Miami-Dade County

End-User Training Guide

Course Code: FIN 209A
Course Title: Create, Maintain, Budget Operating
& Grant Projects

Course Overview

Course Description	This course provides a comprehensive review of the Create, Maintain, Budget Operating and Grant Projects processes.
	This course consists of the following modules:
	• Module 1: Course Introduction • Module 2: Create, Maintain Grant/Operating Projects • Module 3: Course Summary
Training Audiences	The following audience(s), by INFORMS Security role(s), are required to complete this course prior to being granted related system access:
	• Central Project Processor • Department Project Processor • PC Viewer • Project Costing Reporter
Prerequisites	Participants are required to complete the following End-User Training courses prior to starting this course:
	• ERP 101 – Overview of ERP • ERP 102 – INFORMS Navigation, Reporting and Online Help • FIN 101 – Financials Fundamentals
Delivery Method	This course is intended to be delivered through Instructor-led Training.
Estimated Duration	The total duration of this course, when delivered through Instructor-led Training, is 3.5 hours.

Table of Contents

Module 1: Course Introduction

Topics

This module covers the following topics:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to Business Process
- End-to-End Business Process
- How the Business Process fits into INFORMS and other modules
- Introduction to Demonstrations, Activities and Exercises

Module 1: Course Introduction

Course
Administration
and Logistics

To get the most benefit from this course, participants should:

- Actively participate in class and ask questions as needed
- Please turn off cell phones and refrain from the use of email and the Internet
- Take breaks as scheduled and return to the classroom promptly

Module 1: Course Introduction

Learning
Objectives

At the conclusion of this course, participants will be able to:

- Create and maintain projects
- Create and maintain project budgets
- Review Project Transactions
- Run Project Costing Reports

Module 1: Course Introduction

Training Audience:

Roles and Responsibilities

The following roles are associated with this course and will play a part in conducting the related business processes for the County:

- **Central Project Processor:** The Central Project Processor is responsible for activating and reviewing projects created by departments.

- **Department Project Processor:** The Department Project Processor is responsible for additions and updates to the Project, Activity, and Team Definitions.

- **PC Viewer:** The PC Viewer has the ability to view all Project information.

- **Project Costing Reporter:** The Project Costing Reporter has the ability to access all Project Costing (PC) reports and PS Query Viewer.

Module 1: Course Introduction

Navigation

Below are the steps to navigate to General Ledger, which will be used for navigation in the rest of this course:
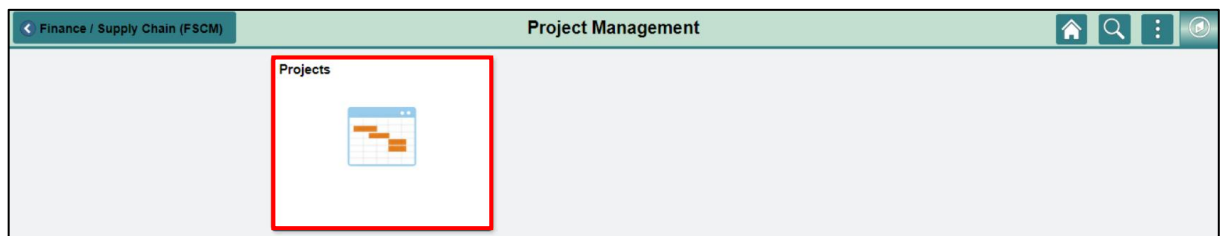
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.

2. Select **Project Management**.

3. Select **Projects.**

Module 1: Course Introduction

Key Changes to the Business Process

The key changes of the Create, Maintain, Budget Operating and Grant Projects business process include:

- Chart of Accounts
  - o For grant contracts, users must first create a grant ChartField.
- Requirements to establish a Grant Project:
  - o Create Grant ChartField
  - o Grants will require a Project (to collected Budget and Transactions)
  - o Customer Contract needs to be created (To Bill)
  - o Award Profile will need to be established (For demographic and reporting data)

Module 1: Course Introduction

The End-to-End Business Process

INFORMS Project Costing (PC) is a central repository for project-related financial, distribution and operational data. A project created in Project Costing defines the structure to which activities and resources are added. Users must set up a project before users can attach any activities or resources to it.

The benefits of the Project Costing module are:
- Ability to efficiently track and analyze project costs
- Allocate project resources
- Seamlessly integrates with other INFORMS applications

Pre-requisites to a Project:
- If users are opening a Grant Project, a Grant ChartField must be created first
- A project must be activated before transacting

Project Costing process overview:
- At the highest level, Projects are managed within a Project business unit.
- Within each Project, costs are organized and analyzed by Activity.
    o Activities are the specific tasks that make up a Project.
- During an Activity, transactions are created for such things as labor and materials. Transactions are attached only at the Activity level
- Project Costing organizes and groups these transactions to monitor and report on the conditions of a Project
- Projects also serve to calculate and store billable transactions. In combination with the Contracts module, transactions in Projects can be priced and become billable costs used for customer billing

PROJECT COSTING

1	2	3	4	5	6	7
Create Project Department Project Processor	**Establish Project Activities** Department Project Processor	**Authorize Project for Expenditures** Central Project Processor	**Create Budget** Department Project Processor	**Charge Transactions to Project & Activities** Department AP/ Journal Entry/ PO Processors	**Collect, Distribute & Price Cost** Central Project Costing (PC) Batch Processor	**Manage Projects** Department Project Processor

R O L E S

The **Department Project Processor is** responsible for the creation/maintenance of Project, and Activities. This role will create budgets and have access to Project Costing reports

The **Central Project Processor** has access to view projects and activities and is responsible for activating projects created by departments.

The **Department AP Processor is** responsible for entering, researching, and deleting Vouchers.

The **Department Journal Entry Processor is** responsible for the creation of journals.

The **PO Department Processor** has the ability to create and update Purchase orders prior to final PO approval.

The **Central Project Costing (PC) Batch Processor** has the ability to run all scheduled PC batch processes and jobs.

Module 1: Course Introduction

Introduction to Demonstrations Activities and Exercises

Users will take part in three types of hands-on learning throughout this course: Instructor Demonstrations, Training Activities and Training Exercises. The definitions and descriptions of each are below.

Instructor Demonstrations

Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. The user's instructor will show users how to perform these activities while users follow along.

Training Activities

Users will perform tasks and processes in the INFORMS training environment by using the Training Activity and Data Sheet provided and by using this training guide as a reference.

Training Exercises

The Instructor will ask questions related to the lecture content and training activities, which are used to check the user's knowledge and understanding of course content.

Module 1: Course Introduction

Module 1: Course Introduction Summary

The following key concepts were covered in this module:

- Course Administration and Logistics
- Learning Objectives
- Roles and Responsibilities
- Navigation
- Key Changes to the Business Process
- The End-to-End Business Process
- How the Business Process fits into INFORMS and other modules
- Introduction to Demonstrations, Activities and Exercises

Module 2: Create, Maintain Grant/Operating Projects

Lessons   This module includes the following lessons:

- Create and Maintain Projects
- Project Cost Collection and Transactions
- Reports

Lesson 1: Create and Maintain Projects

Lesson 1:
Overview

At the conclusion of this lesson, users will be able to:

- Understand the Key Elements of a Project
- Establish andUpdate Project Costing Definition
- Establish and Maintain Project Teams
- Establish and Maintain Project Activities
- Activate a Project

Lesson 1: Create and Maintain Projects

**Lesson 1:
Introduction**

Projects Business Process (Non-Capital)

PROJECT COSTING

1	2	3	4	5	6	7
Create Project	**Establish Project Activities**	**Authorize Project for Expenditures**	**Create Budget**	**Charge Transactions to Project & Activities**	**Collect, Distribute & Price Cost**	**Manage Projects**
Department Project Processor	*Department Project Processor*	*Central Project Processor*	*Department Project Processor*	*Department AP/ Journal Entry/ PO Processors*	*Central Project Costing (PC) Batch Processor*	*Department Project Processor*

ROLES

The **Department Project Processor is** responsible for the creation/maintenance of Project, and Activities. This role will create budgets and have access to Project Costing reports

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The **Central Project Costing (PC) Batch Processor** has the ability to run all scheduled PC batch processes and jobs.

Lesson 1: Create and Maintain Projects

Key Terms

The following key terms are used in this Lesson:

Term	Definition
Funding Sources	Sources of revenue that fund projects. Example: Grants with matching are made up of both sponsored and County funding sources.
Location	Location is a centralized concept in INFORMS that stores the physical addresses in the organization.
Project Activities	The tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables a user to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.
Project Business Unit	An entity that controls a grouping of projects. In INFORMS, every General Ledger Business Unit will have a project Business Unit.
Project Manager	A Project Manager is a role designation in Project Costing that flags an individual as an interested party needed for approvals and notifications concerning the project.
Project Team	The Project Team is essentially the list of resources available to the Project.
Projects	Projects define the structure to which activities and resources are added. Users must set up a project before users can attach any activities or resources to it. Grant transactions will require a Project ID.

Lesson 1: Create and Maintain Projects

Lecture 1:
Key
Elements of
a Project
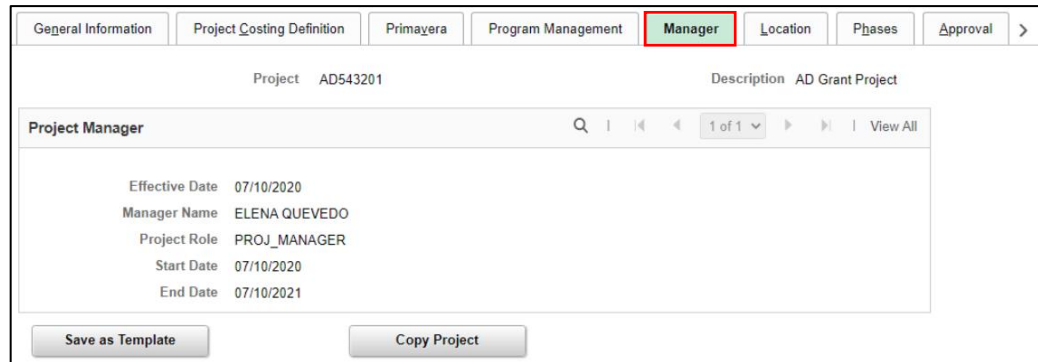
There are several aspects of a project that influence how its transactions behave and how they are generally treated by INFORMS. This section will discuss some of the important key elements a project has.

- **Project Types:** Project types are used to group projects into clusters. Project types enable users to easily analyze all projects of a certain type. For example, users can assign capital projects, operating projects, and grant projects as specific project types. Essentially, Project Types do the following:
  o Group similar projects for reporting and analysis
  o Determine the default rates for the project
  o Determines the project type status path use.

- **Integration Template:** Integration templates are used to integrate a project with other financial applications. Without the integration template, projects will not have the ability to be used in Procurement, Assets and GL.

- **Project Status:** There are two statuses seen on the Project, the Processing Status, and the Project Status.
  o The **Processing Status** is a system status. INFORMS uses this to indicate whether transactions are allowed for the project or not. Project Statuses are mapped to each processing status. The Processing Statuses are:
    - **Active**: Projects can be selected from prompt lists in INFORMS feeder systems, allowing transactions from the feeder systems to be attributed to the project.
    - **Inactive**: Projects do not appear in prompt lists in INFORMS feeder systems.
    - **Pending**: Projects are not active yet, but users can begin some planning, such as project team assignments. Users cannot charge cost transactions to pending projects.
  o The **Project Status** is how an organization defines the statuses for the project. The organization can use Project Statuses to determine which of their custom statuses' maps to active, inactive, etc. For example, the County uses the **Proposed** project type and it maps to the Pending Processing Status. Similarly, the County uses Active and Budgeted Project Statuses and they map to the Active Processing Status.

Lesson 1: Create and Maintain Projects

Lecture 1:
Key
Elements of
a Project

- **Project Manager:** A project resource that has been flagged in INFORMS as the Project Manager. This indicator is crucial because this is the basis of who is going to approve Procurement transactions against the Project. How to indicate a Project Manager will be discussed in the Project Team lesson.
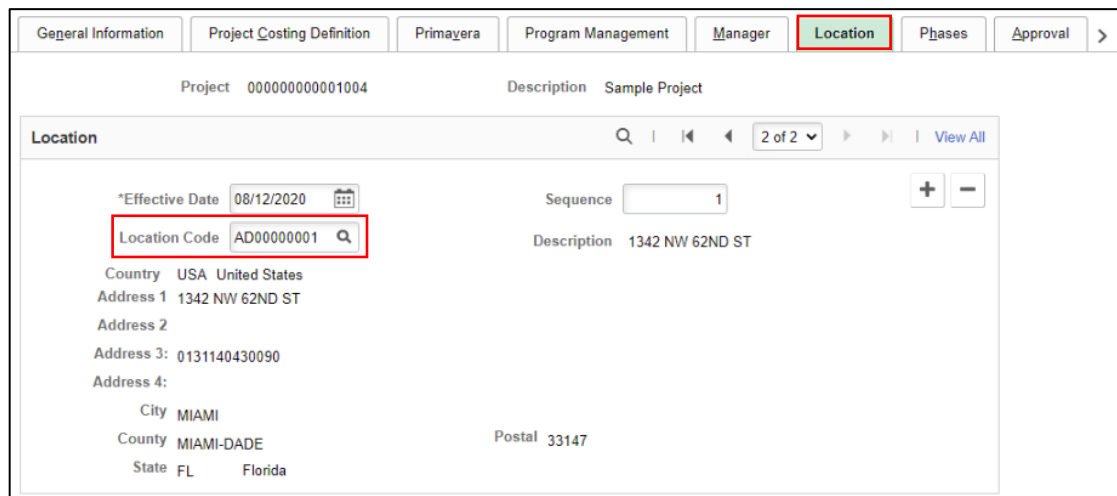
- **Project Location:** Designates the physical location of the project. The location code is the indicator corresponding to the physical address of where the project will primarily be located. The location codes are pre-configured in INFORMS. The business process on how new locations will be requested will be covered in another course.

Lesson 1: Create and Maintain Projects

Lecture 2:
Establish and
Update
Project
Costing
Definition

This lesson will show how the project is created.

1. From the INFORMS Home Page, select **Finance / Supply Chain** (FSCM).

2. Select **Project Management**.
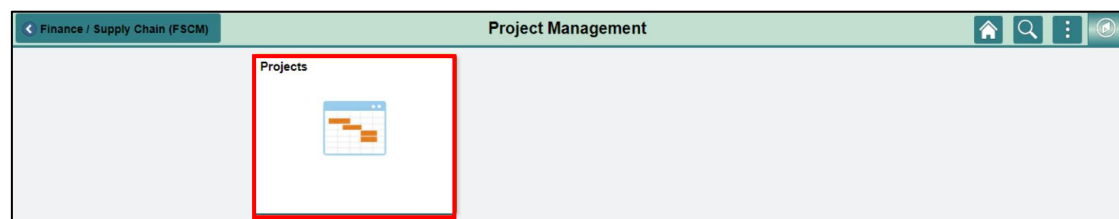
3. Select **Projects**.

Lesson 1: Create and Maintain Projects

4. On the project, **General Information** page, select the **Add a New Value** tab.

5. Enter the **Business Unit**.
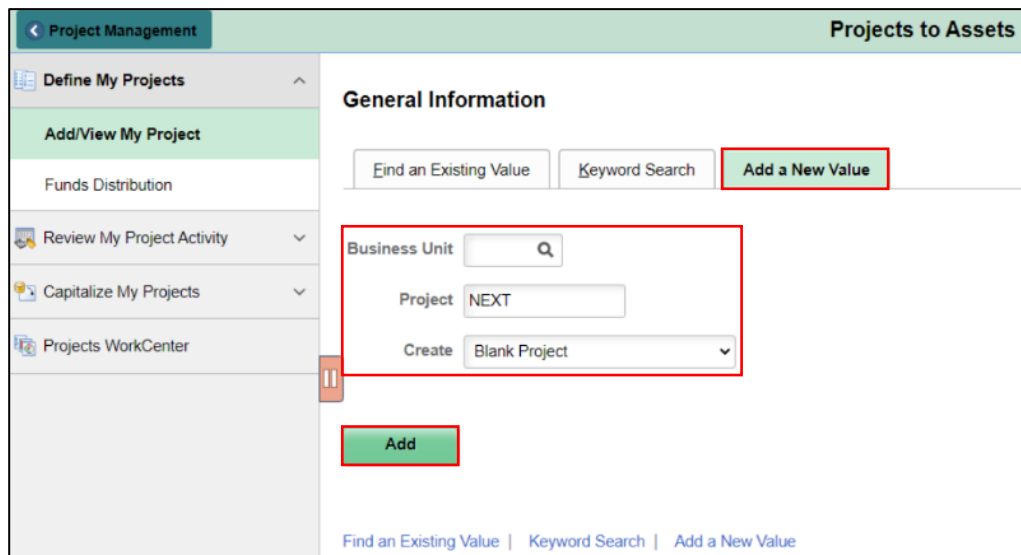
6. Enter a **Project ID**.
For **Grant Projects**: The naming follows the following convention: BUXXXXXX
- The first two digits represent the Business Unit
- The following four digits represent the current department naming convention
- The final two digits are a sequential number based on how many CFDA numbers are associated with the grant
- No spaces or special characters allowed

For **Operating Projects**: The naming follows the following convention: BUXXXXXXXXXXXXX
- The first two digits represent the Business Unit
- Up to 15 characters. Only '_' allowed
- No spaces or other special characters allowed
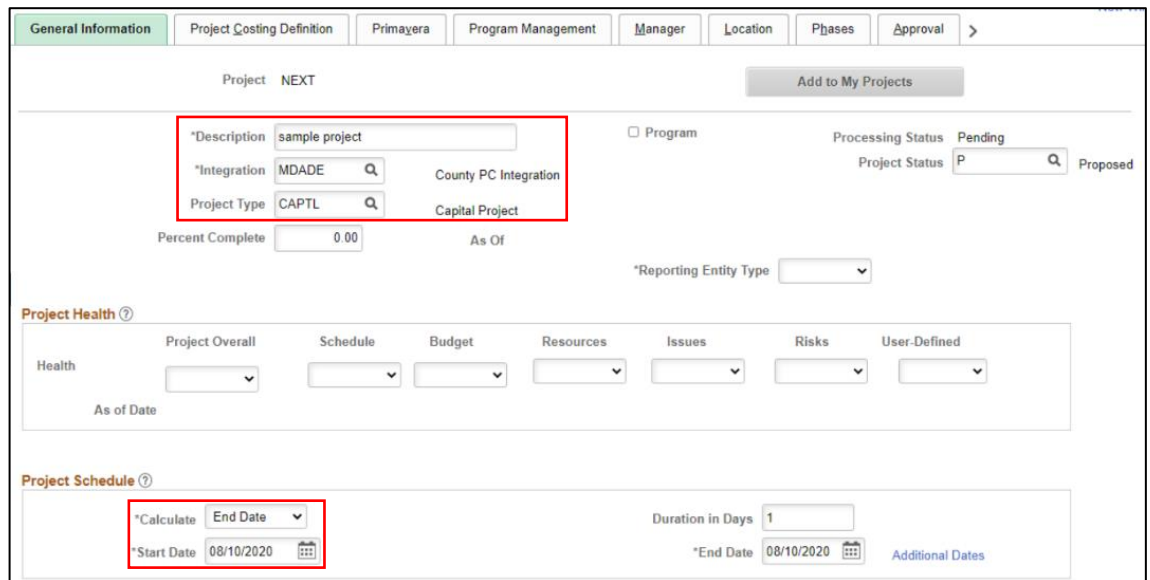
7. Enter the following fields: **Description**, **Integration**, **Project Type**.

8. In the Project Schedule area, next to the Calculate dropdown, change selection to **Duration**.

Lesson 1: Create and Maintain Projects

9. Enter **Start** and **End Dates**.

10. Select the **Save** button to generate the **Project ID**.

11. Select the **Location** tab.

12. Enter the **Location Code** and select the **Save** button.

Lesson 1: Create and Maintain Projects

Lecture 2: Establish and Update Project Costing Definition

13. For attachments, select the **Attachments** tab (optional step).

14. Attach a file by selecting the **Paper Clip** icon, choose a file and upload (optional step).

<	Phases	Approval	Justification	User Fields	Rates	Attachments	Asset Integration Rules	Budget Alerts	Supplemental Data

Project 000000000001005   Description   sample project

Document Attachments

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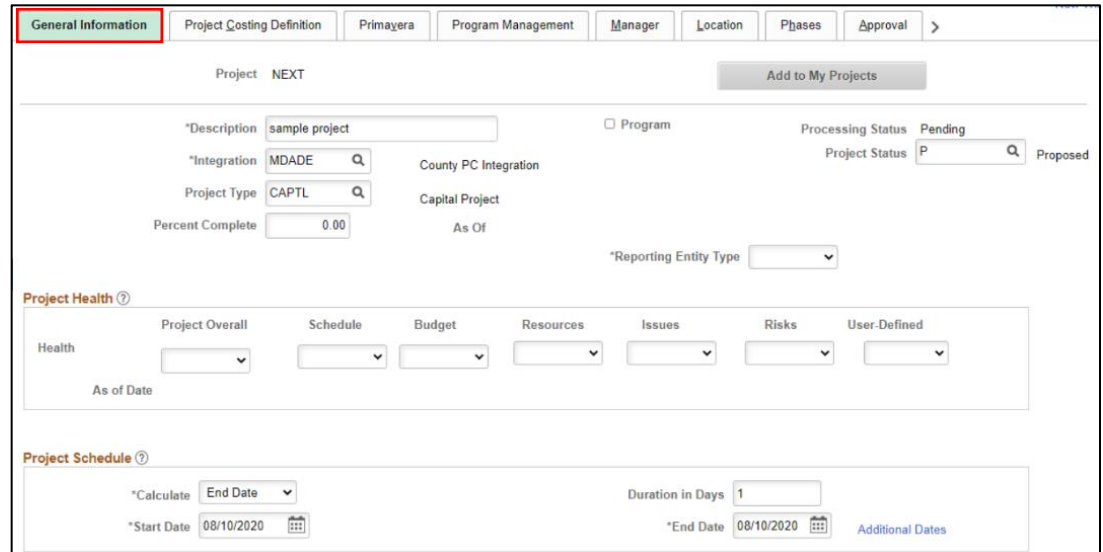
Requests	Attached File		
1		✎	+

Lesson 1: Create and Maintain Projects

This lesson will show how the project teams are associated with the project.

1. On the **General Information** tab, select the **Resources** link at the bottom of the page.

2. Select the **Add Resource** button.
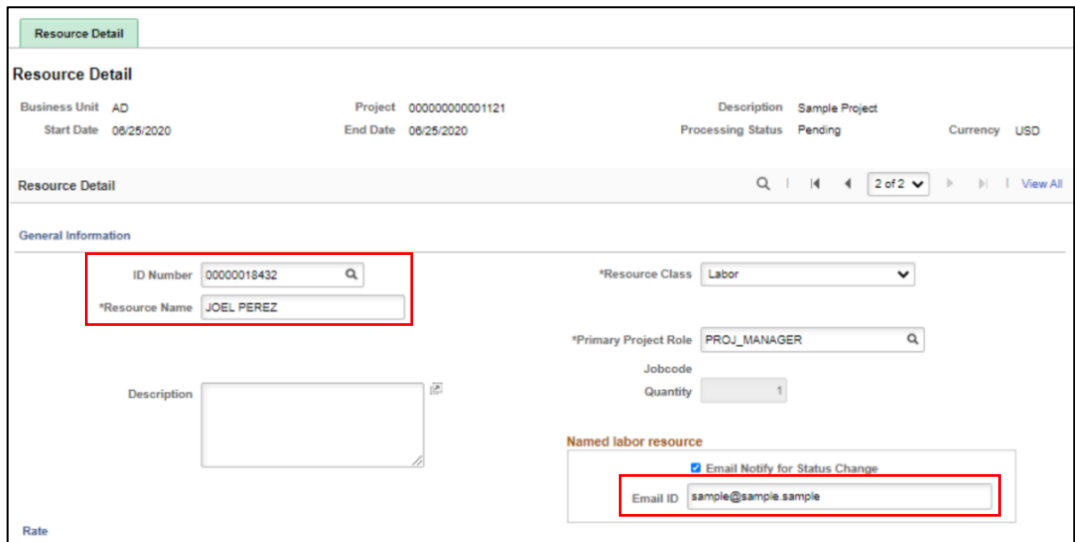
Lesson 1: Create and Maintain Projects

3. Enter the following fields: **ID Number**, **Primary Project Role**, and **Email ID**. Leave the rest as blank.
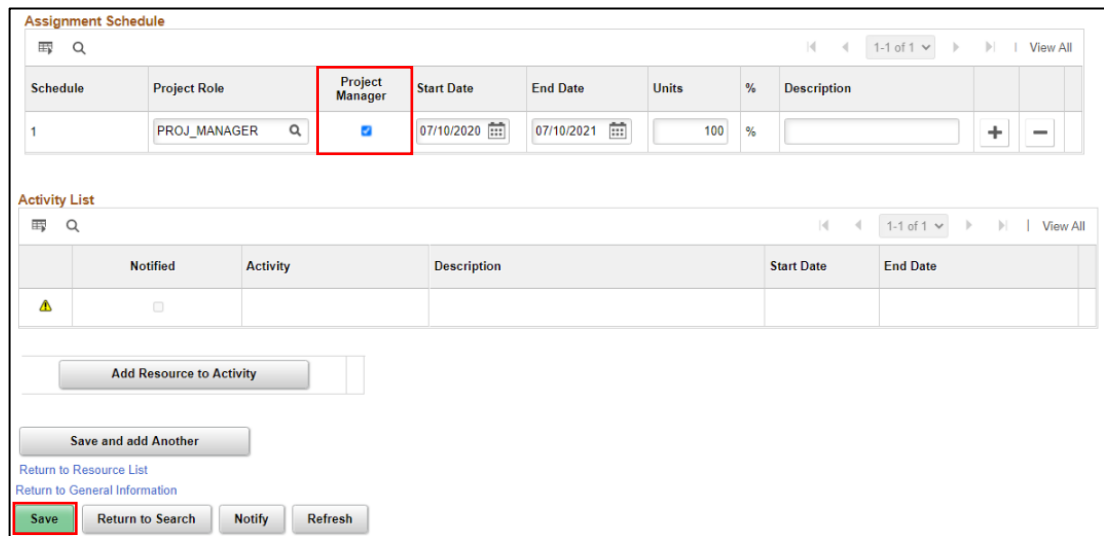
4. Scroll down on the **Assignment Schedule** and select the **Project Manager Checkbox**. **Save** the page.

Lesson 1: Create and Maintain Projects

Lecture 3: Establish and Maintain Project Teams

5. Select the **Return to General Information** link.

6. Select the **Manager** tab.

7. Select the **Go To** dropdown and select **Organization**.

Lesson 1: Create and Maintain Projects

8. On the **Organization** page, enter the **GL Business Unit**: **MDADE** and the **Department ID**. **Save** the page.

9. Select the **Return to General Information** link.

Lesson 1: Create and Maintain Projects

Lecture 4: Establish and Maintain Project Activities

This lesson will show how to create project activities.
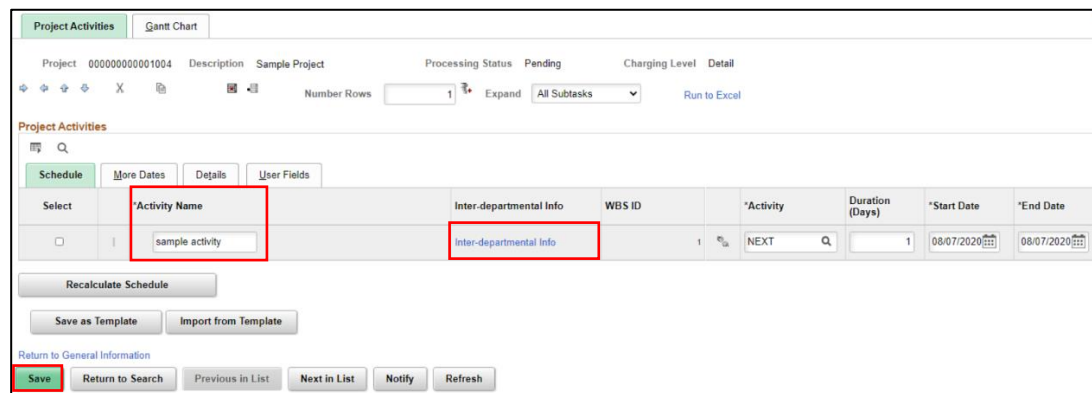
1. On the Project General Information page, scroll down and select the **Project Activities** link at the bottom of the page.

Save as Template	Import from Template	Copy Project	
My Projects	Project Valuation	Resources	Project Activities

2. On the Project Activity page, enter the **Activity Name** and **Save**.

3. Select the **Inter-departmental Info** link.
Note: This page is only necessary for Inter-departmental Projects.

4. Enter the information on both the **Revenue** and **Expense ChartFields**.

5. Select **OK** and **Save**.
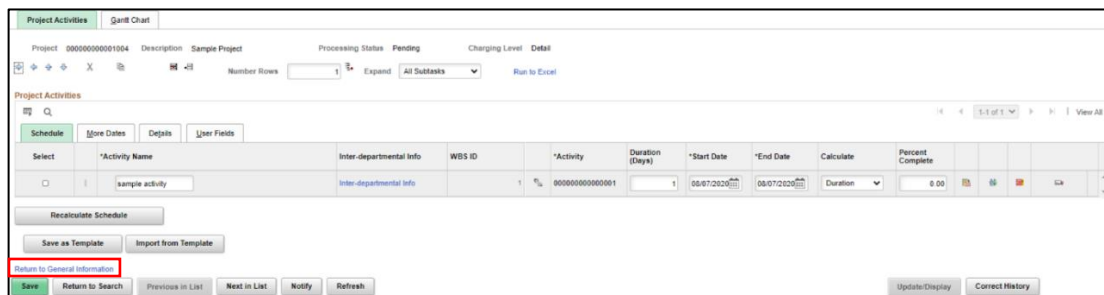
Lesson 1: Create and Maintain Projects

Lecture 4:
Establish and
Maintain
Project
Activities

6. Enter the information on both the **Revenue** and **Expense ChartFields**.

7. Select **OK** and **Save**.

8. Select the **Return to General Information** link at the bottom of the page.

Lesson 1: Create and Maintain Projects

Lecture 5:
Project
Activation

This lesson will show how to Authorize projects for transactions.

1. From the INFORMS Home Page, select **Finance / Supply Chain (FSCM)**.
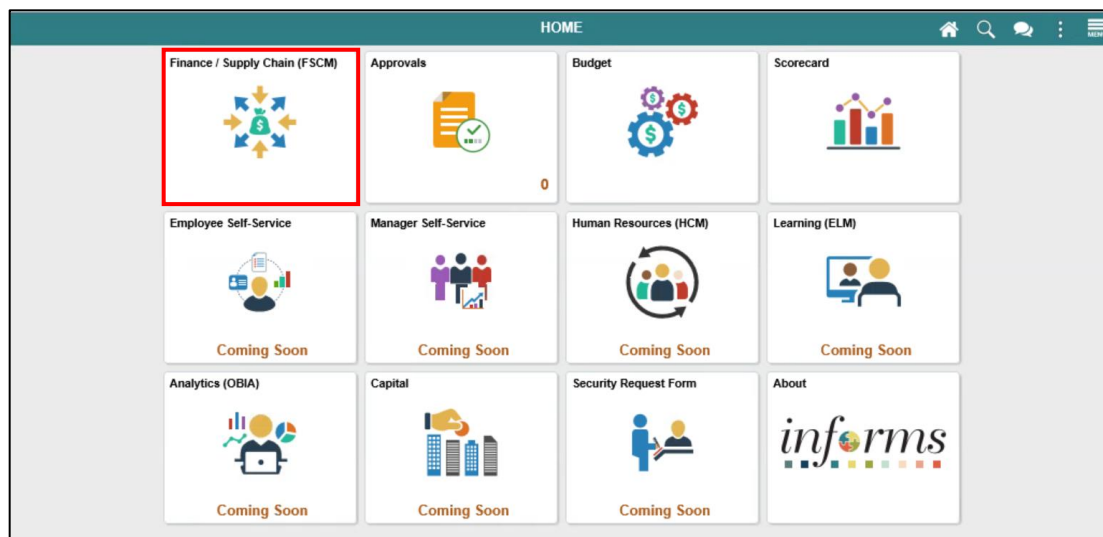
2. Select **Project Management**.
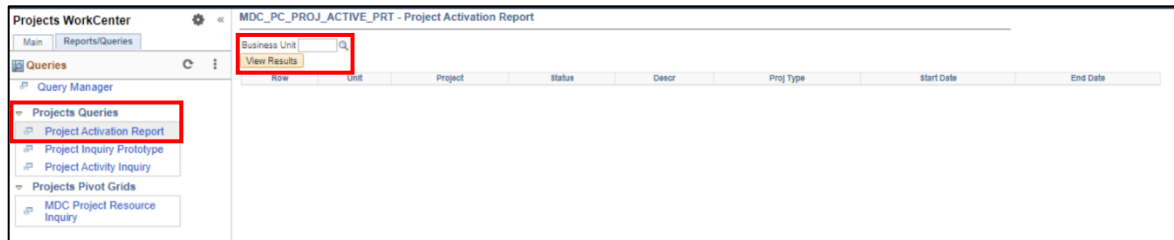
3. Select **Projects WorkCenter**.
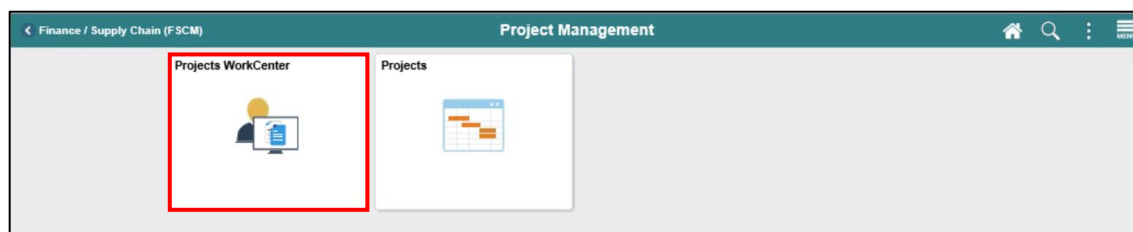
Lesson 1: Create and Maintain Projects

Lecture 5: Project Activation

4. Select the **Reports/Queries** tab and select the **Project Activation Report**.

5. Enter the **Business Unit** and select **View Results**.
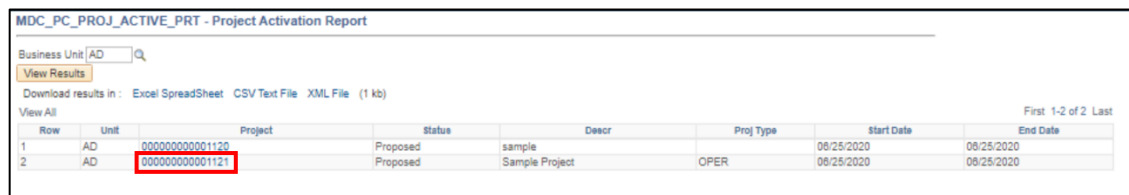
6. Select the **Project ID** of the Project we want to activate.
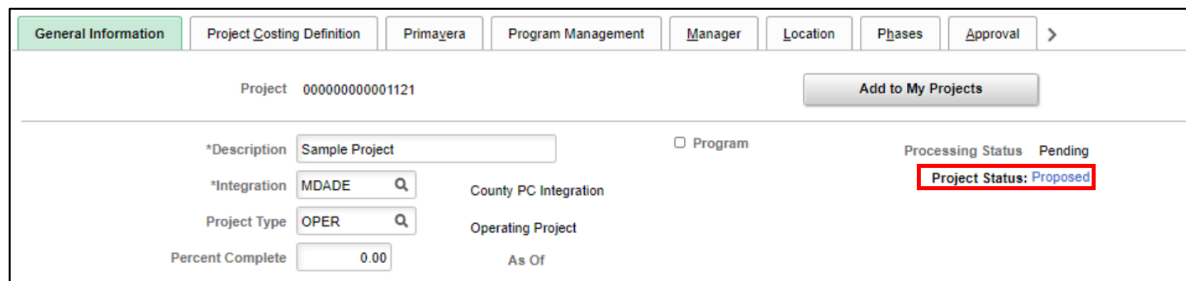
7. Select the **Project Status** link (Proposed).
   Note: For Capital, it will be Budgeted.
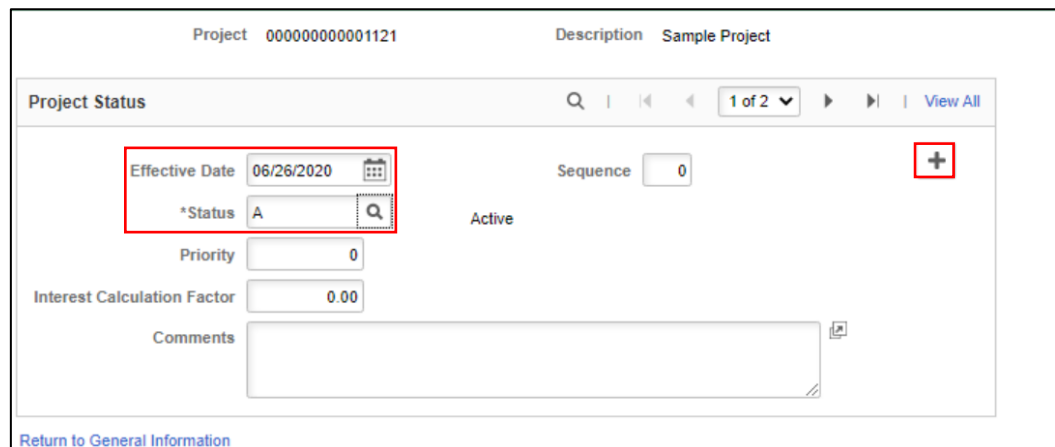
Lesson 1: Create and Maintain Projects

8. Add a new status by selecting the **plus sign (+)**. Change the project status to **Active (A)** with an **Effective Date** as the current date. Select **Save**.
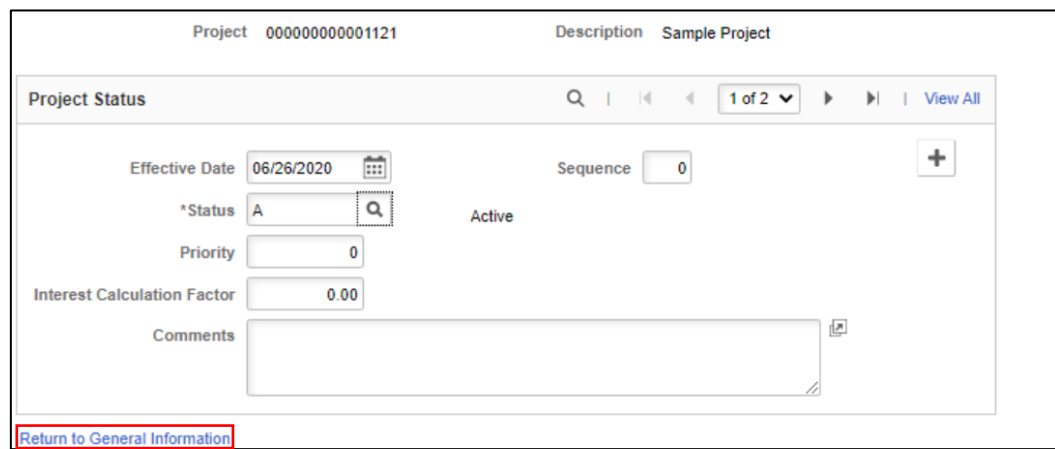
9. Select **Return to General Information** link.

Lesson 1: Training Activity 1

Demonstration

The Instructor will now demonstrate how to execute the business process through the INFORMS training environment.

Instructions

Please refer to Activity 1 on the FIN 209 Training Activity and Data Sheet.

This activity will be performed individually; users must complete it in the user's classroom workstation using the INFORMS training environment. Users Instructor will tell users how to log into INFORMS.

Users will perform the activity by following the FIN 209 Training Activity and Data Sheet and by using the training materials as reference tools.

Instructor(s) are available if users have questions.

Lesson 1: Training Exercise

Debrief

1. When do users need to create a project in INFORMS?
   a. When the user has a Capital Project.
   b. When the user has costs and revenues I want to track in addition to my Fund, Department and Account ChartFields.
   c. When the user has a Grant.
   d. All of the above.

   _____

   _____

   _____

   _____

2. True or False? The Department Project Processor is responsible for creating the project, establishing activities, and authorizing Projects for Expenditures.

   _____

   _____

   _____

   _____

3. True or False? Users can create a new project and charge it right away.

   _____

   _____

   _____

   _____

Lesson 1: Lesson Summary

Lesson
Summary

Now that users have completed the lesson, users should be able to understand:

- Key Elements of a Project
- Establish and Update Project Costing Definition
- Establish and Maintain Project Teams
- Establish and Maintain Project Activities
- Project Activation

Lesson 2: Project Cost Collection and Transactions

Lesson 2:
Overview

At the conclusion of this lesson, participants will be able to understand:

- Key Elements of a Project Transaction
- Budget Import
- Cost Collection
- Pricing, Accounting and Revenue Collection
- Review Transactions
- Funds Distribution for Grants with Matching

Lesson 2: Project Cost Collection and Transactions
Review the associated sub-process within the overall Business Process

Lesson 2

Introduction

PROJECT COSTING
Business Process

1. **Create a Project**
   Department Project Processor

2. **Establish Project Activities**
   Department Project Processor

3. **Authorize Projects for Expenditures**
   Central Project Processor

4. **Create Budget**
   Department Project Processor

5. **Charge Transactions to Project & Activities**
   Department AP/ Journal Entry/ PO Processors

6. **Collect, Distribute & Price Cost**
   Central Project Costing (PC) Batch Processor

7. **Manage Projects**
   Department Project Processor

Lesson 2: Project Cost Collection and Transactions

Key Terms   The following key terms are used in this Lesson:

Term	Definition
Accounting Rules	Accounting Rules are used to generate billing and revenue accounting entries to transactions that originate from Project Costing.
Analysis Group	A logical grouping of analysis types for ease of processing.
Analysis Type	Analysis types are indicators assigned to individual transactions to identify different types of transactions.
Processing Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: This is a system-defined field is used by INFORMS to restrict incoming transactions. For example, users can charge cost transactions from feeder systems to projects with an active processing status but not to projects with a pending processing status.
Project Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: Project Status is a user-defined field that identifies the conditions that users want to track for projects and activities. The status also defines project events, such as conditional changes that require approval.
Project Transaction	Any movement of funds, costs, and budgets in INFORMS that is tagged to the project.
Project Type	INFORMS uses project types to categorize projects for reporting and analysis. Additionally, users can assign a default rate set or rate plan to a project type for specific business units. When users create a new project and specify the project type, INFORMS automatically attaches the default rate set or rate plan that is associated with the project type and business unit combination.
Rate Set	Users charge customers a rate for the services that users provide plus the related costs. By establishing rate sets in INFORMS Project Costing and then associating activities to those rate sets, users can efficiently manage pricing across multiple project activities.

Lesson 2: Project Cost Collection and Transactions

Lecture 1: Key Elements of a Project Transaction

This lesson will show the Key Elements of a Project Transaction and primarily discusses:

- **Project Transactions:**

  Project Costing is essentially a downstream application that collects costs and revenues from transactions that are tagged against the project. These transactions will come from the various INFORMS sub-system modules whose distributions make use of project ChartFields. These modules are Procurement (Purchasing and Requisitions), Accounts Payable, Expenses, HR, and General Ledger. Revenue on the other hand primarily comes from INFORMS Contracts and Billing.

  For cost to be sent to Projects, the process used is called **Cost Collection**. Similarly, Revenue Collection is used to retrieve revenue.

  Project Costing has one area that holds all its collected transactions and that is the **Project Resource Table**. The Project Resource table information will be seen in the Review Transactions lecture along with all the details.

- **Analysis Types:**

  As stated above, the core of projects in INFORMS is essentially **Transactions**. Transaction rows in the **Project Transaction** table contain the quantity and amounts associated with each transaction and all of the identifying information that accompanied those costs. Analysis types are assigned to individual transactions to identify different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. For example, users can create an analysis type for the calculation of total budgeted amounts of the project compared to total actual costs, to see if the project is over or under budget at any time during the project.

  A single transaction can result in multiple transaction rows as it moves through INFORMS. For example, assume that a project has 1,000 USD budgeted for project labor. The actual cost of labor is 1,500 USD and the amount of billing for the labor is 1,700 USD. The result is three transaction rows that record the same labor transaction as it moves from stage to stage through the project, as shown in this table:

Analysis Type	Transaction Type	Amount
BD1 (Budget)	LABOR	$1,000.00
ACT (Actual Cost)	LABOR	$1,500.00
BIL (Billing)	LABOR	$1,700.00

  There is a total of 142 Analysis types in INFORMS. But they are generally classified into four categories: Expense, Revenue, Budget, and Encumbrance.

Lesson 2: Project Cost Collection and Transactions

Lecture 1:
Key
Elements of
a Project
Transaction

- Examples of each:
  - Expense: GLE, ACT, PAY, FRG RED, RER, REJ
  - Revenue: GLR, BIL. BLD
  - Budget: BD1
  - Encumbrance: COM, CRV
- **Analysis Groups** define relationships among analysis types to analyze project costs using Project Costing pages, queries, or reports. Users use analysis groups to:
  - Analyze projects
  - Map analysis types
  - Enhance system performance
- **Rate Sets** enable users to create transaction rows when costing, billing, recognizing revenue, or reporting from incoming or existing transactions in the Project Transaction table. Rate sets have two parts:
  - The **source criteria** that the **Pricing** process uses to compare against cost transactions coming in from feeder systems.
  - The **target definition** of the cost, billing, or revenue recognition row that the Pricing process creates. When an incoming cost transaction matches the source criteria, the Pricing process creates a new transaction row for every target row that is defined on the rate set.
- For example, users can use multiple criteria on the source page to create billing rows one way for rows with a source type of **MATER** (material) and another way for a source type of **LABOR**. The materials can be billed at cost, while the labor is marked up. The billing rows are defined by the target definition (bill MATER rows at cost, mark up LABOR rows using employee rates) and the project ChartFields.
- A one-to-many relationship exists between source criteria and target row definitions. One source row, such as a cost transaction or a billing transaction, can create multiple target rows.
- There are a total of 81 rates sets configured in INFORMS. Each department has a different one they have access to. Below are the common ones that all departments that use Project costing have:
  - **GRANT_NOMATCH** – Grants with No Matching
  - **GRANT_MATCH** – Grants with Matching
  - **CAPITAL-GRANT** – Capital Grants

Lesson 2: Project Cost Collection and Transactions

Lecture 1:
Key
Elements of
a Project
Transaction

- **Accounting Rules** are used by INFORMS to send data to the **Contracts Billing Interface Application Engine** process (CA_BI_INTFC) to forward to INFORMS Billing.
- It is the accounting rules for as-incurred billing contracts, not the accounting distribution that is defined in contract lines, that determine the unbilled accounts receivable (UAR) accounting distribution.
- Users must define accounting rules to generate any accounting entries from Project Costing. These rules are necessary to process any accounting from project transactions.

Lesson 2: Project Cost Collection and Transactions

Lecture 2:
Budget
Import

This section will discuss an overview of how project budgets are created.
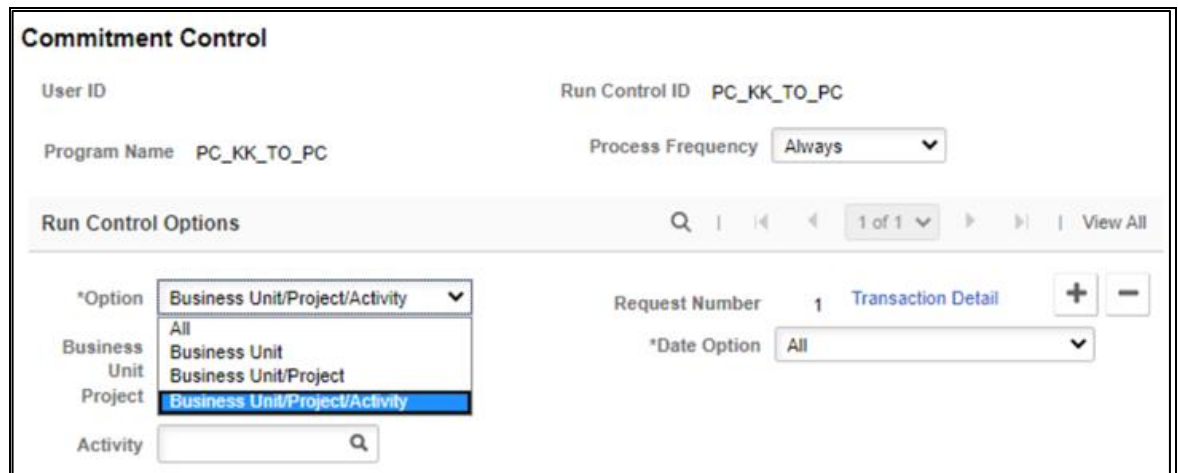
All budgets in INFORMS are done in Commitment Control. This will be explained during the Managing Budgets Course.

Essentially, all Project Costing does is to import the budgets from Commitment Control using the **Commitment Control** to **Project Costing Application Engine process** (PC_KK_TO_PC). What this does is to post budget transactions in INFORMS Project Costing that users enter directly into Commitment Control. Rows are eligible to post in Project Costing if both of these conditions exist:

- The Project Costing distribution status of the journal line is *N* (new).
- The ledger group type is either expenses or revenue.

Therefore, like any transaction for projects, the budget similarly comes into Project Costing. And the way they are identified on the project resource table will be through the Budget Analysis Type.

Below is the **Run Control page** for the **Commitment Control** to **Project Costing** process.

Please note that this is run through a batch process in a defined schedule, therefore users don't need to run it manually.

Lecture 2:
Budget
Import

The run control has the option to retrieve Budget rows from Commitment Control for all Business Unit, by Specific Business Units, by Specific Projects and by Specific Project Activities.

Once the import process is successful, the budget will be seen on the Transaction List page as a budget row. This page will be discussed in detail in the **Review Transactions Lecture**.

Lesson 2: Project Cost Collection and Transactions

<table>
<tr>
<td>

Lecture 3:
Cost
Collection

</td>
<td>

This section will discuss an overview of Cost Collection.

Cost Collection
- As stated in the previous lesson, transactions are the core of the Project costing module. All projects have costs and those costs will either need to be tagged to the project to reassign the expenditures to specific funding or specific customers. For the cost to get tagged to the project, the transaction just needs to specify the Project costing Business Unit, Project ID, and Activity ID on the Distribution line of the transaction.
- INFORMS is equipped with the process of collecting these costs and inserting them into the project resource table.
- This is run through a batch process in a defined schedule; therefore, users do not need to run it manually.
- 10 different processes cater to collecting transactions into projects. However, the County will just be using the following:
  - **General Ledger**: The run control will ask users to run for All Business Units, a specific Business Unit, a specific Project, and a Specific Project Activity. The run control will also ask users to specify Journal options since users are essentially collecting costs from the Journal tables.
  - **Payables**: Similar to General Ledger for the data set to run for, but with the difference of running the transaction in summary or detail. Summary creates one summarized row in the Project Transaction table for each approved voucher distribution line. While Detail creates one row in the Project Transaction table for each type of cost that is associated with a voucher.
  - **Purchasing:** This has a similar data set run for the others. Purchasing has an option to run the collection for Requisitions only, Purchase Orders only, or both.
  - **Expenses**: This will be utilized once INFORMS HR is live. The process will pull approved time reports and expenses into Projects from INFORMS Expenses.
  - **Time and Labor**: Same with Expenses, the process moves time and labor data from the Project Time and Labor Interface staging tables into the Project Transaction table.

</td>
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</table>

Lesson 2: Project Cost Collection and Transactions

Lecture 3:
Cost
Collection

- Each of these processes will be run in batch several times per day to catch all transactions within the business day.
- Once the import process is successful, the transactions will be seen on the Transaction List page as a budget row. This page will be discussed in detail in the Review Transactions Lecture.

- Cost collection is a necessary step to do to be able to bill customers of expenditures for the projects. And this is done through Customer Contracts which will be discussed in another course.

Lesson 2: Project Cost Collection and Transactions

Lecture 4: Pricing, Accounting and Revenue Collection

This section will discuss an overview of the PC Pricing, Revenue Collection and PC Accounting processes.

PC Pricing

- When a grant is awarded and a contract is created, the County can bill and recognize revenue for direct costs, indirect costs and fees associated with the performance of the contract. INFORMS uses rate sets to perform pricing to generate costs, billing and revenue amounts on source transactions that occur against the contract. Before users can create and record user's costs and indirect costs for user's contract lines users must define rate sets and assign them to the contract lines. This definition step will be part of the Custom Contracts discussion.
- After the contract is created and activated, users can begin pricing the transactions that occur against the contract lines using the rate sets defined. When transactions are processed from the subsystems into Project Costing, the Pricing process is called.
- The Pricing run control page enables the user to select pricing options to generate cost rows, billing rows, revenue rows, or a combination of the three. The checkboxes that users select correspond to the rate definition types assigned to the rate set of Billing, Cost, Cost/Billing, or Revenue. For cost-plus contract lines, the pricing engine looks to the rate sets assigned to the contact line and processes the costing rates, bill rates and revenue rates.
- This is run through a batch process in a defined schedule; therefore, users do not need to run it manually.

Lesson 2: Project Cost Collection and Transactions

Lecture 4: Pricing, Accounting and Revenue Collection

PC Accounting (Accounting Rules Engine)
- The Accounting Rules Engine processes rate-based revenue to create entries in the historical accounting tables. These entries are then sent to INFORMS General Ledger.

Lesson 2: Project Cost Collection and Transactions

Lecture 4:
Pricing,
Accounting
and
Revenue
Collection

- This is used for Revenue recognition of Grant Bills. The process picks up the undistributed BIL transaction rows to write to the accounting entry tables to be journalized.
- This is run through a batch process in a defined schedule; therefore, users do not need to run it manually.

Lesson 2: Project Cost Collection and Transactions

Lecture 4: Pricing, Accounting and Revenue Collection

Revenue Collection

- Revenue Collection is the process of receiving realized revenue from the Billing and Contract modules. Two processes come into focus when talking about Revenue Collection:
  - **Retrieve Billing Items** (PC_BI_TO_PC): **Billing to Project Costing** process for rate-based contract lines to update the Project Transaction table with results from INFORMS Contracts and INFORMS Billing processes, including adjustments, discounts, retainages, withholdings and so forth.
    - **INFORMS Billing processes** write bill rows to **the Project Transaction Temporary Billing table**. The Billing to Project Costing process moves the rows from the Project Transaction Temporary Billing table to the Project Transaction table, either in the form of updates to existing rows or as newly inserted rows. The process uses the PSBLD (Billing to Projects) analysis group to determine which rows to process and how to process the rows coming from INFORMS Billing.
    - Essentially, this turns the BIL rows that are generated in Pricing into BLD rows to indicate that the items were already Billed.

Lesson 2: Project Cost Collection and Transactions

Lecture 4: Pricing, Accounting and Revenue Collection

- o **Retrieve Revenue from Contract** (PC_CA_TO_PC)

  As mentioned above, the INFORMS Projects Pricing generates eligible rows for projects/activities linked to contract lines. The rate-based revenue process (Accounting Rules Engine) picks up these rows to create journal entries in GL based on the schedule defined on as-incurred revenue recognition plans. The PC_CA_TO_PC process picks up the revenue accounting rows for amount-based contract lines with associated projects/activities. These amount-based revenue rows in INFORMS Projects are for project tracking and comparison purposes and will not be sent to billing or the general ledger.

- • Like the others, this is run through a batch process in a defined schedule; therefore, users do not need to run it manually

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

This section provides a guide on how to review project transactions.

Now that the participants know how to create the project, transactions are essentially done in other subsystems and will be collected through cost collection.

These transactions are then housed in the project transaction table or the project resource table.

INFORMS is equipped with the means to review and analyze the transactions in two ways:
- **Reports** – this will be discussed in the next lesson
- **Online Pages -** There are 2 different components to do this: Review Cost component and the Transaction List component

Review Cost:

INFORMS provides tools for project transaction analysis online. One of these analyses is through Accumulated Cost. **Analysis by Accumulated Cost** gives the user the ability to Review costs for Asset Management, Employee related expenses, Costs sourced from Journals, Procurement and Payables.

To Review Accumulated Costs, users can do the following:

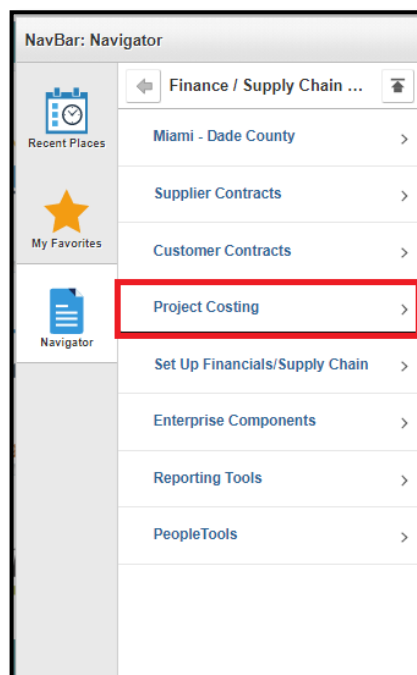1. On the **Home Page**, Select the **NavBar** and the **Navigator**.
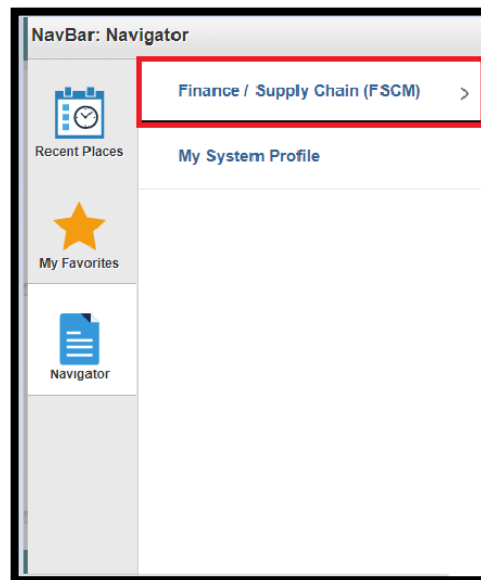
Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

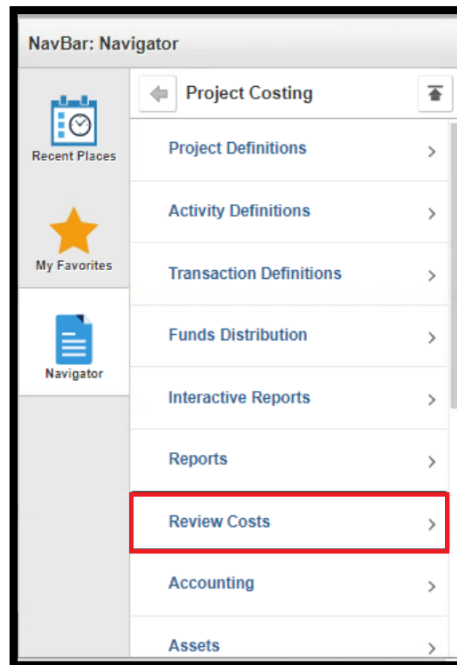2. Select the **Finance / Supply Chain** (FSCM) menu.
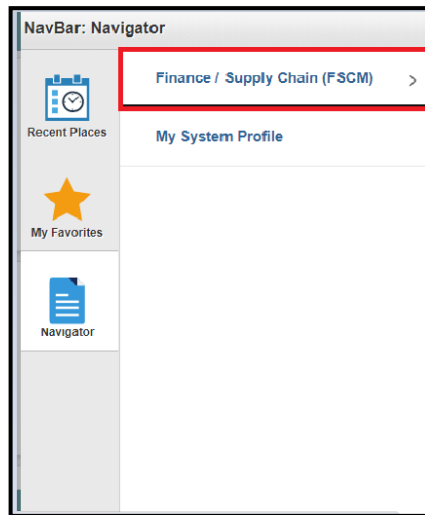
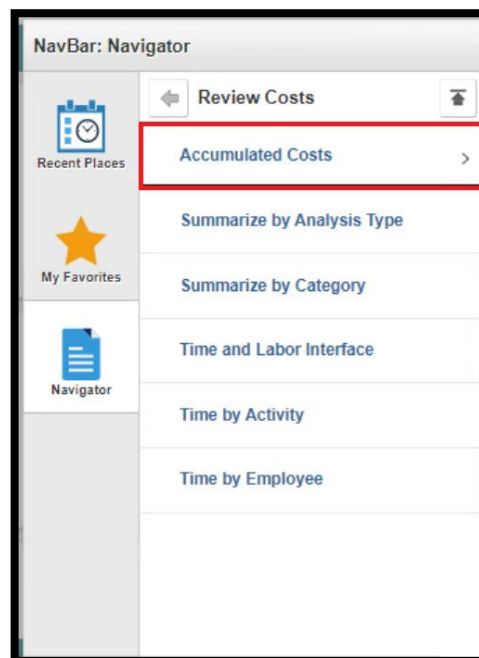3. Scroll Down to Select **Project Costing**.

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

4. Scroll down to Select **Review Cost**.

5. Select **Accumulated Costs**.

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

Though Costs can be reviewed using several transactions, we will be focusing on the following:

- **Journal Entries by Activity:** this analysis page will show the corresponding Analysis Type for GL Expenses, GL Business Unit (MDADE), The Journal ID, the currency code, unit of measure, quantity and the total journal amount related to the project. The icon is a link to go to the Journal page. If there are multiple journals posted against the project, all of those purchase orders and their corresponding information will be seen on the page.

- **Purchase Orders by Activity:** this analysis page will show the corresponding Analysis Type for commitments, the related Purchase order, currency, unit of measure, quantity and the total amount related to the project. The icon is a link to go to the PO Inquiry page. If there are multiple purchase orders against the project, all of those purchase orders and their corresponding information will be seen on the page.

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

Purchase Orders by Activity

Project	COH80901
Activity	SHOPNGASST_IIIB

Description	OLDER AMERICAN ACT AA-1918
Description	SHOPPING ASSISTANCE T IIIB

Purchase Orders

1-1 of 1 | View All

Analysis Type	Purchase Order	Currency	Unit of Measure	Quantity	Amount	
COM	PO2PCC501	USD	EA	1.00	200.00	

Return to Search   Notify

- **Vouchers by Activity:** this analysis page will show the corresponding Analysis Type for Actual Cost, the related Voucher, the Supplier ID, currency, unit of measure, quantity and the total voucher amount related to the project. The icon is a link to go to the Voucher Inquiry page. If there are multiple vouchers against the project, all of those vouchers and their corresponding information will be seen on the page.

Vouchers by Activity

Project	COH80901
Activity	SHOPNGASST_IIIB

Description	OLDER AMERICAN ACT AA-1918
Description	SHOPPING ASSISTANCE T IIIB

Vouchers

1-1 of 1 | View All

Analysis Type	Voucher ID	Supplier ID	Currency	Unit of Measure	Quantity	Amount	
ACT	00000155	0000007563	USD			250.00	

Return to Search   Notify

Transaction List

The Project Transaction component offers a generic view of all the transactions. This page provides the complete details on where the transaction comes from, which project and activities have which transactions and where the transaction will end up.

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

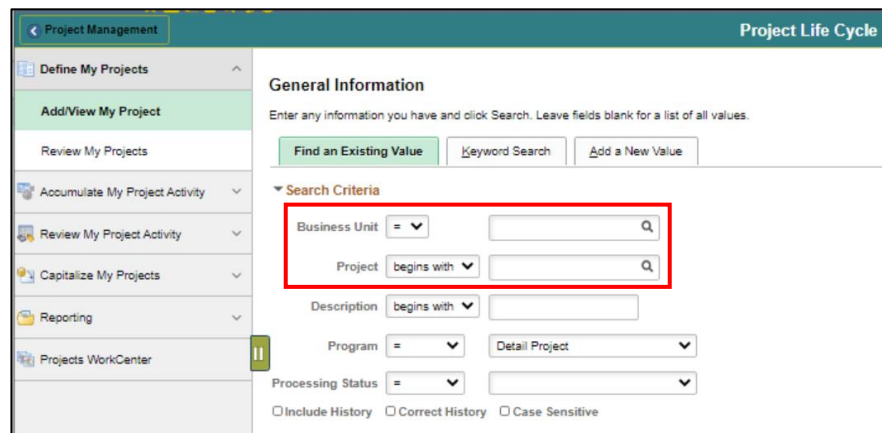To be able to get to the Transaction List, page users can do the following:

1. Navigate to the **Finance / Supply Chain** (FSCM) tile.

2. Select the **Project Management** tile.

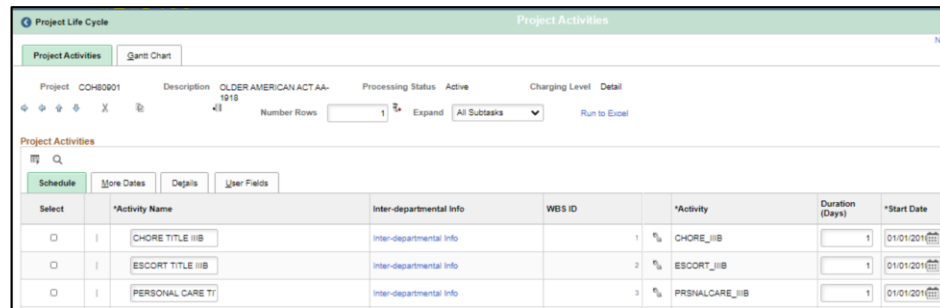3. Enter the **Business Unit** and the **Project ID** and select **Search**.

Lesson 2: Project Cost Collection and Transactions
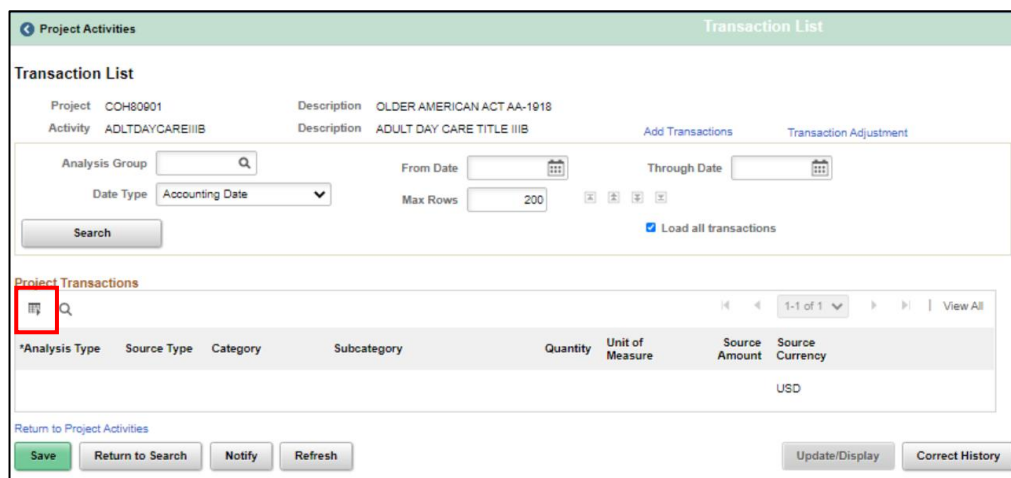
Lecture 5:
Review
Transactions

4. Scroll to the bottom and select the **Project Activity** link.

5. Scroll to the side and on a specific **Activity**, select the **project transaction icon**.

6. On the **Transaction List Page**, enter the **Analysis Group** "ALL" and the dates from 01/01/1901 through the current date and select search.

Lesson 2: Project Cost Collection and Transactions
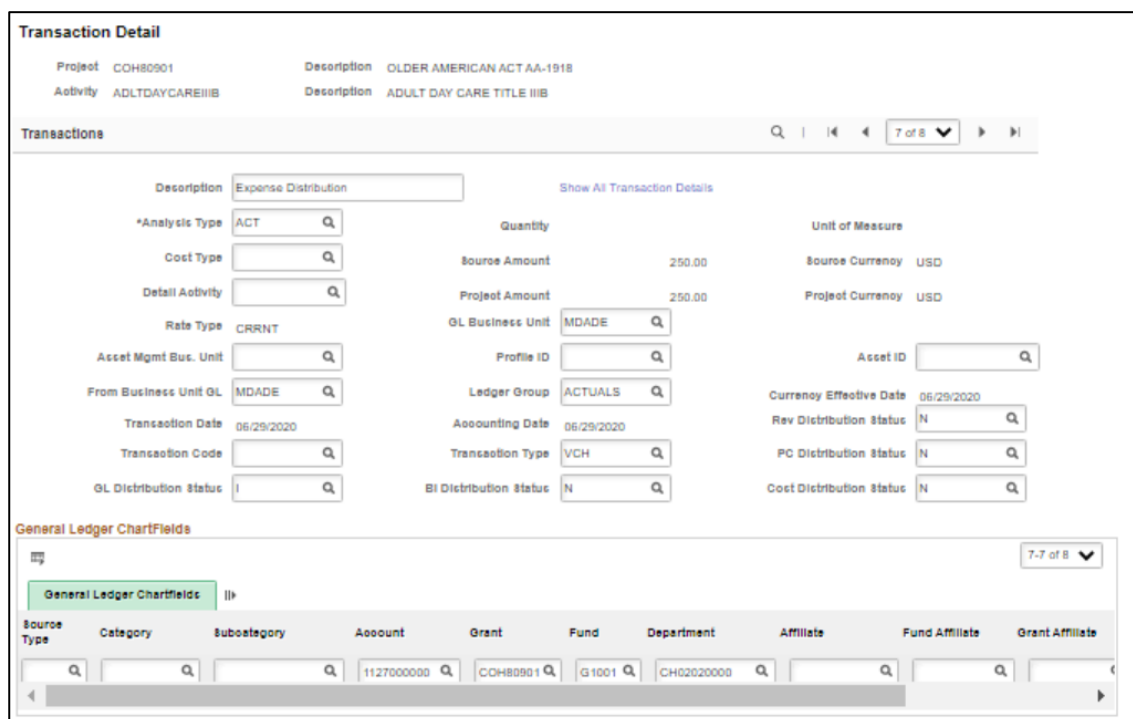
Lecture 5:
Review
Transactions

The Transaction list shows how many transactions were made against the project activity, where the transactions come from if users understand the analysis type and the source amount.

- The **Drill to Source** button will show or direct the user to corresponding inquiry pages as applicable.
- The **Transaction Detail** will direct the user to the specific information each transaction holds such as:
  - Amounts
  - Asset Information
  - ChartFields
  - Transaction flags

Transaction Detail

Project   COH80901   Description   OLDER AMERICAN ACT AA-1918
Activity   ADLTDAYCAREIIIB   Description   ADULT DAY CARE TITLE IIIB

Transactions   Q | I◄   ◄   7 of 8 ▼   ►   ►I

Description	Expense Distribution			Show All Transaction Details	
*Analysis Type	ACT Q	Quantity		Unit of Measure	
Cost Type	Q	Source Amount	250.00	Source Currency	USD
Detail Activity	Q	Project Amount	250.00	Project Currency	USD
Rate Type	CRRNT	GL Business Unit	MDADE Q		
Asset Mgmt Bus. Unit	Q	Profile ID	Q	Asset ID	Q
From Business Unit GL	MDADE Q	Ledger Group	ACTUALS Q	Currency Effective Date	06/29/2020
Transaction Date	06/29/2020	Accounting Date	06/29/2020	Rev Distribution Status	N Q
Transaction Code	Q	Transaction Type	VCH Q	PC Distribution Status	N Q
GL Distribution Status	I Q	BI Distribution Status	N Q	Cost Distribution Status	N Q

General Ledger ChartFields

🖩   7-7 of 8 ▼

| General Ledger ChartFields | ‖► |

Source Type	Category	Subcategory	Account	Grant	Fund	Department	Affiliate	Fund Affiliate	Grant Affiliate
Q	Q	Q	1127000000 Q	COH80901 Q	G1001 Q	CH02020000 Q	Q	Q	

When the user selects the **Show All Transaction Details** link, all the related information for the transaction in the project resource page can be viewed. The user will be able to see the transaction summary information then the information by the module related to the transaction.

Lesson 2: Project Cost Collection and Transactions

Lecture 5:
Review
Transactions

Show All Transaction Details

Project/Activity

Project COH80901   Description   OLDER AMERICAN ACT AA-1918

Activity ADLTDAYCAREIIIB   Description   ADULT DAY CARE TITLE IIIB

Return to Transaction Detail

Transactions	Q	I	I◄	◄	7 of 8 ⌄	►	►I

Description   Expense Distribution

General Ledger Business Unit   MDADE   Source Amount   250.00

Rate Type   CRRNT   Quantity

Analysis Type   ACT   Currency   USD

Source Type   Unit of Measure

Category

Subcategory

Transaction Details

▸ General Information

▸ Chart Fields

▸ Common Integration Fields

▸ Accounts Payable

▸ Accounts Receivable

▸ Asset Management

▸ Billing / Contracts

Selecting the dropdown of the relevant module area, the user will see its information as well:

▾ Accounts Payable

Payables Business Unit   CH   Q   Comm Action & Human Svcs Dept

Supplier ID   0000007563   Q   OFFICE DEPOT INC

Voucher ID   00000160   Q

Journal Template   ACCRUAL   AP Accruals

Voucher Line Number   1   Distribution Line Number   1

Payments

Lesson 2: Project Cost Collection and Transactions

Lecture 6: Funds Distribution

This section will explain the importance of Funds Distribution for Grant Projects.

- Project costs can be distributed among multiple funding sources. This system process is called Funds Distribution. Specifically, this process distributes funding by applying funds distribution rules to incoming transactions and assigning costs accordingly.

- From the County's standpoint, we only use funds distribution on two scenarios, for **Capital Projects** (which will be explained in the Capital Projects module) and for **Grants with Matching**.

- For **Grants with Matching**, the departments usually agree to match a certain amount to make up the full grant amount with the sponsor. Hence, all costs to the project will generally be split into 2 according to the percentage of the match agreed upon.

- With the source cost coming from several subsystems, the County has configured 2 analysis groups to cater to sources of **Funds Distribution**: **CST** (Cost not including Fringe) and **CSTFG** (Cost including Fringe). CST includes the Actual Cost, GL Expense, Time and Labor Actual and the Retainage Analysis Types. CSTFG has the same with the inclusion of Fringes (FRG).

- The **Project Processor** then defines the Funds Distribution rules to split the cost row into two. The two analysis types that will be used are **SPN** which is the Sponsor Expense and the **CTY** which is the County Expense.

- Once the rules are set, an automated process to process funds distribution will be run. This will effectively split the original ACT row into the CTY and SPN rows according to the percentage specified. The pricing process will then be able to determine to create the billable row against the distributed SPN row for the Sponsor.

- The Funds Distribution rules will be set up as soon as the Projects are created.

- The result of the Funds Distribution will then be reflected as such on the **Transaction List** page.

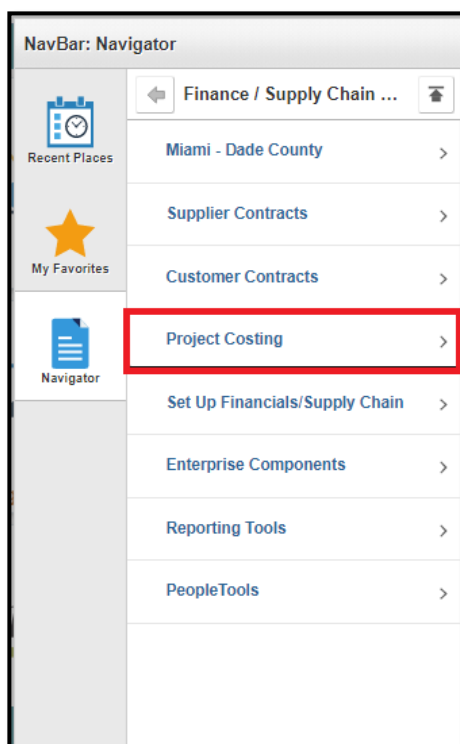## Lesson 2: Project Cost Collection and Transactions

Lecture 6:
Funds
Distribution

Below are the steps to set up the Funds Distribution rules:

1. Start on the **Home Page**, Select the **NavBar** and the **Navigator**.

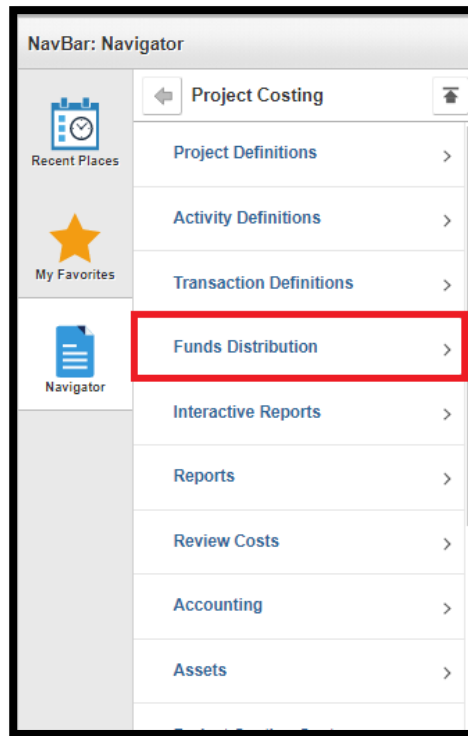2. Select the **Finance / Supply Chain** (FSCM) menu.
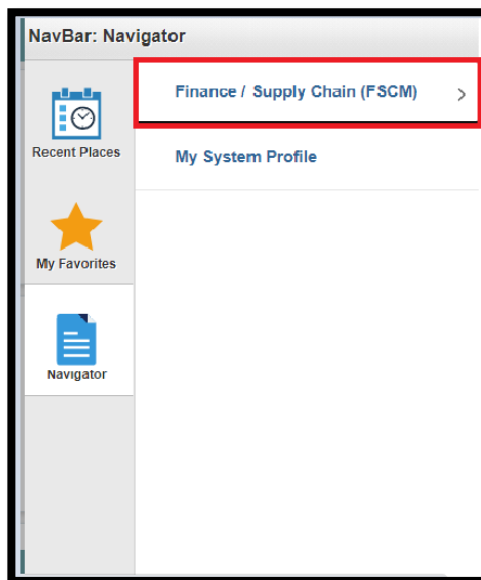
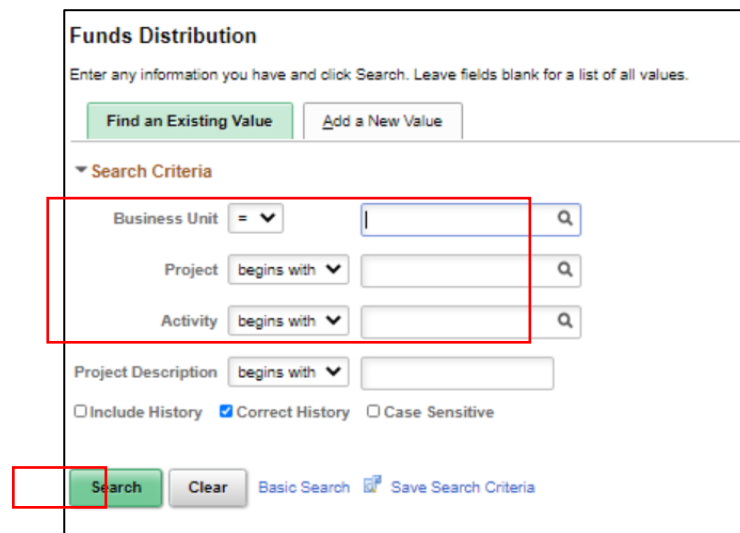3. Scroll down to Select **Project Costing**.

Lesson 2: Project Cost Collection and Transactions

Lecture 6:
Funds
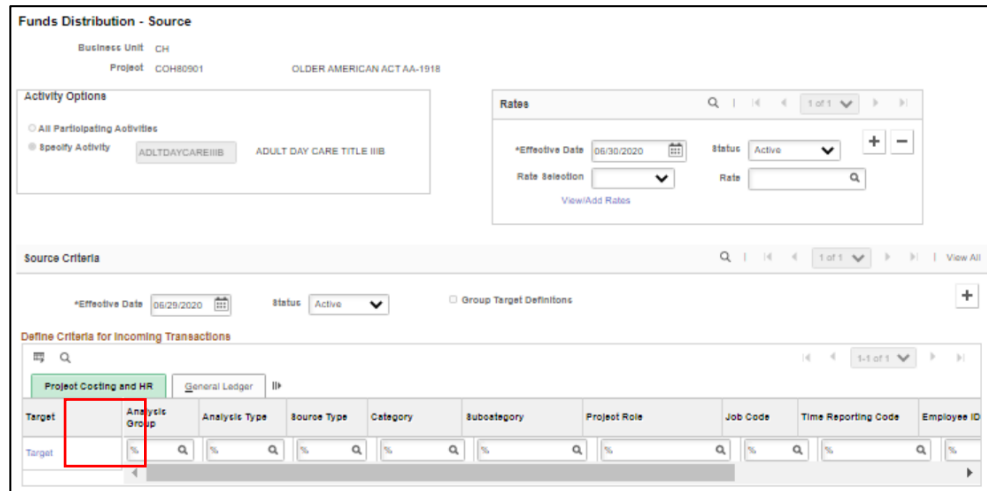Distribution

4. Scroll down to select **Funds Distribution**.

5. Enter the **Business Unit, Project and Activity** and select **Search**.

Lesson 2: Project Cost Collection and Transactions

Lecture 6:
Funds
Distribution

6. On the Define Criteria for Incoming Transactions, Project Costing & HR tab, enter the **Analysis Group** (CST or CSTFG). Leave the rest as default.

7. On the General Ledger tab, enter the associated Grant on the **Grant** field. Leave the rest of the field as default. Select the **Target** link
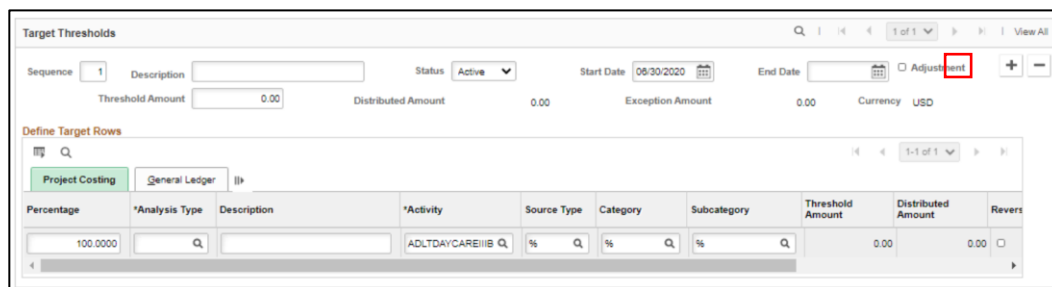

8. Scroll down to the Target Threshold and **add a new ChartField**.
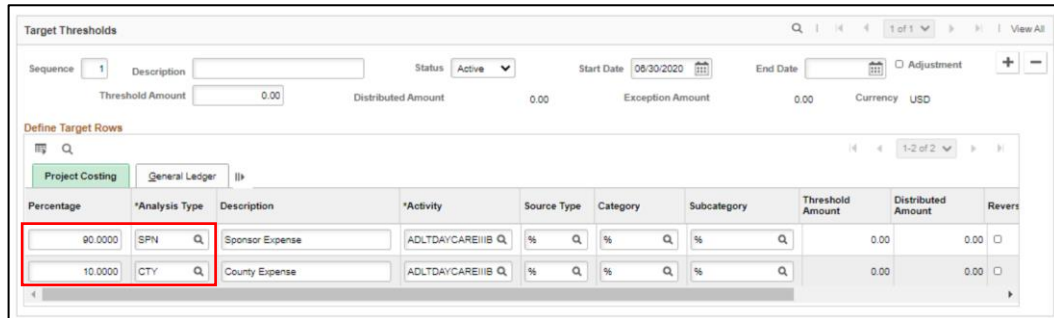
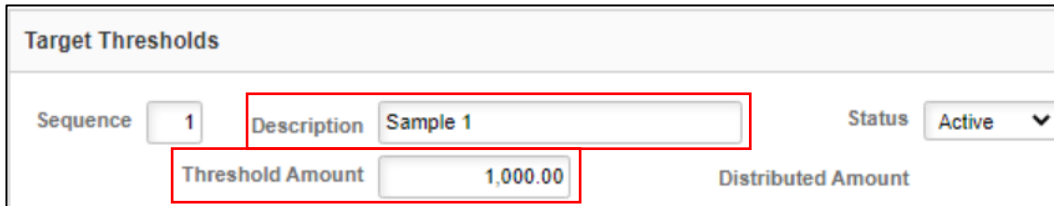## Lesson 2: Project Cost Collection and Transactions

Lecture 6: Funds Distribution

9. The first row will have a Percentage of **90** and the Analysis Type of **SPN**. The second row will have a Percentage of **10** and Analysis Type of **CTY**. The Activity and Descriptions will default. Leave the rest of the fields as default.
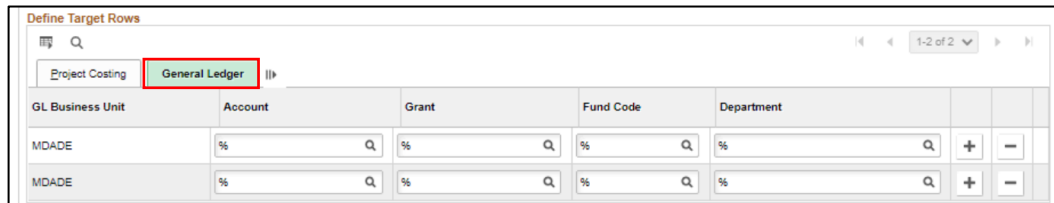

10. Update the **Description** and the **Threshold Amount**. The Threshold Amount should be the total **Contract Amount** minus the **Bill to Date** amount. Note that both amounts will be discussed during the Customer Contracts training.

11. Select the **General Ledger** tab.

Lesson 2: Project Cost Collection and Transactions

Lecture 6:
Funds
Distribution

12. Update the Grant to the corresponding **Grant ID**. Leave the rest of the fields as default.

13. Select **OK** and **Save** the page.

- Once the rules are set, this will get picked up by the **Funds Distribution Process** running in the background. On success on the run, in the Target link in the Funds Distribution page we just did, the distributed amounts will be seen.

Lesson 2: Project Cost Collection and Transactions

Lecture 6:
Funds
Distribution

Below is an example of the **Transaction List** page. It is shown that there are two ACT rows of both $250 (which should correspond to the distributed amount of $500 in the image above). And then there are 2 sets of SPN and CTY rows of $225 and $25 correspondingly (which should correspond to the $450 and $50 amounts on the grid in the picture above).

Transaction List

| Project | COH80901 | Description | OLDER AMERICAN ACT AA-1918 |
| Activity | ADLTDAYCAREIIIB | Description | ADULT DAY CARE TITLE IIIB | Add Transactions | Transaction Adjustment |

Analysis Group: ALL
Date Type: Accounting Date
From Date: 06/29/2020
Through Date: 06/30/2020
Max Rows: 200
1 to 8 of 8
☑ Load all transactions

Search

Project Transactions

1-8 of 8 | View 7

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
SPN						225.00	USD		
CTY						25.00	USD		
SPN						225.00	USD		
CTY						25.00	USD		
BIL						225.00	USD		
BIL						225.00	USD		
ACT						250.00	USD		
ACT						250.00	USD		

Lesson 2: Training Exercise

Debrief

1. True or False? It is possible to collect the cost from Requisitions.

2. Will the Department Project Processor be able to run the Pricing process?

3. True or False? If I perform funds distribution on a cost, cannot redistribute the already distributed cost further.

Lesson 2: Lesson Summary

Lesson
Summary

Now that users have completed the lesson, users should be able to:

- Understand the Key Elements of a Project Transaction.
- Understand where Project Budget comes from.
- Understand what Cost Collection is.
- Understand Pricing, Revenue Collection and Project Accounting.
- Know how to Review Transactions.
- Understand Funds Distribution for Grants with Matching.

Lesson 3: Reports

Lesson 3:

Overview

At the conclusion of this lesson, users will be able to:
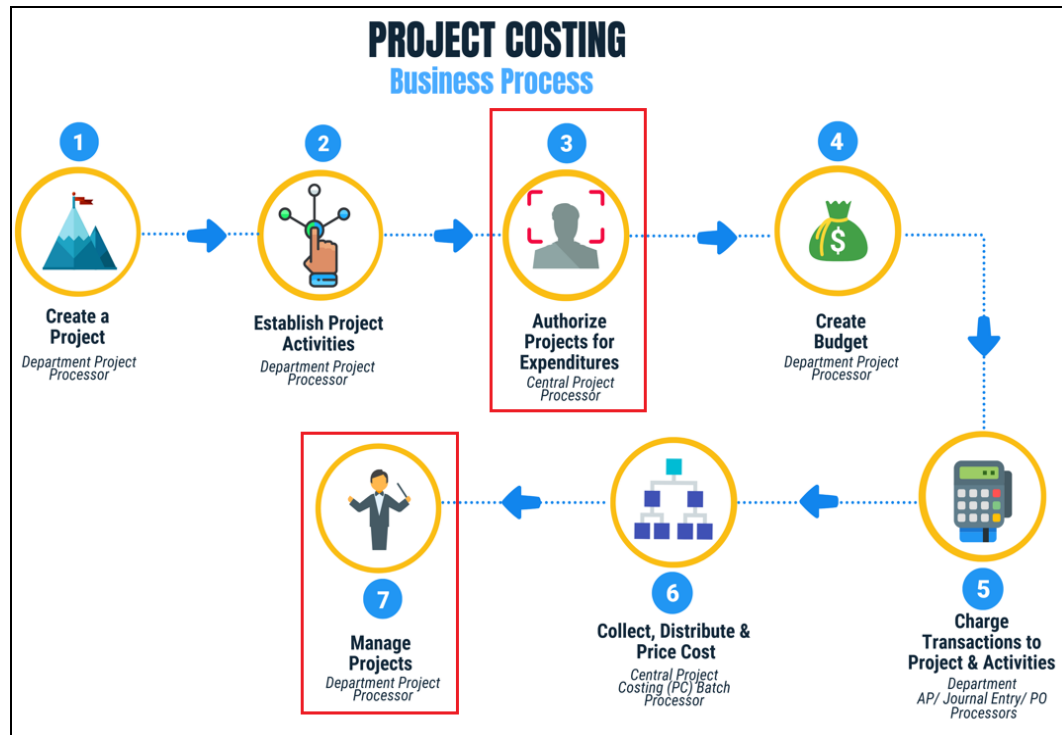
- Access reports and use reporting tools

Lesson 3: Reports

Lesson 3: Introduction

Review the associated sub-process within the overall Business Process.

Lesson 3: Reports

Key
Terms

In this section, review the associated key terms.

Term	Definition
Analysis Type	Analysis types are indicators assigned to individual transactions to identify different types of transactions.
Processing Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: This is a system-defined field is used by INFORMS to restrict incoming transactions. For example, users can charge cost transactions from feeder systems to projects with an active processing status but not to projects with a pending processing status.
Project Activities	Project Activities are the tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables users to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.
Project Business Unit	An entity that controls a grouping of projects. In INFORMS, every General Ledger Business Unit will have a project Business Unit.
Project Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: Project Status is a user-defined field that identifies the conditions that users want to track for projects and activities. The status also defines project events, such as conditional changes that require approval.
Project Team	The Project Team is essentially the list of resources available to the Project.
Project Transaction	Any movement of funds, costs and budgets in INFORMS that is tagged to the project.
Projects	Projects define the structure to which activities and resources are added. Users must set up a project before users can attach any activities or resources to it. Grant transactions will require a Project ID.

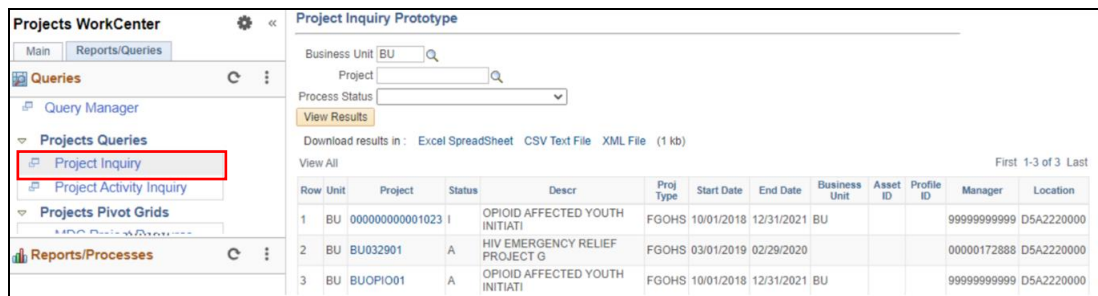## Lesson 3: Reports

Lecture 1:
Project
Costing
Reports

As stated in the previous lesson, transactions are the core of Project Costing. Since there is a wealth of information in projects, a downstream system, there are several tools available to help process information and analyze data.

One such analysis tools are the reports tailored to help users get a summary of the information from projects.

These custom reports are primarily made in the form of queries and are represented in tabular form for readability. All of them are published on the Projects WorkCenter for ease of access.

There are four custom reports for projects:

1. **Projects Inquiry**: This report is needed to provide a summary of projects under a specific Business Unit. This will provide departments the running list of Projects they own.
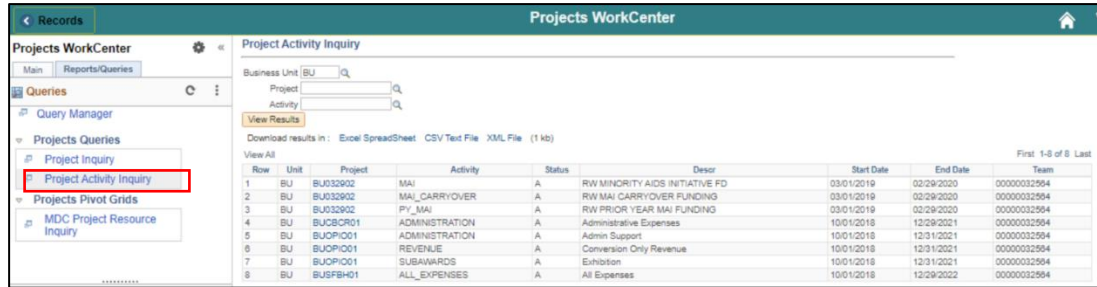

- The report will require the Business Unit as an input. The user can also specify the Project ID to show the specific information of that project; or else, they can show all projects under the Business Unit with the corresponding Project Status.

- If the user wants to know the specific information on a certain project, the report is equipped with a link to direct the user to the project general information page.

2. **Projects Activity Inquiry:** This report is used to provide users a view of activities per project and the corresponding details. Unlike Projects Inquiry, Projects Activity Inquiry now shows the activity information for the project.
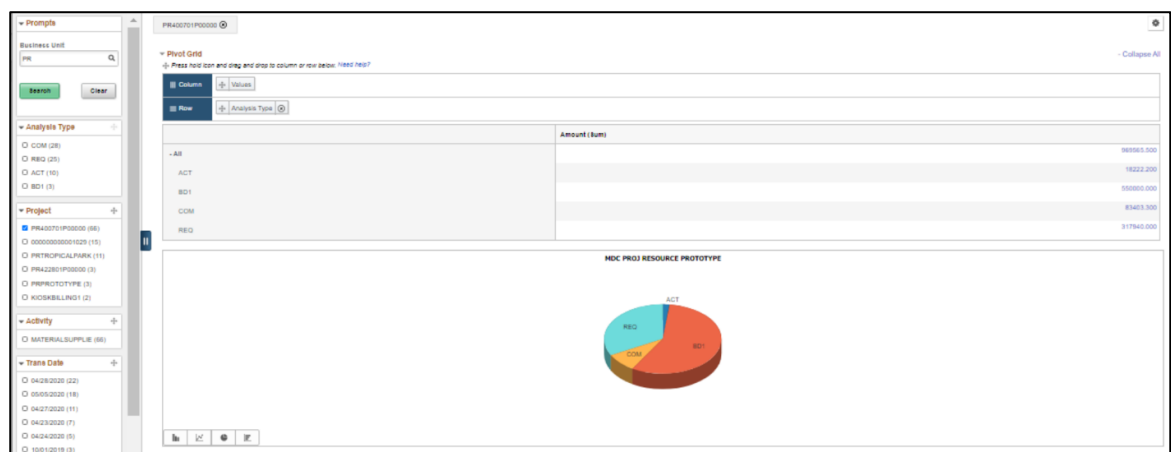
Lesson 3: Reports

Lecture 1:
Project
Costing
Reports

- Like the Project Inquiry report, this report will require the Business Unit as an input. This report also has the option for the user to choose a specific project or activity from the selected project. The links will also direct the user to the project general information page.

3. **Projects Transaction Inquiry:** This report is one of the analysis reports mentioned in the Review Transactions section. This will help the user visualize the transactions of a given project through charts and view the data in a tabular form. This kind of reporting tool is a called Pivot Grid.

- When the user inputs a business unit and selects a project, all transactions in the project are categorized into analysis types and are represented on the graph. The top part of the report is the pivot and the graph part is the chart.

Lesson 3: Reports

Lecture 1:
Project
Costing
Reports

Selecting the link on the Pivot will direct the user to a pop-up page for the drill-down of data comprising the total of the Analysis type.

Similarly, there are links to the report. This time the links will direct the user to the source of the transaction, such as the Journal, the Voucher, and the PO.

4. **Projects for Activation Report:** This report is primarily for Central. This will help the Central Project Processors to know if there are projects that are ready to Authorize for expenditure.

- The report can be run for all business units or specific business units. Only projects that are in the **Proposed** status will show up in the report.

Lesson 3: Reports

Lesson
Summary

Now that users have completed the lesson, users should be able to:

- Access reports and use reporting tools

Module 3: Course Summary

Course Summary

The Course Summary module covers three topics:

- Course Content Summary
- Additional Training and Job Aids
- Course Evaluation

Module 3: Course Summary

Objectives Achieved

Congratulations! You have completed the Create, Maintain, Budget Operating and Grant Projects course. You now should be able to:

- Create and maintain projects
- Create and maintain project budgets
- Review Project Transactions
- Run Project Costing Reports

Module 3: Course Summary

Additional Training and Job Aids

Users may be eligible to take the following training courses based on their INFORMS roles:

- FIN 210 – Create and Amend Contracts
- FIN 211 – Create and Maintain Grants

Users also have the following resources available:

User Productivity Kits
- Create, Maintain Grant/Operating Projects
- Maintain Capital Projects
- Funds Distribution for Grants with Matching
- Funds Distribution for Capital Reimbursement

Job Aids

- N/A

For additional information, be sure to visit:

- Miamidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Accounting Rules	Accounting Rules are used to generate billing and revenue accounting entries to transactions that originate from Project Costing.
Analysis Group	A logical grouping of analysis types for ease of processing.
Analysis Type	Analysis types are indicators assigned to individual transactions to identify different types of transactions.
Funding Sources	Sources of revenue that fund projects. Example: Grants with matching are made up of both sponsored and County funding sources.
Location	Location is a centralized concept in INFORMS that stores the physical addresses in the organization.
Processing Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: This is a system-defined field is used by INFORMS to restrict incoming transactions. For example, users can charge cost transactions from feeder systems to projects with an active processing status but not to projects with a pending processing status.
Project Activities	The tasks or subcomponents associated with a project. Breaking down a project into separate tasks enables a user to efficiently manage and analyze the costs of the project. At least one activity must be defined for each project.
Project Business Unit	An entity that controls a grouping of projects. In INFORMS, every General Ledger Business Unit will have a project Business Unit.
Project Manager	A Project Manager is a role designation in Project Costing that flags an individual as an interested party needed for approvals and notifications concerning the project.
Project Status	Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing status: Project Status is a user-defined field that identifies the conditions that users want to track for projects and activities. The status also defines project events, such as conditional changes that require approval.

Module 3: Course Summary

Key Terms

The following key terms are used in this course:

Term	Definition
Project Team	The Project Team is essentially the list of resources available to the Project.
Project Transaction	Any movement of funds, costs, and budgets in INFORMS that is tagged to the project.
Project Type	INFORMS uses project types to categorize projects for reporting and analysis. Additionally, users can assign a default rate set or rate plan to a project type for specific business units. When users create a new project and specify the project type, INFORMS automatically attaches the default rate set or rate plan that is associated with the project type and business unit combination.
Projects	Projects define the structure to which activities and resources are added. Users must set up a project before users can attach any activities or resources to it. Grant transactions will require a Project ID.
Rate Set	Users charge customers a rate for the services that users provide plus the related costs. By establishing rate sets in INFORMS Project Costing and then associating activities to those rate sets, users can efficiently manage pricing across multiple project activities.