

Project Budget Report (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.

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 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).

UPDATE*** When choosing **Report Options** from the ribbon you will see new report options available. For the report to align columns with headings, you have the option to include/exclude either the MTD column or QTD column. This update is available in release v2021.12.0.709+.

Report Selections

Back | Accept | Cancel

MTD Project Budget Report [KDE | TEST | 05/23] > Report Selections > /

Report Options

Execute this report: Now

Field #	Proj	Total	Page Break
Sequence 1 *	12	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	0	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3	0	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4	0	<input type="checkbox"/>	<input type="checkbox"/>

Report_title *

PROJECT BUDGET REPORT

☒ Print totals only

☒ Include encumbrances

☐ Include MTD expenditures

☒ Include QTD expenditures

☒ Suppress zero balance accts

Multiyear view: Default

Sample Report

05/29/2024 07:04 JKDE TEST 05/23		munis a filer and solution					
PROJECT BUDGET REPORT							
PROJECT NUMBER: 3373		IDEA B BASIC					
STATE CODE:		THROUGH EOY 2023					
CFDA NUMBER:							
GRANT AMOUNT:							
DESCRIPTION	ENCUMBRANCE	REVISED BUDGET	QUARTER TO DATE	YEAR TO DATE	PROJECT TO DATE	AVAILABLE BUDGET	
3373 IDEA B BASIC							
TOTAL EXPENSES	.00	.00	21,064.56	115,855.08	115,855.08	-115,855.08	
TOTAL	.00	.00	21,064.56	115,855.08	115,855.08	-115,855.08	
TOTAL EXPENSES	.00	.00	21,064.56	115,855.08	115,855.08	-115,855.08	
GRAND TOTALS	.00	.00	21,064.56	115,855.08	115,855.08	-115,855.08	

AUTHORIZED SIGNATURE: _____
DATE: _____

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
337X	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:

Project Master [KDE | TEST | 05/23]

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

Project Master [KDE | TEST | 05/23]

Project

Project * MAINT ☐ Project ledger use only

Project Type

Title * MAINTENANCE GRANT-CO CONST. FUND

Short title

Major project MAINT MAINTENANCE GRANT-CO CONST. FUND

State ID #

Federal CFDA

Drawdown freq

Description

Justification

Department 2600 PLANT OPERATIONS & MAINTENANCE

Status Active

Percent Complete 0

Estimate to Complete 0.00

Create capital asset ☐

Project fiscal range * JUL to JUL

Projected date range * 07/01/2023 to 06/30/2024

Actual date range 07/01/2023 to 06/30/2024

Extension date

Obligation date

Last date to encumber

Modified 05/29/2024

By Super_Kim

Change Set Current

Number of Days

Original 0

Revised 365

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		