



Activity: **Next Year Budget Entry District Departments**
Tyler Menu > Munis > Financials > Budget Processing > Next Year Budget Entry

Step 1-Select the Budget Projection

1. For 2018 enter Projection Number # **18140**, 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 Director/Supervisor 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 the **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 – **18140**
 - 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**

4. Print Report

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

Fund: Center:
 Project: Projection:
 Suppress Zero Activity? Budget Level:
 Object: Account Type:
 Heading Base Year:

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: 18140 - Finance Level 2		CC : 9020 - Chief Finance Officer						
01000 - Basic Discretionary								
1100.9020.00.01000.531000.7500.00	Professional & Technical Svcs	0.00	0.00	34,000.00	39,000.00	78,000.00	56,000.00	
1100.9020.00.01000.533000.7500.00	Travel	2,643.12	2,186.58	494.43	0.00	1,400.00	1,500.00	
1100.9020.00.01000.533001.7500.00	Class "C" Meals Only	0.00	0.00	55.00	0.00	80.00	30.00	