

2024 Operating Budget Instructions:

Entering Agency Line Item Budgets in Munis

Line item budgets are one of five components of a complete operating budget submission. Line item budgets are built using the **Central Budget Entry** module within MUNIS. The purpose is to show where an agency will budget funds by Service, and how funds will be spent by Major and Object.

Note: Some of the Munis screenshots in the instructions below refer to the 2023 budget. The navigation steps in Central Budget are the same as the prior year. When in Munis, be sure you are working on the 2024 budget projection.



	1. Transmittal Memo	2. Service-Level Proposals	3. Line Item Budget	4. Position Allocation Forms (if applicable)	5. Agency Briefings
Description & Purpose	<ul style="list-style-type: none"> Memo drafted from Agency Head to Mayor Outlines agency priorities and strategies for meeting budget target 	<ul style="list-style-type: none"> Base budget proposal by Service and Major Describes activities performed by service and proposed changes 	<ul style="list-style-type: none"> Line item budget for each Service Provides details at the object-level for all expenses and revenues 	<ul style="list-style-type: none"> Request changes to position allocations (if needed) 	<ul style="list-style-type: none"> Present highlights of the agency operating budget Q&A with Mayor and Management Review Team
How to Submit	<ul style="list-style-type: none"> F:Drive: Upload to Agency folder in Common Drive 	<ul style="list-style-type: none"> F:Drive: Upload to Agency folder in Common Drive 	<ul style="list-style-type: none"> Munis: Enter details in "Central Budget" module of Munis 	<ul style="list-style-type: none"> F:Drive: Upload to Agency folder in Common Drive 	<ul style="list-style-type: none"> Email final slide(s) 1 day before briefing Attend scheduled briefing
Format	<ul style="list-style-type: none"> Template provided by Finance Final version on agency letterhead in memo format 	<ul style="list-style-type: none"> Excel Data File (1 per Agency) Word doc proposal form (1 per Service) 	<ul style="list-style-type: none"> Agencies enter proposed changes by Org Code – Major – Object 	<ul style="list-style-type: none"> Template provided by Finance Agencies complete and upload as needed 	<ul style="list-style-type: none"> Budget team will provide template Agency complete template and submit prior to meeting
Deadline	<ul style="list-style-type: none"> Due end of day Friday, July 21, 2023 				<ul style="list-style-type: none"> Due 1 day before briefing

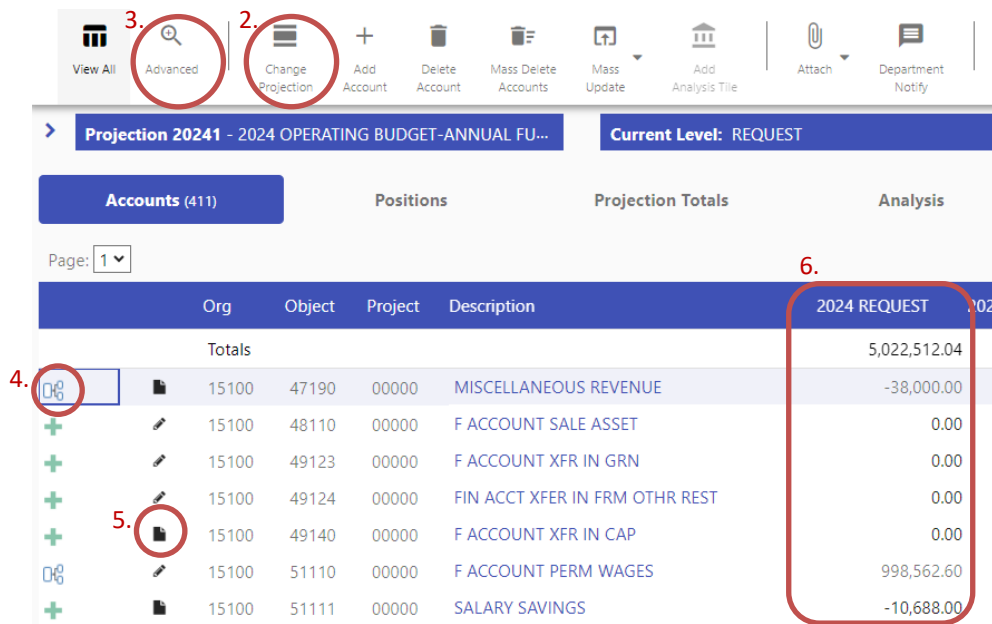
Budget Projections

Budgets are built using projections for the upcoming fiscal year. There are two projections for 2024:

- 20241-Annual Funds
 - This is the primary projection for 2024.
 - The base budget is built by rolling the current year budget forward and performing the cost to continue adjustments.
- 20242-Multi-Year Funds
 - This projection is used for budgeting expenditures in the City's grant fund (Fund 1220) and restricted fund (Fund 1250).
 - This projection is pre-loaded with personnel expenditures for staff time charged to these funding sources.
 - When complete, agency budgets within these funds should balance to zero (revenues equal expenditures).
 - All line items in fund 1220 should have detail entry with the Project field completed, this will tie the specific grant to the line item. This requires the project and corresponding strings to be set up and approved within MUNIS.

Basic Navigation

1. From the Tyler Menu, search for and select “Central Budget Entry.”
2. Use “Change Projection” in the top ribbon to navigate between 20241 (annual fund) and 20242 (multi-year fund) projections.
3. Use “Advanced” to filter by Service, Major, Object, or segment.
4.  Icon indicates object has detail entry. Click icon to view details.
5.  Icon indicates object has a comment. Click icon to view details.
6. “2024 Request” column defaults to your cost-to-continue budget. **If the line items does not have detail entry**, you can make changes to your budget by directly editing this column. **If the line item does have detail entry**, you must open detail entry and make edits on the detail page. See below and Appendix A for information on detail entry.



The screenshot shows the 'Projection 20241 - 2024 OPERATING BUDGET-ANNUAL FU...' interface. The top ribbon includes buttons for 'View All', 'Advanced' (3), 'Change Projection' (2), 'Add Account', 'Delete Account', 'Mass Delete Accounts', 'Mass Update', 'Add Analysis Tile', 'Attach', and 'Department Notify'. Below the ribbon, there are tabs for 'Accounts (411)', 'Positions', 'Projection Totals', and 'Analysis'. The 'Accounts (411)' tab is active, showing a table with columns: Org, Object, Project, Description, 2024 REQUEST (6), and 2025 REQUEST. The table lists various budget items, including 'Totals', 'MISCELLANEOUS REVENUE', 'F ACCOUNT SALE ASSET', 'F ACCOUNT XFR IN GRN', 'FIN ACCT XFER IN FRM OTHR REST', 'F ACCOUNT XFR IN CAP', 'F ACCOUNT PERM WAGES', and 'SALARY SAVINGS'. Annotations include: 1. Detail icon (4) on the left of the first row; 2. Change Projection button; 3. Advanced button; 4. Detail icon on the left of the first row; 5. Comment icon on the left of the row for 'F ACCOUNT XFR IN CAP'; 6. Red box around the '2024 REQUEST' column.

Org	Object	Project	Description	2024 REQUEST	2025 REQUEST
Totals				5,022,512.04	
15100	47190	00000	MISCELLANEOUS REVENUE	-38,000.00	
15100	48110	00000	F ACCOUNT SALE ASSET	0.00	
15100	49123	00000	F ACCOUNT XFR IN GRN	0.00	
15100	49124	00000	FIN ACCT XFER IN FRM OTHR REST	0.00	
15100	49140	00000	F ACCOUNT XFR IN CAP	0.00	
15100	51110	00000	F ACCOUNT PERM WAGES	998,562.60	
15100	51111	00000	SALARY SAVINGS	-10,688.00	

Detail Entry

- Detail entry is intended to breakout objects that include multiple types of expenditures and represent a large share of the agency's budget.
- Agency user permissions do not allow agency staff to delete detail records from prior years that may no longer be relevant. Contact your Budget Analyst for assistance in deleting records that may not be needed in your 2024 request.
- To change an amount, update the unit cost. Note that Revenues have opposite signs from expenditures – an increase in revenue will be a negative number.
- Every detail entry must have a description and justification. The description states what the expense/ revenue is and the justification provides additional details on why the change is needed.
- Detail Entry is strongly encouraged. Providing more information in detail entry will reduce follow up questions from your Budget Analyst. It will also carry forward to future budgets which will reduce data entry and can serve as helpful reminders of what is included in the budget.
- Detail entry may be used on any object code but is **required** in the following instances:
 1. Increases to revenue budgeted within General Fund agencies
 2. Pending Personnel (Object 51113)
 3. Grant budgets

Position Reclassifications

- Agencies can include position reclassification requests as part of operating proposals. If your agency is planning to include funding for the reclassification of a position, use object 51113 (Pending Personnel). Amounts entered in this line item must include Detail Entry outlining: (1) the position number being reclassified, (2) the job class of the new position classification, and (3) justification for the request. Planned position reclassifications must be absorbed within your target amount.
- These changes must also be described in your Service proposal submitted in Sharepoint.

Payroll Allocation Changes

- The payroll allocations used to build the Cost to Continue budget are consistent with the allocations in the 2023 Adopted Operating Budget.
- Agencies can request changes to payroll allocations using the Position Allocation Change form. The form is available on the Budget Employeeenet site and includes instructions for completion.
- All changes to allocations must be net neutral to the General Fund or absorbed within the agency's target.

Budgeting for Grants

Agency requests should include any grant funding anticipated for 2024. All grants that have been previously reported on the Single Audit and are anticipated to continue in 2024 should be included as part of the agency request. Any new grants that are anticipated to have activity (either revenue and/or expense) in 2024 should be budgeted.

Enter grant budgets in Projection 20242 – 2024 Operating Budget-Multi-Year Funds. The Cost to Continue budgets in this projection have been populated with personnel costs based on allocations in the payroll system. Most other objects are at zero.

Both the grant funding and any matching city funding should be budgeted based on the City's fiscal year (January – December). The agency will enter estimated spending plans into MUNIS during the budget development process. This will provide estimated grant activity for inclusion in the published budget document. Prior to uploading the multi-year budgets into MUNIS, the Budget Team will work with the agency and determine which budgets can be deleted from the upload. This will eliminate duplicate budget amounts in MUNIS.

Submitted grant budgets should be organized by General Ledger account (org and object). Each line item of your grant budget should include detail entry with the project information for the grant. Project shells and strings will need to be set up and approved prior to being able to complete this step. See the instructions for detail entry regarding steps to follow when adding detail information.

Additional positions or position changes can be attached to projects through the salary and benefit projection. If a grant budget includes a change to a permanent position, work with your Budget Analyst to attach project information to the position.


Appendix A: Adding Detail Entry




Note: The screenshots below are from 2023. Be sure you are working in the correct projection when entering detail entry.

When Detail Entry is Required

- Increases to revenue budgeted within General Fund agencies
- Pending Personnel (Object 51113)
- Grant budgets

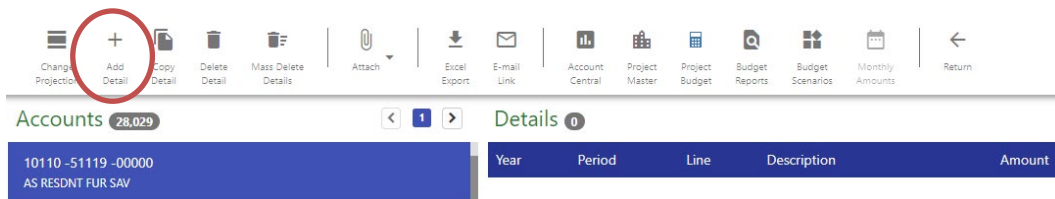
Steps to add or edit Detail Entry

1. Begin by selecting the object and the org in Central Budget where you would like to add detail. To add new detail entry, click the **+** icon.
 - Note: If the account already has detail entry that you want to update, click the  icon.

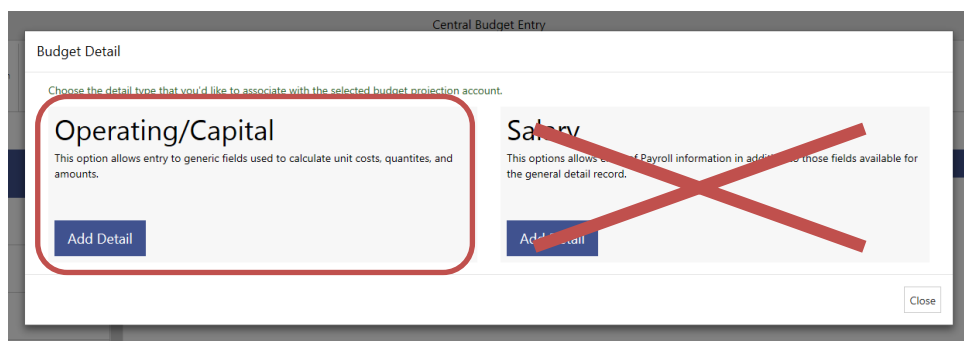
	Org	Object	Project	Description	2023 REQUEST
	Totals				13,044,185.33
	10110	51110	00000	AS RESDNT PERM WAGES	646,978.26
	10110	51119	00000	AS RESDNT FUR SAV	0.00
	10110	51120	00000	AS RESDNT PRMIUM PAY	0.00

Adding new detail entry



2. After clicking the **+** icon, you will see a screen displaying any current detail that exists on the account you've selected. Within the ribbon of this screen select the 'Add Detail' icon.



3. After selecting the 'Add Detail' icon, a box will display asking you to select the detail type. **Always select the Operating/Capital option.**



Editing existing detail entry

- After clicking the  icon, you will see a screen displaying any current detail that exists on the account you've selected. Click the  icon to view details and edit the 2024 request amounts.

Details 


2023 Amounts **\$74,108.00**






Year	Period	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee	
2023	1	10	Apex Software	5,000.00	1.00	5,000.00			0	0	 
2023	1	20	Pictometry	30,000.00	1.00	30,000.00			0	0	
2023	1	30	CoStar	39,108.00	1.00	39,108.00			0	0	



Updating Detail Entry


- You will see the screen below if you are adding detail for the first time or updating existing details.

Budget Detail

Year 
Period
Line
Quantity

Vendor 
Commodity 
Inventory Item 
UOM
Freight %
Bid 
Asset 

a. Unit Cost
Amount
Projected
Request Group 
User Defined 

b. 

c. Description
d. Justification

Classification
☐ One-Time Expenditure Or Revenue
☐ Priority Item

e.

Use the following table to determine what fields are applicable for the type of detail you are adding.

Detail Type	Object	Required Fields	Data
Pending Personnel	51113	Unit Cost	Detail Amount
		Description	Position being reclassified
		Justification	Justification for the requested reclassification
Increased Revenue	Multiple	Unit Cost	Detail Amount
		Description	Revenue Description
		Justification	Assumption used to determine increase amount
Non-Personnel-Objects that include multiple types or purchases	53 & 54	Unit Cost	Detail Amount
		Description	Breakdown of planned expenditures within object
Grant	Multiple	Unit Cost	Detail Amount
		Project String	Select Project String from dropdown

- a. **Unit Cost:** Enter the unit cost for the change. Do not enter negative numbers. The amount box will automatically populate after the unit cost is added, and will add the appropriate sign (i.e. negative amounts for revenues).
- b. **Project String (required for all grant budgets):** Select the magnifying glass icon. A dropdown list will appear with all the existing project strings. Begin typing in the project number and select the relevant project string. If the string does not come up in the dropdown list, verify that the project and string have been approved from within the Project Master. (See image below for project string filter)

The screenshot shows the 'Budget Detail' form with the 'Project String' dropdown menu open. The dropdown menu displays a list of project strings, each preceded by a 'filter' label. The list includes:

- 10002 -50 -110- - PINNEY LIBRARY LAND
- 10002 -50 -140- - PINNEY LIBRARY BUILDING
- 10002 -50 -150- - PINNEY VEHICLES & EQUIPMENT
- 10002 -50 -151- - PINNEY ARTWORK PIECES
- 10002 -50 -152- - PINNEY LIBRARY COLLECTION
- 10002 -50 -178- - PINNEY FIBER
- 10002 -50 -200- - PINNEY NON-CAP EXP
- 10002 -50 -601- - PINNEY CONTRIBUTIONS
- 10002 -50 -602- - MPLF FUNDING OF ARTWORK

The dropdown menu also includes 'Ok', 'Clear', and 'Close' buttons at the bottom.

- c. **Description:** Type a short description regarding this expenditure/revenue. If you are entering an amount in pending personnel include the position number associated with the requested reclassification.
- d. **Justification:** A justification is required for all amounts budgeted within Pending Personnel and adjustments made to revenue budgeted within General Fund agencies.
- e. After following these steps select the 'Save and Close' button.

TIP: YOU WILL REPEAT THIS STEP FOR ALL DETAIL ITEMS BUDGETED IN THE ORG AND OBJECT