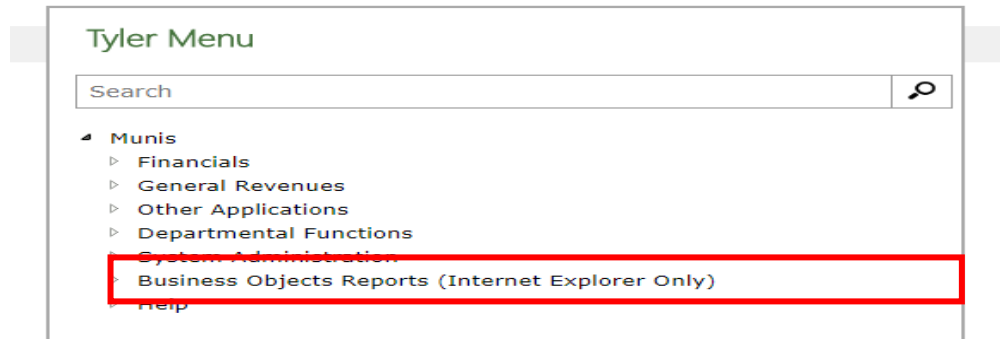


# Business Object Reports (Access through the MUNIS menu)



## Types of Reports

1. Accounting/Finance Financial Reports – See Budgets with Questions
  - a. Auxiliary Operation Report (B&E for fund 525)
  - b. Budget & Expense Report Schools (B&E for funds 001 &610)
  - c. Budget Projections for Schools (Use when building new year budgets)
  - d. Central Budget Entry Detailed Instructions (Use when building new year budgets)
  - e. Central Budget Entry Quick Start Guide (Use when building new year budgets)
  - f. Central Budget Entry Tip 1 (Use when building new year budgets)
  - g. Central Budget Entry Tip 2 (Use when building new year budgets)
  - h. Foundation Mini Grant Report
  - i. Gifts & Donations Report (B&E for fund 530)
  - j. Grant Budget & Expense Report (B&E for funds 100-499)
  - k. Lost Textbook Fund Report (B&E for fund 555)
  - l. Student Activities Report (B&E for fund 850)
  - m. Tax Credit Report (B&E for fund 526)
2. Payroll Reports – See Payroll with Questions
  - a. Absence History by Employee
  - b. Accrual Balance by Employee
  - c. Budget vs Actual Hours Worked
  - d. Kronos Staffing List with Accounts
  - e. Payroll Check Lookup by Site
  - f. Substitute Days Paid
3. Time and Effort Reports – See Budgets with Questions
  - a. Time and Effort Monthly & Semi-Annual Forms by Employee
  - b. Time and Effort Monthly & Semi-Annual Forms by Location
  - c. Time and Effort Monthly & Semi-Annual Forms List
  - d. Time and Effort Monthly Log (Fillable Form)
  - e. Time and Effort Summer List
  - f. Time and Effort List Current Year

# Business Objects Accounting/Finance Reports

## Budget & Expense Reports

Auxiliary Operation Report (Fund 525)  
Budget & Expense Report Schools (Funds 001 & 610)  
Foundation Mini Grant Report  
Gifts & Donations Report (Fund 530)  
Grant Budget & Expense Report (Funds 100-499)  
Lost Textbook Fund Report (Fund 555)  
Student Activities Report (Fund 850)  
Tax Credit Report (Fund 526)

These reports are an overview of your budget. They show the original budget, any budget transfers, revised budget, expenditures, encumbrances and remaining balance. The remaining balance is remaining monies that can be spent before the end of the fiscal year (June 30) or the end of the grant period. Note fiscal years run from July 1 to June 30.

### **Report Fields**

#### Current Year

Use October thru June

Provides budget balances for the current fiscal year

#### Next Year

Use during July, August and September

Provides budget balances during the transition period between two fiscal years

Finance does not close fiscal years until October

Provides budget balance for July – September for the current fiscal year

#### Suppress Accounts with No Activity

YES - Will hide accounts with zero balance

No - Will show all accounts

### **Negative Remaining Balances/Items To Look At**

- ✓ Are there negative balances
- ✓ Check encumbrances and expenses to verify they are correct
- ✓ Transfer monies thru a budget transfer (Must stay in the same fund, 001 to 001 not 001 to 530)
- ✓ Sub monies must stay in Budget Group SUB-2163
  - Sub monies does not include long term substitutes
  - Sub budget is loaded per semester not fiscal year
- ✓ Cash Controlled Accounts (Auxiliary, Gifts & Donations, Lost Books, Student Activities, Tax Credit)
  - DO NOT CLEAN UP NEGATIVES FOR INDIVIDUAL ACCOUNT CODES
  - Budget must stay in object 6000
  - If budget rollup total is in the negative – Research – Should never be negative
  - Tax Credit should be the only cash account with budget transfers
    - Monies can be moved from undesignated (program 159) to other programs
    - Site counsel minutes must be attached
    - Move monies from 526.159.XXXX.6000.XXX.XXXX TO 526.XXX.XXXX.6000.XXX.XXXX
- Call Accounting with questions on Cash Controlled Accounts

**Generate and review budget and expense reports at least bi-weekly**

# Business Objects Payroll Reports

## **Absence History by Employee**

List of employees, date of absence, hours missed, and leave type used

## **Accrual Balances by Employee**

List of employees, accrual type, job code, hours earned, hours used, and balance

## **Budget vs Actual Hours Worked**

Monitor hourly (Kronos) employees who may be working more than their budgeted hours

- Make sure employees are clocking in and out for lunch. This is a common cause for employees going over budget.
- Look for employees with multiple jobs. Check if one job is over budget and the other is under budget. It may be their transfer schedule is incorrect in Kronos. [Contact Payroll to correct the schedule.](#)
- If an employee is way over/under, maybe they are not aware of their FTE and what their schedule is supposed to be.
- If an employee is working more hours, either you need to submit a PAR to increase their FTE or reduce their schedule.
- Compare prior report to current report to see if an employee's overage has changed.
- Once an employee is over budget, they will be over all year unless they work under budget in a future pay cycle.

## **KRONOS Punch Edits by Employee by Month – Also sent via email**

Shows the number of time punch corrections posted for each employee by month

## **KRONOS Staffing List with Accounts**

Shows employees job information such as, job code, job description, hours per week, account code, calendar and pay rate

## **Pay Check Lookup by Site**

Shows employees check information such as, check date, check #, delivery type (direct deposit or live check) and check location

## **Substitute Days Paid**

Shows number of substitute days paid by month

## Other scheduled reports - Reports sent via email

### **Facility Manager Budget & Expense Report**

- Includes custodial supply allocations from Academic Support Programs and KidSpace.
- The custodial supply budget from other funds can also be seen on the Budget & Expense Report Schools

### **Facility Manager Purchase Order Report**

- List all site's POs for the current fiscal year
- Office Manager can run a similar report from the Purchasing folder (School Purchase Order Report). This will be important as we approach cutoff dates for purchases.

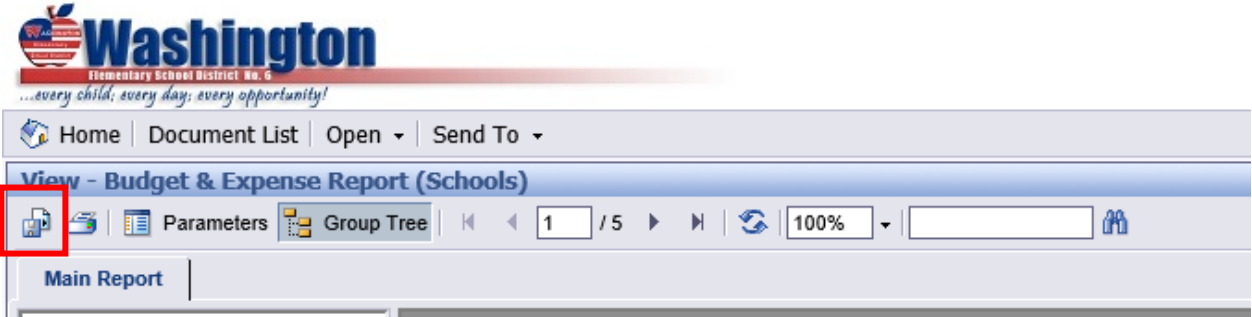
### **Kronos Punch Edits by Employee by Month**

- Shows the number of time punch corrections posted for each employee by month.
- This can be used to create and monitor goals for employees to reduce the number of corrections and can be used for the classified employee evaluation.

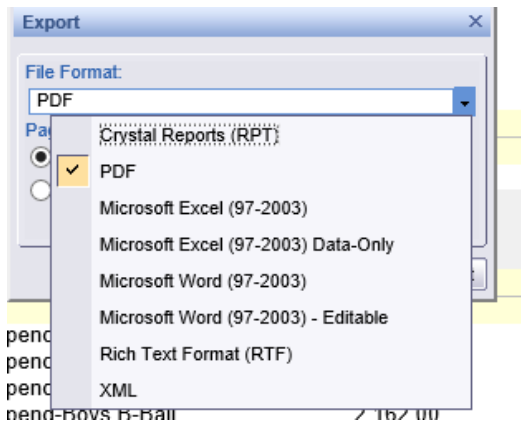
# Export a Business Objects Report

Once a business object report is completed, it can be exported to PDF, EXCEL or Word.

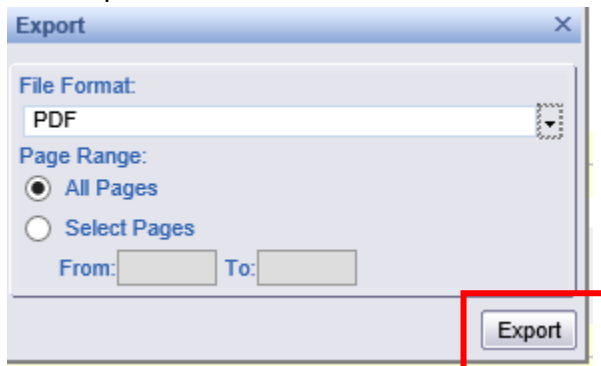
1. Click Export This Report



2. Select PDF or Excel or Word



3. Click Export



4. Report is now exported

# USFR Chart of Accounts

The USFR is the accounting and financial reporting manual for Arizona school districts. This determines the way expenses and revenues are coded.

Link to USFR: <https://www.azauditor.gov/usfr>

## Account Code Structure

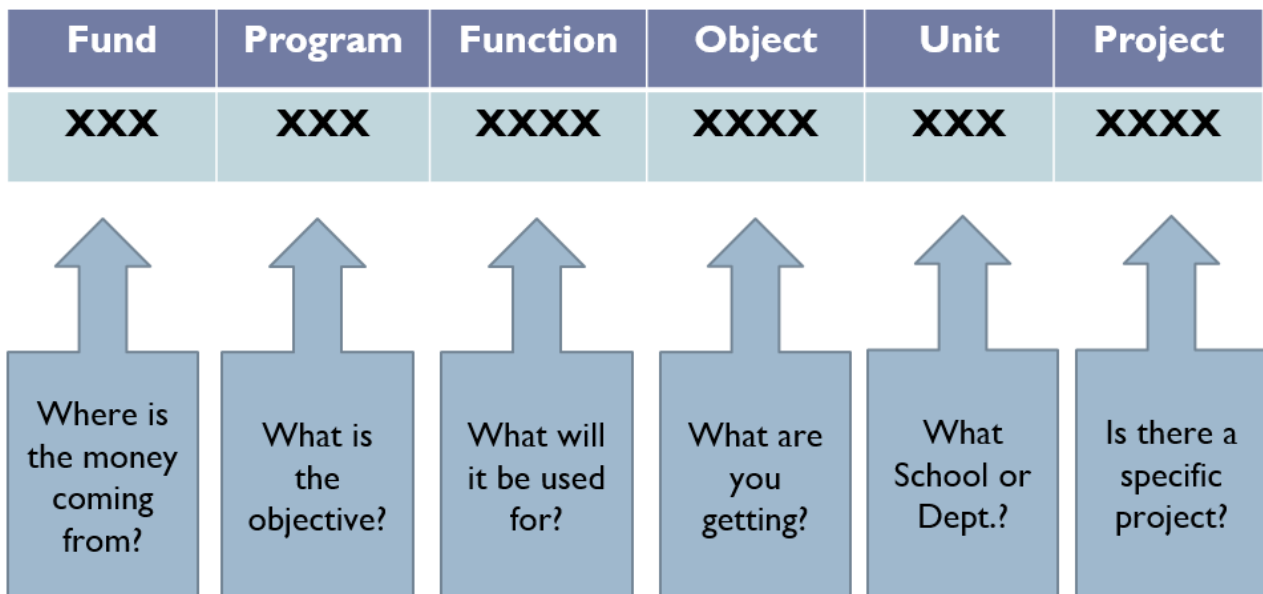
Codes are made up by five different components.

Each component is separated by a period (.)

Know what and why items are being purchased.

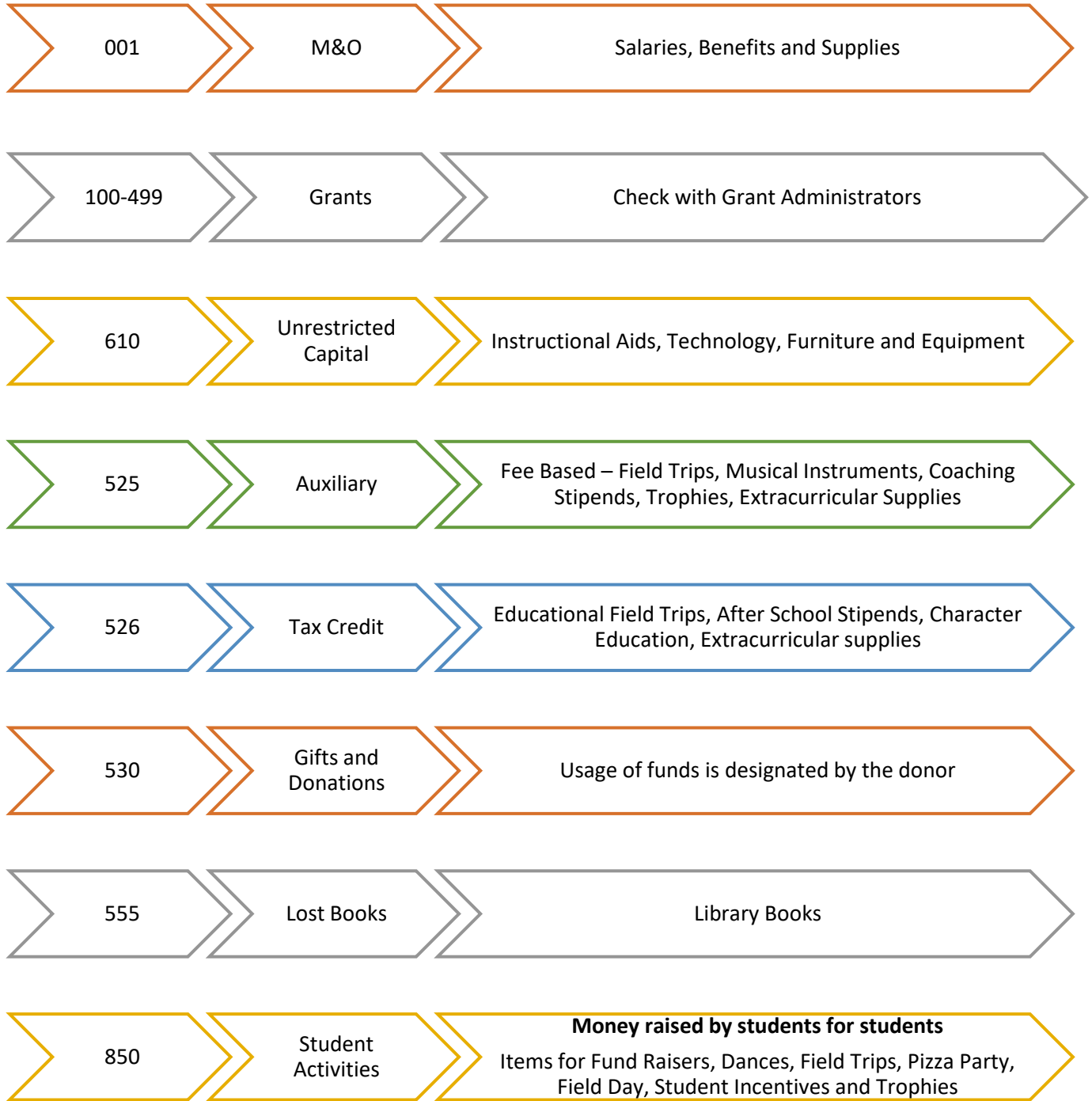
Ask questions.

## It's all in the details!



# FUND

Where is the money coming from?



# Program

What is the area of focus?

100	<b>Regular Education</b>				
121 to 149	<b>Special Programs</b>	121 – Art 126 – Mathematics 132 - Foreign Language 141 - Student Council	122 - Life Management 127 – Music 134 - Computer Science 142 - Honor Society	123 - Physical Education 128 – Science 135 - Reading Labs 143 – Yearbook	125 - Language Arts 129 - Social Studies 139 – Kindergarten 145 - Tutoring
150 to 159	<b>Tax Credit Programs</b>	150 - Field Trips 154 – Sports	151 - After School Programs 155 - Character Education	153 – Music 159 - Undesignated	
179	<b>Custodial</b>				
183	<b>Library</b>				
200 to 299	<b>Special Education</b>				
400 to 499	<b>Transportation</b>	400 - Transportation	420 - Special Education Transportation	499 - Transportation Utilities	
610 to 630	<b>Auxiliary/M&amp;O Sports Programs</b>	611 - Field Trips (Local) 615 - Miscellaneous 623 - Girls Basketball 627 - Pom & Cheer	612 - Field Trips (Out of Town) 620 - Athletics 624 - Boys Basketball 628 - Girls Softball	613 - School Book Fair 621 - Girls Volleyball 625 - Cross Country 630 - Other	614 - Soda Proceeds 622 - Boys Volleyball 626 - Wrestling
900(s)	<b>Community Programs</b>	900 - Community Services Program 903 - Special Interest/Enrichment	901 - Preschool 908 - Project Potential	902 - Extended Day/Kidspace 909 - Intercessions	



## Function

What will the good and service be used for?

	Function Code	Title	Description/Example
<b>1000(s) Instruction</b>	<b>1000</b>	<b>Teacher Instruction in Classroom</b>	<b>Activities dealing directly with the interaction between teachers and students</b>
	<b>1900</b>	<b>Classified instruction in the classroom</b>	<b>Salaries and benefits of classroom aides or assistants of any type that assist in the instructional process.</b>
<b>2100(s) Support Services for Students</b>	2100	Support Services - Students	Activities designed to assess and improve the students' well-being and to supplement the teaching process
	2110	Attend & Social Work	This function includes attendance services, social work services, student accounting services, and student attendance software.
	2120	Guidance Services	Activities involving counseling with students and parents, consulting with other staff members on learning problems, evaluating the abilities of students, assisting students as they make their own educational and career plans and choices, assisting students in personal and social development, providing referral assistance, and working with other staff members in planning and conducting guidance programs for students.
	2130	Health Services	Health services that are not direct instruction. Included are activities that provide students with appropriate medical, dental, and nursing services.
	2140	Psychological Services	Activities concerned with administering psychological tests and interpreting the results; gathering and interpreting information about student behavior; working with other staff members in planning school programs to meet the students' special needs as indicated by psychological tests and behavioral evaluation; and planning and managing a program of psychological services, including psychological counseling for students, staff, and parents.
	2150	Speech & Audiology Svc	Activities that identify, assess, and treat children with speech, hearing, and language impairments
	2160	Occupational/Physical Therapy Services	Activities that assess, diagnose, or treat students for all conditions requiring the services of an occupational or physical therapist.
<b>2200(s) Support Services Instruction</b>	2200	Support Services - Instruction	Activities associated with <u>assisting the instructional staff</u> with the content and process of providing learning experiences for students. This function also includes curriculum directors, special education directors, or others who supervise staff performing these functions.

## Function (Continued)

Function Code	Title	Description/Example
2300(s) Support Services Administration	2300	Support Services - General Administration Activities associated with establishing and administering policy for operation of a district.
	2320	Executive Administration Activities associated with overall general administration or executive responsibility for the school district. This function includes the office of the superintendent and related office support staff (e.g., administrative assistant, secretary), community relations, and state and federal relations services.
2400(s) Support Services School Administration	2400	Support Services - School Administration Activities concerned with overall administrative responsibility for a school.
	2410	Office of the Principal Activities concerned with directing and managing the operation of a school. This function includes the activities performed by the principal, assistant principals, and other assistants while supervising all school operations, evaluating staff members, assigning duties to staff members, maintaining the school records, and coordinating school instructional activities with those of a district.
2500(s) Central Services	2500	Central Services Activities that support other administrative and instructional functions, including fiscal services, human resources, planning, and administrative information technology.
2600(s) Operations & Maintenance	2600	Operation and Maintenance Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in effective working condition and state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools.
2700(s) Student Transportation	2700	Student Transportation Activities concerned with conveying students to and from school, as provided by state and federal law. This includes trips between home and school, and trips to school activities.
3000(s) Operations of Non- Instructional Services	3100	Food Service Operations Activities concerned with providing food to students and staff in a school or district.
	3300	Community Services Operations Activities concerned with providing community services to students, staff, or other community participants.

# Object

What is being purchased?

<b>Object Code</b>	<b>Title</b>	<b>Description/Examples</b>
6100	Salaries	
6200	Benefits	
6330	Other Professional Services	<i>Services other than educational that by their nature can only be performed by person or firms with special skills and knowledge</i>  Such as: Consultants, Medical Doctors, Dietitians, Planners, Subcontractors
6331	Conferences/Workshops	<i>Registration fees for Conferences/Workshops</i>  Registration fees for conferences/workshops <u>not travel</u> – Travel is 6580
6336	ESI/Smart Schools	
6430	Repairs & Maintenance	<i>Expenditures for repairs and maintenance services not provided directly by district employees. These services cannot be paid for from the UCO Fund.</i>
6440	Rentals	<i>Costs for renting or leasing land, buildings, and equipment. Operating leases should be coded here.</i>
6450	Construction Services	Amounts paid to contractors for constructing, renovating, and remodeling buildings. (Only used with Function 4000)
6510	Student Transportation	<i>Expenditures for transporting students to and from school and other activities</i>  Expenditures such as: Transportation for field trips
6519	Student Transportation – Other Sources	<i>Persons and agencies other than districts</i>
6550	Printing and Binding	<i>Expenditures for job printing/binding which includes designing</i>  Items such as: Printing or binding of forms, posters or district publications  <b>T-shirts, pencils and other items ordered to print with a custom designs (logos)</b>  Preprinted forms and poster should be coded to 6612 or 6613
6580	Travel	<i>Expenditures for district personnel, federally funded advisory committee members traveling for an official district purpose</i>  Expenditures such as: Private vehicle reimbursement and lodging
6610	All Supplies	<i>Expenditures for all supplies for the operation of a district</i>  <b>Expenditures previously coded to 6612, 6613, 6614, 6615, 6617, 6618 and 6619. Including instructional supplies like paper, pencils, crayons, balls, cones, flags; office supplies like post it notes, pens binders; testing materials; custodial supplies; maintenance supplies</b>

## Object (Continued)

<b>Object Code</b>	<b>Title</b>	<b>Description/Examples</b>
6616	Food Supplies	<p>Food purchased for consumption, plates, plastic ware, napkins Food used in the commission of a lesson should be coded to 6610</p> <p>Only to be used for Auxiliary, Student Activities, Gifts &amp; Donations, and grants (check with grant coordinator for allocable foods)</p>
6641	Library Books	<p><i>Expenditures for regular purchases of library books and related items available for general use by students.</i></p> <p><i>All items must be for the sole purpose of library or media center use</i></p>
6642	Textbook	<p><i>Expenditures for textbooks, videocassettes, films, or workbooks that have been adopted by the Governing Board</i></p> <p>Items such as: Reference books, films, cassette tapes, periodicals</p>
6643	Instructional Aids	<p><i>Expenditures for materials used by students that supplement a district's adopted, educational program. Paper used in the mass production of educational materials, such as workbooks, is included here. However, paper used in the day-to-day production of handouts or lesson materials and general supplies of a consumable nature (e.g., lasting less than 1 year), such as pens, pencils, crayons, and clay, should be reported as general supplies in object code 6612.</i></p> <p>Items such as Auto parts for shop class, Instructional games and apps, Bats and Rackets, Math manipulatives, Calculators for students, Musical instruments (likely to be replaced rather than repaired), Drama scripts/plays, Electronic book readers and Electronic media (books, videos, etc.), Sheet music, Software (Instructional), Books, Globes and Maps, Pretend play furniture, Small/lap white boards and workbooks</p>
6644	Other Book, Periodicals and Media	<p><i>Expenditures for books, periodicals and other media such as DVDs purchase for <u>nonstudent users or noncredit enrichment programs</u></i></p> <p>Items such as: Professional Development Books, DVD's, Title 15 Education Code</p>
6650	Technology Related Supplies  (Used usually with Functions 1000, 2230, & 2580)	<p><i>Expenditures for Technology Related Supplies that are typically used in conjunction with technology related hardware or software.</i></p> <p>Items such as: <b>Toner</b>, Parallel Cables, Keyboard, Mouse, Monitor Stands, Laptop Batteries, etc.</p>
6810	Dues and Fees	<p><i>Membership dues and fees. Expenditures or assessments for membership in professional or other organizations, or payments to a paying agent for services rendered, such as bank fees</i></p>
6890	Miscellaneous Expenditures	<p><i>Student's entry fees and food cost related to travel - Amounts paid for goods or services not properly coded to any other expenditure object code. Students' food and hotel costs associated with student travel, as well as student entrance fees paid by a district should be coded here. The refund of prior year's revenues should also be reported here.</i></p> <p>Items such as: Field trip entry fees</p>

6731 & 6733	Furniture and Equipment	<i>Expenditures for furniture, furnishings, athletic equipment and other equipment</i>  Items such as: Bookcases, Chairs, Filing Cabinets, Tables, Large Area rugs, Bats, Helmets, child sized couches, tables, chairs, Carts, Easels, Whiteboards/Chalkboards (large ones that attach to the wall) – SEE BELOW
6737 & 6739	Technology-Related Hardware and Software	Expenditures for technology-related equipment  Items such as: Cameras, Printers, Computers, Projectors, Headphones, Smartboards, Two way Radios, battery chargers, Megaphones, non-instructional software SEE BELOW

An item should be coded as equipment if it is included in the examples below **or** if it meets **all** three equipment criteria below the tables. Items listed as equipment examples below should **not** be evaluated using the equipment criteria. The examples are provided to ensure consistent treatment by all districts. Also, the examples include certain items that are exceptions to the equipment criteria, such as component parts.

<b>Furniture and Equipment Examples (Object Codes 6731-33)</b>		
<b>Athletic Equipment</b> <ul style="list-style-type: none"> <li>▪ Blocking sleds</li> <li>▪ Chalk line dispensers</li> <li>▪ Fitness machines</li> <li>▪ Goal posts (Movable)</li> <li>▪ Helmets/Pads</li> <li>▪ Hurdles</li> <li>▪ Mats</li> <li>▪ Nets (Tennis/Volleyball)</li> <li>▪ Tackling dummies</li> <li>▪ Weights</li> </ul>	<b>Furniture/Furnishings</b> <ul style="list-style-type: none"> <li>▪ Bookcases</li> <li>▪ Chairs</li> <li>▪ Desks</li> <li>▪ Filing cabinets</li> <li>▪ Large area rugs</li> <li>▪ Tables</li> </ul>	<b>Other Equipment*</b> <ul style="list-style-type: none"> <li>▪ Appliances (Kitchen)</li> <li>▪ Auto diagnostic machines</li> <li>▪ Bar code scanners</li> <li>▪ Battery chargers</li> <li>▪ Cameras (photo and video)</li> <li>▪ Cash registers</li> <li>▪ Copiers (off network)</li> <li>▪ DVD/Blu-Ray players</li> <li>▪ Floor jacks</li> <li>▪ Key cutters</li> <li>▪ Kilns</li> <li>▪ Laminators</li> <li>▪ Leaf blowers</li> <li>▪ Microwaves</li> <li>▪ Musical instruments</li> <li>▪ Paint sprayers</li> <li>▪ Power tools</li> <li>▪ Satellite dishes</li> <li>▪ Sewing machines</li> <li>▪ SPED assistance equipment</li> <li>▪ Telephones</li> <li>▪ TVs</li> <li>▪ Two-way radios</li> <li>▪ Vacuums</li> <li>▪ Washers/Dryers</li> <li>▪ Welders</li> </ul>
<b>Fixtures</b> <ul style="list-style-type: none"> <li>▪ Bleachers (Indoor)</li> <li>▪ Ceiling fans</li> <li>▪ Chalk/white boards</li> <li>▪ Drinking fountains</li> <li>▪ Hot water heaters</li> <li>▪ HVAC units</li> <li>▪ Light fixtures</li> <li>▪ Sinks</li> <li>▪ Toilets</li> <li>▪ Wall mirrors</li> </ul>	<b>Component Parts</b> <ul style="list-style-type: none"> <li>▪ A/C compressors</li> <li>▪ Automotive engines</li> <li>▪ Automotive transmissions</li> </ul>	

\* Items may be coded to Technology-Related Hardware and Software if connected to the computer network.

<b>Technology-Related Hardware and Software Examples (Object Codes 6737-39)</b>		
<ul style="list-style-type: none"> <li>▪ Computers (tablets, laptops, etc.)</li> <li>▪ Computer monitors</li> <li>▪ Copiers (on network)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Network equipment</li> <li>▪ Projectors</li> <li>▪ Printers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scanners</li> <li>▪ Smart Boards</li> <li>▪ Software (Non-instructional)</li> </ul>

If an item is **not** included in the examples above, it should be coded as equipment if it meets **all** of the following:

**EQUIPMENT CRITERIA**

1. Typically has a useful life of at least one year.
2. Typically repaired rather than replaced when worn or damaged.
3. An independent unit that retains its original shape, appearance, and character with use and does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.

# CAPITAL DETERMINATION LISTING

## Non-Capital (Supply) Item List Fund 001 and All Other Funds

- ▶ Aprons
- ▶ Balls
- ▶ Batteries
- ▶ Binders
- ▶ Bowls/Cups/Plates
- ▶ Brooms
- ▶ Buckets
- ▶ CD-R's/Floppy Disks (6650)
- ▶ Cleaning Solution
- ▶ Computer Speakers (6650)
- ▶ Cords/Cables
- ▶ Detergent
- ▶ Drill Bits
- ▶ Fans (Small)
- ▶ Fan Belts
- ▶ File Folders
- ▶ Filters
- ▶ Food Trays
- ▶ Fuses
- ▶ Hand Tools
- ▶ Keyboard (6650)
- ▶ Labels
- ▶ Light Bulbs
- ▶ Locks
- ▶ Miter Boxes
- ▶ Mops
- ▶ Mouse (6650)
- ▶ Paint
- ▶ Paper, Pens, Pencils, Paperclips, Staples, etc.
- ▶ Plumbing Parts
- ▶ PVC Piping
- ▶ Soap
- ▶ Spark Plugs
- ▶ Sprinkler Heads
- ▶ Stickers
- ▶ Tape
- ▶ Toilet Seats
- ▶ Toners/Ink Cartridges (6650)
- ▶ Towels
- ▶ Trash Bags
- ▶ Utensils
- ▶ Whistles

## Capital Items List Funds 610 – Object 673X

- ▶ A/C Compressors
- ▶ Automotive Engines
- ▶ Auto Scrubbers
- ▶ Battery Chargers
- ▶ Bleachers/Risers
- ▶ Bookcases
- ▶ Cameras/Document Cameras
- ▶ Carts
- ▶ Ceiling Fans
- ▶ Chairs
- ▶ Chalk Line Dispensers
- ▶ Computer CPU/Monitors
- ▶ Desks
- ▶ Fax Machines/Printers
- ▶ Fencing
- ▶ Filing Cabinets
- ▶ Floor Jacks
- ▶ Handheld/Backpack Blowers
- ▶ Hedge Trimmers
- ▶ Hot Water Heaters
- ▶ Industrial Fan
- ▶ Kilns
- ▶ Ladders
- ▶ Lamps
- ▶ Large Area Rugs
- ▶ Lawn Mowers
- ▶ Light Fixtures
- ▶ Line Trimmers
- ▶ Megaphones
- ▶ Non-Instructional Software
- ▶ Paint Sprayers
- ▶ Playground Equipment
- ▶ Power Tools
- ▶ Power Washers
- ▶ Projectors
- ▶ Refrigerators
- ▶ Sheds
- ▶ Sinks
- ▶ Smartboards
- ▶ Tables
- ▶ Technology Related Hardware
- ▶ Toilets

# Other Capital Listing

## Construction Materials (6610)

(These items are only capital if they are supplies used in original construction or renovation.)

- Concrete
- Carpet
- Electrical Switches
- Electrical Outlets
- Insulation
- Joint Compound
- Lumber
- Molding
- Nails/Screws
- Roofing Materials
- Sheet Rock
- Spackling
- Tile
- Wiring

## Library Books (6641)

**Textbooks (6642)** – *Adopted by the Governing Board*

## Instructional Aids (6643)

- Alphabet Blocks
- Auto Parts for shop class
- Bats and Rackets
- Books
- Calculators for Students
- Drama Scripts/Plays
- Electronic Media (books, videos)
- Globes
- Instructional Cassettes and CD's
- Instructional Games
- Maps
- Math Manipulatives
- Musical Instruments – replaced not repaired
- Sheet Music
- Software (Instructional)
- White Boards (lap)
- Workbooks

## Category Definitions

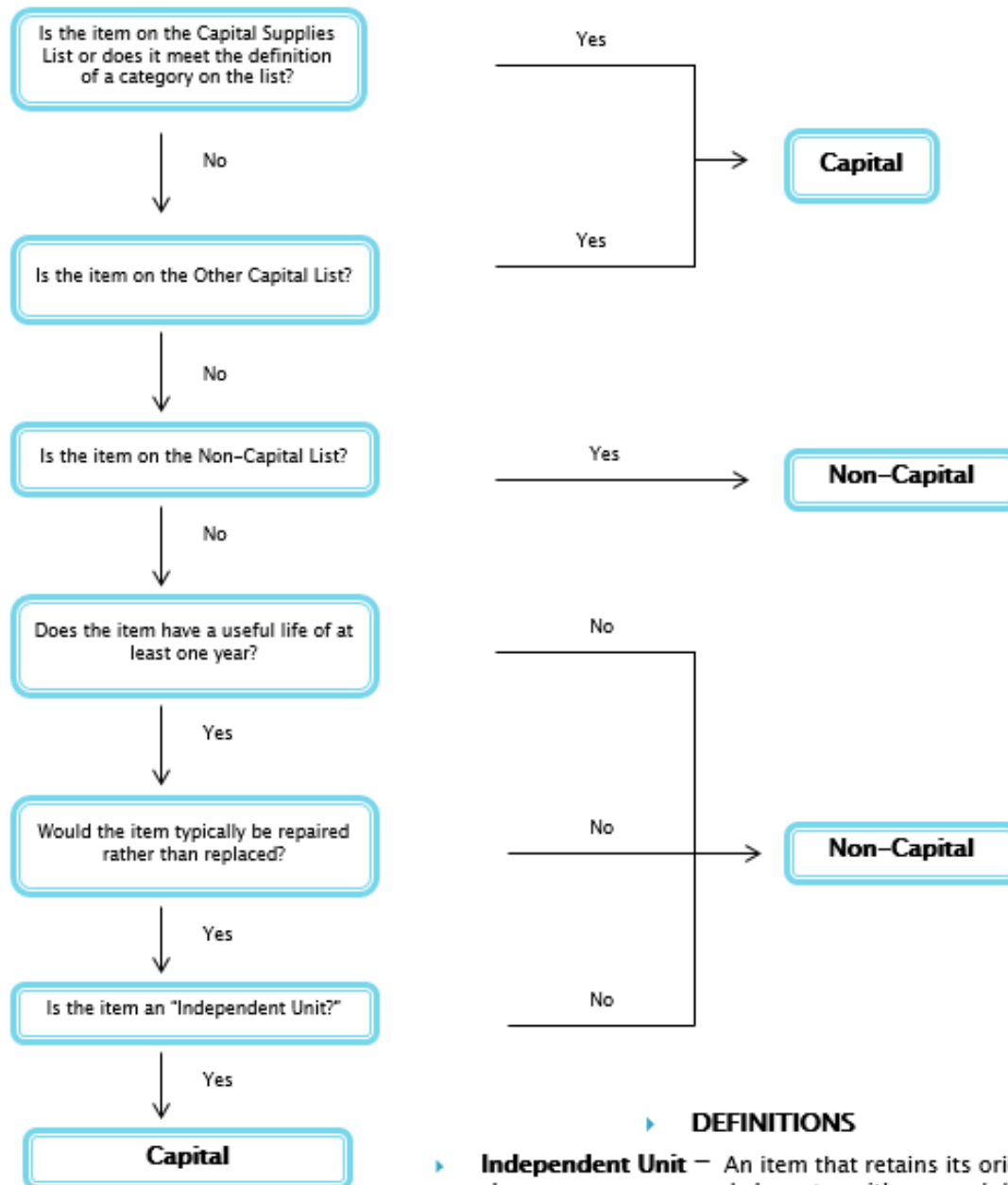
**Construction Materials** – Supplies used in original construction or renovation (i.e., the substantial alteration of square footage, floor plan, or purpose of a building or portion of a building) of a building or land improvement.

**Library Books** – Resource materials maintained in a library or classroom, such as videos, filmstrips, software, newspapers, magazines, books, and cassettes.

**Textbooks** – Materials adopted by the Governing Board, such as books, software, videos, film strips, kits (i.e., whole kits or materials to create kits), and sheet music that functions as the basic instructional program.

**Instructional Aids** - Items used to supplement a districts educational program including athletics, such as workbooks, films, kits, calculators, and instructional computer software. General supplies of a consumable nature (e.g., lasting less than 1 year), such as pens, pencils, crayons, and clay, are not considered instructional aids and should not be paid from capital funds. Paper used in the mass production of educational materials, such as workbooks, is considered an instructional aid. However, paper used in the day-to-day production of handouts or

## CAPITAL DETERMINATION CHART



### ▶ DEFINITIONS

- ▶ **Independent Unit** – An item that retains its original shape, appearance, and character with use and does not lose its identity through fabrication or incorporation into a different or more complex unit or substance.
- ▶ **Component Unit** – A part of an independent unit. Also a part of a fixture or land improvement. Cannot be paid from Capital Funds unless specifically listed on one of the capital lists.



# Unit

What School or Department?

## Schools

AL	167	ABRAHAM LINCOLN
AC	114	ACACIA
AV	116	ALTA VISTA
AR	118	ARROYO
CW	120	CACTUS WREN
CL	122	CHAPARRAL
CH	124	CHOLLA
DF	126	DESERT FOOTHILLS
DV	128	DESERT VIEW
IR	130	IRONWOOD
JJ	131	JOHN JACOBS
LV	132	LAKEVIEW
LM	134	LOOKOUT MOUNTAIN
MZ	136	MANZANITA
MA	138	MARYLAND
MM	140	MOON MOUNTAIN

MS	141	MOUNTAIN SKY
MV	142	MOUNTAIN VIEW
OC	144	OCOTILLO
OR	146	ORANGEWOOD
PV	148	PALO VERDE
RM	150	RICHARD E MILLER
RR	152	ROADRUNNER
RP	154	ROYAL PALM
SA	156	SAHUARO
SB	160	SHAW BUTTE
SU	162	SUNBURST
SS	164	SUNNYSLOPE
SN	165	SUNSET
SW	163	SWEETWATER
TU	166	TUMBLEWEED
WA	168	WASHINGTON

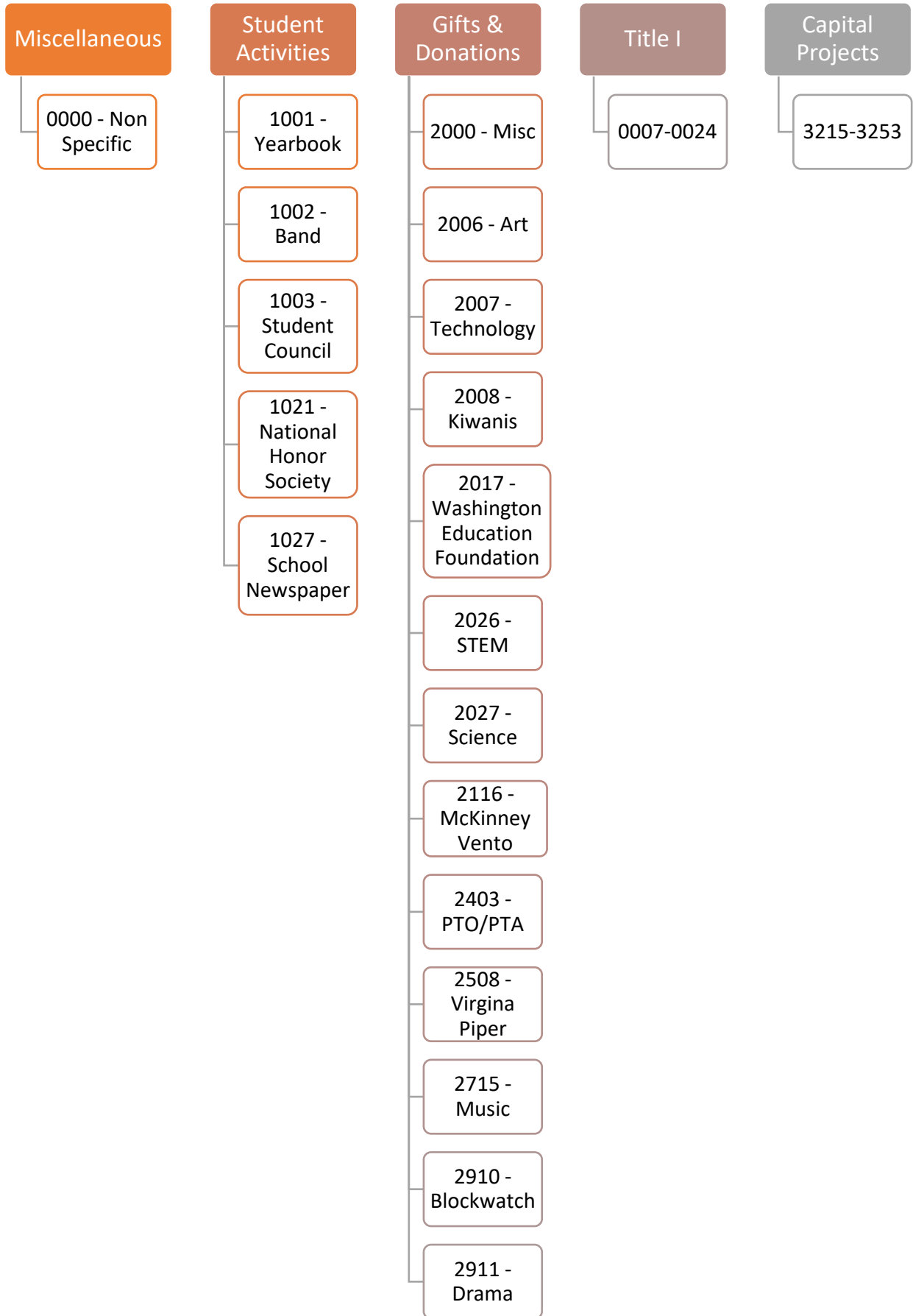
## Departments

501	Governing Board
502	Administrative Services
503	Academic Services
504	Community Programs
505	Human Resources
507	Social Services
510	Finance
511	Business Services
513	Payroll
515	Purchasing
520	Curriculum & Planning
521	Assessment
522	Professional Development
523	New Beginnings Academy
524	Special Services

526	Gifted
527	Technology
540	Maintenance
541	Custodial District Office
542	Printing
543	Transportation
544	Distribution/Warehouse
545	Service Center Annex
546	Service Center
547	Security & Safety
548	Capital Projects
570	Nutrition Services
571	Head Start
572	Equitable Services
599	District Wide

# Project

## District Assigned



# Rollup Groups

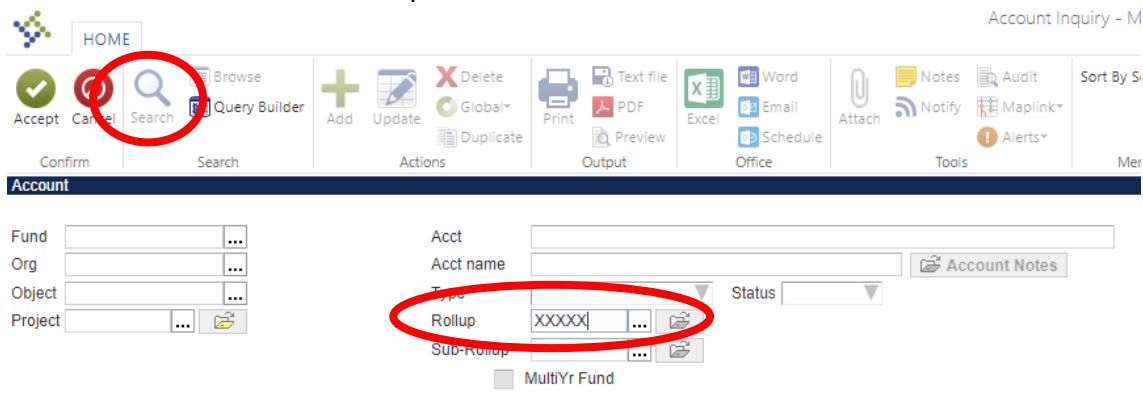
## What is a Rollup Group?

- A group of account codes that are all linked together
- Lead account that holds the budget
  - Lead account is usually the 6000 object code account (XXX.XXX.XXXX.6000.XXX.XXXX)
  - Lead account is often called the large bucket
- Expenditures spent from a rollup group will be coded to expense account codes linked to the lead rollup account
  - These accounts are often called the small buckets
  - Budget and expense reports will show expense accounts with purchases in the negative
  - A budget transfer is not required to clear negatives for expense accounts that are part of a rollup group
- Total available budget for a rollup group is the Lead Account minus all expenses in linked expenditures account codes.

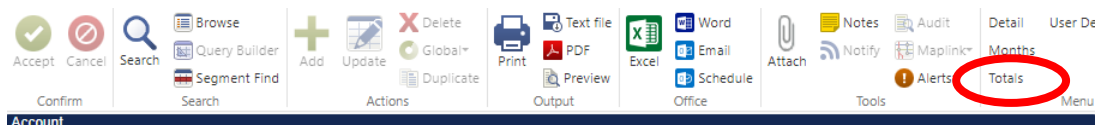
Example: Lead Account	XXX.XXX.XXXX.6000.XXX.XXXX	=	1,000.00
Linked Expense account	XXX.XXX.XXXX.6610.XXX.XXXX	=	- 300.00
Linked Expense account	XXX.XXX.XXXX.6643.XXX.XXXX	=	- 200.00
Total available budget	Lead – Linked expenses	=	500.00

## Rollup Totals in MUNIS

1. In MUNIS go to Departmental Functions/Account Inquiry
2. Click on Search and enter Rollup Code



3. Click Accept
4. Click Totals



## Rollup Groups (Continued)

### 5. Review Budget

- a. Original Budget = Beginning budget
- b. Transfers In/Transfers Out = Monies moved in or out
- c. Revised Budget = Current Budget
- d. Actual = Actual Expenses
- e. Encumbrances = Open PO's that have not been paid
- f. Available = Available Budget left to spend

	4 Year Comparison	Current Year	History
Yr/Per 2019/11		Fiscal Year 2019	
Original Budget		10,615.00	
Transfers In		15,569.80	
Transfers Out		-26.00	
Revised Budget		26,158.80	
Actual (Memo)		13,439.76	
Encumbrances		4,523.55	
Requisitions		.00	
Available		8,195.49	
Percent used		68.67	

### Rollup Totals on Budget and Expense Report

#### 1. Run Budget and Expense Report

Account Code	Account Description	a. Original Budget	b. Budget Transfers	c. Revised Budget	d. Expenditures	e. Encumbered To Date	f. Remaining Balance
<b>611 - FIELD TRIPS-LOCAL</b>							
525.611.0000.6000.114.0000	Lead Budget Account	10,615.00	15,543.80	26,158.80	0.00	0.00	26,158.80
525.611.1000.6330.114.0000	Purch Svcs-Field Trips-Local	0.00	0.00	0.00	0.00	0.00	0.00
525.611.2700.6510.114.0000	Stdnt Tran-Field Trips-Local	0.00	0.00	0.00	4,007.50	2,168.75	-6,176.25
525.611.1000.6610.114.0000	Supplies-Field Trips-Local	0.00	0.00	0.00	0.00	0.00	0.00
525.611.1000.6616.114.0000	Othr Food-Field Trips-Local	0.00	0.00	0.00	0.00	400.00	-400.00
525.611.1000.6731.114.0000	Furn & Equip-Less Than \$5000	0.00	0.00	0.00	0.00	0.00	0.00
525.611.1000.6890.114.0000	Msc Expnse-Field Trips-Local	0.00	0.00	0.00	9,432.26	1,954.80	-11,387.06
<b>611 - FIELD TRIPS-LOCAL TOTAL</b>		<b>10,615.00</b>	<b>15,543.80</b>	<b>26,158.80</b>	<b>13,439.76</b>	<b>4,523.55</b>	<b>8,195.49</b>

- a. Original Budget = Beginning budget
- b. Budget Transfers = Monies moved in or out
- c. Revised Budget = Current Budget
- d. Expenditures = Actual Expenses
- e. Encumbered to Date = Open PO's
- f. Remaining Balance = Available Budget left to spend

## Rollup Groups (Continued)

### Budget Transfers

- Must stay in same fund
- Transfers are made from account codes with object code 6000 to other account codes with object code 6000
  - CORRECT 526.XXX.XXXX.6000.159.XXXX to 526.XXX.XXXX.6000.150.XXXX
  - INCORRECT 526.XXX.XXXX.6000.159.XXXX to 526.XXX.XXXX.6610.150.XXXX
  - INCORRECT 526.XXX.XXXX.6000.XXX.XXXX to 850.XXX.XXXX.6000.XXX.XXXX
- Tax Credit budget transfers must have Site Counsel Minutes attached to move money

### Rollup Codes

#### Cash Accounts

- Auxiliary - Schools Initials(XX) and Program (XXX)
  - AC611 - Acacia Field Trips
- Tax Credit - Schools Initials(XX) and Program (XXX)
  - AC150 - Acacia Field Trips
- Gifts and Donations - School Initials (XX) and Last Three of Project (XXX)
  - AC000 - Acacia Miscellaneous
- Student Activities – Schools Initials (XX) and 103 (May vary with school)
  - AC103 – Acacia Student Council

#### Other Accounts

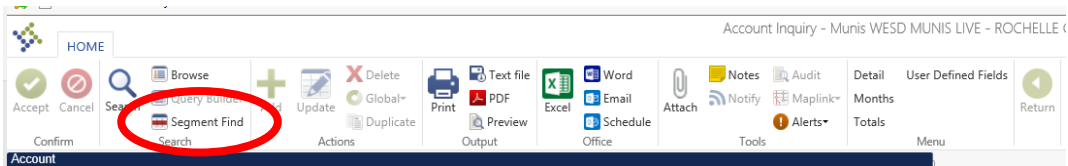
- See Schools Budget and Expense Reports

# Account Inquiry

Use Account Inquiry to obtain current and past budget information.

## How to Run an Account Inquiry in MUNIS

1. In MUNIS go to Departmental Functions/Account Inquiry
2. Click on Segment Find



3. Enter Account Information
  - a. Entering only one segment name, MUNIS will display all account codes for that segment name. For example, if entering 001 in Fund, MUNIS will display all 001 fund account codes. Entering only object 6610, MUNIS will display all account codes with an object 6610.
  - b. If you enter two segment names, MUNIS will display all account codes that have those two segment names
  - c. If a complete account code is entered, MUNIS will display only that account code

Account Search	
Query Builder Queries	
Segment Name	Search Value
Fund	001
Program	
Function	
Object	
Unit	
Project	
Account Type	
Account Status	
Rollup Code	
Sub-Rollup Code	
Character Code	

4. Click Accept once information is entered

# Account Inquiry (Continued)

## 5. Account Information displayed from Segment Find Search

The screenshot shows the 'Account Inquiry - Munis WESD MUN' interface. The top navigation bar includes 'HOME' and various action buttons like 'Accept', 'Cancel', 'Search', 'Browse', 'Query Builder', 'Segment Find', 'Add', 'Update', 'Delete', 'Global', 'Duplicate', 'Print', 'Text file', 'PDF', 'Preview', 'Excel', 'Word', 'Email', 'Schedule', 'Attach', 'Notes', 'Audit', 'Maplink', 'Alerts', 'Detail', 'User D', 'Months', and 'Totals'.

The 'Account' section displays the following details:

- Fund:** 001 M&O
- Org:** 00102073 INSTRUCTION
- Object:** 6650 TECH SUPPLY
- Project:** 0000 NON-SPECIFIC/MISCEL
- Acct:** 001.100.2570.6650.505.0000
- Acct name:** TECHNOLOGY RELATED SUPPLIES
- Type:** Expense
- Status:** Active
- Rollup:** NON-SPECIFIC/MISCEL
- Sub-Rollup:** (empty)
- MultiYr Fund:** (unchecked)

The '4 Year Comparison' table shows data for Fiscal Years 2018, 2017, 2016, and 2019. The 'Current Year' is 2018. The table includes columns for 'Original Budget', 'Transfers In', 'Transfers Out', 'Revised Budget', 'Actual (Memo)', 'Encumbrances', 'Requisitions', 'Available', and 'Percent used'. Yellow folder icons are present next to several values, indicating further detail is available for those fields.

Yr/Per 2018/11	Fiscal Year 2018	Fiscal Year 2017	Fiscal Year 2016	Fiscal Year 2019
Original Budget	375.00	375.00	375.00	375.00
Transfers In	.00	.00	500.00	.00
Transfers Out	.00	.00	.00	.00
Revised Budget	375.00	375.00	875.00	375.00
Actual (Memo)	377.73	258.63	442.79	.00
Encumbrances	.00	.00	.00	.00
Requisitions	.00			.00
Available	-2.73	116.37	432.21	375.00
Percent used	100.73	68.97	50.60	.00

- A. Acct = Account code
- B. Acct name = Account code name
- C. Rollup = Will populate if account code is linked to a rollup code
- D. Fiscal Year = Budget information for that fiscal year is listed below
- E. Original Budget = Beginning budget
- F. Transfers In/Transfers Out = Monies moved in or out
- G. Revised Budget = Current budget
- H. Actual (Memo) = Actual expenses
- I. Encumbrances = Open PO's that have not been paid
- J. Available = Available budget left to spend
- K. Yellow Folders = Gives more account detail for that field
  - a. Transfers In/Out shows budget transfers
  - b. Actual yellow folder shows invoices paid
  - c. Encumbrances yellow folder shows open purchase orders

# Purchase Order Inquiry

Use Purchase Order Inquiry to obtain current and past purchase order information.

## How to Run a Purchase Order Inquiry in MUNIS

1. In MUNIS go to Departmental Functions/Purchase Order Inquiry
2. Click Search
3. Enter Search Criteria
  - A. Dept/Loc = Enter Department or Location number to search for PO's for a specific department/location
  - B. Fiscal Year = Enter Fiscal Year to search for POs during a specific fiscal year
  - C. PO number = Enter PO Number to search for a specific PO
  - D. Status = To Search for a particular status of POs
  - E. Vendor number = Enter vendor number to search for PO specific vendor
  - F. Name = Enter vendor name to search for POs for a specific vendor

Purchase Order		Vendor	
Dept/Loc	<input type="text"/> ...	Vendor number	<input type="text"/> ...
Fiscal Year	<input type="text"/> Period <input type="text"/>	Status	<input type="text"/>
PO number	<input type="text"/>	Name	<input type="text"/>
Gen commodity	<input type="text"/>	Type	<input type="text"/>
Entry date	<input type="text"/>	Class code	<input type="text"/>
Needed by date	<input type="text"/>	Geographic code	<input type="text"/>
Status	<input type="text"/>	<b>Shipping Details</b>	
Type	<input type="text"/>	Ship To	<input type="text"/> ...
Requisition number	<input type="text"/>	Reference	<input type="text"/>
General Description	<input type="text"/>	<b>Line Detail</b>	
Open amount	<input type="text"/>	Required by date	<input type="text"/>

4. Click Accept once search criteria is entered
5. All PO's with the criteria entered will appear. Bottom left corner will show number of POs. Use arrows to go to the next PO.



# Purchase Order Inquiry (Continued)

## 6. PO Information displayed from PO Inquiry

The screenshot shows a Purchase Order Inquiry form with the following sections and highlighted fields:

- Purchase Order Details:**
  - Dept/Loc: 510 FINANCE DEPT. (A)
  - GL effective date: 07/01/2017
  - Fiscal year: 2018 (B)
  - PO number: 1800131 (C)
  - General description: ADMIN FEES (D)
  - Buyer: MARISELA MARTINEZ FLOF
  - Status: 8 - Printed
  - Entered: 06/28/2017
  - Receive By: Quantity (selected), Amount
  - Approved:  Approved
  - Needed By:
  - Expire:
  - Last Changed: 0
- Vendor Details:**
  - Vendor: 7100 (E)
  - Name: SAFEWAY STORES INC. (F)
  - PO mailing: 0
  - ACCOUNT #48222
  - PO BOX 29085
  - PHOENIX AZ 85038
  - USA
  - Delivery method:  Print,  Fax,  E-Mail,  E-Procurement
  - Remit: 1
- Shipping Details:**
  - Ship to: PICKUP (G)
  - Reference: ROCHELLE CORRY, FINANCE (H)
- Totals Table:**

Line	Ordered Amount	Liquidated	Balance	1st GL Account
1	75.00	9.00	66.00	570.100.2510.6810.510.0000

Labels A through L are connected to their respective fields by colored lines:

- A: Fiscal Year = Fiscal Year of PO
- B: PO number = PO Number
- C: Notes = Any notes pertaining to PO
- D: Invoices = List of invoices paid against PO
- E: Vendor = Vendor Number
- F: Name = Vendor Name
- G: Ship to = Where items were shipped to
- H: Reference = Who will be using PO
- I: Ordered Amount = Amount of PO
- J: Liquidation = Amount paid against PO
- K: Balance = Remaining balance of PO
- L: Account Code = Expense account invoices are paid against

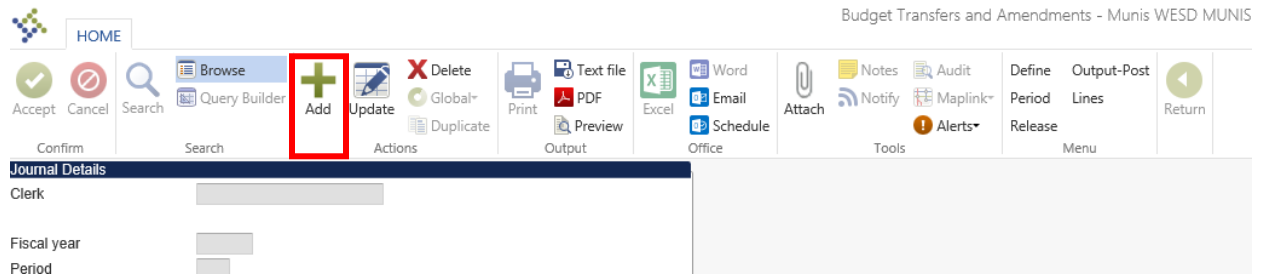
- A. Fiscal Year = Fiscal Year of PO
- B. PO number = PO Number
- C. Notes = Any notes pertaining to PO
- D. Invoices = List of invoices paid against PO
- E. Vendor = Vendor Number
- F. Name = Vendor Name
- G. Ship to = Where items were shipped to
- H. Reference = Who will be using PO
- I. Ordered Amount = Amount of PO
- J. Liquidation = Amount paid against PO
- K. Balance = Remaining balance of PO
- L. Account Code = Expense account invoices are paid against

# Budget Transfers

## MUST STAY WITH IN THE SAME FUND

### How to do a Budget Transfer in MUNIS

1. In MUNIS go to Departmental Functions/Budget Transfers and Ammendments
2. Click on Add



3. Fiscal Year – Verify the year is correct
4. Tab down to Journal reference 1 – MAKE SURE YOU ARE IN ALL CAPS
  - a. Journal reference 1 = Your first initial and first 5 letters of your last name
  - b. Journal reference 2 = What you plan on using the funds for  
Examples, Negatives (to clean up negatives)  
Computer, Supplies, Table, Salaries
  - c. Short description = What you plan on using the funds for

Journal Details	
Clerk	
Fiscal year	2019
Period	01 JUL
Journal	70033
Journal reference 1	OMNAME
Journal reference 2	STIPENDED
Short description	STIPENDED
Effective date	07/11/2018
Budget year code	1
Entity code	1
Amendment type	1
Budget projection inclusion	Continuing
Amendment status	
	<input type="checkbox"/> Update recurring journal
	<input type="checkbox"/> Enter user defined info
Workflow	
My Approvals	Approve
Reject	Forward
Hold	Approvers

## Budget Transfers (Continued)

5. Tab until you get to next screen for line details

a. Line 1

- i. T = E
- ii. Account Code = The account code you wish to decrease
- iii. Comment = What you plan on moving the money for
- iv. I/D = D for Decrease
- v. Amount = Amount you need to decrease

b. Line 2

- i. T=E
- ii. Account Code = The account code you wish to increase
- iii. Comment = What you plan on moving the money for
- iv. I/D = I for Increase
- v. Amount = Amount you need to increase

REMINDER – If you are moving salaries remember to move the benefits that go along with the salaries.

6. Click Accept

7. Click Return

The screenshot shows the 'Journal Lines' table with the following data:

Line	T	Account Number	Comment	Eff Date	I/D	Amount
1	E	001.100.1000.6612.114.0000	MOVED FOR STIPENED	07/11/2018	D	120.00
2	E	001.100.1000.6200.114.0000	MOVED FOR STIPENED	07/11/2018	I	20.00
3	E	001.100.1000.6127.114.0000	MOVED FOR STIPENED	07/11/2018	I	100.00

The 'Return' button in the top right corner of the interface is highlighted with a red box.

8. Release

The screenshot shows the 'Journal Details' form with the following information:

- Clerk: R CORRY
- Fiscal year: 2019
- Period: 01 JUL
- Journal: 70033
- Journal reference 1: OMNAME
- Journal reference 2: STIPENED
- Short description: STIPENED
- Effective date: 07/11/2018
- Budget year code: 1
- Entity code: 1
- Amendment type: 1
- Budget projection inclusion: Continuing
- Amendment status: Held
- Update recurring journal
- Enter user defined info

The 'Release' button in the top right corner of the interface is highlighted with a red box.

## Budget Amendments Pending Approval

### Understanding Work Flow Status:

Steps	
Step	Status
▼ 5	In Progress
▼ Any approver from this group c:	Group Current
■ CHRISTINE HOLLINGSWOF	
■ DAVID VELAZQUEZ	
■ LEA FULTZ	
▼ 10	Not started
▼ Any approver from this group c:	
■ LEA FULTZ	
■ DAVID VELAZQUEZ	
▼ 15	Not started
▼ Any approver from this group c:	
■ DAVID VELAZQUEZ	

- Status:
  - “In Progress” specifies the approver(s) that are currently required to review/approve the request
  - “Not Started” specifies the approver(s) next in line to review/approve the request
- Step: is the workflow step, usually in increments of five: 5, 10, 15, 20, etc.
  - Any approver from this group can complete the group, means only 1 person from the listed approvers in the step is required to approve
  - All approvers from the group need to complete the group, means all approvers listed must approve at this step

Important: If the Budget Manager is listed at both step 5 and step 10, the Budget Manager will allow the Principal to approve at step 5. In the example above, the Principal should approve the request at Step 5 in order to move the approval workflow to step 10.