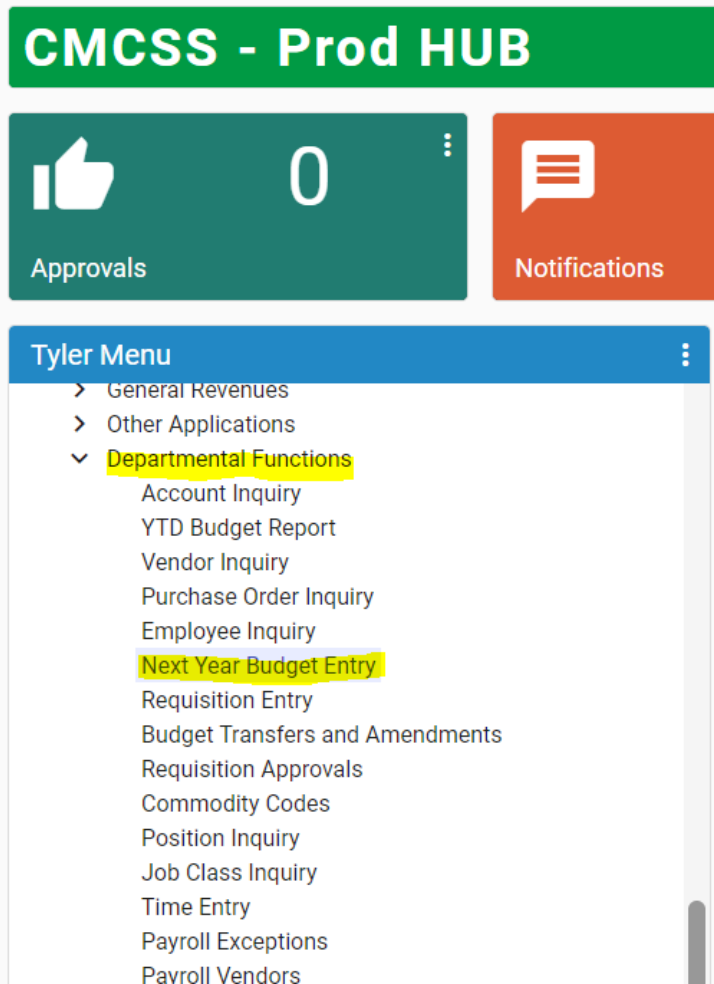


## INSTRUCTIONS FOR MUNIS BUDGET ENTRY


Note: These steps only need to be completed if your next year budget request for any single line item is different from the *original* budget.




1. Go to Departmental Functions, then “Next Year Budget Entry”. Make sure you are in the Live Database which is labelled “CMCSS-Prod HUB.”



2. You will open up to the “account find screen”. You will find the desired projection number by clicking on the ellipsis (...) to the right of the projection number. The first four digits are the new fiscal year followed by one of these digits: 1 for General Purpose, 3 for Child Nutrition, 4 for Transportation, and 5 for Extended School. For example, for FY2023-24, General Purpose projection number would be 20241.
3. Enter the projection that you are looking for. Make sure you select the next year’s budget projection and not a current or previous year’s projection **MAKE NO CHANGES TO THE BUDGET LEVEL AND**

**CALCULATION FIELDS.** Then click the green check mark to go to the bottom part of the screen to enter accounts.


**Account Find**

 Back
  Accept
  Cancel

---

Define Projection


Projection number  ... 2023-24 GP BUDGET  
 Budget level \*  Calculation Method   
☐ Hide Budget Detail  
☐ Filter By Amount






---

Account Find Criteria

Segment Name	Search Value
Organization	
Fund	
FUNCTION	
Object	
LOCATION	
PROGRAM	
CATEGORY	
FUTURE	
FUTURE	
Project	
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	
Character Code	

- In the account find criteria area, you can enter your org code under “Organization” and any other account information that you would like to pull up the accounts you want to review and update. Hit enter or green check mark.


**Account Find**

 Back
  Accept
  Cancel
  Search
  Sort By Segment

---

Define Projection

Projection number  ... 2023-24 GP BUDGET  
 Budget level \*  Calculation Method   
☐ Hide Budget Detail  
☐ Filter By Amount

---

Account Find Criteria

Segment Name	Search Value
Organization	GSM*
Fund	
FUNCTION	
Object	>529999
LOCATION	
PROGRAM	
CATEGORY	
FUTURE	
FUTURE	
Project	
Account Type	

5. You may update in two ways-Update on the front screen or go into each account info screen and update there.
  - a. Select the update button on the main screen.

**Next Year Budget Entry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYS]**

Back Accept Search Add **Update** Output Print Display PDF Save Excel Word

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	230,671.00
2	FINANCE	.00
3	SLT	.00
4	BOARD	.00

Account

Text	Org	Object	Proj	Description	2024 DEPARTMENT Amount	2024
N	GSM00000	530200		ADVERTISING	350.00	
N	GSM00000	530600		BANK CHARGES	30,000.00	

Then key your updated amounts in the next year department amount column and click accept when you are done.

**Next Year Budget Entry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYS]**

Back Accept Cancel Search Delete Use Calculator

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	230,671.00
2	FINANCE	.00
3	SLT	.00
4	BOARD	.00

Account

Text	Org	Object	Proj	Description	2024 DEPARTMENT Amount	2024
N	GSM00000	530200		ADVERTISING	850.00	
N	GSM00000	530600		BANK CHARGES	30,000.00	
N	GSM00000	530700		COMMUNICATION	.00	
N	GSM00000	532000		DUES & MEMBERSHIPS	1,835.00	

b. The other option is to select your account and then select the “account info” button (top row to the right).

Next Year Budget Entry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYSTEM]

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	230,671.00
2	FINANCE	.00
3	SLT	.00
4	BOARD	.00

account

Text	Org	Object	Proj	Description	2024 DEPARTMENT Amount	2024 FINANCE Amount	2024 SLT Amount	2024 BOARD Amount	2024 COMMISSION Amount	2025 DEPARTMENT Amount	20
N	GSM00000	530200		ADVERTISING	350.00	.00	.00	.00	.00	.00	
N	GSM00000	530600		BANK CHARGES	30,000.00	.00	.00	.00	.00	.00	
N	GSM00000	530700		COMMUNICATION	.00	.00	.00	.00	.00	.00	

Then select the update button on this screen and enter the amount in the department field.

Account Info

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Account GSM00000 530200 ADVERTISING

Budget Levels

	2024 Budget	2025 Budget
DEPARTMENT	350.00	.00
FINANCE	.00	.00
SLT	.00	.00
BOARD	.00	.00
COMMISSION	.00	.00

Current Amounts

	2023
Original budget	350.00
Revised budget	350.00
Budget less cfwd	350.00
Current actual	.00
Actual less cfwd	.00
Encumb/req	229.36
Encumb/req less cfwd	229.36
Available budget	120.64

Historical Budget Amounts

	Revised Budget	Actual	% Used
2020	210.00	.00	.00
2021	210.00	229.36	109.22
2022	304.00	303.12	99.71
2023	350.00	.00	.00

Projection Totals

	Current budget	Projected actual	% Change
DEPARTMENT	230,671.00	230,671.00	.00
Ceiling	226,621.00	230,671.00	100.00

1 of 23

View GL account details.  
The update action has been canceled as requested.

Note that this section provides you with historical budget amounts.

6. To update additional accounts you may use the navigational buttons at the bottom of the screen to move to different accounts.

**Account Info**

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Account: GSM00000 530200 ADVERTISING

**Budget Levels**

	2024 Budget	2025 Budget
DEPARTMENT *	350.00	.00
FINANCE	.00	.00
SLT	.00	.00
BOARD	.00	.00
COMMISSION	.00	.00

**Current Amounts**

	2023
Original budget	350.00
Revised budget	350.00
Budget less cfwd	350.00
Current actual	.00
Actual less cfwd	.00
Encumb/req	229.36
Encumb/req less cfwd	229.36
Available budget	120.64

**Historical Budget Amounts**

	Revised Budget	Actual	% Used
2020	210.00	.00	.00
2021	210.00	229.36	109.22
2022	304.00	303.12	99.71
2023	350.00	.00	.00

**Projection Totals**

	Current budget	Projected actual	DEPARTMENT	Ceiling	% Change
	230,671.00	230,671.00			.00
	226,621.00	230,671.00			100.00

1 of 23 View GL account details.

7. If you are in the account info screen, when you have entered in all of your data and click accept, you can exit by clicking the back button to get to the main overview screen.

**Account Info**

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Account: GSM00000 530200 ADVERTISING

**Back** Search Browse Add Update Delete Output Print Display

8. From the main screen, if you want to change an org or object, click the search button to go back to the start (step #3). If you want to export the data to compare amounts, click the Excel button.

**Next Year Budget Entry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYSTEM]**

Back Accept Search Add Update Output Print Display PDF Save Excel Word Email Schedule Attach GL Account Inquiry Detail Info

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	230,671.00
2	FINANCE	.00
3	SLT	.00
4	BOARD	.00

Account

9. To exit the Next Year Budget Entry Screen, click the back button.

**Next Year Budget Entry [CLARKSVILLE-MONTGOMERY CO. SCHOOL SYSTEM]**

Back Accept Search Add Update Output Print Display PDF Save Excel Word Email Schedule Attach GL Account Inquiry Detail Info

Current Projection: 20241 2023-24 GP BUDGET Access level: DEPARTMENT

Level	Description	Total
1	DEPARTMENT	230,671.00
2	FINANCE	.00
3	SLT	.00
4	BOARD	.00

Account

Text	Org	Object	Proj	Description	2024 DEPARTMENT Amount	2024 FINANCE Amount	2024 SLT Amount	2024 BOARD Amount
N	GSM00000	530200		ADVERTISING	350.00	.00	.00	
N	GSM00000	530600		BANK CHARGES	30,000.00	.00	.00	