

# Munis Central Budget Entry and Budget Reports

For Munis Budget Help email [munis-help@co.champaign.il.us](mailto:munis-help@co.champaign.il.us)

## Open Central Budget Entry

- 1.) Financials
- 2.) Budget Processing
  - Central Budget Entry

## Choose your Projection



Use this Projection for General Fund Budgets



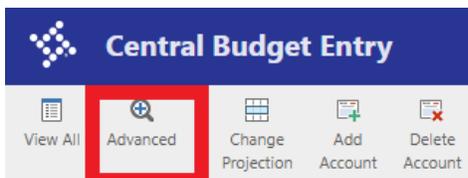
20241 – FY2024 General Fund

Use this Projection for Special Revenue Fund Budgets



20242 – FY2024 Special Revenue Funds

## Use Advanced to narrow down the Fund/Department



### Note for Special Revenue Funds:

You can tell if your budget is balanced by leaving Account Type blank. Revenues (-) and Expenditures will calculate against each other.

### Projection Accounts

Define the working findset by entering projection related information in the fields that apply.

Org	<input type="text"/>	Q	Fund	<input type="text"/>	Q	PL Project	<input type="text"/>	Q
Object	<input type="text"/>	Q	CAFR Func	<input type="text"/>	Q	Phase	<input type="text"/>	Q
GL Project	<input type="text"/>	Q	Comptroller	<input type="text"/>	Q	Task	<input type="text"/>	Q
Character Code	<input type="text"/>	Q	Cty Function	<input type="text"/>	Q	Sub-Task	<input type="text"/>	Q
Rollup Code	<input type="text"/>	Q	Department	<input type="text"/>	Q	Source	<input type="text"/>	Q
Account Type	<input type="text"/>	▼	Division	<input type="text"/>	Q	Detail	<input type="text"/>	Q
			uture Use	<input type="text"/>	Q	Type	<input type="text"/>	Q
			Interfund	<input type="text"/>	Q			

Revenues and Expenses can also be separated using Account Type

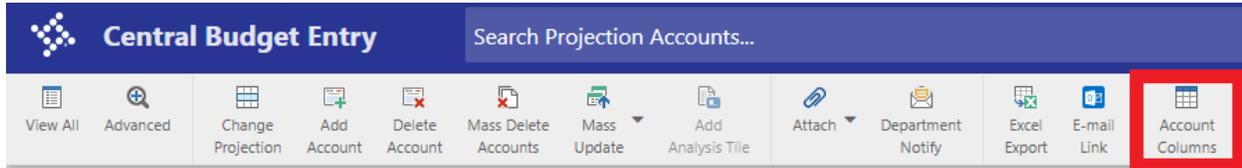
Ok Reset Close

# Munis Central Budget Entry and Budget Reports

Select Account Columns (once you set this it will default to your chosen setting)

Central Budget Entry only includes 2 years of historical data.  
For 2017-2020 the Historical TB Activity w Object Code is available under  
Forms/Accounting and Finance

<https://www.co.champaign.il.us/Internal/Formsandtoolkits.php>



## Select:

- ✓ Account Type
- ✓ Account Description
- ✓ 2024 Department Budget
- ✓ 2023 Projected Actuals
- ✓ 2023 Revised Budget
- ✓ 2023 Actual
- ✓ 2022 Actuals
- ✓ 2021 Actuals

Rearrange Columns by clicking on the Header and Dragging (your settings will be saved)



**Budgeting \*\*\*BUDGET IN WHOLE DOLLARS\*\*\***

1. Enter 2023 Projected (based on current knowledge of revenue and expenditure).
  - Revenues will default to (-).
2. Enter 2024 Budget
  - For General Fund
    - Budget is prepopulated based on Original FY2023 Budget.
    - Follow Budget Instructions given at 6/7 Department Head meeting for allowable increases.
    - All other increase must be submitted on Forms provided.
3. Save Changes (bottom right-hand corner).

## TIPS:

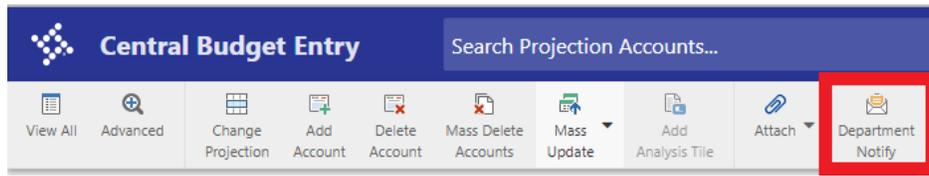
1. Excel Export tile is in the banner if you want to export data to a spreadsheet.
2. Clicking on an account string 'Description' takes you to Account Central where you can review account details.

## Munis Central Budget Entry and Budget Reports

### Double-check your budgets!

- ✓ Make sure you have entered Revenue and Expenditure for ALL Budgets for both FY2023 Projected and FY2024 Budget.
- ✓ For Special Revenue Funds FY2024 Budgets must be balanced. (Total in black banner will be \$0.00 or a negative number if your budget is balanced unless you are drawing on fund balance for capital costs).
- ✓ For General Fund Budgets, you must follow Budget Guidelines given on 6/7.

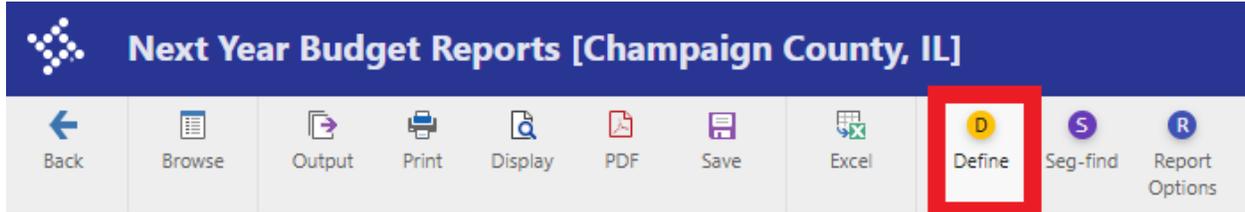
### When **ALL** budgets are done use Department Notify (**Select YOUR DEPARTMENT AND Ok**)



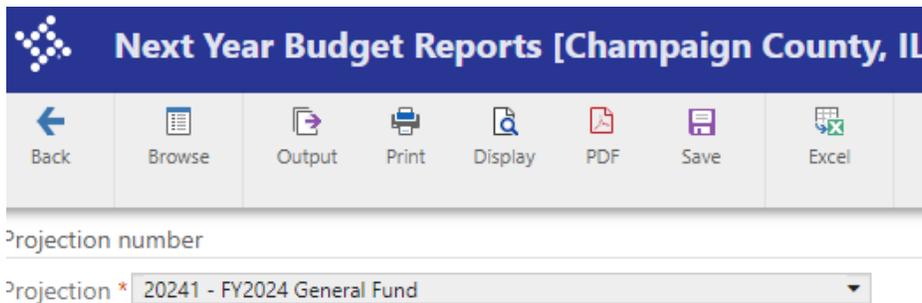
# Munis Central Budget Entry and Budget Reports

## Budget Reports

- 1.) Financials
- 2) Budget Processing
- 3.) Next Year Budget Reports

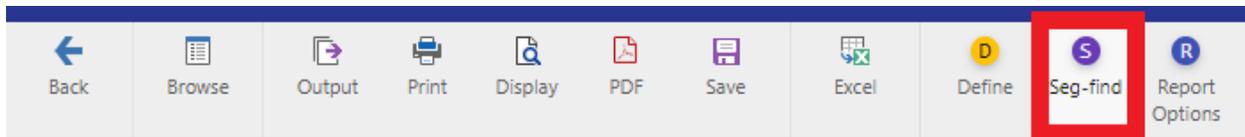


Choose Projection and Accept (twice)



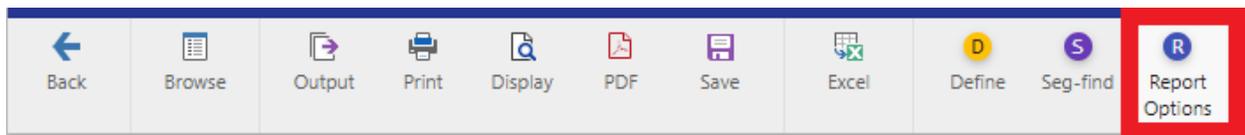
Choose Segment Find and Accept

- You can narrow your report by Fund/Department/Revenue/Expense/Account Status



Choose Report Options

- You can customize your report
- Use tiles to export to Excel, print, or generate a pdf
- Settings for the sample report on the following page are included after the report



**Munis Central Budget Entry and Budget Reports**  
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**Champaign County, IL**



**NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS**

ACCOUNTS FOR:			2022	2023	2023	2023	2023	2024	PCT
VETERANS	ASSISTNC	COMSSSN	ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	PROJECTION	Department	CHANGE
K MISC REVENUE									
10000107	400901	GIFTS AND	.00	.00	.00	500.00	.00	.00	.0%
		TOTAL MISC REVENUE	.00	.00	.00	500.00	.00	.00	.0%
O PERSONNEL									
10000147	500103	REGULAR FU	47,618.28	38,156.00	38,156.00	21,828.32	38,156.00	38,156.00	.0%
		TOTAL PERSONNEL	47,618.28	38,156.00	38,156.00	21,828.32	38,156.00	38,156.00	.0%
S SERVICES									
10000147	502003	TRAVEL	100.00	100.00	100.00	.00	100.00	100.00	.0%
10000147	502004	CONF&TRAIN	582.30	800.00	800.00	.00	800.00	800.00	.0%
10000147	502012	R&M	449.00	449.00	.00	.00	449.00	449.00	.0%
10000147	502021	DUESLICMBR	200.00	350.00	350.00	.00	350.00	350.00	.0%
10000147	502022	OPERATIONA	85,487.35	80,000.00	10,000.00	.00	10,000.00	80,000.00	700.0%
10000147	502039	CLIENT RHS	.00	.00	35,000.00	23,079.00	.00	.00	.0%
10000147	502047	SOFLICSAAS	.00	.00	449.00	449.00	.00	.00	.0%
10000147	502049	CLIENT UMS	.00	.00	35,000.00	16,740.00	.00	.00	.0%
		TOTAL SERVICES	86,818.65	81,699.00	81,699.00	40,268.00	11,699.00	81,699.00	.0%
		TOTAL VETERANS ASSISTNC COMM	134,436.93	119,855.00	119,855.00	62,596.32	49,855.00	119,855.00	.0%
		TOTAL REVENUE	.00	.00	.00	500.00	.00	.00	.0%
		TOTAL EXPENSE	134,436.93	119,855.00	119,855.00	62,096.32	49,855.00	119,855.00	.0%
		GRAND TOTAL	134,436.93	119,855.00	119,855.00	62,596.32	49,855.00	119,855.00	.0%

\*\* END OF REPORT - Generated by Tami Ogden \*\*

# Munis Central Budget Entry and Budget Reports

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Settings for previous report:

**NY Budget Report Options**

← Back
✓ Accept
⊘ Cancel

Report

Type 1 - NEXT YEAR/ CURRENT YEAR BUDGET ANALYSIS

Budget level 1 - Department

Percent change calculation method. 1 - (LEVEL - CURR BUD) / CURR BUD

Print first or second year of budget requests

First  
 Second

#### Sequences

Field #	Total	Page Break
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>

#### Additional options

Period number \*

Print revenue as credit

Include cfwd in rev bud

Include cfwd in actuals

Totals only

Include segment code

Include report grand totals by account type

Print full GL account

Double space

Suppress zero bdtg accts

Print as worksheet

P Print pct or comment

Print text

Amounts/totals exceed 999 million dollars

Print five budget levels

Multiyear view

Print report options