Munis Project Accounting/Ledger

Procedural Documentation
for
City of Santa Fe, New Mexico

For more information, visit www.tylertech.com.

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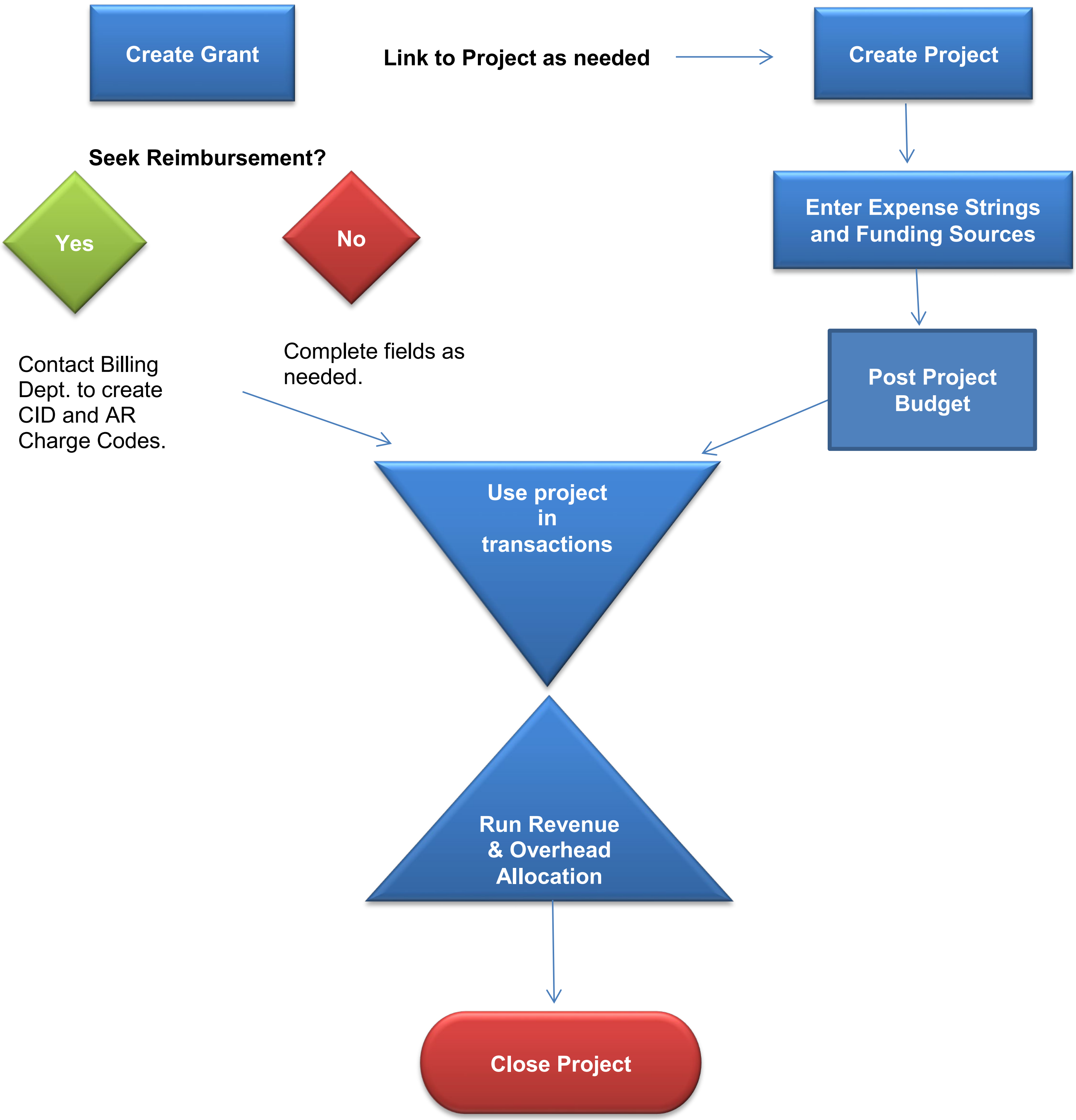
Project Accounting/Ledger Process Flow



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.

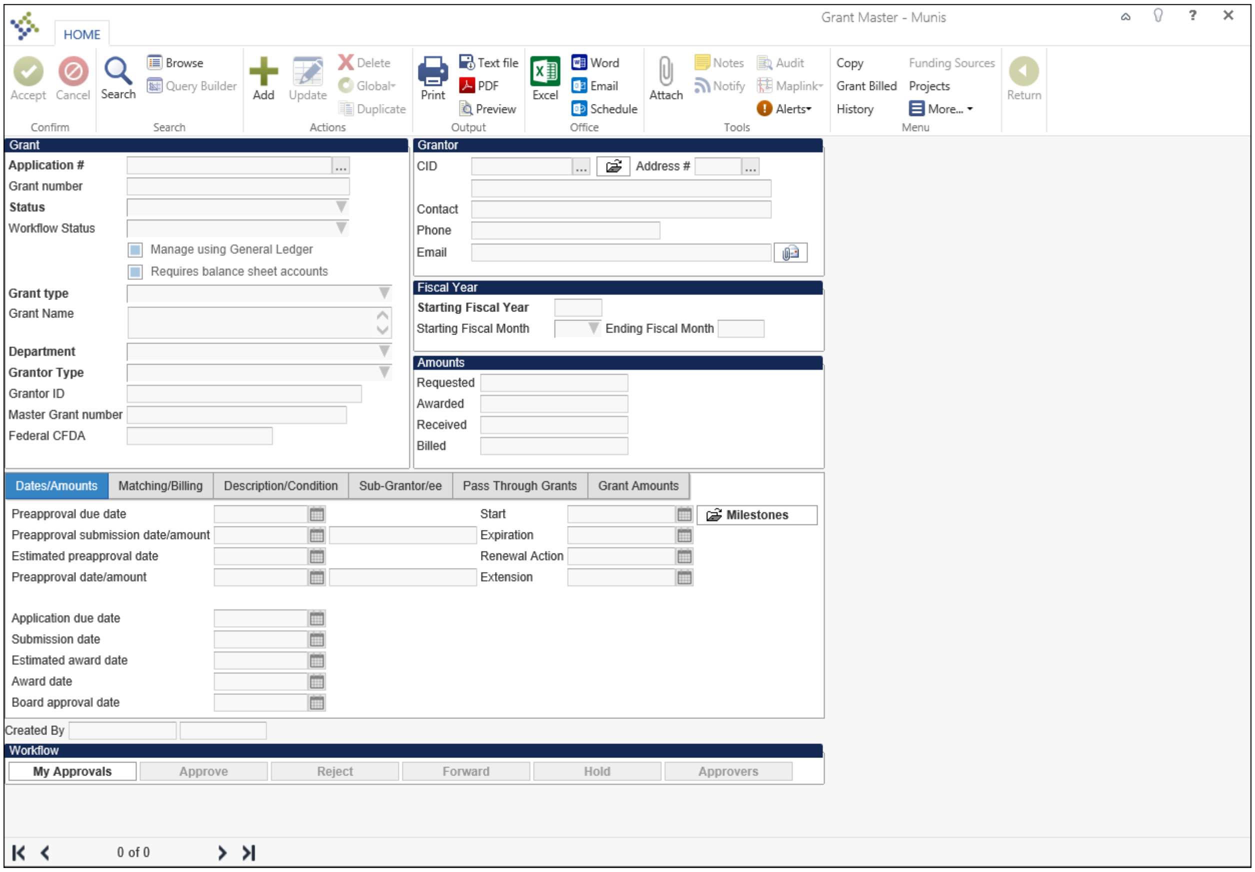
Confirm the following:

- 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



2. Click **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**  .

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

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

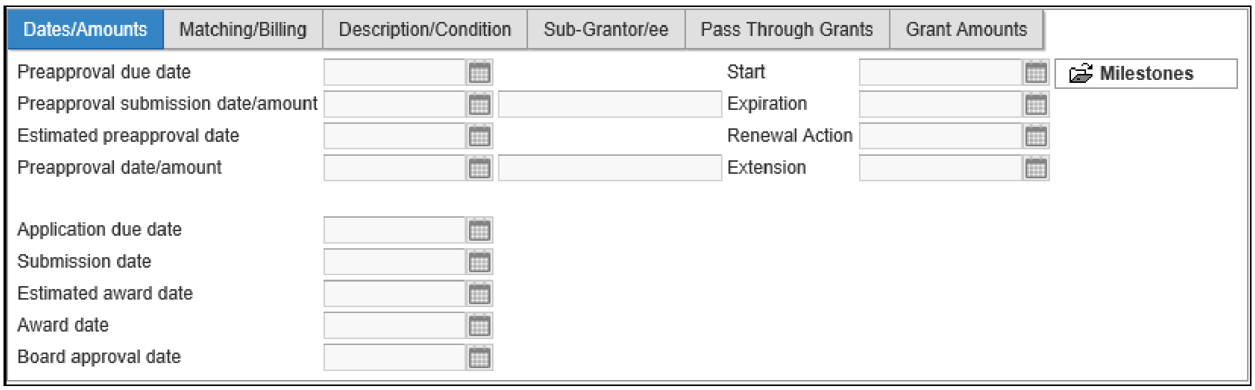
Field	Description	City of Santa Fe
Grantor Type	This list identifies the authority of the grant (for example, federal, local, state, and so on).	City of Santa Fe will use the dropdown to select the appropriate Grantor Type.
Grantor ID	This box specifies the grantor ID number. Optional field; 15-character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

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

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

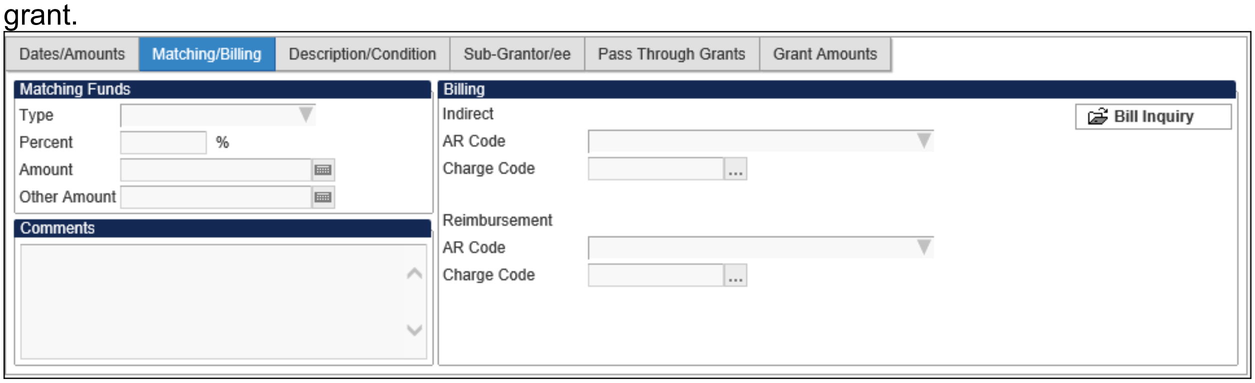
Dates/Amounts Tab

The dates on the Dates/Amounts tab are optional and do not affect processing. Use these fields to identify key dates within the grant management process. The Milestones button opens the Milestones program, where grant milestoneinformation is maintained.
City of Santa Fe will use these fields to track dates such as submitted, awarded, start, expiration and extension.



Matching/Billing Tab

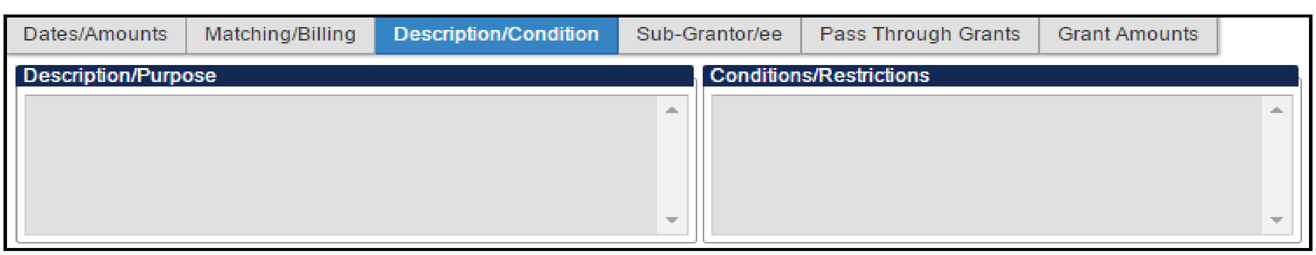
The Matching/Billing tab defines any matching fund sources, as well as the billing method, for the grant.



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.		
Type	This list provides the type of matching fund. These types are created in Project Accounting Miscellaneous Codes.	This list provides the type of matching funds. Matching for billing and accounting purposes will be managed on the project side.

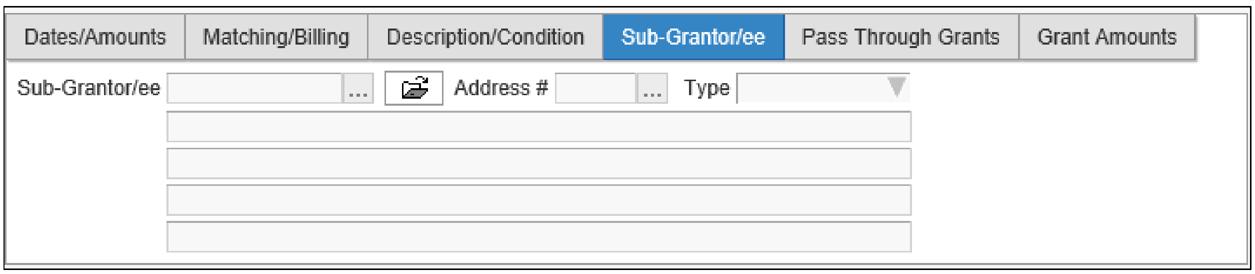
Field	Description	City of Santa Fe
Percent	This box specifies the percent of which the matching fund will cover.	This box specifies the percent of which the matching fund will cover.
Amount	This box specifies the amount of which the matching fund will cover.	If the match is based on an amount, enter the amount here.
Other Amount	This box contains any other amount that the matching fund will cover.	This box contains any other 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 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 ... to select 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



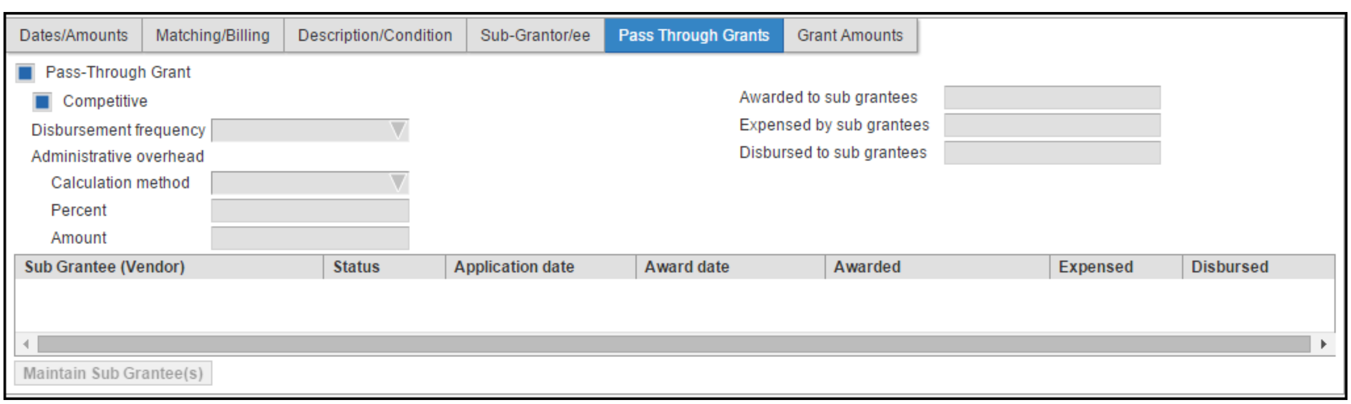
Field	Description	City of Santa Fe
Description/Condition Tab *The fields on this tab are optional*.		
Description/Purpose	This box contains a description or purpose of the grant. The description can contain up to 200 characters.	Suggested, but not required
Conditions/Restrictions	This box contains any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



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

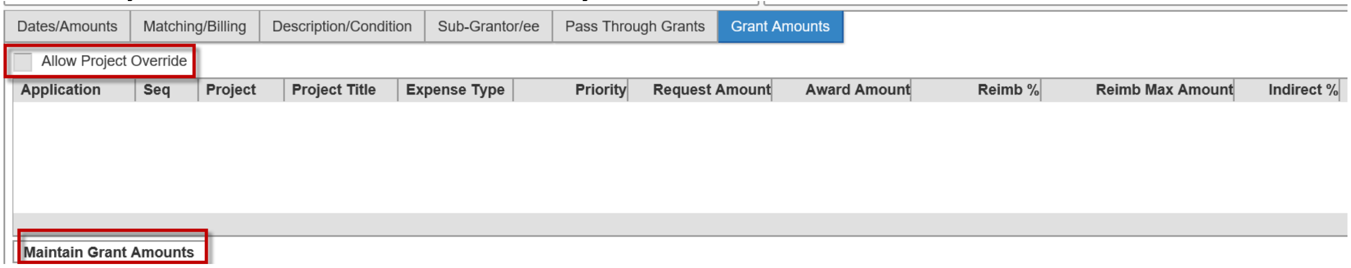
Pass Through Grants Tab



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

Grant Amounts Tab

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



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.

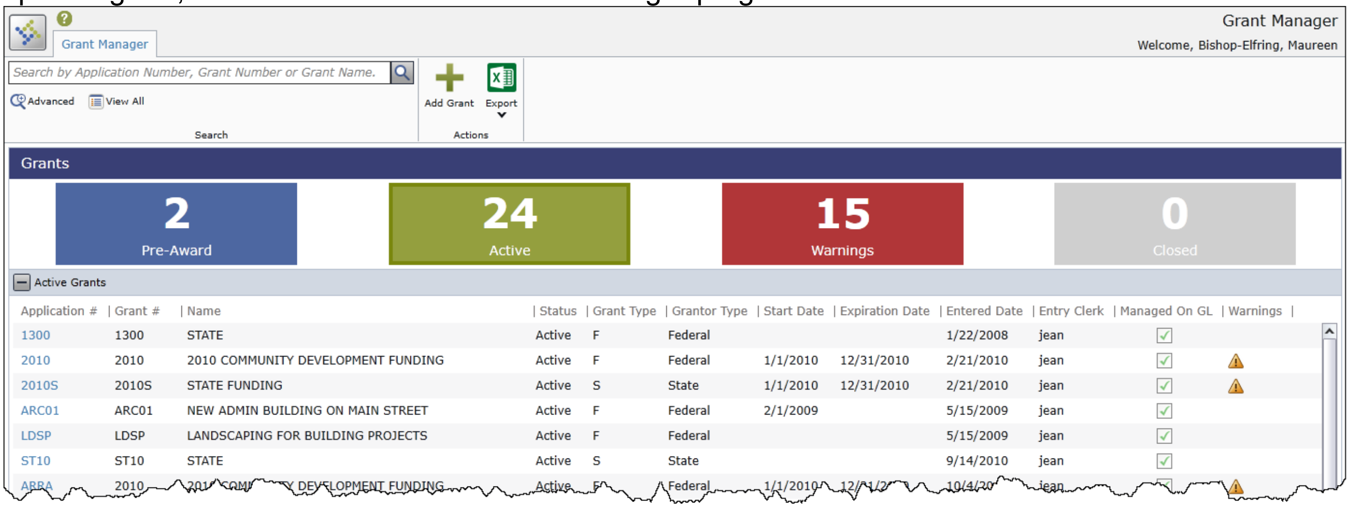
Confirm the following:

- 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.

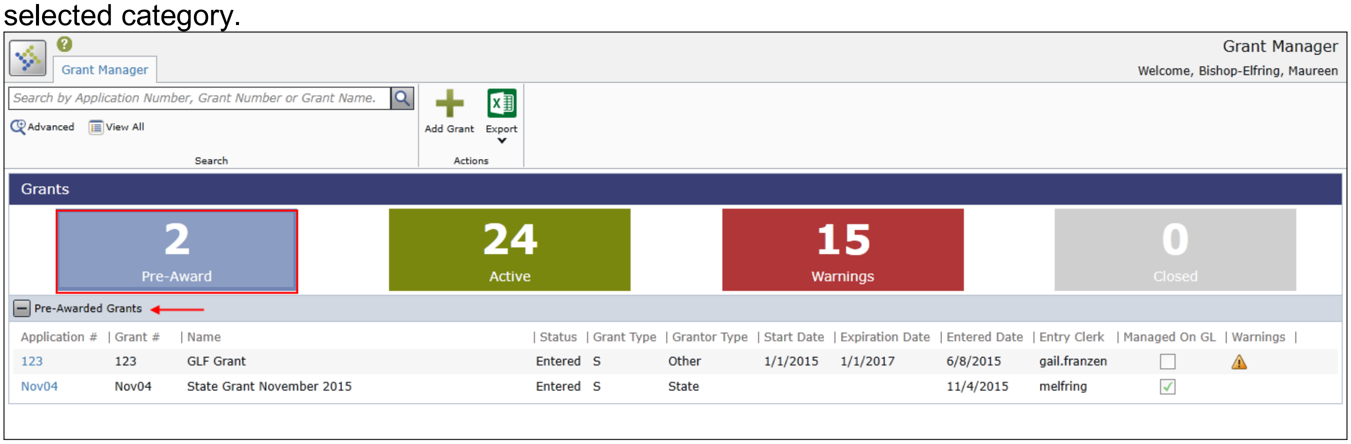
City of Santa Fe Specifics
- The City will use Grant Master to enter grants into Munis
- Grant Manager will be used as a single place to view all grants, view amounts and transactions.
- Grant Manager is located at: Financials>Project Accounting>Project Ledger>Projects/Inquiry>Grant Manager.

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.



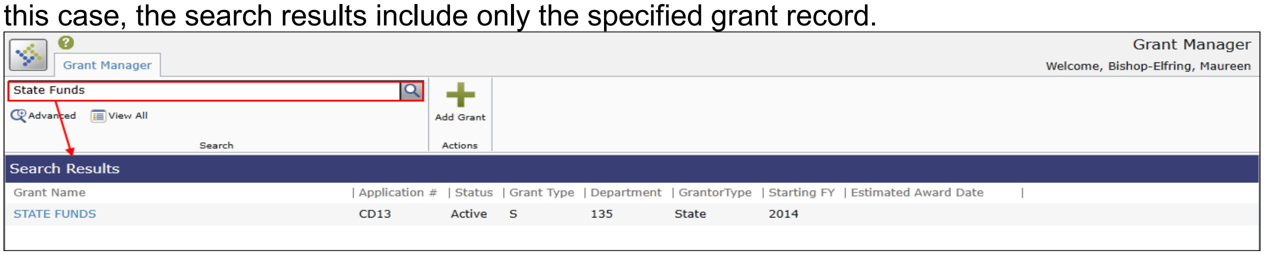
To reset the view, click the Pre-Award, Active, Warnings, or Closed tiles to display only the grants in the selected category.



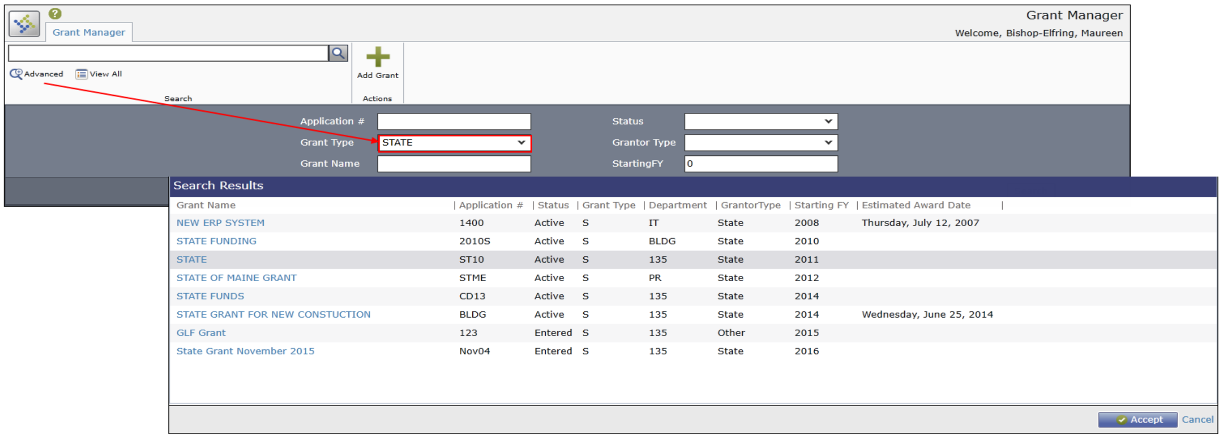
Finding a Grant Record

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.

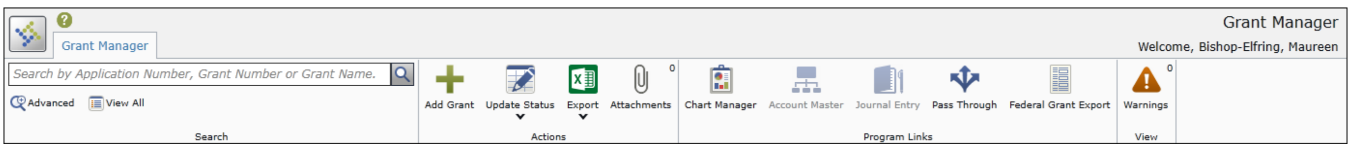


- Click Advanced Search to define the search using one or more search criteria. In this case, the search results include all grant records matching the selected criteria.



Managing Grant Records

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

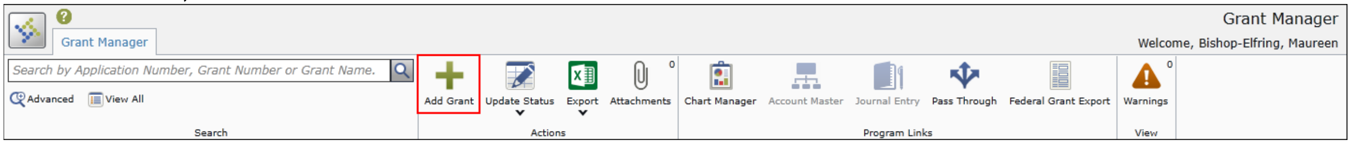


- Add Grant – Provides the Add Grant page where you can define a new grant record.
- Update Status – Updates the status for the selected grant.
- Export – Provides options for creating standard export or SEFA export files.
- Attachments – Provides the Defined Mappings screen where you can maintain attachments 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.

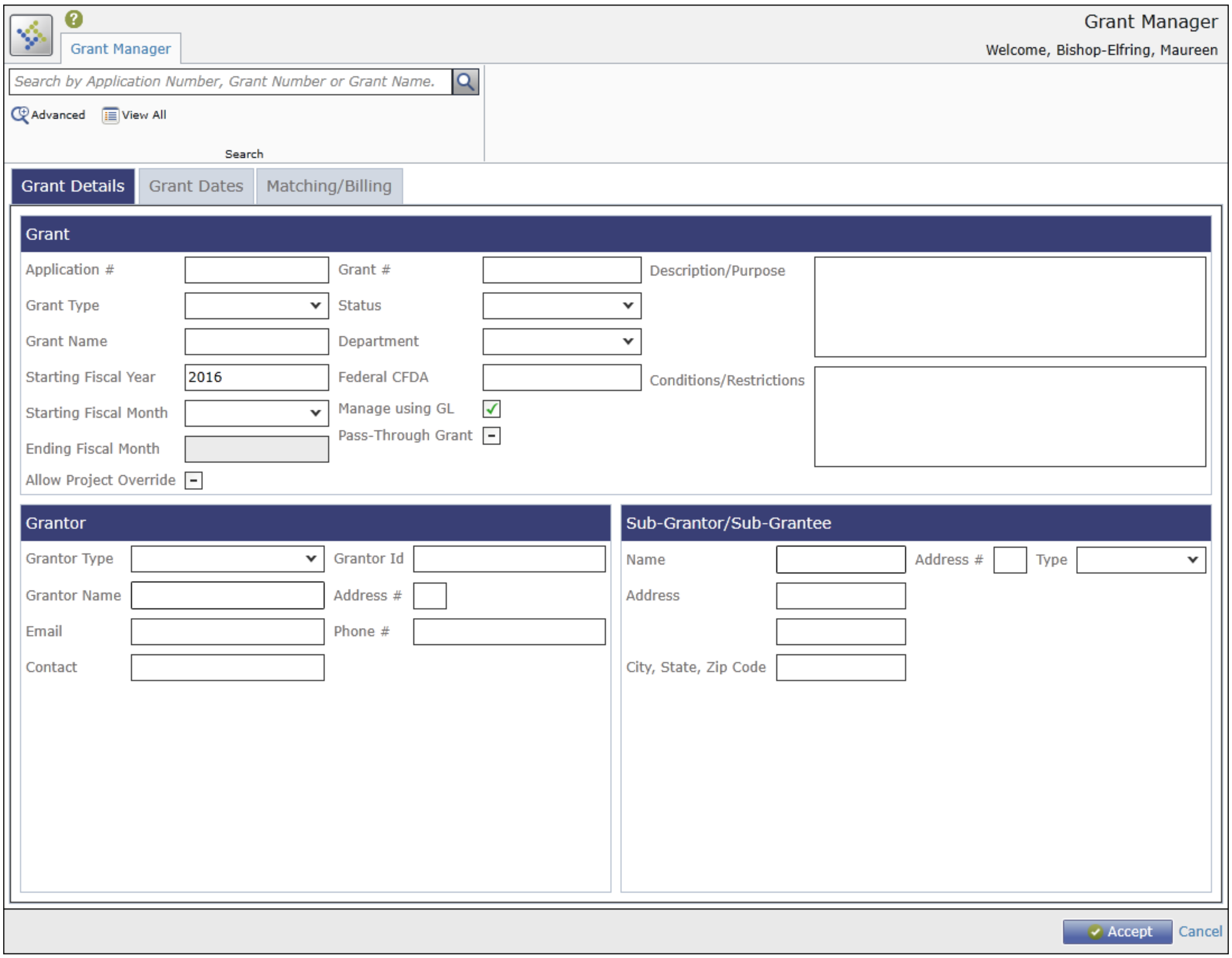
Creating a Grant Record

To create a grant record:

1. On the ribbon, click Add Grant.



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



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.

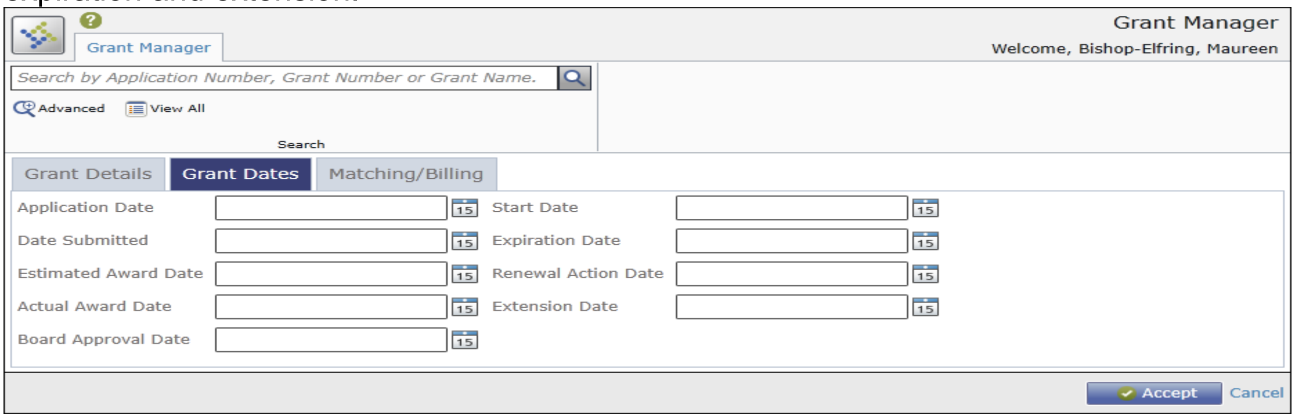
Field	Description	City of Santa Fe
Grant Details Tab		
Grant Section		

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 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.	City of Santa Fe will not be managing Grants on the General Ledger. **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.

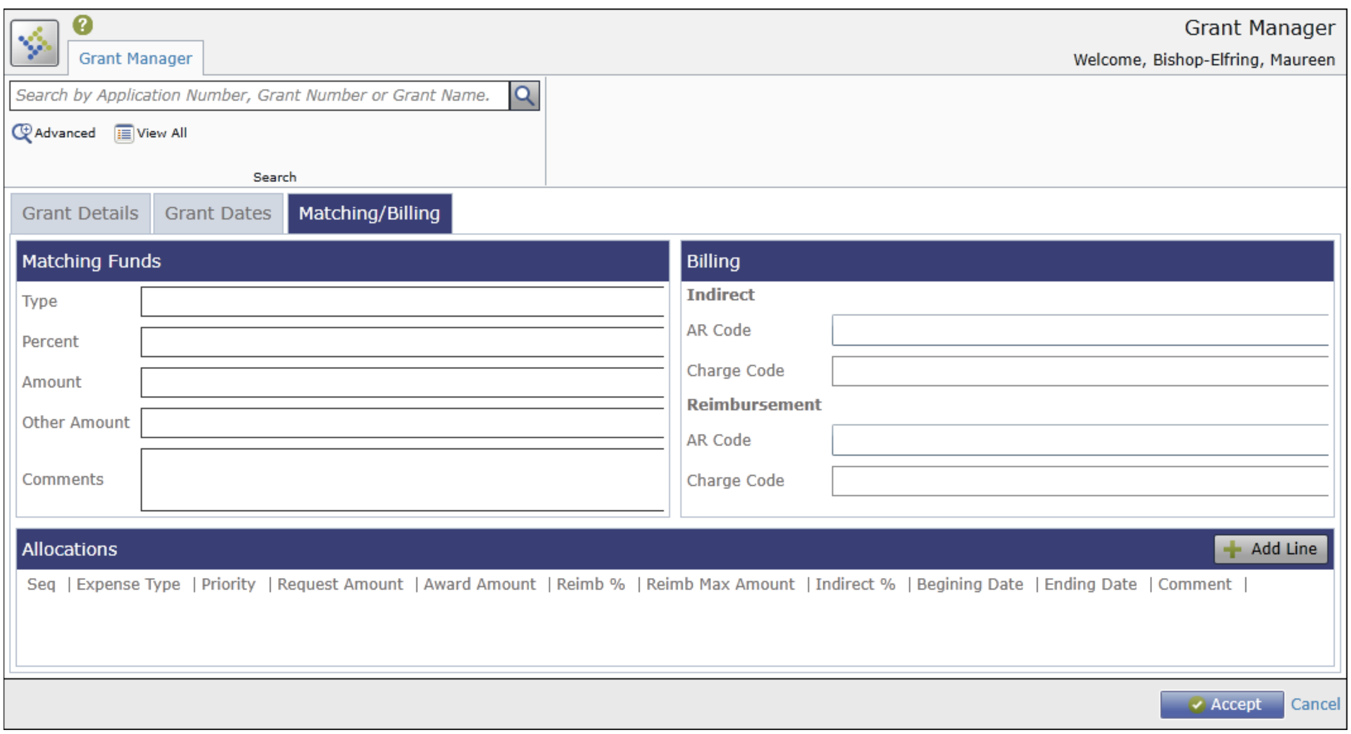
Field	Description	City of Santa Fe
Requires Balance Sheet Accounts	If selected, indicates that the grant requires associated balance sheet accounts. This option is only available on the ribbon when the Use Grant Numbers as Project Codes check box is selected on the Grants tab in Project Settings.	N/A
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-Grantee Section – City of Santa Fe will not use 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, and ZIP Code, for the primary grantor/ee.	
Address Number (#)	Provides the address number for the secondary grantor/ee. The program displays the address when you enter the address number.	
Type	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.



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

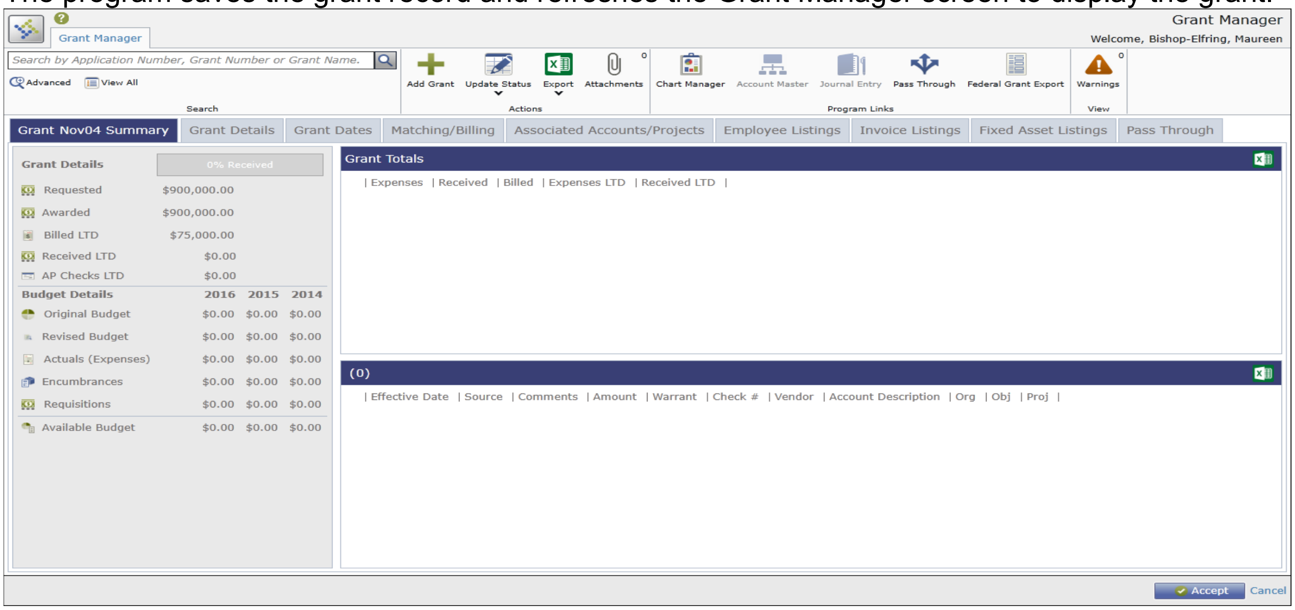
4. On the Matching/Billing tab, complete the fields in the Matching Funds and Billing panes in order to define any matching fund sources, as well as the billing method for the grant.



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

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

6. Enter one or more allocation lines for the grant.
7. 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.



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 Invoice Listings Fixed Asset 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. 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

1. 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

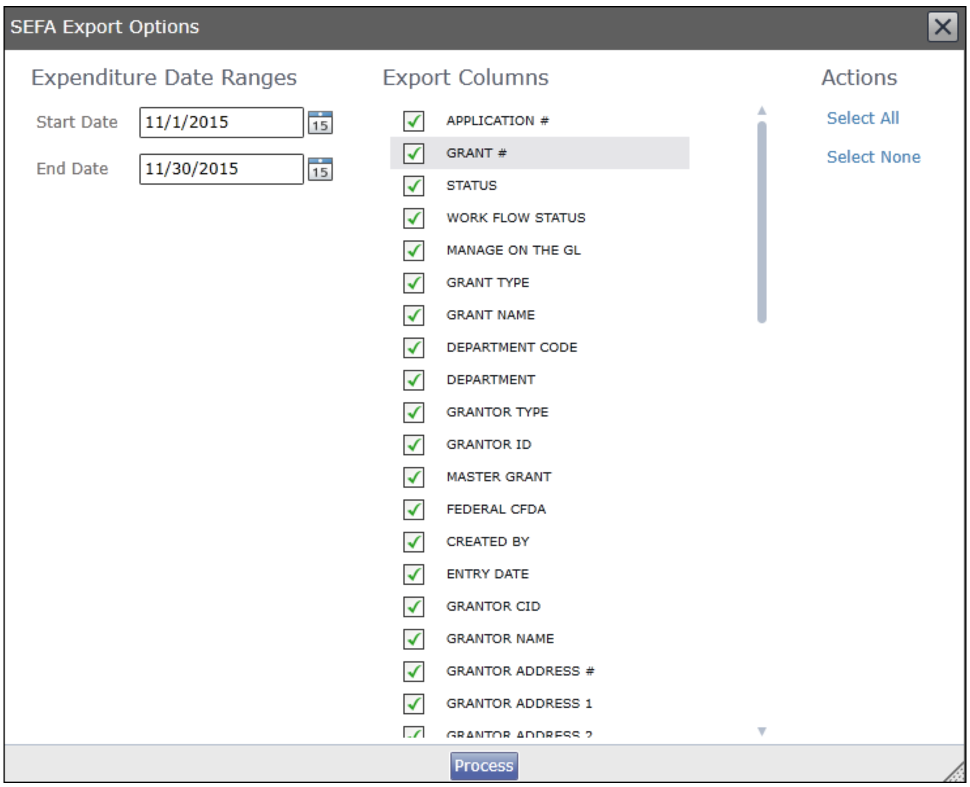
Clicking Grant Export on the main program screen produces an Excel spreadsheet that contains the active set of grant records. The spreadsheet lists the grant name, application number, status, grant and grantor types, start and entered dates, entry clerk, and whether the grant is managed on the general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



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).

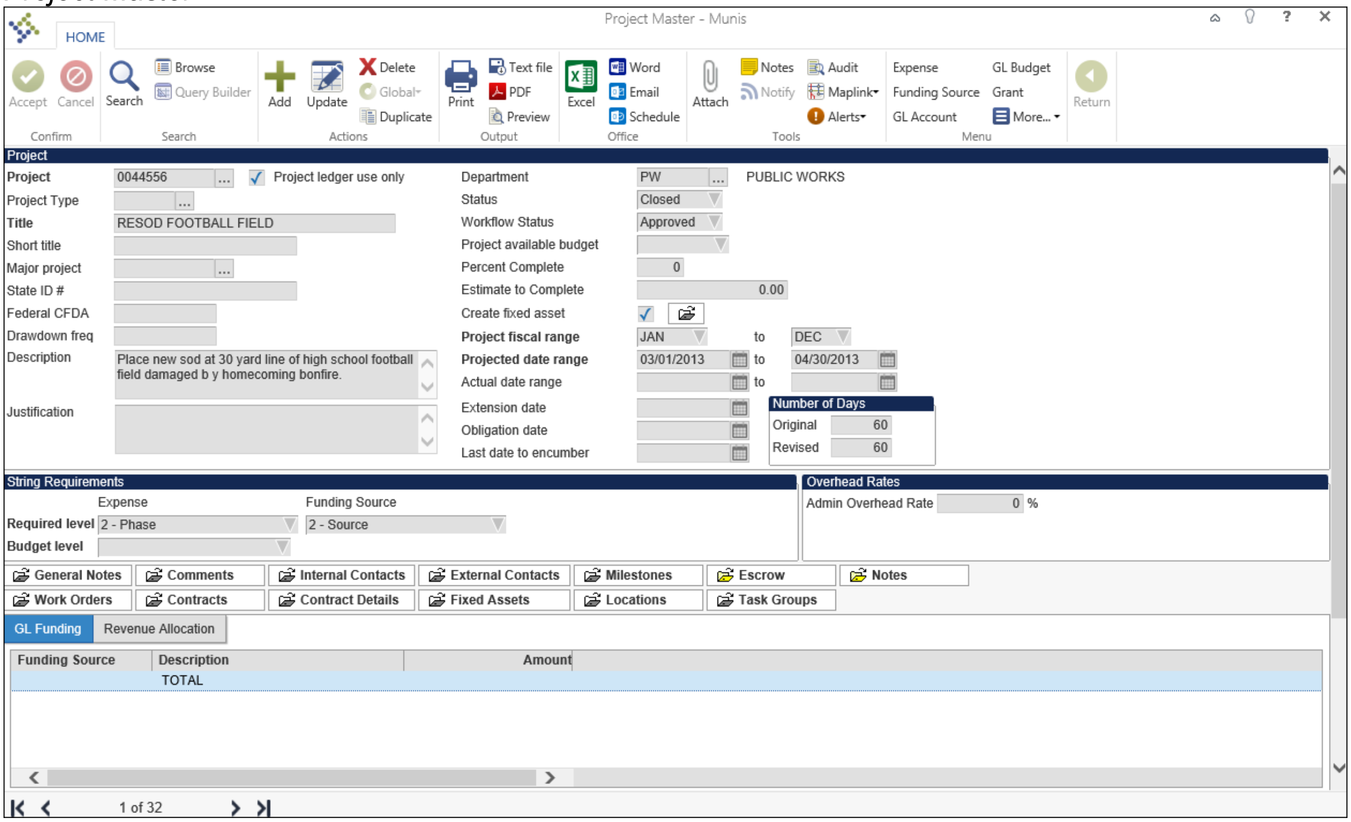
City of Santa Fe Specifics

- 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



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 1st three characters will represent the Department or Division: BDD, FAC, AIR, ENG, etc. The next 2 characters will be the Fiscal Year when the Project started. The last 3 characters will be Fund number associated with project (100- General fund, 240 – Community Development, etc.).

Field	Description	City of Santa Fe
		The last 2 characters will be Alphanumeric sequence (ex. 0A) **Example: FIR192210A.** Fire Department project start FY 19, Fund 221 (Emergency Svc.) and 1st project (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 ... to select the project type. Project Codes all start with P and Grants will start with G. Note: Project/Grant codes comingle in the dropdown list.
Title	This box provides the title of the project. Projects are typically given descriptive titles that explain their function or usage. The title can be up to 30 characters	Departments will create Project title and provide to Finance. This field holds up to 30 characters. Descriptive titles are helpful when they explain function or usage.
Short Title	This box contains a shortened version of the project title.	Enter in this field, a short version of the title to the project that will make sense to users.
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 is not part of a larger project, or is the large project itself, enter the same project code that has been entered in the Project box.	City of Santa Fe will not use this field to track Major Projects.
State ID #	This box identifies the state grant ID number of the project, if one has been assigned. If there is not a state grant ID number, leave this field blank. The state grant ID number can include up to twenty characters.	City of Santa Fe will enter a State Grant ID, if applicable.
Federal CFDA	This box contains the federal Catalog of Federal Domestic Assistance (CFDA) number for the project. If no CFDA exists for the project, leave this field blank.	City of Santa Fe will enter a CFDA number, if applicable.
Drawdown Freq	This box determines the frequency at which funds are drawn for this project.	Not required. Enter the frequency of how often the funds are drawn for the project, and then made available for use (e.g. quarterly). This is a manual process.
Description	This box provides the general description of the project.	City of Santa Fe will enter a 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. This box contains the estimated

Field	Description	City of Santa Fe
		dollar amount required to complete the project. Optional: Enter the amount estimated to complete throughout the life of the project to have this included in the Project Status Report.
Create Fixed Asset	This check box, if selected, indicates that the project will create a fixed asset upon completion. When the project is set to a status of Closed, the program generates a fixed asset record based on the project details.	City of Santa Fe will select this check box, if applicable.
Project Fiscal Range	These lists define the range of project's fiscal year. Projects may have a different fiscal year than your standard general ledger fiscal year. The ending period cannot be manually changed. The program automatically enters a value based on the selected starting period.	City of Santa Fe will use the City Fiscal Year instead of the Project Fiscal Year. The City will track projects by the projected date range.
Projected Date Range	These boxes define the estimated beginning and ending date of the project. These fields are required.	City of Santa Fe will enter the projected date range. This is required.
Actual Date Range	These boxes define the actual beginning and ending date of the project.	City of Santa Fe will click the calendar 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 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 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 icons to enter the last date to encumber, if applicable. This will be required for projects that have grant stipulations.
Number of Days		
Original Revised	The Original box provides the number of days defined when the project is created. The Revised box provides updates made to the project after creation.	Informational only.

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

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

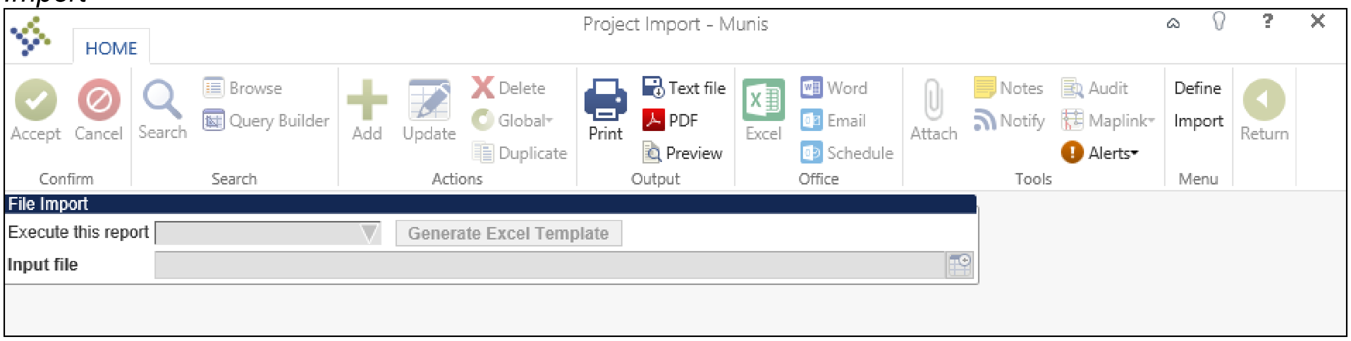
Prerequisites

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.

Procedure

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
   

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

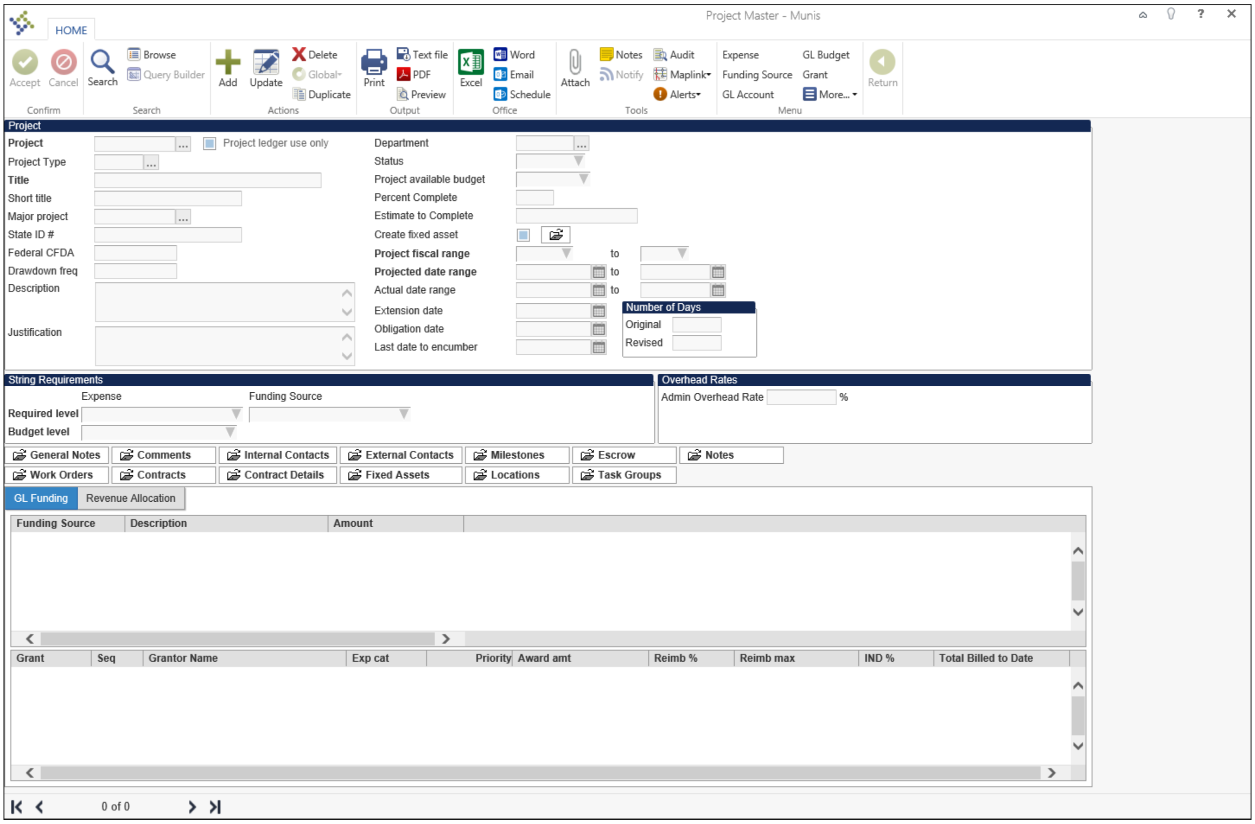
Before you can successfully use this feature, you must ensure that the necessary parameters and codes are in place. If parameters and codes are not set up, or not set up correctly, you may need to contact your Munis System Administrator or Department Manager to have them updated or added into the Munis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

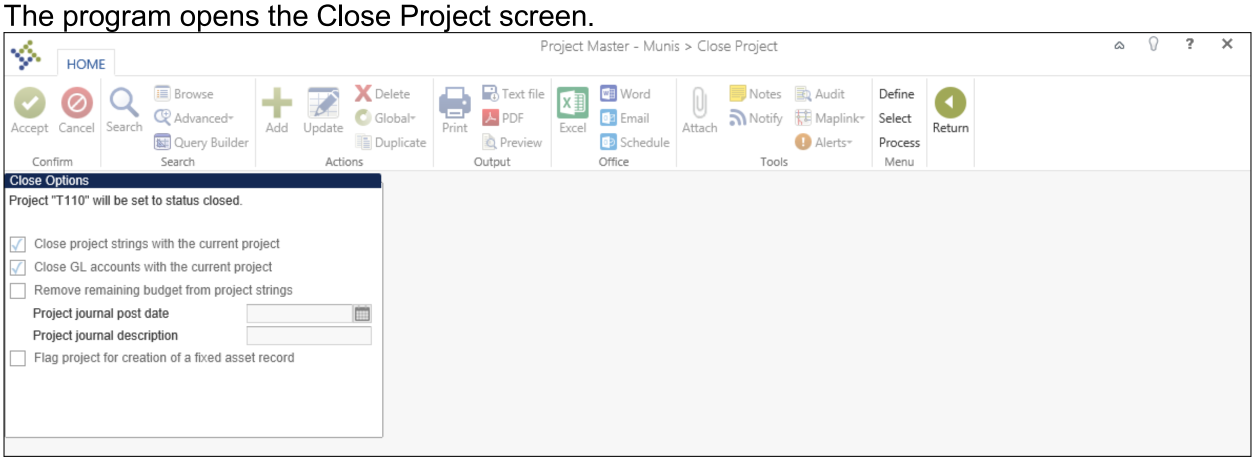
Procedure

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

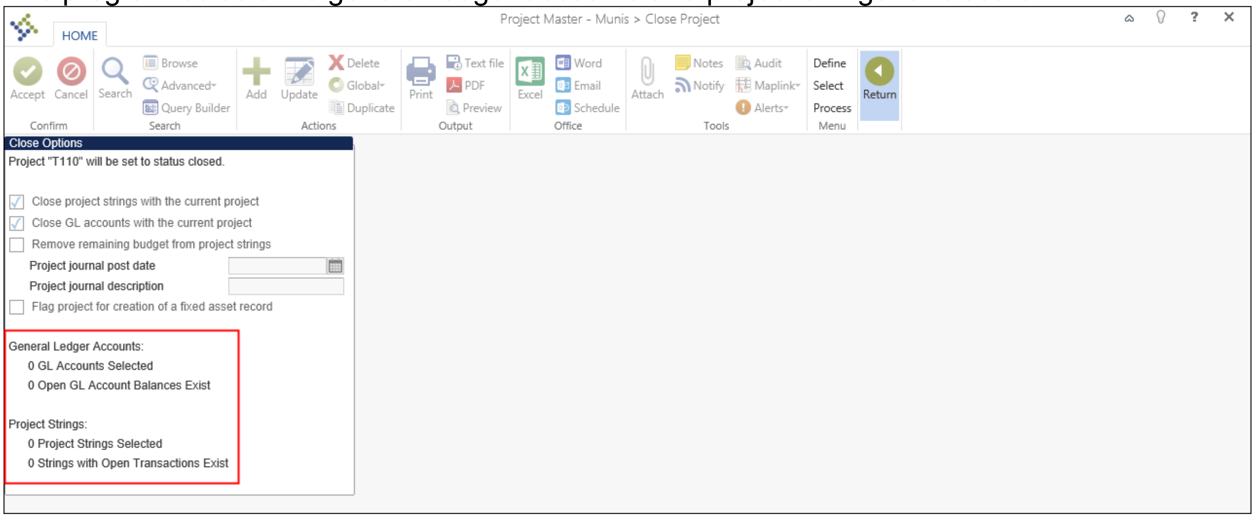


2. Click Search.
3. Enter the number of the project to be closed and click Accept.
   The program displays the project information.
4. Click Close Project on the ribbon.
   The program opens the Close Project screen.



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.

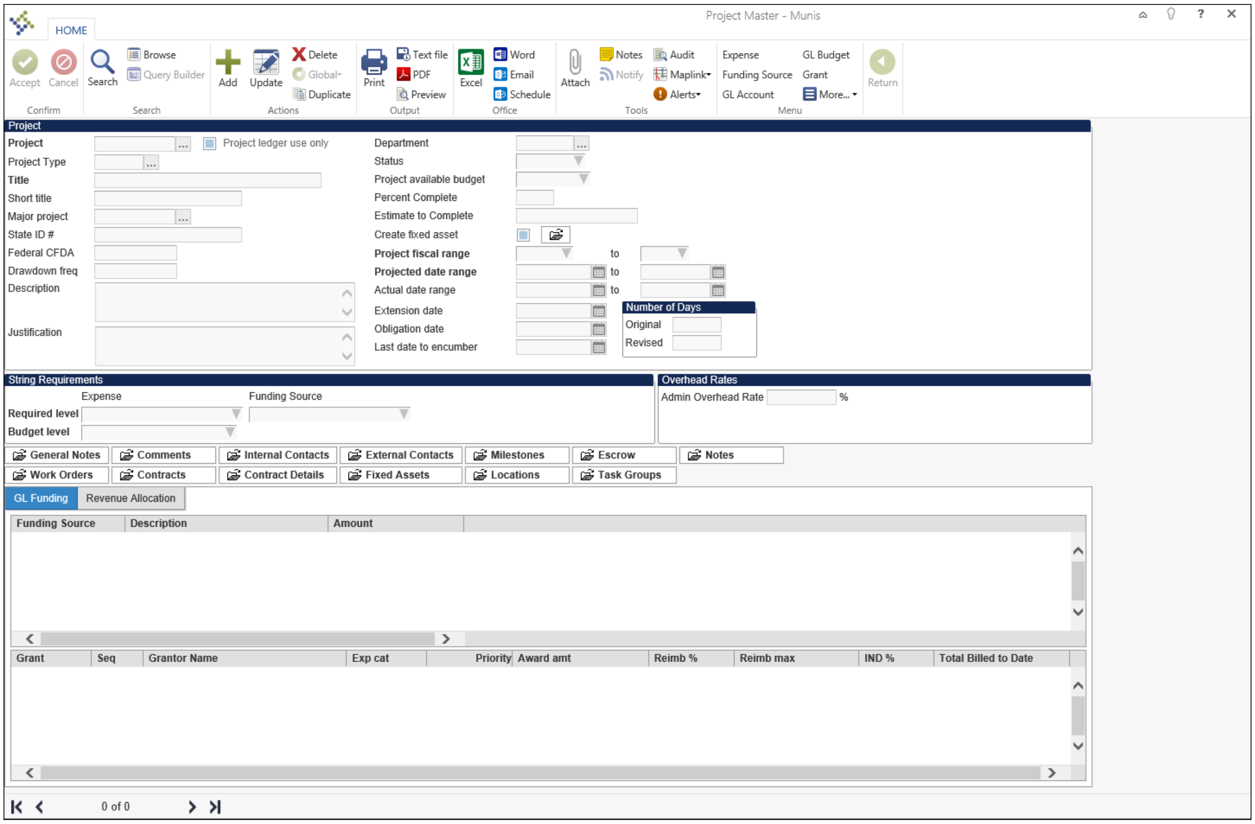
City of Santa Fe Specifics

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

Procedure

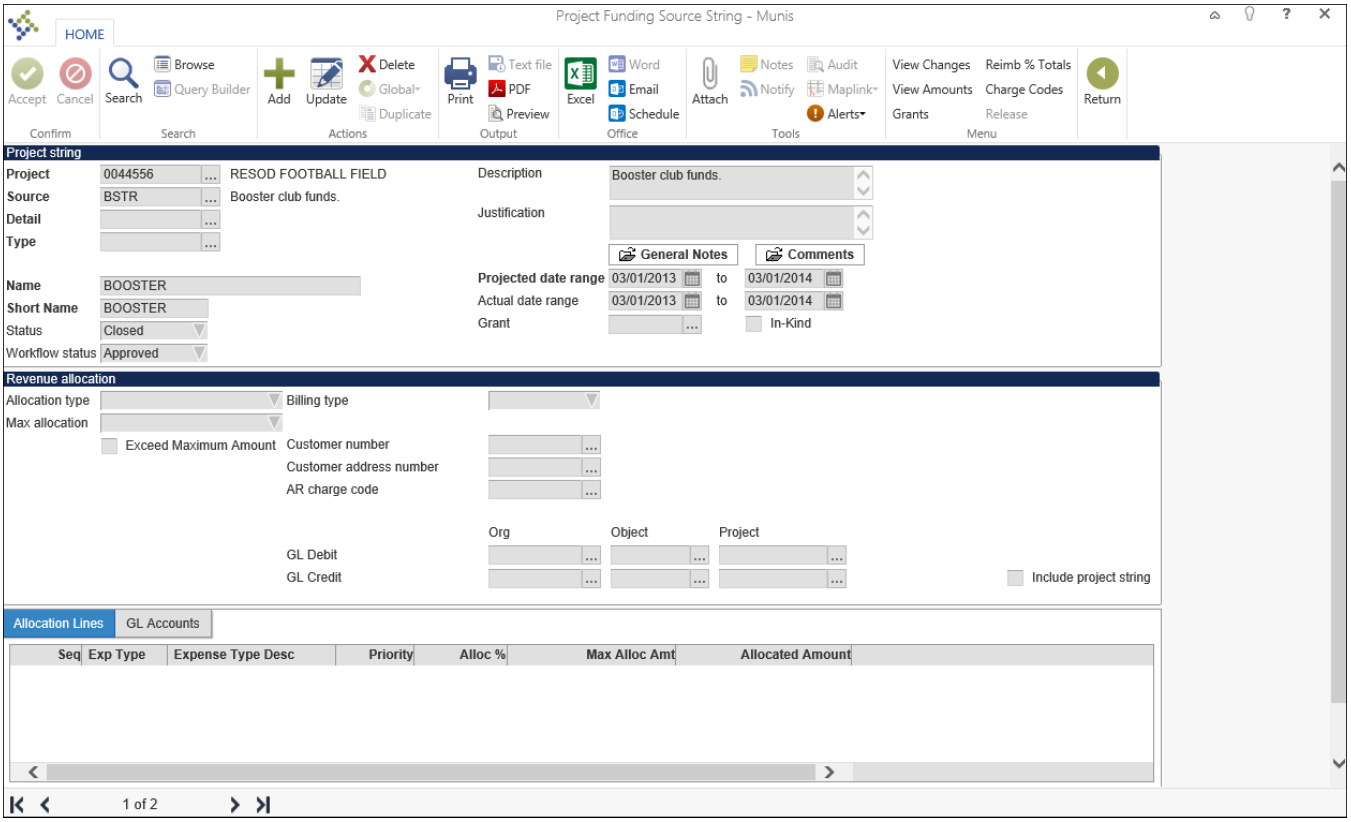
Use the following steps to enter a funding source string:

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



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.



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.
Type	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 Allocation		
Allocation Type	This 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
	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 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, *Exceed Maximum Amount”* to avoid errors when running revenue allocation.
Exceed Maximum Amount	This check box, if selected, indicates that transactions against this funding source can exceed the maximum allocation amount. This option is typically used for internal funding sources only; it is rarely used for external funding sources.	City of Santa Fe will select this box if Budget was selected for Max Allocation.

Field	Description	City of Santa Fe
Billing Type	This list determines whether funding source reimbursements will be billed, and if so, is the billing is internal or external. • Select External to open the AR Customer #, and AR Charge Code boxes for completion; in this case, the charges are submitted through a general billing invoice that is sent to the grantor. • Select Internal to open the GL Debit and GL Credit boxes for completion; in this case, the charges are submitted through a general journal entry that supports the funds transfer when the revenue allocation process is run.	City of Santa Fe will select the billing type for this funding source. This depend on project funding. Refer to the Description column for detail explanation.
Customer Number	If the funding source string is an external billing type, this box identifies the accounts receivable customer ID number for the person or entity from which reimbursement will be requested through the Revenue Allocation process. The customer number must exist in the Accounts Receivable Customers program.	City of Santa Fe will use the field help button ... to select the Customer, if applicable. This box is available if the billing type is External or Both is selected.
Customer Address Number	This box defines the customer address number for accounts receivable customer IDs.	This box will auto-populate with the customer address. City of Santa Fe will use the field help button ... 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 ... 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 String	If selected, this check box causes the funding source string to be included on the credit journal line contained within the general ledger journal generated during 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.	City of Santa Fe will check this box, if applicable. Refer to Description for more detail.
Allocation Lines Tab		
Seq	This box identifies the allocation sequence number. The program assigns this value; it is display only.	This field is 'Display Only'.
App #	This box specifies the grant application number if a grant is selected for the funding string.	Refer to Description for more detail.
Exp Type	This box identifies the expense type code that identifies the different types of expenses for which an organization may request reimbursement. Any expense string connected to the expense type will be considered for the Revenue Allocation process. Expense type codes are maintained in the Project Accounting Miscellaneous Codes program for the type code EXPT – Project Expense Type.	City of Santa Fe will use the field help button ... to select the expense type. This field will populate if linking to a Grant. **NOTE:** Expense type codes are maintained by the Finance Department; additional value may be added as needed.
Exp Type Desc	This box displays the expense type description; the program completes this value according to the expense type enter. This is a display-only field.	This field is "Display Only". It populates from the Expense Type selected.
Priority	This box identifies the priority of the funding source. The priority range is from 1 to 100, with 1 being the highest priority. During the allocation process, the highest priority groups (with the lowest number) are considered first. Within a priority group, allocation percentages of less than 100% are considered first. If a pass does not fully allocate the expenses, the 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.	The City will determine the methodology for using priority ranges. This field will populate if linking to a Grant. Refer to Description for more detail.

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 Tab		
Default GL Account		
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 Account		
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 code that the funding source will affect on the general ledger.	N/A
Object	This box identifies the budget account object code that the funding source will affect on the general ledger.	N/A
Project	This box identifies the budget account project code that the funding source 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 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.

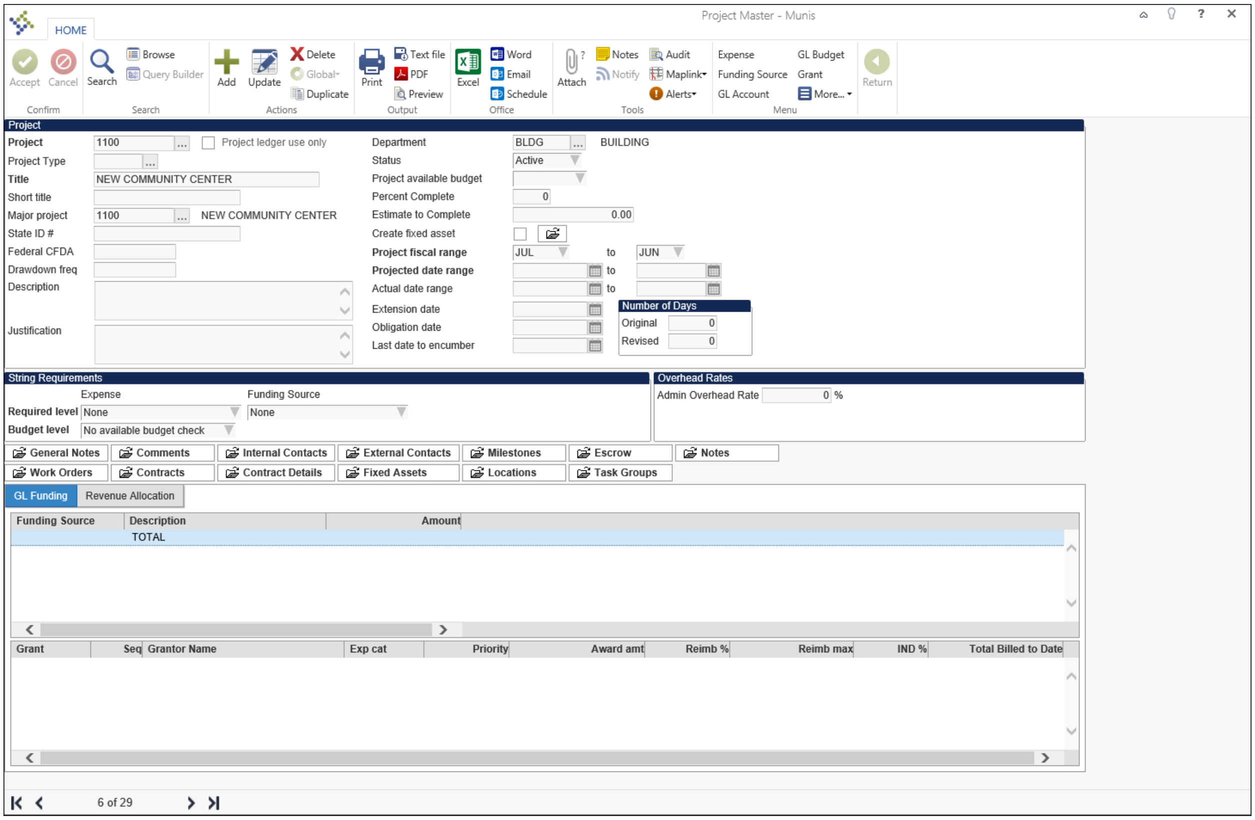
City of Santa Fe Specifics

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

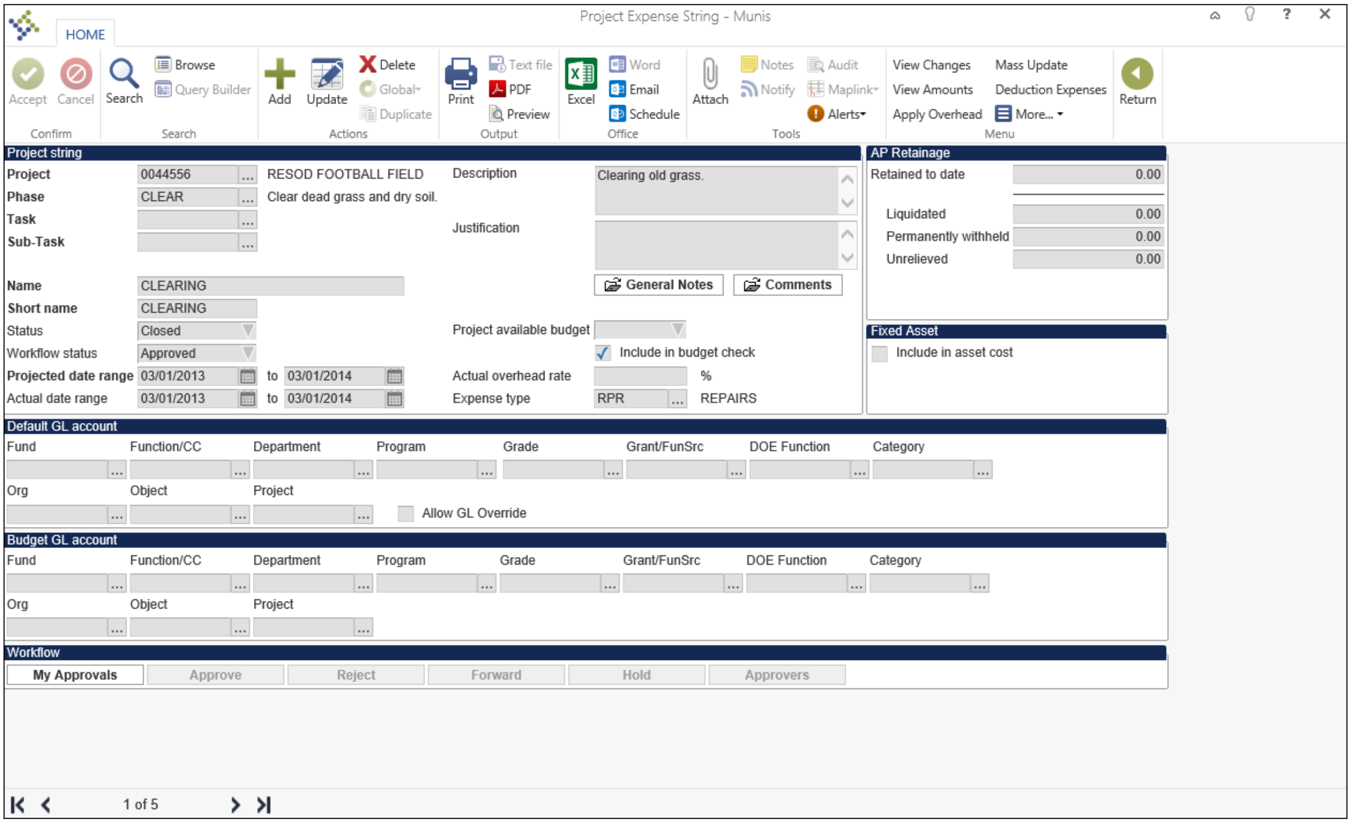
Procedure

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



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.



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

On-screen Options

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

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

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

Project Budget Package Generation

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

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

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

Confirm the following:

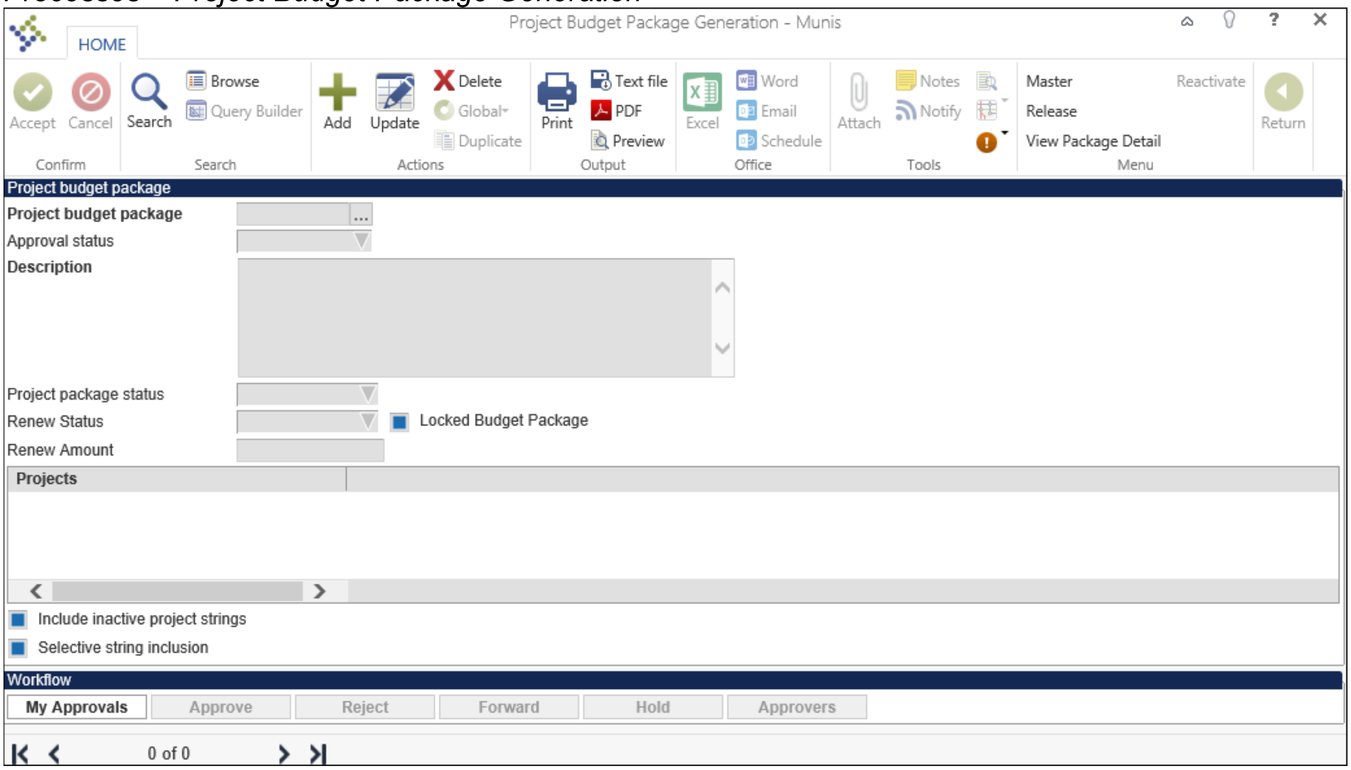
- You have budget permissions for level 5 in the Munis Budget Roles program.
- You have Project Accounting permissions.
- Projects for general ledger account generation exist.
- Project expense and funding source strings have been established.

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

Procedure

To generate a project budget package:

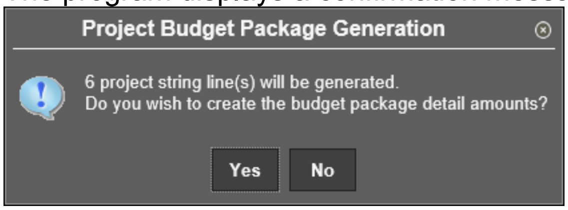
1. Open the Project Budget Package Generation program.
   Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Generation



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

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

4. Click Accept.
   The program displays a confirmation message.
   

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

Results

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

What's Next?

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

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

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

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

Project Budget Package Entry

Objective

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

Overview

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

Prerequisites

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

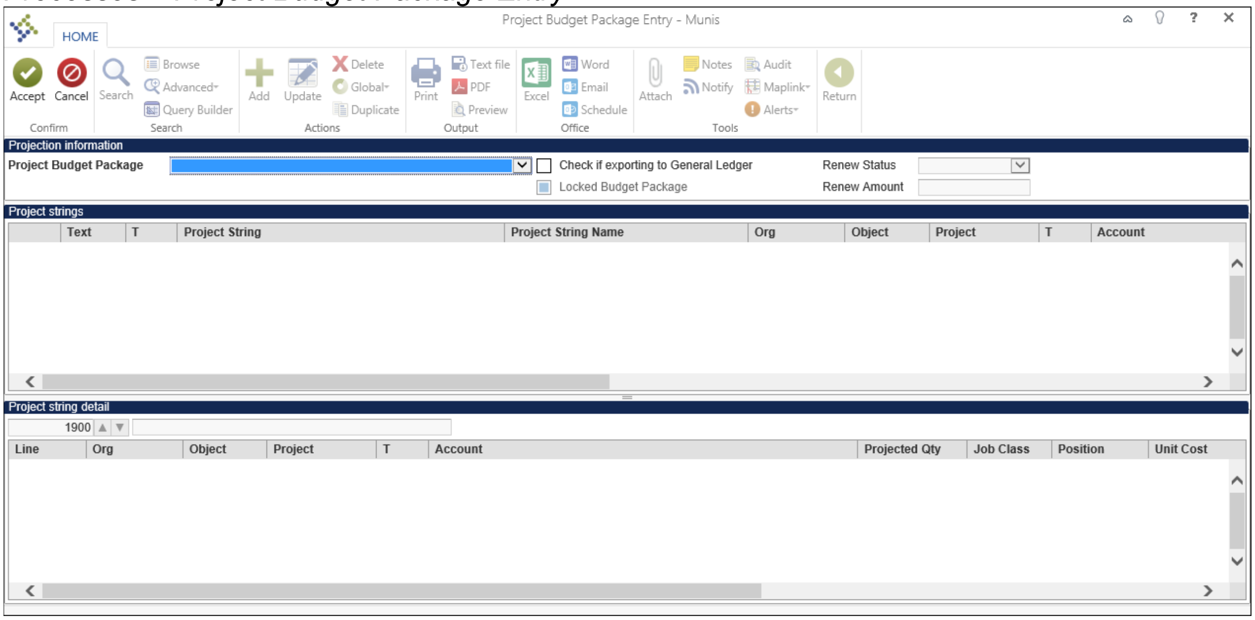
Confirm the following:

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

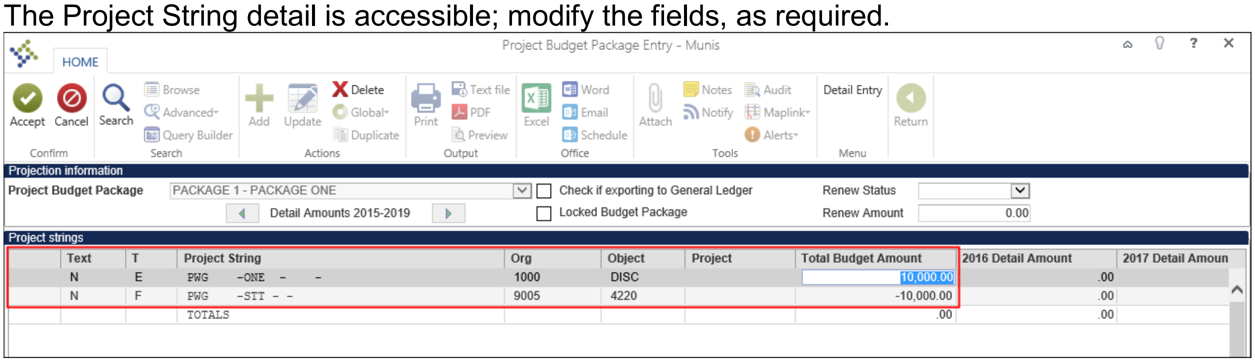
Procedure

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

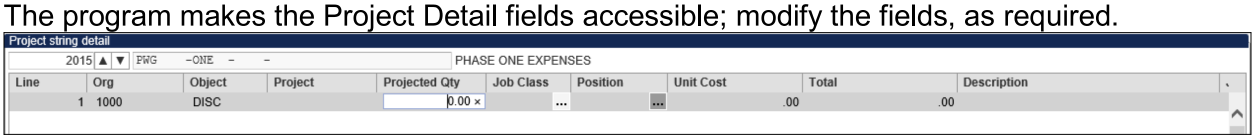
1. Open the Project Budget Package Entry program.
   Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Entry



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.



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



Project Detail

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

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

Options

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

Results

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

Status Change

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

GL Impact

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

What's Next?

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

Project Budget Package Export

Objective

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

Overview

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

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

Prerequisites

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

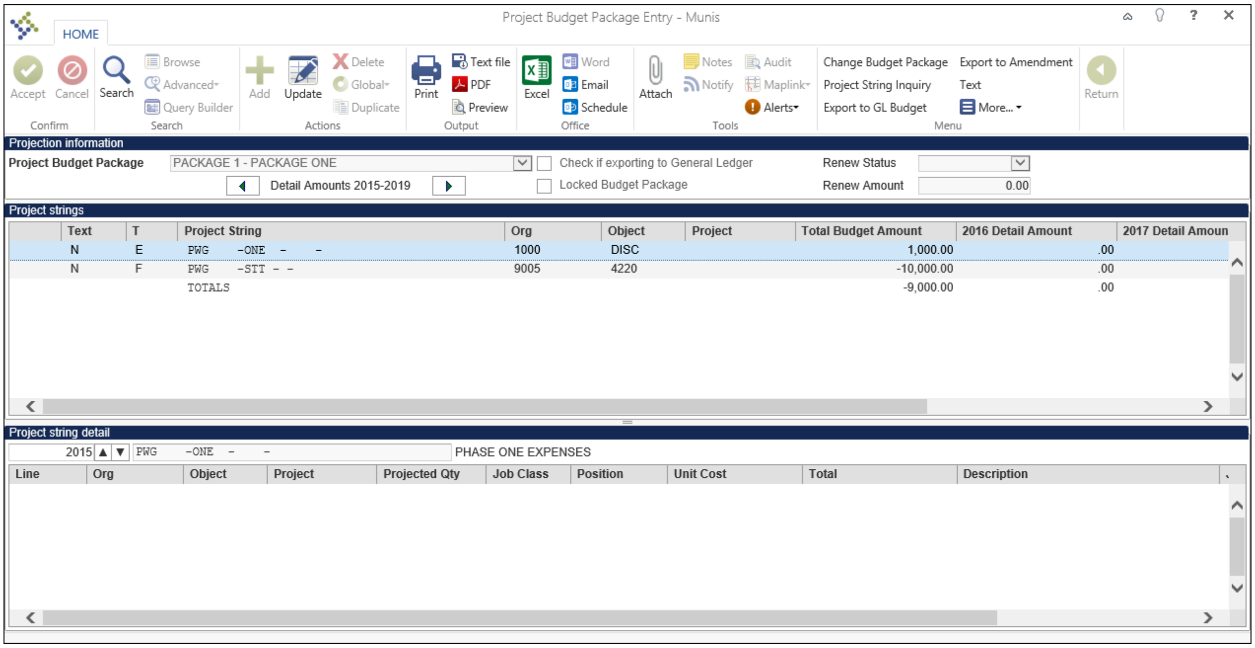
Confirm the following:

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

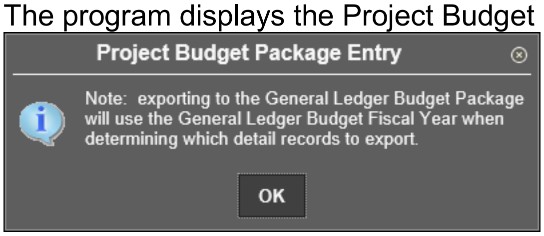
Procedure

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

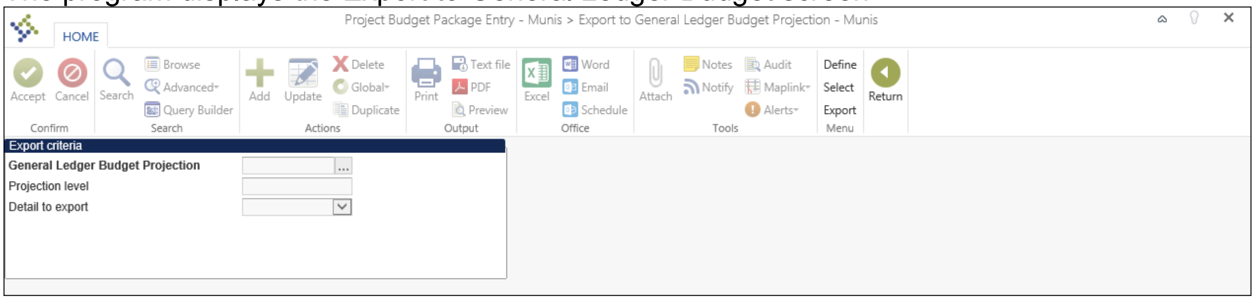
1. Open the Project Budget Package Entry program.
   Financials > General Ledger Menu > Project Accounting > Project Ledger > Project Budget Processes > Project Budget Package Entry



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.



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.

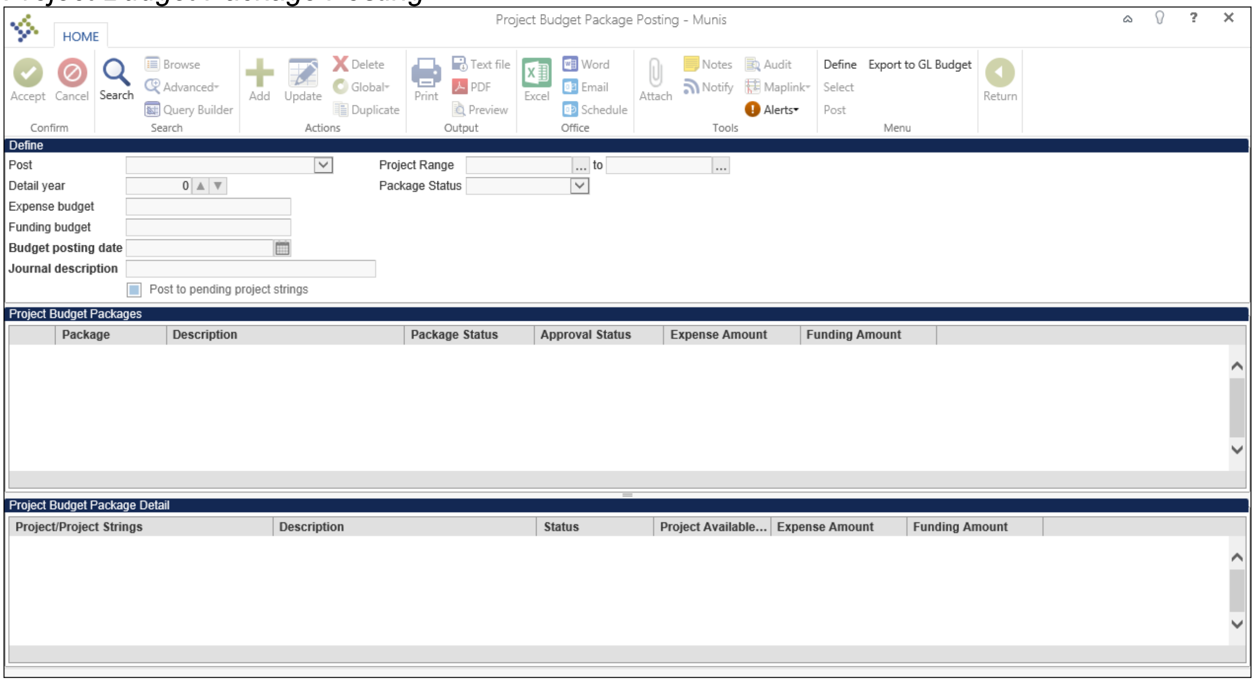
Confirm the following:

- 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.

Procedure

Use the following steps to post a project budget package:

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



2. Click Define.
   The program opens the Define section for entry.

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

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

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

4. Click Accept.
   The program closes the fields and saves your entries.
5. Click Select on the ribbon.
   The program opens the Project Budget Packages table for entry.

6. Select the check box for each package to post.
7. Click Accept.
   The program closes the table and saves your entries.
8. Click Post.
   The program processes the selected packages and proofs the project strings within the packages. The program displays a warning message if an account string is inactive, has a budget amount of 0, or if the string has been posted in a previous year. The program displays an error message if the budget package has already been run for the current year.
   The program displays the Output screen.
9. Define the output details and click OK.
   The program displays a post confirmation message.
10. Click Yes to complete the process.
   The program posts the project budget and creates a project budget journal entry of type PAB.

Results

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

What's Next?

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

Project Overhead Allocation Processing

Objective

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

Overview

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

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

Prerequisites

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

Confirm the following:

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

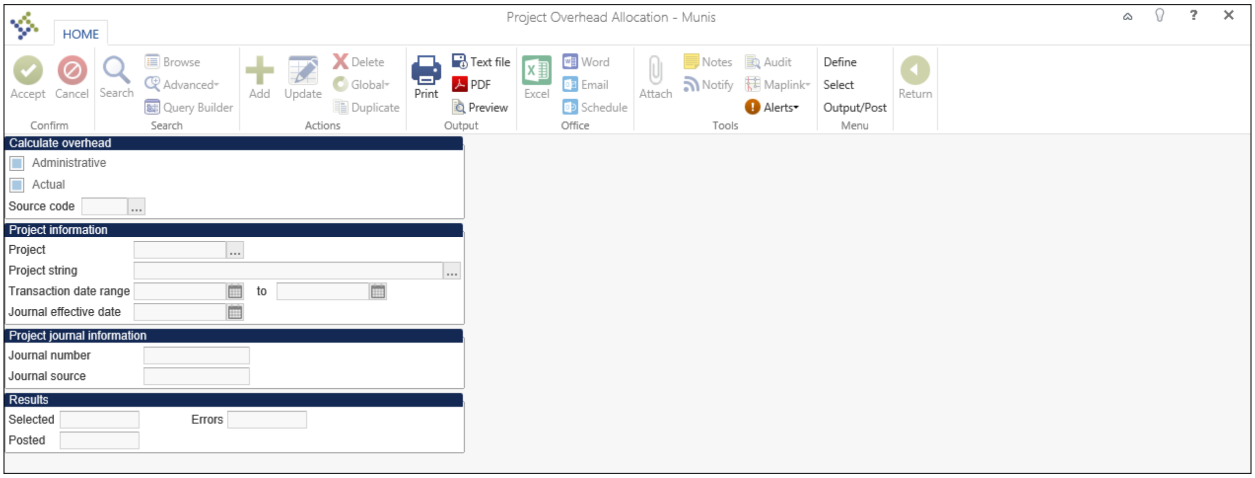
City of Santa Fe Specifics

- City of Santa Fe will not use Overhead Allocation

Procedure

To calculate overhead allocation:

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



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 Information		
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.

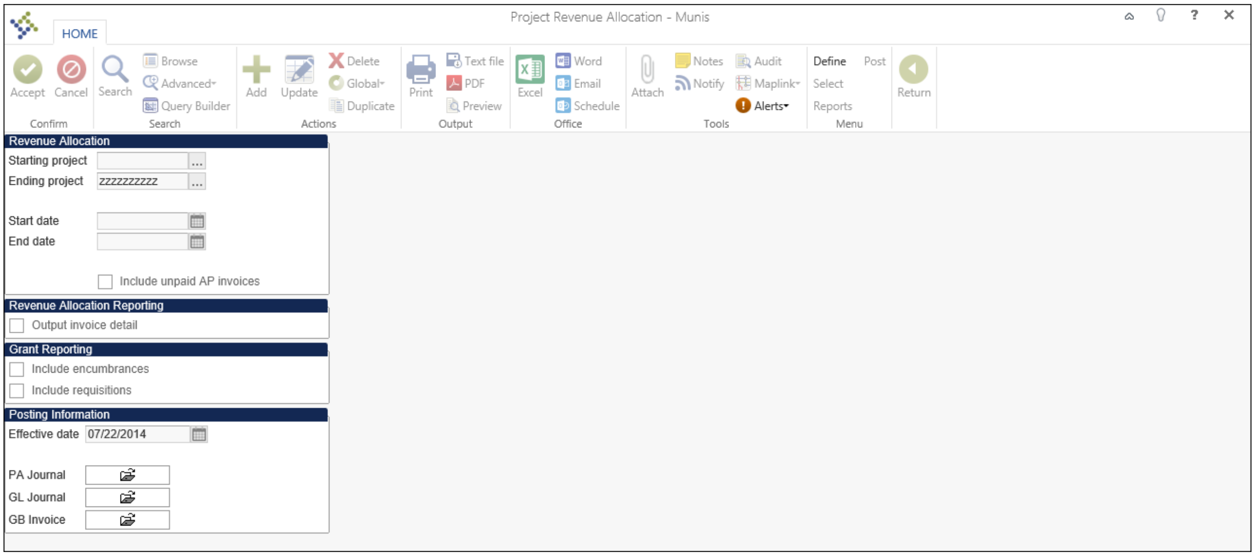
Confirm the following:

- 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:

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



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 Information		
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 ... 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 Allocation 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		
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		
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. • 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.	City of Santa Fe can decide if they want to group general billing invoices. Refer to Description.

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.

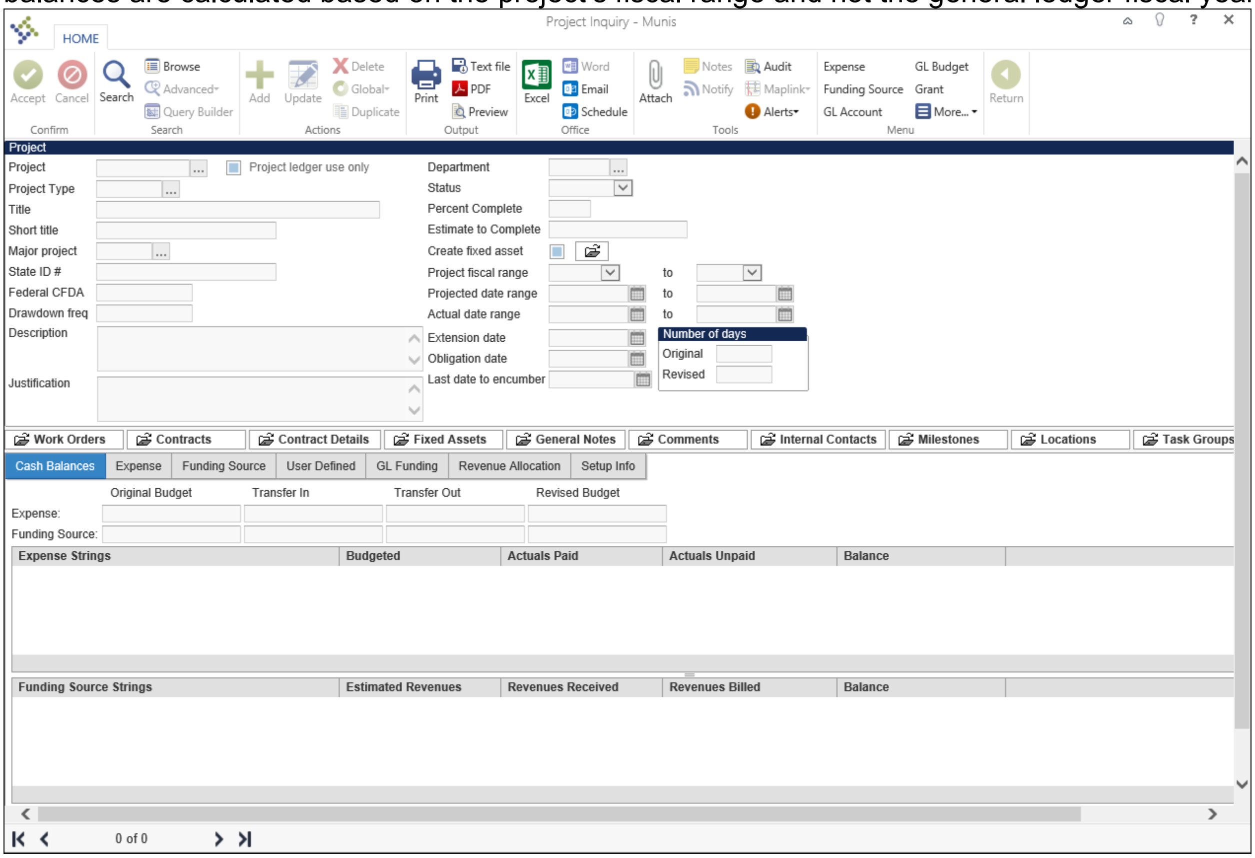
Confirm the following:

- 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.



To view a project:

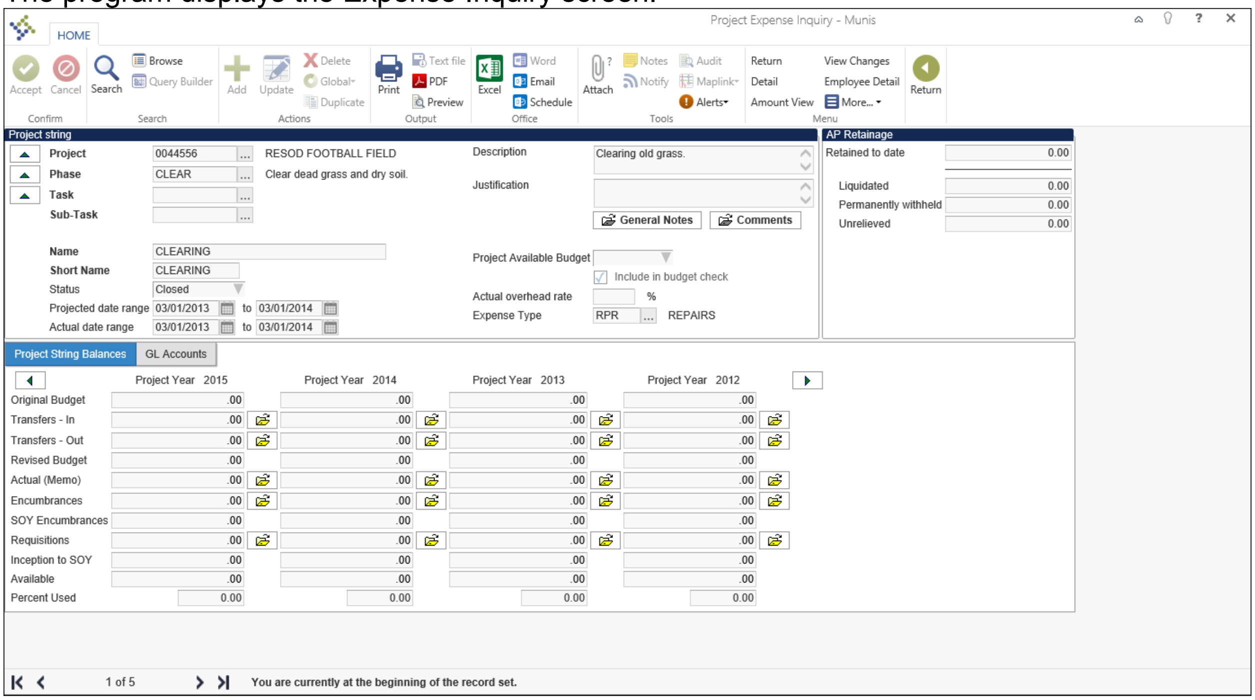
1. Click Find.
2. Complete one or more of the fields to find a project record.
3. Click Accept.

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.

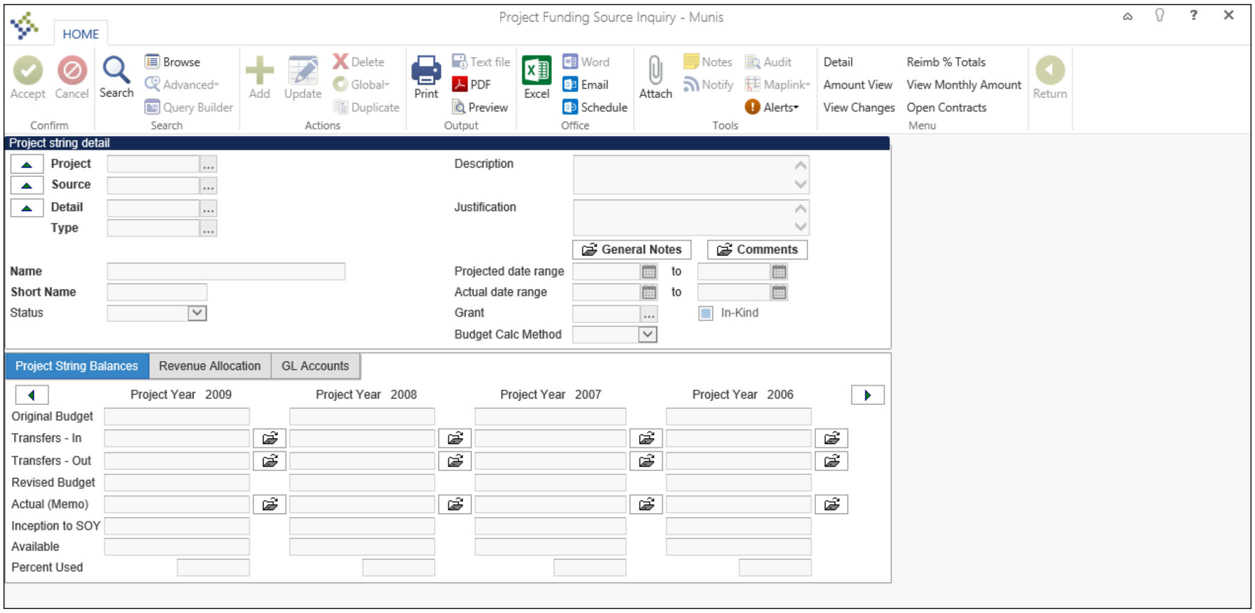


   Expense Inquiry allows you to roll up balances to any project segment level. To the left of Project Segment boxes 1 – 3 (as labeled by your organization), the up-arrow button rolls up all balances to the indicated level. For example, to view all balances by project phase, clicking the up arrow for the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

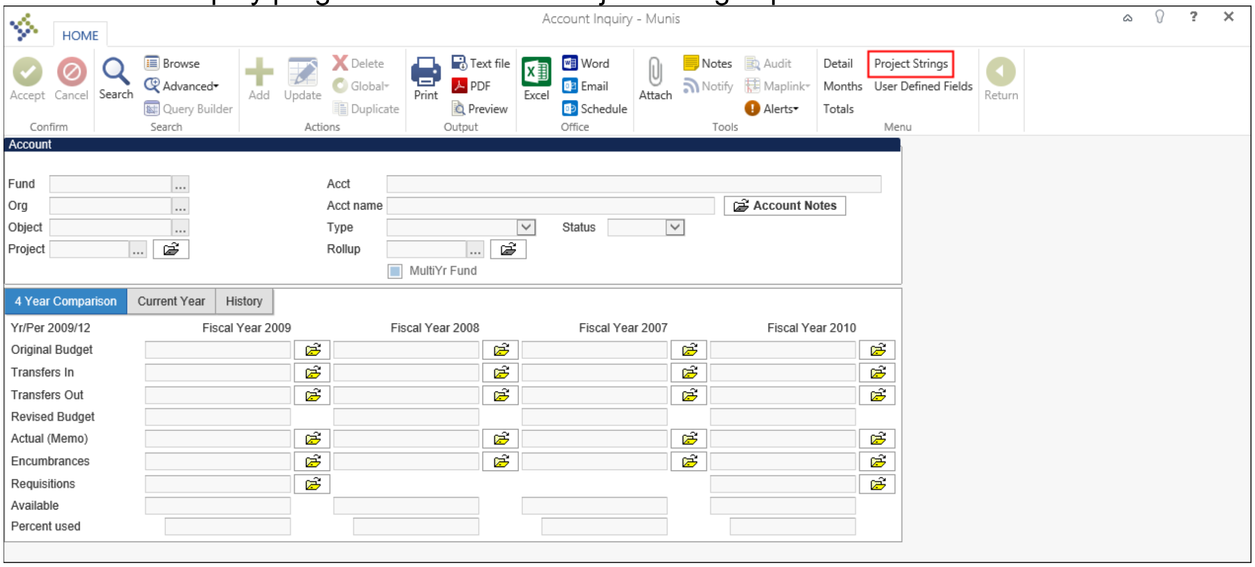


Funding Source Inquiry allows you to roll up balances to any project segment level. To the left of Project Segment boxes 1 – 3 (as labeled by your organization), the up-arrow button rolls all balances to the indicated level. For example, to view all balances by source, clicking the up arrow for the Source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



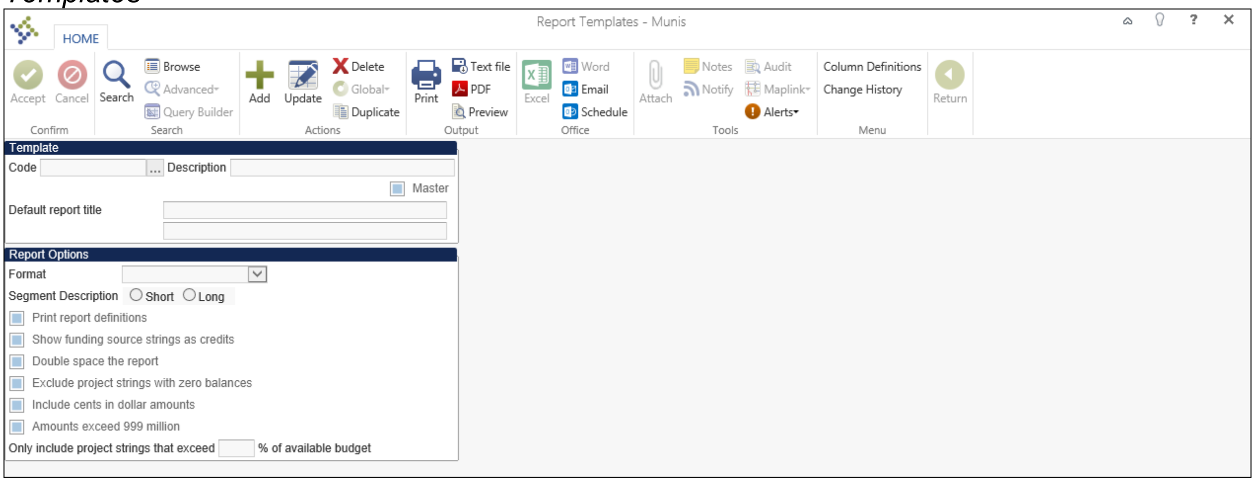
If the account you select in Account Inquiry has project ledger expense or funding source strings associated with it, the Project Strings option allows you to view detail for the project strings. When you click Project Strings, the program allows you to select a date range, transaction type, source,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

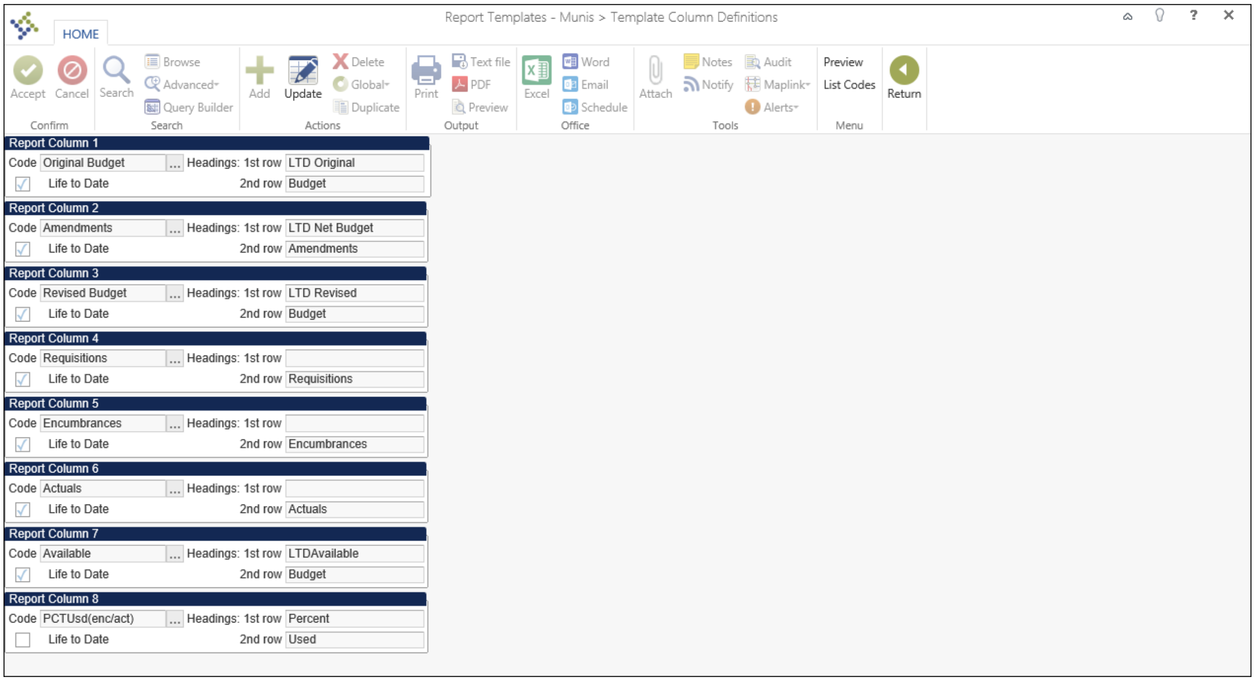


2. Click Add.
3. Complete the fields, as required, to define the template. Refer to the following table for details.

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.

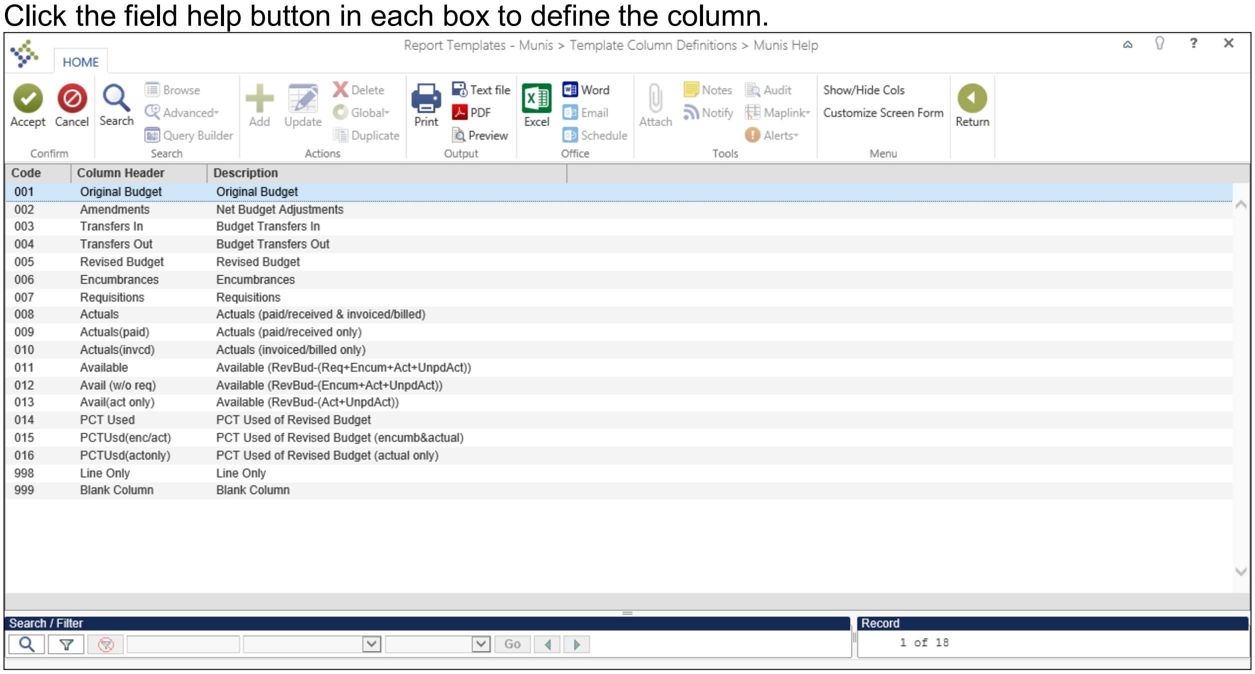
Field	Description	City of Santa Fe
	contain. You can select up to eight columns of data.	Maximum columns are eight.
Segment Description	This option allows you to select whether the reports using this template should display the short or long description of the segments. Segment descriptions are defined in the Project Segment Codes program.	City of Santa Fe will select the short or long description. 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.



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.

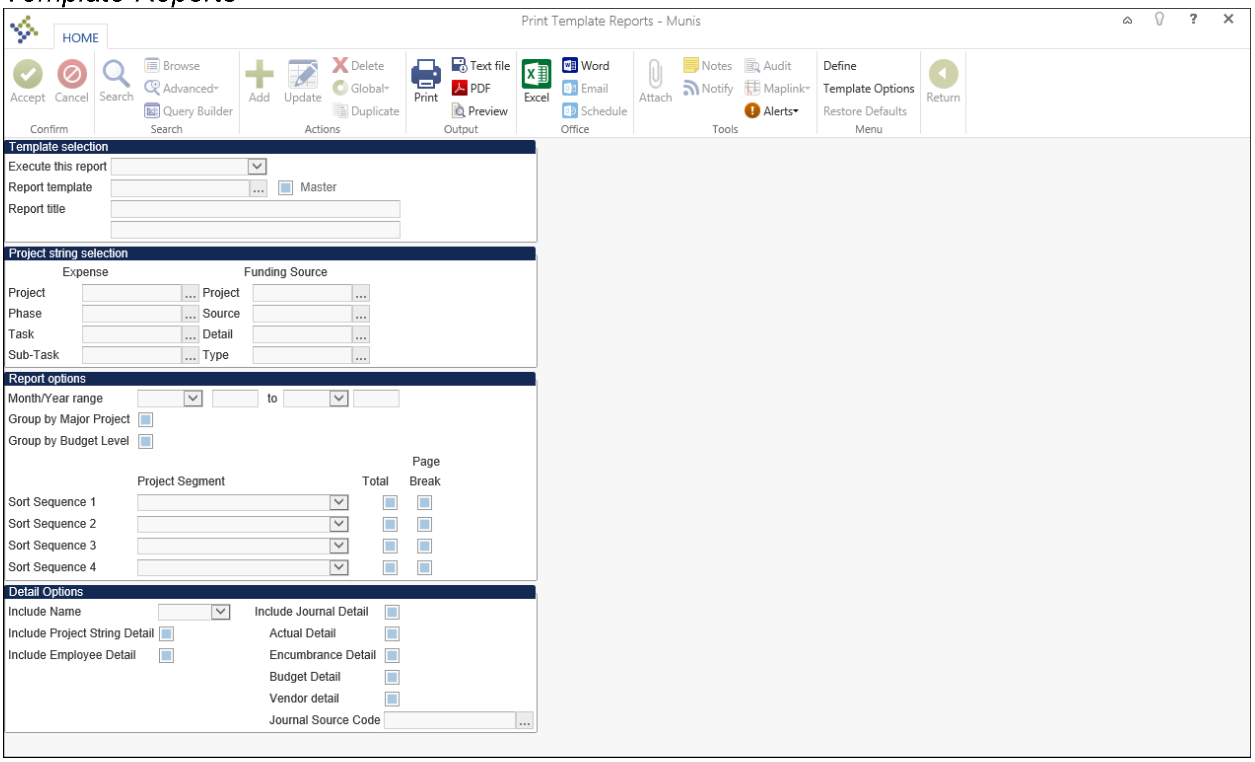


6. Double-click the column header to be included on the report template.
7. Repeat steps 3 and 4 until all of the columns have been defined.
8. Click Preview to review the report template.
9. Click Return on the ribbon once the template is complete.

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



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

Field	Description	City of Santa Fe
Template Selection		
Execute This Report	This list allows you to use Munis Scheduler to process the report: • Now—Processes the report immediately; click Preview, PDF, Print, or Text File to view, print, or 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.	City of Santa Fe will use the dropdown and select Now. Refer to description for other options.

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

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

munis
a tyler erp solution

06/24/2011 14:45
melfring

MUNIS
PROJECT BUDGET REPORT

PG 1
pareport

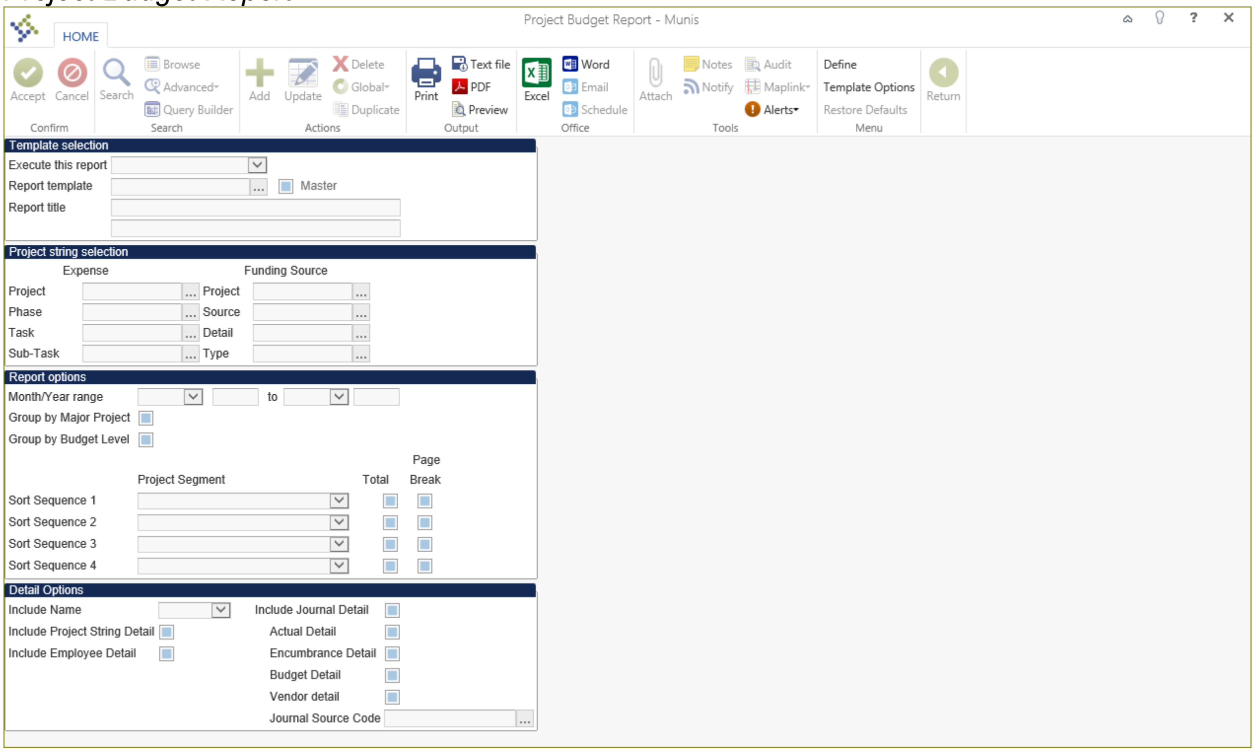
FOR 01/01/2000 - 07/31/2011

	Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used
E 100 -EP2-ET3-ES4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
F 100 -FS2-FD3-FT4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Project Budget Report

To create a project budget report:

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



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

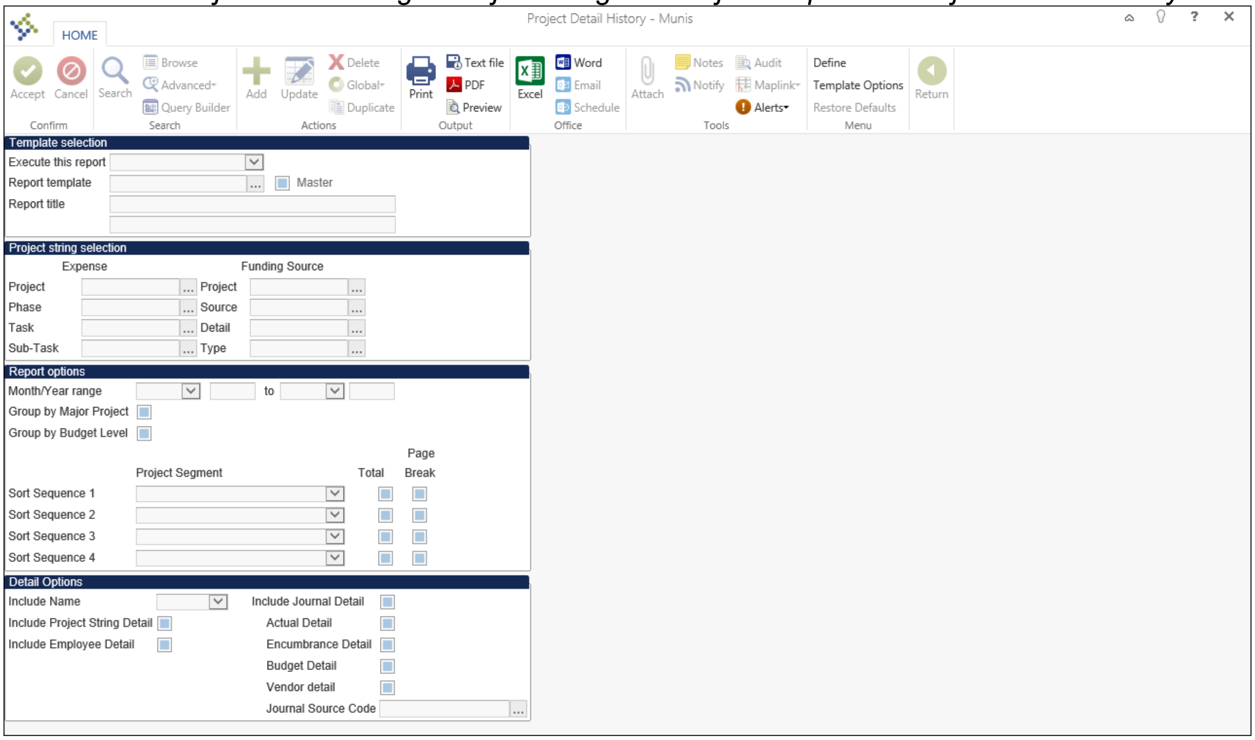
```
munis   Financials, Revenue & Citizen Services and Human Capital Management   tyler

03/10/2010 16:43              |Verification Database                                              |PG      8
munis                         |PROJECT BUDGET REPORT                                              |pareport

FOR 01/01/2010 - 03/31/2010

          Original      Net Budget        Revised                                                          Available        Percent
            Budget      Amendments         Budget    Requisitions    Encumbrances         Actuals             Budget           Used
    ______________  ______________  _____________  ______________  ______________  ______________    ______________  _____________

          TOTALS FOR TASK/CATEGORY: IT - SELF CHECK
         25,000.00            0.00      25,000.00            0.00            0.00            0.00          25,000.00          0.00%

          TASK: LIBRARYMAT - LIBRARYMAT
          _____________________________________

               SUB TASK: BOOKS -
               ___________________________________

E HPL  -INTERNAL  -LIBRARYMAT-BOOKS          BOOKS FOR HPL
         90,000.00            0.00      90,000.00            0.00            0.00       99,000.00          -9,000.00        110.00%

Eff Date      Jnl  Line Src REF1         REF2          REF3         REF4                        Amount D/C  GLYrPr  GLJnl GLLine
01/01/2010      1    20 PAB BGT: 2010                  PKG: HPL     BUDGET CRE                90,000.00  D
03/10/2010      1     3 POE 001017        2                        PO ENT/PRF               90,000.00  D  2010/08     3     1
03/10/2010      2     5 API 001017        2           378          W AW                     90,000.00  D  2010/09     2     5
03/10/2010      2     6 POL 001017        2           378          LIQ/INV                  90,000.00  C  2010/09     2     6
03/10/2010      3     3 PAO 001017        2           378          W AW                      9,000.00  D
                         Debit total:          279,000.00          Credit total:              90,000.00

               TOTALS FOR SUB TASK/TYPE: BOOKS -
         90,000.00            0.00      90,000.00            0.00            0.00       99,000.00          -9,000.00        110.00%

               SUB TASK: MEDIA -
               ___________________________________

E HPL  -INTERNAL  -LIBRARYMAT-MEDIA          MEDIA- MOVIES AUDIOBOOKS MUSIC
         25,000.00            0.00      25,000.00            0.00            0.00            0.00          25,000.00          0.00%

Eff Date      Jnl  Line Src REF1         REF2          REF3         REF4                        Amount D/C  GLYrPr  GLJnl GLLine
01/01/2010      1    21 PAB BGT: 2010                  PKG: HPL     BUDGET CRE                25,000.00  D
                         Debit total:           25,000.00          Credit total:                   0.00

               TOTALS FOR SUB TASK/TYPE: MEDIA -
         25,000.00            0.00      25,000.00            0.00            0.00            0.00          25,000.00          0.00%
```

```
munis   Financials, Revenue & Citizen Services and Human Capital Management   tyler

03/10/2010 16:43              |Verification Database                                              |PG     13
munis                         |PROJECT BUDGET REPORT                                              |pareport

FOR 01/01/2010 - 03/31/2010

          Original      Net Budget        Revised                                                          Available        Percent
            Budget      Amendments         Budget    Requisitions    Encumbrances         Actuals             Budget           Used
    ______________  ______________  _____________  ______________  ______________  ______________    ______________  _____________

               TOTALS FOR SUB TASK/TYPE: EDUCATION -
        500,000.00            0.00     500,000.00            0.00            0.00            0.00         500,000.00          0.00%

          TOTALS FOR TASK/CATEGORY: CO DOE - STATE EDUC
        500,000.00            0.00     500,000.00            0.00            0.00            0.00         500,000.00          0.00%

      TOTALS for PHASE/SOURCE: STATE - STATE FUND
        500,000.00            0.00     500,000.00            0.00            0.00            0.00         500,000.00          0.00%

EXPENSE TOTALS for Project: HPL - HIGH PRAIRIE LIBRARY
      2,210,350.00            0.00   2,210,350.00          438.75      600,000.00    1,611,500.00          -1,588.75        100.05%
FUNDING SOURCE TOTALS for Project: HPL - HIGH PRAIRIE LIBRARY
      3,260,000.00            0.00   3,260,000.00            0.00            0.00            0.00       3,260,000.00          0.00%
TOTALS for PROJECT: HPL - HIGH PRAIRIE LIBRARY
     -1,049,650.00            0.00  -1,049,650.00          438.75      600,000.00    1,611,500.00      -3,261,588.75

TOTALS FOR EXPENSE ACCOUNTS
      2,210,350.00            0.00   2,210,350.00          438.75      600,000.00    1,611,500.00          -1,588.75        324.25%
TOTALS FOR FUNDING SOURCE ACCOUNTS
      3,260,000.00            0.00   3,260,000.00            0.00            0.00            0.00       3,260,000.00          0.00%

TOTAL
     -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



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  Financials, Revenue & Citizen Services and Human Capital Management                          tyler
03/10/2010 16:47                      |Verification Database                                           |PG      4
munis                                 |PROJECT DETAIL HISTORY                                          |pareport

FOR 01/01/2010 - 03/31/2010
                                                                                                        Available
Eff Date     Jnl  Line Src REF1         REF2         REF3         REF4                  Amount D/C  GLYrPr  GLJnl GLLine  Budget
--------------------------------------------------------------------------------------------------------------------------
    PHASE: CONSTRUCT - CONSTRUCTI
    -----------------------------------
        TASK: HPL - HPL
        -----------------------------------
            SUB TASK: CONSTRU - CONSTRUCTI
            -----------------------------------
E HPL  -CONSTRUCT -HPL       -CONSTRU
                                                                                                          -85,000.00

01/01/2010     1     4 PAB BGT: 2010               PKG: HPL    BUDGET CRE       2,000,000.00  D
03/10/2010     1     1 POE 001002      1                       PO ENT/PRF         850,000.00  D  2010/08     3     1
03/10/2010     1     2 POE 001054      4                       PO ENT/PRF       1,100,000.00  D  2010/08     3     1
03/10/2010     2     1 API 001002      1           376         W AW               500,000.00  D  2010/09     2     1
03/10/2010     2     2 POL 001002      1           376         LIQ/INV            500,000.00  C  2010/09     2     2
03/10/2010     2     3 API 001002      1           377         W AW               100,000.00  D  2010/09     2     3
03/10/2010     2     4 POL 001002      1           377         LIQ/INV            100,000.00  C  2010/09     2     4
03/10/2010     2     9 API 001054      4           380         W AW               750,000.00  D  2010/09     2     9
03/10/2010     2    10 POL 001054      4           380         LIQ/INV            750,000.00  C  2010/09     2    10
03/10/2010     3     1 PAO 001002       1           376         W AW                50,000.00  D
03/10/2010     3     2 PAO 001002       1           377         W AW                10,000.00  D
03/10/2010     3     5 PAO 001054       4           380         W AW                75,000.00  D
                    Debit total:       5,435,000.00       Credit total:       1,350,000.00

            TOTALS FOR SUB TASK/TYPE: CONSTRU - CONSTRUCTI
                                                                                                          -85,000.00


        TOTALS FOR TASK/CATEGORY: HPL - HPL
                                                                                                          -85,000.00

        TASK: INSPECT - INSPECTION
        -----------------------------------
            SUB TASK: ELECTRIC - ELECTRICAL
            -----------------------------------
```

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

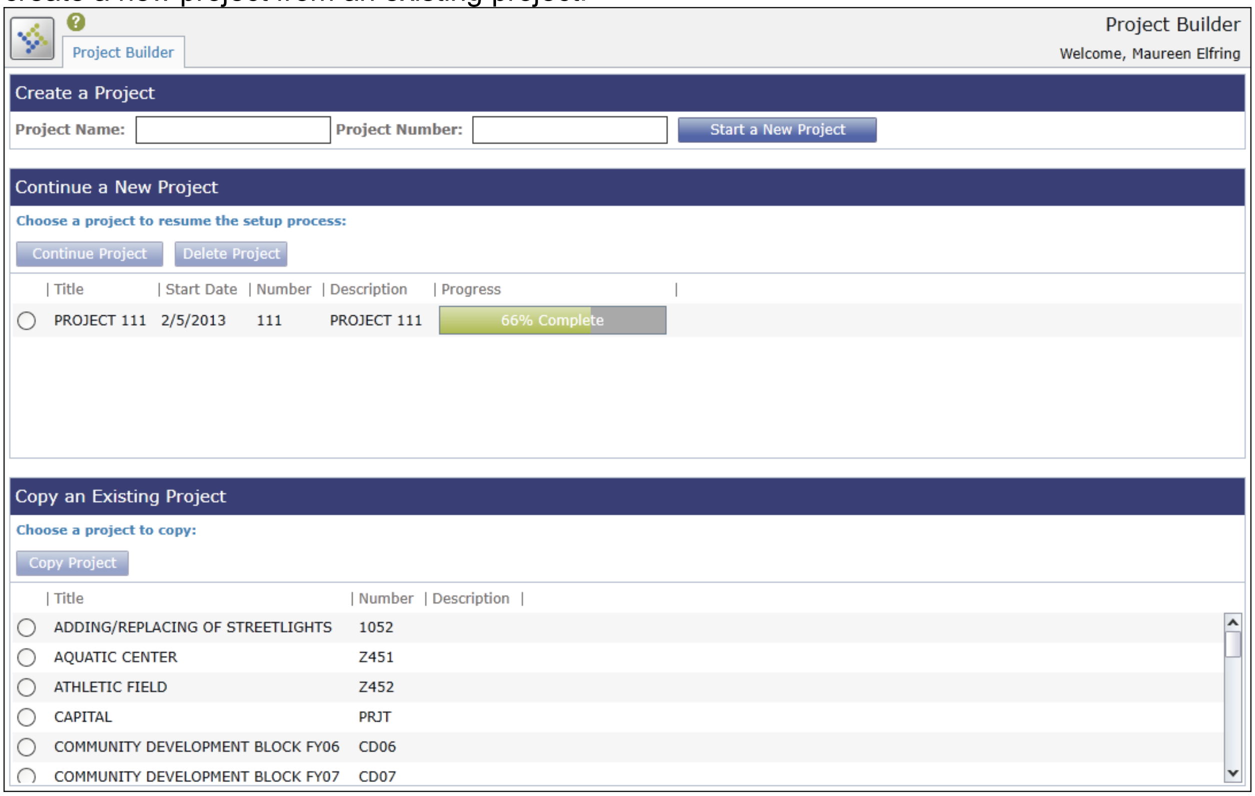
Before you can successfully complete this process, you must ensure that roles granting the necessary permissions have been assigned to your user account. If the roles have not been established, contact the system administrator to have them updated or added into the Munis system.

Confirm the following:

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

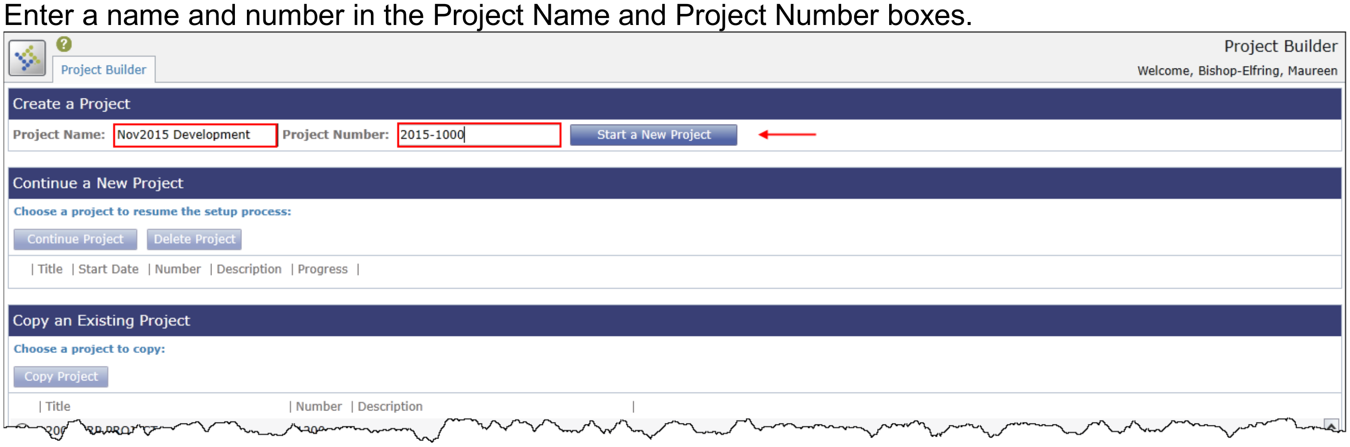
Procedures

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.

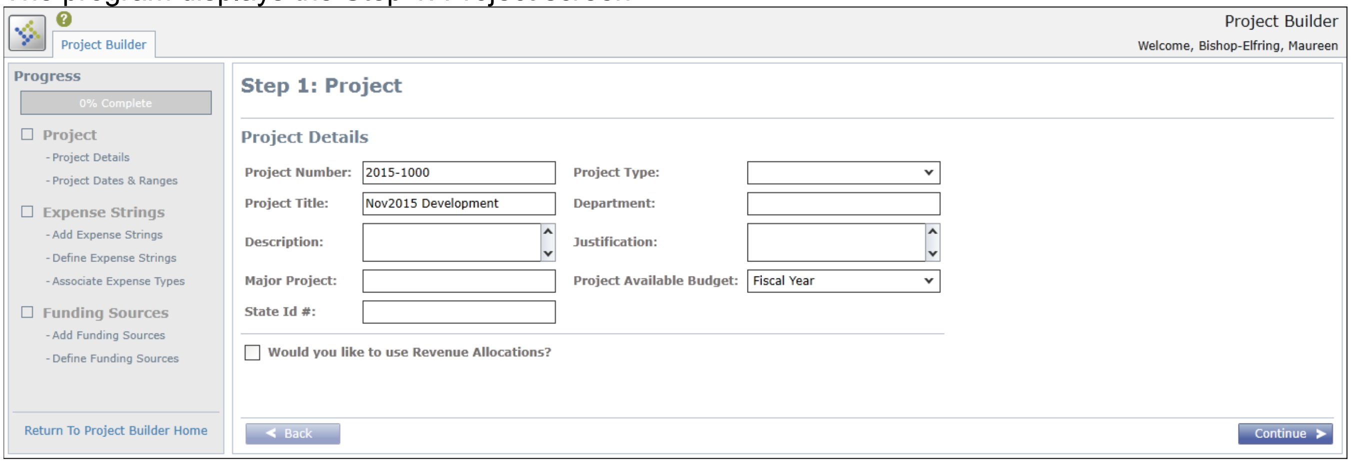


Creating a New Project

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



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

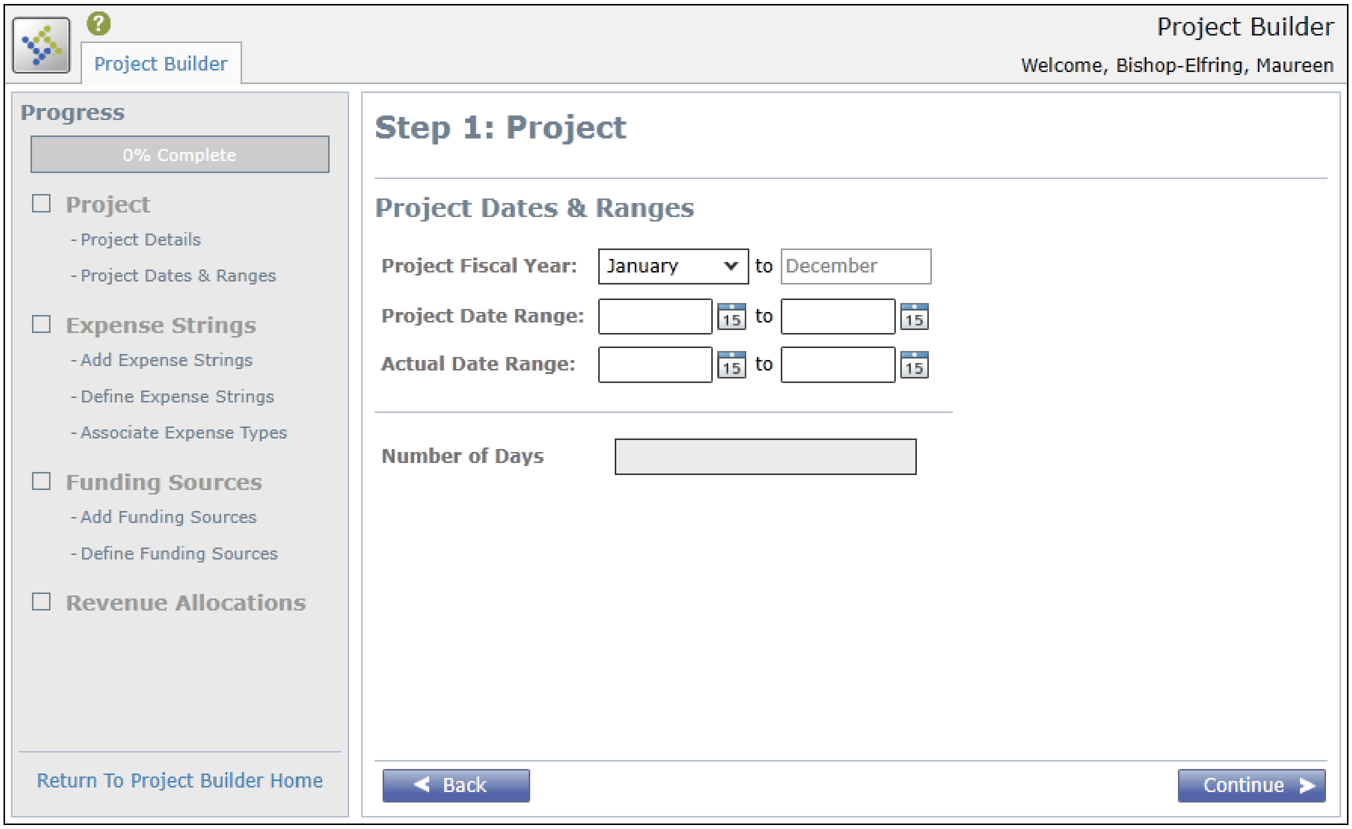


3. Complete the fields in the Project Details section.

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

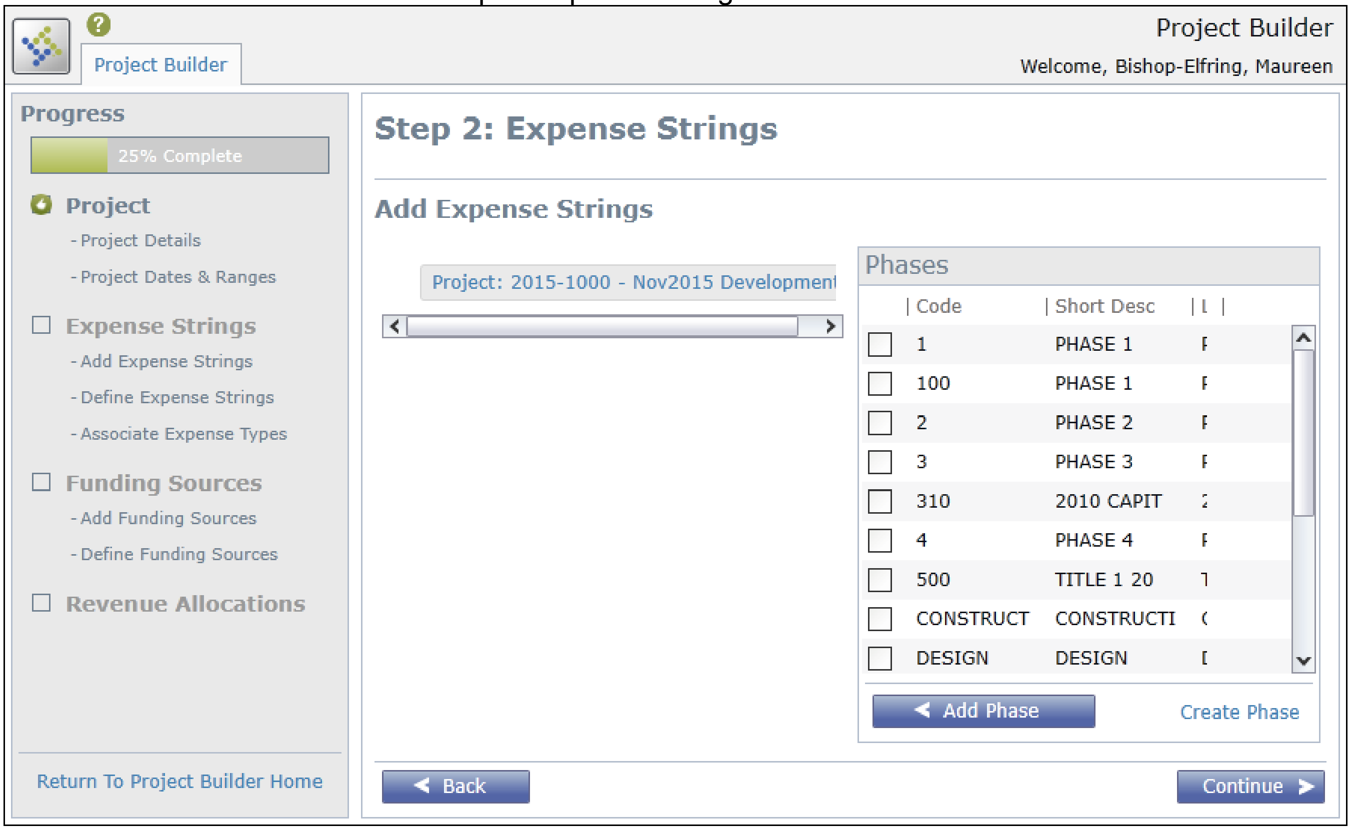
Field	Description	City of Santa Fe
Major Project	Identifies the code for the master project, if the project you are adding is one part of a larger overall project.	N/A
State ID Number (#)	Specifies the state grant ID number of the project, if one has been assigned. ID number can contain up to 20 characters of text.	City of Santa Fe will enter a State Grant ID, if applicable.
Project Type	Determines the project type. Project types are defined in the Miscellaneous Codes program.	City of Santa Fe will use the field help button ... 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

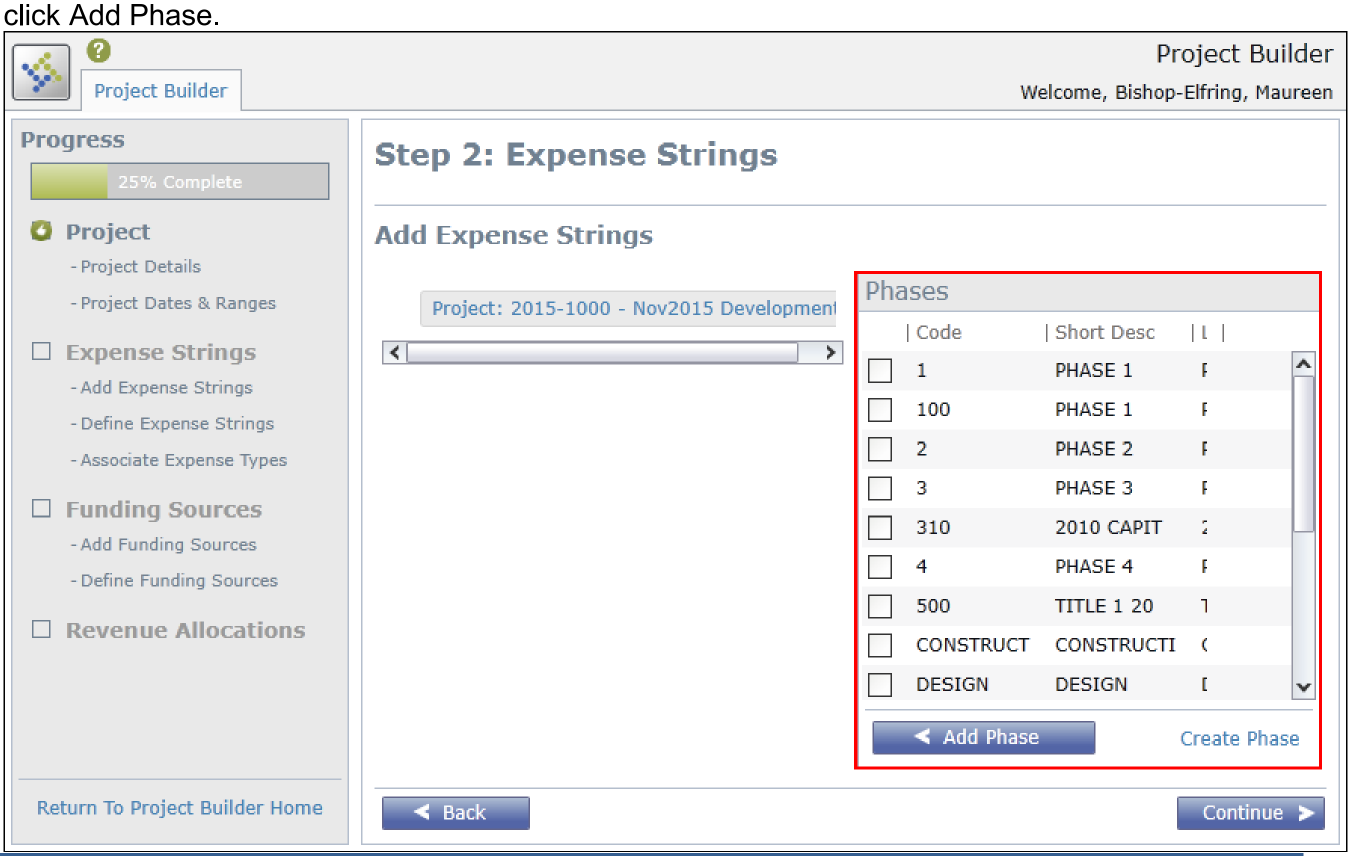


boxes, as applicable to the project, using the MM/DD/YY format. The program completes the Number of Days field according to the dates entered.

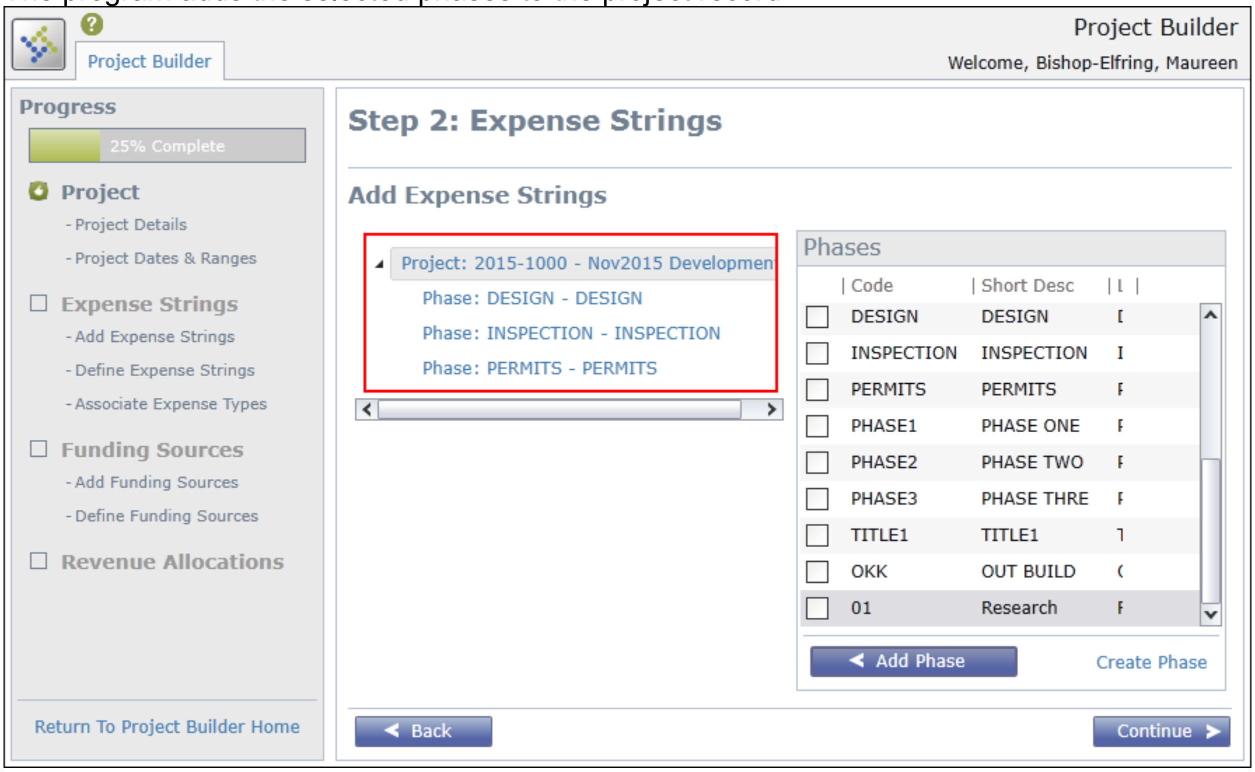
5. Click Continue to advance to the Step 2: Expense String screen.



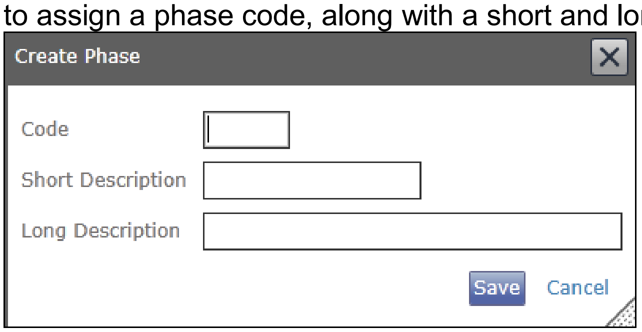
6. To add phases to the project, select the applicable check boxes for each phase to add, and then click Add Phase.



The program adds the selected phases to the project record.

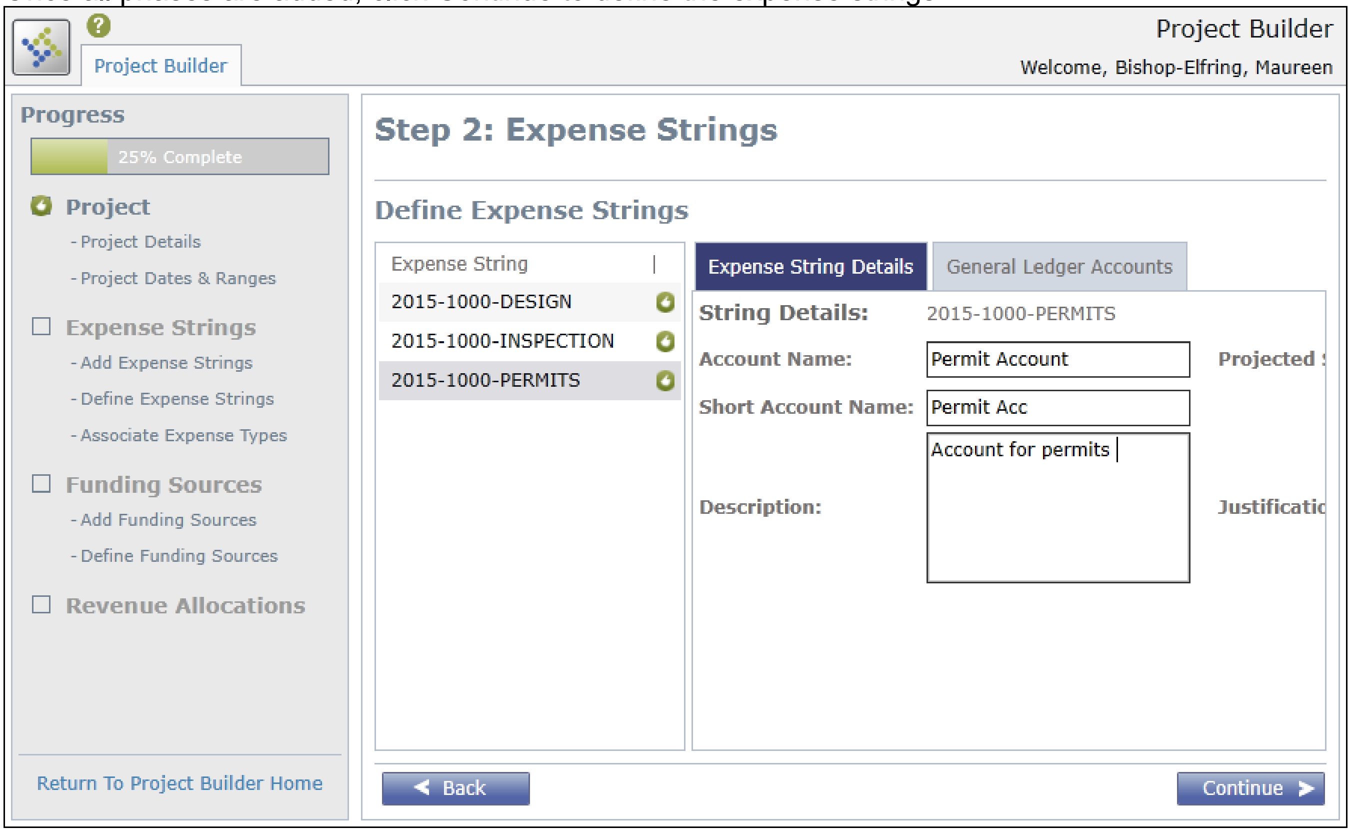


7. To create a new phase, click Create Phase to display the Create Phase dialog box. Use these fields to assign a phase code, along with a short and long description.



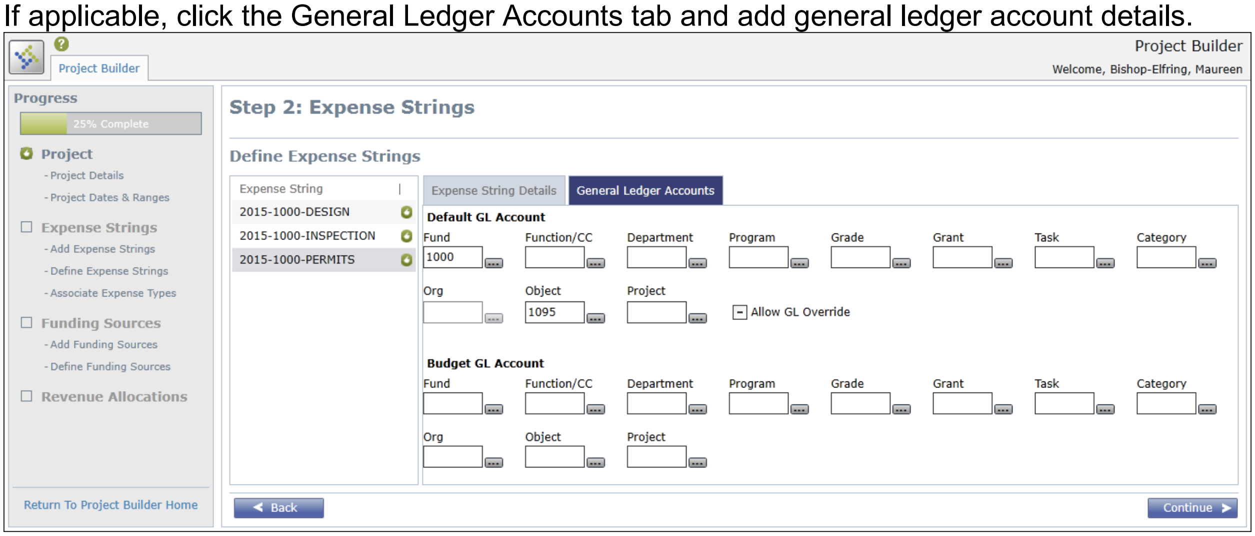
8. Click Save.
   The program adds the phase to the Phases list.

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



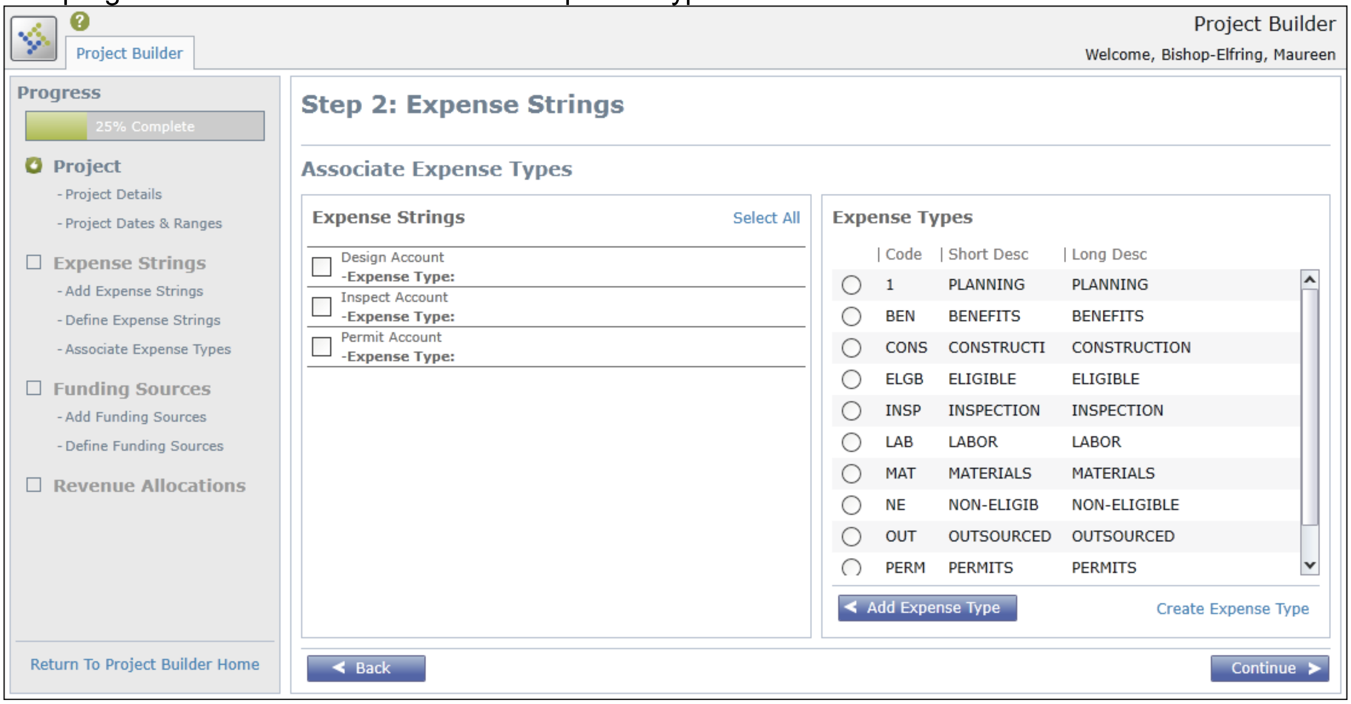
10. Complete the boxes on the Expense String Details tab, as applicable. You must complete the Account Name and Short Account Name fields.

11. If applicable, click the General Ledger Accounts tab and add general ledger account details.

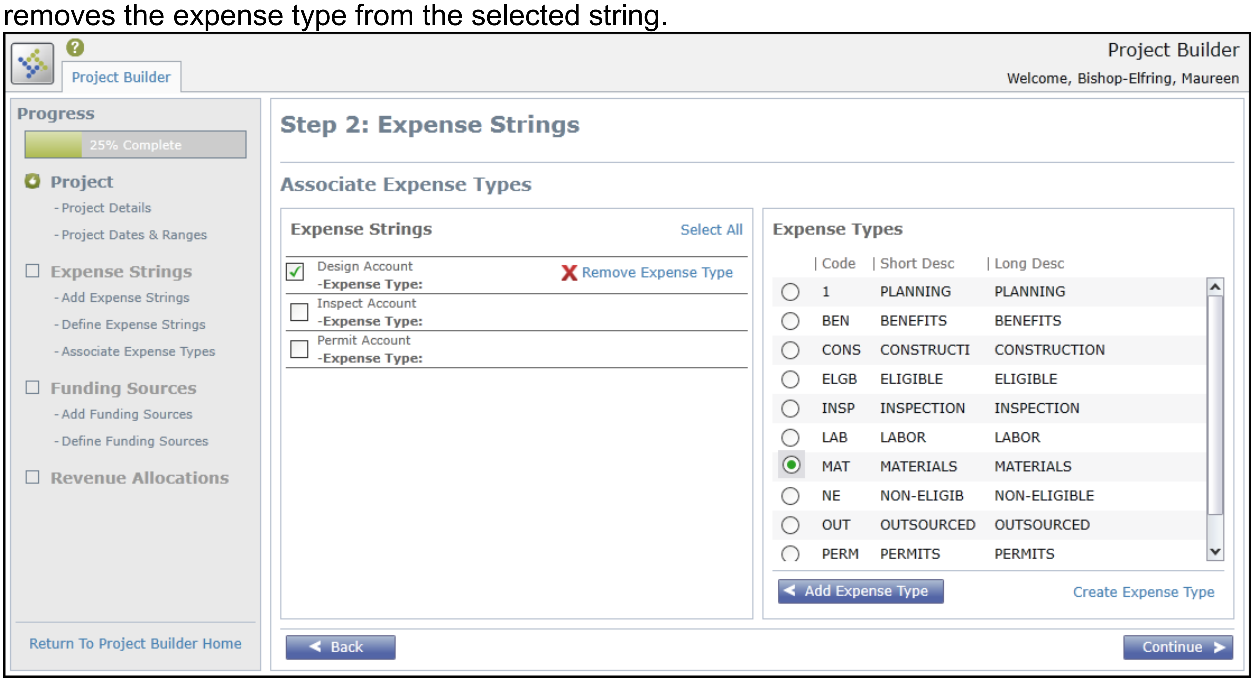


12. If additional expense strings exist for the project, click the string name and repeat the process for each string.

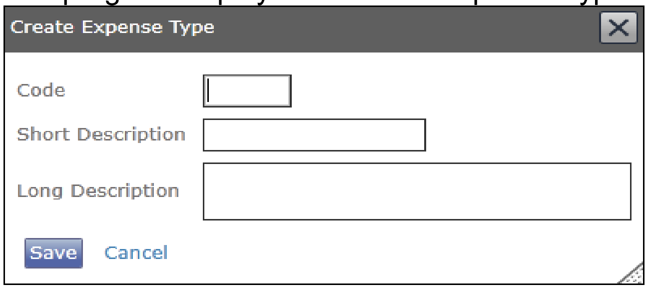
13. After completing all of the expense strings, click Continue.
    The program advances to the Associate Expense Types section.



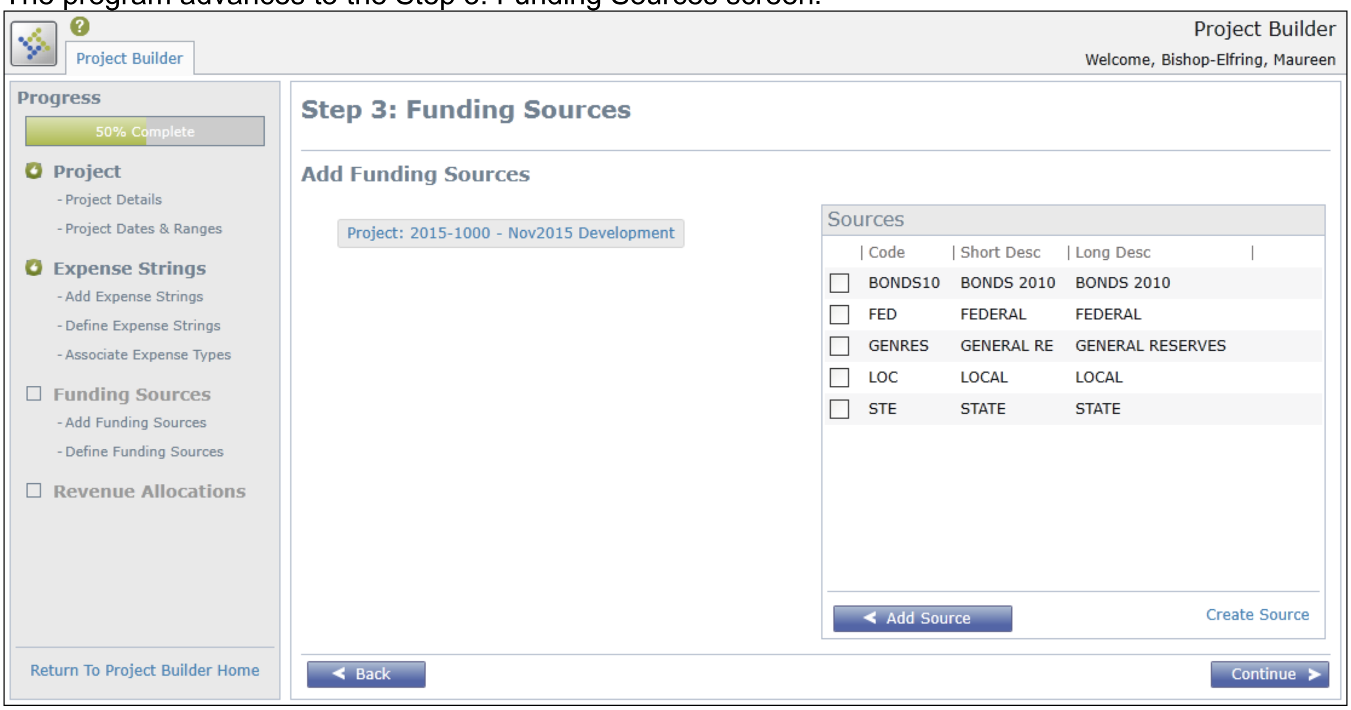
14. To add the expense type to an expense string, select the check boxes for the expense strings to which to add the expense type.
15. Select the expense type to add, and then click Add Expense Type.
    The program applies the expense type to each of the strings for which you selected the check box.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



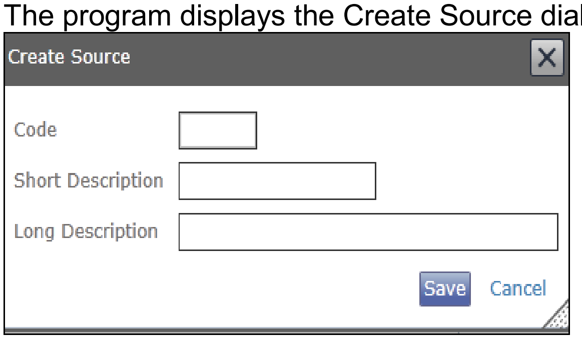
16. To create a new expense type, click Create Expense Type.
    The program displays the Create Expense Type dialog box.



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.

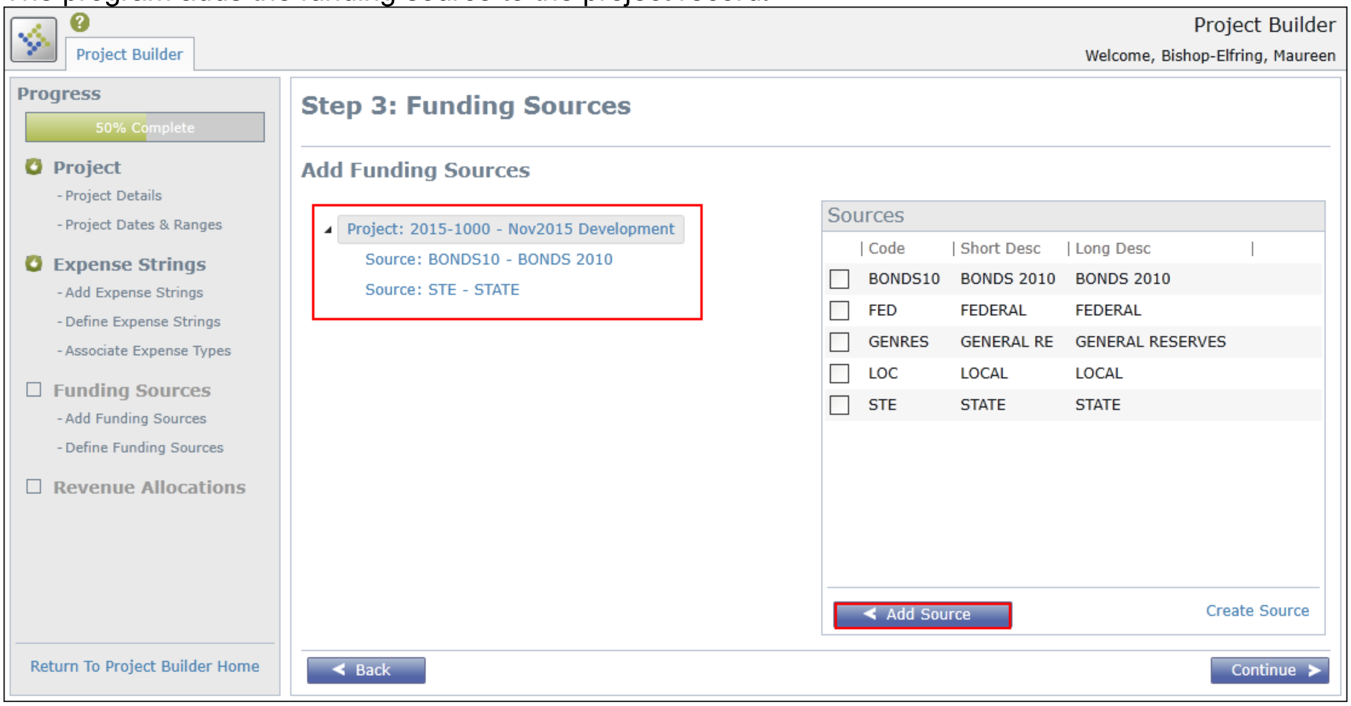


19. Click Create Source to create a new funding source string.
    The program displays the Create Source dialog box.

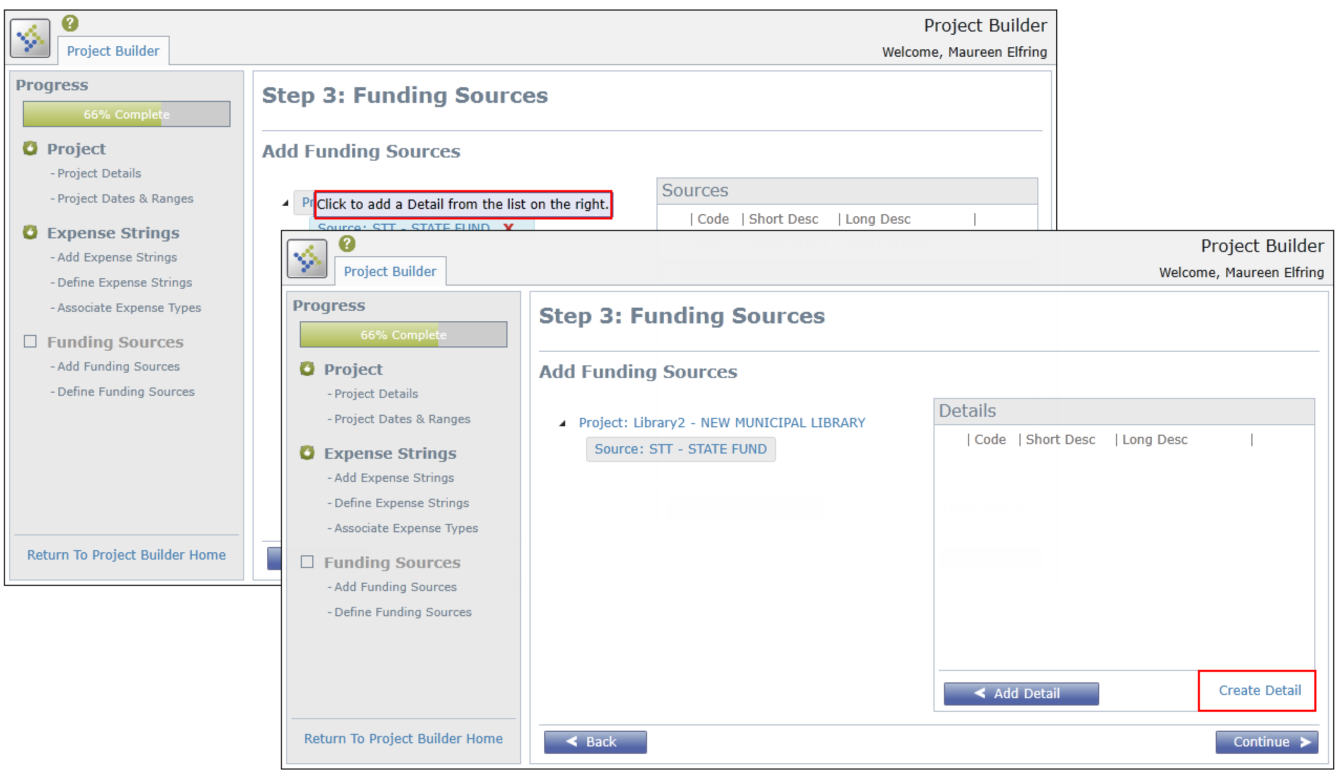


20. Complete the boxes, and then click Save.
    The program adds the funding source to the Sources list.

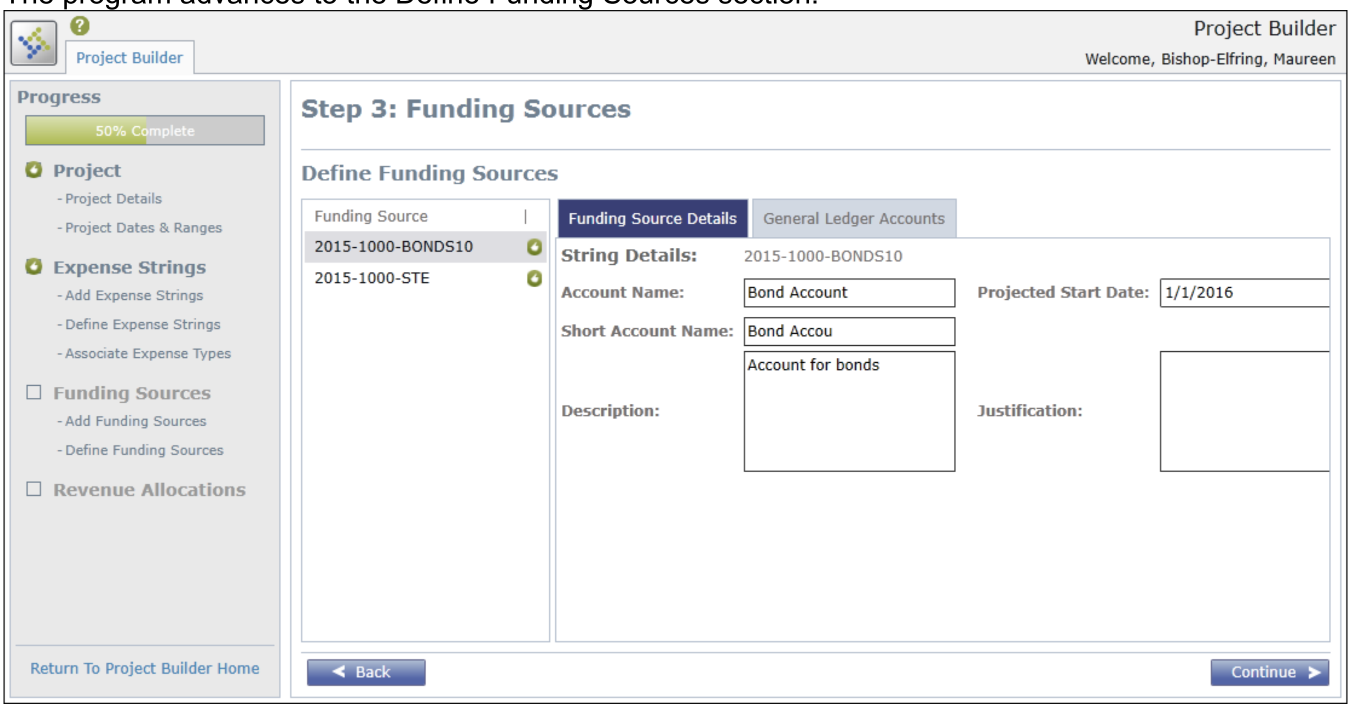
21. To add the funding source to the project, select the check box for the source to add, and then click Add Source.
The program adds the funding source to the project record.



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.

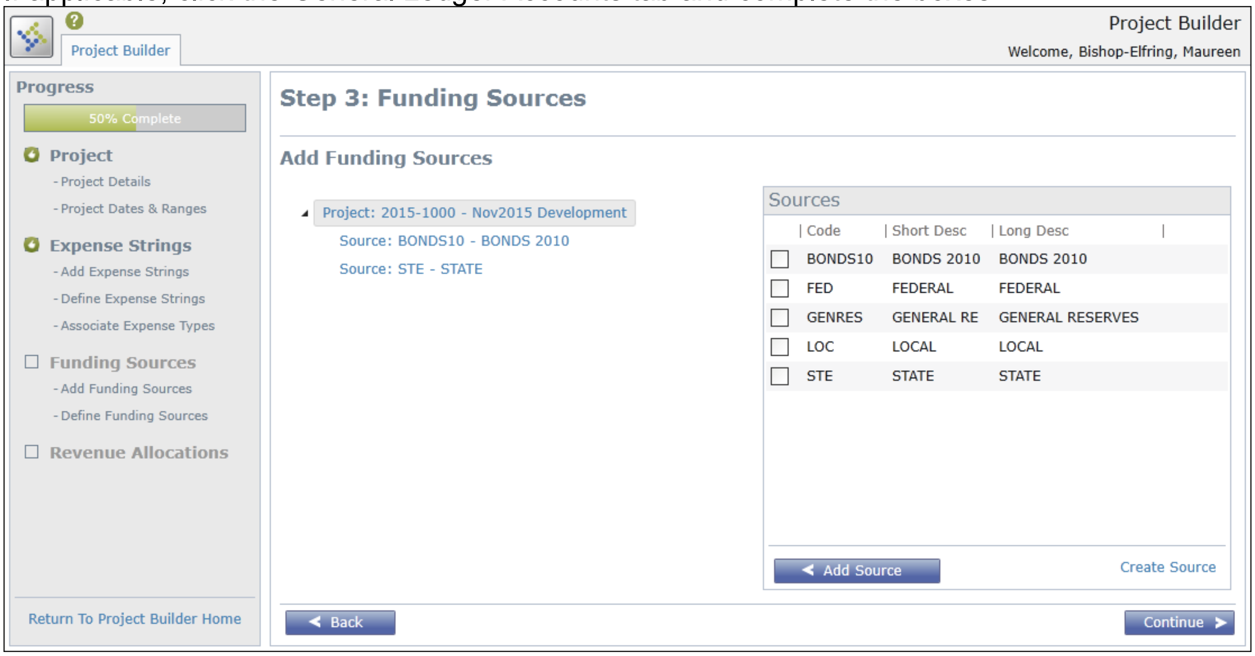


23. Select the funding source and click Create Detail.
    The program displays the Create Detail dialog box.
24. Complete the boxes, and then click Save.
    The program adds the detail code to the Details table.
25. Select the check box for each detail code to add to the funding source, and then click 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.



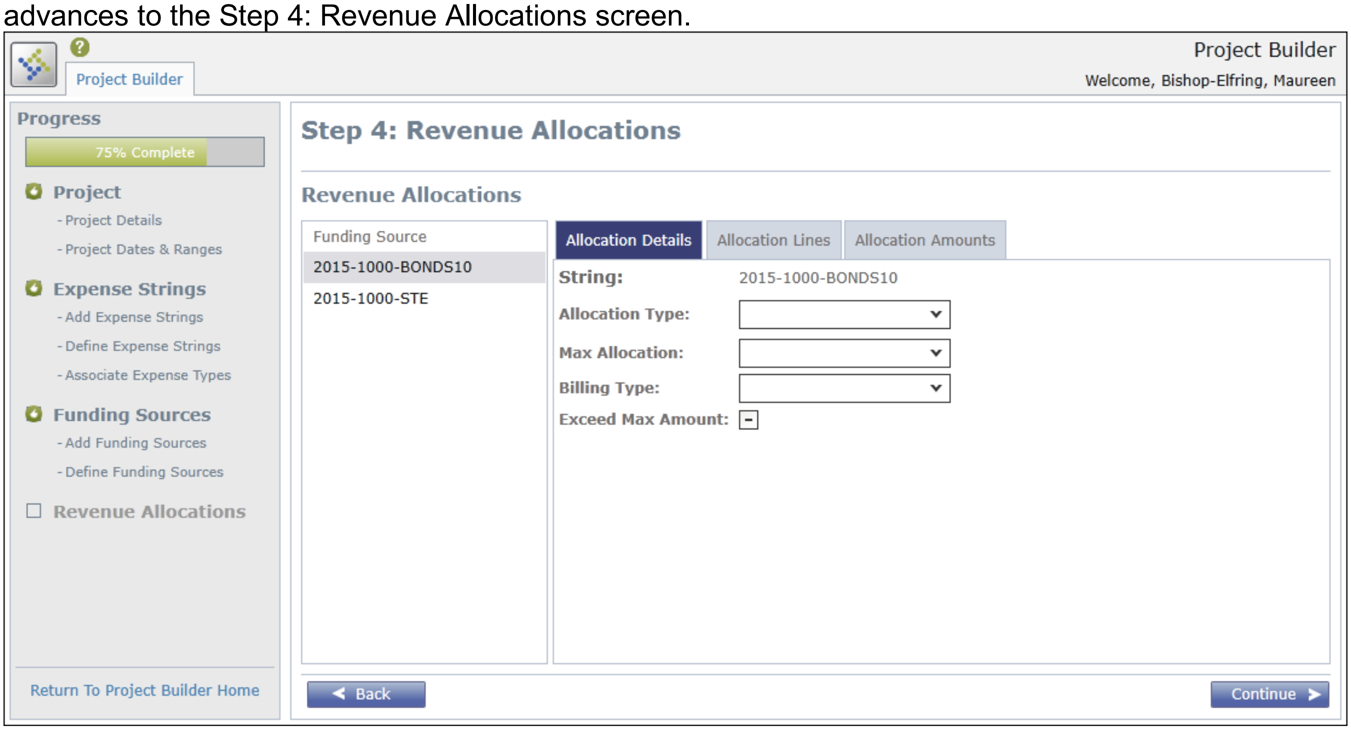
29. Complete the boxes on the Funding Source Details tab, as applicable. You must complete the Account Name and Short Account Name boxes.

30. If applicable, click the General Ledger Accounts tab and complete the boxes.



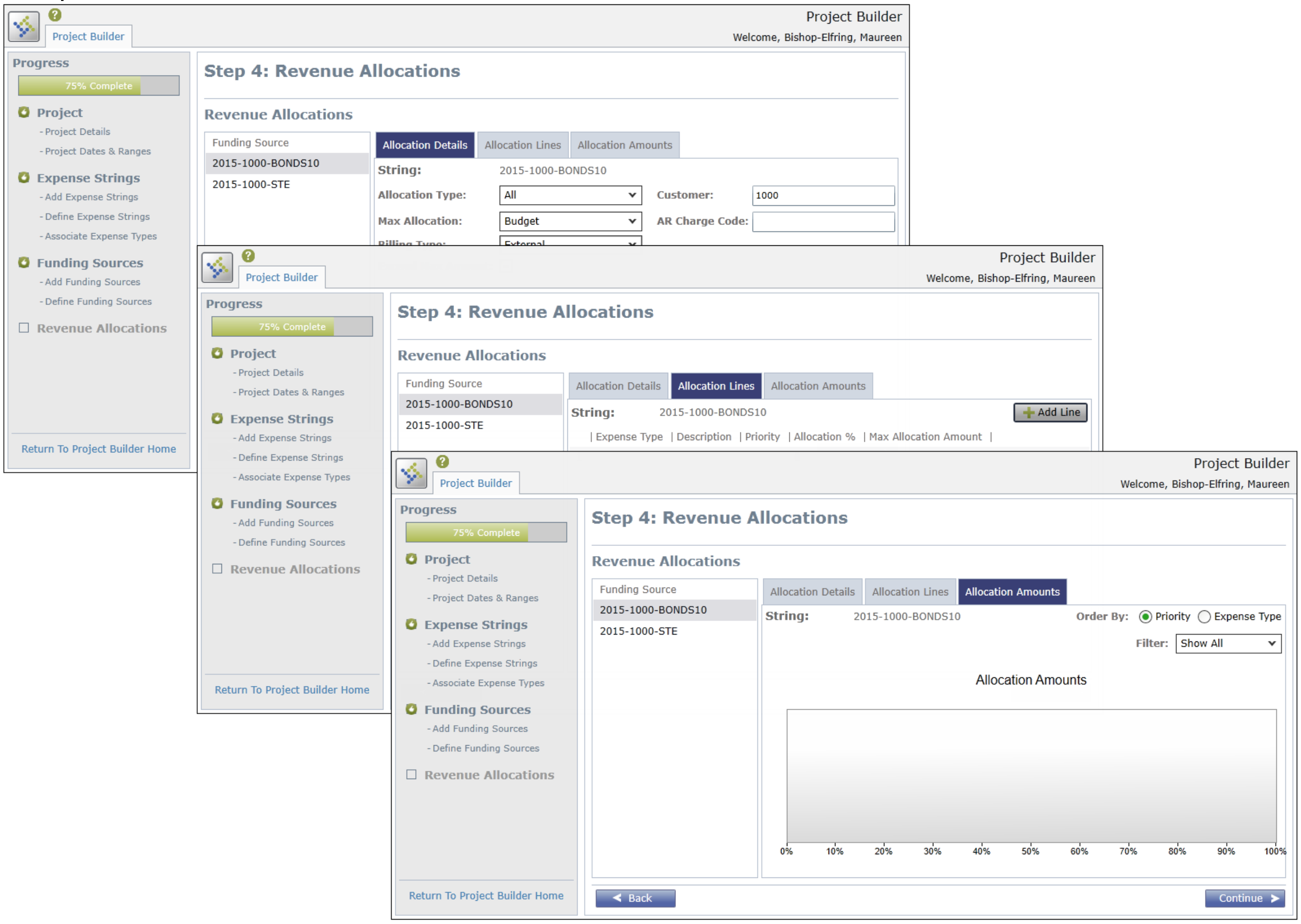
31. If additional funding source strings exist for the project, click the string name and repeat the process for each string.

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.



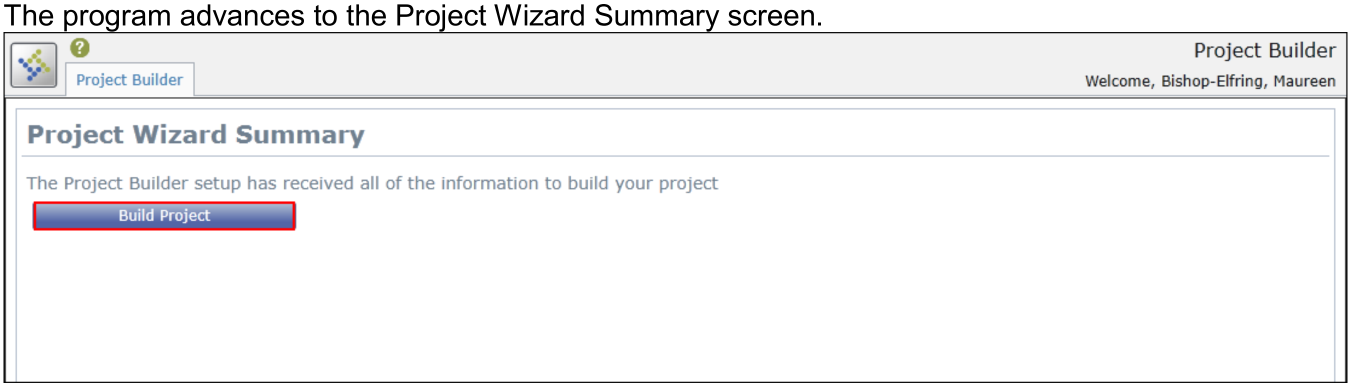
33. Select a funding source by clicking on it in the Funding Source list.

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

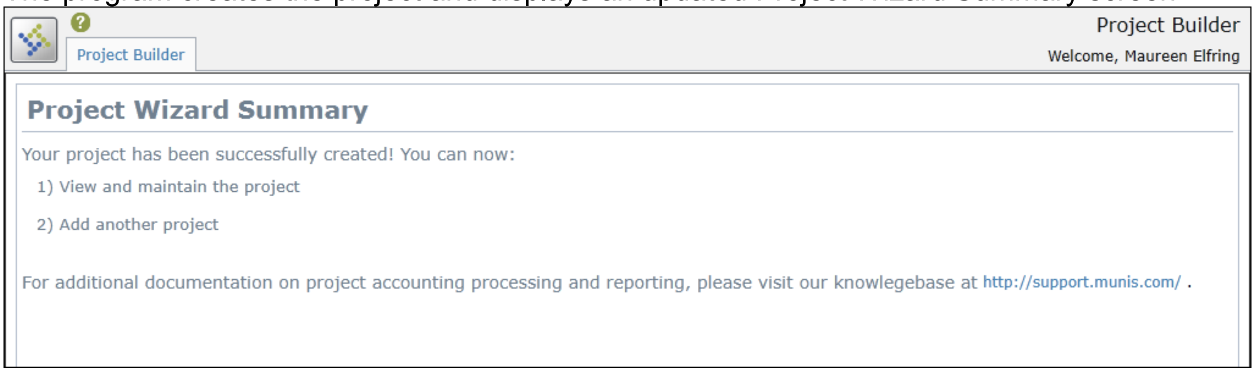


On the Allocation Details tab, if you select Internal as the Billing Type, the GL Debit and GL Credit fields are available. If you select External, the Customer and AR Charge Code fields are available.

35. After you have completed the fields, click Continue.
The program advances to the Project Wizard Summary screen.

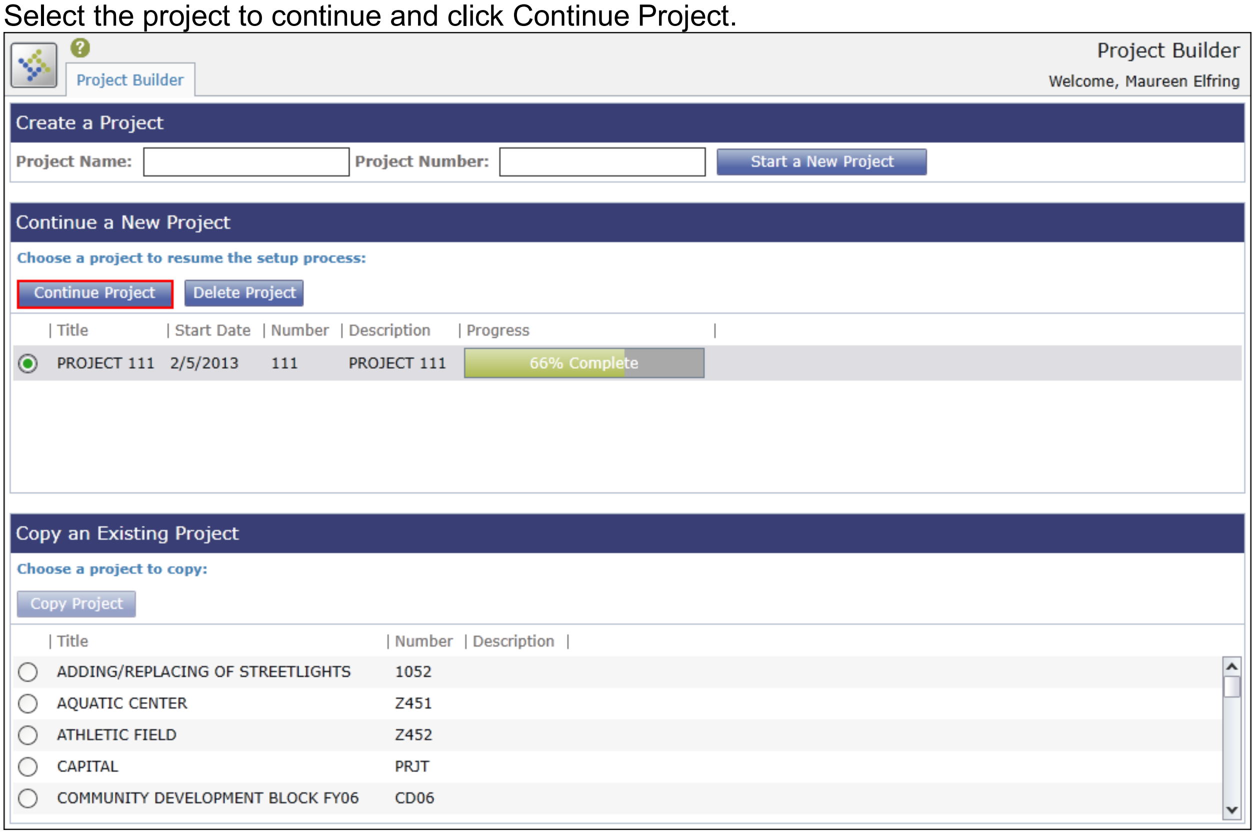


36. Click Build Project to complete the creation of the project record.
    The program creates the project and displays an updated Project Wizard Summary screen.



Continuing Project Entry

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

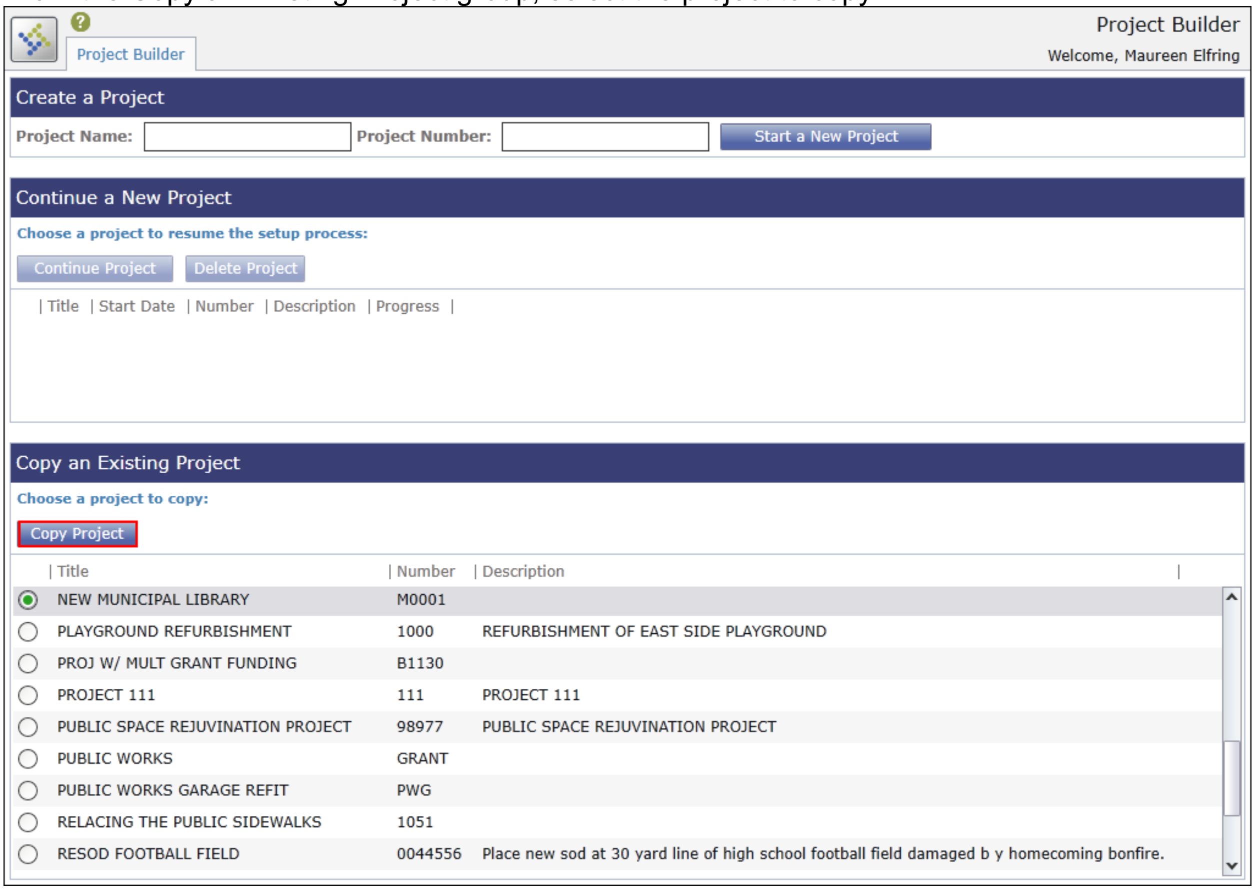


   The program opens the project record to the first step that requires completion.

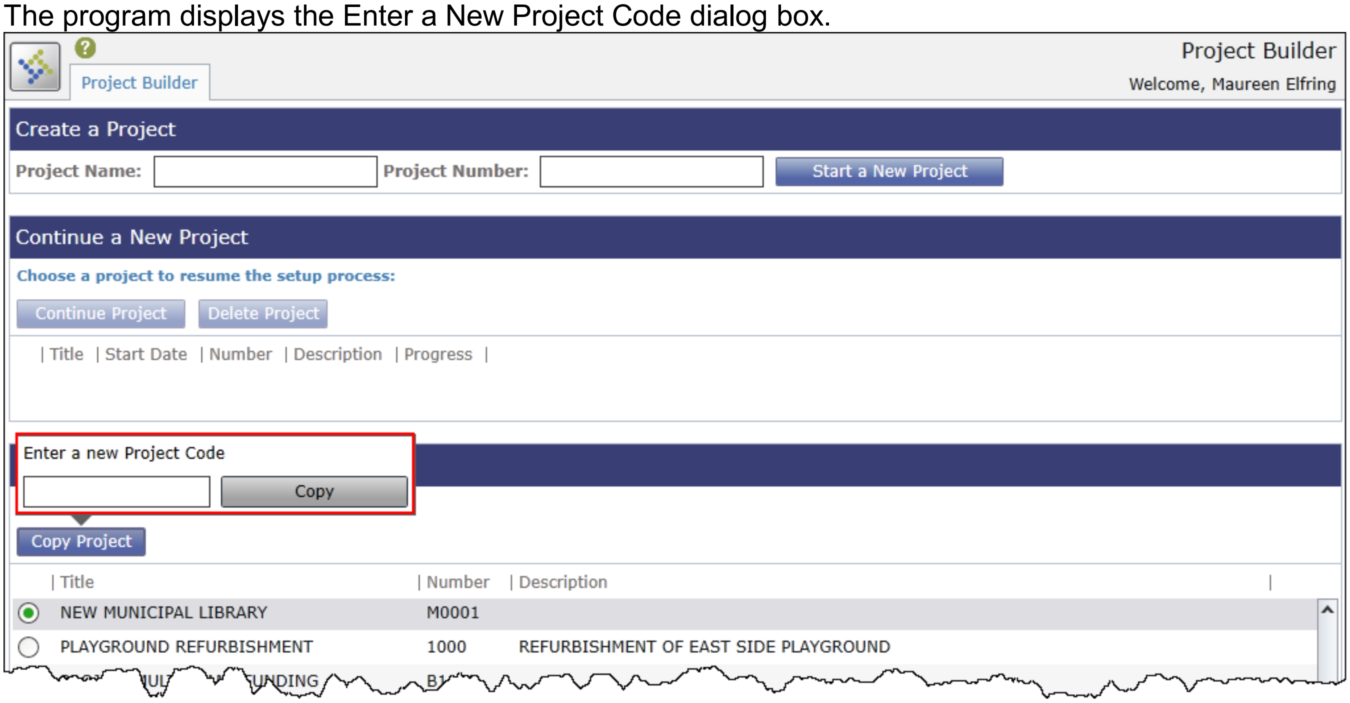
2. Complete the outstanding steps, clicking Continue to advance, until you reach the Build Project page.
3. Click Build Project.
   Once the build completes, the program is removed from the Continue a New Project group on the main page.

Copying a Project Record

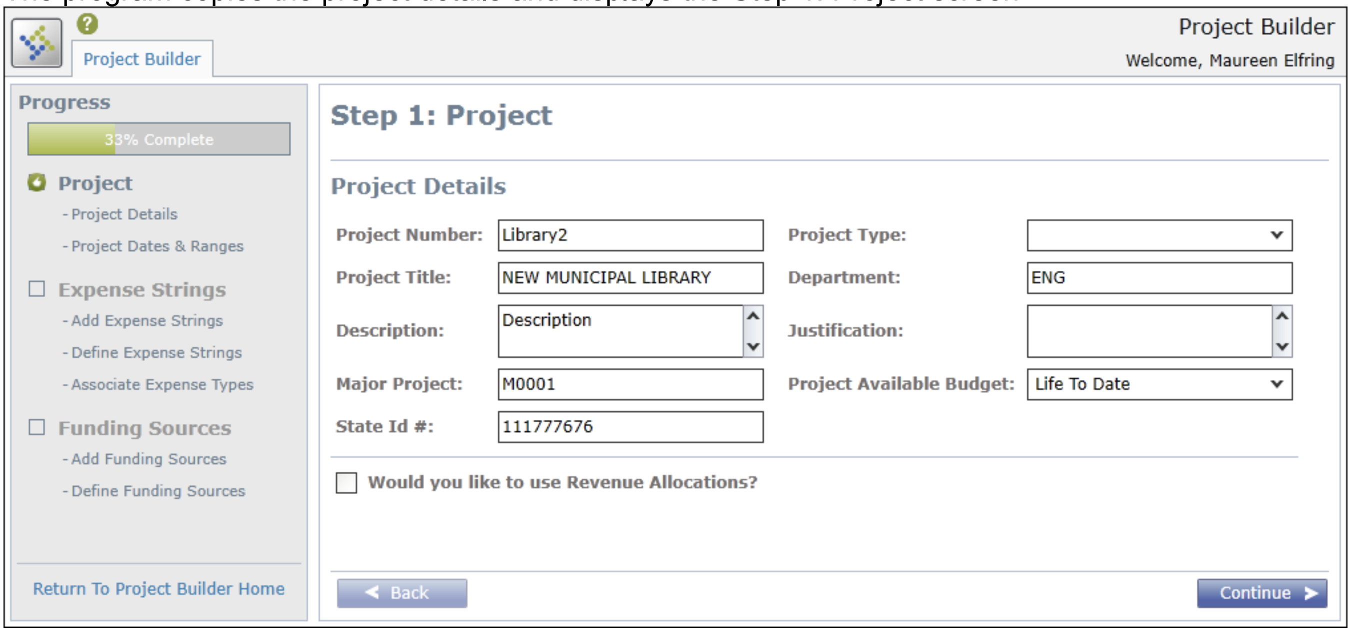
1. From the Copy an Existing Project group, select the project to copy.



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



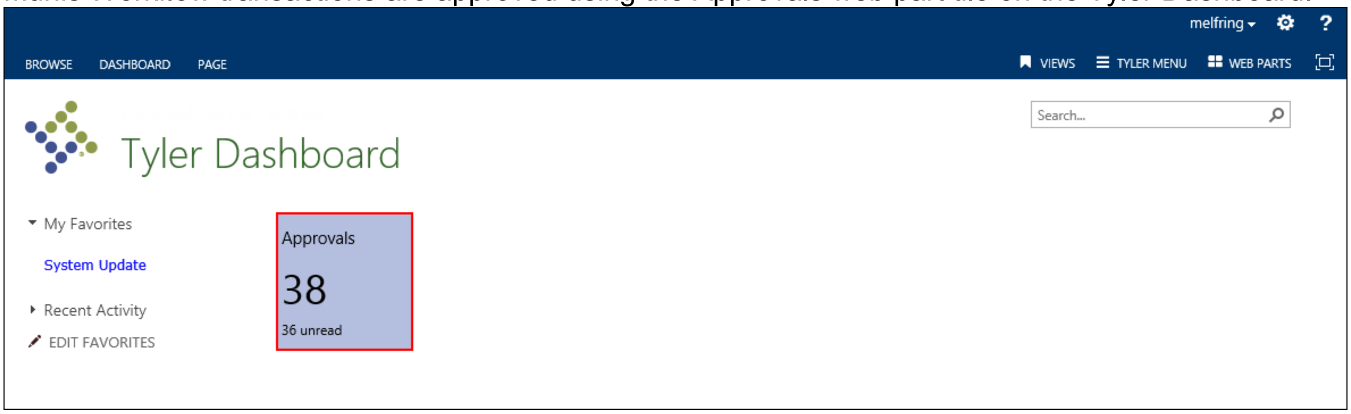
3. Enter a project code and click Copy.
   The program copies the project details and displays the Step 1: Project screen.



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

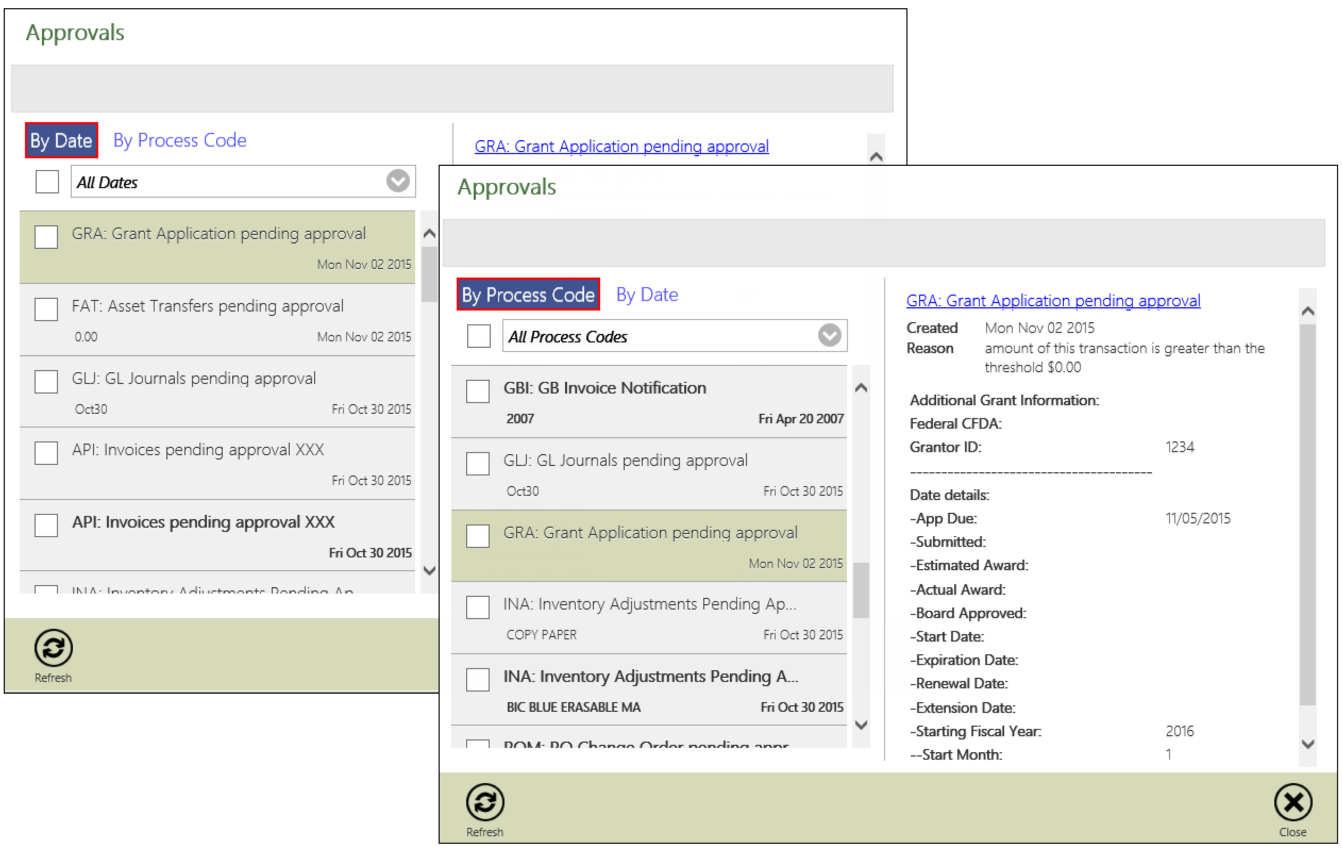
Appendix B—Munis Workflow Approvals

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



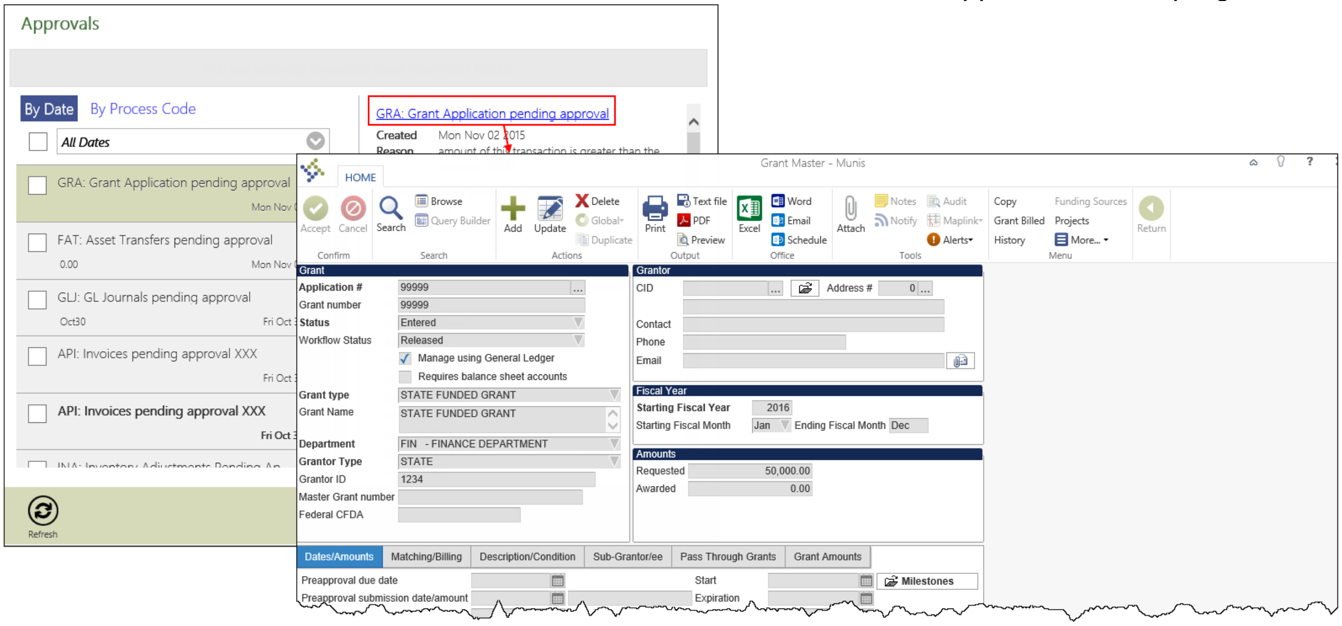
To approve an item:

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.

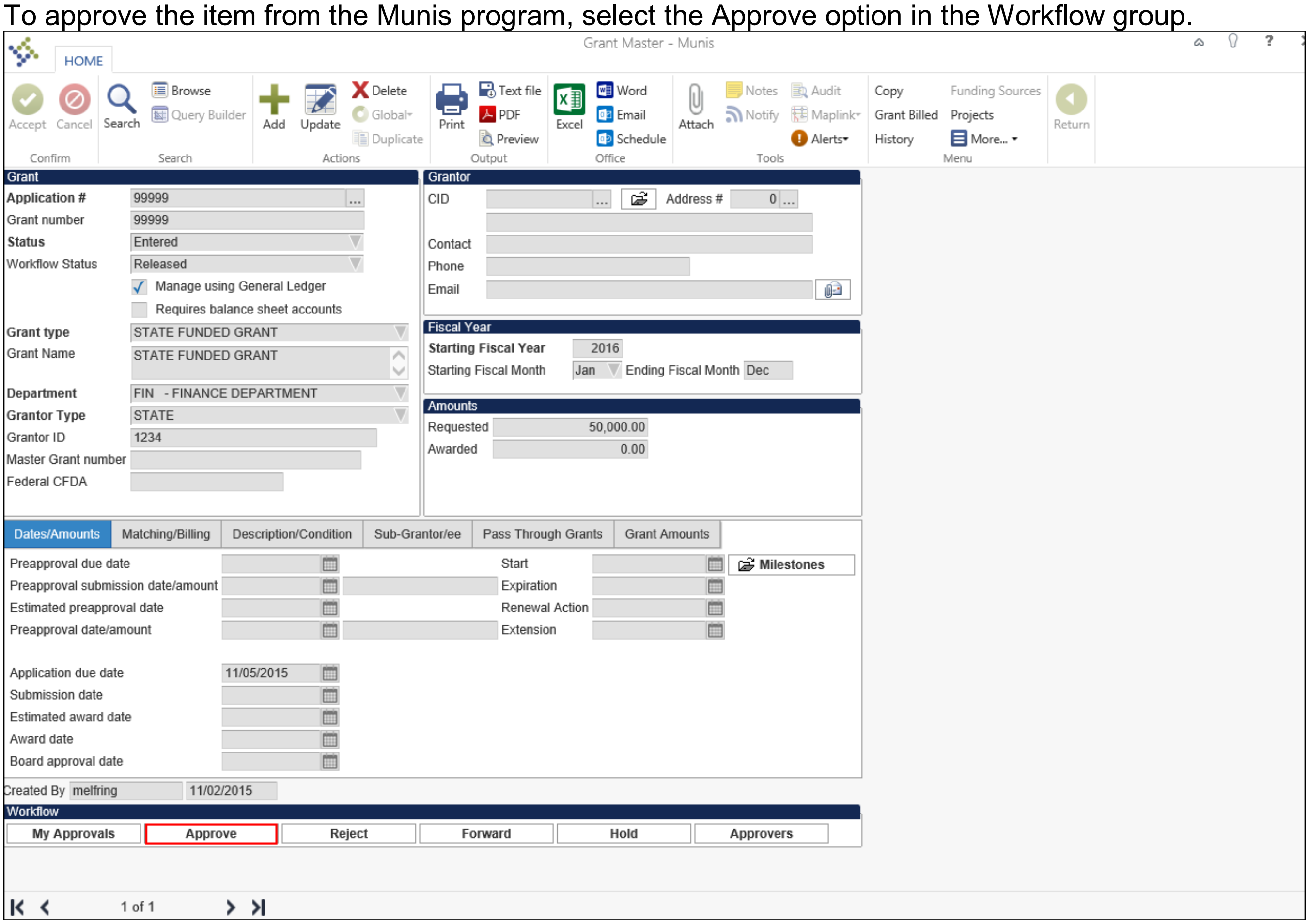


2. Review the items awaiting approval.

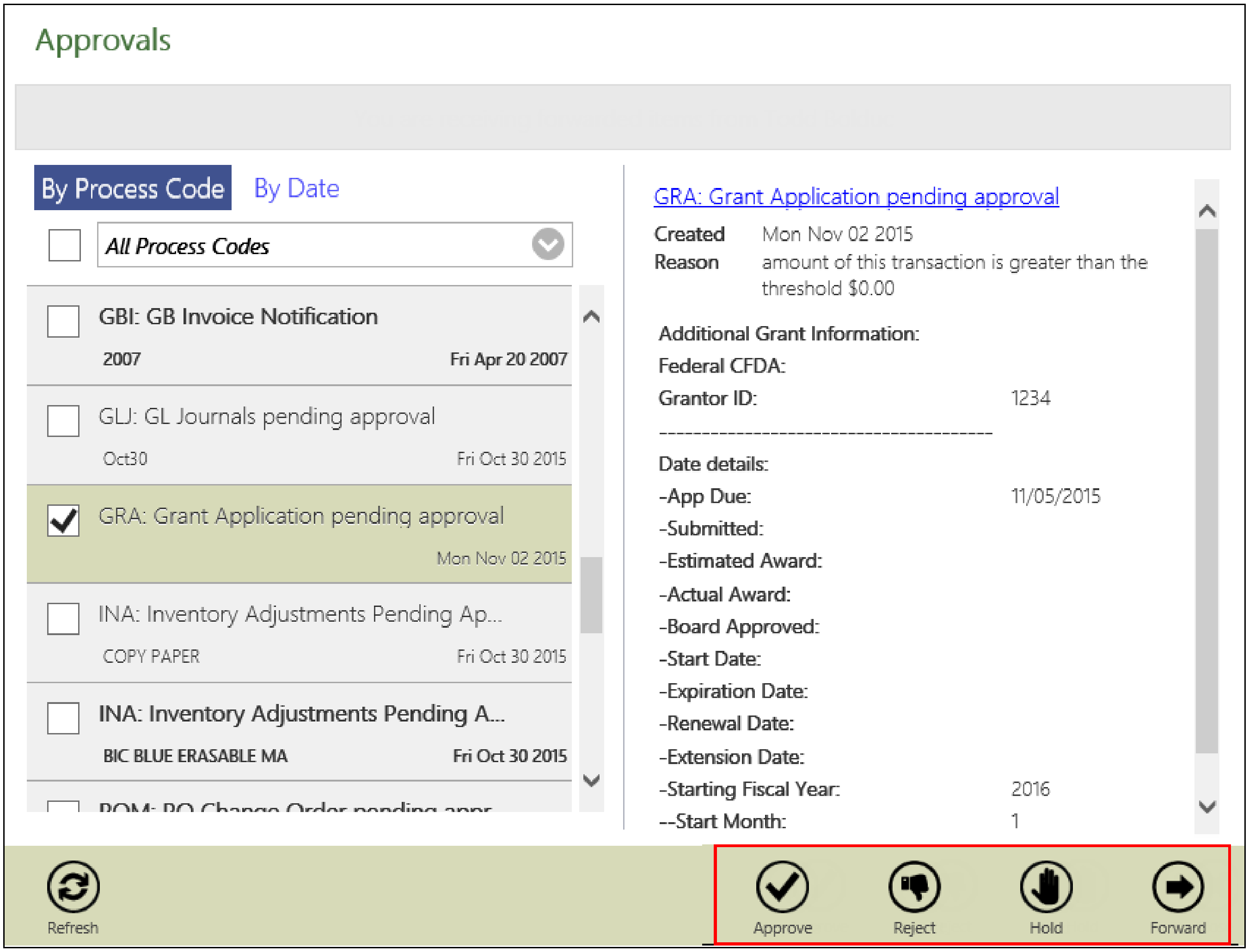
3. To view additional information, click the Detail link to view the item in the applicable Munis program.



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



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



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.