



Norfolk Public Schools
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MUNIS

**Next Year Budget
Entry
Training**

Objective

This document provides step-by-step instructions on how to set up and complete the Next Year Budget Entry process. It is intended for a MUNIS user who is responsible for entering and maintaining budget information.

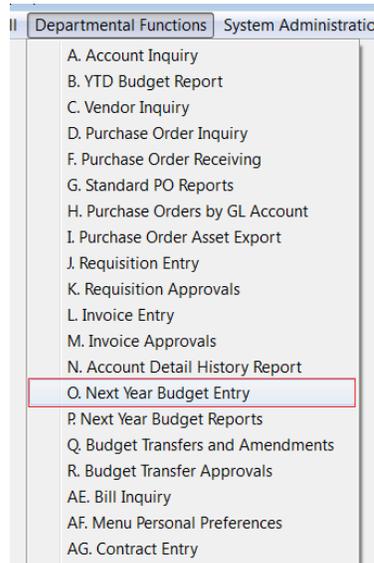
Overview

The Next Year Budget Entry program allows you to enter budget amounts for a projected budget. These amounts are entered at the detail levels. When all departments have entered budget information, the projection can be rolled to the next approval level. When the projection has cleared all of the approval levels, it can be created as the actual budget for the next fiscal year.

Procedure

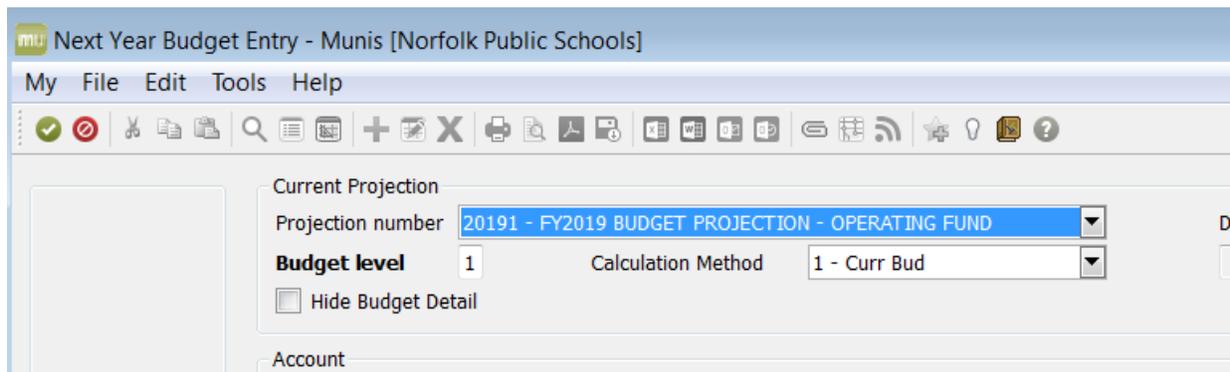
Use the following steps to complete the Next Year Budget Entry process:

1. Open the Next Year Budget Entry program.
NPS Department > Next Year Budget Entry



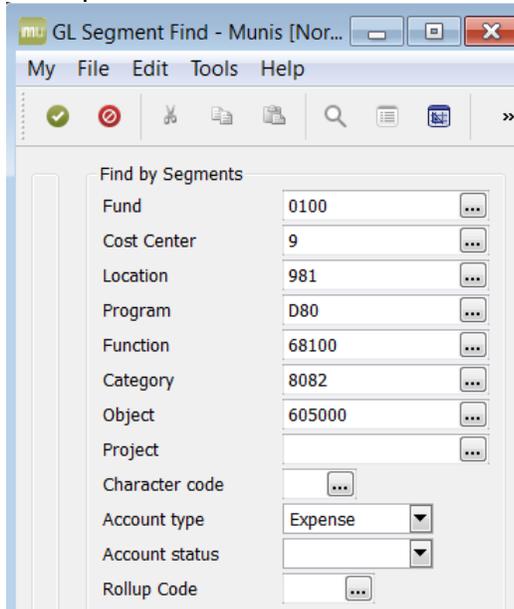
2. Complete the following fields in order to select the projection you want to enter budget values for (Note: Depending on the user's permission, the system will skip this step and will take you straight to the GL Segment Find screen #3):

Field	Action or Description
Projection number	Select "20191 – FY2019 BUDGET PROJECTION"
Budget level	Department users only have access to Level 1
Calculation method	Choose Method 1 – Curr Bud



3. When you have entered your desired values, either tab through the Calculation method field, or click Accept  on the toolbar. The program opens the GL Account Find screen for entry.

4. The Account Find screen allows you to select a set of accounts by account type or fund/cost center/department/function/program/category/object/project codes or all accounts. Regardless of which selection method you use, **you will only see accounts that you have budget permissions to alter**, as defined in Budget Permissions and Parameters. Enter your selection criteria, and click Accept  on the toolbar.

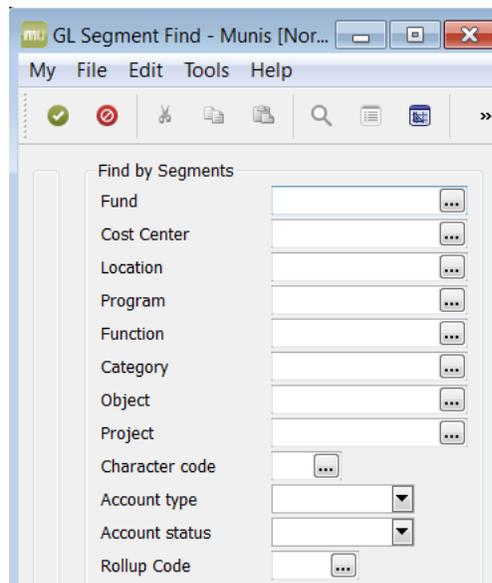


The screenshot shows the 'GL Segment Find' window with the following search criteria entered:

Segment	Value
Fund	0100
Cost Center	9
Location	981
Program	D80
Function	68100
Category	8082
Object	605000
Project	
Character code	
Account type	Expense
Account status	
Rollup Code	

OR

You may click on  without entering any type or account to display all accounts you have access to.



The screenshot shows the 'GL Segment Find' window with all search criteria fields empty:

Segment	Value
Fund	
Cost Center	
Location	
Program	
Function	
Category	
Object	
Project	
Character code	
Account type	
Account status	
Rollup Code	

After you have selected your account criteria, the Next Year Budget Entry program displays all of the available accounts.

Current Projection

Projection number: 20191 - FY2019 BUDGET PROJECTION - OPERATING FUND

Budget level: 1

Calculation Method: 1 - Curr Bud

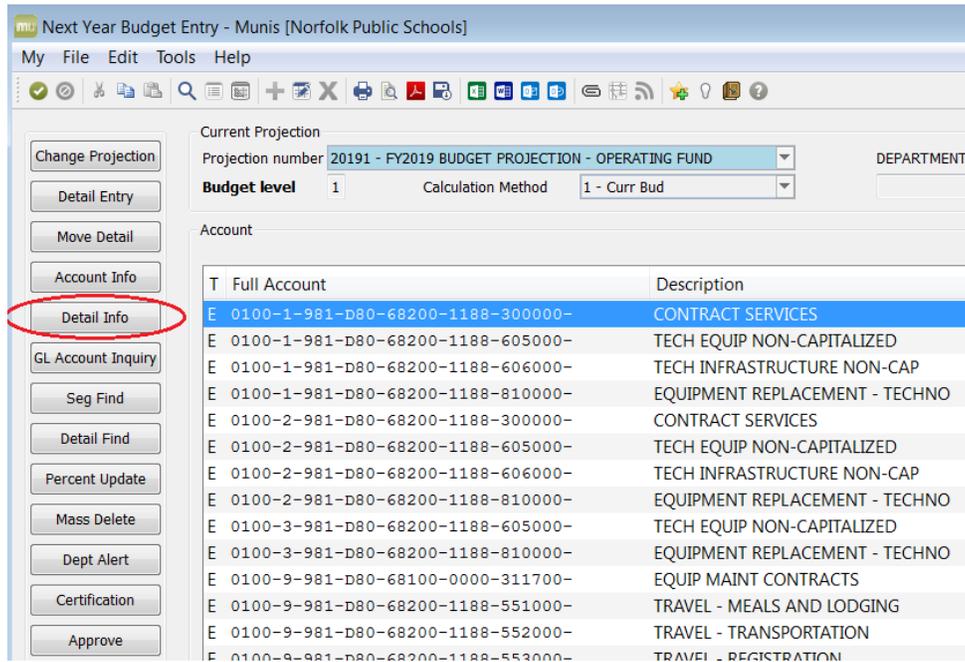
DEPARTMENT Total

Account

T	Full Account	Description	2018
E	0100-1-981-D80-68200-1188-300000-	CONTRACT SERVICES	
E	0100-1-981-D80-68200-1188-605000-	TECH EQUIP NON-CAPITALIZED	
E	0100-1-981-D80-68200-1188-606000-	TECH INFRASTRUCTURE NON-CAP	
E	0100-1-981-D80-68200-1188-810000-	EQUIPMENT REPLACEMENT - TECHNO	
E	0100-2-981-D80-68200-1188-300000-	CONTRACT SERVICES	
E	0100-2-981-D80-68200-1188-605000-	TECH EQUIP NON-CAPITALIZED	
E	0100-2-981-D80-68200-1188-606000-	TECH INFRASTRUCTURE NON-CAP	
E	0100-2-981-D80-68200-1188-810000-	EQUIPMENT REPLACEMENT - TECHNO	
E	0100-3-981-D80-68200-1188-605000-	TECH EQUIP NON-CAPITALIZED	
E	0100-3-981-D80-68200-1188-810000-	EQUIPMENT REPLACEMENT - TECHNO	
E	0100-9-981-D80-68100-0000-311700-	EQUIP MAINT CONTRACTS	
E	0100-9-981-D80-68200-1188-551000-	TRAVEL - MEALS AND LODGING	
E	0100-9-981-D80-68200-1188-552000-	TRAVEL - TRANSPORTATION	
E	0100-9-981-D80-68200-1188-553000-	TRAVEL - REGISTRATION	
E	0100-9-981-D80-68200-1188-605000-	TECH EQUIP NON-CAPITALIZED	
E	0100-9-981-D80-68100-8082-820000-	NEW EQUIPMENT - TECHNOLOGY	
E	0100-9-981-D80-64200-0000-530000-	INSURANCE	
E	0100-9-981-D80-68300-0910-300000-	CONTRACT SERVICES	
E	0100-9-981-D80-68300-0910-605000-	TECH EQUIP NON-CAPITALIZED	

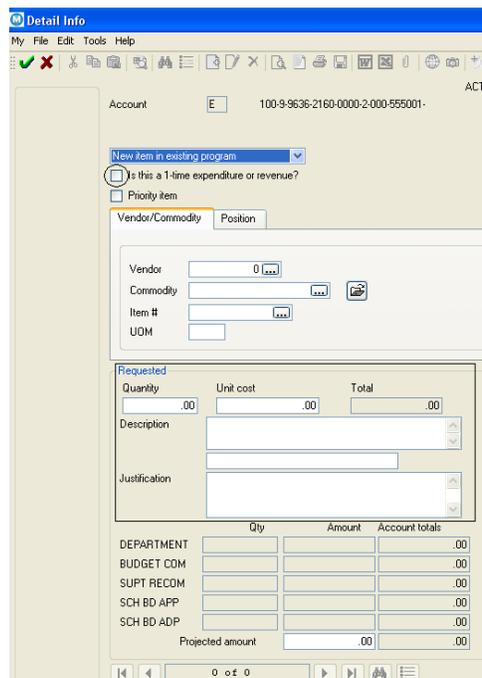
5. All budget amounts must be updated at the line item (detail) level. You are required to provide budget detail for every budget line.

6. To update the budget amounts at the detail level, click on account, then select the Detail Info button on the sidebar.



7. The detail info table opens for entry. Here you can **Add**, **Update**, or **Delete** a detail record.

- a. Click the **Add** button  to add a new detail record.



Is this a one-time expenditure for FY2019? If yes, check box. Then enter the following information: quantity, unit cost, **description**, and **justification**. When done, click Accept  on the toolbar.

FOR EACH LINE ITEM REQUESTS:

Description field: Detailed description must be provided.

Justification field: Program and subprogram must be specified.

Requested

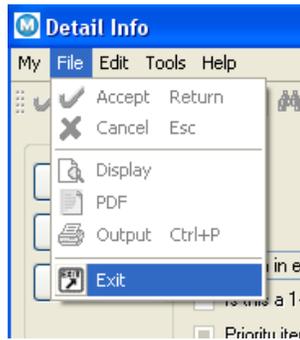
Quantity	Unit cost	Total
1.00	2,000.00	2000.00

Description: SCHOOL BASED: INSTRUCTIONAL MATERIALS FOR INTERVENTIONISTS

Justification: PROGRAM: SUPPLEMENTAL LEARNING OPPORTUNITIES
SUBPROGRAM: INTERVENTION PROGRAM

	Qty	Amount	Account totals
DEPARTMENT	1.00	2000.00	40000.00
BUDGET COM	.00	.00	.00
SUPT RECOM	.00	.00	.00
SCH BD APP	.00	.00	.00
SCH BD ADP	.00	.00	.00
Projected amount		2000.00	40000.00

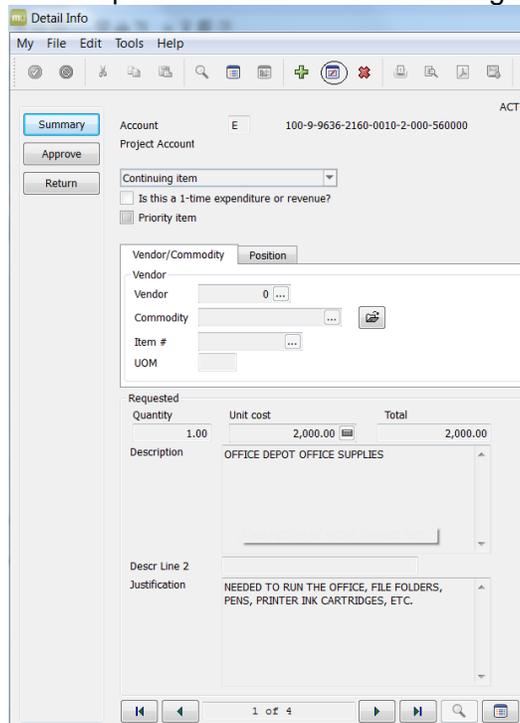
When you have finished entering or adding all line items, go to File, choose exit on the toolbar. This will take you back to the main Next Year Budget Entry screen



Or click on the **RED X** at the **upper right hand corner** of the Detail Info screen to exit and this take you back to the main Next Year Budget Entry screen.



- b. Click **Update** button  to update information on an existing record.

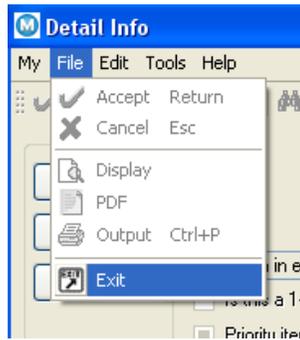


(Please note this is  one of four records)

Enter values and click Accept for each line item. To go to the next record, click on the right arrow as shown below.



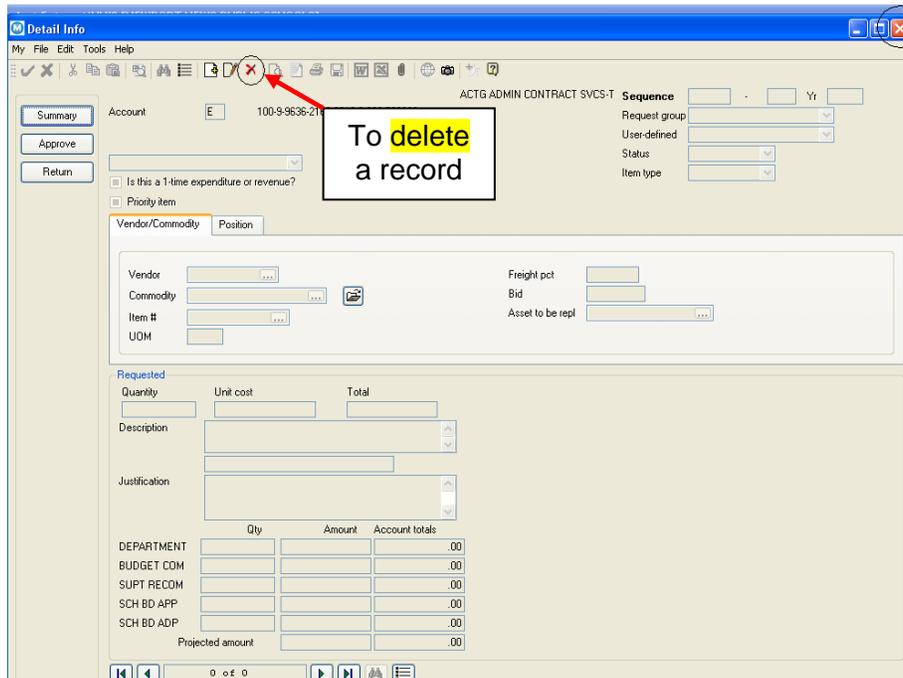
When you have finished updating all line items, go to File, choose exit on the toolbar. This will take you back to the main Next Year Budget Entry screen



Or click on the **RED X** at the **upper right hand corner** of the Detail Info screen to exit and this take you back to the main Next Year Budget Entry screen.



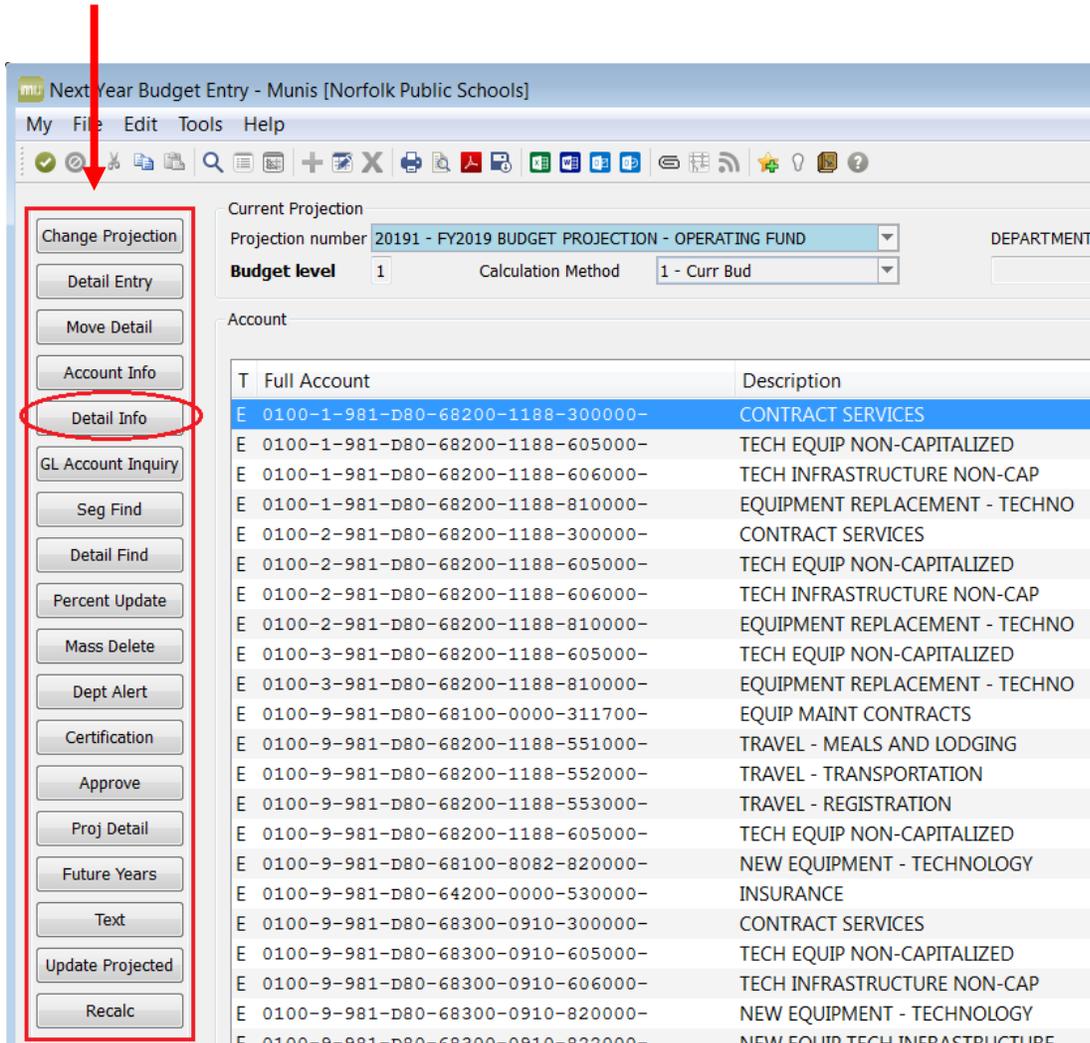
c. To **Delete** a record, select  on the MUNIS toolbar.



To **exit** this screen

When you have finished entering, updating or deleting all line items, go to File, choose exit on the toolbar. This will take you back to the main Next Year Budget Entry screen

8. The main Next Year Budget Entry screen contains further options that are covered in the **Sidebar Options** section below.



Sidebar Options

Change Projection

The Change Projection button opens the Projection Number field for entry. **The only budget projection that is available for use is the default projection - 20191.**

Detail Entry

The Detail Entry button allows you to enter budget detail lines for a selected account. Specific instructions for this process have been presented earlier in this document.

Move Detail

Clicking the Move Detail button opens the Move Detail screen.

Account Info

The Account Info button can be used to display information about a specific account within the projection. Clicking the button opens the Account Info screen.

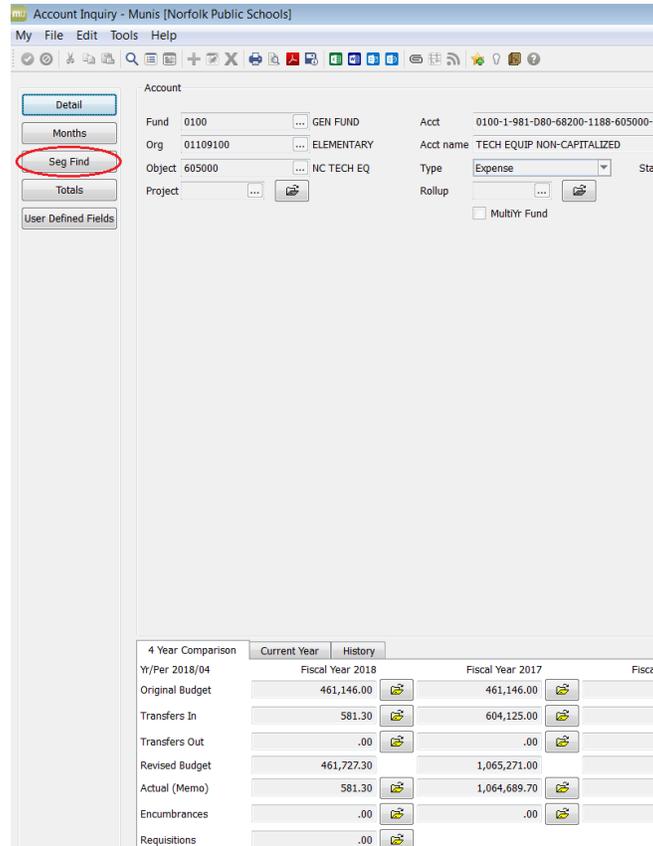
The screenshot shows the 'Account Info' window with the following details:

- ACCOUNTING**
 - Account: 19636003 ... 560000 ... ACTG ADMIN MAT & SUPPLIES
 - Type: E 100-9-9636-2160-0010-2-000-560000-
- Navigation:** Main | Detail | Monthly | Text | History | Future Years | Statistics
- 2012 Budget Data:**
 - Original budget: 11,500.00
 - Revised budget: 11,500.00
 - Budget less cfwd: 11,500.00
 - Current actual: 932.69
 - Encumb/req: 3,929.20
 - Encumb/req less cfwd: 3,929.20
 - Available budget: 6,638.11
 - Projected actual: 11,500.00
 - Denied total: .00
- 2013 Budget Data:**
 - Original budget: 11,500.00
 - Budget COM: .00
 - SUPT RECOM: .00
 - SCH BD APP: .00
 - SCH BD ADP: .00
 - Percent change: .00
- PROJECTION TOTALS:**
 - Curr budget: 171,381.00
 - Projected actl: 171,381.00
 - Ceiling totals: .00
 - DEPARTMENT: 171,381.00
 - % Change: .00

This screen displays the account's budget information for the current year, as well as the next year. If the account is designated as a lead account in the Budget Rollup FM program, lead account information is also displayed on the Account Info screen. Lead accounts track the budget for a rollup group.

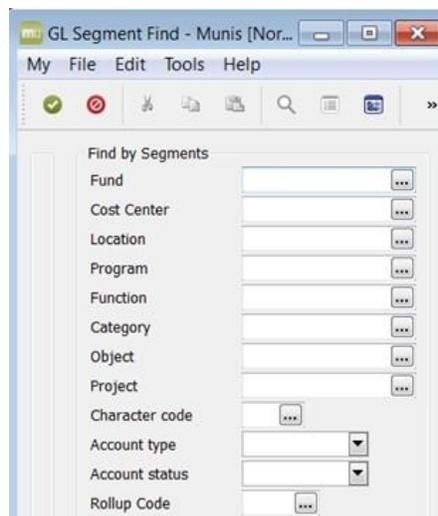
GL Account Inquiry

The GL Account Inquiry button opens the GL Account Inquiry program for the account you have selected. This program provides summary and detail history of the account, including the current available budget. You cannot make any alterations to the account in the GL Account inquiry program. The data is provided as a reference only.



Seg Find

The Seg Find option opens the Segment Find screen.



This screen allows you to search the budget projection for a segment, or segment combination. The matching accounts are displayed on the main Next Year Budget Entry screen.

Detail Find

The Detail Find option performs the same function as Seg Find, but searches on budget detail records.

Percent Update **(DO NOT USE THIS FUNCTION)**

The Percent Update option allows you to update the budget level of the selected account by a percentage. Select a starting basis from the dropdown list, and then enter the percentage increase. Note that you cannot utilize this option if the account contains detail records. Clicking the Percent Update button for an account with detail records opens the Project Detail screen instead.

Mass Delete **(DO NOT USE THIS FUNCTION)**

The Mass Delete option deletes all account records within your current Find set. This option is only usable by Level 5 budget users. Deleted records can only be recovered with a system backup, so use this option with caution.

Dept Notify **(DO NOT USE THIS FUNCTION)**

Clicking the Dept Notify button distributes workflow notifications that a department has finished working on the current level of the projection. To use this feature, you must create a business rule with a process type of BLV in the Business Rules FM program.

Certification **(DO NOT USE THIS FUNCTION)**

You can use the Certification button to open the Certification of Resources program. The program is used to enter estimates of the next year's beginning unencumbered cash amounts. The certification option is only usable for balance sheet accounts.

Approve (DO NOT USE THIS FUNCTION – THIS IS FOR FUTURE USE)

The Approval button allows you to approve or deny budget records. You cannot access this option unless you have the appropriate permissions to approve budget records.

Proj Detail (DO NOT USE THIS FUNCTION)

Text (DO NOT USE THIS FUNCTION)

The Text button displays any attached comments or text associated with the selected account. If none exists, you cannot use the button.

Results

After completing the Next Year Budget Entry process, you have created a prospective budget for the next fiscal year.

What's Next?

You can run the Next Year Budget Reports program to create reports based on the information you entered in Next Year Budget Entry.

Overview

The MUNIS Next Year Budget Reports program lets you develop reports from budget projections that have been created for the next budget cycle. The reports are created by using a projection number and a set of account numbers, selected by type (expense, revenue, etc), GL segment, and/or account status. If User ID Permissions are established they will apply to the accounts that are accessed.

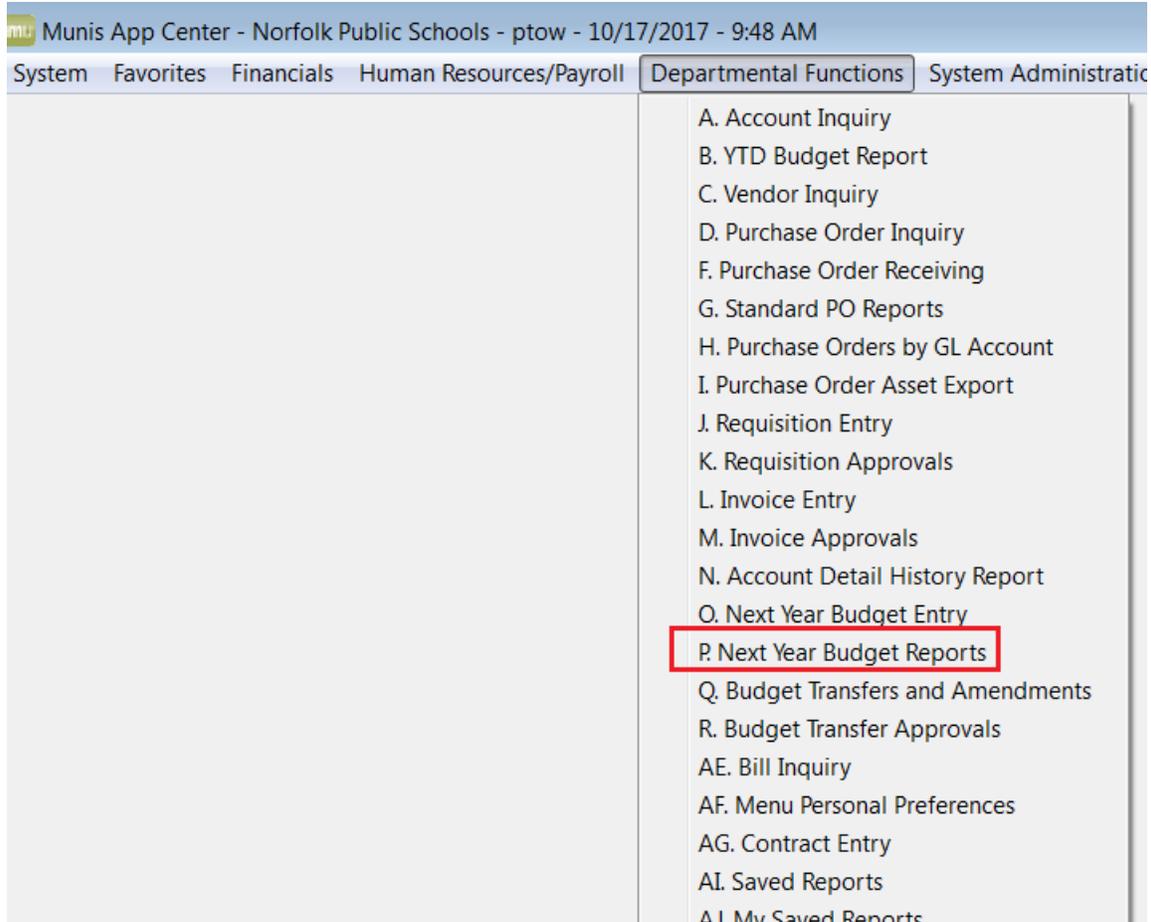
Common Search Tools

Ranges and/or logical search characters can be used in your search. The following is a list of characters and an example of their use. Not all these characters can be used in all fields...for example, you cannot use the wildcard character (*) in a date field. **NOTE:** MUNIS is case-sensitive so a name entered as John Doe in MUNIS would not be found if the user put JOHN DOE in the name field when doing a search.

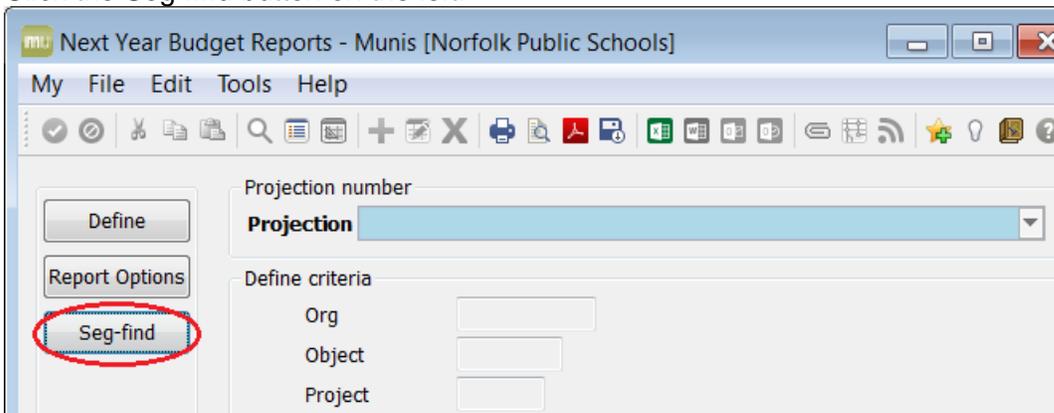
Symbol	Description	Example of Use
*	Wildcard. Use this with any combination of letters or numbers before or after the symbol.	Office* returns any names that begin with Office (Office Max, Office Depot) *Office* returns any names that contain the word Office (Staples Office Supply, ION Office Equipment, Office Max)
>	Greater Than	>1/16/07 returns all dates greater than the specified date.
>=	Greater Than or Equal To	>=1/16/07 returns the specified date and all dates greater than the date specified
<	Less Than	<\$10,000.00 returns all amounts less than the amount specified.
<=	Less Than or Equal To	<=1/16/07 returns the specified date and all dates less than or equal to the date specified
<> or !=	Not Equal To	<>135 or !=135 used in Dept/Loc returns all departments except 135
: or ..	Range	500:599 returns all amounts including the beginning and ending amounts
	Pipe symbol, used as "and".	Finds the named data items, regardless of the range. For example 1/1/06 1/10/06 1/31/06 returns only the three dates

Reports

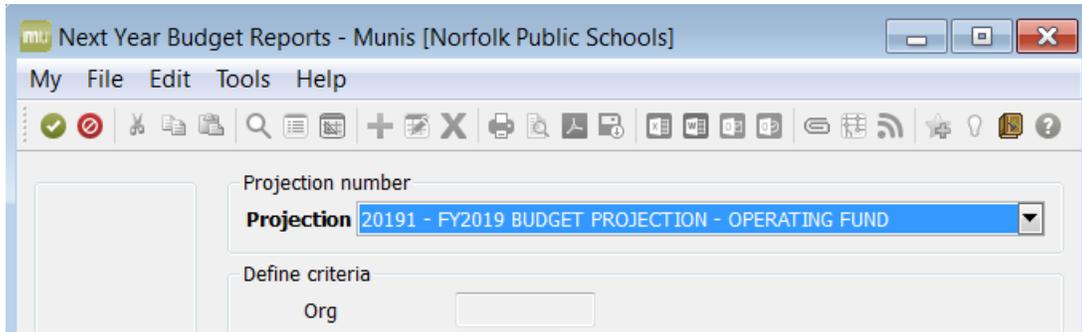
1. Open Next Year Budget Reports
NNPS Department Menu > Next Year Budget Reports



2. Click the Seg-find button on the left.

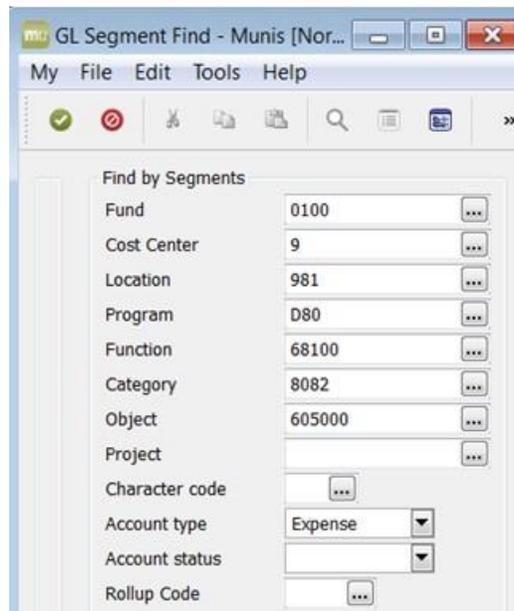


- From the Drop Down list, choose your projection number (**20181 – FY2018 BUDGET PROJECTION and/or 20191 – FY2019 BUDGET PROJECTION**) for the reports to be created and click Accept  on the toolbar.

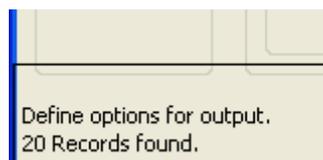


- Enter the following for the fields to select accounts

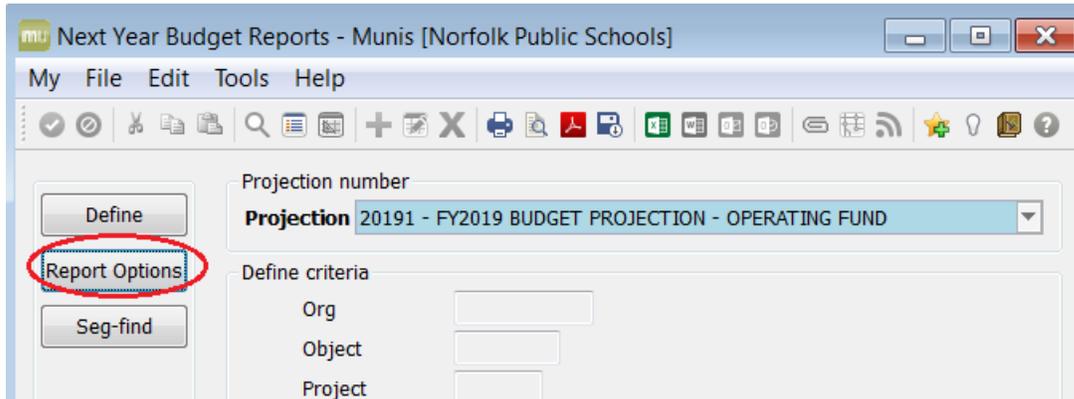
Accounts	Select by segment accounts to be included in the report. Leave these fields blank to include all.
Account Type	Select Expense accounts or leave blank for all.
Account Status	Select Active or leave blank for all.



- Click on the OK/Accept button . The number of records found will appear on the bottom left side of the screen.



6. Click on the Report Options button on the left side to choose and format your report.



7. Enter the following for the fields to select report options and selection criteria:

Field	Action or Description
Type	The following reports may be selected from the Drop Down. There are 6 possible reports, and there is a sample of each in the following pages: <ol style="list-style-type: none"> 1. Next Year/Current Year Budget Analysis 2. Next Year Budget Levels Report 3. Next Year Budget Detail Report 4. Next Year Budget Historical Comparison 5. Next Year Budget Comparison Report 6. Future Years Report
Budget Level	These are steps the budget must go through to create the final budget. For types 1 – 4 you can select one budget level; for type 5 you can include up to 3 budget levels.
Percent Change Calculation Method	Each method works in a similar way, but uses a different levels; Current, Projected, Original and Revised. They create a percentage of change based on the selection and next year's budget. Note: If the percentage change is greater than 9999.99, a zero displays in this field.
Field #	This is the sequence to sort the report. The four sort sequence fields allow you to select GL segments from the Drop Down.
Total	This totals all columns on the report for the "Field" selected.
Page Break	This starts a new page after each "Field" sequence.
Period Number	The number selected here includes current year actual data up to and including the period number entered. This applies to the Next Year/Current Year Budget report (#1). Entering 99 will include CURRENT DETAIL. If the Budget Carryforward Method is 3 in the GL Parameters, the report shows closing budget figures from the current year monthly amounts. Inserting a number in this field also changes the Prior Year Actuals.
Print Revenue as Credit	This is available only when running reports for Revenue Accounts. If not selected, revenue account balances print without the minus sign.
Include C fwd in Rev Bud	In report type 1 carryforward amounts are subtracted from the revised budget.

Totals Only	<p>Selecting this box prints totals for sequence level 1 ONLY. The grand total is still printed for the sequence. The org number displays next to the description on the printed report.</p> <p>This is available for report types 1, 2, 4 & 5.</p> <p>If this box is not checked the program prints totals for each sequence and detail does not print.</p> <p>The Suppress Zero Bdgt Accts box is automatically not selected if the Totals Only box is selected.</p>
Include Segment Code	This field is accessible if Total Only is selected.
Print Full GL Account	Prints the full general ledger account along with the Org, Object, and Project.
Double Space	Creates a double spaced format.
Suppress Zero Bdgt Accts	<p>If selected, any accounts meeting the following conditions are excluded: 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.</p> <p>This field is not available if the Totals Only field is selected.</p>
Print as Worksheet	<p>Only the Next Year/Current Year Budget report (#1) can be printed as a Worksheet. Current Year Projections, Next Year Budget Level 1 and Percent Change fields print a line for user input.</p> <p>This report can be given to department users to enter budget requests.</p>
Print Pct or Comment	<p>Selecting this field allows you to calculate and print the percent change of the budget level being reported. Selecting (P) calculates the percentage change. (C) prints an underscore so you can manually enter a comment.</p> <p>This field is only assessable for the Next Year/Current Year Budget report.</p>
Print Text	Selecting this field prints all associated text.

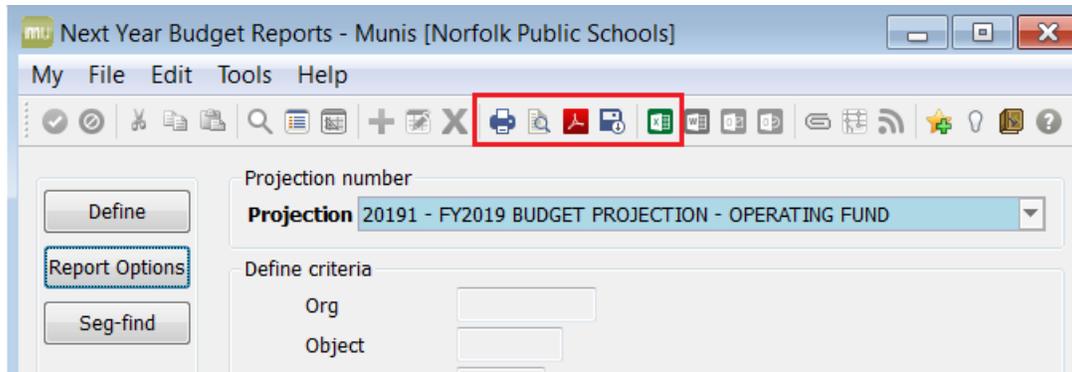
Next Year Budget Detail Report

The Next Year Budget Detail is the only report that allows you the option to print detail information entered in Next Year budget entry. You may choose the budget level and determine the account sequencing with totals and page breaks. You may run totals only, print full general ledger account numbers, double space the report, suppress zero budget accounts, and print text. This is the only report that you can see detail that might have been entered in Next Year Budget Entry.

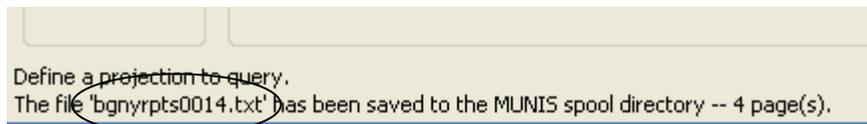
Field #	Total	Page Break
1 1 - Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 4 - Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 11 - Object	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

7. On the MUNIS toolbar click the  OK/accept button. This will take you back to the first screen.

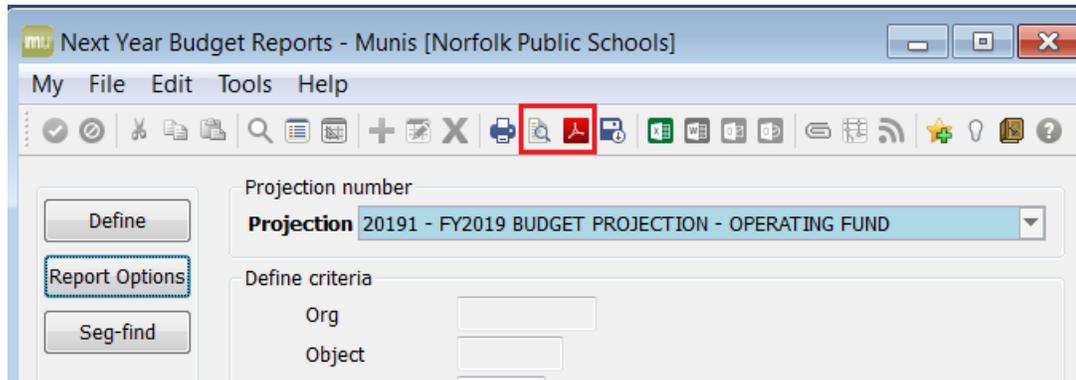
8. Select the Print Option you desire.  Output/Print,  Display,  PDF,  Save/Spool to a file, or  export to Excel.



To Save/Spool the report to a file, click  button. The following message with the file name appears at the bottom left side of the screen.



To access the report, from the MUNIS toolbar:



select  to display the report in PDF



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Norfolk Public Schools
NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20181 FY 2018 - OPERATING FUND PROJECTION

ACCOUNTS FOR:
GENERAL FUND

		VENDOR	QUANTITY	UNIT COST	2019 DEPARTMENT
D80	TECHNOLOGY				
600000	SUPPLIES - GENERAL				
01981003	0100-9-981-D80-68300-8081-600000- SUPPLIES AND MATERIALS		1.00	62,815.00	62,815.00
	PROJECTED COST OF OFFICE SUPPLIES AND MATERIALS NEEDED FOR INFORMATION TECHNOLOGY DIVISION. PERIOD: JULY 1, 2017 - JUNE 30, 2018 THIS INCLUDES ALL NECESSARY SUPPLIES IN ORDER TO FULFILL OUR JOB REQUIREMENTS. 2 ROUNDED UP - BUDGET PROJECTION IN WHOLE DOLLARS ONLY				
01981004	0100-9-981-D80-68300-8084-600000- SUPPLIES - GENERAL				.00
01981008	0100-9-981-D80-68300-0000-600000- SUPPLIES - GENERAL				.00
01981009	0100-9-981-D80-68300-8086-600000- SUPPLIES - GENERAL		1.00	20,786.00	20,786.00
	ESTIMATE COST OF SUPPLIES NEEDED FOR DISTRICT WIDE INITIATIVES SUCH AS REPORT CARD PRINTING, FEDERAL CARD PRINTING, AND PRINTING OF DISTRICT MESSAGES. FUNDS ARE NEEDED SO THE IT DEPARTMENT WILL HAVE SUFFICIENT PAPER, TONER, INK, PRINTER MAINTENANCE FOR REPORT CARD PRINTING. 2 ROUNDED UP - BUDGET PROJECTION IN WHOLE DOLLARS ONLY				

OR  to display the report

Norfolk Public Schools

NEXT YEAR BUDGET DETAIL REPORT

PROJECTION: 20181 FY 2018 - OPERATING FUND PROJECTION					
ACCOUNTS FOR:		VENDOR	QUANTITY	UNIT COST	2019 DEPARTMENT
GENERAL FUND					
D80	TECHNOLOGY				
600000	SUPPLIES - GENERAL				
01981003	0100-9-981-D80-68300-8081-600000-				
	SUPPLIES AND MATERIALS		1.00	62,815.00	62,815.00
	PROJECTED COST OF OFFICE SUPPLIES AND MATERIALS NEEDED FOR INFORMATION TECHNOLOGY DIVISION. PERIOD: JULY 1, 2017 - JUNE 30, 2018				
	THIS INCLUDES ALL NECESSARY SUPPLIES IN ORDER TO FULFILL OUR JOB REQUIREMENTS.				
	2				
	ROUNDED UP - BUDGET PROJECTION IN WHOLE DOLLARS ONLY				
01981004	0100-9-981-D80-68300-8084-600000-				.00
	SUPPLIES - GENERAL				
01981008	0100-9-981-D80-68300-0000-600000-				.00
	SUPPLIES - GENERAL				
01981009	0100-9-981-D80-68300-8086-600000-				20,786.00
	SUPPLIES - GENERAL		1.00	20,786.00	20,786.00
	ESTIMATE COST OF SUPPLIES NEEDED FOR DISTRICT WIDE INITIATIVES SUCH AS REPORT CARD PRINTING, FEDERAL CARD PRINTING, AND PRINTING OF DISTRICT MESSAGES.				
	FUNDS ARE NEEDED SO THE IT DEPARTMENT WILL HAVE SUFFICIENT PAPER, TONER, INK, PRINTER MAINTENANCE FOR REPORT CARD PRINTING.				
	2				
	ROUNDED UP - BUDGET PROJECTION IN WHOLE DOLLARS ONLY				