

Code: [MU-FN-8-E] [MU-FN-13-B]

Title: What's New in General Ledger

Description: This session will highlight some of the new functionality available in the version 10.5 and 11.1 releases of the General Ledger, Project Ledger, and Budgeting programs. Learn what new functionality awaits when your organization upgrades to the latest release version.

General Ledger

Account Inquiry – 2014 Forum Changes (Version 11.1)

Below is a screen shot of the new totals screen. Changes include an action button that will display the find criteria used to return the amounts on the screen, drill down folders are now functional on this screen, and the user can now print the totals data along with the find criteria.

Account Inquiry - Munis

HOME

Accept Cancel Search Query Builder Add Update Global+ Duplicate Print Text file PDF Excel Word Email Attach Notify Maplink- Alerts+ Return

Account Inquiry - Munis

Display Find Criteria

Account

Fund ... Acct ...
 Org ... Acct name ... Account Notes
 Object ... Type ... Status ...
 Project ... Rollup ...
 MultiYr Fund

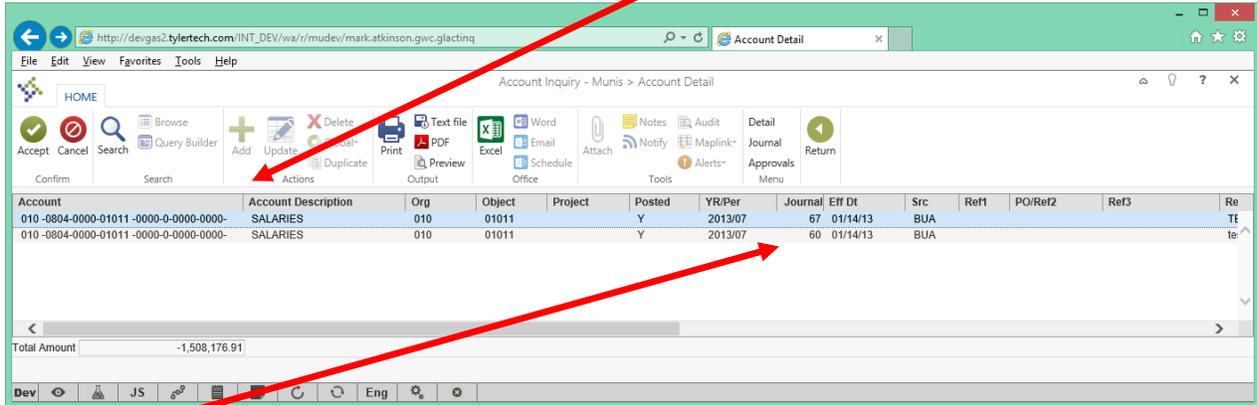
4 Year Comparison Current Year History

Yr/Per 2014/01	Fiscal Year 2014	Fiscal Year 2013	Fiscal Year 2012	Fiscal Year 2015
Original Budget	111,813,061.00	5,000.00	.00	.00
Transfers In	168,336,393.27	2,000,055,004.50	.00	.00
Transfers Out	-61,176,311.67	-5,009.50	.00	.00
Revised Budget	10,229,908,578.65	2,000,054,995.00	.00	500,001.05
Actual (Memo)	2,332,858.07	-3,939,224.68	130,708.70	184,705.19
Encumbrances	1,709,893.50	96,733.11	.00	683,751.79
Requisitions	12,441,346,965.33			39,106.19
Available	-2,215,481,138.31	2,003,897,486.57	-130,708.70	-407,562.12
Percent used	121.66	-.19	.00	181.51

3 of 105

Dev JS Eng

The ability to drill down from the totals screen has been added in 11.1. Clicking on the yellow drill down folders next to any of the values on the totals screen will bring up the Account Detail screen with the associated journal details. New fields were added to the Account Detail screen to help facilitate the display of journals from multiple accounts. If the user has arrived at the Account Detail screen from the totals drilldown folder buttons then the header that normally contains the current account is hidden and 'Account' and 'Account Description' fields are shown instead.



Journal numbers were also added to the data displayed in Account Detail based on feedback that we received from the 2014 General Ledger forum.

Ability to print totals data and find criteria.

02/18/2015 14:53 INT_DEV Totals Report P 1 glactinq					
YEAR	Original Budget/ Actual (Memo)	Transfers In/ Encumbrances	Transfers Out/ Requisitions	Revised Budget/ Available	Percent Used
2015	0.00 184,705.19	0.00 683,751.79	0.00 39,106.19	500,001.05 -407,562.12	181.51
2014	111,813,061.00 2,332,858.07	168,336,393.21 1,709,893.54	-61,176,311.66 12,441,346,965.35	10,229,908,578.65 -2,215,481,138.31	121.66
2013	5,000.00 -3,939,224.68	2,000,055,004.50 96,733.11	-5,009.50 0.00	2,000,054,995.00 2,003,897,486.57	-0.19
2012	0.00 130,708.70	0.00 0.00	0.00 0.00	0.00 -130,708.70	0.00
2011	5,000.00 -5,118,265.50	2,000,055,004.50 0.00	-5,009.50 0.00	2,000,054,995.00 2,005,173,260.50	-0.26
2010	0.00 130,708.70	10,013,605.40 -1,986,960.80	-13,987,527.00 0.00	0.00 1,856,252.10	0.00
2009	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00
2008	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00

Report Options

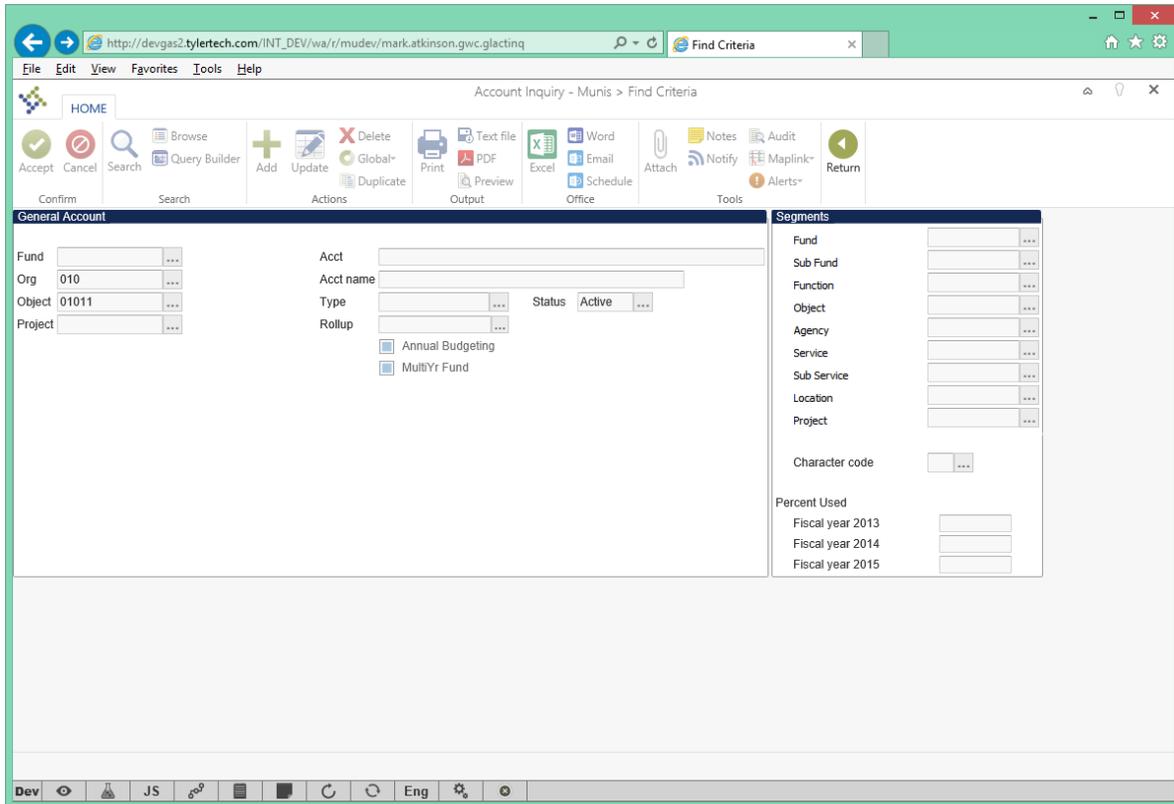
General Account
Fund: Account:
Org: 010 Account Name:
Obj: 01011 Type:
Proj: Rollup:
Status: Active Annual Budgeting:
MultiYr Fund:

Segments
Fund 010
Sub Fund
Function
Agency
Service
Sub Service
Location

Percent Used
Fiscal Year 2013:
Fiscal Year 2014:
Fiscal Year 2015:

** END OF REPORT - Generated by Mark Atkinson **

A 'Display Find Criteria' action has been added to the totals screen which will load the below screen. This new screen gives users a quick glance at the find criteria for the totals screen.



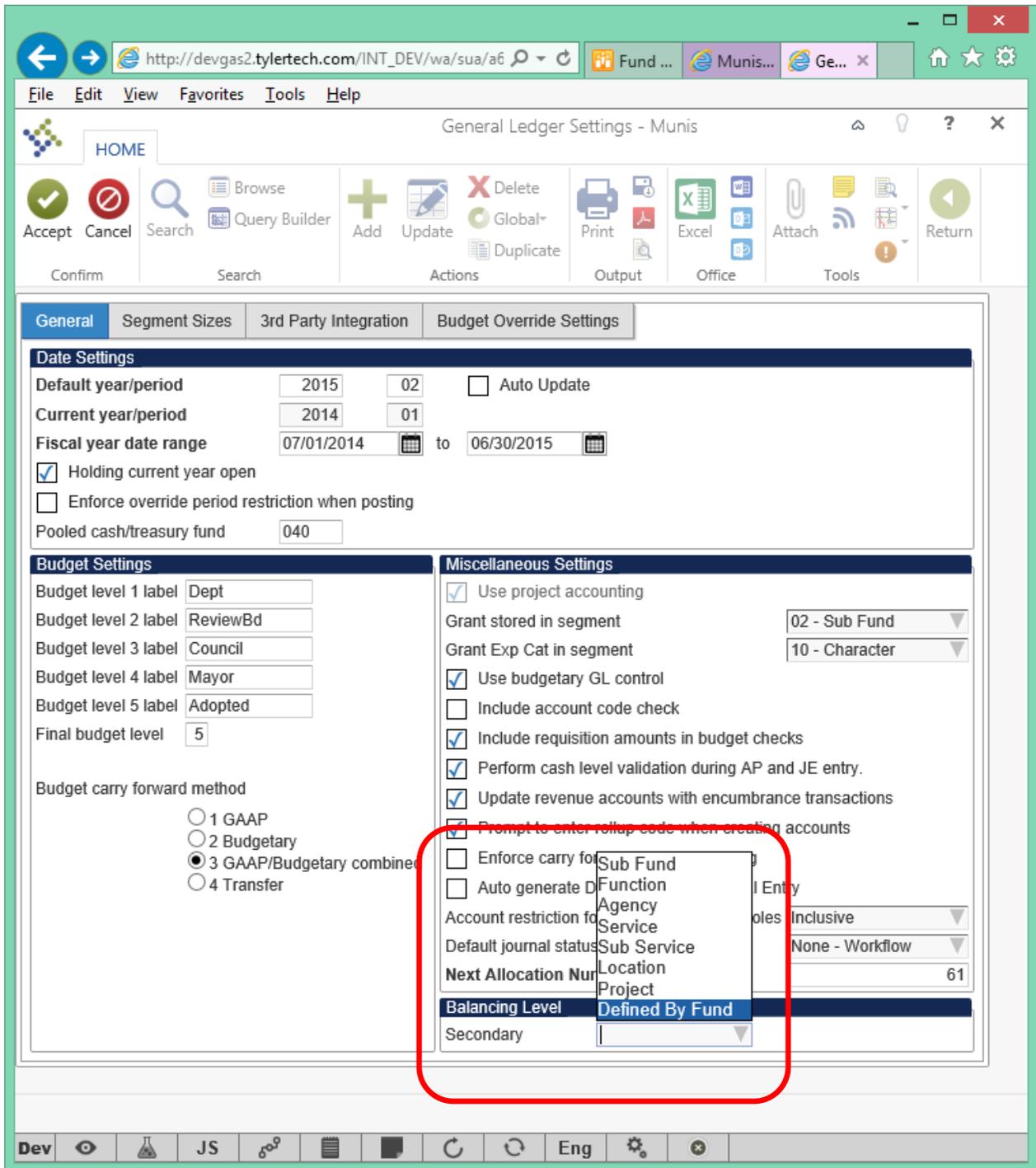
Fund Balancing (Version 11.1)

A new balancing option has been introduced in 11.1 that allows sites to configure their fund balancing options at the fund level. Prior to 11.1 sites had to choose at a global system level how they want their funds to balance. Now Munis will allow for sites to configure Fund balancing for each Fund independently.

In the General Ledger Settings program fund balancing settings will be moved to its own form group to differentiate them from the other parameters.

In order to maintain the current system-wide Fund Balancing functionality, a new option (Defined by Fund) will be added to the list of segments in the Secondary drop-down. Defined by Fund will be chosen if a site wants to set sub-Fund balancing for individual Funds rather than at a system level. If Defined by Fund is chosen, the application logic will look to the value stored at the fund level to determine the segment each Fund balances to.

Below depicts the Fund Balancing portion of General Ledger Settings broken out into its own form group with the Secondary drop-down list, including the new Defined by Fund option.



When the Defined by Fund option is selected in the General Ledger Settings program, a new field will be available in the Chart of Account Settings program for Fund definitions. This new field will be called Secondary balancing level, and will provide a list of segments for the user to choose from for each Fund to balance to.

Multi-year fund

Available budget method A ...

Requires Project String on Entry

Standard fiscal year

Fund type

Revolving fund

Pool cash account

Secondary balancing level None ▼

If the Defined by Fund option is not chosen within the General Ledger Settings program, then this field will be hidden from view on the form.

In order to fully support this secondary balancing level the Due To Due From Setup program has been updated to allow users to choose either a balance sheet account or simply an Object.

Second Fund

Fund 011 - Fund 011 Description ▼

Due To Account HEP ▼ 10010 ▼ ... DUE TO 010

Due To Object ... ←

Due From Account HEP ▼ 10011 ▼ ... DUE FROM 010

Due From Object ... ←

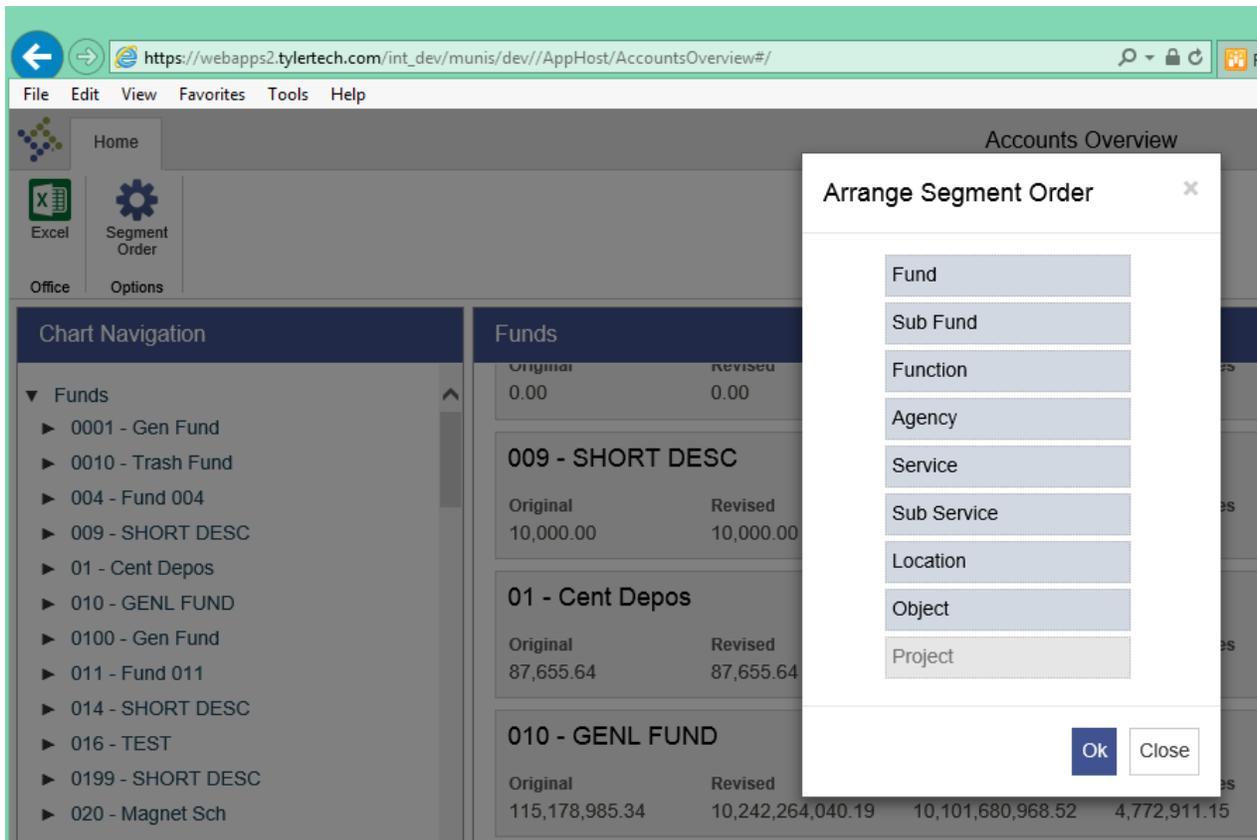
Only new funds that are created after this enhancement will be allowed to be set up with a balancing segment other than the default. This will ensure that a Fund's balancing setup cannot be altered throughout the course of a fiscal year.

Accounts Overview Percent Used (Version 11.1)

In version 11.1 a Percent Used column has been added to the the screen to indicate the percent of the budget that has been used at the current segment level.

01 - Cent Depos							Percent Used
Original	Revised	Actual	Encumbrances	Requisitions	Available		88.89%
87,655.64	87,655.64	39,998.21	37,915.27	1,209.06	8,533.10		

Also in 11.1 the user now has the ability to choose the segment order of the Chart Navigation tree. This is done by dragging the segment tiles in the Arrange Segment Order popup window.



Budgeting

Central Budget Entry (Version 11.1)

Available in version 11.1, Central Budget Entry offers level 1 department users a fast and user friendly way to enter their budget amounts for next year at both the account and detail levels. Central Budget Entry also offers robust and flexible reporting tools for analysis of both payroll and non-payroll budget data. There are 2 classes at Connect 2015 that cover this new functionality in greater detail ([MU-FN-7-A], [MU-FN-11-B] Central Budget Entry).

When Central Budget Entry initially loads the user is presented with their default Operating budget. At this



point the user can then change the budget projection from the **Change Projection** button in the ribbon. The header of the program displays relevant budget projection information at the current projection level such as the name of the projection, notes, totals, and the due date for when the projection should be completed. The table in the body of the main Central Budget Entry screen contains all of the accounts that the current user has access to in the currently selected projection. If the user would like they can choose a paired down find set of accounts using the Search Projection Accounts functionality in the header.

Central Budget Entry

Home | Search Projection Accounts... | Change Projection | Add Account | Delete Account | Mass Delete Accounts | Mass Update | Add Analysis Tile | Excel Export | Account Columns | Account Central | Project Master | Budget Reports | Budget Scenarios

Project: Projection 3 - Connect 2015 | Current Level: Dept | Dept Total: \$3,766,668.34 | Dept Due: 03/15/2015 (23 days left)

Notes: This is a note for this Projection.

2014 Salary Amounts: Budget \$677,629.62, FTEs 113.00, Positions 113.00

2014 Dept: EXPENSES \$5,980,54, REVENUES \$5,587,751.91

Account Information: AVAILABLE / CEILING \$0.00 / \$0.00, Rollup, Location \$0.00 / \$0.00

Org	Object	Project	Description	2014 Dept	2015 Dept	2016 Dept	2017 Dept	2018 Dept	2014 Projected	2014 Original	2014 Revised	2014 Actuals
Totals				9,587,734.75	550,341.00	550,360.00	560,380.00	398.00	1,699,984.96	148,847,580.73	10,341,966,421.18	9,991,873,259.90
+	00001	0	aaaa	test for roll up	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01001	07159	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	500.00	500.00	100.00
+	00001	01001	0715a	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	50.00	50.00	10.00
+	00001	01001	0715c	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	100.00	100.00	75.00
+	00001	01001	0723b	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01001	10002	Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
+	00001	01001	1005	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01001	2000	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01001	7077	Test56789012345678901234567890	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01001	Hardware	9,396.64	0.00	0.00	0.00	0.00	0.00	1,000,000.00	1,234,567.89	249,567.51
+	00001	01011	1000	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
+	00001	01011	10001	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	2,500.00
+	00001	01011	10002	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01011	10003	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,257.47
+	00001	01011	10226	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+	00001	01011	10870	SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,565.64

Save Changes | Cancel

Setting budget amounts at the account level in Central Budget Entry is as easy as double clicking in any value that you wish to update and then entering the new information. The below screenshot shows a user updating the 2014 department level budget for an account.

Search Projection Accounts...

View All Advanced Search

Change Projection Add Account Delete Account Mass Delete Accounts Mass Update Add Analysis Tile Excel Export E-mail Link Office

Projection 3 - Connect 2015 **Current Level:** Dept

Notes
This is a note for this Projection.

2014 Salary Amounts
Budget \$677,629.62
FTEs 113.00
Positions 113.00

Accounts (1,363)				Positions	Projection Totals	Analysis	
Org	Object	Project	Description		2014 Dept	2014 Pos	
Totals					9,587,734.75	55	
<input type="checkbox"/>	<input type="checkbox"/>	00001	0	aaaa	test for roll up	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	00001	01001	07159	Test56789012345678901234567890	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	00001	01001	0715a	Test56789012345678901234567890	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	00001	01001	0715c	Test56789012345678901234567890	0.00	
<input type="checkbox"/>	<input type="checkbox"/>	00001	01001	0723b	Test56789012345678901234567890	500	
<input type="checkbox"/>	<input type="checkbox"/>	00001	01001	10002	Test	0.00	

To add a note to the current budget projection account the user simply can click the  icon. If the current user wishes to add budget information at the detail level they can do so by clicking the  icon. This icon will take the user to the Budget Projection Detail screen. If budget detail information already exists at the detail level for this account, the  icon will show instead to let the user know that detail information already exists.

Budget Projection Detail Screen

The below screen shot shows the budget projection detail screen. This screen displays a list of all of the budget projection accounts on the left and the budget projection details for the selected account on the right.

Year	Line	Description	Amount	Quantity	Unit Cost	UOM	Location	Position	Employee
2014	10	VADER DARTH ...	200.00	2.00	100.00		ENDR	517	
2014	20	HUT JABA ...	1,860.81	7.00	265.83		ENDR	811	
2014	30	SKYWALKER LUKE ...	7,335.83	87.00	84.32		ENDR	528	



Clicking on the Add Detail icon in the header of the budget projection detail screen the user is presented with the following screen to enter a new budget projection detail entry for the currently selected account.

Positions and Projections Total tabs

Central Budget Entry offers robust analysis functionality for the budget projection data. Two of these analysis tabs are the Positions and the Projection Totals tabs. Both of these tabs work in a similar manner. The Positions tab allows for analysis on payroll data while the Projection Totals tab is used to analyze all of the projection data. Users can choose from 4 levels of drill downs before running the data analysis. Clicking on a row in the results allows the user to drill down to the next level in the data. The the below screen shot one can

see that the location Loc1 was drilled into and now the screen is displaying the data for Job Classes for location Loc1.

Accounts (88) **Positions** Projection Totals Analysis

Search Criteria

Location: **Loc1** Job Class: Position: Employee: Load Data Start over

Job Class (4)	Description	Quantity	Salary	Benefits	Total
02NN	HRLY CCD2, NO SALTBL, NO POSCT	0.00	0.00	0.00	0.00
02NP	HRLY CCD2, NO SAL TBL, POS CTL	0.00	0.00	0.00	0.00
02SN	HRLY CCD2, SAL TBL, NO POS CTL	1.00	35,000.00	0.00	35,000.00
02SP	HRLY CCD2, SAL TBL, POS CTL	0.00	0.00	0.00	0.00

Accounts (1,363) Positions **Projection Totals** Analysis

Search Criteria

Organization: Object: Function: Load all totals Start over

00001

Object (58)	Description	2014 Dept	2015 Dept
01001	Test56789012345678901234567890	9,396.64	0.00
01011	SALARIES	0.00	0.00
01012	OVERTIME	-849.68	0.00
01015	BENEFITS	1.76	0.00
01016	Kevin's Test Expense Account--	0.00	0.00
011	Misc revenues	-2,101.28	0.00

Analysis tab

The Analysis tab allows users to create custom pivot tables that are displayed on an array of tiles on the screen. These tiles are created at the user level and can only be viewed but the user that created them. The

below screen shot shows what the Analysis tab looks like for a first time user. Clicking on the  icon in the header will load the New Analysis Tile screen.

Search Projection Accounts... View All Advanced Search

Change Projection Add Account Delete Account Mass Delete Accounts Mass Update Add Analysis Tile Excel Export E-mail Link Account Columns Options

Projection 3 - Connect 2015 **Current Level:** Dept

Notes
This is a note for this Projection.

2014 Salary Amounts

Budget	\$9,396.64
FTEs	96.00
Positions	96.00

Accounts (9) Positions Projection Totals **Analysis**

 No budget analysis tiles have been defined yet. Select "Add Analysis Tile" from the ribbon menu to get started.

The New Analysis Tile screen allows the user to choose a name for the tile as well as the data they wish to see by row and by column. Row options include all segments as well as object, GL Project, and PL Project. Column options can be seen in the following screenshot.

New Analysis Tile

Name
Fund by Location

Row
Fund

Projection

- Fund
- Sub Fund
- Function
- Agency
- Service
- Sub Service
- Location
- Projection Detail
- Deduction
- Group BU
- Job Class
- Location
- New Program
- One Time
- Priority
- Request Group
- User Defined

After specifying the analysis tile information the tile is added to the body of the Analysis tab. In the following screen shot one can see that the data displays the funds in the rows of the table and the locations in the columns with the next year budget amounts summed up for each Fund/Location combination. Any combination of Row and Column values may be chosen and the user can add and remove tiles as they choose.

Home

Search Projection Accounts...

View All Advanced Search

Change Projection Add Account Delete Account Mass Delete Accounts Mass Update Add Analysis Tile Excel Export E-mail Link Account Columns

Projection 3 - Connect 2015 Current Level: Dept

Notes
This is a note for this Projection.

2014 Salary Amounts
Budget \$677,629.62
FTEs 113.00
Positions 113.00

Accounts (1,363) Positions Projection Totals Analysis

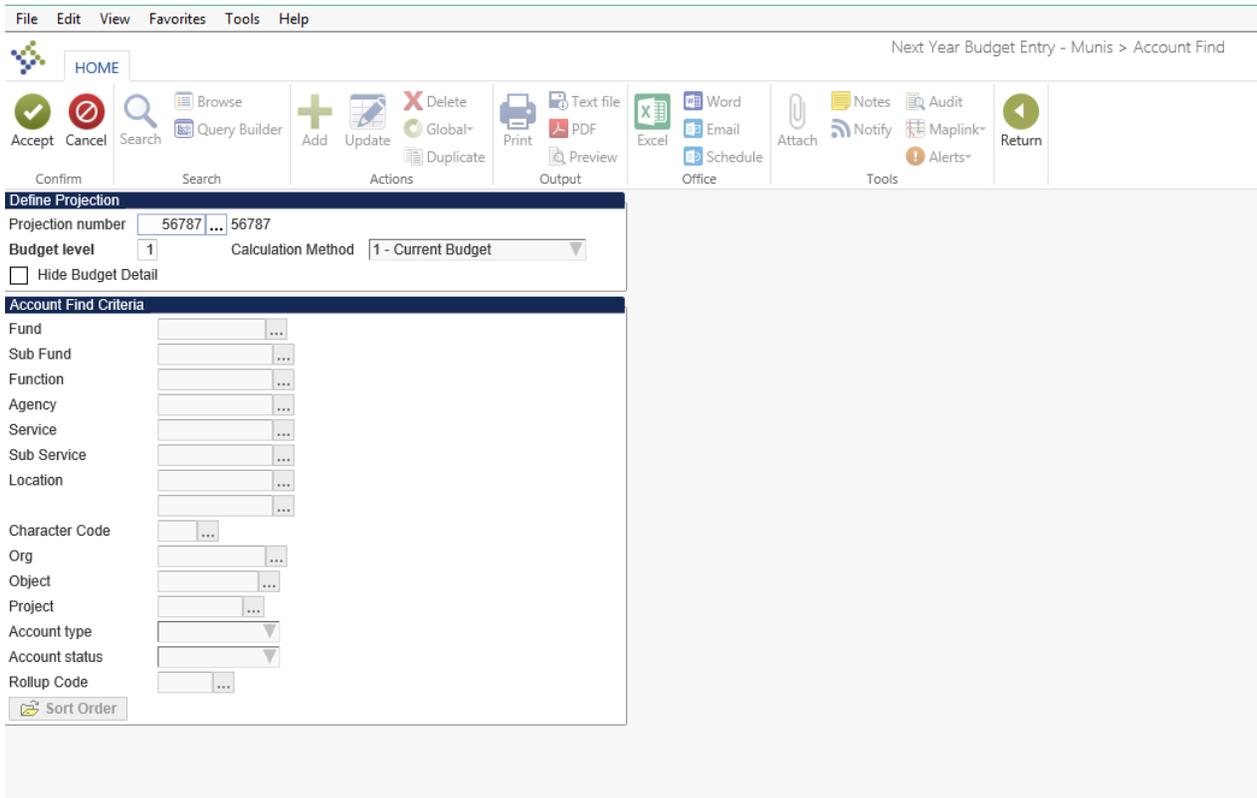
Fund by Location

Fund	Description	0000Seg7	LibEqual
Totals		4,987,967.74	877.24
010	GENERAL FUND	4,480,967.74	877.24
1	KENTUCKY TEST FUND	0.00	0.00
111	Maria's Test Fund-----	507,000.00	0.00
2	KY SPECIAL REVENUE FUND	0.00	0.00
33	BKB Test	0.00	0.00
4026	URBAN DISTRICT-BETHESDA	0.00	0.00
t1m	t1m	0.00	0.00

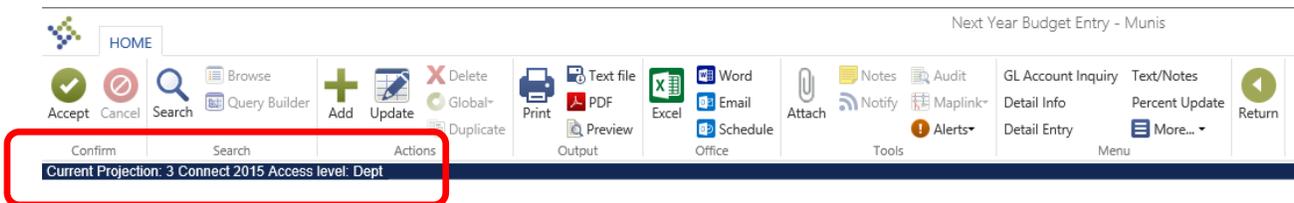
Column Values: Projection - Location

Next Year Budget Entry (Version 11.1)

Several changes were made in version 11.1 to make Next Year Budget Entry more user friendly. Users will notice these changes as soon as they launch the new version as the starting point of the application has changed. Instead of waiting for the program to load and then having to navigate through several forms to load a projection, the program now starts with a form to select the projection and accounts desired.



A header that contains the current projection number, description, and access level has been added to the top of every screen in Next Year Budget Entry. This ensures that users always know exactly which projection they are managing and the current access level.



The main Next Year Budget Entry screen below now has been modified so that both the Account and Detail level tables are always both active. This allows the currently selected row to stay where the user wants at all times. Previously the currently selected row would be lost when jumping between the Account and Detail levels.

Current Projection: 3 Connected 2015 Access level: Dept

Dept Total	ReviewBd Total	Council Total	Mayor Total	Adopted Total	2014 Pjctd Total
9,587,734.75	11,038,647.00	.00	.00	400.00	1,699,964.96

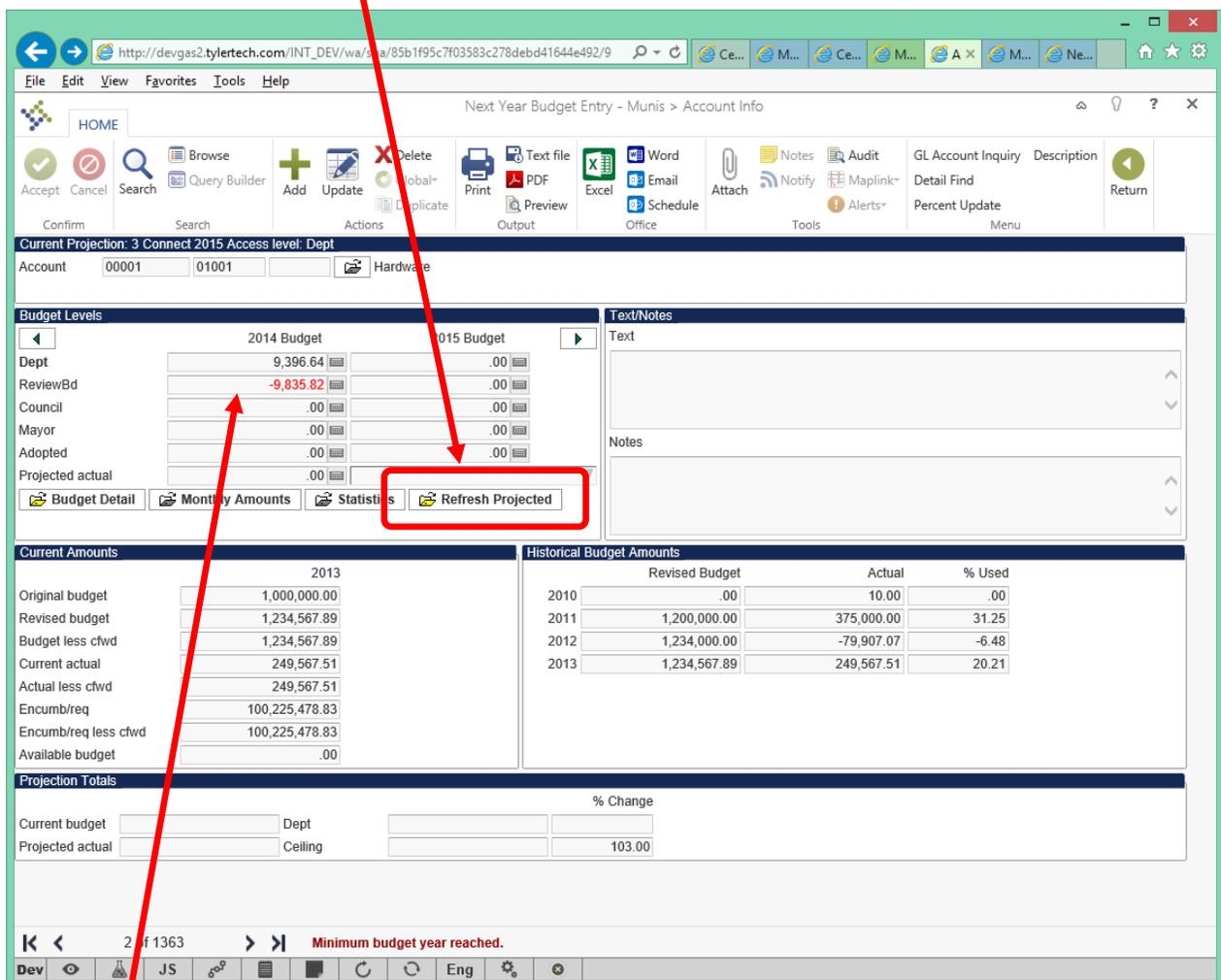
Text	Org	Object	Proj	Description	2014 Dept Amount	2014 ReviewBd Amount	2014 Council Amount	2014 Mayor Amount	2014 Adopted Amount	2015 Dept Amount	2015 ReviewBd Amount	2015 Council Amount	2015
N	00001	0	asaa	test for roll up	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001		Hardware	9,296.64	-9,835.82	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	07159	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	0715a	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	0715c	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	0723b	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	10002	Test	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	1005	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	2000	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01001	7077	Test56789012345678901234567890	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	1000	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	10001	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	10002	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	10003	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	10226	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	10870	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	1400	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	1621	Test for MN440372 polycamm	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	2	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	2000	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	2004	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	3000	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	314	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	315	sbth rollup test MN20074	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	316	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	377	SALARIES	.00	.00	.00	.00	.00	.00	.00	.00	.00
N	00001	01011	42445	SAI ARIFR	.00	.00	.00	.00	.00	.00	.00	.00	.00

Year	Ls	Proj Qty	Proj Amt	Dept Qty	Dept Unit Cost	Dept Amount	ReviewBd Qty	ReviewBd Unit Cost	ReviewBd Amount	Council Qty	Council Unit Cost	Council Amount	Mayor Qty	Mayor Unit
2014	10	2.00	.00	2.00	100.00	200.00	.00	.00	.00	.00	.00	.00	.00	.00
2014	20	7.00	.00	7.00	265.83	1,860.81	.00	.00	.00	.00	.00	.00	.00	.00
2014	30	87.00	.00	87.00	84.32	7,335.83	.00	.00	.00	.00	.00	.00	.00	.00

Updates to the Account Info screen were also made in 11.1. A selection of formulas were added to help users generate projected actuals. These formulas are run at an account level and will fill the projected actual value for next year.

Available Project Actual Formulas:

1. LY Actuals
2. LY Revised
3. CY Revised
4. CY Actuals + Remainder LY (CY actuals up to current period, LY actuals for current period thru period 12)
5. CY Actuals + LY Trend (Percent of LY revised used in current period thru period 12 multiplied by CY revised to give expected LY Trend. Then add CY actuals up to current period)
6. CY Trend (Obtain a monthly amount from CY Actuals thru current period by dividing by (current period - 1). Then annualize that amount by multiplying by 12.

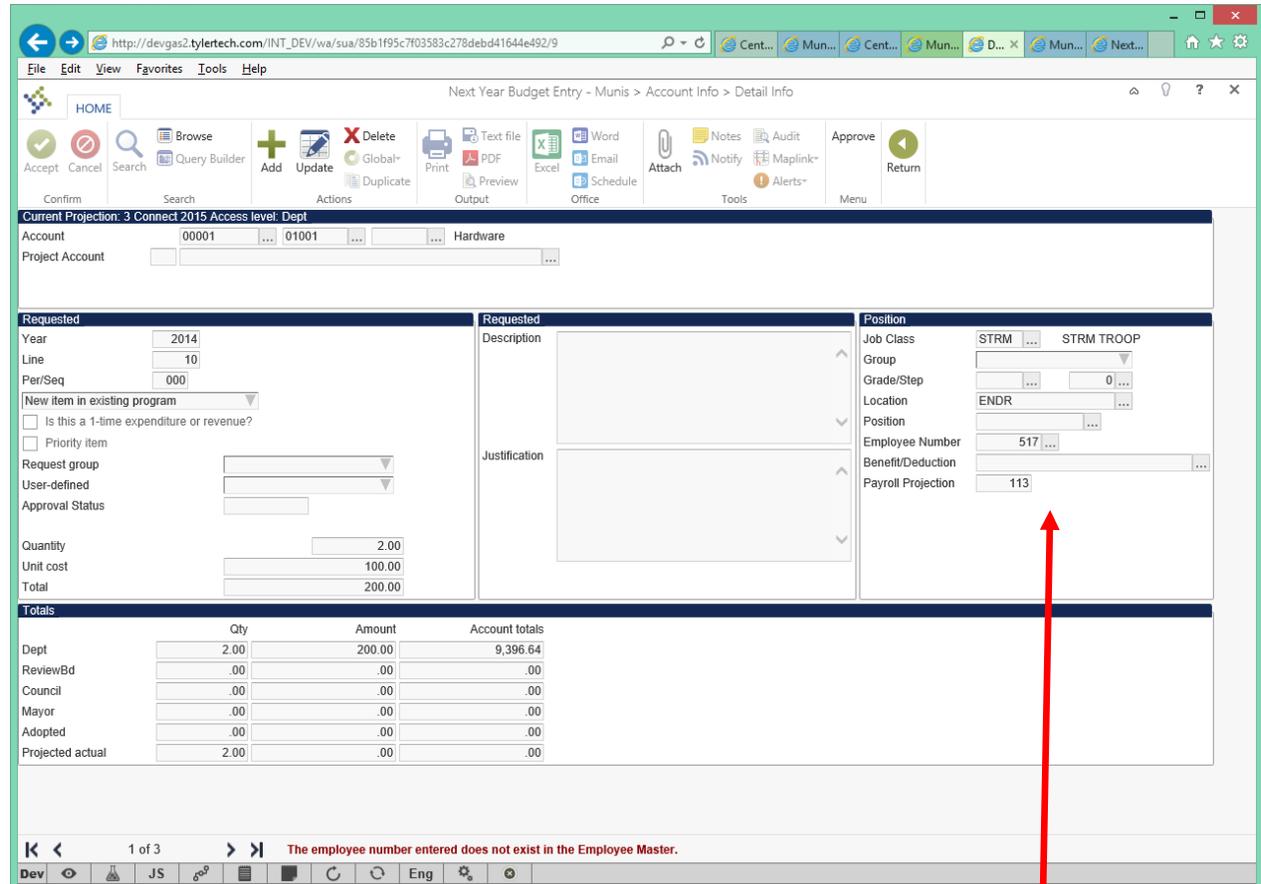


Another important change on the Account Info page is the display of multiple years of budget amounts that are updatable in the Budget Levels section of the screen. The number of years of budget data displayed is

configurable at the projection level via the Define/Start Budget Projection application. The user can scroll through the budget years using the left and right navigation buttons.



Detail Info Screen



The Detail Info screen has also been modified to enhance usability. Besides some layout changes some fields will now be dynamically shown on the screen depending on the type of budget detail (Operating/Capital or Salary) currently being viewed. In the screen show above one can see the Position section on the screen which relates to a Salary detail entry. For Operating/Capital detail entries the following section is displayed.

Vendor/Commodity	
Vendor	3678 17 FEDERAL ST LLC
Commodity	00521657502 NO. 3, 100 LB./BAG
Item	
UOM	BAG
Freight Pct	.00
Bid	21
Asset to be replaced	

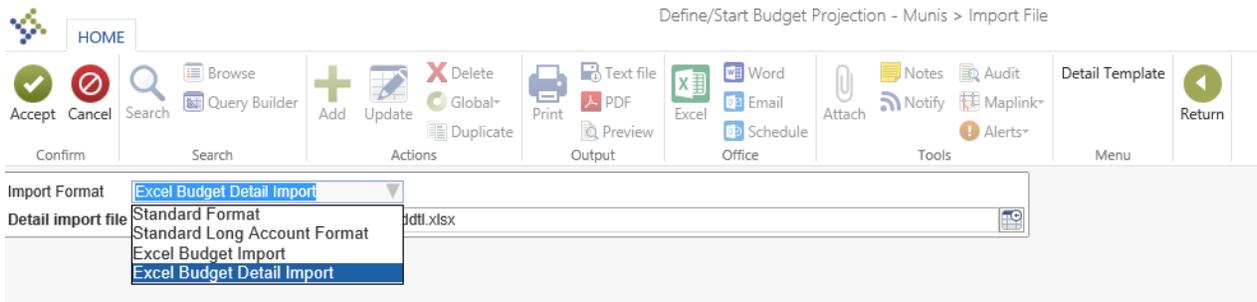
Budget Detail Import (Version 11.1)

Version 11.1 contains a new feature that allows users to import budget data at the detail level. This functionality will be available via the Import action in Define/Start Budget Projection where the account level budget import already exists. If the detail level import is performed against a new projection then the projection will be created and the detail from the import will be added. If the detail import is imported against an existing projection, all existing detail will first be deleted, then new detail from the import will be added.

The screenshot shows the 'Define/Start Budget Projection' application. The 'Import' option in the 'More...' dropdown menu is highlighted with a red box. The interface includes the following sections:

- Projection Detail:** Projection number 1, Budget year 2014, Description Gen New YEar, Ceiling percent 100.00, Current access level Level 1, Budget type Operating Budget, Budget years to view 1, Account status Next Year Budget, Fund Type Annual funds.
- Projection Fund Ranges:** Fund range 1 005 to 014, Fund range 2, Fund range 3, Fund range 4.
- Account Detail:** Entity code 1 = CITY, checkboxes for Include budget detail, Include assets to be replaced, Include cash accounts, Selective account inclusion, Exclude temporary budget amendments, Budgetary type Budgetary.
- Budget Amounts:** Budget amounts to use, Next yr req level 1, radio buttons for Plus, Minus, Average, Additional percentage 0.00.

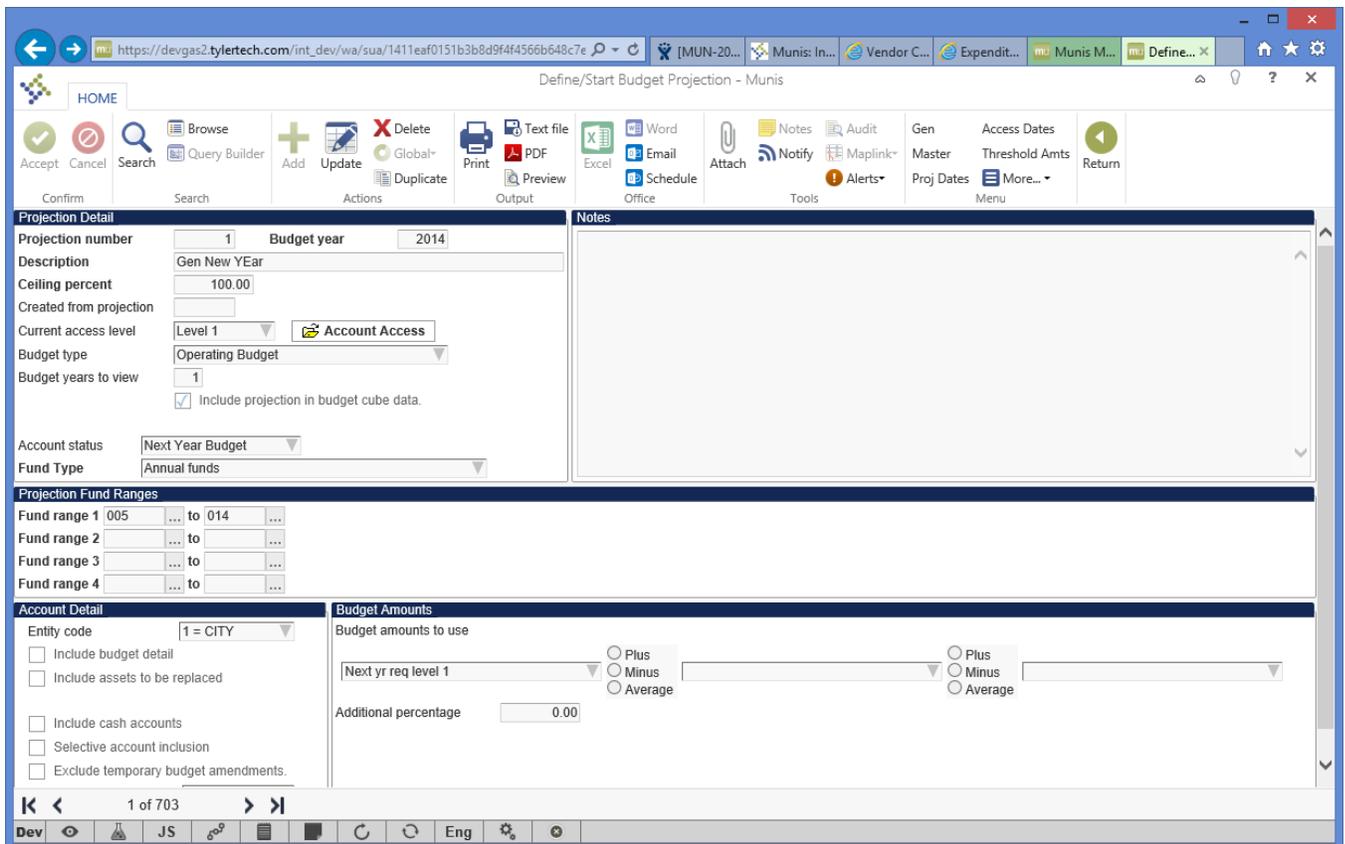
After entering the budget projection information on the import screen the following screen will allow the user to choose the new Excel Budget Detail Import or the existing budget import types.



BUDGET PROJECTION CUBE (Version 11.1)

This cube contains budget projection information for any budget projection that has been selected for the cube. The amounts come from Accounts, Account Histories, Budget Details, and Budget Projections.

The 'Include projection in budget cube data.' field on the Define /Start Budget Projection application must be checked for the budget projection in Munis to be included in the cube. Since there can be many projections that are not deleted and no longer relevant to the current budgeting process, this will allow for inclusion of those budget projections that are needed for comparison in the cube.



Measures

- Account Amounts
 - CY Actual
 - CY Encumbrance
 - CY Original Budget
 - CY Requisition
 - CY Revised Budget
 - LY Actual
 - LY Original Budget
 - LY Revised Budget
 - LY2 Actual
 - LY2 Original Budget
 - LY2 Revised Budget
 - LY3 Actual
 - LY3 Original Budget
 - LY3 Revised Budget

- Budget Detail Amounts
 - Detail Level 1
 - Detail Level 2
 - Detail Level 3
 - Detail Level 4
 - Detail Level 5
 - Detail Projected Actual Amount

- Budget Detail Amounts
 - Level 1
 - Level 2
 - Level 3
 - Level 4
 - Level 5
 - Projected Actual Amount

Dimensions

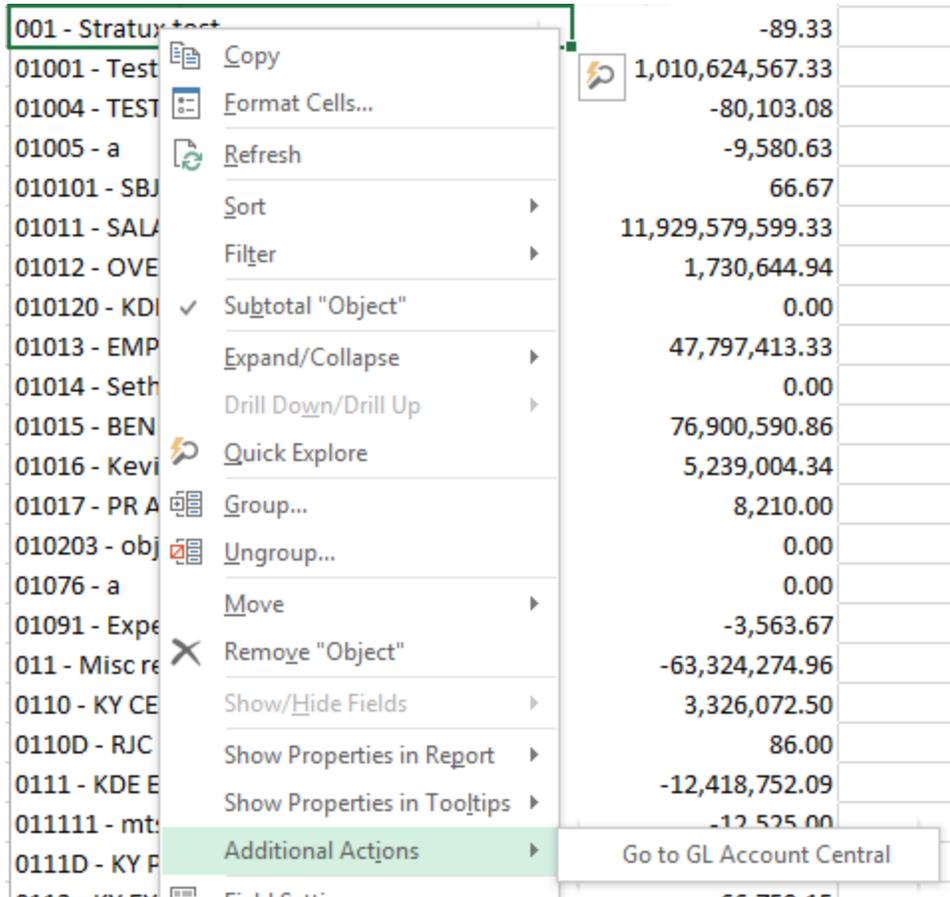
- Account
 - Hierarchies
 - Org/Object/Project
 - Full Account (Fund/Segments/Object/Project)
 - Character Code/Object/Full Account
 - Fields
 - Account Description
 - Budget Rollup
 - Character Code
 - Full Account
 - Fund
 - Object
 - Organization
 - Organization Object Project
 - Project
 - Segments

- Budget Detail
 - Fields
 - AP Vendor Name
 - AP Vendor Number
 - Asset Description
 - Asset Number
 - Budget Request Group
 - Budget Request Group Code
 - Commodity
 - Commodity Code
 - Deduction
 - Detail Type (Operating, Salary, Benefit, Project, Project Payroll)
 - Employee Name
 - Employee Number
 - Job Class
 - Location
 - Position
 - User Defined
 - User Defined Code

- Budget Projection
 - Fields
 - Projection Description
 - Projection Number
 - Projection (Projection Number – Projection Description)

Hyperlinks (Additional Actions option on Pivot table cell)

Right click the pivot table cell select Additional Actions and then 'Go to GL Account Central' to go to GL Account Central. The value in the cell that was used to get to the action will be passed to GL Account Central for selection criteria.



- **Go to GL Account Central option**
 - Full Account
 - Fund
 - Object
 - Organization
 - Project
 - Segment 2
 - Segment 3
 - Segment 4
 - Segment 5
 - Segment 6
 - Segment 7
 - Segment 8

Project Ledger

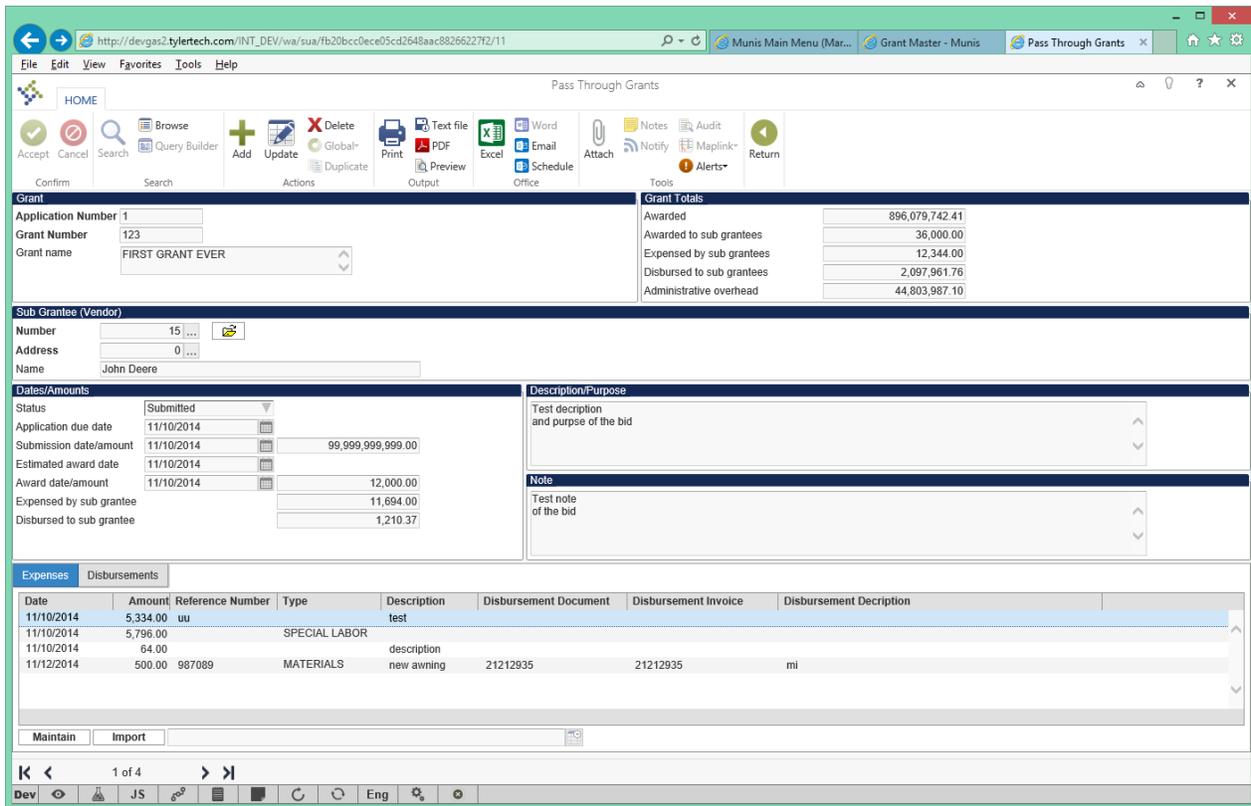
Pass Through Grants (Version 11.1)

The new Pass Through Grants functionality in 11.1 provides the end users with the ability to manage disbursements and expenses to sub grantees within the Grant Master application. Sub Grantees are set up as Munis vendors and the disbursements and expenses are AP Invoices and Receipts. The actual disbursement of funds is handled using the AP Checks functionality. In order to use Pass Through Grants the grant must be managed using a general ledger account and the check box "Manage using General Ledger" must be checked.

The screenshot displays the Grant Master - Munis application interface. The main window shows the 'Pass Through Grants' tab, which includes a table of sub-grantees and various management options. A red arrow points from the 'Manage using General Ledger' checkbox in the Grant details to the 'Pass Through Grants' tab. Another red arrow points from the 'John Deere' sub-grantee row in the table to the 'Pass Through Grants' screen.

Sub Grantee (Vendor)	Status	Application date	Award date	Awarded	Expensed	Disbursed
John Deere	Submitted	11/10/2014	11/10/2014	12,000.00	11,694.00	1,210.37
Angie's Catering "mg"	Active	11/10/2014	11/10/2014	12,000.00	650.00	0.00
U.S. POSTMASTER	Awarded	11/12/2014	11/12/2014	12,000.00	0.00	0.00
				0.00	0.00	2,021,097.55

Double clicking on a Sub Grantee in the screen array above launches the Pass Through Grants screen where the Expenses and Disbursements can be managed at the sub grantee level.



Below is the information that is displayed on the Disbursement tab.

Document	▲ Invoice	Invoice Date	Amount	Decription	Check Number	Check Date
21212932	21212932	11/11/2014	660.37	mi grant	3939395	12/12/2014
21212935	21212935	11/12/2014	550.00	mi	909	11/12/2014

Additional functionality included in Pass Through Grants includes;

- Excel import available for expense entry.
- Excel export and reporting available for Pass Through Grant information

Federal Forms (Version 11.1)

New Federal Forms functionality has been added to Grant Master starting in 11.1. This new functionality allows Tyler Forms users the ability to generate both the Federal Financial Report – Form 425 and the Request for Advance or Reimbursement – Form 270 forms. Users that do not have access to Tyler Forms can still make use of this functionality but they will not have the ability to print out the fully filled out 425 and 270 forms. An Excel output format is provided for these users. The information from this Excel output can then be used to manually fill out these forms.

Define Criteria

Grantor from 55 ... DAVID M. BEAN
to 55 ... DAVID M. BEAN

Grant Number from kk' ... FIRST GRANT EVER
to kk' ... FIRST GRANT EVER

Recipient Organization

Name Recipient Organization-----X
Address line 1 Recipient Address 1-----X
Address line 2 Recipient Address 2-----X
City Recipient City-----X
State ME
ZIP 04000 - 9999

Data Universal Numbering System number (DUNS) 12345678901234567890
Employer Identification number (EIN) 12345678901234567890
Account/Identifying number 12345678901234567890

Authorized Certifying Official

Name Official Name-----X
Title Official Title-----X
Telephone (207) 555 - 5555 Extension 12345
Email officialemail@recipient.org-----X

Output

Form Request for Advance or Reimbursement - Form 270
Federal Financial Report - Form 425
Request for Advance or Reimbursement - Form 270

Federal Financial Report Legend

Report Type
Basis of Accounting
Reporting Period End Date
Transactions
Program income expended

Request for Advance or Reimbursement Defaults

Type of payment requested
 Advance
Advance Computation method By Program/Function/Activity
 Reimbursement
 Final Partial
Basis of Request Cash
Period covered 01/01/2014 to 04/15/2015
Computation as of date 01/01/2016
 Separate cost breakdown by segment
GL Segment Project
PL Segment Project

Payee (if different from recipient organization)

Name Payee Name-----X
Address line 1 Payee Address 1-----X
Address line 2 Payee Address 2-----X
City Payee City-----X
State ME
ZIP 04000 - 9999

Example of PDF Output with Tyler Forms below.

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted DAVID M. BEAN		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 123			Page of 1 6 pages		
3. Recipient Organization (Name and complete address including Zip code) Recipient Organization-----X, Recipient Address 1-----X, Recipient Address 2-----X, Recipient City-----X ME 04000-9999							
4a. DUNS Number 12345678901234567890	4b. EIN 12345678901234567890	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) 12345678901234567890	6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period (Month, Day, Year) From: 11/01/2009 To:			9. Reporting Period End Date (Month, Day, Year) 12/31/2015				
10. Transactions (Use lines a-c for single or combined multiple grant reporting)					Cumulative		
Federal Cash (To report multiple grants separately, also use FFR Attachment):							
a. Cash Receipts					0.00		
b. Cash Disbursements					4,399,743.32		
c. Cash on Hand (line a minus b)					-4,399,743.32		
(Use lines d-o for single grant reporting)							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized					896,079,742.41		
e. Federal share of expenditures					4,399,743.32		
f. Federal share of unliquidated obligations					0.00		
g. Total Federal share (sum of lines e and f)					4,399,743.32		
h. Unobligated balance of Federal funds (line d minus g)					891,679,999.09		
Recipient Share:							
i. Total recipient share required					950.00		
j. Recipient share of expenditures					0.00		
k. Remaining recipient share to be provided (line i minus j)					950.00		
Program Income:							
l. Total Federal share of program income earned					0.00		
m. Program income expended in accordance with the deduction alternative							
n. Program income expended in accordance with the addition alternative							
o. Unexpended program income (line l minus line m or line n)					0.00		
11.	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
Indirect Expense							
q. Totals:					0.00	0.00	0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: grant kk remarks ta sting a line return							
13. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official Official Name-----X Official Title-----X				c. Telephone (Area code, number, and extension) (207) 555-5555 ext: 12345			
				d. Email Address officialemail@recipient.org-----X			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year) 02/06/2015			
14. Agency use only.							

Standard Form 425 - Revised 10/11/2011
 OMB Approval Number: 0348-0061
 Expiration Date: 2/28/2015

Paperwork Burden Statement
 According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

Grant Cubes (Version 10.5)

This cube contains grant journal and allocation information for grants managed in Project Accounting. The amounts come from Project Journals, Project Month Amounts, Project Allocations, and Grants.

Measures

- Grant Allocation Amounts
 - Encumbered
 - Expended (Actual)
 - Requisition
- Grant Amounts
 - Awarded
- Grant Journal Amounts
 - Funding Transfers (Budget Transfers)
 - Original Funding (Original Budget)
 - Revised Funding (Revised Budget)
- Grant Month Amounts
 - Billed
 - Received

Dimensions

- Account
 - Hierarchies
 - Org/Object/Project
 - Full Account (Fund/Segments/Object/Project)
 - Character Code/Object/Full Account
 - Fields
 - Account Description
 - Budget Rollup
 - Character Code
 - Full Account
 - Fund
 - Object
 - Organization
 - Organization Object Project
 - Project
 - Segments
- Effective Date
 - Hierarchies
 - Calendar Year
 - Fiscal Year
- Grant
 - Fields
 - Application
 - CFDA Number
 - Grant (Grant Number – Grant Name)
 - Grant Department

- Grant Name
 - Grant Number
 - Grant Status
 - Grant Type
 - Grantor Number
 - Grantor Type
 - Master Grant Number
- Project
 - Fields
 - Major Project
 - Project Code
 - Project Department
 - Project Dept Code
 - Project Status
 - Project Title
 - Project Type
- Project Journal
 - Fields
 - AP Check Number
 - AP Document Number
 - AP Vendor Name
 - AP Vendor Number
 - AP Voucher
 - AP Warrant
 - GL Journal Number
 - GL Year Period Posted
 - Journal Number
 - Journal Source
 - Reference1
 - Reference2
 - Reference3
 - Reference4
- Project String
 - Hierarchies
 - Project String Type/Project Title/Project Segment2/Project Segment3/Project Segment4
 - Fields
 - Expense Type
 - Project Code
 - Project Segment2
 - Project Segment3
 - Project Segment4
 - Project String
 - Project String Description
 - Project String Status
 - Project String Type
 - Project Title

Fixed Assets

FIXED ASSETS CUBE (Version 11.1)

This cube contains fixed asset information. The amounts come from the Asset, Transaction, and GL Transactions.

Measures

- **Asset Amounts**

These amounts are not related to the Transaction Date (time dimension) and are best represented by using various asset dimension fields.

- Current Book Value
- Depreciation Principle
- Estimated Salvage Value
- LTD Accumulated Depreciation
- Replacement Cost

- **GL Transaction Amounts**

- Credit
- Debit

- **Transaction Amounts**

These amounts are based on transaction type.

- Activation
- Adjustment
- Depreciation
- Improvement
- Retirement And Disposal

Dimensions

- Account
 - Hierarchies
 - Org/Object/Project
 - Full Account (Fund/Segments/Object/Project)
 - Character Code/Object/Full Account
 - Fields
 - Account Description
 - Budget Rollup
 - Character Code
 - Full Account
 - Fund
 - Object
 - Organization
 - Organization Object Project
 - Project
 - Segments

- Asset
 - Fields
 - Asset
 - Asset Description
 - Asset Status
 - Asset Type
 - Capitalized
 - Class
 - Department
 - Depreciating
 - Depreciation Method
 - Estimated Useful Life
 - Location
 - Manufacturer
 - Master Asset
 - Replacement Date
 - Sub Class
 - Tag Number

- Transaction Date
 - Hierarchies
 - Calendar Year
 - Fiscal Year