



MUNIS END USER GUIDE

PROJECTS/GRANTS














Table of Contents






<i>Legend of Munis Buttons</i> _____	3
<i>Projects and Grants</i> _____	9
Overview of the Project Ledger _____	9
What is the Project Ledger? _____	9
What is the Structure of a Project? _____	10
What is an Example of a Project? _____	10
Reports and Inquiries _____	11
How to View Project Balances _____	11
How to View Project Expenses _____	16
How to View Project Funding _____	18
Project Central _____	20
How to Perform a Search _____	20
Active Projects _____	Error! Bookmark not defined.
Project Warnings _____	25
How to View a Project Budget _____	26
Output Options for Reports _____	31





Legend of Munis Buttons






The following table provides descriptions for the Munis ribbon groups and buttons. If a button is dimmed on a program screen, the selection is not available.


Button	Description
Confirm	
 Accept	Accept saves information after you create or update a record. This button is often highlighted when adding, updating, or searching for records.
 Cancel	Cancel ends an operation, such as adding or updating a record.
Search	
 Search	Search finds records in a program. Search is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
 Browse	Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen. On a browse screen, the Excel button exports the data directly to a Microsoft® Excel spreadsheet.
 Query Builder	Query Builder creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query Builder, the Query Wizard screen (similar to the expression builders found in Microsoft Excel or Microsoft Access) provides options for creating an expression based on the fields in the active program.

Button	Description
Actions	
 Add	Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the default values. Press Tab to move from field-to-field or select a field with the pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional help button that lists available field entries.
 Update	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.
 Delete	Delete removes the record currently displayed from the program. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.
 Global	Global provides the option for updating or deleting multiple records at one time. Click the down arrow to access the global options available in the active program.
 Duplicate	Duplicate creates a copy of data and creates a new record in the same program using the original data as a base. Once you duplicate data, you can modify the new record.
Output	
 Print	Print sends a report directly to your default printer. In many instances, this output option provides the Output dialog box, which provides you with multiple print settings and options. If a program has specific output sort options or types, the program provides the appropriate options box when you click Output Options.

Button	Description
 Text File	<p>Text File saves a report to a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. The Saved Reports program is available on the Departmental Functions menu. To use the spool function from the File menu in a specific program, click Output and then select File under Output Type.</p>
 PDF	<p>PDF creates the report in PDF format. The program opens the document in the installed PDF reader. Note: The PDF button is only accessible if the Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.</p>
 Preview	<p>Preview immediately displays a report on the screen. For this option, the program provides the report in HTML format with no page breaks.</p>
Office	
 Excel	<p>Excel exports the active set of records to a Microsoft Excel spreadsheet.</p> <ul style="list-style-type: none"> • If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. • If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet. <p>In each case, the program inserts hyperlinks to the individual Munis records.</p> <p>The file created during export is automatically saved to your Munis directory; use the Save As feature in Excel to save the file to a new location.</p>
 Word	<p>Word creates an active set of records to export into Microsoft Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing.</p>

Button	Description
 Email	<p>Email creates an email message that contains a hyperlink to the active record. When the email recipient clicks the hyperlink, Tyler Dashboard opens, and in turn opens the Munis program with the linked record as the current record.</p> <p>Note: This feature requires that the Tyler Dashboard be enabled.</p>
 Schedule	<p>Schedule displays the Appointments screen, which schedules meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.</p>
Tools	
 Attach	<p>Attach allows you to view, add, or delete documentation related to the current record.</p> <ul style="list-style-type: none"> • If your organization uses Tyler Content Manager (TCM), the Attachments option displays a Document Mappings dialog box. When you select an available mapping, the program opens TCM. • If your organization does not use Tyler Content Manager, the Attach option provides a Munis Attachments screen, where you can add or access documentation from your Munis server. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files. <p>Note: This option is accessible only if the View Attachments and Associated Documents check box is selected in the Roles – Munis System program. In addition, the TylerCM for Munis Settings program must get setup to accommodate your attachments preference.</p>
	<p>Notes provides the option for adding or updating notes for the selected record. If more than one type of Notes options are available, click the</p>

Button	Description
Notes	down arrow to select the applicable notes option and add or update a note using the Text Editor program.
 Notify	<p>Notify provides integration with the Tyler Notify program, which provides options for contacting Munis customers by telephone, email, or text message using predefined content.</p> <p>Note: This feature is only available if your organization has installed and implemented Tyler Notify.</p>
 Audit	Audit provides the audit history for the selected record.
 MapLink	<p>MapLink provides integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session. Click the down arrow for MapLink options.</p>
 Alerts	<p>Alerts allows you to add or view all reminder alerts or reminder alerts for the current record. Reminder alerts distribute emails at specified dates as a reminder of upcoming events or activities that require attention. Reminder alerts are established using the Alert Administration programs on the System Administration menu. The Alert programs are not available for use with all Munis programs. Click the down arrow to manage alerts.</p>
Menu	
 More	<p>The Menu group provides options specific to managing data in the active program and options for accessing related programs. The options in this group vary by program; for programs with multiple options, click the More arrow to view the complete list.</p>
Return	

Button	Description
 Return	Return closes the current screen and returns you to the previous screen of the active program.

Projects and Grants

Overview of the Project Ledger

Within this manual, you will learn:

- ✓ How to inquire on a project.
- ✓ How to view project funding and project expenses.
- ✓ How to use Project Central.
- ✓ How to view your project budgets.
- ✓ How to run a project detail history report.

What is the Project Ledger?

The Project Ledger enables more detailed reporting on the financial transactions of projects without the need for additional accounts within the General Ledger. When using the Project Ledger, users will be able to enter a four-segment project string to capture detail without expanding the size of the Chart of Accounts. These project strings are categorized as either Expense string or Funding Sources, similar to Expense and Revenue accounts in the General Ledger. During transaction entry, the project string is entered at the same time as the GL account. This allows one entry point for both the GL account and project string.

As transactions are entered into Munis, the information is also flowing through to the Project Ledger. This is similar to the General Ledger in that users have an up-to-date look at balances for the Project Ledger. The inquiry screens also provide quick drill-down to transactions when a finer level of detail is needed. Project Central provides an overall view of the project spending at each level of the project structure.

What is the Structure of a Project?



WHEN ENTERING A PROJECT NUMBER IN ASSOCIATION WITH A TRANSACTION,
THE PROJECT NUMBER AND OBJECT CODE ARE ALWAYS REQUIRED.
THE FUNDING MAY BE REQUIRED.

What is an Example of a Project?



PROJECTS HAVE EXPENSE STRINGS & FUNDING SOURCE STRINGS.
EXPENSE STRINGS ALLOW YOU TO TRACK EXPENSE TRANSACTIONS.
FUNDING SOURCE STRINGS ALLOW YOU TO TRACK REVENUE ACTIVITY.

Reports and Inquiries

How to View Project Balances

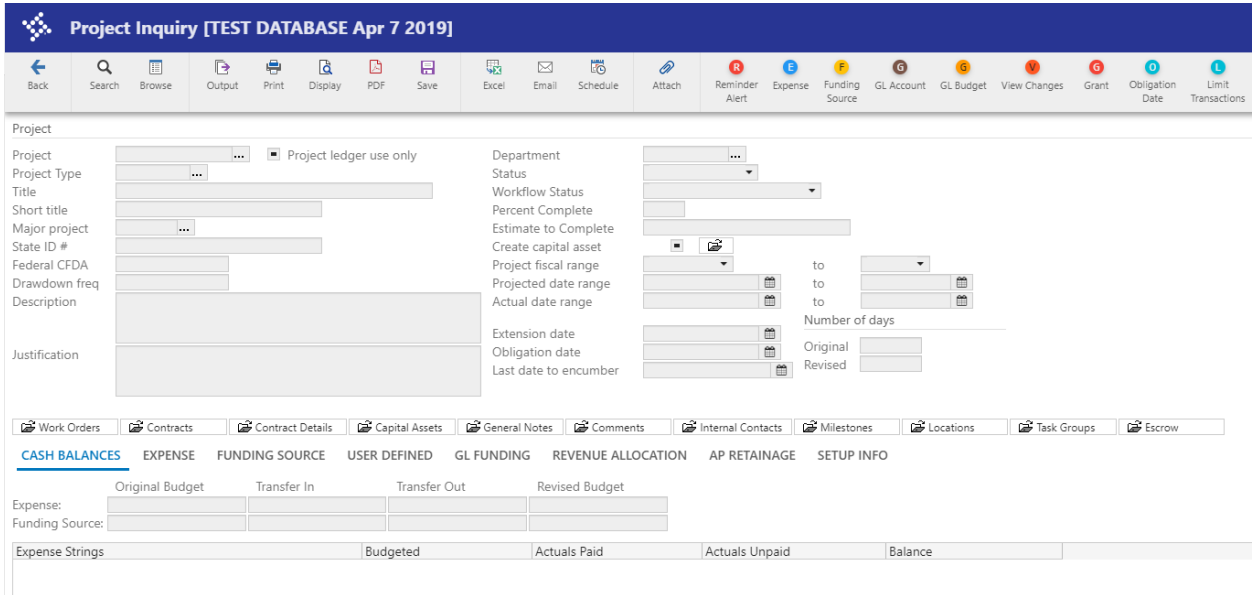
All project balances and transactions can be viewed within the Project Inquiry program. Project Inquiry lists all associated General Ledger accounting string, as well as the current balance.

1. Click on the **Tyler Menu**, click **Financials>General Ledger Menu>Project Accounting>Project Ledger>Projects/Inquiry>Project Inquiry**

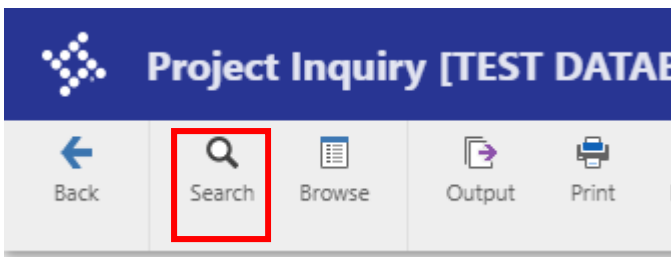
Tyler Menu

- ▾ Journal Entry/HISTORY
- End of Period
- Inquiries and Reports
- ▾ **Project Accounting**
 - Projects within General Ledger
 - ▾ **Project Ledger**
 - Set Up
 - ▾ **Projects/Inquiry**
 - Project Master
 - Grant Master
 - Grant Manager
 - Project Builder
 - Project Journal Entry/Proof
 - Project Encumbrance Entry/Proof
 - Project Adjustment Approvals
 - Project Amendments to GL Journals
 - Project Inquiry**
 - Project Central

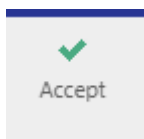
2. The Project Inquiry screen will display.



3. Click **Search**.



4. Complete one or more of the available fields to locate your project record. Please note: the more fields that you complete, the narrower the search results will be.



5. Click **Accept**.

6. The results will be displayed.

Project Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Save Excel Email Schedule Attach Reminder Alert Expense Funding Source GL Account GL Budget View Changes Grant

Project

Project: 08CDBG01 Project ledger use only
 Project Type: HUD HOUSING & URBAN DEVELOPMENT
 Title: 2008 COMMUNITY DEVELOP BLOCK GRANT
 Short title: 2008 CDBG
 Major project:
 State ID #:
 Federal CFDA: 14.218
 Drawdown freq: MONTHLY
 Description: The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG
 Justification:
 Department: 5401 CDBG DEV BLOCK PROGRAM
 Status: Active
 Workflow Status:
 Percent Complete: 0
 Estimate to Complete: 0.00
 Create capital asset:
 Project fiscal range: JUL to JUN
 Projected date range: 07/01/2008 to 06/30/2018
 Actual date range:
 Extension date:
 Obligation date:
 Last date to encumber:
 Number of days: Original 0 Revised 3651

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

CASH BALANCES EXPENSE FUNDING SOURCE USER DEFINED GL FUNDING REVENUE ALLOCATION AP RETAINAGE SETUP INFO

	Original Budget	Transfer In	Transfer Out	Revised Budget
Expense:	973.00	0.00	-3.00	970.00
Funding Source:	-973.00	-7,993.34	0.00	-8,966.34

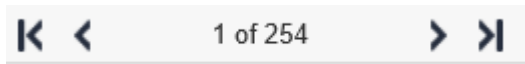
Expense Strings	Budgeted	Actuals Paid	Actuals Unpaid	Balance
08CDBG01	970.00	0.00	0.00	970.00
30101	0.00	0.00	0.00	0.00
30301	0.00	0.00	0.00	0.00

Funding Source Strings	Estimated Revenues	Revenues Received	Revenues Billed	Balance
08CDBG01	-8,966.34	-8,966.34	0.00	0.00
BEGBAL	-8,966.34	-8,966.34	0.00	0.00
HUD	0.00	0.00	0.00	0.00

Revenues Received	Expenses Paid	Totals
8,966.34	0.00	8,966.34

Cash balance as of: 04/29/2019

- In the lower left-hand corner, the number of records that were found that matched your search criteria will be displayed. Use the arrow buttons to scroll through the results. If no records were found, the program displays a 'No records found' message in the status bar.



- Across the middle of the screen, you will see tabs that will provide project-specific information.

Project Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Save Excel Email Schedule Attach Reminder Alert Expense Funding Source GL Account GL Budget View Changes

Project

Project: 08CDBG01 Project ledger use only
 Project Type: HUD HOUSING & URBAN DEVELOPMENT
 Title: 2008 COMMUNITY DEVELOP BLOCK GRANT
 Short title: 2008 CDBG
 Major project: ...
 State ID #: ...
 Federal CFDA: 14.218
 Drawdown freq: MONTHLY
 Description: The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG
 Justification: ...

Department: 5401 CDBG DEV BLOCK PROGRAM
 Status: Active
 Workflow Status: ...
 Percent Complete: 0
 Estimate to Complete: 0.00
 Create capital asset:
 Project fiscal range: JUL to JUN
 Projected date range: 07/01/2008 to 06/30/2018
 Actual date range: ... to ...
 Extension date: ...
 Obligation date: ...
 Last date to encumber: ...
 Number of days: ...
 Original: 0
 Revised: 3651

Work Orders Contracts Contract Details Capital Assets General Notes Comments Internal Contacts Milestones Locations Task Group

CASH BALANCES EXPENSE FUNDING SOURCE USER DEFINED GL FUNDING REVENUE ALLOCATION AP RETAINAGE SETUP INFO

	Original Budget	Transfer In	Transfer Out	Revised Budget
Expense:	973.00	0.00	-3.00	970.00
Funding Source:	-973.00	-7,993.34	0.00	-8,966.34

Expense Strings	Budgeted	Actuals Paid	Actuals Unpaid	Balance
08CDBG01	970.00	0.00	0.00	970.00
30101	0.00	0.00	0.00	0.00
30301	0.00	0.00	0.00	0.00

Funding Source Strings	Estimated Revenues	Revenues Received	Revenues Billed	Balance
08CDBG01	-8,966.34	-8,966.34	0.00	0.00
BEGBAL	-8,966.34	-8,966.34	0.00	0.00
HUD	0.00	0.00	0.00	0.00

9. The tabs include the following information:

- a. **Cash Balance** – This tab displays the cash balance for funding source and expense strings.

CASH BALANCES EXPENSE FUNDING SOURCE USER DEFINED GL FUNDING REVENUE ALLOCATION AP RETAINAGE SETUP INFO

	Original Budget	Transfer In	Transfer Out	Revised Budget
Expense:	973.00	0.00	-3.00	970.00
Funding Source:	-973.00	-7,993.34	0.00	-8,966.34

Expense Strings	Budgeted	Actuals Paid	Actuals Unpaid	Balance
08CDBG01	970.00	0.00	0.00	970.00
30101	0.00	0.00	0.00	0.00
30301	0.00	0.00	0.00	0.00

Funding Source Strings	Estimated Revenues	Revenues Received	Revenues Billed	Balance
08CDBG01	-8,966.34	-8,966.34	0.00	0.00
BEGBAL	-8,966.34	-8,966.34	0.00	0.00
HUD	0.00	0.00	0.00	0.00

- b. **Expense** – This tab displays the total expense for the project by fiscal year.

	Project Year 2019	Project Year 2018	Project Year 2017	Project Year 2016
Original Budget	.00	.00	.00	973.00
Transfer - In	.00	.00	.00	.00
Transfer - Out	.00	-3.00	.00	.00
Revised Budget	970.00	970.00	973.00	973.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
SOY Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Inception to SOY	.00	.00	.00	.00
Available	970.00	970.00	973.00	973.00
Percent used	0.00	0.00	0.00	0.00

c. **Funding Source** – This tab displays the total funding for the project by fiscal year.

	Project Year 2019	Project Year 2018	Project Year 2017	Project Year 2016
Original Budget	.00	.00	.00	-973.00
Transfer - In	.00	-7,993.34	.00	.00
Transfer - Out	.00	.00	.00	.00
Revised Budget	-8,966.34	-8,966.34	-973.00	-973.00
Actual (Memo)	.00	.00	-8,966.34	.00
Inception to SOY	-8,966.34	-8,966.34	.00	.00
Available	.00	.00	7,993.34	-973.00
Percent used	100.00	100.00	921.51	0.00

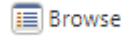
d. **GL funding Source** – Not used.

e. **Revenue Allocation** – The County is currently not using this feature.

f. **Setup Info** – This tab displays the initial settings that were used to create the project and will not be used by an end user.

CASH BALANCES	EXPENSE	FUNDING SOURCE	USER DEFINED	GL FUNDING	REVENUE ALLOCATION	AP RETAINAGE	SETUP INFO
Project Settings							
Project available budget: Life to Date							
string Requirements							
Expense				Funding Source			
required level	3 - OBJECT CODE			3 - SOURCE			
budget level	3 - OBJECT CODE			Overhead			
							Admin Overhead Rate: 0

10. Click the **Browse** button from the main ribbon bar to display a list-view of the results (rather than displaying a single record at a time on the screen).



Project	PL	Project Ty	Project Title	Status	Major Project	State ID	CFDA Number	Drawdown Freq	Project Available	Bud Project	Project	Projected Start Dat	Projected End Date
001CDBG	Y	HUD	GENERAL CDBG	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
001ESG	Y	HUD	GENERAL ESG	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
001HOME	Y	HUD	GENERAL HOME	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
01CDBG01	Y	HUD	2001 COMMUNITY DEVELOP BLOCK GRANT	A					Life to Date	JUL	JUN	07/01/2001	06/30/2018
08HOM01	Y	HUD	2008 HOME	A			14.239	MONTHLY	Life to Date	JUL	JUN	07/01/2008	06/30/2018
07CDBG01	Y	HUD	2007 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2007	06/30/2018
07Home01	Y	HUD	2007 HOME	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
08CDBG01	Y	HUD	2008 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2008	06/30/2018
09CDBG01	Y	HUD	2009 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2009	06/30/2018
08NSP01	Y	HUD	NEIGHBORHOOD STAB PROG1	A			14.218		Life to Date	JUL	JUN	07/01/2017	06/30/2018
10CDBG01	Y	HUD	2010 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2017	06/30/2018
10HOME01	Y	HUD	2010 HOME	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
10NSP03	Y	HUD	NEIGHBORHOOD STAB PROG3	A			14.218		Life to Date	JUL	JUN	07/01/2017	06/30/2018
11CDBG01	Y	HUD	2011 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2011	06/30/2018
11CCNENGR99	Y		DOE ENERGY GRANT	C					Yearly	JUL	JUN	07/01/2017	06/30/2018
11HOME01	Y	HUD	2011 HOME	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
12CDBG01	Y	HUD	2012 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2012	06/30/2018
12NSP01	Y	HUD	2012 EMERG SHELTER GRANT PROG	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
12Home01	Y	HUD	2012 HOME	A					Life to Date	JUL	JUN	07/01/2017	06/30/2018
13CDBG01	Y	HUD	2013 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2013	06/30/2018
13NSP01	Y	HUD	2013 EMERG SHELTER GRANT PROG	A					Life to Date	JUL	JUN	07/01/2013	06/30/2018
13HOME01	Y	HUD	2013 HOME	A			14.239	MONTHLY	Life to Date	JUL	JUN	07/01/2013	06/30/2018
14CDBG01	Y	HUD	2014 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2014	06/30/2018
14NSP01	Y	HUD	2014 EMERG SHELTER GRANT PROG	A			14.231	MONTHLY	Life to Date	JUL	JUN	07/01/2014	06/30/2018
14HOME01	Y	HUD	2014 HOME	A			14.239	MONTHLY	Life to Date	JUL	JUN	07/01/2014	06/30/2018
15CDBG01	Y	HUD	2015 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2015	06/30/2018
15NSP01	Y	HUD	2015 EMERG SHELTER GRANT PROG	A					Life to Date	JUL	JUN	07/01/2015	06/30/2018
15HOME01	Y	HUD	2015 HOME	A			14.239	MONTHLY	Life to Date	JUL	JUN	07/01/2015	06/30/2018
15MNTNAD	Y		MOUNTAIN VIEW TAD	A					Yearly	JUL	JUN	07/01/2017	06/30/2018
15PROBCT99	Y		PROBATE CT DOJ GRANT	C					Yearly	JUL	JUN	07/01/2017	06/30/2018
16CDBG01	Y	HUD	2016 COMMUNITY DEVELOP BLOCK GRANT	A			14.218	MONTHLY	Life to Date	JUL	JUN	07/01/2016	06/30/2018
16NSP01	Y	HUD	2016 EMERG SHELTER GRANT PROG	A			14.231	MONTHLY	Life to Date	JUL	JUN	07/01/2016	06/30/2018
16HOME01	Y	HUD	2016 HOME	A			14.239	MONTHLY	Life to Date	JUL	JUN	07/01/2016	06/30/2018
17AGCNTY01	Y	AGNG	AGING CLAYTON COUNTY	A					Yearly	JUL	JUN	07/01/2016	06/30/2018
17ALZSEFD01	Y	AGNG	ALZHEIMERS SERVICES RESPITE CARE	A		ARC-AG1807	93.667	MONTHLY	Yearly	JUL	JUN	07/01/2017	06/30/2018
17CARET01	Y	AGNG	CARE TRANSITIONS	A					Yearly	JUL	JUN	07/01/2016	06/30/2018
17CBSD01	Y	AGNG	CBS PERSONAL CARE	A		ARC-AG1807	93.667	MONTHLY	Yearly	JUL	JUN	07/01/2016	06/30/2018

How to View Project Expenses

The Project Expense Inquiry screen will allow you to view month-to-date, year-to-date or life-to-date balances, as well as transactional detail.

1. Use the steps in the section above “How to View Project Balances” to search for the project that you would like to view the expenses for.
2. While on the Project Inquiry screen, click on the **Expense** button from the main ribbon bar.

Project Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Save Excel Email Schedule Attach Reminder Expense Funding Source GL Account GL Budget View Changes

Project

Project: 08CDBG01 ... Project ledger use only
 Project Type: HUD ... HOUSING & URBAN DEVELOPMENT
 Title: 2008 COMMUNITY DEVELOP BLOCK GRANT
 Short title: 2008 CDBG
 Major project: ...
 State ID #: ...
 Federal CFDA: 14.218
 Drawdown freq: MONTHLY
 Description: The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG
 Justification: ...

Department: 5401 ... CDBG DEV BLOCK PROGRAM
 Status: Active
 Workflow Status: ...
 Percent Complete: 0
 Estimate to Complete: 0.00
 Create capital asset:
 Project fiscal range: JUL to JUN
 Projected date range: 07/01/2008 to 06/30/2018
 Actual date range: ...
 Extension date: ...
 Obligation date: ...
 Last date to encumber: ...

Number of days: Original 0, Revised 3651

Work Orders Contracts Contract Details Capital Assets General Notes Comments Internal Contacts Milestones Locations Task Gr

CASH BALANCES EXPENSE FUNDING SOURCE USER DEFINED GL FUNDING REVENUE ALLOCATION AP RETAINAGE SETUP INFO

	Original Budget	Transfer In	Transfer Out	Revised Budget
Expense:	973.00	0.00	-3.00	970.00
Funding Source:	-973.00	-7,993.34	0.00	-8,966.34

Expense Strings	Budgeted	Actuals Paid	Actuals Unpaid	Balance
08CDBG01	970.00	0.00	0.00	970.00
30101	0.00	0.00	0.00	0.00
30301	0.00	0.00	0.00	0.00

Funding Source Strings	Estimated Revenues	Revenues Received	Revenues Billed	Balance
08CDBG01	-8,966.34	-8,966.34	0.00	0.00
BEGBAL	-8,966.34	-8,966.34	0.00	0.00
HUD	0.00	0.00	0.00	0.00

- The expense information for the project will display. This screen allows you to view project balances at any project segment level. At Clayton County, our four project levels for expenses are Project, Type, Object Code and Funding.

Project Expense Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Excel Email Schedule Attach Reminder Return Detail Amount View View Changes Employee Detail View Monthly Amount Open Contracts

Project string

PROJECT * 08CDBG01 ... 2008 COMMUNITY DEVELOP BLOCK GRANT Description
 TYPE * 30101 ... FOREST PARK SENIOR CENTER 08
 OBJECT CODE * 501000 ... GENERAL ASSISTANCE EXP
 FUNDING * UNDESIGNAT ... UNDESIGNATED
 Justification: ...

Name * FOREST PARK SENIOR CENTER
 Short Name * 30101
 Status: Active
 Projected date range: 07/01/2008 to 06/30/2018
 Actual date range: ...

Project Available Budget: Life to Date
 Include in budget check
 Actual overhead rate: 0.00 %
 Expense Type: ...

AP Retainage: Retained to date 0.00, Liquidated 0.00, Permanently withheld 0.00, Unrelieved 0.00

PROJECT STRING BALANCES GL ACCOUNTS

	Project Year 2019	Project Year 2018	Project Year 2017	Project Year 2016
Original Budget	.00	.00	.00	.00
Transfers - In	.00	.00	.00	.00
Transfers - Out	.00	.00	.00	.00
Revised Budget	.00	.00	.00	.00
Actual (Memo)	.00	.00	.00	.00
Encumbrances	.00	.00	.00	.00
SOY Encumbrances	.00	.00	.00	.00
Requisitions	.00	.00	.00	.00
Inception to SOY	.00	.00	.00	.00
Available	.00	.00	.00	.00
Percent Used	0.00	0.00	0.00	0.00

- The up-arrow buttons to the left of each segment will roll up all balances to the indicated level. For example, to view all balances by Type, click on the arrow next to Type (Segment 2). This will update the balances on the screen so they are totaled at the Type level.

Project Expense Inquiry [TEST DATABASE Apr 7 2019]

Back Search Browse Output Print Display PDF Excel Email Schedule Attach (0) Reminder Alert Return Detail Amount View

Project string

PROJECT *	08CDBG01 ...	2008 COMMUNITY DEVELOP BLOCK GRANT	Description
TYPE *	30101 ...	FOREST PARK SENIOR CENTER 08	
OBJECT CODE *	501000 ...	GENERAL ASSISTANCE EXP	
FUNDING *	UNDESIGNAT ...	UNDESIGNATED	Justification

Name * FOREST PARK SENIOR CENTER

Short Name * 30101

Status Active

Projected date range 07/01/2008 to 06/30/2018

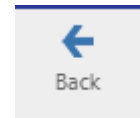
Actual date range

Project Available Budget Life to Date

Actual overhead rate 0.00 %

Expense Type

PROJECT STRING BALANCES CLASS ACCOUNTS



- Click the **Back** button to go back to the main Project Inquiry screen.

How to View Project Funding

The Project Revenue Inquiry screen will allow you to view month-to-date, year-to-date or life-to-date balances, as well as transactional detail.

- Use the steps in the section above “How to View Project Balances” to search for the project that you would like to view the expenses for.
- While on the Project Inquiry screen, click on the **Funding Source** button from the main ribbon bar.

Project Inquiry [TEST DATABASE Apr 7 2019]

Navigation: Back, Search, Browse, Output, Print, Display, PDF, Save, Excel, Email, Schedule, Attach, Reminder Alert, Expense, **Funding Source**, Account, GL Budget

Project

Project: 08CDBG01 Project ledger use only
 Department: 5401 CDBG DEV BLOCK PROGRAM
 Project Type: HUD HOUSING & URBAN DEVELOPMENT
 Status: Active
 Title: 2008 COMMUNITY DEVELOP BLOCK GRANT
 Workflow Status:
 Short title: 2008 CDBG
 Percent Complete: 0
 Major project:
 Estimate to Complete: 0.00
 State ID #:
 Create capital asset:
 Federal CFDA: 14.218
 Project fiscal range: JUL to JUN
 Drawdown freq: MONTHLY
 Projected date range: 07/01/2008 to 06/30/2018
 Description: The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG
 Actual date range:
 Justification:
 Extension date:
 Obligation date:
 Last date to encumber:
 Number of days:
 Original: 0
 Revised: 3651

- The funding/revenue information for the project will display. This screen allows you to view project balances at any project segment level. At Clayton County, our four project levels for funding sources are Project, Agency, Source and Award.

Project Funding Source Inquiry [TEST DATABASE Apr 7 2019]


Navigation: Back, Search, Browse, Output, Print, Display, PDF, Excel, Email, Schedule, Attach, Reminder Alert, Return, Detail, Amount View, View Changes, Reimb % Totals

Project string detail

PROJECT * 08CDBG01 2008 COMMUNITY DEVELOP BLOCK GRANT Description
 AGENCY * BEGBAL BEGINNING BALANCE
 SOURCE * 321300 US DEPT OF HUD
 AWARD *
 Justification:
 Name * FEDERAL
 Short Name * FED
 Status: Active
 Projected date range: 07/01/2008 to 06/30/2018
 Actual date range:
 Grant:
 Budget Calc Method: Life to Date

	Project Year 2019	Project Year 2018	Project Year 2017	Project Year 2016
Original Budget	.00	.00	.00	-973.00
Transfers - In	.00	-7,993.34	.00	.00
Transfers - Out	.00	.00	.00	.00
Revised Budget	-8,966.34	-8,966.34	-973.00	-973.00
Actual (Memo)	.00	.00	-8,966.34	.00
Inception to SOY Available	-8,966.34	-8,966.34	.00	.00
Available	.00	.00	7,993.34	-973.00
Percent Used	100.00	100.00	921.52	0.00

- The up-arrow buttons to the left of each segment will roll up all balances to the indicated level. For example, to view all balances by Agency, click on the arrow next to Agency (Segment 2). This will update the balances on the screen so they are totaled at the Agency level.



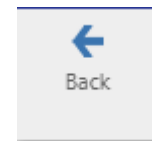
Back Search Browse Output Print Display PDF Excel Email Schedule (0) Attach

Project string detail

▲	PROJECT *	08CDBG01 ...	2008 COMMUNITY DEVELOP BLOCK GRAI	Description
▲	AGENCY *	BEBBAL ...	BEGINNING BALANCE	
▲	SOURCE *	321300 ...	US DEPT OF HUD	Justification
	AWARD *	...		

Name *	FEDERAL	Projected date range
Short Name *	FED	Actual date range
Status	Active ▼	Grant
		Budget Calc Method

PROJECT STRING BALANCES
REVENUE ALLOCATION
GL ACCOUNTS



- Click the **Back** button to go back to the main Project Inquiry screen.

Project Central

Project Central is where you can see a summary of all the County's projects. From the summary, you can also drill down to the detail.

The sections below explain how to perform a regular search and also how to perform and save an advanced search.

How to Perform a Search

- Click on the **Tyler Menu**, click **Financials>General Ledger Menu>Project Accounting>Project Ledger>Projects/Inquiry>Project Central**

Tyler Menu

- ▾ Journal Entry/History
- ▷ End of Period
- ▷ Inquiries and Reports
- ▾ Project Accounting
 - ▷ Projects within General Ledger
 - ▾ Project Ledger
 - ▷ Set Up
 - ▾ Projects/Inquiry
 - Project Master
 - Grant Master
 - Grant Manager
 - Project Builder
 - Project Journal Entry/Proof
 - Project Encumbrance Entry/Proof
 - Project Adjustment Approvals
 - Project Amendments to GL Journals
 - Project Inquiry
 - Project Central

2. The Project Central overview screen will display:

Project Code	Title	Project Type	Status	Department	Projected Start Date	Projected End Date	Expense Revised Budget	Expense Actuals	Encumbrances	Requisitions	Expense Available Budget	Warnings
001CDBG	GENERAL CDBG	HUD	Active	5401	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
001ESG	GENERAL ESG	HUD	Active	5410	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
001HOME	GENERAL HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
01CDBG01	2001 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2001	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
06HOME01	2006 HOME	HUD	Active	5405	07/01/2006	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
07CDBG01	2007 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2007	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
07Home01	2007 HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
08CDBG01	2008 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2008	06/30/2018	\$970.00	\$0.00	\$0.00	\$0.00	\$970.00	No
09CDBG01	2009 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2009	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
09NSP01	NEIGHBORHOOD STAB PROG1	HUD	Active	5415	07/01/2017	06/30/2019	\$5,294,375.31	\$4,440,514.19	\$5.13	\$0.00	\$853,855.99	Yes
10CDBG01	2010 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
10HOME01	2010 HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
10NSP03	NEIGHBORHOOD STAB PROG3	HUD	Active	5420	07/01/2017	06/30/2018	\$1,537,167.88	\$1,537,167.88	\$0.00	\$0.00	\$0.00	No
11CDBG01	2011 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2011	06/30/2018	\$32,033.23	\$22,730.23	\$0.00	\$0.00	\$9,303.00	No

3. When you get to this screen, you can scroll through your projects or enter search criteria to see a specific project. Search criteria includes Project Code, Title, Project Type, Status, Department Code, Project Start Date, Projected End Date, Expense Revised Budget Amount, Expense Actuals Amount, Encumbrances Amount, Requisitions Amount, Expense Available Budget Amount, and Warnings.

4. To view Project Details, click on the Project Number.

Project Code	Title	Project Type	Status	Department	Projected Start Date	Projected End Date	Expense Revised Budget	Expense Actuals	Encumbrances	Requisitions	Expense Available Budget	Warnings
001CDBG	GENERAL CDBG	HUD	Active	5401	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
001ESG	GENERAL ESG	HUD	Active	5410	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
001HOME	GENERAL HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
01CDBG01	2001 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2001	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
06HOME01	2006 HOME	HUD	Active	5405	07/01/2006	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
07CDBG01	2007 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2007	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
07Home01	2007 HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
08CDBG01	2008 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2008	06/30/2018	\$970.00	\$0.00	\$0.00	\$0.00	\$970.00	No
09CDBG01	2009 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2009	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Yes
09NSP01	NEIGHBORHOOD STAB PROG1	HUD	Active	5415	07/01/2017	06/30/2019	\$5,294,375.31	\$4,440,514.19	\$5.13	\$0.00	\$853,855.99	Yes
10CDBG01	2010 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
10HOME01	2010 HOME	HUD	Active	5405	07/01/2017	06/30/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No
10NSP03	NEIGHBORHOOD STAB PROG3	HUD	Active	5420	07/01/2017	06/30/2018	\$1,537,167.88	\$1,537,167.88	\$0.00	\$0.00	\$0.00	No
11CDBG01	2011 COMMUNITY DEVELOP BLOCK GRANT	HUD	Active	5401	07/01/2011	06/30/2018	\$32,033.23	\$22,730.23	\$0.00	\$0.00	\$9,303.00	No

5. After clicking on a project number, you will be taken to the detail screen. The detail screen is divided into a header and three tabs of information: **Expenses**, **Funding**, **Milestones** and **Warnings**.

Project Central Search by project code, title or department.

Return Refresh View All Excel Export Project Master Attach

Project: 17AGCNTY01 (AGING CLAYTON COUNTY)
Budget Method: Yearly

EXPENSES FUNDING MILESTONES WARNINGS

Hide Tree

Project Segment/String	Year to Date	Life to Date
▶ 17AGCNTY01 AGING CLAYTON COUNTY	\$373,785.23	\$1,913,999.58

Project - 17AGCNTY01: AGING CLAYTON COUNTY

TOTALS INVOICES CONTRACTS PURCHASE ORDERS EMPLOYEE COST GENERAL JOURNALS

Project Segment/String Totals

	Year to Date	Life to Date
Original Budget	\$0.00	\$1,604,298.00
Net Transfers	\$544,016.69	\$572,314.69
Revised Budget	\$544,016.69	\$2,176,612.69
Actuals Paid	\$373,785.99	\$1,914,000.34
Pending Invoices	-\$0.76	-\$0.76
Encumbrances	-\$129.52	\$446.49
Requisitions	\$1,055.22	\$1,055.22
Available Budget	\$169,305.76	\$261,111.40

There are a number of options to click on links to view additional project information. These options are explained below.

6. While on the Expenses tab, if you click on the blue project number in the line graph section, the Expense Inquiry screen will open. Likewise, if you are on the Funding tab and you click on the blue project number in the line graph section, the Funding Inquiry screen will open. (The project number will only display if there is data available)
- For example, clicking on the project number while on the Expense tab:
 - Will display the Project Expense String screen:

Project: 17AGCNTY01 (AGING CLAYTON COUNTY)

Expenses Paid: \$1,914,000.34 | Funding Received: \$3,724,799.44 | Cash Balance: \$1,810,799.10

EXPENSES | FUNDING | MILESTONES | WARNINGS

Project - 17AGCNTY01: AGING CLAYTON COUNTY

Project Segment/String	Year to Date	Life to Date
17AGCNTY01 AGING CLAYTON COUNTY	\$373,785.23	\$1,913,999.58

Project Segment/String Totals	Year to Date	Life to Date
Original Budget	\$0.00	\$1,604,298.00
Net Transfers	\$544,016.69	\$572,314.69
Revised Budget	\$544,016.69	\$2,176,612.69
Actuals Paid	\$373,785.99	\$1,914,000.34
Pending Invoices	-\$0.76	-\$0.76
Encumbrances	-\$129.52	\$446.49
Requisitions	\$1,055.22	\$1,055.22
Available Budget	\$169,505.76	\$261,111.40

Project Expense Inquiry [TEST DATABASE Apr 7 2019]

Project string: 17AGCNTY01 AGING CLAYTON COUNTY

PROJECT * 17AGCNTY01 ... AGING CLAYTON COUNTY
 TYPE * 10000 ... ADMINISTRATION
 OBJECT CODE * 400000 ... REGULAR SALARIES AND WAGES
 FUNDING * AG1710 ... 2017 AGING SUBGRANT CONTRACT

Name * AG REGULAR SALARIES AND WAGES
 Short Name * AG SALWAGE
 Status Active
 Projected date range 07/01/2016 to 06/30/2018
 Actual date range

Project Available Budget Yearly
 Include in budget check
 Actual overhead rate 0.00 %
 Expense Type

PROJECT STRING BALANCES	GL ACCOUNTS	Project Year 2019	Project Year 2018	Project Year 2017	Project Year 2016
Original Budget		.00	.00	.00	.00
Transfers - In		299,904.00	.00	.00	.00
Transfers - Out		.00	.00	.00	.00
Revised Budget		299,904.00	.00	.00	.00
Actual (Memo)		1,505.00	.00	.00	.00
Encumbrances		.00	.00	.00	.00
Requisitions		.00	.00	.00	.00
Available		298,399.00	.00	.00	.00
Percent Used		0.50	0.00	0.00	0.00

7. While on the Expenses Tab, use the Contracts, Invoices, Purchase Orders and Employee Cost links to view additional detailed project information.

Project: 17AGCNTY01 (AGING CLAYTON COUNTY)
Budget Method: Yearly

EXPENSES FUNDING MILESTONES WARNINGS

Hide Tree

Project Segment/String	Year to Date	Life to Date
▶ 17AGCNTY01 AGING CLAYTON COUNTY	\$373,785.23	\$1,913,999.58

Project - 17AGCNTY01- AGING CLAYTON COUNTY

TOTALS INVOICES CONTRACTS PURCHASE ORDERS EMPLOYEE COST GENERAL JOURNALS

Project Segment/String Totals

	Year to Date	Life to Date
Original Budget	\$0.00	\$1,604,298.00
Net Transfers	\$544,016.69	\$572,314.69
Revised Budget	\$544,016.69	\$2,176,612.69
Actuals Paid	\$373,785.99	\$1,914,000.34
Pending Invoices	-\$0.76	-\$0.76
Encumbrances	-\$129.52	\$446.49
Requisitions	\$1,055.22	\$1,055.22
Available Budget	\$169,305.76	\$261,111.40

- The Milestones tab displays a Gantt chart of the project's milestones. Change the chart to show milestones by **day**, **month**, or **year**.

Project: 17AGCNTY01 (AGING CLAYTON COUNTY)
Budget Method: Yearly

EXPENSES FUNDING MILESTONES WARNINGS

Expenses Paid: \$1,914,000.34 | Funding Received: \$3,724,799.44 | Cash Balance: \$1,810,799.10

Legend

May 7 May 7 May 8 May 8 May 9 May 9

EDIT MILESTONES

Project Warnings

- From the project overview screen, click on the Project Warnings tile to view all outstanding project warnings that have not yet been resolved. The system will display project overbudget warnings, phase overbudget warnings, missed milestone warnings and revenue allocation problems.

2.

Project: 17AGCNTY01 (AGING CLAYTON COUNTY)
 Budget Method: Yearly
 Expenses Paid: \$1,914,000.34 | Funding Received: \$3,724,799.44 | Cash Balance: \$1,810,799.10

EXPENSES FUNDING MILESTONES WARNINGS

EXPENSE STRINGS OVER BUDGET (5) FUNDING SOURCES OVER BUDGET (0) MISSED MILESTONES (0) REVENUE ALLOCATION ERRORS (0)

Budget Check Level: OBJECT CODE

Project String	Description	Available Budget	Included in Budget Check	Total Available Budget for OBJECT CODE	Over Budget
17AGCNTY01-10000-472000-AG1710	AG DUES AND SUBSCRIPTIONS	\$140.00	Yes	\$140.00	No
17AGCNTY01-BEGBAL-422500-AG1710	AG OFFICE EQUIPMENT RENTAL	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-402300-AG1710	AG WORKER'S COMPENSATION INS	\$5,061.00	Yes	\$5,061.00	No
17AGCNTY01-BEGBAL-439300-AG1710	AG MINOR COMPUTER EQUIPMENT	\$0.00	Yes	\$0.00	No
17AGCNTY01-BEGBAL-472000-AG1710	AG DUES AND SUBSCRIPTIONS	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-422500-AG1710	AG OFFICE EQUIPMENT RENTAL	\$3,000.00	Yes	\$3,000.00	No
17AGCNTY01-10000-439300-AG1710	AG MINOR COMPUTER EQUIPMENT	\$0.00	Yes	\$0.00	No
17AGCNTY01-BEGBAL-501000-AG1710	AG GENERAL ASSISTANCE EXP	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-491500-AG1710	AG REDISTRIBUTION POSTAGE EXP	\$0.00	Yes	\$0.00	No
17AGCNTY01-BEGBAL-440500-AG1710	AG POSTAGE	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-402000-AG1710	AG PENSION CONTRIBUTION	\$41,687.00	Yes	\$41,687.00	No
17AGCNTY01-BEGBAL-436000-AG1710	AG JANITORIAL SUPPLIES	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-436000-AG1710	AG JANITORIAL SUPPLIES	\$50.85	Yes	\$50.85	No
17AGCNTY01-BEGBAL-400000-AG1710	AG REGULAR SALARIES AND WAGES	-\$213,774.32	No	\$0.00	No
17AGCNTY01-10000-462000-AG1710	AG AUTOS & TRUCKS	\$0.00	Yes	\$0.00	No
17AGCNTY01-10000-479100-AG1710	AG UNIFORM RENTAL	\$1,582.45	Yes	\$1,582.45	No
17AGCNTY01-BEGBAL-402300-AG1710	AG WORKER'S COMPENSATION INS	-\$2,681.43	Yes	-\$2,681.43	Yes
17AGCNTY01-10000-402100-AG1710	AG FICA AND MEDICARE INSURANCE	\$29,421.64	Yes	\$29,421.64	No
17AGCNTY01-BEGBAL-439300-AG1710	AG MISC PROGRAM SUPPLIES	\$0.00	Yes	\$0.00	No

3. The details of the warning condition will display in bold. In the example above, the available budget is over by \$2,681.43. A budget transfer would need to occur in Munis before this warning would be resolved. Please refer to the General Ledger and Budgeting End User Manual for instructions on preparing a budget transfer.

How to Print a Project Budget Report

1. Click on the **Tyler Menu**, click **Financials>General Ledger Menu>Project Accounting>Project Ledger>Projects Reports>Project Budget Report**

MENU

Financials**General Ledger Menu**

- ▷ Set Up/Chart of Accounts
- ▷ Miscellaneous Set Up
- ▷ Journal Entry/History
- ▷ End of Period
- ▷ Inquiries and Reports
- ▷ Project Accounting
 - ▷ Projects within General Ledger

Project Ledger

- ▷ Set Up
- ▷ Projects/Inquiry
- ▷ Project Budget Processes
- ▷ Project Processes

Project Reports

Report Templates

Print Template Reports

Project Budget Report

2. The Project Budget Report screen will display.

Project Budget Report [TEST DATABASE Apr 7 2019]

Back

Output

Print

Display

PDF

Save

Excel

Word

Define

Template Options

Template selection

Execute this report Now ▼

Report template PROJBUDRPT ... Master

Report title PROJECT REPORT JUNE 2018

Project string selection

Expense

PROJECT 17POLICE06 ...

TYPE ...

OBJECT CODE ...

FUNDING ...

Report options

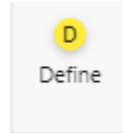
Month/Year range JULY ▼ 2018 to MAR ▼ 2019

Group by Major Project ▼

	Project Segment	Total	Page Break
Sort Sequence 1	PROJECT ▼	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 2	TYPE/AGENCY ▼	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 3	OBJECT CODE/SOURCE ▼	<input type="checkbox"/>	<input type="checkbox"/>
Sort Sequence 4	FUNDING/AWARD ▼	<input type="checkbox"/>	<input type="checkbox"/>

Detail Options

Include Name	Long ▼	Include Journal Detail	<input checked="" type="checkbox"/>
Include Project String Detail	<input checked="" type="checkbox"/>	Actual Detail	<input checked="" type="checkbox"/>
Include Employee Detail	<input type="checkbox"/>	Encumbrance Detail	<input type="checkbox"/>
		Budget Detail	<input type="checkbox"/>
		Vendor Detail	<input type="checkbox"/>
		Include Unposted Transactions	<input type="checkbox"/>
		Journal Source Code	 ...



3. Click the **Define** button on the main ribbon bar.
4. The fields will turn white to allow you to define how you would like to run the report. Under the Template Selection section of the screen, enter the following information:

Template selection	
Execute this report	Now
Report template	PROJBUDRPT <input type="checkbox"/> Master
Report title	PROJECT REPORT JUNE 2018

- a. **Execute this report** – specify when you would like to report to run.
 - i. **Now** - If you select Now, the system will process the report immediately. You can then click the Print, Text File, PDF, or Preview button to print, view, or save the report.
 - ii. **In Background** - If you select In Background, the system will process the report now, but it will utilize the Munis Scheduler to allow you to notify other users when the report is completed.
 - iii. **At a Scheduled Time** - If you select At a Scheduled Time, the Munis Scheduler will allow you to run the report at a future date and time. It will also allow you to setup a recurrence schedule whereby the report generates automatically based upon your defined schedule.
 - b. **Report Template** – Leave at the default.
 - c. **Master** – Leave checked.
 - d. **Report Title** – Enter up to 40 characters to define the title for the report (or you can leave the title at the default of “Project 2018”)
5. Under the Project String Selection section, indicate the project expense string or funding source segment that you would like to report on. Use the **Field Help** to lookup the project numbers.

Project string selection

Expense	
PROJECT	17POLICE06 ...
TYPE	...
OBJECT CODE	...
FUNDING	...

Funding Source	
PROJECT	17POLICE06 ...
AGENCY	...
SOURCE	...
AWARD	...

6. Under the Report Options section, complete the following information:

Report options

Month/Year range	JULY ▾	2018	to	MAR ▾	2019		
Group by	Major Project ▾						
	Project Segment	Total	Page				
Sort Sequence 1	PROJECT ▾	<input type="checkbox"/>	Break		<input type="checkbox"/>		
Sort Sequence 2	TYPE/AGENCY ▾	<input type="checkbox"/>			<input type="checkbox"/>		
Sort Sequence 3	OBJECT CODE/SOURCE ▾	<input type="checkbox"/>			<input type="checkbox"/>		
Sort Sequence 4	FUNDING/AWARD ▾	<input type="checkbox"/>			<input type="checkbox"/>		

- a. **Month/Year Range** - You can define the date range of your report by entering the month and date in these fields. Please note that you can cross over fiscal years for multi-year projects.
- b. **Group by:**
 - i. **Major Project** - When this check box is selected, the report groups and totals the data by major project code.
 - ii. **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.
 - iii. **None** – The report results will not be grouped.
- c. **Sequences 1 through 4** – Identifies the sort order for your report and allows you to request totals and page breaks at each sort level.
 - i. **Project Segment** - Use sequence 1 to indicate the primary sort criteria for your report. Sequence 2 can be used to define a secondary sort, sequence 3 can be used to define a tertiary sort, etc.

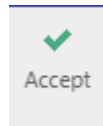
- ii. **Total** – Check this box if you would like subtotals generated whenever the sequence changes.
- iii. **Page Break** – Check this box if you would like a page break whenever the sequence changes.

7. Under the Detail Options section, complete the following information:

Detail Options

Include Name	<input type="text" value="Long"/>	Include Journal Detail	<input checked="" type="checkbox"/>
Include Project String Detail	<input checked="" type="checkbox"/>	Actual Detail	<input checked="" type="checkbox"/>
Include Employee Detail	<input type="checkbox"/>	Encumbrance Detail	<input type="checkbox"/>
		Budget Detail	<input type="checkbox"/>
		Vendor Detail	<input type="checkbox"/>
		Include Unposted Transactions	<input type="checkbox"/>
		Journal Source Code	<input type="text"/> ...

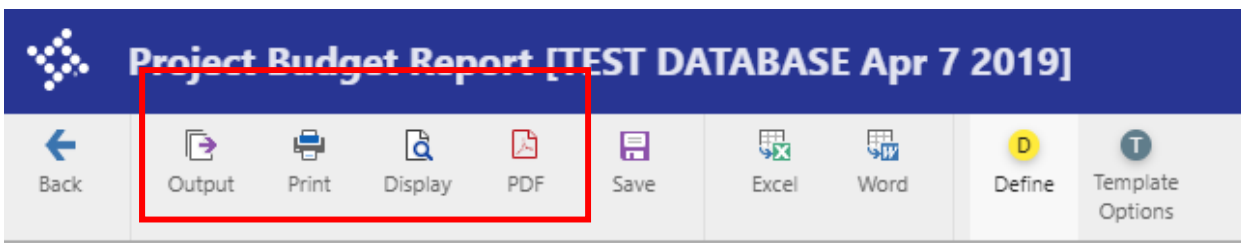
- a. **Include Name** – Select Long Name.
- b. **All Other Boxes -** Check the boxes to indicate the information that you would like to view on the report. If you do not check any boxes, then no detail information will appear on your report.



- 8. Click the **Accept** button to run the report.
- 9. You have now captured all report parameters and you are ready out select your preferred output option for the report. Please refer to the Output Options section of this manual.

Output Options for Reports

- 1. To generate a report, you can choose any of the following output options:



2.  - The **Print** option will allow you to run the report directly to a printer.

The 'Output type' dialog box is shown with the following details:

- Output type:** Radio buttons for 'Munis printer' (selected), 'Save', 'PDF', and 'Display'.
- Printer name:** A text field with a '...' button and a 'Properties' button.
- Status:** A text field.
- ID:** A text field.
- Type:** A text field.
- Comment:** 'Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.'
- Output style:** Radio buttons for 'Presentation' and 'Standard' (selected).
- Output options:**
 - Landscape
 - Enable hyperlinks if present
 - Copies:** A spinner box set to '1'.
- Buttons:** 'OK' and 'Cancel' at the bottom.

- a) Click on the field help to the right of the Printer name field.

Printer name: ...

- b) Select the printer that you would like to print to from the list of available printers.

YTD Budget Report - Munis [TEST DATABA]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Office

Name	ID	Availability	Reserved For	Type
CSFRONT_LS	CSF	Available		Command
CSFRONT_PM	CSF2	Available		Command
FINP04L_LS	04L2	Available		Command
FINP04L_PM	04L	Available		Command
FINP44L_LS	44L2	Available		Command
FINP44L_PM	44L	Available		Command
GB RECEIPT	TF01	Available		Command
guivald	ZZ	Available		Command
MS RECEIPT	TF02	Available		Command
PO AUTO PRINT	AUPO	Available		Tyler Fo
TYLERFORMS	ITF	Available		Tyler Fo

c) Click on the **Accept** button from the ribbon bar.



d) Click on the **OK** button.

Output type


Munis printer Printer name: ...
 Save Status: Available
 PDF ID: 04L2
 Display Type: Command/script

Comment: Outputs to a printer available to the Munis server. You may accept the default or select a different printer from the list.

Output style **Output options**

Presentation
 Standard

Landscape Copies ▲ ▼
 Enable hyperlinks if present


3.  - The **PDF** option will print the report to your screen in PDF format.

- a) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.



- b) If you click Open, the report will display:

Clayton County GEORGIA												
03/13/2018 14:26 iris.mcgee		TRAIN DATABASE Feb 17 2018 PROJECT BUDGET REPORT							P pareport 1			
FOR 07/01/2017 - 06/30/2018												
Original Budget	Net Budget Amendments	Revised Budget	Requisitions	Encumbrances	Actuals	Available Budget	Percent Used					
No Major Project defined												
PROJECT: 18TESTPROJ - CLAYCO SPECIAL OLYMPICS TRAINI												
OBJECT CODE: 414000 - 414000												
FUNDING: -												
<u>E 18TESTPROJ-10000</u>	<u>-414000</u>											
200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00%					
EFF DATE	JNL	LINE	SRC	REF1	REF2	REF3	CHECK	AMOUNT	D/C	GLYrPr	GLJnl	GLLine
07/10/2017	5	1	PAB	286GR	TESTPROJ4		T	200,000.00	D	2018/01	36	1
286TESTPRO												
TOTALS FOR FUNDING/AWARD: -												
200,000.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00	0.00%					

4.  - The **Excel** option will output the report directly to Excel.

- a) You will be prompted with options for the columns you would like to display:

Project Budget Report - Munis [TRAIN DATABASE Feb 17 2018] > Export Filter

HOME

Accept Cancel Search Browse Query Builder Add Update Duplicate Delete Global* Print Preview Excel Word Email Schedule Attach Notify Maplink Alerts

Confirm Search Actions Output Office Tools Menu

Select	Field
<input checked="" type="checkbox"/>	PROJECT
<input checked="" type="checkbox"/>	PROJECT TITLE
<input checked="" type="checkbox"/>	PROJECT STRING
<input checked="" type="checkbox"/>	PROJECT STRING TYPE
<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 1
<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 2
<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 3
<input checked="" type="checkbox"/>	PROJECT STRING SEGMENT 4
<input checked="" type="checkbox"/>	ORIGINAL BUDGET
<input checked="" type="checkbox"/>	NET BUDGET AMENDMENTS
<input checked="" type="checkbox"/>	REVISED BUDGET
<input checked="" type="checkbox"/>	REQUISITIONS
<input checked="" type="checkbox"/>	ENCUMBRANCES
<input checked="" type="checkbox"/>	ACTUALS
<input checked="" type="checkbox"/>	AVAILABLE BUDGET
<input checked="" type="checkbox"/>	PERCENT USED
<input checked="" type="checkbox"/>	PA JOURNAL EFFECTIVE DATE
<input checked="" type="checkbox"/>	PA JOURNAL NUMBER
<input checked="" type="checkbox"/>	PA JOURNAL LINE
<input checked="" type="checkbox"/>	PA JOURNAL SOURCE

- b) Leave all boxes checked to view all of the columns of data on your report. Then, click on the Accept button to run the report.



- c) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.

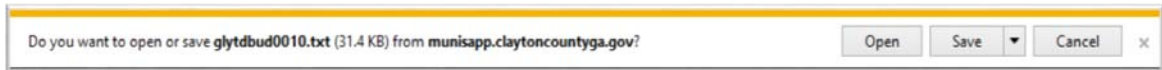


- d) If you click Open, the report will display:

PROJECT	PROJECT TITLE	PROJECT STRING	PROJECT STRING TYPE	PROJECT STRING SEGMENT 1	PROJECT STRING SEGMENT 2	PROJECT ST
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-10000 -414000 -	E	18TESTPROJ	10000	414000
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-10000 -439000 -1174	E	18TESTPROJ	10000	439000
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-10000 -439000 -1174	E	18TESTPROJ	10000	439000
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-56000 -434500 -	E	18TESTPROJ	56000	434500
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-OTHERGRANT-414000 -	E	18TESTPROJ	OTHERGRANT	414000
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-OTHERGRANT-438300 -	E	18TESTPROJ	OTHERGRANT	438300
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-OTHERGRANT-438300 -	E	18TESTPROJ	OTHERGRANT	438300
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-TITLE TAG -480000 -SPLOST15	E	18TESTPROJ	TITLE TAG	480000
18TESTPROJ	CLAYCO SPECIAL OLYMPICS TRAINING	18TESTPROJ-VEHICLES -602000 -SPLOST15	E	18TESTPROJ	VEHICLES	602000

5. - The **Preview** option will print the report to your screen in Text format.

a) You will receive a notification at the bottom of your screen. Click on Open to view the report or click on Save to save the report.



b) If you click Open, the report will display:

```

03/13/2018 14:28 | TRAIN DATABASE Feb 17 2018 | P 1
iris.mcgee | PROJECT BUDGET REPORT | pareport


FOR 07/01/2017 - 06/30/2018

Original Net Budget Revised Available Percent
Budget Amendments Budget Requisitions Encumbrances Actuals Budget Used
-----
No Major Project defined

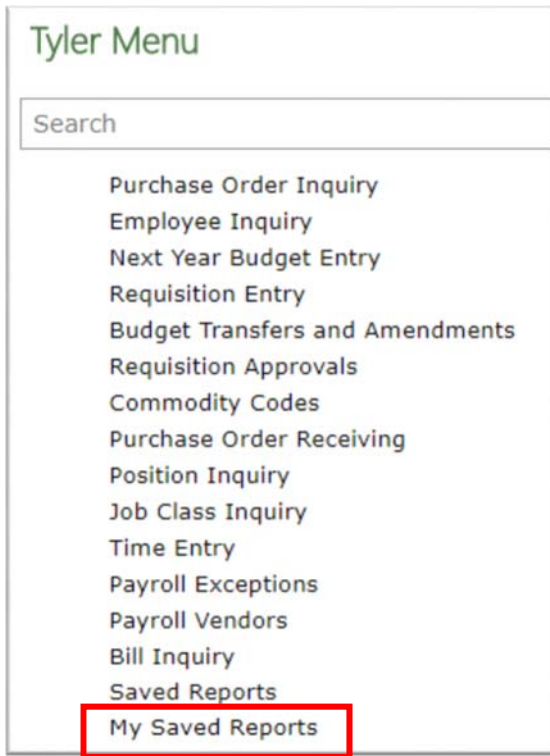
PROJECT: 18TESTPROJ - CLAYCO SPECIAL OLYMPICS TRAINI
-----
OBJECT CODE: 414000 - 414000
-----
FUNDING: -
-----
E 18TESTPROJ-10000 -414000 -
200,000.00 0.00 200,000.00 0.00 0.00 200,000.00 0.00%

EFF DATE JNL LINE SRC REF1 REF2 REF3 CHECK AMOUNT D/C GLYrPr GLJn1 GLLine
07/10/2017 5 1 PAB 286GR TESTPROJ4 T 200,000.00 D 2018/01 36 1
286TESTPRO

TOTALS FOR FUNDING/AWARD: -
200,000.00 0.00 200,000.00 0.00 0.00 200,000.00 0.00%
    
```

6.  - The **Text File** option is similar to the Preview option. It will run the report in Text format, but instead of opening it on the screen like the Preview option, it will save the report to **Department Functions > My Saved Reports**.

- a) From the Tyler menu, go to **Department Functions** and then click on **My Saved Reports**.



- b) A listing of all your saved reports will display.

Saved Reports - Munis [TRAIN DATABASE Feb 17 2018]

Mode
-- LIST MODE --

Choose one of the menu options or use the toolbar to act on the highlighted file.
NOTE: You can also highlight a file and double-click or press <ENTER> to preview.

User ID	Report File Name	Report Title	Date	Time	Pages
iris.mcgee	faactmnt0001.txt	Fixed Asset Accounts	12/17/2017	19:19	35
iris.mcgee	glatrbal0001.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY17/JUL TO JUL	01/18/2018	16:52	0
iris.mcgee	glatrbal0004.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	01/31/2018	14:45	0
iris.mcgee	glatrbal0006.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	02/01/2018	10:35	0
iris.mcgee	glytdbud0169.txt	** CURRENTLY BEING GENERATED **	03/12/2018	21:58	0
iris.mcgee	pareport0001.txt	PROJECT 2018	03/13/2018	14:28	7

- c) The report will be listed as the last report in the list of your saved reports. Click on the report to highlight it and then click on Accept to display the report.

HOME Saved Reports - Munis [TRAIN DATABASE Feb 17 2018]

Accept Cancel Search Browse Query Builder Add Update Global+ Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Retrieve - TylerCM Display Reports Submit - TylerCM Text as PDF Mass Delete Reports More... Menu

Mode
-- LIST MODE --

Choose one of the menu options or use the toolbar to act on the highlighted file.
NOTE: You can also highlight a file and double-click or press <ENTER> to preview.

User ID	Report File Name	Report Title	Date	Time	Pages
iris.mcgee	faactmnt0001.txt	Fixed Asset Accounts	12/17/2017	19:19	35
iris.mcgee	glatrbal0001.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY17/JUL TO JUL	01/18/2018	16:52	0
iris.mcgee	glatrbal0004.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	01/31/2018	14:45	0
iris.mcgee	glatrbal0006.txt	ACCOUNT SUMMARY TRIAL BALANCE FOR FY18/JUL TO JUL	02/01/2018	10:35	0
iris.mcgee	glytdbud0169.txt	** CURRENTLY BEING GENERATED **	03/12/2018	21:58	0
iris.mcgee	pareport0001.txt	PROJECT 2018	03/13/2018	14:28	7