

# FINANCIAL MANAGEMENT

## MUNIS® BUDGETING

MUNIS® Budgeting manages existing and projected budgets. Create an unlimited number of budget projections, in summary or detail, and then produce worksheets and proposed budget reports for review. Use spreadsheet views for quick review and update of projections. If you want more sophisticated analysis, you can even download your projections to third-party applications, and then upload the new numbers. Optional Salary/Benefit Projections in MUNIS Personnel help you accurately forecast all employee related costs, including step raises, vacancies, and all benefits.

### Projections

- Define unlimited number of budget projections, each with varying assumptions
- Salaries/benefits are a huge part of your budget. How do you project costs for the next year—or beyond? With MUNIS Human Resources, load the budget from contractual agreements, longevity, grade / step raises, and benefit projections already defined.
- Payroll encumbrances allow you to see what's available to spend after considering salary/benefit commitments
- Build projections based on Prior Year Actuals, or an average of up to three prior year's actual amounts, increased or decreased by a specified percentage
- Optionally insert replacement costs into budget projections for assets that are due for replacement in the coming year
- Budget Builder defines items to be ordered for the fiscal year and uses them when creating next year's budget
- Project up to 10 years forward
- With Quick Entry, display budget projections in spreadsheet format: Add or remove columns from the display, make changes to line item detail as necessary
- Or export projections, massage with your favorite third party tool, then re-import
- With optional MUNIS Office, attach documents such as Organization and Department Goals to budget projections
- Define budget level completion or other user-defined dates to track important budget process milestones

### Budget Definition

- Biennial (2 year) budget? MUNIS can handle it. View the current year and verify what is left over for the next year.
- Distribute the work: Departments can enter their own projections in summary or detail. Later, merge the projections into one final budget document.
- With Workflow, you can notify a requesting department when its budget has been entered
- What happened last year? While entering this year's budget, view the history of past budget to actual performance online
- Long-term look: 10-year capital budgets can be established
- Why this amount? For Budgetary Accounts, enter unlimited text to record justifications

### System Integrity

- Real-time budget check: Transactions check budget work with on-time actual figures
- Limits and overrides: Establish budget "ceilings," decide who can override
- Over-budget requisition / purchase order requests: can establish auto-transfer of funds (budget amendments) within an organization. Users with permission can automatically transfer funds; others can send workflow requests.
- Budget amendments create "hold" journal entries; review, and then use Budget Transfers and Amendments to post

*...continued on reverse*

### Approvals and Reporting

- For creating budgets, you define:
  - Approval levels you need (up to five)
  - The employees with access to each level (or budget lines, departments, or groups of accounts within a level)
  - Who approves each level
- On budget so far? Monthly/quarterly budget allotment identifies accounts that are spending ahead of schedule
- Budget projection reports include Next Year Budget Detail, Next Year Budget Levels, Current/Next Year Budget Variance
- Can also create custom budget reports