Project Budget Report (STW-GL-1)

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DESCRIPTION

The Project Budget Report is used by districts to provide information concerning multi-year projects and grants. The report prints the following budget details for a given Project or a selected range of Projects:

- Encumbrances,
- Revised Budget,
- Expenditures Month to Date,
- Expenditures Quarter to Date,
- Expenditures Year to Date,
- Expenditures Project to Date, and
- Available Budget.

The Project Budget Report may be run for the current year and for three prior years. The report will calculate the revised budget, expenditures and encumbrances (if the report-option to Include encumbrances is flagged as "Y") as of the reporting date.

In addition to normal MUNIS G/L reporting options, the Project Budget Report may be run in summary. This option prints project totals only and displays multiple projects per page.

The Project Budget Report must be submitted to all KDE grant programs that require periodic expenditure reports. Refer to the ***Consolidated Expenditure Report*** instructions in the Budgets-General Ledger section of the MUNIS Support and Guides web page.

PRODUCING THE PROJECT BUDGET REPORT

Select:

Financials > General Ledger Menu > Project Accounting > Projects within General ledger > MTD Project Budget Report

The following screen is displayed:

1. Select **Segment Find** from the menu:

   Account type allows the search criteria to be narrowed to a specific account type.

   Account status allows the search criteria to be narrowed to a specific account status or a status combination.

NOTE*:* ***The asterisks symbol '* 'in the Account Status field will include Active (status of A), Next Year Budget (status of N), Inactive (status of I) and Closed (status of C) accounts in the report.***

2. If the report will include a Major Project(s), then enter the Project Code(s) followed by an asterisk (*) in the **Project** field, otherwise continue with step 3.

NOTE: ***See Appendix A for procedures of Establishing Major Projects.***

3. Press **Accept** to create an active set of accounts.
4. Select **Report Options**.

The following window appears:

5. Enter the desired Segment Numbers for **Sequences 1 through 4**
6. **Report Title** defaults to last title entered into Report Options screen. You can update this field as needed.
7. **Print Totals Only** - Report will print only totals for each account if the box is checked.
8. Check box if encumbrances need to be included on report.
9. Choose "Life-to-date" in the **Multiyear view** dropdown box. This will pull in budget amounts from inception of project.
10. Enter "Year/period" for report.
11. **Sum objs to position** defaults to 4. This option summarizes the Object Codes from the first position to the position entered here. Most reports use 4; change it as necessary.
12. **Roll to major project?** defaults to no. If the report will contain major projects, then "check" the box to roll (combine) Project totals to a Major Project(s) total based on the Major Project established in the Project Master table.
13. **"Print journal detail"** – "check" the box if you desire a detail report then specify "From year/period" and "To year/period".
14. Press **Accept**.
15. Choose preference for output to view or print report.

Sample Report – Totals Only

10/06/2014 13:27 | KDE DATABASE | P 1
983smill | REPORT | paprjr10

PROJECT NUMBER: 120A
STATE CODE:
CFDA NUMBER:
GRANT AMOUNT:

ESS
THROUGH SEP 2014

DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	* * * * EXPENDITURES * * * * MONTH TO DATE	QUARTER TO DATE	YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET
0052118 TMS REG INSTRUCTION SRF							
0113 OTHER CERTIFIED SALARIES	0	2500.00	.00	.00	.00	.00	2500.00
0221 EMPLOYER FICA CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0222 EMPLOYER MEDICARE CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0231 KTRS EMPLOYER CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0253 KSBA UNEMPLOYMENT INSURANCE	0	50.00	.00	.00	.00	.00	50.00
0610 GENERAL SUPPLIES		3985.00	.00	.00	.00	.00	3985.00
TOTAL TMS REG INSTRUCTION SRF	0	6685.00	.00	.00	.00	.00	6685.00
0302118 HS REG INST SRF							
0113 OTHER CERTIFIED SALARIES	0	3500.00	.00	.00	.00	.00	3500.00
0221 EMPLOYER FICA CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0222 EMPLOYER MEDICARE CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0231 KTRS EMPLOYER CONTRIBUTION	0	50.00	.00	.00	.00	.00	50.00
0253 KSBA UNEMPLOYMENT INSURANCE	0	50.00	.00	.00	.00	.00	50.00
0610 GENERAL SUPPLIES		5115.00	.00	.00	.00	.00	5115.00
TOTAL HS REG INST SRF	0	8815.00	.00	.00	.00	.00	8815.00

APPENDIX A: Establishing Major Projects:

Projects that are phases or tasks within a larger Project are commonly identified by attaching an additional character at the end of the four-digit Project Code. These Projects can then be "**rolled**" (combined) into the Major Project to produce totals during reporting. Below is an example:

Project Code	Description	Major Project	Description
`	IDEA-B CEIS	337X	IDEA-Basic
337XP	IDEA-B Private Schools	337X	IDEA-Basic

NOTE*: (**"X" represents fiscal Year). The additional character must also be part of the Project Code attached to Project Accounts.***

To Establish Major Projects

Select:

Financials > General Ledger Menu > Set Up/Chart of Accounts > Project Master

The following screen is displayed:

Add a new record and enter appropriate information for the Project.

Example of Project Master record showing the Major Project: