

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.

The screenshot displays the Central Budget Entry application. At the top, there is a search bar for 'Projection Accounts...' and a navigation menu with options like View All, Advanced, Change Projection, Add Account, Delete Account, Mass Delete Accounts, Mass Update, Add Analysis Title, Attach, Department Notify, Excel Export, E-mail Link, Account Columns, Account Central, Project Master, Project Budget, Budget Reports, Budget Scenarios, and Monthly Amounts. Below the navigation bar, the 'Accounts (354)' tab is selected, showing a table with columns for Account, Description, 2019 DEPARTMENT, 2020 DEPARTMENT, 2017 Projected, 2017 Original, 2017 Revised, 2017 Actuals, 2016 Original, and 2016 Revised. The table lists various accounts such as TELEPHONE, PROFESSIONAL DEVELOPMENT, MISCELLANEOUS EXPENSES, OFFICE SUPPLIES, CLOTHING, INSURANCES, RETIREMENT, INTEREST/FEE REVENUE, GRANT REVENUE, MARRIAGE LICENSE, GENERAL BILLING REVENUE, PERMITS, ANIMAL LICENSE, TAX LIEN REVENUE, and BUSINESS LICENSE REVENUE. At the bottom right, there are 'Save Changes' and 'Cancel' buttons.

Account	Description	2019 DEPARTMENT	2020 DEPARTMENT	2017 Projected	2017 Original	2017 Revised	2017 Actuals	2016 Original	2016 Revised
Totals		-5,034,675,806.56	0.00	-5,034,928,408.21	-5,034,819,295.53	-5,034,438,434.49	17,209.06	0.00	0.00
+	TELEPHONE	3,929.63	0.00	4,172.13	3,929.63	4,172.13	0.00	0.00	0.00
+	PROFESSIONAL DEVELOPMENT	1,358.70	0.00	1,408.70	1,358.70	1,408.70	0.00	0.00	0.00
+	MISCELLANEOUS EXPENSES	36,750.00	0.00	36,750.00	36,750.00	36,750.00	260.00	0.00	0.00
+	OFFICE SUPPLIES	28,865.85	0.00	31,235.35	28,865.85	30,435.35	0.00	0.00	0.00
+	CLOTHING	4,725.00	0.00	4,725.00	4,725.00	4,725.00	0.00	0.00	0.00
+	INSURANCES	15,750.00	0.00	15,750.00	15,750.00	15,750.00	0.00	0.00	0.00
+	RETIREMENT	13,062.00	0.00	13,062.00	13,062.00	13,062.00	0.00	0.00	0.00
+	INTEREST/FEE REVENUE	0.00	0.00	-52,500.00	-52,500.00	-52,500.00	0.00	0.00	0.00
+	GRANT REVENUE	-3,675,000.00	0.00	-3,675,000.00	-3,675,000.00	-3,658,400.00	0.00	0.00	0.00
+	MARRIAGE LICENSE	-34,125.00	0.00	-34,125.00	-34,125.00	-34,125.00	0.00	0.00	0.00
+	GENERAL BILLING REVENUE	-383,250.00	0.00	-383,250.00	-383,250.00	-500,000.00	0.00	0.00	0.00
+	PERMITS	-1,386,583.80	0.00	-1,386,583.80	-1,386,583.80	-1,386,583.80	0.00	0.00	0.00
+	ANIMAL LICENSE	-37,380.00	0.00	-37,380.00	-37,380.00	-37,380.00	0.00	0.00	0.00
+	TAX LIEN REVENUE	-1,417,500.00	0.00	-1,417,500.00	-1,417,500.00	-1,417,500.00	0.00	0.00	0.00
+	BUSINESS LICENSE REVENUE	-1,424,498.25	0.00	-1,424,498.25	-1,424,498.25	-1,424,498.25	0.00	0.00	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.

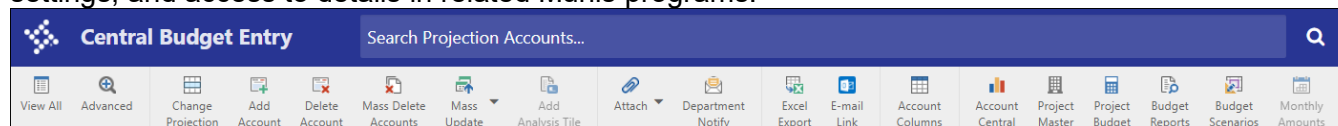
The Central Budget Entry screen manages and presents data by Accounts, Positions, Projection Totals, and Analysis.

Accounts (22)	Positions	Projection Totals	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 toolbar for the Central Budget Entry program provides search, data management actions, display settings, and access to details in related Munis programs.



- 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 Add Account, Delete Account, Mass Delete Accounts, or Mass Update options.
- To attach detail files, send department notifications, export data to Excel, or create email messages with budget links, use the Attach, Department Notify, Excel Export, and E-mail Link options.
- 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 check boxes.
- To open related budget management programs in Munis, use the Account Central, Project Master, Project Budget, Budget Reports, Budget Scenarios, and Monthly Amounts options. For example, click Budget Reports to open the Next Year Budget Reports program.

Accounts Tab

The Accounts tab is the default active tab when you open the Central Budget Entry program. This tab provides the details for all the accounts included in the selected projection. From this tab, 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 toolbar to complete the budget detail entry.

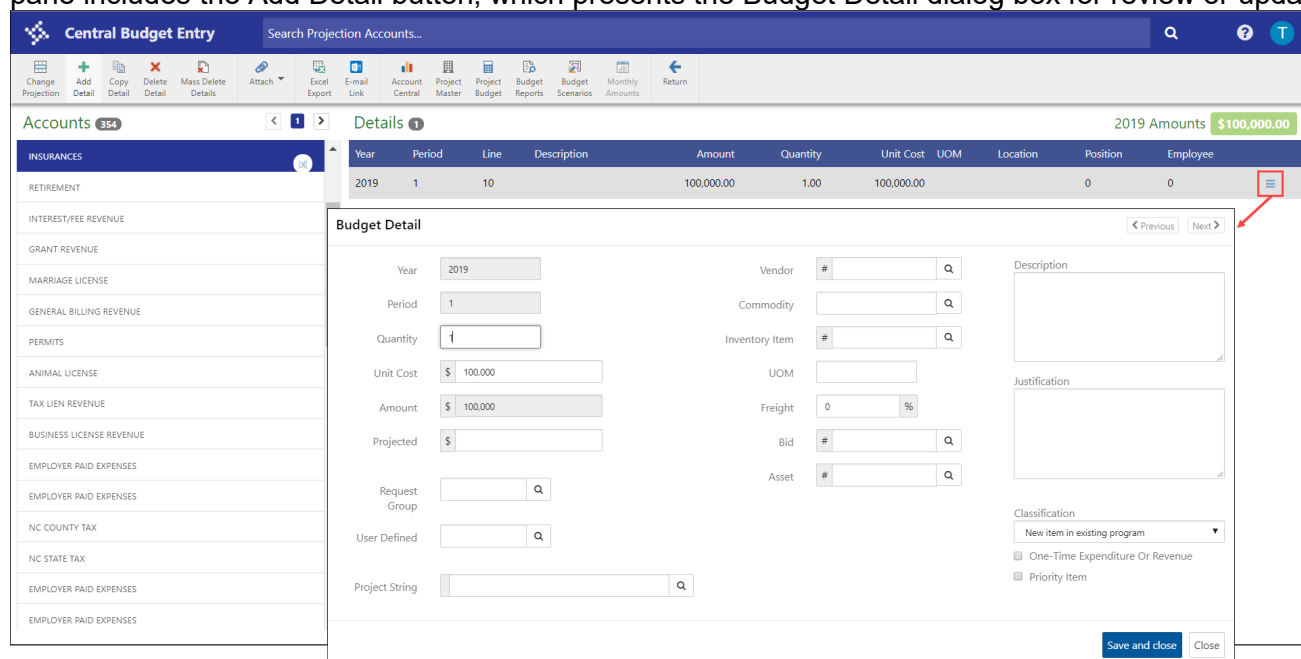
Add Notes

The Add Notes button displays for each individual account. Clicking this button displays the Projection Accounts Notes dialog box, where you can enter notes for the selected account.

View Detail

Once you have added detail for an account, the Add Detail button updates to become the View Detail button. When you click View Detail, the program displays the Details pane. In this view, the Details

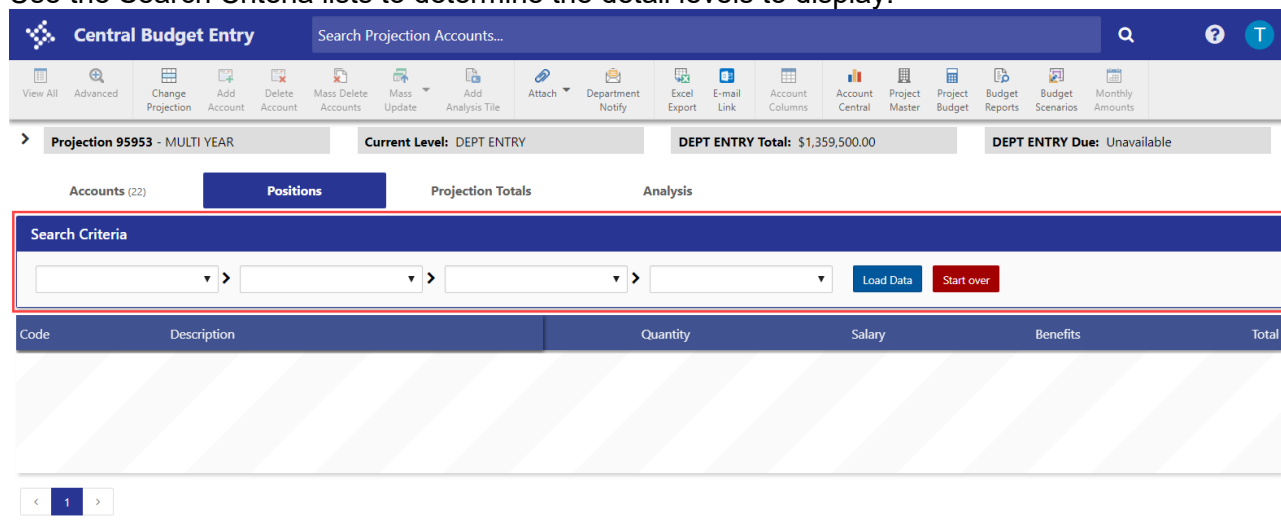
pane includes the Add Detail button, which presents the Budget Detail dialog box for review or update.



Positions Tab

To view position totals:

1. Click the Positions tab.
2. Use the Search Criteria lists to determine the detail levels to display.

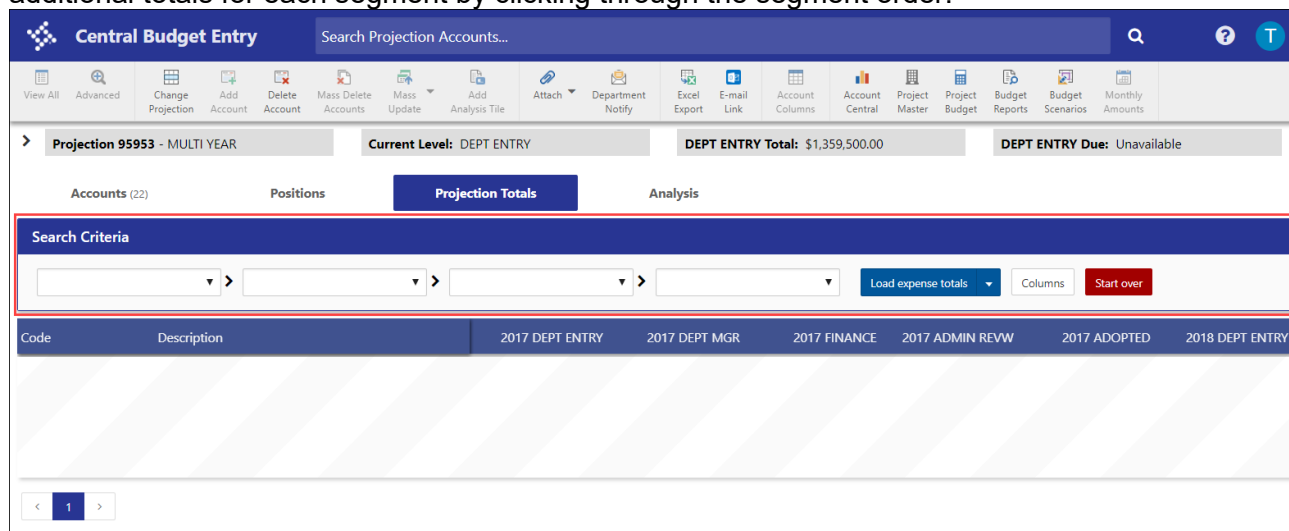


1. Click Load Data.
The program applies the level criteria and displays the position amounts.
2. Select a value in the selected level column (for example, if the search criteria level is Position, click the position code) to advance to the next level in the sequence.
3. Click Start Over to clear the search criteria.

Projection Totals Tab

To view projection totals:

1. Click the Projection Totals tab.
2. 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.

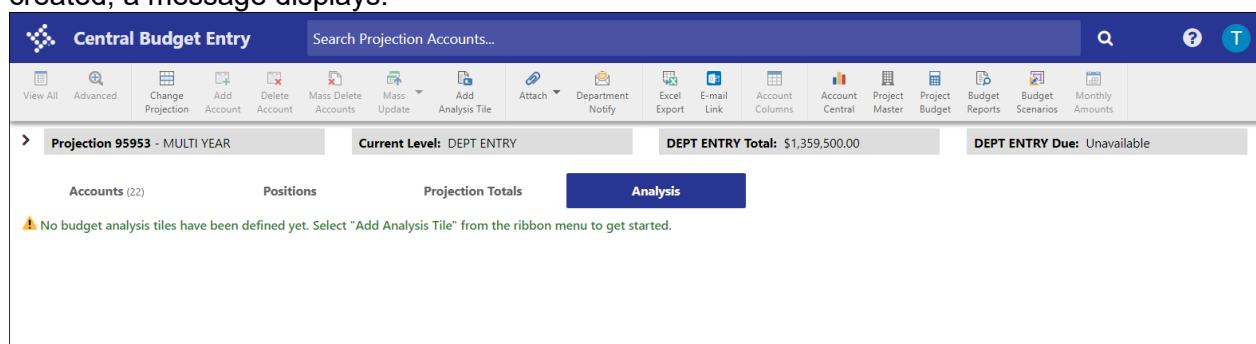


3. From the Load Totals list, select to load expense, revenue, or all totals. The program loads the projection totals.
4. Use the Columns option to add or remove detail columns.
5. Click a code in the segment column to view the subtotals for the next segment subordinate to that code. For example, if you selected Fund and then Department from the Search Criteria lists, click a Fund code to refresh the page to display all departments in that fund.
6. Click Start Over to clear the search criteria.

Analysis Tab

To add or view analysis tiles:

1. Click the Analysis tab. The program refreshes the screen to display the tab and any created tiles. If tiles have not been created, a message displays.



2. To add tiles, click Add Analysis Tile in the toolbar.
The program displays the New Analysis Tile dialog box.

A screenshot of the "New Analysis Tile" dialog box. It has a title bar with the text "New Analysis Tile". Below the title bar, there are three input fields: "Name" (a text box with a vertical cursor), "Row" (a dropdown menu), and "Column" (a dropdown menu). At the bottom right of the dialog box, there are two buttons: "Ok" (a blue button) and "Close" (a white button with a grey border).

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

Budget Entry Procedures

There are two methods for entering budget requests into Central Budget Entry: Amount Entry and Detail Entry. With Amount Entry, a flat dollar amount is entered as an account's requested budget. With Detail Entry, detail lines are added for each account, and the requested budget reflects the total of all the detail lines.

Amount Entry

To enter budget using Amount Entry:

1. Open the projection for which to add budget amounts.
2. From the Accounts tab, click the budget amount to modify, and then enter the new or updated amount.

✎	INSURANCES	100,000.00	0.00	15,750.00	15,750.00	15,750.00	0.00	0.00	0.00
✎	RETIREMENT	13,062.00	0.00	13,062.00	13,062.00	13,062.00	0.00	0.00	0.00
✎	INTEREST/FEE REVENUE	0.00	0.00	-52,500.00	-52,500.00	-52,500.00	0.00	0.00	0.00
✎	INSURANCES	100,000.00	0.00	15,750.00	15,750.00	15,750.00	0.00	0.00	0.00
✎	RETIREMENT	20000	0.00	13,062.00	13,062.00	13,062.00	0.00	0.00	0.00
✎	INTEREST/FEE REVENUE	0.00	0.00	-52,500.00	-52,500.00	-52,500.00	0.00	0.00	0.00
✎	GRANT REVENUE	-3,675,000.00	0.00	-3,675,000.00	-3,675,000.00	-3,658,400.00	0.00	0.00	0.00

3. Press **Enter** to advance to the next account.
4. When you have finished entering budget amounts, click Save Changes.
The program updates the adjusted fields and recalculates the budget total.

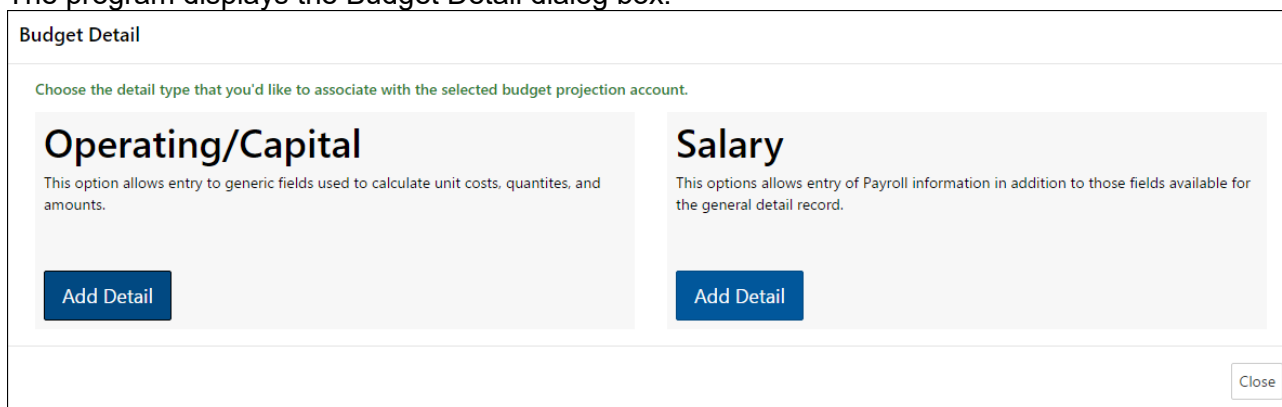
Detail Entry

To enter budget using Detail Entry:

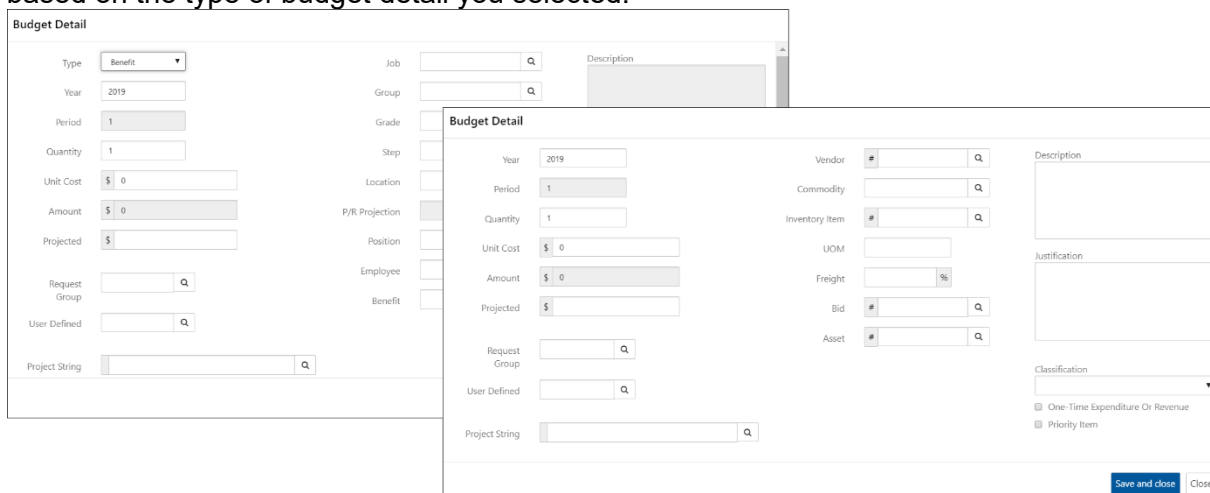
1. Open the projection for which to add budget amounts.
2. From the Accounts tab, click the Add Detail button for the account to update.
The program refreshes the screen to display the Details group.

Central Budget Entry										
Search Projection Accounts...										
Change Projection	Add Detail	Copy Detail	Delete Detail	Mass Delete Details	Attach	Excel Export	Email Link	Account Central	Project Master	Project Budget
								Budget Reports	Budget Scenarios	Monthly Amounts
										Return
Accounts 354										
Details 0										
2019 Amounts \$0.00										
Year	Period	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
CLOTHING										
INSURANCES										
RETIREMENT										
INTEREST/FEE REVENUE										
GRANT REVENUE										
MARRIAGE LICENSE										
GENERAL BILLING REVENUE										

3. Click Add Detail on the toolbar.
The program displays the Budget Detail dialog box.



4. Click the Add Detail button in either the Operating/Capital or Salary column depending on the type of detail to create.
The program refreshes the dialog box to display the detail entry fields. The required details vary based on the type of budget detail you selected.



5. Complete the fields to define the budget detail line. If you enter invalid values, the program outlines the fields in red and disables the Save and Close button until corrections are made.
6. Click Save and Close.
The program saves your entry, refreshes the screen to display the newly created detail line, and updates the detail total.
7. When you have finished adding detail lines, click Return on the toolbar to return to the main program screen.
8. For each account that you added detail lines, the program replaces the Add Detail button with a View Detail button.
9. To review added details, click the View Detail button.
The program displays the Details group with the updated information.

Next Year Budget Entry

Objective

This document provides instructions on how to enter next year budget requests.

Overview

Departments are responsible for submitting level 1 budget requests to the budget office. This document outlines the entry of next year budget requests using Munis budget detail and the submission of these records to initiate the review process.

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:

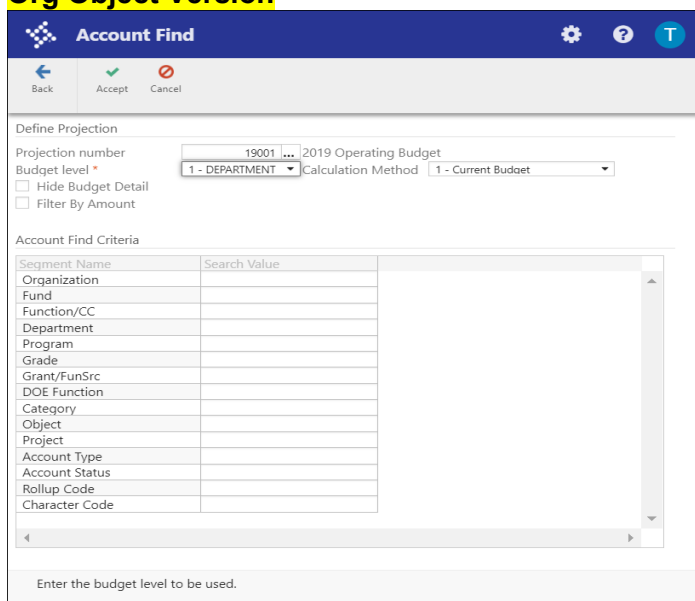
- You have permission to enter budget level 1 requests and the capability to view, create, modify, and delete budget records.
- A projection has been generated by budget staff through the Define/Start Budget Projection program, and set as the default projection in the Budget Settings program.

Procedure for Detail Entry

To add next year budget requests into Munis:

1. Open the Next Year Budget Entry program.
Financials > Budget Processing > Next Year Budget Entry
The program initially displays the Account Find screen.

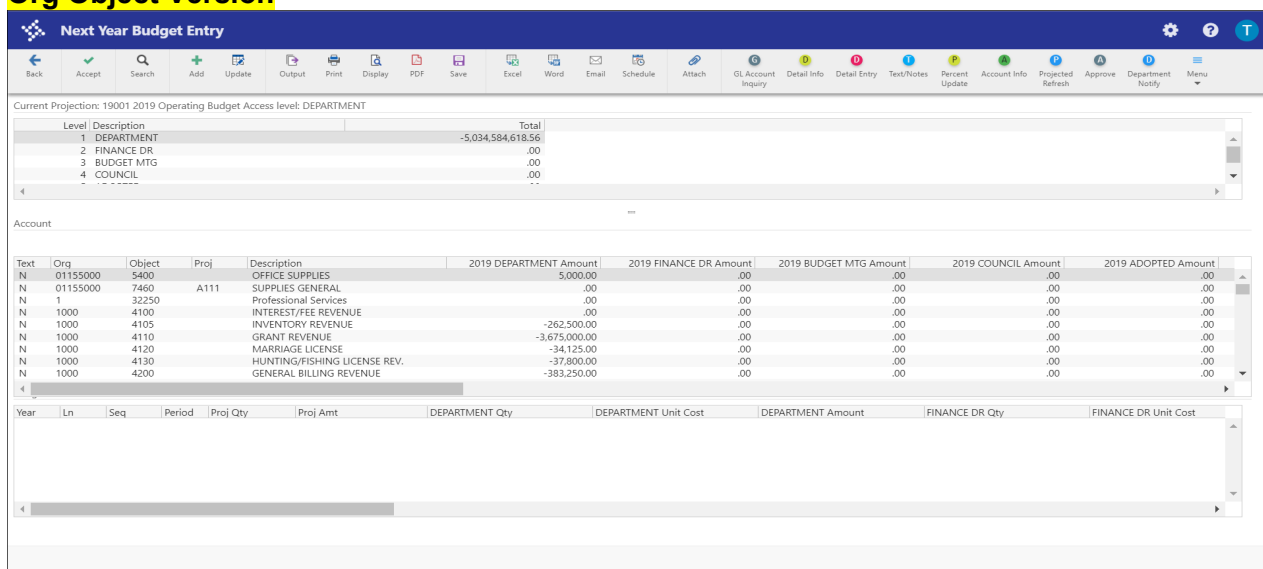
Org Object Version



Enter the projection number and budget level for which to add detail.

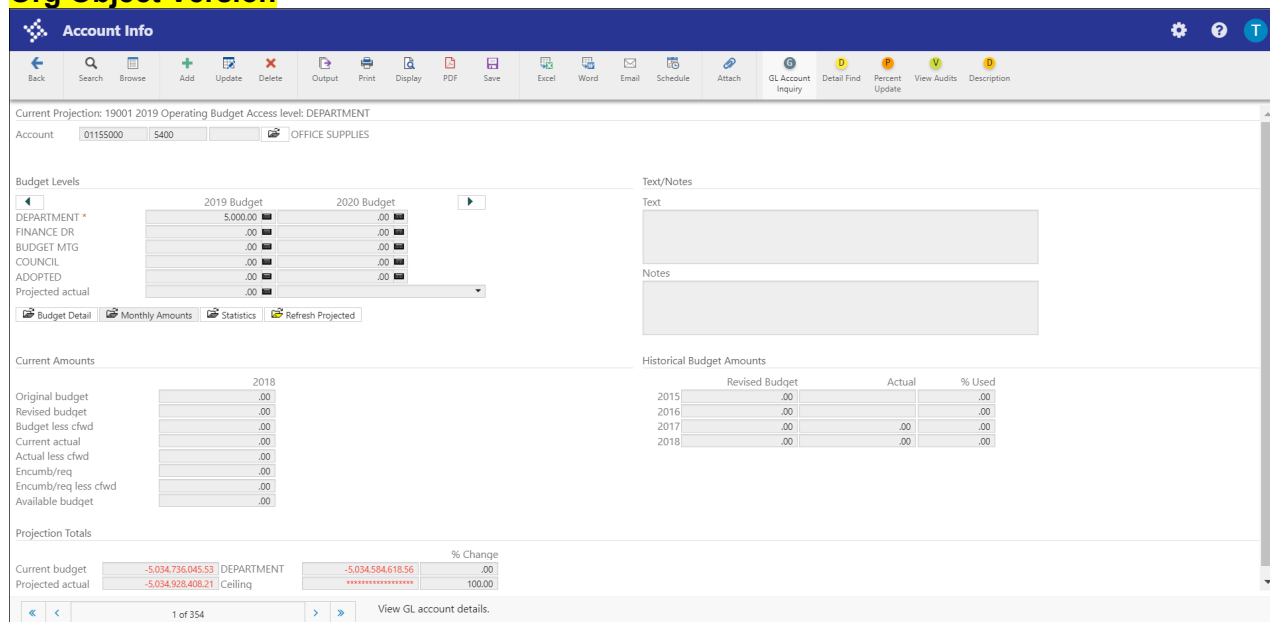
2. Click Accept.
The program makes the Account Find Criteria group accessible for entry.
3. Complete one or more of the fields to define the search criteria, and then click Accept.
The program displays the Next Year Budget Entry screen, which includes all the accounts that you have role-based permission to access that meet your search criteria.

Org Object Version



4. To view account detail, click an account line and then click Account Info in the toolbar. The program displays the Account Info screen.

Org Object Version



Account Info

Current Projection: 19001 2019 Operating Budget Access level: DEPARTMENT

Account: 01155000 \$400 OFFICE SUPPLIES

Budget Levels

	2019 Budget	2020 Budget
DEPARTMENT	5,000.00	.00
FINANCE DR	.00	.00
BUDGET MTG	.00	.00
COUNCIL	.00	.00
ADOPTED	.00	.00
Projected actual	.00	.00

Text/Notes

Text

Notes

Current Amounts

	2018
Original budget	.00
Revised budget	.00
Budget less cfw	.00
Current actual	.00
Actual less cfw	.00
Encumb/req	.00
Encumb/req less cfw	.00
Available budget	.00

Historical Budget Amounts

	Revised Budget	Actual	% Used
2015	.00		.00
2016	.00		.00
2017	.00	.00	.00
2018	.00	.00	.00

Projection Totals


	Current budget	Projected actual	% Change
DEPARTMENT	-5,034,736,045.53	-5,034,594,618.56	.00
Ceiling	-5,034,928,408.21		100.00




1 of 354 View GL account details.




















The Account Info screen provides information specific to the account at the top of the screen. It presents any current year data including the original budget, any revisions, actual amounts, and encumbered expenses. This may be useful for analysis and forecasting what should be requested for the new budget year.

Click GL Account Inquiry on the toolbar to display the Account Inquiry screen to view summarized and detail history for the account for up to four years, as well as information on the current available budget. The program also features the 4 Year Graph and History Graph tabs to view graphs of the historical account data. You cannot modify data in this program, but you can view data and create

reports of collected data.


Account Inquiry

Account

Fund 1000 GEN FUND
Org 01155000 IT
Object 5400 OFF SUPPLY
Project

Acct 1000-1-155-000-00-0000-0-5400 -
Acct name OFFICE SUPPLIES
Type Expense Status Active
Rollup
NY Rollup
☐ MultiYr Fund

Account Notes

4 YEAR COMPARISON

CURRENT YEAR

HISTORY

4 YEAR GRAPH

HISTORY GRAPH

Yr/Per 2017/08	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2015	Fiscal Year 2018
Original Budget	.00	.00	.00	5,000.00
Transfers In	.00	.00	.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	5,000.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Available	.00	.00	.00	5,000.00
Percent used	.00	.00	.00	.00

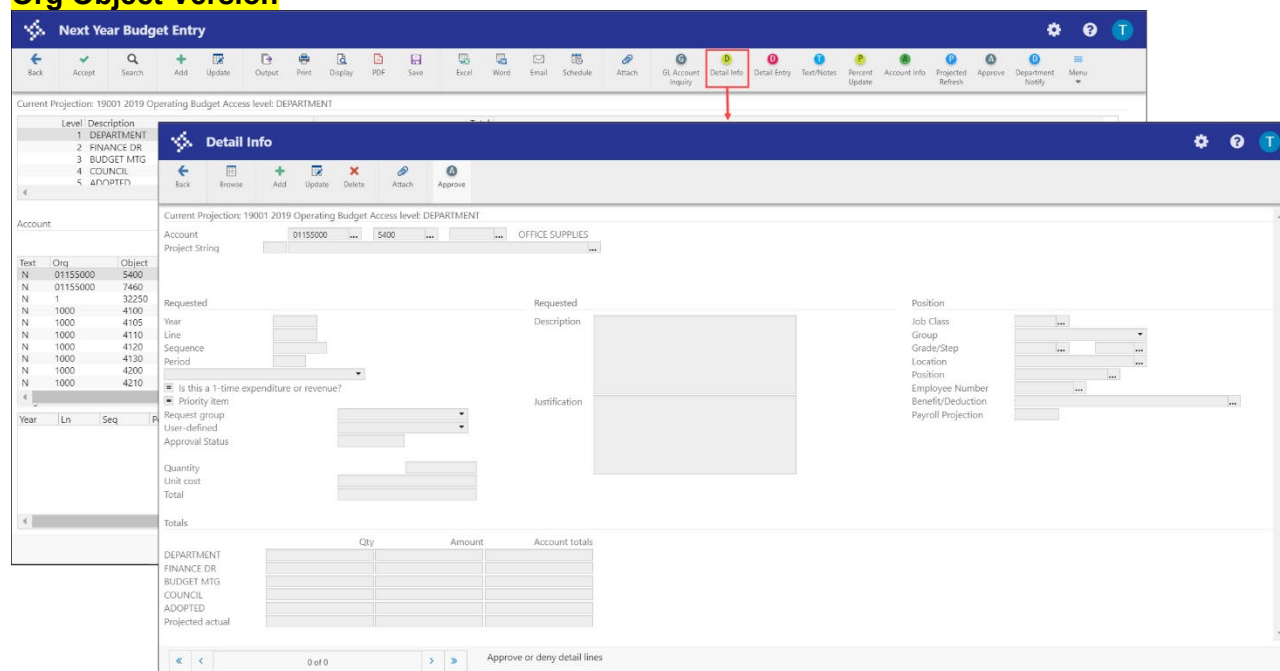
1 of 1

Display detail information for current account.

To add budget requests:

On the Next Year Budget Entry screen, click Detail Info.
The program displays the Detail Info screen.

Org Object Version



Current Projection: 19001 2019 Operating Budget Access level: DEPARTMENT

Level Description
1 DEPARTMENT
2 FINANCE DR
3 BUDGET MTG
4 COUNCIL
5 ADOPTED

Account
Text Org Object
N 01155000 5400
N 01155000 7460
N 1 32250
N 1000 4100
N 1000 4105
N 1000 4110
N 1000 4120
N 1000 4120
N 1000 4200
N 1000 4210

Is this a 1-time expenditure or revenue?
Priority Item
Request group
User-defined
Approval Status
Quantity
Unit cost
Total

Requested
Year
Description
Line
Sequence
Period
Justification

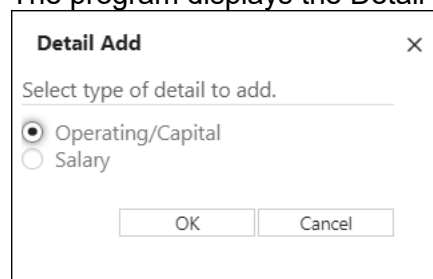
Position
Job Class
Group
Grade/Step
Location
Position
Employee Number
Benefit/Deduction
Payroll Projection

Totals

	Qty	Amount	Account totals
DEPARTMENT			
FINANCE DR			
BUDGET MTG			
COUNCIL			
ADOPTED			
Projected actual			

0 of 0 Approve or deny detail lines

- Click Add.
The program displays the Detail Add dialog box.



Detail Add X

Select type of detail to add.

☒ Operating/Capital
☐ Salary

OK Cancel

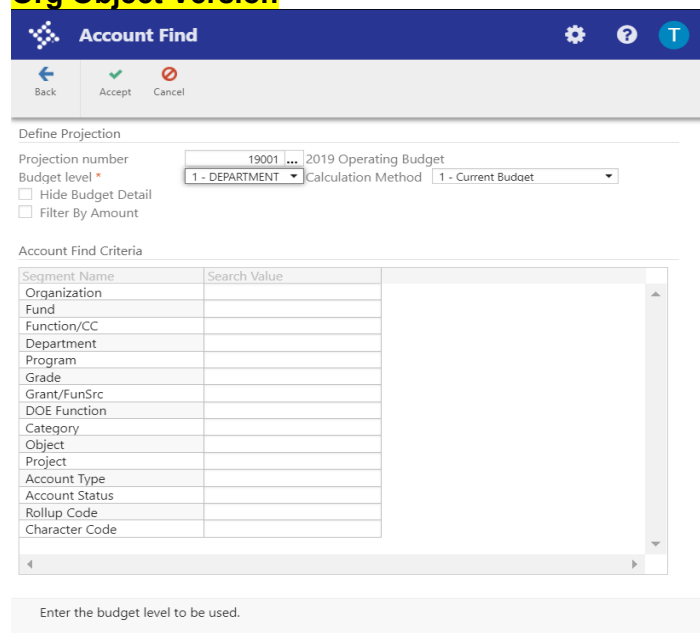
- Select the type of detail to add, and then click OK.
The program makes the fields on the Detail Info screen accessible.
- Complete the fields to enter initial budget requests within the defined target using a detail record for each account. Click Accept to save the new detail record.
- If any changes need to be made to the specific record, click Update to modify the available fields, and then click Accept to save the changes.
- If additional detail records need to be added for this account, click Add and repeat the applicable steps until all detail records have been added and saved, and the desired requested budget amount is reflected in the Account Totals box.
- Click Back to close the Detail Info screen and return to the Next Year Budget Entry screen to review totals entered for this account.

Procedure for Quick Entry

To add next year budget requests into Munis:

1. Open the Next Year Budget Entry program.
Financials > Budget Processing > Next Year Budget Entry
The program initially displays the Account Find screen.

Org Object Version



Enter the projection number and budget level for which to add detail.

2. Click Accept.
The program makes the Account Find Criteria group accessible for entry.
3. Complete one or more of the fields to define the search criteria, and then click Accept.
The program displays the Next Year Budget Entry screen, which includes all the accounts to which you have role-based permission to access and that matched your search criteria.

Org Object Version

Next Year Budget Entry

Current Projection: 19001 2019 Operating Budget Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	-5,034,584,618.56
2	FINANCE DR	.00
3	BUDGET MTG	.00
4	COUNCIL	.00

Account

Text	Org	Object	Proj	Description	2019 DEPARTMENT Amount	2019 FINANCE DR Amount	2019 BUDGET MTG Amount	2019 COUNCIL Amount	2019 ADOPTED Amount
N	01155000	5400		OFFICE SUPPLIES	5,000.00	.00	.00	.00	.00
N	01155000	7460	A111	SUPPLIES GENERAL	.00	.00	.00	.00	.00
N	1	32250		Professional Services	.00	.00	.00	.00	.00
N	1000	4100		INTEREST/FEE REVENUE	.00	.00	.00	.00	.00
N	1000	4105		INVENTORY REVENUE	-262,500.00	.00	.00	.00	.00
N	1000	4110		GRANT REVENUE	-3,675,000.00	.00	.00	.00	.00
N	1000	4120		MARRIAGE LICENSE	-34,125.00	.00	.00	.00	.00
N	1000	4130		HUNTING/FISHING LICENSE REV.	-37,800.00	.00	.00	.00	.00
N	1000	4200		GENERAL BILLING REVENUE	-383,250.00	.00	.00	.00	.00

Year	Ln	Seq	Period	Proj Qty	Proj Amt	DEPARTMENT Qty	DEPARTMENT Unit Cost	DEPARTMENT Amount	FINANCE DR Qty	FINANCE DR Unit Cost
------	----	-----	--------	----------	----------	----------------	----------------------	-------------------	----------------	----------------------

- Highlight the account for which to enter budget amounts and click Update. The program moves the pointer to the level 1 field of the selected account for entry.
- Enter the amount to request for this specific account number, and then press **Tab** to move to the next account number. If the account requires budget detail information, the program moves the pointer to the Detail Info line after you enter the dollar value.
- Enter the quantity and amount of each item comprising the total amount requested in the Account detail. For example, if you enter \$10,000.00 in the Account group, you need to enter Account Detail that totals this amount.
- Click Accept to save the details.

To make changes to the detail lines:

- Click Detail Entry in the toolbar.

Org Object Version

Next Year Budget Entry

Current Projection: 19001 2019 Operating Budget Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	-5,034,584,618.56
2	FINANCE DR	.00
3	BUDGET MTG	.00
4	COUNCIL	.00
5	ANNUITY	.00

Account

Text	Org	Object	Proj	Description	2019 DEPARTMENT Amount	2019 FINANCE DR Amount	2019 BUDGET MTG Amount	2019 COUNCIL Amount	2019 ADOPTED Amount
N	01155000	5400		OFFICE SUPPLIES	5,000.00	.00	.00	.00	.00
N	01155000	7460	A111	SUPPLIES GENERAL	.00	.00	.00	.00	.00
N	1	32250		Professional Services	.00	.00	.00	.00	.00
N	1000	4100		INTEREST/FEE REVENUE	.00	.00	.00	.00	.00
N	1000	4105		INVENTORY REVENUE	-262,500.00	.00	.00	.00	.00
N	1000	4110		GRANT REVENUE	-3,675,000.00	.00	.00	.00	.00
N	1000	4120		MARRIAGE LICENSE	-34,125.00	.00	.00	.00	.00
N	1000	4130		HUNTING/FISHING LICENSE REV.	-37,800.00	.00	.00	.00	.00
N	1000	4200		GENERAL BILLING REVENUE	-383,250.00	.00	.00	.00	.00
N	1000	4210		TUITION REVENUE	-131,775.00	.00	.00	.00	.00

Year	Ln	Seq	Period	Proj Qty	Proj Amt	DEPARTMENT Qty	DEPARTMENT Unit Cost	DEPARTMENT Amount	FINANCE DR Qty	FINANCE DR Unit Cost
------	----	-----	--------	----------	----------	----------------	----------------------	-------------------	----------------	----------------------

2. Enter the changes, and then click Accept to save.

Send Notification of Budget Changes

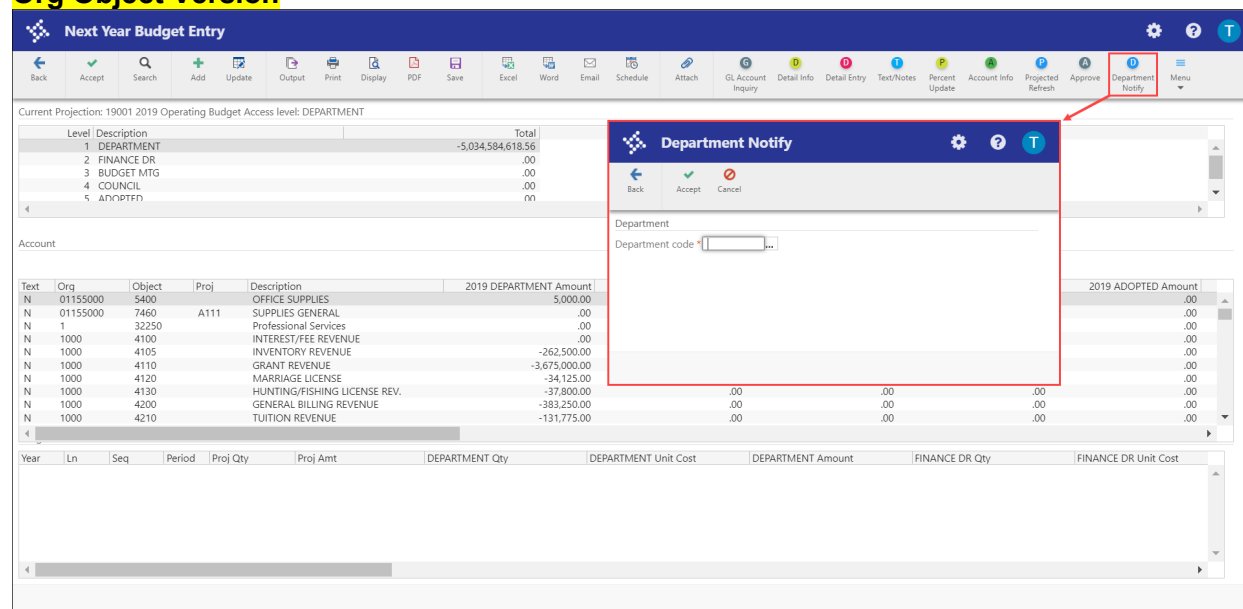
Once departmental budgets have been entered and reviewed, you must notify the budget office that level 1 budget entry has been completed.

To send workflow notification of budget requests:

1. With the projection open on the Next Year Budget Entry screen, click Department Notify on the toolbar.

The program displays the Department Notify screen, which contains the default department code associated with your user profile in the Department Code box.

Org Object Version



Current Projection: 19001 2019 Operating Budget Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	-5,034,584,618.56
2	FINANCE DR	.00
3	BUDGET MTG	.00
4	COUNCIL	.00
5	APPROPRIATION	.00

Account

Text	Org	Object	Proj	Description	2019 DEPARTMENT Amount	2019 ADOPTED Amount
N	01155000	5400		OFFICE SUPPLIES	5,000.00	.00
N	01155000	7460	A111	SUPPLIES GENERAL	.00	.00
N	1	32250		Professional Services	.00	.00
N	1000	4100		INTEREST/FEE REVENUE	.00	.00
N	1000	4105		INVENTORY REVENUE	-262,500.00	.00
N	1000	4110		GRANT REVENUE	-3,675,000.00	.00
N	1000	4120		MARRIAGE LICENSE	-34,125.00	.00
N	1000	4130		HUNTING/FISHING LICENSE REV.	-37,800.00	.00
N	1000	4200		GENERAL BILLING REVENUE	-383,250.00	.00
N	1000	4210		TUITION REVENUE	-131,775.00	.00

Department Notify dialog box:

Department
Department code *

Buttons: Back, Accept, Cancel

2. Confirm your department code or click the field help button to select the code from a list.
3. Click Accept.
The program displays a confirmation message.
4. Click Yes to continue.
The program generates the notification email to the budget office approver indicating that your department has completed budget entry for level 1.

Results

Departmental budget requests have been entered for level 1. 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 budget amounts for this projection are now available for reporting within the Next Year Budget Reports program. Until the level 1 cutoff date is reached, the projection is available for any changes to

be made to next year budget requests. Salary and benefits 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 amounts 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.

Budget Transfer and Amendment Process

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:

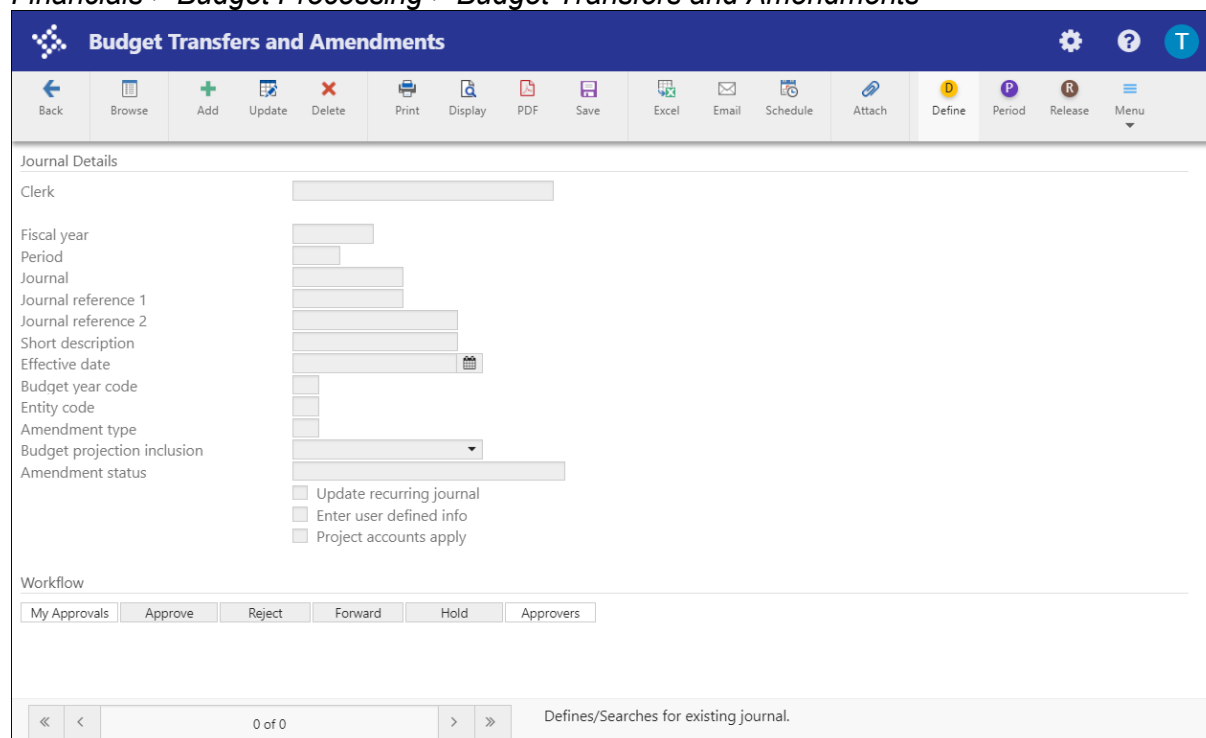
- You have appropriate user and account permissions and access.
- Applicable workflow settings and business rules are established for the transfer and amendment process.
- The Munis chart of accounts is in place.

Procedure

To add a budget transfer or amendment:

1. Open the Budget Transfer and Amendments program.

Financials > Budget Processing > Budget Transfers and Amendments



The screenshot shows the 'Budget Transfers and Amendments' program interface. At the top is a blue header bar with the program name and a search icon. Below the header is a toolbar with various icons for navigation and actions. The main area is divided into two sections: 'Journal Details' and 'Workflow'. The 'Journal Details' section contains a list of fields with corresponding input boxes or dropdown menus. The 'Workflow' section contains a row of buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'. At the bottom, there is a pagination bar showing '0 of 0' and a search bar.

Journal Details	
Clerk	<input type="text"/>
Fiscal year	<input type="text"/>
Period	<input type="text"/>
Journal	<input type="text"/>
Journal reference 1	<input type="text"/>
Journal reference 2	<input type="text"/>
Short description	<input type="text"/>
Effective date	<input type="text"/>
Budget year code	<input type="text"/>
Entity code	<input type="text"/>
Amendment type	<input type="text"/>
Budget projection inclusion	<input type="text"/>
Amendment status	<input type="text"/>
<input type="checkbox"/> Update recurring journal <input type="checkbox"/> Enter user defined info <input type="checkbox"/> Project accounts apply	

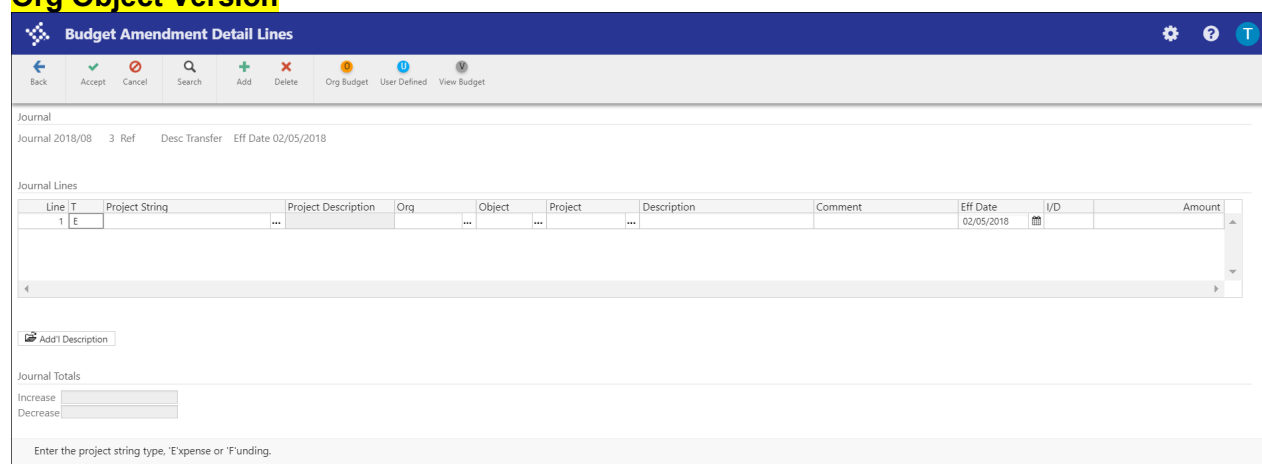
Workflow

My Approvals Approve Reject Forward Hold Approvers

« < 0 of 0 > » Defines/Searches for existing journal.

2. Click Add.
3. Complete the fields in header information for the budget transfer or amendment. Click Accept. The program displays the Budget Amendment Detail Lines screen.

Org Object Version



4. Complete the fields, for the detail lines for the budget transaction.
5. Click Accept to save the changes.
6. Review and confirm all account and totals information.
7. Click Back on the toolbar to return to the Budget Transfers and Amendments screen.
8. 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 toolbar to modify detail lines.
9. Click Attach to attach any supporting documentation files.
10. 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 based on supporting documentation. Once the final approval has been granted, the transaction must be posted to affect the general ledger budget figures.