SETTING UP PROJECTS IN MUNIS

JANUARY 31, 2020

PROJECTS

PROJECTS: WHEN ARE THEY REQUIRED?

Operating

- Required for grants
  - Project ledger built to facilitate reporting requirements for grant awards
- Optional for initiatives or strategies you want to track on a granular level

Capital

- Required for all items within your capital budget

CREATING A PROJECT: OVERVIEW

- Created in Project Master

Favorites

- Recent Activity
  - Project Inquiry
  - Position Inquiry
  - Project Master
  - Budget Transfers and Amendments
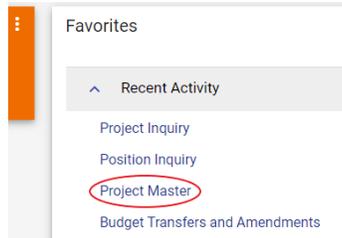
- 3 Step Process

  1) Create project shell (shown to the right)
     - Identifying information

  2) Create expense & funding strings How the project is funded & how the funds will be spent

  3) Add budget to expense and funding strings

- All steps go through approval workflow

To start a new project

Back | Search | Browse | Add | Update | Delete | Output | Print | Display | PDF | Save | Excel | Word | Email | Schedule | Attach | Active Set | Map | Menu

Project

Project *	10230	... ☐ Project ledger use only
Project Type	CAP	... CAPITAL BUDGET PROJECT
Title *	COTTAGE GROVE RD: I39 TO SPRECHER	
Short title	COT GRV RD	
Major project	11574	... COTTAGE GROVE ROAD
State ID #		
Federal CFDA		
Drawdown freq		

Description: Limits - Interstate 39/90/94 to Sprecher Road. Construction Year - 2017. Right of Way Acquisition - 2016. Funding - Federal, Dane County, and City of Madison. Description - This project will reconstruct the

Justification: This project will have no impact on the operating budget. The City of Madison rates all streets in the City every other year to document the condition of our streets. A rating of "10" is a new street while a rating of

Department	40	... ENGINEERING
Status	Active	
Workflow Status	Approved	
Project available budget	Life to Date	
Percent Complete	0	
Estimate to Complete		760,000.00
Create capital asset	✔	
Project fiscal range *	JAN	to DEC
Projected date range *	01/01/2015	to 12/31/2017
Actual date range		to
Extension date		
Obligation date		
Last date to encumber		

Number of Days

Original 1825
Revised 1095

Always this convention

Can be longer than one year but should reflect likely spending period.

String Requirements

	Expense	Funding Source
Required level *	3 - Class	3 - Source
Budget level *	2 - Agency	

Always this numbering convention

Overhead Rates

Admin Overhead Rate 0 %

General Notes | Comments | Internal Contacts | External Contacts | Milestones | Escrow | Notes
Work Orders | Contracts | Contract Details | Capital Assets | Locations | Task Groups

GL FUNDING | REVENUE ALLOCATION | AP RETAINAGE

Funding Source	Description	Amount
	TOTAL	760,000.00
REV	REVENUE BONDS	250,000.00
CNT	COUNTY SOURCES	204,000.00

CREATING A PROJECT: PROJECT SHELL

- Click 'ADD' button in ribbon

- Complete the following fields:

    - **Project Number:** Select a 5-digit number from Accounting's next available project number workbook

    - **Project Type:** Operating or Capital

    - **Title:** Title of Project

    - **Short Title:** Field will auto populate

    - **Major Project:** Usually for capital programs

    - **Description:** Brief description of project

    - **Justification:** Reason why project is being created

    - **Department:** Agency responsible for project

    - **Estimated to Complete:** Project Budget

    - **Fiscal Range:** Always Jan-Dec

    - **Projected Date Range:** Project timeline or fiscal period of grant

    - **String Requirements:** As shown to the right

CREATING A PROJECT: EXPENSE STRINGS

- Click 'Add' in the ribbon

- The project number will default from the master screen

    - Agency: 63

    - Class: Type of expense (see project ledger string set-up reference sheet)

    - Agency Defined: Typically not used (mostly used by Engineering and MPO)

    - Name: Will default

    - Short Name: Will default

    - Date range defaults based on master

    - Expense Type: Connects the <u>expense string to the corresponding funding string</u>

    - Default GL Account

        - Enter the org where the spending will happen

        - Leave object blank

        - Project=00000

    - Budget GL Account

        - Enter the account where budget for project is included on the GL

After you've completed the information, select Release from menu to release project into workflow

Clicking the ellipses will display all available options for expense type.

Leaving the object field blank for the Default GL account allows you to charge against multiple objects, but make sure the proper object is used in the Budget GL account.

CREATING A PROJECT: FUNDING STRINGS

- Click 'Add' in the ribbon

- The project number will default from the master screen

  - Agency: 63

  - Source: Source of funding (see project ledger string set-up reference sheet)

  - Agency Defined: Typically not used (mostly used by Engineering and MPO)

  - Name: Will default

  - Short Name: Will default

  - Date range defaults based on master

  - Expense Type: Connects the expense to the corresponding funding string

    - Each expense type needs to have a corresponding funding string

| | | | | Back | Search | Browse | Add | Update | Delete | Output | Print | Display | PDF | Excel | Email | Schedule | Attach | Reminder Alert | Menu |

Project string

Project *	10230	...	COTTAGE GROVE RD: I39 TO SPRECHER
Agency *	402	...	ENGINEERING - MAJOR STREETS
Source *	904	...	TRANSFER FROM SPECIAL ASSESSMT
Ag Defined *		...	

Description: Prelim asmt: $84,660.91

Justification:

Name *	COTTAGE GROVE I39-SPRCR-ASMT	
Short Name *	CGR I39	
Status	Active	
Workflow status	Approved	

Projected date range * 01/01/2015 to 12/31/2017
Actual date range to
Grant ... ☐ In-Kind

Revenue allocation

Allocation type	List	Customer	... Address
Max allocation	Budget	AR charge code	...
	☐ Exceed Maximum Amount		

		Org	Object	Project
	GL Debit	141020	59140	00000 SP AS XFR
Billing type	Internal	GL Credit	140070 49141	00000 XFER IN SA

☑ Include project string

ALLOCATION LINES   GL ACCOUNTS

Seq	Exp Type	Expense Type Desc	Priority	Alloc %	Max Alloc Amt	Allocated Amount
1	02	NON-GRANT	2	100.000	50,800.00	0.00

Exp Type and Priority make this funding string tied to the 02 expense string and the second funding string to be used.
Cannot not have the same priority for different funding strings tied to the same expense type. For instance, another funding string for this project that is tied to Exp Type 02 cannot use priority 2.

CREATING A PROJECT: FUNDING STRINGS (CONTINUED)

Revenue Allocation: Dropdowns

- **Allocation Type**

  - **List:** Selecting this option tells the system to use expense types and priority to connect funding and expenses

- **Max Allocation**

  - **Budget:** Selecting this option tells the system to use budget as the control for the project

  - **Actuals:** Not often used; usually for a donation or reimbursement

  - **Billing Type**

  - **Internal:** Select if we are moving funding from another place within the City

  - **External:** Select if we are billing another entity for expenses associated with the project

    - Complete the customer # & charge code that will be used for the deposit

Always check this box

CREATING A PROJECT: FUNDING STRINGS (CONTINUED)

Revenue Allocation

- GL Debit & Credit: Only used for internal billing

- These fields are telling the system which account to debit and credit when moving funding for the project

Allocation Lines

- This field allows you to prioritize the sequence in which funding is used

- The sequence will automatically populate

  - Expense Type

  - Priority

  - Allocation %

  - Max Amount

  - Allocated Amount: Leave blank

CREATING A PROJECT: FUNDING STRINGS (CONTINUED)

GL Accounts

- After updating the allocation lines select the GL account tab
    - Default GL Account
        - Enter the org where the spending will happen
        - Can leave object blank
        - Project=00000
    - Budget GL Account
        - Enter the account where budget for project is included on the GL

ADDING BUDGET TO PROJECTS

- Please refer to the Budget Amendments slides located on the Budget Employeenet page.