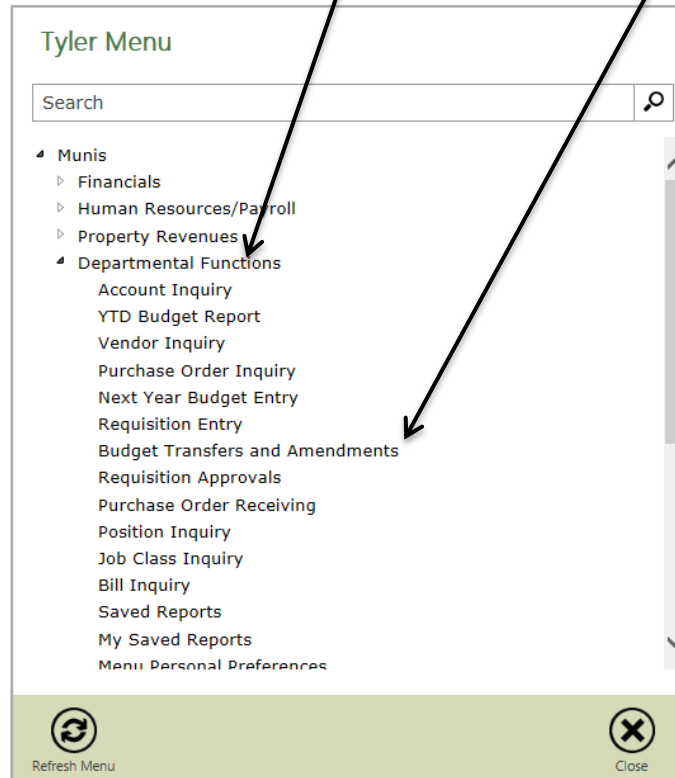
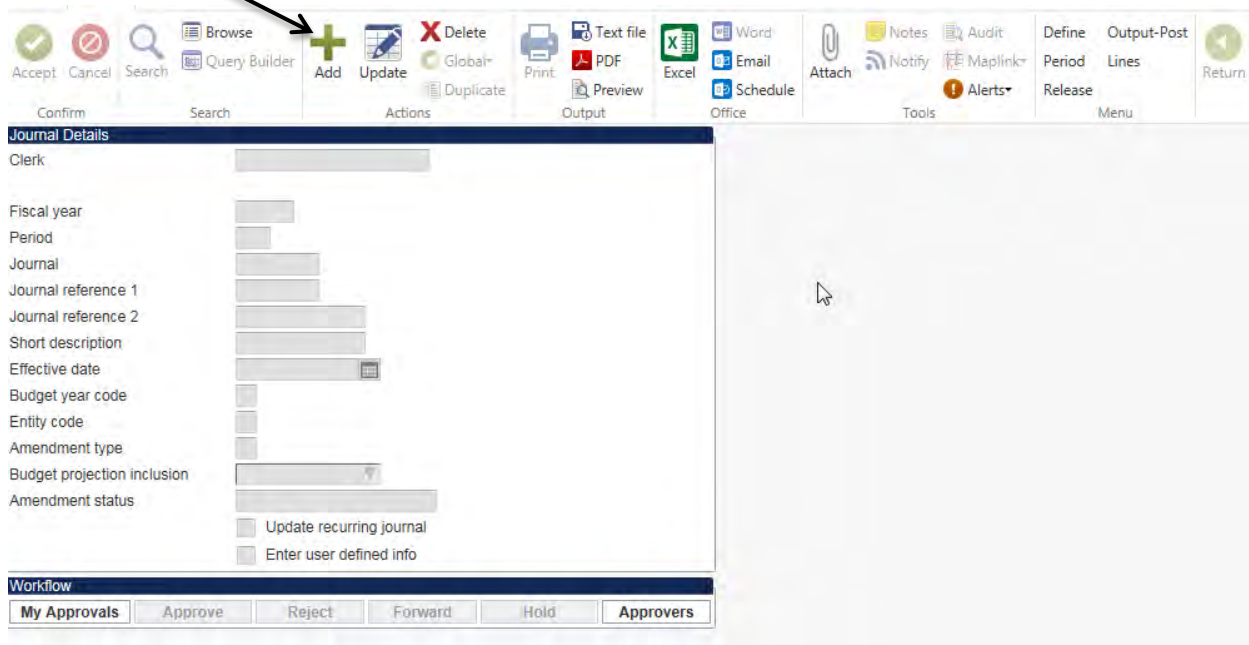


# How To Enter a Budget Adjustment in Munis 11.2

1. On the Tyler Menu click on Departmental Functions and then Budget Transfers and Amendments.



2. Click on Add.



## How To Enter a Budget Adjustment in Munis 11.2

3. Enter the Fiscal Year and Period that you want to make the adjustment in. In our example we have entered Fiscal year 2017 and period 02 which is November.

The screenshot shows the 'Journal Details' form in Munis 11.2. The form includes the following fields and values:

Field	Value
Clerk	[Redacted]
Fiscal year	2017
Period	02 NOV
Journal	20001
Journal reference 1	LS
Journal reference 2	training
Short description	example
Effective date	11/08/2016
Budget year code	1
Entity code	1
Amendment type	1
Budget projection inclusion	One Time
Amendment status	[Redacted]

Below the form is a 'Workflow' section with buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'.

A journal number will appear. Write this down for future reference. Enter your initials as the Journal Reference 1. Journal Reference 2 and the short description are where you enter a brief description to explain why you are making the adjustment.

The effective date will default to today's date.

The budget year code defaults to 1. The entity code is 1.

The amendment type 1 - if you are moving money from a revenue account to another revenue account OR from an expense account to another expense

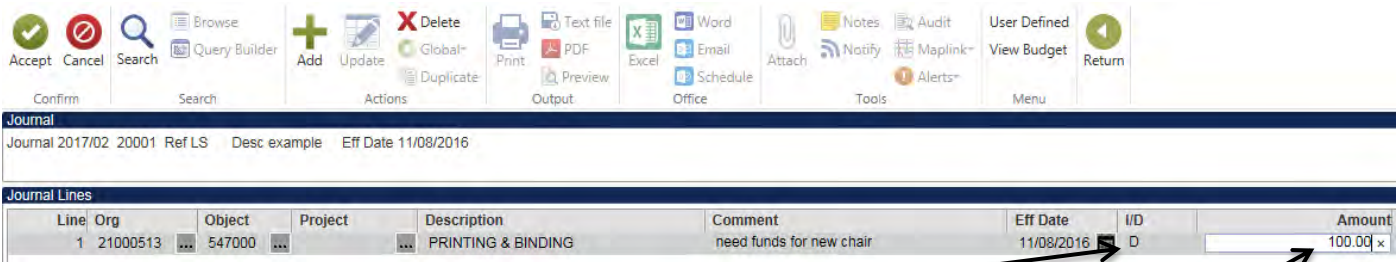
# How To Enter a Budget Adjustment in Munis 11.2

account. This is the most common request. If you are adjusting both a revenue account and an expense account the amendment type will be 2.

Budget Projection Inclusion, select One Time.

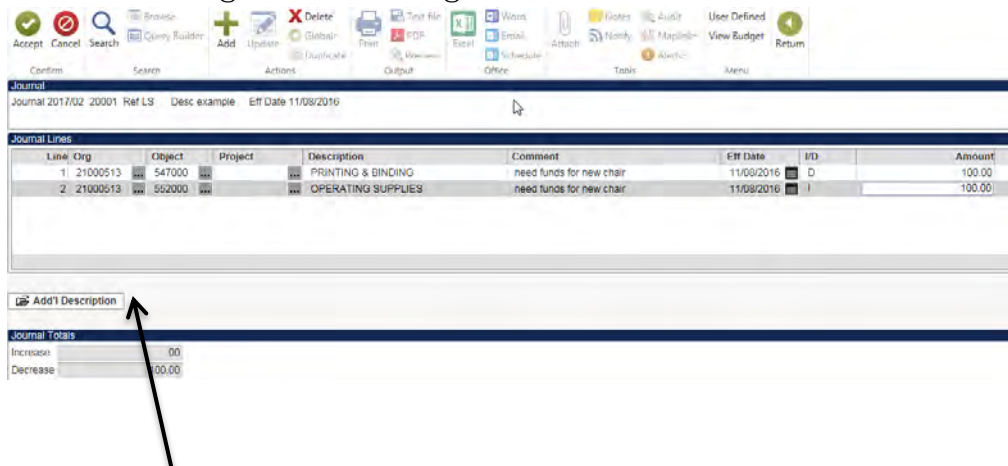
Click Accept.

- Now we will enter the details of the transfer. Enter in the ORG, OBJ, and Project number (only if it's a project) of the account you are *decreasing*. Use the comment space to explain what you are doing. Example: "Need to repair A/C" or "Costs higher than estimated" are acceptable explanations.



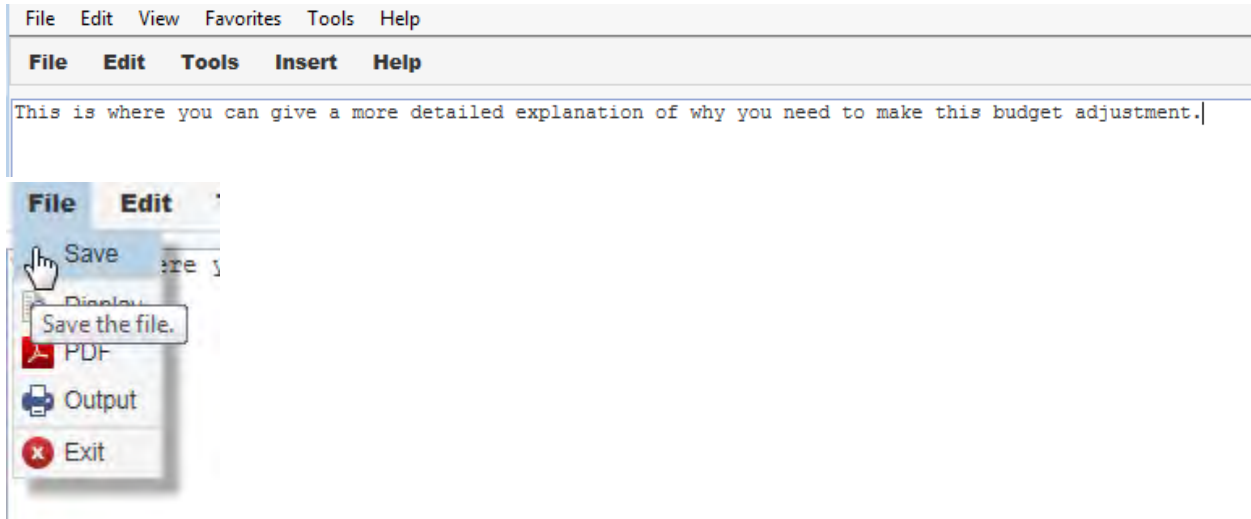
Tab over to the I/D column and enter D for decrease. Enter the amount you are decreasing this account.

- Now we will enter the ORG, OBJ, and Project (if it's a project) of the account you are *increasing*. Tab down to line 2 and enter the ORG, OBJ, and comments. Enter an I for Increase in the I/D column and the amount you are increasing. The total decrease should match the total increase. There might be more than one account increasing or decreasing.

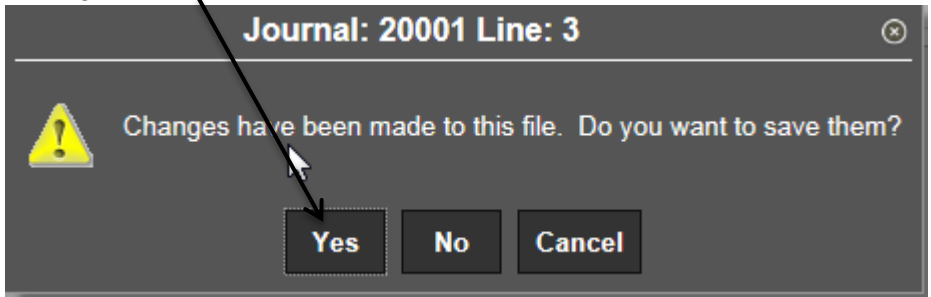


- Click on **Add'l Description**. This is where you can give a more detailed description for why you are making this budget adjustment.

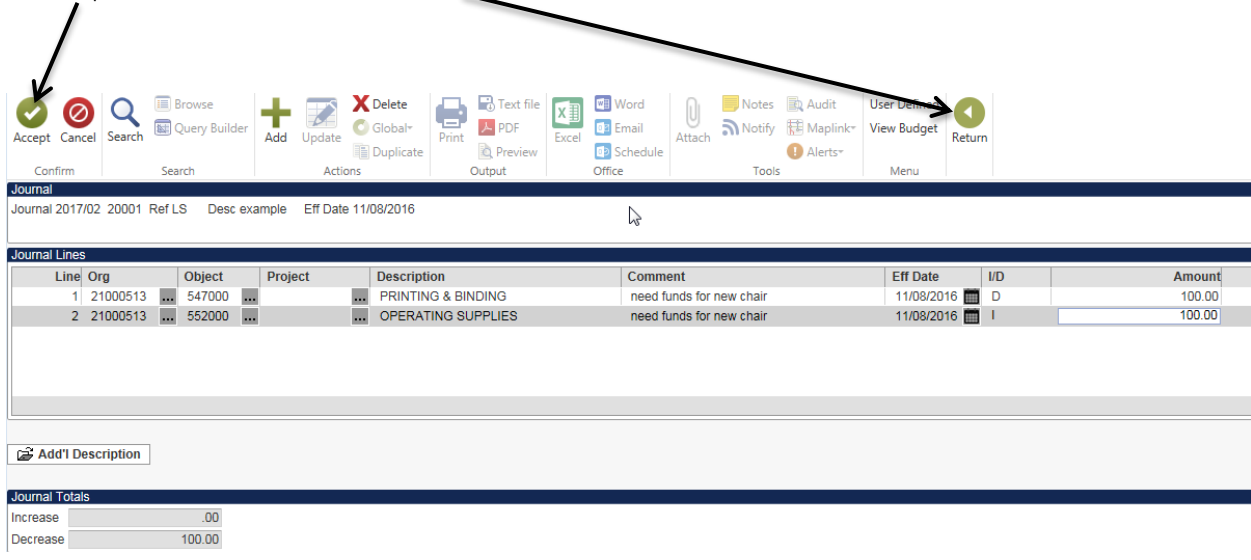
# How To Enter a Budget Adjustment in Munis 11.2



- 7. When you are finished click File and Exit. It will ask if you want to save the changes. Click yes.

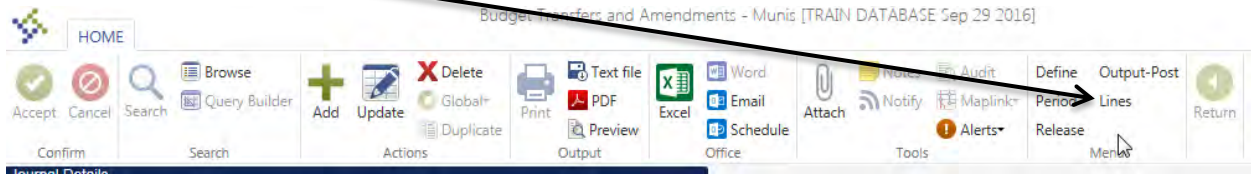


- 8. Now you are back in the Journal screen. If you are done entering lines click Accept. Then click Return.

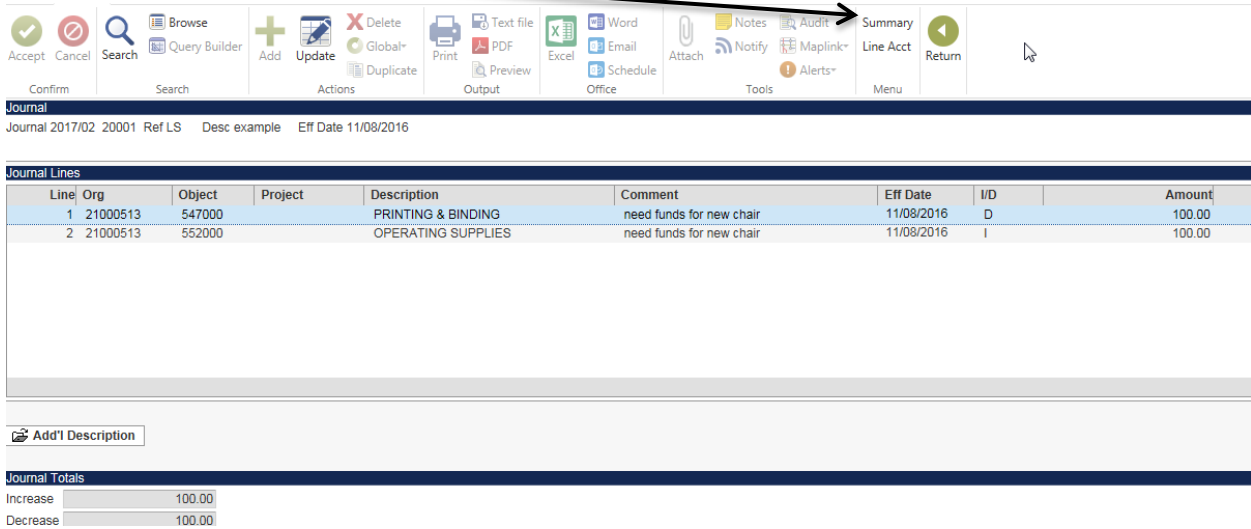


# How To Enter a Budget Adjustment in Munis 11.2

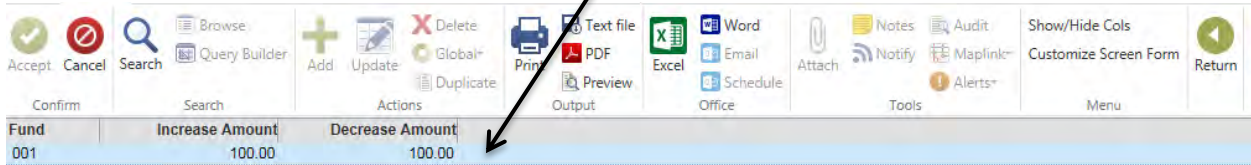
9. Click on Lines to view a summary of what you have entered.



Click on Summary.



10. The summary will show if your transaction is balanced. Click Return to exit this screen.



# How To Enter a Budget Adjustment in Munis 11.2

11. If your entry is complete and balanced, click on the Return . If you need to make a change to the lines click on Update, which will allow you to make changes. After changes are made, click Accept and Return to exit.

Line	Org	Object	Project	Description	Comment	Eff Date	I/D	Amount
1	21000513	547000		PRINTING & BINDING	need funds for new chair	11/08/2016	D	100.00
2	21000513	552000		OPERATING SUPPLIES	need funds for new chair	11/08/2016	I	100.00

12. The next step is to add attachments such as memos, quotes, bids, or emails that support the budget adjustment. The more information the budget office receives, the faster the adjustment can be approved. Click on Attach.

Journal Details	
Clerk	LSack
Fiscal year	2017
Period	02 NOV
Journal	20001
Journal reference 1	LS
Journal reference 2	training
Short description	example
Effective date	11/08/2016
Budget year code	1
Entity code	1
Amendment type	1
Budget projection inclusion	One Time
Amendment status	Held
<input type="checkbox"/>	Update recurring journal
<input type="checkbox"/>	Enter user defined info

# How To Enter a Budget Adjustment in Munis 11.2

13. Select Journal Attachment.

The screenshot shows two tables. The first table, 'Associated Documents', has columns: Document Title, TCM Document Type, Read Only, and Count. It lists 'Journal Attachment' and 'Journal Backup/Support', both with a count of 0. The second table, 'Attachment Documents', has columns: Attachment Type, Document Type, Read Only, Count, and Required. It lists 'Generic Attachment' with a count of 0. At the bottom, there is a 'View Documents' button, 'TCM Version: 2016.2.2.0', and a 'Show Counts' checkbox.

Document Title	TCM Document Type	Read Only	Count
Journal Attachment	Journal Entry Attachment		0
Journal Backup/Support	Journal Entry Attachment		0

Attachment Type	Document Type	Read Only	Count	Required
Generic Attachment	Attachment (no searchable metadata)		0	

Click on View Documents.

14. Click on New to create a new document.

The screenshot shows the Tyler Content Manager interface. The 'New' button is highlighted in the toolbar. Below the toolbar are three panels: 'Documents' with a filter and table, 'Related Documents' with a filter and table, and 'Document Information'.

Documents

Date	Key1	Key2	DocType
------	------	------	---------

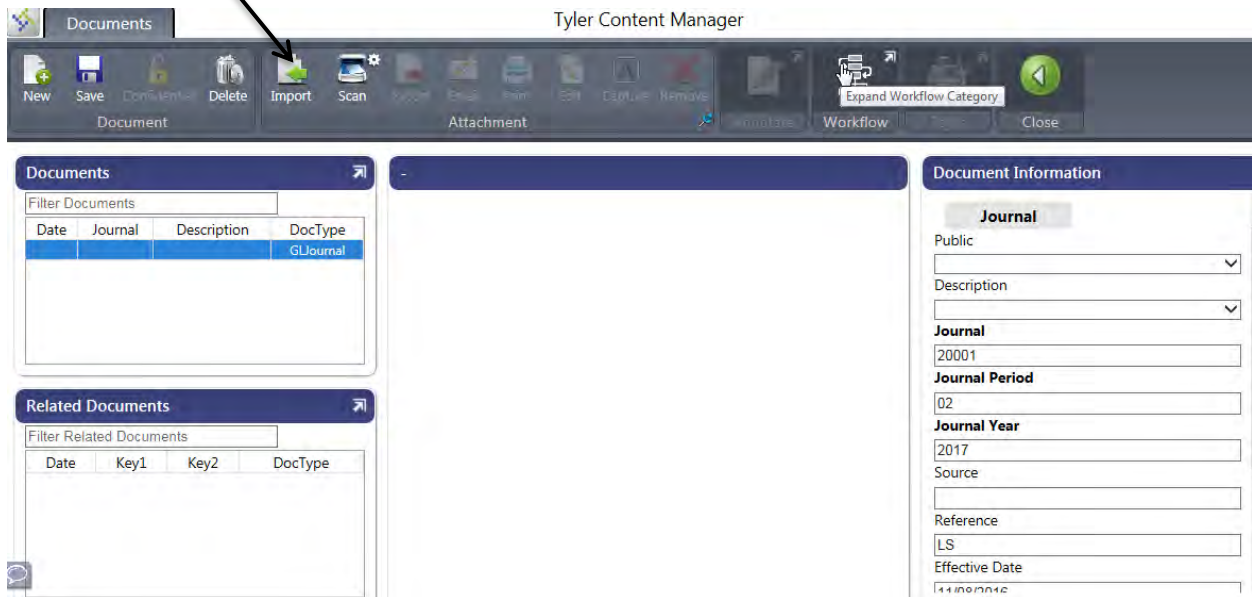
Related Documents

Date	Key1	Key2	DocType
------	------	------	---------

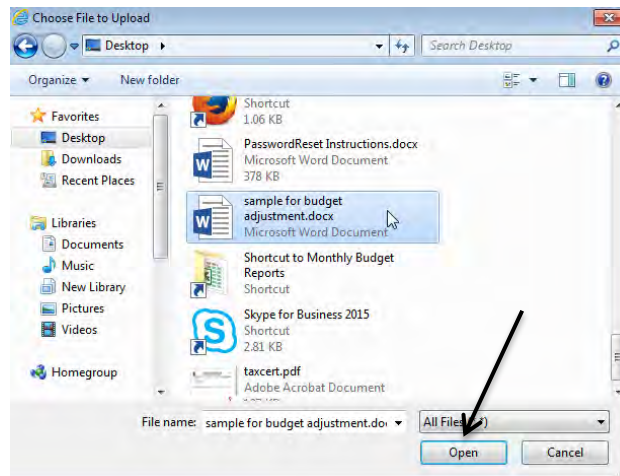
Document Information

# How To Enter a Budget Adjustment in Munis 11.2

15. Click on Import.

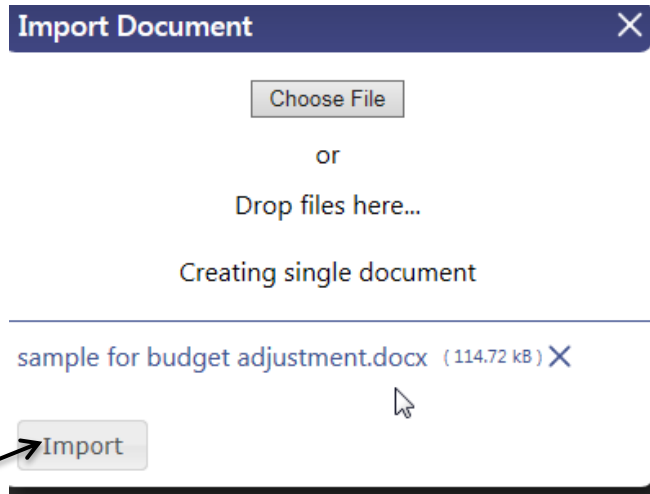


16. Find the document to attach and click Open



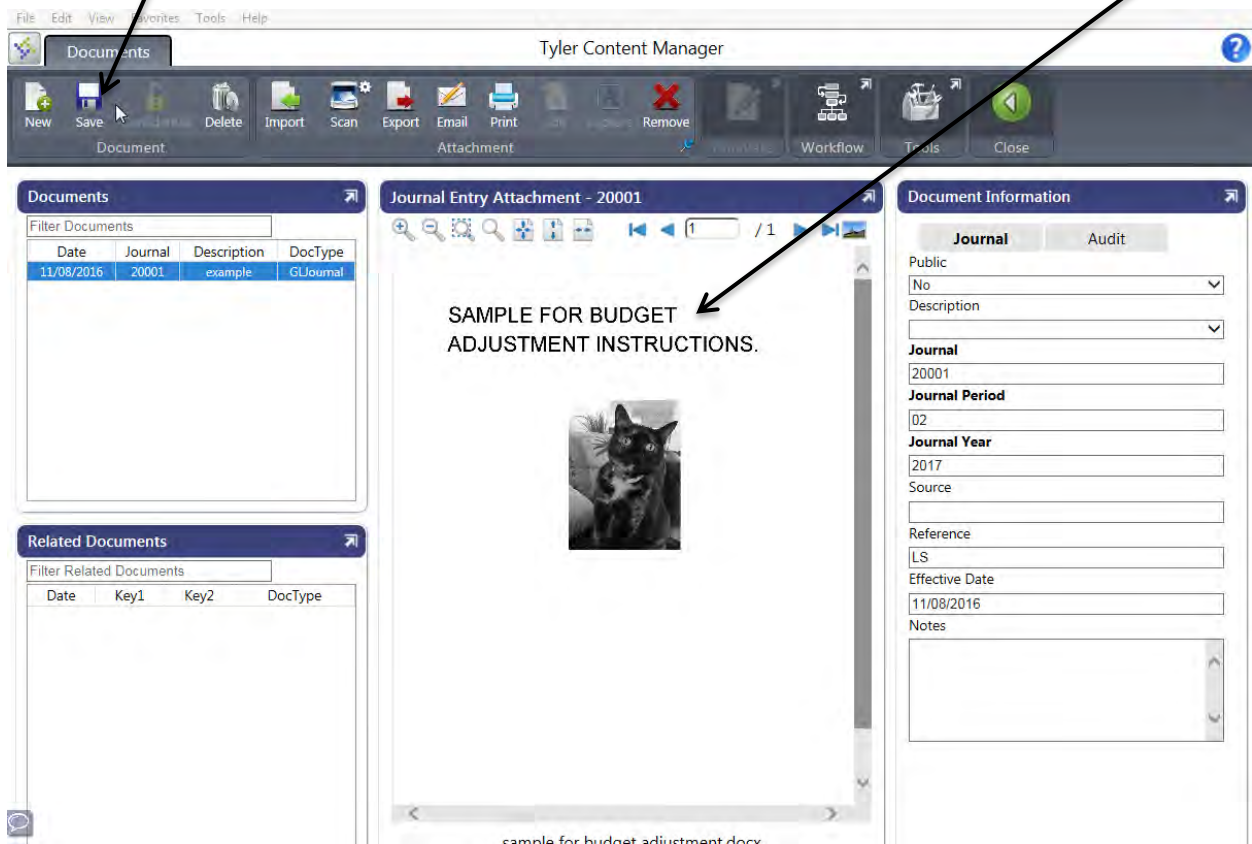


# How To Enter a Budget Adjustment in Munis 11.2



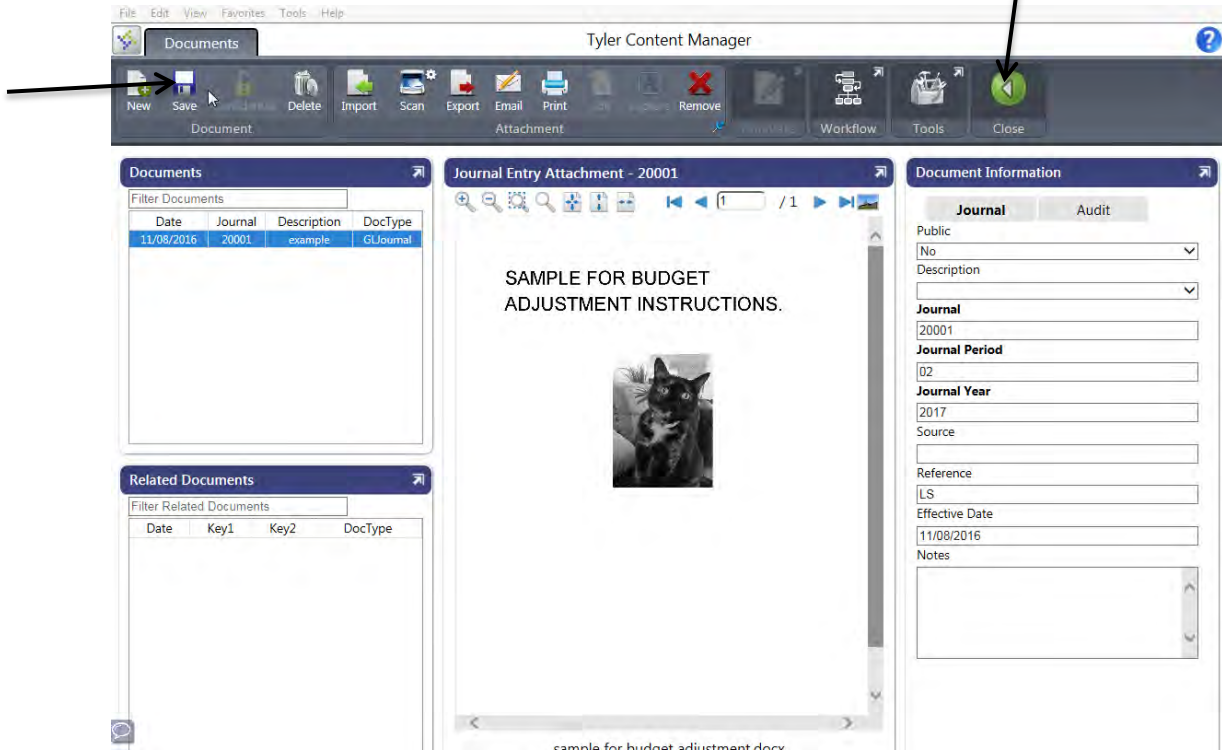
17. Click Import

18. Click on Save. The document you uploaded will appear in the attachment box below.

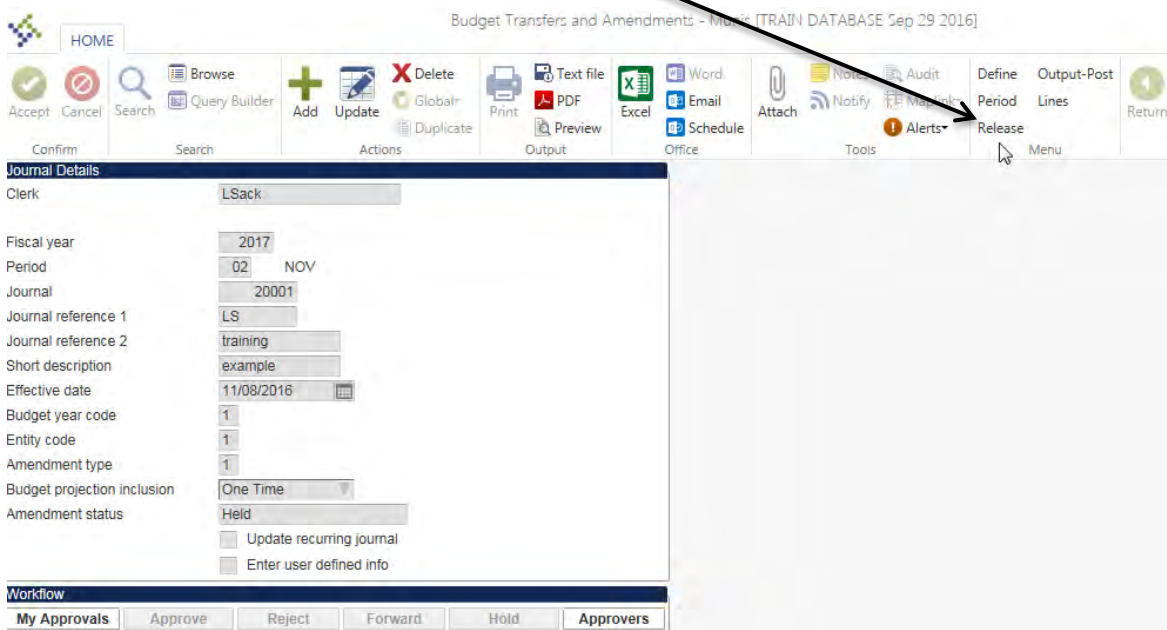


# How To Enter a Budget Adjustment in Munis 11.2

19. When you are finished uploading documents click the save icon and click close.



20. If your adjustment is balanced and you are done attaching all the appropriate documents click on Release to start the approval process of the budget adjustment. You will not be able to make changes to the adjustment once you've released it.



## How To Enter a Budget Adjustment in Munis 11.2

Budget Transfers and Amendme

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Excel Preview

Confirm Search Actions Output

**Journal Details**

Clerk	LSack
Fiscal year	2017
Period	02 NOV
Journal	20001
Journal reference 1	LS
Journal reference 2	training
Short description	example
Effective date	11/08/2016
Budget year code	1
Entity code	1
Amendment type	1
Budget projection inclusion	One Time
Amendment status	Pending approval
	<input type="checkbox"/> Update recurring journal
	<input type="checkbox"/> Enter user defined info

**Workflow**

My Approvals Approve Reject Forward Hold Approvers

**Journal released and is pending approval.**

21. You will get a message at the bottom of the screen that says the Journal has been released and is pending approval by your Department Director.

22. Click on the PDF icon to save a copy or print it out.

Choose an option

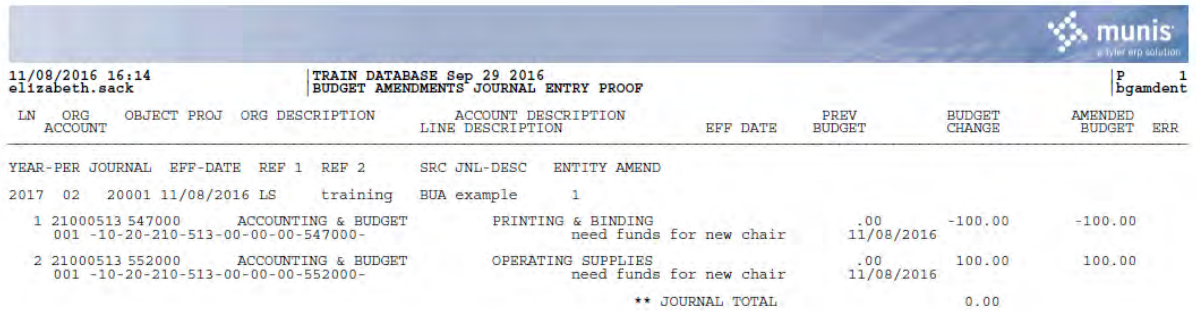
The current journal only

All of your own journals

Select the current journal only and click Accept.

# How To Enter a Budget Adjustment in Munis 11.2

A PDF document will open up with all the details of your transaction. You can save this file.



The screenshot shows a report header with the date and time '11/08/2016 16:14' and user 'elizabeth.sack'. The report title is 'TRAIN DATABASE Sep 29 2016 BUDGET AMENDMENTS JOURNAL ENTRY PROOF'. The user 'bgandent' is listed with a '1' next to it. The report contains a table with columns for LN, ORG ACCOUNT, OBJECT PROJ, ORG DESCRIPTION, ACCOUNT DESCRIPTION LINE DESCRIPTION, EFF DATE, PREV BUDGET, BUDGET CHANGE, AMENDED BUDGET, and ERR. The table lists two journal entries: one for printing and binding (decreasing budget by 100.00) and one for operating supplies (increasing budget by 100.00). A journal total of 0.00 is shown at the bottom.

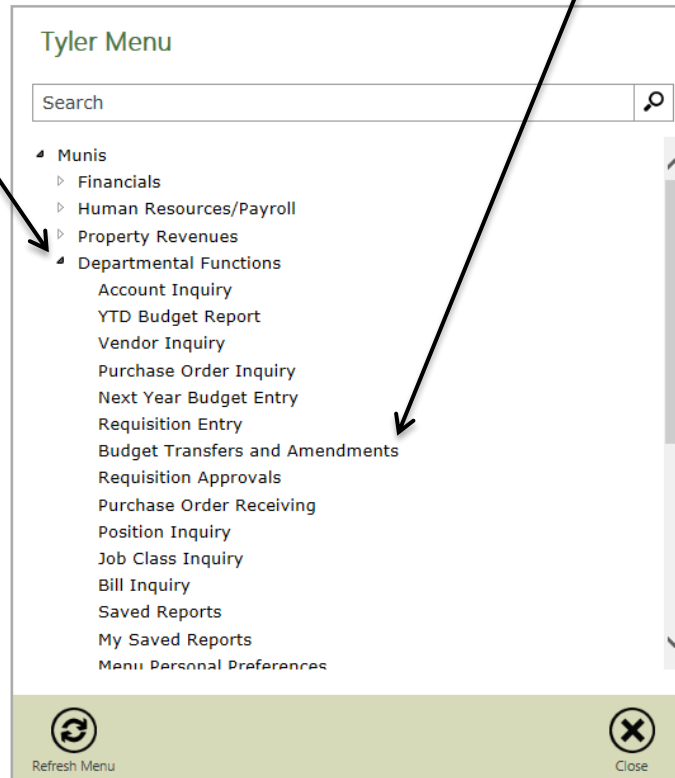
LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
2017	02	20001	11/08/2016 LS	training	BUA example	1			
1	21000513 547000		ACCOUNTING & BUDGET	PRINTING & BINDING		.00	-100.00	-100.00	
	001 -10-20-210-513-00-00-547000-			need funds for new chair	11/08/2016				
2	21000513 552000		ACCOUNTING & BUDGET	OPERATING SUPPLIES		.00	100.00	100.00	
	001 -10-20-210-513-00-00-552000-			need funds for new chair	11/08/2016				
** JOURNAL TOTAL							0.00		

23. You have now completed your budget adjustment. If you are interested in checking the status of your budget adjustment continue to the next page.

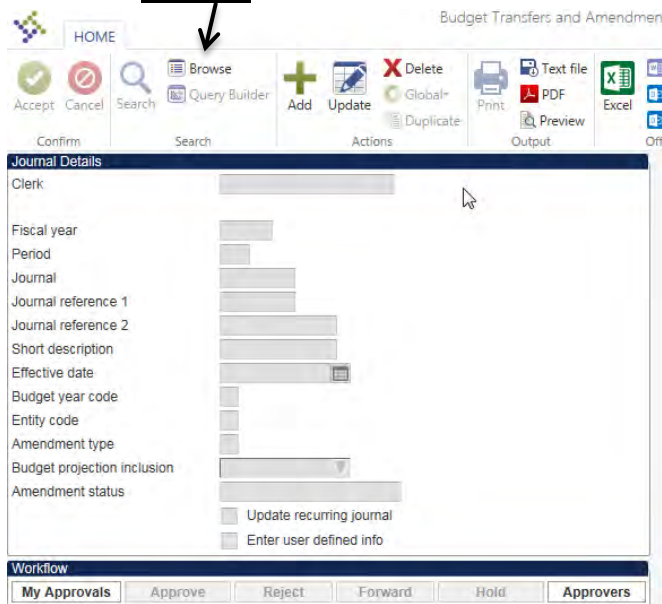
# How To Enter a Budget Adjustment in Munis 11.2

## Checking the Status of a Budget Adjustment

1. To check on your adjustment click on Budget Transfers and Amendments under the Departmental Functions heading.

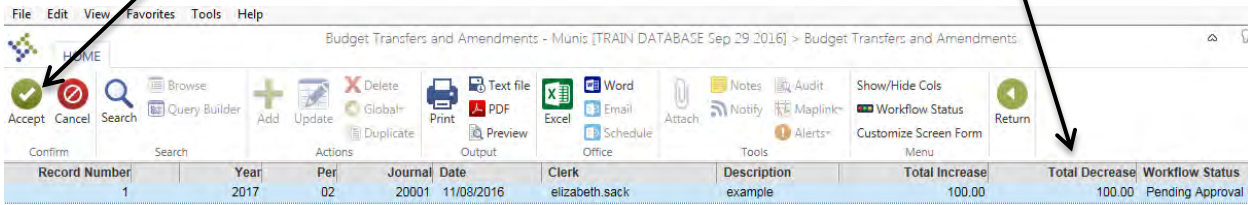


2. Click on Browse.

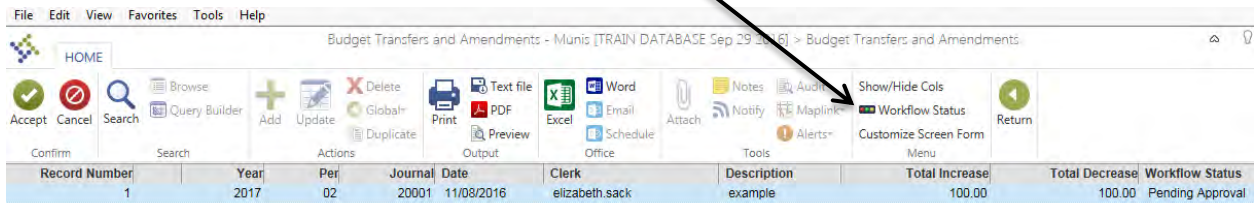


# How To Enter a Budget Adjustment in Munis 11.2

3. The screen will display all pending adjustments and will show the workflow status. In this case it is still pending approval. Click on the line you want to check and click Accept.



4. To see which approval is next click on Workflow Status.



This screen will show you who needs to approve your adjustment. In this case Sondra D'Angelo is the next approver.

