



Project Set Up Procedures

The Munis Project Ledger is a tool used to collect the direct and indirect costs of an activity or purchase that the City of Madison wishes to discretely track and report on. Some examples are public works projects, building projects, grant-funded initiatives, and purchases of equipment.

Not all projects must be tracked in the Project Ledger. However, (with few exceptions) the general rule is all grant-funded initiatives, and all activities funded in the Capital Budget should be tracked in the PL.

Use the following steps to create a new project:

Project Master

1. Open the Project Master program. Project Master is the shell that encapsulates the project and its transactions.
Financials > General Ledger Menu > Project Accounting > Project Ledger > Projects/Inquiry > Project Master

2. Click Add
3. Required fields
 - a. Project (aka Project Number) – The next sequential 5-digit numeric value available
 - b. Project Type – OPER, CAP, or PRIV based on the applicable affected budget
 - c. Title / Short Title – Descriptive, and communicates function, timing, etc.
 - d. Major Project – Duplicate the Project Number (unless grouping multiple projects under an umbrella Major Project). If the City WILL be grouping like projects under a

Major Project, an additional Project Master record may need to be created for the Major Project if one doesn't already exist.

- e. State ID# – Leave blank (used only when grant-funded)
 - f. Federal CFDA – Leave blank, (used only when grant-funded)
 - g. Description/Justification – Descriptive, and communicates function, timing, purpose, etc.
 - h. Department – Administering department/agency
 - i. Project Available Budget – Always Life to Date, because all projects must calculate available budget on a cumulative basis
 - j. Create Fixed Asset – Only if the project will result in the building of an asset
 - k. Project Fiscal Range – Always Jan to Dec, otherwise posting periods in the Project Ledger won't match the General Ledger
 - l. Projected Date Range – According to project manager's estimate
 - m. Required Level – Always 3-Class and 3-Source. It is the required number of segments to create a Project Expense or Funding Source String, as explained later.
 - n. Budget Level – Should generally be 2-Agency. If the project requires a more detailed level of how funds must be spent, 3-Class may be selected. This field dictates which level of the Project's Expense Strings are aggregated for budget checks.
4. Once Project Master setup is complete, Accept, and Release for approval.
 5. Once fully approved, Munis will generate an email to communicate the Workflow Status field change to Approved.

Project Master - TRAIN DATABASE May 22 2025

Project

Project * 17916 Project ledger use only

Project Type CAP CAPITAL BUDGET PROJECT

Title * CAPITAL PROJECT TEST 1

Short title CAP PROJ TEST 1

Major project 17916 CAPITAL PROJECT TEST 1

State ID #

Federal CFDA

Drawdown freq

Description CAPITAL PROJECT TEST 1

Justification

Department 15 FINANCE

Status Activ

Workflow Status Approved

Project available budget Life to D

Percent Complete 0

Estimate to Complete 0.00

Create capital asset

Project fiscal range * JAN to DEI

Projected date range * 01/01/2024 to 12/31/2025

Actual date range

Extension date

Obligation date

Last date to encumber

Number of Days

Original 730

Revised 730

Modified By

Change Set Current

Mass Update

Deduction Expenses

String Requirements

Expense 3 - Class

Funding Source 3 - Source

Required level * 3 - Class

Budget level * 2 - Agency

Overhead Rates

Admin Overhead Rate 0.00 %

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

Project Expense Strings

6. Click the Expense skittle in the ribbon. Project Expense Strings are the Project Ledger versions of expense accounts. Each Expense String is tied to the General Ledger, to reconcile to the Project Ledger. Many projects only require one Expense String. More complex projects may require additional Expense Strings. The goal is to have as few Expense Strings as are necessary, for simplicity.

The screenshot shows the 'Project Expense String' form in the 'TRAIN DATABASE May 22 2025' system. The form is divided into several sections:

- Project string:** Includes fields for Project (12916), Agency, Class, Ag Defined, Name, Short name, Status (Pending), Workflow status (New), Projected date range (01/01/2024 to 12/31/2025), Actual date range, Project available budget (Life to Date), Actual overhead rate (0.00%), Expense type, and buttons for General Notes and Comments.
- Audits:** Includes fields for Modified, By, Change Set, and buttons for Retained to date, Liquidated, Permanently withheld, and Unrelieved.
- AP Retainage:** Includes a checkbox for 'Include in asset cost'.
- Default GL account:** A table with columns for Fund, Function, Agency, Service, Sub Service, Location, PSC, and SubFund.
- Budget GL account:** A table with columns for Fund, Function, Agency, Service, Sub Service, Location, PSC, and SubFund.

7. Required fields

- a. Project – Same as Project Master Project Number
- b. Agency – Department responsible for that particular Expense String
- c. Class – Separately identifies each component of the project. Common examples are 110 – LAND, 140 – BUILDING, and 200 – NON-CAPITALIZED EXPENSE
- d. Ag Defined – Complete as needed, this field is often left blank
- e. Name / Short Name – Name of Expense String, should be descriptive of expenses. Best practice is to incorporate the Project, Agency, Class descriptions in the Name.
- f. Projected Date Range – According to project manager's estimate (typically Project Master Projected Date Range)
- g. Project Available Budget – Always Life to Date, because all projects must calculate available budget on a cumulative basis
- h. Include in Budget Check – Always checked, because expenses must be controlled
- i. Actual Overhead Rate – In the event indirect costs should be allocated to direct project expenditures, insert that rate here. The Project Overhead Allocation program is used to facilitate this indirect cost.
- j. Expense Type – This field connects the Expense String(s) to the Funding String(s). If more than one Expense String is necessary, the next Expense String would use a different Expense Type, unless it will be funded from the same source as the first Expense String, and so on.
- k. Include in asset cost – Should be checked if Project Master, Create Capital Asset field is checked

- l. Default GL Account – Assign Org and Project to the Expense String. Leave Object blank, for one Project may have multiple types of expenses. This setup provides flexibility within the Org code, while maintaining Fund integrity. When postings to the Expense String take place, this is the GL account that will default in the entry proof program.
 - m. Allow GL Override – If checked allows end users to pick a different Org code during the transaction entry process (e.g. GL Journal, AP Invoice, P Card, etc)
 - n. Budget GL Account – Assign Org, Object, and Project to the Expense String. Although multiple accounts may be budgeted to, this field is required to pull the project into budget projections.
8. Once Expense String setup is complete, Accept, and Release for approval.
 9. Once fully approved, Munis will generate an email to communicate the Workflow Status field change to Approved.
 10. If additional Expense Strings are needed, click Add and repeat steps 7-9

Project Expense String - TRAIN DATABASE May 22 2025

Project Master - TRAIN DATABASE May 22 2025 > Project Expense String - TRAIN DATABASE May 22 2025

Project string

Project *	17916	CAPITAL PROJECT TEST 1	Description	CAPITAL PROJECT TEST 1 FINANCE BUILDING	Audits
Agency *	15	FINANCE	Justification		Modified
Class *	140	BUILDING			By
Ag Defined *					Change Set
Name *	CAP PROJ TEST 1 FIN BUILDING				AP Refinancing
Short name *	FIN BUILDING				Retained to date
Status	Active		Project available budget	Life to Date	0.00
Workflow status	Approved		Actual overhead rate	0.00 %	Liquidated
Projected date range *	01/01/2024	to	12/31/2025	Expense type	02 NON-GRANT
Actual date range		to			Unrelieved
					0.00

Default GL account

Fund	Function	Agency	Service	Sub Service	Location	PSC	SubFund

Org

Org	Object	Project
140070		00000

Budget GL account

Fund	Function	Agency	Service	Sub Service	Location	PSC	SubFund

Org

Org	Object	Project
140070	54210	00000

Project Funding Source Strings

11. Click Back, this will take you back to the Project Master page
12. Click on the Funding Source skittle in the ribbon. Project Funding Source Strings are the Project Ledger version of revenue accounts. Each Funding String is tied to the General Ledger, to reconcile to the Project Ledger. Many projects only require one Funding String. Projects funded by monies from more than one source may require additional Funding Strings.

Project Funding Source String - TRAIN DATABASE May 22 2025

Project string

Project * [17916] Description [] Modified []
 Agency * [] By []
 Source * [] Justification [] Change Set []
 Ag Defined * []

Name * [] Projected date range * 01/01/2024 to 12/31/2025
 Short Name * [] Actual date range []
 Status [Pending] Grant [] In-Kind []
 Workflow status [New]

Revenue allocation

Allocation type [None] Customer [] Address []
 Max allocation [Greater of the Two] AR charge code []
 Exceed Maximum Amount Org [] Object [] Project []
 Billing type [None] GL Debit [] GL Credit []
 Include project string

Allocation Lines

Seq	Exp Type	Expense Type Desc	Priority	Alloc %	Max Alloc Amt	Allocated Amount
[]	[]	[]	[]	[]	[]	[]

13. Required fields

- a. Project – Same as Project Master Project Number
- b. Agency – Department responsible for that particular Funding String
- c. Source – Separately identifies each funding component of the project. Common examples are 801 – GENERAL OBLIGATION BONDS (CAPITAL), 806 – RESERVES APPLIED, 201 – FEDERAL GOVERNMENT, 901 – TRANSFER FROM GENERAL FUND.
- d. Ag Defined – Complete as needed, this field is often left blank
- e. Name / Short Name – Name of Funding String, should be descriptive of source. Best practice is to incorporate the Project, Agency, Source descriptions in the Name.
- f. Projected Date Range – According to project manager's estimate (typically Project Master Projected Date Range)
- g. Grant – Only used for grant-funded projects
- h. Allocation Type – Should always be List
- i. Max Allocation – This selection dictates which metric the Project Revenue Allocation program looks to when billing/allocating. Budget should be selected (sometimes externally funded projects use Actuals).
- j. Exceed Maximum Amount – Generally should not be checked

- k. Billing Type – Internal, if funded by City of Madison and requires a transfer. None, if Max Allocation is Actuals. External, if externally funded and will eventually be billed to a third party.
 - l. Customer – Blank, unless billing an external source.
 - m. Address – Blank, unless billing an external source.
 - n. AR Charge Code – Blank, unless billing an external source.
 - o. GL Debit / Credit – Blank if Actual or External Billing Type. If Internal, dictate where the funding is transferred from (debit) and to (credit) within the City’s budget. Consult the Finance Department if guidance is sought.
 - p. Include Project String – Checked if an Internal Billing Type (i.e. a transfer takes place). Unchecked otherwise.
 - q. Default GL Account – Assign Org, Object, and Project to the Funding String. When postings to the Funding String take place, this is the GL account that will default in the entry proof program.
 - r. Budget GL Account – Assign Org, Object, and Project to the Funding String. Although multiple accounts may be budgeted to, this field is required in order to pull the project into budget projections.
 - s. The two should generally be the same, and should represent the General Ledger Accounts where revenue will ultimately reside after the Project Revenue Allocation process.
14. Once Funding String setup is complete, Accept, and Release for approval.
15. Once fully approved, Munis will generate an email to communicate the Workflow Status field change to Approved.
16. If additional Funding Strings are needed, click Add and repeat steps 13-15

Project Funding Source String - TRAIN DATABASE May 22 2025

Project string

Project * 17916 CAPITAL PROJECT TEST 1 Description CAPITAL PROJECT TEST 1 FINANCE BUILDING FROM GENERAL FUND Modified 06/09/2025

Agency * 15 FINANCE Justification

Source * 901 TRANSFER FROM GENERAL FUND

Ap Defined *

Name * CAP PROJ TEST 1 FIN BUILDING Projected date range * 01/01/2024 to 12/31/2025

Short Name * FIN BUILDI Actual date range

Status Active Grant

Workflow status Approved In-kind

Revenue allocation

Allocation type List

Max allocation Budget

Exceed Maximum Amount

Billing type Internal

Customer Address

AR charge code

Org Object Project

GL Debit 15100 59140 00000 XFR OT CAP

GL Credit 140070 49123 00000 CP CAP OUT

Include project string

Allocation Lines GL Accounts

Seq	Exp Type	Expense Type Desc	Priority	Alloc %	Max Alloc Amt	Allocated Amount
1	02	NON-GRANT	1	100.000	100,000.00	0.00

17. Before a project may be encumbered/expensed/funded/etc., both the expense and funding budgets must be posted (as a Budget Amendment to the General Ledger, and Original Budget to the Project Ledger). Work with the appropriate budget analyst to ensure the appropriate budget is placed on the project, and ensure it posts to the General Ledger Accounts and Project Ledger Strings established in the setup process. Once the budget entry is complete, approved, and posted, the Expense and Funding Strings will now show the appropriate budget for the project.