



Munis Budget

*Procedural Documentation
for
CNMI*

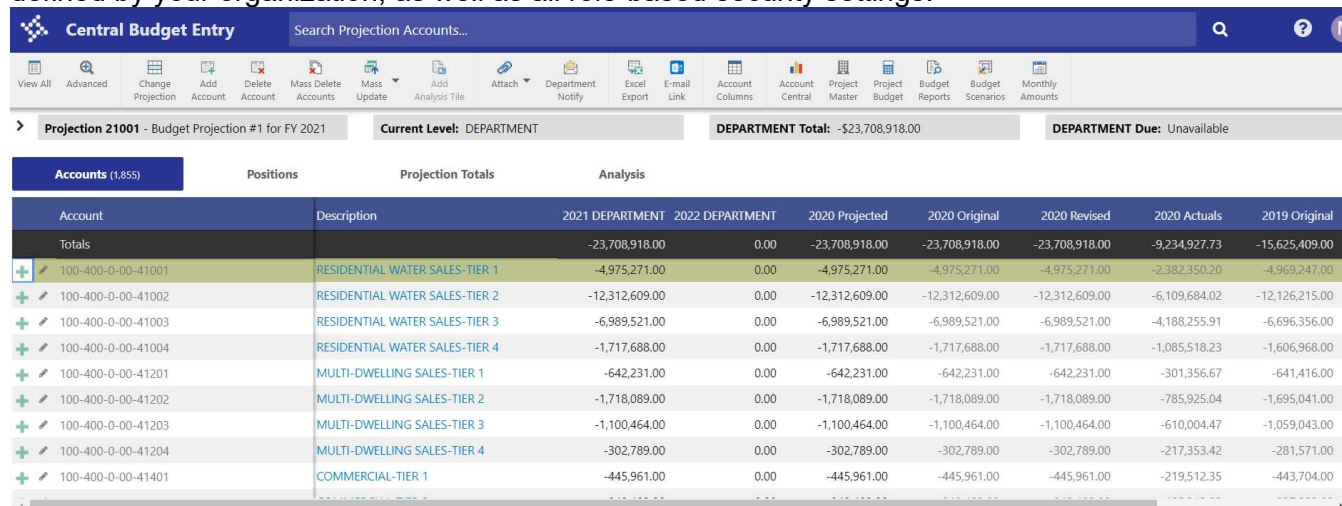
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Central Budget Entry

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.



The screenshot shows the 'Central Budget Entry' application interface. At the top, there is a search bar for 'Projection Accounts...' and a navigation menu with various icons. Below the menu, the current context is 'Projection 21001 - Budget Projection #1 for FY 2021' with a 'Current Level: DEPARTMENT' and a 'DEPARTMENT Total: -\$23,708,918.00'. The main data table is titled 'Accounts (1,855)' and is divided into four tabs: 'Accounts', 'Positions', 'Projection Totals', and 'Analysis'. The 'Accounts' tab is active, showing a table with columns for Account, Description, and various budget years (2021, 2022, 2020 Projected, 2020 Original, 2020 Revised, 2020 Actuals, 2019 Original). The table lists several accounts related to 'RESIDENTIAL WATER SALES-TIER' and 'MULTI-DWELLING SALES-TIER'.

Account	Description	2021 DEPARTMENT	2022 DEPARTMENT	2020 Projected	2020 Original	2020 Revised	2020 Actuals	2019 Original
Totals		-23,708,918.00	0.00	-23,708,918.00	-23,708,918.00	-23,708,918.00	-9,234,927.73	-15,625,409.00
100-400-0-00-41001	RESIDENTIAL WATER SALES-TIER 1	-4,975,271.00	0.00	-4,975,271.00	-4,975,271.00	-4,975,271.00	-2,382,350.20	-4,969,247.00
100-400-0-00-41002	RESIDENTIAL WATER SALES-TIER 2	-12,312,609.00	0.00	-12,312,609.00	-12,312,609.00	-12,312,609.00	-6,109,684.02	-12,126,215.00
100-400-0-00-41003	RESIDENTIAL WATER SALES-TIER 3	-6,989,521.00	0.00	-6,989,521.00	-6,989,521.00	-6,989,521.00	-4,188,255.91	-6,696,356.00
100-400-0-00-41004	RESIDENTIAL WATER SALES-TIER 4	-1,717,688.00	0.00	-1,717,688.00	-1,717,688.00	-1,717,688.00	-1,085,518.23	-1,606,968.00
100-400-0-00-41201	MULTI-DWELLING SALES-TIER 1	-642,231.00	0.00	-642,231.00	-642,231.00	-642,231.00	-301,356.67	-641,416.00
100-400-0-00-41202	MULTI-DWELLING SALES-TIER 2	-1,718,089.00	0.00	-1,718,089.00	-1,718,089.00	-1,718,089.00	-785,925.04	-1,695,041.00
100-400-0-00-41203	MULTI-DWELLING SALES-TIER 3	-1,100,464.00	0.00	-1,100,464.00	-1,100,464.00	-1,100,464.00	-610,004.47	-1,059,043.00
100-400-0-00-41204	MULTI-DWELLING SALES-TIER 4	-302,789.00	0.00	-302,789.00	-302,789.00	-302,789.00	-217,353.42	-281,571.00
100-400-0-00-41401	COMMERCIAL-TIER 1	-445,961.00	0.00	-445,961.00	-445,961.00	-445,961.00	-219,512.35	-443,704.00

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. 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.

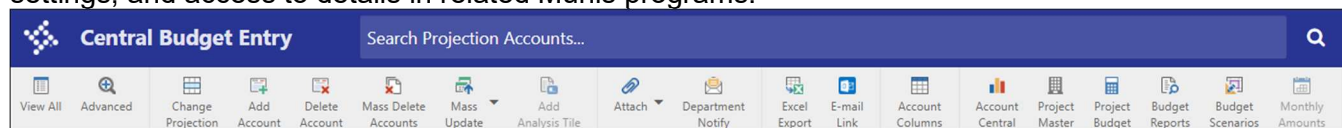
The program is accessible from the Financials > Budget Processing submenu. The Central Budget Entry screen manages and presents data by Accounts, Positions, Projection Totals, and Analysis.

Accounts (1,855)	Positions	Projection Totals	Analysis
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- 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.

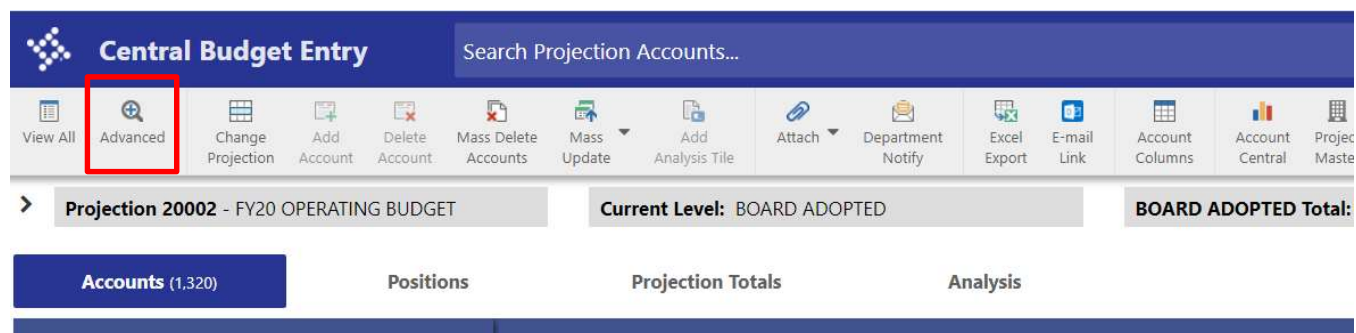
General Procedures

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



- To apply a filter to 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 view another projection, use the Change Projection option. The program displays the Change Budget Projection dialog box, presenting a list of available projections from which to choose. Select the projection and click Ok to refresh the screen and display that projection.
- 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; 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. The Monthly Amounts option is only accessible for accounts that use monthly budgeting.

1. Search for accounts pertaining to your Department by clicking on the Advanced icon in the Munis Toolbar.



2. Search for your Department and click "OK"

Projection Accounts

Define the working findset by entering projection related information in the fields that apply.

Org <input type="text"/>	Fund <input type="text"/>
Object <input type="text"/>	Function <input type="text"/>
GL Project <input type="text"/>	Division <input type="text"/>
Character Code <input type="text"/>	Department <input type="text"/>
Rollup Code <input type="text"/>	
Account Type <input type="text"/>	
Account Status <input type="text"/>	

Ok Reset Close

3. You will now see a list of accounts that pertains to your selected Department(s)

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. From the Details pane, click the Add Detail button in the toolbar to complete the budget detail entry. For more information, refer to [Budget Entry Procedures](#).

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. Click Close to save the entered note and exit the dialog box.

View Detail

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

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

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 requests using Amount Entry:

1. Open the projection for which to add budget amounts, using the Change Projection option as needed.
1. 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	20,000	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

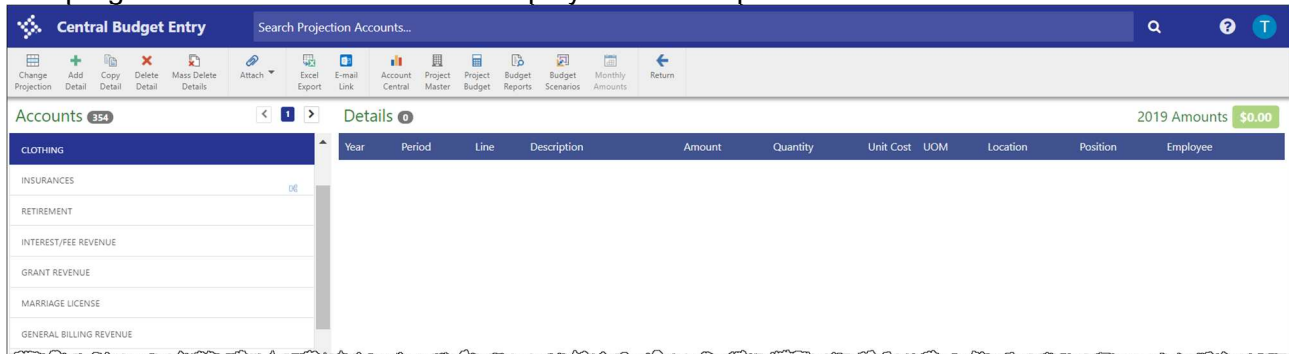
2. Press **Enter** to advance to the next account row.
3. When you have finished entering budget amounts, click Save Changes. The program updates the adjusted fields and recalculates the budget total.



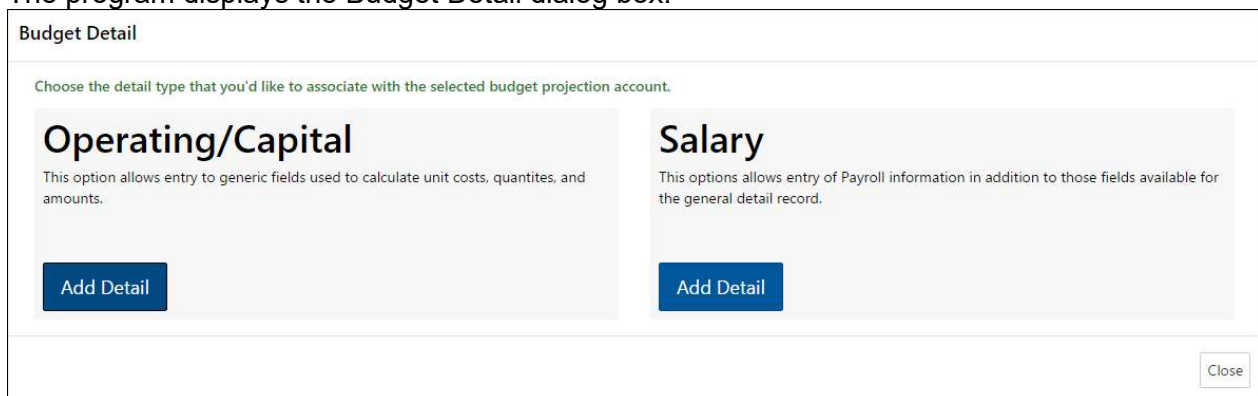
Detail Entry

To enter budget requests using Detail Entry:

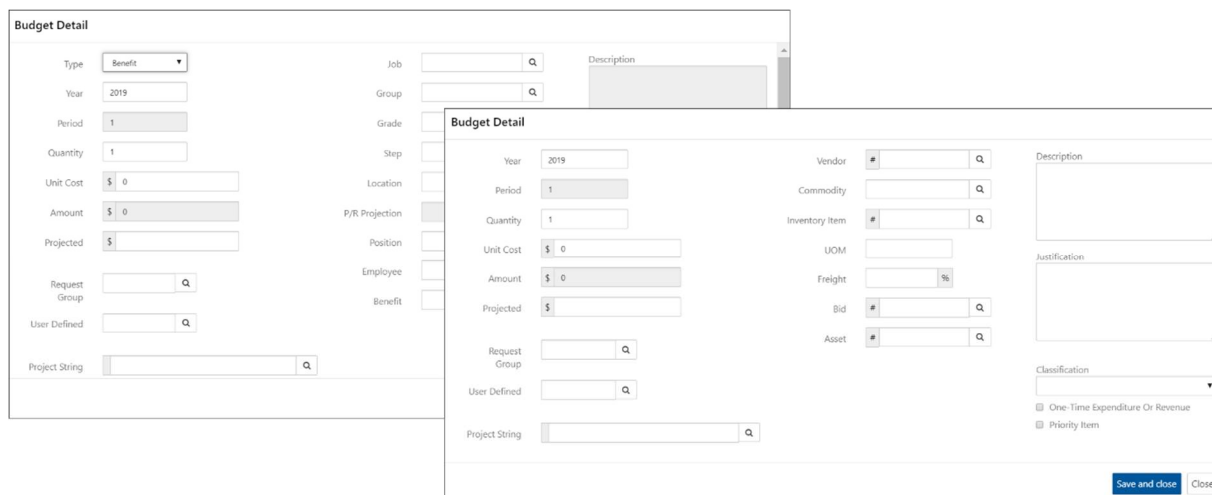
1. Open the projection for which to add budget amounts, using the Change Projection option as needed.
2. From the Accounts tab, click the Add Detail button  for the account to update. The program refreshes the screen to display the Details pane.



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 column. 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.

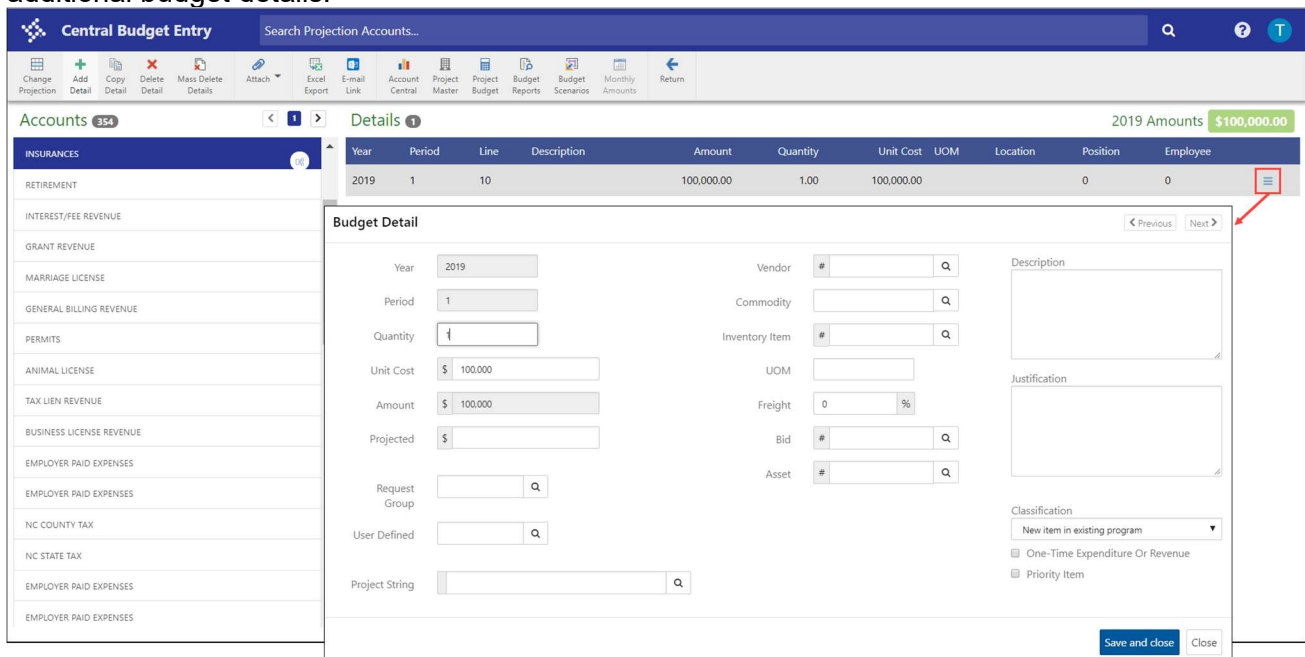


- Complete the fields to define the budget detail line. If you enter invalid values, the program outlines the fields in red and disables the Save and Close button until corrections are made.

Field	Description
Type	Specifies if the detail applies to salaries or benefits. <i>This field is only applicable for the Salary detail option.</i>
Year	Identifies the budget year.
Period	Indicates the period.
Quantity	Specifies the 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.
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.
Job	Identifies the HR/Payroll job class code.
Group	Identifies the Payroll group.
Grade	Identifies the grade for the job code.
Step	Specifies the step within the grade.
Location	Provides the job location.
PR Projection	Displays the payroll projection identifier.
Position	Identifies the position number from Position Control.

Field	Description
Employee	Identifies a specific employee from HR/Payroll Employee Master to whom the budget detail applies.
Benefit	If the detail applies to an employee benefits, designates the specific benefit.
Description	Provides a text box to enter a description of the budget item.
Justification	Provides a text box to enter a 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.

- Click Save and Close.
The program saves your entry, refreshes the screen to display the newly created detail line, and updates the detail total.
- When you have finished adding detail lines, click Return on the toolbar to return to the main program screen.
- For each account that you added detail lines, the program replaces the Add Detail button with a View Detail button.
- To review added details, click the View Detail button .
The program displays the Details pane with the updated information.
- From this screen, click the View Detail option to display the Budget Detail dialog box and review additional budget details.



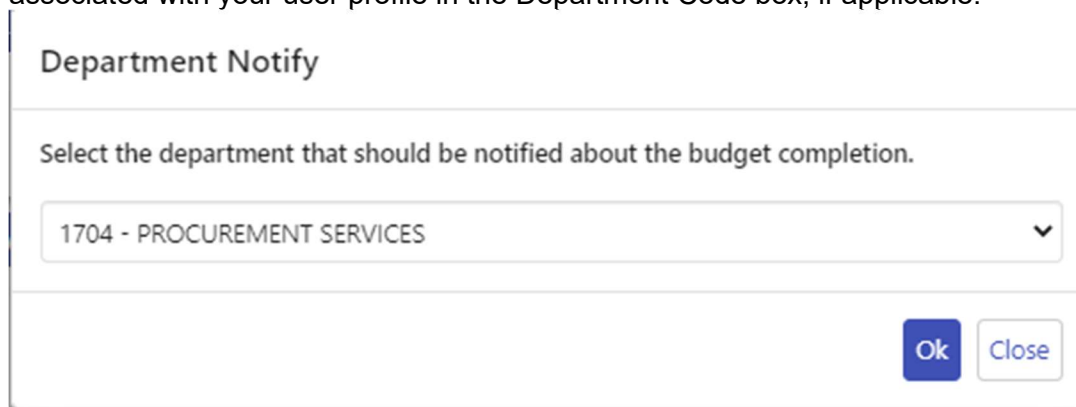
Send Notification of Budget Changes

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 Central 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, if applicable.



2. Confirm your department code or click the down arrow to select your department from a list.
3. Click OK.

Results

Departmental budget requests have been entered for level 2. Budget staff has been notified that level 2 entry has been completed, and access to the budget projection will be restricted once the level 2 cutoff date defined by the budget calendar is reached.

What's Next?

Level 2 budget amounts for this projection are now available for reporting within the Next Year Budget Reports program. Until the level 2 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 2 amounts to level 3 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 Transfers and Amendments

Objective

This document provides instructions for entering a budget transfer or amendment using the Budget Transfers and Amendments program.

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.
- Budgetary accounts exist and are available for transactions.

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, referring to the following table to complete the header information for the budget transfer or amendment.

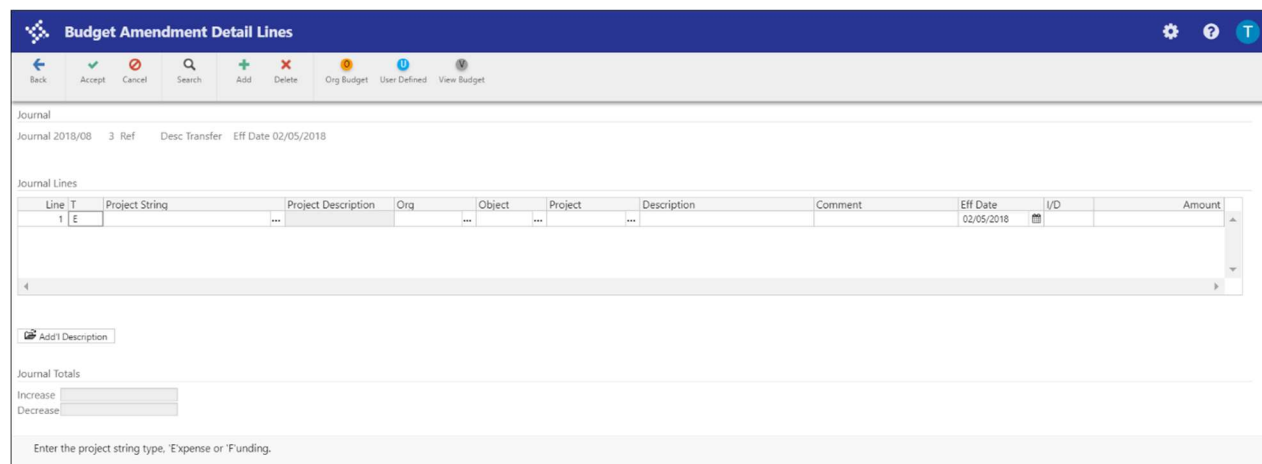
Field	Description
Clerk	Identifies the name of the user creating this transaction. The program completes the value of this box automatically.
Fiscal Year	Specifies the accounting year for the transfer or amendment. The default value is the fiscal year established in the General Ledger Settings program. Valid entries are the current year, next year, or last year.
Period	Specifies the fiscal period for the transfer or amendment. The default value is the fiscal period established in the General Ledger Settings program.
Journal	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 journal number.
Journal Reference 1 / 2	Contain user-defined journal reference codes (primary and/or an additional code). The number or numbers you enter stay with a

Field	Description
	transaction throughout its life and display on reports, in the general ledger, and in the Journal Inquiry program. These boxes are not available during the Define process.
Short Description	Provides 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	Indicates 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	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	Identifies the entity for which the transaction is being entered when a system is shared by multiple locations. This field accepts entry of a value from 1 to 3 based on the entity code to which your user profile has been assigned. When you are creating a new projection, the accounts in the projection must be compatible with your assigned entity code.
Amendment Type	Specifies whether the journal is a budget journal, a budget amendment, or a budget appropriation change. Accept the default value of 1 or type any of the following: <ul style="list-style-type: none"> • 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); you can also enter non-control balance sheet accounts or the cash account. • 7, 8: Inter-fund expense or revenue accounts. This box is not available during the Define process.
Budget Projection Inclusion	Provides the One-time and Continuing options. One-time (temporary) budget amendments can be excluded from budget projections, while Continuing amendments are included. The Budget Transfers and Amendments program completes the Budget Projection Inclusion field for each new journal with the default value from Budget Settings, but you can change this as required.
Amendment Status	Displays the status of the transaction:

Field	Description
	<ul style="list-style-type: none"> • Held: This is the initial status of an 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 occurred in the workflow process. <p>This box is not accessible.</p>
Update Recurring Journal	Indicates the journal is related to a recurring journal in Munis, when selected.
Enter User Defined Info	Enables access to the User Defined option, when selected. Use this option to select user-defined data for the specific journal. If there are required user-defined fields, the check box is selected by default and the program automatically displays the User Defined screen when you update the record. The User Defined Field and User Defined Code programs are available on the Budget Processing menu.
Project Accounts Apply	Directs the program to include project accounts when making the transfer or amendment, if selected. 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.



5. Complete the fields, referring to the table to complete the detail lines for the budget transaction.

Field	Description
	Contains the display-only journal details from the Budget Amendment Entry screen for the transaction.
Line	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.
T	Indicates the account type.
Account Number	Identifies the full general ledger account number.
<p>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.</p> <p>Do one of the following:</p> <ul style="list-style-type: none"> • 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. 	
Project String	Specifies the project string, if applicable.
Project Description	Provides the project description, if applicable.
Org/Object/Project	Indicate the org, object, and project codes, if applicable.
Description	Provides the name of the account.
Comment	Displays any comments associated with the account.
Eff Date	Displays the effective date the transaction posts to the general ledger. You can type 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	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	Specifies the amount of the transaction that affects 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.
Increase	Contains the calculated total dollar amount of increases within the transaction. Confirm the total increase amount; any adjustments must be made to the journal lines. The program completes this value; it is not accessible.
Decrease	Displays the calculated total dollar amount of decreases within the transaction. Confirm the total decrease 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 changes.
7. Review and confirm all account and totals information.
8. Click Back on the toolbar to return to the Budget Transfers and Amendments screen.
9. 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.
10. Click Attach to attach any supporting documentation files.
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 any supporting documentation. Once the final approval has been granted, the transaction must be posted to affect the general ledger budget figures.