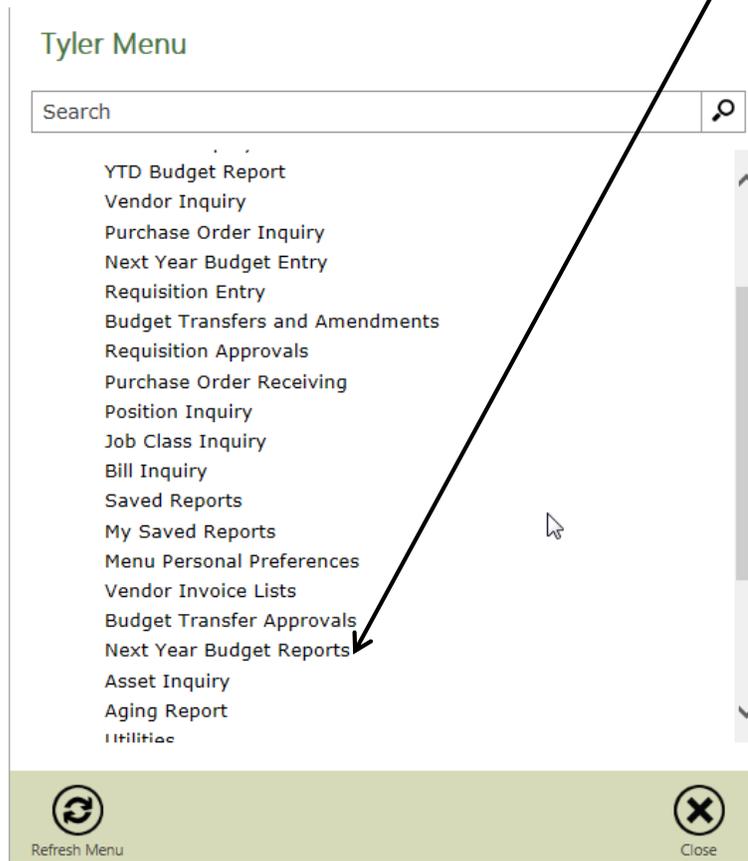
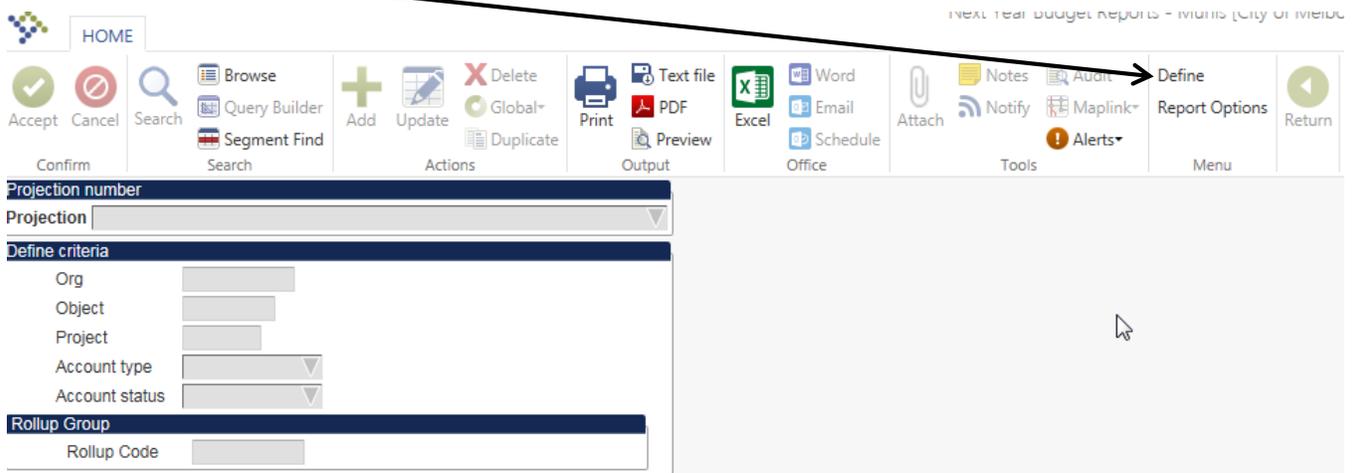


# How to Run a Next Year Budget Report in Munis 11.2

1. Under Departmental Functions click on **Next Year Budget Reports**.

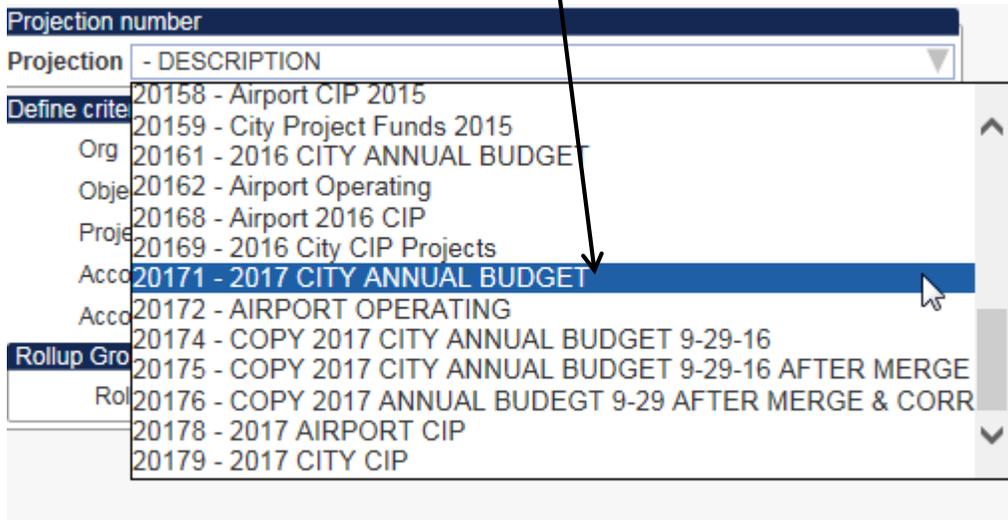


2. Click on **Define**.

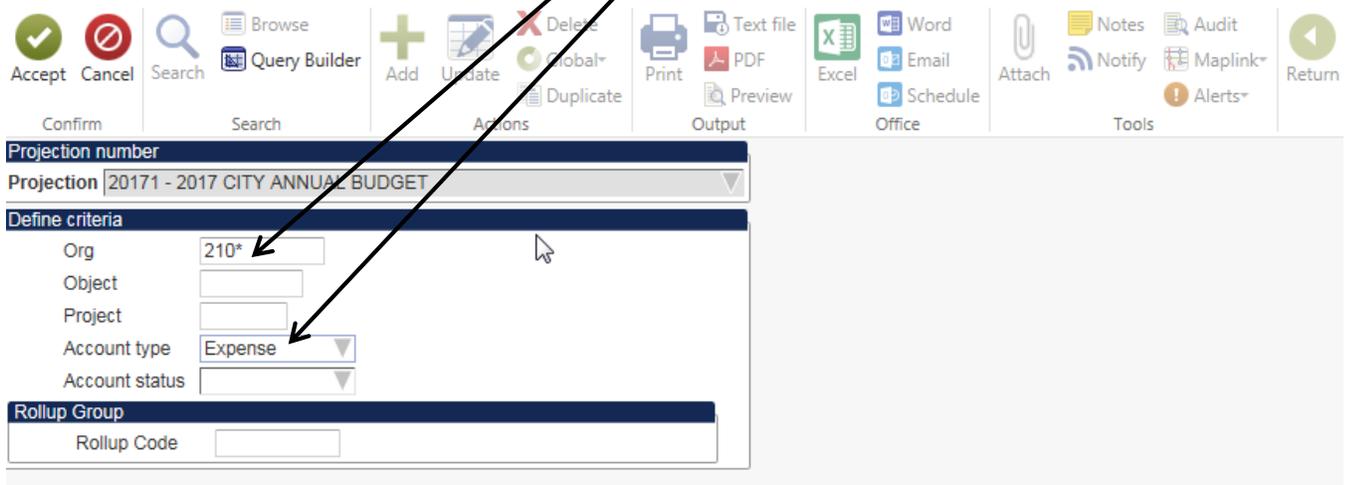


# How to Run a Next Year Budget Report in Munis 11.2

3. In the Projection drop down box select the year you want to run the report for. In this case **20171- City Annual Budget**. Then click **Accept**.

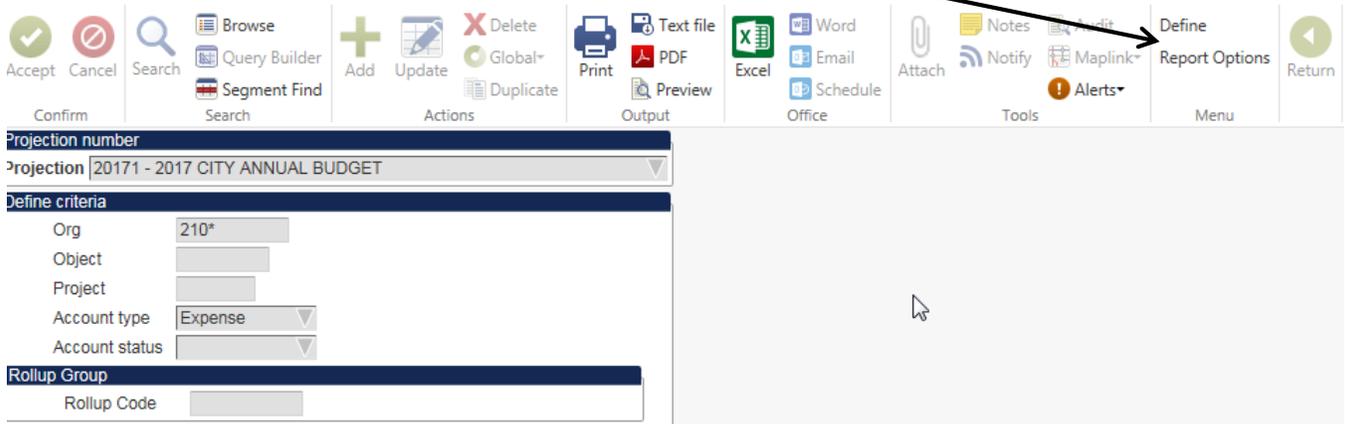


4. In the Org box type the first 3 digits of the **org** with an asterisk. In the Account Type drop down box select **Revenue** or **Expense**. If this box is left blank both revenues & expenses associated with the division will be shown. Click **Accept**.

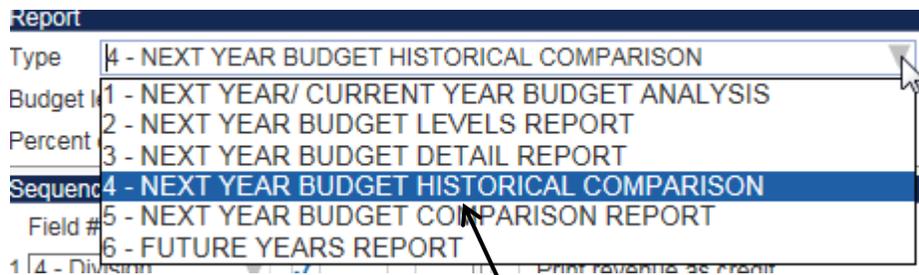


# How to Run a Next Year Budget Report in Munis 11.2

- Click on **Report Options**. 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 Comparision** – This is the report option used most often because 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:

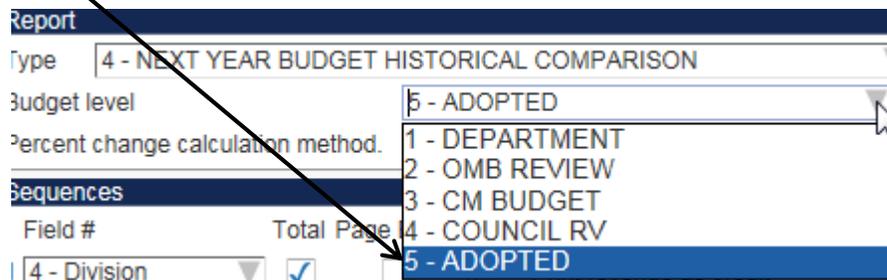
- **Report 1 - Next Year/ Current Year Budget Analysis** – provides the Last Budget Year's Actual Expenses (Revenue), the Current Year's Adopted, Revised, YTD Actual, & Projected Budget and the Next Year Budget (as it is being developed).
- **Report 2 - Next Year Budget Levels Report** – Budget preparation 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

# How to Run a Next Year Budget Report in Munis 11.2

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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 Comparison 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.
  - **Report 6 - Future Years Report** – (Not currently used)This report show four years into the future.
6. Select the Budget Level - as indicated earlier there are five budget levels: Department, OMB Review, CM Budget, Council Review & Adopted Budget. Next Year Budget entry is open to Departments for their input at level one, when the budget is rolled to 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 **5 - ADOPTED**



**Level 1 - Department** – open to Departments for their input.

**Level 2 – 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 3 – CM Budget** – 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 4 – Council RV** – 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.

# How to Run a Next Year Budget Report in Munis 11.2

**Level 5 – Adopted Budget** – no additional changes can be made at this level. Used for the completion journal to post the budget to the General Ledger.

7. **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 how the data will be sorted. We recommend **Division, Character, Object with Totals checked**.

**Additional Options– Period 99** includes current year data up to the minute that the report is run. Check the box for **Suppress zero bdtg accts**.

Report		
Type	4 - NEXT YEAR BUDGET HISTORICAL COMPARISON	
Budget level	5 - ADOPTED	
Percent change calculation method.	4 - (LEVEL - REVISED)/REVISED	

Sequences		
Field #		Total Page Break
1	4 - Division	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	10 - Character	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	11 - Object	<input checked="" type="checkbox"/> <input type="checkbox"/>
4		<input type="checkbox"/> <input type="checkbox"/>

Additional options	
99	Period number
<input type="checkbox"/>	Print revenue as credit
<input checked="" type="checkbox"/>	Include cfwd in rev bud
<input checked="" type="checkbox"/>	Include cfwd in actuals
<input checked="" type="checkbox"/>	Totals only
<input checked="" type="checkbox"/>	Include segment code
<input type="checkbox"/>	Include report grand totals by account type
<input type="checkbox"/>	Print full GL account
<input type="checkbox"/>	Double space
<input checked="" type="checkbox"/>	Suppress zero bdtg accts
<input type="checkbox"/>	Print as worksheet
C	Print pct or comment
<input type="checkbox"/>	Print text
<input type="checkbox"/>	Amounts/totals exceed 999 million dollars
<input type="checkbox"/>	Print five budget levels
Multiyear view	
<input checked="" type="checkbox"/>	Print report options

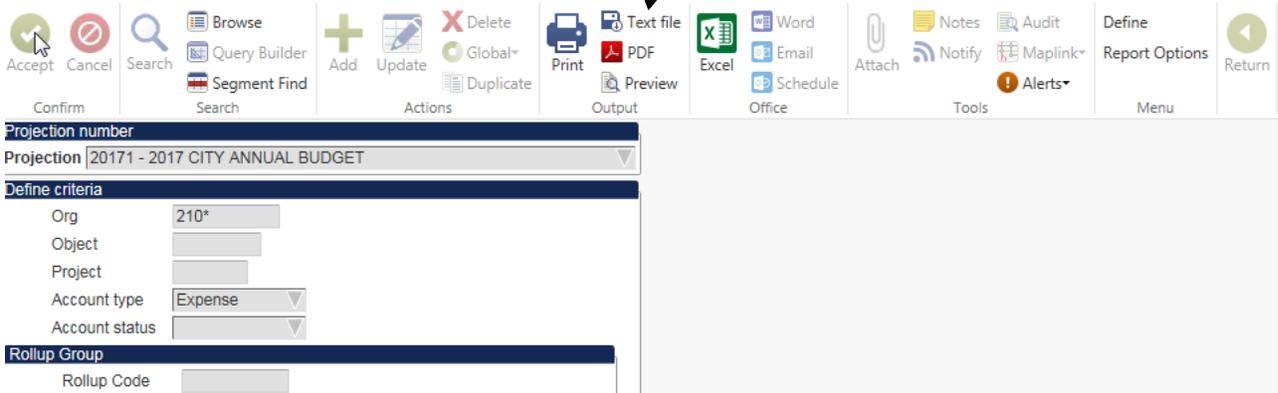
Default view

Select **Include carry forward in revised budget, Include carry forward in actuals, and Totals only**.

# How to Run a Next Year Budget Report in Munis 11.2

8. 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



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

1. Prior FY3 are for 2013
2. Prior FY2 Actuals are for 2014
3. Last FY1 Actuals are for 2015
4. CY Actuals and CY Revised Budget are for 2016
5. Projection Level 5 is 2017

		1	2	3	4	5		
ACCOUNTS FOR:		PRIOR FY3 ACTUALS	PRIOR FY2 ACTUALS	LAST FY1 ACTUALS	CY ACTUALS	CY REV BUDGET	PROJECTION LEVEL 5	PCT CHANGE
210	ACCOUNTING & BUDGET							
10	PERSONAL SERVICES							
512000	REGULAR SALARIE	1,027,111.98	1,244,642.78	1,255,647.70	1,242,455.95	1,240,068.00	1,263,006.00	1.8%
513030	HEALTH INSURANC	5,100.00	3,900.00	3,750.00	3,150.00	3,750.00	3,600.00	-4.0%
514000	OVERTIME	145.06	1,434.56	3,155.10	2,469.51	2,477.00	2,355.00	-4.9%
515000	GIFT CERTIFICAT	450.00	500.00	450.00	506.63	.00	.00	.0%
521000	FICA TAXES	74,427.57	90,268.10	91,558.25	91,355.91	91,808.00	92,757.00	1.0%
522010	FLA RETIREMENT	59,309.84	97,885.18	110,521.53	112,328.72	114,948.00	120,808.00	5.1%
523000	LIFE & HEALTH I	150,475.77	174,812.07	168,687.78	154,256.62	157,614.00	163,555.00	3.8%
523030	EMPLOYEE ASSIST	301.50	353.76	353.76	325.62	354.00	354.00	.0%
524000	WORKERS' COMP I	1,062.00	2,757.96	3,963.96	5,141.00	5,141.00	5,685.00	10.6%
10	PERSONAL SERVICES	1,318,383.72	1,616,554.41	1,638,088.08	1,611,989.96	1,616,160.00	1,652,120.00	2.2%
30	OPERATING EXPENSES							
531090	MEDICAL SERVICE	165.00	118.00	144.00	.00	435.00	450.00	3.4%
531990	OTHER PROFESSIO	580.00	580.00	580.00	580.00	580.00	600.00	3.4%
532100	AUDITING FEES	45,943.41	45,339.70	45,023.26	47,548.49	46,300.00	46,530.00	.5%
534000	OTHER CONTRACT	.00	.00	.00	865.09	.00	.00	.0%
534040	CONTRACTUAL EMP	2,492.11	8,981.30	17,185.86	19,775.58	18,800.00	25,500.00	35.6%
534110	IT SERVICE CHAR	37,971.75	.00	.00	.00	.00	.00	.0%
540000	TRAVEL & PER DI	854.72	632.76	161.66	233.03	860.00	800.00	-7.0%
541010	TELEPHONE SERVI	3,776.85	3,666.57	3,550.10	2,855.67	3,720.00	3,720.00	.0%
541040	POSTAGE	9,740.76	9,629.07	9,346.59	9,145.04	11,765.00	10,534.00	-10.5%
544020	COPIER LEASE EX	6,051.50	5,351.73	5,101.62	4,722.27	5,112.00	5,112.00	.0%
545030	RISK MANAGEMENT	14,451.96	11,849.04	17,948.00	25,025.00	25,025.00	28,175.00	12.6%
547000	PRINTING & BIND	930.71	3,088.08	2,863.49	3,147.06	4,300.00	3,150.00	-26.7%
547010	COPIER EXPENSE	1,925.44	3,144.74	3,338.12	3,465.87	4,680.00	3,600.00	-23.1%