

**Commonwealth of the Northern Mariana Islands (CNMI)**

**Department of Finance**

**MUNIS IMPORTS  
STANDARD OPERATING  
PROCEDURES**



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## SECTION 1: PURPOSE

The purpose of this document is to outline the responsibilities of the Financial Services – Operations Section and to establish a clear, standardized process for importing financial records from a third-party system into Munis. This document applies to all staff within the Financial Services – Operations Section staff involved in performing financial data imports into Munis.

### Section 1.1 Definition and Acronym

- **Import Log** – A record or ledger used to document details of imported revenues. The log shall include, but is not limited to, the following information: fiscal year, account entry type (debit or credit), effective general ledger (G/L) date, JDE account numbers, and transaction description.
- **Import Journals** – This is a module within the Munis system that shall be utilized for all current and future journal imports from a third-party tool into Munis.
- **GEN – (General Ledger)** A core module in the Munis system used to record, maintain, and manage all financial transactions that affect the organization’s general ledger. This module includes account structures, journal entries, fiscal year controls, and reporting tools.
- **GNI – (General Journal Import)** A Munis process or import code used for loading general journal entries from external or third-party systems into the Munis General Ledger. This allows automated posting of financial activity without manually keying each transaction.
- **JDE system** – An Enterprise Resource Planning (ERP) system currently used by various divisions under the Department of Finance to process and manage accounting entries.

### Section 1.2 Effective Date

The Munis Import Policies and Procedures will take effect in Fiscal Year 2026, beginning **June 1, 2026**. The following requirements and activities will be implemented and enforced from that date forward.

## SECTION 2: POLICIES AND PROCEDURES

This section establishes the standardized, auditable process for importing financial records from the JDE system into the Munis ERP. It defines the required steps, controls, and documentation standards to ensure that all financial is accurately prepared, validated, transferred, and approved in accordance with Finance requirements. These procedures support timely month-end reporting, maintain the integrity of the general ledger, and ensure compliance with internal and external audit expectations.

### Section 2.1 Monthly Reporting and Data Availability

Financial reports from the JDE system are generated monthly during the first week of the following month. For example, the July 2025 report will be produced between August 4 and August 8, 2025. This schedule ensures:

- Sufficient time for the Treasury Division to complete all uploads
- Accurate reflection of all financial activity in the JDE reports
- Consistent availability of data for import into Munis

The exported JDE folder contains Excel files organized by transaction date. This structure supports effective monitoring, reconciliation, and audit review.

## Section 2.2 Account Cross-Reference and Error Resolution

Errors may occur on any account, such as JDE Account No. 1010.XXXXX. When an error is encountered during the import process:

1. The designated employee must use the **Munis Account Cross-Reference** function to identify the corresponding Munis Organization (Org) and Object codes.
2. If the account cannot be located, the system may display the message: *“Error: 1010.XXXX: Could not find account.”*
3. If the account is not listed in the Munis Cross-Reference Excel file – typically because it is newly created – the designated employee must notify the SOF team via email for further instructions.
4. No import may proceed until all account mapping issues are resolved.

## Section 2.3 System Access and Security Requirements

- Access to JDE is strictly limited to the designated employee assigned to this process.
- Only authorized staff may access the Munis Import Journals module.
- The Director of Financial Services serves as the approver for all imports.
- All imports are automatically routed through the established Munis workflow for review and approval.
- Staff must store all files in secure, approved locations and must not save financial data to personal devices or unapproved folders.

## Section 2.4 Standardized Import Procedures

All financial data transferred from JDE to Munis must be handled in a secure, accurate, and auditable manner. Staff must follow the steps below without deviation.

### 1. Access JDE System

- a. Log into the JDE system during the first week of each month.
- b. Select and prepare the **prior month’s journal records** for download.

### 2. Download and Prepare Records

- a. Export the required financial records from JDE (usually last month’s JDE journal)
- b. Save the downloaded file in the designated shared folder or secure location.
- c. Create a new Excel spreadsheet for each import file, organized by transaction date.
- d. Insert a column labeled **“D/C”** (Debit or Credit) to classify each entry.

- e. Remove all negative signs from the amounts, as the Munis template does not accept negative values.
- f. Confirm that totals match the JDE source data before proceeding.

### 3. Access Munis **Import Journals** Module

- a. Log into Munis.
- b. Navigate to the Import Journals Module.
- c. Confirm that system access is functioning properly before continuing.

### 4. Select Import Template

- a. Choose the Rev and Tax Import Template.
- b. Confirm that the selected template matches the type of financial data being imported.
- c. Verify that no unauthorized modifications have been made to the template.

### 5. Upload File

- a. Upload the prepared Excel spreadsheet (organized by date).
- b. Ensure that the file name follows the approved naming convention (*e.g., FY2026\_JDEImport\_July\_Day01.xlsx*)
- c. Confirm that the correct fiscal year and period are selected.

### 6. Validation

- a. Confirm that the import completed successfully.
- b. Review system-generated logs or reports for errors, warnings, or mismatched data.
- c. Validate that total in Munis match the JDE source file.
- d. If errors are identified, correct the data and re-import as needed.
- e. Document all errors and corrective action in the Import Log.

### 7. Documentation and Retention

- a. Record the date, type of data imported, and the responsible staff member in the **Import Log**.
- b. Retain copies of all imported files in the designated folder in accordance with the Records Retention Policy.
- c. Ensure that all supporting documentation (*e.g., error logs, corrected files*) is stored with the import package.

### 8. Approval Workflow

- a. All financial imports and related transactions are routed through the Munis workflow for review and approval by the Director of Financial Services
- b. No transactions are finalized until they have been reviewed and approved in accordance with this workflow.
- c. The approver must verify:
  - Accuracy of totals
  - Correct fiscal period

- Proper account mapping
- Completeness of documentation

## SECTION 3: RESPONSIBILITIES

This section defines the roles and responsibilities of all parties involved in the preparation, submission, import, validation, approval, and technical support of financial data transferred from the JDE system into Munis. Clear delineation of responsibilities ensures accountability, maintains data integrity, and supports compliance with Finance Division policies.

### Section 3.1 Departments and Agencies

Departments and agencies submitting financial data for import into Munis are responsible for:

- Preparing and reviewing all financial data prior to submission to Financial Services.
- Ensuring all entries net to zero and comply with established accounting standards.
- Verifying the accuracy of JDE account numbers, descriptions, and amounts before forwarding records.
- Obtaining Account Manager approval prior to submission.
- Responding promptly to inquiries from Financial Services regarding discrepancies or missing information.
- Maintaining internal documentation to support the entries submitted for import.

### Section 3.2 Financial Services – Operations Section (Designated Staff)

The designated Operations staff member is responsible for executing the monthly import process and ensuring the accuracy and completeness of all data transferred from JDE to Munis. Responsibilities include:

- Accessing JDE and downloading monthly financial records.
- Preparing, formatting, and validating Excel import files in accordance with the approved template.
- Ensuring all negative values are removed and debit/credit indicators are properly assigned.
- Using the **Account Cross-Reference** tool to verify correct Org/Object mapping.
- Identifying, documenting, and correcting errors prior to import.
- Initiating the import process in the Munis Import Journal module.
- Reviewing system-generated validation reports and resolving discrepancies.
- Updating the import log with all required information.
- Retaining all supporting documentation in the designated secure folder.
- Escalating unresolved issues to the SOF Team or OIT/Tyler Support as required.

### Section 3.3 SOF Team (Support for Account Mapping and Financial Oversight)

The SOF Team provides oversight and support for account mapping and financial structure alignment. Responsibilities include:

- Assisting with newly created or unmapped accounts not found in the Cross-Reference file.
- Providing guidance on proper Org/Object coding when discrepancies arise.
- Updating the Cross-Reference file as needed and communicating changes to Operations staff.
- Reviewing recurring account errors to identify systemic issues.
- Coordinating with OIT/Tyler Support when account-related system updates are required.

### Section 3.4 Office of Information Technology (OIT)/Tyler Support

OIT/Tyler Support is responsible for maintaining the technical infrastructure and tools required for successful imports. Responsibilities include:

- Creating, updating, and maintaining Munis import templates.
- Ensuring templates remain compatible with system updates and Finance Division requirements.
- Troubleshooting system errors, template issues, or import failures escalated by Operations staff.
- Supporting user access requests and ensuring proper permission levels.
- Coordinating with Tyler Technologies when system-level issues require vendor intervention.
- Documenting all system changes that affect the import process.

### Section 3.5 Director of Financial Services



The Director of Financial Services serves as the final reviewer and approver for all imported financial transactions. Responsibilities include:

- Reviewing all imported journal entries routed through the Munis workflow.
- Verifying the accuracy, completeness, and appropriateness of all imported data.
- Ensuring that all supporting documentation is attached and properly retained.
- Overseeing adherence to this SOP and ensuring staff follow required procedures.
- Conducting periodic reviews of import logs, templates, and workflow approvals to ensure internal control compliance.

## SECTION 4: REVISION/VERSION HISTORY

\*The JDE Imports Standard Operating Procedures will be periodically reviewed and updated to reflect changes in regulations or organizational requirements.

### Revision History

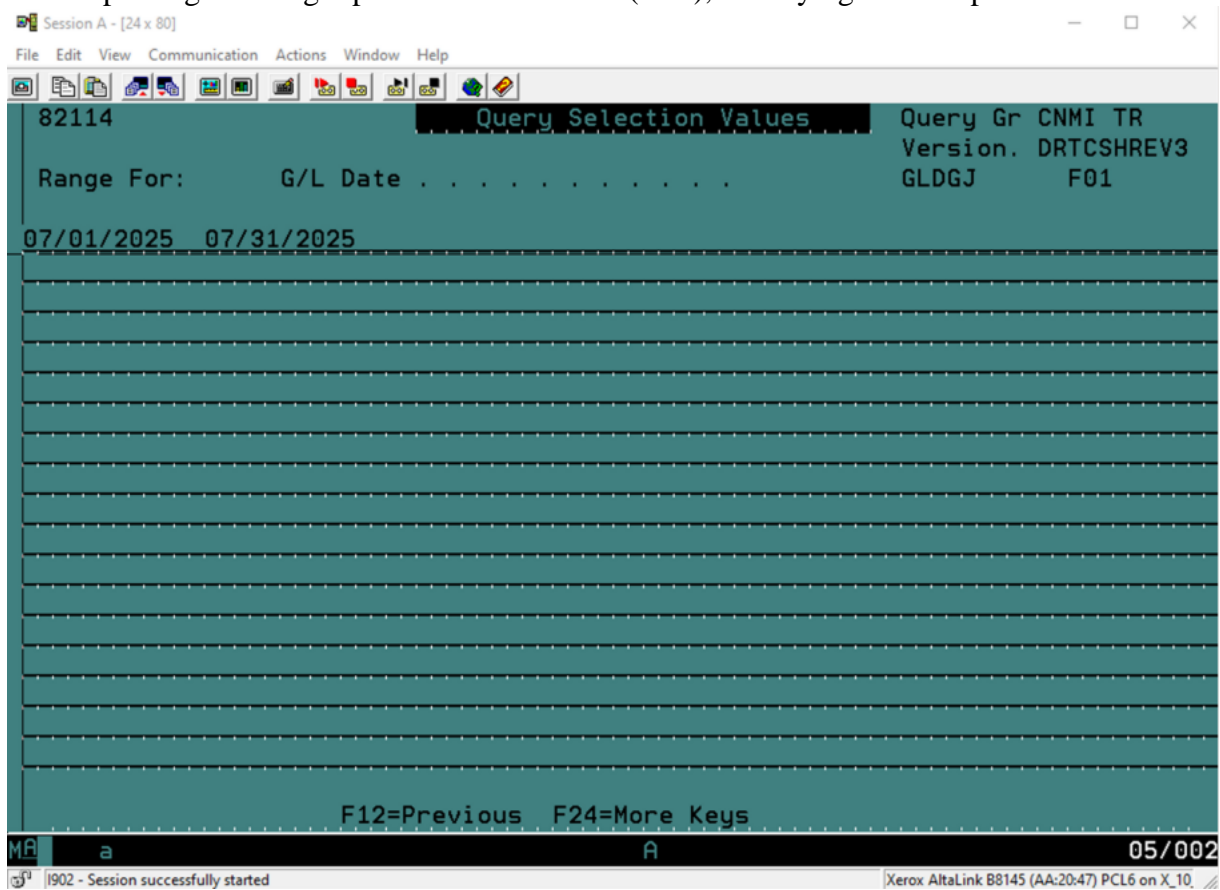
Originator:	Department of Finance, Financial Services - Operations Section
Effective Date:	June 1, 2026
Reviewed By:	Natalia Sablan, Acting Director of Financial Services
Reviewer Signature:	
Approved By:	Tracy B. Norita, Secretary of Finance
Approval Signature:	
Procedure Purpose:	The purpose of this procedure is to establish a clear, consistent, and auditable process for importing financial data from the JDE system into the Munis ERP. It ensures that all financial records are properly prepared, validated, and transferred in a manner that maintains data accuracy, supports timely financial reporting, and complies with Finance Division requirements. It also defines staff responsibilities, system access controls, documentation standards, and approval workflows to safeguard the integrity of financial information within Munis.

### Version History:

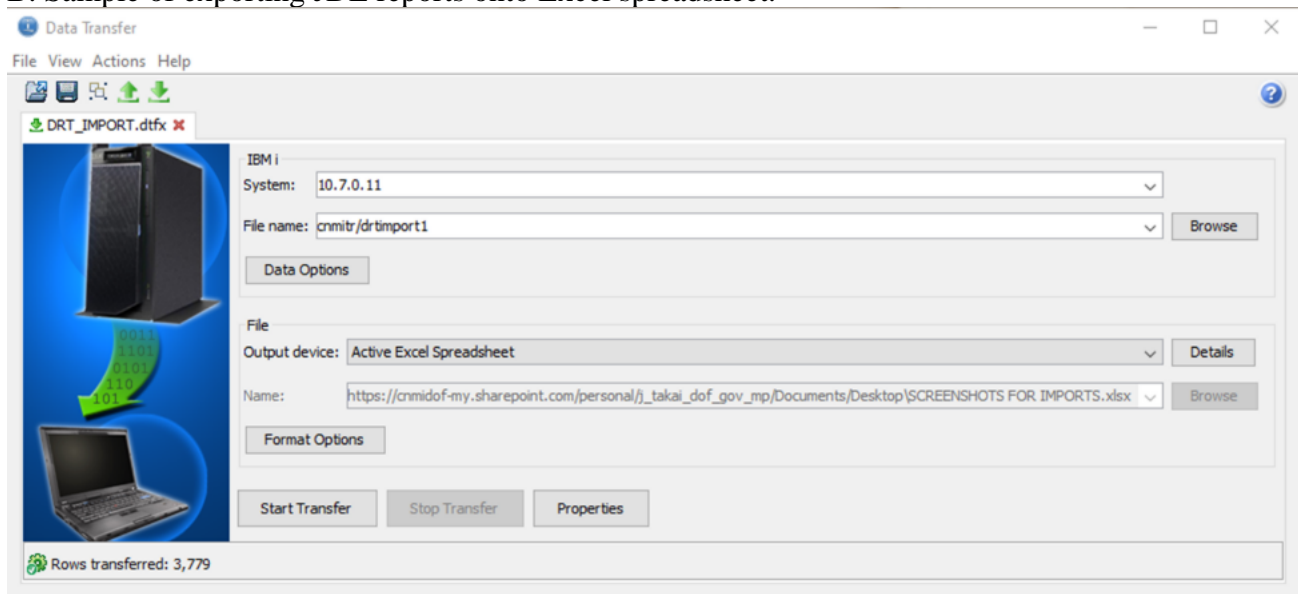
Version Number	Version Date	Description of Change	Point of Contact
<i>Version 1.0</i>	<i>06.01.26</i>	<i>Initial Release</i>	<i>SOF Office</i>

## SECTION 5: APPENDICES

A. Sample of generating reports on JD Edwards (JDE), modifying the date parameters.



B. Sample of exporting JDE reports onto Excel spreadsheet.



C. Once the data is exported, the resulting Excel spreadsheet reflects the raw, unedited report. This file should be saved under your directory as 'JULY 2025 REPORT' for reference and record-keeping.

FY	G/L	Batch	Bth	Explanation	AlplLT	Do	Document	Co	Business	Obj	Sub	Account Number	Amount	Explanation	Remark	Invoice	Number
24	06/30/25	1976987	G	LOC#0062 BCH#1165	AA	CR	358599	01010					90.51	063025 0062 CrCd DB Visa			
24	06/30/25	1976989	G	LOC#0065 BCH#932	AA	CR	358601	01010					199.74	063025 0065 CrCd DB Online			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					5657	063025 0201 CrCd DB Visa			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					8318.74	063025 0201 CrCd DB MasterC			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					367.99	063025 0041 CrCd DB Visa			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					6845.73	063025 0041 CrCd DB MasterC			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					948.78	063025 0042 CrCd DB Visa			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					278.12	063025 0042 CrCd DB MasterC			
24	06/30/25	1976993	G	LOC#0043 BCH#5000	AA	CR	358605	01010					232.38	063025 0043 CrCd DB Visa			
24	06/30/25	1976993	G	LOC#0043 BCH#5000	AA	CR	358605	01010					3658.44	063025 0043 CrCd DB MasterC			
24	06/30/25	1976982	G	LOC#0054 BCH#1413	AA	CR	358594	01010					4.87	063025 0054 Trnd DB Cash			
24	06/30/25	1976982	G	LOC#0054 BCH#1413	AA	CR	358594	01010					7.15	063025 0054 Trnd DB Check			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					1157.19	063025 0201 Trnd DB Cash			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					9472.98	063025 0201 Trnd DB Check			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					531.13	063025 0041 Trnd DB Cash			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					79316.96	063025 0041 Trnd DB Check			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					106.78	063025 0042 Trnd DB Cash			
24	06/30/25	1976993	G	LOC#0043 BCH#5000	AA	CR	358605	01010					103.8	063025 0043 Trnd DB Cash			
24	06/30/25	1976993	G	LOC#0043 BCH#5000	AA	CR	358605	01010					663.41	063025 0043 Trnd DB Check			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					-4406.92	063025 0201 Bus. Gross Reve			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					-2110.27	063025 0201 Bus. Gross Reve			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					-3292.23	063025 0201 Wages & Salary			
24	06/30/25	1976990	G	LOC#0201 BCH#13253	AA	CR	358602	01010					-5857	063025 0201 Wages & Salary			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-0.08	063025 0041 Cannabis Commod			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					-13.24	063025 0042 Cannabis Commod			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-1657.5	063025 0041 Tobacco			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					-18	063025 0042 Tobacco			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-307.31	063025 0041 Agricultural Go			
24	06/30/25	1976993	G	LOC#0043 BCH#5000	AA	CR	358605	01010					-3.22	063025 0043 Agricultural Go			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-3.92	063025 0041 Cosmetics			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-186.85	063025 0041 Prescription Dr			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-0.1	063025 0043 Prescription Dr			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-1.92	063025 0041 Prescription Dr			
24	06/30/25	1976992	G	LOC#0042 BCH#7519	AA	CR	358604	01010					-674.08	063025 0042 Prescription Dr			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-661.48	063025 0041 Construction Ma			
24	06/30/25	1976991	G	LOC#0041 BCH#5239	AA	CR	358603	01010					-491.36	063025 0041 Beer & Malt Bev			

D. Create a new Excel spreadsheet to begin editing the imported data. Copy and paste the relevant information from the 'JULY 2025 REPORT.' Next, insert a column immediately after the 'FY' column and label it 'D/C' to indicate debit or credit.

FY	D/C	AMOUNT	G/L DATE	JDE ACCT#	DESCRIPTION
24	C	399.78	07/04/25	3586050	LOC#0042 BCH#7525
24	C	114.30	07/04/25	3586050	LOC#0042 BCH#7524
24	C	53.00	07/04/25	3586050	LOC#0042 BCH#7525
24	C	38.03	07/04/25	3586050	LOC#0042 BCH#7525
24	C	9.60	07/04/25	3586050	LOC#0042 BCH#7524
24	C	6.77	07/04/25	3586050	LOC#0061 BCH#543
24	C	6.14	07/04/25	3586050	LOC#0061 BCH#543
24	C	2.64	07/04/25	3586050	LOC#0062 BCH#1169
24	C	1.96	07/04/25	3586050	LOC#0061 BCH#543
24	C	1.52	07/04/25	3586050	LOC#0061 BCH#543
24	C	1.51	07/04/25	3586050	LOC#0061 BCH#543
24	C	0.35	07/04/25	3586050	LOC#0042 BCH#7525
24	D	2.64	07/04/25	3586050	LOC#0062 BCH#1169
24	D	17.90	07/04/25	3586050	LOC#0061 BCH#543
24	D	57.45	07/04/25	3586050	LOC#0042 BCH#7525
24	D	123.90	07/04/25	3586050	LOC#0042 BCH#7524
24	D	149.54	07/04/25	3586050	LOC#0042 BCH#7525
24	D	284.17	07/04/25	3586050	LOC#0042 BCH#7525

E. Apply a filter to the dataset, then sort the 'Amount' column in ascending order, smallest to largest. This will organize the spreadsheet with credit values appearing at the top and debit values at the bottom.

1	FY	D/C	AMOUNT	G/L DATE	JDE ACCT#	DESCRIPTION
					520	LOC#0042 BCH#7525
					0	LOC#0042 BCH#7524
					0	LOC#0042 BCH#7525
					0	LOC#0042 BCH#7525
					0	LOC#0061 BCH#543
					0	LOC#0062 BCH#1169
					1	LOC#0042 BCH#7525
					0	LOC#0042 BCH#7525
					0	LOC#0061 BCH#543
					0	LOC#0062 BCH#1169
					0	LOC#0042 BCH#7525
					0	LOC#0061 BCH#543
					0	LOC#0042 BCH#7524
					0	LOC#0061 BCH#543
					0	LOC#0061 BCH#543
					0	LOC#0042 BCH#7524
					0	LOC#0042 BCH#7525
					5	LOC#0061 BCH#543

Filter menu options:

- Sort Smallest to Largest
- Sort Largest to Smallest
- Sort by Color
- Sheet View
- Clear Filter From "AMOUNT"
- Filter by Color
- Number Filters
  - (Select All)
  - 399.78
  - 114.30
  - 53.00
  - 38.03
  - 9.60
  - 6.77
  - 6.14
  - 2.64

F. In Column B, enter 'C' for all negative amounts to indicate credits, and 'D' for all positive amounts to indicate debits.

	A	B	C	D	E	F
1	FY	D/C	AMOUNT	G/L DATE	JDE ACCT#	DESCRIPTION
2	24	C	-399.78	07/04/25	100000050	LOC#0042 BCH#7525
3	24	C	-114.30	07/04/25	100000050	LOC#0042 BCH#7524
4	24	C	-53.00	07/04/25	100000050	LOC#0042 BCH#7525
5	24	C	-38.03	07/04/25	100000050	LOC#0042 BCH#7525
6	24	C	-9.60	07/04/25	100000050	LOC#0042 BCH#7524
7	24	C	-6.77	07/04/25	100000050	LOC#0061 BCH#543
8	24	C	-6.14	07/04/25	100000050	LOC#0061 BCH#543
9	24	C	-2.64	07/04/25	100000050	LOC#0062 BCH#1169
10	24	C	-1.96	07/04/25	100000050	LOC#0061 BCH#543
11	24	C	-1.52	07/04/25	100000050	LOC#0061 BCH#543
12	24	C	-1.51	07/04/25	100000050	LOC#0061 BCH#543
13	24	C	-0.35	07/04/25	100000050	LOC#0042 BCH#7525
14	24	D	2.64	07/04/25	100000050	LOC#0062 BCH#1169
15	24	D	17.90	07/04/25	100000050	LOC#0061 BCH#543
16	24	D	57.45	07/04/25	100000050	LOC#0042 BCH#7525
17	24	D	123.90	07/04/25	100000050	LOC#0042 BCH#7524
18	24	D	149.54	07/04/25	100000050	LOC#0042 BCH#7525
19	24	D	284.17	07/04/25	100000050	LOC#0042 BCH#7525

G. Insert a new column after Column C. In Column D, enter the formula previously shown in the referenced screenshot. **Formula\*** =ABS(C2)

	A	B	C	D	E	F	G
1	FY	D/C	AMOUNT		G/L DATE	JDE ACCT#	DESCRIPTION
2	24	C	-399.78	=ABS(C2)	07/04/25	100000050	LOC#0042 BCH#7525
3	24	C	-114.30		07/04/25	100000050	LOC#0042 BCH#7524
4	24	C	-53.00		07/04/25	100000050	LOC#0042 BCH#7525
5	24	C	-38.03		07/04/25	100000050	LOC#0042 BCH#7525
6	24	C	-9.60		07/04/25	100000050	LOC#0042 BCH#7524
7	24	C	-6.77		07/04/25	100000050	LOC#0061 BCH#543
8	24	C	-6.14		07/04/25	100000050	LOC#0061 BCH#543
9	24	C	-2.64		07/04/25	100000050	LOC#0062 BCH#1169
10	24	C	-1.96		07/04/25	100000050	LOC#0061 BCH#543
11	24	C	-1.52		07/04/25	100000050	LOC#0061 BCH#543
12	24	C	-1.51		07/04/25	100000050	LOC#0061 BCH#543
13	24	C	-0.35		07/04/25	100000050	LOC#0042 BCH#7525
14	24	D	2.64		07/04/25	100000050	LOC#0062 BCH#1169
15	24	D	17.90		07/04/25	100000050	LOC#0061 BCH#543
16	24	D	57.45		07/04/25	100000050	LOC#0042 BCH#7525
17	24	D	123.90		07/04/25	100000050	LOC#0042 BCH#7524
18	24	D	149.54		07/04/25	100000050	LOC#0042 BCH#7525
19	24	D	284.17		07/04/25	100000050	LOC#0042 BCH#7525

H. Hover over the green corner of the cell until the '+' (fill handle) appears, then double-click to automatically apply the formula to the remaining cells in Column D.

	A	B	C	D	E	F	G
1	FY	D/C	AMOUNT		G/L DATE	JDE ACCT#	DESCRIPTION
2	24	C	-399.78	=ABS(C2)	07/04/25		LOC#0042 BCH#7525
3	24	C	-114.30		07/04/25		LOC#0042 BCH#7524
4	24	C	-53.00		07/04/25		LOC#0042 BCH#7525
5	24	C	-38.03		07/04/25		LOC#0042 BCH#7525
6	24	C	-9.60		07/04/25		LOC#0042 BCH#7524
7	24	C	-6.77		07/04/25		LOC#0061 BCH#543
8	24	C	-6.14		07/04/25		LOC#0061 BCH#543
9	24	C	-2.64		07/04/25		LOC#0062 BCH#1169
10	24	C	-1.96		07/04/25		LOC#0061 BCH#543
11	24	C	-1.52		07/04/25		LOC#0061 BCH#543
12	24	C	-1.51		07/04/25		LOC#0061 BCH#543
13	24	C	-0.35		07/04/25		LOC#0042 BCH#7525
14	24	D	2.64		07/04/25		LOC#0062 BCH#1169
15	24	D	17.90		07/04/25		LOC#0061 BCH#543
16	24	D	57.45		07/04/25		LOC#0042 BCH#7525
17	24	D	123.90		07/04/25		LOC#0042 BCH#7524
18	24	D	149.54		07/04/25		LOC#0042 BCH#7525
19	24	D	284.17		07/04/25		LOC#0042 BCH#7525

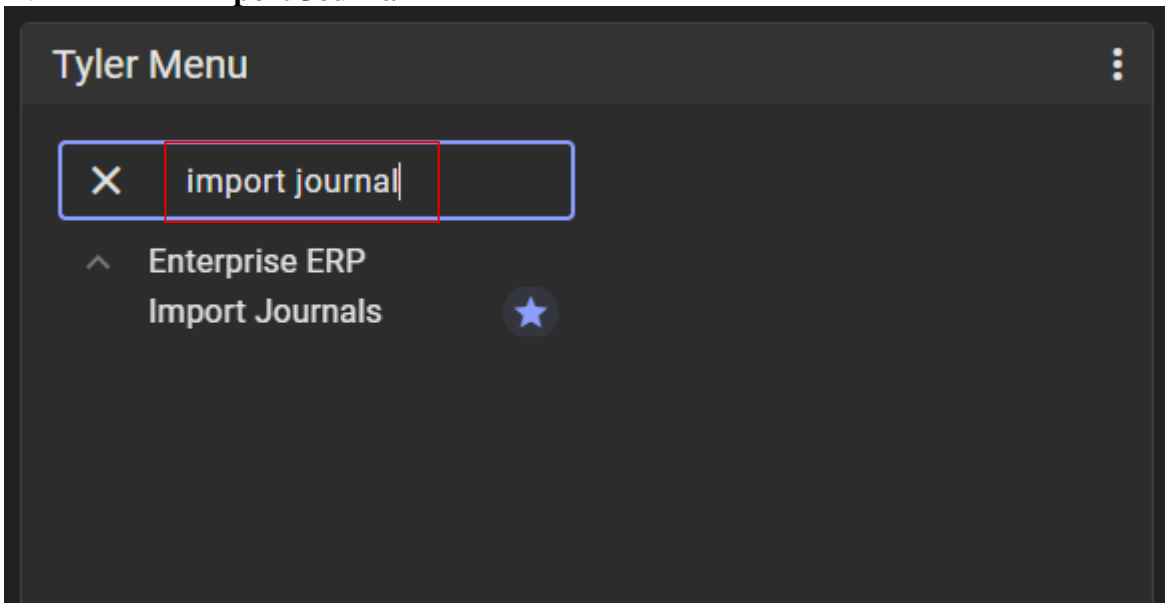
I. Copy the values from Column D and paste them into Column C using 'Paste Values' to remove the formula. Then, delete Column D. This step ensures the spreadsheet remains compatible with the template, as formulas may interfere with proper generation.

	C	D	E	F	G	H
1	OUNT		G/L DATE	JDE ACCT#	DESCRIPTION	
2	399.78	399.78	07/04/25		LOC#0042 BCH#7525	
3	114.30	114.30	07/04/25		LOC#0042 BCH#7524	
4	53.00	53.00	07/04/25		LOC#0042 BCH#7525	
5	38.03	38.03	07/04/25		LOC#0042 BCH#7525	
6	9.60	9.60	07/04/25		LOC#0042 BCH#7524	
7	6.77	6.77	07/04/25		LOC#0061 BCH#543	
8	6.14	6.14	07/04/25		LOC#0061 BCH#543	
9	2.64	2.64	07/04/25		LOC#0062 BCH#1169	
10	1.96	1.96	07/04/25		LOC#0061 BCH#543	
11	1.52	1.52	07/04/25		LOC#0061 BCH#543	
12	1.51	1.51	07/04/25		LOC#0061 BCH#543	
13	0.35	0.35	07/04/25		LOC#0042 BCH#7525	
14	2.64	2.64	07/04/25		OC#0062 BCH#1169	
15	17.90	17.90	07/04/25		OC#0061 BCH#543	
16	57.45	57.45	07/04/25		OC#0042 BCH#7525	
17	123.90	123.90	07/04/25		OC#0042 BCH#7524	
18	149.54	149.54	07/04/25		OC#0042 BCH#7525	
19	284.17	284.17	07/04/25		OC#0042 BCH#7525	
20						
21						
22						
23						
24						

J. Sample of Excel Spreadsheet edited to fulfill the import journal template.

	A	B	C	D	E	F
1	FY	D/C	AMOUNT	G/L DATE	JDE ACCT#	DESCRIPTION
2	24	C	399.78	07/04/25		LOC#0042 BCH#7525
3	24	C	114.30	07/04/25		LOC#0042 BCH#7524
4	24	C	53.00	07/04/25		LOC#0042 BCH#7525
5	24	C	38.03	07/04/25		LOC#0042 BCH#7525
6	24	C	9.60	07/04/25		LOC#0042 BCH#7524
7	24	C	6.77	07/04/25		LOC#0061 BCH#543
8	24	C	6.14	07/04/25		LOC#0061 BCH#543
9	24	C	2.64	07/04/25		LOC#0062 BCH#1169
10	24	C	1.96	07/04/25		LOC#0061 BCH#543
11	24	C	1.52	07/04/25		LOC#0061 BCH#543
12	24	C	1.51	07/04/25		LOC#0061 BCH#543
13	24	C	0.35	07/04/25		LOC#0042 BCH#7525
14	24	D	2.64	07/04/25		LOC#0062 BCH#1169
15	24	D	17.90	07/04/25		LOC#0061 BCH#543
16	24	D	57.45	07/04/25		LOC#0042 BCH#7525
17	24	D	123.90	07/04/25		LOC#0042 BCH#7524
18	24	D	149.54	07/04/25		LOC#0042 BCH#7525
19	24	D	284.17	07/04/25		LOC#0042 BCH#7525
20						
21						

K. Search for 'Import Journal'



L. Click on 'Define' to edit.

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close | Search | Output | Print | Display | Save | Excel | Custom Templates | D Define | Pre-Edit | Import

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Import Options**

Execute this import... \*

Import format \*  
 Generate

Skip budget check

Report over budget warnings

Report individual over budget accounts in rollups

Release after import

Import file \*

Skip first line

Remove import file

Insert a decimal point when missing

Import as interface

Effective date format

**Journal Information**

Fiscal year/period \*

Reference

Journal source \*  
 User-Defined

Effective date \*

Reference 3

Journal entity code \*

Short description \*

Budget amendment type

**Import Summary**

Year	Period	Journal	Source	Status	Short Description

M. Select correct template. Must use ‘**Template: Rev & Tax Import**’ Refer to the screenshot and ensure compliance with all check-marked selections.

**Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Close | Search | Output | Print | Display | Save | Excel | Custom Templates | Define | Pre-Edit | Import

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Import Options**

Execute this import... \*  
 Now

Import file \*  
 d:\musys\import\_prod\import\_glimptje.736

Import format \*  
 template: Rev & Tax Import Generate

Skip first line

Skip budget check

Remove import file

Report over budget warnings

Insert a decimal point when missing

Report individual over budget accounts in rollups

Import as interface

Release after import

Effective date format  
 MM/DD/YYYY

**Journal Information**

Fiscal year/period \*  
 Within Year/Period | 2026 | 2

Reference | Journal source \*  
 JCT | GNI | User-Defined

Effective date \*  
 Enter Effective Date | 11/10/2025

Reference 3 | Journal entity code \*  
 | 1

Short description \* | Budget amendment type  
 111025 TAX |

**Import Summary**

Year	Period	Journal	Source	Status	Short Description
------	--------	---------	--------	--------	-------------------

N. Journal Information sample.

1. **Fiscal year/period:** Select the year and period of G/L date on excel spreadsheet.

**Fiscal Year Period Codes:**

October: 1	January: 4	April: 7	July: 10
November: 2	February: 5	May: 8	August: 11
December: 3	March: 6	June: 9	September: 12

2. **Effective Date:** Select effective date of excel file.
3. **Reference:** Accountant initials
4. **Journal Source:** GNI
5. **Short Description:** Effective date; tax

O. Sample of uploading Excel file.

Select ‘**Local File**’ Drag the excel spreadsheet to the cut-out box where it says ‘**Drop file here or click to upload**’ Refer to the screenshot and ensure compliance with all check-marked selections.

P. Once the excel file is attached shown below in the green box, select ‘Accept’ It will bring you to User Defined Data page.

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Close Accept Cancel

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS] >

Import Options

Execute this import...  
Now

Import format \*  
Template: Rev & Tax Import Generate

Skip budget check  
Report over budget warnings  
Report individual over budget accounts in rollups  
Release after import

Import file \* Excel file (.xls, .xlsx)  
d:\munis\import\_prod\import\_glimptje.742 Local File

Skip first line  
Remove import file  
Insert a decimal point when missing  
Import as interface  
Effective date format  
MM/DD/YYYY

Journal Information

Fiscal year/period \*  
Within Year/Period 2026 2 NOV Reference JCT Journal source \* User-Defined  
Reference 3 GNI Journal entry code \*  
Enter Effective Date 11/10/2025  
Short description \* Budget amendment type  
111025 TAX

Import Summary

Year	Period	Journal	Source	Status	Short Description
Journal description (reference 4)					

Q. Select ‘Update’ to edit field value.

User Defined Data [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Back Search Update

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS] > User Defined Data [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Field Name	Required	Field Value	Code Desc
TYPE	<input checked="" type="checkbox"/>		

R. Sample of User Defined Data.

1. Select **'Finance'** as field value.
2. Once you select the field value, click **'Accept'**
3. Select **'Back'** to run pre-edit side.

**User Defined Data [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Back Accept Cancel Search Add Code

3 Import 2 COMMONWEALTH NORTHERN MARIANA ISLANDS > User Defined Data [COMMONWEALTH NORTHERN MARIANA ISLANDS] >

Field Name	Required	Field Value	Code Desc
TYPE	<input checked="" type="checkbox"/>	FINANCE	FINANCE

1

S. Select **'Pre-edit'** to run the excel file. This will tell if the excel file has any errors.

**Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Close Search Output Print Display Save Excel Custom Templates Define Pre-Edit Import

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Import Options**

Execute this import... \*  
Now

Import file \* Excel file (.xls, .xlw, .xlsx)  
d:\musys\import\_prod\import\_glimptje.742

Import format \*  
template: Rev & Tax Import Generate

Skip budget check

Remove import file

Report over budget warnings

Insert a decimal point when missing

Report individual over budget accounts in rollups

Import as interface

Release after import

Effective date format  
MM/DD/YYYY

**Journal Information**

Fiscal year/period \*  
Within Year/Period 2026 2 NOV Reference JCT Journal source \* GNI User-Defined

Effective date \*  
Enter Effective Date 11/10/2025 Reference 3 Journal entity code \* 1

Short description \* Budget amendment type  
111025 TAX

T. The bottom section of the screenshot will indicate whether the pre-edit was successful.

**Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Close | Search | Output | Print | Display | Save | Excel | Custom Templates | Define | Pre-Edit | Import

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Import Options**

Execute this import... \* Now

Import file \* Excel file (.xls, .xlw, .xlsx) d:\musys\import\_prod\import\_glimptje.742

Import format \* template: Rev & Tax Import Generate

Skip first line

Skip budget check

Remove import file

Report over budget warnings

Insert a decimal point when missing

Report individual over budget accounts in rollups

Import as interface

Release after import

Effective date format MM/DD/YYYY

**Journal Information**

Fiscal year/period \* Within Year/Period 2026 2 NOV JCT GNI User-Defined

Effective date \* Enter Effective Date 11/10/2025

Reference 3  Journal entity code \* 1

Short description \* 111025 TAX Budget amendment type

**Import Summary**

Year	Period	Journal	Source	Status	Short Description
------	--------	---------	--------	--------	-------------------

**Pre-Edit completed successfully.**

In some cases, a warning message may appear; however, you will still be able to proceed with the import.

**Pre-Edit completed with warnings.**

If an error appears, the output will automatically pop-up. Run it as a PDF to see what errors were picked up from the excel file.

**Output** [X]

**Output type**

- Munis printer
- Save
- PDF
- Display

Comment: Creates and opens a PDF document that can be printed from or saved to your PC.

**Report title**

JOURNAL IMPORT PRE-EDIT ERROR REPORT

**Output style**

- Presentation
- Plain Text

**Output options**

- Enable hyperlinks if present
- Copies: 1

Cancel OK

Sample of error findings as PDF. It must be corrected in the Excel file before re-running the import process.

**COMMONWEALTH NORTHERN MARIANA ISLANDS**



**JOURNAL IMPORT PRE-EDIT ERROR REPORT**

ERROR/WARNING	DESCRIPTION
ERROR	Row: 2 Cross-Reference Account: 3000.62500: could not find account.

\*\* END OF REPORT - Generated by Jovi C. Takai \*\*

U. Once the pre-edit is complete, select 'Import' to proceed.

**Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Close | Search | Output | Print | Display | Save | Excel | Custom Templates | Define | Pre-Edit | **Import**

Journal Imports [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Import Options**

Execute this import... \*  
 Now

Import file \* Excel file (.xls, .xlw, .xlsx)  
 d:\musys\import\_prod\import\_glimptje.742

Import format \*  
 template: Rev & Tax Import Generate

Skip first line

Skip budget check

Remove import file

Report over budget warnings

Insert a decimal point when missing

Report individual over budget accounts in rollups

Import as interface

Release after import

Effective date format  
 MM/DD/YYYY

**Journal Information**

Fiscal year/period \*  
 Within Year/Period | 2026 | 2 NOV

Reference  
 JCT

Journal source \*  
 GNI User-Defined

Effective date \*  
 Enter Effective Date | 11/10/2025

Reference 3

Journal entity code \*  
 1

Short description \*  
 111025 TAX

Budget amendment type

**Import Summary**

Year	Period	Journal	Source	Status	Short Description

Pre-Edit completed successfully.

## V. Sample of Output.

1. Select **'Save'**
2. Click the drop down arrow and select **'PDF'**
3. Click **'OK'** to close output.

**Output**

Output type

Munis printer

**Save** 1

PDF

Display

Save in: Munis spool directory

File name: glimptje000D

Save as type: **PDF (.pdf)** 2

Comment: Saves to a file retrievable from the Saved Reports program.  
You may accept the default or enter your own file name.

Report title: JOURNAL IMPORT REPORT

Output style

Presentation

Plain Text

Output options

Enable hyperlinks if present

Copies: 1

3

Cancel OK

W. Close journal import tab, go back to tyler menu and search for **'General Journal Entry/Proof.'** This section will allow you to attach supporting documents and release the journal import to the director of financial services for approval.

**Tyler Menu**

✕ GENERAL JOURNAL

Enterprise ERP

General Journal Entry/Proof ★

X. Click on 'Browse' to view all journals.

**General Journal Entry/Proof [COMMONWEALTH NORTHERN MARIANA ISLANDS]**

Close | Search | **Browse** | Add | Update | Output | Print | Display | PDF | Save | Excel | Email | Schedule

General Journal Entry/Proof [COMMONWEALTH NORTHERN MARIANA ISLANDS]

**Journal Information**

CLERK:

Effective date \*  Short description \*

Fiscal year \*  Journal reference

Period \*  Journal type

Journal  Budget year code

Source journal \*  Due to/Due from fund

Entity code \*  Reference 2

Auto reverse journal \*  Reference 3

Approval status

Y. Select 'Browse Own Journals' and click 'Accept' when done.

**Options**

Back | **Accept** | Cancel

2

General Journal Entry/Proof [COMMONWEALTH NORTHERN MARIANA ISLANDS] >

**Choose an option**

**Browse Own journals** 1

Browse All journals

Browse by Clerk

Clerk ID

Z. Select the journal, and click ‘Accept’ when done.

General Journal Entry/Proof [COMMONWEALTH NORTHERN MARIANA ISLANDS] > G/L Journal Browse

Record Number	Year	Pr	Jnl	Date	Clerk	Src	Aprv	Description	Total Debits	Total Credits
1	2026	2	8640	11/10/2025	j.takai	GNI	H	111025 TAX	105,253.94	104,480.75

AA. On this section, click on ‘Attach’ to open another tab that will allow you to upload attachments.

General Journal Entry/Proof [COMMONWEALTH NORTHERN MARIANA ISLANDS]

Journal Information

CLERK: Jovi C. Takai

Effective date \* 11/10/2025

Fiscal year \* 2026

Period \* 02 NOV

Journal 8640

Source journal \* GNI

Entity code \* 1

Auto reverse journal \* No

Short description \* 111025 TAX

Journal reference JCT

Journal type N

Budget year code 1

Due to/Due from fund 9999

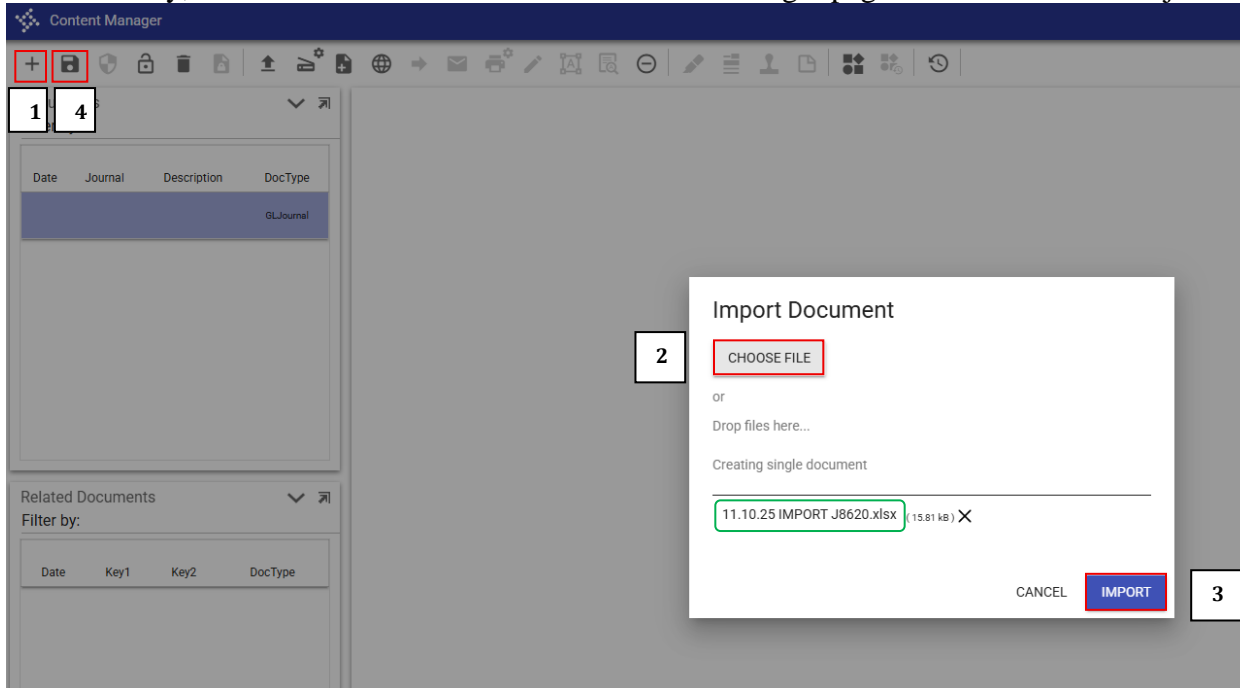
Reference 2

Reference 3

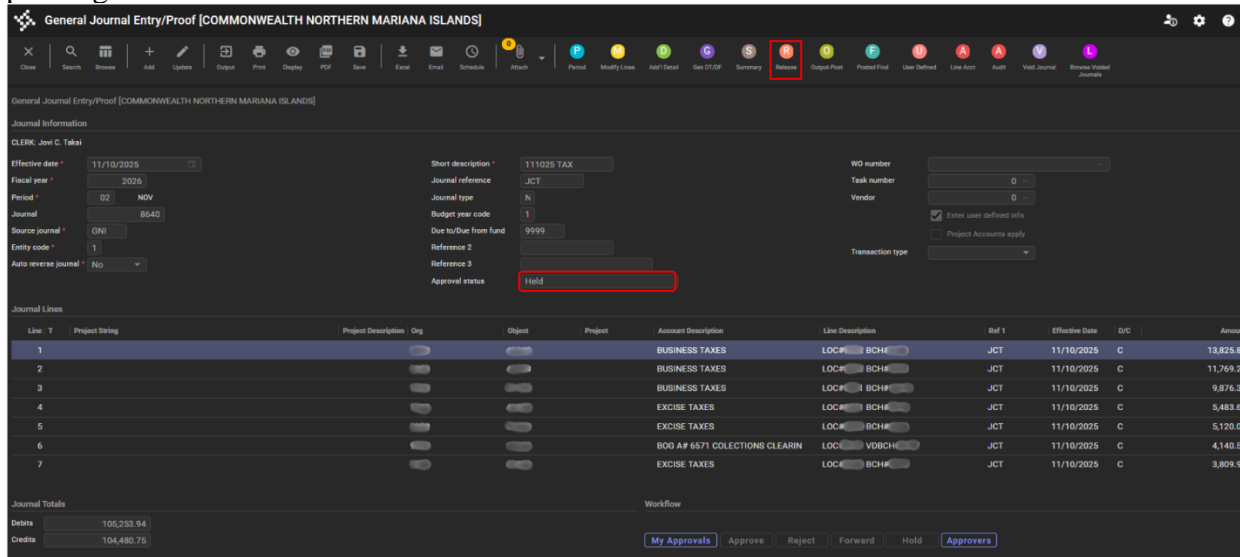
Approval status Held

AB. Sample of Content Manager.


























1. Click on the icon ‘+’
2. Drag the excel spreadsheet to the middle on the screen and drop the file. Import document will automatically pop up.
3. Once you’ve attach your file, click on ‘Import’ Import Document will automatically disappear.
4. Lastly, click on the save icon and close content manager page. Go back to General journal page.



AC. Final step is to release the journal. After releasing the journal, the approval status will change from held to pending.



AD. On your file, save the excel spreadsheet as shown below for each date of the month.

 JULY 2025 REPORT	8/8/2025 2:30 PM
 07.31.25 IMPORT J8832	8/8/2025 2:30 PM
 07.30.25 IMPORT J8831	8/8/2025 2:24 PM
 07.29.25 IMPORT J8830	8/8/2025 2:23 PM
 07.28.25 IMPORT J8829	8/8/2025 2:22 PM
 07.27.25 IMPORT J8828	8/8/2025 2:21 PM
 07.26.25 IMPORT J8827	8/8/2025 2:17 PM
 07.25.25 IMPORT J8826	8/8/2025 2:16 PM
 07.24.25 IMPORT J8825	8/8/2025 2:14 PM
 07.23.25 IMPORT J8824	8/8/2025 2:13 PM
 07.22.25 IMPORT J8823	8/8/2025 2:09 PM
 07.21.25 IMPORT J8822	8/8/2025 1:26 PM
 07.20.25 IMPORT J8821	8/8/2025 1:14 PM
 07.19.25 IMPORT J8819	8/8/2025 1:12 PM
 07.18.25 IMPORT J8818	8/8/2025 1:08 PM
 07.17.25 IMPORT J8817	8/8/2025 12:54 PM
 07.16.25 IMPORT J8816	8/8/2025 9:37 AM
 07.15.25 IMPORT J8815	8/8/2025 9:35 AM
 07.14.25 IMPORT J8814	8/8/2025 9:33 AM
 07.13.25 IMPORT J8813	8/8/2025 9:21 AM
 07.12.25 IMPORT J8812	8/8/2025 9:20 AM
 07.11.25 IMPORT J8811	8/8/2025 9:19 AM
 07.10.25 IMPORT J8810	8/8/2025 9:15 AM
 07.09.25 IMPORT J8809	8/8/2025 9:14 AM
 07.08.25 IMPORT J8808	8/8/2025 9:13 AM