Project Budget Report in EERP (STW-GL-1)

Office of Education Technology: Division of School Technology Services

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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 three prior years. The report will calculate the revised budget, expenditures, and encumbrances (if the report option to 'Include encumbrances' is checkmarked) as of the reporting date.

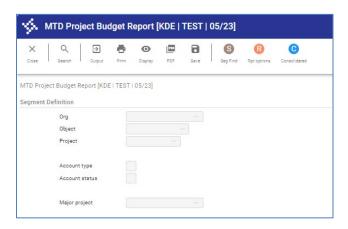
In addition to normal Enterprise ERP (EERP) reporting options, the Project Budget Report may be run in summary. This option prints project totals only and displays multiple projects per page.

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 EERP 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 **Seg Find** from the ribbon:

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

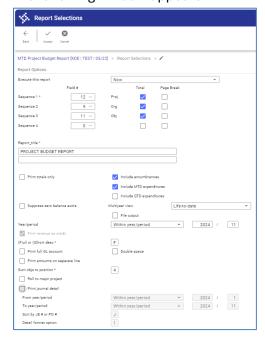
<u>Account status</u> allows the search criteria to be narrowed to a specific account status or a status combination.

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 for Establishing Major Projects.

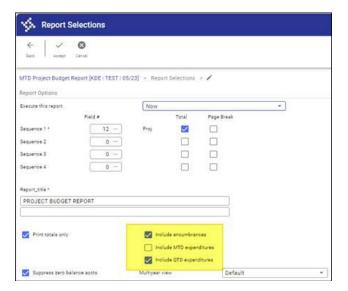
- 3. Press **Accept** to create an active set of accounts.
- 4. Select **Report Options**.

The following window appears:

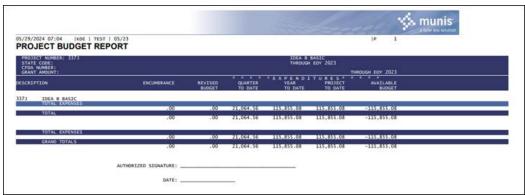


- 5. Enter the desired Segment Numbers for Sequences 1 through 4
- 6. **Report Title** defaults to the last title entered into the Report Options screen. You can update this field as needed.
- 7. **Print Totals Only** The report will print only totals for each account if the box is checked.
- 8. **Encumbrances -** Checkmark the box if encumbrances need to be included in the report.
- 9. Choose "Life-to-date" in the **Multiyear view** dropdown box. This will pull in budget amounts from the inception of the project.
- 10. Enter "Year/period" for the 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 contains 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"** mark the box if you desire a detailed report; then specify "From year/period" and "To year/period".
- 14. Choose Accept.
- 15. Choose a preference for the report output (Print/View/PDF).

NOTE*** When choosing **Report Options,** in order for the report to align columns with headings, you have the option to include/exclude either the MTD column or QTD column.



Sample Report



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

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

Example of Project Master record showing the Major Project:

