

INSTRUCTIONS FOR RUNNING A NEXT YEAR BUDGET REPORT

In MUNIS under **Departmental Functions** is **NEXT YEAR BUDGET REPORTS**. Upon selecting this function the report screen will appear.

1. DEFINING THE REPORT

Click the Define Key.

Next Year Budget Reports - Munis [***** CITY OF MELBOURNE ***** LIVE *****]

My File Edit Tools Help

Define

Projection number

Projection

Report Options

Define a projection to query.

Seg-find

Org

Object

Project

Account type

Account status

Rollup Group

Rollup Code

Fiscal Year

Program code

Define a projection to query.

OVR

In the Projection drop down box select **20141- FY 14 CITY BUDGET PROJECTION**. Click the green check.

In the Org box type the division location code (3 digit code*) with an *at the end OR type the 8 digit Org Code .

In the Account Type drop down box select **EXPENSE** or **REVENUE**. If this box is left blank BOTH REVENUES & EXPENSES associated with the division will be shown.

Press the enter Key or click the GREEN CHECK.

Next Year Budget Reports - Munis [***** CITY OF MELBOURNE ***** LIVE *****]

My File Edit Tools Help

Projection number

Projection 20141 - FY 14 City Budget Projection

Define criteria

Org 110*

Object

Project

Account type Expense

Account status

Rollup Group

Rollup Code

Fiscal Year

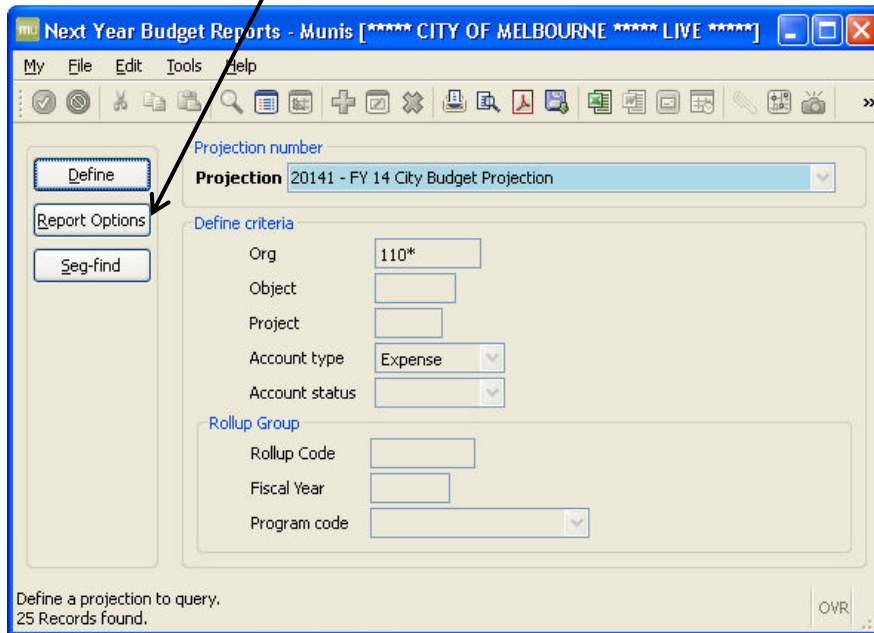
Program code

Select either Revenue or Expense.

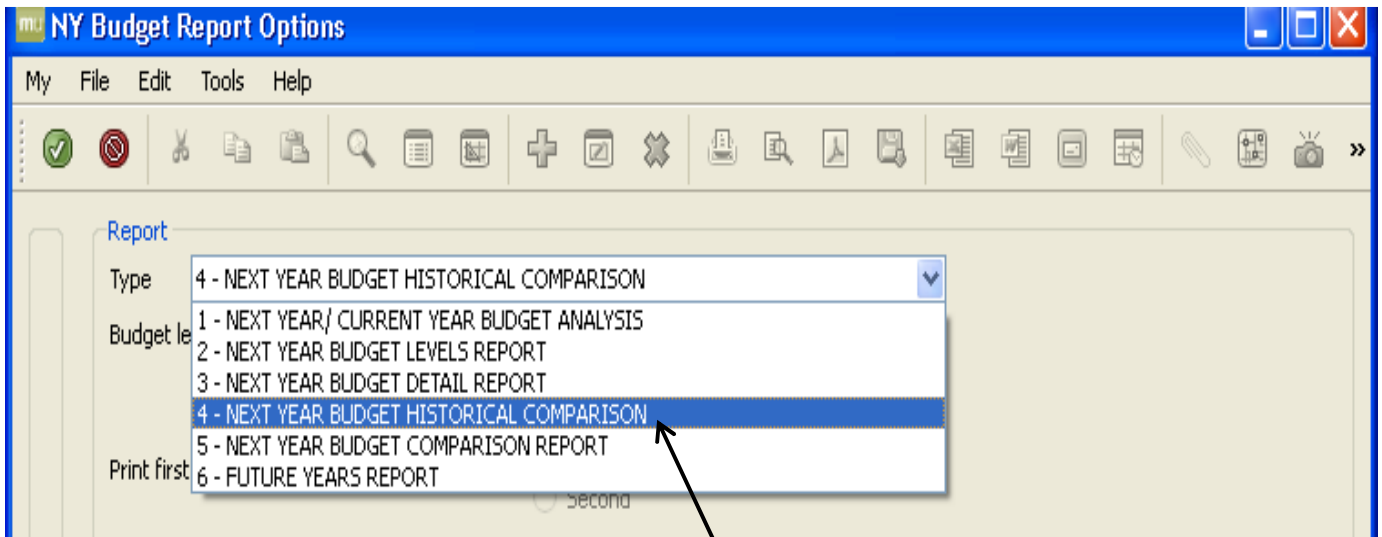
OVR

2. REPORT OPTIONS

Click on **REPORT OPTIONS**. The good news is that once you select the report options MUNIS will remember the layout of the report and you will not need to change them until the budget is rolled to a higher level.



Select the **TYPE OF REPORT** – As you can see below there are six options here..



Report 4 Next Year Budget Historical Comparison – THIS IS THE REPORT OPTION USED MOST OFTEN SINCE IT HAS THREE YEARS OF HISTORY as well as the Current Year's Revised Budget, YTD Actuals and Next Year's Budget.

Other report descriptions follow:

- **Report 1 Next Year/ Current Year Budget Analysis** – provides the Last Budget Year’s Actual Expenses (Revenue), the Current Year’s Adopted, Revised, YTD Actual, & Projected Budget and the Next Year Budget (as it is being developed).
- **Report 2 Next Year Budget Levels Report** – Budget preparation has five levels of review - Department Request, OMB Review, City Manager Review, Council Review & Adopted Budget. Next Year Budget entry is open to Departments for their input at level one, when the budget is rolled to any of the higher levels 2 through 5 the Departments can view the budget but not make any additional entries into MUNIS. This report show the changes that occur to the budget through the budget levels to the Adopted Budget in September.
- **Report 3 Next Year Budget Detail Report** – show only the budget amounts for the next year budget with detailed information entered into the detail screens as the budget is developed.
- **Report 5 Next Year Budget Comparision Report** –Provides one year of History, Current Year Budget, Current Year Actuals and the Next Year Budget with space along the right side of the report for notes. The Budget Office has passed this report out to the Departments in the past for budget development.
- **Report 6 Future Years Report** – (Not currently used)This report show six years into the future. If a five year captial outlay schedule is entered into MUNIS this report will display the requested capital items for the full five year period.

3. BUDGET LEVEL

NY Budget Report Options

My File Edit Tools Help

Report

Type 4 - NEXT YEAR BUDGET HISTORICAL COMPARISON

Budget level 2 - OMB REVIEW

4 - LEVEL - REVISED)/REVISED

Print first or second year of budget requests

First

Second

Sequences

Field #	Total	Page Break
1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 - Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 - Character	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Additional options

99 Period number

Print revenue as credit

Include cfwd in rev bud

Include cfwd in actuals

Totals only

Include segment code

Include report grand totals by account type

Print full GL account

Double space

Suppress zero bdgt accts

Print as worksheet

P Print pct or comment

Print text

Amounts/totals exceed 999 million dollars

Print five budget levels

Multiyear view Default view

Print report options

Select the calculation method to be used to calculate the percent change.

OVR

Select the BUDGET LEVEL -as indicated earlier there are five budget levels: Department Request, OMB Review, City Manager Review, Council Review & Adopted Budget. Next Year Budget entry is open to Departments for their input at level one, when the budget is rolled to any of the higher levels 2 through 5 the Departments can view the budget but not make any additional entries into MUNIS. For this example we are using level 2-OMB REVIEW.

Level One – open to Departments for their input with a close date around the middle of April.

Level Two – OMB Review open for changes and input of salary and benefit budgets by the Budget Staff with a close date of the first week in July when the budget document is delivered to Council.

Level Three – City Manager Review – open for changes requested by Council through the City Manager with a close at the end of August following Council’s budget workshop meeting.

Level Four – Council Review –open for changes requested by Council and the public at the two public hearings in September with a close date of September 30.

Level Five – Adopted Budget – no additional changes can be made at this level. Used for the completion journal to post the budget to the General Ledger.

4. CALCULATION METHOD

Select **Percentage Calculation Method -4 (Level Revised) Revised** is recommended here. The percentage will be calculated from the current year revised budget to the current projection level of the new year budget. This percentage is the most relevant for most uses.

Select **Sequences** – This area allows for the user to define data will be sorted. Budget Office always sorts data by **Fund, Division, Character with totals on Fund, Division, and Character**.

Additional Options– **Period 99** includes current year data up to the minute that the report is run.

Press the enter Key or click the GREEN CHECK. MUNIS will keep the options you have selected for future use. ☺

Report

Type: 4 - NEXT YEAR BUDGET HISTORICAL COMPARISON

Budget level: 2 - OMB REVIEW

4 - (LEVEL - REVISED)/REVISED

Print first or second year of budget requests: First Second

Sequences

Field #	Total	Page Break
1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 - Division	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 - Character	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

Additional options

99 **Period number**

- Print revenue as credit
- Include cfwd in rev bud
- Include cfwd in actuals
- Totals only
- Include segment code
- Include report grand totals by account type
- Print full GL account
- Double space
- Suppress zero bdgt accts
- Print as worksheet
- P Print pct or comment
- Print text
- Amounts/totals exceed 999 million dollars
- Print five budget levels

Multiyear view: Default view

Select the calculation method to be used to calculate the percent change. OVR

5. VIEWING AND PRINTING THE REPORT

The original report screen reappears, you may choose to:

1. Print Document
2. Display the report to the screen
3. Convert to PDF Document
4. Export to Excel

Next Year Budget Reports - Munis [***** CITY OF MELBOURNE ***** LIVE *****]

My File Edit Tools Help

1 2 3 4

Define

Report Options

Seg-find

Projection number

Projection 20141 - FY 14 City Budget Projection

Define criteria

Org 110*

Object

Project

Account type Expense

Account status

Rollup Group

Rollup Code

Fiscal Year

Program code

Define options for output.

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Below is an example of the Historical Comparison Report sorted by Fund, Division, and Character with totals on each.

1. Prior FY3 are for 2009-2010
2. Prior FY2 Actuals are for 2010-2011
3. Last FY1 Actuals are for 2011-12
4. CY Actuals and CY Revised Budget are for 2012-2013
5. Projection Level 2 is 2013-2014

***** CITY OF MELBOURNE ***** LIVE *****							munis www.cityofmelb.com.au			
NEXT YEAR BUDGET HISTORICAL COMPARISON										
PROJECTION: 20141 FY 14 City Budget										
ACCOUNTS FOR:										
			1	2	3	4	5	RTOD 99		
GENERAL FUND OPERATIONS			PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 2	PCT CHANGE	
110 MANAGEMENT SVCS ADMIN										
110 PERSONAL SERVICES										
11000513	512000	R SALARIES	428,266.62	532,053.16	466,274.83	195,070.07	460,878.00	.00	-100.0%	
11000513	513010	AUTO ALLOW	3,412.50	3,330.00	3,330.00	1,387.50	3,330.00	.00	-100.0%	
11000513	513030	HEALTHINC	.00	.00	.00	.00	.00	.00	.0%	
11000513	515000	GIFT CERT	150.00	150.00	100.00	100.00	100.00	.00	-100.0%	
11000513	521000	FICA	31,013.97	37,305.03	33,187.79	13,521.60	33,854.00	.00	-100.0%	
11000513	522000	RETIREMENT	.00	.00	.00	.00	.00	.00	.0%	
11000513	522010	FRS	46,865.50	51,335.49	22,289.84	10,301.25	27,863.00	.00	-100.0%	
11000513	522050	DROP PAY	.00	.00	.00	.00	.00	.00	.0%	
11000513	523000	HEALTH INS	40,035.79	40,844.21	49,630.79	24,797.85	54,067.00	.00	-100.0%	
11000513	523030	EAP	97.20	100.50	108.54	56.28	113.00	.00	-100.0%	
11000513	524000	WC INS CHG	1,368.00	1,368.00	447.96	246.48	493.00	.00	-100.0%	
11000513	525000	UNEMP COMP	.00	.00	.00	.00	.00	.00	.0%	
TOTAL PERSONAL SERVICES			551,209.58	666,486.39	575,369.75	245,481.03	580,698.00	.00	-100.0%	
30 OPERATING EXPENSES									Report 1	
11000513	531090	MED SVC	.00	133.00	.00	.00	.00	.00	.0%	
11000513	534110	IT SVC CHG	5,950.03	5,688.26	5,985.20	4,180.50	8,361.00	.00	-100.0%	
11000513	540000	TRAVEL	115.55	132.46	184.50	196.13	480.00	.00	-100.0%	
11000513	541010	PHONE	1,033.81	1,048.40	1,061.27	396.61	1,400.00	.00	-100.0%	
11000513	541040	POSTAGE	117.43	178.82	153.60	82.17	250.00	.00	-100.0%	
11000513	545030	RISKSVCCHG	5,096.04	5,096.04	4,548.00	2,274.00	4,548.00	.00	-100.0%	
11000513	547000	PRINTING	1,170.33	868.74	1,199.08	.00	1,700.00	.00	-100.0%	
11000513	547010	COPYEXP	3,817.29	3,180.69	2,690.89	1,638.73	4,000.00	.00	-100.0%	
11000513	552000	OPR SUPPLY	2,738.09	2,065.28	2,535.27	427.88	4,500.00	.00	-100.0%	
11000513	552220	M EQP/FURN	921.91	.00	.00	.00	.00	.00	.0%	
11000513	554100	DUES & SUB	683.33	938.33	1,267.33	604.00	1,175.00	.00	-100.0%	
11000513	555000	TRAIN & ED	2,961.40	3,594.98	2,605.08	645.17	4,500.00	.00	-100.0%	
TOTAL OPERATING EXPENSES			24,605.21	22,925.00	22,230.22	10,445.19	30,914.00	.00	-100.0%	
60 CAPITAL OUTLAY										
11000513	564000	MACHINERY	.00	.00	.00	.00	.00	.00	.0%	
TOTAL CAPITAL OUTLAY			.00	.00	.00	.00	.00	.00	.0%	
TOTAL MANAGEMENT SVCS ADMIN			575,814.79	689,411.39	597,599.97	255,926.22	611,612.00	.00	-100.0%	
TOTAL GENERAL FUND OPERATION			575,814.79	689,411.39	597,599.97	255,926.22	611,612.00	.00	-100.0%	
GRAND TOTAL			575,814.79	689,411.39	597,599.97	255,926.22	611,612.00	.00	-100.0%	

** END OF REPORT - Generated by Liz Sack **

Report generated: 01/18/2013 10:44
 user: lsack
 Program ID: bgnyrpts

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Your next year budget report is now complete!