CHECKING NEGATIVE BALANCES IN MUNIS

Best Practice: Check your accounts at least monthly! Give a copy of negatives to your principal & secretary/payroll clerk.

Follow these easy steps:

1. Open MUNIS and go to G/L Account Inquiry. Click "**Search**" and type your location number followed by an asterisk in the ORG field (example: **290***).

You will have several results, Click "yes, continue".

This pulls up ALL accounts associated with your specific location.

2. Next, click on "**Browse**" to put all accounts in a list form (this will take a minute or so).

3. You will need to filter your results. Go to the bottom left corner and click on the "hourglass" icon.

   Change your information to "**<0**" and "*Current Year* (**2019**) **Available**" then click "**go**".

4. Click on the **Excel** button on your MUNIS toolbar to export your data.

5. You will see this message pop up at the bottom of your screen – click Open:
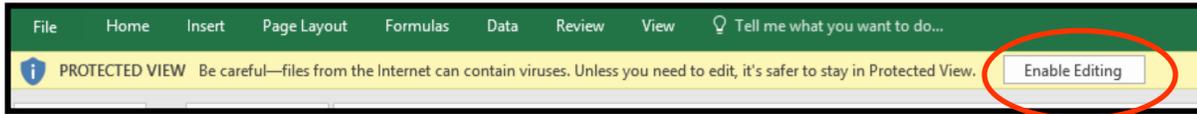
6. When the Excel worksheet opens up, make sure you "enable editing" so you can organize your data.


7. You will now need to *delete* columns and rows that you do not need to see.

   Delete all columns **EXCEPT:** ORG, OBJECT, PROJECT, DESCRIPTION, REVISED BUDGET, CURRENT YEAR ACTUAL, CURRENT YEAR ENCUMBRANCES, and CURRENT YEAR AVAILABLE. Your columns should look like this:

	A	B	C	D	E	F	G	H	I
1	Org	Object	Project	Description	2019 Revised Budget	2019 Actual	2019 Encumbrances	2019 Available	
2	2901977	011013	002XS	ADMIN/PT-CERTIFIED SALARY	0.00	7,952.86	0.00	-7,952.86	
3	2901931	011013	002XS	ADMIN/PT-CERTIFIED SALARY	0.00	333.10	0.00	-333.10	
4	2901963	011022		CERTIFIED SALARY-TEACHERS	14,129.40	15,701.80	0.00	-1,572.40	

8. Highlight **Column B (OBJECT)** and click "Sort A to Z" to put the data in numerical order.
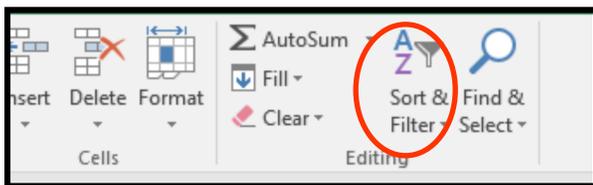
9. Next, highlight and delete ALL rows that start with **OBJECT** "**02**" (usually 0211 through 0298). These are

32	2901121	015091	900XF	CLASSIFIED SUBSTITUTE-ASSISTNT	220.48
33	)1012	015091	900XF	CLASSIFIED SUBSTITUTE-ASSISTNT	287.82
34	2901077	0211	900XF	GROUP LIFE INSURANCE	0.20
35	2901089	0211	900XF	GROUP LIFE INSURANCE	0.25
36	2901121	0213	900XF	GROUP LIABILITY INSURANCE	5.87
37	2901722	0213	900XA	GROUP LIABILITY INSURANCE	57.51
38	2901089	0213	900XF	GROUP LIABILITY INSURANCE	6.49
39	2901077	0213	900XF	GROUP LIABILITY INSURANCE	86.26

10. Save the excel workbook to your computer. Then print three copies: one for your records, the principal, and secretary.

Tip: Make sure the printer properties show landscape orientation and that all columns fit to one page. To add gridlines, click "Page Setup" and then check the box "Gridlines" in the "Sheet" tab. Be sure to date your report, too!
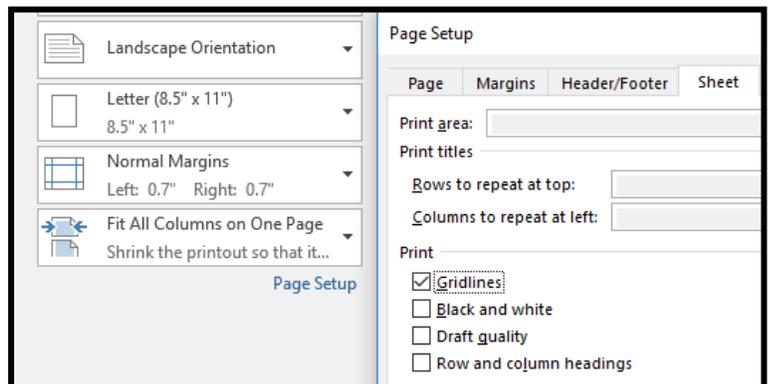
Note: If there are any negatives in **OBJECT** codes "**03**" or higher, the bookkeeper or the order receiving clerk is responsible for clearing.

4	2901077	0339	900XF	OTR PROF TRAINING & DEV SVCS	10.00	0.00	-10.00
5	2901077	0513	900XF	BUS TOKEN - PUBLIC CONVEYANCE	12.75	0.00	-12.75

11. The principal will need to make the determination on which salary codes ("01" OBJECTS) will need to be cleared and where to transfer the money from in order to cover the negative balance.

*Refer to *Budget Amendments & Transfers* in the **MUNIS** manual for instructions on how to complete the transfer of these funds. For other questions on your account balances, please contact *Budget @ x3438*.