

2024-2025 NEXT YEAR BUDGET ENTRY MANUAL



Logging on to MUNIS

1. Open *Internet Explorer* 7 or above.
2. Type the following URL into the address bar and press the *Enter* key.

<https://muapp.jefferson.kyschools.us/prod/munis/gas/app/ua/r/mugwc/bgdeptrq>

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

Below is a sample screenshot of how MUNIS 2021.8 appears upon opening.

Segment Name	Search Value
Organization	...
Fund	...
Unit	...
Function	...
Program	...
Inst Level	...
Object	...
Project	...
Account Type	...
Account Status	...
Rollup Code	...
Sub-Rollup Code	...

3. Press Tab to Organization and enter your **Unit** number and * (e.g., 109* schools and FP1* central office) in the **Organization** field.

Tab to **Project** field and enter 900XF for regular schools, 900XS for special schools, ECE schools, and central office. Enter 106X for State Agency sites

Click the green check or press the **Enter** key to accept.

Account Find

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS] > Account Find >

Define Projection

Projection number: 15001 24-25 SITE BASED BUDGET

Budget level *: 2 - SITE BASED Calculation Method: 1 - Current Budget

Hide Budget Detail

Filter By Amount

Account Find Criteria

Segment Name	Search Value
Organization	000*
Fund	
Unit	
Function	
Program	
Inst Level	
Object	
Project	900XF / 900XS
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	

TYPE IN YOUR UNIT NUMBER WITH AN * BEHIND IT.

ONLY CHOOSE ONE OF THESE OPTIONS AT A TIME. THIS IS YOUR FLEX PROJECT.

4. It takes a few minutes for the next screen to come up, so be patient.

5. When your accounts are displayed, click the **Update** button or press **Ctrl U** to begin fund distribution.

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS]

Close | Accept | Search | Add | **Update** | Output | Print | Display | PDF | Save | Excel | Word | Email | Schedule | Attach | GL Account Inquiry

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS]

Current Projection: 15001 24-25 SITE BASED BUDGET Access level: SITE BASED

Level	Description	Total
1	DRAFT	188,880.00
2	SITE BASED	.00
3	TENTATIVE	.00
4	WORKING	.00

Account

Rollup code * 100SB 100NYB Available amount * 163,611.00

Proj	Description	2025 DRAFT Amount	2025 SITE BASED Amount	2025 TENTATIVE Amount
		188,880.00	.00	.00
900XF	EXTRA DUTY CERT./TEACHERS	2,000.00	.00	.00
900XF	OTHER CLASSIFIED-EXT TIME	.00	.00	.00
900XF	PARA-PROFESSIONAL	.00	.00	.00
900XF	GROUP LIFE INSURANCE	.00	.00	.00
900XF	GROUP LIABILITY INSURANCE	.00	.00	.00
900XF	DISABILITY INSURANCE	.00	.00	.00
900XF	EMPLOYER FICA CONTRIBUTION	.00	.00	.00
900XF	EMPLOYER MEDICARE CONTRIBUTION	.00	.00	.00

Remember, allocate funds to codes you will need for purchasing, as **NO budget transfers** will be possible until **August 1, 2024!!**

NOTE: Next year funds will tentatively be available on **April 26th**, for purchasing supplies for the next year. When purchasing for next year, change the Fiscal Year to **2025**.

6. Enter the dollar amount in the 2024 Site Based Amount field; then press the **Down-arrow** key. Continue in this manner until all OPERATIONAL funds have been distributed.

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS]

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Account

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		188,880.00	.00	.00
900XF	EXTRA DUTY CERT./TEACHERS	2,000.00	.00	.00
900XF	OTHER CLASSIFIED-EXT TIME	.00	.00	.00
900XF	PARA-PROFESSIONAL	.00	.00	.00
900XF	GROUP LIFE INSURANCE	.00	.00	.00
900XF	GROUP LIABILITY INSURANCE	.00	.00	.00
900XF	DISABILITY INSURANCE	.00	.00	.00
900XF	EMPLOYER FICA CONTRIBUTION	.00	.00	.00
900XF	EMPLOYER MEDICARE CONTRIBUTION	.00	.00	.00

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

Press the green check to **Accept** or press the **Enter** key when you have finished.

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS]

Current Projection: 15001 24-25 SITE BASED BUDGET Access level: SITE BASED

Level	Description	Total
1	DRAFT	188,880.00
2	SITE BASED	163,611.00
3	TENTATIVE	.00
4	WORKING	.00

Account

Rollup code * 100SB 100NYB Available amount * .00

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.

You may return to the Next Year Budget Entry screen at any time during the open window (see dates on page 9) to make changes. – On the closing date all amounts will be final.

PRINTING

To print the results, choose the **PDF** icon (**do not select Printer icon or File menu**).
Select **Budget Entry Report**.

Level	Description	Total
1	DRAFT	188,880.00
2	SITE BASED	.00
3	TENTATIVE	.00
4	WORKING	.00
5	FINAL	.00

Account

Org	Object	Object D	25 DRAFT Amount
TOTALS			
1001013	011222	EXTRA	188,880.00
1001013	013195	OTHER	2,000.00
1001013	0170	PARA-P	.00
1001013	0211	GROUP	.00
1001013	0213	GROUP	.00
1001013	0215	DISABILITY INSURANCE	.00
1001013	0221	EMPLOYER FICA CONTRIBUTION	.00
1001013	0222	EMPLOYER MEDICARE CONTRIBUTION	.00
1001013	0231	KTRS EMPLOYER CONTRIBUTION	.00
1001013	0232	CERS EMPLOYER CONTRIBUTION	.00
1001013	0253	KSBA UNEMPLOYMENT INSURANCE	.00
1001013	0260	WORKERS COMPENSATION	.00

Do not include detail or employee names in your report.

Click Accept

Report Options

Back Accept Cancel

Next Year Budget Entry [JEFFERSON COUNTY PUBLIC SCHOOLS] > Report Options >

Report Options

Include detail

Include employee names

← LEAVE BOXES BLANK

It takes a few minutes for the next screen to come up, so be patient.

A pop-up box will appear at the bottom of the screen. Click **Open**



7. Click the **Printer** icon

JEFFERSON COUNTY PUBLIC SCHOOLS

SITE BASED BUDGET REQUESTS

BUDGET PROJECTION 15001 24-25 SITE BASED BUDGET

ORG	OBJECT PROJ	ACCOUNT DESCRIPTION	CURRENT ADJ BUDGET	PROJECTED ACTUAL	SITE BASED	PERCENT CHANGE
1001013	011222 900XF	EXTRA DUTY CERT./TEACHERS	2,000.00	2,000.00	.00	-100.00
	1 -100-2230-100-30-011222-	900XF				
1001013	013195 900XF	OTHER CLASSIFIED-EXT TIME	.00	.00	.00	.00
	1 -100-2230-100-30-013195-	900XF				
1001013	0170 900XF	PARA-PROFESSIONAL	.00	.00	.00	.00
	1 -100-2230-100-30-0170 -	900XF				
1001013	0211 900XF	GROUP LIFE INSURANCE	.00	.00	.00	.00
	1 -100-2230-100-30-0211 -	900XF				
1001013	0213 900XF	GROUP LIABILITY INSURANCE	.00	.00	.00	.00
	1 -100-2230-100-30-0213 -	900XF				
1001013	0215 900XF	DISABILITY INSURANCE	.00	.00	.00	.00
	1 -100-2230-100-30-0215 -	900XF				
1001013	0221 900XF	EMPLOYER FICA CONTRIBUTION	.00	.00	.00	.00
	1 -100-2230-100-30-0221 -	900XF				
1001013	0222 900XF	EMPLOYER MEDICARE CONTRIBUTION	.00	.00	.00	.00
	1 -100-2230-100-30-0222 -	900XF				
1001013	0231 900XF	KTRS EMPLOYER CONTRIBUTION	.00	.00	.00	.00
	1 -100-2230-100-30-0231 -	900XF				
1001013	0232 900XF	CERS EMPLOYER CONTRIBUTION	.00	.00	.00	.00
	1 -100-2230-100-30-0232 -	900XF				
1001013	0253 900XF	KSBA UNEMPLOYMENT INSURANCE	.00	.00	.00	.00
	1 -100-2230-100-30-0253 -	900XF				
1001013	0260 900XF	WORKERS COMPENSATION	.00	.00	.00	.00
	1 -100-2230-100-30-0260 -	900XF				
1001013	0298 900XF	OTHER EMPLOYER PAID BENEFITS	.00	.00	.00	.00
	1 -100-2230-100-30-0298 -	900XF				
1001013	0650 900XF	SUPPLIES-TECHNOLOGY RELATED	10,500.00	10,000.00	.00	-100.00
	1 -100-2230-100-30-0650 -	900XF				
1001013	0734 900XF	TECHNOLOGY-RELATED HARDWARE	20,000.00	10,000.00	.00	-100.00
	1 -100-2230-100-30-0734 -	900XF				
1001022	0514 900XF	CONTRACT BUS SERVICES	5,950.00	900.00	.00	-100.00
	1 -100-1900-930-30-0514 -	900XF				

Save a copy of the report for your records

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 2024-2025 will NOT be allocated using Next Year Budget Entry.**
- **Central Office AND All Schools window is February 1ST through March 1, 2024, Permissions will be removed on March 2, 2024.**
- **NO budget CHANGES will be made after March 1, 2024, for Central Office or Schools.**
- **Current Year Funds, tentatively the last date for purchasing, will be April 26, 2024.**
- **Next year funds will tentatively be available on April 29th for purchasing supplies for the next year. When purchasing using next year funds, change the fiscal year to 2025.**
- **Be sure to allocate funds to codes you will need for purchasing as NO budget transfers will be possible UNTIL August 1, 2024!**