

# Central Programs: General Ledger

Kristin Lambert

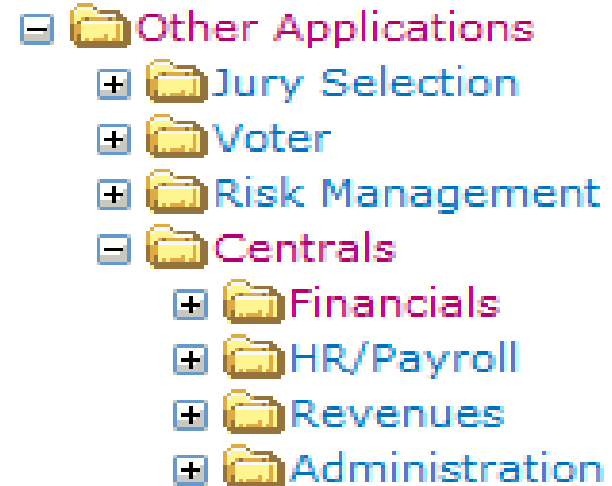
KDE

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# MUNIS Central Programs

- o Financials
- o HR/Payroll
- o Revenues
- o Administration

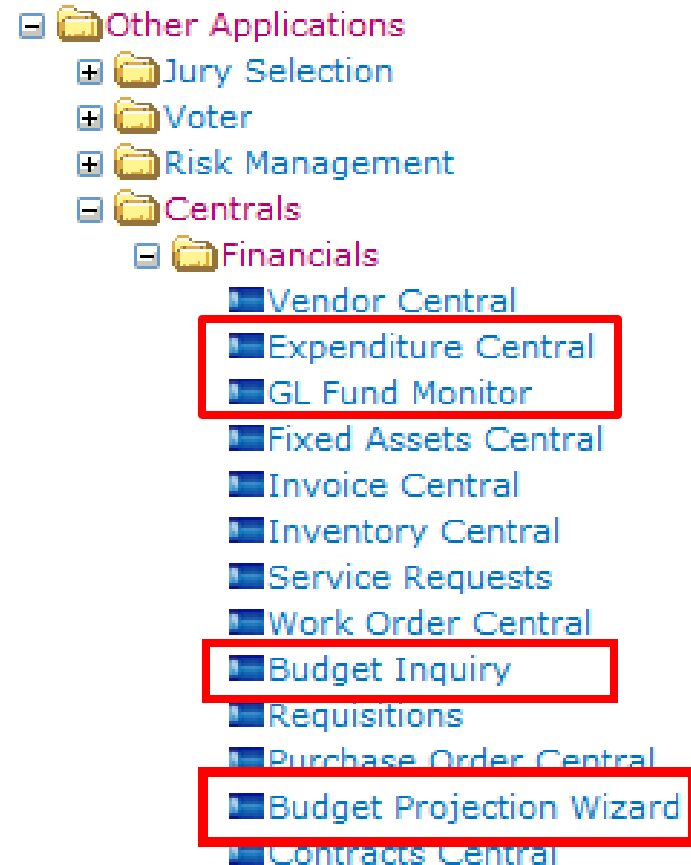
- o Other Applications >  
Centrals>Financials



# Financials Central

Today we will focus on:

- o GL Fund Monitor
- o Budget Inquiry
- o Budget Projection Wizard
- o Integrated Excel Budget Ribbon
- o Expenditure Central
- o Web Parts



# Scheduling Reports

**Schedule Reports**

This will schedule all of the supporting reports. The most recent set of reports was completed on 9/13/2011 at 12:20 PM. The next set of reports is scheduled to start on 9/13/2011 at 9:00 PM.

When do you want to run the reports?

Now

Daily

Weekly

OK Cancel

---

**Refresh Data**


The most recent set of reports was completed on 9/13/2011 at 12:20 PM. (This is the same as the data currently displayed.)

Do you want to:

Get latest summary data

Run all reports

OK Cancel

- o Your database should already be enabled for GL Fund Monitor but you must schedule the reports to run at a selected time.
- o Must have user role set up to allow “Output to PDF”.
- o You may refresh the data at any time by selecting the refresh button. 

# GL Fund Monitor


GENERAL FUND 9/13/2011 10:00:00 AM 

[Schedule Reports](#)

## Encumbrances


Open PO's	\$32,268.85
GL Encumbrances	\$32,268.85
Encumbrance Control	\$32,268.85

[View Details](#)


9/13/2011 10:00:00 AM 

## Accounts Payable

Open Invoices	\$0.00
AP Control	(\$68,871.52)

 **Totals do not match!**


[View Details](#)

9/13/2011 10:00:00 AM 

## Table Validation


Total Errors	1
--------------	---

[View Details](#)


9/12/2011 9:00:00 PM 

## Budget Control Accounts

Appropriation Budget	\$12,024,636.00
Appropriation Control	\$0.00
Revenue Budget	(\$12,078,582.40)
Revenue Control	(\$2,446,228.00)

 **Totals do not match!**

[View Details](#)

9/13/2011 10:00:00 AM 

# GL Fund Monitor

## All Funds

■ 1	GENERAL FUND
■ 2	SPECIAL REVENUE
■ 310	CAPITAL OUTLAY FUND
■ 320	BUILDING FUND (5 CENT LEVY)
■ 360	CONSTRUCTION FUND
■ 51	FOOD SERVICE FUND
■ 52	CHILD CARE
■ 53	PRESCHOOL
■ 7000	TRUST/AGENCY FUNDS
■ 8	GOVERNMENTAL ASSETS
■ 81	FOOD SERVICE ASSETS
■ 82	DAY CARE ASSETS
■ 84	ADULT EDUCATION ASSETS

[View All](#)

Unbalanced Funds

Balanced Funds

■ Red = Unbalanced

■ Green = Balanced


○ Click on each Fund to see details.

# GL Fund Monitor: *Encumbrances*

- **Open POs** – Amount of encumbrances of open POs found in the PO by GL Account report
- **GL Encumbrances** – Amount of encumbrances reflected in the subsidiary ledger found in the GL YTD Budget report.
- **Encumbrance Control** – Amount reflected in the Encumbrance control account found in the Balance Sheet report.


Encumbrances	
Open PO's	\$32,268.85
GL Encumbrances	\$32,268.85
Encumbrance Control	\$32,268.85

[View Details](#)

9/13/2011 10:00:00 AM 

# GL Fund Monitor: *Accounts Payable*


- o **Open Invoices** – Open invoice amount found in the Invoice History by Fund report.
- o **AP Control** – Amount of the Accounts Payable control account found in the Balance Sheet (Liabilities) report.

Accounts Payable	
Open Invoices	\$0.00
AP Control	(\$208,829.43)
<b>⚠ Totals do not match!</b> <a href="#">View Details</a>	
9/13/2011 9:00:00 PM 	

# GL Fund Monitor: *Table Validation*

o **Total Errors** –


This will display  
the actual Table  
Validation report.

 **Table Validation**

---

Total Errors	1
--------------	---

[View Details](#)

9/13/2011 12:19:00 PM 

# GL Fund Monitor:

## *Budget Control Accounts*

- **Appropriation Budget** – Appropriation amount in the subsidiary ledger from the GL YTD report.
- **Appropriation Control** – Amount reflected in the Appropriations control account from the Balance Sheet report.
- **Revenue Budget** – Budgeted revenue amount in the subsidiary ledger from the GL YTD report.
- **Revenue Control** - Amount reflected in the Estimated Revenues control account from the Balance Sheet report.

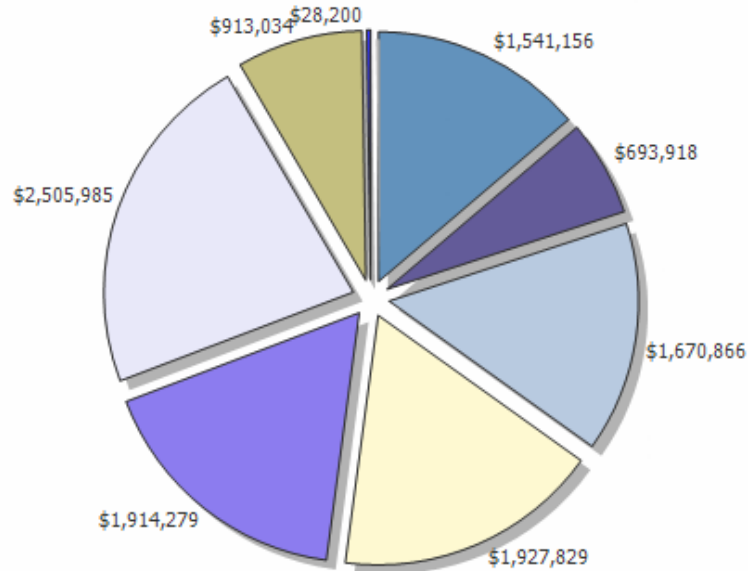
Budget Control Accounts	
Appropriation Budget	\$52,895,859.73
Appropriation Control	\$0.00
Revenue Budget	(\$52,895,859.73)
Revenue Control	\$0.00
<b>⚠ Totals do not match!</b> <a href="#">View Details</a>	
9/13/2011 12:19:00 PM 	

# Budget Inquiry

Summary for **1 (GENERAL FUND)** **Expense Accounts** [Manage Account Segments](#)

## Unit Chart - Current Year 2011

- DISTRICT WIDE
- CENTRAL OFFICE
- COUNTY PRIMARY SCHOOL
- COUNTY ELEMENTARY SCHOOL
- MIDDLE SCHOOL
- COUNTY HIGH SCHOOL
- BUS GARAGE
- Other



### Chart Options

Unit

Current Year 2011

### Quick Launch

[Next Year Budget Entry](#)

[GL Account Inquiry](#)

[Budget Transfers](#)

# Budget Inquiry Settings

- o You must “*Manage Account Segments*” if you wish to see more detail than the default setting.
- o Add Level 4 & 5 as shown (Program & Inst Level).

Manage Account Segments			
	Segment		Display Name
Level 1	1 ▼	Fund ▼	Fund
Level 2	2 ▼	Unit ▼	Unit
Level 3	3 ▼	Function ▼	Function
Level 4	4 ▼	Program ▼	Program
Level 5	5 ▼	Inst Level ▼	Inst Level
Level 6	▼	▼	
Level 7	▼	▼	

# Budget Inquiry – *Unit Level*

Unit		2009	2010	Current 2011	Actual 2011
<a href="#">000</a>	▼ DISTRICT WIDE <a href="#">show chart</a>	2,692,569.15	1,736,709.99	1,541,155.78	595,181.33
<a href="#">001</a>	▼ CENTRAL OFFICE <a href="#">show chart</a>	646,045.00	569,646.00	693,918.43	455,502.19
<a href="#">020</a>	▼ COUNTY PRIMARY SCHOOL <a href="#">show chart</a>	2,118,298.37	1,791,454.34	1,670,865.61	996,626.77
<a href="#">075</a>	▼ COUNTY ELEMENTARY SCHOOL <a href="#">show chart</a>	2,024,697.84	2,027,335.06	1,927,828.68	1,171,826.28
<a href="#">078</a>	▼ MIDDLE SCHOOL <a href="#">show chart</a>	1,969,999.17	1,971,035.32	1,914,279.14	1,147,112.50
<a href="#">080</a>	▼ COUNTY HIGH SCHOOL <a href="#">show chart</a>	2,776,736.49	2,714,991.38	2,505,984.48	1,510,938.84
<a href="#">901</a>	▼ BUS GARAGE <a href="#">show chart</a>	1,100,897.00	1,007,874.00	913,033.92	569,039.06
<a href="#">920</a>	▼ MAINTENANCE <a href="#">show chart</a>	62,160.00	66,094.00	0.00	0.00
<a href="#">951</a>	▼ ADULT ED BUILDING <a href="#">show chart</a>	5,400.00	5,400.00	5,400.00	5,400.00
<a href="#">973</a>	▼ BLDG/FBALL FIELD <a href="#">show chart</a>	25,850.00	23,700.00	22,800.00	13,014.04
Totals		13,422,653.02	11,914,240.09	11,195,266.04	6,464,641.01

# Budget Inquiry – *Function Level*

Unit		2009	2010	Current 2011	Actual 2011
<a href="#">000</a>	▼ DISTRICT WIDE <a href="#">show chart</a>	2,692,569.15	1,736,709.99	1,541,155.78	595,181.33
<a href="#">001</a>	▲ CENTRAL OFFICE <a href="#">show chart</a>	646,045.00	569,646.00	693,918.43	455,502.19
<b>Function</b>					
<a href="#">2311</a>	▼ BOARD ACTIVITIES	60,765.00	22,106.00	39,497.00	33,962.67
<a href="#">2321</a>	▼ SUPERINTENDENT'S OFFICE	351,578.00	355,047.00	450,514.00	277,420.22
<a href="#">2511</a>	▼ FINANCE OFFICER'S OFFICE	212,454.00	179,115.00	189,582.43	134,415.34
<a href="#">2610</a>	▼ OPERATION OF BUILDINGS	21,248.00	13,378.00	14,325.00	9,703.96
Totals		646,045.00	569,646.00	693,918.43	455,502.19

# Budget Inquiry – *Program & Inst Level*

Function		2009	2010	Current 2011	Actual 2011
<a href="#">1100</a>	▲ INSTRUCTION SBDM	1,210,573.00	892,747.75	897,230.00	519,106.48
Program					
<a href="#">100</a>	▲ REGULAR PROGRAM	1,178,949.00	860,481.75	896,455.00	518,944.64
Inst Level					
<a href="#">10</a>	ELEMENTARY	708,493.00	622,507.75	666,804.00	385,759.36
<a href="#">11</a>	PRESCHOOL/PRE-KINDERGAR	47,297.00	0.00	0.00	0.00
<a href="#">12</a>	Kindergarten	423,159.00	237,974.00	229,651.00	133,185.28
Totals		1,178,949.00	860,481.75	896,455.00	518,944.64

# Budget Projection Wizard

Header Information   Method   Fund Ranges   Additional Options   Baseline Amounts   Verify   Finished

## 1. New Budget Projection Wizard

Generate   Copy   Import

Create a New budget Projection

Projection Number  ?


Description  ?

Ceiling Percent  ?

Budget Detail  Include ?

Budget Type  ?

Number of Years  ?

A large blue square button with a white right-pointing chevron symbol (>) is positioned on the right side of the form. A red arrow points from the top right of the wizard header towards this button.

# Budget Projection Wizard

- If an error occurs during entry, the Wizard alerts you to the problem and offers a typical solution.



1 error(s) need to be corrected.

Projection Number A projection already exists with the current projection number.



## Help

### Budget Type Option

Used to indicate whether the projection is for an operating budget or a capital budget. Operating budgets allow users to define up to two years' worth of budget information. Capital budgets allow up to 10 years' worth of budget information.

- Interactive Help!  
Just click the



question mark.

# New Budget Feature

## 5. Baseline Amounts

Additional Percentage  % [?](#)

Budget Amounts to Use [?](#)

Exclude temporary budget amendments [?](#)

O - Current Year Original

C - Current Year Revised

A - Current Year Actual

B - Prior Year Original

D - Prior Year Revised

E - Prior Year Actual

F - Prior Year 2 Original

G - Prior Year 2 Revised

H - Prior Year 2 Actual

I - Prior Year 3 Original

J - Prior Year 3 Revised

K - Prior Year 3 Actual

R - Next Year Requested Level 1

Z - Zero Budget Amounts

o **Budget Amounts to Use**: Allows you to select up to 3 amounts.

o Each amount can be added to, subtracted from, or averaged with the next budget amount to generate the starting amounts for the next year budget.

o **Additional Percentage field**: Indicates a % amount that is added to the result of the selected budget calculation. You can enter a negative number to subtract a percentage.

# Budget Projection Wizard

## 7. Finished

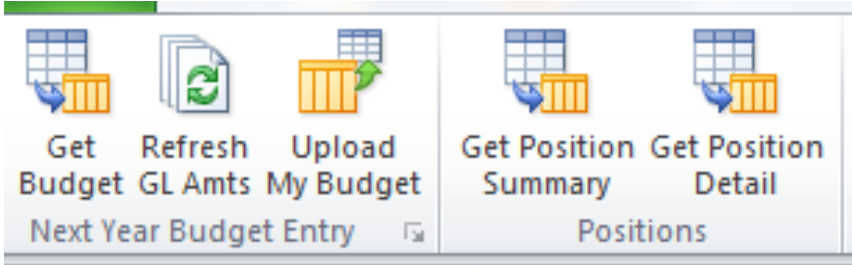
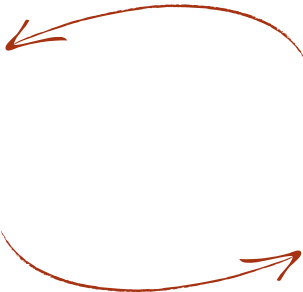
Congratulations! You have successfully completed a budget projection. Your next step will be to enter budget amounts in the Next Year Budget Entry Program.

[Go to Budget Projection Management Program](#)

[Go to Next Year Budget Entry Program](#)

# Integrated Microsoft Excel® Ribbon

Allows users to make budget accounts/requests directly from the MUNIS tab in the Microsoft Excel® ribbon.



# Integrated Microsoft Excel® Ribbon

- o Only works for districts using V9.1 (Cloud).
- o Documents on how to configure Excel and MUNIS to use this feature will be available soon. Contact Kristin Lambert at [Kristin.Lambert@education.ky.gov](mailto:Kristin.Lambert@education.ky.gov) with questions.

# Integrated Microsoft Excel® Ribbon

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	LongAccount	Org	Obj	Proj	Type	Fund	Unit	Function	Program	Inst Level	Acct Descr	Original	Revised
2	1-075-2222-149-10-0120-	751959	120		E	1 075	2222	149	10		CERTIFIED SUBSTITUTE SALARY	1000	1000
3	1-080-2610-409-30-0731-	801987	731		E	1 080	2610	409	30		MACHINERY	0	0
4	1-078-2410-470-20-0532-	781077	532		E	1 078	2410	470	20		TELEPHONE	400	450
5	1-080-2410-470-30-0674-	801077	674		E	1 080	2410	470	30		AWARDS	0	300
6	1-000-1100-451-00-0232-168X	1179	232	168X	E	1 000	1100	451	00		CERS EMPLOYER CONTRIBUTION	0	0
7	1-000-2130-470-00-0341-	1037	341		E	1 000	2130	470	00		DRUG TESTING	2000	2600
8	1-000-2130-470-00-0130-	1037	130		E	1 000	2130	470	00		CLASSIFIED REGULAR SALARY	0	0
9	1-000-2130-470-00-0160-	1037	160		E	1 000	2130	470	00		CLASSIFIED/LICENSED SALARY	0	0
10	1-000-2130-470-00-0221-	1037	221		E	1 000	2130	470	00		EMPLOYER FICA CONTRIBUTION	0	0
11	1-000-2130-470-00-0222-	1037	222		E	1 000	2130	470	00		EMPLOYER MEDICARE CONTRIBUTION	0	0
12	1-000-2130-470-00-0232-	1037	232		E	1 000	2130	470	00		CERS EMPLOYER CONTRIBUTION	0	0
13	1-000-2130-470-00-0582-	1037	582		E	1 000	2130	470	00		TRAVEL - OUT OF DISTRICT	800	600

o Make revisions and upload to MUNIS.

Get Budget  
 Refresh GL Amt  
 Upload My Budget  
 Get Position Summary  
 Get Position Detail  
 Next Year Budget Entry

# Expenditure Central

All Expenditures



Overview

Group by

Department



0  
Open Requisitions  
\$0.00

0  
Encumbered  
Contracts  
\$0.00

6  
Open Purchase  
Orders  
\$9,303.43

0  
Outstanding  
Invoices  
\$0.00

25  
Uncashed Checks  
\$657,498.73

163  
Total Invoiced  
\$123,850.65

More

All

Type	Number	Description	Amount	Date	Department	Vendor	\$
PurchaseOrder	212025	L JOHNSON/CONF REG	\$90.00	07/13/2011	HIGH SCHOOL	KENTUCKY WORLD LANGU	F
PurchaseOrder	212068	LODGING FOR KASA	\$402.00	07/13/2011	BOARD OF ED	AL J SCHNEIDER COMPAN	F
PurchaseOrder	212172	SUMMER LEADERSHIP CONF	\$100.00	07/13/2011	BOARD OF ED	OHIO VALLEY EDUCATION,	F
PurchaseOrder	212347	TRIMMER STRING & OIL	\$47.94	07/11/2011	PRIMARY SCH	BLUEGRASS EQUIPMENT	F
PurchaseOrder	212404	BOOKS/TITLE I	\$200.00	07/13/2011	BOARD OF ED	AMAZON CREDIT PLAN	F
PurchaseOrder	212933	FENCING AROUND BLEACHE	\$8,463.49	08/22/2011	BOARD OF ED	MAGEE FENCE INC	F

# Role Security Settings

## Accounts Payable

Role Permissions	Data Access
Vendor maintenance access by type	Full
Post others' invoices	Full
Maintain others' posted invoices	Full
Maintain others' recurring invoices	Full
View others' AP docs during inquiry	Full
Maintain others' unposted invoices	Full
View others' unposted invoices	Full

## Contract Management

Data access	
View contracts by department	Full
Maintain others' contracts prior to release	Full
Delete others' contracts prior to release	Full
Release others' contracts	Full
Approve others' contracts	Full
Post others' contracts	Full
Maintain others' posted contracts	Full
Delete others' closed contracts	Full

## Purchase Orders

Data access	
Maintain others' POs	Full
View other departments	Full

## Requisitions

Data access	
View others' REQs	Full
Maintain others' REQs	Full



Search

Check



Search by check number



Advanced

Advanced Search

Check Number

Net Amount

Vendor Name

Status

Vendor Number

Cash Account

Warrant



Reset Close

Checks (261)

631732 - 10 -6101 -

PRINTED

[Details](#)

Amount \$7,422.05 Vendor [DELL COMPUTER](#)  
Date 09/20/2011

Warrant 092011

631719 - 10 -6101 -

PRINTED

[Details](#)

Amount \$43.86 Vendor [CARSON-DELLOSA PUBLISHING CO](#)  
Date 09/20/2011

Warrant 092011

631639 - 10 -6101 -

PRINTED

[Details](#)

« 1 2 3 4 ... »

# Expenditure Central

631732 - 10 -6101 -

PRINTED

[View/Maintain](#)



Amount \$7,422.05 Vendor [DELL COMPUTER](#)

Warrant 092011

Date 09/20/2011

## Purchase Orders

PO	Year	Date	Ordered	Open	D	
<a href="#">21294</a>	2012	08/22/2011	95.98	0.00		
<a href="#">212511</a>	2012	07/13/2011	985.82	0.00		
<a href="#">212746</a>	2012	08/08/2011	568.00	0.00		
<a href="#">212833</a>	2012	08/15/2011	3943.96	0.00		
<a href="#">212876</a>	2012	08/18/2011	1242.43	0.00		

## Invoices

Invoice	Date	Amount	Check	Check		
<a href="#">XDFWTD68</a>	08/09/2011	568.00	631732	09/20/20	21	
<a href="#">XFF5P3764</a>	08/18/2011	988.82	631732	09/20/20	21	
<a href="#">XFF6M95F9</a>	08/21/2011	3943.96	631732	09/20/20	21	
<a href="#">XFF75T195</a>	08/22/2011	1242.43	631732	09/20/20	21	
<a href="#">XFF8F83J7</a>	08/22/2011	95.98	631732	09/20/20	21	

## Purchase Order Lines

Lin	PO	Year	Desc	Cmd	Inv	Unit Price	Ordered
1	<a href="#">21294</a>	2012	POWER			95.98	1.
1	<a href="#">212511</a>	2012	SCHOC	310-77-015		985.82	1.
1	<a href="#">212746</a>	2012	SCHOC	310-54-010		568.00	1.
1	<a href="#">212833</a>	2012	SCHOC	310-54-010		985.99	4.

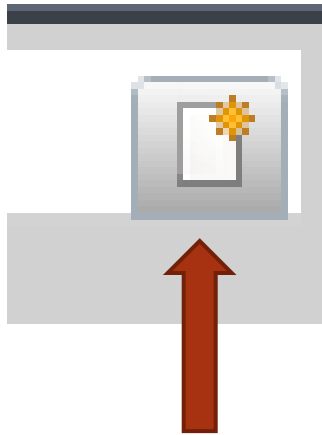
## Checks

No checks found

## Contracts

Contract	Descripti	Status	Revised	Available	End Date
----------	-----------	--------	---------	-----------	----------

# Web Parts



- o Select to create a tab where you can add the Web Parts.



- o Select Dashboard Settings to select from Available Web Parts and add them to the new tab.

# Web Parts

The screenshot shows a 'Dashboard Settings' dialog box with a dark header. Below the header is a section titled 'Available Web Parts' containing a scrollable list of folders and sub-items. The 'General Ledger' folder is expanded, showing 'NYBE Tracking' selected. At the bottom of the dialog are buttons for 'Open All', 'Close All', 'Save', and 'Cancel'.

**Dashboard Settings**

**Available Web Parts**

- Accounts Receivable
- Budgeting
  - Budget Overview
  - Budgets
- Business Licenses
- General Ledger
  - NYBE Tracking
- MUNIS Workflow
  - My Workflow Classic

Open All | Close All

Save Cancel

# Web Parts

o **Zone:** Positions Web Part on you webpage.

o Header, Left, Right

o **Index:** Order in which Web Part will be displayed.

## Personal Web Parts

Web Part	Closed	Zone	Index	
Budget Overview	<input type="checkbox"/>	Left	1	✘
Budgets	<input type="checkbox"/>	Right	1	✘
<b>NYBE Tracking</b>	<input type="checkbox"/>	Left	2	✘



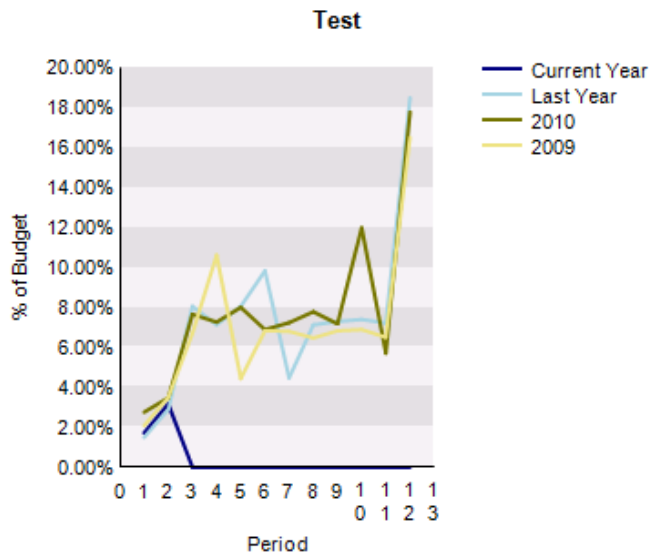
Shared Web Parts



Personal Web Parts

# Web Parts

## Budget Overview



Updated: 9/23/2011 4:22 PM

## NYBE Tracking

There were no records found.



Updated: 9/23/2011 4:30 PM

## Budgets

Code	Fund	Original	Revised
320	BUILDING FUND (5 CENT LEVY)	\$0.00	\$0.00
81	FOOD SERVICE ASSETS	\$0.00	\$0.00
2	SPECIAL REVENUE	\$2,433,202.90	\$0.00
8	GOVERNMENTAL ASSETS	\$0.00	\$0.00
7005	BOURNE SCHOLARSHIP FUND	\$0.00	\$0.00

Navigation: << 1 2 3 4 >>

Budget Code: 2 - SPECIAL REVENUE

Code	Original	Revised
0002004	\$187,722.00	\$185,202.68
0002011	\$62,000.00	\$62,000.00
0002029	\$121,178.00	\$78,473.00
0002030	\$3,500.00	\$3,000.00
0002037	\$220,365.00	\$236,330.00

Navigation: << 1 2 3 4 ... >>



Updated: 9/23/2011 4:22 PM

# Budgets Web Part

Budgets			
Code	Fund	Original	Revised
320	BUILDING FUND (5 CENT LEVY)		\$0.00
81	FOOD SERVICE ASSETS		\$0.00
350	TECHNOLOGY FUND		\$0.00
2	SPECIAL REVENUE	\$800,698.77	\$0.00
8	GOVERNMENTAL ASSETS		\$0.00

<span>«</span> <span>&lt;</span> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>&gt;</span> <span>»</span> <span style="margin-left: 10px;">Budget Code: 2 - SPECIAL REVENUE</span>			
Code	Original	Revised	
0002004	\$187,722.00	\$185,202.68	
0002011	\$62,000.00	\$62,000.00	
0002029	\$121,178.00	\$78,473.00	
0002030	\$3,500.00	\$3,000.00	
0002037	\$220,365.00	\$236,330.00	

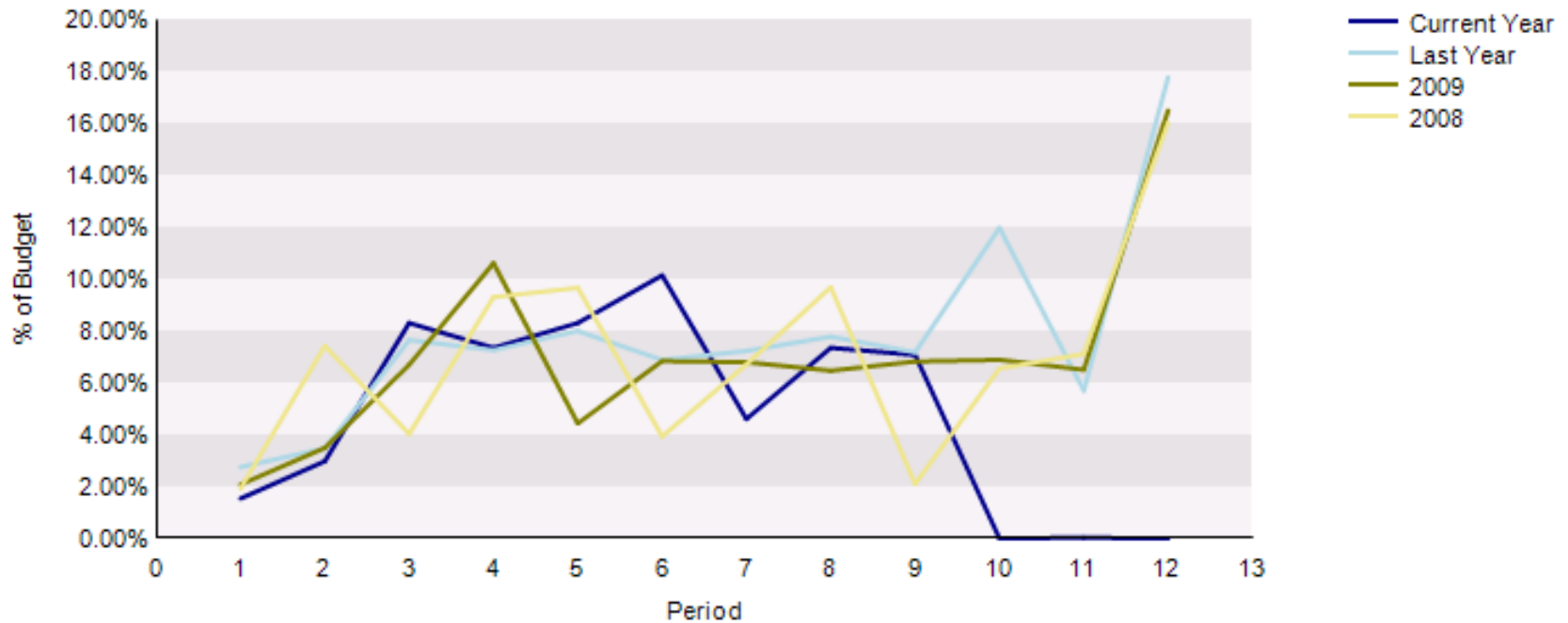
<span>«</span> <span>&lt;</span> <span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>...</span> <span>&gt;</span> <span>»</span>			
     <span style="margin-left: 20px;">Updated: 9/26/2011 10:55 AM</span>			

# Budget Overview Web Part

Budget Overview

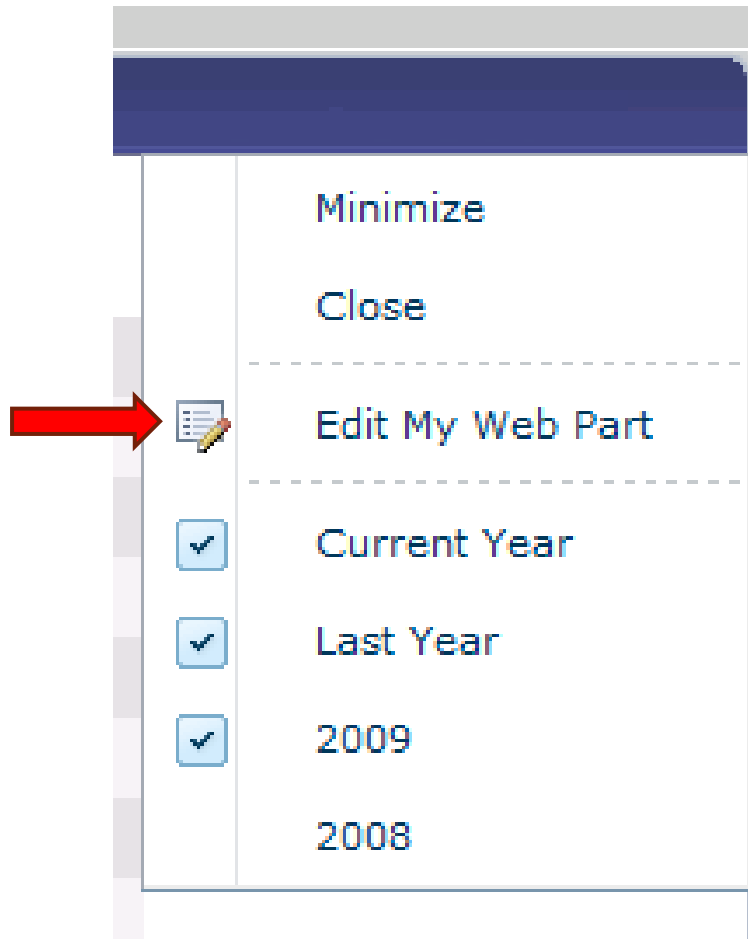
Budget Overview

Budget Analysis



Updated: 9/26/2011 10:55 AM

# Modify Budget Overview



- Click on drop down box in upper right hand corner and select Edit My Web Part.
- From Edit My Web Part allows you to indicate the groups of accounts that may be included in the chart.

← Budget Overview ×

**Budget Overview**

Chart Title:

Accounts in Trouble:

Threshold (%):

---

Also Include:

Current Year

Last Year

2009

2008

---

Calculate by:

year  month

---

My Budget Items: add to graph:

Gen Fund Test	▶▶ ▶ ▶ ▶▶	Unit 000
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**Tool Bar Settings**

Show the ToolBar:  Yes  No

Allow Detail Viewer:  Yes  No

Allow Auto Update:  Yes  No

Auto Update Interval:  (in minutes)



Create a Saved Item

Budget Item Name

Defined By  ▼

Fund

Unit

Function

Program

Inst Level

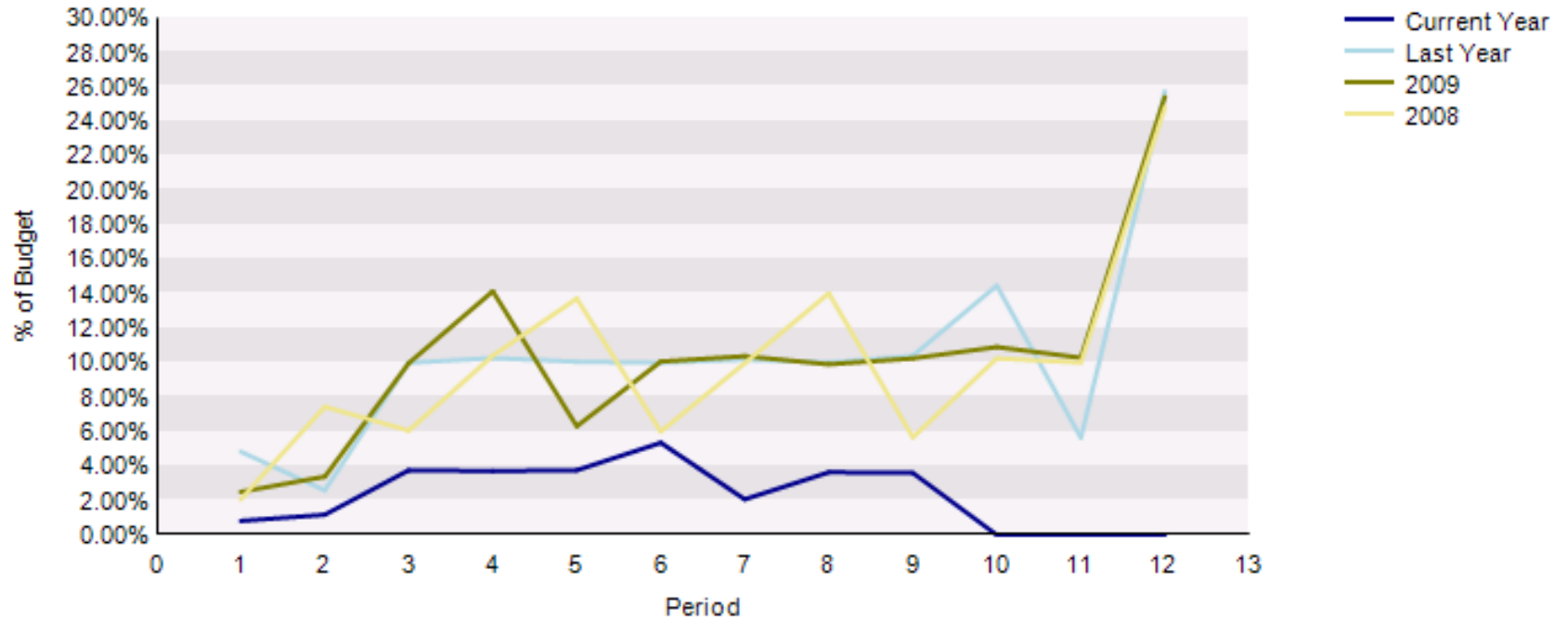
Object

Project

Account Types  ▼

## Budget Overview

### Budget Analysis



Updated: 9/26/2011 4:05 PM

# Central Programs: General Ledger

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