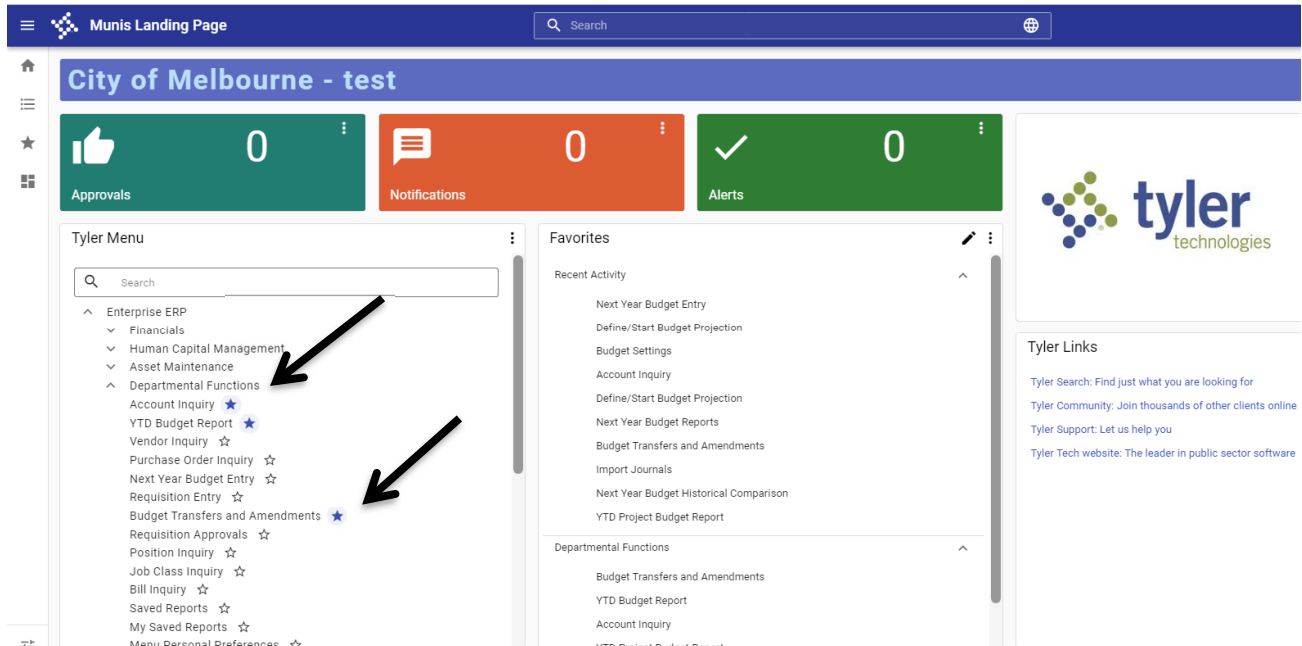


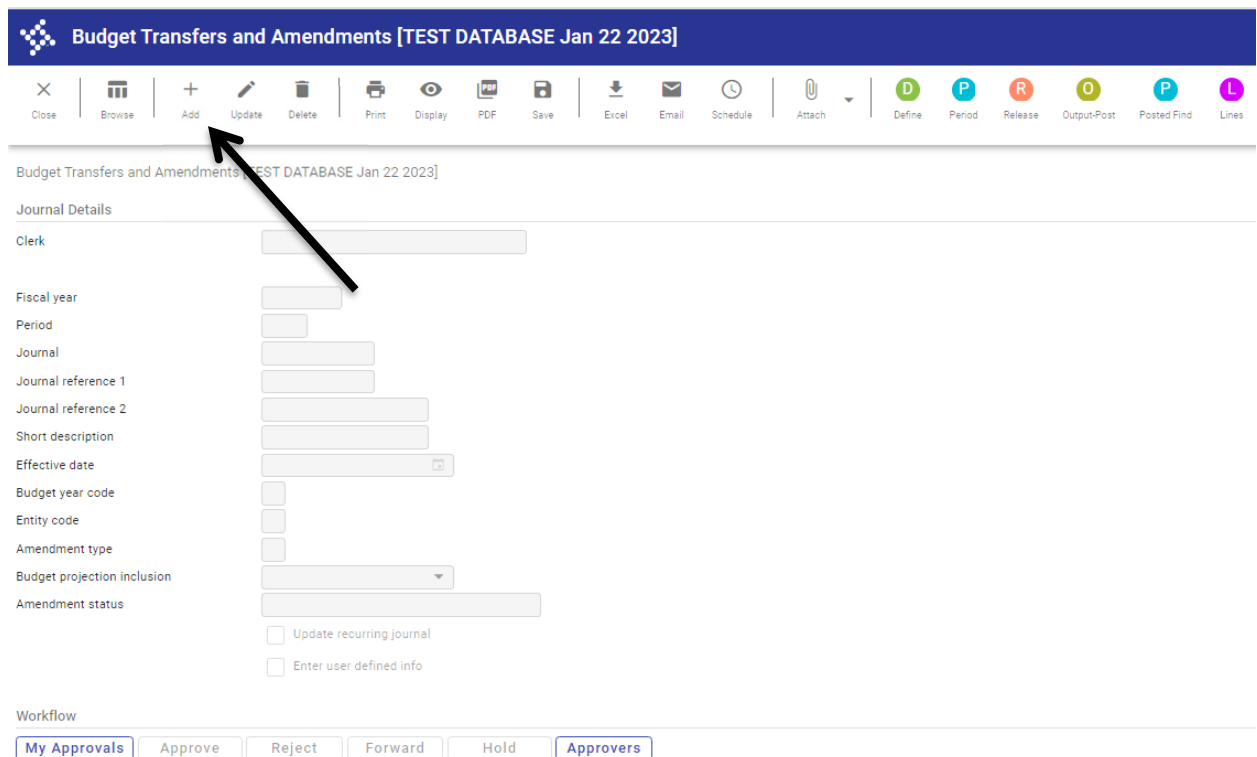
Budget Adjustment in Munis version 2021.7

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



The screenshot shows the Munis Landing Page for the City of Melbourne - test. The top navigation bar includes a search field and a globe icon. Below the header, there are three status boxes: Approvals (0), Notifications (0), and Alerts (0). The Tyler Menu is visible on the left, with a search bar and a list of functions. Two black arrows point to 'Departmental Functions' and 'Budget Transfers and Amendments' in the Tyler Menu. The Favorites section on the right lists recent activity and departmental functions, with 'Budget Transfers and Amendments' also highlighted.

2. Click on **Add**.



The screenshot shows the 'Budget Transfers and Amendments [TEST DATABASE Jan 22 2023]' form. The top navigation bar includes a search field and a globe icon. Below the header, there are three status boxes: Approvals (0), Notifications (0), and Alerts (0). The Tyler Menu is visible on the left, with a search bar and a list of functions. Two black arrows point to 'Departmental Functions' and 'Budget Transfers and Amendments' in the Tyler Menu. The Favorites section on the right lists recent activity and departmental functions, with 'Budget Transfers and Amendments' also highlighted.

The form itself has a toolbar with icons for Close, Browse, Add, Update, Delete, Print, Display, PDF, Save, Excel, Email, Schedule, Attach, Define, Period, Release, Output-Post, Posted Find, and Lines. The 'Add' icon is highlighted with a black arrow. Below the toolbar, the form fields are listed: Clerk, Fiscal year, Period, Journal, Journal reference 1, Journal reference 2, Short description, Effective date, Budget year code, Entity code, Amendment type, Budget projection inclusion, and Amendment status. At the bottom, there is a 'Workflow' section with buttons for 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'.

Budget Adjustment in Munis version 2021.7

3. The **Fiscal Year** and **Period** will default to the current year and month. In our example we have Fiscal year **2023** and period **04** which is January. Tab through to the next field.

Budget Transfers and Amendments [TEST DATABASE Jan 22 2023] > ✎

Journal Details

Clerk

Fiscal year *

Period * JAN

Journal

Journal reference 1

Journal reference 2

Short description *

Effective date * 📅

Budget year code

Entity code *

Amendment type *

Budget projection inclusion ▼

Amendment status

Update recurring journal

Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers

Period #	Month
1	October
2	November
3	December
4	January
5	February
6	March
7	April
8	May
9	June
10	July
11	August
12	September

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 provide a one word description to explain why you are making the adjustment. You will have the opportunity later on to attach a memo describing the adjustment in detail.

The **effective date** will default to today's date.

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

Enter the Amendment type: **Amendment type 1** – for funds being moved from a revenue account to another revenue account OR from an expense account to another expense account. This is the most common request.

To adjust both a revenue account and an expense account the **amendment type is 2**.

Budget Adjustment in Munis version 2021.7

For Budget Projection Inclusion, select **One Time**.

Click **Accept**.

- Next enter the **ORG, OBJ, and Project number** (if it's a project) of the accounts you are *increasing & decreasing*. Use the comment space to explain what you are doing. Example: "ADDITIONAL FUNDS" and "TRANSFER TO UNIFORM EXPENSE".

Budget Amendment Detail Lines

Journal
Journal 2023/04 40858 Ref LS Desc UNIFORMS Eff Date 01/24/2023

Line	Org	Object	Project	Description	Comment	Ref 1	Eff Date	I/D	Amount
1	53000522	534120		UNIFORM EXPENSE	ADDITIONAL FUNDS	LS	01/24/2023	I	5,000.00
2	53000522	552000		OPERATING SUPPLIES	TRANSFER TO UNIFORM EXPENSE	LS	01/24/2023	D	5,000.00

Tab over to the **I/D column** and enter **D** for decrease or **I** for increase. Enter the **amounts** you are increasing and decreasing. The total decrease should match the total increase. Multiple lines can be entered here. When complete, click on **Accept**.

- Click on **Summary**.

Budget Amendment Detail Lines

Summary Line Acct

Budget Transfers and Amendments [TEST DATABASE Jan 22 2023] > Budget Amendment Detail Lines

Journal
Journal 2023/04 40858 Ref LS Desc UNIFORMS Eff Date 01/24/2023

Journal Lines

Line	Org	Object	Project	Description
1	53000522	534120		UNIFORM EXPENSE
2	53000522	552000		OPERATING SUPPLIES

Budget Adjustment in Munis version 2021.7

- The summary will show if your transaction is balanced. Click **Back** to exit this screen.

Fund	Increase Amount	Decrease Amount
001	5,000.00	5,000.00

- 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 **Back** to exit.

Line	Org	Object	Project	Description	Comment	Ref 1	Eff Date	I/D	Amount
1	53000522	534120		UNIFORM EXPENSE	ADDITIONAL FUNDS	LS	01/24/2023	I	5,000.00
2	53000522	552000		OPERATING SUPPLIES	TRANSFER TO UNIFORM EXPENSE	LS	01/24/2023	D	5,000.00

- Adding backup attachments:** One of the **most important** steps is to attach a memo, quote, bid, or emails that support the budget adjustment. The more information the budget office receives, the faster the adjustment can be approved. Otherwise we will need to contact you for more information and this causes delays.

Create a word document in which you explain why the transfer is needed, how there are savings available to transfer, and if you will have sufficient funds for the remainder of the fiscal year. Save the word document as a PDF and attach this explanation to the adjustment along with the aforementioned memos, quotes, bids, or emails.

Budget Adjustment in Munis version 2021.7

Example explanation:

BUDGET ADJUSTMENT REQUEST

Budget adjustment requested to increase funds in Uniforms (53000522-534120) to cover costs for additional uniform items required for department personnel.

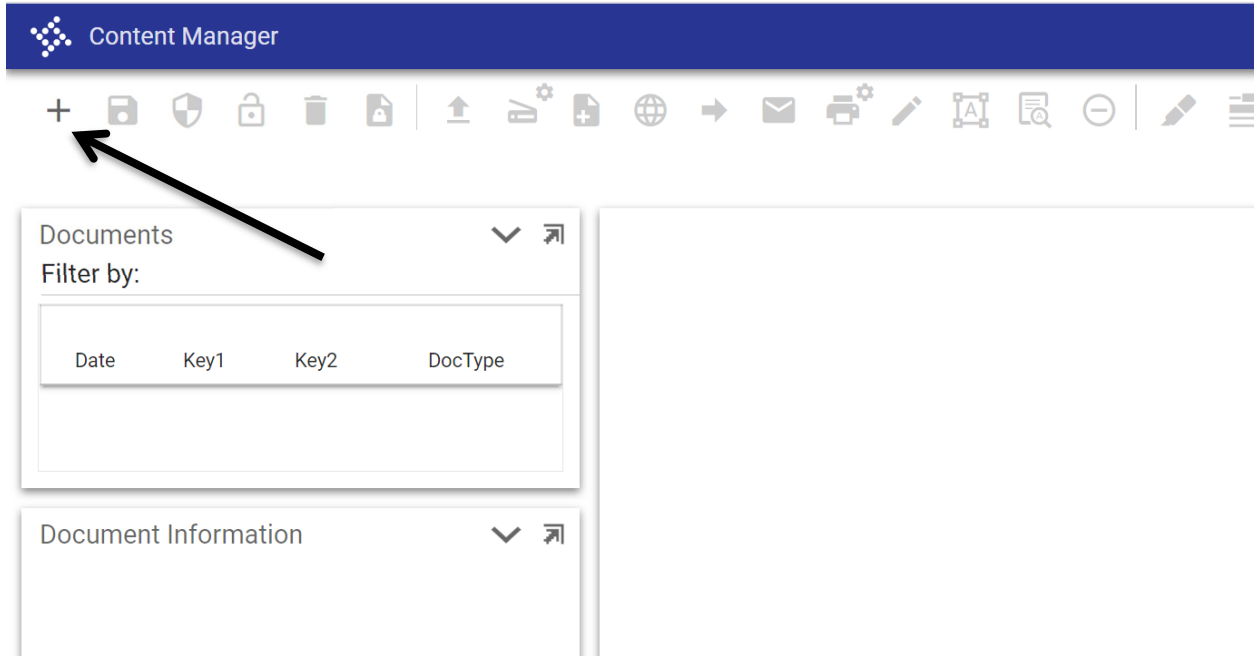
Funds remaining in Operating (53000522-552000) are sufficient to cover expected costs for this fiscal year.

9. To attach documents click on **Attach** (paperclip icon).

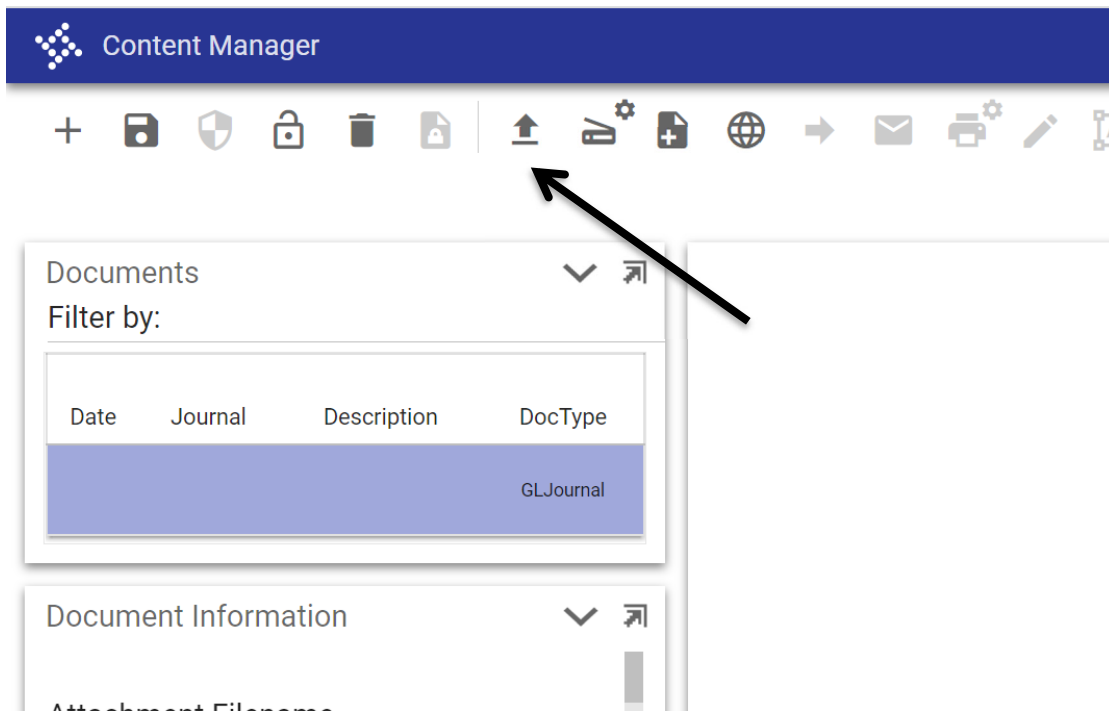
The screenshot shows the 'Budget Transfers and Amendments [TEST DATABASE Jan 22 2023]' interface. At the top, there is a navigation bar with various icons including Close, Browse, Add, Update, Delete, Print, Display, PDF, Save, Excel, Email, Schedule, Attach (paperclip icon), Define, Period, Release, Output-Post, Posted Find, and Lines. An arrow points to the 'Attach' button. Below the navigation bar, the 'Journal Details' section is visible, containing fields for Clerk (LSack), Fiscal year (2023), Period (04 JAN), Journal (40858), Journal reference 1 (LS), Journal reference 2 (UNIFORMS), Short description (UNIFORMS), Effective date (01/24/2023), Budget year code (1), Entity code (1), Amendment type (1), Budget projection inclusion (One Time), and Amendment status (Held). At the bottom, there is a 'Workflow' section with buttons for My Approvals, Approve, Reject, Forward, Hold, and Approvers.

Budget Adjustment in Munis version 2021.7

10. Click on the **Plus +**.

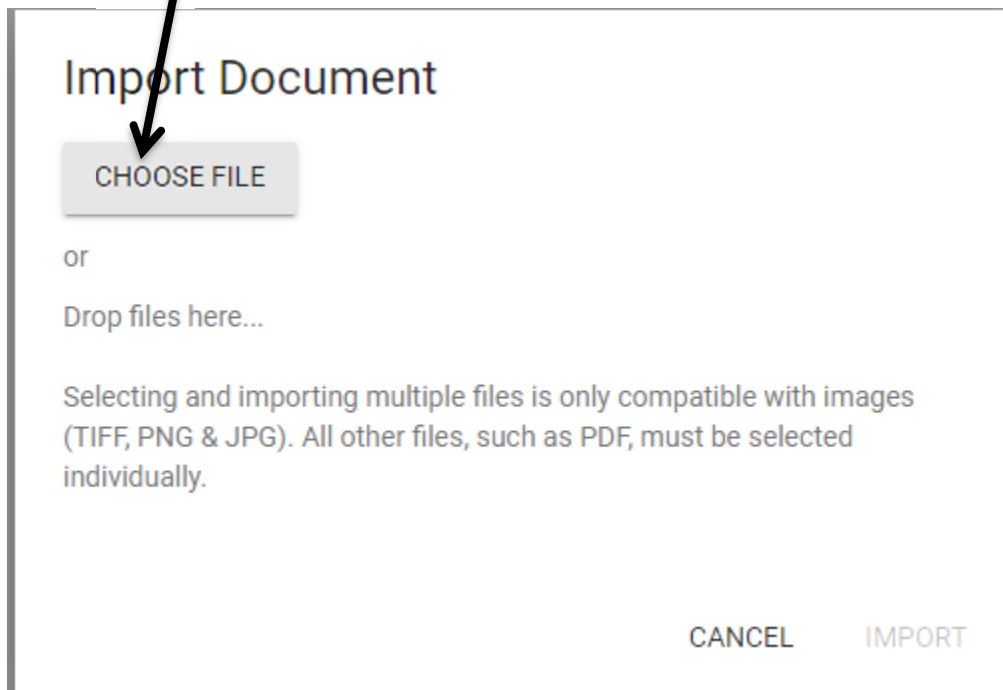


11. Click on **Import Attachment**

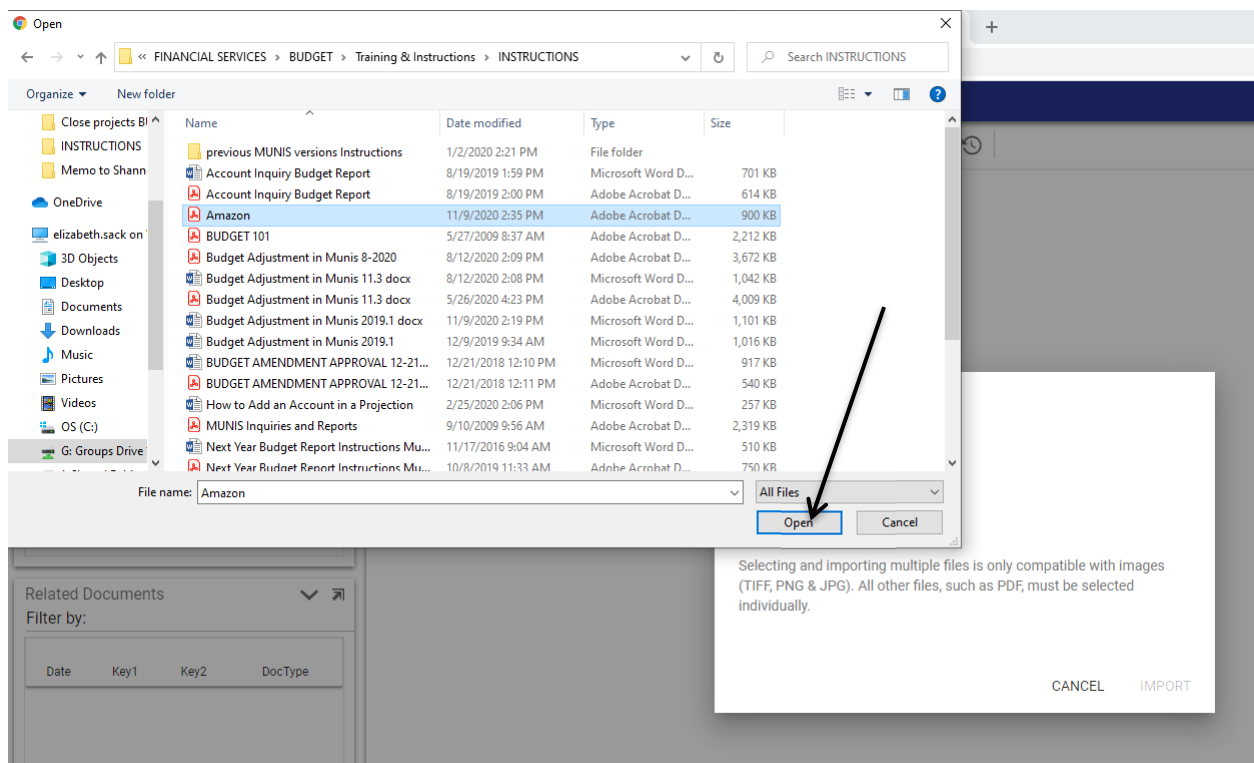


Budget Adjustment in Munis version 2021.7

12. Click **Choose File** (or drag and drop the file).

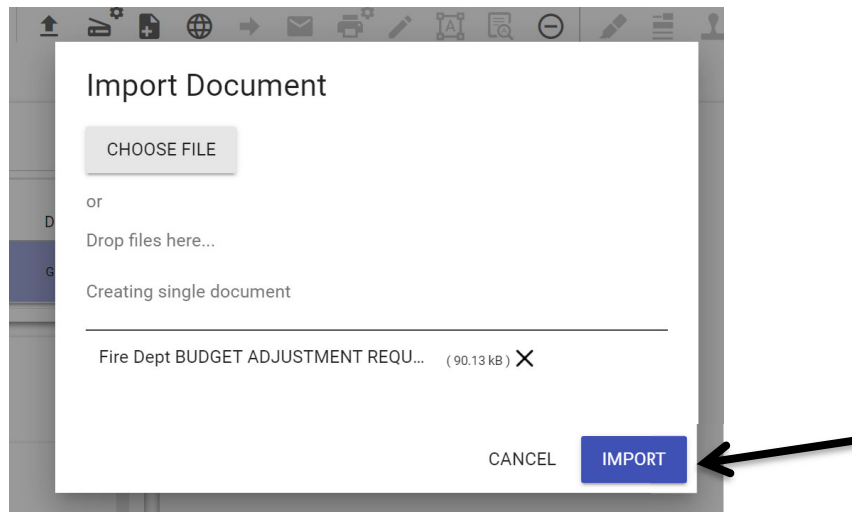


13. Select the document to attach and click **Open**.

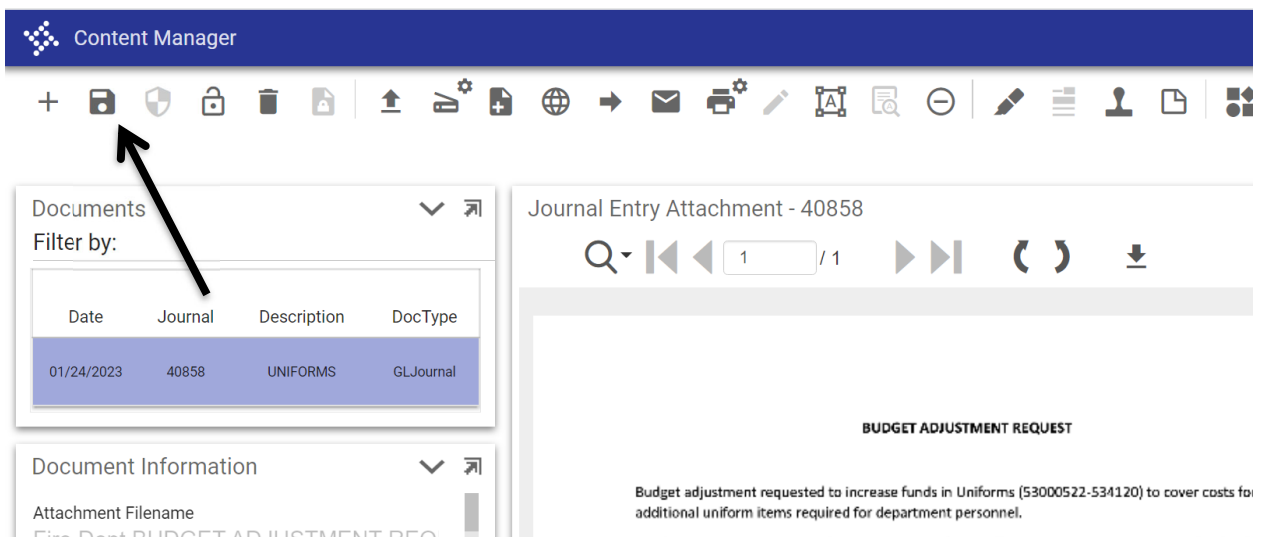


Budget Adjustment in Munis version 2021.7

14. Click **Import**



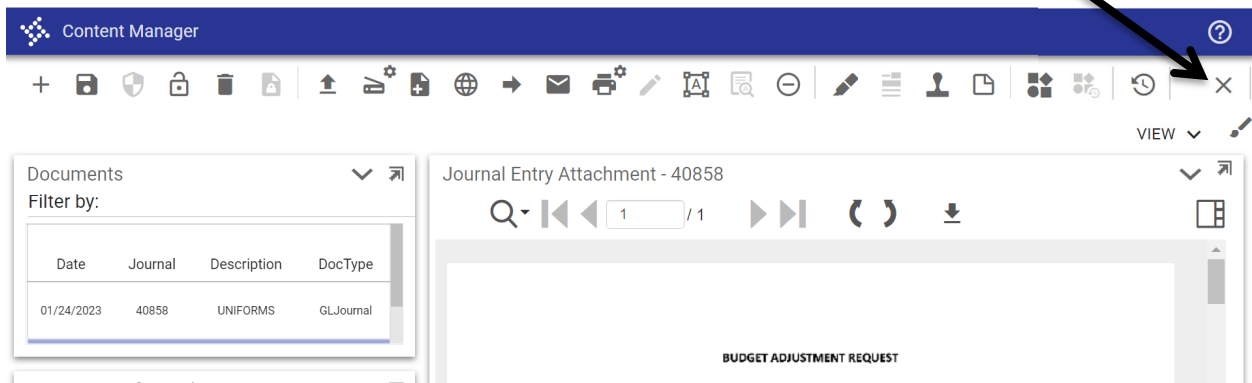
15. Click **Save**.



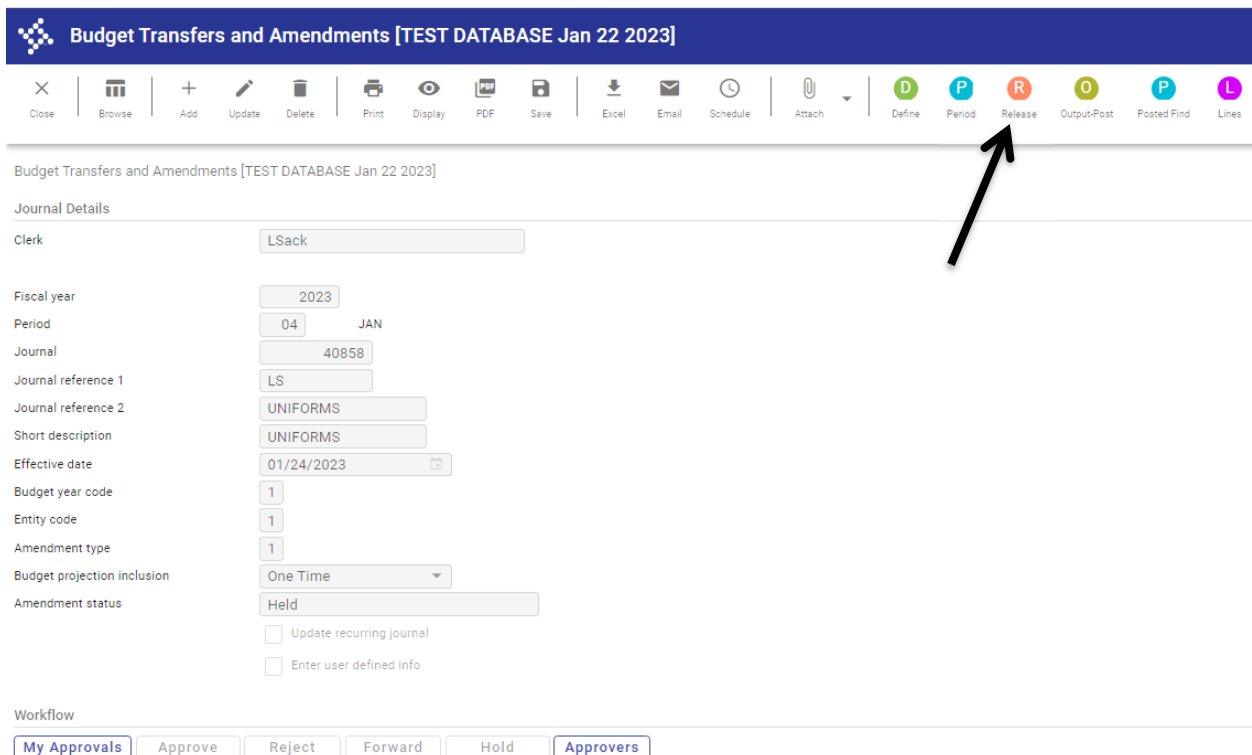
Repeat these steps for each document.

Budget Adjustment in Munis version 2021.7

16. When you are finished uploading documents click **close viewer**.



17. If your adjustment is balanced and you are done attaching all the appropriate documents click on **Release** to start the workflow approval process. You will not be able to make changes without restarting the approval process once you've released it.



Budget Adjustment in Munis version 2021.7

18. A message at the bottom of the screen will appear that says the Journal has been released and is pending approval.

Amendment type: 1
Budget projection inclusion: One Time
Amendment status: Pending approval

Update recurring journal
 Enter user defined info

Workflow

My Approvals | Approve | Reject | Forward | Hold | Approvers

1 of 1 | << | < | > | >> | Releases journal
Journal released and is pending approval.

19. Click on **PDF** to save a copy.

Budget Transfers and Amendments [TEST DATABASE Jan 22 2023]

Close | Browse | Add | Update | Delete | Print | Display | PDF | Save | Excel | Email | Schedule | Attach | Define | Period | Release | Output-Post | Posted Find | Lines

Budget Transfers and Amendments [TEST DATABASE Jan 22 2023]

Journal Details

Clerk: LSack

Fiscal year: 2023
Period: 04 JAN
Journal: 40858
Journal reference 1: LS
Journal reference 2: UNIFORMS
Short description: UNIFORMS
Effective date: 01/24/2023
Budget year code: 1
Entity code: 1
Amendment type: 1
Budget projection inclusion: One Time
Amendment status: Held

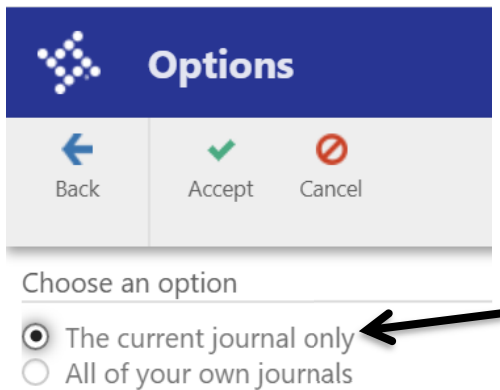
Update recurring journal
 Enter user defined info

Workflow

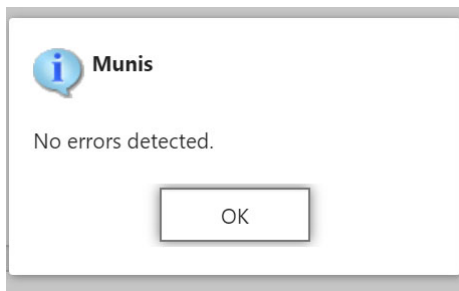
My Approvals | Approve | Reject | Forward | Hold | Approvers

Budget Adjustment in Munis version 2021.7

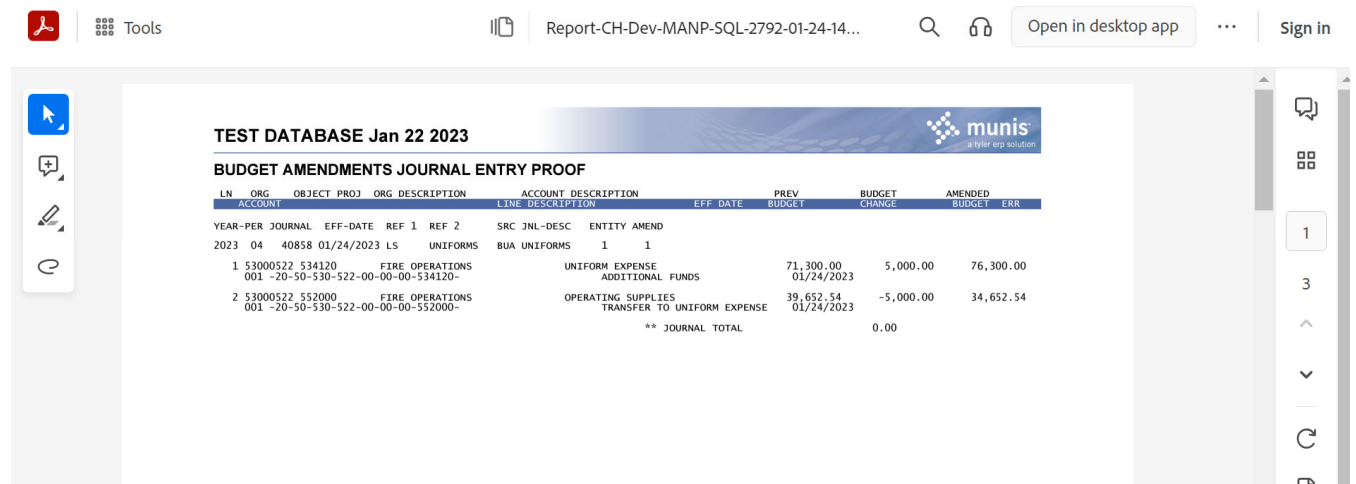
20. Select the **current journal only** and click **Accept**.



21. Another Message will pop up telling you there are no errors in the budget adjustment. Click **OK**.



A PDF document will open with all the details of the adjustment. You can save or print this file.

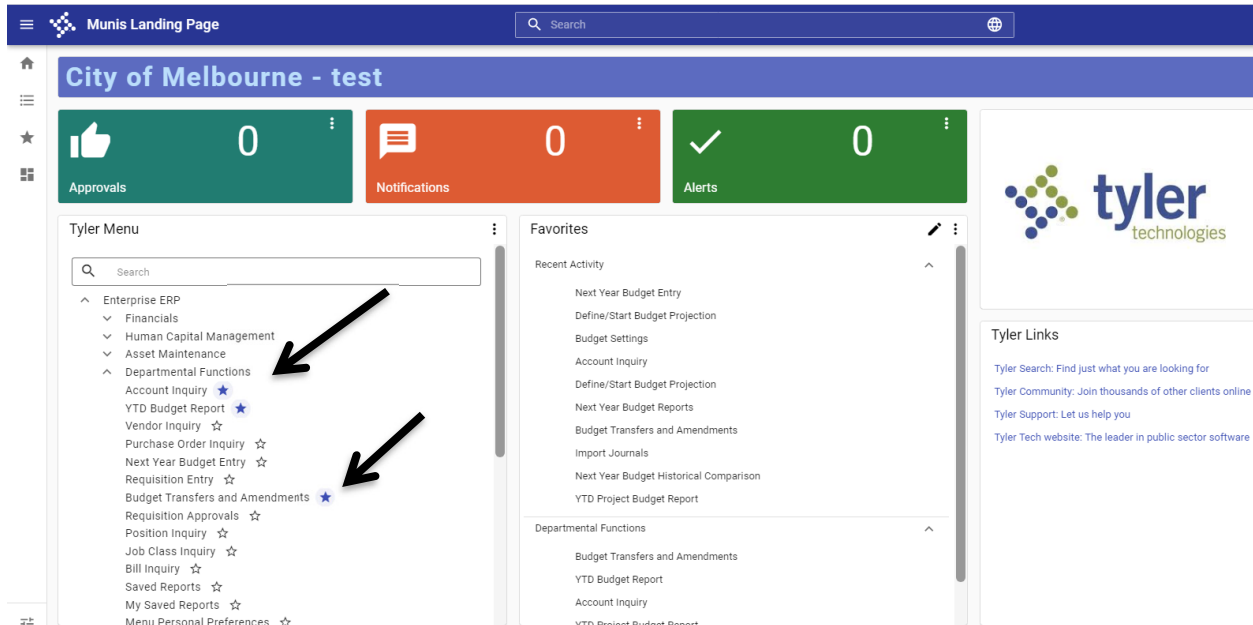


22. You have now completed your budget adjustment. If you are interested in checking the status of your budget adjustment continue to the next page.

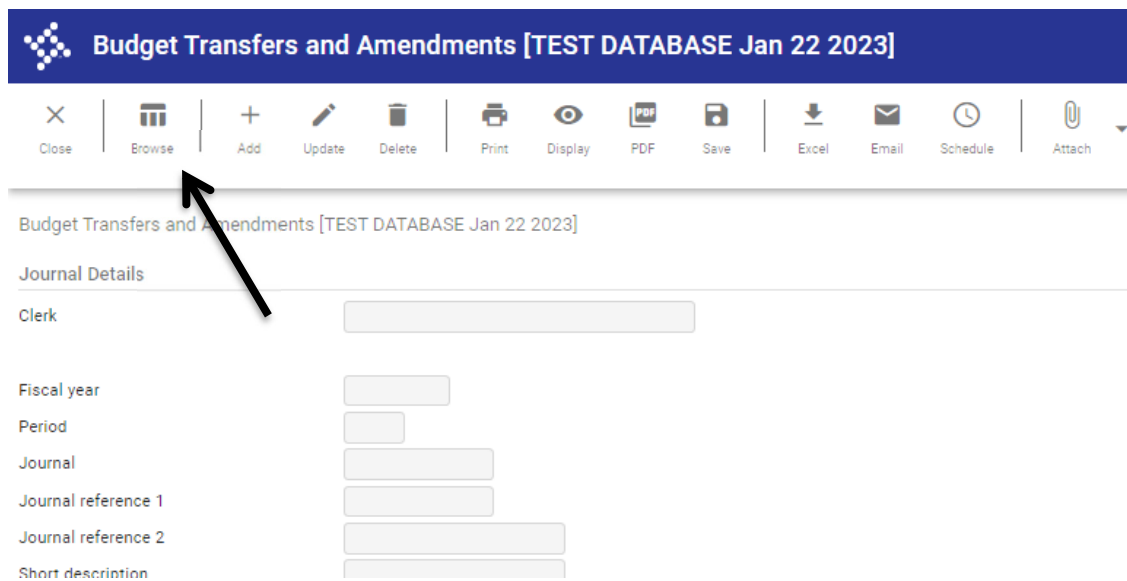
Budget Adjustment in Munis version 2021.7

Checking the Status of a Budget Adjustment

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

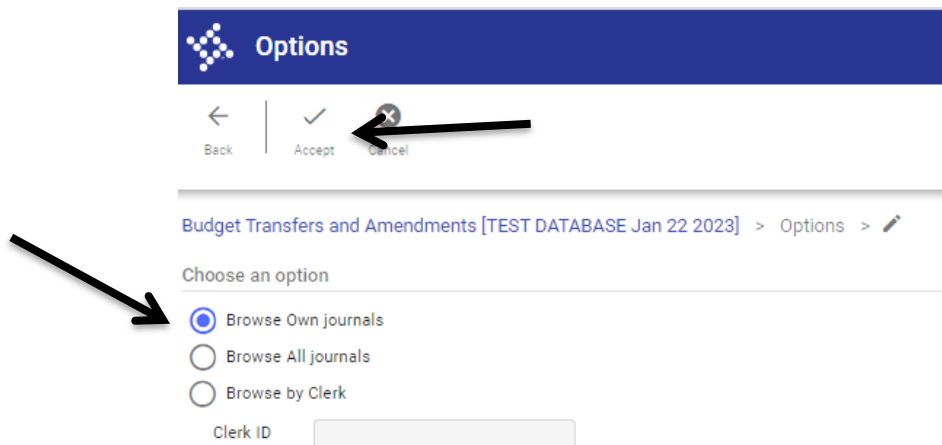


2. Click on **Browse**.



Budget Adjustment in Munis version 2021.7

3. Select Browse Own Journals and click **Accept**.

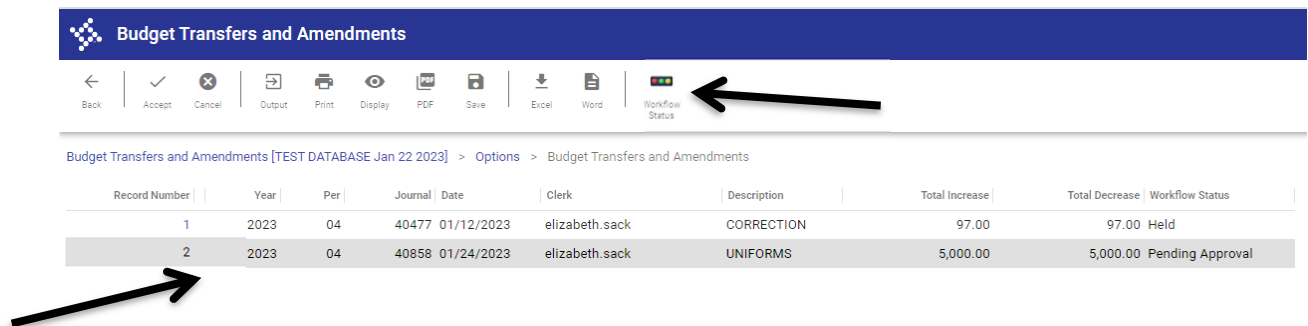


4. The screen will display all pending adjustments and will show the workflow status. In this case it is still pending approval. Select on the journal.

The screenshot shows the 'Budget Transfers and Amendments' screen with a table of budget adjustments. A black arrow points to the 'Workflow Status' column.

Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2023	04	40477	01/12/2023	elizabeth.sack	CORRECTION	97.00	97.00	Held
2	2023	04	40858	01/24/2023	elizabeth.sack	UNIFORMS	5,000.00	5,000.00	Pending Approval

5. Select the line and click on **Workflow Status**.



Budget Adjustment in Munis version 2021.7

6. The adjustment is currently in Chuck Bogle's queue for approval.

Work Flow Status

← Back | 🔍 Search

Budget Transfers and Amendments [TEST DATABASE Jan 22 2023] > Options > Budget Transfers and Amendments > Work Flow :

Originator

Name	Comment
Liz Sack	<input type="text"/>

[Edit](#)

Approvers' comments

Name	Action taken date	Action taken	Action	Comment

Steps

Step	Status	Activated Date	Activated Time
3	In Progress		
<div style="background-color: #f0f0f0; padding: 2px;"> All approvers from this group r Group Current </div>			
	Chuck Bogle	01/24/2023	14:23
4	Not started		
5	Not started		
99	Queued		

7. Approval thresholds:

Budget Adjustment Amount	Approval Level
\$1 - \$9,999	Management and Budget Officer
\$10,000 - \$49,999	Director of Finance
\$50,000 and over	City Manager
OR	
Transfers between expense categories, e.g., Personal Services to Operating Expenses or Capital Outlay to Operating Expenses	

Budget Adjustment in Munis version 2021.7

Approving a Budget Adjustment

1. Click Departmental Functions, Budget Transfers and Amendments.

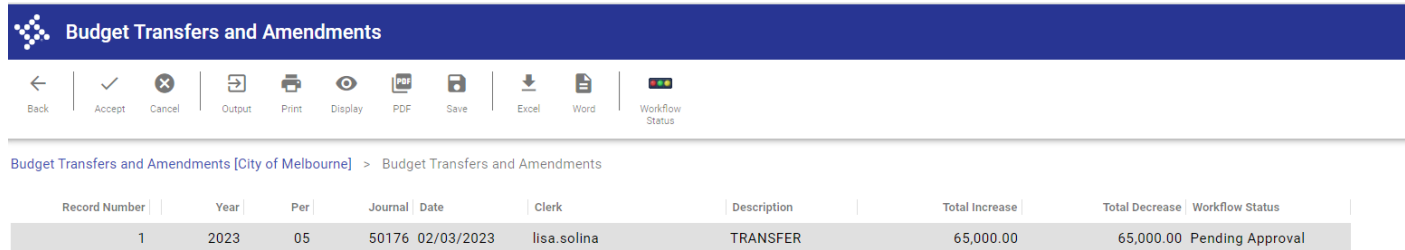
The screenshot shows the City of Melbourne - Live Environment dashboard. At the top, there are three main widgets: Approvals (1), Notifications (0), and Alerts (0). Below these are two sidebars: Favorites and Tyler Menu. The Tyler Menu sidebar has a search bar and a list of menu items. A red arrow points to 'Budget Transfers and Amendments' in the Tyler Menu.

2. At the bottom of the screen in the workflow section, click on “My approvals”

The screenshot shows the Budget Transfers and Amendments [City of Melbourne] workflow section. The workflow section at the bottom has a red arrow pointing to the 'My Approvals' button.

Budget Adjustment in Munis version 2021.7

- A list of all adjustments in your queue will appear. (If there are no adjustments in your queue a message at the bottom of the screen will read “No pending approval records exist for user”)



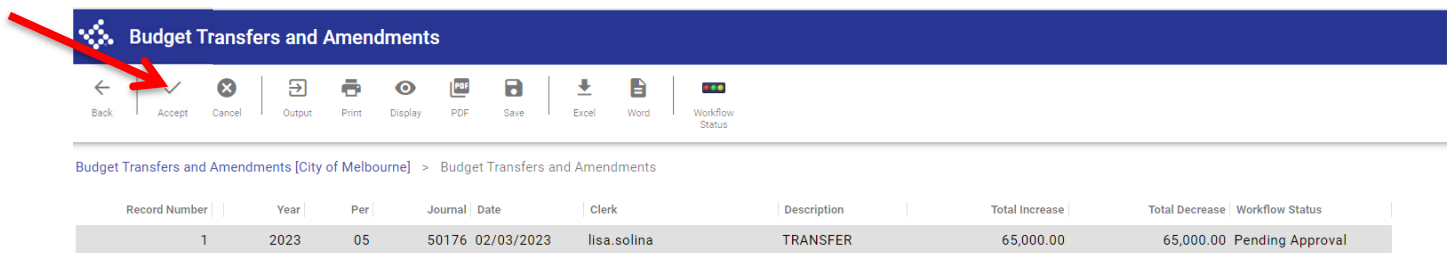
Budget Transfers and Amendments

Back Accept Cancel Output Print Display PDF Save Excel Word Workflow Status

Budget Transfers and Amendments [City of Melbourne] > Budget Transfers and Amendments

Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2023	05	50176	02/03/2023	lisa.solina	TRANSFER	65,000.00	65,000.00	Pending Approval

- Select the adjustment and click Accept.



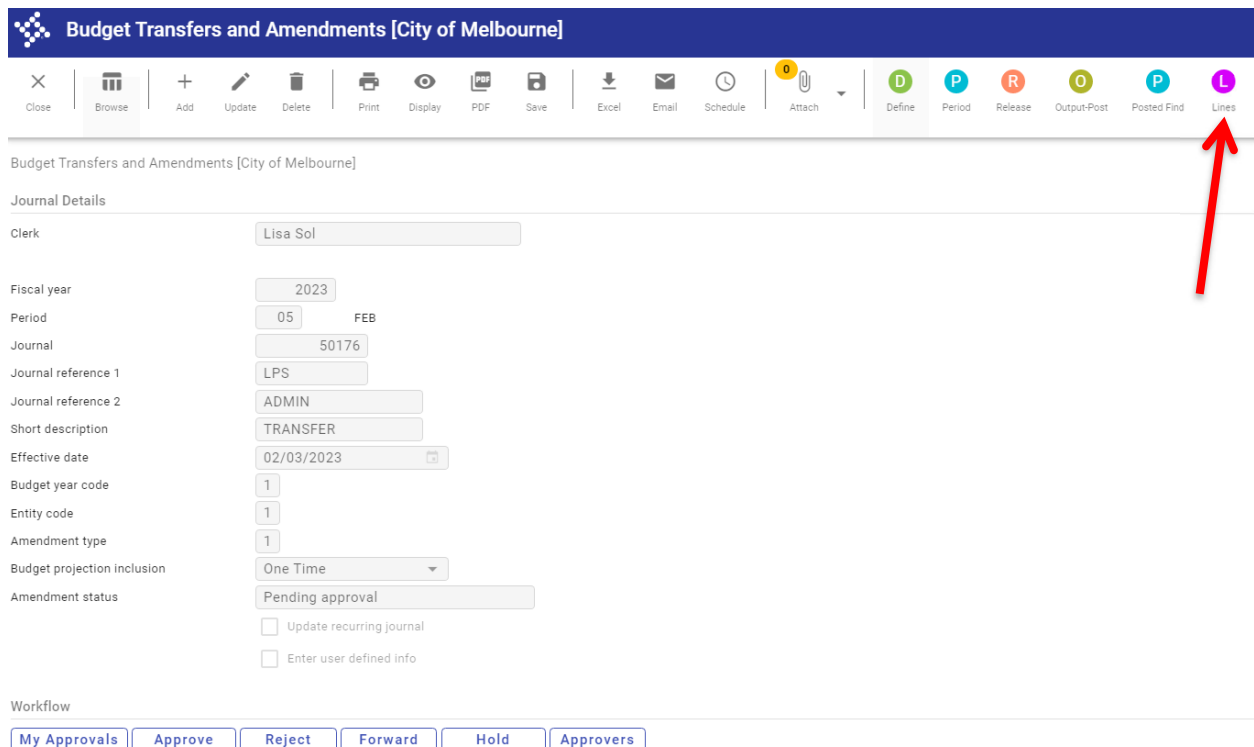
Budget Transfers and Amendments

Back Accept Cancel Output Print Display PDF Save Excel Word Workflow Status

Budget Transfers and Amendments [City of Melbourne] > Budget Transfers and Amendments

Record Number	Year	Per	Journal	Date	Clerk	Description	Total Increase	Total Decrease	Workflow Status
1	2023	05	50176	02/03/2023	lisa.solina	TRANSFER	65,000.00	65,000.00	Pending Approval

- Click on Lines.



Budget Transfers and Amendments [City of Melbourne]

Close Browse Add Update Delete Print Display PDF Save Excel Email Schedule Attach Define Period Release Output-Post Posted Find Lines

Budget Transfers and Amendments [City of Melbourne]

Journal Details

Clerk: Lisa Sol

Fiscal year: 2023

Period: 05 FEB

Journal: 50176

Journal reference 1: LPS

Journal reference 2: ADMIN

Short description: TRANSFER

Effective date: 02/03/2023

Budget year code: 1

Entity code: 1

Amendment type: 1

Budget projection inclusion: One Time

Amendment status: Pending approval

Update recurring journal

Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers

Budget Adjustment in Munis version 2021.7

6. Check that the adjustment is balanced.

Budget Amendment Detail Lines

Journal 2023/05 50176 Ref LPS Desc TRANSFER Eff Date 02/03/2023

Line	Org	Object	Project	Description	Comment	Ref 1	Eff Date	I/D	Amount
1	41333	563010	31219	Shipping To IOTB -DESIGN	CHANGE ORDER NO. 3 -COUNC 2/14	LPS	02/03/2023	D	65,000.00
2	41333	563000	31219	IMPROVEMENTS OTHER THAN BLDG	CHANGE ORDER NO. 3 -COUNC 2/14	LPS	02/03/2023	I	65,000.00

7. Click on Summary to see a summary of all increases and decreases to each fund.

Budget Amendment Detail Lines

Journal 2023/05 50176 Ref LPS Desc TRANSFER Eff Date 02/03/2023

Line	Org	Object	Project	Description	Comment	Ref 1	Eff Date	I/D	Amount
1	41333	563010	31219	Shipping To IOTB -DESIGN	CHANGE ORDER NO. 3 -COUNC 2/14	LPS	02/03/2023	D	65,000.00
2	41333	563000	31219	IMPROVEMENTS OTHER THAN BLDG	CHANGE ORDER NO. 3 -COUNC 2/14	LPS	02/03/2023	I	65,000.00

Summary of all increases and decreases to each fund:

Budget Transfers and Amendments

Back Cancel Output Print Display PDF Save Excel Word

Budget Transfers and Amendments [City of Melbourne] > Budget Amendment Detail Lines

Fund	Increase Amount	Decrease Amount
413	65,000.00	65,000.00

Click Back until you reach the main screen.

Budget Adjustment in Munis version 2021.7

8. Now click on Attach.

Budget Transfers and Amendments [City of Melbourne]

Close Browse Add Update Delete Print Display PDF Save Excel Email Schedule Attach Define Period Release Output-Post Posted Find Lines

Budget Transfers and Amendments [City of Melbourne]

Journal Details

Clerk: Lisa Sol

Fiscal year: 2023

Period: 05 FEB

Journal: 50176

Journal reference 1: LPS

Journal reference 2: ADMIN

Short description: TRANSFER

Effective date: 02/03/2023

Budget year code: 1

Entity code: 1

Amendment type: 1

Budget projection inclusion: One Time

Amendment status: Pending approval

Update recurring journal

Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers

9. TCM will open and attachments can be viewed. Check that adequate backup is attached: quotes, email threads, and memo explaining adjustment. Did they explain why the adjustment is needed, and how there is funding available? Click on the X to exit this screen.

Content Manager

Documents Filter by:

Date	Journal	Description	DocType
02/03/20...	50176	TRANSFER	GLJournal

Journal Entry Attachment - 50176

Document Information

Attachment Filename: 31219ChangeOrderNo.3Mer

Attachment Title: JOURNAL AUDIT

Public No: [Dropdown]

Description: TRANSFER

Journal #: [Dropdown]

Memorandum

To: Jenni Lamb, Interim City Manager

Thru: James Ennis, City Engineer
Jennifer Spagnoli, Acting Director Public Works & Utilities

From: Tom Baker, Utility Engineer

Date: January 19, 2023

Re: Change Order No. 3 to the Surface Water Treatment Facility Filter Backwash Drain Improvements Contract (City Project No. 31219)

Budget Adjustment in Munis version 2021.7

10. If the adjustment has adequate backup and explanation, on the journal details screen click the approve button.

Budget Transfers and Amendments [City of Melbourne]

Close Browse Add Update Delete Print Display PDF Save Excel Email Schedule Attach Define Period Release Output-Post Posted Find Lines

Budget Transfers and Amendments [City of Melbourne]

Journal Details

Clerk: Lisa Sol

Fiscal year: 2023

Period: 05 FEB

Journal: 50176

Journal reference 1: LPS

Journal reference 2: ADMIN

Short description: TRANSFER

Effective date: 02/03/2023

Budget year code: 1

Entity code: 1

Amendment type: 1

Budget projection inclusion: One Time

Amendment status: Pending approval

Update recurring journal

Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers