
End-User Training Guide

Course Code: FIN 209B

Course Title: Capital Projects

Course Overview

Course Description	<p>This course provides a comprehensive review of the Capital Projects processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Capital Projects• Module 3: Course Summary
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Training Audiences	<p>The following audience(s), by INFORMS Security role(s), are required to complete this course prior to being granted related system access:</p> <ul style="list-style-type: none">• Central Project Processor• Department Project Processor• PC Viewer• Project Costing Reporter
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Prerequisites	<p>Participants are required to complete the following End-User Training courses prior to starting this course:</p> <ul style="list-style-type: none">• ERP 101 – Overview of ERP• ERP 102 – INFORMS Navigation, Reporting and Online Help• FIN 101 – Financials Fundamentals• FIN 301 – Managing the General Ledger
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Delivery Method	<p>This course is intended to be delivered through Instructor-led Training.</p>
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Estimated Duration	<p>The total duration of this course, when delivered through Instructor-led Training, is 3 hours.</p>
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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:

- Understand Capital Projects
- Understand Capitalization

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:

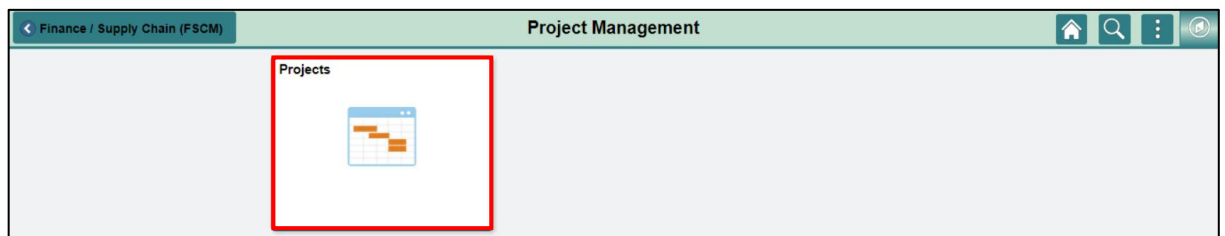
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



2. Select **Project Management**.



3. Select **Projects**.



Module 1: Course Introduction

Key Changes to the Business Process

The purpose and benefits of the Capital Projects business process include:

- Grants will require a Project
- Customer Contracts will be used to automate the billing of projects expenditures to customers
- Costs will be tracked in the Project Costing module
- Project transactions will now be tracked in Project Costing instead of the General Ledger
- Reports will be generated out of Customer Contracts, Billing and General Ledger

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

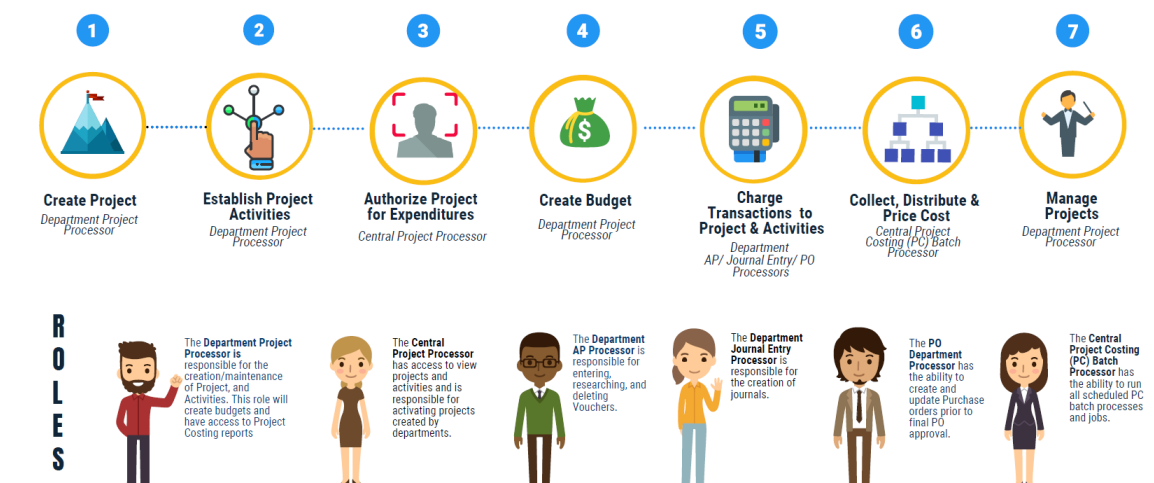
Pre-requisites to a Project:

- 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.
 - 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



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



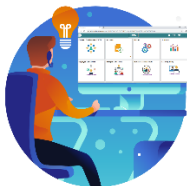
Instructor demonstration activities involve a walk-through of tasks and processes in INFORMS. The user's instructor will show users how to perform these activities while users follow along.

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:** The following key concepts were covered in this module:
Course
Introduction
Summary
- 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

Introduction to Module 2: Capital Projects

Lessons This module includes the following lessons:

- Capital Projects
- Capitalization

Lesson 1: Capital Projects

Lesson 1: Overview

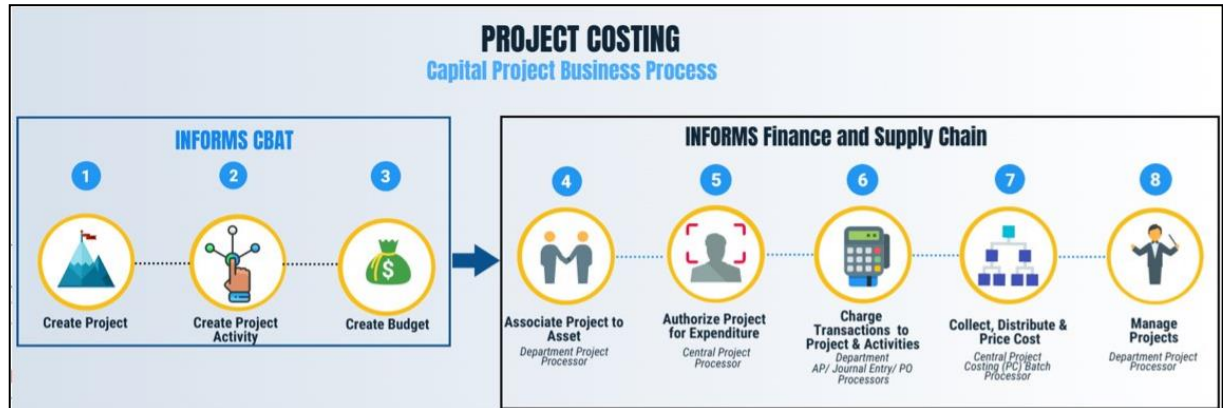
At the conclusion of this lesson, participants will be able to know or understand:

- Key Elements of a Capital Project
- How Capital Projects will come into INFORMS
- Project Statuses and Activation
- Funds Distribution for Capital Reimbursement
- Associating to Customer Contract for Grants

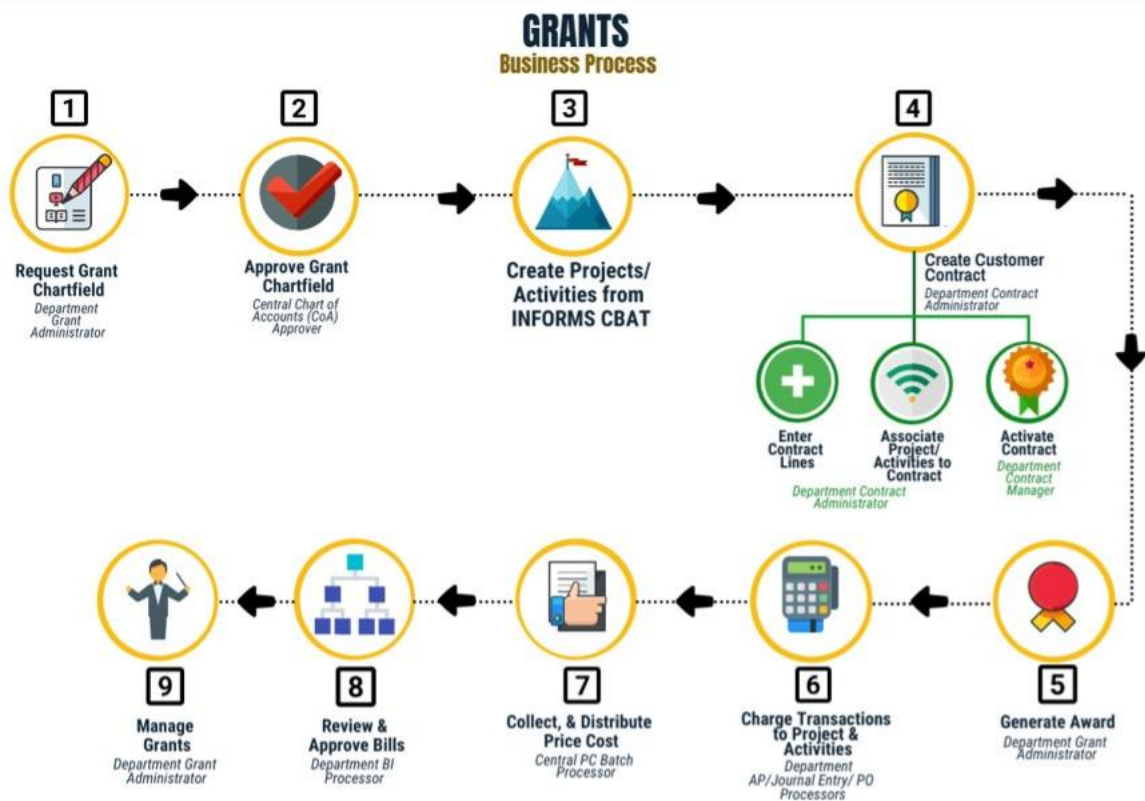
Lesson 1: Capital Projects

Lesson 1: Introduction

Projects Business Process (Capital)



Projects Business Process for Capital Grants Project



Lesson 1: Capital Projects

Key Terms

The following key terms are used in this Lesson:



Term	Definition
Capital Project	A Project that manages the transaction of costs associated with assets from inception to cost value adjustment to retirement.
Capitalization	The inclusion of cost into the asset value from inception through its life.
Funds Distribution Rate Set	The redistribution of project costs to multiple funding sources.
Reporting Entity	The classification for reporting of Capital Projects. All capital projects will either be tagged as Governmental or Enterprise.
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.
Resource Type	An identifier that helps identify the purpose of the project transaction.

Lesson 1: Capital Projects

Lecture 1: Key Elements of Capital Projects

Capital projects have virtually the same elements as Operating and Grants projects, except for the following Key Elements:

- **Project Creation:** CBAT is INFORMS' source for Capital Projects. At the beginning of each fiscal year, projects will be interfaced from CBAT to INFORMS (with the exception of off-cycle loads).
- **Project Type:** As previously defined, Project Types are used to group projects into clusters. Project types enable you to easily analyze all projects of a certain type. Capital Projects in INFORMS have the Project Type CAPTL.
- **Project Statuses:** As previously defined, 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.
- **Project Manager:** Project Managers are the people in charge of the project's finances. Therefore, they approve all procurement related activities for the project and get notified of any status updates for the project. The Project Manager for the projects is semi-volatile because of attrition and turn over, therefore it is planned with CBAT to interface this information on a scheduled basis.
- **Retainage:** The County can automatically reduce supplier payments based on a percentage of retainage specified on the supplier's procurement contract. The amount of retainage taken is recorded to a specific withholding retainage liability account. As the supplier meets specific milestones, they can request release retainage (via invoice). The invoice to release retainage must be approved by the INFORMS Project Manager and submitted to the Construction AP Unit for review and approval for payment to be generated. The release of retainage reduces the withholding retainage liability account (retainage clearing account). System controls are in place to prevent the release of retainage from exceeding the remaining withholding liability balance.
- **Funds Distribution:** As previously defined, 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. This functionality will be used for Capital Reimbursements and Retainage.
- **Capital Rate Set:** The Capital Rate Set dictates the creation of BIL rows for Capital Project Transactions collected to the project resource table. This is only used for Grant Funded Capital Projects (Capital Reimbursements). The Configuration available is CAPITAL-GRANT. The rate set is used on the Contract Terms page.
- **Programs:** Programs define a group of projects. Capital Program will inherit CBAT Project structure.

Lesson 1: Capital Projects

Lecture 2: How Capital Projects will reach INFORMS

System of Record for Capital Projects and Activities will be INFORMS CBAT. Creations and updates of Projects and Activities will be done in CBAT and interface to INFORMS.

Each Capital Project will have activities that provide additional funding and tracking. Activities will be a predefined list managed by OMB in CBAT.

The data from CBAT will be loaded into the Project Costing Delivered Interface tables. This load will only happen once per fiscal year. Any updates interfaced outside the load cycle of once per year will be changes on the project manager or special circumstances to be defined by OMB.

The delivered INFORMS interface process will be used for loading the projects and activities. Once the load is successful, the project will show up in INFORMS with the status of Budgeted.

In the initial load, the start and end date of the project will default to the start date of the current fiscal year of the load cycle and the end date to be two years after the start date. Successive loads will have the actual start and end dates from the departments.

Lesson 1: Capital Projects

Lecture 3: Project Statuses and Activation

The process for activating Capital Projects is the same for other Projects discussed in this training with the exception of an additional step.

When a project is loaded from CBAT/Angular, the project comes in with the status of B for Budgeted.

Central Finance reviews the project for correctness. Once it passes the review, the Reporting Entity is set up for the Project and then is Activated.

Aside from Budgeted and Active, three other project statuses are only available for Capital Projects:

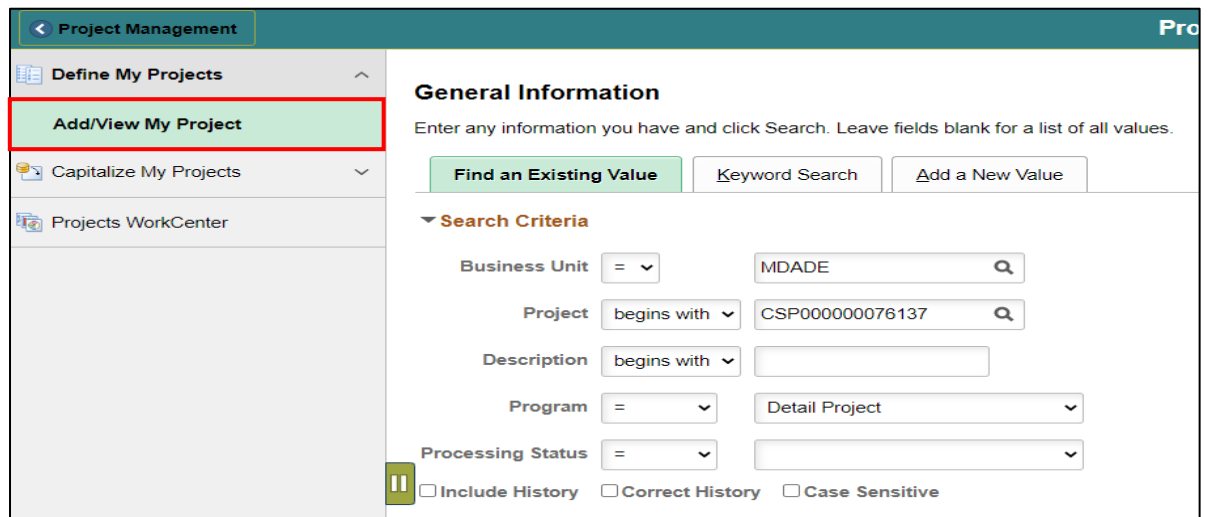
- **Substantially Completed:** This status indicates that the Capitalization for the project has been done and that this project is ready for Finance to review Capitalization Costs. This status change from Active to Substantially Completed is done by the Project Manager.
- **Finance Review:** This status indicates when Department Finance reviews all the costs that have been capitalized in Work in Progress to make sure only eligible costs are capitalized. Then, the Department's Finance resource recategorize the costs to the actual Asset Category.
- **In Service:** This status indicates when the project passes the review phase and the asset is created. This is done by the resources responsible for the Department Fixed Assets.

Lesson 1: Capital Projects

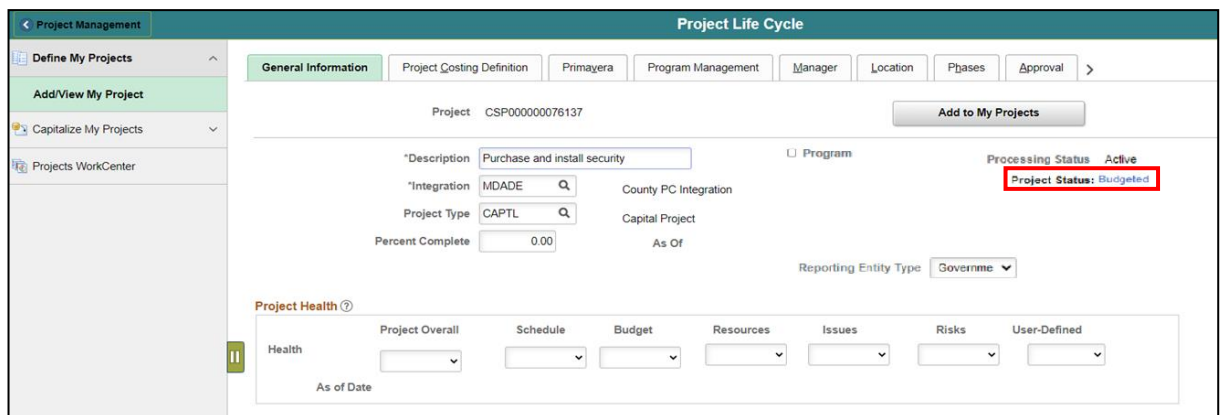
Lecture 3: Project Statuses and Activation

Below is the step by step guide to activate a Capital Project towards its status when Capitalized.

1. Login to INFORMS as a defined user.
2. Navigate to Project Definition to update the status: **Finance/Supply Chain (FSCM) > Project Management > Projects > Add/View My Project**



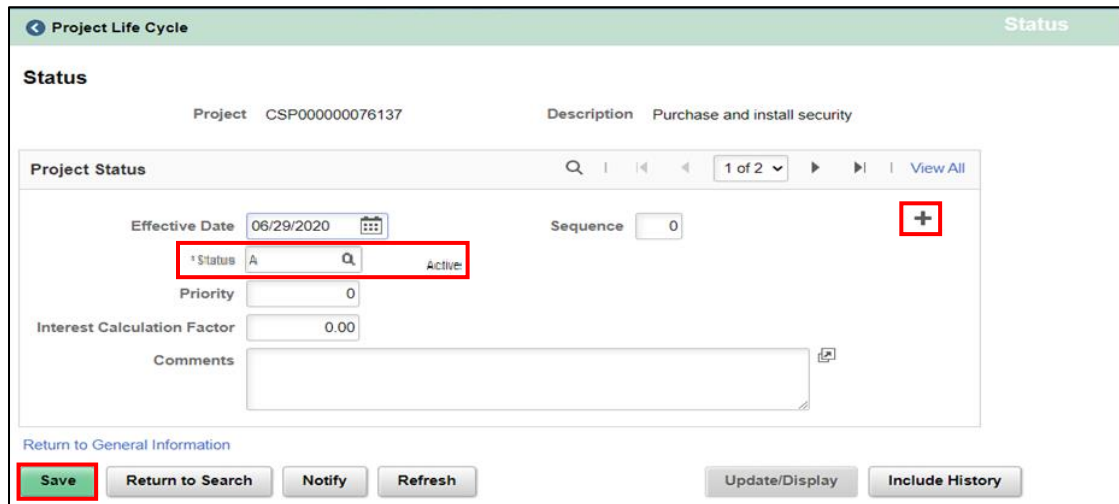
3. Enter the Business Unit and Project ID and click **Search**.
4. Update the Reporting Entity Type to a value and click **Save**.
5. Click on the **Project Status** link.



Lesson 1: Capital Projects

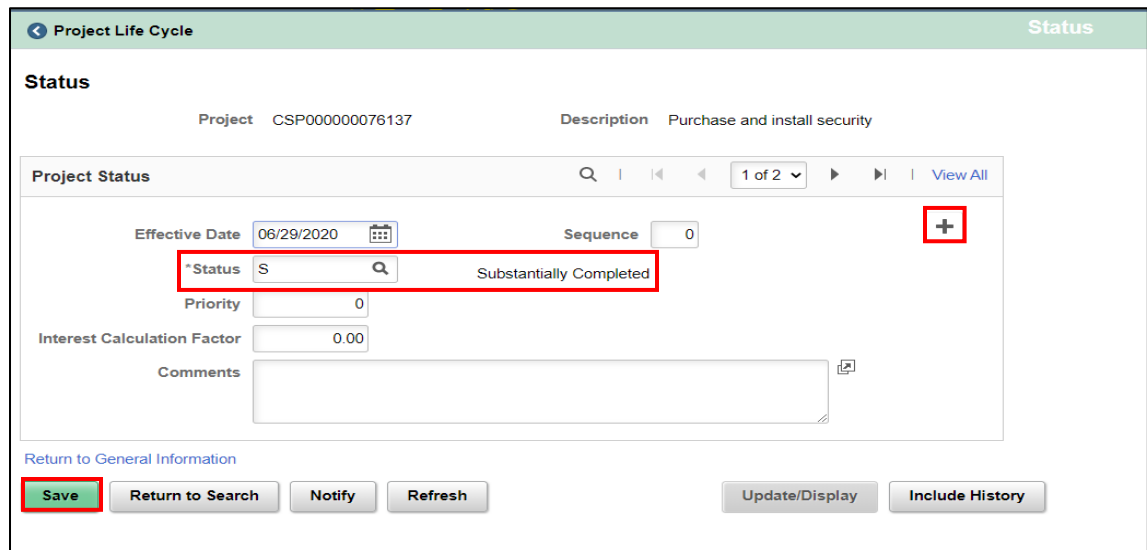
Lecture 3: Project Statuses and Activation

6. Attempt to change the project status from Budgeted to Active. Click the **plus (+)** button to add a new status. Change the project status to **A** (User Defined). Click **Save**.
- Note: This can only be done by Central Finance.



The screenshot shows the 'Project Life Cycle' interface with the 'Status' tab selected. The project ID is CSP000000076137 and the description is 'Purchase and install security'. In the 'Project Status' section, the 'Effective Date' is 06/29/2020 and the 'Sequence' is 0. A red box highlights the '*Status' dropdown menu, which currently shows 'A' and 'Active'. Another red box highlights the '+ (plus)' button in the top right corner of the status section. At the bottom, the 'Save' button is highlighted with a red box.

7. Attempt to change the project status from Active to Substantially Complete. Add a new status by selecting the **plus (+)** button sign. Change the project status to **S** (User Defined). Click **Save**.
- Note: This is done by the Project Manager.

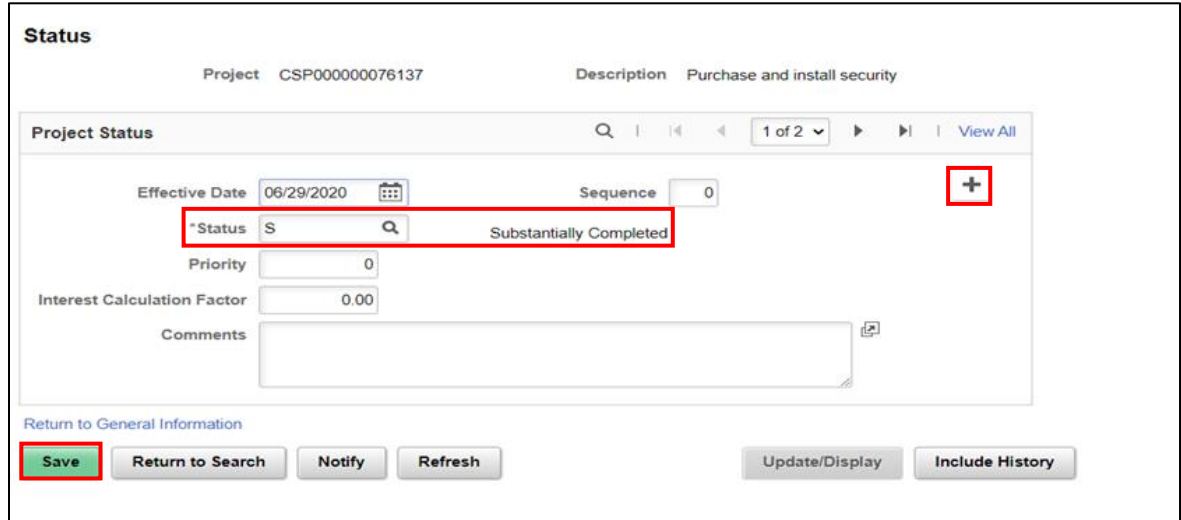


The screenshot shows the same 'Project Life Cycle' interface. In the 'Project Status' section, the '*Status' dropdown menu now shows 'S' and 'Substantially Completed', highlighted with a red box. The '+ (plus)' button in the top right corner of the status section is also highlighted with a red box. At the bottom, the 'Save' button is highlighted with a red box.

Lesson 1: Capital Projects

Lecture 3: Project Statuses and Activation

8. Attempt to change the project status from Substantially Complete to Finance Review. Click the **plus (+)** button to add a new status. Change the project status to **F** (User Defined). Click **Save**.
- Note: This is done by the Department Finance Team.



Status

Project CSP000000076137 Description Purchase and install security

Project Status

Effective Date 06/29/2020 Sequence 0

*Status S Substantially Completed

Priority 0

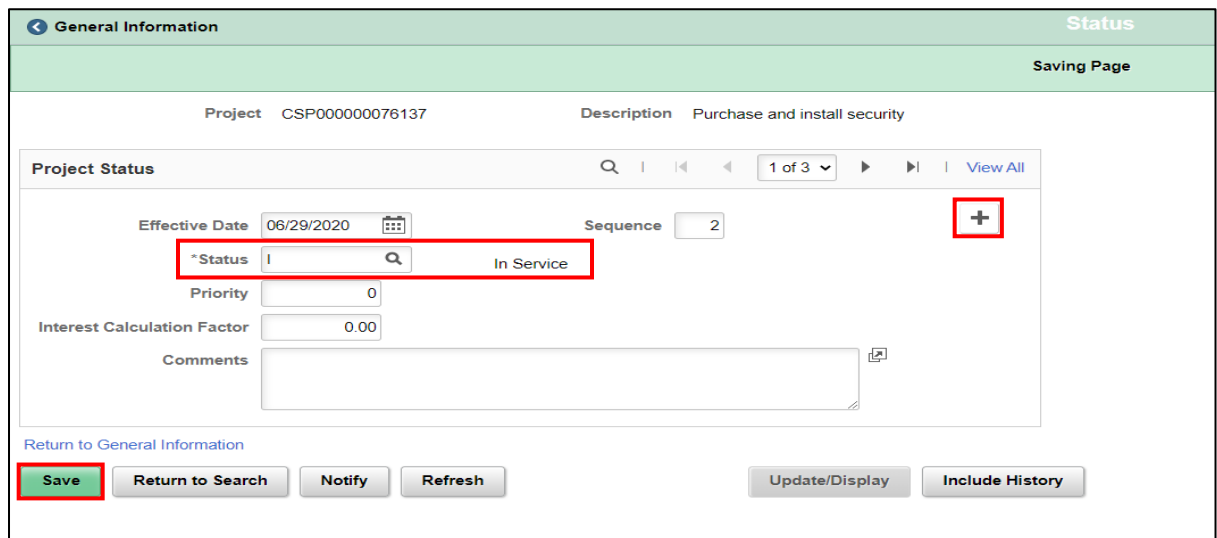
Interest Calculation Factor 0.00

Comments

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History

9. Attempt to change the Project Status from Finance Review to In Service. Click the **plus (+)** button to add a new status. Change the project status to **I** (User Defined). Click **Save**.
- Note: This is done by the team responsible for Fixed Assets.



General Information **Status**

Saving Page

Project CSP000000076137 Description Purchase and install security

Project Status

Effective Date 06/29/2020 Sequence 2

*Status I In Service

Priority 0

Interest Calculation Factor 0.00

Comments

Return to General Information

Save Return to Search Notify Refresh Update/Display Include History

Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

The cost and the retainage rows on funds distribution will be divided into CTY and RMG pairs. The RMG rows will be billed to the customer and the CTY rows will be the cost absorbed by the County.

Example of how **Retainage Reduction for Capital Project** works.

- Given a cost of 100USD against a capital project from Accounts Payable with a 10% retainage.
- On Cost Collection, project resource will show the following:

Analysis Type	Amount
ACT	100
RET	-10

- When Funds Distribution is done, assuming an 80-20 split, Project Resource will show the following:

Analysis Type	Amount
ACT	100
CTY	20
RMG	80
RET	-10
CTY	-2
RMG	-8

- On Generating the BIL rows when running Pricing, the above rows will give us the following:

Analysis Type	Amount
BIL	80
BIL	-8

- The BIL rows are going to be the basis of the billing amounts in the Billing Invoice.

Example of how **Retainage Adjustment for Conversion Balance Adjustment** works.

- Given a converted retainage of \$10000 against a grant project and activity, we adjust the retainage to the new Capital Project.
- On Cost Collection, project resource will show the following:
 - Old Project

Analysis Type	Amount
RET	-10000
REA	10000

Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

- New Project

Analysis Type	Amount
REA	-10000

- When Funds Distribution is done on the new project, assuming an 80-20 split, project Resource will show the following:

Analysis Type	Amount
REA	-10000
CTY	-2000
RMG	-8000

- On Generating the BIL rows when running Pricing, the above rows will give us the following:

Analysis Type	Amount
BIL	-8000

Example of how **Retainage Adjustment for Write-offs** work.

- Given a retainage of \$10000, the County needs to write off \$2000 from the retainage amount.
- On Cost Collection, project resource will show the following:

Analysis Type	Amount
RET	-10000
REA	2000

- When Funds Distribution is done on the new project, assuming an 80-20 split, project Resource will show the following:

Analysis Type	Amount
RET	-10000
CTY	-2000
RMG	-8000
REA	2000
CTY	400
RMG	1600

Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

- On Generating the BIL rows when running Pricing, the above rows will give us the following:

Analysis Type	Amount
BIL	-8000
BIL	2000

Example of how **Retainage Release** works.

- Given the remaining retainage of \$10000 and the County needs to release it.
- On Cost Collection, project resource will show the following:

Analysis Type	Amount
RER	10000

- When Funds Distribution is done on the new project, assuming an 80-20 split, project Resource will show the following:

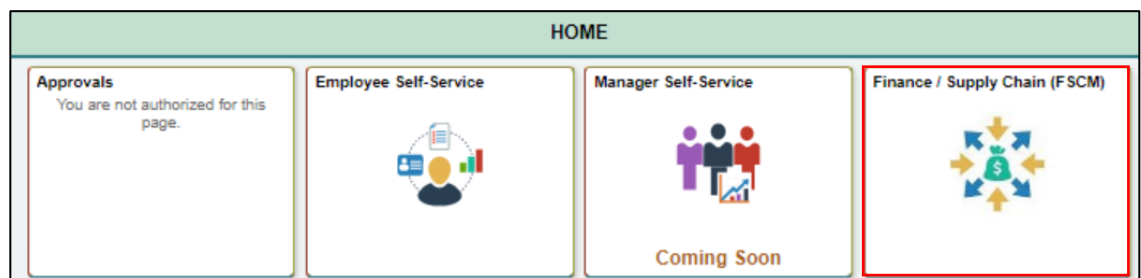
Analysis Type	Amount
RER	10000
CTY	2000
RMG	8000

- On Generating the BIL rows when running Pricing, the above rows will give us the following:

Analysis Type	Amount
BIL	8000

Labor Reimbursement and Retainage Funds Distribution Rules:

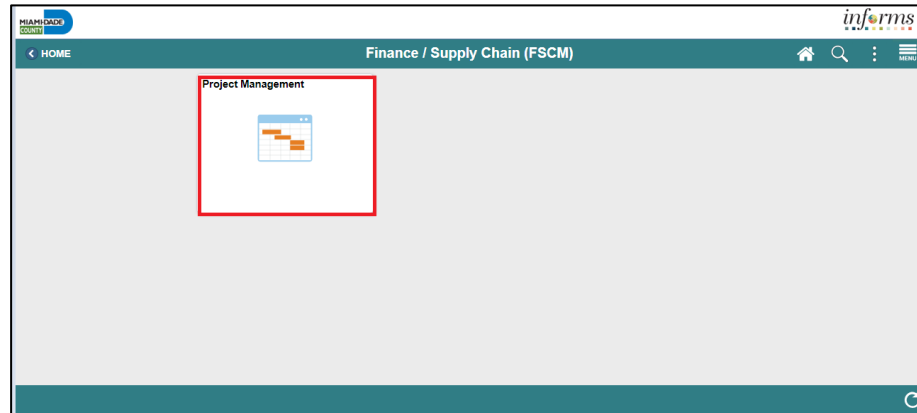
- Select **Finance / Supply Chain (FSCM)**.



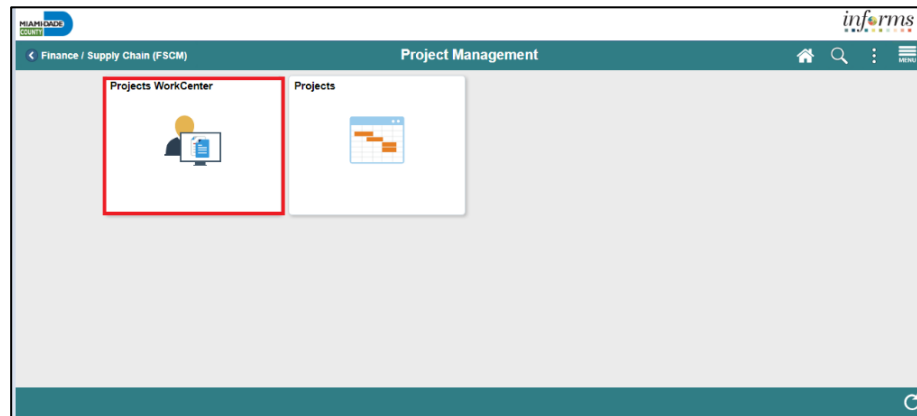
Lesson 1: General Ledger and Commitment Control

Lecture 4:
Funds
Distribution for
Capital
Reimbursement
and Retainage

2. Select **Project Management**.



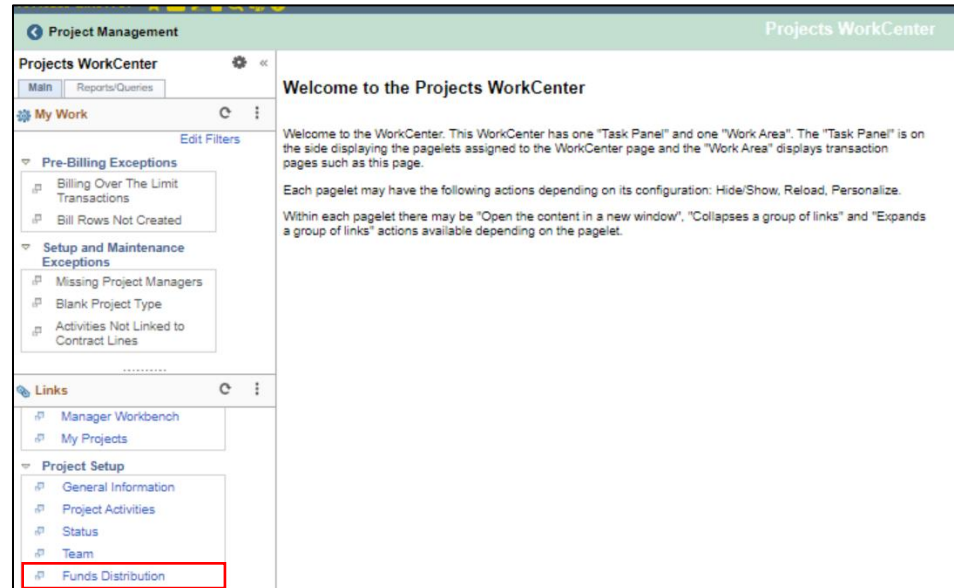
3. Select **Project WorkCenter**.



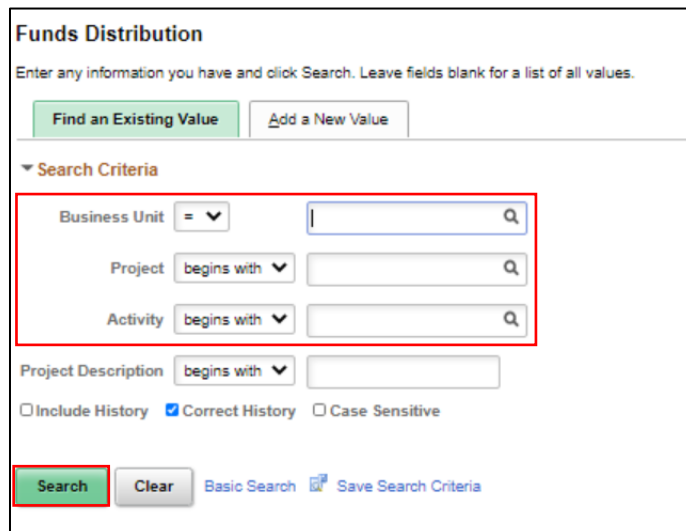
Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

4. Scroll down on the Links to select **Funds Distribution**.



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



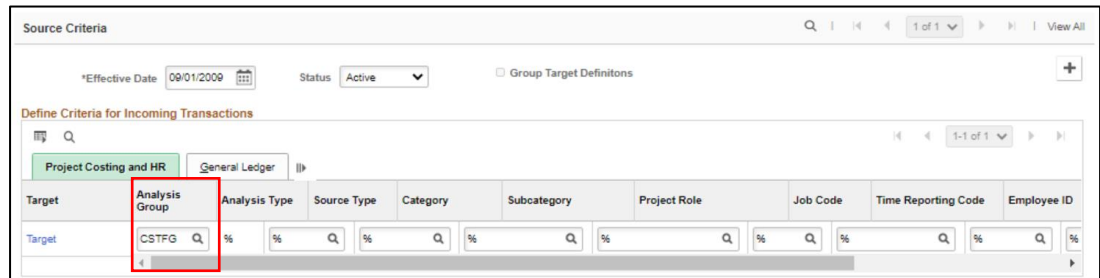
The screenshot shows the 'Funds Distribution' search form. The 'Search Criteria' section is highlighted with a red rectangular box. It contains the following fields:

- Business Unit**: A dropdown menu followed by a text input field and a search icon.
- Project**: A dropdown menu set to 'begins with', followed by a text input field and a search icon.
- Activity**: A dropdown menu set to 'begins with', followed by a text input field and a search icon.
- Project Description**: A dropdown menu set to 'begins with', followed by a text input field.
- Include History**: A checkbox.
- Correct History**: A checked checkbox.
- Case Sensitive**: A checkbox.
- Search**: A green button.
- Clear**: A grey button.
- Basic Search**: A link.
- Save Search Criteria**: A link.

Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

- On the Define Criteria for Incoming Transactions, Project Costing & HR tab, enter the **Analysis Group** CSTFG. Leave the rest as default.



Source Criteria

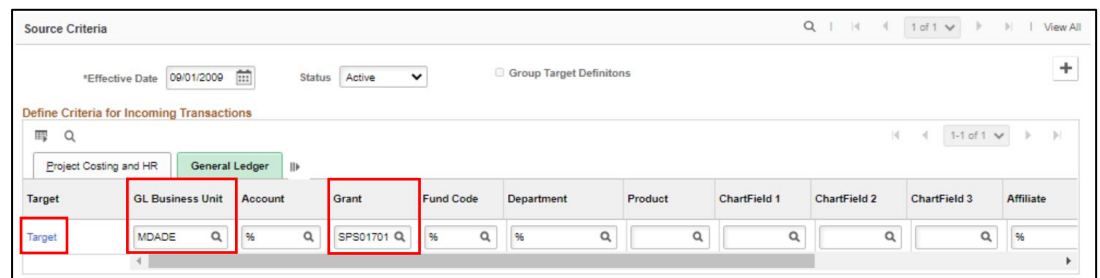
*Effective Date: 09/01/2009 Status: Active Group Target Definitions

Define Criteria for Incoming Transactions

Project Costing and HR General Ledger

Target	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID
Target	CSTFG	%	%	%	%	%	%	%	%

- On the General Ledger tab, enter the **GL Business Unit** and the associated **Grant** on the Grant field. Leave the rest of the field as default. Select the **Target** link.



Source Criteria

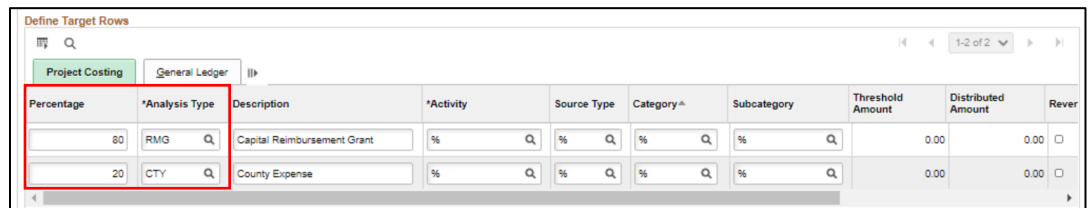
*Effective Date: 09/01/2009 Status: Active Group Target Definitions

Define Criteria for Incoming Transactions

Project Costing and HR General Ledger

Target	GL Business Unit	Account	Grant	Fund Code	Department	Product	ChartField 1	ChartField 2	ChartField 3	Affiliate
Target	MDADE	%	SPS01701	%	%	%	%	%	%	%

- Scroll down to Target Threshold and update the grid so that there are two rows. The first row will have a Percentage of **80** and the Analysis Type of **RMG**. The second row will have a Percentage of **20** and the Analysis Type of **CTY**. The Activity will default and so will the descriptions. Leave the rest of the fields as default.



Define Target Rows

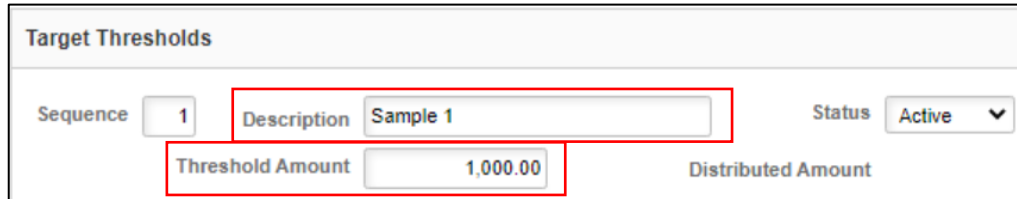
Project Costing General Ledger

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Rever
80	RMG	Capital Reimbursement Grant	%	%	%	%	0.00	0.00	<input type="checkbox"/>
20	CTY	County Expense	%	%	%	%	0.00	0.00	<input type="checkbox"/>

Lesson 1: General Ledger and Commitment Control

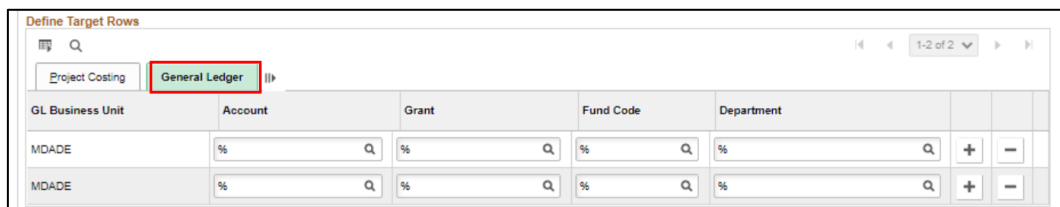
Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

10. Update the **Description** and the **Threshold Amount**. The Threshold Amount should be the total Retainage Reduction amount. Please see the Procure to Pay training for details on the Retainage amount.



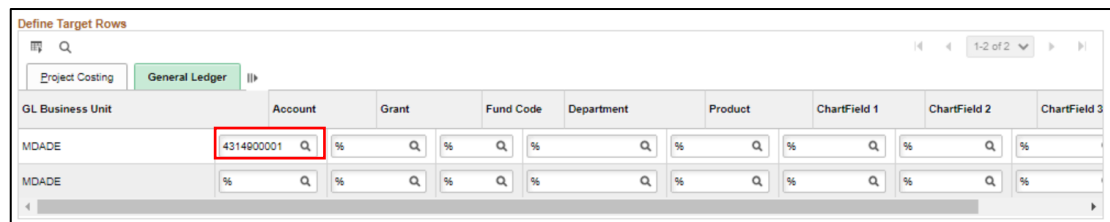
Target Thresholds	
Sequence	1
Description	Sample 1
Threshold Amount	1,000.00
Status	Active
Distributed Amount	

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



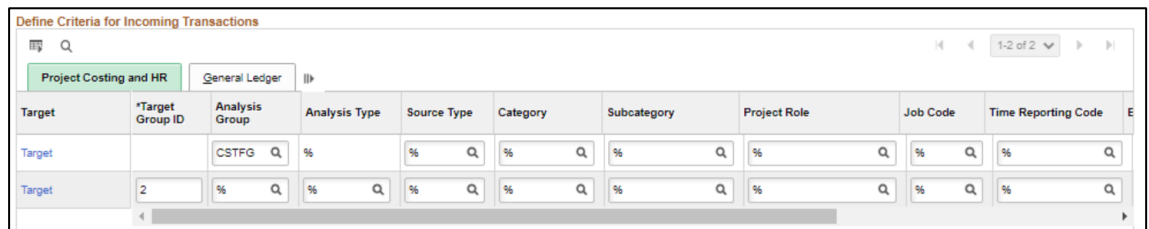
GL Business Unit	Account	Grant	Fund Code	Department		
MDADE	%	%	%	%	+	-
MDADE	%	%	%	%	+	-

12. Set the Account field on the RMG row to the revenue Account associated with the capital project and leave everything else as default.



GL Business Unit	Account	Grant	Fund Code	Department	Product	ChartField 1	ChartField 2	ChartField 3
MDADE	4314900001	%	%	%	%	%	%	%
MDADE	%	%	%	%	%	%	%	%

11. Select **OK** and **Save** the page. On the Define Criteria for Incoming Transactions, scroll to the very right and click on the **plus (+)** button to add a new row.

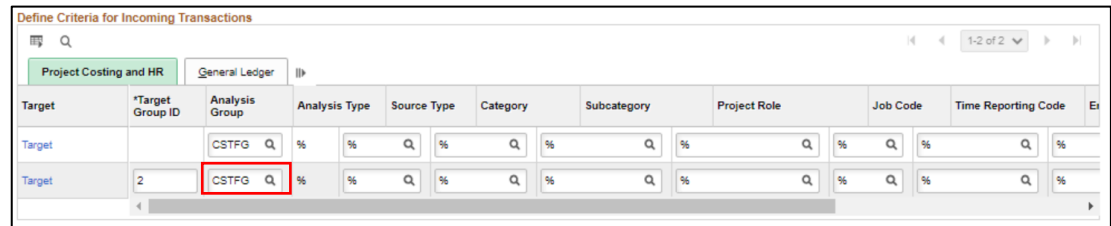


Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code
Target		CSTFG	%	%	%	%	%	%	%
Target	2	%	%	%	%	%	%	%	%

Lesson 1: General Ledger and Commitment Control

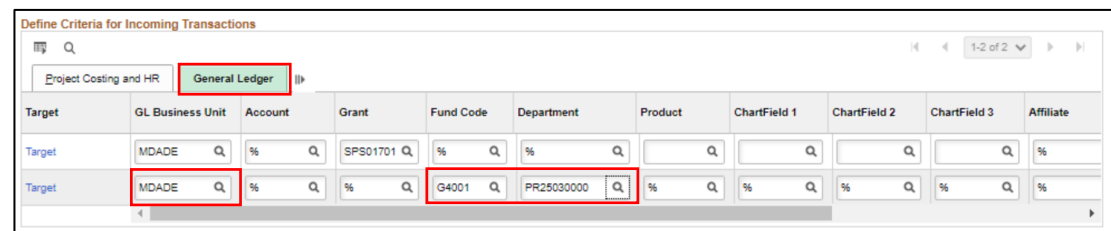
Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

12. To enter Labor Reimbursements, Enter the Analysis Group of **CSTFG** on the new row. Leave the rest as default.



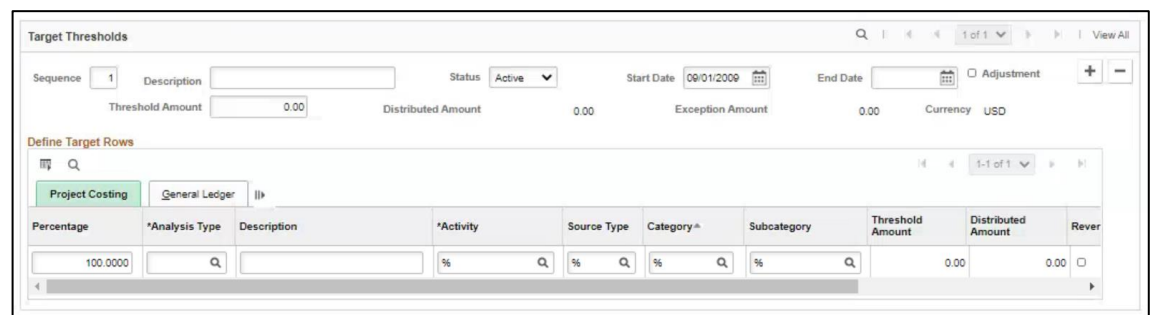
Target	*Target Group ID	Analysis Group	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Er
Target		CSTFG	%	%	%	%	%	%	%	%
Target	2	CSTFG	%	%	%	%	%	%	%	%

13. Click on the **General Ledger** tab. Enter the **GL Business Unit** and enter the **Home Fund** and the **Home Department** of the Labor Reimbursement needed to be done. Leave the rest as default.



Target	GL Business Unit	Account	Grant	Fund Code	Department	Product	ChartField 1	ChartField 2	ChartField 3	Affiliate
Target	MDADE	%	SPS01701	%	%	%	%	%	%	%
Target	MDADE	%	%	G4001	PR25030000	%	%	%	%	%

14. Click on the Target link on the new row and scroll down to the Target Thresholds section.

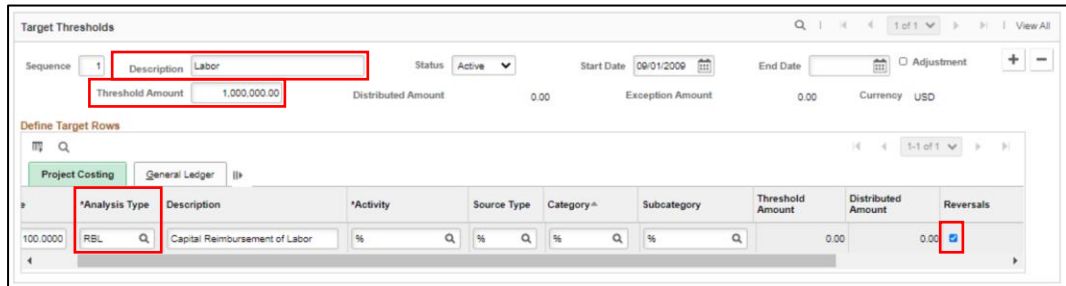


Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Rever
100.0000	CSTFG		%	%	%	%	0.00	0.00	<input type="checkbox"/>

Lesson 1: General Ledger and Commitment Control

Lecture 4: Funds Distribution for Capital Reimbursement and Retainage

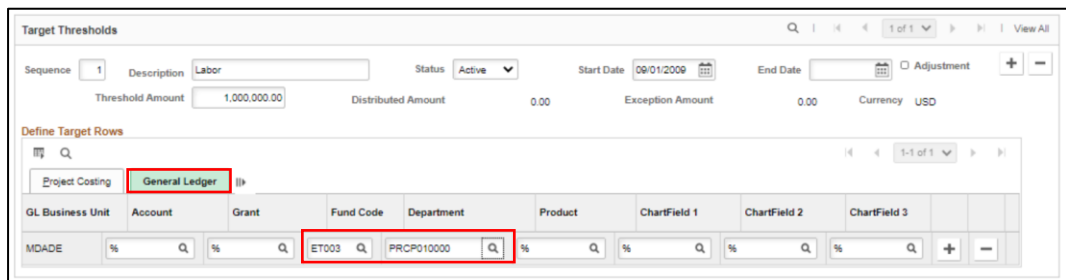
15. Enter the **Description** and the **Threshold Amount** (this should be the estimates of the labor to be reimbursed for the given time, preferable the entire FY). Enter RBL for **Analysis Type** and check the **Reversals** **Checkbox**.



The screenshot shows the 'Target Thresholds' form. In the 'Define Target Rows' section, the 'Analysis Type' is set to 'RBL' and the 'Reversals' checkbox is checked. The 'Description' is 'Capital Reimbursement of Labor'.

*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount	Reversals
RBL	Capital Reimbursement of Labor	%	%	%	%	0.00	0.00	<input checked="" type="checkbox"/>

16. Click on the **General Ledger** tab. Enter the **Capital Fund Code** and the **Capital Department** the reimbursement is going to.



The screenshot shows the 'Target Thresholds' form with the 'General Ledger' tab selected. The 'Fund Code' is 'ET003' and the 'Department' is 'PRCP010000'.

GL Business Unit	Account	Grant	Fund Code	Department	Product	ChartField 1	ChartField 2	ChartField 3
MDADE	%	%	ET003	PRCP010000	%	%	%	%

17. Select **OK** and **Save**.

The Home Department and Home Fund for the Capital Labor reimbursement are assumed to be known to the user that sets up the fund's distribution rules. This is the same for the target Capital Fund and Department.

With the reversal checked, the labor reimbursement row captured from the Analysis Group CSTFG will yield 2 rows in project resource: an RBL row and an FDR row for reversal.

Lesson 1: General Ledger and Commitment Control

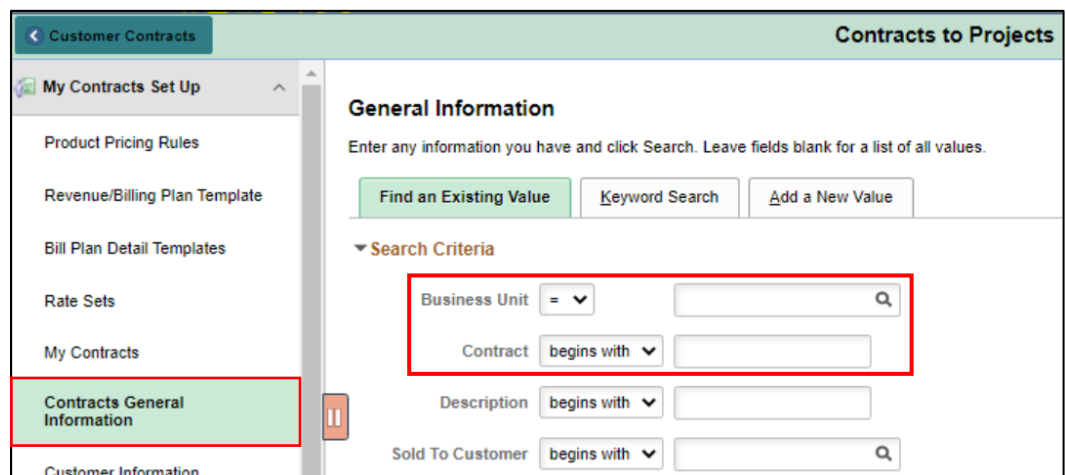
Lecture 5: Associating to Customer Contract for Grants Capital Projects

Below are the steps in associating a Capital Project to a contract.

1. Login to INFORMS as defined user. Navigate to the Contracts General Information page: **Finance / Supply Chain (FSCM) > Customer Contracts > Customer Contracts > My Contracts Set Up > Contracts General Information**.



2. Enter the **Business Unit** and **Contract ID** and click **Search**.



3. Click the **Lines** tab.



Lesson 1: General Ledger and Commitment Control

Lecture 5: Associating to Customer Contract for Grants Capital Projects

- Click the **Return to Contract Lines** link. Click **Save**.

Projects WorkCenter

General Information

Add Contract Lines

Search ⓘ

Product Group ☐ Product Kits

Product ☐ Renewable

Product Description

Price Type ▼


Physical Nature ▼

1 line(s) have been added to the contract

[Create Adhoc Product](#) [Return to Contract Lines](#)

Contracts to Projects

Saving Page

Contract Number CON0000005  Sold To Customer Department of Homeland Security
Contract Status PENDING

Contract Lines ⓘ

General | **Detail** | **Billing Amount Details** | **Revenue Amount Details** | **||**

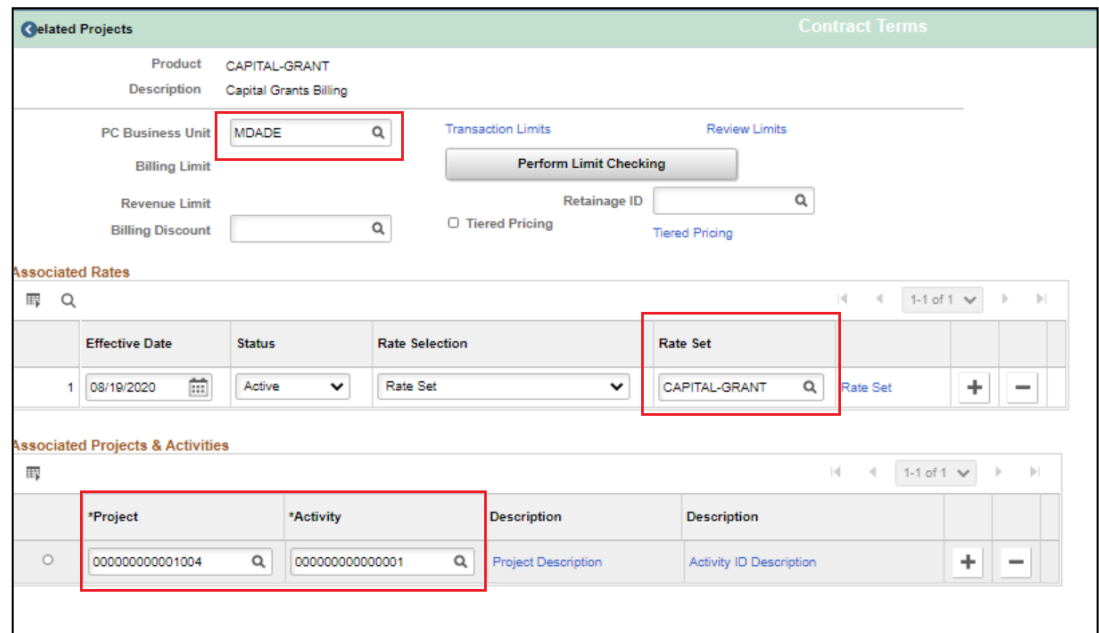
Actions	Line	Product	Description	Price Type	Hold Billing on Unpaid Cost	Hold Revenue on Unpaid Cost
▼ Actions	1	GRANTS_AS_INCURRED	Grants No Match rate	Rate ▼	<input type="checkbox"/>	<input type="checkbox"/>
▼ Actions	2	CAPITAL-GRANT	Capital Grants Billing	Rate ▼	<input type="checkbox"/>	<input type="checkbox"/>

- On the Contract Lines - Detail tab, click the **Contract Terms** link on the Capital Line.

Lesson 1: General Ledger and Commitment Control

Lecture 5: Associating to Customer Contract for Grants Capital Projects

6. Enter the **PC Business Unit**, **Project**, and **Activity**. Verify the Rate Set defaults to **CAPITAL-GRANT**. Click **Save**.



Related Projects

Product: CAPITAL-GRANT
Description: Capital Grants Billing

PC Business Unit:

Billing Limit:
Revenue Limit:
Billing Discount:

Transaction Limits:
Review Limits:
Retainage ID:
☐ Tiered Pricing

Associated Rates

	Effective Date	Status	Rate Selection	Rate Set		
1	08/19/2020 <input type="button" value="Q"/>	Active <input type="button" value="Q"/>	Rate Set <input type="button" value="Q"/>	CAPITAL-GRANT <input type="button" value="Q"/>	Rate Set	<input type="button" value="+"/> <input type="button" value="-"/>

Associated Projects & Activities

	*Project	*Activity	Description	Description		
○	000000000001004 <input type="button" value="Q"/>	000000000000001 <input type="button" value="Q"/>	Project Description	Activity ID Description	<input type="button" value="+"/>	<input type="button" value="-"/>

- Note that the other fields and pages need to be set up and visited to be able to complete the contract. This will be discussed in detail in the Contracts training.

Lesson 1: Capital Projects

Lesson Summary



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

- Establish and Update Project Costing Definitions
- Create and Maintain Capital Projects
- Create and Maintain Grants Projects (separated from Operating)
- Create and Maintain Operating Projects
- Establish and Maintain Project Activities
- Establish and Maintain Project Teams
- Project Activation – Introduce idea, this is a central task

Lesson 2: Capitalization

Lesson 2: Overview

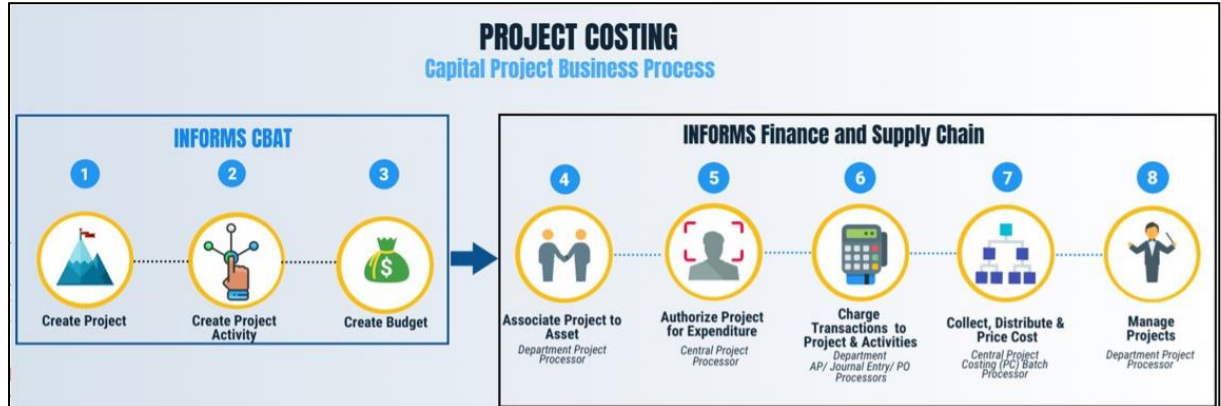
At the conclusion of this lesson, participants will be able to know or understand:

- Asset Definition
- PC to AM

Lesson 2: Capitalization

Lesson 2: Projects Business Process (Capital)

Introduction



Lesson 2: Capitalization

Key Terms

The following key terms are used in this Lesson:



Term	Definition
Asset Integration Rules	The asset integration rules that you establish at the business unit level appear as default values when you create projects. You can override the default asset integration rules at the project level. Activities inherit asset integration rules from the project level.
Asset ID	The Unique Identification used by the system to hold information for Assets.
Asset Profile	An asset profile is a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information established in an asset profile can be used as default values when you're adding assets to the system.
Capital Project	A Project that manages the transaction of costs associated with assets from inception to cost value adjustment to retirement.
Capitalization	The inclusion of cost into the asset value from inception through its life.

Lesson 2: Capitalization

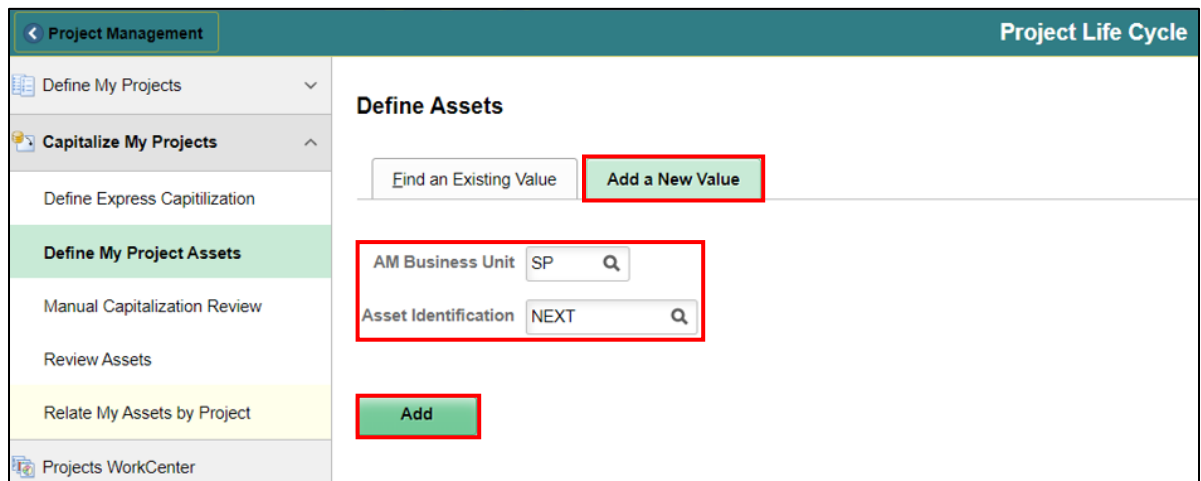
Lecture 1: Asset Definition

INFORMS Project Costing manages the transaction costs associated with assets from inception to cost value adjustment to retirement. Full lifecycle asset management provides detailed cost control, from defining the physical asset to placing it in service, maintaining it and retiring it. Users can create assets from project transactions by using manual capitalization.

- Set up these asset integration rules on the Asset Integration Rules page for integrating with INFORMS Asset Management.
 - This defaults at the Business Unit.
- Define assets in INFORMS Project Costing.
 - If the actual asset that is produced by a project is not yet known, define the asset by using a temporary asset ID and an asset profile.
- Relate the defined assets to the projects and activities that accumulate costs for the assets.
 - Project transactions can be associated with a specific asset or, if the actual asset is not yet known, with an asset profile. Projects and activities can be related to the asset by project ID or asset ID.

Here are the steps to set up the Asset ID and associate transactions to assets.

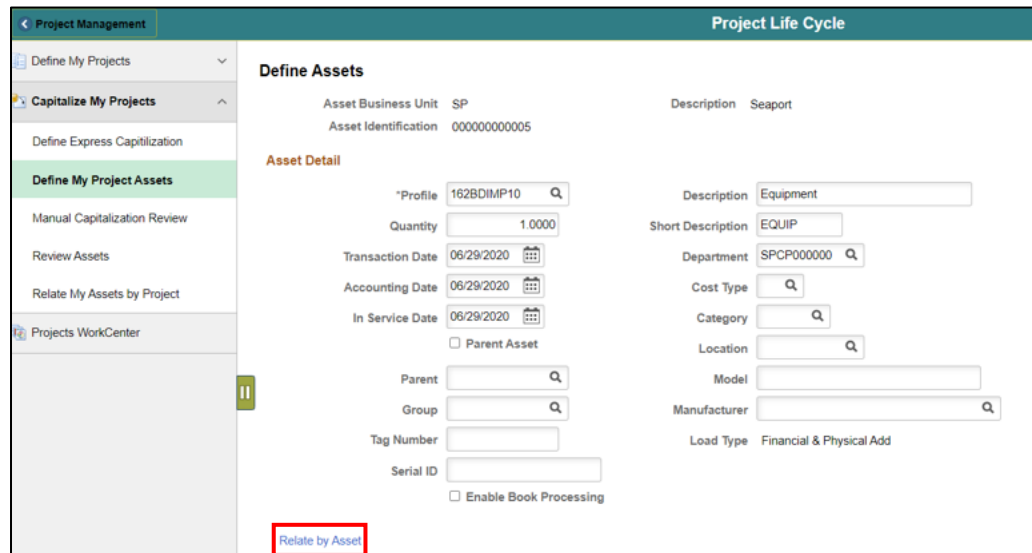
1. Login to PeopleSoft as a defined user. Navigate to **Finance/Supply Chain (FSCM) > Project Management > Projects > Capitalize My Projects > Define My Project Assets**
2. Click on **Add a New Value** Tab. Enter the **Business Unit** and **Asset Identification** number. Click **Add**.



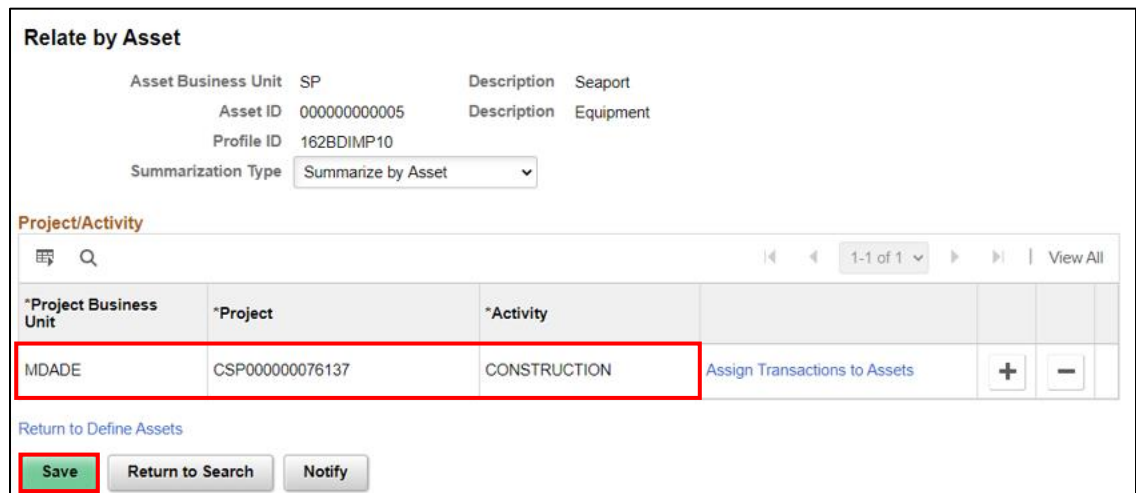
Lesson 2: Capitalization

Lecture 1: Asset Definition

3. Enter basic information about the Asset to be created. Leave all other information as defaulted. Save the page and select the **Relate by Asset** link.



4. Enter the related Project **Business Unit**, **Project** and **Activity ID**. Click **Save**.



Lesson 2: Capitalization

Lecture 1: Asset Definition

5. Enter the **Asset Management Business Unit** and newly created **Asset ID** from Step 5. Click **Save** and click on the **Assign Transaction** link.

Assign Transactions to Assets

Project CSP000000076137 Description Purchase and install security

Assign Type Asset

Asset List

1-1 of 1 View All

Asset Business Unit	Asset ID	Description	Book Processing		
SP	000000000005	Equipment	<input type="checkbox"/>	Assign Transactions	<input type="button" value="+"/> <input type="button" value="-"/>

[Return to Relate by Asset](#)

6. Enter the **Activity ID** and click **Search**.

Assign Transactions

Project CSP000000076137 Description Purchase and install security

Assignment Parameters

Assign Type: Asset

Asset Business Unit SP Asset ID 000000000005 Description Equipment

Criteria ID NEXT

Define Filter Criteria

Activity CONSTRUCTION

Max Rows 200

Include Type

☒ All Included Rows ☐ All rows

☐ All Excluded Rows

Transactions

General Ledger Detail Transactions

Include/Exclude	Activity	Asset Business Unit	Profile ID	Asset ID	General Ledger Business Unit	Analysis Type	Source Type	Category
<input type="checkbox"/>								

Lesson 2: Capitalization

Lecture 1: Asset Definition

7. Select rows to be capitalized by checking the **checkbox** next to the rows to be capitalized in the Include/Exclude box. **Save** the page then click on the **Assign Transaction** button to finalize. Click **OK** to confirm when asked.

Assign Type: Asset Business Unit SP Asset ID 000000000005 Description Equipment

Criteria ID NEXT

Define Filter Criteria

Activity CONSTRUCTION

Max Rows 200

Include Type

☒ All Included Rows ☐ All Excluded Rows

Search

1 to 1 of 1

Transactions

General Ledger Detail Transactions

Include/Exclude		Activity	Asset Business Unit	Profile ID	Asset ID	General Ledger Business Unit	Analysis Type	Source Type
<input checked="" type="checkbox"/>	Included	CONSTRUCTION	SP	162BDIMP10	000000000005	MDADE	ACT	00000

Select All Clear All

Grid Total \$1,400.00 USD

Total Assigned Amount \$1,400.00 USD

Assign Transactions Clear Assignments

Assign Type: Asset Business Unit SP Asset ID 000000000005 Description Equipment

Criteria ID NEXT

Define Filter Criteria

Activity CONSTRUCTION

Max Rows 200

Include Type

☒ All Included Rows ☐ All Excluded Rows

Search

1 to 1 of 1

Transactions

General Ledger Detail Transactions

1 row(s) totaling 1400 USD will be assigned to Asset 000000000005. 0 row(s) excluded (13100,11)
If you continue, the number of rows indicated above will be assigned to the current asset ID.
Transactions with a row action of Exclude will not be integrated with Asset Management.

OK Cancel

Include/Exclude		Activity	Asset Business Unit	Profile ID	Asset ID	General Ledger Business Unit	Analysis Type	Source Type	Category	Subcategory	Quantity	Amount
<input checked="" type="checkbox"/>	Included	CONSTRUCTION				MDADE	ACT	00000			14.00	1400.00

Select All Clear All

Lesson 2: Capitalization

Lecture 2: Projects to Asset

Capitalization is done through the batch process.

This process can accomplish the following tasks that are associated with capitalizing project assets:

1. Summarize transactions by profile or asset
2. Populate PeopleSoft Asset Management Loader tables with a summarized profile or asset data
3. Reverse summarized profiles when summarizing by an asset if needed

All these are done through an automatically run-in schedule process.

Lesson 2: Capitalization

Lesson Summary



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

- Understand how to Define Assets and associate project transactions to it.
- Capitalization and how to send these transactions to Asset Management.

Course Summary



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

Module 3: Course Summary

Objectives Achieved

Congratulations! You have completed the Capital Projects course. You now should be able to:

- Understand Capital Projects
- Understand Capitalization



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

- Project Status Update for Capital Projects

Job Aids

- N/A

For additional information, be sure to visit:

- Miamiidade.gov/informs

Module 3: Course Summary

Key Terms

The following key terms are used in this course:



Term	Definition
Asset ID	The Unique Identification used by the system to hold information for Assets.
Asset Integration Rules	The asset integration rules that you establish at the business unit level appear as default values when you create projects. You can override the default asset integration rules at the project level. Activities inherit asset integration rules from the project level.
Asset Profile	An asset profile is a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information established in an asset profile can be used as default values when you're adding assets to the system.
Capital Project	A Project that manages the transaction of costs associated with assets from inception to cost value adjustment to retirement.
Capitalization	The inclusion of cost into the asset value from inception through its life.
Funds Distribution Rate Set	The redistribution of project costs to multiple funding sources.
Reporting Entity	The classification for reporting of Capital Projects. All capital projects will either be tagged as Governmental or Enterprise.
Resource Type	An identifier that helps identify the purpose of the project transaction.
Retainage	Retainage is a percent of gross invoice amount withheld by the County from a supplier invoice payment, based on the contract.