

Activity: Next Year Budget Entry - Schools

Tyler Menu > Munis > Financials > Budget Processing > Next Year Budget Entry

## **Step 1 - Select the Budget Projection**

- 1. For 2018 enter Projection Number # 18100, click the green 'Accept' icon
- 2. On the **Account Find Criteria** panel, in **Segment Name** field, **tab** and enter Cost Center and Project 01000 or other project associated with the cost center
- 3. Click Accept

### Step 2 - Enter 2018 Budget Requests

- 1. Click **Update** and enter amounts for each coding line in the '2018 Schl/Dept' amount column
- 2. Click Accept
- 3. Travel lines and lines with increases or decreases in budget will require detail entry
  - a. Click **Detail Info** in the ribbon
  - b. Select Add
  - c. A **Detail Add** window appears, type of detail defaults to **Operating/Capital**
  - d. Click OK
  - e. Tab to **Quantity** and input the amount (e.g. 3 for 3 administrators)
    - i. Tab to Unit Cost and enter the amount for each unit (e.g. \$1,500 for each administrator)
  - f. Enter information in the **Description field**, type a detailed explanation about the travel/budget increase or decrease (e.g.the Principal/Administrators names, etc.)
  - g. Click Accept
    - i. Click Return to navigate back to the Next Year Budget Entry
  - h. Click **Update** to continue entering amounts in the 2018 Schl/Dept Amount column until all lines needed for 2018 have been entered
  - i. Click Accept
- 4. To enter another project, select search and it will bring you back to Account Find Criteria
  - a. Repeat the sequence of steps for each separate project

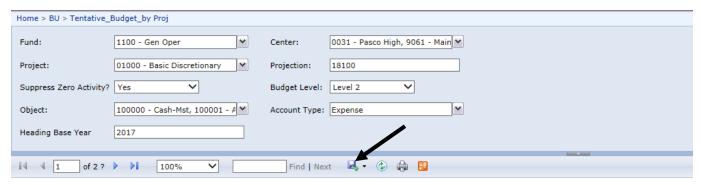
## **Step 3 - Print Tentative Budget by Project**

## Tyler Menu > Munis > Financials > Budget Processing > Tentative Budget by Project

- 1. Sign in using your Munis credentials
- 2. From the drop down menus select:
  - a. Fund-1100 Gen Oper
  - b. Cost Center Cost Center Number
  - c. Project Projects for which Cost Center is responsible
  - d. Projection 18100
  - e. Suppress Zero Activity? Yes
  - f. Budget Level Level 2
  - g. Objects All
  - h. Account Type Expense
  - i. Heading Base Year 2017
- 3. Click View Report

### Print Report

- Select the **Export** icon drop down and select PDF (the arrow below indicates the icon location). **Do not** select print.
- Munis system messages 'Do you want to open or save Tentative Budget by Project.pdf from olap.pasco.k12.fl.us?' Click Open
- PDF report opens, use the printer icon on the PDF to print the report



# Tentative Budget by Project

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Full Account	Object Description	2015 Actuals	2016 Actuals	2017 Actuals	2017 Encumbrances	2017 Revised Budget	2017 Original Budget	2018 Projected
								Budget
PROJECTION: 18100 - SCHOOLS Level 2			CC: 0031 - Pasco High					
01000 - Basic Discretionary								
1100.0031.13.01000.539001.7300.00	Printing	0.00	200.00	135.00	0.00	4,500.00	4,500.00	
1100.0031.13.01000.551000.5100.21	Supplies	0.00	0.00	400.00	0.00	400.00	0.00	
1100.0031.13.01000.551000.5100.00	Supplies	78.99	0.00	0.00	0.00	0.00	0.00	
1100.0031.13.01000.551000.5100.21	Supplies	299.81	0.00	0.00	0.00	0.00	0.00	
1100.0031.13.01000.551000.5200.21	Supplies	124.97	101.82	0.00	0.00	0.00	0.00	