

MUNIS Budget Transfer Request

Hampton City Schools Cheat Sheet

USE CHROME WEB BROWSER ONLY

Budget Transfers are not to be used to pay Department Invoices such as Print Shop, Graphics and Transportation. Those will still be processed by sending an email to Lisa Deanhofer.

To create a Budget Transfer

- Open the Tyler Menu
- Financials
- Budget Processing
- Budget Transfers and Amendments (Add to Favorites)

Click **ADD** on the ribbon to create the Transfer request.



Back



Accept



Cancel

Journal Details

Clerk

Fiscal year *

Period *

Journal

Journal reference 1

Journal reference 2

Short description *

Effective date *

Budget year code

Entity code *

Amendment type *

Budget projection inclusion

Amendment status

Update recurring journal

Enter user defined info

Project accounts apply

Workflow

| | |
|-----------------------------|----------------------------------|
| Fiscal Year | Will default |
| Period | Will Default |
| Journal Reference 1 | Enter the Department Number |
| Journal Reference 2 | TECH OR TRANS |
| Short Description | TRANS EXP |
| Effective Date | Will default to current date |
| Budget Year Code | Default ALWAYS 1 |
| Entity Code | Will Default and cannot change |
| Amendment Type | Default ALWAYS 1 |
| Budget Projection Inclusion | ALWAYS ONE TIME |
| Project Accounts Apply | UNCHECK if box is checked |

If the budget transfer is for technology TECH should be entered in Journal Reference 2 in place of TRANS. If TECH is not included the budget transfer will automatically be denied.

Click ACCEPT to start the entry.

The cursor will go directly to the FIRST line to be entered.

Budget Amendment Detail Lines

Back Search Browse Update Summary Line Acct

Journal
Journal 2019/09 4 Ref 020 Desc TRANS EXP Eff Date 03/08/2019

Journal Lines

| Line | T | Account Number | Description | Comment | Eff Date | I/D | Amount |
|------|---|--|------------------------|-----------------------------|------------|-----|--------|
| 1 | E | 50-6013-2-020-020-61100-01001-0000000- | Instructional Supplies | Transfer to Technology | 03/08/2019 | I | 100.00 |
| 2 | E | 50-6050-2-020-020-61100-01001-0000000- | Other Expenses | Transfer from Instructional | 03/08/2019 | D | 100.00 |

Add'l Description

Journal Totals

| | |
|----------|--------|
| Increase | 100.00 |
| Decrease | 100.00 |

| | |
|----------------|--|
| Line | 1 Will default do not change. |
| T | E for Expense will default. |
| Account Number | Use the Lookup (3 dots at end of Account #) or to narrow your search you can type any of the account segments and then the lookup. |
| Description | Will autofill the account description. |
| Comment | Enter additional information for the approvers. This should include reason for transfer (not just increasing or decreasing a line). If this is a transfer for a technology purchase, enter a description of what is being purchased (Ex. Printer, USB Drive) |
| Effective Date | Will default-DO NOT CHANGE |
| I/D | I for INCREASE - Use for budget account being increased. D for DECREASE - Use for budget account being decreased. |
| Amount | Enter the amount of the transfer request. |

Note: After entering first line, tab to enter the additional line of the transfer. The account number defaults from the line above. You can change the account number manually or you can clear out the entire account and select the account from the pick list.

You can enter as many transfer lines as needed or if you want separate entries that can be approved separately select **ACCEPT** in the top ribbon, then select **ADD** to get a new entry screen.

IMPORTANT NOTE: All lines of the transfer must be in **whole dollars only**. All budget transfers must be balanced. Make sure you have a balanced transfer by looking at the bottom left of the screen under **Journal Totals**. **Please note that the only cross category budget transfers allowed are for Technology purchases**. Any other cross category transfer requests will be denied. The only exception to this rule is for grant transfers.

If you need to provide additional details about your transfer, you can do so by clicking on the **Additional Description Button** on lower left of the screen.

Journal: 4 Line: 1

Back Output Display PDF Save Stamp Top Stamp Bottom Display as HTML

2019-03-08 10:09:25 munis]:
 /pe additional information for the Transfer request

Select **Stamp Top** on the top ribbon which will input the date and user ID.
 Type additional information then **SAVE** on the top ribbon.

Click **Back** on the top ribbon to go back to the Transfer Screen.

When finished with entry select **ACCEPT** on the top ribbon.

Budget Amendment Detail Lines

Back Accept Cancel Search Add Delete User Defined View Budget

Journal
 Journal 2019/09 4 Ref 020 Desc TRANS EXP Eff Date 03/08/2019

Journal Lines

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Then select **BACK** in the top ribbon to go back to the header record.

Budget Amendment Detail Lines

Back Search Browse Update Summary Line Acct

Journal
 Journal 2019/09 4 Ref 020 Desc TRANS EXP Eff Date 03/08/2019

Journal Lines

| Line | T | Account Number | Description | Comment | Eff Date | I/D | Amount |
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Select **RELEASE** on the top ribbon to release the transfer request into workflow.

The approvers will post this transfer request after approval.

To check the status of your Budget Transfer, go back to **Budget Transfers and Amendments** on your Tyler Menu.

- Select **Browse** on the top ribbon.
- Choose an option to search by and select **Accept** on the top ribbon.
- Double click on the appropriate record.
- At the bottom of the screen under **Workflow**, select **Approvers**. This will show the next approver in the workflow.