SETTING UP PROJECTS IN MUNIS

JANUARY 31, 2020





PROJECTS

PROJECTS: WHEN ARE THEY REQUIRED?



CREATING A PROJECT: OVERVIEW

• Created in Project Master

Favorites
 Recent Activity
Project Inquiry
Position Inquiry
Project Master
Budget Transfers and Amendments

- 3 Step Process
 - I) 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



CREATING A PROJECT: PROJECT SHELL

- Click 'ADD' button in ribbon
- Complete the following fields:
 - Project Number: Select a 5-digit number from Accounting's <u>next available project number</u> 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

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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</u> to the corresponding funding string
 - 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

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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

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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

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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

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CREATING A PROJECT: FUNDING STRINGS (CONTINUED)

GLAccounts

- 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

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ADDING BUDGET TO PROJECTS

Please refer to the Budget Amendments slides located on the <u>Budget Employeenet page</u>.