

J e f f e r s o n   C o u n t y   P u b l i c   S c h o o l s

**MUNIS**

**GL Account Inquiry/  
Budget Transfers**

October 1, 2004

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## The MUNIS Accounting Code

The MUNIS accounting code is comprised of three segments:

- **Organization Code (Org)**
- **Object**
- **Project**

The **Organization Code (Org)** is composed of seven characters/digits. Below is an example of an Org code.

1091077

The Org Code can be broken down into three parts—the **Unit**, **Fund**, and **Key Code**.

Unit      Fund      Key Code

109 | 1 | 077

The first three numbers or characters of the **Org** make up the **Unit**. The Unit identifies the school or cost center. For schools, the Unit is the school location number. For central offices, the Unit is represented a 900 number.

The second part of the **Org** is the **Fund**. General Fund accounts are represented with the number **1**. Special Revenue accounts, such as Federal and State grants are represented with the number **2**. There are additional Fund codes, but these are the two funds most schools and offices will use.

The last three digits of the **Org** are known as the **Key Code**. The Key Code is the KDE identifier for specific functions, programs, or instructional levels. For all practical purposes, you can think of the Key Code as an arbitrary number. An example of a Key Code is **077 - Office of the Principal**.

The **Organization Code** represents the **WHO** part of the account code. For example the Org, **1091077**, stands for the following:

**Wheeler Elementary | General Fund | Office of the Principal**

The second part of the MUNIS account code is known as the **Object**. The object is 4 to 6 digits and/or characters. The Object is the **WHAT** part of the account code. It identifies what is being purchased. For example, the Object **0610** stands for **General Supplies**. Some Objects have a character after the number that further identifies what is being purchased. The following is a list of some of the characters you may see as part of the Object code.

**C** – Custodial

**E** – Misc.

**L** – Library

**O** – Office (When entering this Object code, enter an alpha **O** for **Office** not a zero)

**R** – First Aid

**W** – Workshop

The third part of the MUNIS account code is the **Project**. The project is a special identifier for flexible codes, rollup codes, and special funding.

Below are examples of Fund 1 (General Fund) Project numbers:

**900XF** – flexible, site-based account (funds that site-based schools can transfer)

**900XN** – non-flexible, site-based account (funds that site-based schools **cannot** transfer)

**900XA** – non-flexible, add-on funds that the District provides for specific programs (money in addition to the site-based allocation)

**900XS** – flexible, supplemental money (e.g., monthly attendance bonus); also flexible accounts for central offices and special schools.

**Note:** Special schools and central offices use only 900XS for flexible accounts.

Special Revenue (Fund 2) projects do **not** start with 900X. Special Revenue project codes are 4 to 5 digits. The first digit represents the funding source as follows:

1 – State-funded

2 – Nutrition Services

3 and up – Federal-funded

The fourth digit of the project represents the year of funding. For example, a Fund 2 project 1254 is a State-funded project for 2003-2004.

## Logging on to MUNIS

1. Double-click on the MUNIS icon located on your computer desktop. The icon name may be different, but the icon should appear as it does here.

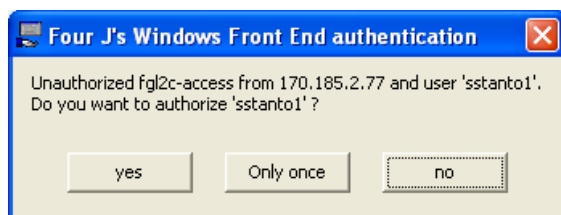


**Note:** If you are using a Macintosh, you will not see this icon on your Macintosh desktop. You must first start *Virtual PC*. *Virtual PC* is a program that emulates Windows on a Macintosh. If you do not have this program, you will need to purchase and install it on your Macintosh before you can use MUNIS. If you need assistance in the installation, submit a work order to the Telecommunications department.

2. Your name should appear in the **User name** field. If the field is blank or has the wrong user name, type your user name in the field. Your MUNIS user name will be the same as your network/email user name. Click **OK**.

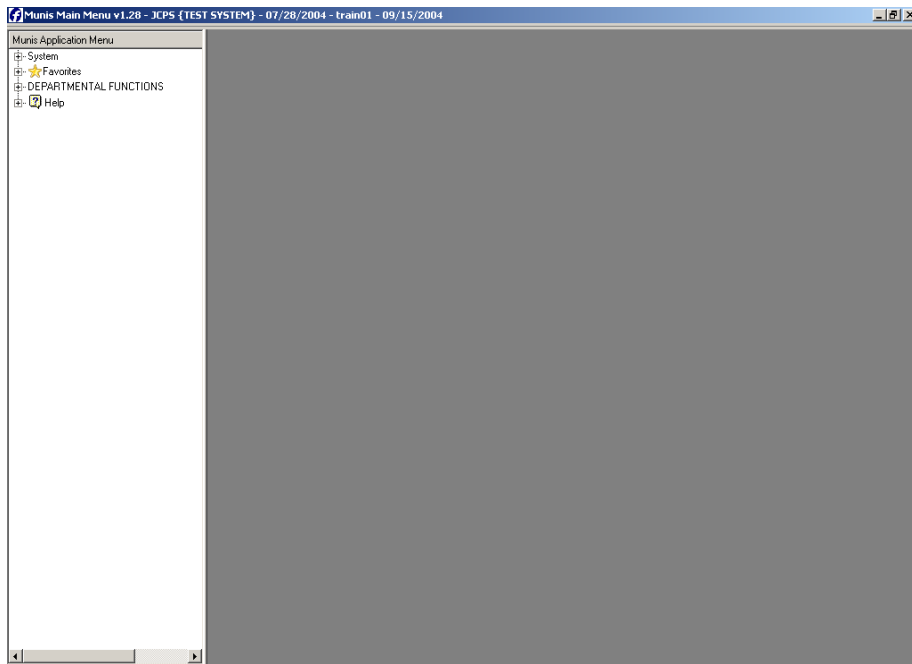


3. The cursor should be blinking in the password field. Type your password. The first time you use MUNIS, your password will be the same as your user name. Later, you will have the opportunity to change this password.
4. Click **OK**. If this is the first time that you have logged on to MUNIS, you will be prompted with a message similar to the following.



**Note:** If you cannot log on, fax an MIS-1 form requesting MUNIS permission to 485-3600. If you attended training, this form was handed out during the training session. If you did not attend training, you can download an MIS-1 form from JCPS Forms On-Line. Visit [Hwww.jefferson.k12.ky.usH](http://www.jefferson.k12.ky.usH); then click the link titled, **For Employees**.

5. Click **yes** to continue. The following screen will appear.



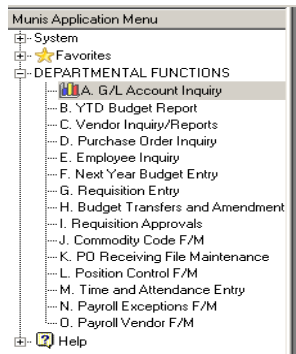
**\*\*IMPORTANT\*\***

- The State is developing a Main Menu that will offer options for logging on to the MUNIS Live System, the MUNIS Train System, and an option for changing the password. The Main Menu was not available at the time this manual was written.
- If you are a first time user of MUNIS, you should change your password before using the system. For security reasons, DO NOT keep the original password assigned by MIS.
- The MUNIS System is case-sensitive. User names and passwords must be typed in lowercase. All text within MUNIS should be typed in uppercase. After logging on, press the CAPS LOCK key to type in uppercase.

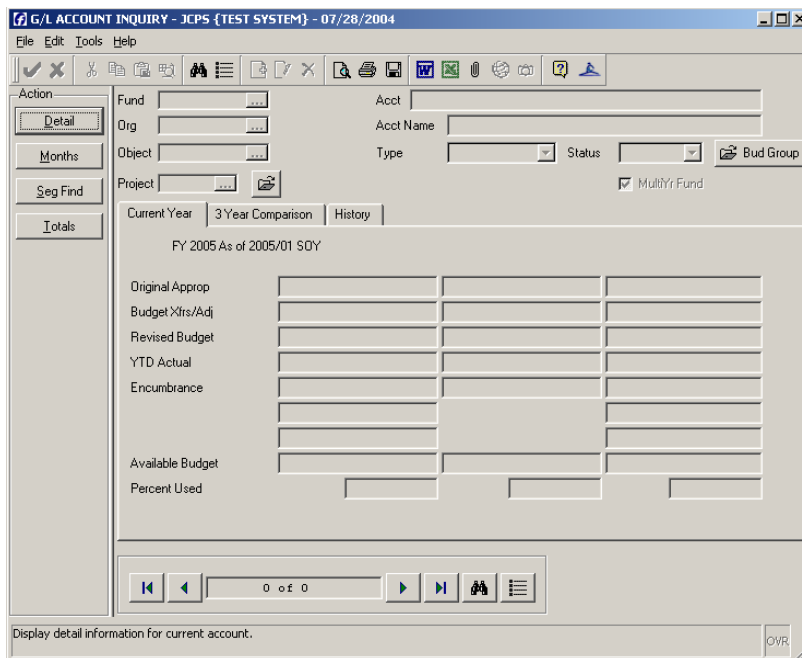
## G/L Account Inquiry

The G/L Account Inquiry screen allows you to view your school or department's account balances. The G/L Account Inquiry screen provides both summarized and detailed information.

1. Click the plus symbol [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to expand the menu. The menu may look different depending on your permissions.

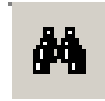


2. Double-click **G/L Account Inquiry**. The following screen is displayed.

A screenshot of the 'G/L ACCOUNT INQUIRY - JCPS (TEST SYSTEM) - 07/28/2004' window. The window has a menu bar (File, Edit, Tools, Help) and a toolbar. On the left, there are buttons for 'Detail', 'Months', 'Seg Find', and 'Totals'. The main area contains input fields for 'Fund', 'Acct', 'Org', 'Acct Name', 'Object', 'Type', 'Status', and 'Bud Group'. There is a 'MultiYr Fund' checkbox. Below these fields are tabs for 'Current Year', '3 Year Comparison', and 'History'. The 'Current Year' tab is selected, showing a table for 'FY 2005 As of 2005/01 SOY'. The table has columns for 'Original Approp', 'Budget Xfrs/Adj', 'Revised Budget', 'YTD Actual', and 'Encumbrance'. At the bottom, there are 'Available Budget' and 'Percent Used' fields. A status bar at the bottom left says 'Display detail information for current account.' and a button labeled 'OVR' is at the bottom right.

### **\*\*Helpful Hint\*\***

If you will be making inquiries to the GL accounts on a regular basis, add this screen to your **Favorites**. It then will be available directly from the Favorites menu without having to navigate through a long list of items. To assign this screen to the Favorites menu, click the plus sign [+] next to **Favorites**; then double click **Add to Favorites** while you are viewing this screen.



3. Press CTRL-F for **Find** or click the **Find** tool in the toolbar or at the bottom of the screen.
4. Use one of the following methods to search for accounts:
  - **To find one account** - Enter the entire three-part account – **Org**, **Object**, and **Project** – in the appropriate fields.
  - **To find all accounts in an organizational group** (i.e., Library, ECE, Principal) – Enter the entire **Org** code in the **Org** field.
  - **To find General Fund accounts** - Enter a **1** in the **Fund** field.  
**Note:** District-wide users also should enter the unit number followed by an asterisk (\*) in the **Org** field to limit the accounts to one cost center (i.e., 109\*)
  - **To find Special Revenue accounts** – Enter a **2** in the **Fund** field.  
(see note above)
  - **To find FLEXIBLE accounts** – Enter a **1** in the **Fund** field. TAB to the **Project** field and enter **900XF** (schools) or **900XS** (special schools and central offices. (see note above)
  - **To find ALL accounts** - Enter your school location number or your central office unit number followed by an asterisk (\*) in the **Org** field. (see note above)

**\*\*Tip\*\***

You also can click the **Seg Find** button to locate your school or cost center accounts.

You also can use other operators and wildcards as follows:

< Less Than

> Greater Than

<> Not Equal To

| Or

.. Range

<= Less Than Or Equal To

>= Greater Than Or Equal To

\* Wildcard

? Wildcard (one character)

- After entering the search criteria, click the **green check mark** on the toolbar or press the ENTER key. The G/L Inquiry screen returns with the accounts that match the criteria that you entered. If the search returns a large number of accounts, you may be prompted with a message, such as “Continue with this record set containing 792 records?” If so, click **Yes** to view the accounts.

Click the appropriate tab to view **Current Year, 3 Year Comparison** or **History**.

Click the **Arrows** to move to the **Next** or **Previous** record.

Yr/Per 2005/01	Fiscal Year 2005	Fiscal Year 2004	Fiscal Year 2006
Original Budget	5,800.00	8,000.00	.00
Transfers In	.00	20,259.00	
Transfers Out	-915.25	-100.00	
Revised Budget	18,887.53	28,159.00	.00
Actual (Memo)	.00	11,410.51	.00
Encumbrances	14,197.78	.00	.00
Requisitions	1,498.41		.00
Available	3,191.34	16,748.49	.00
Percent used	83.10	40.52	.00

- The number of records in the found set is listed at the bottom of the screen. To move through the records click the **Arrow** tools at the bottom of the screen.
- To view the records in a list, press **CTRL-B** or click the **Browse** tool in the toolbar or at the bottom of the screen.



The accounts appear in a list as shown on the following screen.

Org	Object	Project	Description	Rev Budget	Actual/Encumb	Available	Pct
1091003	011022	900-N	CERTIFIED SALARY-TEACHERS	197,200	0	197,200	
1091003	011122	900-N	EXT DAY TEACHER	0	0	0	
1091003	012036	900-N	CERTIFIED SUB TEACHER OTHR LVE	0	0	0	
1091003	013028	900-N	CLASSIFIED-INSTRUCT ASST	68,000	0	68,000	
1091003	013029	900-F	CLASSIFIED INSTR ASST/PT	0	0	0	
1091003	0140	900-F	CLASSIFIED OVERTIME SALARY	0	0	0	
1091003	015091	900-F	CLASSIFIED SUBSTITUTE-ASSISTNT	0	0	0	
1091003	0211	900-F	GROUP INSURANCE EXPENSE	0	0	0	
1091003	0211	900-N	GROUP INSURANCE EXPENSE	0	0	0	
1091003	0213	900-F	GROUP LIABILITY INSURANCE	0	0	0	
1091003	0213	900-N	GROUP LIABILITY INSURANCE	0	0	0	
1091003	0215	900-F	DISABILITY INSURANCE	0	0	0	
1091003	0215	900-N	DISABILITY INSURANCE	0	0	0	
1091003	0221		EMPLOYER FICA CONTRIBUTION	0	0	0	
1091003	0221	900-F	EMPLOYER FICA CONTRIBUTION	0	0	0	
1091003	0221	900-N	EMPLOYER FICA CONTRIBUTION	0	0	0	
1091003	0222		EMPLOYER MEDICARE CONTRIBUTIOI	0	0	0	
1091003	0222	900-F	EMPLOYER MEDICARE CONTRIBUTIOI	0	0	0	
1091003	0222	900-N	EMPLOYER MEDICARE CONTRIBUTIOI	0	0	0	

Rev Budget [Total: 2,650,418.08]  
 Actual/Encumb [Total: 227,099.30]  
 Available [Total: 2,423,318.78]  
 JUL Rev Bud [Total: 220,868.32]

Search/Filter: [Filter Icon] [Dropdown] [Text Field] [Go] [Record 1 / 732]

- \*\*TIPS\*\***
- Click a column header to sort the column in ascending order. Click the column heading a second time to sort the column in descending order.
  - Right-click a column header to show or hide the column.
  - Drag a column header to rearrange the columns.
  - Drag the column separator to widen a column. Double-click the column separator to fit the column to the widest entry.

8. Click the **Filter** tool at the bottom of the Browse screen to display and print only selected accounts. The filter below displays accounts with amounts greater than zero (>0) in the Available column. After entering the criterion, click **Go** to filter the records.

FILTER: [Filter Icon] [Dropdown: Available] [Text Field: >0] [Add Filter] [Go] [Record (Filtered) 1 / 18]

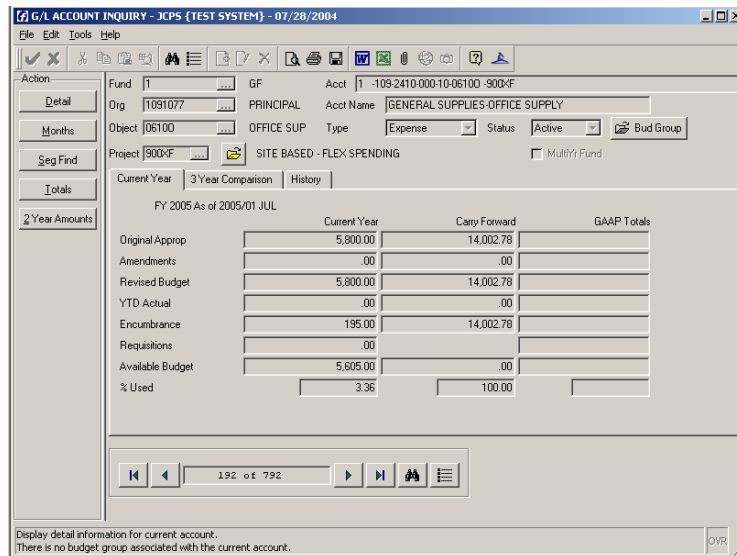
9. Click the UP or DOWN ARROW on the right side of the window to scroll through the list of accounts. When you locate the account you wish to view, select the account; then click the **green check mark** or double-click the account. The G/L Account Inquiry screen returns with the account information displayed.

## Description of GL Account Inquiry Fields

The top portion of the G/L Inquiry screen contains the fields that you can use to query accounts. These fields are as follows:

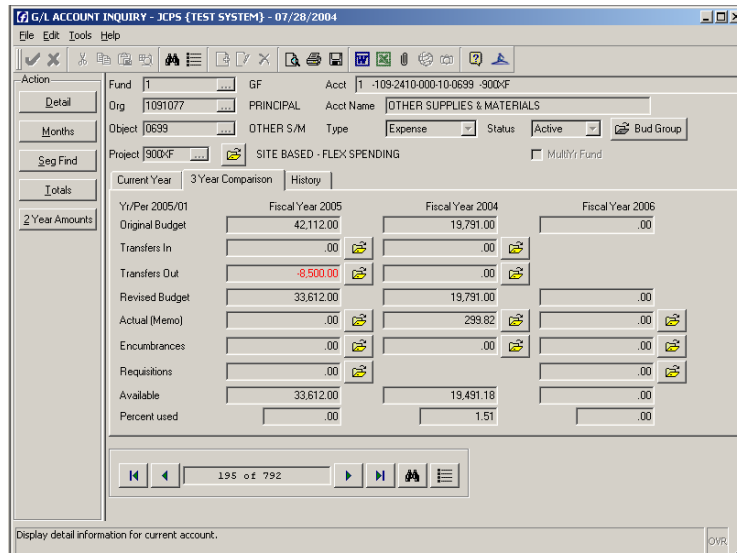
- **Fund** – General Fund accounts are represented with the number **1**. Special Revenue accounts, such as Federal and State grants are represented with the number **2**.
- **Org** – The Org (Organizational Code) is the WHO part of the account code. The first three characters of the Org identify the **Unit**. For schools, the Unit is the location number. For central offices, the Unit is represented by a 900 number. The next digit represents the **Fund**—**1** for General Fund, **2** for Special Revenue. The last three digits are the **Key Code**, which is the KDE identifier for special functions, programs, or instructional levels.
- **Object** –The Object is the WHAT part of the account code. It describes what is being purchased. The Object is 4 to 6 digits or characters.
- **Project** – The Project identifies accounts as being flexible, non-flexible, add-on, or supplemental. It is also used for Fund 2 accounts to further identify special funding. Not all accounts have Project numbers.
- **Acct** – The Acct is the entire MUNIS accounting code. JCPS uses the Org, Object, and Project in lieu of the entire account number.
- **Acct Name** – The Acct Name is the name of the MUNIS accounting code being displayed.
- **Type** –The Type identifies the account as being an **Expense** account or a **Revenue** account.
- **Status** – The Status is usually **Active**. If an account is marked **Inactive**, you cannot use the account. When querying accounts, include **Active** in the **Status** field to exclude inactive accounts.
- **Bud Group** – The Bud Group is the group to which an account belongs. This is the same as Groups in the former JCPS accounting system.

The middle portion of the G/L Inquiry screen contains three tabs used to view account amounts for **Current Year**, **3 Year Comparison**, or **History**.



The fields for **Current Year** are as follows:

- **Original Approp** – the amount of money that was appropriated to the account.
- **Amendments** – the amount of money that was transferred into the account and other adjustments made to the account.
- **Revised Budget** – the original budget plus Transfers–In, minus Transfer–Out, plus CFwd – Budget (money carried forward from last year’s purchase orders).
- **YTD Actual** – the total amount of money expended to the account (money that has been invoiced by vendors or expensed through vouchers, etc).
- **Encumbrance** – the amount of money that has been charged to the account for purchase orders that have not yet been invoiced.
- **Requisitions** – the total amount encumbered through requisitions.
- **Available Budget** – the amount of money available to spend.
- **% Used** – the percent of money that has been spent to-date.



The fields for **3 Year Comparison** are as follows:

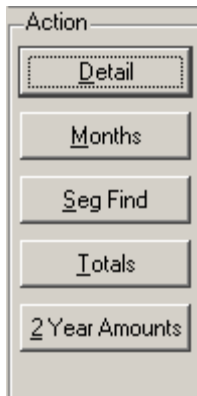
- **Original Budget** – the amount of money that was appropriated to the account.
- **Transfers In** – the amount of money that was transferred into the account.
- **Transfers Out** – the amount of money that was transferred out of the account.
- **Revised Budget** – the original budget plus Transfers–In, minus Transfer–Out, plus CFwd – Budget (money carried forward from last year’s purchase orders).
- **Actual [Memo]** – the total amount of money expensed to the account (money that has been invoiced by vendors or expensed through vouchers, etc).
- **Encumbrances** – the amount of money that has been charged to the account for purchase orders that have not yet been invoiced.
- **Requisitions** – the amount of money that has been encumbered through requisitions (requisitions that are not yet purchase orders).
- **Available** – the amount of money available to spend.
- **Percent used** – the percent of money that has been spent to-date.

	2002	2003	2004	2005
Orig Bud	.00	.00	19,791.00	42,112.00
Rev Bud	.00	2,148.00	19,791.00	33,612.00
Actual	.00	78.60	299.82	.00
Act/Bud %	.00	3.66	1.51	.00
Incep Original Budget				.00
Incep Revised Budget				.00
Incep Activity To Date				.00
Unencumbered Balance				.00

The fields for **History** are as follows:

- **Orig Bud** – the amount of money that was appropriated to the account.
- **Rev Bud** – the original budget plus Transfers–In, minus Transfer– Out, plus CFwd – Budget (money carried forward from last year’s purchase orders).
- **Actual** – the most current balance of the account.
- **Act/Bud %** - the percent of money that was spent.
- **Incep Original Budget** – used for multiyear accounts to represent the original multiyear budget.
- **Incep Revised Budget** – for multiyear funds, the multiyear budget as revised.
- **Incep Activity To Date** – for multiyear funds, the inception to start of year balance, plus the actual balance in the account, plus the amount in the encumbrance balance.
- **Unencumbered Balance** – the "Inception Revised Budget" less the "Inception Activity To Date".

## Description of GL Account Inquiry Buttons



**Detail** – View all transaction details for the displayed account.

**Months** – View current year monthly amounts for the found set of records.

**Seg Find** – Find accounts by entering account segments, such as the Unit number or Fund source.

**Totals** – View totals for the found set of accounts.

**2 Year Amounts** – Biennial Budget sites only.

## Viewing Account Details

1. When the account you wish to view is displayed on the screen, click the **3 Year Comparison** tab.
2. Click the **Folder** icon next to a field to view transaction details for that field or click the **Detail** button to view all transactions for the account by a date range.

Click the **Detail** button to view all transactions for this account based on the date criteria that you enter.

	Fiscal Year 2005	Fiscal Year 2004	Fiscal Year 2006
Original Budget	5,800.00	8,000.00	.00
Transfers In	.00	20,259.00	
Transfers Out	.00	-100.00	
Revised Budget	19,802.78	28,159.00	.00
Actual (Memo)	.00	11,410.51	.00
Encumbrances	14,197.78	.00	.00
Requisitions	.00		.00
Available	5,605.00	16,748.49	.00
Percent used	71.70	40.52	.00

Click a **Folder** icon to view transaction details for a specific field.

3. If you click the **Detail** button the following screen is displayed.

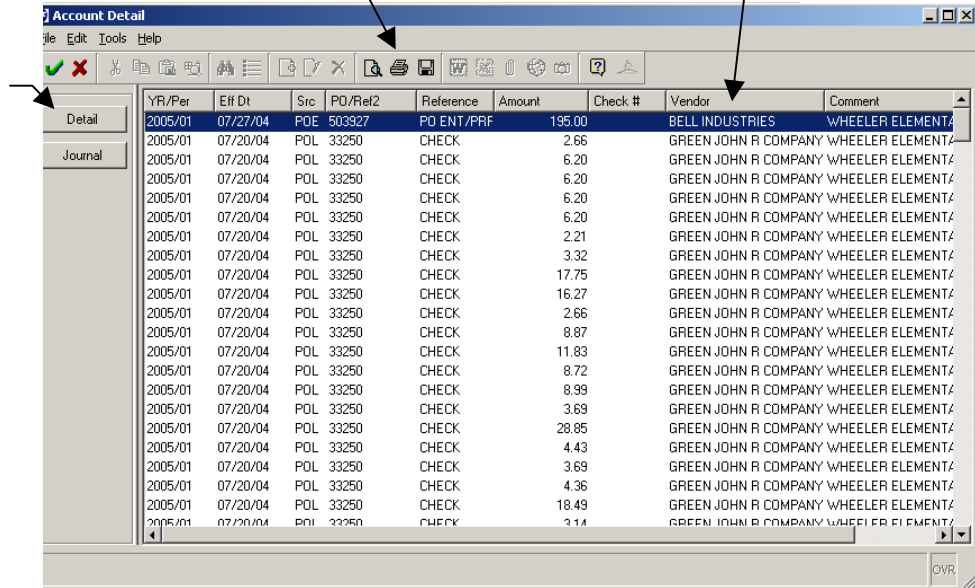
4. Enter a journal year or date range to search (leave blank for all); then click the **green check mark** or press ENTER to view the transactions.

If transactions are found, the following screen is displayed.

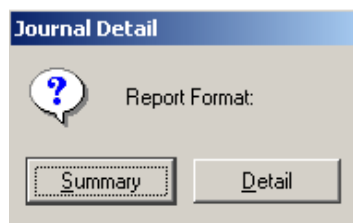
To print the list of transactions, click the **Printer** icon.

Click on a column heading to sort by the column. Right-click to show or hide the column

To view additional details on a transaction, select the line; then click the **Detail** button.



- To view additional details on a transaction, click on the transaction line; then click the **Detail** button.
- To print the detail screen, press **CTRL-P** or choose **Output** from the **File** menu. The following screen is displayed.



- Select the report format by clicking **Summary** or **Detail**. The following screen is displayed.



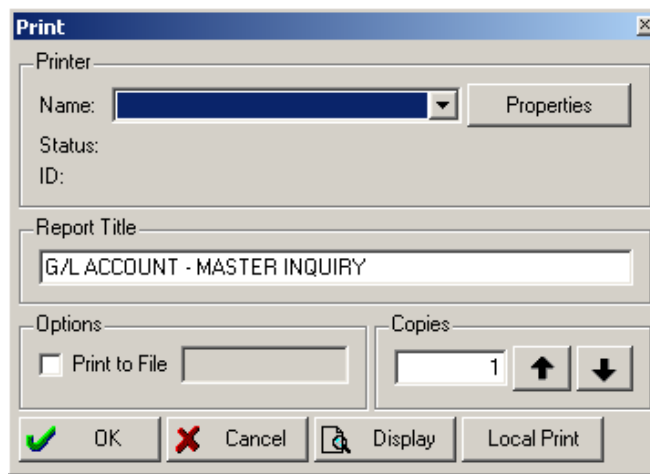
## Printing G/L Accounts

You can print a report for a single G/L account or you can print a list of the found set of accounts.

### Printing a Single G/L Account

1. When the account you wish to view is displayed on the screen, press **CTRL-P** to print or choose **Output** from the **File** menu.

The following screen will be displayed:



2. To change the report title, click in the Report Title field; delete the title that is displayed and type a new title.
3. Click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.

Single G/L Account Displayed to Screen

PER	ACTUAL	ENCUMBRANCE	BUD TRANSFER	BUDGET
00	.00	14,002.78	.00	.00
01	.00	.00	13,087.53	1,573.97
02	.00	.00	.00	1,573.96
03	.00	.00	.00	1,573.96
04	.00	.00	.00	1,573.96
05	.00	.00	.00	1,573.96
06	.00	.00	.00	1,573.96
07	.00	.00	.00	1,573.96
08	.00	.00	.00	1,573.96
09	.00	.00	.00	1,573.96
10	.00	.00	.00	1,573.96
11	.00	.00	.00	1,573.96
12	.00	.00	.00	1,573.96
13	.00	.00	.00	.00
Tot:	.00	14,002.78	13,087.53	18,887.53

## Printing a List of G/L Accounts

1. Follow the steps in this booklet under **G/L Account Inquiry** to find the accounts you wish to print. When the accounts are displayed on the G/L Inquiry screen, use the **Browse** tool in the toolbar or press **CTRL-B** to view the records in a list.

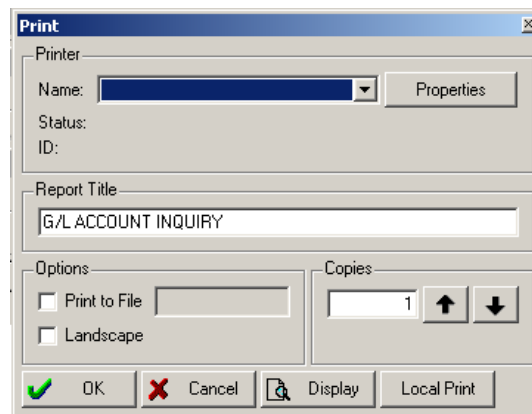
### **Optional:**



Use the **Filter** tool at the bottom of the Browse screen to display and print only selected accounts.

2. When the list of accounts you wish to print is displayed on the screen, press **CTRL-P** or choose **Output** from the **File** menu to print the records in a list format.

The following screen will be displayed:



3. To change the report title, click in the Report Title field, delete the title that is displayed and type a new title.
4. Click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.

Click the **Close** box when you are finished displaying the report.

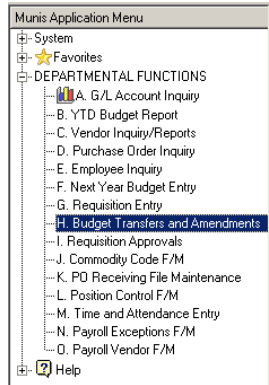


Org	Object	Proj	Description	Rev Budget	Actual/Encumb	Available	Pct	JUL Rev
1091003	013029	900XF	CLASSIFIED INSTR ASST/PT	0	0	0		(
1091003	0140	900XF	CLASSIFIED OVERTIME SALARY	0	0	0		(
1091003	015091	900XF	CLASSIFIED SUBSTITUTE-ASSISTNT	0	0	0		(
1091003	0211	900XF	GROUP INSURANCE EXPENSE	0	0	0		(
1091003	0213	900XF	GROUP LIABILITY INSURANCE	0	0	0		(
1091003	0215	900XF	DISABILITY INSURANCE	0	0	0		(
1091003	0221	900XF	EMPLOYER FICA CONTRIBUTION	0	0	0		(
1091003	0222	900XF	EMPLOYER MEDICARE CONTRIBUTION	0	0	0		(
1091003	0232	900XF	CERS EMPLOYER CONTRIBUTION	0	0	0		(
1091003	0253	900XF	KSBA UNEMPLOYMENT INSURANCE	0	0	0		(
1091003	0260	900XF	WORKERS COMPENSATION	0	0	0		(
1091003	0610	900XF	GENERAL SUPPLIES	1,100	0	1,100	0	91
1091003	0610L	900XF	GEN SUPPLIES-LIBRARY SUPPLIES	0	0	0		(
1091003	0643	900XF	SUPPLEMENTARY BKS/STUDY GUIDES	0	0	0		(
1091003	0699	900XF	OTHER SUPPLIES & MATERIALS	0	0	0		(
1091003	0733M	900XF	FURNITURE AND FIXTURES - NEW	3,000	0	3,000	0	250
1091003	0735	900XF	OTHER INSTRUCTIONAL EQUIPMENT	0	0	0		(
1091022	0675	900XF	ORGANIZTN SUPPLIES (ACTIVITY)	4,515	0	4,515	0	376
1091023	0140	900XF	CLASSIFIED OVERTIME SALARY	0	0	0		(
1091023	0211	900XF	GROUP INSURANCE EXPENSE	0	0	0		(
1091023	0213	900XF	GROUP LIABILITY INSURANCE	0	0	0		(
1091023	0215	900XF	DISABILITY INSURANCE	0	0	0		(
1091023	0221	900XF	EMPLOYER FICA CONTRIBUTION	0	0	0		(
1091023	0222	900XF	EMPLOYER MEDICARE CONTRIBUTION	0	0	0		(
1091023	0232	900XF	CERS EMPLOYER CONTRIBUTION	0	0	0		(
1091023	0253	900XF	KSBA UNEMPLOYMENT INSURANCE	0	0	0		(
1091023	0260	900XF	WORKERS COMPENSATION	0	0	0		(
1091031	011048	900XF	CERTIFIED SALARY-COUNSELOR P/T	0	0	0		(
1091031	0211	900XF	GROUP INSURANCE EXPENSE	0	0	0		(
1091031	0213	900XF	GROUP LIABILITY INSURANCE	0	0	0		(
1091031	0215	900XF	DISABILITY INSURANCE	0	0	0		(
1091031	0221	900XF	EMPLOYER FICA CONTRIBUTION	0	0	0		(

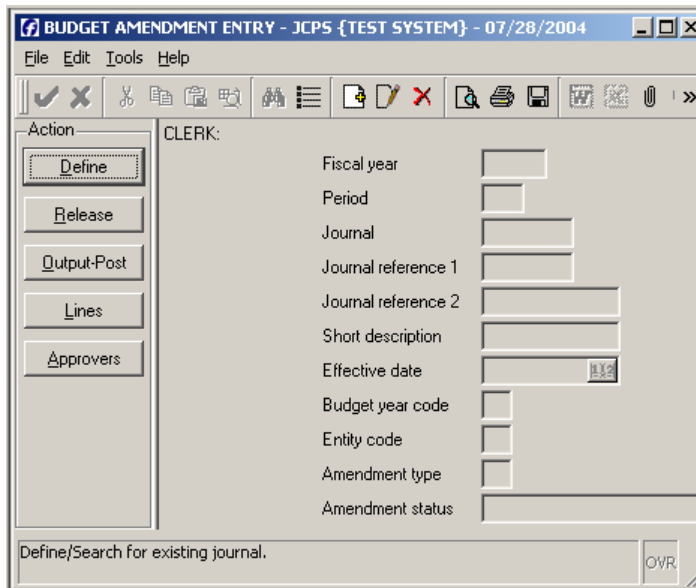
List of G/L Accounts Displayed to Screen

## Budget Transfers

1. Click the plus sign [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to view the menu. The menu may look different depending on your permissions.



2. Double-click **Budget Transfers and Amendments**. The following screen is displayed.

A screenshot of the 'BUDGET AMENDMENT ENTRY - JCPS {TEST SYSTEM} - 07/28/2004' window. The window has a menu bar (File, Edit, Tools, Help) and a toolbar with various icons. On the left, there is an 'Action' panel with buttons for 'Define', 'Release', 'Output-Post', 'Lines', and 'Approvers'. The main area is labeled 'CLERK:' and contains several input fields: 'Fiscal year', 'Period', 'Journal', 'Journal reference 1', 'Journal reference 2', 'Short description', 'Effective date' (with a calendar icon), 'Budget year code', 'Entity code', 'Amendment type', and 'Amendment status'. At the bottom, there is a text box that says 'Define/Search for existing journal.' and an 'OVR.' button.

### **\*\*Important\*\***

Text entered in MUNIS is case-sensitive. Make sure your CAPS LOCK key is on before typing.

3. Press **CTRL-A** or click the **Add** tool on the toolbar.  
The **Fiscal year**, **Period** and **Journal** fields will be completed automatically.
4. Type your initials in the **Journal reference 1** field.
5. Press **TAB** to move to **Short description**. Type the word, **TRANSFER**.



- Click the **green check mark** or press the ENTER key to display the following screen.

Enter the **ORG**, **OBJECT**, and **PROJECT** for the account in the first three fields. Or click the ellipsis button(s) to view the account codes.

Labels for the fields are listed here.

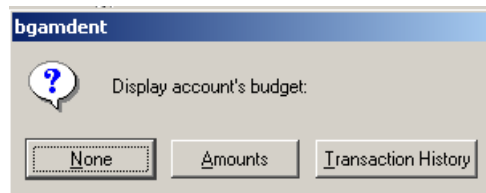
- Enter the **ORG**, **OBJECT**, and **PROJECT** for the account you are transferring funds FROM. If necessary, press TAB to view the account name. The following dialog box is displayed.

- Click **None** to cancel the dialog box.
- Enter a short description, such as **TRANSFER TO OFFICE SUPPLIES** in the **Description** field (Note: Limit 30 characters).
- Press TAB until you are in the **I/D** field. Enter the letter **D** to indicate that you are decreasing this account. **Do NOT press TAB at this point.**

11. Enter the amount you are transferring out of this account. Do NOT enter a dollar sign (\$).

**Note:** You can transfer any amount, as long as it does not cause the account to be overdrawn. You can transfer whole or decimal amounts. If the amount is a whole number, you do not need to type the decimal and cents.

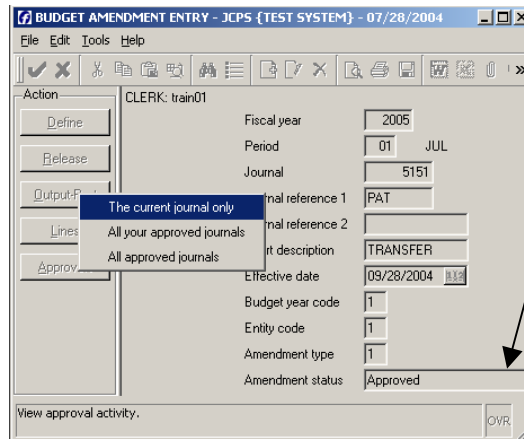
12. Press TAB. Another line will appear with the **ORG**, **OBJECT**, and **PROJECT** numbers duplicated from the previous entry.
13. Overstrike the numbers with the **ORG**, **OBJECT**, and **PROJECT** numbers of the account you are transferring funds TO.
14. Press TAB to view the account name. The following dialog box is displayed.



15. Click **None** to cancel the dialog box.
16. Enter a short description, such as **TRANSFER FROM TRAVEL** in the **Description** field (Note: Limit 30 characters).
17. Press TAB until you are in the **I/D** field. Enter the letter **I** to indicate that you are increasing this account.
18. Enter the amount that you are transferring into this account. Do NOT enter a dollar sign (\$).
19. Press TAB. Another line will appear with the **ORG**, **OBJECT**, and **PROJECT** numbers duplicated from the previous entry.
20. Continue in this manner to complete each line of the transfer. You may transfer funds from several accounts into one account or funds from one account into several accounts. You also can make more than one set of transfers in the journal.

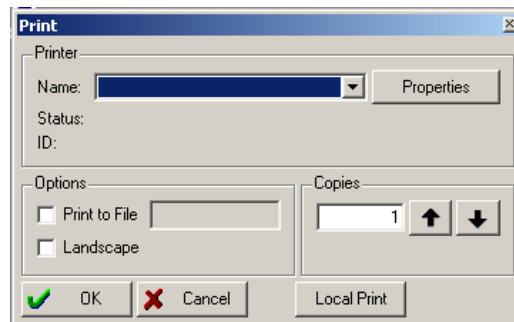
**The dollar amount for the D lines (Decreases) must exactly match the dollar amounts for the I lines (Increases).**

21. Verify that the transfer is correct; then click the **green check mark** or press the ENTER key.  
  
**Note:** If you find a mistake on the transfer after clicking the green check mark or pressing enter, press CTRL-U for Update or click the **Update** tool to make a change to the transfer. After making the change, click the **green check mark** or press ENTER to continue.
22. When you have successfully completed the transfer, choose **Exit** from the **File** menu to leave the screen.
23. Click the **Release** button.
24. When the **Amendment status** field changes to **Approved**, click the **Output-Post** button to print and post the transfers to the General Ledger. The following screen is displayed.



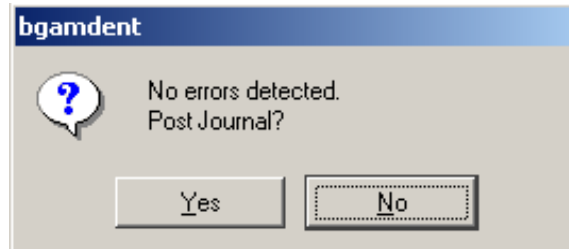
**Amendment status field needs to say **Approved** before continuing.**

25. Click **The current journal only**. The Print dialog box will be displayed.



26. Click **Local Print** to print this transaction. After the transaction is printed, verify that the transfers are correct.

27. The following message is displayed.



28. If the printed copy is correct, click **Yes** to post the Journal. If you click **Yes** to post Journal, a message box with Journal(s) updated appears. Click **OK**.

If you find a mistake on the printed copy, click **No** to cancel. Do **not** post the Journal until you are certain that the transfers are accurate. You cannot make changes after the Journal is posted.

29. When finished, choose **Exit** from the **File** menu or click the **Close** box (☒) at the top right corner of the window to exit

**\*\*IMPORTANT\*\***

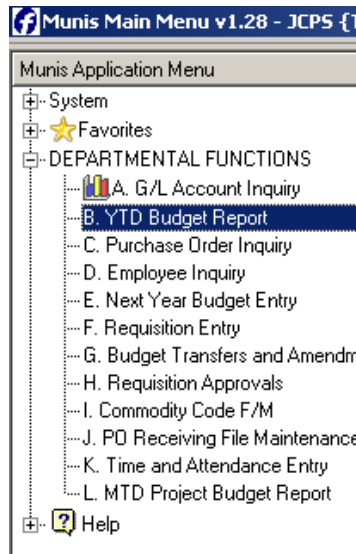
You must get the message, **No errors detected. Post Journal?** If the message did not prompt you to **Post Journal**, the transfers were entered, but the Journal was not posted. This is usually caused by a permission problem. If you do not get the exact message above, contact the Response Center at 3552.

If you need to leave the Budget Transfers and Amendments screen before the Journal is posted, you can post the Journal at a later time. To locate your Journal, open the **Budget Transfers and Amendments** screen. Press CTRL-**B** or click the **Browse** tool. Double-click on the journal you wish to retrieve. When you are ready to post the journal, click the **Output-Post** button.

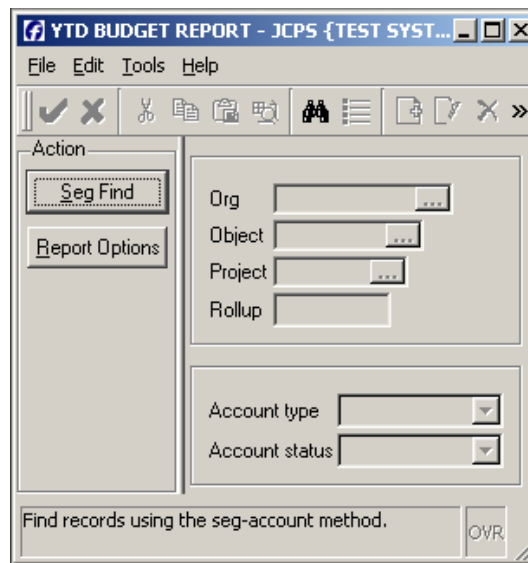
## Printing the Cost Detail Report

The Cost Detail Report lists all account codes and each item of activity that occurred in these account codes.

1. Click the plus symbol [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to view the menu. The menu may look different depending on your permissions.



2. Double-click the item **YTD Budget Report**. The following screen is displayed.



3. Click the **Seg-Find** button. The following screen is displayed.

Enter a **1** for General Fund in the **Fund** field.

Enter the unit number. This is your location number if you are from a school.

Choose **Expense** from the drop-down list for **Account type** field.

4. Type a **1** for General Fund in the **Fund** field.
5. Press TAB and type **your unit number** in the **Unit** field. If you are from a school, your unit number is the school location number.
6. Click the drop-down arrow next to the **Account type** field. Choose **Expense**.
7. Click the **green check mark** or press the ENTER key.

Wait while the accounts are searched. When the hourglass disappears, the number of accounts found will be displayed at the bottom of the screen.

8. Click the **Report Options** button.
9. Complete the Report Options screen as shown on the next page.

Suggested title can be changed. For example your cost center's name or the recipient's name could be used along with the descriptive title.

REPORT OPTIONS

File Edit Tools Help

Sequence 1: 09 - Org, Total: [checked], Page Break: [checked]  
 Sequence 2: 11 - Object, Total: [unchecked], Page Break: [unchecked]  
 Sequence 3: [blank], Total: [unchecked], Page Break: [unchecked]  
 Sequence 4: [blank], Total: [unchecked], Page Break: [unchecked]

Report title: COST DETAIL REPORT  
 WHEELER ELEM - SEPTEMBER 2004

Print Options | Additional Options

Include only accounts that used: 0 % or greater of budget

Totals only: [unchecked] Year/period: 2005 / 3  
 Account description: Full Print MTD version: [unchecked]  
 Print full GL account: [unchecked] Incl inception to soy: [unchecked]  
 Format type: Standard format Roll projects to object: [unchecked]  
 Double space: [unchecked] Carry forward: Totals (GAAP)

Suppress zero bal accts: [checked]

Please select a carry-forward method. OVR

Enter the Year/Period through which the report should be run. July is month 1. August is month 2, etc.

10. Click the **Additional Options** tab. Complete this screen as shown below.

The **From yr/per** should be period 1 for the current fiscal year. The **To yr/per** should be the current reporting period.

REPORT OPTIONS

File Edit Tools Help

Sequence 1: 09 - Org, Total: [checked], Page Break: [checked]  
 Sequence 2: 11 - Object, Total: [unchecked], Page Break: [unchecked]  
 Sequence 3: [blank], Total: [unchecked], Page Break: [unchecked]  
 Sequence 4: [blank], Total: [unchecked], Page Break: [unchecked]

Report title: COST DETAIL REPORT  
 WHEELER ELEM - SEPTEMBER 2004

Print Options | Additional Options

Include requisition amounts: [unchecked] Include budget entries: [unchecked]  
 Print Revenue-Version headings: [unchecked] Include encumb/liq entries: [unchecked]  
 Print revenue as credit: [unchecked] Sort option: Purchase orders  
 Print revenue budgets as zero: [unchecked] Detail format option: Standard format  
 Include fund balance: [unchecked] Include additional JE comments: [checked]  
 Sort/total budget rollup: [unchecked]  
 Print journal detail: [checked]

From yr/per: 2005 / 1  
 To yr/per: 2005 / 3

Ending journal entry period of detail to include. OVR

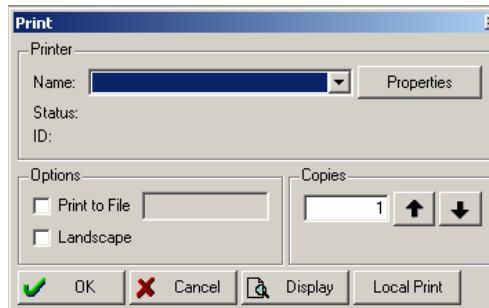
Select **Print journal detail**; then press the TAB key to enter the year and period below.

11. When you have finished making changes to the report options, click the **green check mark** or press the ENTER key.

12. Choose **Exit** from the **File** menu or click the **Close** box (☒) at the top right corner of the window to exit.

**Note:** The report options you selected will hold for future reports.

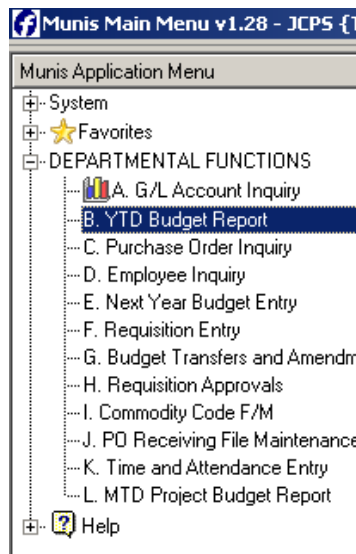
13. Press **CTRL-P** or choose **Output** from the **File** menu.
14. When the Print screen is displayed, click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.



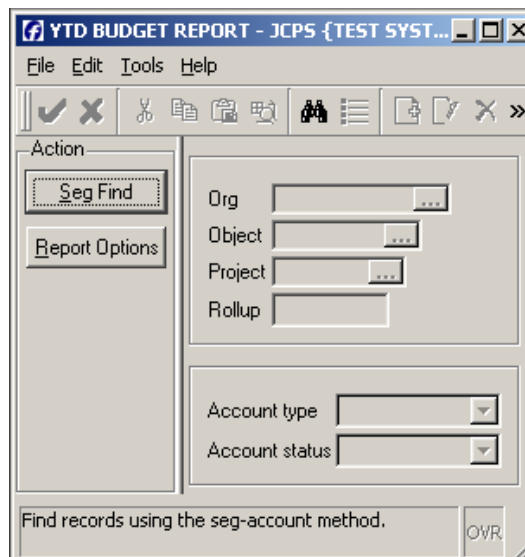
## Printing the Expenditure Report

The Expenditure Report lists each account code and the year-to-date balances. This report does not include the lengthy details printed in the Cost Detail Report.

1. Click the plus symbol [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to view the menu.



2. Double-click the item **YTD Budget Report**. The following screen is displayed.



3. Click the **Seg-Find** button. The following screen is displayed.

Enter a **1** for General Fund in the **Fund** field.

Enter the unit number. This is your location number if you are from a school.

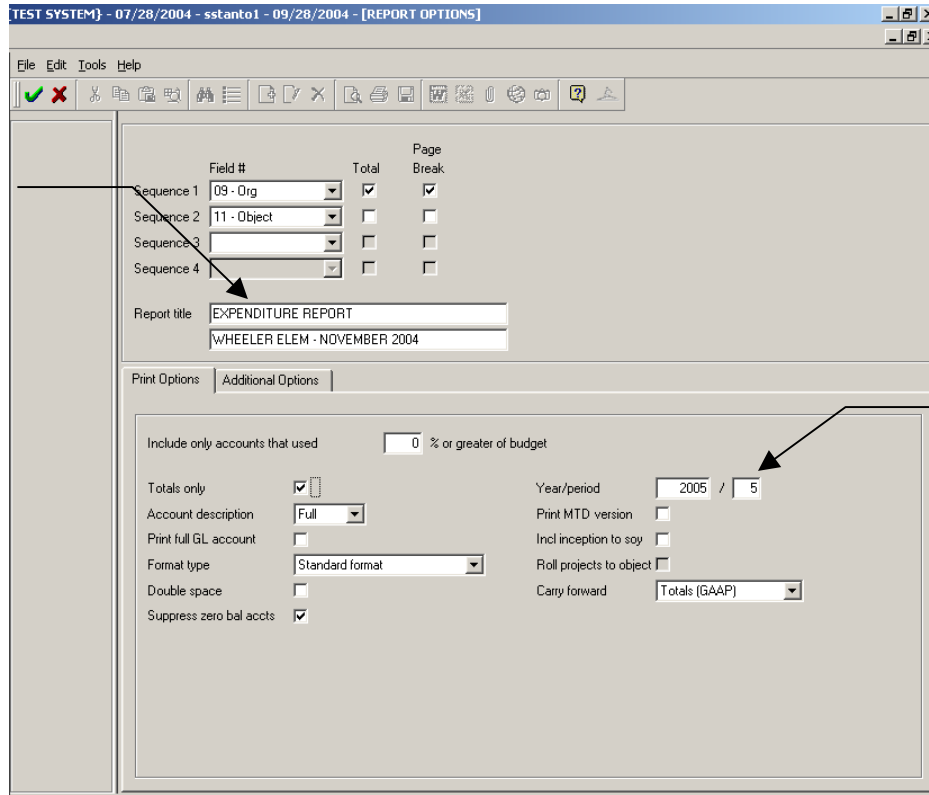
Choose **Expense** from the drop-down list for **Account type** field.

4. Type a **1** for General Fund in the **Fund** field.
5. Press TAB and type **your unit number** in the **Unit** field. If you are from a school, your unit number is the school location number.
6. Click the drop-down arrow next to the **Account type** field. Choose **Expense**.
7. Click the **green check mark** or press the ENTER key.

Wait while the accounts are searched. When the hourglass disappears, the number of accounts found will be displayed at the bottom of the screen.

8. Click the **Report Options** button.
9. Complete the Report Options screen as shown on the next page.

Suggested title can be changed. For example, your cost center's name or the recipient's name could be used along with the descriptive title.



Enter the Year/Period through which the report should be run. July is month 1. August is month 2, etc.

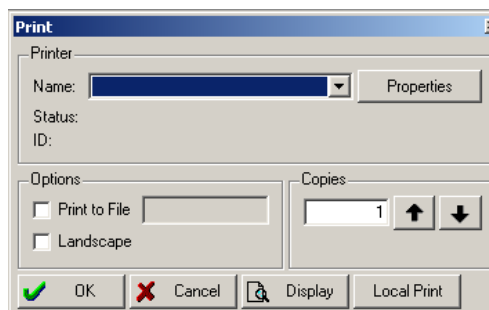
10. When you have finished making changes to the report options, click the **green check mark** or press the ENTER key.

11. Choose **Exit** from the **File** menu or click the **Close** box (☒) at the top right corner of the window to exit.

**Note:** The report options you selected will hold for future reports.

12. Press **CTRL-P** or choose **Output** from the **File** menu.

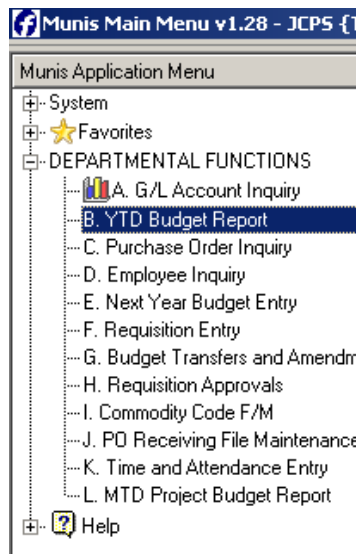
13. When the Print screen is displayed, click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.



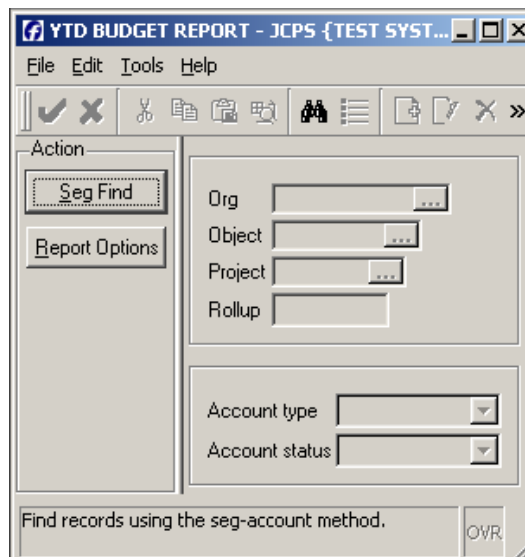
## Printing the Ending Balance Report

This is a shorter version of the Expenditure Report. It lists each account with the year-to-date expended and the available budget.

1. Click the plus symbol [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to view the menu. The menu may look different depending on your permissions.



2. Double-click the item **YTD Budget Report**. The following screen is displayed.



3. Click the **Seg-Find** button. The following screen is displayed.

Enter a **1** for General Fund in the **Fund** field.

Enter the unit number. This is your location number if you are from a school.

Choose **Expense** from the drop-down list for **Account type** field.

4. Type a **1** for General Fund in the **Fund** field.
5. Press TAB and type **your unit number** in the **Unit** field. If you are from a school, your unit number is the school location number.
6. Click the drop-down arrow next to the **Account type** field. Choose **Expense**.
7. Click the **green check mark** or press the ENTER key.

Wait while the accounts are searched. When the hourglass disappears, the number of accounts found will be displayed at the bottom of the screen.

8. Click the **Report Options** button.
9. Complete the Report Options screen as shown on the next page.

Suggested title can be changed. For example, your cost center's name or the recipient's name could be used along with the descriptive title.

SYSTEM} - 07/28/2004 - sstanto1 - 09/28/2004 - [REPORT OPTIONS]

File Edit Tools Help

Sequence 1: 02 - Unit  
 Sequence 2:   
 Sequence 3:   
 Sequence 4:   
 Report title: ENDING BALANCE REPORT  
 WHEELER ELEM - NOVEMBER 2004

Print Options | Additional Options

Include only accounts that used: 0 % or greater of budget

Totals only:   
 Account description: Full  
 Print full GL account:   
 Format type: Standard format  
 Double space:   
 Suppress zero bal accts:

Year/period: 2005 / 5  
 Print MTD version:   
 Incl inception to soy:   
 Roll projects to object:   
 Carry forward: Totals (GAAP)

Field number of this sequence level. OVR

Enter the Year/Period through which the report should be run. July is month 1. August is month 2, etc.

10. When you have finished making changes to the report options, click the **green check mark** or press the ENTER key.

11. Choose **Exit** from the **File** menu or click the **Close** box (☒) at the top right corner of the window to exit.

**Note:** The report options you selected will hold for future reports.

12. Press **CTRL-P** or choose **Output** from the **File** menu.

13. When the Print screen is displayed, click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.

Print

Printer Name:   
 Status:   
 ID:   
 Properties

Options:  Print to File   
 Landscape

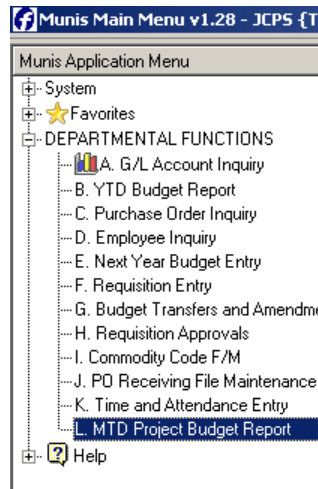
Copies: 1

OK Cancel  Local Print

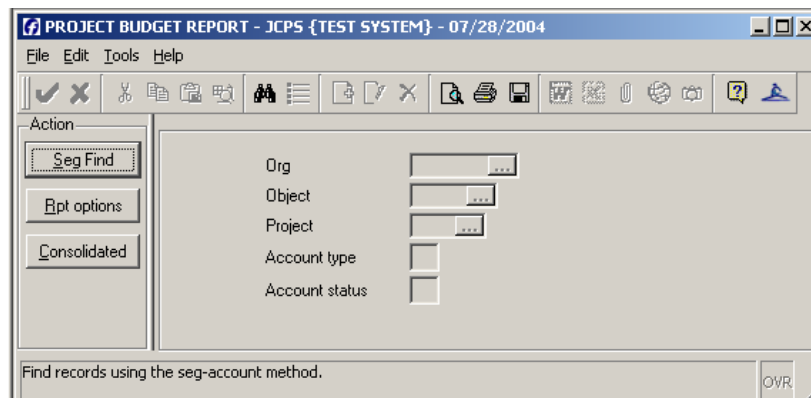
## Printing the MTD Project Budget Report

The MTD Project Budget Report lists month-to-date, quarter-to-date, year-to-date, project-to-date and amount available for selected project accounts.

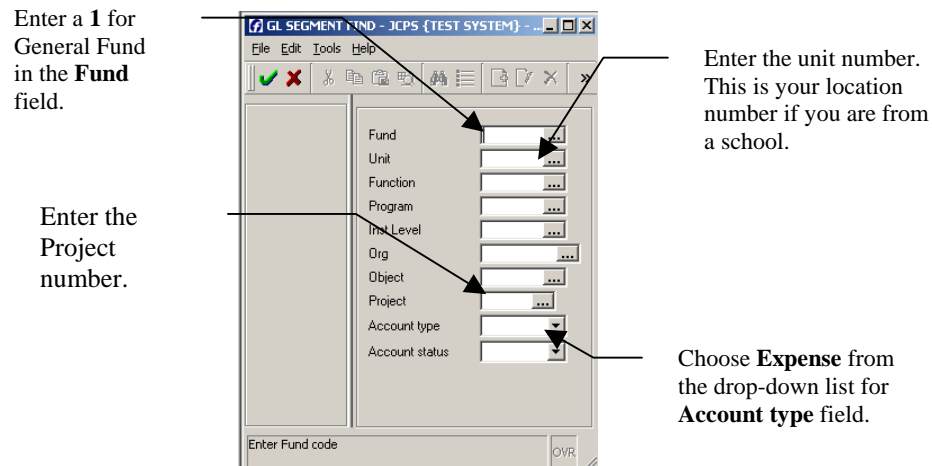
1. Click the plus symbol [+] on the left side of the screen next to **DEPARTMENTAL FUNCTIONS** to view the menu. The menu may look different depending on your permissions.



2. Double-click the item **MTD Project Budget Report**. The following screen is displayed.



3. Click the **Seg-Find** button. The following screen is displayed.

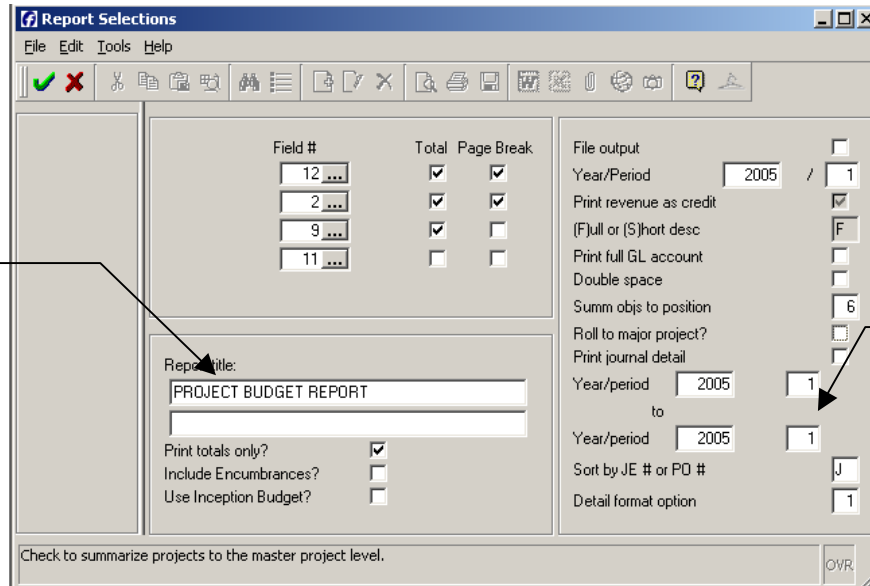


4. Type a **2** in the **Fund** field.
5. Press TAB and type **your unit number** in the **Unit** field. If you are from a school, your unit number is the school location number.
6. Press TAB and type the **project number** in the **Project** field.
7. Click the drop-down arrow next to the **Account type** field. Choose **Expense**.
8. Click the **green check mark** or press the ENTER key.

Wait while the accounts are searched. When the hourglass disappears, the number of accounts found will be displayed at the bottom of the screen.

9. Click the **Rpt Options** button.
10. Complete the Report Options screen as shown on the next page.

Suggested title can be changed. For example your cost center's name or the recipient's name could be used along with the descriptive title.



Enter the Year/Period through which the report should be run. July is month 1. August is month 2, etc.

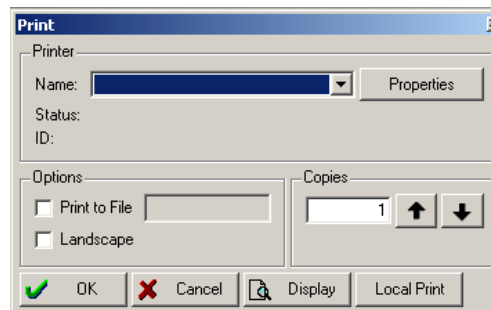
11. When you have finished making changes to the report options, click the **green check mark** or press the ENTER key.

12. Choose **Exit** from the **File** menu or click the **Close** box (☒) at the top right corner of the window to exit.

**Note:** The report options you selected will hold for future reports.

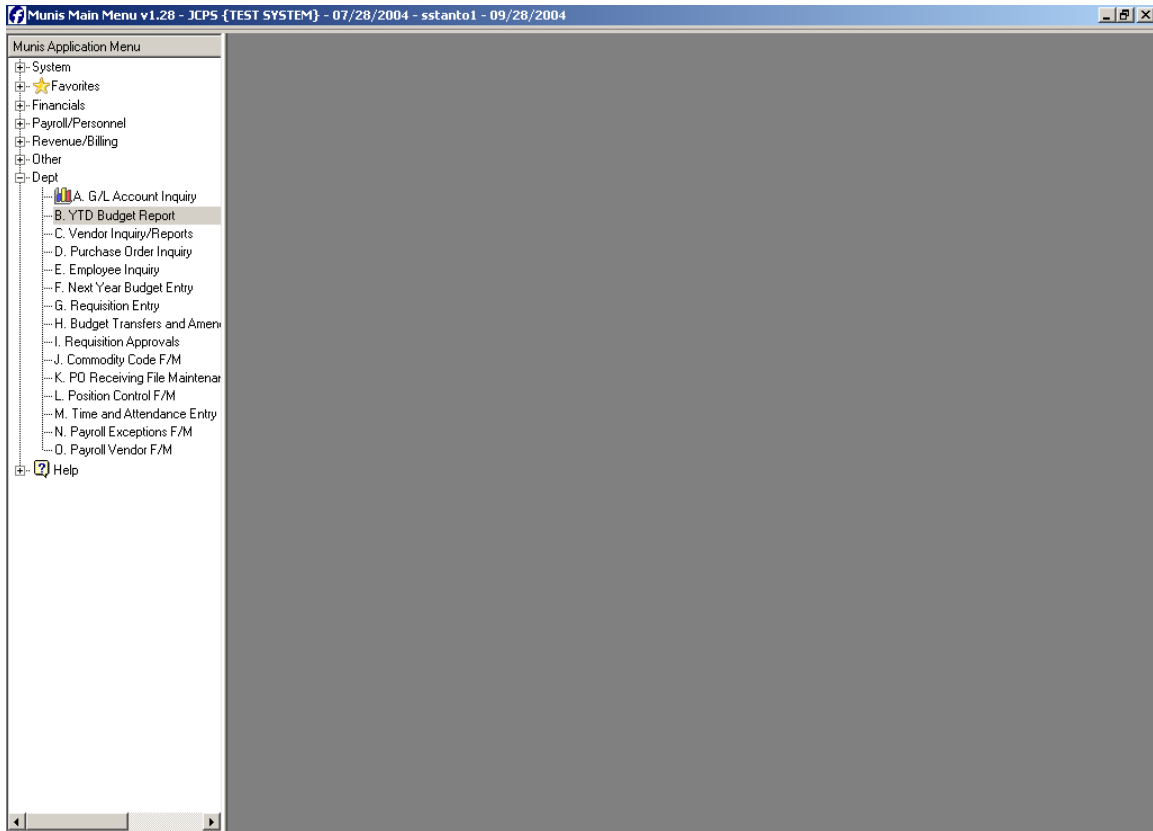
13. Press **CTRL-P** or choose **Output** from the **File** menu.

14. When the Print screen is displayed, click **Display** to preview the report or click **Local Print** to send the report to your default Windows printer.



## Logging Off MUNIS

Choose **Exit** from the **System** menu or click the **Close** box (☒) at the top right corner of the MUNIS window.



**If you need help with the MUNIS System, call the Response Center at 3552.**