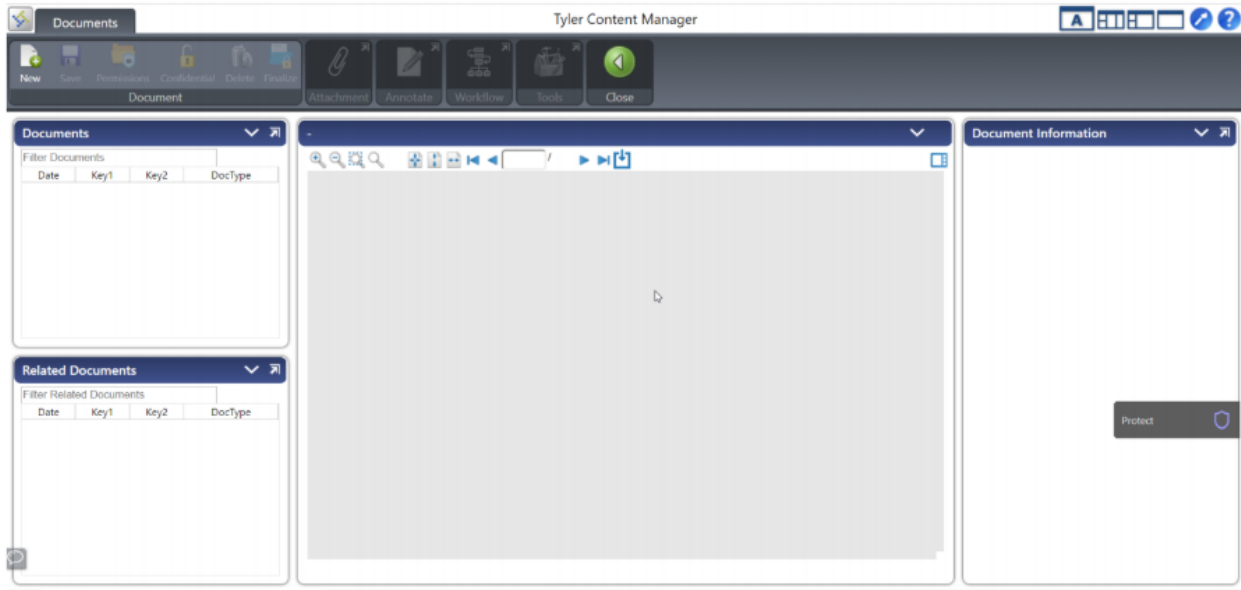
Method to Attach:

When you click on the blue paper clip you will see a window where you can choose what area to attach the document to. In this example we are attaching it to a Requisition.

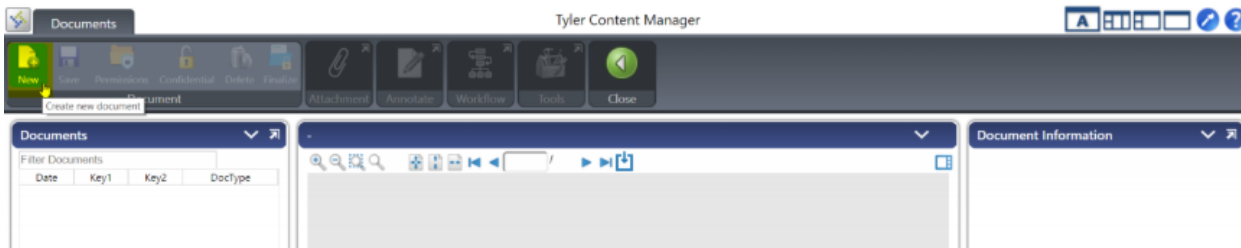


Click on the "Requisition Attachment" link

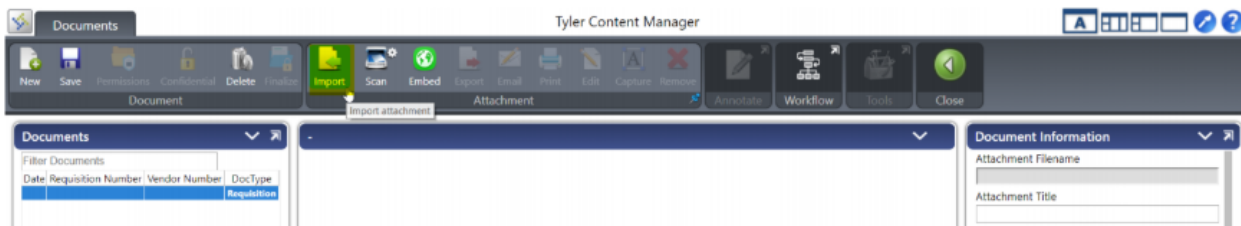




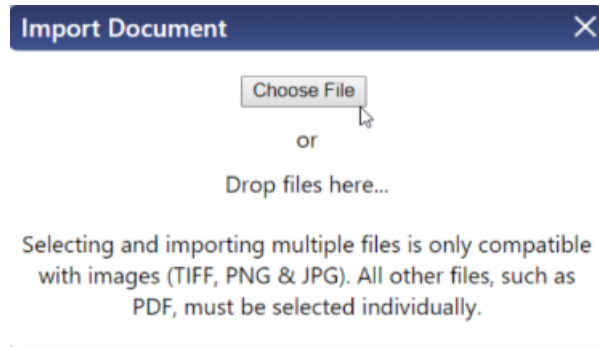
Click "New"



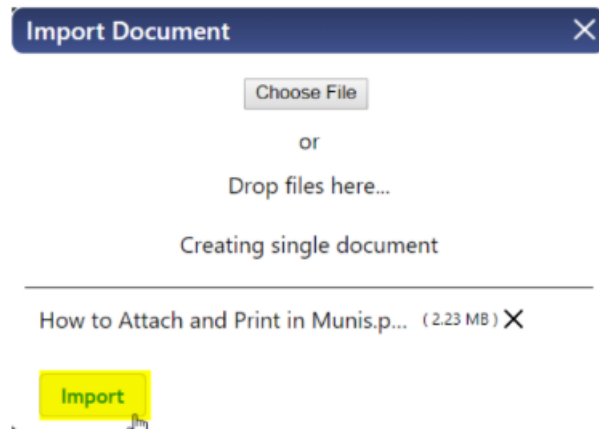
Click "Import"



Click on the "Choose File" button

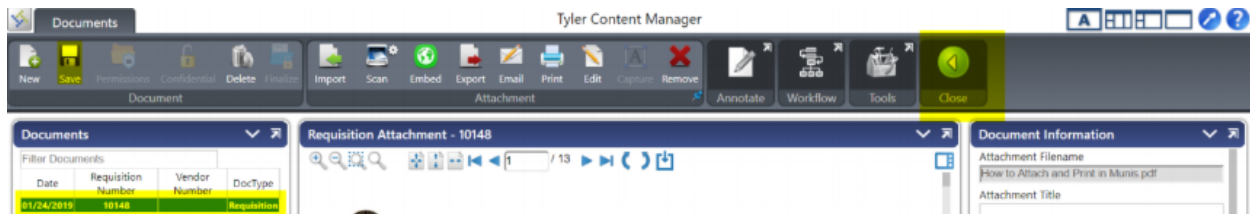


Locate in your saved files the document you would like to attach. Double click the file then click "Import".



Click "Save" then notice the document appearing under the Documents pane on the left. If you have additional documents to attach you will need to click "New" to start the whole process again.

*Make sure you click "New" before each attachment and "Save" after each one. Click "Close" to return to Munis.



You'll notice you have a number now by the paper clip signifying the number of documents attached.



Requisitions

Back New Delete Excel Mass Allocate Duplicate Custom Interface Notes Actions/ Approvals Release Activate My Approvals **11 Attach**

Requisition: 2019/10148
Created: Jenny Montgomery, 01/24/2019 Total Cost: \$0.00

Method to Print:

If there is a number by the blue paper clip this indicates the number of documents attached to this process. In this example we will be printing our Purchase Order.

Navigate to Purchase Order Central - "Apps" button → Tyler Menu → Financials → Purchasing → Purchase Order Inquiry and Reports → Purchase Order Central

Enter your PO number or do an Advanced Search for results. When you click on the PO you'll see a 1 by the blue paper clip.

Purchase Order Central PO #, Department Name or Vendor Name

Back Refresh Advanced Search My Searches Change Orders Excel Email **11 Attach**

180016 AMBIT SOLUTIONS, LLC
2019, Printed, Climbing Ropes

Activity (4)

Approvals (0)

Audit (2)

Notes (0)

PO Number: 180016
Ordered: \$874.75
Requisitions: 10067
Department: DATA PROCESSING

PO LINES AND LINE DETAILS INVOICES RECEIVING

▼ Totals

Ordered	874.75
Liquidated	0.00
Canceled	0.00
Balance	874.75

Line	Description	Change Order	Quantity	Quantity Invoiced	Unit Price	Ordered	Liquidated	Canceled	Balance
1	Climbing Ropes	No	25	0	34.99	874.75	0.00	0.00	874.75

Click the "Purchase Order" link to open TCM. Click "Attachment" for options.

Documents Tyler Content Manager

Attachment Annotate Workflow Tools Close

Documents

Date	PO Number	Number	DocType
01/22/2019	180016	362	PurchaseOrder

Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

Purchase Order - 180016 (Read-Only)

Purchase Order

Munis: mu5179r Version: 2017.1.12.0
Date: 01/22/2019 Time: 16:07
User: 5179jmo

Page: 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS. PACKING SLIP REQUIRED.

Purchase Order # **180016**

Delivery must be made within doors of specified destination.

Information Technology
Blount County Courthouse
337 Court Street
Maryville, TN 37804-5906
Email: ict@blountcountytn.gov
Phone: 865-273-5730

Contract Number	Vendor Phone Number	Requisition Number	Delivery Reference
	205-607-0500	10067	

Date Ordered	Vendor Number	Need By Date	Freight Method/Terms	Department/Location

Document Information

Attachment Filename: P0180016
Attachment Title:
Purchase... Audit
PO Number: 180016
Description:
Fiscal Year: 2019
Amount: \$674.75
Department: 52600
Date Ordered:

Click "Export". Verify PDF is chosen then "Export" again. Your PDF has now downloaded and can be opened from the bottom of your browser window.

Documents Tyler Content Manager

Export Scan Embed Export Email Print Edit Capture Remove Annotate Workflow Tools Close

Documents

Date	PO Number	Number	DocType
01/22/2019	180016	362	PurchaseOrder

Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

Purchase Order - 180016 (Read-Only)

Purchase Order

Munis: mu5179r Version: 2017.1.12.0
Date: 01/22/2019 Time: 16:07
User: 5179jmo

Page: 1 of 1

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Purchase Order # **180016**

Information Technology
Blount County Courthouse
337 Court Street
Maryville, TN 37804-5906
Email: ict@blountcountytn.gov
Phone: 865-273-5730

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Document Information

Attachment Filename: P0180016
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Purchase... Audit
PO Number: 180016
Description: