



November

BUDGET CONTACTS

Agenda

- ▶ 2016 Budget Data
- ▶ Project Creation Workflow
- ▶ Account Inquiry Tools
- ▶ 2016 Budget Planning Feedback

2016 Budget Data

November

MUNIS updated to reflect BOE & Council amendments
Budget posted to allow for hiring & purchasing to begin

December

Capital budget updated & posted

January

Adopted publications prepared & printed

Project Workflow

- ▶ Newly created projects will require 2 levels of workflow approval
 - ▶ Accounting
 - ▶ Will check to ensure technical components are correct
 - ▶ Budget
 - ▶ Will check scope of project
- ▶ Reason for Change
 - ▶ Ensure projects are set up correctly from beginning to ensure allocation process can run accurately
- ▶ Questions/Concerns?

Account Inquiry Tools

Account Inquiry

Primary Use: Review transactions for account at various levels of detail

Benefits

- Allows users to incorporate project string into inquiry
- Breaks out encumbrances & requisitions

Account Central

Primary Use: Review status of account & transactions

Benefits

- Allows users to drill down to transaction level
- Can filter search to any level

YTD Budget Report

Primary Use: Perform budget to actual analysis at any level within budget

Benefits

- Canned report that can be run at any time
- Report can be filtered to pull data from any point in fiscal year

Reporting & Training Needs

- ▶ What additional reporting needs exist?
- ▶ Future trainings will focus on how operational staff can utilize these tools
 - ▶ What will be helpful for your agency?
 - ▶ What other MUNIS training/reporting needs exist for your agency?

2016 Planning Feedback

Feedback-Key Points

- ▶ Things that Worked
 - ▶ Budget Contacts
 - ▶ Follow-Up is helpful
 - ▶ Keep showing examples
 - ▶ Communication about process changes
 - ▶ Video manual on sharepoint site
- ▶ Improvement Areas
 - ▶ Turn Around times difficult to meet
 - ▶ Interaction between PL & GL
 - ▶ Creation of capital vs non-cap project strings

Feedback-Key Points

- ▶ Breaking down detail within object numbers
- ▶ Eliminating zero accounts
- ▶ Service Breakdown
- ▶ System is cumbersome
- ▶ Provide big picture framework