

Project Budget Report (STW-GL-1)

Office of Education Technology: Division of School Technology Services
Questions: munis@education.ky.gov

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.

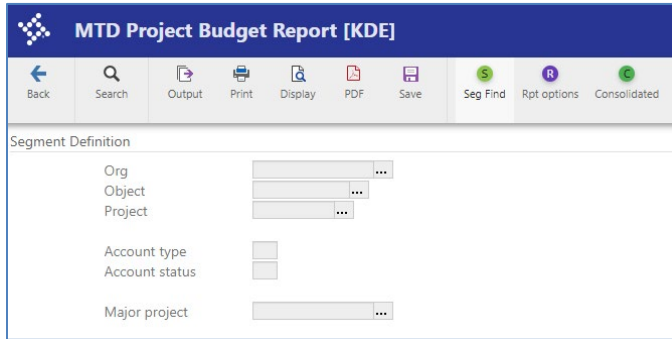
The Project Budget Report must be submitted to all KDE grant programs that require periodic expenditure reports. Refer to the **Consolidated Expenditure Report** instructions in the Budgets-General Ledger section of the MUNIS Support and Guides web page.

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 **Seg 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.

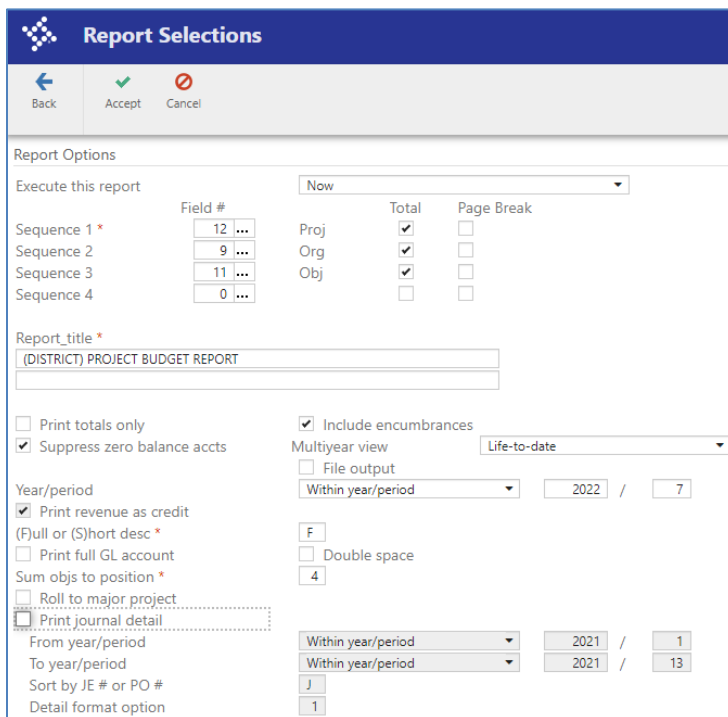
2. If the report will include a Major Project(s), then enter the Project Code(s) followed by an asterisk (*) in the **Project** field, otherwise continue with step 3.

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

KDE							
(DISTRICT) PROJECT BUDGET REPORT							
PROJECT NUMBER: 310C		TITLE I FY16-17					
STATE CODE:		THROUGH JAN 2022					
CFDA NUMBER:							
GRANT AMOUNT:							
DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	MONTH TO DATE	QUARTER TO DATE	YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET
TOTAL OTHER PROFESSIONAL CONSULTANT	.00	6374.41	.00	.00	.00	.00	6374.41
0338 REGISTRATION FEES							
0002118 0338 REGISTRATION FEES	.00	8000.00	.00	.00	.00	2070.00	5930.00
TOTAL REGISTRATION FEES	.00	8000.00	.00	.00	.00	2070.00	5930.00
0550 TRAVEL							
0002118 0580 TRAVEL	.00	2500.00	.00	.00	.00	2157.40	342.60
TOTAL TRAVEL	.00	2500.00	.00	.00	.00	2157.40	342.60
0585 TRAVEL - MEALS							
0002118 0585 TRAVEL - MEALS	.00	1000.00	.00	.00	.00	.00	1000.00
TOTAL TRAVEL - MEALS	.00	1000.00	.00	.00	.00	.00	1000.00
TOTAL REGULAR INSTRUCTION	.00	17874.41	.00	.00	.00	4227.40	13647.01
TOTAL TITLE I FY16-17	.00	17874.41	.00	.00	.00	4227.40	13647.01
TOTAL EXPENSES	.00	17874.41	.00	.00	.00	4227.40	13647.01
3100 TITLE I							
0002118 REGULAR INSTRUCTION							
0335 OTHER PROFESSIONAL CONSULTANT							
0002118 0335 OTHER PROFESSIONAL CONSULTANT	.00	6374.41	.00	.00	.00	.00	6374.41
TOTAL OTHER PROFESSIONAL CONSULTANT	.00	6374.41	.00	.00	.00	.00	6374.41
0338 REGISTRATION FEES							
0002118 0338 REGISTRATION FEES	.00	8000.00	.00	.00	.00	.00	8000.00

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

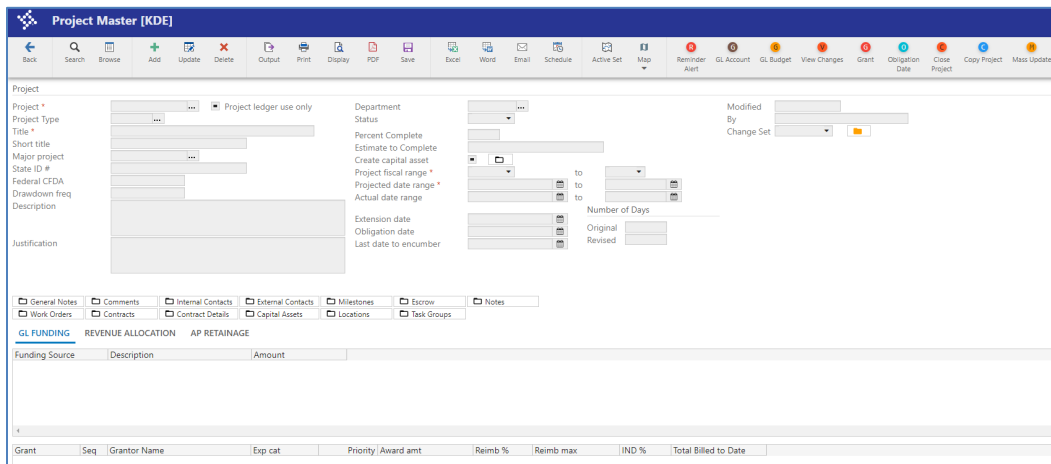
NOTE: (“X” represents fiscal Year). The additional character must also be part of the Project Code attached to Project Accounts.

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:

Kentucky Department of Education
 Munis Guide
Project Budget Report (STW-GL-1)
Updated: June 07, 2023

Project Master [KDE]

Back Search Browse Add Update Delete Output Print Display PDF Save Excel Word Email Schedule Active Set Map Reminder Alert GL Account GL Budget View Changes Grant Obligation Date Close Project Copy Project Mass Update

Project

<p>Project * 025D <input type="checkbox"/> Project ledger use only</p> <p>Project Type ...</p> <p>Title * BORN LEARN - UNITED WAY</p> <p>Short title</p> <p>Major project</p> <p>State ID * 025D ... BORN LEARN - UNITED WAY</p> <p>Federal CFDA</p> <p>Drawdown freq</p> <p>Description</p> <p>Justification</p>	<p>Department</p> <p>Status Active</p> <p>Percent Complete 0</p> <p>Estimate to Complete 0.00</p> <p>Create capital asset</p> <p>Project fiscal range * JUL to JUN</p> <p>Projected date range * 07/01/2017 to 06/30/2018</p> <p>Actual date range 07/01/2017 to 06/30/2018</p> <p>Extension date</p> <p>Obligation date</p> <p>Last date to encumber</p>	<p>Modified By</p> <p>Change Set Current</p> <p>Number of Days</p> <p>Original 364</p> <p>Revised 364</p>
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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

Funding Source	Description	Amount
TOTAL		

Grant	Seq	Grantor Name	Exp cat	Priority / Award amt	Reimb %	Reimb max	IND %	Total Billed to Date