Next Year Budget Entry Instructions For 2020-21

- **Do not use cents.   Please round your entries to the next ten.** (Example: 38 rounded to the next ten is 40.   33 rounded to the next ten is 40.

- **Divisions will enter proposed budgets for most standard operating expense line items, with the following exceptions:**

  Personal Services: Departments will estimate and enter their Overtime budget in 514000**.** All other personnel-related expenses will be calculated and entered by the Budget Office. This includes Regular Salaries, Automobile Allowance, Clothing and Tool Allowance, Health Insurance Incentive, Gift Certificates, FICA, Employee Assistance Program, Life and Health Insurance, Retirement, Unemployment Compensation, and Workers Compensation.

  Operating Expenses: The following operating expenses will be entered by the Budget Office.

Object	Description	Calculated By	Entered By
534150	Pest Control Contract	Facilities Division	Budget Office
534155	Life Safety Services	Facilities Division	Budget Office
543010	Electric	Budget Office	Budget Office
543050	Water	Budget Office	Budget Office
545030	Risk Management – Svc Charge	Budget Office	Budget Office
546030	Repair & Maintenance – Building	Facilities Division	Budget Office
546040	Repair & Maintenance – AC	Facilities Division	Budget Office
546300	Fleet Management Charges	Fleet Division	Budget Office
546310	Fleet Management Labor Chg	Fleet Division	Budget Office
546320	Auto Parts	Fleet Division	Budget Office
546330	Sublet Repairs	Fleet Division	Budget Office
552030	Auto-Fuel & Oil	Fleet Division	Budget Office

  Finance-related line items will be calculated and entered by **Finance** staff. These include Auditing Fees, Principal, Interest, Debt Service, Fiscal Agent Fees, Lease Payments, and Arbitrage Fees.

  Capital Expenses: New vehicles and fleet-related equipment will be entered by Budget Office staff in accordance with the Fleet Maintenance Division's submitted recommendations.

  For machinery & equipment over $5,000, that does not include Fleet, Facilities, or IT-related items, divisions will enter detailed items into 564000 **and** submit a Machinery and Equipment request form for each entry to the Budget Office.

- **When you are finished entering your entire budget, on the left hand side of the screen click "More", followed by "Department Notify" (page 11). This will send a notification to the Budget Office that you have completed your budget entry. You will receive feedback once your budget has been reviewed.**

Next Year Budget Entry Instructions For 2020-21

1. On the Departmental Functions menu click on **next year budget entry**.
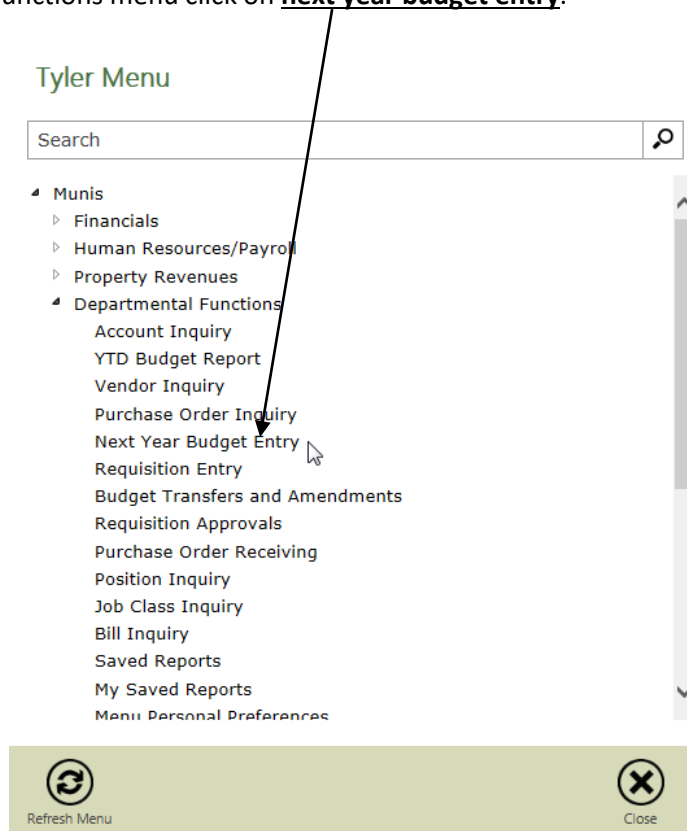
2. Select <u>20211- 2021 CITY OPERATING BUDGET</u> from the drop down list if it's not already selected. Click Accept.
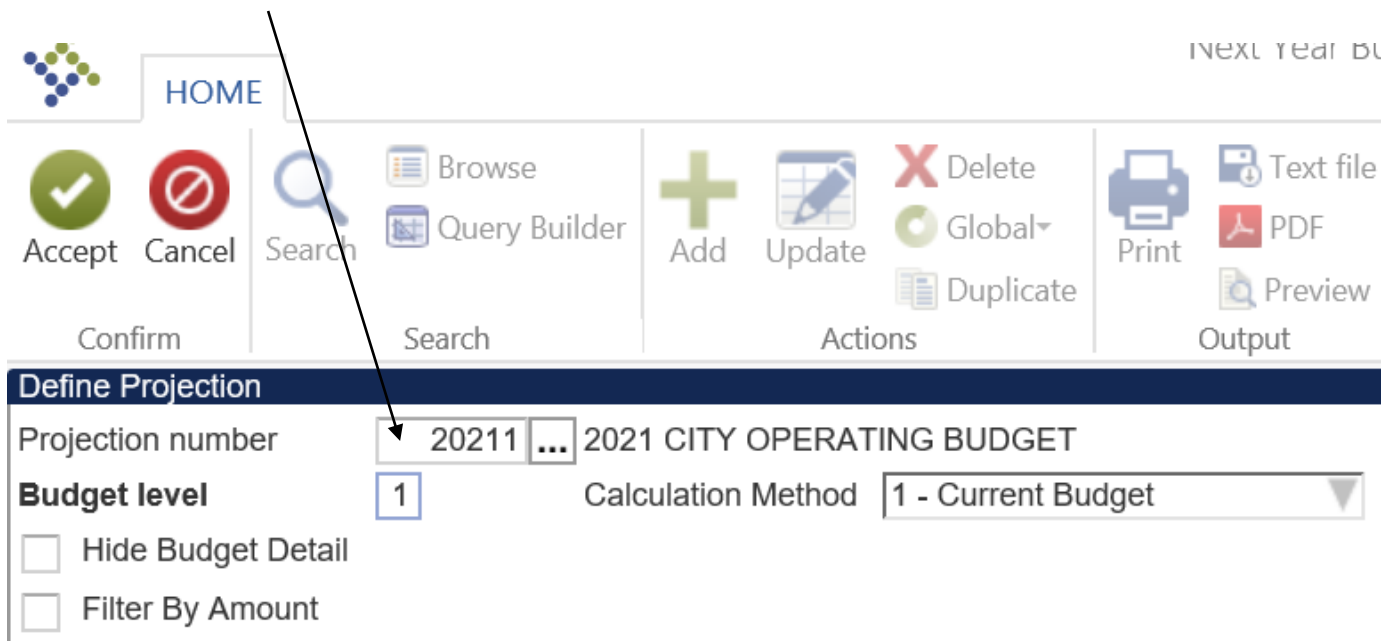
Next Year Budget Entry Instructions For 2020-21

3. Enter the first three digits of the Division number followed by an asterisk. Select "E" for expense accounts or "R" for revenue accounts. Most of you will only enter for expense accounts. Click Accept.

Define Projection

Projection number	20211 ...	2021 CITY OPERATING BUDGET
Budget level	1	Calculation Method 1 - Current Budget
☐ Hide Budget Detail		
☐ Filter By Amount		

Account Find Criteria

Segment Name	Search Value	
Organization		...
Fund		...
Function		...
Department		...
Division	210*	...
State COA		...
Location		...
Prog/Grant		...
GASB Categor		...
Object		...
Account Type	E	× ...
Account Status		...
Rollup Code		...
Sub-Rollup Code		...
Character Code		...

4. A list of all available revenue or expense accounts for your division budget will appear. Move the cursor down the account listing to retrieve a specific account. If you don't see the account you need, contact the Budget Office to have the account added. For our example, we will use 552000 - Operating Supplies.

Toolbar: Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global | Duplicate | Print | Text file | PDF | Preview | Excel | Word | Email | Schedule | Attach | Notes | Notify | Alerts | Audit | Maplink | GL Account Inquiry Text/Notes

Confirm | Search | Actions | Output | Office | Tools

For tips on how to customize your screen to show prior year budgets and expenditures, see page 12.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

DEPARTMENT Total	OMB REVIEW Total	CM BUDGET Total	COUNCIL RV Total	ADOPTED Total
.00	.00	.00	.00	.00

Account

Text	Org	▲ Object	Proj	Description	2021 DEPARTMENT Am...	202...	...ginal
N	21000513	547000		PRINTING & BINDING	.00	.00	3,200.00
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00
N	21000513	549010		LEGAL ADS	.00	.00	300.00
N	21000513	552000		OPERATING SUPPLIES	.00	4,162.35	16,005.00
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00
N	21000513	555100		TUITION	.00	.00	.00

Next Year Budget Entry Instructions For 2020-21

5. <u>Deleting or Updating a Line Item</u>. **You must go through each of your expense accounts and delete any line items you no longer need. Line items from 2019-20 which you are keeping for 2020-21 must be reviewed and edited and the description and justification need to be updated.** Let's take a look at the line item for payroll check stock from Tyler. First, slide the bottom bar to the far right of the screen to view the entry descriptions. Double click the description or select the line and click Accept.

Slide this bar to the far right to view the descriptions.

6. To delete the item click on X Delete, otherwise Click Update. This will allow you edit the information. Please be sure to update the description, justification, and enter the quantity and unit cost. You must delete the item if you no longer need it.

Next Year Budget Entry Instructions For 2020-21

7. To add a new line item click on the account you want to add it to and click on <u>detail info.</u>

Text	Org	▲ Object	Proj	Description	2021 DEPARTMENT Am…	2020 Actual	2020 Original
N	21000513	547000		PRINTING & BINDING	.00	.00	3,200.00
N	21000513	547010		COPY EXPENSE	.00	868.29	5,100.00
N	21000513	549010		LEGAL ADS	.00	.00	300.00
N	21000513	552000		OPERATING SUPPLIES	.00	4,162.35	16,005.00
N	21000513	552220		MISC EQUIPMENT & FURNISHINGS	.00	1,548.32	3,550.00
N	21000513	554100		DUES & SUBSCRIPTIONS	.00	279.00	2,840.00
N	21000513	555000		TRAINING & EDUCATION	.00	1,424.00	26,600.00
N	21000513	555100		TUITION	.00	.00	.00

8. Click on the + Add icon at the top of the screen. The Update icon to the right of the +Add icon can also be used to correct information if an error has been made after you have saved the data record. Data records are saved by clicking Accept.

Current Projection: 20211 2021 CITY OPERATING BUDGET Access level: DEPARTMENT

Account   21000513 ...   552000 ...   ...   OPERATING SUPPLIES
Project Account

Requested

Year	2021
Line	10
Sequence	0
Period	01

New item in existing program ▼

☐ Is this a 1-time expenditure or revenue?
☐ Priority item

Request group ▼
User-defined ▼
Approval Status

Quantity .00
Unit cost .00
Total .00

Requested

Description   CITY EMPLOYEE SHIRTS

Justification

Next Year Budget Entry Instructions For 2020-21

9. Next choose Operating/Capital and click OK.
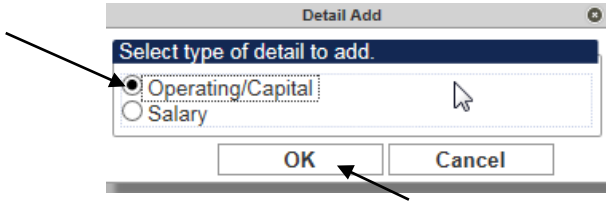
10. Tab down and select an option from the drop down list.

    A Continuing item is an item that is budgeted every year.

    A New item in existing program is for new items not previously budgeted.

    New or Expanded program is for items related to requests on Schedule 9's, such a new truck or office supplies for a newly created position.
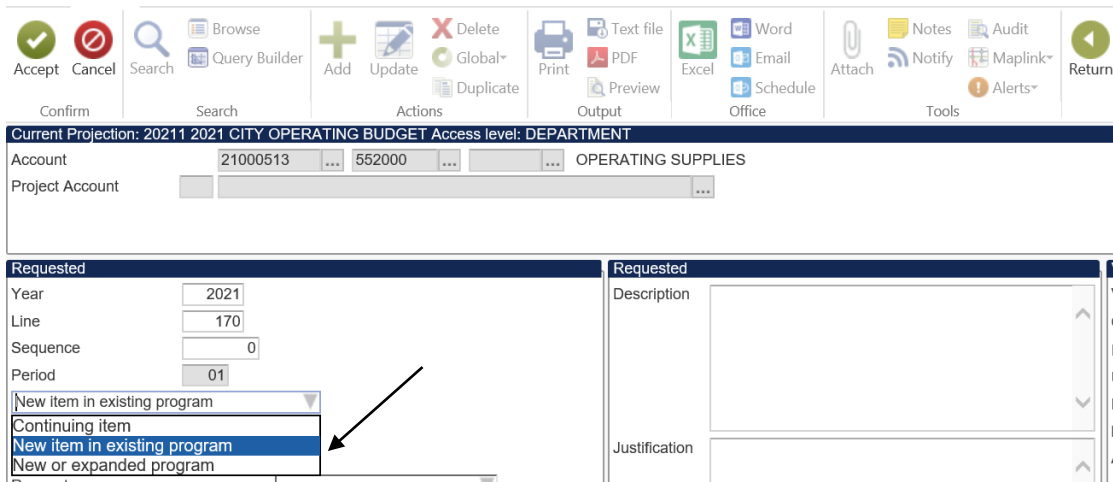
11. Indicate if this is a 1-time expenditure by clicking the box next to "Is this a 1-time expenditure or revenue". These are items you don't plan on budgeting for again in the next 5 years. Clicking this box will prevent this items detail from being moved forward to 2022 budget entry.
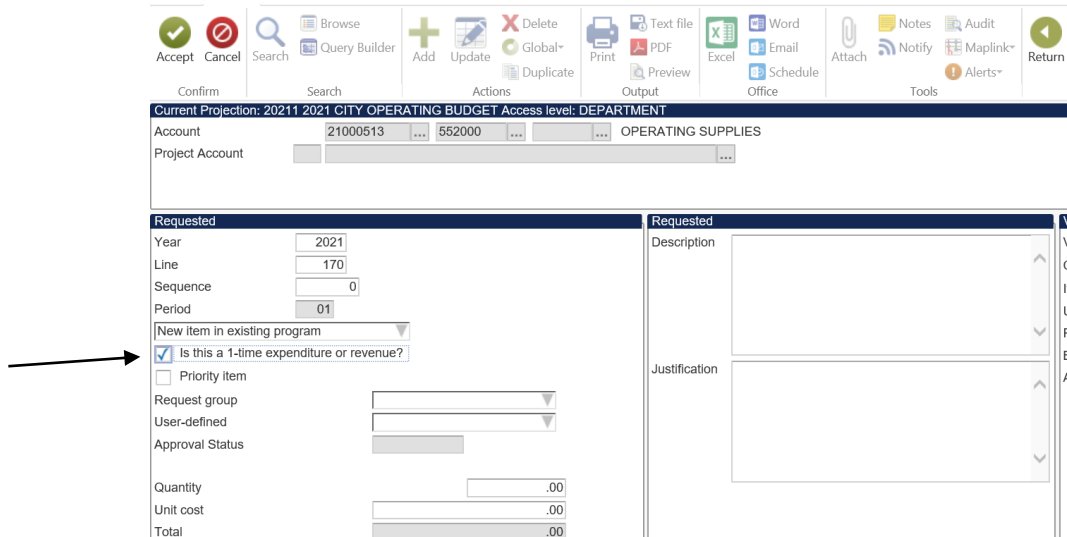
12. Enter the quantity and cost of each item. **DO NOT INCLUDE PENNIES**. You must fill out the description and justification sections. Include enough detail to identify special requests. For example, if costs increase because new phones are brought into service, explain that here. This information is considered when budget decisions are made. **IF THERE IS A SIGNIFICANT INCREASE/OR DECREASE TO THE ITEM FROM THE PREVIOUS YEAR, YOU MUST INCLUDE THE AMOUNT AND THE REASON FOR THE INCREASE OR DECREASE.**

   Enter a new record for each item. For example, enter 2 consultant contracts as two separate records, one for each consultant.

   You will notice that the Account totals is now the sum of all lines entered. When you are finished entering the information you can tab through or click Accept, then click Return.
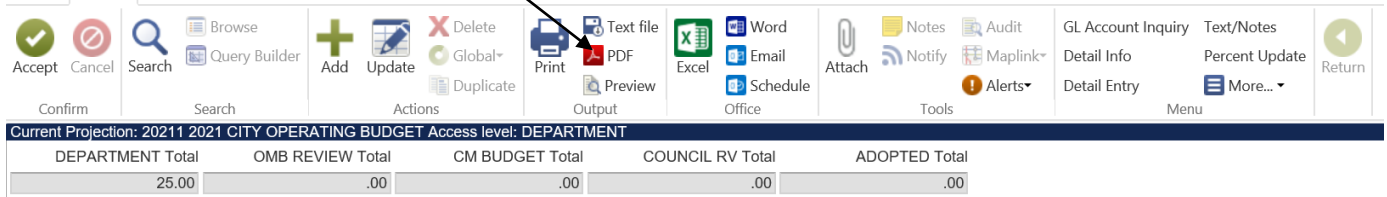
13. This returns you back to the browse screen with the listing of all your available accounts. Notice the lower half of the screen now displays the line you just entered. Select the next account and repeat the process.

Next Year Budget Entry Instructions For 2020-21

14. When you are finished entering all your revenues and/or expenses you may want a report of your entries. Click on the pdf icon.

15. Select Budget Entry Report and click OK.

16. For Report Options select Include detail. Click Accept. Wait for MUNIS to compile the pdf file and display it to the screen once the report is complete. This may take a few moments.

17. You may get a popup at the bottom of your screen. Select Open.

Do you want to open or save **mu04645001.pdf** (48.4 KB) from **munisapp.mlbfl.org**?

18. The pdf file will look similar to this with account amounts and detail information. You can print the file and/or save it from this screen. In this example you can see the entry we just made. **Note the quantity is in the Current Adjusted Budget column, the unit price is in the Projected Actual column, and the total is in the Department column.** This report can be difficult to read since accounts that have not had any entries in them yet will show last year's budget in the Current Adjusted Budget column.

19. When you are finished entering your entire budget, on the left hand side of the screen click <u>more</u> followed by <u>Department Notify</u>. This will send a notification to the Budget Officer that you have completed your budget entry.
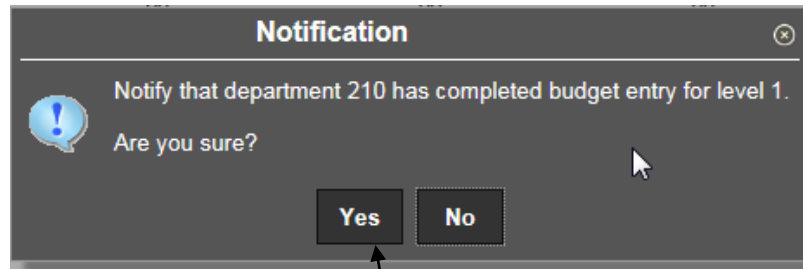
Next Year Budget Entry Instructions For 2020-21

20. A box will come up asking for your department code. Enter the first three digits but this time leave out the asterisk. Click Accept.

21. It will ask if you are sure you want to notify. Click yes.

22. You will then be back to the browse screen. **You are now done!** If at any time you want to go back into next year budget entry to view what you have entered simply follow steps 1 through 3.

THANK YOU!

Please contact Liz Sack x7832, Eric Crawford x7836 or Marla Keehn x7830 with any questions regarding budget entry.

If you would like additional training, please do not hesitate to contact us.

Next Year Budget Entry Instructions For 2020-21

TIPS ON CUSTOMIZING BUDGET DATA ENTRY SCREENS

The default budget entry screen that appears once you have completed Step 3 (on page 3) appears below:

At this point, all columns after 2021 DEPARTMENT have no value, therefore you can hide those columns and add columns for prior year expenditures to help in your planning and analysis.

STEP 1: Right-click on the header 2021 OMB REVIEW. A pop-up menu will appear as shown in Step 2 below.

Next Year Budget Entry Instructions For 2020-21

STEP 2: Once you have right-clicked on the header, a pop-up window will open and display all the available columns. Used the scroll bar to navigate to all options. Uncheck all future budget years.

**STEP 2:** Next, place checkmarks in the boxes for all prior years you would like to display.

Next Year Budget Entry Instructions For 2020-21

Now your display should look similar to this, depending on which columns you checked.

This can easily be exported to Excel to perform further analysis with formulas.   Simply click the Excel button on the ribbon bar.

Select **Budget Entry Report**.
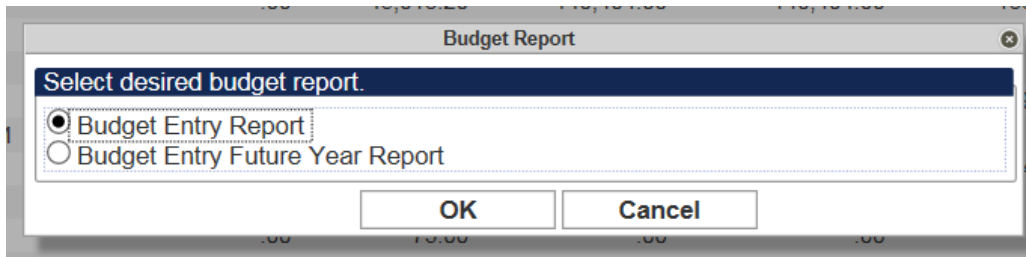
Next, there are two options: Account or Detail.   Account will export all data as it appears on the screen.   Detail will export all the line item detail and justification.