

Entering a Budget Transfer/Amendment into MUNIS

Objective

This document provides step-by-step instructions on how to enter a Budget Transfer or Amendment.

Overview

The Budget Transfer and Amendments program performs current year [budget transfers](#) and [amendments](#). This will reduce one budget line and increase another.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and GL lines are in place. If parameters and GL lines are not set up, or not set up correctly, contact the Budget Department to have them updated or added into the MUNIS system.

- The MUNIS Chart of Accounts, meaning, GL line must be in place
- Applicable User Security and Permissions must be established
- Applicable Budget Transfer/Amendment Workflow must be established

Entering a Budget Transfer/Amendment into MUNIS

The following pages provide step-by-step instructions on entering a Budget Transfer Request/Amendment request into MUNIS.

Getting Started

The Budget Transfers & Amendments module in MUNIS performs current year budget transfers and amendments. Your completed transfer will reduce one budget line and increase another. Before entering your budget transfer request into MUNIS:

1. Identify the need for the transfer request.
2. Review the GL accounts you plan to include in the request.
3. Follow the steps on pages 3-9 to enter your request into MUNIS making sure to adhere to pre-established budget guidelines (available on the Budget Department intranet site).
4. Be sure to include a detailed justification for your request.
 - Reason for the request
 - Reason an account is negative (if applicable)
 - Specify what is being purchased or paid for
5. Attach required supporting documentation, **e-mail or pre-approval form** (if applicable).
6. Release your transfer into the approval workflow.
7. Contact the Budget Department with any questions regarding your transfer/amendment request.
8. Visit the Budget Department intranet site for additional resources and training aids.

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Procedure

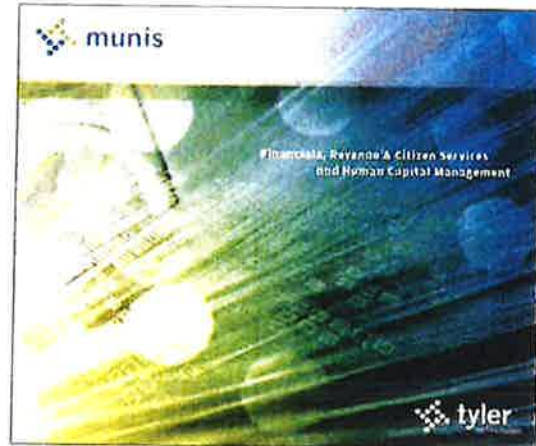
Use the following steps to enter a Budget Transfer or Amendment.


1. **TURN ON ALL CAPS ON YOUR KEYBOARD.**
2. From the MUNIS menu, open the Budget Transfers and Amendments module by double-clicking:

Departmental Functions > Budget Transfers and Amendments

Munis Application Menu

- System
- Favorites
- Financials
- Human Resources/Payroll
- 4 Departmental Functions
 - A. Account Inquiry
 - B. RTD Budget Report
 - C. Vendor Inquiry
 - D. Purchase Order Inquiry
 - E. Purchase Order Receiving
 - G. Standard PO Reports
 - H. Purchase Orders by GL Account
 - I. Purchase Order Asset export
 - J. Requisition Entry
 - K. Requisition Approvals
 - L. Invoice Entry
 - M. Invoice Approvals
 - N. Account Detail History Report
 - O. Next Year Budget Entry
 - P. Next Year Budget Reports
 - Q. Budget Transfers and Amendments
 - R. Budget Transfer Approvals
 - AZ. Bill Inquiry
 - AF. Menu Personal Preferences
 - AG. Contract Entry



3. On the MUNIS toolbar, click Add . This will open the fields as shown in the screen shot below.

The screenshot shows a window titled "Budget Transfers and Amendments - Munis (Test Database Nov 1 2017)". The window has a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu bar is a toolbar with various icons. A red arrow points from the "Add" icon (a green plus sign) in the toolbar to the "Define" tab in the left-hand pane. The "Define" tab is active, showing a list of fields for defining a journal entry. The fields are: "Clerk", "Fiscal year", "Period", "Journal", "Journal reference 1", "Journal reference 2", "Short description", "Effective date", "Budget year code", "Entity code", "Amendment type", "Special Condition", and "Amendment status". Below these fields is a "Workflow" section with a "My Approvals" button and an "Approvers" button. At the bottom of the window, it says "Defines/Searches for existing journal."

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Procedure (continued)

4. **TAB** through and complete the following fields highlighted in yellow below:

Field	Description
Clerk (will auto-populate)	This box displays the name of the user who created the budget amendment entry.
Fiscal Year (will auto-populate) DO NOT CHANGE	This is the accounting year for the transfer or amendment. The default value is current the fiscal.
Period (will auto-populate) DO NOT CHANGE	This is the fiscal period for the transfer or amendment.
Journal (will auto-populate)	This is the journal number for the transfer or amendment.
Journal Reference 1 - ENTRY REQUIRED	Location number followed by TRA EX: 123TRA, 134TRA, 135TRA
Journal Reference 2 - ENTRY REQUIRED	First initial and last name of approver (Name of PRINCIPAL) EX: DMCINTRYE, KVERHAPPEN, TMCANULTY
Short Description - ENTRY REQUIRED	This is the description to be used by the system when referring to this journal. You can enter up to 10 characters as a short description. USE THE SAMPLE LIST (see page 10)
Effective Date (will auto-populate) DO NOT CHANGE	The effective date of the budget transfer or amendment.
Budget Year Code (will auto-populate) DO NOT CHANGE	The budget year code creates budget transfers against the current year. (1 = Current year)
Entity Code (will auto-populate)	Budget Office Use Only
Amendment Type (will auto-populate) DO NOT CHANGE	This box indicates that the journal is a Budget Amendment. The default value when you are adding a record is type 1.
Special Condition DO NOT CHANGE	Budget Office Use Only
Amendment Status	This box displays the current status of the amendment once the amendment has been completely entered. The list of possible options is as follows: <ul style="list-style-type: none"> • Held: The initial status of the added journal. • Unbalanced: Displays if the journal is not in balance. <u>Unbalanced journals cannot be released.</u> • Pending Approval: The journal is released and pending workflow approval. • Approved: The journal has been approved and will post within 1-2 workdays. • Error: An error has occurred in the Workflow process.

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Budget Transfers and Amendments - Munis (Test Database Nov 1 2017)

My File Edit Tools Help

Journal Details

Clerk

Fiscal year 2018

Period 04 OCT

Journal 2853

Journal reference 1 123TRA

Journal reference 2 JDOE

Short description SUPPLIES

Effective date 11/03/2017

Budget year code 1

Entity code 1

Amendment type 1

Special Condition

Amendment status

Workflow

My Approvals Approve Reject Forward Hold Approvers

Enter a short description of the journal content

OVR

THESE FIELDS WILL AUTOMATICALLY POPULATE.

5. On the MUNIS toolbar, click Accept



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Procedure (continued)

6. **TAB** through and complete the following fields highlighted in yellow below in order to complete the detail of the Budget Transfer/Amendment.

The screenshot shows a software window titled "Budget Amendment Detail Lines". It has a menu bar with "My", "File", "Edit", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains the following text:


Journal
Journal 2014/12 NEO Ref 100784 Desc SUPPLIES Eff Date 06/05/2014

Journal Lines

Line	Account Number	Description	Comment	Eff Date	LC	Amount
1				06/05/2014		

Below the table, there is a section labeled "Add Description" with a plus icon. At the bottom left, there are labels for "Journal Title", "Program", and "Department". At the bottom right, there is a label "Enter the amount".

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Field	Description
Account**	This is the full GL account number that this budget transfer entry affects. Enter the GL account to move funds OUT of, after you have entered the GL account number, tab to the Comment field. **MUST be entered in a ONE-FOR-ONE format.
Description (will auto-populate)	This box displays the description of the GL account.
Comment	Enter the location# AND program# and a short description of the GL account that funds are being move TO or FROM . EX: TR TO 135 110 INSTRU SUPPLIES ← Account being decreased EX: TR FM 135 110 SUPPLIES ←Account being increased
I/D = Increase/ Decrease	Enter the letter "I" to Increase or the letter "D" to Decrease the GL account. (Increase = Moving funds IN ; Decrease = Moving funds OUT)
Effective Date (will auto-populate) DO NOT CHANGE	The effective date of the budget transfer or amendment.
Amount	Round to the nearest whole dollar and enter the amount to transfer out or in. Do not enter a dollar sign or commas. You cannot enter a negative value. You may not transfer more funds out of an account than the current available budget. You will get an error message.
Add'l Description  Add'l Description MUST be entered on each line. You can copy/paste this info.	Click to open this box to enter a detailed justification to support the reason for the transfer request. Include who is requesting the transfer, what will be purchased, who/what the purchase is for, what has changed in the previously approved spending plan, why an account is negative, etc. EX: PER J. SMITH (Name of PRINCIPAL), TRANSFER REQUESTED TO SUPPORT THE PURCHASE INK CARTRIDGES FOR TEACHER PRINTERS.

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Procedure (continued)

- Continue to **TAB** through and enter information to increase or decrease each GL account you want included on your transfer request. Increases **MUST** equal decreases. (See below)

The screenshot shows the 'Budget Amendment Entry' window in MUNIS. It displays a 'Journal' for 2014/12, 900 Ret 100TRA Desc SUPPLIES, Eff Date 06/05/2014. The 'Journal Lines' table shows two entries: Line 1 (11227-1-119-110-61137-115*-901333-) for 'INSTRUCTIONAL SUPPLIES' and Line 2 (11027-1-119-110-61137-115*-813007-) for 'CLASSROOM REPLACEMENT EQUIP'. Both have a date of 06/05/2014 and a balance of 1.00. A pop-up window titled 'Additional Comments' is open, showing a message: 'MEMO: SMITH REQUESTED TO PURCHASE CERTIFICATION ASST PRINCIPAL STAFF LEAVE, REQUEST FOR THE REIMBURSEMENT OF THE SERVICE FEE IS COMPLETE'. Red arrows point from the 'Increases = Decreases' text to the '1.00' values in the Journal Lines table. Another red arrow points from the 'Additional Comments' text to the 'Additional Comments' pop-up window. A third red arrow points from the 'Move funds from one GL to another' text to the 'TO 109 110 CLASS EQUIP RPLC' and 'FR 109 110 INSTR SUPPLIES' fields. A red box contains the text 'MUST be entered in a ONE-FOR-ONE format.'

Increases = Decreases

Additional Comments


MUST be entered in a ONE-FOR-ONE format.

Move funds from one GL to another

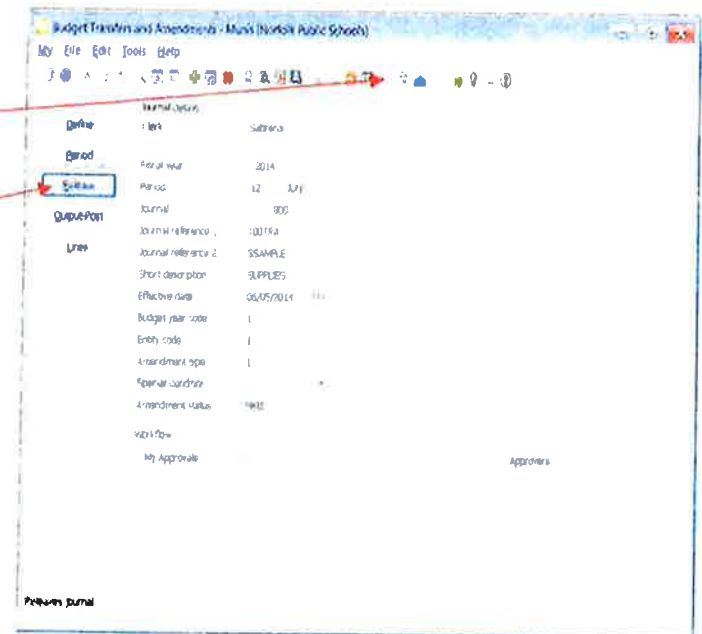
- When done, click Accept  on the MUNIS toolbar.
- MUNIS will return to the screen where you can view all your entries in one view. If you are satisfied that your entries are correct, click  to exit this screen to return to the Budget Transfers and Amendments home screen.

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What's next?

- Click  to attach supporting documentation as required.
- Release transfer into Workflow
- Once the transfer is approved, funds will post to the applicable GL accounts. This takes approximately 3-5 business days from the date of release.

Contact the Budget Department for assistance, 628-3456.



Field	Value
Journal Name	Subarea
Period	2014
Journal	12 JUL
Journal reference 1	800
Journal reference 2	10016A
Short description	SSAMPLE
Effective date	06/05/2014
Budget year code	1
Entity code	1
Amendment type	1
Special code	
Amendment status	PENDING
Workflow	1
My Approvals	

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Short Description Samples

Choose a short description based on where the funds are being moved TO.

OBJECT CODE (10 characters max.)	SHORT DESCRIPTION
112100, 115200, 115600, 114300, 152000	PT HOURLY
300000	CONTRACTS
311700	EQUIPMAINT
485000	STUDENT FT
527000	CELLPHONES
551000, 552000, 553000	TRAVEL
580000	MEMBERSHIP
600000, 603000	SUPPLIES
604000	SOFTWARE
605000, 606000,	TECHNOLOGY
607000,	FURNITURE
810000, 811000, 811900, 820000, 821000, 821900	EQUIPMENT
MULTIPLE - a transfer containing multiple OBJECT CODES	MULTI

Contact the Budget Department for assistance, 628-3456.

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ADD'L Description Comment (Samples)

Transfer related to PT Salaries & FICA (OC 115200 & 210000)

PER JKIRK, TRANSFER REQUESTED TO SUPPORT PT SALARY AND BENEFITS FOR PARA-PROFESSIONALS ASSISTING WITH SATURDAY SCHOOL AND SUSPENSION RECOVERY SCHOOL PROGRAM

Transfer related to Professional Development Activity – Contract Service (OC 300000)

PER JHONEYCUTT, TRANSFER REQUESTED TO SUPPORT A PROFESSIONAL DEVELOPMENT ACTIVITY, EXECUTIVE SKILLS AND READING COMPREHENSION WORKSHOP, OCTOBER 9, 2017 FOR ALL TEACHERS AND PARAPROFESSIONALS. THE PURPOSE OF THE PROFESSIONAL DEVELOPMENT WAS TO ENSURE STAFF HAVE A FIRM FOUNDATION IN THE IDEA OF READING COMPREHENSION TO BETTER ASSIST THE STUDENTS BECAUSE OF OUR SCHOOLWIDE FOCUS.

Transfer related to Equipment Maintenance (Copier Click Charges) – (OC 311700)

PER KNICHOLS, THIS TRANSFER REQUEST IS TO COVER COPIER CLICK CHARGES THRU JUNE 30, 2017. APPROVAL RECEIVED FROM EXECUTIVE DIRECTOR, JCHAVIS.

Transfer related to Student Travel & Fieldtrips – (OC 485000)

PER DCOPELAND, TRANSFER REQUIRED TO COVER BUS FEE FOR PREK FIELD TRIP TO THE CHILDREN'S MUSEUM ORIGINALLY SCHEDULED FOR DECEMBER 9, 2016 RESCHEDULED FOR JANUARY 19, 2017.

Transfer related to Cell Phones (OC 527000)

PER NTHOMAS, TRANSFER REQUESTED TO SUPPORT THE PURCHASE OF THE EVENING SCHOOL PRINCIPAL'S (NATHANIEL MORRIS) CELL PHONE AND TO PAY THE CELL PHONE BILL FROM OCTOBER 1, 2017 - JUNE 30, 2018 AT \$39.96 PER MONTH.

Transfer related to Organizational/Membership Dues (OC 580000)

PER RGARDNER/LGIBSON, TRANSFER REQUESTED TO SUPPORT THE PAYMENT OF ORGANIZATIONAL DUES TO PAY FOR THE COSTS OF STUDENTS REGISTRATIONS AND EXAMS.

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ADD'L Description Comment Samples – Cont.

Transfer related to Supplies (OC 600000)

PER LTAYLOR TRANSFER REQUESTED TO SUPPORT THE PURCHASE OF GENERAL SUPPLIES (INK) FOR THE CLASSROOM.

Transfer related to Professional Development - Food Purchase (OC 600250)

PER MALGER, TRANSFER REQUESTED TO SUPPORT BREAKFAST PROVIDED FOR 50 TEACHERS WHO ATTENDED TANNY MCGREGOR TRAINING AT TANNERS CREEK ELEMENTARY ON AUGUST 28, 2017 FOR IMPLEMENTATION OF READING STRATEGIES AND BEST PRACTICES.

Related to Technology Software/Online Content (OC 604000)

PER DFIFER, TRANSFER REQUESTED TO SUPPORT THE PURCHASE OF LEARNING A-Z. ACHIEVE 3000.

Transfer related to Furniture (OC 607000)

PER DEIFER, TRANSFER REQUESTED TO SUPPORT THE PURCHASE OF THE FOLLOWING: AREA RUGS, DESKS, CHAIRS, TABLES AND TRASH CANS FOR THE CLASSROOM USE.

Transfer related to Multiply Object Codes

PER JKIRE, TRANSFER REQUESTED TO SUPPORT THE FOLLOWING: PURCHASE GENERAL OFFICE SUPPLIES (FOR EXAMPLE, TONER, DESK ACCESSORIES, KEYBOARD TRAYS, WIRELESS KEYBOARDS & MOUSE, AND CHAIR MATS), TO COVER OVERTIME HOURS FOR OFFICE MANAGER, TO COVER SUMMER TRAVEL LODGING FOR ADMINISTRATORS (JAMES KIRK & BRANDI MELVIN ATTENDED THE VDOE PATHWAYS TO ACCREDITATION CONFERENCE IN WILLIAMSBURG, VA ON JULY 24, 2017) AND TO PURCHASE BRAIN POP SOFTWARE FOR SCHOOL-WIDE STUDENT USE.