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Munis Budget

Procedural Documentation
for
East Stroudsburg Area School Disctrict

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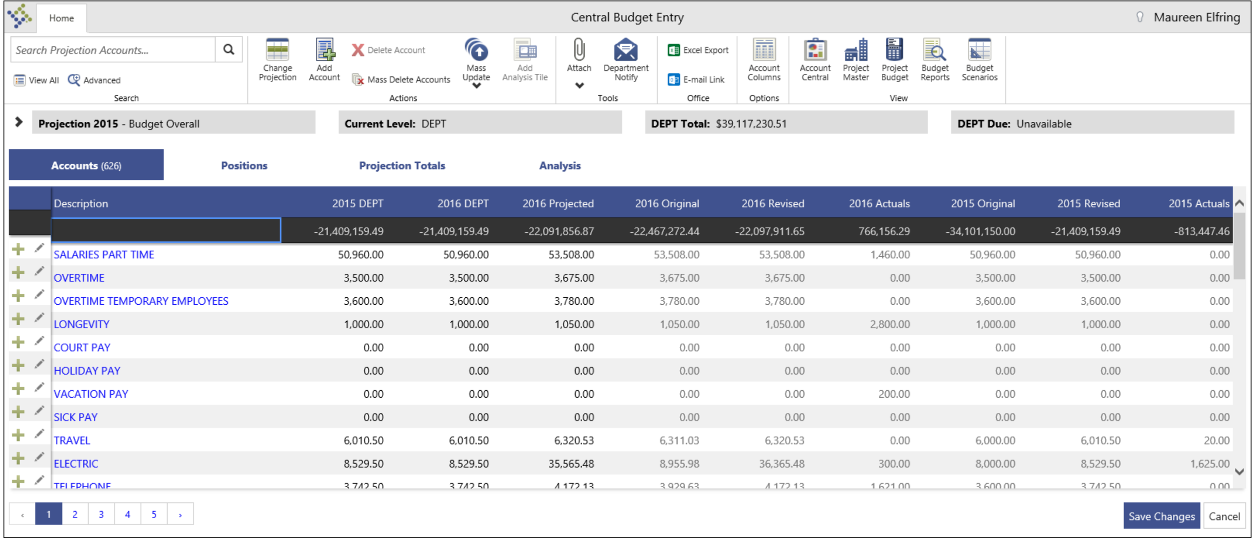
Central Budget Entry

Overview

The Central Budget Entry program serves as a consolidated resource for maintenance and completion of budget projections. The program enforces maximum threshold amounts and budget access dates, and produces department notifications. Central Budget Entry applies all Munis Workflow business rules defined by your organization, as well as all role-based security settings.



Projection 2015 - Budget Overall

Current Level: DEPT

DEPT Total: $39,117,230.51

DEPT Due: Unavailable

Description	2015 DEPT	2016 DEPT	2016 Projected	2016 Original	2016 Revised	2016 Actuals	2015 Original	2015 Revised	2015 Actuals
	-21,409,159.49	-21,409,159.49	-22,091,856.87	-22,467,272.44	-22,097,911.65	766,156.29	-34,101,150.00	-21,409,159.49	-813,447.46
SALARIES PART TIME	50,960.00	50,960.00	53,508.00	53,508.00	53,508.00	1,460.00	50,960.00	50,960.00	0.00
OVERTIME	3,500.00	3,500.00	3,675.00	3,675.00	3,675.00	0.00	3,500.00	3,500.00	0.00
OVERTIME TEMPORARY EMPLOYEES	3,600.00	3,600.00	3,780.00	3,780.00	3,780.00	0.00	3,600.00	3,600.00	0.00
LONGEVITY	1,000.00	1,000.00	1,050.00	1,050.00	1,050.00	2,800.00	1,000.00	1,000.00	0.00
COURT PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VACATION PAY	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00
SICK PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	6,010.50	6,010.50	6,320.53	6,311.03	6,320.53	0.00	6,000.00	6,010.50	20.00
ELECTRIC	8,529.50	8,529.50	35,565.48	8,955.98	36,365.48	300.00	8,000.00	8,529.50	1,625.00
TELEPHONE	3,742.50	3,742.50	4,172.13	3,929.63	4,172.13	1,621.00	3,600.00	3,742.50	0.00

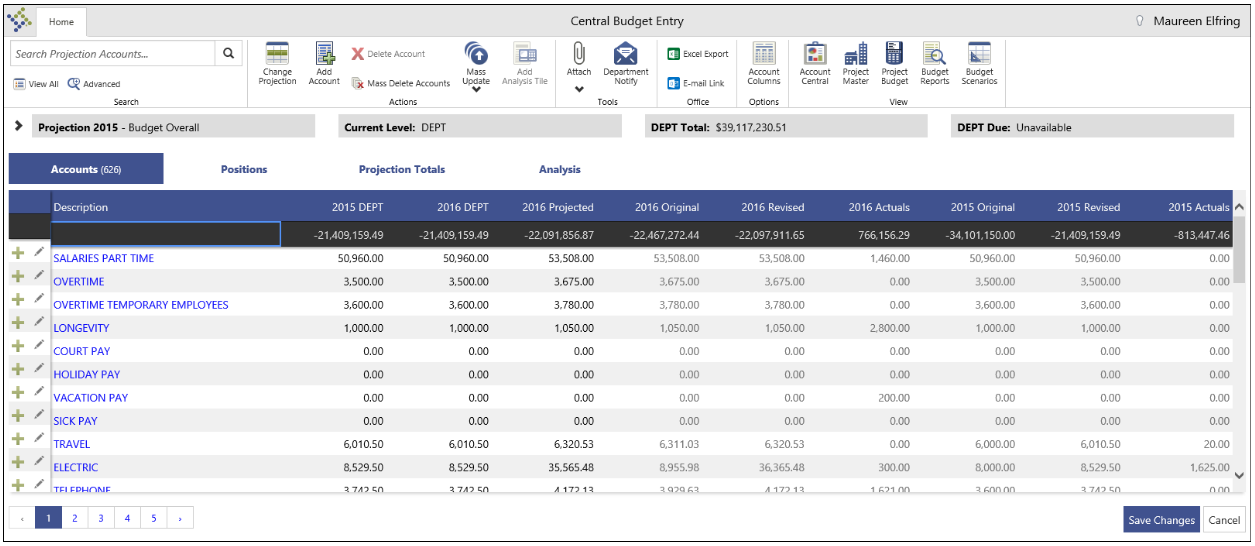
Use Central Budget Entry to enter budget amounts by department, and then view those amounts by account, project string, employee, or position. You cannot create entirely new projections in this program. All projections must be created in the Define/Start Budget Projection program. When you export project budget package or salary and benefit projection information to a general ledger budget projection, that information is also available in Central Budget Entry.

The Central Budget Entry screen manages and presents data by Accounts, Positions, Projection Totals, and Analysis.

- Accounts Tab—Displays a variety of amount and account columns.
- Positions Tab— Provides position totals for projections that include salary information.
- Projection Totals Tab—Calculates and displays subtotals by any general ledger or project ledger segments.
- Analysis Tab—Provides comparisons of budget amounts by a specific row and column. For example, to view budget totals by Agency and Service, select Agency as the row and Service as the column.

General Procedures

The ribbon for the Central Budget Entry program provides search, data management actions, display settings, and access to details in related Munis programs.



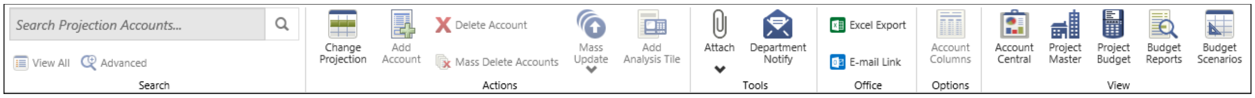
Projection 2015 - Budget Overall

Current Level: DEPT

DEPT Total: $39,117,230.51

DEPT Due: Unavailable

Description	2015 DEPT	2016 DEPT	2016 Projected	2016 Original	2016 Revised	2016 Actuals	2015 Original	2015 Revised	2015 Actuals
	-21,409,159.49	-21,409,159.49	-22,091,856.87	-22,467,272.44	-22,097,911.65	766,156.29	-34,101,150.00	-21,409,159.49	-813,447.46
SALARIES PART TIME	50,960.00	50,960.00	53,508.00	53,508.00	53,508.00	1,460.00	50,960.00	50,960.00	0.00
OVERTIME	3,500.00	3,500.00	3,675.00	3,675.00	3,675.00	0.00	3,500.00	3,500.00	0.00
OVERTIME TEMPORARY EMPLOYEES	3,600.00	3,600.00	3,780.00	3,780.00	3,780.00	0.00	3,600.00	3,600.00	0.00
LONGEVITY	1,000.00	1,000.00	1,050.00	1,050.00	1,050.00	2,800.00	1,000.00	1,000.00	0.00
COURT PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VACATION PAY	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00
SICK PAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRAVEL	6,010.50	6,010.50	6,320.53	6,311.03	6,320.53	0.00	6,000.00	6,010.50	20.00
ELECTRIC	8,529.50	8,529.50	35,565.48	8,955.98	36,365.48	300.00	8,000.00	8,529.50	1,625.00
TELEPHONE	3,742.50	3,742.50	4,172.13	3,929.63	4,172.13	1,621.00	3,600.00	3,742.50	0.00



- To filter the accounts displayed on the screen, enter a value in the Search box or use the Advanced Search option to define more specific criteria.
- To add or update budget details, use the options in the Actions group.
- To change the account columns that display on the Accounts tab, use the Account Columns option. Select the check boxes for each column to display, and clear the check boxes for columns to hide. Alternatively, click Select All or Unselect All to select or clear all of the check boxes at one time.
- To open related Budget Management programs in Munis, use the options in the View group of the ribbon. For example, clicking Budget Reports opens the Next Year Budget Reports program.

In addition, you can use the options in the Tools and Office groups of the ribbon to attach detail files, send department notifications, export data to Excel, or create email messages with budget links.

Accounts Tab

The Accounts tab is the default tab when you open the Central Budget Entry program. This tab provides the details for all the accounts included in the selected projection, and when this tab is active, you can maintain budget amounts within the accounts.

Add Detail ➕

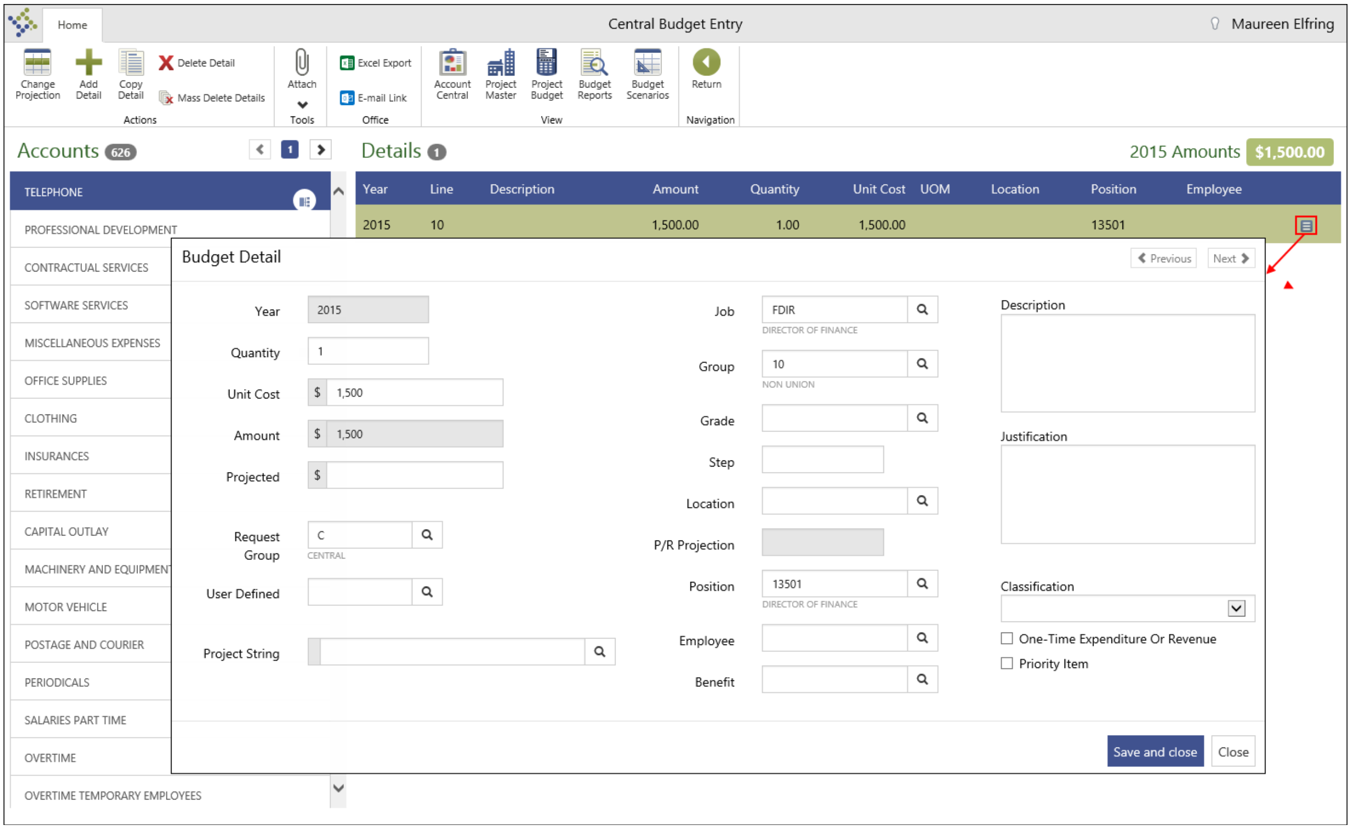
When you click the Add Detail button for an account, the program provides the Details pane. Click the Add Detail button in the Actions group of the ribbon to complete the budget detail entry.

Add Notes

When the Account tab is active, the Notes button displays for each individual account. When you click Notes, the program displays the Projection Accounts Notes dialog box, where you can enter notes for the selected account.

View Detail

Once you have added detail for account, the Add Detail button refreshes to the View Detail button. When you click View Detail, the program displays the Details pane. In this view, the Details pane includes the Add Details button, which presents the Budget Detail dialog box for review or update.



2015 Amounts $1,500.00

Year	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
2015	10		1,500.00	1.00	1,500.00			13501	

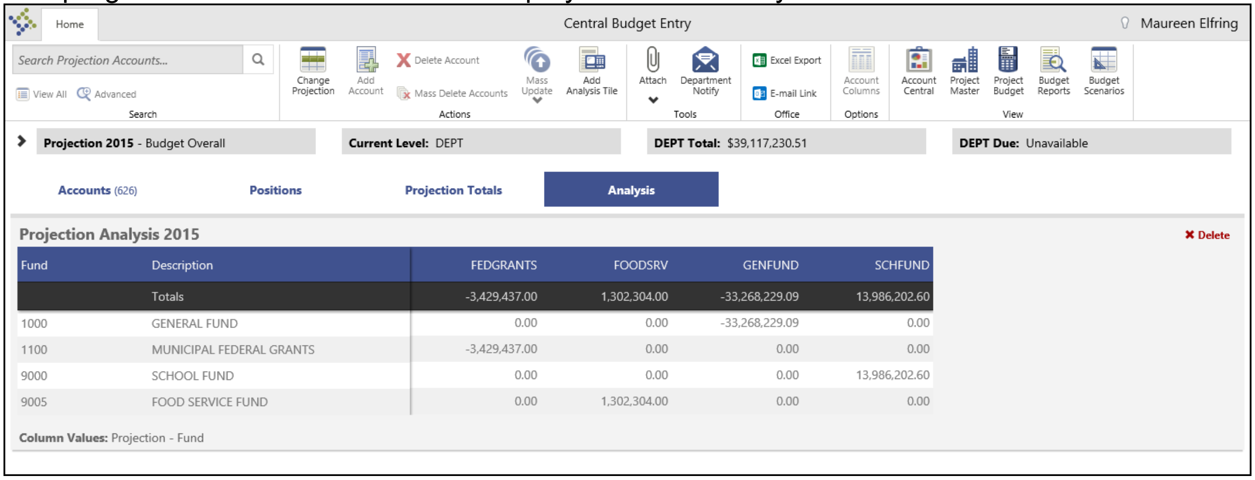
Budget Detail

Year: 2015
Quantity: 1
Unit Cost: $ 1,500
Amount: $ 1,500
Projected: $
Request Group: C CENTRAL
User Defined:
Project String:
Job: FDIR DIRECTOR OF FINANCE
Group: 10 NON UNION
Grade:
Step:
Location:
P/R Projection:
Position: 13501 DIRECTOR OF FINANCE
Employee:
Benefit:
Description:
Justification:
Classification:
☐ One-Time Expenditure Or Revenue
☐ Priority Item

Analysis Tab

To add or view analysis tiles:

Click the Analysis tab.
The program refreshes the screen to display the tab and any created tiles.



Projection 2015 - Budget Overall

Current Level: DEPT

DEPT Total: $39,117,230.51

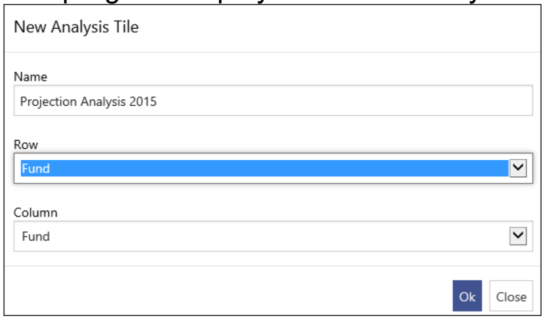
DEPT Due: Unavailable

Projection Analysis 2015

Fund	Description	FEDGRANTS	FOODSRV	GENFUND	SCHFUND
	Totals	-3,429,437.00	1,302,304.00	-33,268,229.09	13,986,202.60
1000	GENERAL FUND	0.00	0.00	-33,268,229.09	0.00
1100	MUNICIPAL FEDERAL GRANTS	-3,429,437.00	0.00	0.00	0.00
9000	SCHOOL FUND	0.00	0.00	0.00	13,986,202.60
9005	FOOD SERVICE FUND	0.00	1,302,304.00	0.00	0.00

Column Values: Projection - Fund

1. To add additional tiles, click Add Analysis Tile in the Actions group of the ribbon.
   The program displays the New Analysis Tile dialog box.



Name: Projection Analysis 2015

Row: Fund

Column: Fund

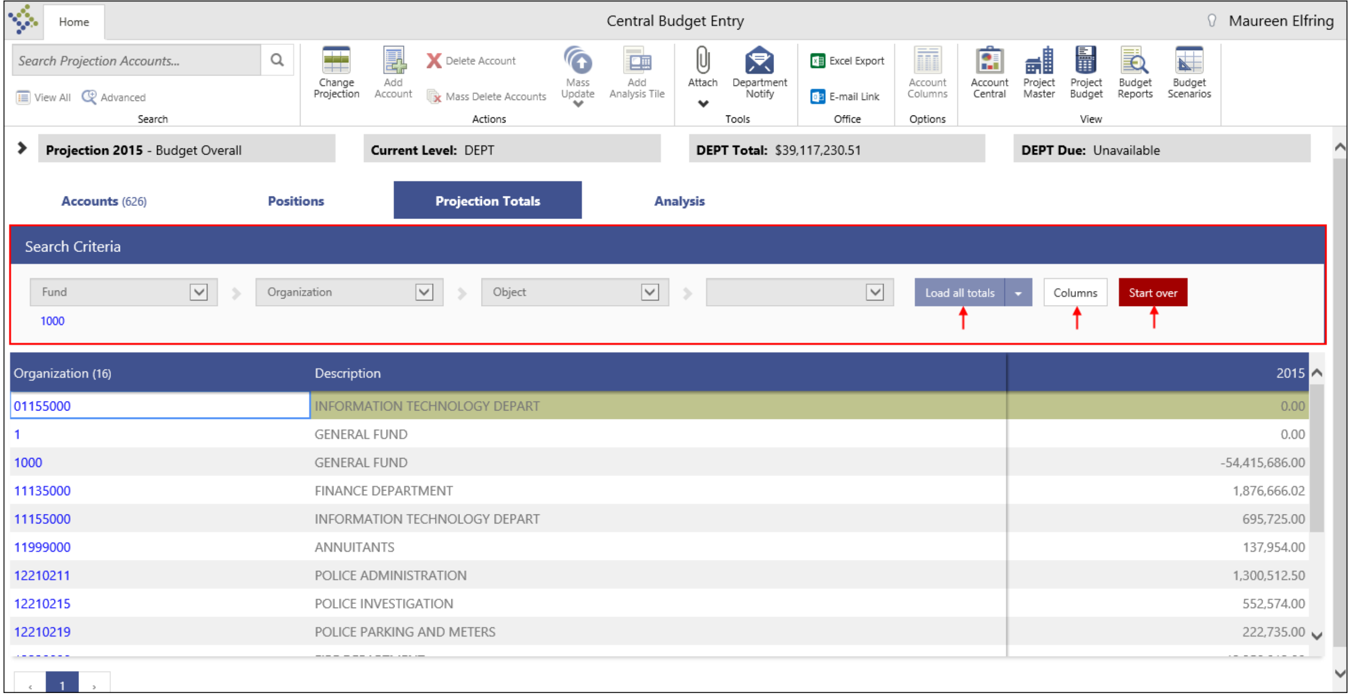
2. Assign a tile name, and then select the row and column values.
3. Click OK.
   The program creates the tile, and immediately displays it on the Analysis tab.

Projection Tab

To view projection totals:

1. Access the projection for which to view totals.

2. Click the Projection Totals tab.



Projection 2015 - Budget Overall

Current Level: DEPT

DEPT Total: $39,117,230.51

DEPT Due: Unavailable

Fund: 1000

Organization (16)	Description	2015
01155000	INFORMATION TECHNOLOGY DEPART	0.00
1	GENERAL FUND	0.00
1000	GENERAL FUND	-54,415,686.00
11135000	FINANCE DEPARTMENT	1,876,666.02
11155000	INFORMATION TECHNOLOGY DEPART	695,725.00
11999000	ANNUITANTS	137,954.00
12210211	POLICE ADMINISTRATION	1,300,512.50
12210215	POLICE INVESTIGATION	552,574.00
12210219	POLICE PARKING AND METERS	222,735.00

3. Use the lists in the Search Criteria group to select up to four segment codes for which to view subtotals. The program displays the totals for the first segment, and then allows you to view additional totals for each segment by clicking through the segment order.

4. From the Load Totals list, select to load expense, revenue, or all totals.
   The program loads the projection totals.

5. Use the Columns option to add or remove detail columns.

6. Click a code in the segment column to view the subtotals for the next segment subordinate to that code. For example, if you selected Fund, and then Department from the Search Criteria lists, click a Fund code to refresh the page to display all of the Departments in that fund.

7. Clear the search criteria by clicking Start Over.

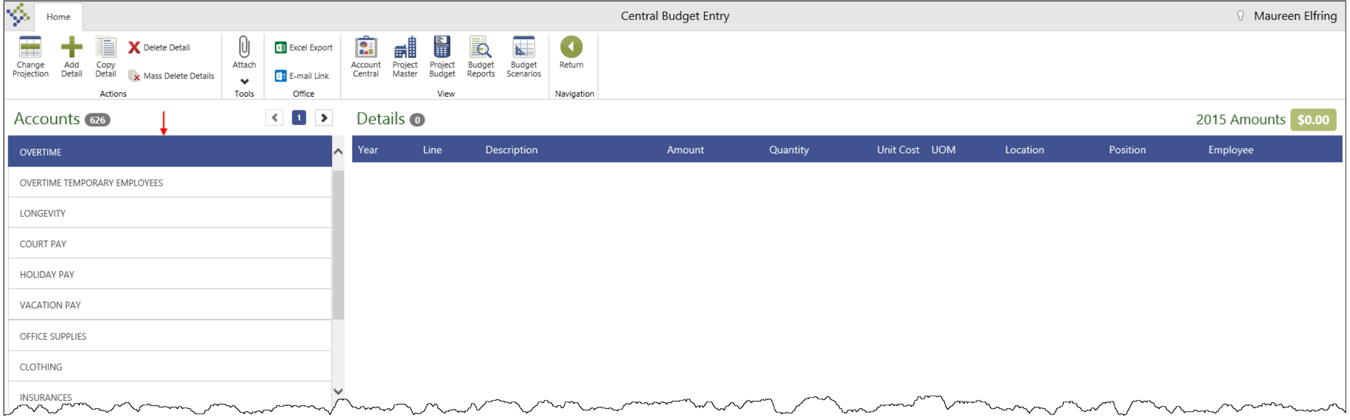
Budget Detail Entry Procedures

When you use Detail Entry, detail lines are added for each account, and the requested budget is the total of all of the detail lines.

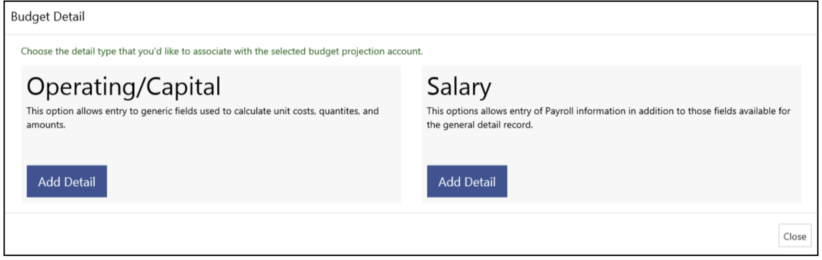
Detail Entry

To enter budget using Detail Entry:

1. Open the projection for which to add budget amounts.
2. Click the Add Detail button for the account to update.
   The program refreshes the screen to display the Details group.



3. From the Accounts list, highlight the account for which to add detail.
4. Click Add Detail on the ribbon.
   The program displays the Budget Detail dialog box.



Budget Detail

Choose the detail type that you'd like to associate with the selected budget projection account.

Operating/Capital

This option allows entry to generic fields used to calculate unit costs, quantities, and amounts.

Salary

This options allows entry of Payroll information in addition to those fields available for the general detail record.

5. Click the Add Detail button in the Operating/Capital column.
   The program refreshes the dialog box to display the detail entry fields. The only requirements are

that the Quantity, Unit Cost, Projected Cost , Description and Justifiation are completed.

Year: 2010
Quantity: 1

Type: Benefit
Year: 2010
Quantity: 1

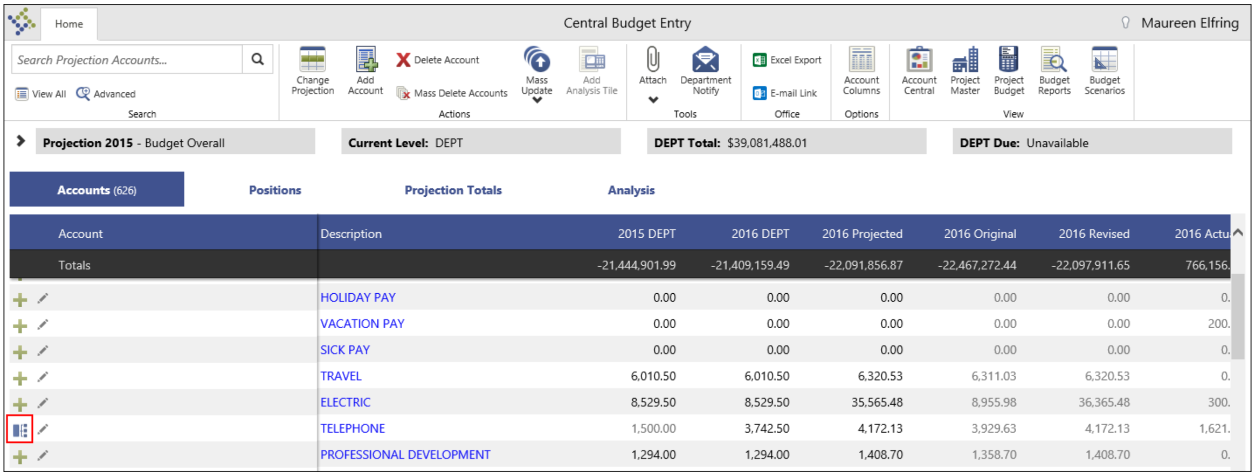
6. Complete the fields in order to define the budget detail line. If you enter values that are not valid, the program highlights the fields in red and disables the Save and Close button until corrections are made.

Field	**Description**	**[Customer Name]**
Type	Specifies if the detail applies to salaries or benefits. *This field is only applicable for the Salary detail option.*	
Year	Identifies the budget year.	
Quantity	Specifies a quantity of the budget item.	
Unit Cost	Provides the individual unit cost for the item.	
Amount	Provides the amount for the detail calculated by multiplying the Unit Cost by the Quantity.	
Projected	Provides a projected detail amount.	
Request Group	Provides the budget request group code. Budget Request Groups are maintained in the Budget Miscellaneous Codes program for the code type RQGP-Budget Request Group.	
User Defined	Applies a user-defined value that is defined by your organization.	
Project String	Identifies the project account for the budget detail amount, if applicable.	
The following fields apply when you select the Operating/Capital detail option.		

Field	**Description**	**[Customer Name]**
Vendor	Identifies a specific vendor that supplies the budget item.	
Commodity	Identifies the commodity code for the item.	
Inventory Item	Specifies an inventory item number.	
UOM	Provides the unit of measure for the item.	
Freight	Provides any freight charges.	
Bid	Identifies a bid number for the item.	
Asset	Identifies the asset number for the item.	
Description	Provides a free-text description for the budget item.	
Justification	Provides a free-text justification for the budget detail.	
Classification	Determines if the item is a continuing item, a new item for an existing program, or an item for program expansion.	
One-Time Expenditure or Revenue	If selected, indicates that the defined budget item is a one-time expenditure or revenue item.	
Priority Item	If selected, indicates that the defined budget item is a priority.	

7. Click Save and Close.
   The program saves your entry and refreshes the screen to display the created detail line and updates the detail total.
8. When you have finished adding detail lines, click Return on the ribbon to return to the main program screen.

9. For each account that you added detail lines, the program replaces the Add Detail button with a View Detail button.



Projection 2015 - Budget Overall

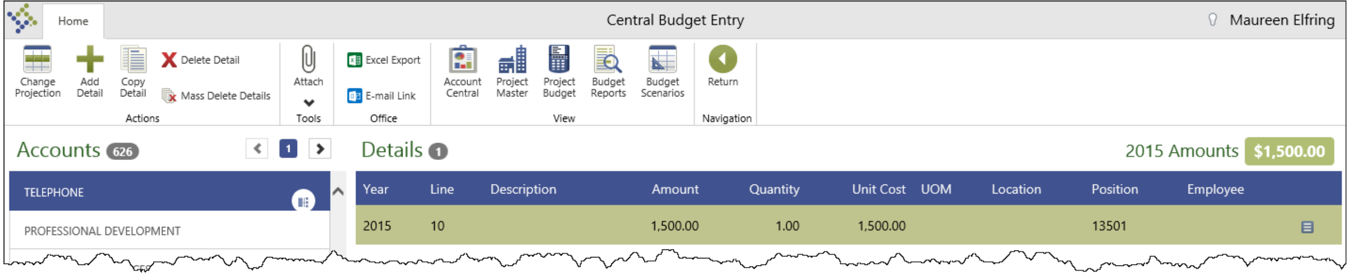
Current Level: DEPT

DEPT Total: $39,081,488.01

DEPT Due: Unavailable

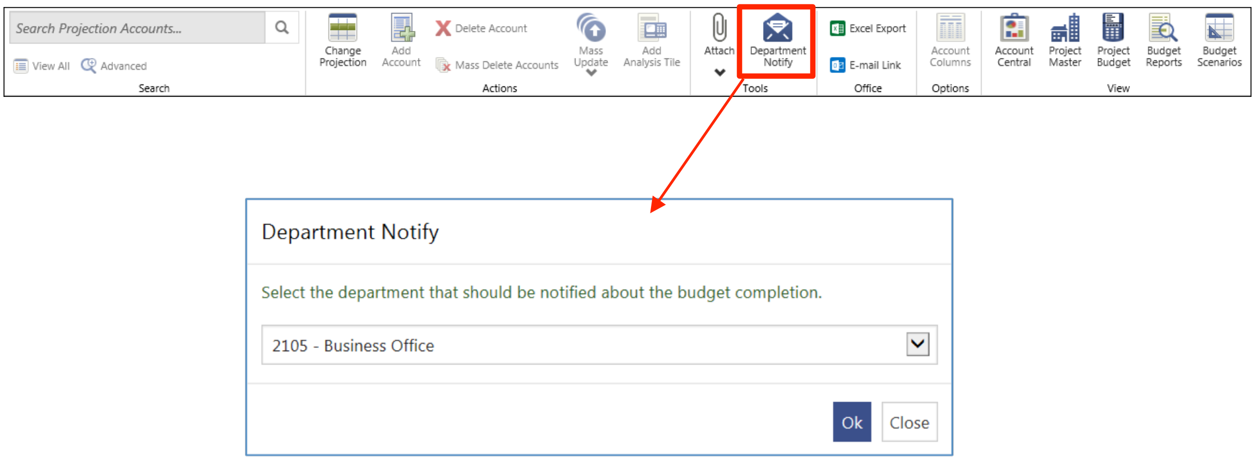
Account	Description	2015 DEPT	2016 DEPT	2016 Projected	2016 Original	2016 Revised	2016 Actu
Totals		-21,444,901.99	-21,409,159.49	-22,091,856.87	-22,467,272.44	-22,097,911.65	766,156.
	HOLIDAY PAY	0.00	0.00	0.00	0.00	0.00	0.
	VACATION PAY	0.00	0.00	0.00	0.00	0.00	200.
	SICK PAY	0.00	0.00	0.00	0.00	0.00	0.
	TRAVEL	6,010.50	6,010.50	6,320.53	6,311.03	6,320.53	0.
	ELECTRIC	8,529.50	8,529.50	35,565.48	8,955.98	36,365.48	300.
	TELEPHONE	1,500.00	3,742.50	4,172.13	3,929.63	4,172.13	1,621.
	PROFESSIONAL DEVELOPMENT	1,294.00	1,294.00	1,408.70	1,358.70	1,408.70	0.

10. Click View Detail displays the Details group.



Year	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
2015	10		1,500.00	1.00	1,500.00			13501	

11. Click Return to go back to the Central Budget Entry screen, and Click Department Notify in the ribbon. Enter your department number so the business office is notified that your department has completed the Next Year Budget Entry Process.



Department Notify

Select the department that should be notified about the budget completion.

2105 - Business Office

Results

Departmental budget requests have been entered for level 1 (Dept Rqst). Budget staff has been notified that level 1 entry has been completed, and access to the budget projection will be restricted once the level 1 cutoff date defined by the budget calendar is reached.

Status Change

There is no status change to this record.

What's Next?

Level 1 figures for this projection are now available for reporting within the Next Year Budget Reports program. Until the level 1 cut-off date is reached, the projection is available for any changes to be made to next year requests. Salary and benefit information will be generated from the Payroll/Human Resources department and linked to the budget projection for reporting purposes.

The Budget office will roll the level 1 figures to level 2 as the budget process continues. Any approvals, denials, or changes made by each governing body will be reflected in this projection at the appropriate level. Upon adoption, the final projections will be posted to the master so that departments or agencies can enter transactions against the funds. The Budget Completion Journal will be posted as part of the year-end close process at which time the journal entries are created to post the original budgets for all accounts.

Next Year Budget Reports

Objective

This document provides instructions on how to generate Next Year Budget reports from projections as part of the budget preparation process.

Overview

The Next Year Budget Reports program allows you to develop reports for analysis and review purposes from budget projections that have been created as part of next year budget preparation. The reports are generated by projection, and the program allows you to select all or a range of accounts within this projection by type, general ledger (GL) segment, or account status. All users are set to view only accounts for which they have budget authority. Since salary and benefit budget figures will be generated from the Payroll and Human Resources agencies, Next Year Budget reports are found where these budgets amounts are accessed.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

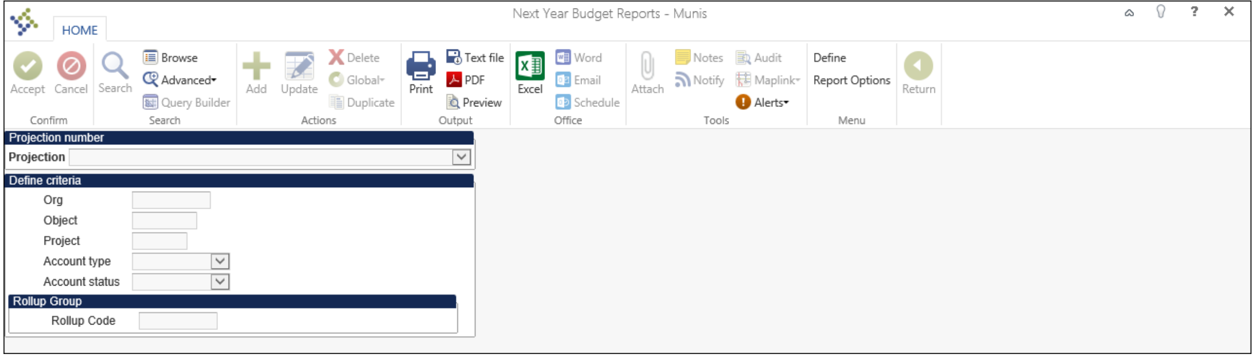
Confirm the following:

- A projection must has been generated by budget office staff using the Define/Start Budget Projection program; note the projection in which you have entered next year budget figures as there may be multiple projections available on which to report.
- Budget figures have been entered through the Next Year Budget Entry program for the level on which you are reporting.

Procedure

To generate a Next Year Budget Report:

1. Open the Next Year Budget Reports program.
   Financials > Budget Processing > Next Year Budget Reports



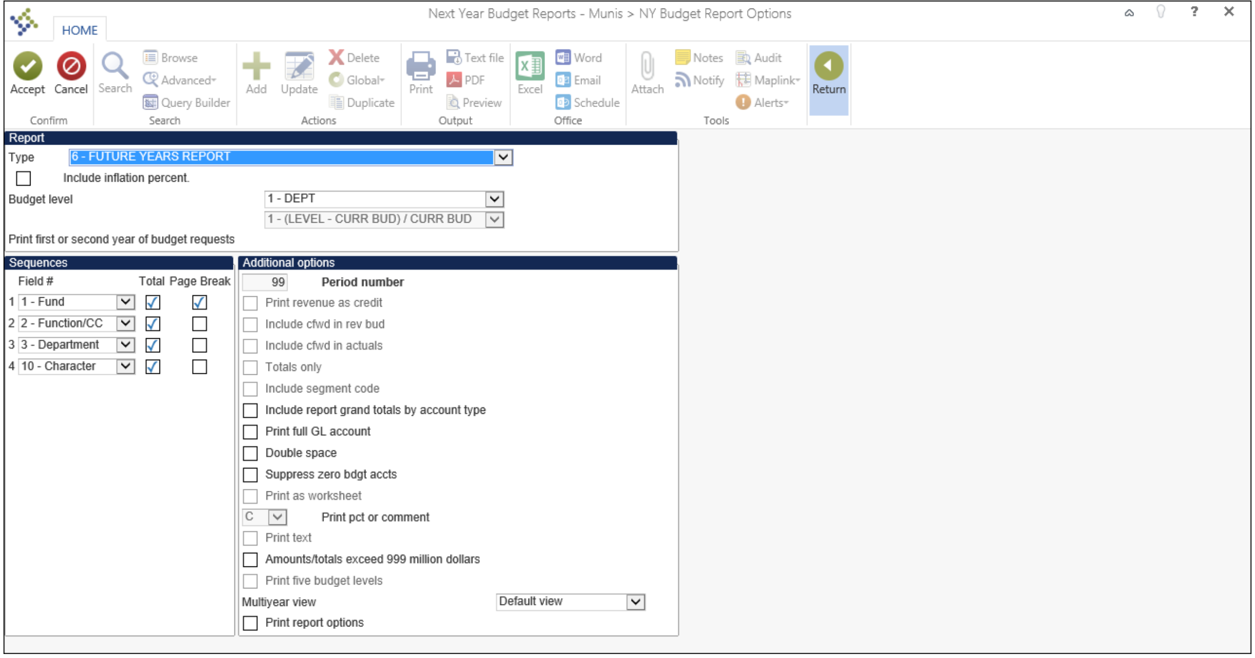
1. Click Define.
2. From the Projection list, select the current year projection from the list of projections.
   Note: To select accounts by GL Segment, click the Seg-Find button instead of Define. When you click Seg-find, select a projection number from the Projection list, and then click Accept. In this case, the program displays the GL Segment Find screen, where you can create an active set of records based on one or more account segments.
3. Once accounts are defined, click Accept.
   The program makes the remaining fields available.
4. Complete the following fields on the Next Year Budget Reports screen in order to establish the data to be included in the Next Year Budget report.

Field	Description	[Customer Name]
Org/Object/Project	These boxes indicate the org, object, and/or project code segments for the account to include in the report for the selected projection or leave default blank values to include all accounts for which you have budget authority in the report.	
Account Type	This list indicates account type for the accounts to include in this report. You can choose to include revenue or expense accounts, or leave the default blank value to include all account types.	
Account Status	This list indicates the account status to include in this report. You can choose to include active or inactive accounts, or leave the default blank value to include all account status types.	
Rollup Group		
Rollup Code	This box indicates the code for the	

Field	Description	[Customer Name]
	rollup group to use to select accounts based on a specified rollup group. You can type a code in the box or leave the default blank value to include records for all rollup groups.	

5. Click Accept.
   The program displays the total number of records found based on the defined criteria in the status bar at the bottom of the screen.

6. Click Report Options.
   The program displays the Report Options screen.



Report

Type: 6 - FUTURE YEARS REPORT

☐ Include inflation percent.

Budget level: 1 - DEPT

1 - (LEVEL - CURR BUD) / CURR BUD

Print first or second year of budget requests

Sequences

Field #	Field	Total	Page Break
1	1 - Fund	☑	☑
2	2 - Function/CC	☑	☐
3	3 - Department	☑	☐
4	10 - Character	☑	☐

Additional options

99 Period number

☐ Print revenue as credit

☐ Include cfwd in rev bud

☐ Include cfwd in actuals

☐ Totals only

☐ Include segment code

☐ Include report grand totals by account type

☐ Print full GL account

☐ Double space

☐ Suppress zero bdgt accts

☐ Print as worksheet

C Print pct or comment

☐ Print text

☐ Amounts/totals exceed 999 million dollars

☐ Print five budget levels

Multiyear view: Default view

☐ Print report options

7. Complete the fields according to the following table to choose the report and customize the format and output of your next year budget report.

Field	Description	[Customer Name]
Report *The available options vary according to the report type selected in the Type list.*		
Type	This list indicates the type of report to create. Choose one of the following: • 1 - Next Year/Current Year Budget Analysis • 2 - Next Year Budget Levels Report • 3 - Next Year Budget Detail Report With this option, the employee name, number and benefit/deduction short description print if they exist for the detail record. • 4 - Next Year Budget Historical Comparison • 5 - Next Year Budget Comparison Report • 6 - Future Years Report This creates the same report as the Future Years option on the Next Year Budget Entry screen. The report includes the current year, as well as the next four fiscal years.	
Include Inflation Percent	This check box controls whether inflation percentage is factored into the report.	
Budget Level	This list indicates the defined levels the budget must pass through prior to adoption. For report types 1-4, you can select one budget level. For report type 5, you can include up to 3 budget levels. Department users typically report on Level 1.	
Detail Lines	This list allows you to include only approved or denied details, or both, in the report. This is list available for the New Year Budget Detail Report type.	
Percentage Change Calculation Method	This list indicates the method by which you would like the program to calculate the percentage change. Available options include: 1. (Level - Current Budget)/Current Budget 2. (Level - Projected)/Projected 3. (Level I- Original)/ Original 4. (Level - Revised)/Revised This option is available for report types 1	

Field	Description	[Customer Name]
	and 4.	
Print First or Second Year of Budget Requests	The selected option determines which year of budget requests to include in the report.	
Sequences		
Field #	These lists indicate the GL sequence by which to sort accounts in the report. You can select up to four segments. Typically, Fund is the first sequence.	
Total	If this check box is selected for a segment, it directs the program to calculate and display totals for the selected sequence.	
Page Break	If this check box is selected for a segment, it directs the program to start a new page on the report for the segment.	
Additional Options		
The following check boxes are accessible according to the report type selected from the Type list.		
Period Number	This box indicates the current year actual data up to and including the period number indicated. This applies to report type 1. Type **99** to include current detail including any memo detail.	
Print Revenue as Credit	This check box, if selected, causes the program to display a minus (-) sign when reporting expense and revenue accounts.	
Include Cfwd in Rev Bud	This check box is only accessible when you are creating a type 1 report. If selected, carry forward purchase order amounts are included with the revised budget.	
Totals Only	If this check box is selected, the report prints totals for sequence level 1 only. The grand total is still printed for each sequence. The org number displays next to the description on the printed report. This option is available for report types 1, 2, 4 and 5. If the Totals Only check box is not selected, the program prints totals for each sequence. The detail does not print (that is, all the accounts that comprise each org). The Suppress Zero Budget Accts check box is not selected if the Totals Only check box is selected.	
Include Segment Code	This check box indicates whether to include segment codes in the report. This check box is accessible if Totals	

Field	Description	[Customer Name]
	Only is selected.	
Include Report Grand Totals by Account Type	Selecting this check box directs the program to print the grand totals of revenue and expense accounts, in addition to the grand total of the entire report.	
Print Full GL Account	If you select this check box, it directs the program to include the full GL account string, along with Org/Object/Project, in the report.	
Double Space	If you select this check box, it directs the program to generate the report in a double spaced format.	.
Suppress Zero Bdgt Accts	If you select this check box, the program excludes any accounts meeting the following conditions from the report: zero original budget, zero budget transfers, zero revised budget, zero actual, zero month-to-date actual, zero encumbrances, and zero available budget. If detail is selected, no detail will be reported for the period. This check box is not available when the Totals Only check box is selected.	
Print as Worksheet	This check box is only available when you are creating type 1 report. If this check box is selected, it directs the program to generate the report with blank lines for the following columns: Current Year Projections, Next Year Budget Level 1 and Percent Change. These lines are available for personnel to provide input outside of the system.	
Print Pct or Comment	This list is only available when you are creating type 1 report. If you select P (percentage) from the list, it directs the program to calculate the percentage change; if you select C (comment), it directs the program to print a blank line to be used to manually add a comment in the report.	
Print Text	If you select this check box, it directs the program to include all associated text entered in the Next Year Budget Entry program in the report.	
Amounts/Totals Exceed 999 Million Dollars	If you select this check box, it directs the program to adjust column widths to accommodate totals in the billions.	
Print Five Budget Levels	This check box, if selected, directs the program to include all five budget levels	

Field	Description	[Customer Name]
	in the report. This check box is available for budget level reporting.	

8. Click Accept.
   The program returns you to the Next Year Budget Report screen.
9. Use the options in the Output group on the ribbon to generate the report output.

Results

The report has been generated based on the defined criteria and output based on the method selected. These reports can be utilized to assist in next year budget analysis.

What's Next?

Any changes made to the projection through the Next Year Budget Entry program will be available for review with the Next Year Budget reports. This program provides reports that can be used for analysis purposes. Any necessary next year budget changes will be performed using the Next Year Budget Entry program provided the user has access to the current budget level that is maintained by budget staff according to the defined budget timeline.

Budget Transfers and Amendments

Objective

This document provides instructions for entering a budget transfer or amendment

Overview

The Budget Transfers and Amendments program performs current year budgetary transactions. This may reduce one budget line and increase another, or subtract from the bottom line budget amount for either revenue or expense accounts.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

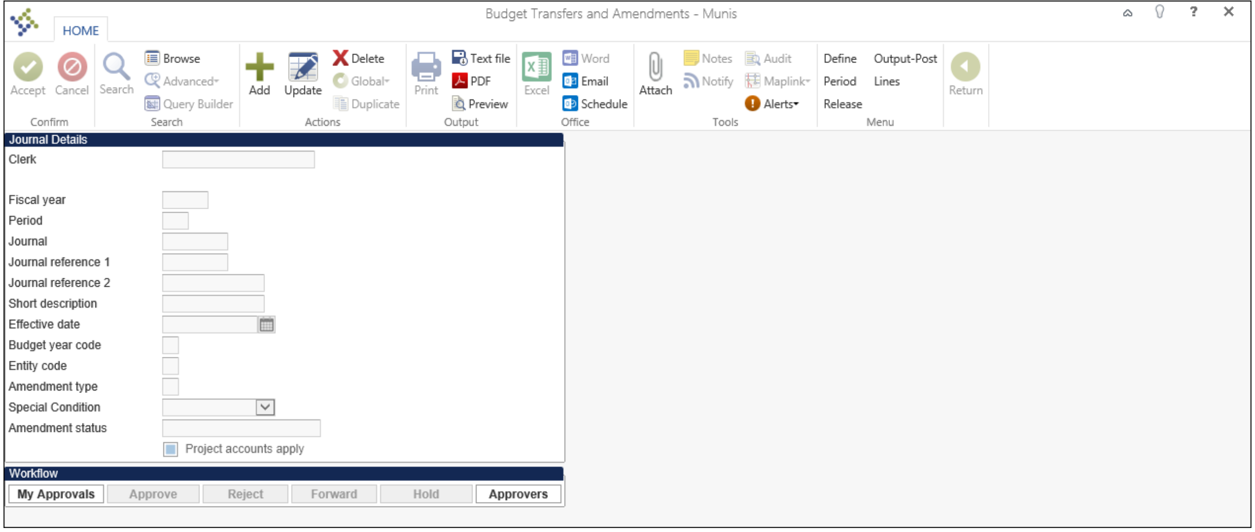
Confirm the following:

- You have appropriate user and account permissions and access.
- Applicable workflow settings and business rules are established for the transfer and amendment process.
- The Munis chart of accounts is in place.

Procedure

To add a budget transfer or amendment:

1. Open the Budget Transfer and Amendments program.
   Financials > Budget Processing > Budget Transfers and Amendments



2. Click Add.

3. Complete the fields according to the following table to complete the header information for this budget transfer or amendment.

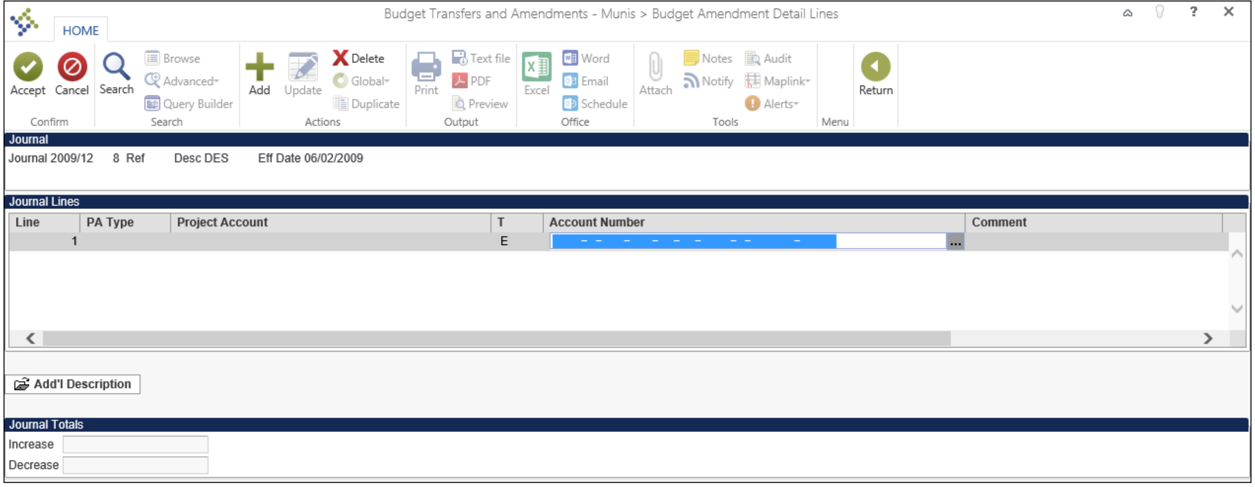
Field	Description	[Customer Name]
Journal Details		
Clerk	This box identifies the name of the person creating this transaction. The program completes the value of this box; it is display-only.	
Fiscal Year	This box specifies the accounting year for the transfer or amendment. The default value is the fiscal year established in the General Ledger Settings program. Valid entries are the current year, next year, or last year.	
Period	This box specifies the fiscal period for the transfer or amendment. The default value is the fiscal periods established in the General Ledger Settings program.	
Journal	This box contains the journal number for the transaction. This box is not available for entry when you add a transfer or amendment; it is only available for entry when you click Define to search for an existing budget transaction. During the Add process, the program automatically completes the value in the box with the next available the journal	

Field	Description	[Customer Name]
	number.	
Journal Reference 1 and 2	These boxes contain user-defined journal reference codes (primary and/or an additional code). The number or numbers you enter stay with a transaction throughout its life and display on reports, in the general ledger, and in the Journal Inquiry program. This box is not available during the Define process.	
Short Description	This is the short transaction description that identifies the journal content. The short description contains up to 10 characters and displays on reports and anywhere journal information is summarized. This is a required field.	
Effective Date	This is the date that the transaction affects the general ledger; the default value is the current date. If the date you enter falls outside of the fiscal year and period previously indicated, the program displays a warning. Note that the effective date may be altered since the transaction may not be posted to the general ledger until the review process has been completed. Budget staff will have an opportunity to update the effective date at the time of posting. This box is not available during the Define process.	
Budget Year Code	This box indicates the code for the budget year for which the transaction is being entered. Accept the default value of 1 to process the budget transfer against the current budget year or type **2** to process the budget transfer against the carry-forward budget amount. If you enter 2, the transaction must consist of a non-multiyear expense account. This box is not available during the Define process.	
Entity Code	This box identifies the entity for which the transaction is being entered when a system is shared by multiple locations. This box is not accessible.	
Amendment Type	This box indicates whether the journal is a budget journal, a budget amendment, or a budget appropriation change.	

Field	Description	[Customer Name]
	Accept the default value of **1** or type any of the following: • **1**, **4**: Expense to expense account, or revenue to revenue account. • **2**, **5**: Expense to revenue account. • **3**, **6**: One-sided expense or revenue account (taken from Budgetary Fund Balance) • **7**, **8**: Inter-fund expense or revenue accounts. This box is not available during the Define process.	
Special Condition	This is identifies an applicable special condition. If a special condition is necessary, select whether the amendment is temporary or recurring, or leave the default blank value to indicate there are no special conditions for the transaction. Temporary budgetary transactions may be excluded from next year budget figures when utilizing the prior year as a reference point. Recurring budget transactions must have an associated recurring journal entry to match. When this amendment is posted, the corresponding recurring journal is updated.	
Amendment Status	This box displays the current status of the transaction. Applicable statuses include: • Held: This is the initial status of the added transaction. The status may also display as Held if an approver selects to hold this record at the time of approval. • Unbalanced: This indicates that the journal entered is not balanced. An unbalanced journal cannot be released. • Pending Approval: This indicates that the journal has been released and has initiated the workflow approval process. • Approved: This indicates that the journal has been approved through workflow, but has not been posted. • Error: This indicates that an error has	

Field	Description	[Customer Name]
	occurred in the workflow process. This box is not accessible.	
Project Accounts Apply	This check box, if selected, directs the program to include project accounts when making the transfer or amendment. Clearing this check box indicates that you are separating the project accounts from the transfer and amendment process.	

4. Click Accept.
   The program displays the Budget Amendment Detail Lines screen.



Journal

Journal 2009/12 8 Ref Desc DES Eff Date 06/02/2009

Journal Lines

Line	PA Type	Project Account	T	Account Number	Comment
1			E		

Journal Totals

Increase

Decrease

5. Complete the following fields to complete the detail lines for the budget transaction.

Field	Description	[Customer Name]
Journal		
	This display-only area contains the journal details from the Budget Amendment Entry screen for the transaction.	
Journal Lines		
Line	This box indicates the sequential number assigned by the program as a unique identifier for each line entered. The program completes the default sequence numbers; Munis personnel recommend that you accept the default values.	
Account Number	These boxes identify the account type and full general ledger account number.	
When you press **Tab** after entering the account number, the program displays a message that allows you to view the account's additional amount or transaction information. Do one of the following:		

Field	Description	[Customer Name]
• Click None to continue with the transaction entry without displaying additional information. • Click Amounts to display current year account information. The program displays the Budget Amounts Display, which includes current year and carryforward amounts for the original budget, amendments, revised budget, expenditures, and so on. The display fields vary according to the fiscal year. • Click Transaction History to display the Year/Period, Journal Number, Date, Description, and Budget Change for each account transaction. If no history is available, the screen display does not change.		
Comment	This box displays any comments associated with the account.	
Effective Date	This box displays the date the transaction posts to the general ledger. You can type the date another date in the box, select the date from the calendar, or leave the default date, which is the effective date established on the Budget Amendment Entry screen.	
I/D	This box indicates if the change is an increase (I) or decrease (D) for the selected account. Type **I** in this box if the transaction creates an increase to the account or type **D** if the transaction creates a decrease to the account.	
Amount	This box specifies the amount of the transaction to affect this line. Do not type a dollar sign or commas; if the transaction is a whole dollar amount it is not necessary to type the decimal point. You cannot type a negative value as you can adjust the value in the I/D column to indicate whether the amount is an increase or decrease.	
Journal Totals		
Increase	This box contains the calculated total dollar amount of increases within the transaction. Confirm the total increased amount; any adjustments must be made to the journal lines. The program completes this value; it is not accessible.	
Decrease	This box is contains the calculated total dollar amount of decreases within the	

Field	Description	[Customer Name]
	transaction. Confirm the total decreased amount; any adjustments must be made to the journal lines. The program completes this value; it is not accessible.	

6. Click Accept to save the updates.
7. Click Attachments to attach supporting documentation files.
8. Review and confirm all account and totals information.
9. Click Return on the ribbon to return to the Budget Transfers and Amendments screen.
10. If changes need to be made to the detail lines prior to release, click Lines on the Budget Transfers and Amendments screen to display the Budget Amendment Detail Lines screen, and then click Update on the ribbon to modify detail lines.
11. When the transaction is complete, click Release on the Budget Transfers and Amendments screen to initiate the workflow approval process.
    The transaction will be reviewed and posted upon final approval.

Results

The transaction has been entered and released through the appropriate approval process. To review where the transaction stands in the approval process, click the Approvers button on the Budget Transfers and Amendments screen. The program displays a screen showing the required path and the current approval level.

Status Change

The transaction's status is updated to Pending Approval. When this record has been approved at the final level, the status is updated to Approved.

GL Impact

The general ledger is not affected by this action. Once this record has been approved, it must be posted by budget staff, at which time the budgetary transaction will affect the general ledger.

What's Next?

This record has been released through a workflow process. Required approvers must review each transaction and take appropriate action based on the information entered, and on supporting documentation. Once the final approval has been granted, the transaction must be posted to affect the general ledger budget figures.

Budget Transfers and Amendments Approval

Objective

This document provides instructions on approving budget transfers and amendments.

Overview

When a budget transfer or amendment is released from the Budget Transfers and Amendments program, the program initiates an approval process that is driven by the contents of the transaction. When approvals are pending, required approvers receive notification through email, Tyler Dashboard, or both, indicating that there are records awaiting approval. An approver must review the transaction for validity and ensure that all supporting documentation has been attached. An approver can then choose to approve, reject, hold, or forward a transaction to another user for additional review.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

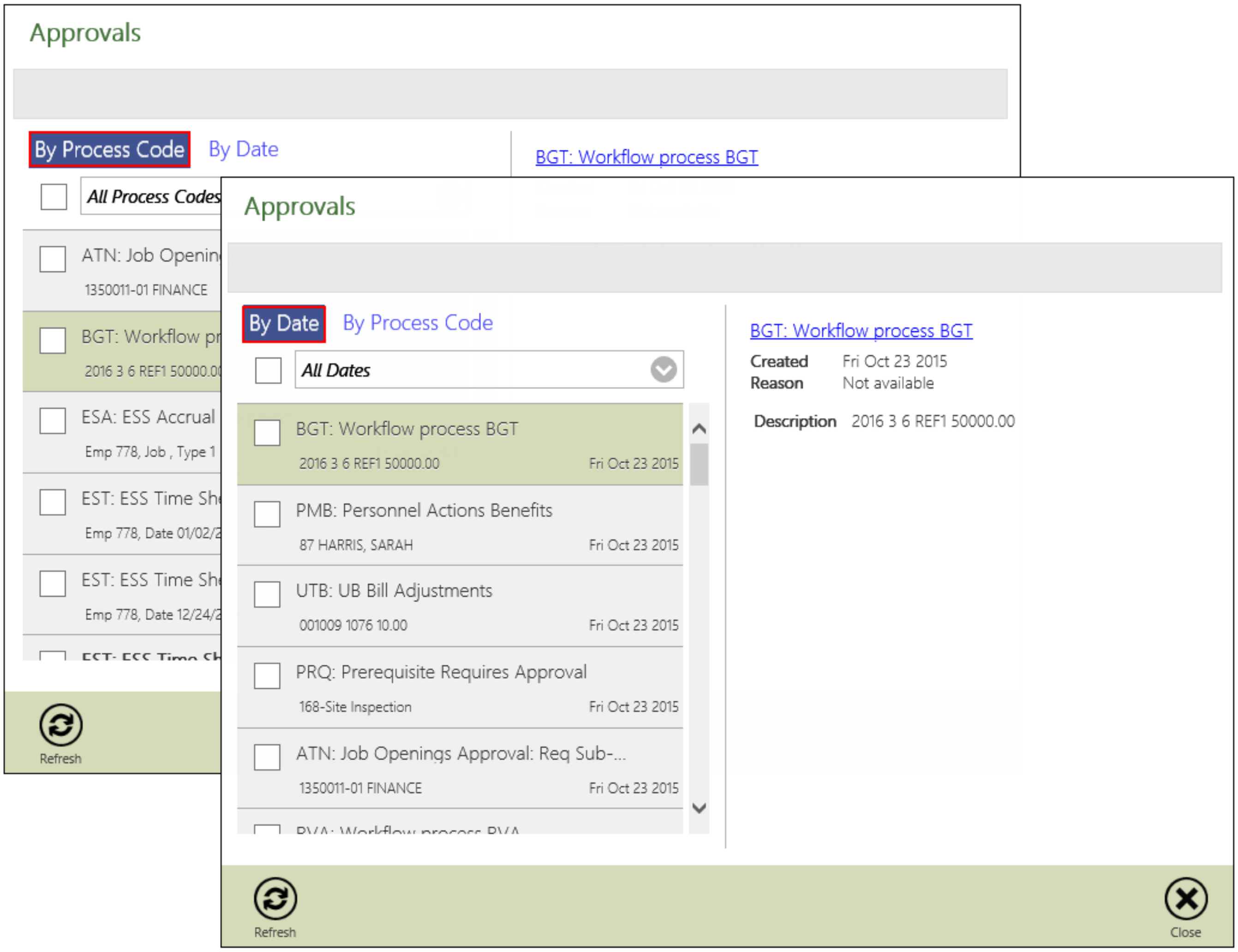
- Budgetary workflow business rules have been established in the Workflow Business Rules program.
- You are included as an approver in the Workflow User Attributes program, and you are identified as an approver for the transfer and amendment approval business rule.
- Pending approval records exist.

Procedure

Munis Workflow transactions are approved using the Approvals web part tile on the Tyler Dashboard.

To approve an item:

1. Double-click the Approvals tile to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.



☐ ATN: Job Openin
1350011-01 FINANCE

☐ BGT: Workflow pr
2016 3 6 REF1 50000.0

☐ ESA: ESS Accrual
Emp 778, Job , Type 1

☐ EST: ESS Time Sh
Emp 778, Date 01/02/2

☐ EST: ESS Time Sh
Emp 778, Date 12/24/2

☐ BGT: Workflow process BGT
2016 3 6 REF1 50000.00 Fri Oct 23 2015

☐ PMB: Personnel Actions Benefits
87 HARRIS, SARAH Fri Oct 23 2015

☐ UTB: UB Bill Adjustments
001009 1076 10.00 Fri Oct 23 2015

☐ PRQ: Prerequisite Requires Approval
168-Site Inspection Fri Oct 23 2015

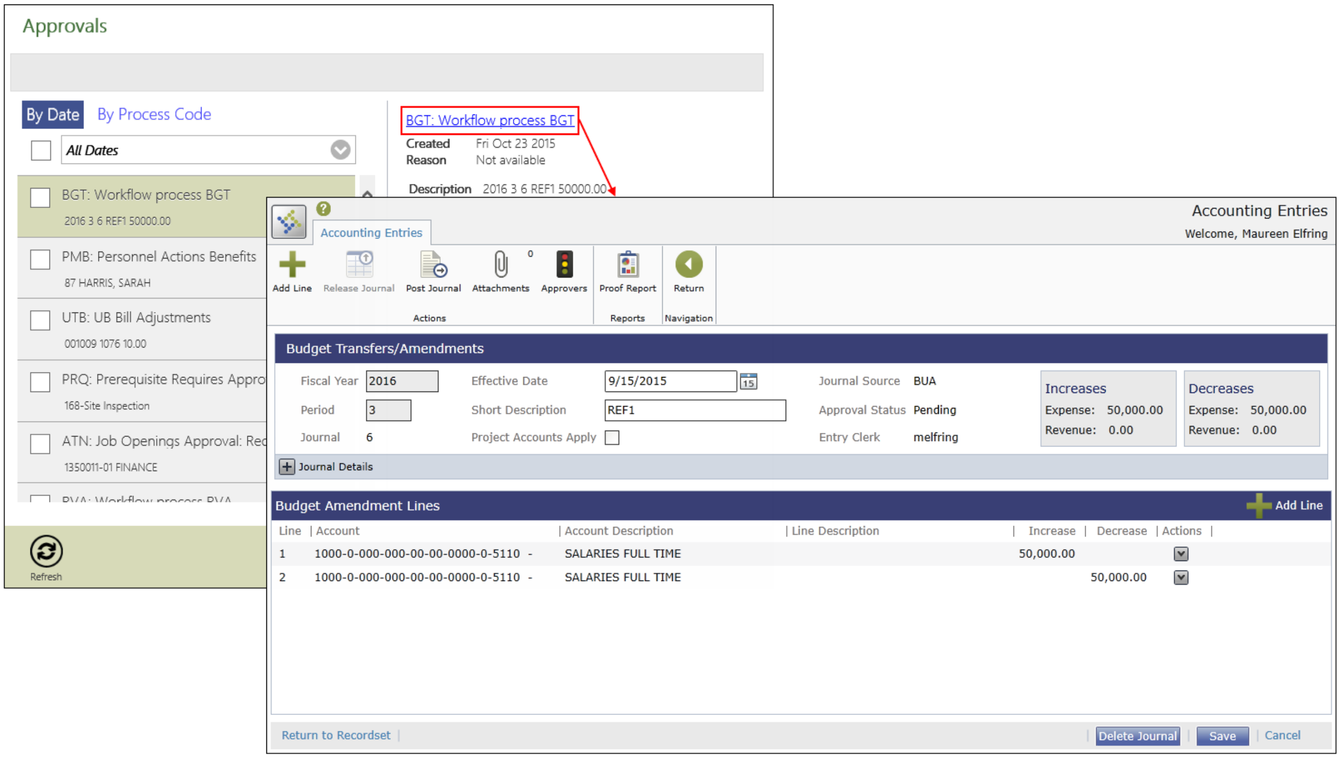
☐ ATN: Job Openings Approval: Req Sub-...
1350011-01 FINANCE Fri Oct 23 2015

Created Fri Oct 23 2015
Reason Not available

Description 2016 3 6 REF1 50000.00

2. Review the items awaiting approval.

3. To view additional information, click the Detail link to view the item in the applicable Munis program.



Accounting Entries

Welcome, Maureen Elfring

☐ BGT: Workflow process BGT
2016 3 6 REF1 50000.00

☐ PMB: Personnel Actions Benefits
87 HARRIS, SARAH

☐ UTB: UB Bill Adjustments
001009 1076 10.00

☐ PRQ: Prerequisite Requires Appro
168-Site Inspection

☐ ATN: Job Openings Approval: Req
1350011-01 FINANCE

BGT: Workflow process BGT
Created Fri Oct 23 2015
Reason Not available
Description 2016 3 6 REF1 50000.00

Budget Transfers/Amendments

Fiscal Year 2016
Period 3
Journal 6
Effective Date 9/15/2015
Short Description REF1
Project Accounts Apply ☐
Journal Source BUA
Approval Status Pending
Entry Clerk melfring

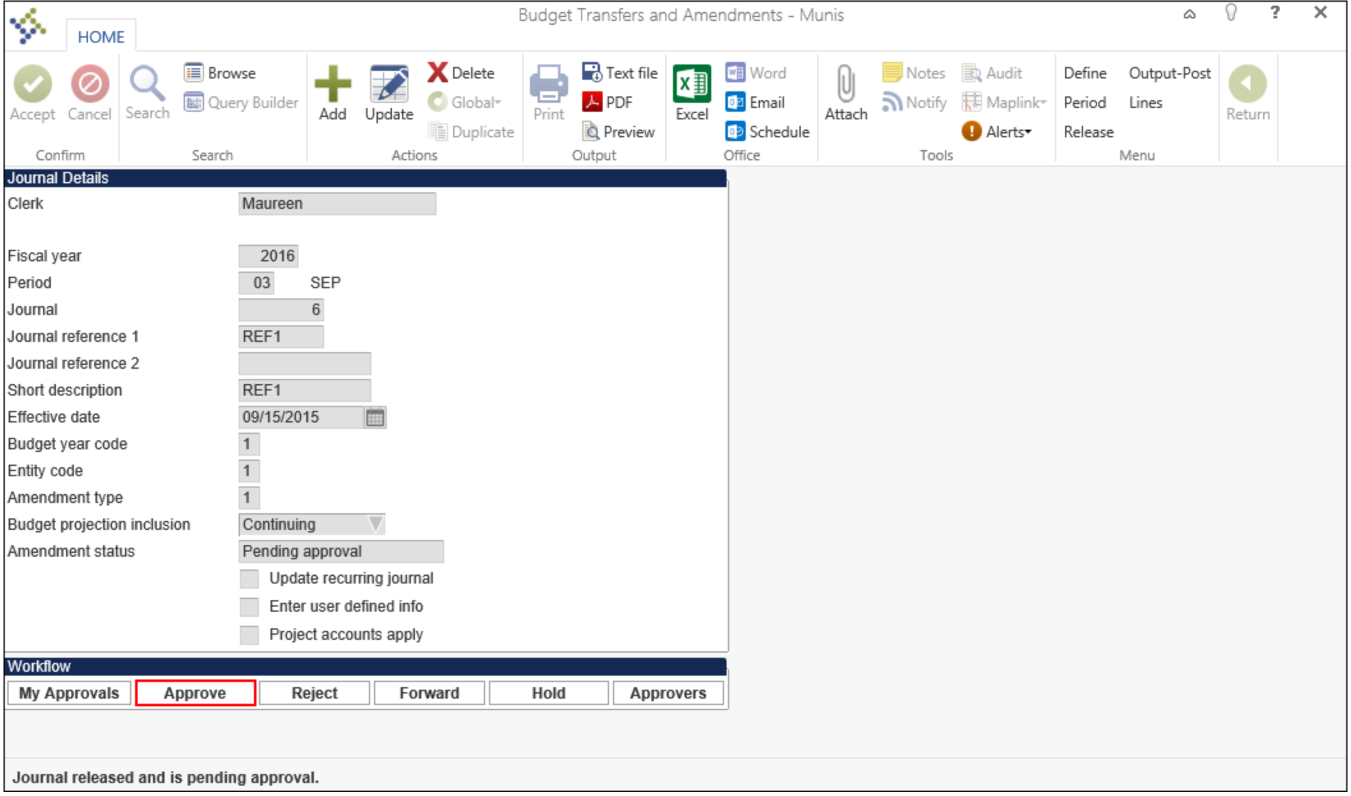
Increases
Expense: 50,000.00
Revenue: 0.00

Decreases
Expense: 50,000.00
Revenue: 0.00

Budget Amendment Lines

Line	Account	Account Description	Line Description	Increase	Decrease	Actions
1	1000-0-000-000-00-00-0000-0-5110 -	SALARIES FULL TIME		50,000.00		
2	1000-0-000-000-00-00-0000-0-5110 -	SALARIES FULL TIME			50,000.00	

4. To approve the item from the Munis program, select the Approve option in the Workflow group.

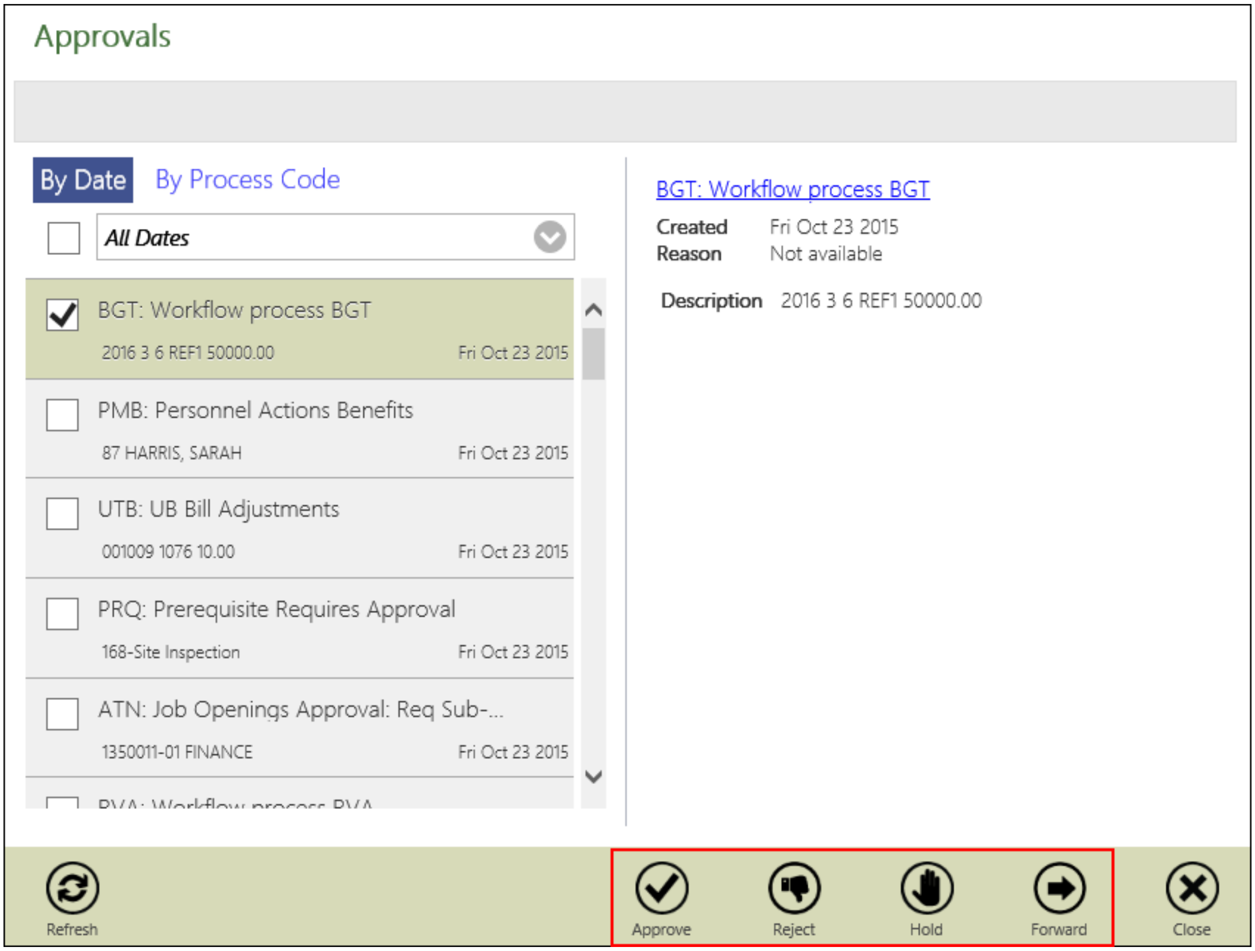


Journal Details

Clerk Maureen
Fiscal year 2016
Period 03 SEP
Journal 6
Journal reference 1 REF1
Journal reference 2
Short description REF1
Effective date 09/15/2015
Budget year code 1
Entity code 1
Amendment type 1
Budget projection inclusion Continuing
Amendment status Pending approval
☐ Update recurring journal
☐ Enter user defined info
☐ Project accounts apply

Journal released and is pending approval.

5. To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.



Approvals

By Date | By Process Code

☐ *All Dates*

☑ BGT: Workflow process BGT
2016 3 6 REF1 50000.00 — Fri Oct 23 2015

☐ PMB: Personnel Actions Benefits
87 HARRIS, SARAH — Fri Oct 23 2015

☐ UTB: UB Bill Adjustments
001009 1076 10.00 — Fri Oct 23 2015

☐ PRQ: Prerequisite Requires Approval
168-Site Inspection — Fri Oct 23 2015

☐ ATN: Job Openings Approval: Req Sub-...
1350011-01 FINANCE — Fri Oct 23 2015

BGT: Workflow process BGT

Created Fri Oct 23 2015
Reason Not available

Description 2016 3 6 REF1 50000.00

When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	**Description**
Approve	Identifies the record as approved, and sends notification to the next approver in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.
Hold	Retains an item in your approval queue for additional review. It will remain here until further action is taken.

Results

The results vary according to the Workflow action selected.

Status Change

The following status changes occur according to the action taken for the transaction:

- Approved records move to the next step of approvers, if necessary. If this is the final approval, the transaction is updated to status approved and is ready for posting.
- Rejected records return to the originator with a note regarding the reason for rejection. The originator takes the next appropriate action for the record (delete or update and resubmit).
- Held transactions remain in the queue until further action is taken by the required approver.
- Forwarded transactions move to the queue of the identified recipient. The recipient reviews and updates the transaction to determine the next step.

GL Impact

The general ledger is not impacted by this transaction. Until the record is posted by budget staff, these transactions will not affect the referenced general ledger accounts.

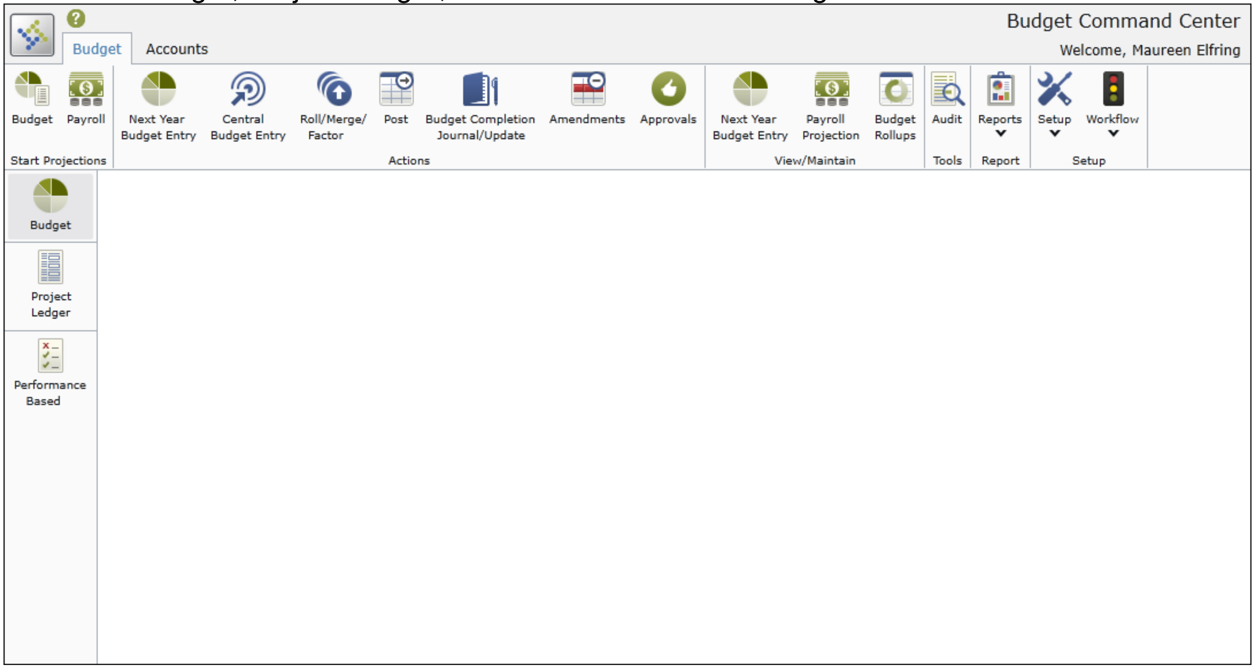
What's Next?

Once budget transactions have been approved by all identified approvers, they are posted by personnel authorized to post budget transfers and amendments.

Budget Command Center

Overview

The Budget Command Center functions as a consolidated resource for accessing and processing budget information from your organization's Munis database. The Budget Command Center provides details for Budget, Project Ledger, or Performance Based categories.



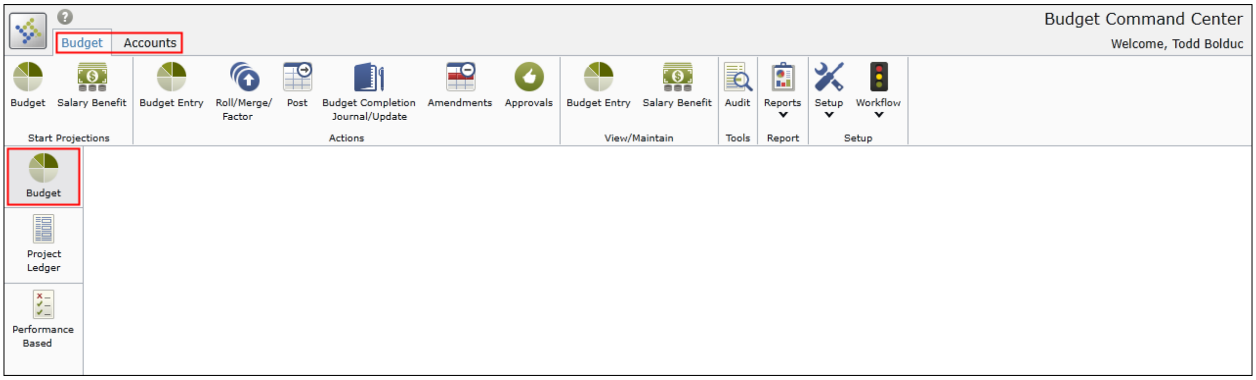
Prerequisites

The program applies all role based permissions related to the programs and information that it accesses.

Procedures

Budget

The Budget category provides budget detail on two tabs: Budget and Accounts. The ribbon on the Budgets tab provides access to the Munis programs used to process and report budget information. The Accounts tab facilitates account maintenance and inquiry.



Budget Tab

The ribbon for the Budget tab provides direct access to the following Munis program associated with budget processing:

Start Projections

- Budget—Define/Start Budget Projection
- Payroll—Projection Start and Status

Actions

- Next Year Budget Entry—Next Year Budget Entry
- Central Budget Entry—Central Budget Entry
- Roll/Merge/Factor—Roll/Merge Projection
- Post—Post to Master for Reports
- Budget Completion Journal/Update— Budget Completion Journal
- Amendments—Budget Transfers and Amendments
- Approvals—Budget Transfer Approvals

View/Maintain

- Next Year Budget Entry—Next Year Budget Entry
- Payroll Projection—Projection Start and Status
- Budget Rollups—Budget Rollups

Tools

- Audit—Budget Audits

Report

- Reports—Certification of Resources, Next Year Budget

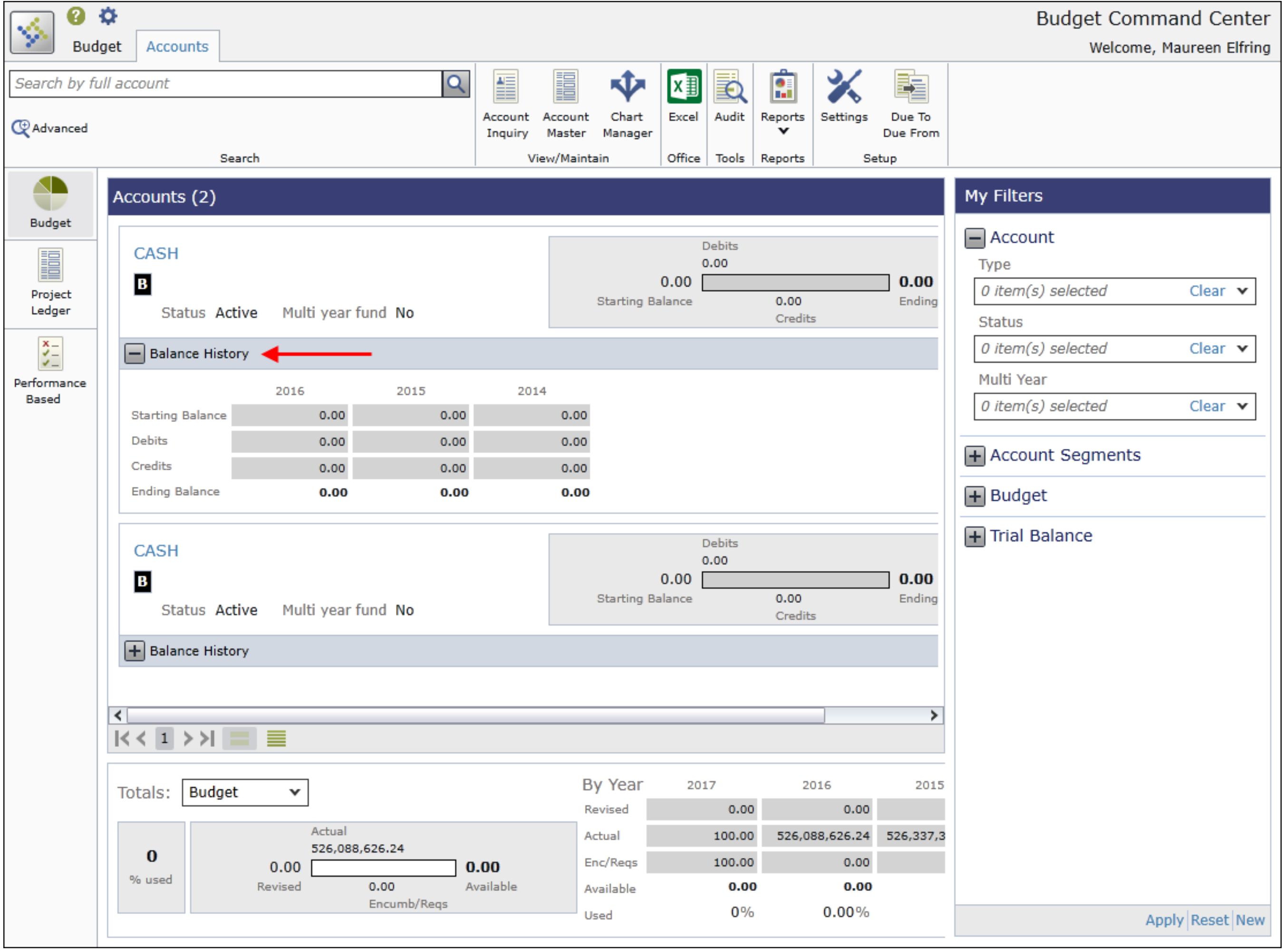
Setup

- Setup—Budget Settings, Miscellaneous, Budget User Attributes
- Workflow —Approval History, Workflow Business Rules, Pending Actions, Workflow User Attributes

Accounts Tab

The Accounts tab provides maintenance options for specific budget accounts.

Use the Search fields or the Advanced Search options to navigate create an active set of general ledger accounts, and then use the My Filters fields to sort the results by Account, Account Segments, Budget, or Trial Balance attributes.



CASH

B

Status Active Multi year fund No

Debits	0.00
Starting Balance	0.00
Credits	0.00
Ending	0.00

Balance History

	2016	2015	2014
Starting Balance	0.00	0.00	0.00
Debits	0.00	0.00	0.00
Credits	0.00	0.00	0.00
Ending Balance	0.00	0.00	0.00

CASH

B

Status Active Multi year fund No

Debits	0.00
Starting Balance	0.00
Credits	0.00
Ending	0.00

Balance History

Totals: Budget

% used	0
Actual	526,088,626.24
Revised	0.00
Encumb/Reqs	0.00
Available	0.00

By Year	2017	2016	2015
Revised	0.00	0.00	
Actual	100.00	526,088,626.24	526,337,3
Enc/Reqs	100.00	0.00	
Available	0.00	0.00	
Used	0%	0.00%	

Expand the Balance History group to view details for the next, current, and previous years.

The ribbon for the Accounts tab provides direct access to the following Munis program associated with general ledger accounting programs the Account Inquiry, Account Master, and Chart of Account programs in Munis.

In addition, use the Excel option to export the account details to Microsoft Excel, the Audit option to view account changes in the Account Audit program, the Reports option to create miscellaneous reports for general ledger accounting, the Settings option to define settings in the General Ledger Settings program, and the Due To/Due From option to define the due to/due from relationships between accounts.