

March 20, 2017

To Tyler AP Users,

We are coming up on our 5 month anniversary of implementing the AP module in the Tyler software. Now that you are more proficient at entering the invoices, the Finance Dept. would like you to focus more on the object codes you are selecting. As you recall when we were setting up the chart of accounts, there were a few changes. Sometimes we added more objects so we would have more detail (i.e. office supplies) and in other cases we merged or eliminated some objects. At the beginning, Brian DeMoss sent you a chart of accounts for objects that you had primarily used in the past. As you have gone through the fiscal year, there may have been times when you bought something that you hadn't budgeted for and tried to code it within your original chart of accounts. We would like for you to code the purchase to the most relevant object code and this will bring consistency across departments. This will also help to bring more comparability when budgeting and help identify items that need to be insured or treated as a fixed asset.

Attached you will find the standard chart of accounts for the entire City, excluding the wages and benefit objects. If you look at the third column, you will notice it is laid out by Contractual Services, then Commodities (supplies), then Equipment & Capital Assets, then Debt Service and lastly Fines & Service Charges. We have highlighted items that most departments use and put examples for better clarity. The ones I want to bring to your attention specifically are:

1. Repairs and Maintenance Object 5410: Use this when you are paying a vendor for the repairs and maintenance service. If you are only buying a part that City staff will install, use a supply object that is relevant, such as 5600 Operating Supplies.
2. Computer Minor Equipment Object 5703: These would be items such as PCs, laptops, etc. If you are just buying a part, such as a hard drive, code that to Computer Components 5612, which is a supply.
3. In the past, all travel related to conference expenses, were coded to the same object. Please use the Conference Expense 5460 for registration fees and have Brian or me set up the travel expenses for airfare, motel, meals, etc. if needed. If you are not attending a conference, but just purchasing training materials, use object 5470.

You can overspend in these newly created budget lines as long as you stay within your total budget, excluding the wages and benefit objects.

If an invoice is not self-explanatory, please indicate what you are ultimately purchasing. I.T. related invoices can be difficult to interpret because there may be a lot of lines on the invoice, but it is all for 1 new computer, so just write "new computer for _____".

This information will be posted soon to the City intranet. There is also other Tyler software information at:

http://ci.marshalltown.ia.us/static/intranet/fin_menu.php

If you have any questions, please contact me at 641-754-5760 or dsteiner@ci.marshalltown.ia.us.

Thanks!



Diana Steiner

Finance Director