



# January

BUDGET CONTACTS

# Agenda

- ▶ Budget Transfers & Amendments
- ▶ Reporting: Budget Cubes
- ▶ Looking Ahead to 2017

# 2016 Update

- ▶ Operating budget posted
- ▶ Capital budget can be reviewed within your project budget packages
- ▶ Adopted publications available during week of Feb 8<sup>th</sup>

# Project Budget Adjustments



# When Adjustments are Completed

## Project Ledger Only

Adjustments impacting both GL & PL done in separate module

Any new appropriation requires adjustments to PL & GL

Entries with implications for both PL & GL, adjustments can be made with one single entry

Moving money across minor projects

## General Ledger & Project Ledger

Adding budget to projects not included in adopted budget

Adding budget to operating projects

Grant updates (only when grant amounts are already included in GL)

## General Ledger Only

Creating additional appropriation authority

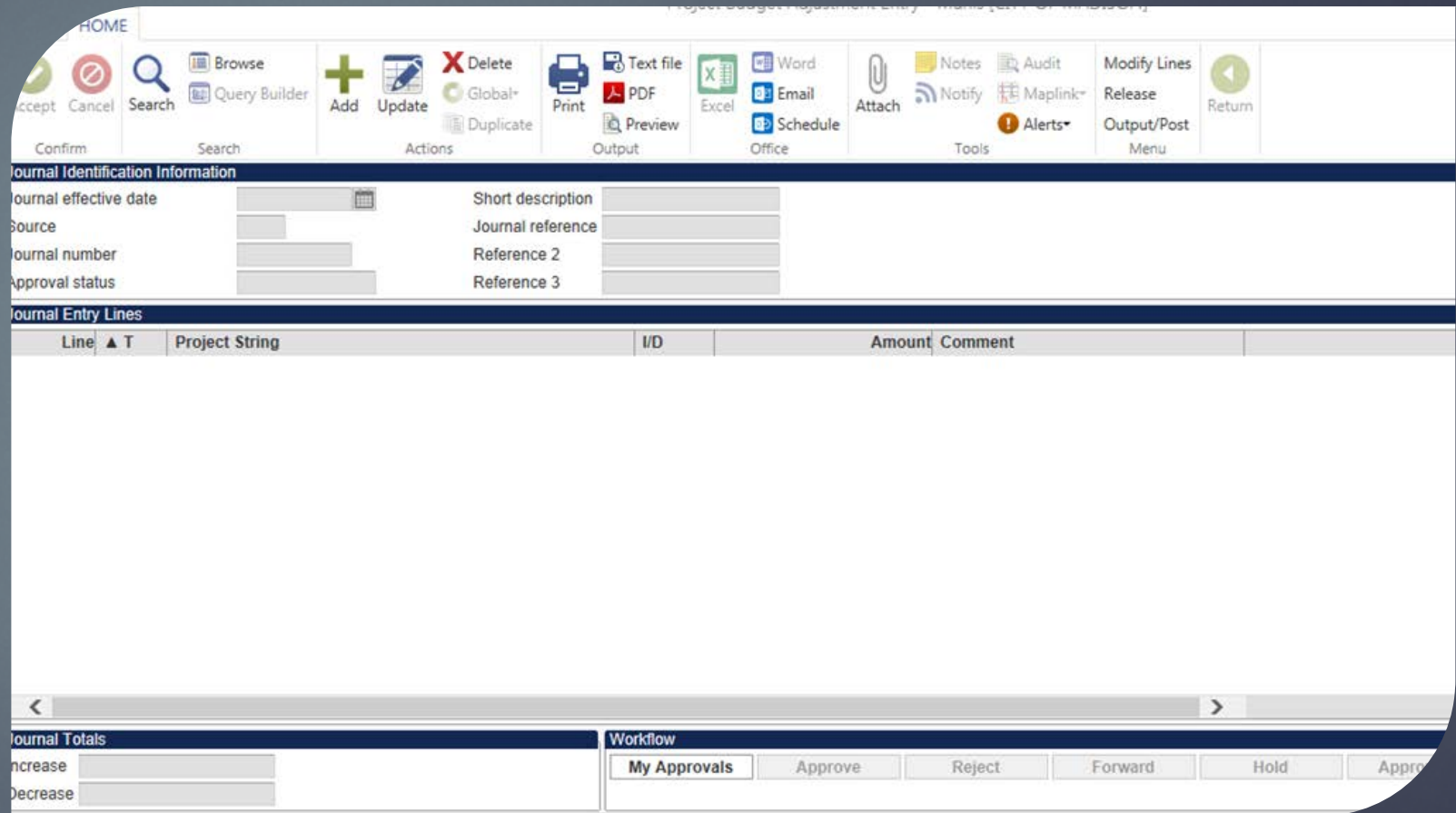
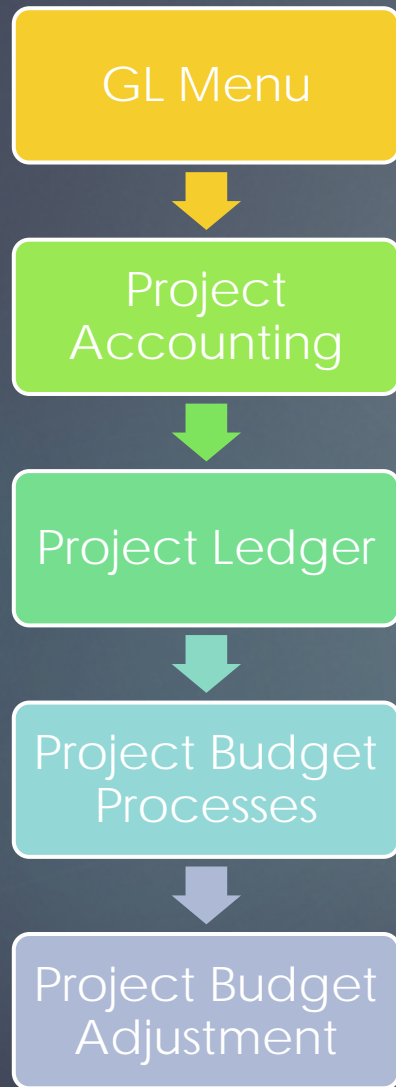
Reflecting new appropriation resulting from Council Action

Transferring funds across majors or agencies

Transfer types may require additional workflow approval depending on transfer type

# Performing PL Adjustments

# Accessing PL Adjustment Module



# PL Adjustment Workflow Approval Process

## Budget Review

- Confirm status of funding in GL
- Ensure transfer amount is within majors

## Accounting Review

- Ensuring project is set up so allocation process can run properly
  - Reviewing string set up



# Preparing GL Adjustments

# Accessing GL Adjustment Module

GL Menu



Budget Processing



Budget Transfers & Amendments

Budget Transfers and Amendments - Munis [CITY OF MADISON]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notify Maplink Alerts Define Output-Post Period Lines Release Menu Return

Journal Details

Clerk

Fiscal year

Period

Journal

Journal reference 1

Journal reference 2

Short description

Effective date

Budget year code

Entity code

Amendment type

Budget projection inclusion

Amendment status

Update recurring journal

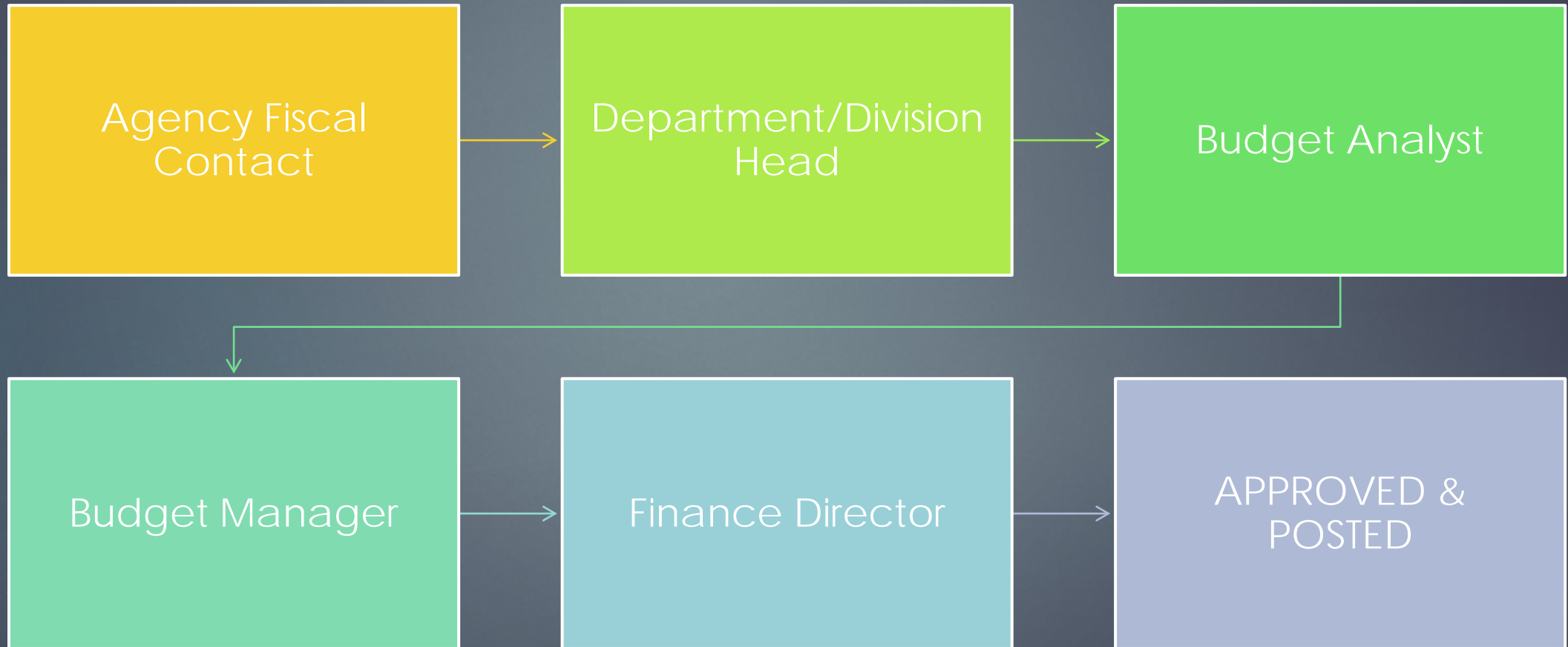
Enter user defined info

Project accounts apply

# Amendment Types

- ▶ Amendment types are based on number code entered when preparing the transaction
- ▶ All agency initiated amendments will be tagged as BGT(Budget Transfer)
  - ▶ 1: Moving money across majors
    - ▶ Ex. Moving money from supplies to purchased services
  - ▶ 3: Increasing both an expense & revenue
    - ▶ Ex. Accepting a new grant

# Budget Transfer Workflow Approval Process





# Reporting Needs: Budget Cubes

# Accessing & Formatting Budget Data

Within Excel follow these steps

- From Other Services
- From Analysis Services
- Server: tylerag1 (hit continue)
- Select Live GL Cube
- Select Budget Projections Cube
- Excel will then create a Pivot Table

Plus signs allow you to expand majors

Field list allows you to include any segment

Projection	20161 - 2016 OPERATING BUDGET
<b>Row Labels</b>	<b>Level5</b>
10 - ASSESSOR	2,489,175.00
1100 - GENERAL	2,489,175.00
49 - TRANSFER IN	0.00
51 - SALARIES	1,696,744.00
52 - BENEFITS	532,234.00
53 - SUPPLIES	41,000.00
54 - PURCHASED SERVICES	199,653.00
57 - INTER DEPART CHARGES	0.00
59 - TRANSFER OUT	19,544.00
<b>Grand Total</b>	<b>2,489,175.00</b>

PivotTable Fields

Show fields: (All)

- Account
  - AcctType-Obj-Fund Hierarchy
  - CharCode-Obj Hierarchy
  - FullAccount Hierarchy
  - Org-Obj-Project Hierarchy
- More Fields
  - Account Description
  - Account Status

Drag fields between areas below:

FILTERS	COLUMNS
Projection	

ROWS	VALUES
Segments	Level5
Fund	
CharCode...	

Thinking Ahead to 2017



# Role of Payroll Allocations

- ▶ Payroll allocations drive budgeted salary/benefit amounts and FTE counts by agency and service
- ▶ Ultimate Goal: Push payroll allocations to live budget environment post budget planning
- ▶ Existing allocations will drive set up of base 2017 budget
  - ▶ Changes to salary and benefit amounts need to be done by Budget Staff during salary/benefit projection
- ▶ Who is this relevant for?
  - ▶ Agencies where current allocations have become outdated based on new workloads



# Budgeting for Services

- ▶ Future budgets will seek to discuss budget at service level
  - ▶ Services provide more granular view of agency budgets
  - ▶ Services designed to reflect how customers interact with the service
- ▶ Current services reflects set-up efforts that took place during MUNIS implementation
  - ▶ 2017 budgets should include amounts at the level of detail agencies intend to use during budget implementation
- ▶ Proper budgeting ensures accurate budget to actual comparison

# Budget Planning Calendar

## Goal of Longer Planning

- Allow additional time to review data to ensure any changes or recommendations have been properly applied

## Impact on Budget Process

- Clear delineation between phases makes it easy to identify changes as they have occurred during the planning process
- Increased capacity to understand what is changing between budget years

## Impact for Agencies

- Additional time to complete budget submissions
- Eliminate crunch times created by current calendar
- More streamlined process