

**PROJECT BUDGET REPORT WORKSHEET  
FY21 YEAR-END MUNIS REPORT  
Due in the Division of FRYSC by August 15, 2021**

The MUNIS report should be one page. Please follow the directions on page two under "Instructions for producing FRYSC Report."

Centers serving more than one school must report expenditures per center, not individual schools served.

**NOTE THE FOLLOWING BEFORE COMPLETING:**

A separate report must be generated for each center in your school district.

**CENTER NAME**

Center name must be on the report exactly as it is listed on the approved plan or Funding Request/Invoice Notification of Change form. **DO NOT** put name(s) of the school(s) served on the report.

**REVENUES**

The report **should not contain Revenues**. Only center expenditures should be reflected on this report.

**NOTE: The report will be returned if it contains revenues and you will be asked to resubmit.**

**EXPENDITURES**

All expenditures should be reported under Function Code 3300, Community Services. Do not separate expenditures into different categories, i.e., Bus Garage, Health Services, etc. Expenditures are to be reported under the appropriate activity in accordance with the budget (as amended) on file with the contract.

Expenditures attributed to any other revenue sources, i.e., childcare block grant, parent fees, private donations, etc. should not be included on this report.

**ENCUMBRANCES**

Encumbrances should be reported on the year-end MUNIS report under the encumbrances' column. Encumbrances not reported can result in more carry-forward funds than anticipated, resulting in reduced receipts for FY21.

**JOURNAL REPORT**

Do not send a journal report. This report contains more information than we need. All journal reports will be returned and you will be asked to run the report again.

## INSTRUCTIONS FOR PRODUCING FRYSC REPORT

**Follow the path below to access the Project Budget Report:**

*Financials >General Ledger Menu >Inquiries and Reports >State Specific Reports >Kentucky  
>Project Budget Report*

The screenshot shows a software interface with a top toolbar containing icons for Back, Search, Output, Print, Display, PDF, Save, Seg Find, Rpt options, and Consolidated. Below the toolbar is a section titled "Segment Definition" with several input fields: Org, Object, Project, Account type, Account status, and Major project. Each field has a text input area and a dropdown arrow icon.

Select **Segment Find** and the following screen will appear:

The screenshot shows a "Find by Segments" dialog box with a list of fields for searching: Fund, Unit, Function, Program, Inst Level, Character Code, Org, Object, Project, Account type, and Account status. Each field has a text input area and a dropdown arrow icon.

**Fund:** 2

**Unit #:** (Enter the location numbers associated with the Family Resource Center or Youth Services Center for which you are generating the report.)

**Project Number:** (see below)

125X for Family Resource and Youth Services Center

128X for Youth Services Center

129X for Family Resource Center

**Note:** X corresponds to the year of the grant. Example, 125G = FY21.

**Account Type:** Expense

Click **Accept** to complete Segment Find.

Select **Rpt Options** and the following screen will appear:

**Report Options**

Execute this report: Now

	Field #	Total	Page Break
Sequence 1	12 ...	Proj <input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	11 ...	Obj <input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3	0 ...	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	0 ...	<input type="checkbox"/>	<input type="checkbox"/>

Report\_title  
PROJECT BUDGET REPORT

☒ Print totals only  
☐ Suppress zero balance accts

☒ Include encumbrances  
Multiyear view: Life-to-date  
☐ File output

Year/period  
Within year/period 2021 / 13

☒ Print revenue as credit  
(F)ull or (S)hort desc  
☐ Print full GL account  
Sum objs to position  
☐ Roll to major project  
☒ Print journal detail

From year/period: Within year/period 2019 / 1  
To year/period: Within year/period 2020 / 4  
Sort by JE # or PO #: J  
Detail format option: 1

Verify that Life-to-date is selected in the Multiyear view field.

Change Year and Period fields where XX equals current fiscal year to 20XX/06 for the mid-year report or 20XX/13 for the end of the year report.

**Sequence 1:** 12 Proj

**Sequence 2:** 11 Obj

**Report Title:** Insert Name of Center this report covers

**Print totals only?:** Yes

**Include Encumbrances:** Yes

**Multiyear view:** Life-to-date

**Change Year/Period field to equal:**

- 20XX/06 (for mid-year report)
- 20XX/13 (for year-end report) \*\*

Select **Accept**.

Each MUNIS report must include the center name. Your District should submit one Email with all the MUNIS reports attached for each center in your District to the following e-mail address:

[CHFS.FryscMunisRpt@ky.gov](mailto:CHFS.FryscMunisRpt@ky.gov).

Please put the District name in the "Subject" line of the email. Example: "MUNIS Adair County"

**Please do not print and scan as the paper forms do not need to be signed. Scanned copies are much larger than the PDF files generated by the Munis system.**

Note, the reporting options will remain the same for Alternative Funding Districts. The only difference is the budget input by the Districts, either the normal allocation budget, or the Alternative Funding District budget. Questions regarding the Alternative Funding District Program should be directed to your Regional Program Manager.