



ENTERING BUDGET AMENDMENTS INTO MUNIS

JANUARY 31, 2020

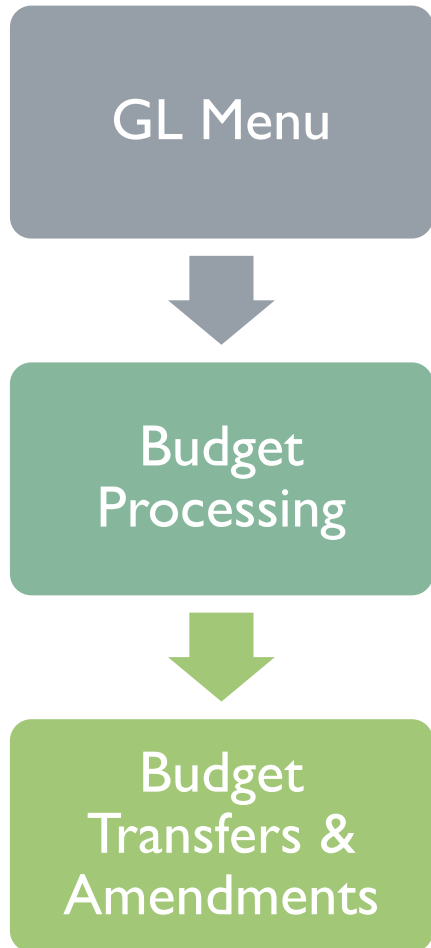




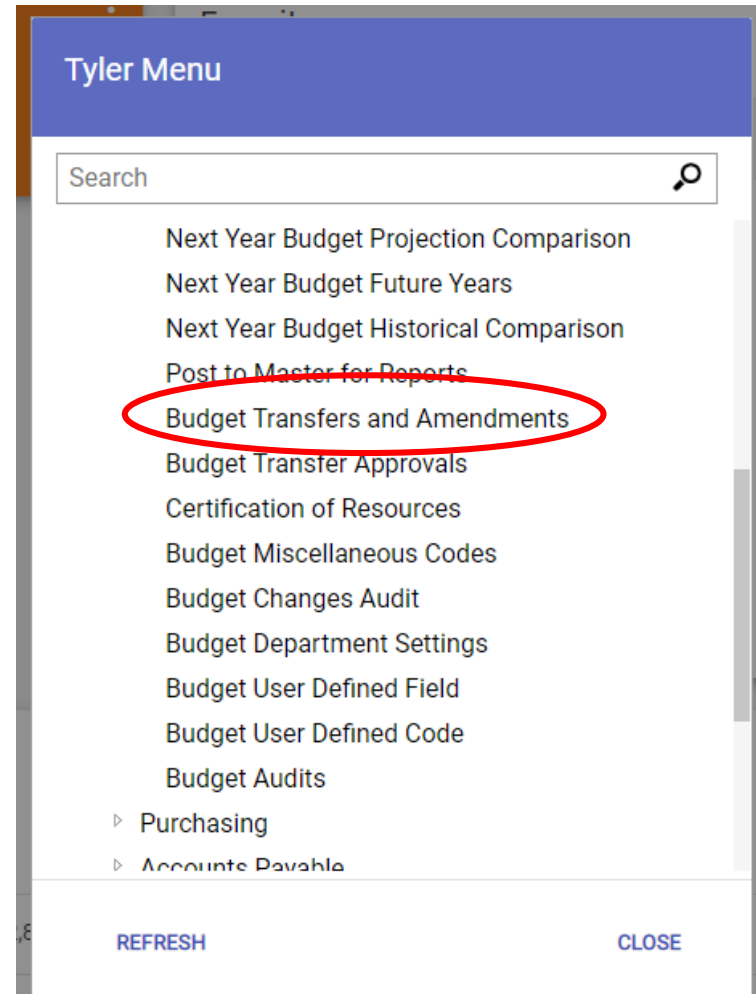
BUDGET AMENDMENTS



ACCESSING BUDGET TRANSFERS & AMENDMENTS



Purpose: mechanism used to add or transfer budget appropriation after budget adoption



AMENDMENT TYPES

- Amendment types are based on number code entered when preparing the transaction
- All agency initiated amendments will be tagged as a BUA (Budget Amendment)
 - Amendment Type 1: Moving money across like types of majors (e.g., expense to expense or revenue to revenue)
 - Ex. Moving money from supplies to purchased services
 - Amendment Type 2: Increasing both an expense & revenue
 - Used when adding budget to projects
 - Will require Council Action if it changes the adopted budget appropriation
 - Ex. Accepting a new grant

ENTERING AMENDMENTS: STEP 1 (IDENTIFYING INFO)

- Click 'ADD' button in the ribbon
- Clerk, fiscal year, & journal # will auto populate
- Period: Month when you would like amendment to be effective
- Journal Reference 1: Type of transfer**
 - XFR: Transfer—used when transferring from one project, org, or major to another
 - EST: Establish—used when establishing budget onto a project or allocating new budget authority (requires council authorization)
- Journal Reference 2: Legistar file ID**, if applicable (enter "FILE" before ID number)
 - If no Legistar file, use major project number, if applicable (enter "MAJ" before project number)
 - If no major project number, use project number receiving the transfer (enter "PROJ" before project number)
 - If no project number, use org number receiving the transfer (enter "ORG" before org number)
- Short Description: One of the previously listed descriptors (e.g., project number) or service name or project name
- Effective Date: The date you would like the amendment to be effective (should be consistent with period)
- Budget Year Code & Entity Code will auto-populate
- Amendment Type: 1 or 2 (see previous slide)
- Budget Projection Inclusion: Should ALWAYS be one-time
- After all fields are completed select "Accept" button in ribbon

Should only be one of these two options.

Budget | Transfers and Amendments -

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Excel Word Email Schedule Attach

Confirm Search Actions Output Office

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

When adjusting a project budget, check Project Accounts apply

HOW BUDGET AMENDMENT IDENTIFYING INFO APPEARS IN ACCOUNT OR PROJECT INQUIRY

Account Detail

Back Accept Cancel Search Output Print Display PDF Save Excel Detail Journal Approvals

Org 122060 Object 54815 Project 00000 Account 1220-60-00-000-0000-00000-00000-54815-00000
 Account Description OTHER GRANTS CONS DEV GRANT

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment
Y	2019/06	319	06/06/19	BUA	EST	FILE 54532	T	12493	250,000.00				WEDA GRANT TO 910 MAYER LLC

Amendment type Legistar file ID Project number

PROJECT STRING BALANCES

GL ACCOUNTS

	Project Year 2020	Project Year 2019
Original Budget	.00	.00
Transfers - In	.00	250,000.00
Transfers - Out	.00	.00
Revised Budget	250,000.00	250,000.00
Actual (Memo)	.00	.00
Encumbrances	.00	.00
SOY Encumbrances	.00	.00
Requisitions	.00	.00
Inception to SOY	.00	.00
Available	250,000.00	250,000.00
Percent Used	0.00	0.00

ENTERING AMENDMENTS: STEP 2 (WITH PROJECTS)

- In General, enter the decreasing accounts first, as a group, and then enter the increasing accounts, as a group
- PA Type: E=Expenditure or F=Funding
- Project Account: Enter Project String
 - Tip: Type in the project number & then select the ellipses to see the active strings
 - Group the expense and funding strings for a given project together, if possible (shown to the right)
- After entering Project String the Org will auto-populate
- Object & GL Project: Enter appropriate object (GL project is always 00000)
- Effective Date: Will auto-populate
- I/D: Indicate whether you are increasing or decreasing the account
- Amount: Enter the amount

Journal Lines

Line	T	Project String	Project Descrip	Org	Object	Project
1	E	11778 -84 -174-	ESTWD FLD	140084	54445	... 00000
2	F	11778 -84 -801-	ESTWD GO	140084	48220	... 00000
3	E	11736 -84 -174-	HL CRK STM	140084	54445	... 00000
4	F	11736 -84 -801-	HL CRK SGN	140084	48220	... 00000

PA Type

Ellipses to select active project strings

Notice that project strings for project 11778 are together. This helps with the review and approval process.

Description	Comment	Ref 1	Eff Date	I/D	Amount
PLANT IN SERVICE IMPROV REPAIR	XFR TO VARIOUS PROJECTS	11513	12/30/2011	D	1,400.00
GENERAL OBLIGATION BOND ALLOC	XFR TO VARIOUS PROJECTS	11513	12/30/2011	D	1,400.00
PLANT IN SERVICE IMPROV REPAIR	XFR TO VARIOUS PROJECTS	11513	12/30/2011	D	1,239.11
GENERAL OBLIGATION BOND ALLOC	XFR TO VARIOUS PROJECTS	11513	12/30/2011	D	1,239.11

Clearly and concisely defines why the BUA exists; see previous slide for example

ENTERING AMENDMENTS: STEP 2 (WITHOUT PROJECTS)

- Tab through the project fields leaving them blank
- **In General, enter the decreasing accounts first, as a group, and then enter the increasing accounts, as a group**
- Enter the GL account: Org-Object-GL Project (GL Project is always 00000)
- Effective Date: Will auto-populate
- Description: Will auto-populate
- I/D: Indicate whether you are increasing or decreasing the account
 - **Group all of the decreases together and separate from all of the increases** (see next slide for example)
- Amount: Enter the amount
- Attachments (justification for the BUA and other applicable materials)
 - Legistar resolution, if applicable
 - Word document explaining movement of funds (3-4 sentences)
 - When establishing new budget, include budget organized by org and object

ACCEPTABLE BUDGET AMENDMENT LINE ENTRY

Budget Amendment Lines [Add Line](#)

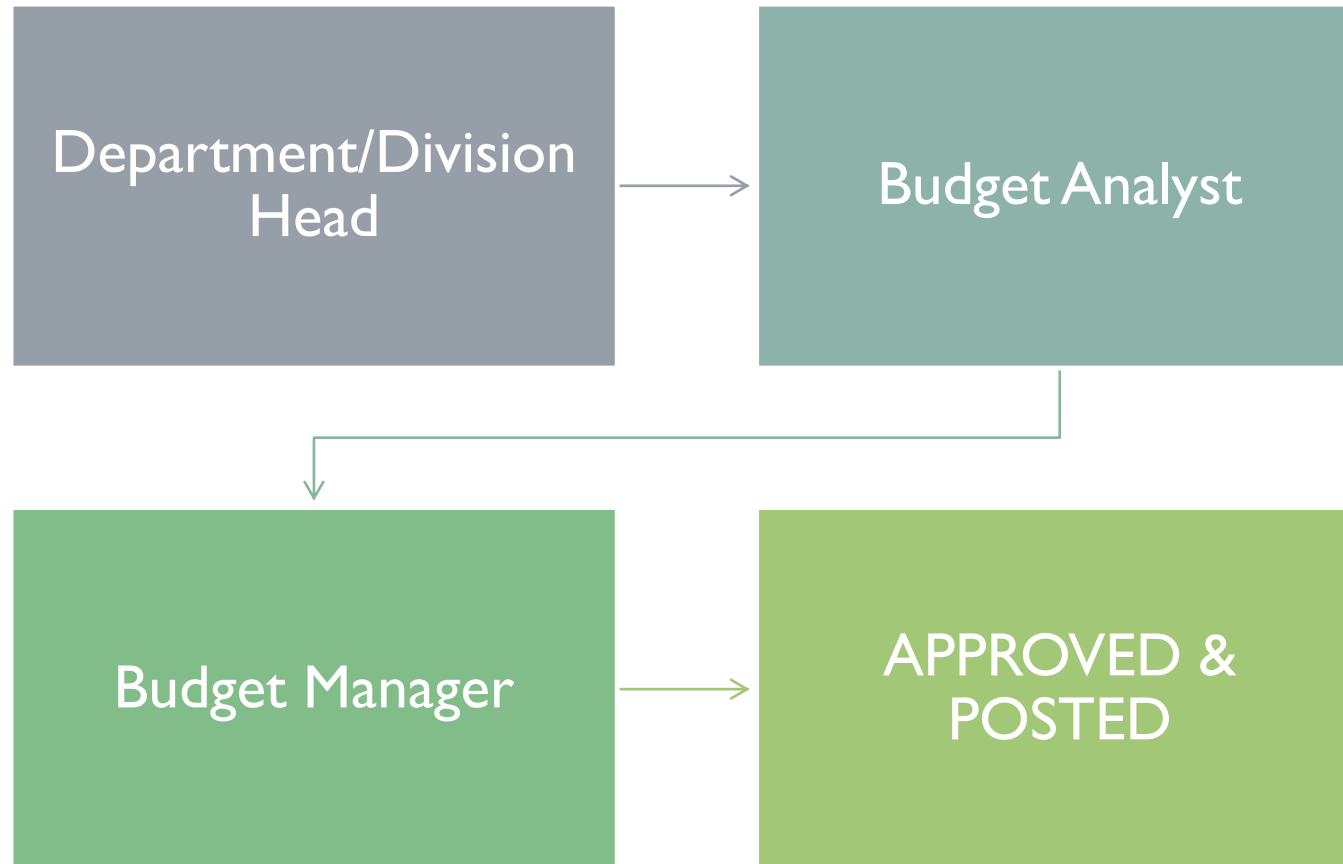
Seq	Project	Account	Line Description	Effective Date	Decrease	Increase
1	E (12356 -401-200-) GENERAL BLDG IMPROV 20-NONCAP	E (140020-54210-00000) CP GEN GOV BUILD IMPR	XFR TO VARIOUS PROJECTS	8/11/20	\$20,000.00	\$0.00
2	F (12356 -401-802-) GENERAL BLDG IMPROV 20-NC GO	R (140020-48220-00000) CP GEN GOV GEN OBLIG BOND ALL	XFR TO VARIOUS PROJECTS	8/11/20	\$20,000.00	\$0.00
3	E (13196 -401-200-) MONONA TERR PARK RAMP REHAB	E (140040-54210-00000) CP PUB WRK BUILD IMPR	XFR FRM GEN BLDG IMPROV	8/11/20	\$0.00	\$10,000.00
4	F (13196 -401-802-) MONONA TERR PARK RAMP REHAB-GO	R (140040-48220-00000) CP PUB WRK GEN OBLIG BOND ALLC	XFR FRM GEN BLDG IMPROV	8/11/20	\$0.00	\$10,000.00
5	E (13206 -401-200-) HOMELESS SHELTER PLANNING	E (140020-54810-00000) CP GEN GOV OTHR EXP	XFR FRM GEN BLDG IMPROV	8/11/20	\$0.00	\$10,000.00
6	F (13206 -401-802-) HOMELESS SHELTER PLANNING	R (140020-48220-00000) CP GEN GOV GEN OBLIG BOND ALL	XFR FRM GEN BLDG IMPROV	8/11/20	\$0.00	\$10,000.00

Lines one and two are the accounts that decrease while the remaining lines are the accounts that increase.

STEP 3: RELEASING AMENDMENT INTO WORKFLOW

- After updating the amendment by line item, the amendment needs to be released into workflow
- Select 'ACCEPT' in the ribbon
- Select 'RETURN' in the ribbon
- From original screen select 'RELEASE' in the ribbon to begin workflow

BUDGET TRANSFER WORKFLOW APPROVAL PROCESS



ALTERNATE BUA ENTRY OPTION: BUDGET IMPORT

GL Menu

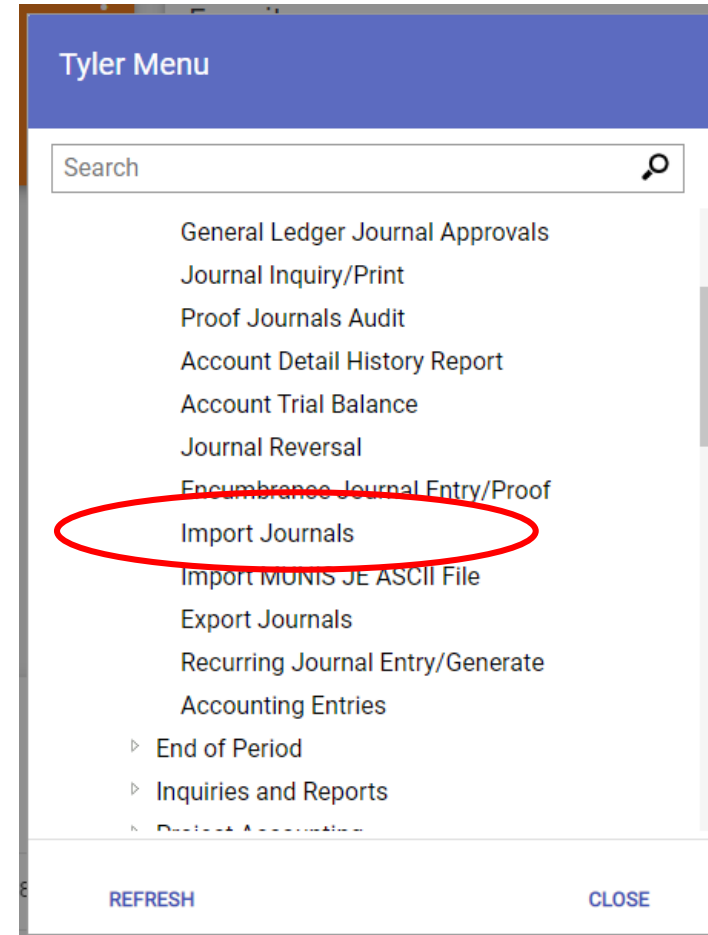


Journal
Entry/History



Import
Journals

Using the budget import allows you to build your entry in Excel and upload into Munis



BUDGET IMPORT

STEP I: PREPARING EXCEL FILE

- With projects
 - Column A: Org code
 - Column B: Object
 - Column C: GL project (should only be 5 zeros)
 - Column D: Account type (E/R)
 - Column E: Project String
 - Column F: String type (E/F)
 - Column G: Amount
 - If you're only adding budget to a project, make sure the reversed GL only lines (i.e., without the project strings) are also included (contact your Finance budget analyst if unsure)
 - Save as Excel file and close the file before performing the upload
- Without projects
 - Column A: Org code
 - Column B: Object
 - Column C: GL project (should only be 5 zeros)
 - Column D: Account type (E/R)
 - Column E: Amount
 - Save as Excel file and close the file before performing the upload

BUDGET IMPORT

STEP 2: IMPORT FILE

- Click Import Journals in the Tyler Menu shown two slides ago
- Click Define in the ribbon, shown to the right
- Click the Import format dropdown (right)
 - Includes projects: “template: BudgetAmend-With Projects”
 - Does not include projects: “template: BudgetUpload(Use)”
- Import the file
 - Choose the file to upload by clicking Local File or Server File (right)
 - Make sure to check “Skip first line” if the Excel file includes column headers
 - Use the effective date format shown to the right

Journal Imports - CITY OF MADISON

Back Search Output Print Display Save Excel Custom Templates Define Pre-Edit Import

Import Options

Import Options

Execute this import... *

Import format *

- template: BudgetAmend-With Projects
- template: BLD-SIMPLE JOURNAL NO PROJECT
- template: Budget Amend - MY Budget
- template: Budget Amend Import - MY Budget
- template: Budget Upload-Projects
- template: BudgetAmend-With Projects
- template: BudgetUpload
- template: BudgetUpload(Use)
- template: CF BGT IMPORT
- template: CF JOURNAL IMPORT
- template: CF Police Grant Recls

Import Summary

Year	Period	Journal	Source
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Import file * Excel file (.xls, .xlsx)

D:\myus\import_Live\import_glimptje251

Skip first line

Remove import file

Effective date format

MM/DD/YYYY

Local File Server File

BUDGET IMPORT

STEP 3: JOURNAL IDENTIFYING INFORMATION

- Fiscal year/period: The year and month you would like the entry to be effective
- Effective date: The date the journal is effective (needs to be within the same period above)
- Reference (Journal Reference 1 in normal BUA entry): XFR or EST
- Journal Source: Select BUA from dropdown
- Budget amendment type: Either 1 or 2 (same convention as normal BUA entry)
- Short description: Legistar file, abbreviated description, major project, or project (see slide 5 for more details)

Journal Information

Fiscal year/period *	Reference	Journal source *
Within Year/Period ▾ 2020 1 JAN	EST	BUA ▾
Effective date *	Reference 3	Budget amendment type
Enter Effective Date ▾ 01/01/2020 📅		2 - Exp/Rev ▾
	Short description *	
	MPO Projec	

Import Summary

Year	Period	Journal	Source	Status	Short Description
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BUDGET IMPORT

STEP 4: PRE-EDIT, IMPORT, AND RELEASE

- Click Pre-Edit in the ribbon, shown to the right, to validate the imported file
 - Choose PDF to see printout of errors, if any
- Click Import in ribbon to import the journal
- Click Release All at the bottom of the screen after successful pre-edit and import

Journal Imports - CITY OF MADISON

Back Search Output Print Display Save Excel Custom Templates Define Pre-Edit Import

Import Options

Executes this import * Import file * Excel file (xls, xlsx, xlt)

Import Summary

Year	Period	Journal	Source
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Open Journal Release All