

Course ID: FIN 209A

Course: Create, Maintain, Budget Operating  
and Grant Projects

# Ground Rules



Be on time



Attendance



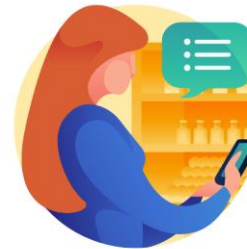
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

# Course Overview

<b>Course Description</b>	<p>This course provides a comprehensive review of the Create, Maintain, Budget Operating and Grant Projects processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none"><li>• Module 1: Course Introduction</li><li>• Module 2: Create, Maintain, Grant/Operating Projects</li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<ul style="list-style-type: none"><li>• Central Project Processor</li><li>• Department Project Processor</li></ul>
<b>Prerequisites</b>	<ul style="list-style-type: none"><li>• ERP 101 – Overview of INFORMS</li><li>• ERP 102 – INFORMS Navigation, Reporting, and Online Help</li><li>• FIN 101 – Financials Fundamentals</li><li>• SCM 301 – Managing the General Ledger</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• 3 Hours</li></ul>

# Course Outline

## Content

Module 1: Course Introduction

Module 2: Create, Maintain, Grant/Operating Projects

- Lesson 1 Create and Maintain Projects
  - Lecture 1: Key Elements of a Project
  - Lecture 2: Establish and Update Project Costing Definition
  - Lecture 3: Establish and Maintain Project Teams
  - Lecture 4: Establish and Maintain Project Activities
  - Lecture 5: Project Activation
- Lesson 2 Project Cost Collection and Transactions
  - Lecture 1: Key Elements of a Project Transaction
  - Lecture 2: Budget Import
  - Lecture 3: Cost Collection
  - Lecture 4: Pricing, Accounting and Revenue Collection
  - Lecture 5: Review Transactions

# Course Outline

## Content

- Lecture 6: Funds Distribution (for Grants with Matching)
- Lesson 3: Reports
  - Lecture 1: Project Costing Reports

Module 3: Course Summary

# Module 1: Course Introduction

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to Business Process

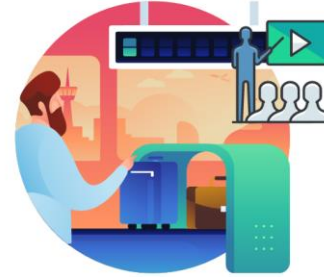
End-to-End Business Process

Introduction to Demonstrations, Activities, and Exercises

# Course Administration and Logistics



To receive credit for completing this course, you must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

# 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



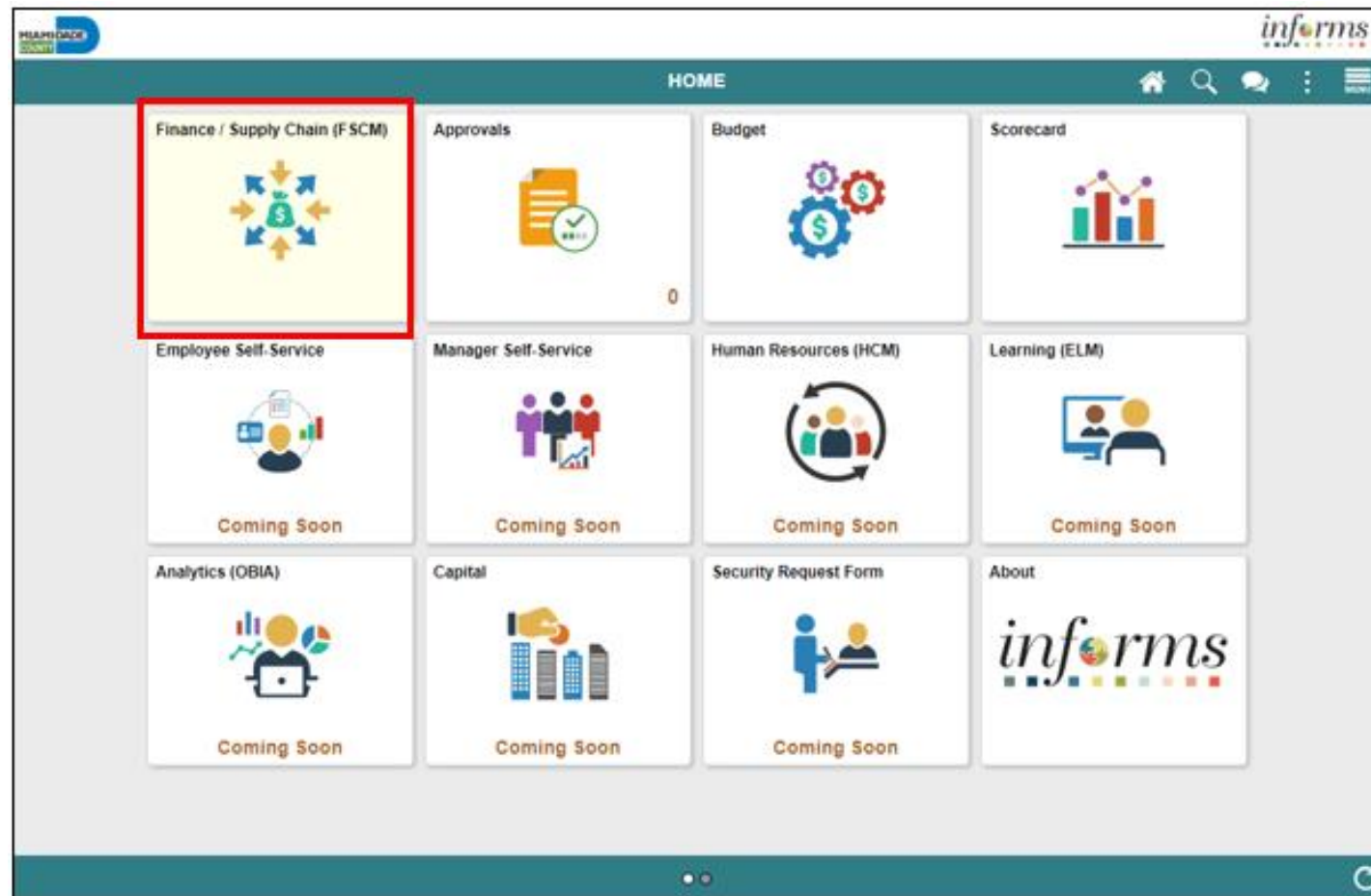
# Roles and Responsibilities

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

Role	Responsibilities
<b>Central Project Processor:</b>	The Central Project Processor is responsible for activating and reviewing projects created by departments.
<b>Department Project Processor</b>	The Department Project Processor is responsible for additions and updates to the Project, Activity, and Team Definitions.
<b>PC Viewer:</b>	The PC Viewer can view all Project information.
<b>Project Costing Reporter:</b>	The Project Costing Reporter can access all Project Costing (PC) reports and PS Query Viewer.

# Navigation

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

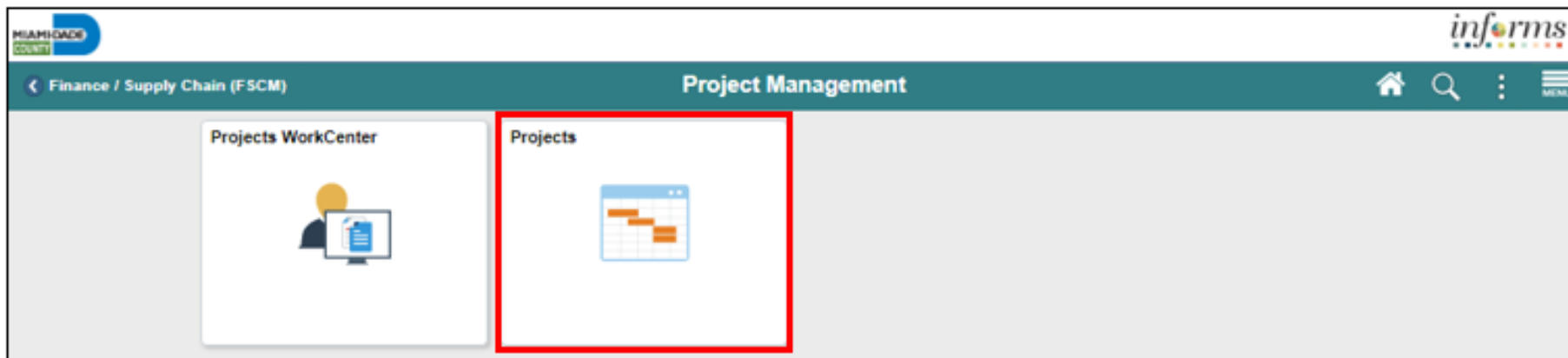


# Navigation

## 2. Select Project Management



## 3. Select Projects



# Key Changes to Business Process

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

# End-to-End Business Process

## PROJECT COSTING



## 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



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.

# Introduction Activities and Exercises

- Participants will take part in two types of hands-on learning throughout this course.



Training  
Activities



Training  
Exercises

# Module 1: Course Introduction Summary

## Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to Business Process

End-to-End Business Process

Introduction to Demonstrations, Activities, and Exercises

# Module 2: Create, Maintain, Grant/Operating Projects

## Module Topics

Module Introduction

Lesson 1: Create and Maintain Projects

Lesson 2: Project Cost Collection and Transactions

Lesson 3: Reports



# Lesson 1: Create and Maintain Projects

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

- Understand the Key Elements of a Project
- Establish and Update Project Costing Definitions
- Establish and Maintain Project Teams
- Establish and Maintain Project Activities
- Activate a Project

# Lesson 1: Business Process Overview

## PROJECTS BUSINESS PROCESS

### Department Project Processor



-  Create Project
-  Establish Project Activities
-  Create Budget
-  Manage Projects to include:

- Maintaining project organization
- Setting Project Locations
- Updating Project Additional Information

### Central Project Processor



-  Authorize Project for Expenditures

### Project Administrator



-  Manage Projects to include:
- Maintaining project organization
- Setting Project Locations
- Updating Project Additional Information

### Department GL/AP/PO Processors



-  Charge Transactions to Project & Activities

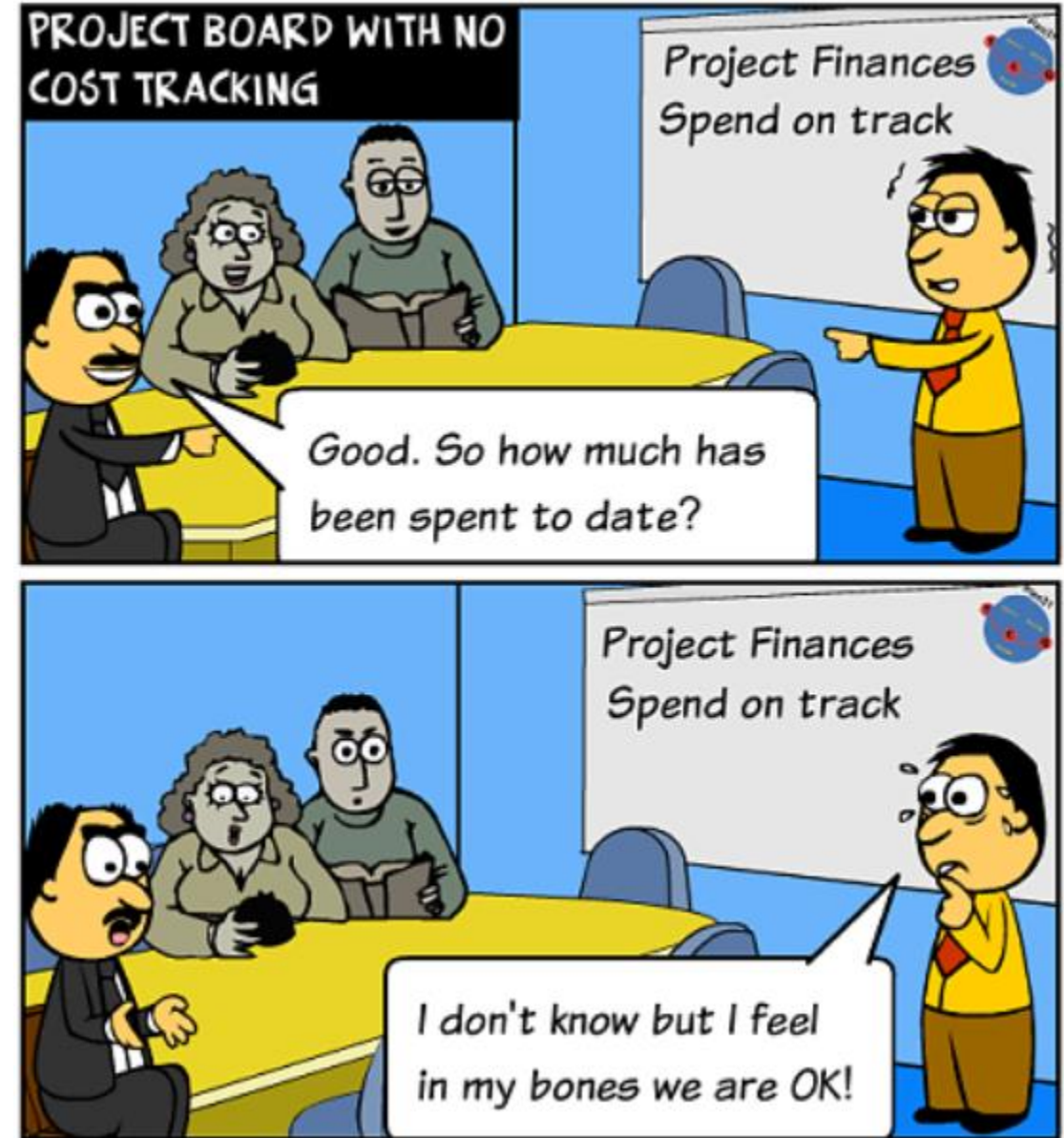
### Central PC Batch Processor



-  Collect, Distribute & Price Cost

# What is Project Costing?

It is the process of estimating, budgeting and controlling costs throughout the project life cycle, with the objective of keeping expenditures within the approved budget



# Benefits of using INFORMS for Project Costing?



Costs are organized and analyzed by Activity.

Activities are the specific tasks that make up a Project.



During the life-cycle of 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.

# You decide to build a house

What's the first thing you need to do? You need to build your budget!

Next Step: Divide the high-level budget into expenses for sub-tasks

Start spending against your budget

Analyzing your project which will determine critical decision points:  
Am I spending too much on the high-priced Designer?





# How does this translate to INFORMS?

## Key elements in Project Costing:

- 1) Establish a Project
- 2) Establish a Budget
- 3) Establish a Project Manager
- 4) Establish Activities
- 5) Activate a Project
- 6) Transact against the Project/Activity
- 7) Reporting



# Lecture 2: Establish and Update Project Costing Definition

Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects > Define My Projects > Add/View My Project**

The screenshot displays the SAP Project Management interface. On the left, a navigation menu is visible with the following items: 'Project Management' (selected), 'Define My Projects' (expanded), 'Add/View My Project' (highlighted in green), 'Funds Distribution', 'Review My Project Activity', 'Capitalize My Projects', and 'Projects WorkCenter'. The main content area is titled 'General Information' and contains the following fields and buttons:

- Buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.
- Business Unit: A text field with a search icon.
- Project: A text field containing the value 'NEXT'.
- Create: A dropdown menu showing 'Blank Project'.
- Buttons: 'Add' (green) and 'Add a New Value' (green).

At the bottom of the main content area, there are links for 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.

# Lecture 3: Establish and Maintain Project Teams

Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects > Define My Projects > Add/View My Project**

The screenshot displays the SAP Project Management interface. On the left, a navigation pane shows the path: Project Management > Define My Projects > Add/View My Project. The main content area is titled 'General Information' and includes the following elements:

- Buttons: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.
- Fields:
  - 'Business Unit' with a search icon.
  - 'Project' with the value 'NEXT'.
  - 'Create' with a dropdown menu showing 'Blank Project'.
- 'Add' button.
- Footer links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.



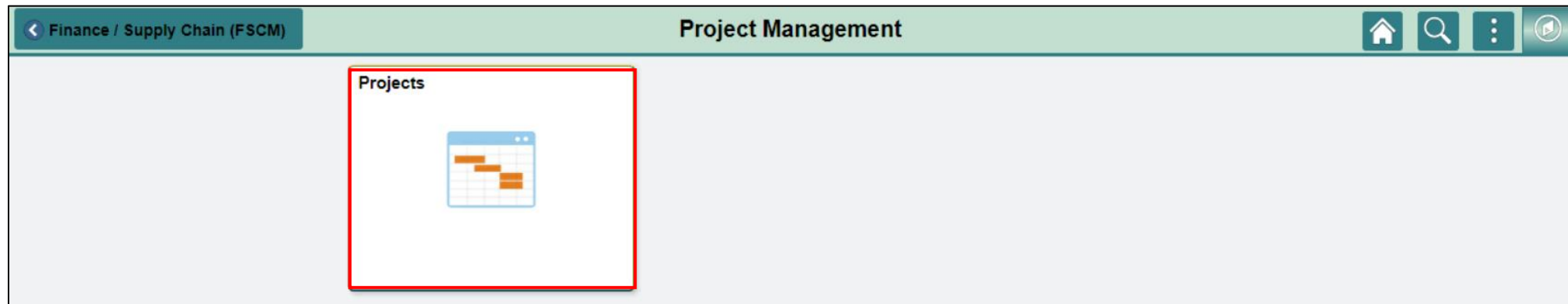
# Lecture 3: Establish and Maintain Project Teams

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

The screenshot displays a web application interface for project management. At the top, a navigation bar includes tabs: General Information (highlighted with a red box), Project Costing Definition, Primavera, Program Management, Manager, Location, Phases, and Approval. Below the tabs, the 'General Information' section contains various input fields: \*Description (sample project), \*Integration (MDADE), Project Type (CAPTL), Percent Complete (0.00), and \*Reporting Entity Type. There are also checkboxes for 'Program' and 'Capital Project', and dropdowns for 'Processing Status' (Pending) and 'Project Status' (P). A 'Project Health' section follows, with dropdowns for Project Overall, Schedule, Budget, Resources, Issues, Risks, and User-Defined. Below this is the 'Project Schedule' section, featuring \*Calculate, End Date, \*Start Date (08/10/2020), Duration in Days (1), and \*End Date (08/10/2020). At the bottom, a row of buttons includes 'Save as Template', 'Import from Template', and 'Copy Project'. Below these buttons are four links: 'My Projects', 'Project Valuation', 'Resources' (highlighted with a red box), and 'Project Activities'. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Refresh', and 'Add'.

# Lecture 4: Establish and Maintain Project Activities

Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects**



# Lecture 4: Establish and Maintain Project Activities

On the Project General Information page, select the **Project Activities** link at the bottom of the page

General Information | Project Costing Definition | Primavera | Program Management | Manager | Location | Phases | Approval >

Project NEXT Add to My Projects

\*Description: sample project ☐ Program Processing Status: Pending  
\*Integration: MDADE  County PC Integration Project Status: P  Proposed  
Project Type: CAPTL  Capital Project  
Percent Complete: 0.00 As Of  
\*Reporting Entity Type:

**Project Health ?**

	Project Overall	Schedule	Budget	Resources	Issues	Risks	User-Defined
Health	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
As of Date							

**Project Schedule ?**

\*Calculate: End Date  Duration in Days: 1  
\*Start Date: 08/10/2020  \*End Date: 08/10/2020  [Additional Dates](#)

Save as Template Import from Template Copy Project

[My Projects](#) [Project Valuation](#) [Resources](#) **Project Activities**

# Lecture 5: Project Activation

Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects > Projects WorkCenter > Projects Queries > Project Activation Report**

The screenshot displays the SAP Projects WorkCenter interface. On the left, the 'Queries' menu is expanded, and 'Project Activation Report' is highlighted with a red box. The main area shows the report title 'MDC\_PC\_PROJ\_ACTIVE\_PRT - Project Activation Report' and a 'Business Unit' search field. Below this is a 'View Results' button and a table header with columns: Row, Unit, Project, Status, Descr, Proj Type, Start Date, and End Date.

Row	Unit	Project	Status	Descr	Proj Type	Start Date	End Date
-----	------	---------	--------	-------	-----------	------------	----------

# Lesson 1: Activities and Exercises



# Lesson 2: Project Cost Collection and Transactions

At the conclusion of this lesson, the user 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: Business Process Overview

## PROJECT COSTING



## 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



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



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

# Lesson 2: Key Terms

Term	Definition
<b>Accounting Rules</b>	Accounting Rules are used to generate billing and revenue accounting entries to transactions that originate from Project Costing.
<b>Analysis Group</b>	A logical grouping of analysis types for ease of processing.
<b>Analysis Type</b>	Analysis types are indicators assigned to individual transactions to identify different types of transactions.
<b>Processing Status</b>	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.
<b>Project Status</b>	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.
<b>Project Transaction</b>	Any movement of funds, costs, and budgets in INFORMS that is tagged to the project.



# Lesson 2: Key Terms

Term	Definition
<b>Project Type</b>	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.
<b>Rate Set</b>	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.

# Lecture 1: Key Elements of a Project Transaction

- **Project Transactions:** Project Costing is essentially a downstream application that collects costs and revenues from transactions that are tagged against the project.
- **Analysis Types:** As stated above, the core of projects in INFORMS is essentially Transactions.

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

# Lecture 1: Key Elements of a Project Transaction

- **Analysis Groups:** define relationships among analysis types to analyze project costs using Project Costing pages, queries, or reports.
- **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.
- **Accounting Rules:** are used by the system to send data to the Contracts Billing Interface Application Engine process (CA\_BI\_INTFC) to forward to INFORMS Billing.

# Lecture 2: Budget Import

All budgets in the system are done in Commitment Control. This will be explained during the Managing Budgets Course.

### Commitment Control

User ID

Run Control ID PC\_KK\_TO\_PC

Program Name PC\_KK\_TO\_PC

Process Frequency Always

Run Control Options

1 of 1

View All

\*Option

Business Unit/Project/Activity

All

Business Unit

Business Unit/Project

Business Unit/Project/Activity

Activity

Request Number 1

Transaction Detail

+ -

\*Date Option All

# Lecture 2: Budget Import

Once the import process is successful, the budget will be seen on the Transaction List page as a budget row.

### Transaction List

Project 000000000001029

Description Crandon Park

Activity 0000000000000001

Description OPER\_TEST

[Add Transactions](#)[Transaction Adjustment](#)

Analysis Group ALL

From Date 01/01/1901

Through Date 06/29/2020

Date Type Accounting Date

Max Rows 200

1 to 15 of 15

Search

☒ Load all transactions

#### Project Transactions

1-7 of 15

View All

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
BD1						785,000.00	USD		

41

MIAMI-DADE  
COUNTY

# Lecture 3: Cost Collection

- **Cost Collection:** 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.

**Transaction List**

Project 2000000942      Description ITD Capital Project 2000000942  
Activity TECHHWDWSFTWR      Description Technology Hardware Software      [Add Transactions](#)      [Transaction Adjustment](#)

Analysis Group       From Date       Through Date   
Date Type       Max Rows       1 to 50 of 50  
      ☒ Load all transactions

**Project Transactions**

     1-50 of 50      [View 7](#)

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
<input type="text" value="BIL"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			10.00	USD		
<input type="text" value="ACT"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	1.00	LOT	100.00	USD		
<input type="text" value="ACT"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			10.00	USD		
<input type="text" value="GLE"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>			1.00	USD		

# Lecture 4: Pricing, Accounting and Revenue Collection

- 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 screenshot displays the 'Pricing' configuration interface. At the top, it shows 'User ID', 'Run Control ID' (PC\_PRICING), and a 'Process Monitor' link. Below this, 'Program Name' is set to PC\_PRICING and 'Process Frequency' is set to 'Always'. A 'Run Control Options' section includes a search bar, pagination (1 of 1), and a 'View All' link. The main configuration area contains several fields: '\*Option' (Business Unit/Project/Activity), 'Business Unit' (MDADE), 'Project', 'Activity', 'Request Number' (1), 'Transaction Detail' link, and '\*Date Option' (All). The 'Application Options' section includes checkboxes for 'Reprice Rows', 'Price Unpriced Rows', and 'Recalculate Tiered Pricing'. A 'Pricing Options' sub-section has checkboxes for 'Cost', 'Billing', and 'Revenue'. On the right, there are search fields for 'Contract', 'Contracts Business Unit', 'Sold To Customer', and a dropdown for 'Contract Classification'.

# Lecture 4: Pricing, Accounting and Revenue Collection

- Revenue Collection is the process of receiving realized revenue from the Billing and Contract modules.

### Retrieve Revenue from Contracts

User ID

Run Control ID

PC\_CA\_TO\_PC

Program Name

PC\_CA\_TO\_PC

Process Frequency

Always

Run Control Options

1 of 1

View All

\*Option

Business Unit/Project/Activity

Request Number

1

Transaction Detail

+

-

Business Unit

Project

Activity



# Lecture 5: Review Transactions

Review Cost is a system provides tools for project transaction analysis online. One of these analyses is through Accumulated Cost. We will be focusing on the following:

- **Journal Entries**

Journal Entries by Activity

Project

COH80901

Description

OLDER AMERICAN ACT AA-1918

Activity

SHOPNGASST\_IIIB

Description

SHOPPING ASSISTANCE T IIIB

Journal Entries

1-1 of 1

View All

Analysis Type	General Ledger Business Unit	Journal ID	Currency	Unit of Measure	Quantity	Amount	
GLE	MDADE	0000000638	USD			124.00	

Return to Search

Notify

# Lecture 5: Review Transactions

- Purchase Orders by Activity

Purchase Orders by Activity

Project

COH80901

Description

OLDER AMERICAN ACT AA-1918

Activity

SHOPNGASST\_IIIB

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

Vouchers by Activity

Project

COH80901

Description

OLDER AMERICAN ACT AA-1918

Activity

SHOPNGASST\_IIIB

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

# Lecture 5: Review Transactions

- Transaction List is a Project Transaction component offers a generic view of all the transactions.

**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**  From Date 01/01/1901 Through Date 06/30/2020  
Date Type Accounting Date  Max Rows 200 1 to 8 of 8  
 ☒ Load all transactions

**Project Transactions**

*Analytic 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		

# Lecture 5: Review Transactions

- The Transaction list shows how many transactions were made against the project activity.

**Transaction Detail**

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

Transactions 7 of 8

Description: Expense Distribution Show All Transaction Details

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

**General Ledger ChartFields**

General Ledger ChartFields

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

# Lecture 6: Funds Distribution

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.

**Funds Distribution - Source**

Business Unit: CH  
Project: COH80901  
OLDER AMERICAN ACT AA-1918

**Activity Options**

☐ All Participating Activities  
☒ Specify Activity: ADLTDAYCAREIIB ADULT DAY CARE TITLE IIB

**Rates**

\*Effective Date: 06/30/2020  
Status: Active  
Rate Selection:   
Rate:   
[View/Add Rates](#)

**Source Criteria**

\*Effective Date: 06/29/2020  
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	%	%	%	%	%	%	%	%	%

# Lesson 2: Activities and Exercises

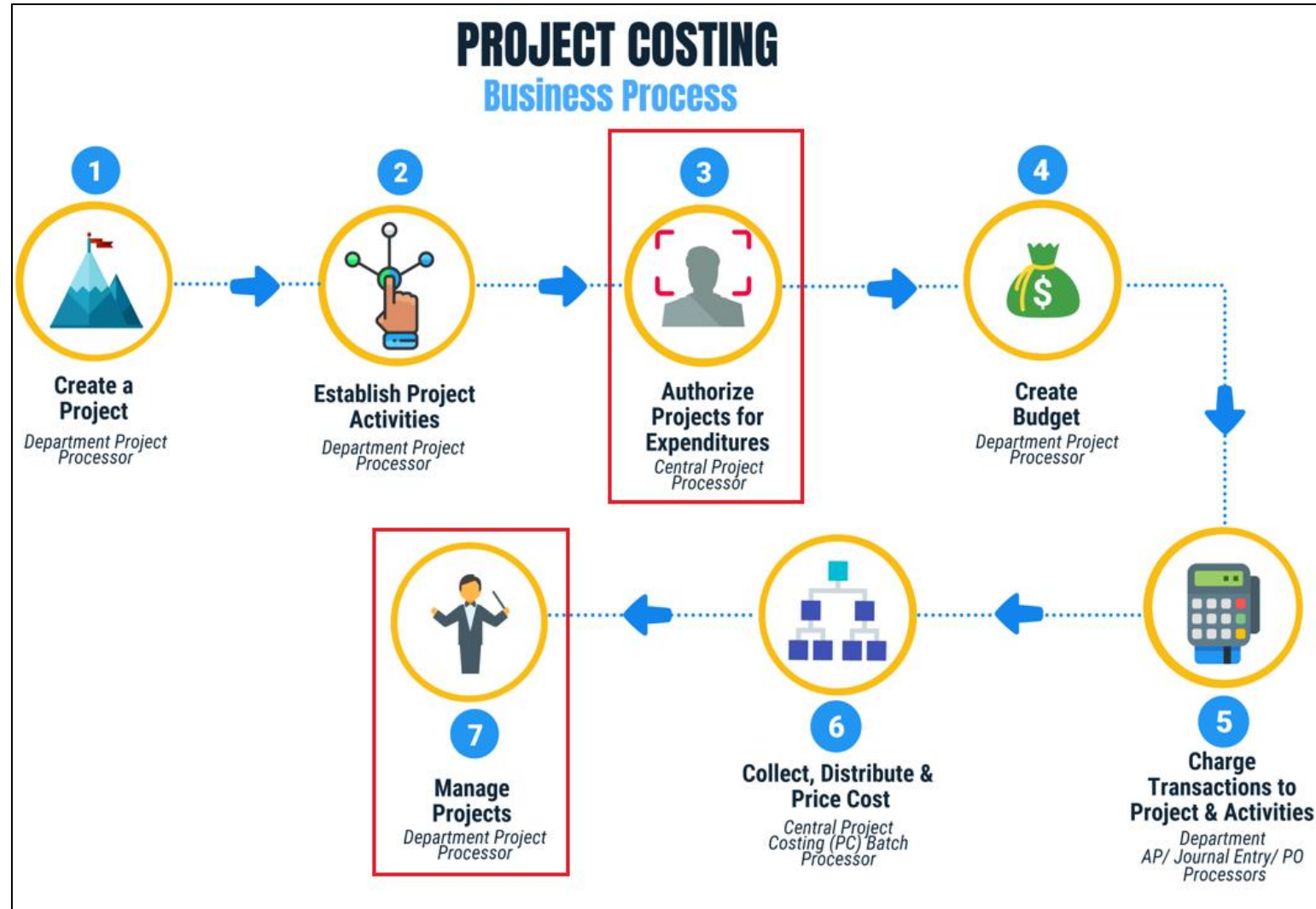


# Lesson 3: Reports

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

- Access reports and use reporting tools

# Lesson 3: Business Process Overview





# Lesson 3: Key Terms

Term	Definition
<b>Analysis Type</b>	Analysis types are indicators assigned to individual transactions to identify different types of transactions.
<b>Processing Status</b>	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.
<b>Project Activities</b>	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.
<b>Project Business Unit</b>	An entity that controls a grouping of projects. In INFORMS, every General Ledger Business Unit will have a project Business Unit.

# Lesson 3: Key Terms

Term	Definition
<b>Project Status</b>	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.
<b>Project Team</b>	The Project Team is essentially the list of resources available to the Project.
<b>Project Transaction</b>	Any movement of funds, costs, and budgets in INFORMS that is tagged to the project.
<b>Projects</b>	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.

# Lecture 1: Project Costing Reports

- **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 screenshot displays the 'Projects WorkCenter' interface. On the left, a sidebar contains navigation options: 'Main', 'Reports/Queries', 'Queries', 'Query Manager', 'Projects Queries' (highlighted with a red box), 'Project Inquiry' (highlighted with a red box), 'Project Activity Inquiry', 'Projects Pivot Grids', and 'Reports/Processes'. The main area is titled 'Project Inquiry Prototype' and includes search filters for 'Business Unit' (set to 'BU'), 'Project', and 'Process Status'. A 'View Results' button is present. Below the filters, download options are listed: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (1 kb)'. A table of results is shown, with columns: Row, Unit, Project, Status, Descr, Proj Type, Start Date, End Date, Business Unit, Asset ID, Profile ID, Manager, and Location. The table contains three rows of data.

Row	Unit	Project	Status	Descr	Proj Type	Start Date	End Date	Business Unit	Asset ID	Profile ID	Manager	Location
1	BU	0000000000001023	I	OPIOID AFFECTED YOUTH INITIATI	FGOHS	10/01/2018	12/31/2021	BU			99999999999	D5A2220000
2	BU	BU032901	A	HIV EMERGENCY RELIEF PROJECT G	FGOHS	03/01/2019	02/29/2020				00000172888	D5A2220000
3	BU	BUOPIO01	A	OPIOID AFFECTED YOUTH INITIATI	FGOHS	10/01/2018	12/31/2021	BU			99999999999	D5A2220000

# Lecture 1: Project Costing Reports

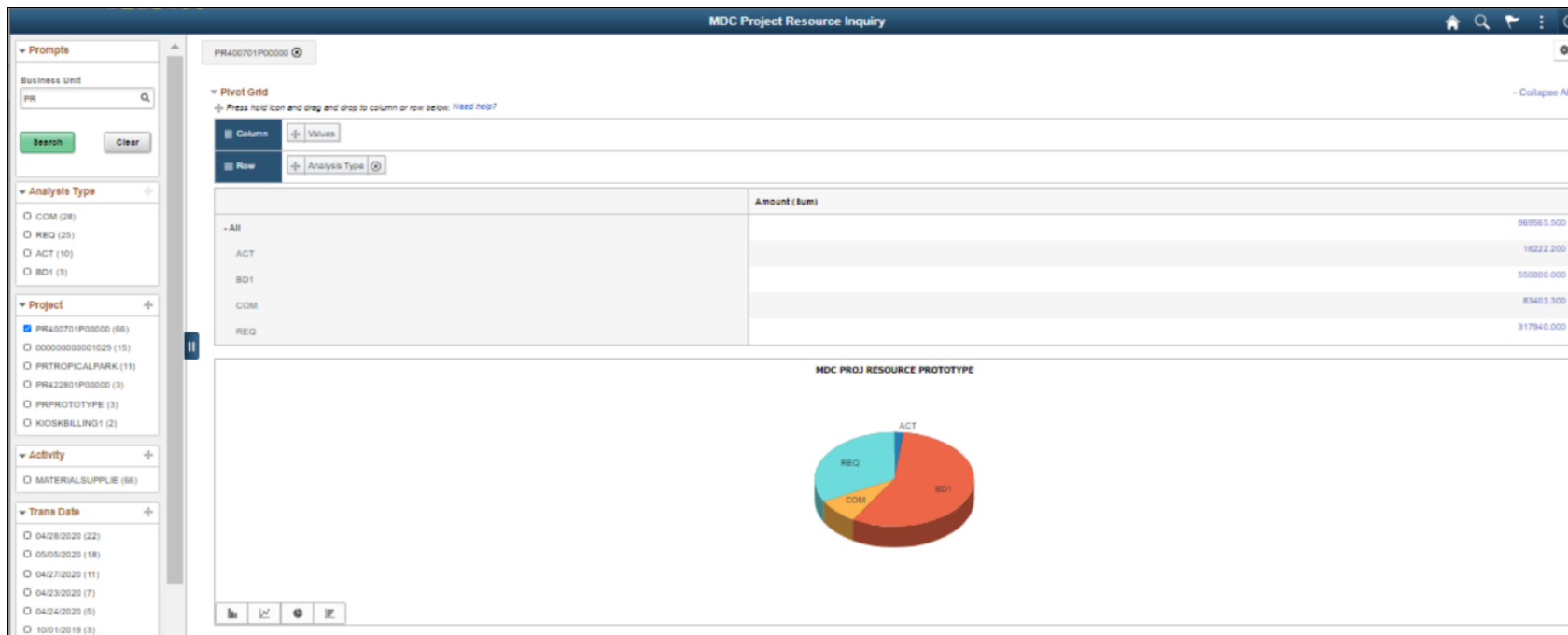
- **Projects Activity Inquiry:** The purpose of the report is to provide users the view of activities per project and the corresponding details. Unlike Projects Inquiry, Projects Activity Inquiry now shows the activity information for the project.

The screenshot displays the 'Projects WorkCenter' interface. On the left, a sidebar contains a 'Records' tab and a 'Queries' section. Under 'Queries', 'Project Activity Inquiry' is highlighted with a red box. The main area shows the 'Project Activity Inquiry' report. It includes search filters for 'Business Unit' (set to 'BU'), 'Project', and 'Activity'. Below the filters are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (1 kb)'. A table of results is shown, with columns for Row, Unit, Project, Activity, Status, Descr, Start Date, End Date, and Team. The table contains 8 rows of data.

Row	Unit	Project	Activity	Status	Descr	Start Date	End Date	Team
1	BU	BU032902	MAI	A	RW MINORITY AIDS INITIATIVE FD	03/01/2019	02/29/2020	00000032564
2	BU	BU032902	MAI_CARRYOVER	A	RW MAI CARRYOVER FUNDING	03/01/2019	02/29/2020	00000032564
3	BU	BU032902	PY_MAI	A	RW PRIOR YEAR MAI FUNDING	03/01/2019	02/29/2020	00000032564
4	BU	BUCBCR01	ADMINISTRATION	A	Administrative Expenses	10/01/2018	12/29/2021	00000032564
5	BU	BUOPIO01	ADMINISTRATION	A	Admin Support	10/01/2018	12/31/2021	00000032564
6	BU	BUOPIO01	REVENUE	A	Conversion Only Revenue	10/01/2018	12/31/2021	00000032564
7	BU	BUOPIO01	SUBAWARDS	A	Exhibition	10/01/2018	12/31/2021	00000032564
8	BU	BUSFBH01	ALL_EXPENSES	A	All Expenses	10/01/2018	12/29/2022	00000032564

# Lecture 1: Project Costing Reports

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



# Lecture 1: Project Costing Reports

- **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 screenshot displays the 'Projects WorkCenter' interface. On the left, a sidebar contains a 'Queries' section with a 'Project Activation Report' link highlighted. The main area is titled 'Project Activation Report' and includes a 'Business Unit ID' search field. Below this, a 'View Results' button is highlighted with a red box. Further down, there are links to download results in 'Excel SpreadSheet', 'CSV Text File', and 'XML File (1 kb)'. A table titled 'View All' shows three rows of project data. The table has columns for Row, Unit, Project, Status, Descr, Proj Type, Start Date, and End Date. The data rows are: 1. ID 000000000001041, Proposed, OOPR\_WOMS\_EAMSPA, OPER, 02/24/2020, 03/31/2021; 2. ID ID06-21-OES, Budgeted, Elevator Service Repair, OPER, 10/01/2019, 09/30/2099; 3. ID INTRNLSVCSTMPLT, Proposed, Internal Services Template, OPER, 10/01/2019, 09/30/2020. The table is paginated to show 'First 1-3 of 3 Last'.

Row	Unit	Project	Status	Descr	Proj Type	Start Date	End Date
1	ID	000000000001041	Proposed	OOPR_WOMS_EAMSPA	OPER	02/24/2020	03/31/2021
2	ID	ID06-21-OES	Budgeted	Elevator Service Repair	OPER	10/01/2019	09/30/2099
3	ID	INTRNLSVCSTMPLT	Proposed	Internal Services Template	OPER	10/01/2019	09/30/2020

# Lesson 3: Activities and Exercises



# Course Content Summary

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

- Create, Maintain Grant/Operating Projects
- Understand Project Cost Collection and Transactions
- Be familiar with the Project Reports



# 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 (UPKs)**

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

For additional information, be sure to visit:

- [Miamiidade.gov/informs](http://Miamiidade.gov/informs)



**CONGRATULATIONS**

Congratulations on successfully completing the *Create, Maintain, Budget Operating and Grants Projects* course!

**FIN 209A – Create, Maintain, Budget Operating and Grant Projects**

# Module 2: Create, Maintain, Grant/Operating Projects Summary

## Module Topics

Module Introduction

Lesson 1: Create and Maintain Projects

Lesson 2: Project Cost Collection and Transactions

Lesson 3: Reports