



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Olga B. Swinson, CPA, CGFM

Chief Finance Officer

813/794-2272

FAX: 813/794-2123

727/774-2272

TDD: 813/794-2484

352/524-2272

MEMORANDUM **Action Required**

DATE: 05/15/2014

TO: Directors, Principals, and Bookkeepers

FROM: Olga Swinson, Chief Finance Officer
Ray Bonti, Executive Director of Support Services

SUBJECT: Pre- and Post-Budget Capital Requests for 2014-2015

We are happy to announce a new, more streamlined process for entering your Capital Budget Requests for the 2014-15 fiscal year. This year, you will be able to enter capital requests for equipment and furniture as well as remodeling and renovations projects via MUNIS. Attached you will find an overview of how to enter your Pre- and Post-Capital Budget Requests, the Classification Codes table, and the MUNIS Quick Start Guide for each process.

For any requests prior to June 13, 2014, please refer to the MUNIS QSG named "Pre-Budget Capital Request." Please make sure to enter the correct Classification Codes (100-310 for equipment and furniture and 600-800 for remodeling and renovations).

For requests after July 1, 2014 and throughout the year, please refer to the MUNIS QSG named "Post-Budget Capital Request." Please note that this process is replacing the "Capital Project Request Form" currently on the Maintenance Department website. For your Post-Budget Capital Request, please make sure you provide the appropriate funding source depending on how your project will be funded.

If you have any questions, please call your bookkeeping resource assistant.

OS/eas

Attachments

Xc: Kurt S. Browning, Superintendent of Schools
Amelia Van Name Larson, ASSA
Ray Gadd, ASAO
Dave Scanga, LCED
Todd Cluff, LCED
Beth Brown, LCED
Monica Ilse, LCED
Trisha Penabade
Plant Managers

BUDGET CAPITAL REQUESTS

This year we have updated the process for Schools and Departments to request additional funding for furniture, equipment and capital improvements. All your capital requests will be submitted through MUNIS. For capital requests *before June 13, 2014*, please refer to MUNIS Quick Start Guide named *"Pre-Budget Capital Request."* Any capital requests submitted after the above date and throughout the year please refer to MUNIS Quick Start Guide named *"Post-Budget Capital Request."*

Pre-Budget Capital Request Process

Pre-Budget Capital Requests for 2015 must be entered using Projection Number 15380. You will be required to enter a classification code which defines the description of your request. Please refer to the attached Classification Codes table for a description of all the codes. Your requests should be prioritized in numerical order with one (1) being the highest priority. You must clearly describe the item(s) requested and include a cost estimate. All requests will be reviewed and approved by the Superintendent's staff.

Allowable furniture and equipment requests are covered under Classification Codes 100 to 310. You will receive notification of all approved furniture and equipment requests via an e-mail from Finance Services and the budget line will be available during the first week of July.

Requests for remodeling and renovation projects are covered under Classification Codes 600 to 800 and will be forwarded to the Project Review Team for further review. Once the Project Review Team has approved the request, you will be notified via an e-mail from Finance Services.

Approved requests are limited only to the items approved. Additional items **cannot** be purchased to use remaining funds due to overestimates or discounts. These savings are used to offset other approved requests which may have been underestimated or to use for other requests that occur during the year.

Post-Budget Capital Request Process

Post-Budget Capital Requests apply to any budget capital request submitted after July 1, 2014, and continues throughout the budget year. Please note that this process is replacing the "Capital Project Request Form" currently on the Maintenance Department website. Post-Budget Capital Requests must be entered using Projection Number 39999. Again, as per the Pre-Budget Capital Request process, you will be required to enter a classification code and provide a description of your request. However, the Post-Budget Capital Request will require that you select the appropriate funding source for your request. The funding sources are as follows:

- 2000 – School Funded Request – This is for a request that will be funded through the school's internal accounts.
- 2001 – Grant/Program Funded Request – This is for a request that will be funded from an existing grant or program.
- 2002 – Grant Application Review – This is for a request that is associated with a new grant application.
- 2003 – District Funded Request – This is for a request that does not have a designated source and will require District funding.

CLASSIFICATION CODES

Please use the following classification codes for the "Request Group" portion of the Pre- and Post-Budget Capital Requests entry. (See **D** on the Quick Start Guide.)

Code	Description	Short Description
100	Art-Fine Music Art Etc.	Art-Fine
110	Athletic Equipment	Athletics
120	Computers-Administrative Use	Comp Admin
130	Computers-Instructional	Comp Inst
140	Curriculum & Inst Equipment	Curr Equip
150	Custodial Equipment	Custodial
160	Equipment (printers, scanners, etc.)	Equipment
170	Furn Classroom Not Portable	Furn Class
180	Furniture District Office	Furn DO
190	Furn Media/Library Areas	Furn Media
200	Furn Portable Classrooms	Furn Port
210	Furn School Administrative Use	Furn Sc Ad
220	Geography Equipment	Geo Equip
230	Projectors, TVs & Installation	Projectors
240	Media Equipment	Media Eq
250	Media-Other (Books)	Media Oth
260	Maintenance Equipment	Maint Eq
270	Other (White Boards, Laminators, etc.)	Other
280	Transp-golf cart small engine	Transpo
290	CCTE Equipment	Vocational
300	Instrument Rotation	Instrument
310	ESE Equipment	ESE Equip
600	Storage Building	Store Bldg
610	Athletic Renovations	Athl Renov
620	American with Disabilities Act	ADA
630	Technology (Routers, Hubs, etc.)	Technology
640	Flooring Renovation	Flooring
650	Carpeting	Carpeting
660	Grounds (Sprinklers, Landscaping, etc.)	Grounds
670	Painting	Painting
680	Fencing	Fencing
690	Playground Structures	Playground
700	Security (Cameras, Alarms, etc.)	Security
710	Agricultural Buildings	Agricultur
720	Career Academies (Special program equip)	Career Acd
730	Sidewalks	Sidewalks
740	Play Courts	Play Court
750	Paving	Paving
760	Bus Loop & Parking	Bus/Park
770	Outdoor Lighting	Out Light
780	Irrigation/Sprinklers	Irrigation
790	Covered Walkways	Cvrd Walk
800	Outside Covered Areas	Cvrd Area



Activity: Pre-Budget Capital Requests

Menu Navigation: Munis>Financials>Budget Processing>Next Year Budget Entry

Step 1-Select the Budget Projection

1. For 2015 Select Projection Number # **15380**- Pre-Budget Capital Requests, click the green "accept" icon
2. On the GL Segment Find screen, in Find by Segments enter the following segments, then "Accept":
Fund 3715, cost center and project 84900
3. At the Active Set Sort Order screen, do nothing except click the green "Accept" icon

Step 2-Enter 2015 Pre-Budget Capital Requests

1. Highlight the line of coding to be used
 - A. Click "Detail Entry" on the Munis ribbon
 - B. Click "Detail Info" on the Munis ribbon
 - C. Click "Add" on the Munis ribbon
 - D. At "Request Group" use the drop down menu to select the appropriate description of the request (i.e. Custodial Equipment)
 - E. Tab to "User Defined" and select the appropriate priority for the request, with #1 as the most important and #3 as the least important
 - F. Tab twice to move to the "Quantity" field in the "Requested" section
 - G. Enter the quantity of items to be requested
 - H. Tab to "Unit Cost" and enter the amount of each item
 - I. Tab to "Description" and provide a detailed description of the items requested
 - J. Click the green "Accept" icon on the Munis ribbon to save the detail request
 - K. Add supporting documentation by clicking the "TCM" camera icon
Select "Account Detail Attachment"
 1. Click the green "Accept" icon on the Munis ribbon to continue
 2. Click "New" on the Munis ribbon
 3. Click "Import" and select the location of the supporting document
 4. Click "Open" on the Munis ribbon
 5. Click "Save" on the Munis ribbon
 6. Click "Close Viewer" on the Munis ribbon to return to the detail entry screen
 - L. To add another request with the same coding, return to step C
 - M. Repeat until all special requests for the coding line have been entered
 - N. Click the green "return" icon to navigate back to the Next Year Budget Entry. The selected line of coding will now have the total of all special requests entered

2. To add special requests for another project, click “Search” on the Munis ribbon and enter the appropriate “Find by Segments” information listed under Step 1 #2 and repeat until all special requests have been entered.

Step 3-Print Next Year Budget Reports

1. Munis>Financials>Budget Processing>Next Year Budget Reports
 - Click “Advanced>Segment Find” in the Munis ribbon
2. Select projection number **15380** Pre-Budget Capital Requests and click the green “accept” icon
3. In Find by Segments, type in fund 3715 and the cost center, click the green “accept” icon
4. Click “Report Options” in the Munis ribbon, select fields as indicated by the picture below, click on the green “accept” icon

Next Year Budget Reports - Munis [FINANCE TRAINING DATABASE May 31 2013] > NY Budget Report Options

Report Return to this window

Type 3 - NEXT YEAR BUDGET DETAIL REPORT

Budget level 2 - Schl/Dept

Detail lines 2 - (LEVEL - PROJECTED)/PROJECTED

Detail lines Both

Print first or second year of budget requests

Field #	Total	Page Break
1 1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
2 2 - Cost Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 12 - Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 11 - Object	<input type="checkbox"/>	<input type="checkbox"/>

Additional options

99 Period number

Print revenue as credit

Include cfwd in rev bud

Include cfwd in actuals

Totals only

Include segment code

Include report grand totals by account type

Print full GL account

Double space

Suppress zero bdtg accts

Print as worksheet

C Print pct or comment

Print text

Amounts/totals exceed 999 million dollars

Print five budget levels

Multiyear view

Print report options

Default view

5. Click on the “PDF icon” in the Munis ribbon, print or use the “save as” command under file to save the document



Activity: Post-Budget Capital Request

Menu Navigation: Munis>Financials>Budget Processing>Next Year Budget Entry

Step 1-Select the Budget Projection

1. Select Projection Number # **39999**-Post-Budget Capital Request from the drop down; click the green "Accept" icon
2. On the GL Segment Find screen, in Find by Segments, enter the cost center number; click the green "Accept" icon
3. At the Active Set Sort Order screen, do nothing except click the green "Accept" icon

Step 2-Enter Capital Request

1. Highlight the line of coding
 - a. Click "Detail Entry" on the Munis ribbon
 - b. Click "Detail Info" on the Munis ribbon
 - c. Click "Add" on the Munis ribbon
 - d. At "Request Group" use the drop down menu to select the appropriate description of the request (i.e. 690-Playground)
 - e. Tab to "User Defined" and select the appropriate funding source for the request:
 - i. 2000-School Funded Request-select if request will be paid through school internal accounts
 - ii. 2001-Grant/Program Funded Request-select if the request is to be funded from an existing grant or program
 - iii. 2002-Grant Application Review-select if the request is associated with a new grant application
 - iv. 2003-District Funded Request-select if request does not have a designated source and will require District funding
 - f. Tab twice to move to the "Quantity" field in the "Requested" section
 - i. Enter the quantity of items to be requested
 - ii. Tab to "Unit Cost" and enter the amount of each item; if amount is not known, enter \$1.00
 - iii. Tab to "Description" and provide a detailed description of the items, renovation, or construction needed
 - iv. Click the green "Accept" icon on the Munis ribbon to save the detail request
 - v. Add supporting documentation by clicking the "TCM" camera icon
 1. Select "Account Detail Attachment"
 1. Click the green "Accept" icon on the Munis ribbon to continue
 2. Click "New" on the Munis ribbon
 3. Click "Import" and select the location of the supporting document
 4. Click "Open" on the Munis ribbon
 5. Click "Save" on the Munis ribbon
 6. Click "Close Viewer" on the Munis ribbon to return to the detail entry screen

- e. To add another request, return to step C
- f. Repeat until all special requests for the coding line have been entered
- g. Click the green “Return” icon to navigate back to the Next Year Budget Entry. The total of all capital requests entered will now be visible

Step 3-Print Next Year Budget Reports

1. Munis>Financials>Budget Processing>Next Year Budget Reports
 - Click “Advanced>Segment Find” in the Munis ribbon
2. Select projection number #**39999** Post-Budget Capital Request and click the green “Accept” icon
3. In Find by Segments, type the cost center, click the green “Accept” icon
4. Click “Report Options” in the Munis ribbon, select fields as indicated by the picture below, click on the green “accept” icon

Next Year Budget Reports - Munis [FINANCE TRAINING DATABASE May 31 2013] > NY Budget Report Options

Report Return to this window

Type 3 - NEXT YEAR BUDGET DETAIL REPORT

Budget level 2 - Schl/Dept

Detail lines 2 - (LEVEL - PROJECTED)/PROJECTED

Print first or second year of budget requests Both

Field #	Total	Page Break
1 1 - Fund	<input type="checkbox"/>	<input type="checkbox"/>
2 2 - Cost Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 12 - Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 11 - Object	<input type="checkbox"/>	<input type="checkbox"/>

Additional options

99 Period number

Print revenue as credit

Include cfwd in rev bud

Include cfwd in actuals

Totals only

Include segment code

Include report grand totals by account type

Print full GL account

Double space

Suppress zero bdtg accts

Print as worksheet

C Print pct or comment

Print text

Amounts/totals exceed 999 million dollars

Print five budget levels

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5. Click on the “PDF icon” in the Munis ribbon, print or use the “save as” command under file to save the document