





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

Image: Search Image: Sea	
Cant Application # Grant number Status Workflow Status Manage using General Ledger Requires balance sheet accounts Grant Type Grant Name Grant Name Grant Type Grant Name Grant Name Grant Name Grant Name Grant Name Department Grant Or D Master Grant number Federal CFDA	
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Department Amounts Grantor Type Amounts Grantor ID Awarded Master Grant number Requested Federal CFDA Billed Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Preapproval due date Start Preapproval due date Expiration Estimated preapproval date/amount Expiration Preapproval date/amount Extension	
Grantor Type Amounts Requested Requested Awarded Received Billed Billed Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Pass Through Grants Preapproval due date Start Image: Milestones Preapproval due bilmission date/amount Expiration Image: Milestones Preapproval date/reapproval date/amount Extension Image: Milestones	
Grantor ID Master Grant number Federal CFDA Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Preapproval due date Preapproval due balte/amount Estimated preapproval date/amount Preapproval date/amount Extension	
Master Grant number Awarded Federal CFDA Received Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Preapproval due date Start Image: Milestones Preapproval submission date/amount Expiration Image: Milestones Estimated preapproval date/ Renewal Action Image: Milestones Preapproval date/amount Extension Image: Milestones	
Federal CFDA Received Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Pass Through Grants Grant Amounts Preapproval due date Start Image: Condition Condition Image: Condition Condition Image: Condition Condition Preapproval due date Start Image: Condition Condition Image: Condition Condition Image: Condition Condition Estimated preapproval date/amount Expiration Image: Condition Condition Image: Condition Condition Preapproval date/amount Extension Image: Condition Condition Image: Condition Condition	
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Dates/Amounts Matching/Billing Description/Condition Sub-Grantor/ee Pass Through Grants Grant Amounts Preapproval due date Start	
Preapproval due date Image: Start Image: Start Preapproval submission date/amount Image: Start Image: Start Estimated preapproval date Image: Start Image: Start Preapproval date/amount Image: Start Image: Start Preapproval date/amount Image: Start Image: Start	
Preapproval submission date/amount Expiration Estimated preapproval date Renewal Action Preapproval date/amount Extension	
Estimated preapproval date Renewal Action Preapproval date/amount Extension	
Preapproval date/amount Extension	
Application due date	
Submission data	
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.
		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	City of Santa Fe will not be managing Grants on the General Ledger. This field has been relabeled to read ' UNCHECK THIS FIELD '.
	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.	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	City of Santa Fe will use the
	grant (for example, federal, local, state,	dropdown to select the
	and so on).	appropriate Grantor Type.
Grantor ID	This box specifies the grantor ID number.	City of Santa Fe will use the
	Optional field; 15-character field.	grant # on grant agreement.
		This is required by the City.
Master Grant #	This box identifies the master grant	City of Santa Fe will enter the
	number, if applicable, or the number of	grant award number.
	the grant under which this grant should be	This is not a required field
	This box contains the federal CEDA	City of Sonto Fo will onter the
	number for the grant if applicable. If the	Ederal CEDA number for the
	grant does not have a CEDA number	grant if applicable If grant
	leave this box blank	does not have a CEDA
		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
Crontor		must use this field.
	This hay contains a sustamor	City of Sonto Eq. will use the
	identification number for the grantor. This	City of Santa Fe will use the
	number must exist in the Accounts	field help button 🛄 to select
	Receivable Customers program.	the CID (Customer
	This number is not required, but if you do	Identification Number) for the
	not enter a CID number, the Project	grantor.
	Master Maintenance program does not	You must enter a CID to create
	allow records to be added to the Actual	a receivable using Project
	Fund tables.	Ledger.
	I ype the customer identification number	
	directly or click the field help button to	*If a customer is not located,
	number using a primary or associated	please contact the Controller to
	name search	add customer.
	Click the folder button to open the	
	Accounts Receivable Customers program	
	and view or update customer information.	
Address #	This box specifies the grantor's address	The program completes this
	number. The program completes this	value according to the
	value according to the customer number	customer number entered.
	entered.	
Contact	I his box contains the name of the person	I his box contains the name of
	to contact regarding the grant.	the person to contact regarding
	vvnen you are adding a new record, the	Ine grant.
	may change this if the contact name is	record the default value is the
	different	drantor name but you may
	dirioronic.	grantor namo, 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	City of Santa Fe will enter the contact's e-mail address, if applicable. This is not required.
	address.	
Fiscal Info	•	
Starting Fiscal Year	This box contains the grant's starting fiscal year. The default value is the current year	City of Santa Fe will enter the grant's starting fiscal year.
	but you can change this when you are adding a new entry. The starting fiscal year is required.	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		
Requested/Award ed/Received/Billed	 I ne 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 	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 d	late			Start		🗃 Milestones
Preapproval subm	ission date/amount			Expiration		
Estimated preappr	roval date			Renewal Action		
Preapproval date/a	amount			Extension		
Application due da	ite					
Submission date						
Estimated award of	late					
Award date						
Board approval da	te					

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		
Matching Funds			Billing				
Туре		V	Indirect				🖨 Bill Inq
Percent	%	/	AR Code			V	
Amount			Charge Code				
Other Amount							
Comments			Reimbursement				
			AR Code			V	
		~	Charge Code				
		\sim					

Field	Description	City of Santa Fe		
Matching Funds - This Tab is informational only. The actual matching set up will be done in/on the Funding Source on the Project Master.				
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.		



Field	Description	City of Santa Fe
Percent	This box specifies the percent of which the matching fund will cover.	This box specifies the percent of which the matching fund will cover.
Amount	This box specifies the amount of which the matching fund will cover.	If the match is based on an amount, enter the amount here.
Other Amount	This box contains any other amount that the matching fund will cover. This box contains any of amount that the matching fund will cover.	
Comments		
	This box contains any comments that further describe the matching fund associated with the grant.	Enter comments regarding the matching funds. The comment text can contain up to 100 characters.
Billing - This section applies to	o GL Grant Revenue only.	
Indirect		
AR Code	This list specifies the AR code for the indirect billing costs.	N/A – City of Santa Fe will not manage Grants on the General Ledger.
Charge Code	This box specifies the AR charge code for the indirect billing costs.	N/A
Reimbursement		
AR Code	This list specifies the AR code for the grant reimbursement	City of Santa Fe will use the dropdown arrow to select the appropriate AR Code.
Charge Code	This box specifies the AR charge code for the AR charge code grant reimbursement.	City of Santa Fe will use the field help button the appropriate AR Charge Code.
Bill Inquiry	This button opens the AR Bill Inquiry program, which displays applicable general billing invoices associated with this grant.	N/A. Munis will display General Billing Invoices generated through 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 opti	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	City of Santa Fe will not track
	the subgrantor/ee from the Customers	Sub-Grantor/ee information.
	program in Accounts Receivable.	This is used when projects are
		used on the General Ledger.
Address #	This box contains the address number	N/A
	for the secondary grantor/grantee.	
Туре	This list allows you to select whether	N/A
	the value in the Sub-Grantor/ee box is	
	a Grantor or Grantee.	

Pass Through Grants Tab

Dates/Amounts	Matching/Billing	Description/Condition	Sub-Grantor/ee	Pass Through Grants	Grant Amounts						
Pass-Through	h Grant										
Competitive	Competitive Awarded to sub grantees										
Disbursement frequency Expensed by sub grantees											
Administrative of	Administrative overhead Disbursed to sub grantees										
Calculation r	Calculation method										
Percent											
Amount											
Sub Grantee (Ve	endor)	Status A	Application date	Award date	Awarded	Expensed	Disbursed				
Maintain Sub Gr	Maintain Sub Grantee(s)										



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

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	igh Grants Gra	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.

Q											Grant Mana	iger
Grant M	lanager									Welcome, Bish	10p-Elfring, Mau	reen
Search by Applie	cation Numl	per, Grant Number or Grant Name. 🔍 井 🕅	1									
Q Advanced	View All	Add Grant Expor	t									
		Search Actions										
Grants												
	Pre-/	2 2 Award Acti	4 ive			Wa	L5 mings			O		
Active Grants					_			-				
Application #	Grant #	Name	Status	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	✓		^
2010	2010	2010 COMMUNITY DEVELOPMENT FUNDING	Active	F	Federal	1/1/2010	12/31/2010	2/21/2010	jean	\checkmark	Δ	
2010S	2010S	STATE FUNDING	Active	S	State	1/1/2010	12/31/2010	2/21/2010	jean	\checkmark	Δ	
ARC01	ARC01	NEW ADMIN BUILDING ON MAIN STREET	Active	F	Federal	2/1/2009		5/15/2009	jean	\checkmark		
LDSP	LDSP	LANDSCAPING FOR BUILDING PROJECTS	Active	F	Federal			5/15/2009	jean	\checkmark		
ST10	ST10	STATE	Active	S	State			9/14/2010	jean	\checkmark		
ARRA	2010,/	SOTA COMPANY DENT LODMENT LINDING	Active	-Frand	Federal	1/1/2010	12/12	19(4/20	niean	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	1	~

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

Q											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] Wa	L5 mings			Closed	
Pre-Awarded	Grants 🔶										
Application #	Grant #	Name	Stat	us Grant Type	Grantor Type	Start Date	Expiration Date	Entered Date	Entry Clerk	Managed On GL	Warnings
123	123	GLF Grant	Ente	ed S	Other	1/1/2015	1/1/2017	6/8/2015	gail.franzen		
Nov04	Nov04	State Grant November 2015	Ente	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.	+			
	Add	d Grant			
Search Results					
Grant Name	Application #	Status Grant Type	Department GrantorType	Starting FY Estimated Award Date	I
STATE FUNDS	CD13 A	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.

Q										Grant Manager]
Grant Manager									Welcome	, Bishop-Elfring, Maureen	
CAdvanced To View All	Q	Add Grant									
	Applicatio Grant Typ	n #	~]	Stati Gran	us		* *			
		ne]		ingFY <mark>0</mark>					
	Search Results										
	Grant Name		Application #	Status	Grant Type	Department	GrantorType	Starting FY	Estimated Award Date		
	NEW ERP SYSTEM		1400	Active	S	IT	State	2008	Thursday, July 12, 2007		
	STATE FUNDING		20105	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	TION	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 Canc

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.	+		xI	0°				*			
Reveal Advanced Even View All	Add Grant	Update Status	Export	Attachments	Chart Manager	Account Master	Journal Entry	Pass Through	Federal Grant Export	Warnings	
Search		Action	IS				Program Lin	ks		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.

· · · · · · · · · · · · · · · · · · ·										Grant Manager
Grant Manager									Welcom	ne, Bishop-Elfring, Maureen
Search by Application Number, Grant Number or Grant Name.	+ 📝	×∎	0 °	1			*		A °	
Q Advanced 🔲 View All	Add Grant Update Statu	s Export	Attachments	Chart Manager	Account Master	Journal Entry	Pass Through	Federal Grant Export	Warnings	
Search	Acti	•				Program Lin	ke i		View	

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

labs.	
Grant Manager	Grant Manager Welcome, Bishop-Elfring, Maureen
Search by Application Number, Grant Number or Grant Name.	
QAdvanced View All	
Search	
Grant Details Grant Dates Matching/Billing	
Grant	
Application # Grant #	Description/Purpose
Grant Type 🛛 🗸 Status	v
Grant Name Department	v
Starting Fiscal Year 2016 Federal CFDA	Conditions/Restrictions
Starting Fiscal Month Manage using GL	
Ending Fiscal Month Pass-Through Grant	
Allow Project Override -	
Craptor	Sub-Crantor/Sub-Crantee
	Address # Type
Address #	Address
Email Phone #	
Contact	City, State, Zip Code
	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 – Public Works.
Federal CFDA	Provides the federal CFDA number for the grant, if applicable.	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	City of Santa Fe will not be managing Grants on the General Ledger.
	Munis Project Accounting module. 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/A			
	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.	City of Santa Fe will enter if applicable.			
Phone Number (#)	Provides the telephone number for the grant contact. City of Santa Fe will enter the contact telephone if applicable.				
Sub-Grantor/Sub-Gran	<u>ntee Section – City of Santa Fe will not u</u>	ise this section.			
Name	Identifies a secondary grantor or grantee associated with this grant. The subgrantee or recipient must abide by all the regulations of the original grant and any guidelines established by the grantee.				
Address City, State, Zip Code	Provide the address, including City, State primary grantor/ee.	e, and ZIP Code, for the			
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 represents 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		weicome, Bishop-Eifring, 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 on	ly. The actual matching set up wi	ll be done in/on the
Funding Source on the Proje	ect Master.	
Туре	Identifies a fund matching type.	N/A
	These types are created in	
	Project Accounting	
	Miscellaneous Codes.	
Percent	Contains a matching grant	N/A
	percent. Matching grant percent	
	are optional.	
Amount	Contains a matching grant	N/A
	amount. Matching grant amounts	
	are optional.	
Other Amount	Contains an additional matching	N/A
	grant amount.	
	Matching grant amounts are	
	optional.	
Comments	Stores comments regarding	N/A
	matching funds. The comment	
	text can contain up to 100	
	characters.	
Billing Section - This section	n applies to GL Grant Revenue on	ly
Indirect		
AR Code	Identifies the accounts receivable	N/A. City of Santa Fe
	code to which costs should be	will not manage Grants
	allocated. If no value is entered,	on the General Ledger.
	the program uses the	_
	reimbursement code.	
Charge Code	Identifies the charge code to	N/A
	which indirect costs should be	
	billed.	
	This box should be completed if	
	you enter an AR code.	
Reimbursement Section	1	
AR Code	Identifies the accounts receivable	City of Santa Fe will type
	code to which reimbursements	in the first characters of
	should be allocated.	the AR Code and select.
		This data is pulling from
		the AR code table.
Charge Code	Identifies the charge code to	City of Santa Fe will use
	which reimbursements should be	the dropdown arrow to
	billed. This box should be	select the appropriate
	completed if you enter an AR	AR Charge Code.
	code.	
Allocations		
	I nese fields identify the accounts	N/A
	to which the grant should be	
	allocated.	

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.

8															Grant M	4anager
Grant Manager														Welc	ome, Bishop-Elfring), Maureen
Search by Application Nu	mber, Grant Nu	mber o	r Grant N	lame. 🤇	२ 🔶		S x ≣	0 0				√ ≻			0	
QAdvanced 🔚 View All					Add Grant	t Update S	Status Expor	t Attachments	Chart Manage	Account Master	Journal En	try Pass Through	Federal Grant Export	Warnings		
	Search					-	Actions				Program	Links		View		
Grant Nov04 Summa	Grant D	etails	Grant	Dates	Matching,	/Billing	Associate	ed Accounts	/Projects	Employee List	ings I	nvoice Listings	s Fixed Asset L	istings	Pass Through	
Grant Details	0% Re			Grant	Totals											×
Requested	\$900,000.00			Đ	penses Re	ceived I	Billed Exp	enses LTD F	Received LTD	I.						
Awarded	\$900,000.00															
Billed LTD	\$75,000.00															
Received LTD	\$0.00															
AP Checks LTD	\$0.00															
Budget Details	2016	2015	2014													
💮 Original Budget	\$0.00	\$0.00	\$0.00													
Revised Budget	\$0.00	\$0.00	\$0.00													
Actuals (Expenses)	\$0.00	\$0.00	\$0.00	(0)												-
Encumbrances	\$0.00	\$0.00	\$0.00	(0)												× III
Requisitions	\$0.00	\$0.00	\$0.00	Ef	fective Date	Source	Comment	ts Amount	Warrant C	heck # Vendor	Accoun	t Description	Org Obj Proj			
🐴 Available Budget	\$0.00	\$0.00	\$0.00													
-															🔷 Accep	t Cancel

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.
Fixed Asset	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	
		▼
	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			×
Accept Cancel S Confirm	Gearch Browse Search Search	Add Update Colorador Add Update Colorador Actions	ete Print Output	Word Email Schedule Office	ach Notes Tools	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	iget	∇			
Major project			Percent Complete	0				
State ID #			Estimate to Complete	e	0.00			
Federal CFDA			Create fixed asset	🗸 🖾				
Drawdown freq			Project fiscal range	JAN V	to DEC			
Description	Place new sod at 30 yard field damaged b y home	d line of high school football coming bonfire.	Actual date range	je 03/01/2013	to 04/3	30/2013		
Justification			Extension date Obligation date Last date to encumb	er	Original Revised	r of Days 60 60		
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 F	Revenue Allocation							٦
Funding Source	e Description TOTAL		Amount					
<			>					~
к <	1 of 32	Х						_ 1

- 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.).



Project TypeThis box provides a code that characters the project measure record. Project type codes are maintained in the Project Accounting Miscellaneous Codes program.The last 2 characters will be Alphanumeric sequence (ex. 0A)Project TypeThis box provides a code that characters the project master record. Project Accounting Miscellaneous Codes program.City of Santa Fe will use the field help button to select the project type.TitleThis box provides the title of the project. Project are typically given descriptive titles that explain their function or usage. The title can be up to 30 characters The title can be up to 30 characters. The title can be up to 30 charactersDepartments will create Project title and provide to Finance. This field holds up to 30 characters. Descriptive titles that explain function or usage.Major ProjectThis box identifies another project of which this project are typicat may be included. If the project is one part of a larger project code which this project, or is the large project to alter the same project code that been entered in the Project box.City of Santa Fe will enter a State Grant ID, if applicable.State ID #This box contains the federal Catalog of Federal Domestic Assistance (CFDA) number for the project. If one has been assigned. If there is not a state grant ID number of the project. Wis field blank.City of Santa Fe will enter a CFDA number for the project. If no CFDA exists for the project. If is field blank.DrawdownThis box determines the frequency at which funds are drawn for the project.Not required. Enter the frequency of how often the funds are drawn for the project.Federal CFDAThis box determines the f	Field	Description	City of Santa Fe
Alphanumeric sequence (ex. 0A) Project Type This box provides a code that characterizes the project master record. Project type codes are maintained in the Project Accounting Miscellaneous Codes program. City of Santa Fe will use the field help button is to select the project type. Title This box provides the title of the project. Project sare typically given descriptive titles that explain their function or usage. The title can be up to 30 characters the project title. Departments will create Project title and provide to Finance. This field holds up to 30 characters the project title. Major Project This box identifies another project of which this project may be included. If the project is one part of a larger overall project, enter the project code of the larger project in this box. If the project box. City of Santa Fe will not use this field to track Major Projects. State ID # This box contains the federal Catalog of Federal Domesic Assistance (CFDA) number of the project. If no CFDA exists for the project, leave this field blank. The state grant ID number can include up to twenty characters. City of Santa Fe will enter a CFDA This box determines the frequency at which funds are drawn for this project. Prederal CFDA This box determines the frequency at which funds are drawn for this project. City of Santa Fe will enter a CFDA This box determines the frequency at which funds are drawn for this project. Description This box provides the general description of the project. Not required. Enter the frequency of how often the funds are drawn for the project. and then made available for use (e.g. quartery).			The last 2 characters will be
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of the project.	Description	This box provides the general description	City of Santa Fe will enter a
		of the project.	Description of the Project.



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.
		i his 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	ys	
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-					
String Requirements						
Required	This list defines the required segment	City of Santa Fe will require a				
	level of the project expense string. The	minimum expense level of 2				
Evrense	values in this field are drawn from the					
Схрепье	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	This list defines the required segment	City of Santa Fe will require a				
Level Funding Source	level of the project funding source. The values in this field are drawn from the	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				
Dudrict Loval	This list defines the company lovel of	and Detail level at their discretion.				
Budget Level	I his list defines the segment level at	City of Santa Fe will select 1-Project				
Expense	budget will be calculated at. The values in	budget				
	the field are drawn from the Project	buuget.				
	Settings segment table					
Overhead Rate						
Admin	If a percentage administrative overhead	City of Santa Fe will not be				
Overhead	rate applies to this project, this box	calculating overhead.				
Rate	contains the rate percentage. This will	5				
	apply to all the expense strings in the					
	project.					
Additional Tabs						
User Defined	The User Defined tab contains any	The User Defined tab contains any				
	additional fields that your organization has	additional fields that your				
	created.	organization has created.				
GL Funding	The GL Funding tab provides funding	The GL Funding tab provides				
	source details if you are using the general	funding source details if you are				
	leuger to manage your project.	using the general ledger to manage				
		not managing projects on GI				
		NOTE: This field is not applicable if				
		using funding source strings				
		instead.				



Field	Description	City of Santa Fe
Revenue	The Revenue Allocation tab summarizes	Information only.
Allocation	the Revenue Allocation Activity for the	
	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

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$\langle \mathbf{x} \rangle$	HOM	E					Proje	ct Import - IV	lunis					a ()	?	×
Accept	0 Cancel	Q Search	🔳 Browse 👪 Query Builder	Add	Update	X Delete O Global*	Print	Text file	X Excel	Word 2 Email 2 Schedule	U Attach	Notes Notify	🖹 Audit 🔁 Maplink* 🚺 Alerts *	Define Import	Return	
Confi	rm		Search		Actio	ons		Output		Office		Tools	,	Menu		
File Impo	rt															
Execute	this rep	ort		∇	Genera	ate Excel Temp	olate									
Input file	•															

- 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

-			Project Master – Munis	⇔ v r ×				
Accept Cancel S	Q III Browse	Add Update Duplicate	t file Excell © Email Attach Notify Reading Source Grant Return					
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	range 💼 to					
		Extension d	ate Number of Days					
Justification		Obligation of	late Original					
		Last date to	encumber Revised					
		\sim						
String Requirement	nts		Overhead Rates					
Ð	xpense	Funding Source	Admin Overhead Rate %					
Required level								
Budget level		V						
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C Work Orders	120 1 1							
WORK OTUERS	s 🔁 Contracts	🖨 Contract Details 📑 Fixed Assets	Exact Locations 🕼 Task Groups					
GL Funding F	Revenue Allocation	🛱 Contract Details 🛛 🛱 Fixed Assets	a Cocations Task Groups					
GL Funding F	Revenue Allocation	G Contract Details	i Cocations i Task Groups					
GL Funding F	Revenue Allocation Description	Contract Details Fixed Assets Amount	E Locations E Task Groups					
GL Funding F	Revenue Allocation Description	Contract Details						
GL Funding F	Revenue Allocation Description	Contract Details Grand Assets						
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GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Grad Assets						
GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Amount Exp cat	Priority Award amt Reimb % Reimb max IND % Total Billed to Date					
GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Amount Exp cat						
GL Funding F Funding Source	Seque Allocation e Description Seq Grantor Name	Contract Details Grant Assets						
GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Amount Exp cat						
GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Amount Exp cat						
GL Funding F Funding Source	Seq Grantor Name	Contract Details Amount Exp cat						
GL Funding F Funding Source	Revenue Allocation e Description Seq Grantor Name	Contract Details Amount						

- 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 State and times Search Search Query Builder Search Character Se 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

						Pr	oject Master - Mun	is			@ ()	?	×
Accept Cancel Sea	rch Browse	Add Update Colobal	Print Ate Output	X Word Excel Email Schedule	Jach Notes	Audit 🗄 Maplink•	Expense GL Funding Source Gr GL Account	Budget ant More •					
Project	Scarch	Actions	ouput	Office	10015		meno						
Project		Project ledger use only	Department										
Project Type			Status										
Title			Project available bu	Jdget	V								
Short title			Percent Complete										
Major project			Estimate to Comple	ete									
State ID #	Create fixed asset												
Federal CFDA	rai CFDA Project fiscal range V to V												
Drawdown freq			Projected date rar	ige	to	Ē							
Justification			Extension date Obligation date Last date to encum	ber	Origi	ber of Days nal							
String Requirements						Overhead R	ates						
Expe	nse	Funding Source				Admin Over	head Rate	%					
Required level		V	V										
Budget level		V											
🖨 General Notes	🖨 Comments	🖨 Internal Contacts	External Contacts	🖨 Milestones	Escrow	🕞 No	tes						
G Work Orders	G Contracts	🖨 Contract Details	🖨 Fixed Assets	Cations	🖨 Task Grou	ips							
GL Funding Rev	enue Allocation												
Funding Source	Description	1	Amount										
										~			
<			>										
Grant S	eq Grantor Name	3	Exp cat	Priority Award amt		Reimb %	Reimb max	IND %	Total Billed to Date				
										•			
<										>			
	Dof0	4											

- 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	7	×
Accept (Ø Cancel	Search	Browse Query Builder	Add	Update Activ	C Global*	Print	PDF	X Excel	Word Email Schedule	U Attach	Notes	Audit Maplink*	View Changes View Amounts Grants	Reimb % Totals Charge Codes Release	Return				
Project st	rina		Search		-	715		Output		Office	1	10013		14	lend	1 1	l			
Project		0044556	δ RE!	SOD FO	OTBALL	FIELD		Description		Booster club	funds.		~							^
Source	i	BSTR	Boc	oster club) funds.								\checkmark							
Detail	i							Justification					<u>^</u>							
Туре	İ									🖨 Genera	al Notes	j⊒j⊂o	omments							
Name		BOOST	ER					Projected dat	te range	e 03/01/2013	to 💼	03/01/20	14 📺							
Short Na	me	BOOST	ER			-		Actual date ra	inge	03/01/2013	to 🛅	03/01/20	14 🛅							
Status	s Closed V Grant In-Kind																			
Workflow	status	Approve	ed 🔍																	
Revenue	allocati	on															ĺ.			
Allocation	type			Bi	lling type				∇											
Max alloc	ation			\sim																
		Exce	eed Maximum Am	ount Cu	ustomer n	umber														
				CL	ustomer a	ddress number	ſ													
				AF	? charge (code														
								Ora		Object	Dr	oiect								
				GI	Dehit			org		Object		0,000								
				GI	Credit					-					Include	project string				
Allocatio	on Lines	GL /	Accounts]			
:	Seq Ex	ар Туре	Expense Typ	e Desc		Priority	Alle	DC %	Ma	ax Alloc Amt		Allocated	Amount							
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к <		1 of	2 >	х																

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



Field	Description	City of Santa Fe					
Mox Allocation	 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. 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 Lines section 	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. 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	 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 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 $\overline{\cdots}$ 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 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 where 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.					



Field	Description	City of Santa Fe
Include Project	If selected, this check box causes the	City of Santa Fe will check this box,
String	funding source string to be included on	if applicable.
	the credit journal line contained within the	
	general ledger journal generated during	Refer to Description for more detail.
	the Project Revenue Allocation posting	
	process. The result is that the Revenues	
	Received column on the Cash Balances	
	tab in Project Inquiry is updated for the	
	respective funding source strings.	
Allocation Line		
Seq	I his box identifies the allocation	This field is 'Display Only'.
	sequence number. The program assigns	
A	this value; it is display only.	Defende Description for more detail
Арр #	I his box specifies the grant application	Refer to Description for more detail.
	number if a grant is selected for the	
From Trans a	Tunding string.	
Ехр Туре	I his box identifies the different types of	City of Santa Fe will use the field
	company for which on organization may	help button 🛄 to select the
	request reimbursement. Any expense	expense type.
	string connected to the expense type will	
	be considered for the Revenue Allocation	This field will populate if linking to a
	process	Grant.
	Expense type codes are maintained in	
	the Project Accounting Miscellaneous	NOTE: Expense type codes are
	Codes program for the type code EXPT –	maintained by the Finance
	Project Expense Type.	Department; additional value may
	· · · · · · · · · · · · · · · · · · ·	be added as needed.
		This fight is "Disaders Oak" It
Exp Type Desc	I his box displays the expense type	This field is Display Only. It
	value according to the expense type	populates from the Expense Type
	ontor. This is a display only field	selected.
Driority	This hav identifies the priority of the	The City will determine the
FIDING	funding source. The priority range is from	methodology for using priority
	1 to 100 with 1 being the highest priority	ranges
	During the allocation process, the highest	This field will populate if linking to a
	priority groups (with the lowest number)	Grant
	are considered first. Within a priority	Shant.
	group, allocation percentages of less than	
	100% are considered first. If a pass does	Refer to Description for more detail.
	not fully allocate the expenses, the	ľ
	process goes to the next priority group.	
	The number of passes for an expense	
	type will be from 1 to the number of	
	funding source priority groups. Allocation	
	for an expense type stops when either all	
	expenses are allocated or after the	
	process runs through the last priority	
	group.	



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



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*

iviasiei						
У НОМЕ				Project Master - Munis		∞ (? ×
Accept Cancel S Confirm	Search Browse	Text file Print Print ▲ Preview Output	Word Email Schedule fice	Expense GL Budget Funding Source Grant GL Account Menu Menu Return		
Project Project Type Title Short title Major project State ID # Federal CFDA Drawdown freq Description Justification	1100 NEW COMMUNITY CENTER 1100 1100	Department Status Project available budget Percent Complete Create fixed asset Project ficsol range Projected date range Actual date range Extension date Obligation date Last date to encumber	BLDG BUILDING Active V 0 0 0 0 0 0 0 0 0 0 0 0 0	0		
String Requireme	nte		Overbea	1 Rates		
Required level N Budget level N	xpense Funding Source lone V None lo available budget check V	Cri Extornal Contacts Cri N	Admin O	rerhead Rate 0 %		
Work Order	contracts	Carl Eixed Assets	estiones Carbon Carbon	Notes		
Work Orders	Contracts	A FIXed Assets				
Funding Source	e Description TotaL	Amount			Ŷ	
Grant	Seg Grantor Name	Exp cat Prio	ty Award amt Re	imb % Reimb max IND %	Total Billed to Date	
<	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	Project Expense String - Munis													
Accept Cancel Sear	ch Browse	Add Update Colobal*	Print Output	el Word Schedule Office	Audit View Changes Maplink- View Amounts Control Alerts- Apply Overhead Me	Aass Update Deduction Expenses ■ More ▼ nu								
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 soi	I.											
Task			1		Liquidated	0.00								
Sub-Task			Justification		Permanently withhe	d 0.00								
					VUnrelieved	0.00								
Name	CLEARING			🖨 General Notes	its									
Short name	CLEARING			· / / ·										
Status	Closed		Project available budge	t 🔍	Fixed Asset									
Workflow status	Approved			Include in budget check	Include in asset co	st								
Projected date range	e 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														
Default GL account Fund	Function/CC E	Department Program	Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund	Function/CC E	Department Program	Grade	Grant/FunSrc DOE Functio	on Category									
Default GL account Fund Org	Function/CC E	Department Program	Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org	Function/CC E Object F	Program	Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account	Function/CC E Object F	Program	Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund	Function/CC D Object F Function/CC D	Department Program	Grade Iow GL Override Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund	Function/CC E Object F Function/CC E	Department Program	Grade Grade Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org	Function/CC C Object F Function/CC C Object F	Department Program	Grade Grade Grade Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org	Function/CC C Object F Function/CC C Object F	Department Program	Grade Iww GL Override Grade Iww	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Workflow	Function/CC C Object F Function/CC C Object F	Department Program Project Compartment Program Project Compartment Program Compartment Program Compartment Compart	Grade Iow GL Override Grade	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Workflow My Approvals	Function/CC [Object Function/CC C Object Function/CC C Object Function/CC Fun	Department Program	Grade Iow GL Override Grade Forward	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Workflow My Approvals	Function/CC [Object Function/CC C Object Function/CC C Object Function/CC F	Department Program	Grade International Control of C	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Workflow My Approvals	Function/CC [Object Function/CC C Object Function/CC C Object Function/CC Fun	Department Program	Grade International Control of C	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Worktlow My Approvals	Function/CC [Object Function/CC C Object F Approve	Department Program	Grade International Content of C	Grant/FunSrc DOE Function	on Category									
Default GL account Fund Org Budget GL account Fund Org Workflow My Approvals	Function/CC [Object F Function/CC E Object F Approve	Department Program	Grade IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Grant/FunSrc DOE Function	on Category									

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 which the expense string is being added.	City of Santa Fe will accept the default project code.
Phase	This box specifies the phase, or second segment, code for the expense string. The label for this box is set by your organization in the Project Settings program.	City of Santa Fe will use the field help button is to select the Category code. This is a required level.
Task	This box specifies the task, or third segment code, for the expenses string. The label for this box is set by your organization in the Project Settings program.	City of Santa Fe will use the field help button •••• to select the Subcategory code. This level is not required.
Sub-Task	This box specifies the subtask, or fourth segment code, for the expense string. The label for this box is set by your organization in the Project Settings program.	City of Santa Fe will use the field help button is to select the Detail code. This level is not required.
Description	This box provides the description of the expense string.	City of Santa Fe will enter the full description of the Expense string.
Justification	This box provides the justification for the expense string, if required.	City of Santa Fe will enter a 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 can contain up to 30 characters.	name for the expense string.
	·	Try to incorporate the string names
		in the name field; this is a unique
		identifier for the project expense
Short Nama	This hay contains the chart account name	String.
Short Name	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.	I he string has to be factive to use
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	
	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.
	the default values from the Project Master	
	record, but you can change this. These	
	dates are informational only.	
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	This check box, if selected indicates that	City of Santa Fe will check this box
Budget Check	the project account string's available	budget checking should be turned
-	budget should be checked before posting	on for the Expense string.
Astual	transactions.	N/A City of Courts Es is not using
Actual Overhead Pate	I his box provides the actual overnead	N/A. City of Santa Fe is not using
Overnead Mate	account string.	overnead rates.
Expense Type	This box identifies the expense type code	City of Santa Fe will use the field
	for the record. Expense type codes are	help button to select the
	maintained in the Project Accounting	expense type code.
	type code EXPT - Project Expense Type	
		NOTE: Expense type codes are
		maintained by the Finance
		be added as needed.
AP Retainage	·	



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
0		
Org	expense string will affect on the general ledger accounts.	help button will use the field help button
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 i 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
Org	This box identifies the budget account org code that the expense string will affect on the general ledger.	help button is 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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- 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	New packages have the status
	defined on the Budget tab in Project	Created; other options are
	Settings.	Approved, Exported, and Posted.
Renew Status	This list indicates the renewal	City of Santa Fe will select the
	status, if applicable, for projects	appropriate renew status, if
	being considered for approval.	applicable.
Locked Budget	If selected, this check box prevents	City of Santa Fe will select this box
Package	the package from being updated,	if they want to prevent modification,
_	deleted, or exported to the general	deletion or export to the general
	ledger.	ledger.
Renew Amount	This field provides the renewal	City of Santa Fe will enter the
	amount, if applicable.	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	City of Santa Fe will use the
	project codes to include as part of	dropdown to select the appropriate
	the package. The lists that make up	project code(s).
	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.	
Include Inactive	This shock hav if calcated directs	City of Sonto Fo will about this have
Drojoot Stringo	the program to include any inactive	City of Santa Fe will check this box
Froject Strings	project account strings that have a	strings with a status of ponding or
	status of ponding or hold. Clearing	bold
	the check box causes the program	Leave this box unchecked to
	to evolude inactive project account	avelude pending or hold project
	strings	strings
Selective Account	This check box if selected allows	Refer to Description column for
Inclusion	you to enter a range of account	information.
	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.	



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	Refer to Description column for information. Note: a GL Operating projection
Export to Amendment	package. Exports the projection information to the general ledger as budget amendment journal entries.	must be created. 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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Contirm Search	Actions Output	Office Tools Menu	
General Ledger Budget Projection Projection level Detail to export			

- 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* Query Builder Search	Add Update C GRA	elete obal- plicate Print Depreview Output	Excel Word Descel Descent for the second se	Notes Audit Notify Maplink- O Alerts- Tools	Define Export to GL Budget Select Post Menu	Return		
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Expense budget									
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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. 	City of Santa Fe will determine which posting method is appropriate for the Project based on internal approval process from Council. See Description.		
	 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 defined year. 			



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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- 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	rmation					
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

HOME	Project Revenue Allocation - Munis	۵	0	?	×
Accept Cancel Confirm Search Search Advanced Confirm Search Advanced Advanc	Celetet Print Print				
Revenue Allocation Starting project Ending project Start date End date					
Include unpaid AP invoices Revenue Allocation Reporting Output invoice detail Grant Reporting Include encumbrances Include requisitions					
Posting Information Effective date 07/22/2014 PA Journal GL Journal GB Invoice					

- 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 Project	These boxes define the range of 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	City of Santa Fe will use the field help button with 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	g						
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 Information	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	Audit Maplink* Alerts*	Expense Funding Source GL Account Me	GL Budget Grant	Return					
Project	_		B		D														•
Project Project Type Title			Project ledg	jer use only	Dej Sta Pei	partment itus rcent Comple	ete	~]										
Short title					Est	imate to Cor	mplete												
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											
State ID #					Pro	oject fiscal ra	inge	\sim	to		\checkmark								
Federal CFDA					Pro	jected date	range		to										
Drawdown freq					Act	ual date ran	ge		to										
Description					∧ Ext	ension date			III NU	mber of day	ys								
Justification					V Ob	ligation date st date to end	cumber		Re	ginal vised									
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Cash Balances	s Expen	se Funding So	urce Use	r Defined G	L Funding	Revenue	Allocation	Setup In	0	limenta			Milestories		Location	3		SK GIUU	ps
Cash Balances	s Expen Original	se Funding So	urce Use Transfer In	r Defined G	L Funding Transfer (Revenue	Allocation Revi	Setup In Setup In	0	liments			milestories		Location	3		SK OTOU	ps
Cash Balances	5 Expen Original	se Funding So I Budget	Transfer In	r Defined G	L Funding Transfer (Revenue	Allocation Revi	Setup In sed Budget	0				Milestones		Location	3		SK GIUG	ps
Cash Balances Expense: Funding Source	s Expen Original	se Funding So I Budget	urce Use	r Defined G	L Funding Transfer (Revenue	Allocation Revi	Setup In	0				milestolles		Location	3			ps
Cash Balances Expense: Funding Source Expense Strin	s Expen Original	se Funding So	urce Use	r Defined G	L Funding Transfer (Revenue	Allocation Revi Actuals P	Setup In ised Budget	0 A	ctuals Unp	paid	Balance	milestones		Location	3		Sk Oldu	ps
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Cash Balances Expense: Funding Source Expense Strip	S Expen Original e: ngs	se Funding So I Budget	Transfer In	r Defined G B Budget	L Funding Transfer (led	Revenue Out	Allocation Revi Actuals P	s Received		ctuals Unp	aid	Balance				3			ps
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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	Inqu	iiry - Munis			۵	0	? ×
Accept Cancel Search	Browse Query Builder	Upda	ate Delete	Print	Text file	X Excel	Word Email Schedule	U Attac)? Notes Notify	s 🖹 Audit y 🔛 Maplink* 🕕 Alerts*	Return Detail Amount V	/iew	View Changes Employee Detail	Return				
Confirm	Search		Actions	0	output		Office		Too	ls		N	lenu					
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Project	0044556 .	RE	SOD FOOTBALL FIE	LD		Descrip	tion	CI	learing old gr	ass.		0	Retained to date	e	0.00			
Phase	CLEAR .	Cle	ar dead grass and dr	y soil.		Justifica	ation					~	Liquidated		0.00			
Task												\sim	Permanently	withheld	0.00			
Sub-Task								G	🖨 General I	Notes 🛛 🖨 C	omments		Unrelieved		0.00			
Namo	CLEADING							_		_								
Short Name	CLEARING					Project	Available Budg	get		7								
Status	Closed V							\checkmark	Include in I	budget check								
Projected date r	ange 03/01/2013 📺	to 03/0	1/2014			Actual o	overhead rate	D	%	DEDAIDO								
Actual date rang	e 03/01/2013 📺	to 03/0	1/2014			Expens	e type	R	PR	REPAIRS								
Project String Balances	GL Accounts																	
	Project Year 2015		Project Year 20	014		Project	Year 2013		Proj	ject Year 2012	[•	1					
Original Budget	.00			.00			.0	0			00		-					
Transfers - In	.00	ø		.00	1		.0	0	÷		00 🛱							
Transfers - Out	.00	È		.00	Ē		.0	0	3		00 🗃							
Revised Budget	.00			.00			.0	0			00							
Actual (Memo)	.00	6		.00	6		.0	0	2		00 😅							
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SOY Encumbrances	.00			.00			.0	0			00							
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Inception to SOY	.00			.00			.0	0			00							
Available	.00			.00			.0	0			00							
Percent Used	0.00			0.00			0.0	0		0.0	00							
	• > >	rou a	re currently at the b	eginni	ing of the re	ecord se	et.											

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	te te Popt Print B Popt Output Output Office Offic	
Project string detail A Source M Detail Type	Description Justification	
Name Short Name Status	Projected date range to Carter of the formation of the fo	
Project String Balances Revenue Allocation GL Accounts Image: Project Year 2009 Project Year 2009 Project Year 2009 Original Budget Image: Project Year 2009 Project Year 2009 Transfers - In Image: Project Year 2009 Image: Project Year 2009 Transfers - Out Image: Project Year 2009 Image: Project Year 2009 Actual (Memo) Image: Project Year 2009 Image: Project Year 2009 Inception to SOY Image: Project Year 2009 Image: Project Year 2009 Percent Used Image: Project Year 2009 Image: Project Year 2009	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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Accept Cancel Search	E Browse C Advanced- D Query Builder Search	Vpdate Olobaly Actions O	Text file PDF Preview Appt Preview Appt Preview Pre	e Notes Audit	Certail Project Strings Months User Defined Fields Totals Menu) n
Account						
Fund		Acct				
Org		Acct name		🖨 Account	Notes	
Object		Туре	✓ Status	\checkmark		
Project	🖆	Rollup	🖆			
		MultiYr F	und			
4 Year Comparison	Current Year History					
Yr/Per 2009/12	Fiscal Year 200	9 Fiscal Year	2008 Fiscal Y	ear 2007 Fiscal	Year 2010	
Original Budget		1 and	Ē	i i i i i i i i i i i i i i i i i i i	Ê	
Transfers In		1	1 in the second	1 C	E I	
Transfers Out		1	1 C	e l	E I	
Revised Budget						
Actual (Memo)		i i i i i i i i i i i i i i i i i i i	1 in the second	2	1	
Encumbrances		1 C	1 I I I I I I I I I I I I I I I I I I I	1 I I I I I I I I I I I I I I I I I I I	E S	
Requisitions		1			E	
Available						
Percent used						

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

Номе	Report Templates - M	lunis	≈ () ? ×
Accept Cancel Search Query Builder	PDF PDF Preview Schedule	Notes Audit Column Definitions Audit Change History Alerts	
Template	put Onice	Tools Menu	
Code Description			
Master			
Default report title			
Report Options			
Format			
Segment Description O Short O Long			
Print report definitions			
Show funding source strings as credits			
Double space the report			
Exclude project strings with zero balances			
Include cents in dollar amounts			
Amounts exceed 999 million			
Only include project strings that exceed % of available budget			

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.



HOME	Report Templates - Munis > Template Column Definitions	⇔ ? X
Accept Cancel Search Browse Cancel Confirm Search Search Confirm	Image: Text file Image: Text file <td></td>	
Report Column 1 Code Original Budget Headings: 1st row Life to Date 2nd row Budget		
Report Column 2 Code Amendments Image: Code Amendments Image: Code Amendments Image: Code Amendments Image: Code Amendments		
Report Column 3 Code Revised Budget Image: Column 3 Image: Column 3 <		
Report Column 4 Code Requisitions Image: Column 4 Ima		
Report Column 5 Code Encumbrances Headings: 1st row Image: Comparison of the		
Report Column 6 Code Actuals Image: Control of the co		
Report Coulinity Code Available Image: Code Available <tr< td=""><td></td><td></td></tr<>		
Report Collmines Code PCTUsd(enc/act) Headings: 1st row Percent Life to Date 2nd row Used Ist		

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

HOME					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	el Office	() 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	Project Source Detail Type	Funding Source													
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	Detail	Include Journal Actual Detail Encumbranc Budget Detai Vendor detai Journal Sour	Detail												

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

Field	Description	City of Santa Fe
Template Selection	on	
Execute This	This list allows you to use Munis	City of Santa Fe will use the
Report	Scheduler to process the report:	dropdown and select Now.
	 Now—Processes the report 	
	immediately; click Preview, PDF,	Refer to description for other
	Print, or Text File to view, print, or	options.
	save the report.	
	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	City of Santa Fe will not check this
	that the selected template is a master	box.
	copy. This check box is accessible	
	during the Find process.	
Report Title	These boxes contain the default report	City of Santa Fe will leave the
	title for the template. Each box prints on	default report title.
	a separate line.	I his title can be modified.
Project String Se		
Expense	I nese boxes determine the expense	City of Santa Fe will use the field
	string segments to include in the report.	help button 🛄 to select the
	vour organization has defined the	expense strings.
	segment labels in Project Settings	
Funding Source	These fields determine the funding	City of Santa Fe will use the field
	source string segments included in the	
	report. The field labels vary according to	help button is to select the
	how your organization has defined the	tunding sources.
	segment labels in Project Settings.	
Report Options		
Month/Year	These fields define the range of years	City of Santa Fe will use the
Range	and months from which the program	dropdown to select the month/year
	should draw data to create the report.	range.
Group by Major	the report to diapley projects in groups	City of Santa Fe will use the
Projeci	based on the major projects in groups	values (Major Project, Budget
	based on the major project to which they	level None)
	bolong.	
Group by Budget	When appared, this shock hav directs	City of Santa Fe will use the
Level	the program to group project strings by	dropdown to select grouping
	budget level and to display the total	options.
	amounts of expense strings at that	
	budget level. No individual string names	Refer to description column for
	or details appear on the report when the	more information how Munis
	check box is selected. If the check box is	groups by Major Project and
	selected, you must also select the	Budget Level.
	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	
	the report with the total value of all three	
	strings	
	sunys.	



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
Total	This check box if selected directs the	City of Santa Fe will check each
TOLAI	program to print the total for each project	total box for the report to total each
	seament.	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	I his list determines how the account	City of Santa Fe will use dropdown
	name is displayed on the report. You	to select now name is displayed on
	account name, or no account name	Teport.
Include Project	This check box directs the report to	City of Santa Fe will check this
String Detail	include project string detail. If this check	box, if applicable.
	box is cleared, the report excludes	
	project string detail and the remaining	
	check boxes on the screen are	
Includo	Inaccessible.	City of Sonto Eo will abook this
Employee Detail	program to include employee bour	box if applicable
Employee Detail	information in the report.	
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	NOTE: The Include, Journal Datail
	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	
Budget Detail	Include Journal Detail option.	City of Santa Ee will check this
buuget Detail	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	
	Detail option	
Journal Source	This box identifies the iournal source	City of Santa Fe will use the field
Code	code for the journal detail. This box is	holp button to coloct the
	only accessible if you selected to include	journal source code, if 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

6/24/2011 14:4 elfring	5	MUNIS	S ECT BUDGET REP	ORT		1123	00000	PG parepor
OR 01/01/2000 Origi Bud	- 07/31/2 nal get	2011 Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
100 -EP2-ET3 0 100 -FS2-FD3 0	- <u>ES4</u> .00 - <u>FT4</u> .00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTALS 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: Concept Cancel Canc	
Template selection Execute this report Report template Report title	
Project string selection	
Expense Funding Source Project Phase Task Sub-Task	
Report options	
Month/Year range v to v Group by Major Project G 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 Project String Detail Include Employee Detail Encumbrance 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

	PROJ	BCT BUDGET RE	PORT				parepo
FOR 01/01/2010 - Origina Budge	03/31/2010 1 Net Budget t Amendments	Revised Budget	Requisitions	Incumbrances	Actuals	Available Budget	Percent Used
TOTALS P 25,000.0	OR TASK/CATEGORY: IT	SELF CHECK 25,000.00	0.00	0.00	0.00	25,000.00	0.00
E HPL -INTERNAL	-LIBRARYNAT-BOOKS	BOOKS	FOR HPL	0.00	69 0 00 00	-9.000.00	110.00
Bff Date Jnl 01/01/2010 1 03/10/2010 2 03/10/2010 2 03/10/2010 3	Line Src REP1 20 PAS BGT: 2010 3 POE 001017 5 API 001017 6 POL 001017 3 PAO 001017	REF2 2 2 2	REF3 PK2: HPL 378 W 378 L 378 L	REF4 BUDGET CRE 0 ENT/PRF 1 AN JQ/INV W AN	Amount I 90,000.00 D 90,000.00 D 90,000.00 C 90,000.00 C 90,000.00 C	D/C GLYEPE GLJ D 2010/08 3 2010/09 2 2010/09 2 D	al GLLine
	Debit total:	279,0	00.00	Credit total:	90,000.0	0	
TOT: 90,000.0	ALS FOR SUB TASK/TYPE 0 0.00	BOOKS - 90,000.00	0.00	0.00	99,000.00	-9,000.00	110.00
SUB	TASK: MEDIA -						
E HPL -INTERNAL 25,000.0	-LIBRARYMAT-MEDIA	MEDIA 25,000.00	- MOVIES AUDIOB	OKS MUSIC 0.00	0.00	25,000.00	0.00
Eff Date Jnl 01/01/2010 1	Line Src REF1 21 PAB BGT: 2010	REF2	REF3 PKG: HPL	REF4 BUDGET CRE	Amount I 25,000.00	D/C GLYrPr GLJ: D	al GLLine
	Debit total:	25,0	00.00	Credit total:	0.0	0	

03/10/2010 16:43 mmi#		Verification Datab PROJECT BUDGET REP	ORT				PG 1 parepor
OR 01/01/2010 - 03/	31/2010						
Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
TOTALS 500,000.00	FOR SUB TASK/ 0.00	TYPE: 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	0C 0.00	0.00	0.00	500,000.00	0.00%
TOTALS for PHASE S00,000.00	/SOURCE: STATE 0.00	- STATE FUND 500,000.00	0.00	0.00	0.00	500,000.00	0.00%
XPENSE TOTALS for P 2,210,350.00	roject: MPL - 0.00	HIGH PRAIRIE LIBRA 2,210,350.00	8Y 438.75	600,000.00	1,611,500.00	-1,588.75	100.05%
0NDING SOURCE TOTAL 3,260,000,00	S for Project:	HPL - HIGH PRAIRI 3,260,000.00	E LIBRARY 0.00	0.00	0.00	3,260,000.00	0.00%
-1,049,650.00	0.00	-1,049,650.00	438.75	600,000.00	1,611,500.00	-3,261,588.75	
OTALS FOR EXPENSE A	ccounts	2,210,350,00	438.75	600.000.00	1.611.500.00	-1.588.75	324.25%
3,260,000.00	OURCE ACCOUNTS 0.00	3,260,000.00	0.00	0.00	0.00	3,260,000.00	0.00%
OTAL -1,049,650.00	0.00	-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	kt file F Exce view	Word El Email Office	U Attach	Notes	Audit 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	Project Source Detail Type	Funding Source												
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	Detail 🛄	Include Journ Actual Det Encumbrai Budget De Vendor del Journal So	al Detail											

- 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

munis	6:47	Verification PROJECT DETAIL	Database L HISTORY				pareport
FOR 01/01/20	10 - 03/31/2010 Jnl Line Src REP1	REP2	REF3	REF4	Amount D/C GLYrPr	GLJnl	Availabl Budge GLLine
PHASE: O	ONSTRUCT - CONSTRUCTI						
TAS	K: HPL - HPL						
	SUB TASK: CONSTRU -	CONSTRUCTI					
E HPL - CONS	TRUCT -HPL -CON	STRU					-85,000.00
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	1 4 PAB BGT: 1 1 POE 001002 2 1 API 001002 2 2 POE 001054 2 3 API 001002 2 4 POE 001055 2 10 POE 001055 3 1 PAC 00105 3 2 PAC 00105 3 5 PAC 00105	2010 4 1 1 4 2 2 4 4 4 4 4 4	PKG: HPL 376 377 377 380 380 376 376 377 380 376 377 380	BUDGET CRE PO ENT/PRF N AN LIO/INV N AN LIO/INV N AN N AN N AN N AN N AN N AN	2,000,000.00 D \$60,000.00 D 2010/08 1,100,000.00 D 2010/08 500,000.00 D 2010/09 500,000.00 D 2010/09 100,000.00 D 2010/09 100,000.00 D 2010/09 750,000.00 D 2010/09 50,000.00 D 10,000.00 D 10,000.00 D 10,000.00 D 10,000.00 D 10,000.00 D 10,000.00 D 10,000.00 D	10 10 10 10 10 10 10 10	1 1 2 3 4 9 10
03/10/2010 03/10/2010	Buble even	al: 5,4	35,000.00	Credit total:	1,350,000.00		
03/10/2010 03/10/2010	Debit tot.						
03/10/2010 03/10/2010	TOTALS FOR SUB TASK	TYPE: CONSTRU	- CONSTRUCTI				-85,000.00
03/10/2010 03/10/2010 TOT	TOTALS FOR SUB TASK	TYPE: CONSTRU	- CONSTRUCTI				-85,000.00



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.

9			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		
○ 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 Builder
Project Builder	Welcome, Bishop-Elfring, Maureen
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 process:	
Continue Project Delete Project	
Title Start Date Number Description Progress	
Copy an Existing Project	
Choose a project to copy:	
Copy Project	
Title Number Description	
- 260, reserves and the second and t	Among and



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

0		Project Builder
Project Builder		Welcome, Bishop-Elfring, Maureen
Progress 0% Complete	Step 1: Project	
Project	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	Would you like to use Revenue Allocations?	
Return To Project Builder Home	✓ Back	Continue >

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.
		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) Example: FIR192210A. Fire Department project start FY 19, Fund 221 (Emergency Svc.)
		and 1 st project (0A)
Project Litle	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 i 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 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

Q	Project Builder
Project Builder	Welcome, Bishop-Elfring, Maureen
Progress 0% Complete	Step 1: Project
Project Project	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.

			Pr	roject l	Builder
Project Builder			Welcome, Bishop	-Elfring,	Maureen
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	F F	^
- Add Expense Strings - Define Expense Strings		100	PHASE 1	F	
- Associate Expense Types		2	PHASE 2	F	
Funding Sources		310	2010 CAPIT	2	
- Define Funding Sources		4	PHASE 4	£	
Revenue Allocations		CONSTR	TITLE 1 20 UCT CONSTRUCTI	1	
		DESIGN	DESIGN	[¥
		≺ Add P	hase	Create F	hase
Return To Project Builder Home	< Back			Conti	nue 🗲

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

@			Pi	roject	Builder
Project Builder			Welcome, Bishop	-Elfring,	Maureen
25% Complete	Step 2: Expense Strings				
Project - Project Details	Add Expense Strings	Dhacoc			
- Project Dates & Ranges	Project: 2015-1000 - Nov2015 Development	Code	Short Desc		
- Add Expense Strings		1	PHASE 1	Ł	^
- Define Expense Strings		100	PHASE 1	F	
- Associate Expense Types		2	PHASE 2	F	
Eunding Sources		3	PHASE 3	F	
- Add Funding Sources		310	2010 CAPIT	2	
- Define Funding Sources		4	PHASE 4	ŧ	
Devenue Allegations		500	TITLE 1 20	٦	
		CONSTR	RUCT CONSTRUCTI	C	
		DESIGN	DESIGN	[¥
		Add I	Phase	Create	Phase
Return To Project Builder Home	< Back			Conti	nue >



The program adds the selected phases to the project record.

8			Pi	r <mark>oj</mark> ect B	uilder
Project Builder		V	/elcome, Bishop	-Elfring, M	1aureen
Progress 25% Complete	Step 2: Expense Strings				
Project - Project Details	Add Expense Strings	DI			
- Project Dates & Ranges	Project: 2015-1000 - Nov2015 Developmen	Phases			
Expense Strings	Phase: DESIGN - DESIGN Phase: INSPECTION - INSPECTION	Code DESIGN	Short Desc DESIGN	L [^
- Define Expense Strings	Phase: PERMITS - PERMITS	INSPECTION	INSPECTION	I	
- Associate Expense Types	<		PERMITS	F	
Funding Sources		PHASE1	PHASE TWO	F	
- Add Funding Sources - Define Funding Sources		PHASE3	PHASE THRE	ŧ	
Revenue Allocations		OKK	TITLE1 OUT BUILD	ר (
		01	Research	F	~
		Add Phase	2	Create Pl	lase
Return To Project Builder Home	Sack			Contin	ue 🕨

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.

8				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	0	Expense String Details	General Ledger Accounts	
Expense Strings	2015-1000-INSPECTION	0	String Details:	2015-1000-PERMITS	Projected
- Define Expense Strings	2015-1000-PERMITS	0	Short Account Name:	Permit Acc	i rojecteu i
- Associate Expense Types				Account for permits	
- Add Funding Sources			Description:		Justificatio
- Define Funding Sources					
Revenue Allocations					
Return To Project Builder Home	Back				Continue >

- 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 Stri	ings	3							
- Project Details	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	verride			
- Add Funding Sources										
- Define Funding Sources			Budget GL Acc	count						
Revenue Allocations			Fund	Function/CC	Department	Program	Grade	Grant	Task	Category
			Org	Object	Project					
Return To Project Builder Home	Sack									Continue >

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.

	•					Pro	oject Builder
Project Builder						Welcome, Bishop-	Elfring, Maureen
25% Complete	Step 2: Expense Strings						
O Project	Associate Expense Types						
- Project Dates & Ranges	Expense Strings	Select All	Exp	ense Ty	/pes		
Expense Strings	Design Account			Code	Short Desc	Long Desc	
- Add Expense Strings	-Expense Type:		0	1	PLANNING	PLANNING	^
- Define Expense Strings	-Expense Type:		0	BEN	BENEFITS	BENEFITS	
- Associate Expense Types	Permit Account -Expense Type:		0	CONS	CONSTRUCTI	CONSTRUCTION	
Funding Sources			0	ELGB	ELIGIBLE	ELIGIBLE	
- Add Funding Sources			0	INSP	INSPECTION	INSPECTION	
- Define Funding Sources			0	LAB	LABOR	LABOR	
Revenue Allocations			0	MAT	MATERIALS	MATERIALS	
			0	NE	NON-ELIGIB	NON-ELIGIBLE	
			0	OUT	OUTSOURCED	OUTSOURCED	
			\cap	PERM	PERMITS	PERMITS	*
			<	Add Expe	nse Type	Create E	xpense Type
Return To Project Builder Home	< Back					1	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.

						F	Project Builder
Project Builder						Welcome, Bisho	p-Elfring, Maureen
Progress 25% Complete	Step 2: Expense Str	ings					
O Project	Associate Expense Types	5					
- Project Dates & Ranges	Expense Strings	Select All	Ехр	ense Ty	/pes		
Expense Strings	Design Account	X Remove Expense Type		Code	Short Desc	Long Desc	
- Add Expense Strings	-Expense Type:	A 10000 2000 1700	\bigcirc	1	PLANNING	PLANNING	^
- Define Expense Strings	-Expense Type:		\bigcirc	BEN	BENEFITS	BENEFITS	
- Associate Expense Types	Permit Account -Expense Type:		\bigcirc	CONS	CONSTRUCTI	CONSTRUCTION	
Eunding Sources			\bigcirc	ELGB	ELIGIBLE	ELIGIBLE	
- Add Funding Sources			\bigcirc	INSP	INSPECTION	INSPECTION	
- Define Funding Sources			\bigcirc	LAB	LABOR	LABOR	
Revenue Allocations			۲	MAT	MATERIALS	MATERIALS	
			\bigcirc	NE	NON-ELIGIB	NON-ELIGIBLE	
			\bigcirc	OUT	OUTSOURCED	OUTSOURCED	
			\cap	PERM	PERMITS	PERMITS	~
			<	Add Expe	ense Type	Create	e Expense Type
Return To Project Builder Home	Sack						Continue >



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.

3		Project Bu	ilder
Project Builder		Welcome, Bishop-Elfring, Ma	ureen
Progress 50% Complete	Step 3: Funding Sources		
 Project Project Details Project Dates & Ranges Expense Strings Add Expense Strings Define Expense Strings Associate Expense Types Funding Sources Add Funding Sources Define Funding Sources Revenue Allocations 	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	rce
Return To Project Builder Home	< Back	Continue	e >

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.

0						P	roject Builder
Project Builder						Welcome, Bisho	p-Elfring, Maureen
Progress 50% Complete	Step 3: Funding Sources						
Project - Project Details	Add Funding Sources	ı î	Sou	ILCOS			
Project Dates & Ranges Expense Strings Add Expense Strings Define Expense Strings Associate Expense Types Funding Sources Add Funding Sources Define Funding Sources Revenue Allocations	 Project: 2015-1000 - Nov2015 Development Source: BONDS10 - BONDS 2010 Source: STE - STATE 			Code BONDS10 FED GENRES LOC STE	Short Desc BONDS 2010 FEDERAL GENERAL RE LOCAL STATE	Long Desc BONDS 2010 FEDERAL GENERAL RESERV LOCAL STATE	I /ES
Return To Project Builder Home	< Back						Continue 🕨

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			Welco	Project Builder ome, Maureen Elfring	
Progress 66% Complete	Step 3: Funding Sources				
 Project Project Details Project Dates & Ranges Expense Strings Add Expense Strings 	Add Funding Sources	right. Sources	rt Desc Long Desc	1	Project Builder
- Define Expense Strings - Associate Expense Types Funding Sources - Add Funding Sources D. See See See See	Progress Ste	ep 3: Funding Sou	irces		welcome, madreen ching
- Denne running Sources	- Project Details - Project Dates & Ranges C Expense Strings - Add Expense Strings - Define Expense Strings	Project: Library2 - NEW MUNI Source: STT - STATE FUND	CIPAL LIBRARY	Details Code Sho	ort Desc Long Desc
Return To Project Builder Home	- Associate Expense Types Funding Sources - Add Funding Sources - Define Funding Sources				The Create Detail
	Return To Project Builder Home	< Back		Add Det	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.

0			-			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		
Add Expense Strings - Add Expense Strings - Define Expense Strings - Associate Expense Types Funding Sources - Add Funding Sources - Define Funding Sources	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	< Back					Continue >

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	l complete	the box	es
50.	11 0	applicable,		Ocherai	Lougor	Accounts	tab and			00.

		Project Builder
Project Builder		Welcome, Bishop-Elfring, Maureen
Progress 50% Complete	Step 3: Funding Sources	
 Project Project Details Project Dates & Ranges Expense Strings Add Expense Strings Define Expense Strings Associate Expense Types Funding Sources Add Funding Sources Define Funding Sources Revenue Allocations 	Add Funding Sources Project: 2015-1000 - Nov2015 Development Source: BONDS10 - BONDS 2010 Source: STE - STATE	SourcesCodeShort DescLong DescIBonDS10BONDS 2010BONDS 2010IFEDFEDERALFEDERALFEDERALGENRESGENERAL REGENERAL RESERVESILOCLOCALLOCALISTESTATESTATE
		Add Source Create Source
Return To Project Builder Home	< Back	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	e Allocations			
O Project	Revenue Allocations	5			
- Project Details - Project Dates & Ranges	Funding Source 2015-1000-BONDS10	Allocation Details	Allocation Lines	Allocation Amounts	
 Expense Strings Add Expense Strings Define Expense Strings Associate Expense Types 	2015-1000-STE	Allocation Type: Max Allocation: Billing Type:		* *	
• Funding Sources - Add Funding Sources - Define Funding Sources		Exceed Max Amou	nt: -		
□ Revenue Allocations					
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 ome, Bishop-Elfring, M	uilder aureen			
75% Complete	Revenue Allocations							
- Project Details - Project Dates & Ranges Expense Strings - Add Expense Strings - Define Expense Strings	Funding Source 2015-1000-BONDS10 2015-1000-STE A	Allocation Details Allocation Lines tring: 2015-1000-BC Illocation Type: All lax Allocation: Budget	Allocation Amounts OND510 Customer: AR Charge Code:	1000				
- Associate Expense Types Funding Sources - Add Funding Sources	Project Builder	illing Tuno: External			Welcome,	Project Builder Bishop-Elfring, Maureen		
- Define Funding Sources	Progress 75% Complete	Step 4: Revenue Al	llocations					
Debur To Desire Delide Users	 Project Project Details Project Dates & Ranges Expense Strings Add Expense Strings 	Revenue Allocations Funding Source 2015-1000-BONDS10 2015-1000-STE	Allocation Details Allocation Lines String: 2015-1000-BONDS: Expense Type Description Pri	Allocation Amounts 10 iority Allocation %	Max Allocation Amoun	- Add Line		
Keturn to project Builder Home	- Define Expense Strings - Associate Expense Types	Project Builder					Projec Welcome, Bishop-Elfri	ct Builder ng, Maureen
	Funding Sources - Add Funding Sources - Define Funding Sources Revenue Allocations	Progress 75% Complete	Step 4: Revenue A	llocations				
		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	String: 201	Allocation Lines All	Ocation Amounts Orde	r 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 >

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.

	Project Builder
Project Builder	Welcome, Maureen Elfring
Project Wizard Summary	
Your 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 o	our knowlegebase at http://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		
PROJECT 111 2/5/2013 111 PRO	JECT 111 66% Complete		
			1
Copy an Existing Project			
Choose a project to copy:			
Copy Project			
	Number Description		
ADDING/REPLACING OF STREETLIGHTS	1052		^
	2451		
ATHLETIC FIELD	2452		
CAPITAL	PRJT		
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
Crea	ate a Project			
Proj	ect Name:	Project Numb	er: Start a New Project	
Con	tinue a New Project			
Choo	se a project to resume the setup proces	5:		
Co	ntinue Project Delete Project			
11	itle Start Date Number Description	Progress		
				ſ
Сор	y an Existing Project			
Choo	se a project to copy:			
Coj	py Project			
	Title	Number	Description	1
\odot	NEW MUNICIPAL LIBRARY	M0001		^
\bigcirc	PLAYGROUND REFURBISHMENT	1000	REFURBISHMENT OF EAST SIDE PLAYGROUND	
\circ	PROJ W/ MULT GRANT FUNDING	B1130		
\circ	PROJECT 111	111	PROJECT 111	
\circ	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 P	rogress	
Enter a new Project Code		
Сору		
Copy Project		
Title	Number Description	
NEW MUNICIPAL LIBRARY	M0001	^
PLAYGROUND REFURBISHMENT	1000 REFURBISHMENT OF EAST SIDE PLAYGROUND	
WIT WEING	Brand	



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:	~
- Associate Expense Types	Major Project:	M0001	Project Available Budget:	Life To Date 🔹 👻
Funding Sources Add Euroding 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	arch
	hboard		
Tyler Das	npoard		
		1	
ontes	Approvals		
Update	20		
Activity	50		
III ACTIVITY			

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 g titres 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	al 🔨
GLJ: GL Journals pending approval Oct30 Fri Oct 30 2015	GBI: GB Invoice Notification 2007 Fri Apr 20 2007 Fri Apr 20 2007 GBI: GB Invoice Notification 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:	5/2015
INIA: Inventory Adjustments Danding 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	^
All Dates CRA: Crapt Application panding approval	Reason amount of this transaction is oreater th	han the Grant Master - Munis 🔊 🤅 ?
Mon Nov	v 📀 🞯 🔍 🗏 Browse 🕂 📝 X Delete S Query Builder	Copy Funding Sources Copy Funding Sources Copy Funding Sources Copy Funding Sources
FAT: Asset Transfers pending approval	Accept Cancel Search Add Update Duplicat	Proview Cutout Cot
GLJ: GL Journals pending approval	Application # 99999 Grant number 99999	CID Address # 0
Oct30 Fri Oct	Vorkflow Status Entered V Workflow Status Released V	Contact Phone Final Fina
Fri Oct	t : Requires balance sheet accounts	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	Awaroed 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	e al* cate Print Pint DF Print PDF @ Preview Output	Excel Office	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 (General Ledger	Email		03		
	Requires balance	ce sheet accounts	Fiscal Vear				
Grant type	STATE FUNDED G	RANT	Starting Eiscal Year	2016			
Grant Name	STATE FUNDED G	IRANI	Starting Fiscal Month	Jan V Ending Fise	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	(iii)	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					
worktiow	A	Deiset	Femuland	Uald	A m m m m		
wy Approvals	Approve	Reject	Forward	Hold	Approvers		
14.4	1 of 1	N					
N N		/					



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	9	GRA: Grant Application pe	ending approval	^
All Process Codes	R	Reason amount of this tra threshold \$0.00	5 ansaction is greater than the	L
GBI: GB Invoice Notification 2007 Fri Apr 20 2007	^ /	Additional Grant Information	n:	
GLJ: GL Journals pending approval Oct30 Fri Oct 30 2015	-	Grantor ID: Date details:	1234	
GRA: Grant Application pending approval Mon Nov 02 2015		-App Due: -Submitted: -Estimated Award:	11/05/2015	
INA: Inventory Adjustments Pending Ap COPY PAPER Fri Oct 30 2015		-Actual Award: -Board Approved: -Start Date:		
INA: Inventory Adjustments Pending A BIC BLUE ERASABLE MA Fri Oct 30 2015	-	Expiration Date: Renewal Date: Extension Date:		ł
DOM: DO Change Order pending appr		-Starting Fiscal Year: Start Month:	2016 1	~
Refresh		Approve Re	eject Hold For	Avard

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.