



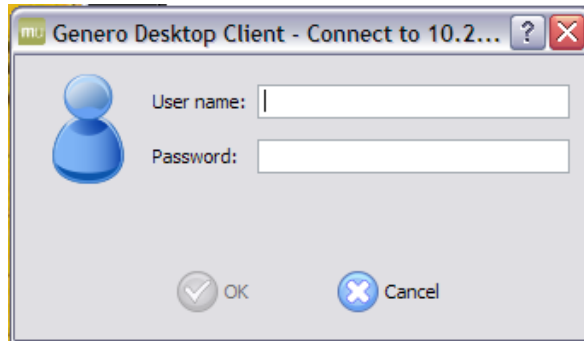
Next Year Budget Entry

**Computer Education Support Unit
Jefferson County Public Schools**

December 2010

LOGGING ON TO MUNIS

1. Double-click on the MUNIS icon  located on your computer desktop. The MUNIS system is case-sensitive. Usernames and passwords **must be typed in lowercase**.

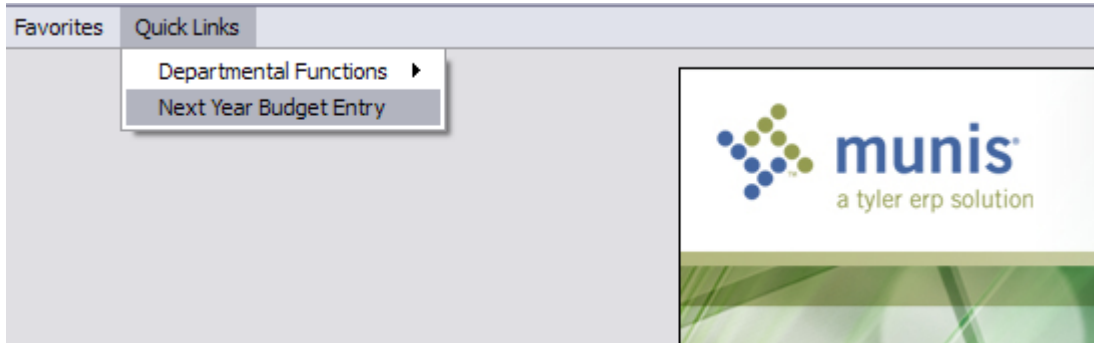


2. Your name should appear in the **User name** field. Your MUNIS user name will be the same as your network user name. If the field is blank or has the wrong user name, type your user name in the field. Press Tab.
3. The cursor should be blinking in the password field. Your password will be the same as your **network password**. Type your password. Click **OK**. After logging on, press the **Caps Lock** key to type in uppercase, since all text within MUNIS must be typed in uppercase.
4. If this is the first time that you have logged on to MUNIS, the following message may appear. Click **yes**.

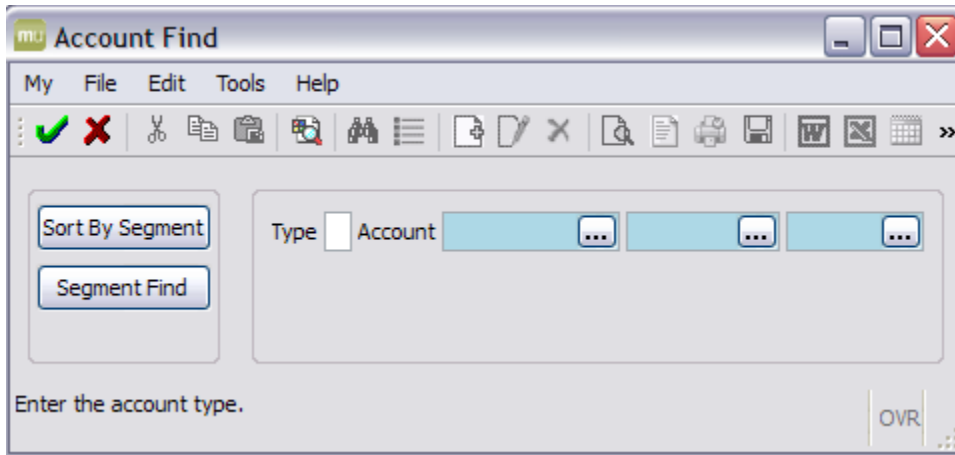


Note: If you cannot log on, contact MIS at 485-3552.

From **Quick Links** select **Next Year Budget Entry**.

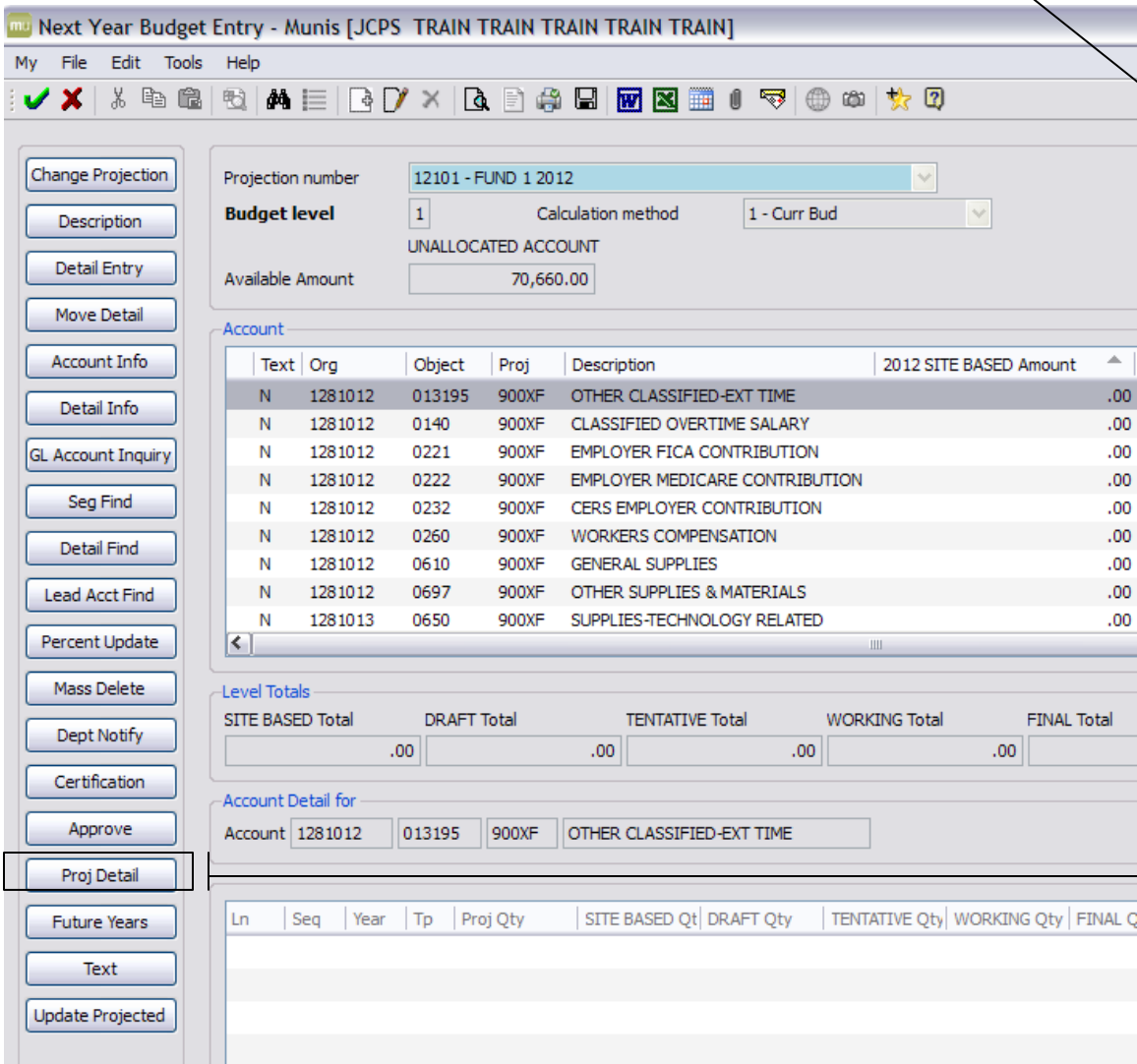


The Next Year Budget Entry system automatically opens in the **Account Find** mode. If the **Account Find** mode does not appear, click the green check mark.

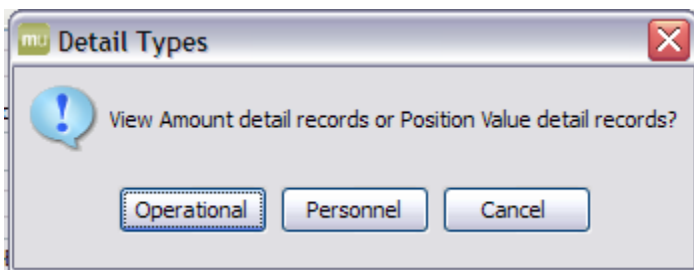


Enter your **Unit** number followed by an **asterisk** (e.g. 986*) in the **Account** field. Tab to the third field and enter 900XF if you are a school or 900XS if you are a special school or central office. Click the **Green Check** to accept or press the **Enter** key.

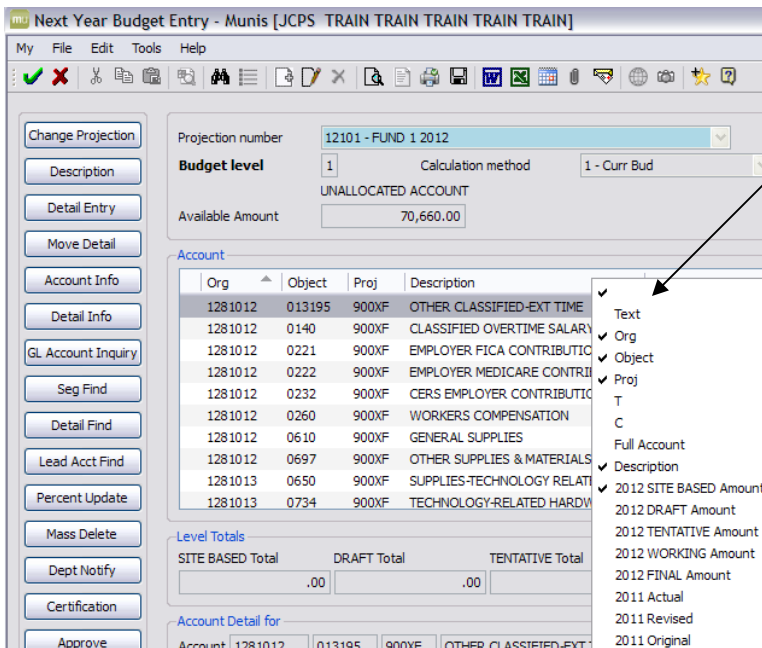
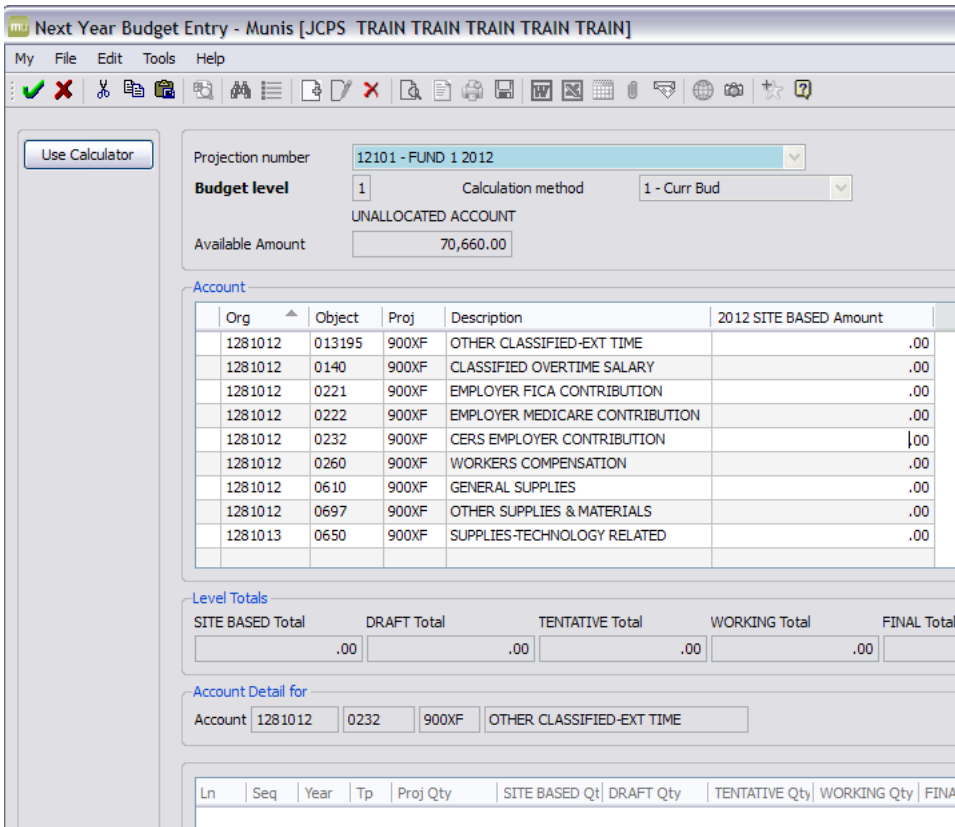
When your accounts are displayed, click the **Proj Detail** button to view/maintain detail records for the found set.



Click the **Operational** button. Operational accounts are the **only** accounts in which you will be distributing funds.



Verify that the column headings are the same as those shown below (**Org, Object, Proj, Description, and 2012 SITE BASED Amount**).



Headings can be changed by right-clicking on a heading and selecting or deselecting the headings indicated by the check marks.

Drag and drop column headings to place into position.

Note: To drag the column heading, point to the heading, press and hold the left mouse button and drag to the new location; then release the mouse button.

Next year funds will tentatively be available on **April 25th**, for purchasing supplies for the next year. When purchasing for next year, change the Fiscal Year to **2012**. Be sure to allocate funds to codes you will need for purchasing as **NO budget transfers** will be possible until **July 25, 2011!!**

Click the **Update** button or press **Ctrl-U** to begin fund distribution. Remember, allocate funds to codes you will need for purchasing, as **NO budget transfers** will be possible until **July 25, 2011!!**

Enter the dollar amount in the **Amount** field; then press **Tab**. Continue in this manner until all **OPERATIONAL** funds have been distributed. **Do not allocate funds to object 0010**. Press the green check or enter key when you have finished.

Projection number: 12101 - FUND 1 2012

Budget level: 1 Calculation method: 1 - Curr Bud

UNALLOCATED ACCOUNT

Available Amount: 50,160.00

Account

Org	Object	Proj	Description	2012 SITE BASED Amount
1281012	0140	900XF	CLASSIFIED OVERTIME SALARY	.00
1281012	0221	900XF	EMPLOYER FICA CONTRIBUTION	.00
1281012	0222	900XF	EMPLOYER MEDICARE CONTRIBUTION	.00
1281012	0232	900XF	CERS EMPLOYER CONTRIBUTION	.00
1281012	0260	900XF	WORKERS COMPENSATION	.00
1281012	0610	900XF	GENERAL SUPPLIES	10,000.00
1281012	0697	900XF	OTHER SUPPLIES & MATERIALS	5,000.00
1281013	0650	900XF	SUPPLIES-TECHNOLOGY RELATED	5,000.00
1281013	0734	900XF	TECHNOLOGY-RELATED HARDWARE	.00
1281013	0735	900XF	TECHNOLOGY SOFTWARE	.00

Level Totals

SITE BASED Total	DRAFT Total	TENTATIVE Total	WORKING Total	FINAL Total
20,500.00	.00	.00	.00	

Account Detail for

Account: 1281013 0734 900XF OTHER CLASSIFIED-EXT TIME

Your **Available Amount** will be **.00** when you have allocated all funds.

Use Calculator

Projection number: 12101 - FUND 1 2012

Budget level: 1 Calculation method: 1 - Curr Bud

UNALLOCATED ACCOUNT

Available Amount: .00

Account

Org	Object	Proj	Description	2012 SITE BASED Amount
1281059	0738	900XF	INSTRUCTIONAL EQUIPMENT	.00
1281077	011013	900XF	ADMIN/PT-CERTIFIED SALARY	.00
1281077	011039	900XF	CERTIFIED SALARY-TEACHER/PT	.00
1281077	011327	900XF	OTHER CERTIFIED WORKSHOPS	10,000.00
1281077	011392	900XF	OTHER CERTIFIED-EXT TIME	.00
1281077	012036	900XF	CERTIFIED SUB TEACHER OTHR LVE	.00
1281077	013015	900XF	CLRK/SEC PT CLASSIFIED SALARY	.00
1281077	013183	900XF	CLS SAL-WRSH/CURR STIP/CLASS	1,360.00
1281077	013195	900XF	OTHER CLASSIFIED-EXT TIME	.00
1281077	0140	900XF	CLASSIFIED OVERTIME SALARY	.00

Level Totals

SITE BASED Total	DRAFT Total	TENTATIVE Total	WORKING Total	FINAL Total
70,660.00	.00	.00	.00	.00

Account Detail for

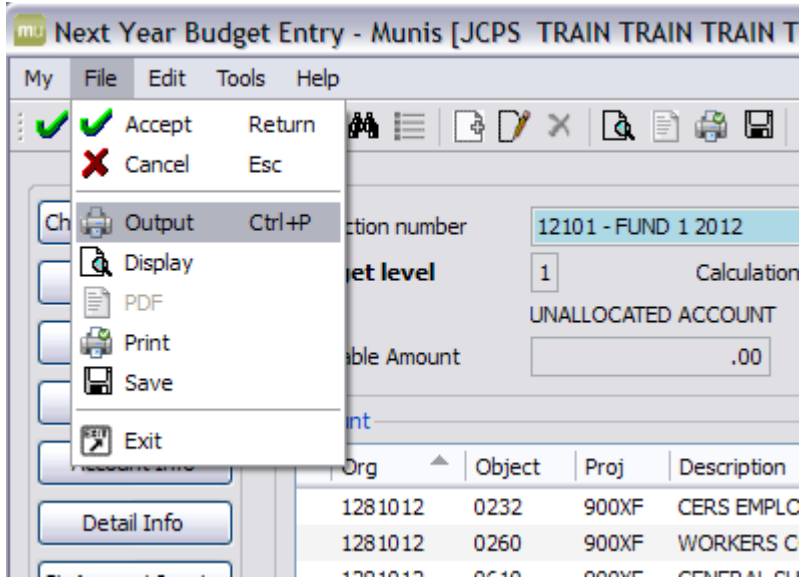
Account: 1281077 013195 900XF OTHER CLASSIFIED-EXT TIME

Scroll through the list to verify that the amount for each account is correct. If you find a mistake, click **Update** to make the correction; click the Green Check (**OK**) or press Enter to save. After verifying that all funds have been **allocated** and **saved**, close the window to return to the previous screen.

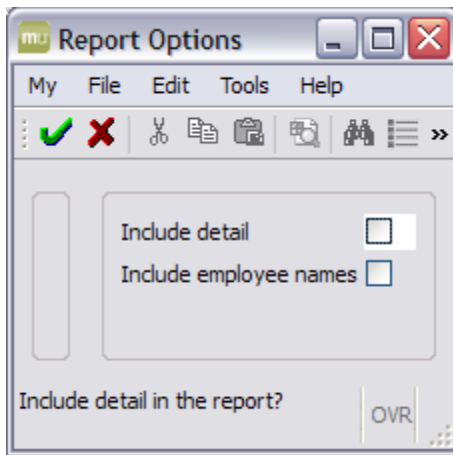
*Note: If you have distributed all funds, but the **Available Amount** does not show zero, it may be necessary to refresh the screen. You can refresh the screen by clicking the **Detail** button. When the Detail screen opens, close by choosing **Exit** from the **File** menu. When you return to this screen, the correct amount should be displayed.*

PRINTING

To print the results, choose **Output** from the **File** menu.



Do not include detail or employee names in your report.



Note: Central offices must print their budget and give a copy to their Department Head (Cabinet Member). The Department Heads do not have access to view other units in Next Year Budget Entry.

IMPORTANT POINTS

- **IMPORTANT – On the closing date all amounts will be final.**
- **Grants for 11-12 will not** be allocated using Next Year Budget Entry.
- **Central Office** window is **January 24 through February 18, 2011**. Closing Date is **February 18, 2011**.
- **ALL Schools** window is **February 7 through March 11, 2011**. Closing Date is **March 11, 2011**.
- **NO budget CHANGES** will be made after **March 11, 2011** for Central Office or schools.
- **Current Year Funds** tentatively last date for purchasing will be **April 22, 2011**.
- **Next year funds** will tentatively be available on **April 25th** for purchasing supplies for the next year. When purchasing using next year funds, change the fiscal year to 2012.
- Be sure to allocate funds to codes you will need for purchasing as **NO** budget transfers will be possible **UNTIL July 25, 2011!!**