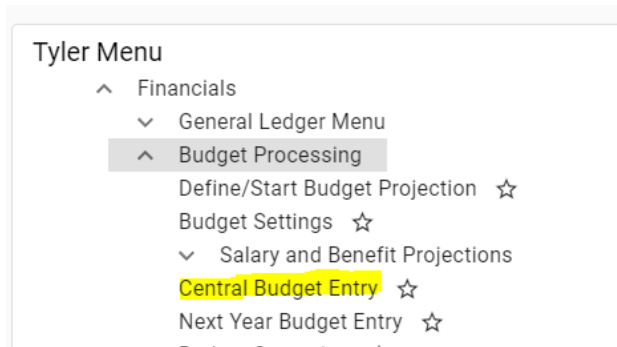


Budget Entry in Tyler Munis & Budget Requests in Easy CIP

For all net zero operating expense changes these will be entered in Tyler Munis. For all additional requests including personnel changes, a budget request for in Easy CIP will be required to be completed.

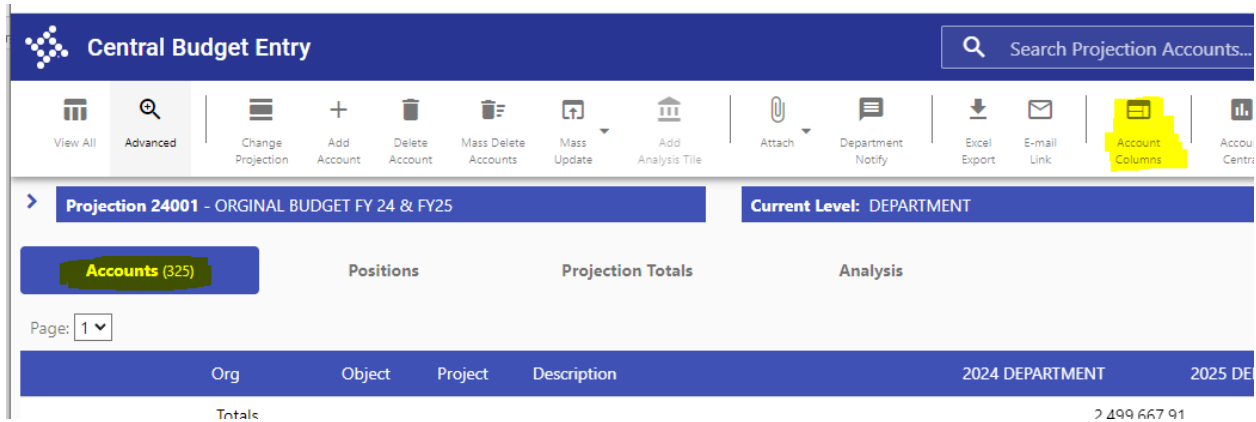
Budget Entry in TCM for Net Zero Changes (Operating Expenses)

In TCM go to Central Budget Entry:



Once Central Budget Entry opens you can customize which columns you want shown and the order of the columns.

To do this click on the Account tab and the at the top Account Columns.



Make sure the following items are selected:

- Org
- Object
- Project
- Object Description
- Account Description
- 2024 Department Budget
- 2025 Department Budget
- 2026 Department Budget
- 2023 Revised Budget
- 2023 Actuals

- 2022 Actuals

You can then rearrange the columns as needed by dragging the columns. See below for a recommended way to organize the columns.

Org	Object	Object Description	Project	Description	2022 Actuals	2023 Revised	▲ 2023 Actuals	2024 DEPARTMENT	2025 DEPARTMENT	2026 DEPARTMENT
Totals					2,499,667.91	2,499,667.91	2,499,667.91	2,519,518.99	853,865.21	
10120100	7048	LIEN RELEASE FEES		LIEN RELEASE FEES	0.00	0.00	0.00	0.00	0.00	0.00
10120100	7315	OTHER MISCELLANEOUS REVENUE		OTHER MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
10120100	7392	ADMINISTRATIVE SERVICES FEES		ADMINISTRATIVE SERVICES FEES	0.00	0.00	0.00	0.00	0.00	-1,572.80
10120100	8101	SALARIES		SALARIES	472,605.33	472,605.33	472,605.33	472,605.33	472,605.33	94,913.65
10120100	8102	AS NEEDED LABOR		AS NEEDED LABOR	4,500.00	4,500.00	4,500.00	4,500.00	4,500.00	3,900.00
10120100	8105	LEAVE TIME		LEAVE TIME	65,443.58	65,443.58	65,443.58	65,443.58	65,443.58	4,567.98
10120100	8107	EMERGENCY PAID SICK LEAVE		EMERGENCY PAID SICK LEAVE	0.00	0.00	0.00	0.00	0.00	0.00

You can filter the data to the orgs/divisions that you need to review and change by going to Advanced at the top of the page.

Projection Accounts

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

Org <input type="text"/>	Fund <input type="text"/>	PL Project <input type="text"/>
Object <input type="text"/>	Department <input type="text" value="20"/>	Fund Type <input type="text"/>
GL Project <input type="text"/>	Division <input type="text"/>	Activity <input type="text"/>
Character Code <input type="text"/>	Program <input type="text"/>	Detail <input type="text"/>
Rollup Code <input type="text"/>	Subprogram <input type="text"/>	Source <input type="text"/>
Account Type <input type="text"/>	Location <input type="text"/>	Agency <input type="text"/>
Account Status <input type="text"/>	Function <input type="text"/>	Add. Seg. <input type="text"/>
	Source <input type="text"/>	

Enter in the following character code ranges: **61:72 (expenses)** and **40:52 (revenue)** and any other data for the fields that you want to filter the data.

Please note that you need to run expenses and revenue separately in order to process any net zero changes. See below for an example of how to run it for each:

TO RUN FOR EXPENSES:

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" value="101"/>	Q	PL Project	<input type="text"/>	Q
Object	<input type="text"/>	Q	Department	<input type="text"/>	Q	Fund Type	<input type="text"/>	Q
GL Project	<input type="text"/>	Q	Division	<input type="text" value="20100"/>	Q	Activity	<input type="text"/>	Q
Character Code	<input type="text" value="61:72"/>	Q	Program	<input type="text"/>	Q	Detail	<input type="text"/>	Q
Rollup Code	<input type="text"/>	Q	Subprogram	<input type="text"/>	Q	Source	<input type="text"/>	Q
Account Type	<input type="text"/>	▼	Location	<input type="text"/>	Q	Agency	<input type="text"/>	Q
Account Status	<input type="text"/>	▼	Function	<input type="text"/>	Q	Add. Seg.	<input type="text"/>	Q
			Source	<input type="text"/>	Q			

Ok Reset Close

TO RUN FOR REVENUES:

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" value="101"/>	Q	PL Project	<input type="text"/>	Q
Object	<input type="text"/>	Q	Department	<input type="text"/>	Q	Fund Type	<input type="text"/>	Q
GL Project	<input type="text"/>	Q	Division	<input type="text" value="20100"/>	Q	Activity	<input type="text"/>	Q
Character Code	<input type="text" value="40:52"/>	Q	Program	<input type="text"/>	Q	Detail	<input type="text"/>	Q
Rollup Code	<input type="text"/>	Q	Subprogram	<input type="text"/>	Q	Source	<input type="text"/>	Q
Account Type	<input type="text"/>	▼	Location	<input type="text"/>	Q	Agency	<input type="text"/>	Q
Account Status	<input type="text"/>	▼	Function	<input type="text"/>	Q	Add. Seg.	<input type="text"/>	Q
			Source	<input type="text"/>	Q			

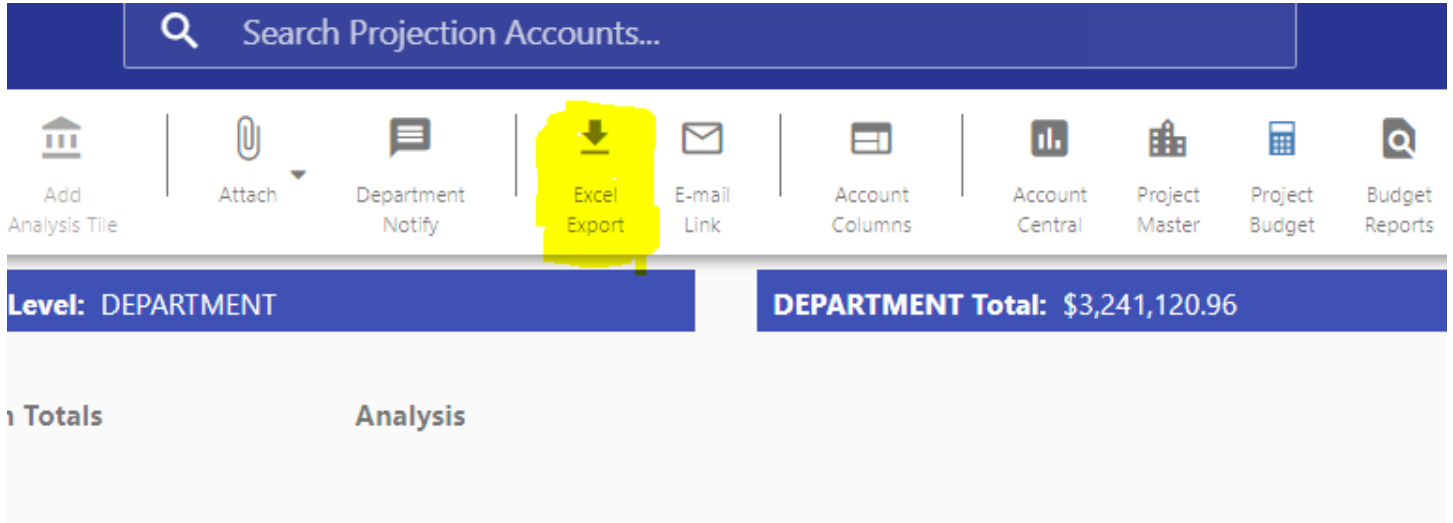
Ok Reset Close

Note for revenue you do not have to stick with net zero changes – please update to match expected revenue for FY 24 and FY 25.

****Please note you have to enter in the “:” to pull the character ranges****

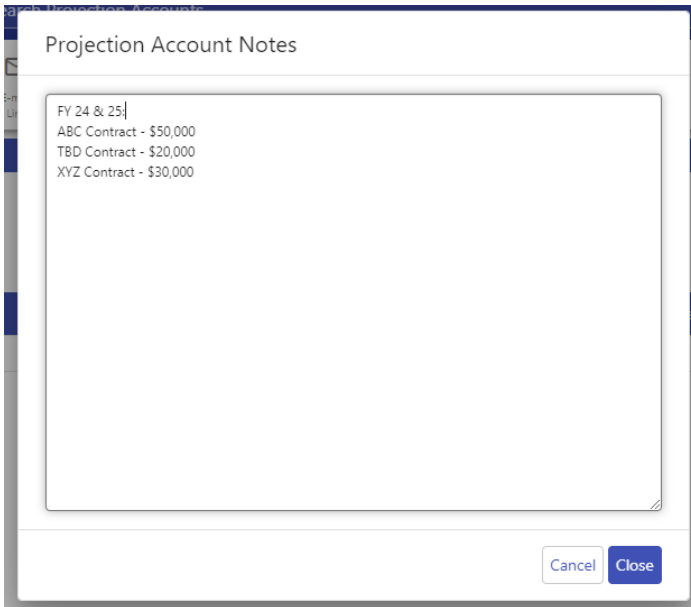
Select Ok at the bottom of the pop-up screen.

You can export the data to Excel if needed once you have your department’s accounts pulled up by clicking “Excel Export” at the top.



You can enter in new budget amounts directly into the budget line under 2024 Department and/or 2025 Department columns. (Remember the changes that are entered in this screen should net to \$0.00 overall – the total budget amount at the top should not change)

After the amount is updated, click on the pencil icon to the left to add in a note which details what this budget line consists of. Example: \$100,000 entered for 10120100-8441 for FY 24 & FY 25 – the note would have details of what makes up the \$100,000 listed for each FY (see below).



Projection Account Notes

FY 24 & 25|
ABC Contract - \$50,000
TBD Contract - \$20,000
XYZ Contract - \$30,000

Cancel Close

A note with the details of what makes up the budget amount will need to be entered for every operating expense that has a budget amount for FY 24 and/or FY 25.

Once all updates and notes are completed click on Save Changes at the bottom of the screen.

Budget Requests in EasyCIP for Additional Budget Requests

Log into EasyCIP <https://infinite-data.knack.com/city-of-fairfield-cip#home/>

Go to Budget & Project Requests and then Budget & Project Requests

On this screen choose the type of budget request you are making:

1. **Operating Budget Request:** This type of request is for additional operating expenses.
2. **Personnel Change Request:** This type of request is for any personnel changes to existing personnel/positions.
3. **New Personnel Request:** This type of request is for adding new positions.

City of Fairfield

Home All Active Projects Budget & Project Requests Gantt Chart Data

Budget & Project Requests > Budget Requests

Budget Requests IT Project Requests

+ Operating Budget Request + Personnel Change Request + New Personnel Request

My Budget Requests

search by keyword search

Export Add filters

Complete the request form for each request with the required information (marked with a *).

For personnel related changes you will need to work with Finance for the cost information. If you do not have the cost information at the time of the request you can enter in a \$0.00 in this field and it will be calculated by finance after submission.

At any time you can save your request by clicking the Save button at the bottom of the screen.

City of Fairfield

Home All Active Projects Budget & Project Requests Gantt Chart Dashboard Print Administration DPW Data Review (Temporary)

Budget & Project Requests > Budget Requests Logged in as Ashley Doyle - Account Settings - Log Out

Budget Requests IT Project Requests

+ Operating Budget Request + Personnel Change Request + New Personnel Request

My Budget Requests

search by keyword search

Showing 1-9 of 9 Export Add filters 50 per page

Update	Request Description	Department	Request Type	Department Rank	Request Year	Year 1	Year 2	Submitted Date	Status	
Update	Test	Information Technology	Operating Budget	2	FY 2024	\$0	\$0	10/31/2022	Draft	

To submit your request to Finance go to “My Budget Requests” and select “Submit” for the items that are ready to be submitted. This will send the request to budget staff to review for approval. If the budget request has any corrections needed, it will be sent back and you will be notified via email.