





Munis Project Accounting/Ledger

Procedural Documentation for City of Santa Fe, New Mexico







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Project Accounting/Ledger Process Flow





Creating a Grant

Objective

This document provides instructions on how to add a grant record to the Grant Master program.

Overview

The use of the Grant Master program allows the tracking of a grant from the application process through the awarding of the grant. The Grant Master program stores the grant application number, grantor information, billing information, and so on.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- The appropriate settings have been established in the General Ledger and Project Settings programs.
- The Project Journal Number Control program has been completed.
- Project segment codes are established.
- Project Miscellaneous Codes have been created.
- AR Customer records exist.



Procedure

Use the following steps to add a grant record:

1. Open the Grant Master program.

Financials > General Ledger Menu > Project Accounting > Project Ledger > Projects/Inquiry > Grant Master

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Application due date	
Submission date	
Estimated award date	
Award date	
Board approval date	
Created By	
Workflow	
My Approvals Approve Reject Forward Hold Approvers	

- 2. Click Add Add
- 3. Complete the fields to create the grant master record. Refer to the table that follows for specific field details.
- 4. When the fields are complete, click Accept Accept .

Field	Description	City of Santa Fe
Grant ID		
Application #	This box specifies the application number for the proposed grant. This number can contain up to five alphanumeric characters.	City of Santa Fe will create their application number as follows: F1901 where F=Federal; 19=Last 2 digits of Fiscal Year and 01=progressive grant number.
Grant #	This box specifies the grant number assigned to the application. The default	City of Santa Fe will keep the default application number.



Field	Description	City of Santa Fe
	number is the application number, but you can change this. The grant number can contain up to five alphanumeric characters.	
Status	This list indicates the status of the grant: Active, Closed, Entered, Approved, Submitted, or Awarded.	City of Santa Fe will enter all Approved Grants. The status will update as the Grant flows through workflow.
Workflow Status	This is the grant applications' current status in the Workflow system. The status is automatically updated as the record moves through the Workflow system. The list is only available if your organization has defined a grant approvals (GRA) business rule.	This is the grant applications' current status in the Workflow system. The status is automatically updated as the record moves through the Workflow system. The list is only available if your organization has defined a grant approvals (GRA) business rule.
Manage Using General Ledger	The value of this check box determines whether a grant is a valid choice when entering funding sources for a project. If you are entering a funding source in the GL Funding tab of Project Master, only grants with this check box selected are available. If you are entering a funding source in the Funding Source/Grantor Table program, only grants that have this check box cleared are available.	City of Santa Fe will not be managing Grants on the General Ledger. This field has been relabeled to read ' UNCHECK THIS FIELD '. Make sure you uncheck this field .
Grant Type	This list determines the grant type. Grant types are defined in the Project Accounting Miscellaneous Codes program.	City of Santa Fe will use the dropdown to select the appropriate Grant Type. Example: Federal Grant, Local Grant, etc. Pay attention to the available options as the table in Munis shares Project Types too.
Grant Name	This box contains the name of the grant. The grant name can contain up to 70 characters.	City of Santa Fe will create a Grant name (up to 70 characters). This will be the same as awarded grant name.
Department	This list identifies the department responsible for the grant. The department code is required.	City of Santa Fe will use the dropdown to select the appropriate Department. Example: 200 – Fire, 600 – Public Works.



Field	Description	City of Santa Fe
Grantor Type	This list identifies the authority of the grant (for example, federal, local, state, and so on).	City of Santa Fe will use the dropdown to select the appropriate Grantor Type.
Grantor ID	This box specifies the grantor ID number. Optional field; 15-character field.	City of Santa Fe will use the grant # on grant agreement. This is required by the City.
Master Grant #	This box identifies the master grant number, if applicable, or the number of the grant under which this grant should be grouped. 10-characters.	City of Santa Fe will enter the grant award number. This is not a required field.
Federal CFDA	This box contains the federal CFDA number for the grant, if applicable. If the grant does not have a CFDA number, leave this box blank.	City of Santa Fe will enter the Federal CFDA number for the grant, if applicable. If grant does not have a CFDA number, the box should be left blank. * CFDA is required for all federal & pass-thru federal grants. Note: If you need a SEFA report at the year-end, you must use this field.
Grantor		
CID	This box contains a customer identification number for the grantor. This number must exist in the Accounts Receivable Customers program. This number is not required, but if you do not enter a CID number, the Project Master Maintenance program does not allow records to be added to the Actual Fund tables. Type the customer identification number directly or click the field help button to identify the customer identification number using a primary or associated	City of Santa Fe will use the field help button to select the CID (Customer Identification Number) for the grantor. You must enter a CID to create a receivable using Project Ledger. *If a customer is not located, please contact the Controller to
	name search. Click the folder button to open the Accounts Receivable Customers program and view or update customer information.	add customer.
Address #	This box specifies the grantor's address number. The program completes this value according to the customer number entered.	The program completes this value according to the customer number entered.
Contact	This box contains the name of the person to contact regarding the grant. When you are adding a new record, the default value is the grantor name, but you may change this if the contact name is different.	This box contains the name of the person to contact regarding the grant. When you are adding a new record, the default value is the grantor name, but you may



Field	Description	City of Santa Fe
	The name can contain up to 30 characters.	change this if the contact name is different. The name can contain up to 30 characters. This is not required.
Phone	This box provides the telephone number for the grant contact.	City of Santa Fe will enter the telephone number for the grant contact, if applicable. This is not required.
Email	This box contains the contact's electronic mail address. When this box is complete, click the email button to open your electronic mail application at a new message pre- addressed to the contact's specified email address.	City of Santa Fe will enter the contact's e-mail address, if applicable. This is not required.
Fiscal Info		
Starting Fiscal Year	This box contains the grant's starting fiscal year. The default value is the current year established in General Ledger Settings, but you can change this when you are adding a new entry. The starting fiscal year is required.	City of Santa Fe will enter the grant's starting fiscal year. Note: this is the federal/state grant year starting; not the City's fiscal year. The starting fiscal year is required.
Starting/Ending Fiscal Month	The Starting Fiscal Month list identifies the first month of the grantor's fiscal year. When you complete the Starting Fiscal Month list, the program completes the Ending Fiscal Month box with a value 12 months from the value of the Starting Fiscal Month list.	Enter the first month of the grantor's fiscal year. The Starting Fiscal Month list identifies the first month of the grantor's fiscal year. When you complete the Starting Fiscal Month list, the program completes the Ending Fiscal Month box with a value 12 months from the value of the Starting Fiscal Month list
Totals	T he man and a marked the second second	
Requested/Award ed/Received/Billed	 The program completes these amount values as transactions are processed against the Grant. Requested – The amount of money requested from the Grantor. Awarded – The amount of money awarded by the Grantor Billed – The amount of money requested for reimbursement. Received – The amount of money that has been reimbursed by the Grantor 	The program completes these amount values as transactions are processed against the Grant.



The tabs in the Grant Master program can be completed as the information becomes available. Once the original Grant Master record is saved, click **Update** on the ribbon to maintain the additional details.

Dates/Amounts Tab

The dates on the Dates/Amounts tab are optional and do not affect processing. Use these fields to identify key dates within the grant management process. The Milestones button opens the Milestones program, where grant milestoneinformation is maintained.

City of Santa Fe will use these fields to track dates such as submitted, awarded, start, expiration and extension.

Dates/Amounts	Matching/Billing	Description/Condition	Sub-Grantor/ee	Pass Through Grants	Grant Amounts	
Preapproval due of	late			Start		🖨 Milestones
Preapproval subm	ission date/amount			Expiration		
Estimated preapp	roval date			Renewal Action		
Preapproval date/	amount			Extension		
Application due da	ate					
Submission date						
Estimated award of	late					
Award date						
Board approval da	ite					

Matching/Billing Tab

The Matching/Billing tab defines any matching fund sources, as well as the billing method, for the grant.

Dates/Amounts	Matching/Billing	Description/Condition	Sub-Grantor/ee	Pass Through Grants	Grant Amounts		
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Other Amount							
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			AR Code			V	
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Field	Description	City of Santa Fe
Matching Funds - This Tab is i in/on the Funding Source on t	informational only. The actual ı he Project Master.	matching set up will be done
Туре	This list provides the type of matching fund. These types are created in Project	This list provides the type of matching funds.
	Accounting Miscellaneous Codes.	Matching for billing and accounting purposes will be managed on the project side.



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Bill Inquiry This button opens the AR Bill N/A.	Bill Inquiry		
Inquiry program, which Munis will display General Billing Invoices generated			
displays applicable generalBilling Invoices generatedbilling invoices associated withthrough revenue allocation.			
			However, City of Santa Fe will
			use the granting agencies own
reimbursement systems.			

Description/Condition Tab

Dates/Amounts	Matching/Billing	Description/Condition	Sub-G	rantor/ee	Pass Through Grants	Grant Amounts	
Description/Purp	ose			Condition	s/Restrictions		
			-				-
			Ψ.				Ψ.



Field	Description	City of Santa Fe
Description/Condition Tab		
The fields on this tab are opt	ional.	
Description/Purpose	This box contains a description or purpose of the grant. The description can contain up to 200 characters.	Suggested, but not required
Conditions/Restrictions	This box contains any conditions or restrictions that may affect the use of this grant. This box contains up to 200 characters.	Suggested, but not required

Sub-Grantor/ee Tab

Dates/Amounts	Matching/Billing	Description/Condition	Sub-Grantor/ee	Pass Through Grants	Grant Amounts
Sub-Grantor/ee		Address #	Туре	V	

Field	Description	City of Santa Fe
Sub-Grantor/ee	This box identifies the customer ID of the subgrantor/ee from the Customers program in Accounts Receivable.	City of Santa Fe will not track Sub-Grantor/ee information. This is used when projects are used on the General Ledger.
Address #	This box contains the address number for the secondary grantor/grantee.	N/A
Туре	This list allows you to select whether the value in the Sub-Grantor/ee box is a Grantor or Grantee.	N/A

Pass Through Grants Tab

Dates/Amounts	Matching/Billing	Description/Condition	Sub-Grantor/ee	Pass Through Grants	Grant Amounts					
Pass-Through	h Grant									
Competitive Awarded to sub grantees										
Disbursement frequency Expensed by sub grantees										
Administrative of	overhead			Disbu	rsed to sub grantees	3				
Calculation r	method	$\overline{\nabla}$								
Percent										
Amount										
Sub Grantee (Ve	endor)	Status A	Application date	Award date	Awarded	Expensed	Disbursed			
4							•			
Maintain Sub Gr	antee(s)									



Field	Description	City of Santa Fe
Pass-Through Grant	This check box, if selected, indicates that the grant is a pass-through grant.	City of Santa Fe will not use Pass-Through Grants. This is used when projects are used on the General Ledger.
Competitive	When selected, this check box indicates a competitive grant. Competitive grants require multiple vendor bids.	N/A
Disbursement Frequency	This list determines the frequency with which funds are disbursed to subgrantees.	N/A
Administrative Overhe		
Calculation Method	This list determines the method used to calculate administrative overhead costs. If no overhead is applied to the grant, leave the list blank.	N/A
Percent Amount	These boxes define the percentage or flat amount of overhead to charge to the grant. The boxes are available based on the selection made from the Calculation Method list.	N/A
Awarded to Sub Grantees Expensed by Sub Grantees Disbursed to Sub Grantees	These boxes indicate the amount of funds awarded to, expensed by, and disbursed to subgrantees. The values of the boxes are automatically calculated by the program based on the entries made in the subgrantee detail table.	N/A
Sub Grantee (Vendor) Status Application Date Award Date Awarded Expensed Disbursed	These fields define the subgrantees for the grant, as well as the dates and amounts associated with each vendor. To access this information, the grant must have a defined amount on the Grant Amounts tab. This activates the Maintain Sub Grantee(s) button on the Pass-Through Grants tab. Click this button to enter or modify subgrantee information in this table.	N/A

Grant Amounts Tab

The Grant Amounts tab lists each grant by number and displays the amount requested, amount awarded, and reimbursement details. To update the information, click on Sub-Grantor/ee tab, Accept, then double-click Grants tab. This will activate the Maintain Grant Amounts button. Click the button to open the allocation window to enter information about the Grant. The expense type and priority level are required. If the Grant is paying for more than one project, leave this field



blank. City of Santa Fe will check, "Allow Project Override".

Dates/Amounts	Matchin	g/Billing	Description/Condit	ion Sub-Grantor/ee	Pass Throu		nt Amounts				
Allow Project	Override	1									
Application	Seq	Project	Project Title	Expense Type	Priority	Request Amou	nt Awar	d Amount	Reimb %	Reimb Max Amount	Indirect %
Maintain Grant	Amounts										

What's Next?

Once a grant has been entered, it may be used when creating the funding source strings in the Project Ledger.



Using Grant Manager

Objective

This document describes the Grant Manager program, which you can use to add, view, or maintain grant records.

Overview

The Grant Manager program provides details for active grants, including the grant application number, grantor information, billing information, and so on. From Grant Manager, you can create standard export files or create SEFA-specific export files.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- The appropriate settings have been established in the General Ledger and Project Settings programs:
 - In order to maintain grants, the Maintain Grants permission in the Project Accounting Roles program must be enabled.
 - In order to add or update balance sheet information, the Maintain Grant Balance Sheets permission in the Project Accounting Roles program must be enabled.

City of Santa Fe Specifics

- The City will use Grant Master to enter grants into Munis
- Grant Manager will be used as a single place to view all grants, view amounts and transactions.
- Grant Manager is located at: Financials>Project Accounting>Project Ledger>Projects/Inquiry>Grant Manager.



Procedures

When you open the Grant Manager program, it initially displays a program ribbon and a listing of active grant records that you have role-based permission to view. If you do not have permission to view a specific grant, it is not included in the Grant Manager program.

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											Grant Manag
Grant N	lanager									Welcome, Bis	shop-Elfring, Maur
Search by Appli	cation Numl	ber, Grant Number or Grant Name. Q	→ X								
😳 Advanced 🛛 🔳	View All		Add Grant Export								
			*								
		Search	Actions								
Grants											
		2	24				15				
	Pre-/	Award	Active			Wa	rnings			Closed	
 Active Grants 	;										
Application #	Grant #	Name	Statu	s Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL	Warnings
1300	1300	STATE	Active	F	Federal			1/22/2008	jean	\checkmark	
2010	2010	2010 COMMUNITY DEVELOPMENT FUND	DING Active	F	Federal	1/1/2010	12/31/2010	2/21/2010	jean	\checkmark	
2010S	20105	STATE FUNDING	Active	S	State	1/1/2010	12/31/2010	2/21/2010	jean	\checkmark	
ARC01	ARC01	NEW ADMIN BUILDING ON MAIN STREE	T Active	F	Federal	2/1/2009		5/15/2009	jean	\checkmark	
LDSP	LDSP	LANDSCAPING FOR BUILDING PROJECT	'S Active	F	Federal			5/15/2009	jean	\checkmark	
ST10	ST10	STATE	Active	S	State			9/14/2010	jean	\checkmark	
	2010,/	AUT COMPANY DEVELOPMENT FUND	UNG Active	FA	/\Federal me en	1/1/20100	10/01/05-0	10(4/20	~iean_~~~		-n A

To reset the view, click the Pre-Award, Active, Warnings, or Closed tiles to display only the grants in the selected category.

Grant M											Grant Manager
Grant M	anager									Welcome, Bish	op-Elfring, Maureen
Search by Applie	cation Num	ber, Grant Number or Grant Name. 🔍	+ 🖬								
📿 Advanced 🔳	View All		Add Grant Export								
		Search	Actions								
Grants											
	Pre	2 Award	24 Active				L5 mings			Closed	
Pre-Awarded	Grants 🔶										
Application #	Grant #	Name	Stat	is Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL	Warnings
123	123	GLF Grant	Enter	ed S	Other	1/1/2015	1/1/2017	6/8/2015	gail.franzen		
Nov04	Nov04	State Grant November 2015	Enter	ed S	State			11/4/2015	melfring	\checkmark	

Finding a Grant Record

To find an existing grant:

• Enter the application number, grant number, or grant name and click the Search button. If you use this option, you must enter the search criteria exactly as it is stored on the grant record. In this case, the search results include only the specified grant record.

				Grant Manager
Grant Manager				Welcome, Bishop-Elfring, Maureen
State Funds	۹ 🕂			
Rdvanced 🔳 View All	Add Grant			
Search Results				
Grant Name	Application # Status	s Grant Type Departme	nt GrantorType Starting FY Estimate	d Award Date
STATE FUNDS	CD13 Active	S 135	State 2014	



• Click Advanced Search to define the search using one or more search criteria. In this case, the search results include all grant records matching the selected criteria.

	<u> </u>										
Ø										Grant Mar	
Grant Manager									Welcome	e, Bishop-Elfring, Ma	aureen
	Q	+									
Advanced 🔚 View All		Add Grant									
	Search	Actions									
	Application	1#			Statu	s		~			
	Grant Type		×			or Type		×			
	Grant Nan				Starti						
		ie			Starti	ngFY 0					
	Search Results									Sound	
	Grant Name		Application #	Status	Grant Type	Department	GrantorType	Starting FY	Estimated Award Date	1	
	NEW ERP SYSTEM		1400	Active	S	IT	State	2008	Thursday, July 12, 2007		
	STATE FUNDING		2010S	Active	s	BLDG	State	2010			
	STATE		ST10	Active	S	135	State	2011			
	STATE OF MAINE GRANT		STME	Active	s	PR	State	2012			
	STATE FUNDS		CD13	Active	s	135	State	2014			
	STATE GRANT FOR NEW CONSTUCT	ION	BLDG	Active	S	135	State	2014	Wednesday, June 25, 2014		
	GLF Grant		123	Entered	S	135	Other	2015			
	State Grant November 2015		Nov04	Entered	s	135	State	2016			
											Accept
											Accept

Managing Grant Records

The ribbon in the Grant Manager program provides the options for managing or reviewing grant details.

Ø										Grant Manager
Grant Manager									Welcon	ne, Bishop-Elfring, Maureen
Search by Application Number, Grant Number or Grant Name.	+		x∎	0°	Ê		*		▲ °	
Rdvanced Twee All	Add Grant	Update Status	Export	Attachments	Chart Manager	 Journal Entry	Pass Through	Federal Grant Export	Warnings	
Search		Action	ns ·			Program Link	s		View	

- Add Grant Provides the Add Grant page where you can define a new grant record.
- Update Status Updates the status for the selected grant.
- Export Provides options for creating standard export or SEFA export files.
- Attachments Provides the Defined Mappings screen where you can maintain attachments for the selected grant.
- Chart Manager Opens the Munis Chart Manager program, which maintains your organization's chart of account segments and accounts.
- Account Master Opens the Account Master program. This option is only available on the ribbon when the Use Grant Numbers as Project Codes check box is selected on the Grants tab in Project Settings.
- Journal Entry Opens the General Journal Entry/Proof program. This option is only available on the ribbon when the Use Grant Numbers as Project Codes check box is selected on the Grants tab in Project Settings.
- Pass Through Opens the Munis Pass Through Grants program, which defines the subgrantee vendors for a grant, as well as the payment amounts and terms for the subgrantee. Only applicable for Grants on the General Ledger.
- Federal Grant Export Opens the Munis Federal Grant Export program, which produces the Federal Financial Report (Standard Form 425) or a Request for Advance or Reimbursement (Standard Form 270) for a specific grant or range of grants. The program produces output in an Excel spreadsheet or TylerForms format.
- Warnings Displays a Warning dialog box that indicates errors or oversights in the grant details.



Creating a Grant Record

To create a grant record:

1. On the ribbon, click Add Grant.

0										Grant Manager
Grant Manager									Welcom	ne, Bishop-Elfring, Maureen
Search by Application Number, Grant Number or Grant Name.	+	хI	Û°	:			*		A °	
Q Advanced 🔲 View All	Add Grant Update Status	Export	Attachments	Chart Manager	Account Master	Journal Entry	Pass Through	Federal Grant Export	Warnings	
Search	Action	•				Program Link	re		View	

The program refreshes the screen to display the Grant Details, Grant Dates, and Matching/Billing tabs.

Image: Contract of Windows of Crant Number of Crant of Status	labs.	
Starth by Application Number, Grant Number or Grant Name.		
Cant Datas Search Grant Datas Matching/Billing Grant Application # Grant # Application # Grant # Application # Grant # Application # Grant Name Department V Starting Fiscal Month Pass Through Grant # Address # Grantor Grantor Type Grantor Type Grantor Type Grantor Grantor Id Mame Address # Enail Contact Starting Fiscal Month Pass Through Grant P Address # Type Grantor Type Grantor Grantor Id Rame Address # Enail Contact </th <th>Search by Application Number, Grant Number or Grant Name</th> <th></th>	Search by Application Number, Grant Number or Grant Name	
Grant Details Grant Dates Matching/Billing Grant		
Grant Application # Grant # Grant Type Status Grant Name Department Starting Fiscal Year 2016 Federal CFDA Conditions/Restrictions Starting Fiscal Month Manage using GL Pass-Through Grant Pass-Through Grant Sub-Grantor/Sub-Grantee Grantor Type Scantor Id Grantor Type Grantor Id Grantor Name Address # Email Phone # Contact City, State, Zip Code	Search	
Application # Grant # Grant Type Status Grant Name Department Starting Fiscal Year 2016 Federal CFDA Conditions/Restrictions Starting Fiscal Month Manage using GL Finding Fiscal Month Pass-Through Grant Grantor Sub-Grantor/Sub-Grantee Grantor Type Grantor Id Grantor Type Address # Enail Phone # Contact Contact	Grant Details Grant Dates Matching/Billing	
Grant Type Status Grant Name Department Starting Fiscal Year 2016 Federal CFDA Conditions/Restrictions Starting Fiscal Month Manage using GL Pass-Through Grant - Allow Project Override Grantor Grantor Type Grantor Type Grantor Name Address # Email Phone # Contact City, State, Zip Code	Grant	
Grant Name Department Starting Fiscal Year 2016 Federal CFDA Conditions/Restrictions Starting Fiscal Month Manage using GL Pass-Through Grant Allow Project Override Grantor Sub-Grantor/Sub-Grantee Grantor Type Grantor Id Address # Name Address # Type Contact Ornact Ornact	Application # Grant #	Description/Purpose
Starting Fiscal Year Starting Fiscal Month V Manage using GL Pass-Through Grant Ending Fiscal Month Pass-Through Grant Allow Project Override Grantor Grantor Type Grantor Type Grantor Name Address # Email Phone # Contact City, State, Zip Code	Grant Type 🛛 🗸 Status	v
Starting Fiscal Month Ending Fiscal Month Pass-Through Grant Allow Project Override Grantor Grantor Type Grantor Type Grantor Name Address # Email Phone # Contact City, State, Zip Code	Grant Name Department	 ▼
Ending Fiscal Month Allow Project Override Grantor Grantor Type Grantor Name Address # Email Contact Contact <	Starting Fiscal Year 2016 Federal CFDA	Conditions/Restrictions
Ending Fiscal Month Allow Project Override = Grantor Grantor Type Grantor Name Address # Email Contact City, State, Zip Code	Starting Fiscal Month 🛛 🗸 Manage using GL	
Grantor Sub-Grantor/Sub-Grantee Grantor Type Grantor Id Grantor Name Address # Email Phone # Contact City, State, Zip Code	Ending Fiscal Month	
Grantor Type Grantor Id Grantor Name Address # Address # Address # Address Address Contact Contact Contact City, State, Zip Code 	Allow Project Override	
Grantor Type Grantor Id Grantor Name Address # Address # Address # Address Address Contact Contact Contact City, State, Zip Code 	Grantor	Sub-Grantor/Sub-Grantee
Grantor Name Email Contact Address # Address City, State, Zip Code	Grantor Type 🛛 🗸 Grantor Id	
Contact	Grantor Name Address #	Address
	Email Phone #	
	Contact	City, State, Zip Code
Accept Cancel		
▲ Accept Cancel		
▲ Accept Cancel		
✓ Accept Cancel		
✓ Accept Cancel		
Cancel		
		Accept Cancel

2. Complete the fields on the Grant Details tab.

The fields in the Grant group define the general terms and settings of the grant, while the Grantor and Sub-Grantor/Sub-Grantee groups define the sources and any additional recipients of the grant funds.

Field	Description	City of Santa Fe
Grant Details Tab		
Grant Section		



Field	Description	City of Santa Fe
Application Number (#)	Specifies the application number for the proposed grant. The number can contain up to five alphanumeric characters and is required.	City of Santa Fe will create their application number as follows: F1901 where F=Federal; 19=Last 2 digits of Fiscal Year and 01=progressive grant number.
Grant Type	Assigns the grant type according to predefined categories. Grant types are established in Project Accounting Miscellaneous Codes. The grant type is required.	City of Santa Fe will use the dropdown arrow to select the appropriate Grant Type. Example: Federal Grant, Local Grant, etc.
Grant Name	Stores the grant name, which can contain up to 70 characters of text.	City of Santa Fe will create a Grant name (up to 70 characters). This will be the same as awarded grant name.
Starting Fiscal Year	Identifies the grant's starting fiscal year. The default value is the current year established in General Ledger Settings, but you can change this when you are adding a new entry. The starting fiscal year is required.	City of Santa Fe will enter the grant's starting fiscal year. Note: this is the federal/state grant year starting; not the City's fiscal year.
		The starting fiscal year is required.
Starting/Ending Fiscal Month	Defines the first and last months of the grantor's fiscal year. When you complete the Starting Fiscal Month box, the program completes the Ending Fiscal Month box with a value 12 months from the value of the Starting Fiscal Month box.	City of Santa Fe will enter the grant's starting/ending fiscal month.
Allow Project Override	If selected, indicates that the project allocation amounts may be overridden. Clear the check box to prohibit project overrides.	City of Santa Fe will check this field.
Grant Number (#)	Assigns a grant number to the application. The default grant number is the application number, but you can change this. The grant number can contain up to five alphanumeric characters.	City of Santa Fe will keep the default application number
Status	Provides the current status for the selected grant. When you are entering a grant record, you must assign a status.	City of Santa Fe will enter all Approved Grants.



Field	Description	City of Santa Fe
		The status will update as the Grant flows through workflow.
Department	Identifies the department responsible for the grant. The department code is required.	City of Santa Fe will use the dropdown arrow to select the appropriate department. Example: 200 – Fire, 600 –
Federal CFDA	Provides the federal CFDA number for the grant, if applicable.	Public Works. City of Santa Fe will enter the CFDA if applicable. * CFDA is required for all
		federal & pass-thru federal grants.
Manage Using GL	If selected, indicates that the grant will be managed through the Munis General Ledger, instead of the Munis Project Accounting module.	City of Santa Fe will not be managing Grants on the General Ledger.
	The value of this check box determines whether a grant is a valid choice when entering funding sources for a project. If you are entering a funding source in the GL Funding tab of Project Master, only grants with this check box selected are available. If you are entering a funding source in the Funding Source/Grantor Table program, only grants for which this check box is not selected are available.	Make sure you uncheck this field.
Pass Through Grant	If selected, indicates that the grant is a pass-through grant. In a pass-through grant, the recipient (grantee) receives the grant funds and disperses those same funds to a subrecipient (subgrantee). The grantee, in this case, acts as the administrator. A portion of the funds are often retained by the grantee to cover the cost of administration. The subgrantee or recipient must abide by all the regulations of the original grant and any guidelines established by the grantee. When the Pass Through Grant check box is selected for a grant on the Grant Details tab, clicking the Pass Through option on the ribbon displays the Pass Through Grants program, where you can define the pass through vendors for the grant.	City of Santa Fe will not select this box if applicable. This is specific to grants on the General Ledger.



Field	Description	City of Santa Fe			
Requires Balance Sheet Accounts	If selected, indicates that the grant requires associated balance sheet accounts.	N/Ă			
	This option is only available on the ribbon when the Use Grant Numbers as Project Codes check box is selected on the Grants tab in Project Settings.				
Description/Purpose	Contains a description or purpose of the grant. The description can contain up to 200 characters.	Suggested, but not required			
Conditions Restrictions	Specifies any conditions or restrictions that may affect the use of this grant. This box contains up to 200 characters.	Suggested, but not required			
Grantor Section					
Grantor Type	Identifies the type of authority providing the grant, such as a federal, state, or local organization. The type is required.	City of Santa Fe will use the dropdown to select the Grantor type.			
Grantor Name	Identifies the grantor name.	City of Santa Fe will select the appropriate Grantor name by typing in the first few characters of the Grantor/Agency name. This field is pulling from the Customer record.			
Email	Provides the contact's electronic mail address.	City of Santa Fe will enter the contact email address if available.			
Contact	Identifies a person at the granting organization to contact regarding the grant. The name can contain up to 30 characters.	City of Santa Fe will enter the contact name if applicable.			
Grantor ID	Assigns a grantors ID, which is optional.	City of Santa Fe will use the grant # on grant agreement.			
Address Number (#)	Stores the grantor's address number, if the grantor has more than one address. Provides the telephone number for the	City of Santa Fe will enter if applicable.			
Phone Number (#)	City of Santa Fe will enter the contact telephone if applicable.				
	ntee Section – City of Santa Fe will not u				
Name	Identifies a secondary grantor or grantee The subgrantee or recipient must abide b original grant and any guidelines establis	by all the regulations of the			
Address City, State, Zip Code	Provide the address, including City, State, and ZIP Code, for the primary grantor/ee.				
Address Number (#)	Provides the address number for the secondary grantor/ee. The program displays the address when you enter the address number.				
Туре	Indicates whether this information repres	ents a grantor or grantee.			



3. Enter the grant dates in the boxes on the Grant Dates tab. City of Santa Fe will use these fields to track dates such as submitted, awarded, start, expiration and extension.

<u></u>		
Grant Manager		Grant Manager
Grant Manager		Welcome, Bishop-Elfring, Maureen
Search by Application Number, Grant Number or G	rant Name. Q	
C Advanced 🔲 View All		
Search		
Grant Details Grant Dates Matching/Bi	lling	
Application Date	15 Start Date	
Date Submitted	15 Expiration Date	
Estimated Award Date	15 Renewal Action Date	
Actual Award Date	15 Extension Date	
Board Approval Date	15	
		Accept Cancel

These dates do not affect functionality; they are provided to help you manage the grant process.

4. On the Matching/Billing tab, complete the fields in the Matching Funds and Billing panes in order to define any matching fund sources, as well as the billing method for the grant.

e	Grant Manager				
Grant Manager	Welcome, Bishop-Elfring, Maureen				
Search by Application Number, Grant Number or Grant Name.					
Revenue 🔠 View All					
Search					
Grant Details Grant Dates Matching/Billing					
Matching Funds	Billing				
Туре	Indirect				
Percent	AR Code				
Amount	Charge Code				
	Reimbursement				
Other Amount	AR Code				
Comments	Charge Code				
Allocations + Add Line					
Seq Expense Type Priority Request Amount Award Amount Reimb % Rei	mb Max Amount Indirect % Begining Date Ending Date Comment				
	Accept Cancel				



Field	Description	Notes
Matching Funds Section. This Tab is informational of	only. The actual matching set up wi	
Funding Source on the Pro		
Туре	Identifies a fund matching type. These types are created in Project Accounting Miscellaneous Codes.	N/A
Percent	Contains a matching grant percent. Matching grant percent are optional.	N/A
Amount	Contains a matching grant amount. Matching grant amounts are optional.	N/A
Other Amount	Contains an additional matching grant amount. Matching grant amounts are optional.	N/A
Comments	Stores comments regarding matching funds. The comment text can contain up to 100 characters.	N/A
Billing Section - This section	on applies to GL Grant Revenue on	ly
Indirect		
AR Code	Identifies the accounts receivable code to which costs should be allocated. If no value is entered, the program uses the reimbursement code.	N/A. City of Santa Fe will not manage Grants on the General Ledger.
Charge Code	Identifies the charge code to which indirect costs should be billed. This box should be completed if you enter an AR code.	N/A
Reimbursement Section		
AR Code	Identifies the accounts receivable code to which reimbursements should be allocated.	City of Santa Fe will type in the first characters of the AR Code and select. This data is pulling from the AR code table.
Charge Code	Identifies the charge code to which reimbursements should be billed. This box should be completed if you enter an AR code.	City of Santa Fe will use the dropdown arrow to select the appropriate AR Charge Code.
Allocations		
	These fields identify the accounts to which the grant should be allocated.	N/A

5. Click Add Line in the Allocations group. The program makes the Allocations group accessible.



- 6. Enter one or more allocation lines for the grant.
- After you have completed the allocation lines, click Accept. The program checks the grant record for errors. If errors are encountered, the program displays an Errors button.
- 8. Click Errors to display a list of errors that must be corrected before you can complete the grant record.
- 9. After correcting any errors, click Accept. The program saves the grant record and refreshes the Grant Manager screen to display the grant.

Grant Manager																Manage
Grant Manager															ome, Bishop-Elfrin	g, Mauree
Search by Application Nun	nber, Grant Nu	imber or	r Grant N	ame. 🔍	→		×I	U	° 💼		1	₹ 2			D	
QAdvanced 🔚 View All						Update Statu	s Export		Chart Manag	er Account Master	Journal Entry	Pass Through	Federal Grant Export	Warnings		
	Search					Act	ions				Program Lin	ks		View		
Grant Nov04 Summar	Grant D	etails	Grant	Dates	Matching/I	Billing A	ssociate	d Account	s/Projects	Employee Lis	tings Invo	oice Listings	Fixed Asset Li	istings	Pass Through	
Grant Details				Grant T	otals											×
Requested	\$900,000.00			Exp	enses Rec	eived Bille	ed Expe	nses LTD	Received LTD	1						
🔯 Awarded	\$900,000.00															
Billed LTD	\$75,000.00															
😡 Received LTD	\$0.00															
AP Checks LTD	\$0.00															
Budget Details		2015														
💮 Original Budget		\$0.00														
Revised Budget		\$0.00														
Actuals (Expenses)	\$0.00	\$0.00	\$0.00	(0)												×
Encumbrances	\$0.00	\$0.00	\$0.00		the Dete				Latterment 1 -	The state of a later state	. I to see to b)rg Obj Proj			A 10
😳 Requisitions	\$0.00	\$0.00	\$0.00	Effe	ctive Date	Source C	omments	Amount	warrant (neck # vendo	r Account L	escription C	org [OD] [Pro] [
🐴 Available Budget	\$0.00	\$0.00	\$0.00													
															🚽 🥝 Accej	ot Cano

Tab	Description
Application Summary	Displays a general summary of the grant, grant amounts, and transactions. Amounts are not displayed on this tab until you have associated the grant with a general ledger account or project funding source string. This is accomplished by entering the grant number in the Grant box in the Account Master or Project Funding Source String programs. The Grant Totals group contains the total amounts for each fiscal year of the grant. You can click the arrow next to a fiscal year to view the totals for each quarter, and then expand the quarters to view totals by month. Click the Excel button in the group header to create an Excel export file of all of the years, quarters, and months for the current grant. Click a year, quarter, or month to refresh the Activity Detail group to display the details of the transactions that occurred in the selected time period. The list of transactions can be sorted by journal source code, comments, amount, org/object/project, or account by clicking the column titles. Clicking the effective date on a transaction opens the Journal Analysis program with the journal entry as the active record. Click an account description to view that account in the Account Central program. Use the Excel button in the group header to produce an Excel export file of the contents of the group.
Grant Details	Contains the general details of the grant.



Tab	Description
	If the grant has a master grant, you can click the Master Grant # link on the Grant panel to display a dialog box that contains summary information about the master grant. The link is not available if the Master Grant # box is blank
Grant Dates	Defines the important dates for the grant. If milestones have been defined for the grant, the Milestones group includes a Gantt chart. Change the display mode of the Gantt chart by selecting Day, Month, or Year from the Show Gantt View By list. Clicking the Edit Milestones link opens the Milestones program.
Matching/Billing	Provides information about matching funds, billing information, and allocation lines.
Associated Accounts/Projects	Displays the general ledger accounts and project codes associated with the grant. The tab does not display any information until you have associated the grant with a general ledger account or project funding source string. This is accomplished by entering the grant number in the Grant box in the Account Master or Project Funding Source String programs. To view accounts within an account category, click the arrow to expand the list; to view individual account records in the applicable Munis program, click the account name.
Employee Listings	List employee pay records, invoices, and fixed assets that have been associated with the grant. Items are associated with grants by entering the grant number on the applicable item records.
Invoice Listings Fixed Asset Listings	Each tab contains a Filter pane that provides filter options for the list. The header for each tab includes the Excel option, which generates an Excel spreadsheet of the information displayed on the tab.
Pass Through	Contains details for pass through grants. This tab is not active or accessible if the displayed record is not a pass through grant. Pass through grants are defined by selecting the Pass-Through Grant check box on the Grant Details tab.

Updating Existing Grant Records

In order to maintain grants using the Grant Manager program, you must select the Maintain Grants check box in the Project Accounting Roles program for your user role. In addition, you must have the Maintain Grant Balance Sheets permission from Project Accounting Roles in order to add or update balance sheet information in the Grant Manager program.

Adding allocation lines

- 1. On the Matching/Billing tab, click Add Line to define new allocation lines for a grant. The program makes an additional line available for entry.
- 1. Complete the columns to define the allocation line.
- 2. Click Accept.

The program verifies that the entered values are valid, and then saves your entry. If the program encounters invalid values, you must correct them before you can successfully save the allocation line.



Updating grant details

- Navigate to the grant record to modify, update the fields on the Grant Details, Grant Dates, or Matching/Billing tabs, as required. The information on the Application # Summary, Associated Accounts/Projects, Employee Listings, Invoice Listings, and Fixed Asset Listings tabs is for informational purposes and cannot be updated in the Grant Manager program.
- 2. When you have finished updating grant fields, click Accept. The program saves your entries and displays a confirmation dialog box.
- 3. Click OK.

The program refreshes the screen to display the updated grant record.

Changing the grant status

- 1. Click Update Status on the ribbon and select a new status. Alternatively, change the value of the Status list on the Grant Details tab.
- 2. Click Accept. The program displays a confirmation dialog box.
- 3. Click OK.

The program refreshes the screen to display the grant's new status.

Editing grant milestones

- 1. On the Grant Dates tab, click Edit Milestones in the Milestones group. The program opens the Milestones program.
- 2. Use the Add, Update, or Delete options on the ribbon to create, modify, or remove milestones from the grant.
- 3. After you have edited the grant's milestones, click Accept. The Milestones program saves your entries.
- 4. Close the Milestones program screen to return to Grant Manager.

Maintaining overhead for pass-through grants

- 1. After accessing the grant to modify, which must have the Pass-Through Grant check box selected on the Grant Details tab, select the Pass Through tab.
- 2. Select or clear the Competitive check box based on the grant attributes and select the disbursement frequency.
- 3. Use the Calculation Method list to define how administrative overhead is calculated for the grant: Amount or Percent.

The program makes the Amount or Percent boxes available based on your selection.

- 4. Define the amount or percentage.
- 5. Click Accept to save your changes. You must use the Pass Through option on the ribbon to add pass through vendors to the grant.

Exporting Grant Reports

Grant Manager can export two different grant reports to Excel. Both reports are accessed by clicking the Export option on the ribbon of any Grant Manager screen.



Creating a standard grant export file

Clicking Grant Export on the main program screen produces an Excel spreadsheet that contains the active set of grant records. The spreadsheet lists the grant name, application number, status, grant and grantor types, start and entered dates, entry clerk, and whether the grant is managed on the general ledger.

Clicking Grant Export for an individual grant record produces an Excel file that contains the information for only the current grant.

Creating a SEFA export file

Clicking SEFA Export generates the Schedule of Expenditures of Federal Awards output file that is used when auditing federal grant funds. When accessed from the main program screen, the SEFA Export option produces an Excel spreadsheet that contains information for the entire active set of grant records. Accessing SEFA Export from an individual grant record produces a spreadsheet that only contains information about that grant.

When you click SEFA Export on the ribbon, the program presents the SEFA Export Options dialog box.

SEFA Export Options		×
Expenditure Date Ranges	Export Columns	Actions
Start Date 11/1/2015 15	APPLICATION #	Select All
End Date 11/30/2015 15	GRANT #	Select None
	WORK FLOW STATUS	
	MANAGE ON THE GL	
	GRANT TYPE	
	GRANT NAME	
	DEPARTMENT CODE	
	✓ DEPARTMENT	
	GRANTOR TYPE	
	GRANTOR ID	
	MASTER GRANT	
	FEDERAL CFDA	
	CREATED BY	
	V ENTRY DATE	
	GRANTOR CID	
	GRANTOR NAME	
	GRANTOR ADDRESS #	
	GRANTOR ADDRESS 1	
		V
	Process	

The dialog box consists of the Expenditure Date Ranges, Export Columns, and Actions columns.

Enter the range of dates from which to select transactions and then select the check boxes for each column of data to include on the export file. Alternatively, click Select All or Select None to select or clear all of the check boxes at one time.

After you have entered a date range and selected one or more check boxes, click Process to generate the Excel export file.



Creating a Project Master Record

Objective

This document provides instructions on how to create a project master record.

Overview

The project master record is the first step in creating the project ledger funding source strings and the project ledger expense strings.

If business rules exist for the PAV-Projects project code, Project Master records must be approved.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have menu access to Project Ledger programs.
- You have permissions to maintain Project Ledger information.
- The appropriate settings have been established in the General Ledger and Project Settings programs.
- The Project Journal Number Control program has been completed.
- Project segment codes are established.
- General Ledger and Project Miscellaneous Codes have been created.
- Milestone codes have been created (optional).

City of Santa Fe Specifics

• City of Santa Fe will not create projects on the general ledger.



Procedure

Use the following steps to create a project master record:

Open the Project	Master program.
------------------	-----------------

Financials > General Ledger Menu > Project Accounting > Project Ledger > Projects/Inquiry > Project Master

К НОМЕ	Project Master - Munis a V ? X					×			
Accept Cancel S Confirm	Gearch Browse Search Search	Add Update Colorador Add Update Colorador Actions	Print PDF		y 🔊 Notify 🖡	Audit Expense Maplink• Funding Sour Alerts• GL Account	GL Budget ce Grant More •		
Project									
Project	0044556 🔻	Project ledger use only	Department	PW	PUBLIC WO	ORKS			1
Project Type			Status	Closed	\vee				
Title	RESOD FOOTBALL FIE	LD	Workflow Status	Approved	$\overline{\vee}$				
Short title			Project available bud	-	∇				
Major project			Percent Complete	0					
State ID #			Estimate to Complete		0.00				
Federal CFDA			Create fixed asset	 ✓ ✓ 					
Drawdown freq			Project fiscal range		to DEC				
Description	Place new sod at 30 yard line of high school football field damaged b y homecoming bonfire. Projected date range Actual date range to 03/01/2013 to 04/30/2013								
Justification			Extension date Obligation date Last date to encumb	er	Original Revised				
String Requirement	nts				0	verhead Rates			
Ð	pense	Funding Source			A	dmin Overhead Rate	0 %		
Required level 2	- Phase	2 - Source	$\overline{\nabla}$						
Budget level		∇							
🖨 General Not	es 📑 Comments	😅 Internal Contacts	🖨 External Contacts	🖨 Milestones	Escrow	😅 Notes			
B Work Orders	s 🕞 Contracts	🖨 Contract Details	Fixed Assets	Locations	🗃 Task Groups	•			
GL Funding Revenue Allocation									
Funding Source	e Description TOTAL		Amount						
<			>						~
к <	K < 1 of 32								

- 1. Click Add.
- 2. Complete the fields, as required, to define the project master record. Refer to the table that follows for specific field details.
- 3. When you have completed entering all information, click Accept to save the record.

Field	Description	City of Santa Fe
Project		
Project	This box specifies the unique code for the project. The code should contain six or more alphanumeric characters.	City of Santa Fe will enter a unique code. The 1 st three characters will represent the Department or Division: BDD, FAC, AIR, ENG, etc. The next 2 characters will be the Fiscal Year when the Project started. The last 3 characters will be Fund number associated with project (100- General fund, 240 – Community Development, etc.).



Field	Description	City of Santa Fe
	•	The last 2 characters will be
		Alphanumeric sequence (ex. 0A)
		Example: FIR192210A. Fire Department project start FY 19, Fund 221 (Emergency Svc.) and 1 st project (0A)
Project Type	This box provides a code that	City of Santa Fe will use the field
	characterizes the project master record. Project type codes are maintained in the Project Accounting Miscellaneous Codes program.	help button 🚥 to select the project type.
	program	Project Codes all start with P and Grants will start with G.
		Note: Project/Grant codes comingle in the dropdown list.
Title	This box provides the title of the project.	Departments will create Project title
	Projects are typically given descriptive	and provide to Finance.
	titles that explain their function or usage. The title can be up to 30 characters	This field holds up to 30 characters. Descriptive titles are helpful when
	The life can be up to 50 characters	they explain function or usage.
Short Title	This box contains a shortened version of	Enter in this field, a short version of
	the project title.	the title to the project that will make
		sense to users.
Major Project	This box identifies another project of	City of Santa Fe will not use this
	which this project may be included. If the project is one part of a larger overall	field to track Major Projects.
	project, enter the project code of the	
	larger project in this box. If the project is	
	not part of a larger project, or is the large	
	project itself, enter the same project code	
	that has been entered in the Project box.	
State ID #	This box identifies the state grant ID number of the project, if one has been	City of Santa Fe will enter a State Grant ID, if applicable.
	assigned. If there is not a state grant ID	Grant ib, il applicable.
	number, leave this field blank. The state	
	grant ID number can include up to twenty	
	characters.	
Federal CFDA	This box contains the federal Catalog of	City of Santa Fe will enter a CFDA
	Federal Domestic Assistance (CFDA) number for the project. If no CFDA exists	number, if applicable.
	for the project, leave this field blank.	
Drawdown	This box determines the frequency at	Not required. Enter the frequency of
Freq	which funds are drawn for this project.	how often the funds are drawn for
		the project, and then made
		available for use (e.g. quarterly).
Description	This box provides the general description	This is a manual process. City of Santa Fe will enter a
	of the project.	Description of the Project.
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Field	Description	City of Santa Fe
Justification	This box provides a justification for this project.	City of Santa Fe will enter a Justification of the Project, if applicable
Department	This box indicates the department that is administering the project. The department is a required field.	City of Santa Fe will use the field help button to select the department.
Status	This list identifies the current status of the project. The options available from the list are Active, Pending, Hold, and Closed. This option can be updated as the project progresses through the planning, approval, and usage stages. Once the project is complete or expired, it can be closed	City of Santa Fe will use the dropdown to select the appropriate status. This will be manually updated as the project progresses.
Workflow Status	For workflow, this list provides the current approval status for the project.	For workflow, this list provides the current approval status for the project.
Project Available Budget	 This list determines the method by which the available budget for the project is created: Life to Date or Yearly. If you select yearly: The fiscal year of the project may be different than the fiscal year of your organization. Yearly projects must be closed at the end of their fiscal year in order to reset the budget, whereas no closing process is required for Life to Date budgeted projects (inception to date budgeting). You can change the available budget method after the project has been created, but if you do so after project transaction records exist, the program displays a warning message. 	City of Santa Fe will select Life to Date.
Percent Complete	This is the project's current completion percentage.	Recommended for tracking purposes. This is the project's current completion percentage. This field is optional and needs to be manually updated. Update the Project's actual percent complete throughout the life of the project to have this included in the Project Status report.
Estimate to Complete	This box contains the estimated dollar amount required to complete the project.	Recommended for tracking purposes. This box contains the estimated



Field	Description	City of Santa Fe		
		dollar amount required to complete the project.		
		Optional: Enter the amount estimated to complete throughout the life of the project to have this included in the Project Status Report.		
Create Fixed Asset	This check box, if selected, indicates that the project will create a fixed asset upon completion. When the project is set to a status of Closed, the program generates a fixed asset record based on the project details.	City of Santa Fe will select this check box, if applicable.		
Project Fiscal Range	These lists define the range of project's fiscal year. Projects may have a different fiscal year than your standard general ledger fiscal year. The ending period cannot be manually changed. The program automatically enters a value based on the selected starting period.	City of Santa Fe will use the City Fiscal Year instead of the Project Fiscal Year. The City will track projects by the projected date range.		
Projected Date Range	These boxes define the estimated beginning and ending date of the project. These fields are required.	City of Santa Fe will enter the projected date range. This is required.		
Actual Date Range	These boxes define the actual beginning and ending date of the project.	City of Santa Fe will click the calendar is icons to enter the project's beginning and ending dates.		
Extension Date	This box defines a date through which the project is extended, if applicable.	City of Santa Fe will click the calendar is icons to enter the project's extension date, if applicable.		
Obligation Date	This box provides the standard obligation date. It is used as the default due by date when invoices and requisitions are applied against the project. An obligation date specific to project expense strings may also be established when creating project expense strings.	City of Santa Fe will click the calendar is icons to enter the obligation date, if applicable.		
Last Date to Encumber	This box contains the last day that encumbrance transactions can be posted to the project. Any transaction with a date after the date in this box cannot be posted to the project.	City of Santa Fe will click the calendar is icons to enter the last date to encumber, if applicable. This will be required for projects that have grant stipulations.		
Number of Day	Number of Days			
Original Revised	The Original box provides the number of days defined when the project is created. The Revised box provides updates made to the project after creation.	Informational only.		



Field	Description	City of Santa Fe			
	The program completes these values as the project progresses; these are display-only fields.				
String Requirements					
Required Level Expense	This list defines the required segment level of the project expense string. The values in this field are drawn from the	City of Santa Fe will require a minimum expense level of 2.			
	Project Settings segment table.	Note: the lowest level (Detail) is selected, all transactions allocated to this project are required to have a Category, Sub-Category and Detail assigned to them. However, if you select Category, users are permitted to allocate transactions at the Sub-Category and Detail level at their discretion.			
Required Level Funding Source	This list defines the required segment level of the project funding source. The values in this field are drawn from the	City of Santa Fe will require a minimum funding source level of 2.			
	Project Settings segment table.	Note: the lowest level (Detail) is selected, all transactions allocated to this project are required to have a Source, Type and Detail assigned to them. However, if you select Source, users are permitted to allocate transactions at the Type and Detail level at their discretion.			
Budget Level Expense	This list defines the segment level at which the expense strings available budget will be calculated at. The values in the field are drawn from the Project Settings segment table.	City of Santa Fe will select 1-Project level for determining available budget.			
Overhead Rate	es e				
Admin Overhead Rate	If a percentage administrative overhead rate applies to this project, this box contains the rate percentage. This will apply to all the expense strings in the project.	City of Santa Fe will not be calculating overhead.			
Additional Tabs					
User Defined	The User Defined tab contains any additional fields that your organization has created.	The User Defined tab contains any additional fields that your organization has created.			
GL Funding	The GL Funding tab provides funding source details if you are using the general ledger to manage your project.	The GL Funding tab provides funding source details if you are using the general ledger to manage your project. City of Santa Fe is not managing projects on GL . NOTE: This field is not applicable if using funding source strings instead.			



Field	Description	City of Santa Fe
Revenue Allocation	The Revenue Allocation tab summarizes the Revenue Allocation Activity for the	Information only.
	project.	This is a summary of the Funding Source strings / Revenue Allocations for this project. Grant billings will be generated from the Project Ledger Revenue Allocation in order to create a receivable in Munis.

On-screen Options

Button	Description	City of Santa Fe
General Notes	This button allows you to store additional notes pertaining to the project master record. When adding a new record, this button is not available.	City of Santa Fe will use as needed. Example: communication between Project Manager and Finance.
Comments	This button provides a text screen where you can add or update comments pertaining to the project master record. When adding a new record, this button is not available.	City of Santa Fe will add comments to communicate information from Council meetings & public input.
Internal Contacts	This button provides the Internal Contacts list, where you can store and retrieve up to five names of the internal contacts associated with this project master record. When adding a new record, this button is not available.	City of Santa Fe will add names of Project Manager(s) working on the project.
External Contacts	This button provides access to the External Contacts screen, where you can enter contact information for entities outside of your organization.	City of Santa Fe will add if applicable. Recommended by not required.
Milestones	This button allows you to track important completion dates pertaining to the project master record. To use milestones, you can add them at the creation of the project record or add them as the project progresses. For details on using the Milestones program, click the program help button in the Milestones program.	Recommended by not required.
Escrow	This button opens the Project Master – Escrow screen. The screen displays all escrow values for the project and provides options to deposit or reimburse funds.	N/A



Button	Description	City of Santa Fe
Notes	This button accesses the Project Master – Project Notes screen, which holds any miscellaneous notes about the project.	Recommended by not required.
Work Orders	This button allows you to view all work orders associated with the project. When you click this button, the program opens the Work Order Inquiry program. When adding a new record, this button is not available.	N/A in Phase 1.
Contracts	This button allows you to view all contracts associated with the project. When you click this button, the program opens the Contract Inquiry program. When adding a new record, this button is not available.	See description.
Contract Details	This button provides a list of all contracts associated with the project. This list includes the contract Number, the year the contract was created, the revised amount of the contract, the open amount of the contract, and the liquidated amount of the contract. When adding a new record, this button is not available.	See description.
Fixed Assets	This button allows you to view all fixed assets associated with the project. When you click this button, the program opens the Fixed Asset Inquiry program. When adding a new record, this button is not available.	See description.
Locations	This button opens the Project Master – Locations screen, where you can associate parcels of land with the project.	See description.
Task Groups	This button accesses the Task Groups screen, where project task groupings are assigned to the project.	See description.

What's Next?

Once all of the necessary information has been created, you can continue the process by building the project ledger expense strings and funding source strings.



Importing Projects

Objective

This document provides instructions for importing projects.

Overview

The Project Import program provides a means to import an Excel spreadsheet of project data. Specifically, this program is intended to import new project codes that do not currently exist in Munis.

If your organization uses Munis Workflow, new projects are imported with a status of Pending until they are approved.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your Munis System Administrator or Department Manager to have them updated or added into the Munis system.

- You must have access to maintain general ledger accounts.
- You must have menu access to project accounts.


Use the following steps to import a file:

- 1. Open the Project Import program.
 - Financials > General Ledger Menu > Project Accounting > Project Ledger > Set Up > Project Import

🧩 ном	E				Projec	t Import - N	unis					a ()	?
Accept Cancel	Q I Browse Search Query Builder	Add	Update	X Delete O Global *	Print	Text file	X Excel	Word Email Schedule	U Attach	Notes Notify	🖹 Audit 🔃 Maplink* 🜗 Alerts *	Define Import	Return
Confirm	Search		Actio	ons		Output		Office		Tools		Menu	
File Import													
Execute this rep	ort	\sim	Genera	ate Excel Temp	olate								
Input file									1	2			

- 2. Click Define.
- 3. From the Execute This Report list, choose an option: Now, In Background (Now), or At a Scheduled Time.

If you choose In Background (Now) or At a Scheduled Time, the program uses Munis Scheduler.

- 4. Click Generate Excel Template to direct the program to immediately create an Excel file that includes the required columns for the import file.
- 5. Open the generated template, fill in the columns for the project data to import, and save the file.
- 6. In the Input File field, click the file upload button, choose the file to import, and click OK.
- 7. Click Accept.

If you selected an option that uses Munis Scheduler, the program schedules the import to occur at the designated time.

8. If you selected Now from the Execute This Report list, click Import. The program imports the selected file.

Results

New projects are imported into the Munis system.

What's Next?

Once all of the necessary information has been created, you can continue the process by building the project ledger expense strings and funding source strings.



Closing a Project

Objective

This document provides instructions for closing a project.

Overview

Once a project is completed, it should be closed out. This document describes the steps taken in order to close a project.

Prerequisites

Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your Munis System Administrator or Department Manager to have them updated or added into the Munis system.

- You must have access to maintain general ledger accounts.
- You must have access to the Projects/Inquiry menu.
- Projects must exist in Munis Project Accounting.



Use the following steps to close a project in the general ledger:

- 1. Open the Project Master program.
 - Financials > General Ledger Menu > Project Accounting > Projects Ledger > Project Master

HOME			Project Master – Munis	∾ () ? ×
Accept Cancel S	Q Browse	Add Update Duplicate	F Excel Email Attach Notify 🔀 Maplink Funding Source Grant	
Confirm	Search	Actions Output	Office Tools Menu	
Project				
Project		Project ledger use only Department		
Project Type		Status	V	
Title		Project avai	lable budget	
Short title		Percent Co	mplete	
Major project		Estimate to	Complete	
State ID #		Create fixed	asset 🔲 🖆	
Federal CFDA		Project fise	al range v to v	
Drawdown freq		Projected of	late range to	
Description		Actual date		
		Extension d	ate Number of Days	
Justification		Obligation of		
		Last date to		
		~		
String Requirement			Overhead Rates	
	xpense	Funding Source	Admin Overhead Rate %	
Required level				
Budget level		V		
😅 General Not	es 🖨 Comments	🛱 Internal Contacts	tacts 🛱 Milestones 🛱 Escrow	
B Work Orders	120 1 1			
WORK OTUERS	s 💣 Contracts	🖨 Contract Details 📑 Fixed Assets	Exact Locations 🕼 Task Groups	
	Revenue Allocation	🛱 Contract Details 🛛 🛱 Fixed Assets	a Cocations Task Groups	
	Revenue Allocation	G Contract Details	i Cocations i Task Groups	
GL Funding	Revenue Allocation			
GL Funding	Revenue Allocation		i Di Locations Di Task Groups	
GL Funding	Revenue Allocation			
GL Funding	Revenue Allocation			
GL Funding	Revenue Allocation			
GL Funding	Revenue Allocation			
GL Funding F	Revenue Allocation	Amount		
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	
GL Funding F Funding Source	Revenue Allocation	Amount		
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	
GL Funding F Funding Source	Revenue Allocation	Amount	Priority Award amt Reimb % Reimb max IND % Total Billed to Date	

- 2. Click Search.
- 3. Enter the number of the project to be closed and click Accept. The program displays the project information.
- 4. Click Close Project on the ribbon.
 - The program opens the Close Project screen. Project Master - Munis > Close Project 0 HOME Cancel Search Query Builder Search Cancel Jupicate Add Update Globalr Duplicate Add Update Cancel Contract File Cancel Contract File Cancel Contract Cancel Can Accept Cancel Search Actions Output Confirm Search Office Tools Menu Close Options Project "T110" will be set to status closed. Close project strings with the current project Close GL accounts with the current project Remove remaining budget from project strings Project journal post date Î Project journal description Elag project for creation of a fixed asset record
- 5. Click Define.

× ?



- 6. Select the appropriate check boxes to control how the project will be closed.
- 7. After you have selected or cleared the check boxes, click Accept.
- 8. Click Select.

The program selects the general ledger accounts and project strings for closure.



9. Click Process to close the project.

Results

The project is closed and will no longer be available for posting. The status of the project is updated to Closed. If you have chosen to close the general ledger accounts, their status is also updated to a status of Closed.

GL Impact

The general ledger is impacted if there are open amounts on the project accounts.



Creating Funding Source Strings

Objective

This document provides instructions on how to create a funding source string.

Overview

The funding source strings for a project track all revenue activity for that project. The funding source strings also store grant and reimbursement information that will be used in the Project Revenue Allocation program.

For workflow, if a PAF-Funding Source String business rule exists, project strings cannot be used in transactions unless approved.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have menu access to Project Ledger programs.
- You have permissions to maintain Project Ledger information.
- The appropriate settings have been established in the General Ledger and Project Settings programs.
- The Project Journal Number Control program has been completed.
- Project segment codes are established.
- The chart of accounts is established.
- General Ledger and Project Miscellaneous Codes have been created.
- Accounts receivable charge codes and customers exist.
- Grant master records exist.

City of Santa Fe Specifics

• Finance will maintain all codes. Additional codes can be added if needed.



Use the following steps to enter a funding source string:

 Open the Project Master program. Financials > General Ledger Menu > Project Accounting > Project Ledger > Projects/Inquiry > Project Master

HOME					F	Project Master - Munis			a () 1	? X
Accept Cancel Sea	Rearch	Add Update Global	PDF	Excel Schedule Street	h Notes Rudit	Expense GL Budg Funding Source Grant GL Account I Menu	Return			
Project	Scoren	ACIONS	output	Onice	1005	inclu				
Project		Project ledger use only	Department							
Project Type			Status	V						
Title			Project available b	udget						
Short title			Percent Complete							
Major project			Estimate to Compl							
State ID #			Create fixed asset							
Federal CFDA			Project fiscal ran		to 🔍	12005				
Drawdown freq			Projected date ra	nge						
Description Justification			Actual date range Extension date Obligation date Last date to encun	ıber	to Number of Days Original Revised					
String Requirements					Overhead	Rates				
Expe	ense	Funding Source			Admin Ove	erhead Rate	%			
Required level		V	V							
Budget level		V								
🖨 General Notes	🖨 Comments	🖨 Internal Contacts	🖨 External Contacts		🖨 Escrow 🛛 🛱 N	lotes				
🖨 Work Orders	Contracts	🖨 Contract Details	🖨 Fixed Assets	Locations 🛛	🖨 Task Groups					
GL Funding Rev	venue Allocation									
Funding Source	Description	4	Amount							
								^		
								\sim		
<			>							
Grant S	eq Grantor Name		Exp cat	Priority Award amt	Reimb %	Reimb max	IND % Total Bill	ed to Date		
								^		
								~		
								~		
<								>		

- 2. Use the Search option to find the project for which to add funding source information.
- 3. Click Funding Source on the ribbon.

If this is the first funding source string that is being added to the project, the program displays the Project Funding Source String screen in Add mode. If this is not the first funding source string to be added to this project, click Add.



%	HOME								Project	Funding Sou	rce Strir	ng - Munis						۵	0 ?	×
Accept (Search	Browse Query Builder Search	Add	Update Actic	C Global*		Text file	X Excel	Word Schedule Office	U Attach	Notes	Maplink*	View Amounts Grants	Reimb % Totals Charge Codes Release Ienu	Return				
Project st			Search		-	715		Output		Office	1	10013		14	lend	1 1	l			
Project		0044556	6 RES	SOD FO	OTBALL I	FIELD		Description		Booster club	funds.		~							^
Source		BSTR		oster club									\sim							
Detail	i							Justification					<u>^</u>							
Туре	İ									🖨 Genera			omments							
Name		BOOST	ER					-	-	e 03/01/2013		03/01/20								
Short Na	me	BOOST	ER			-		Actual date ra	inge	03/01/2013	to 🛅	03/01/20								
Status		Closed	$\overline{\nabla}$					Grant				In-Ki	nd							
Workflow	status	Approve	ed 🔍																	
Revenue	allocati	on															ĺ.			
Allocation	type			Bi	lling type				∇											
Max alloc	ation			\sim																
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				AF	R charge	code														
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Allocatio			Accounts]			
:	Seq Ex	ар Туре	Expense Typ	e Desc		Priority	Alle	ос %	Ma	ax Alloc Amt		Allocated	Amount							
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4. Complete the fields, as required, to add a funding source string. Refer to the following table for specific field details.

Field	Description	City of Santa Fe
Project String		
Project	This box identifies the project code to which the funding source string is being added.	City of Santa Fe will accept the default project code.
Source	This box determines the source code for the funding string.	City of Santa Fe will use the field help button •••• to select the source code. This is a required level.
Detail	This box determines the detail code for the funding source string.	City of Santa Fe will use the field help button to select the detail code, if applicable. This is an optional level.
Туре	This box identifies the type code for the funding source string.	City of Santa Fe will use the field help button to select the type code, if applicable. This is an optional level.
Description	This box provides the description of the funding source string.	City of Santa Fe will enter the full description of the Funding Source string.
Justification	This box provides the justification for the funding source string, if required.	City of Santa Fe will enter justification, if applicable.



Field	Description	City of Santa Fe
Name	This box contains the name of the funding	City of Santa Fe will enter the
	source string. The full account name can	name of the funding source string.
	contain up to 30 characters.	Recommendation is that you try to
		incorporate the name of the strings
		selected above.
Short Name	This box contains the short account name	City of Santa Fe will enter the short
	for the funding source string. The default	name of the funding source string.
	value is the first ten characters of the full	
	account name, but you can change this.	
Status	This list provides the current status of the	City of Santa Fe will use the
	funding source string: Active, Pending,	dropdown and select the
	Hold, or Closed.	appropriate status code.
		The status must be 'active' to run
		revenue allocation.
Workflow	If your organization uses workflow, this	This identifies the current status of
Status	list identifies the current status of the	the funding source.
	funding source.	
Projected Date	Theses boxes define the beginning and	Information only. Populates from
Range	ending projected dates for the funding	Project Master.
	source string. The program completes the	
	default values from the Project Master	
	record, but you can change this. These	
	dates are informational only.	
Actual Date	These boxes define the actual beginning	Information only. Populates from
Range	and ending projected dates for the	Project Master.
	funding source string. The program	
	completes the default values from the	
	Project Master record, but you can	
	change this. These dates are	
	informational only.	
Grant	This box indicates if the funding source is	City of Santa Fe will use the field
	a grant. If the source is a grant, enter the	help button 😐 to select the grant,
	grant identifier in this box. Valid grants	if applicable.
	are those for which the Mange Using	
	General Ledger check box is not selected	
lin Kin d	in the Grant Master program.	City of Conto Fo will about this have
In-Kind	This check box, if selected, indicates that	City of Santa Fe will check this box,
	the funding source is used to track the in-	if applicable.
	kind matching component of a grant.	
	In-kind funding sources are not included	
	in the Cash Balance tab of Project	
	Inquiry, as in-kind funding is not cash. In- kind funding sources are also not	
	included in the cash calculation for a	
	Balance Sheet Report.	
Revenue Alloca		1
Allocation	This list determines the revenue	City of Santa Fe will select the
Type	allocation type for the funding source:	allocation type for the funding
	 None - The funding source string 	source.
	does not require reimbursement	
	aves not require relinibursement	



Field	Description	City of Santa Fe
	 through a Journal Entry or General Billing invoice. List - The funding source will reimburse specific expense types which have been defined on the Allocation Lines tab. 	Note: if a Grant is linked to the funding source; the detail will be available to import after you enter the Grant number and tab past field.
	 All - The funding source reimburses all expense types associated with the project. Selecting All prevents entry in the Expense Type box in the Allocation Lines section. Unassociated - The revenue for the funding source applies to all expense types within the project that are not already associated with a funding source string. This option is typically used as a catch-all rule. Selecting Unassociated prevents entry in the Expense Type box in the Allocation 	Refer to Description column for explanation of the available allocation types. Note: allocation (sequence line) must equal 100% for <u>each priority</u> <u>level within an expense type.</u>
Max Allocation	 Lines section This list determines how the maximum allocation for the founding source string is calculated: Budget - The maximum allocation is based on the funding source budget amount. This method is typically used when expenditures are submitted for reimbursement. Actuals - The maximum allocation is based on the sum of the actual amounts posted to the funding source string. This method is typically used when a grant provides funding in advance. Money is received against the funding source string, prior to the revenue allocation process, and actuals will not be zero for the account. Greater of the Two - The maximum allocation is based on the greater of the Budget or Actuals methods. 	City of Santa Fe will select one of the three the maximum allocation types. Refer to Description column for explanation the available types. Note: if Budget is selected, make sure to check, <i>Exceed Maximum</i> <i>Amount</i> " to avoid errors when running revenue allocation.
Exceed Maximum Amount	This check box, if selected, indicates that transactions against this funding source can exceed the maximum allocation amount. This option is typically used for internal funding sources only; it is rarely used for external funding sources.	City of Santa Fe will select this box if Budget was selected for Max Allocation.



Field	Description	City of Santa Fe
Billing Type	 This list determines whether funding source reimbursements will be billed, and if so, is the billing is internal or external. Select External to open the AR Customer #, and AR Charge Code boxes for completion; in this case, the charges are submitted through a general billing invoice that is sent to the grantor. Select Internal to open the GL Debit and GL Credit boxes for completion; in this case, the charges are submitted through a general journal entry that supports the funds transfer when the revenue allocation process is run. 	City of Santa Fe will select the billing type for this funding source. This depend on project funding. Refer to the Description column for detail explanation.
Customer Number	If the funding source string is an external billing type, this box identifies the accounts receivable customer ID number for the person or entity from which reimbursement will be requested through the Revenue Allocation process. The customer number must exist in the Accounts Receivable Customers program.	City of Santa Fe will use the field help button ••••• to select the Customer, if applicable. This box is available if the billing type is External or Both is selected.
Customer Address Number	This box defines the customer address number for accounts receivable customer IDs.	This box will auto-populate with the customer address. City of Santa Fe will use the field help button with to select a different customer address, if applicable.
AR Charge Code	If the funding source string is an external billing type, the box identifies the charge code that has been established to determine where payments should be applied when reimbursement is requested and received through the Revenue Allocation process.	City of Santa Fe will use the field help button in to select the AR Charge code. This box is available if the billing type is External or Both is selected.
GL Debit	If the funding source string is an internal billing type, these boxes identify the general ledger account that is to be debited as a result of the Revenue Allocation process.	If the billing type is Internal or Both, City of Santa Fe will use the field help button to select the GL debit account.
GL Credit	If the funding source string is an internal billing type, these boxes identify the general ledger account that is to be credited as a result of the Revenue Allocation process.	If the billing type is Internal or Both City of Santa Fe will use the field help button ••••• to select the GL credit account.



	ription	City of Santa Fe
Include Project If sele	ected, this check box causes the	City of Santa Fe will check this box,
String fundir	ng source string to be included on	if applicable.
the cr	edit journal line contained within the	
gener	al ledger journal generated during	Refer to Description for more detail.
the Pr	roject Revenue Allocation posting	
proce	ss. The result is that the Revenues	
Recei	ived column on the Cash Balances	
	Project Inquiry is updated for the	
	ctive funding source strings.	
Allocation Lines Tab		
	pox identifies the allocation	This field is 'Display Only'.
	ence number. The program assigns	
	alue; it is display only.	
	pox specifies the grant application	Refer to Description for more detail.
	er if a grant is selected for the	
	ng string.	
	pox identifies the expense type code	City of Santa Fe will use the field
	dentifies the different types of	help button 😐 to select the
	nses for which an organization may	expense type.
	est reimbursement. Any expense	expense type.
•	connected to the expense type will	This field will populate if linking to a
	nsidered for the Revenue Allocation	Grant.
proce		Shant.
	nse type codes are maintained in	NOTE: Expense type codes are
	roject Accounting Miscellaneous	maintained by the Finance
	s program for the type code EXPT –	Department; additional value may
Projec	ct Expense Type.	be added as needed.
Exp Type Desc This b	pox displays the expense type	This field is "Display Only". It
	iption; the program completes this	populates from the Expense Type
	according to the expense type	selected.
	. This is a display-only field.	
	pox identifies the priority of the	The City will determine the
	ng source. The priority range is from	methodology for using priority
1 to 1	00, with 1 being the highest priority.	ranges.
	g the allocation process, the highest	This field will populate if linking to a
priorit	y groups (with the lowest number)	Grant.
are co	onsidered first. Within a priority	
group	, allocation percentages of less than	
100%	are considered first. If a pass does	Refer to Description for more detail.
not fu	Ily allocate the expenses, the	
proce	ess goes to the next priority group.	
The n	number of passes for an expense	
	will be from 1 to the number of	
fundir	ng source priority groups. Allocation	
for an	expense type stops when either all	
exper	nses are allocated or after the	
proce	ess runs through the last priority	
group).	



Field	Description	City of Santa Fe
Alloc %	This box indicates the allocation	City of Santa Fe will enter the
	percentage that the funding source will	allocation percentage that the
	cover for the expense type selected.	funding source will cover for the
		expense type selected.
		This field will populate if linking to a
		Grant.
Max Alloc Amt	This box indicates the maximum	Not required, but City of Santa Fe
	allocation amount for which the funding	may enter the maximum allocation
	source string will accept reimbursement	amount for which the funding
	requests.	source string will accept
		reimbursement requests.
Allocated	This box displays the total amount that	Informational only.
Amount	has been reimbursed through the	
	Revenue Allocation process. The	
	program updates this value throughout	
	the process; this is a display-only value.	
GL Accounts T		
Default GL Acc		
Fund	These boxes provide the default account	N/A
Function	segments to be used for the funding	
Department	source string. These boxes are defined	
Program	by your organization in the General	
Grade	Ledger Settings program.	
Grant/Fund		
Src		
DOE Function		
Category		
Org	This box identifies the account org code	N/A
- 5	that the funding source will affect on the	
	general ledger.	
Object	This box identifies the account object	N/A
,	code that the funding source will affect on	
	the general ledger.	
Project	This box identifies the account project	N/A
-	code that the funding source will affect on	
	the general ledger.	
Allow GL	This check box, if selected, allows you to	N/A
Override	override the default general ledger	
	account when entering transactions	
	against the account string.	
Budget GL Acc		
Fund	These boxes provide the budget account	N/A
Function	segments to be used for the funding	
Department	source string. These boxes are defined	
Program	by your organization in the General	
Grade	Ledger Settings program.	
Grant/Fund		
Src		



Field	Description	City of Santa Fe
DOE Function		
Category		
Org	This box identifies the budget account org	N/A
	code that the funding source will affect on	
	the general ledger.	
Object	This box identifies the budget account	N/A
	object code that the funding source will	
	affect on the general ledger.	
Project	This box identifies the budget account	N/A
	project code that the funding source will	
	affect on the general ledger.	

On-screen Options

Button	Description	City of Santa Fe
General Notes	Click General Notes to add or maintain notes associated with the defined project funding source string. If notes exist, the General Notes button is highlighted.	City of Santa Fe will add general notes, if applicable.
Comments	Click Comments to add or maintain notes associated with the defined project funding source string. If comments exist, the Comments button is highlighted.	City of Santa Fe will add comments, if applicable.

- 5. When you have completed all information on the Funding Source screen, click Accept.
- 6. Repeat the process until all necessary funding source strings for the project have been added.

What's Next?

Once all of the funding source strings for a project have been created, the revenue for the project can be tracked using the General Journal Entry or Miscellaneous Cash Receipts programs when the Revenue Allocation process is completed.



Creating an Expense String

Objective

This document provides instructions on how to add a project ledger expense string.

Overview

The use of project ledger expense strings allows you to track all expense and budget transactions for a specified project. Once a project ledger expense string has been created, a budget amendment or budget posting must occur prior to the use of the expense string in any transaction, such as requisition or invoice entry.

When a PAS-Expense Strings business rule exists, project strings cannot be used in transactions unless approved.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have menu access to Project Accounting programs.
- You have permissions to maintain Project Accounting information.
- The appropriate settings have been established in the General Ledger and Project Settings programs.
- The Project Journal Number Control program has been completed.
- Project segment codes are established.
- Project miscellaneous codes have been created.
- General ledger expense accounts for the expense strings exist.

City of Santa Fe Specifics

• Finance will maintain all codes. Additional codes can be added if needed.



Use the following steps to create a project expense string:

1. Open the Project Master program. *Financials* > *General Ledger* > *Project Accounting* > *Project Leger*>*Projects/Inquiry* > *Project Master*

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К НОМЕ			Project Master - Munis	≏ () ? ×
Accept Cancel Confirm	Q 🖩 Browse 🕂 😿 X Delete	PDF	Attach Notes RAddit Attach Notify ∰ Maplink+ Tools GL Account ∰ More + Menu	
Project Project Type Title Short title Major project State ID # Federal CFDA Drawdown freq Description Justification	1100 Image: Constraint of the second secon	Estimate to Complete	Land Land Land Land Land Land Land Land	
String Requireme	ante		Overhead Rates	
Required level N Budget level N	No available budget check	External Contacts	Admin Overhead Rate 0 %	
General Not				
😅 Work Order		🖨 Fixed Assets 😭 Locations	🖨 Task Groups	
GL Funding Source	Revenue Allocation ce Description TOTAL	Amount	^	
Grant	Seg Grantor Name	Exp cat Priority	Award amt Reimb % Reimb max IND % Total Billed to Date	
<k <<="" th=""><td>6 of 29</td><td></td><td></td><td></td></k>	6 of 29			

- 2. Use the Search option to locate the project for which to add expense information.
- 3. Click Expense on the ribbon.

If this is the first expense string that is being added to the project, the following screen automatically displays in Add mode; if this is not the first expense string to be added to this project, click Add.



HOME			Pi	roject Expense String - Munis		⇔ 🤉 ? ×
Accept Cancel Sear	Browse Builder Search	Add Update Colors	Print Output	Email Notify H Mapli	ink* View Amounts Deduction Expenses	
Project string					AP Retainage	
Project	0044556	RESOD FOOTBALL FIELD	Description	Clearing old grass.	Retained to date 0.00	
Phase	CLEAR	Clear dead grass and dry soil.		Ũ		
Task			Justification	· · · · · · · · · · · · · · · · · · ·	Liquidated 0.00	
Sub-Task			Justification	^	Permanently withheld 0.00	
				×	Unrelieved 0.00	
Name	CLEARING			🖨 General Notes 🕼 Comments		
Short name	CLEARING			, []		
Status	Closed		Project available budget		Fixed Asset	
Workflow status	Approved V			Include in budget check	Include in asset cost	
Projected date range	03/01/2013	to 03/01/2014	Actual overhead rate	%		
Actual date range	03/01/2013	to 03/01/2014	Expense type	RPR REPAIRS		
Default GL account						
	Function/CC D	Department Program	Grade	Grant/FunSrc DOE Function	Category	
Org	Object P	Project				
		Allo	w GL Override			
Budget GL account						
Fund	Function/CC D	Department Program	Grade	Grant/FunSrc DOE Function	Category	
		Project				
Org	Object P	Project				
Org	Object P	Project	Forward	Hold Approvers		
Org Workflow	Object P	Project				

4. Complete the fields, as required, to add the expense string. Refer to the following table for field descriptions.

Field	Description	City of Santa Fe
Project String	· · ·	
Project	This box identifies the project code to	City of Santa Fe will accept the
	which the expense string is being added.	default project code.
Phase	This box specifies the phase, or second	City of Santa Fe will use the field
	segment, code for the expense string.	help button 🔤 to select the
	The label for this box is set by your	Category code.
	organization in the Project Settings program.	This is a required level.
Task	This box specifies the task, or third	City of Santa Fe will use the field
	segment code, for the expenses string.	help button 🔤 to select the
	The label for this box is set by your	Subcategory code.
	organization in the Project Settings program.	This level is not required.
Sub-Task	This box specifies the subtask, or fourth	City of Santa Fe will use the field
	segment code, for the expense string.	help button 🔤 to select the Detail
	The label for this box is set by your	code.
	organization in the Project Settings program.	This level is not required.
Description	This box provides the description of the	City of Santa Fe will enter the full
	expense string.	description of the Expense string.
Justification	This box provides the justification for the	City of Santa Fe will enter a
	expense string, if required.	justification, if applicable.
		This level is not required.



Field	Description	City of Santa Fe
Name	This box contains the name of the	City of Santa Fe will enter a full
	expense string. The full account name	name for the expense string.
	can contain up to 30 characters.	
		Try to incorporate the string names
		in the name field; this is a unique
		identifier for the project expense
		string.
Short Name	This box contains the short account name	City of Santa Fe will enter a short
	for the expense string. The default value	name.
	is the first ten characters of the full	
	account name, but you can change this.	
Status	This list provides the current status of the	City of Santa Fe will use the
	expense string: Active, Pending, Hold, or	dropdown to select the status.
	Closed.	The string has to be 'active' to use
		in revenue allocation.
Workflow	For workflow, this list provides the current	With workflow in place, this list
Status	approval status of the expense.	provides the current approval status
		of the expense.
Projected Date	Theses boxes define the beginning and	Information only. Populates from
Range	ending projected dates for the expense	Project Master.
	string. The program completes the default	
	values from the Project Master record,	
	but you can change this. These dates are	
	informational only.	
Actual Date	These boxes define the actual beginning	Information only. Populates from
Range	and ending projected dates for the	Project Master.
	expense string. The program completes	
	the default values from the Project Master	
	record, but you can change this. These	
Draiget	dates are informational only.	This value is suite nanulated from
Project	This list identifies the calculation method	This value is auto-populated from
Available	for the project's available budget. The	the Project Master record.
Budget	program displays this value according to	
Include in	the project master record. This check box, if selected indicates that	City of Santa Fe will check this box
	the project account string's available	budget checking should be turned
Budget Check	budget should be checked before posting	on for the Expense string.
	transactions.	on for the Expense string.
Actual	This box provides the actual overhead	N/A. City of Santa Fe is not using
Overhead Rate	rate for transactions charged against this	overhead rates.
	account string.	
Expense Type	This box identifies the expense type code	City of Santa Fe will use the field
	for the record. Expense type codes are	
	maintained in the Project Accounting	help button 🛄 to select the
	Miscellaneous Codes program for the	expense type code.
1		
		NOTE
	type code EXPT – Project Expense Type.	NOTE: Expense type codes are
		maintained by the Finance
		maintained by the Finance Department. Additional values may
AP Retainage		maintained by the Finance



Field	Description	City of Santa Fe
Retained to Date	This is the total amount of funds retained to date from accounts payable invoices for this project. This amount is increased each time the Project Revenue Allocation program processes transactions with retainage amounts.	Informational only
Liquidated Permanently Withheld Unrelieved	These boxes contain the various retainage amounts for the project expense string. The liquidated amount is the value that has been paid to the vendor, while the permanently retained amount will not be paid to the vendor. The unrelieved funds are those that have not yet been liquidated or marked for permanent retainage.	Informational only
Fixed Asset		
Include in Asset Cost	This check box causes the expense string to be included in the total when a project is imported to the Fixed Asset Work File. The resulting total is used to determine the asset cost.	City of Santa Fe will check this box, if applicable.
Asset	This field indicates the asset group to which the string belongs. When a project is imported to the Fixed Asset Work File, each asset group is used to create a separate record in the Fixed Asset Work File.	If the above field was checked, City of Santa Fe will use the field help button to select the asset.
Default GL Acc	ount	
Fund Function Department Program Grade Grant/Fund Src DOE Function Category	These boxes provide the general ledger account segments to be used for the expense string. These boxes are defined by your organization in the General Ledger Settings program.	N/A
Ora	This box identifies the org code that the	City of Santa Fe will use the field
Org	expense string will affect on the general ledger accounts.	help button is to select the Org account.
Object	This box identifies the object code that the expense string will affect on the general ledger accounts.	City of Santa Fe will use the field help button will to select the Object account
Project	This box identifies the project code that the expense string will affect on the general ledger accounts.	N/A



Field	Description	City of Santa Fe
Allow GL Override	This check box, if selected, allows you to override the default general ledger account when entering transactions against the account string.	This check box, if selected, allows you to override the default general ledger account when entering transactions against the account string. This setting is based on Project Accounting permissions.
Budget GL Acc	ount	
Fund Function Department Program Grade Grant/Fund Src DOE Function Category	These boxes provide the budget account segments to be used for the expense string. These boxes are defined by your organization in the General Ledger Settings program.	N/A
Ore	This hav identifies the hudget appoint are	City of Conto Fo will use the field
Org	This box identifies the budget account org code that the expense string will affect on the general ledger.	City of Santa Fe will use the field help button •••• to select the Org account.
Object	This box identifies the budget account object code that the expense string will affect on the general ledger.	City of Santa Fe will use the field help button •••• to select the Object account.
Project	This box identifies the budget account project code that the expense string will affect on the general ledger.	N/A

On-screen Options

Button	Description	City of Santa Fe
General Notes	Click General Notes to add or maintain notes associated with the defined project expense string. If notes exist, the General Notes button is highlighted.	City of Santa Fe will add general notes, if applicable.
Comments	Click Comments to add or maintain notes associated with the defined project expense string. If comments exist, the Comments button is highlighted.	City of Santa Fe will add comments, if applicable

- 5. When you have completed all information on the Expense screen, click Accept.
- 6. Repeat the process until all necessary expense strings for the project have been added.



What's Next?

Once all project expense strings have been created, they may be used during transaction entry, providing a budget has been entered for the expense string and the appropriate funding sources strings have been created for the project.

Project Budget Package Generation

Objective

This document provides instructions on how to generate a project budget package using the Munis Project Budget Package Generation program.

Overview

Before you can enter a project budget package, a budget package projection must be generated. Normally, budget projections are created early in the current fiscal year for the next year. The Project Budget Package Generation program creates budget package projections that assign budget amounts to sets of project account strings. Separate project budget packages are created for each project code.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have budget permissions for level 5 in the Munis Budget Roles program.
- You have Project Accounting permissions.
- Projects for general ledger account generation exist.
- Project expense and funding source strings have been established.

City of Santa Fe Specifics

- Santa Fe will budget Projects Life to Date, while the General Ledger Budget will be Annual. The departments will be responsible for the project budget with Budget assistance. Therefore, the budgets will be created separately.
- The Budget Officer will post all Project Budgets.



To generate a project budget package:

 Open the Project Budget Package Generation program. Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Generation

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Accept Cance	Search	E Browse Duery Builder Search	Add	Update Actic	C Global Duplicate	P rint	PDF	X Excel	Word Email Schedule	U Attach	Notes Notify Tools	Master Release View Package Detail Menu	Reactivate	Return	
Project budget															
Project budge															
Approval status Description	3			/											
Description								Û							
Project packag	e status		1	$\overline{\nabla}$											
Renew Status			1	V 🗖 L	ocked Budget	Packag	je								
Renew Amoun	t														
Projects															
<			>												
Include ina	active projec	ct strings													
Selective s	string inclus	sion													
Workflow															
My Approva	als	Approve	Re	ject	Forwar	rd	Hold		Approver	S					
кк	0 of 0) >	×												

- 2. Click Add.
- 3. Complete the fields to define the package. Refer to the following table for field details.

Field	Description	City of Santa Fe						
Project Budget Pack	age							
Project Budget	This box identifies the project	City of Santa Fe will create a						
Package	budget package identification code.	unique budget code.						
	The code can contain up to nine							
	alphanumeric characters.	Budget office will determine budget code.						
Approval Status	If your organization uses workflow,	When using workflow, this list						
	this list identifies the approval status	identifies the approval status of the						
	of the package: Approved, Held,	package: Approved, Held, New,						
	New, Pending, and Rejected.	Pending, and Rejected.						
Description	This box provides a description of	City of Santa Fe will enter a budget						
	the package being created. This box	description.						
	contains up to 100 alphanumeric							
	characters. Typically, this is the title							
	of the project projection.							
Project Package	This list determines the current	City of Santa Fe will use the						
Status	status of the entered project budget	dropdown to select the project						
	package. The status of the project	package status.						
	budget package changes as the							



Field	Description	City of Santa Fe
	process continues. Status levels are defined on the Budget tab in Project Settings.	New packages have the status Created; other options are Approved, Exported, and Posted.
Renew Status	This list indicates the renewal status, if applicable, for projects being considered for approval.	City of Santa Fe will select the appropriate renew status, if applicable.
Locked Budget Package	If selected, this check box prevents the package from being updated, deleted, or exported to the general ledger.	City of Santa Fe will select this box if they want to prevent modification, deletion or export to the general ledger.
Renew Amount	This field provides the renewal amount, if applicable.	City of Santa Fe will enter the amount of the renewal for the project budget, If applicable. The list is typically used for projects that are under consideration for approval.
Projects	·	-
	This group provides a selection of project codes to include as part of the package. The lists that make up the table provide all of the projects that exist in your Munis database. You can select as many projects as necessary for a budget package.	City of Santa Fe will use the dropdown to select the appropriate project code(s).
Include Inactive Project Strings	This check box, if selected, directs the program to include any inactive project account strings that have a status of pending or held. Clearing the check box causes the program to exclude inactive project account strings.	City of Santa Fe will check this box only to include inactive project strings with a status of pending or held. Leave this box unchecked to exclude pending or held project strings.
Selective Account Inclusion	This check box, if selected, allows you to enter a range of account strings to be included in the projection. When this check box is selected, the program automatically displays the Segments screen, where you can define the account strings to be included.	Refer to Description column for information.



4. Click Accept.

The program displays a confirmation message.



If the number of records to be created is correct, click Yes to generate the package; if the number of records is not correct, click No to regenerate the package.

Results

A project budget package projection has been created and is ready for budget request entry.

What's Next?

After a project budget package projection has been created, departments can use the Project Budget Package Entry program to enter their project budget amounts/requests.

As budget requests are entered, accounts that were originally included in the projection may be added or removed from the project master file.

The Master option allows you to refresh the selected budget package, which ensures the project account string information is current. Clicking the Master option adds or removes project account strings from the selected budget package projection under the following circumstances:

- Project account strings were added after the project budget package was generated. Clicking Master causes the program to include the newly-added account strings.
- Inactive account strings are updated to be active. This applies whether the inactive accounts were included in the projection or not. Clicking Master adds any account strings that were previously inactive but are updated to be active.
- Account strings are removed from the project. Clicking Master drops any account strings from the projection that were removed from the project.



Project Budget Package Entry

Objective

This document provides instructions on how to set up and complete the Project Budget Package Entry process.

Overview

The Project Budget Package Entry program allows you to enter budget amounts for the project ledger. These amounts are entered at the Project Ledger Expense String and Funding Source String detail levels. When all departments have entered budget information, the projection can be rolled to the next approval level. When the projection has cleared all the approval levels, it can be created as the actual budget for the next fiscal year.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have budget permissions for level 5 in the Munis Budget Roles program.
- You have Project Accounting permissions.
- Projects for general ledger account generation exist.
- Project expense and funding source strings have been established.



Use the following steps to complete the Project Budget Package Entry process:

 Open the Project Budget Package Entry program. Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Entry

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- 2. Select the project budget package form the Project Budget Package list.
- 3. Select the Check If Exporting to General Ledger Budget check box if the projection is to be exported to the General Ledger Budget Projection when completed.
- 4. Click Accept.
- 5. Highlight the line in the Project Strings group to modify.
- 6. Click Update.

The Project String detail is accessible; modify the fields, as required.

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7. Click Detail Entry.

The program makes the Project Detail fields accessible; modify the fields, as required.

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Project Detail

Field	Description	City of Santa Fe
Line	This box displays the sequential number. The program assigns this number; it is display only.	Informational only.
Fiscal Year	This box contains the fiscal year for the line item. If this package is to be exported to the general ledger budget projection, the fiscal year must correspond to the fiscal budget year.	The project year defaults from the year displayed in the box under the title, "Project string detail." If this package is to be exported to the general ledger budget projection, the fiscal year must correspond to the fiscal budget year.
Org/Object/Project	If there is a general ledger account associated with the project ledger account the budget amounts are being entered for, the program identifies the general ledger account number.	The Org and Object will default from the Budget GL accounts entered in the Project Expense String or Project Funding Source String in the Project Master. If no GL accounts were entered there, the boxes will be empty. If empty, you must enter the org and object that will hold the budget in the GL.
Projected Qty	This box specifies the project quantity for this line item.	City of Santa Fe will enter the quantity for this line item. For the total, this quantity is multiplied by the unit cost.
Unit Cost	This box provides the unit cost for this line item.	City of Santa Fe will enter the unit cost for this line item.
Total	This box displays the product of the projected quantity multiplied by the unit price. The program completes this value; this is a display only.	Informational only. Munis calculates the value.
Description	This box contains a description of the line item for which you are projecting a budget.	City of Santa Fe will enter a description of the line item you a budgeting, if applicable.
Justification	This box contains a justification of the line item for which you are projecting a budget.	City of Santa Fe will enter a justification of the line item you a budgeting, if applicable.

- 8. When you have finished entering all line items, click Accept.
- 9. Click Accept again to return to the main Project Budget Projection Entry screen.
- 10. Highlight the next line for which to enter budget amounts and complete the previous steps for that line item.
- 11. Repeat the process until all budget requests are entered.



Options

Option	Description	City of Santa Fe				
Update Projection Info	Opens the Project Budget Package Entry program in Update mode, allowing you to make changes to the projection.	If the Projection information at the top of the screen needs to be updated, click on this button. After you make changes, click Accept to save the update.				
Change Budget Package	Makes the Project Budget Package list accessible; select the package to update and click Accept on the ribbon.	Refer to Description column for information.				
Project String Inquiry	Displays the funding source or expense inquiry screen for the project. The information is display- only.	Refer to Description column for information.				
Export to GL Budget	Exports the project budget package to the general ledger budget. This includes the general ledger accounts in the project budget package.	Refer to Description column for information. Note: a GL Operating projection must be created.				
Export to Amendment	Exports the projection information to the general ledger as budget amendment journal entries.	City of Santa Fe will click this button to auto create GL budget amendment journal entries for posted strings, if applicable. If the project strings have associated Org/Object (GL) segments and the check box entitled, "Check if exporting to General Ledger" in the Projection information is checked, then by clicking this button, you can create GL budget amendment journal entries for posted strings.				
Text	Provides a text screen where you can view additional details to include with this record.	When you click Text, a General Notes opens. Enter additional details for this project budget package or view existing notes already entered in this section. Click the small red, circled x in the Munis Toolbar to close the notes. A popup will appear asking you to save any changes. Click Yes to return to the main screen.				
Percent Update	Updates all of the strings in the projection by a percentage.	Refer to Description column for information.				
View Changes	Displays a list of the changes for this budget package.	Refer to Description column for information.				



Results

After completing the Project Budget Package Entry process, you have created a prospective budget for the next fiscal year.

Status Change

If you approved or denied account budgets, their status is updated to reflect your choice.

GL Impact

The general ledger is not directly affected by this action until the budget is adopted in the next fiscal year or the Post to Master for Reports program is run.

What's Next?

Once the project budget package has been completed and approved, the package may be exported to the general ledger budget.



Project Budget Package Export

Objective

This document provides instructions on how to export a project budget package detail to a general ledger budget projection.

Overview

The Project Budget Package Entry program allows for project detail to be exported to a general ledger (GL) budget projection. Each project account string allows for a GL budget account to be defined and will be used when the project budget package is generated. This GL budget account will then be used in order to determine which GL account to update when exporting the budget package to the GL budget projection.

Once the Project Budget Package is completed, the Project Budget Package can be exported to the General Ledger Budget Projection so that it may be included in the overall budget process.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have budget permissions for level 5 in the Munis Roles program.
- You have Project Accounting permissions.
- Projects for general ledger budget project exist.
- Project Ledger expense strings and funding source strings have been established.
- A project budget package projection has been generated.
- The Project Budget Package Entry program has been completed.
- Project ledger strings are connected appropriately to a general ledger account.



Use the following step to export the project budget package to a general ledger budget projection:

1. Open the Project Budget Package Entry program. *Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Entry*

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- 2. Select the budget package to export.
- 3. Verify that the Check if Exporting to General Ledger Budget check box is selected.
- 4. Verify that the project account string has a general ledger account defined on the project budget package. This account is used to determine which general ledger account to update in the general ledger budget projection. If a general ledger account is not defined, the project account string information will not be exported.
- 5. Click Export to GL Budget.
 - The program displays the Project Budget Package Entry confirmation message.





6. Click OK.

The program displays the Export to General Ledger Budget screen.

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Export criteria General Ledg Projection leve Detail to expor	er Budget Projection										

- 7. Click Define.
- 8. In the General Ledger Budget Projection box, enter the general ledger budget projection to which you are exporting the detail.
- 9. From the Detail to Export list, select the current year amounts or all years' amounts.
- 10. Click Accept.
- 11. Click Select.
- 12. Click Export.

If the program encounters errors, it displays a message indicating the errors.

- 13. To create an error report, click Yes on the error message. The program displays the Output screen.
- 14. Complete the output details and click OK.
- 15. Once the errors are resolved, complete the export process again.

Results

Once the project budget package has been exported, a project detail line will be created within the general ledger budget projection. The amount is always placed within the first budget level.

If more than one export is performed on the same account, project accounting detail being exported will be overwritten. All nonproject accounting detail will remain intact.

If there is a project account string within the project budget package that does not contain any project detail, but does contain a general ledger account, this account will be exported.

What's Next

Once the project budget package has been exported to the general ledger budget projection, the general ledger budget projection proceeds with the budget process. The project budget package needs to be posted to the project ledger using the Project Budget Package Posting program.



Project Budget Package Posting

Objective

This document describes how to complete the Project Budget Package Posting process.

Overview

The Project Budget Package Posting program allows you to post budget amounts for a project budget. These amounts are first entered at detail levels during the Project Budget Package Entry process. When all departments have entered budget information, the projected amounts can be approved or denied. When the projection has cleared all necessary approvals, it can be posted as the original budget for the next fiscal year.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have budget permissions for level 5 in the Munis Roles program.
- You have Project Accounting permissions.
- Projects for general ledger budget project exist.
- Project Ledger expense strings and funding source strings have been established.
- A project budget package projection has been generated.
- The Project Budget Package Entry program has been completed.



Use the following steps to post a project budget package:

 Open the Project Budget Package Posting program. *Financials > General Ledger > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Posting*

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Confirm	Browse C Advanced+ C Query Builder Search	Add Update	Delete Global* Duplicate	A =	Attach Notes Audit Notify B Maplink- O Alerts- Tools	Define Export to GL Budget Select Post Menu	Return			
Define Post		~	Project Range	to						
Detail year	0 🔺 🔻		Package Status	~						
Expense budget										
Funding budget										
Budget posting date										
Journal description										
	Post to pending p	roject strings								
Project Budget Package										
Package	Description		Package Status	Approval Status	Expense Amount I	unding Amount				
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Project Budget Package	e Detail			-						
Project/Project String	gs	Description		Status	Project Available Exper	se Amount Funding An	nount			
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L										

2. Click Define.

The program opens the Define section for entry.

3. Complete the fields select the project projection and establish the posting information. The fields on the screen vary according to the value of the Post list.

Field	Description	City of Santa Fe
Define	·	
Post	 This list determines the method to use for the budget post: Total Package Amounts— Establishes a budget for the entire project budget package. The total budget is calculated by adding all of the detail lines. Package Detail Year Only— Establishes a budget by project detail year. This option is only usable for projects that are managed on a yearly basis. The total budget is calculated by adding all of the detail lines for the detail lines for the defined year. 	City of Santa Fe will determine which posting method is appropriate for the Project based on internal approval process from Council. See Description.



Field	Description	City of Santa Fe
	 Project Amounts Only—Applies an expense and funding amount to the entire project code, instead of the individual strings within the project. This method is only applicable to projects that are set to calculate the available budget at the project code level. 	
Detail Year	This box specifies the year for which to post the project budget package. This box is only available for the Package Detail year posting method.	Refer to Description Column for information.
Expense Budget	This box indicates the total amount of the expense budget for the project. This box is available if you have selected Project Amounts Only from the Post list.	Refer to Description Column for information.
Funding Budget	This box identifies the total amount of the funding budget for the project. This box is available if you have selected Project Amounts Only from the Post list.	Refer to Description Column for information.
Budget Posting Date	This box stores the effective date of the budget posting. This field is available for all posting methods.	City of Santa Fe will select an effective date for posting the project budget.
Journal Description	This box provides a brief description of the journal entry that supports the budget package posting. You can enter up to ten characters in this box. This field is available for all posting methods.	City of Santa Fe will enter a brief description of the journal that supports the budget posting.
Post to Pending Project Strings	Selecting this check box causes the program to post budgets for project strings that have a status of Pending. Clear the check box to prohibit posting budgets for project strings that are not yet approved. The check box is not available if you select the Project Amounts Only posting method.	City of Santa Fe allow NOT allow posting of "Pending" project strings.
Project Range	These boxes determine the range of project codes from which to select budget packages for posting.	The budget department will decide how budgets will be posted.
Package Status	This list allows you to select budget packages with a specific status.	This field is not required.

4. Click Accept.

The program closes the fields and saves your entries.

5. Click Select on the ribbon. The program opens the Project Budget Packages table for entry.



- 6. Select the check box for each package to post.
- 7. Click Accept. The program closes the table and saves your entries.
- 8. Click Post.

The program processes the selected packages and proofs the project strings within the packages. The program displays a warning message if an account string is inactive, has a budget amount of 0, or if the string has been posted in a previous year. The program displays an error message if the budget package has already been run for the current year. The program displays the Output screen.

- 9. Define the output details and click OK. The program displays a post confirmation message.
- 10. Click Yes to complete the process. The program posts the project budget and creates a project budget journal entry of type PAB.

Results

You can view the posting results in the Project Inquiry, Expense Inquiry, Funding Source Inquiry, or Project Journal Inquiry programs.

What's Next?

Complete the Project Overhead Allocation, Project Revenue Allocation, and Project Year-End Close programs, as required.



Project Overhead Allocation Processing

Objective

This document provides instructions for completing the Project Overhead Allocation program.

Overview

Overhead percentages can be established for a project if the project is subject to overhead. There are two types of overhead: Administrative and Actual. The administrative rate is applied to the entire project, whereas the actual rate is only applied to an individual expense account string or several expense account strings.

When the overhead process is run, project ledger transactions that have not already been processed for overhead are selected, and the percentage defined for the project, the expense, or both account strings is applied. The process can be completed for administrative overhead, actual overhead, or both for an entire project or for a specific project account string.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You must have Project Accounting menu access.
- You must have the appropriate Project Ledger permissions.
- Project codes must be established with an overhead percentage.
- Project journal numbers must be established.
- Transactions must exist for the project for which you are completing the overhead allocation.

City of Santa Fe Specifics

• City of Santa Fe will not use Overhead Allocation


Procedure

To calculate overhead allocation:

1. Open the Project Overhead Allocation program. *Financials* > *General Ledger* > *Project Accounting* > *Project Ledger* > *Project Processes* > *Project Overhead Allocation*

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Administrative		
Actual		
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Project		
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Results		
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Posted		

- 2. Click Define.
- 3. Complete the fields to define the allocation. Refer to the following table for details.

Field	Description	City of Santa Fe
Calculate Overhead		
Administrative	If selected, this check box directs the program to include the project's administrative overhead amount. If you select the Administrative and Actual check boxes, the program displays the following confirmation message: "Overhead journals that will be created will include both administrative and actual overhead amounts." Click OK to continue.	City of Santa Fe will not use Overhead Allocation.
Actual	This check box, if selected, directs the program to include the actual overhead from the selected project strings. If you select the Administrative and Actual check boxes, the program displays the following confirmation message: "Overhead journals that will be created will include both administrative and actual overhead amounts." Click OK to continue.	N/A
Source Code	This box identifies the specific journal for which to complete the process. Leave this box blank to select all source codes or click the field help button to select a specific code from the available source codes.	N/A



Field	Description	City of Santa Fe
Project Information		
Project	This box specifies the project code for which to complete the process. Click the field help button to select a code from a list of available projects.	N/A
Project String	This box provides the project string for which to complete the process. Click the field help button to select a project string from a list of available project account strings. This box is only accessible if the Project box is blank.	N/A
Transaction Date Range	These boxes define the range of dates of project account transaction activity to which overhead is applied.	N/A
Journal Effective Date	This box specifies the date that the project overhead journal affects the project ledger.	N/A
Project Journal Info		
Reference 4	This box defines a 12-character description for the overhead journal entry.	N/A
Journal Number	This box provides the project ledger journal number that is generated once the overhead allocation process is complete. The program updates this value; this is a display-only field.	N/A
Journal Source	This box provides the project ledger source code that is generated once the overhead allocation process is complete. The program updates this value; this is a display-only field.	N/A
Posting By	This option determines if the report posts in summary or detail format.	N/A

- 4. Click Accept.
- 5. Click Select.

The screen updates the Journal Number and Journal Source (PAO – Project Accounting Overhead) fields with the number of records selected for this process.

- 6. To view the selected records, click Display.
- 7. Click Output/Post to process the overhead allocation. The program displays the Output screen.
- 8. Define the output details, and then click OK. The program displays a post confirmation.
- 9. Click Yes.

Once the allocation has posted, the screen updates the number of records posted.



Results

A project overhead journal is created and posted to the project ledger. The overhead amount being applied will be charged back to the project expense string on the original project ledger transaction.

What's Next?

Use the Expense Inquiry program to view PAO detail.



Project Revenue Allocation Processing

Objective

This document provides instructions on how to complete the Project Revenue Allocation program.

Overview

The Project Revenue Allocation program allocates project revenues against project expenses and, if the funding source is marked as external, generates a billing document. (The program creates general ledger journal or general billing invoice in the appropriate proof table for review prior to posting). If a funding source is identified as internal, the funding sources are charged through a general journal entry to recognize the funds transfer when the revenue allocation process is completed.

For workflow, the PAA process code for notifications is associated with revenue allocation. If a business rule is created for PAA-Project Revenue Allocation, the designated users/roles are notified when a Revenue Allocation activity is posted.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have Project Ledger menu access.
- You have the appropriate Project Ledger permissions.
- Project Ledger expense types have been created.
- Project Ledger funding source and expense strings exist.
- Customers exist in the Accounts Receivable (AR) program.
- AR charge codes exist for the applicable fiscal year.



Procedure

Use the following steps to complete the revenue allocation process:

 Open the Project Revenue Allocation program. Financials > General Ledger > Project Accounting > Project Ledger > Project Processes > Project Revenue Allocation

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- 2. Click Define.
- 3. Complete the fields, as required, to define the projects for which the complete the process. Refer to the following table for field description details.

Field	Description	City of Santa Fe				
Project Informa	tion					
Starting/Ending	These boxes define the range of project	City of Santa Fe will use the field				
Project	codes to include in the process. Click the field help button in each box to select a starting and ending code. To complete the process for one code, enter that code in each box.	help button 😐 to select the starting/ending project.				
Project Type	This box specifies the project type code.	This is not a required field. City of Santa Fe may use the field help button to select the project type.				
Start/End Date	These boxes define the range of dates for which expenses have been posted for the project. Any expense postings prior to the start date or after the end date will not be included in the process.	City of Santa Fe will use the field help button •••• to select the start/end date.				
Include Unpaid AP Invoices	When selected, this check box causes the program to include unpaid accounts payable invoices in the allocation total.	City of Santa Fe will not check this box.				
Revenue Alloca	tion Reporting					
Output Invoice Detail	Selecting this check box directs the program to include invoice vendors and paid statuses on the report.	City of Santa Fe will check this box to include on this report the vendors and paid statuses from the invoices.				



Field	Description	City of Santa Fe
Grant Reporting	9	
Include Encumbrances	This check box, when selected, instructs the program to include encumbrance amounts in grant reporting.	City of Santa Fe will check this box if they want to include encumbrances in their grant report.
Include Requisitions	This check box, when selected, directs the program to include requisition amounts in grant reporting.	City of Santa Fe will check this box if they want to include requisitions in their grant report.
Posting Informa	ation	
Effective Date	This box specifies the effective date of the revenue allocation. This is the effective date on the general journal entry (if billing type on the funding source string is internal) or the general billing invoices (if billing type on the funding source string is external).	City of Santa Fe will enter the effective date of the revenue allocation.
Fiscal Year/Period	These boxes denote the fiscal year and period to use.	City of Santa Fe will accept Fiscal year/period that coincides with the effective date above.
Group GB Invoices by	This list indicates how the program should group general billing invoices. When grouping, all general billing lines with the same group criteria are on the same invoice.	City of Santa Fe can decide if they want to group general billing invoices. Refer to Description.
	 Do Not Group—Generates separate general billing invoices. Customer and AR Code—Groups invoices by customer and accounts receivable code. 	
	Customer, Grant, and AR Code—Groups invoices by customer, grant, and accounts receivable code.	

- 4. Click Accept.
- 5. Click Select. The program identifies the expense activity matching the criteria entered.
- 6. Click Review to review the Revenue Allocation Report. Click Print to print the report to your local printer. Prior to running the Revenue Allocation, you must review this report to verify that the appropriate transactions have been selected for the revenue allocation process.
- 7. Once you have verified the Revenue Allocation Report, click Allocate. The program displays a Post confirmation message.
- 8. Click Yes to complete the process.
- 9. Repeat the process for all appropriate projects.



What's Next?

After the revenue allocation process has been completed, there may be general journal entry or general billing invoices, or both, that need to be posted to the general ledger:

- If the project that the revenue allocation process was completed for included funding source strings that were coded as an internal billing type and an external billing type, then there will be a general journal entry created for the internal billing type funding source string and there will be a general billing Invoice created for the external billing type funding source string.
- If the project that the revenue allocation process was run for included funding source strings that were coded as an internal billing type only, then there will be a general journal entry created.
- If the project that the revenue allocation process was run for included funding source strings that were coded as an external billing type only, then there will be a general billing invoice created.

If the revenue allocation process created a general journal entry, then you must go to the General Journal Entry/Proof program to release the journal entry for approval. Once the journal has been approved, it can be posted to the general ledger.

If the revenue allocation process created a general billing invoice, then you must go to the General Billing Invoice Entry program to post the invoice batch.



Project Ledger Inquiry and Reporting

Objective

This document describes the Project Ledger inquiry programs and provides instruction on creating Project Ledger reports.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

- You have menu access to the Projects/Inquiry programs.
- You have permission to maintain report templates.
- Projects exist in Munis Project Accounting.



Project Inquiry

All project balances and transactions can be viewed within the Project Inquiry program. Project Inquiry lists all expense and funding source account strings associated with the project, as well as their current balance. The main screen shows all project balances for prior, current, and future years. Use the vertical arrow buttons to scroll through the balances for every year of project activity.

Reporting options are available within Project Inquiry to show a Month to Date (MTD), Life to Date (LTD), or Year to Date (YTD) view. Since every project can have a different fiscal range, these balances are calculated based on the project's fiscal range and not the general ledger fiscal year.

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Accept Cancel	Search	Browse Advanced* Query Builder Search	Add Upda	ate Colobal	Print	PDF Merview Output	Excel	Word Email Schedule	U Attach	Notes Notify Tools	Haplink*	Expense Funding Source GL Account Me	📃 More 🕶	Return					
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Project Project Type Title			Project ledg	jer use only	Sta	partment itus rcent Comple	ete	~]										
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Major project					Cre	eate fixed as	set 🔳	i i i i i i i i i i i i i i i i i i i											
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To view a project:

- 1. Click Find.
- 2. Complete one or more of the fields to find a project record.
- 3. Click Accept.



Expense and Funding Source Inquiry

The Expense and Funding Source Inquiry programs can be accessed directly from Project Inquiry or from the menu. These programs display balances as well as transaction detail. You may view balances in a month-to-date, year-to-date, or life-to-date view.

To view expense string details from the Project Inquiry program:

1. Click Expense.

The program displays the Expense Inquiry screen.

HOME							Projec	t Expense Inc	quiry - Munis	a () ?	×
Accept Cancel Cancel	h Browse	d Update	Colobal+ Duplicate	Text file	Excel Schedule		Notes 🖹 Audit Notify 🔛 Maplink* I Alerts•	Return Detail Amount View			
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Project string									AP Retainage		
 Project 			D FOOTBALL FIEL		Description	Clearing	old grass.	0		.00	
Phase	CLEAR	Clear o	dead grass and dry	soil.	Justification			· · ·		.00	
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Name Short Name	CLEARING				Project Available Budge		V				
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Actual date ra	-	to 03/01/20	(canno		Expense Type	RPR	REPAIRS				
		10 03/01/20	514							_	
Project String Balance	es GL Accounts										
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Available	.0)		.00	.00			00			
Percent Used	0.0)		0.00	0.00		0.	00			
K K 1	of 5 📏 💙	You are o	currently at the be	ginning of the	record set.						

Expense Inquiry allows you to roll up balances to any project segment level. To the left of Project Segment boxes 1 - 3 (as labeled by your organization), the up-arrow button rolls up all balances to the indicated level. For example, to view all balances by project phase, clicking the up arrow for the Phase (Segment 2) box, rolls up all balances to project phase level.

2. Click Return to return to the Project Inquiry program.

To view funding source string details from the Project Inquiry program:

1. Click Funding Source.

The program displays the Funding Source Inquiry screen.



HOME	Project Funding Source Inquiry - Munis	⇔ (? ×
Accept Cancel Search Search Confirm	Print 🔼 PDF 🔛 Excel 📴 Email 🛛 Hattach Shotify 🏦 Maplinker Amount View View Monthly Amount Return	
Project string detail A Source M Detail Type	Justification	
Name Short Name Status	Projected date range to Carter of the second	
Project String Balances Revenue Allocation GL Accounts Image: Constraint of the string strin	2008 Project Year 2007 Project Year 2006	

Funding Source Inquiry allows you to roll up balances to any project segment level. To the left of Project Segment boxes 1 - 3 (as labeled by your organization), the up-arrow button rolls all balances to the indicated level. For example, to view all balances by source, clicking the up arrow for the Source (Segment 2) box rolls all balances to project phase level.

2. Click Return to return to the Project Inquiry program.



General Ledger Account Inquiry

The Account Inquiry program includes the Project Strings option.

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Account												
Fund Org Object Project	··· ···	Acct Acct name Type Rollup		✓ Status	Y	Account Not	ĐS					
4 Year Comparison	Current Year History											
Yr/Per 2009/12	Fiscal Year 2	009	Fiscal Year 2008	Fiscal Ye	ear 2007	Fiscal Year	2010					
Original Budget		i i i i i i i i i i i i i i i i i i i	Ē		🖻 📄		Ê					
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Available												

If the account you select in Account Inquiry has project ledger expense or funding source strings associated with it, the Project Strings option allows you to view detail for the project strings. When you click Project Strings, the program allows you to select a date range, transaction type, source, and reference in order to narrow your search results.



Using Report Templates

Project reports can be generated using reporting templates or by selecting the pre-defined reports on the Project Reports menu. Currently two pre-loaded templates (corresponding to reports found on the menu, project budget report and project detail) can be copied and modified. You may also create new templates to generate customized reports.

To use templates:

1. Open the Report Templates program.

Financials > General Ledger > Project Accounting >Project Ledger > Project Reports > Report Templates

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Accept C Confin		Search	Browse C Advanced* C Query Builder Search	Add	Update Acti	Duplicate		Text file PDF Preview Output	Excel	Word Email Schedule	U Attach		Maplink*	Column Definitions Change History Menu	Return				
Template																			
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Print	report d	efinition	s																
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Only inclu	de proje	ect string	gs that exceed	% C	f availabl	le budget													
			Lunner																

2. Click Add.

3. Complete the fields, as required, to define the template. Refer to the following table for details.

Field	Description	City of Santa Fe
Template		
Code	This box specifies the template code. If you are completing the Find process, click the field help button to select from a list of valid template codes.	City of Santa Fe will enter a code and name if creating a new template. City of Santa Fe will use the field help button to select a template they wish to copy or modify.
Description	This box provides a description of the template.	City of Santa Fe will enter a description of the template.
Master	This check box, if selected, indicates that the selected template is a master copy. This check box is accessible during the Find process.	City of Santa Fe will not check this box; they are not using Master Projects.
Default Report Title	These boxes contain the default report title for the template. Each box prints on a separate line.	City of Santa Fe will enter a default report title.
Report Options		
Format	This list determines the number of columns that the report should	City of Santa Fe will select the number of columns for their report.



Field	Description	City of Santa Fe
	contain. You can select up to eight columns of data.	Maximum columns are eight.
Segment Description	This option allows you to select whether the reports using this template should display the short or	City of Santa Fe will select the short or long description.
	long description of the segments. Segment descriptions are defined in the Project Segment Codes program.	These descriptions are defined in the Project Segment Codes.
Print Report Definitions	This check box, if selected, causes reports created from the template to include report definitions.	City of Santa Fe will check this field.
Show Funding Source Strings as Credits	This check box, if selected, causes funding source string transactions to display as credits. Clearing the check box causes funding source string transactions to display as debits.	City of Santa Fe will select this field if they wish to display the funding sources as credits.
Double Space the Report	This check box, if selected, directs the program to double space the report.	City of Santa Fe will select this box, if applicable
Exclude Project Strings with Zero Balances	This check box, if selected, excludes from the report all project strings that have a zero balance.	City of Santa Fe will select this box, if applicable
Include Cents in Dollar Amounts	This check box, if selected, directs the program to include cents as part of dollar amounts.	City of Santa Fe will select this box, if applicable
Amounts Exceed 999 Million	This check box, if selected, indicates that the amounts that appear on the report may exceed 999 million, if so, require additional space on the report.	City of Santa Fe will select this box, if applicable
Only Include Project Strings that Exceed [] % of Available Budget	This box allows you to restrict the inclusion of project strings to only those accounts that currently exceed the defined percentage of their available budget. For example, if you enter 50 in the box, the resulting reports only display accounts that have expended more than half of their available budget.	City of Santa Fe will leave at 0% or adjust accordingly based on the reporting they require.

4. Click Accept. The program displays the Template Column Definitions screen.



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Accept Con	Cancel	Search	Browse C Advanced* C Query Builder Search	Add	Update Actic	C Global+	Print	PDF	X Excel	Word Email Schedule	() Attach	Notes	U Alerts*	Preview List Codes Menu	Return					
Report	Column 1		Headings																	
_)riginal Bu Life to Da	-			Budget	-														
Code A	Column 2 mendme Life to Da Column 3	nts ite		2nd row	Amend	ments														
	levised B Life to Da		Headings		LTD Re Budget															
Report	Column 4	ł																		
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Code E	Column 5 incumbrai Life to Da	nces	Headings		Encum	brances														
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Code A			Headings		Actuals	;														
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Code P	Column 8 CTUsd(e Life to Da	enc/act)	Headings	: 1st row 2nd row		t														

The Template Column Definitions screen sets the codes and labels for each column of your report. The screen only displays as many columns as you have made available on the main template. If you set the template format to five columns, only five columns are available on the Template Column Definitions screen.

5. Click the field help button in each box to define the column.



- 6. Double-click the column header to be included on the report template.
- 7. Repeat steps 3 and 4 until all of the columns have been defined.
- 8. Click Preview to review the report template.
- 9. Click Return on the ribbon once the template is complete.



Note: Modifications made to the reporting templates is audited. Audits can be viewed using the Change History option. You cannot create or modify templates unless you have been assigned the Maintain Reporting Templates permission in the Project Accounting Roles program.

To print a report using the Report Template program:

1. Open the Print Template Reports program.

Financials > General Ledger > Project Accounting > Project Ledger > Project Reports > Print Template Reports

МОМЕ					Pri	nt Template Rep	orts - Mi	unis				۵	0	?	×
Accept Cancel Searc	Browse Advanced* May Query Builder Search	Add Update	Colobal Colobal Duplicate	Print	PDF Preview put		() Attach	Notes Notify Tools	Audit 🔁 Maplink*	Define Template Options Restore Defaults Menu	Return				
Template selection Execute this report Report template Report title		Master													
Project string selection Expense Project Phase Task Sub-Task															
Report options Month/Year range Group by Major Projec Group by Budget Leve		to	~	Page											
Sort Sequence 1 Sort Sequence 2 Sort Sequence 3 Sort Sequence 4	Project Segment		Total	Break											
Detail Options Include Name Include Project String I Include Employee Deta		Include Journal Actual Detail Encumbranc Budget Detai Vendor detai Journal Sour	e Detail												

- 2. Click Define.
- 3. Complete the fields, as required, to define the report details.

Field	Description	City of Santa Fe
Template Select	ion	
Execute This	This list allows you to use Munis	City of Santa Fe will use the
Report	Scheduler to process the report:Now—Processes the report	dropdown and select Now.
	immediately; click Preview, PDF, Print, or Text File to view, print, or save the report.	Refer to description for other options.
	 In Background (now) —Processes the report a single time using the event log and email notification features of Munis Scheduler. 	
	 At a Scheduled Time—Establishes a specific time when the report runs, the program uses Munis Scheduler. 	



Field	Description	City of Santa Fe
Report Template	This box determines the template to use	City of Santa Fe will use the field
	for the report.	help button 🚥 to select the report template.
Master	This check box, if selected, indicates that the selected template is a master copy. This check box is accessible during the Find process.	City of Santa Fe will not check this box.
Report Title	These boxes contain the default report title for the template. Each box prints on a separate line.	City of Santa Fe will leave the default report title. This title can be modified.
Project String Se		City of Sonto Eo will use the field
Expense	These boxes determine the expense string segments to include in the report. The field labels vary according to how your organization has defined the segment labels in Project Settings.	City of Santa Fe will use the field help button with to select the expense strings.
Funding Source	These fields determine the funding source string segments included in the report. The field labels vary according to how your organization has defined the segment labels in Project Settings.	City of Santa Fe will use the field help button is to select the funding sources.
Report Options		
Month/Year Range	These fields define the range of years and months from which the program should draw data to create the report.	City of Santa Fe will use the dropdown to select the month/year range.
Group by Major Project	When selected, this check box causes the report to display projects in groups based on the major project to which they belong.	City of Santa Fe will use the dropdown to select the group by values (Major Project, Budget Level, None).
Group by Budget Level	When selected, this check box directs the program to group project strings by budget level, and to display the total amounts of expense strings at that budget level. No individual string names or details appear on the report when the check box is selected. If the check box is selected, you must also select the Include Project String Detail check box in the Detail Options group. For example, when creating the report for Budget Level 2 - Phase and three expense strings (12345-111-222, 12345- 111-333, 12345-111-444) when the Group by Budget Level check box is selected, only 12345-111 appears on the report with the total value of all three strings.	City of Santa Fe will use the dropdown to select grouping options. Refer to description column for more information how Munis groups by Major Project and Budget Level.



Field	Description	City of Santa Fe
Sort Sequence	These lists provide up to four sort	City of Santa Fe will use the
	sequences. Each sequence is sorted by	dropdown to select the Project
	a project segment.	Segment(s).
Total	This check box, if selected, directs the	City of Santa Fe will check each
	program to print the total for each project	total box for the report to total each
	segment.	project segment.
Page Break	This check box is, if selected, causes	City of Santa Fe will check this box
	the program to insert a page break	to page break between each of the
	between each project segment.	project segments.
Detail Options		
Include Name	This list determines how the account	City of Santa Fe will use dropdown
	name is displayed on the report. You	to select how name is displayed on
	can select the long account name, short	report.
Include Draiget	account name, or no account name.	City of Santa Fa will aboald this
Include Project String Detail	This check box directs the report to include project string detail. If this check	City of Santa Fe will check this box, if applicable.
String Detail	box is cleared, the report excludes	box, il applicable.
	project string detail and the remaining	
	check boxes on the screen are	
	inaccessible.	
Include	This check box, if selected, causes the	City of Santa Fe will check this
Employee Detail	program to include employee hour	box, if applicable.
	information in the report.	, 11
Include Journal	This check box, if selected, causes the	City of Santa Fe will check this
Detail	program to include journal detail	box, if applicable.
	information for reported transactions.	
Actual Detail	Selecting this check box causes the	City of Santa Fe will check this
	program to include actual detail on the	box, if applicable.
	report. This check box is only available if	
	you have selected the Include Journal	NOTE: The Include Journal Detail
	Detail option.	must be checked for this check
		box to be available.
Encumbrance	Selecting this check box causes the	City of Santa Fe will check this
Detail	program to include encumbrance detail	box, if applicable.
	on the report. This check box is only available if you have selected the	
	Include Journal Detail option.	
Budget Detail	Selecting this check box causes the	City of Santa Fe will check this
Budgot Botan	program to include budget detail on the	box, if applicable.
	report. This check box is only available if	
	you have selected the Include Journal	
	Detail option.	
Vendor Detail	Selecting this check box causes the	City of Santa Fe will check this
	program to include vendor detail on the	box, if applicable.
	report. This check box is only available if	
	you have selected the Include Journal	
	Detail option.	
Journal Source	This box identifies the journal source	City of Santa Fe will use the field
Code	code for the journal detail. This box is	help button 🔤 to select the
	only accessible if you selected to include	journal source code, if applicable.
		journal source code, il applicable.



Field	Description	City of Santa Fe
	journal detail. The report will only display transactions with the journal source code entered in this box.	NOTE: The Include Journal Detail must be checked for this check box to be available

- 4. Click Accept.
- 5. Use the output buttons on the ribbon to view, print, create a PDF file, export to Word, export to Excel, or save the report to a file.

Report Example

06/24/20 melfring	011 14:45 7	MUNIS	CT BUDGET REP	ORT				PG parepor
POR 01/0	01/2000 - 07/3 Original Budget	1/2011 Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
	<u>- EP2 - ET3 - ES4</u> 0.00 <u>- FS2 - FD3 - FT4</u> 0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



Project Budget Report

To create a project budget report:

 Open the Project Budget Report program. *Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Reports > Project Budget Report*

Image: Conclusion of the second conclusion of the seco	
Template selection Execute this report Report template Report title	
Project string selection	
Expense Funding Source Project Phase Task Sub-Task	
Report options	
Monthy/Year range v to v Group by Major Project Group by Budget Level Page	
Project Segment Total Break Sort Sequence 1 Image: Constraint of the second of the sec	
Detail Options Include Name Include Journal Detail Include Project String Detail Actual Detail Include Employee Detail Encumbrance Detail Budget Detail Budget Detail Journal Source Code	

- 2. Click Define.
- 3. Enter the project information to include in the report.
- 4. Click Accept.
- 5. Use the output buttons on the ribbon to view, print, create a PDF file, export to Word, export to Excel, or save the report to a file.



Report Examples

03/10/2010 munis	16:43		Verif PROJE	CT BUDGET RE	PORT					parep.
POR 01/01/2										
	riginal Budget		et Budget mendments	Revised Budget	Requisition	s Encumbra	nces	Actuals	Available Budget	Percen Use
T0 25	TALS FC ,000.00	R TASK/O	CATEGORY: IT - 0.00	SELF CHECK 25,000.00	0.0	0	0.00	0.00	25,000.00	0.00
ТА	SK: LIB	RARYMAT	- LIBRARYMAT							
	SUB	TASK: BO	ooks -							
E HPL - INT 90	EFNAL ,000.00	-LIBRAR1	MAT-BOOKS 0.00	B008S 90,000.00	FOR HPL 0.0	0	0.00	99,000.00	-9,000.00	110.00
Eff Date 01/01/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010	1 2 2	3 PO 5 AP 6 PO	AS BGT: 2010	REF2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	REF3 PKG: HPL 378 378 378	REF4 BUDGET CRE PO ENT/PRF W AN LIQ/INV W AN		Amount D. 90,000.00 I 90,000.00 D 90,000.00 D 90,000.00 C 9,000.00 I	2010/08 3 2010/09 2 2010/09 2	1 GLLine 5 6
		De	bit total:	279,0	00.00	Credit tot	al:	90,000.00		
90	TOTA , 000.00	LS FOR S	SUB TASK/TYPE: 0.00	BOOKS - 90,000.00	0.0	0	0.00	99,000.00	-9,000.00	110.00
	SUB	TASK: ME	EDIA -							
E HPL - INT 25	EFNAL ,000.00	-LIBRAR)	MAT-MEDIA 0.00	MEDIA 25,000.00	- MOVIES AUDIO 0.0	BOOKS MUSIC	0.00	0.00	25,000.00	0.00
Eff Date 01/01/2010			re REF1 AB BGT: 2010	REF2	REF3 PNG: HPL	REF4 BUDGET CRE		Anount D 25,000.00	/C GLYrPr GLJn	1 GLLine
		De	bit total:	25,0	00.00	Credit tot	al:	0.00		

03/10/2010 16:43 muni#		Verification Datab PROJECT BUDGET REP					pg 1 parepor
POR 01/01/2010 - 03/ Original Budget	31/2010 Net Budge Amendments		Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
TOTAL4 500,000.00	FOR SUB TASK	(TIPE: EDUCATION - 500,000.00	0.00	0.00	0.00	500,000.00	0.00%
TOTALS FOR 500,000.00	TASK/CATEGORY 0.00	CO DOE - STATE ED 500,000.00	0.00 UC	0.00	0.00	500,000.00	0.00%
TOTALS for PHASE S00,000.00	/SOURCE: STAT	E - STATE FUND 500,000.00	0.00	0.00	0.00	500,000.00	0.00%
EXPENSE TOTALS for 1 2,210,350.00 FUNDING SOURCE TOTAL 3,260.000.00 TOTALS for PEOJECT: -1,049,650.00	0.00 S for Project 0.00 HPL - HIGH PRO	2,210,350.00 HPL - HIGH PRAIRI 3,260,000,00	438.75	600,000.00 0.00 600,000.00	1,611,500.00 0.00 1,611,500.00	-1,588.75 3,260,000.00 -3,261,588.75	100.05% 0.00%
TOTALS FOR EXPENSE 2 2,210,350.00 TOTALS FOR FUNDING : 3,260,000.00	0.00	5	438.75 0.00	600,000.00 0.00	1,611,500.00 0.00	-1,588.75 3,260,000.00	324.25%
TOTAL -1,049,650.00	0.0	-1,049,650.00	438.75	600,000.00	1,611,500.00	-3,261,588.75	



Project Detail History Report

To create a project detail history report:

1. Open the Project Detail History Report program. Financials > Project Accounting > Project Ledger > Project Reports > Project Detail History

HOME				•	Pr	roject Detail His	itory – Mi	unis		•			\$?	×
Accept Cancel Search	Browse C Advanced* M Query Builder Search	Add Update	X Delete O Global*	Print Print Output	F Exce		U Attach	Notes Notify	Maplink*	Define Template Options Restore Defaults Menu	Return			
Template selection Execute this report Report template Report title		Mast	er											
Project string selection Expense Project Phase Task Sub-Task														
Report options Month/Year range Group by Major Project Group by Budget Level		to		Page										
Sort Sequence 1 Sort Sequence 2 Sort Sequence 3 Sort Sequence 4	Project Segment		Total	Break										
Detail Options Include Name Include Project String D Include Employee Deta		Include Journ Actual Det Encumbrai Budget De Vendor del Journal So	ail 📄 nce Detail 📄 tail 📄											

- 2. Click Define
- 3. Enter the project information to include in the report.
- 4. Click Accept.
- 5. Use the output buttons on the ribbon to view, print, create a PDF file, export to Word, export to Excel, or save the report to a file.



Report Example

		fication Da BCT DETAIL	HISTORY			PG parepor
FOR 01/01/20 Eff Date	010 - 03/31/2010 Jnl Line Src REP1	REP2	REF3	REF4	Amount D/C GLYrPr	Availab) Budge GLJnl GLLine
PHASE: C	CONSTRUCT - CONSTRUCTI	_				
TAS	K: HPL - HPL					
	SUB TASK: CONSTRU - CONS	TRUCTI				
E HPL - CONS	TRUCT -HPL -CONSTRU					-85,000.0
01/01/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010 03/10/2010	1 4 PAB B57: 2010 1 1 POE 001002 2 1 POT 0010502 2 2 POL 0010502 2 3 AFT 001002 2 4 POL 001002 2 9 AFT 001054 2 10 POL 001054 3 1 PAO 001002 3 2 PAO 001002 3 5 PAO 001054	1411144	PKG: HPL 376 377 380 380 376 376 377 380 380	BULGET CRE PO ENT/PEP N 200/INV N 200/INV N 200 N 200	2,000,000.00 D 850,000.00 D 2010/08 1,100,000.00 D 2010/08 500,000.00 C 2010/09 100,000.00 C 2010/09 100,000.00 C 2010/09 100,000.00 C 2010/09 750,000.00 C 2010/09 750,000.00 D 10,000 D 2010/09 50,000.00 D 10,000 D 10,000 D 10,000 D	3 1 2 1 2 2 2 3 4 9 2 10
	Debit total:	5,435	,000.00	Credit total:	1,350,000.00	
	TOTALS FOR SUB TASK/TYPE	: CONSTRU -	CONSTRUCTI			-85,000.0



Appendix A—Project Builder *this program is not available in 2017.1 or later versions

Objective

This document describes the Project Builder program.

Overview

The Project Builder program provides you with a step-by-step process that assists in the creation of new projects in the Munis system. Project Builder allows you to define project parameters and settings, add project segments and expense types, and build project expense and funding source strings.

After the project build is complete, the project is added to the Munis system and is available for processing.

Prerequisites

Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

• You have menu access to the Projects/Inquiry programs.



Procedures

The Project Builder program contains three sections: Create a Project, Continue a New Project, and Copy an Existing Project. Use the Create a Project fields to define a new project, use the Continue a New Project options to continue a project in process, and use the Copy an Existing Project options to create a new project from an existing project.

Project Builder			Project Builder
Project Builder			Welcome, Maureen Elfring
Create a Project			
Project Name: P	roject Number:	Start a New Project	
Continue a New Project			
Choose a project to resume the setup process:	:		
Continue Project Delete Project			
Title Start Date Number De	escription Progress		
O PROJECT 111 2/5/2013 111 PR	COJECT 111 66% Complete		
Copy an Existing Project			
Choose a project to copy:			
Copy Project			
Title	Number Description		
ADDING/REPLACING OF STREETLIGHTS	1052		^
AQUATIC CENTER	Z451		
ATHLETIC FIELD	Z452		
O CAPITAL	PRJT		
COMMUNITY DEVELOPMENT BLOCK FY06	CD06		
COMMUNITY DEVELOPMENT BLOCK FY07	CD07		~

Creating a New Project

1. Enter a name and number in the Project Name and Project Number boxes.

Project Ruilder					ject Builde
Project Builder				Welcome, Bishop-E	Ifring, Maureer
Create a Project					
Project Name: Nov2015 Development	Project Number: 2015-1000	Start a New Project	←		
Continue a New Project					
Choose a project to resume the setup pro	ocess:				
Continue Project Delete Project					
Title Start Date Number Descrip	tion Progress				
Copy an Existing Project					
Choose a project to copy:					
Copy Project					
Title	Number Description				
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	- Marian Maria	$\sim\sim\sim\sim\sim\sim$	Jun ward		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~



#### 2. Click Start a New Project. The program displays the Step 1: Project screen.

Project Builder		Project Builder
Project Builder		Welcome, Bishop-Elfring, Maureen
Progress 0% Complete	Step 1: Project	
Project     - Project Details	Project Details	
- Project Dates & Ranges	Project Number: 2015-1000 Project Type:	
Expense Strings	Project Title: Nov2015 Development Department:	
- Add Expense Strings - Define Expense Strings	Description:	
- Associate Expense Types	Major Project: Project Available Budget: Fiscal Year 🗸	
Funding Sources	State Id #:	
- Add Funding Sources - Define Funding Sources	Would you like to use Revenue Allocations?	
Return To Project Builder Home	< Back	Continue <b>&gt;</b>

3. Complete the fields in the Project Details section.

Field	Description	City of Santa Fe
Project Details		
Project Number	Assigns a project identifier to the project.	City of Santa Fe will enter a unique code. The 1 st three characters will represent the Department or Division: BDD, FAC, AIR, ENG, etc.
		The next 2 characters will be the Fiscal Year when the Project started.
		The last 3 characters will be Fund number associated with project (100- General fund, 240 – Community Development, etc.). The last 2 characters will be Alphanumeric sequence (ex. 0A) <b>Example: FIR192210A.</b> Fire Department project start FY 19, Fund 221 (Emergency Svc.) and 1 st project (0A)
Project Title	Provides the title of the project. Projects are typically given descriptive titles that explain their function or usage. For example, a project dedicated to updating a town library can be titled "Library Restoration Project." Titles can contain up to 30 characters of text.	City of Santa Fe will enter the title of the project in this field, up to 30 characters. Descriptive titles are helpful when they explain function or usage.
Description	Provides a general description for the product.	City of Santa Fe will enter a Description of the Project.



Field	Description	City of Santa Fe
Major Project	Identifies the code for the master project, if the project you are adding is one part of a larger overall project.	N/A
State ID Number (#)	Specifies the state grant ID number of the project, if one has been assigned. ID number can contain up to 20 characters of text.	City of Santa Fe will enter a State Grant ID, if applicable.
Project Type	Determines the project type. Project types are defined in the Miscellaneous Codes program.	City of Santa Fe will use the field help button we to select the project type
Department	Identifies the department managing or responsible for the project.	City of Santa Fe will use the field help button will to select the department.
Justification	Provides a justification statement, if required.	City of Santa Fe will enter a Justification of the Project, if applicable
Project Available Budget	Determines the project budget as for the fiscal year or life-to-date.	City of Santa Fe will select Life to Date.
Would You Like to Use Revenue Allocations?	If selected, causes the Revenue Allocations step to be added to the process.	City of Santa Fe will say Yes.



4. Click Continue to advance to Project Dates and Ranges. In this section, complete the date range

<b>Q</b>	Project Builder
Project Builder	Welcome, Bishop-Elfring, Maureen
Progress 0% Complete	Step 1: Project
Project     - Project Details	Project Dates & Ranges
- Project Dates & Ranges	Project Fiscal Year: January V to December
Expense Strings	Project Date Range: 15 to 15
- Add Expense Strings	Actual Date Range: 15 to 15
- Define Expense Strings	
- Associate Expense Types	Number of Days
Funding Sources	
- Add Funding Sources	
- Define Funding Sources	
Revenue Allocations	
Return To Project Builder Home	✓ Back Continue >

boxes, as applicable to the project, using the MM/DD/YY format. The program completes the Number of Days field according to the dates entered.



5. Click Continue to advance to the Step 2: Expense String screen.

			Р	roject E	Builder
Project Builder			Welcome, Bishop	-Elfring, I	Maureen
Progress 25% Complete	Step 2: Expense Strings				
Project - Project Details	Add Expense Strings				
- Project Dates & Ranges	Project: 2015-1000 - Nov2015 Development	Phases			
Expense Strings	< >>	Code	Short Desc PHASE 1	F F	^
- Add Expense Strings - Define Expense Strings		100	PHASE 1	F	
- Associate Expense Types		2	PHASE 2	F	
Funding Sources		3	PHASE 3 2010 CAPIT	F	
- Add Funding Sources - Define Funding Sources		4	PHASE 4	F	
Revenue Allocations		500	TITLE 1 20	1	
		CONSTRUCT	CONSTRUCTI DESIGN	[ ( [	¥
		Add Phas	se	Create P	hase
Return To Project Builder Home	< Back			Contin	ue 🗲

6. To add phases to the project, select the applicable check boxes for each phase to add, and then click Add Phase.

<b>Q</b>				Pi	roject E	Builder
Project Builder			W	elcome, Bishop	-Elfring, I	Maureer
25% Complete	Step 2: Expense Strings					
Project - Project Details	Add Expense Strings	DL				
- Project Dates & Ranges	Project: 2015-1000 - Nov2015 Development	Pha	ISES	Short Desc		
Expense Strings     Add Expense Strings	< >>		1	PHASE 1	ŧ	^
- Define Expense Strings			100	PHASE 1	F	
- Associate Expense Types			2	PHASE 2 PHASE 3	t	
Funding Sources - Add Funding Sources			310	2010 CAPIT	2	
- Define Funding Sources			4	PHASE 4	ŧ	
Revenue Allocations			500 CONSTRUCT	TITLE 1 20 CONSTRUCTI	ן נ	
			DESIGN	DESIGN	E E	~
			Add Phase		Create P	hase
Return To Project Builder Home	Sack				Contin	ue 🕨



#### The program adds the selected phases to the project record.

<b>8</b>				Pr	roject B	uilder
Project Builder			We	elcome, Bishop	-Elfring, M	aureen
Progress 25% Complete	Step 2: Expense Strings					
Project - Project Details	Add Expense Strings					
- Project Dates & Ranges	Project: 2015-1000 - Nov2015 Developmen	Pha	ses			
Expense Strings     - Add Expense Strings	Phase: DESIGN - DESIGN Phase: INSPECTION - INSPECTION		Code DESIGN	Short Desc	L   [	^
- Define Expense Strings - Associate Expense Types	Phase: PERMITS - PERMITS		INSPECTION PERMITS	INSPECTION PERMITS	Ł	
Funding Sources     - Add Funding Sources			PHASE1 PHASE2	PHASE ONE PHASE TWO	Ł	
- Define Funding Sources			PHASE3 TITLE1	PHASE THRE TITLE1	F	
Revenue Allocations			ОКК	OUT BUILD	C	
Return To Project Builder Home			<ul><li>Add Phase</li></ul>	Research	F Create Ph	
Return to project Builder Home	< Back				Continu	ie ≻

7. To create a new phase, click Create Phase to display the Create Phase dialog box. Use these fields to assign a phase code, along with a short and long description.

Create Phase		×
Code		
Short Description		
Long Description		
	Save	Cancel

8. Click Save.

The program adds the phase to the Phases list.



9. Once all phases are added, click Continue to define the expense strings.

<b>8</b>				Pro	oject Builder
Project Builder				Welcome, Bishop-E	Elfring, Maureen
25% Complete	Step 2: Expense	e St	trings		
Project - Project Details	Define Expense Stri	ngs			
- Project Dates & Ranges	Expense String	1	Expense String Details	General Ledger Accounts	
Expense Strings	2015-1000-DESIGN 2015-1000-INSPECTION	0	String Details:	2015-1000-PERMITS	
- Add Expense Strings	2015-1000-PERMITS	0	Account Name:	Permit Account	Projected :
- Define Expense Strings - Associate Expense Types		-	Short Account Name:	Permit Acc	
				Account for permits	
Funding Sources     Add Funding Sources			Description:		Justificatio
- Define Funding Sources					
Revenue Allocations					
Return To Project Builder Home	Back				Continue <b>&gt;</b>

- 10. Complete the boxes on the Expense String Details tab, as applicable. You must complete the Account Name and Short Account Name fields.
- 11. If applicable, click the General Ledger Accounts tab and add general ledger account details.

Project Builder									Welcome,	Project Builder Bishop-Elfring, Maureen
Progress 25% Complete	Step 2: Expense	e Si	trings							
O Project	Define Expense Str	ings	3							
- Project Details - Project Dates & Ranges	Expense String	1	Expense String	Details Genera	al Ledger Accounts					
	2015-1000-DESIGN	0	Default GL Acc	count						
Expense Strings     Add Expense Strings	2015-1000-INSPECTION	0	Fund	Function/CC	Department	Program	Grade	Grant	Task	Category
- Define Expense Strings	2015-1000-PERMITS	0	1000							
- Associate Expense Types			Org	Object	Project					
Funding Sources				1095		- Allow GL Ov	erride			
- Add Funding Sources										
- Define Funding Sources			Budget GL Acc							
Revenue Allocations			Fund	Function/CC	Department	Program	Grade	Grant	Task	Category
			Org	Object	Project					
Return To Project Builder Home	Sack									Continue <b>&gt;</b>

12. If additional expense strings exist for the project, click the string name and repeat the process for each string.



13. After completing all of the expense strings, click Continue. The program advances to the Associate Expense Types section.

Project Builder						Pro Welcome, Bishop-E	ject Builde Ifring, Mauree
Progress 25% Complete O Project - Project Details	Step 2: Expense Strings Associate Expense Types						
<ul> <li>Project Dates &amp; Ranges</li> <li>Expense Strings         <ul> <li>Add Expense Strings</li> <li>Define Expense Strings</li> <li>Associate Expense Types</li> </ul> </li> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> <li>Revenue Allocations</li> </ul>	Expense Strings	Select All	0000000000	1 BEN CONS ELGB INSP LAB MAT NE OUT PERM	PES Short Desc PLANNING BENEFITS CONSTRUCTI ELIGIBLE INSPECTION LABOR MATERIALS NON-ELIGIB OUTSOURCED PERMITS	Long Desc PLANNING BENEFITS CONSTRUCTION ELIGIBLE INSPECTION LABOR MATERIALS NON-ELIGIBLE OUTSOURCED PERMITS	pense Type
Return To Project Builder Home	< Back		L				Continue 🕨

- 14. To add the expense type to an expense string, select the check boxes for the expense strings to which to add the expense type.
- 15. Select the expense type to add, and then click Add Expense Type. The program applies the expense type to each of the strings for which you selected the check box. The program also displays a Remove Expense Type button next to each string. Clicking the button removes the expense type from the selected string.

						I	Project Builder
Project Builder						Welcome, Bisho	p-Elfring, Maureen
Progress 25% Complete	Step 2: Expense Str	ings					
Project - Project Details	Associate Expense Types	s					
- Project Dates & Ranges	Expense Strings	Select All	Exp	ense Ty	/pes		
Expense Strings	Design Account	X Remove Expense Type		Code	Short Desc	Long Desc	
- Add Expense Strings	-Expense Type:		0	1	PLANNING	PLANNING	^
- Define Expense Strings	-Expense Type:		$\bigcirc$	BEN	BENEFITS	BENEFITS	
- Associate Expense Types	Permit Account -Expense Type:		$\circ$	CONS	CONSTRUCTI	CONSTRUCTION	
Funding Sources			$\circ$	ELGB	ELIGIBLE	ELIGIBLE	
- Add Funding Sources			$\circ$	INSP	INSPECTION	INSPECTION	
- Define Funding Sources			$\circ$	LAB	LABOR	LABOR	
Revenue Allocations				MAT	MATERIALS	MATERIALS	
			$\circ$	NE	NON-ELIGIB	NON-ELIGIBLE	
			$\circ$	OUT	OUTSOURCED	OUTSOURCED	
			$\cap$	PERM	PERMITS	PERMITS	¥
			<	Add Expe	ense Type	Create	e Expense Type
Return To Project Builder Home	Sack						Continue <b>&gt;</b>



16. To create a new expense type, click Create Expense Type. The program displays the Create Expense Type dialog box.

Create Expense Typ	pe 🛛 🔀
Code	
Short Description	
Long Description	
Save Cancel	li.

- 17. Complete the boxes, and then click Save. The program adds the expense type to the Expense Types table.
- 18. When you have finished adding expense types to expense strings, click Continue. The program advances to the Step 3: Funding Sources screen.

		Project Build
Project Builder		Welcome, Bishop-Elfring, Maure
Progress 50% Complete	Step 3: Funding Sources	
<ul> <li>Project         <ul> <li>Project Details</li> <li>Project Dates &amp; Ranges</li> </ul> </li> <li>Expense Strings         <ul> <li>Add Expense Strings</li> <li>Define Expense Strings</li> <li>Associate Expense Types</li> </ul> </li> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> <li>Revenue Allocations</li> </ul>	Add Funding Sources Project: 2015-1000 - Nov2015 Development	Sources         Code       Short Desc       Long Desc                 BONDS10       BONDS 2010       BONDS 2010       -         FED       FEDERAL       FEDERAL       -         GENRES       GENERAL RE       GENERAL RESERVES       -         LOC       LOCAL       LOCAL       -         STE       STATE       STATE       -
Return To Project Builder Home	< Back	Continue >

19. Click Create Source to create a new funding source string. The program displays the Create Source dialog box.

Create Source		×
Code		
Short Description	]	
Long Description		
	Save	Cancel

20. Complete the boxes, and then click Save. The program adds the funding source to the Sources list.



21. To add the funding source to the project, select the check box for the source to add, and then click Add Source.

Project Builder				Welcome, Bis	Project Builde shop-Elfring, Mauree
Progress 50% Complete	Step 3: Funding Sources				
<ul> <li>Project         <ul> <li>Project Details</li> <li>Project Dates &amp; Ranges</li> </ul> </li> <li>Expense Strings         <ul> <li>Add Expense Strings</li> <li>Define Expense Strings</li> <li>Associate Expense Types</li> </ul> </li> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> <li>Revenue Allocations</li> </ul>	Add Funding Sources  Project: 2015-1000 - Nov2015 Development Source: BONDS10 - BONDS 2010 Source: STE - STATE		Short Desc BONDS 2010 FEDERAL GENERAL RE LOCAL STATE	Long Desc BONDS 2010 FEDERAL GENERAL RES LOCAL STATE	I ERVES
Return To Project Builder Home	Sack				Continue <b>&gt;</b>

The program adds the funding source to the project record.

22. To add detail information to the funding source, highlight the funding source, and then select the Click to Add a Detail from the List option.

The page refreshes to include the Create Detail option.

Project Builder			W	Project Builder /elcome, Maureen Elfring	
Progress 66% Complete	Step 3: Funding Source	s			
<ul> <li>Project         <ul> <li>Project Details</li> <li>Project Dates &amp; Ranges</li> </ul> </li> <li>Expense Strings         <ul> <li>Add Expense Strings</li> </ul> </li> </ul>	Add Funding Sources	on the right.	Sources  Code  Short Desc  Long De	esc	Project Builder
- Define Expense Strings - Associate Expense Types	Project Builder Progress	Step 3: Fi	Inding Sources		Welcome, Maureen Elfring
Funding Sources     Add Funding Sources     Define Funding Sources	66% Complete  Project Project Details	Add Funding	g Sources	Details	
	- Project Dates & Ranges     Expense Strings     - Add Expense Strings     - Define Expense Strings     - Associate Expense Types		rary2 - NEW MUNICIPAL LIBRARY STT - STATE FUND		: Desc   Long Desc
Return To Project Builder Home	Funding Sources     - Add Funding Sources     - Define Funding Sources				
	Return To Project Builder Home	< Back		Add Detai	Create Detail



- 23. Select the funding source and click Create Detail. The program displays the Create Detail dialog box.
- 24. Complete the boxes, and then click Save. The program adds the detail code to the Details table.
- 25. Select the check box for each detail code to add to the funding source, and then click Add Detail. The program adds the detail code to the funding source.
- 26. To add a type code to the detail code, select the detail code and then click Create Type. The program displays the Create Type dialog box.
- 27. Complete the boxes, and then click Save. The program displays the type code on the Types table.
- 28. After you have finished adding type codes, click Continue.
- The program advances to the Define Funding Sources section.

<b>0</b>			-			Project Builder
Project Builder					Welcome,	Bishop-Elfring, Maureen
Progress 50% Complete	Step 3: Fundin	g So	ources			
O Project	Define Funding So	urce	s			
- Project Details - Project Dates & Ranges	Funding Source 2015-1000-BONDS10	0	Funding Source Details String Details:	General Ledger Accounts 2015-1000-BONDS10		
<ul> <li>Expense Strings         <ul> <li>Add Expense Strings</li> <li>Define Expense Strings</li> <li>Associate Expense Types</li> </ul> </li> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> </ul>	2015-1000-STE	0	Account Name: Short Account Name: Description:	Bond Account Bond Accou Account for bonds	Projected Start Date: Justification:	1/1/2016
Revenue Allocations     Return To Project Builder Home	< Back					Continue <b>&gt;</b>

29. Complete the boxes on the Funding Source Details tab, as applicable. You must complete the Account Name and Short Account Name boxes.



30	If a	applicable	click the	General	l edaer	Accounts	tab and	complete	the boxes.
50.	11 0	applicable,		Ocherai	Lougor	Accounts	tab and	compicie	

<b>3</b>		Project Builder
Project Builder		Welcome, Bishop-Elfring, Maureen
Progress 50% Complete	Step 3: Funding Sources	
Project - Project Details - Project Dates & Ranges	Add Funding Sources	Sources
Project Dates & Ranges     Expense Strings     - Add Expense Strings     - Define Expense Strings     - Associate Expense Types     Funding Sources     - Add Funding Sources     - Define Funding Sources     Revenue Allocations	<ul> <li>Project: 2015-1000 - Nov2015 Development</li> <li>Source: BONDS10 - BONDS 2010</li> <li>Source: STE - STATE</li> </ul>	CodeShort DescLong DescIBONDS10BONDS 2010BONDS 2010FEDFEDERALFEDERALGENRESGENERAL REGENERAL RESERVESLOCLOCALLOCALSTESTATESTATE
Return To Project Builder Home	< Back	Add Source     Create Source     Continue >

- 31. If additional funding source strings exist for the project, click the string name and repeat the process for each string.
- 32. After completing all of the funding source strings, click Continue. If you selected the check box on the Step 1: Project screen to use revenue allocations, the program advances to the Step 4: Revenue Allocations screen.

					Project Builder
Project Builder					Welcome, Bishop-Elfring, Maureen
Progress 75% Complete	Step 4: Revenue	Allocations			
O Project	<b>Revenue Allocations</b>				
- Project Details - Project Dates & Ranges	Funding Source	Allocation Details	Allocation Lines	Allocation Amounts	
<ul> <li>Expense Strings         <ul> <li>Add Expense Strings</li> <li>Define Expense Strings</li> <li>Associate Expense Types</li> </ul> </li> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> <li>Revenue Allocations</li> </ul>	2015-1000-BONDS10 2015-1000-STE	String: Allocation Type: Max Allocation: Billing Type: Exceed Max Amou	2015-1000-BC	VDDS10	
Return To Project Builder Home	Sack				Continue >

33. Select a funding source by clicking on it in the Funding Source list.



34. Complete the fields on the Allocation Details, Allocation Lines, and Allocation Amounts tabs.

Project Builder Progress	Step 4: Revenue All	ocations	Welco	Project Bu come, Bishop-Elfring, Ma				
75% Complete	Revenue Allocations							
- Project Details - Project Dates & Ranges  Expense Strings - Add Expense Strings - Define Expense Strings	Funding Source           2015-1000-BONDS10         S           2015-1000-STE         A	Allocation Details Allocation Lines tring: 2015-1000-BC Ilocation Type: All ax Allocation: Budget		1000				
- Associate Expense Types     Funding Sources     - Add Funding Sources		illing Tuno: External			Welcome,	Project Builder Bishop-Elfring, Maureen		
- Define Funding Sources	Progress 75% Complete	Step 4: Revenue Al	llocations					
Debur To Desire Dollar Users	<ul> <li>Project         <ul> <li>Project Details</li> <li>Project Dates &amp; Ranges</li> </ul> </li> <li>Expense Strings         <ul> <li>Add Expense Strings</li> </ul> </li> </ul>	Revenue Allocations Funding Source 2015-1000-BONDS10 2015-1000-STE	Allocation Details Allocation Lines String: 2015-1000-BONDS: Expense Type   Description   Pri	10	Max Allocation Amoun	- Add Line		
Return To Project Builder Home	- Define Expense Strings - Associate Expense Types	Project Builder					Projec Welcome, Bishop-Elfri	ct Builder ing, Maureen
	<ul> <li>Funding Sources         <ul> <li>Add Funding Sources</li> <li>Define Funding Sources</li> </ul> </li> </ul>	Progress 75% Complete	Step 4: Revenue A	llocations				
	Revenue Allocations	Project - Project Details	Revenue Allocations	Alle and an Date lie				
		Project Dates & Ranges     Expense Strings     Add Expense Strings     Define Expense Strings	2015-1000-BONDS10 2015-1000-STE		Allocation Lines All	location Amounts Orde	er By:  Priority  Exp Filter: Show All	pense Type ¥
	Return To Project Builder Home	Associate Expense Types     Funding Sources     Add Funding Sources				Allocation Amounts		
		- Define Funding Sources						
				0% 10%	20% 30% 4	10% 50% 60%	70% 80% 90	% 100%
		Return To Project Builder Home	< Back				Co	ontinue <b>&gt;</b>

On the Allocation Details tab, if you select Internal as the Billing Type, the GL Debit and GL Credit fields are available. If you select External, the Customer and AR Charge Code fields are available.

35. After you have completed the fields, click Continue.

The program advances to the Project Wizard Summary screen.





36. Click Build Project to complete the creation of the project record. The program creates the project and displays an updated Project Wizard Summary screen.

	<u>@</u>	Project Builder
<b>2</b>	Project Builder	Welcome, Maureen Elfring
Pr	oject Wizard Summary	
You	project has been successfully created! You can now:	
1)	View and maintain the project	
2)	Add another project	
For	additional documentation on project accounting processing	and reporting, please visit our knowlegebase at $\ensuremath{htp://support.munis.com/}$ .

#### Continuing Project Entry

1. Select the project to continue and click Continue Project.

			Project Builder
Project Builder			Welcome, Maureen Elfring
Create a Project			
Project Name: Pro	oject Number:	Start a New Project	
Continue a New Project			
Choose a project to resume the setup process:			
Continue Project Delete Project			
Title   Start Date   Number   Des	cription   Progress	1	
PROJECT 111 2/5/2013 111 PRO	JECT 111 66% Complete		
Copy an Existing Project			
Choose a project to copy:			
Copy Project			
Title	Number   Description		
ADDING/REPLACING OF STREETLIGHTS	1052		<u>^</u>
AQUATIC CENTER	Z451		
ATHLETIC FIELD	Z452		
CAPITAL	PRJT		
O COMMUNITY DEVELOPMENT BLOCK FY06	CD06		~

The program opens the project record to the first step that requires completion.

- 2. Complete the outstanding steps, clicking Continue to advance, until you reach the Build Project page.
- 3. Click Build Project.

Once the build completes, the program is removed from the Continue a New Project group on the main page.



#### Copying a Project Record

1. From the Copy an Existing Project group, select the project to copy.

•	] 🕜		Project E	Builder
	Project Builder		Welcome, Mauree	n Elfring
Cre	ate a Project			
Proj	ect Name:	Project Numb	er: Start a New Project	
Cor	tinue a New Project			
Cho	ose a project to resume the setup proces	5:		
C	Delete Project			
1	Title   Start Date   Number   Description	Progress		
				1
Cop	y an Existing Project			
Cho	ose a project to copy:			
Co	py Project			
	Title	Number	Description	
$\odot$	NEW MUNICIPAL LIBRARY	M0001		^
$\bigcirc$	PLAYGROUND REFURBISHMENT	1000	REFURBISHMENT OF EAST SIDE PLAYGROUND	
$\circ$	PROJ W/ MULT GRANT FUNDING	B1130		
$\bigcirc$	PROJECT 111	111	PROJECT 111	
$\bigcirc$	PUBLIC SPACE REJUVINATION PROJECT	98977	PUBLIC SPACE REJUVINATION PROJECT	
$\bigcirc$	PUBLIC WORKS	GRANT		
$\bigcirc$	PUBLIC WORKS GARAGE REFIT	PWG		
$\bigcirc$	RELACING THE PUBLIC SIDEWALKS	1051		
0	RESOD FOOTBALL FIELD	0044556	Place new sod at 30 yard line of high school football field damaged b y homecoming bonfire.	~

#### 2. Click Copy Project.

The program displays the Enter a New Project Code dialog box.

		Project Builder
Project Builder		Welcome, Maureen Elfring
Create a Project		
Project Name: Pro	ject Number: Start a New Project	
Continue a New Project		
Choose a project to resume the setup process:		
Continue Project Delete Project		
Title   Start Date   Number   Description	rogress	
Enter a new Project Code		
Сору		
Copy Project		
Title	Number   Description	
NEW MUNICIPAL LIBRARY	M0001	^
PLAYGROUND REFURBISHMENT	1000 REFURBISHMENT OF EAST SIDE PLAYGROUND	
ULT WITHUR AND ING AND	Bring Auron man many	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~



#### 3. Enter a project code and click Copy. The program copies the project details and displays the Step 1: Project screen

				Project Builder
Project Builder				Welcome, Maureen Elfring
Progress 33% Complete	Step 1: Pro	ject		
O Project	Project Detail	s		
- Project Details - Project Dates & Ranges	Project Number:	Library2	Project Type:	~
Expense Strings	Project Title:	NEW MUNICIPAL LIBRARY	Department:	ENG
- Add Expense Strings - Define Expense Strings	Description:	Description	Justification:	<b>•</b>
- Associate Expense Types	Major Project:	M0001	Project Available Budget:	Life To Date 🔹
Funding Sources     - Add Funding Sources	State Id #:	111777676		
- Define Funding Sources	Would you like	e to use Revenue Allocations?		
Return To Project Builder Home	< Back			Continue >

4. Make any applicable changes to the field values, clicking Continue to move through the steps.



# Appendix B—Munis Workflow Approvals

Munis Workflow transactions are approved using the Approvals web part tile on the Tyler Dashboard.

5e dashboard page		N V	IEWS 🗮 TYLER MENU
		56	earch
Tyler Das	hboard		
Tyler Das	npoard		
		1	
orites	Approvals		
Update	38		
Activity	50		
III ACTIVITY	36 unread		

To approve an item:

1. Double-click the Approvals tile to list all items currently awaiting approval. Use the By Date or By Process Code options to sort the items.

Approvals		
and gibbon on coll		
By Date By Process Code	GRA: Grant Application pending approval	
All Dates 📀	Approvals	
GRA: Grant Application pending approval		
FAT: Asset Transfers pending approval 0.00 Mon Nov 02 2015	By Process Code         By Date         GRA: Grant Application pending approv.           Image: All Process Codes         Image: All Process Codes         Image: Created Reason amount of this transaction is greated amount of this transaction is greate	
GLJ: GL Journals pending approval Oct30 Fri Oct 30 2015	GBI: GB Invoice Notification 2007 Fri Apr 20 2007 Fri Apr 20 2007 Additional Grant Information: Federal CFDA:	
API: Invoices pending approval XXX Fri Oct 30 2015	GLJ: GL Journals pending approval Oct30 Fri Oct 30 2015 Date details:	1
API: Invoices pending approval XXX Fri Oct 30 2015	GRA: Grant Application pending approval Mon Nov 02 2015 - Submitted: -Estimated Award:	15/2015
INIA: Inventory Adjustments Dending An	INA: Inventory Adjustments Pending Ap     -Actual Award:       COPY PAPER     Fri Oct 30 2015       -Start Date:	
Refresh	INA: Inventory Adjustments Pending A BIC BLUE ERASABLE MA Fri Oct 30 2015 -Extension Date:	
	POM: PO Chappes Order paneling appr     -Starting Fiscal Year: 2016    Start Month: 1	⁵ ~
	Refresh	Close

2. Review the items awaiting approval.



3. To view additional information, click the Detail link to view the item in the applicable Munis program.

Approvals		
By Date By Process Code	GRA: Grant Application pending approval	^
GRA: Grant Application pending approval	Reason amount of the transaction is oreater the	han the Grant Master - Munis 🔊 🤅 ?
Mon Nov		Print     Image: Second
FAT: Asset Transfers pending approval 0.00 Mon Nov	Duplicat	
GLJ: GL Journals pending approval	Application # 99999 Grant number 99999	CID Address # 0
Oct30 Fri Oct	Workflow Status Released V Anage using General Ledger	Contact Phone Email (j3)
Fri Oct		Fiscal Year
API: Invoices pending approval XXX Fri Oct	Grant Name STATE FUNDED GRANT	Starting Fiscal Month         Jan         Ending Fiscal Month         Dec
INA: Inventory Adjustments Dending An	Grantor Type STATE V Grantor ID 1234	Amounts Requested 50,000.00
Refresh	Master Grant number Federal CFDA	Awarded 0.00
	Dates/Amounts Matching/Billing Description/Condition Sub-Gr.	rantor/ee Pass Through Grants Grant Amounts
	Preapproval due date	Start 🗰 🗃 Start
	Preapproval submission date/amount	Expiration

4. To approve the item from the Munis program, select the Approve option in the Workflow group.

HOME				Grant Master – M	lunis		ω v :
Accept Cancel Sea	rch Browse Search	Add Update Color Add Lupdate	Print PDF	All Empil	Notes Audit	Copy Funding Sources Grant Billed Projects History I More • Menu	Return
Grant	-		Grantor				
Application #	99999		CID	🗃 Add	ress # 0		
Grant number	99999						
Status	Entered		Contact				
Workflow Status	Released	V	Phone				
	Manage using (		Email				
		ce sheet accounts	7 Fiscal Year				
Grant type	STATE FUNDED G		Starting Fiscal Voar	2016			
Grant Name	STATE FUNDED G	RANT			cal Month Dec		
Department	FIN - FINANCE DI	EPARTMENT					
Grantor Type	STATE	7	Amounts	50.000.00			
Grantor ID	1234		Requested	50,000.00			
Master Grant number	r		Awarded	0.00			
Federal CFDA							
Dates/Amounts	Matching/Billing D	escription/Condition Sub-	Grantor/ee Pass Throu	ugh Grants Grant Amou	unts		
Preapproval due dat	e		Start		📋 🦨 Milestones		
Preapproval submiss	sion date/amount	<u> </u>	Expiratio	on			
Estimated preapprov	/al date		Renewa	al Action			
Preapproval date/an	nount		Extensio	on			
Application due date	11/	05/2015					
Submission date							
Estimated award dat	te						
Award date							
Board approval date							
Created By melfring	11/02/201	15					
Workflow	A	Deiset	Femuland	Ueld	<b>A m m m m</b>		
My Approvals	Approve	Reject	Forward	Hold	Approvers		
14.4	1 of 1 🔉	N					
K K (		к					



5. To approve the item from the Approvals tile, select the item to display the Workflow options, and then select the appropriate action.

Approvals				
By Process Code By Date	GRA:	Grant Application	pending approval	^
All Process Codes	Create Reaso		transaction is greater than the	
GBI: GB Invoice Notification 2007 Fri Apr 20 2007		ional Grant Informati al CFDA:		
GLJ: GL Journals pending approval Oct30 Fri Oct 30 2015	Grant  Date	or ID:  details:	1234	
GRA: Grant Application pending approval Mon Nov 02 2015		Due: nitted: nated Award:	11/05/2015	
INA: Inventory Adjustments Pending Ap COPY PAPER Fri Oct 30 2015	-Boar	al Award: d Approved: : Date:		
INA: Inventory Adjustments Pending A BIC BLUE ERASABLE MA Fri Oct 30 2015	-Rene -Exter	ration Date: ewal Date: nsion Date:		ł
DOM: DO Change Order pending appr		ing Fiscal Year: t Month:	2016 1	~
Refresh		Approve	Reject Hold F	<b>Orward</b>

When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.

Button	Description
Approve	Identifies the record as approved, and sends notification to the next approver
	in sequence.
Reject	Rejects the item. You must enter a rejection reason. The program notifies the
	originator of the rejection and reason. The originator determines the next
	course of action (alteration and resubmission or deletion).
Forward	Allows you to choose another Munis user to review this pending record. If you
	are approving an item that has been forwarded to you, the Forward option is
	not available.
Hold	Retains an item in your approval queue for additional review. It will remain
	here until further action is taken.