

2015

# Next Year Budget Entry

Monroe County, WI

Departments are responsible for submitting budget requests. This document outlines the entry of Next Year Budget Requests using Budget Detail entry and the submission of these records to initiate the review process.

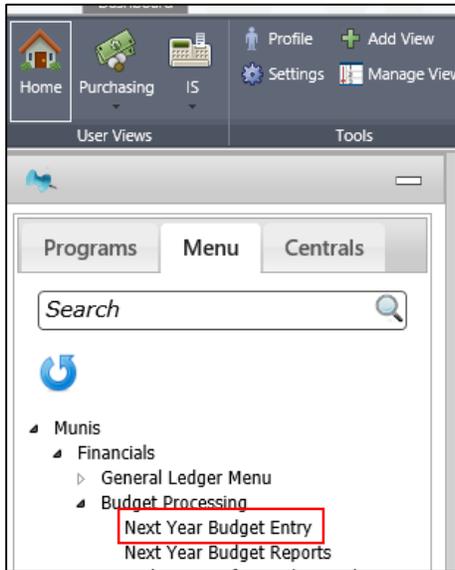




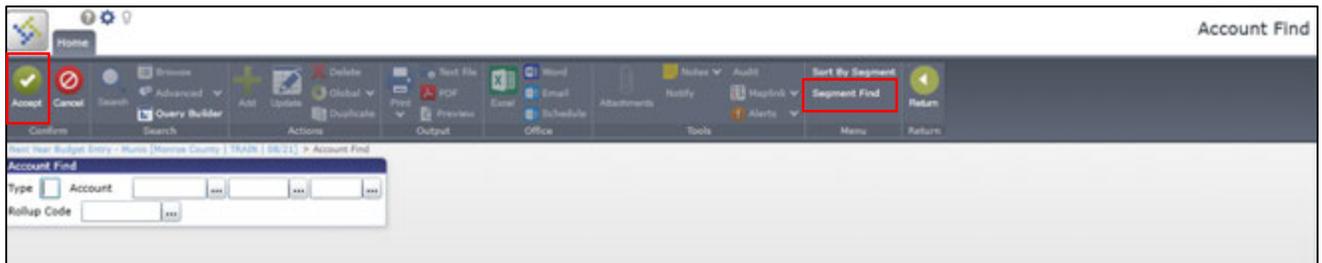
## Procedure for Detail Entry

To add next year budget requests into Munis:  
Open the Next Year Budget Entry program.

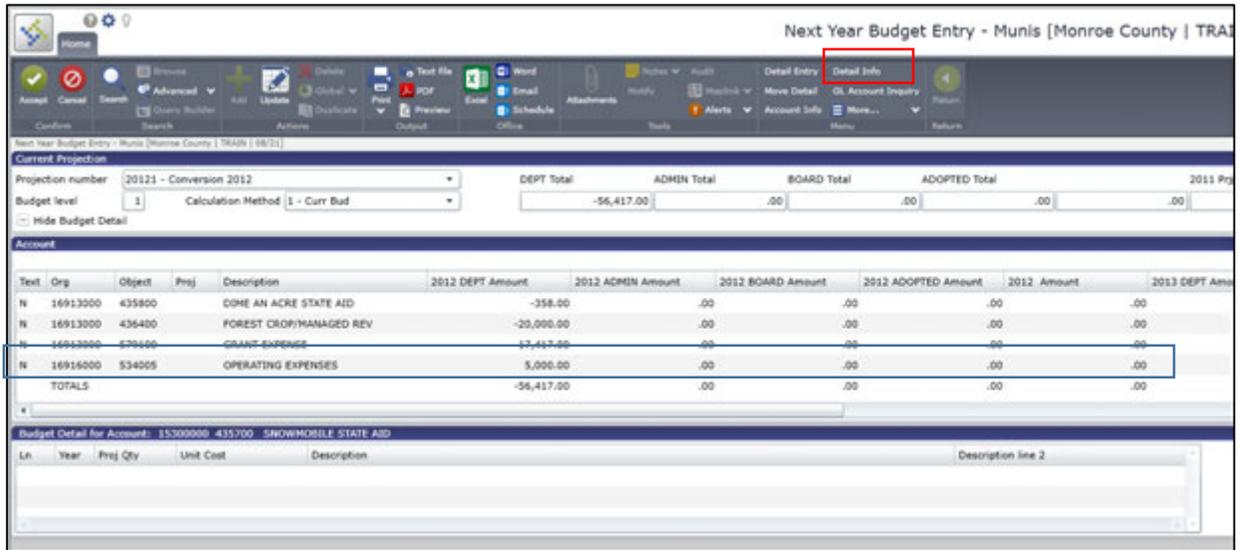
*Financials > Budget Processing > Next Year Budget Entry*



The program displays the Account Find screen. Click **Accept**  to open the entire department budget, or to see specific groupings of accounts, click **Segment Find**.

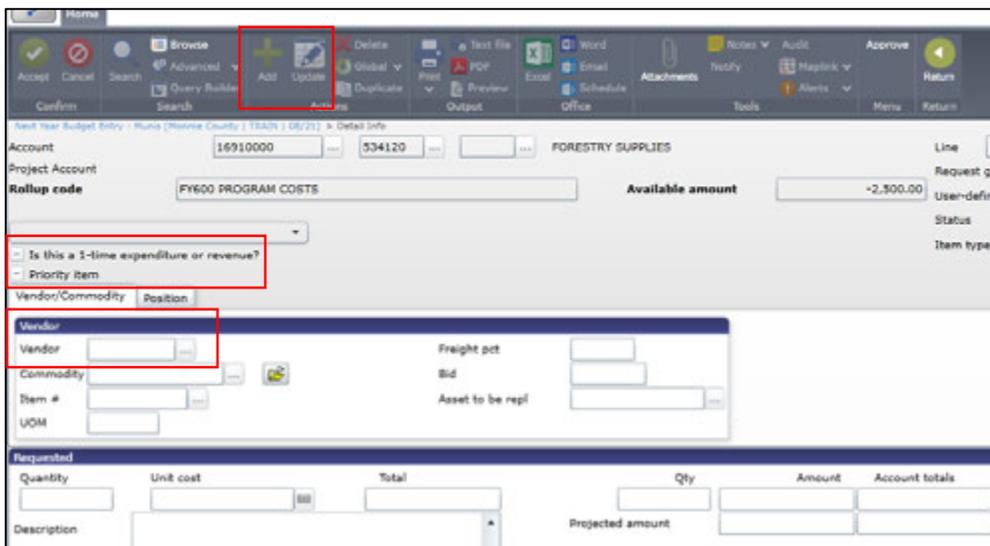


The program displays the Next Year Budget Entry screen. A list of all departmental accounts will be listed.



Highlight an account to either enter new or 'Update' existing Budget Detail. Then choose **Detail Info** from the top right of the Dashboard Ribbon.

The program displays the Detail Info screen. Click **Add** to add a new detail record to the account line's budget. Click **Update** to modify an existing detail record.



Choose the 1 time expenditure/revenue if this is not something that will be included in the budget detail for the department next year's budget process. The Vendor tab allows identification of purchases by Vendor, using the  help button.

**Tab Down** to the requested section of the screen. Enter/Update the quantity, cost, and description.

| Requested                                                                                      |           |        |                  |      |        |                |
|------------------------------------------------------------------------------------------------|-----------|--------|------------------|------|--------|----------------|
| Quantity                                                                                       | Unit cost | Total  | DEPT             | Qty  | Amount | Account totals |
| 1.00                                                                                           | 500.00    | 500.00 | ADMIN            | 1.00 | 500.00 | 500.00         |
| Description: Enter the description of the line detail here.<br>Descr Line 2:<br>Justification: |           |        | BOARD            | .00  | .00    | .00            |
|                                                                                                |           |        | ADOPTED          | .00  | .00    | .00            |
|                                                                                                |           |        |                  | .00  | .00    | .00            |
|                                                                                                |           |        | Projected amount | .00  | .00    | .00            |

Choose **Accept**  to save the entered record.

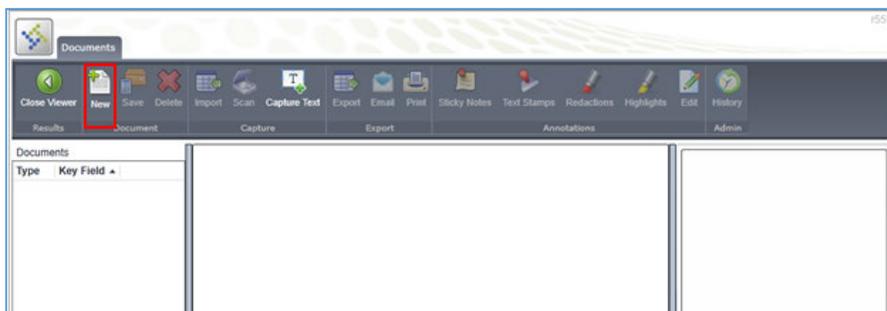


If supporting documentation is needed, click the  paper clip on the Dashboard Ribbon. Choose to add a **Budget Detail Attachment**, then click **View Documents**.

| Document Map Title       | Document Type                       |
|--------------------------|-------------------------------------|
| Generic Attachment       | Attachment (no searchable metadata) |
| Budget Detail Attachment | Budget Detail Attachment            |

**View Documents** Show Counts Maintain

The TCM Window will appear. Click **New** to import or scan in supporting documents. Click **Save** once finished attaching, and then choose **Close Viewer** to return to the Detail Entry screen.





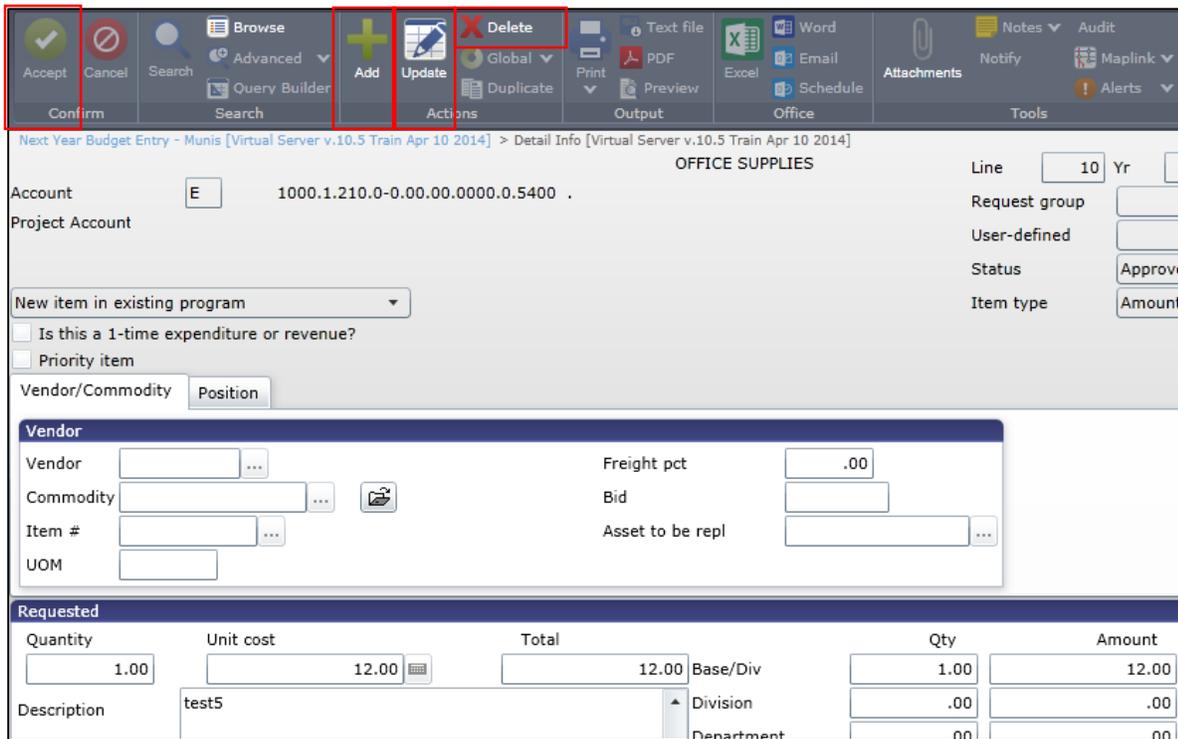
Click **Add**  to enter more detail lines to the account. Note the Account totals window now shows the total amount from previously entered detail line(s).

Click **Delete**  to remove an existing Detail line that is no longer needed or has been entered in error.

Choose **Return**  to get back to the Next Year Budget Entry screen to choose another account line to enter in detail.

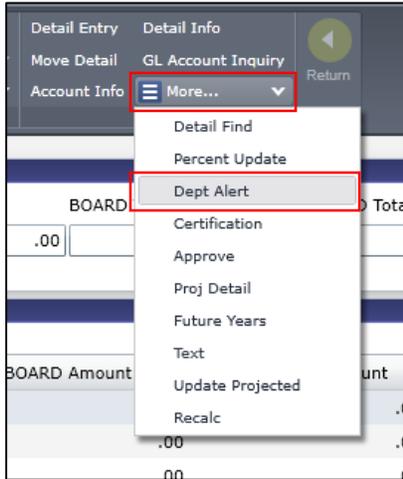
Repeat this process until the total department budget has been entered.

After entering budget detail lines for all accounts, review the entries made. If there are edits that need to be made to a detail line, use the **Update**  button at the top of the screen. After making the necessary changes, choose **Accept** .

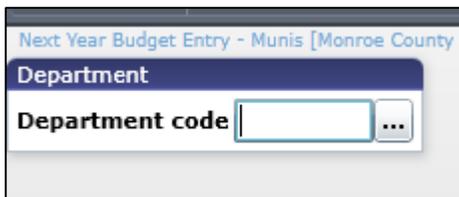


The screenshot displays the 'Next Year Budget Entry' application interface. At the top, a toolbar includes buttons for 'Accept', 'Cancel', 'Search', 'Add', 'Update', and 'Delete', each with a corresponding icon. Below the toolbar, the main window shows a form for 'OFFICE SUPPLIES'. The form includes fields for 'Account' (E 1000.1.210.0-0.00.00.0000.0.5400), 'Project Account', and a 'Vendor' section with fields for 'Vendor', 'Commodity', 'Item #', 'UOM', 'Freight pct', 'Bid', and 'Asset to be repl'. A 'Requested' table is visible at the bottom, with columns for 'Quantity', 'Unit cost', 'Total', 'Qty', and 'Amount'. The table contains one row with 'test5' as the description and values of 1.00, 12.00, 12.00, 1.00, and 12.00 respectively.

Once the department’s budget has been entered, choose the “**More**” Option from the Dashboard Ribbon in the Next Year Budget Entry screen. Then choose **Dept Alert**.



A **Department Code** option will appear. Choose the department code from the dropdown list by clicking the  help button. Choose **Accept**  to save in the selection.



A message will ask whether or not to send notification to the County Administrator that the department’s budget has been entered. Choose **Yes** if the department’s budget has been finalized.





## Results

Departmental budget requests have been entered for the Department Level. The County Administrator has been notified that the department's entry has been completed, and access to the budget projection will be restricted once the department cutoff date defined by the budget calendar is reached.

## Status Change

There is no status change to this record.

## What's Next?

Department figures for this projection are now available for reporting within the Next Year Budget Reports program. Until the cut-off date is reached, the projection is available for any changes to be made to next year requests. Salary and benefit information will be generated by the Finance/Payroll department separately.

The County Administrator office will roll the Department figures to the Admin level as the budget process continues. Any approvals, denials, or changes made by each governing body will be reflected in this projection at the appropriate level. Upon County Board adoption, the final projections will be posted to the next year's budget