# Course ID: FIN 209A
# Course: Create, Maintain, Budget Operating and Grant Projects

# Ground Rules

Be on time

Turn off your cell phones when in class

Participate actively in class; refrain from email and internet use

Attendance

Take breaks as needed

Feel free to ask questions

# Course Overview

| | |
|---|---|
| **Course Description** | This course provides a comprehensive review of the Create, Maintain, Budget Operating and Grant Projects processes.<br><br>This course consists of the following modules:<br>• Module 1: Course Introduction<br>• Module 2: Create, Maintain, Grant/Operating Projects<br>• Module 3: Course Summary |
| **Training Audiences** | • Central Project Processor<br>• Department Project Processor |
| **Prerequisites** | • ERP 101 – Overview of INFORMS<br>• ERP 102 – INFORMS Navigation, Reporting, and Online Help<br>• FIN 101 – Financials Fundamentals<br>• SCM 301 – Managing the General Ledger |
| **Estimated Duration** | • 3 Hours |

# Course Outline

| Content |
|---|
| Module 1: Course Introduction |
| Module 2: Create, Maintain, Grant/Operating Projects |
| • Lesson 1 Create and Maintain Projects |
| o Lecture 1: Key Elements of a Project |
| o Lecture 2: Establish and Update Project Costing Definition |
| o Lecture 3: Establish and Maintain Project Teams |
| o Lecture 4: Establish and Maintain Project Activities |
| o Lecture 5: Project Activation |
| • Lesson 2 Project Cost Collection and Transactions |
| o Lecture 1: Key Elements of a Project Transaction |
| o Lecture 2: Budget Import |
| o Lecture 3: Cost Collection |
| o Lecture 4: Pricing, Accounting and Revenue Collection |
| o 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


Actively participate in class

Ask questions; this is your time to learn

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

Take Breaks at scheduled times

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

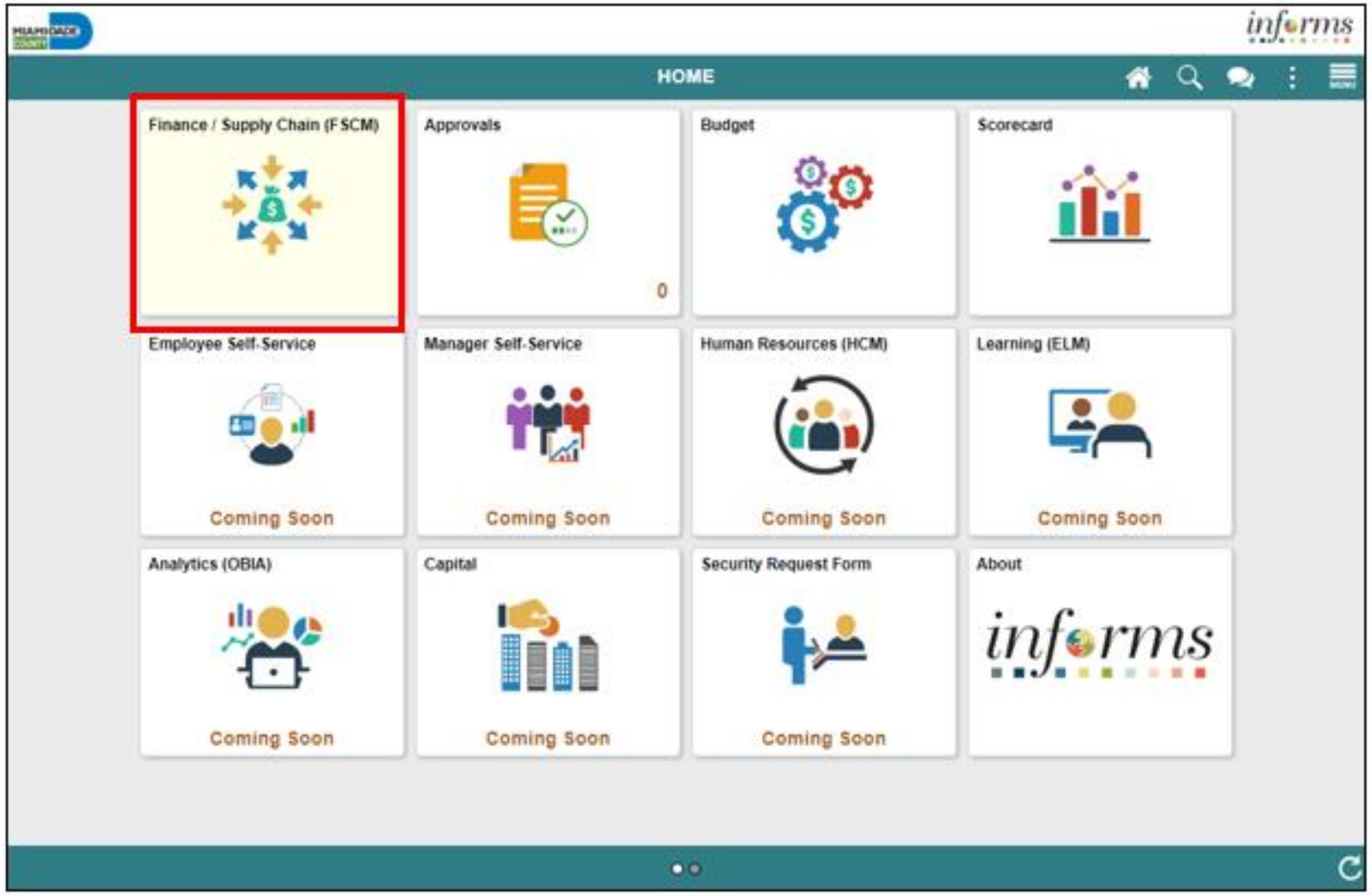
# Roles and Responsibilities

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

| Role | Responsibilities |
|---|---|
| **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 can view all Project information. |
| **Project Costing Reporter:** | The Project Costing Reporter can access all Project Costing (PC) reports and PS Query Viewer. |

# Navigation

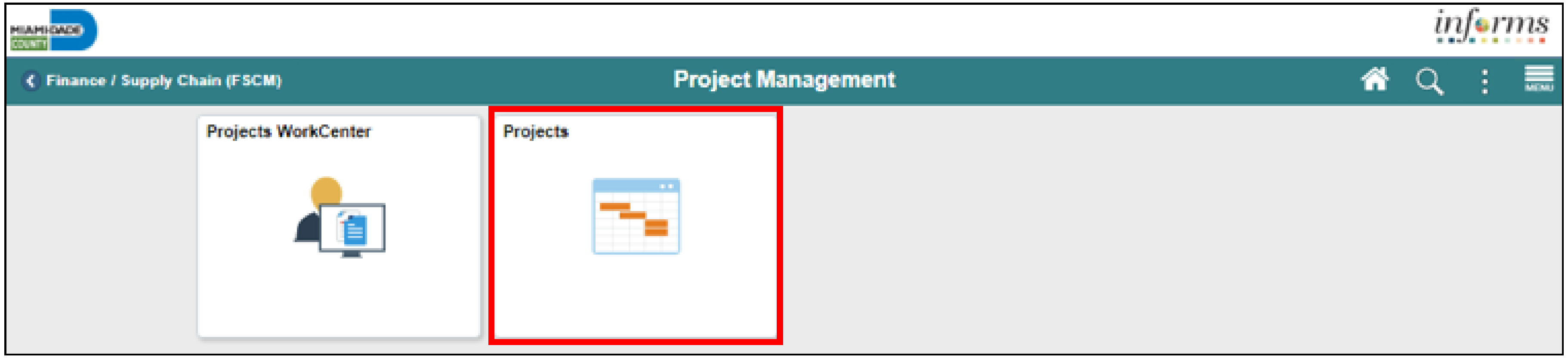
1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.



# 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

1. **Create Project**
   *Department Project Processor*
2. **Establish Project Activities**
   *Department Project Processor*
3. **Authorize Project 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*

### 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.



MIAMI-DADE COUNTY

# 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
- Stablish 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

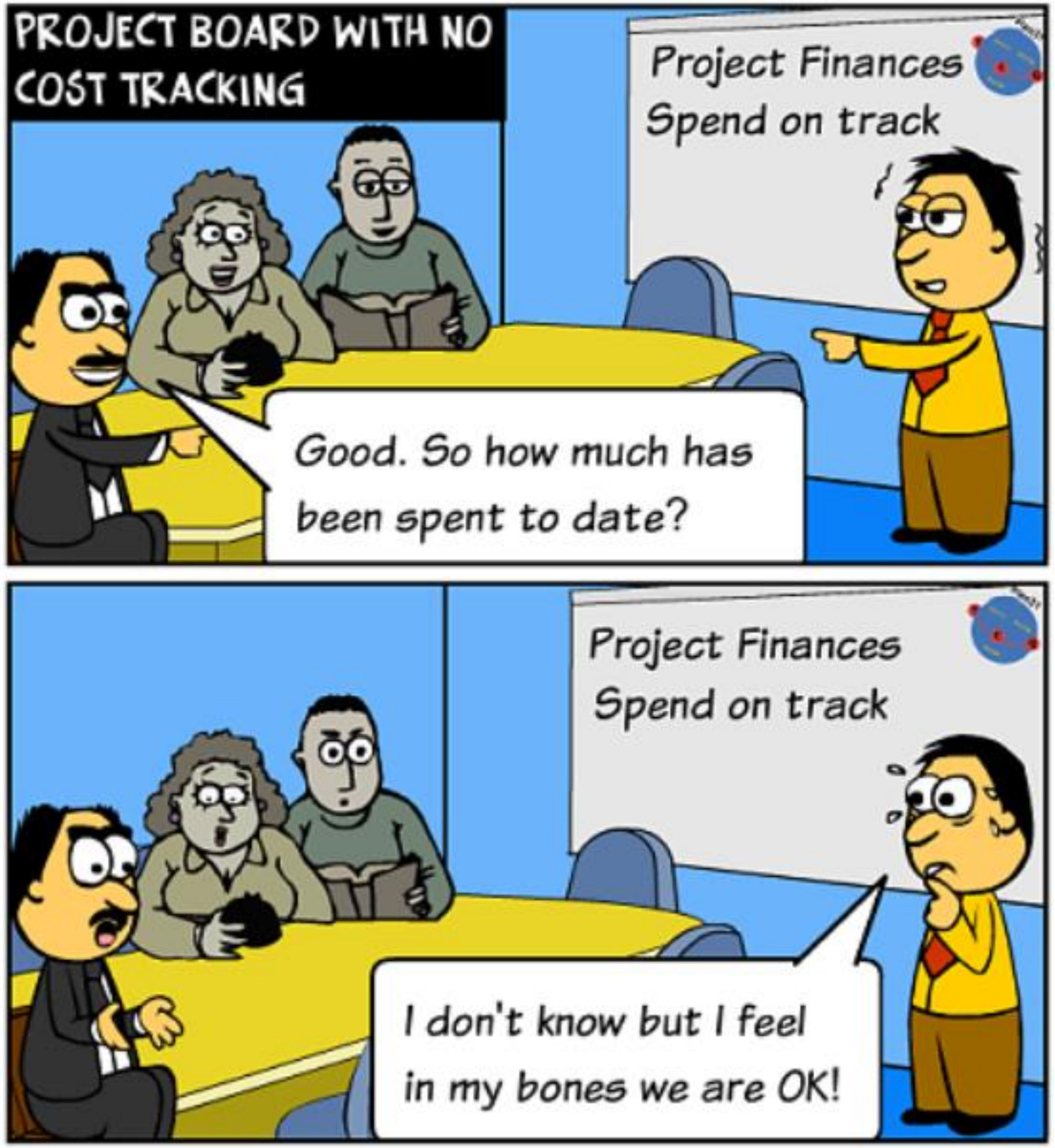
- Charge Transactions to Project & Activities

### 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 to much on the high-priced Designer?

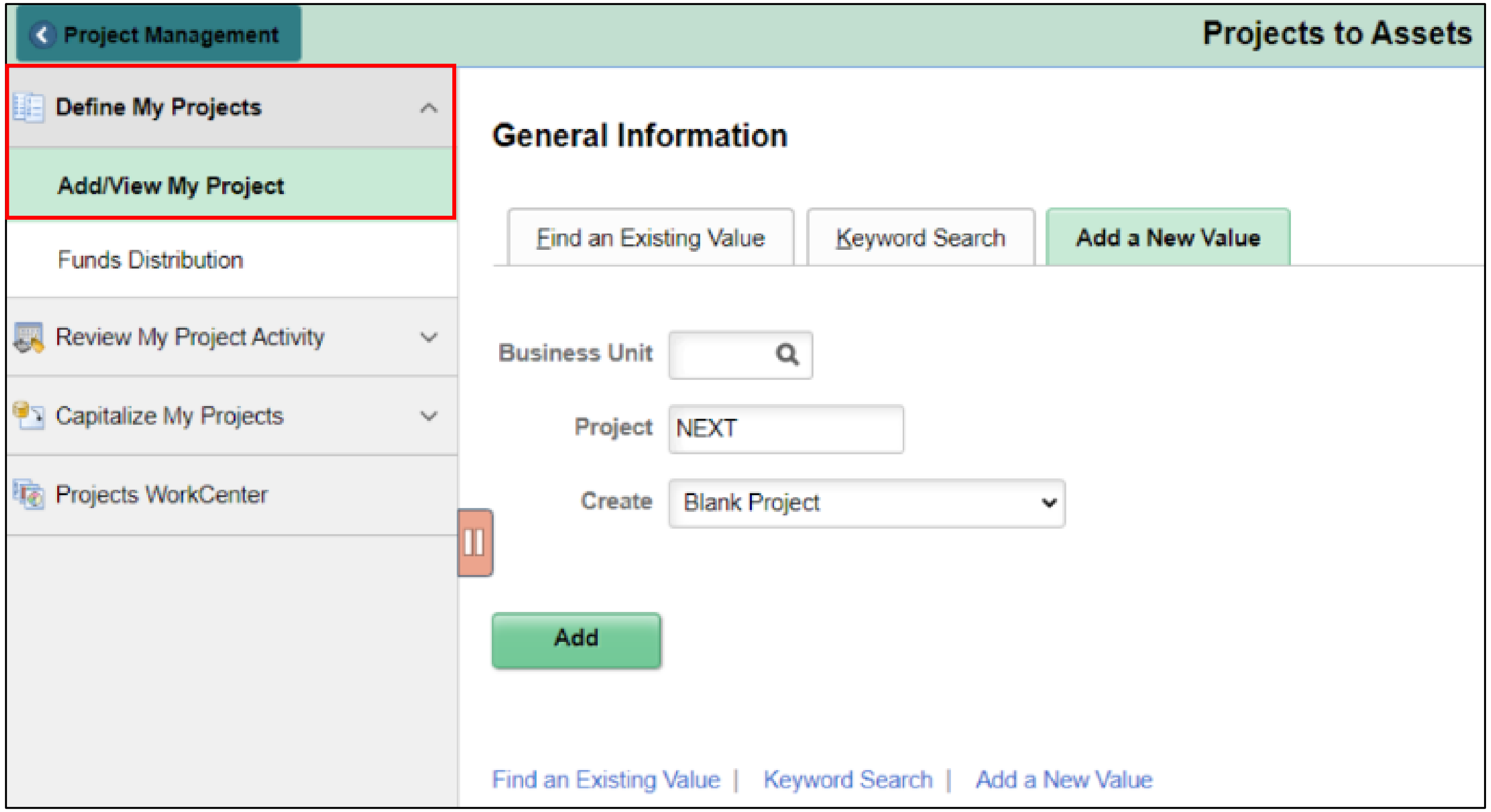
# How does this translate to INFORMS?

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

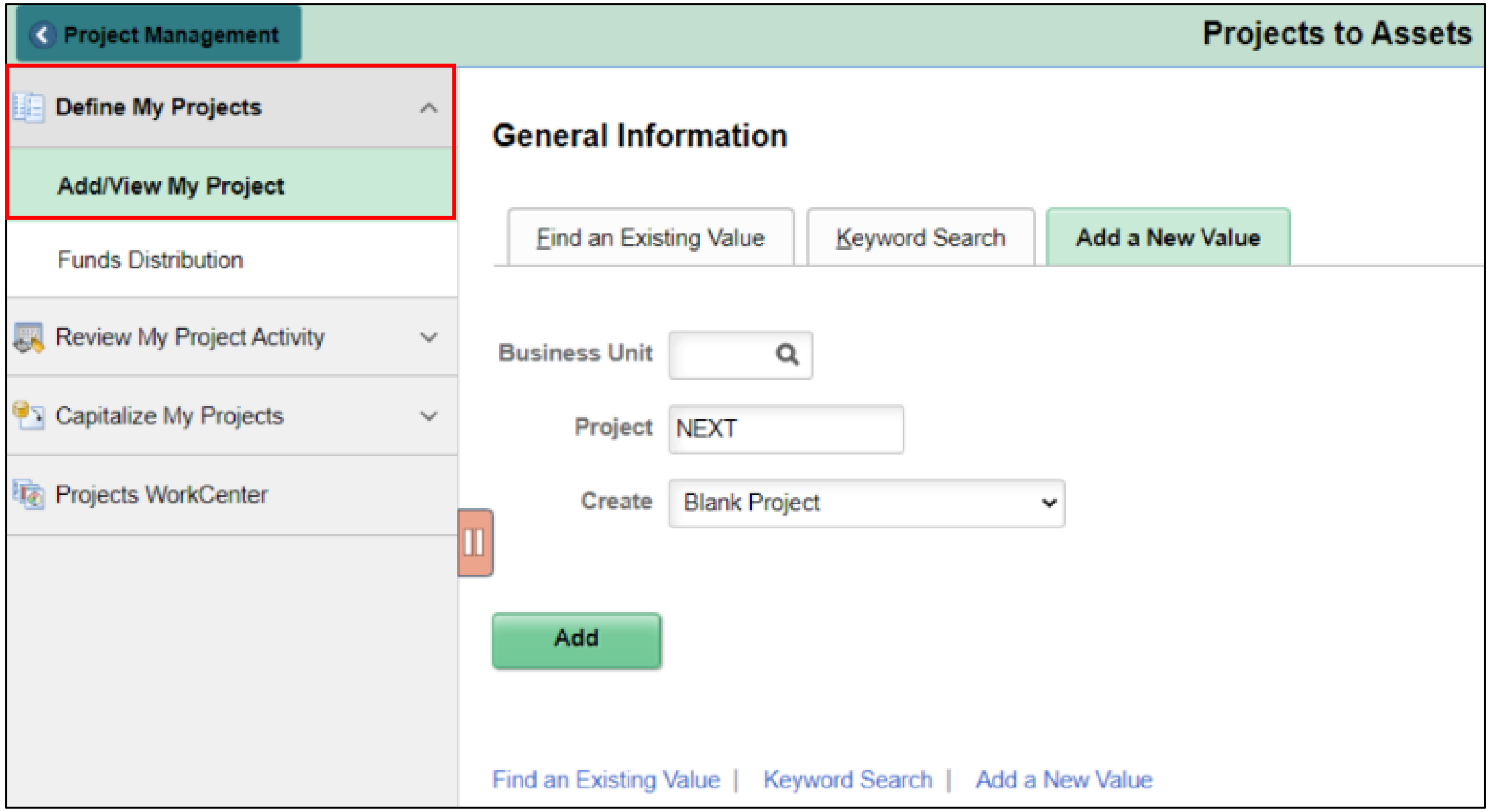
# Lecture 2: Establish and Update Project Costing Definition

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



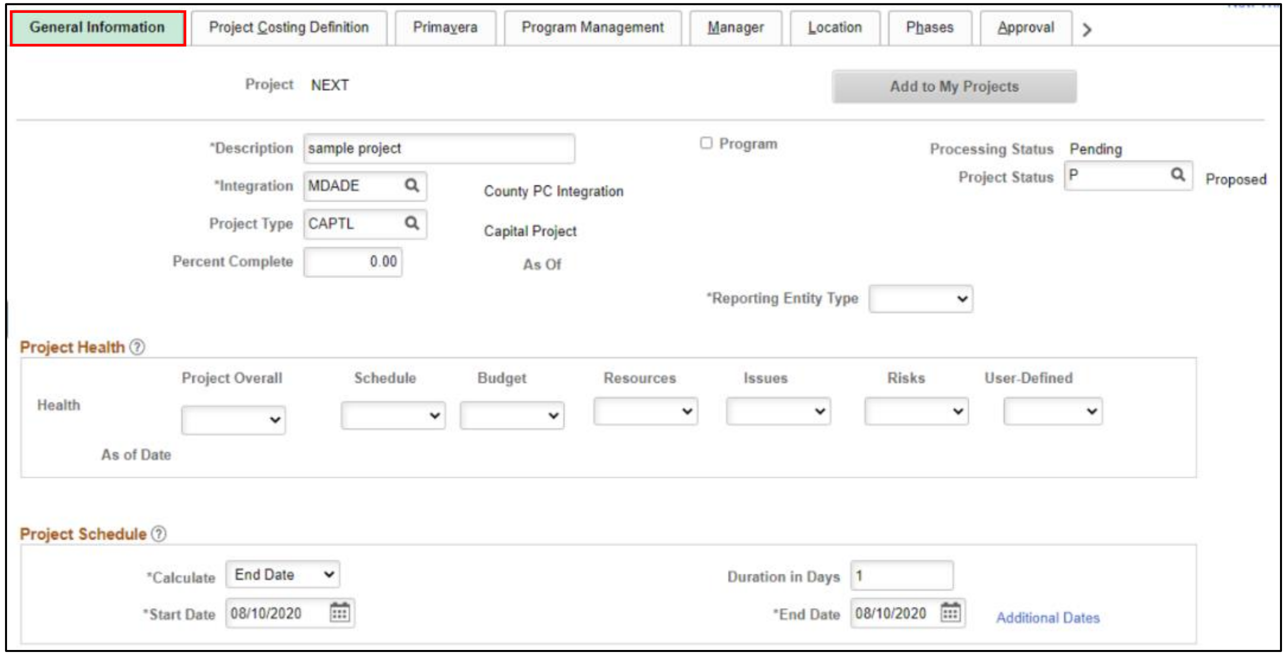
# Lecture 3: Establish and Maintain Project Teams

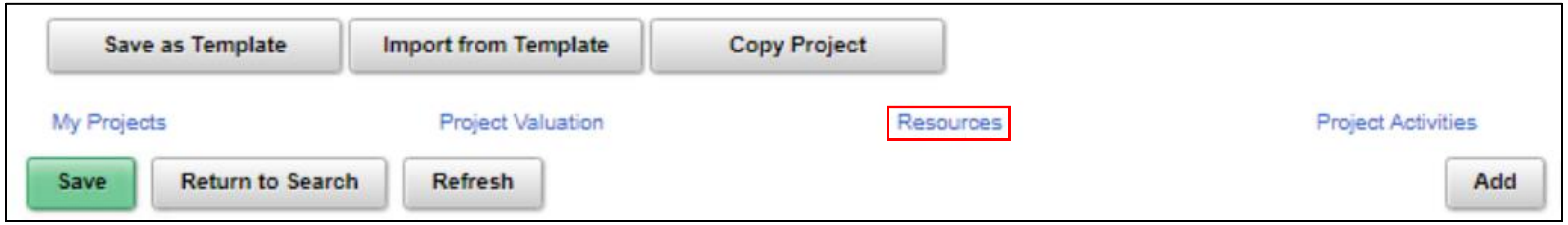
Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects > Define My Projects > Add/View My Project**



# Lecture 3: Establish and Maintain Project Teams

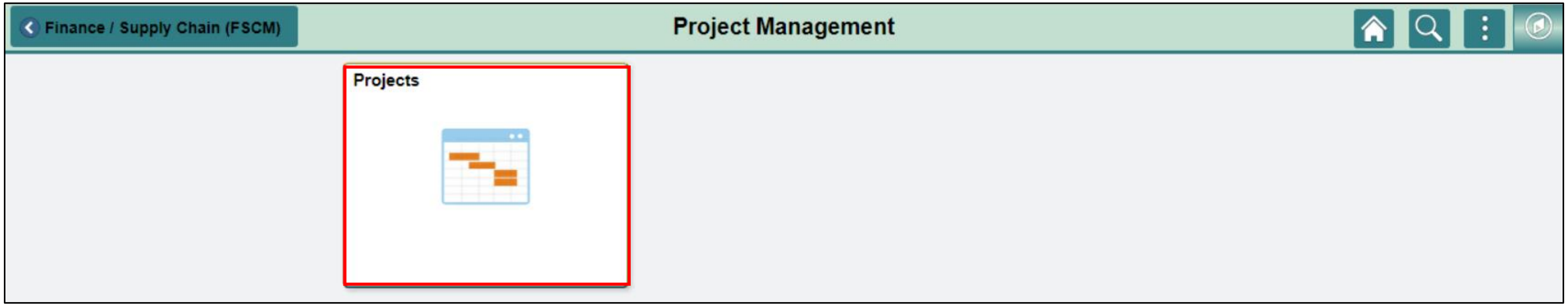
On the **General Information** tab, select the **Resources** link at the bottom of the page



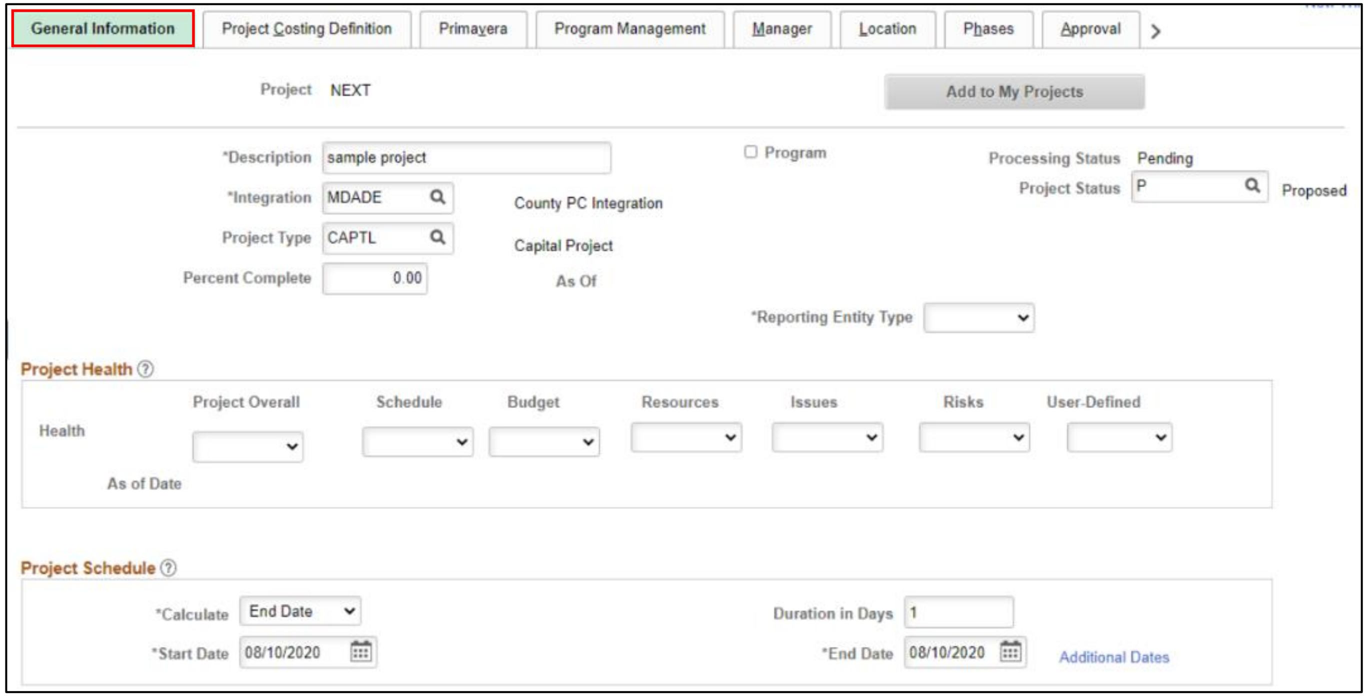
# Lecture 4: Establish and Maintain Project Activities

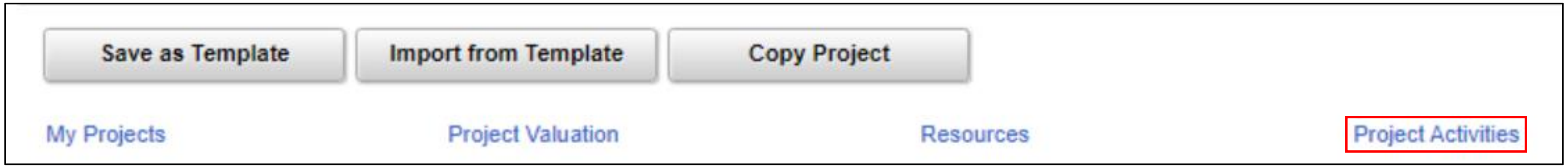
Navigate to: **Finance / Supply Chain (FSCM) > Project Management > Projects**



# Lecture 4: Establish and Maintain Project Activities

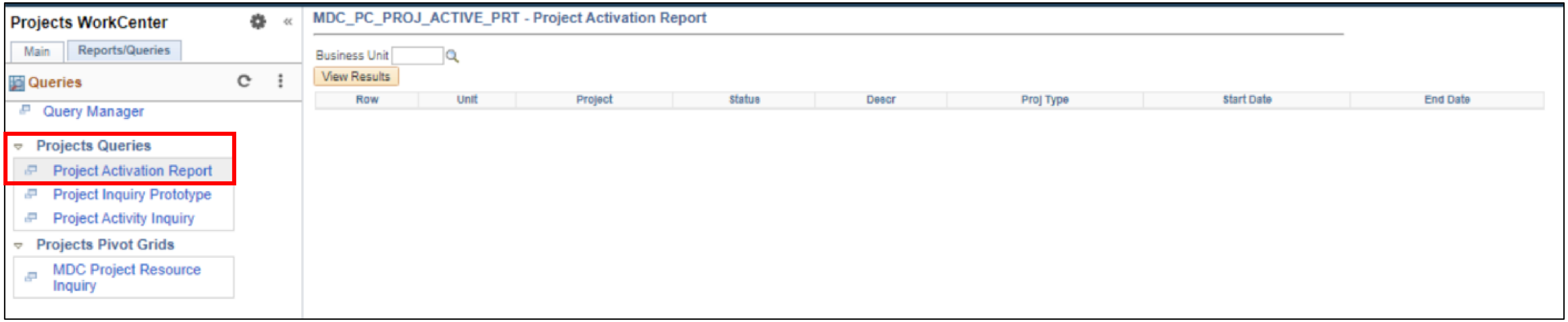
On the Project General Information page, select the **Project Activities** link at the bottom of the page



# Lecture 5: Project Activation

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



# 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

1. **Create Project**
   *Department Project Processor*
2. **Stablish Project Activities**
   *Department Project Processor*
3. **Authorize Project 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*

**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.



MIAMI-DADE COUNTY

# Lesson 2: Key Terms

| 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. |

# Lesson 2: Key Terms

| Term | Definition |
|---|---|
| **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. |

# 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.

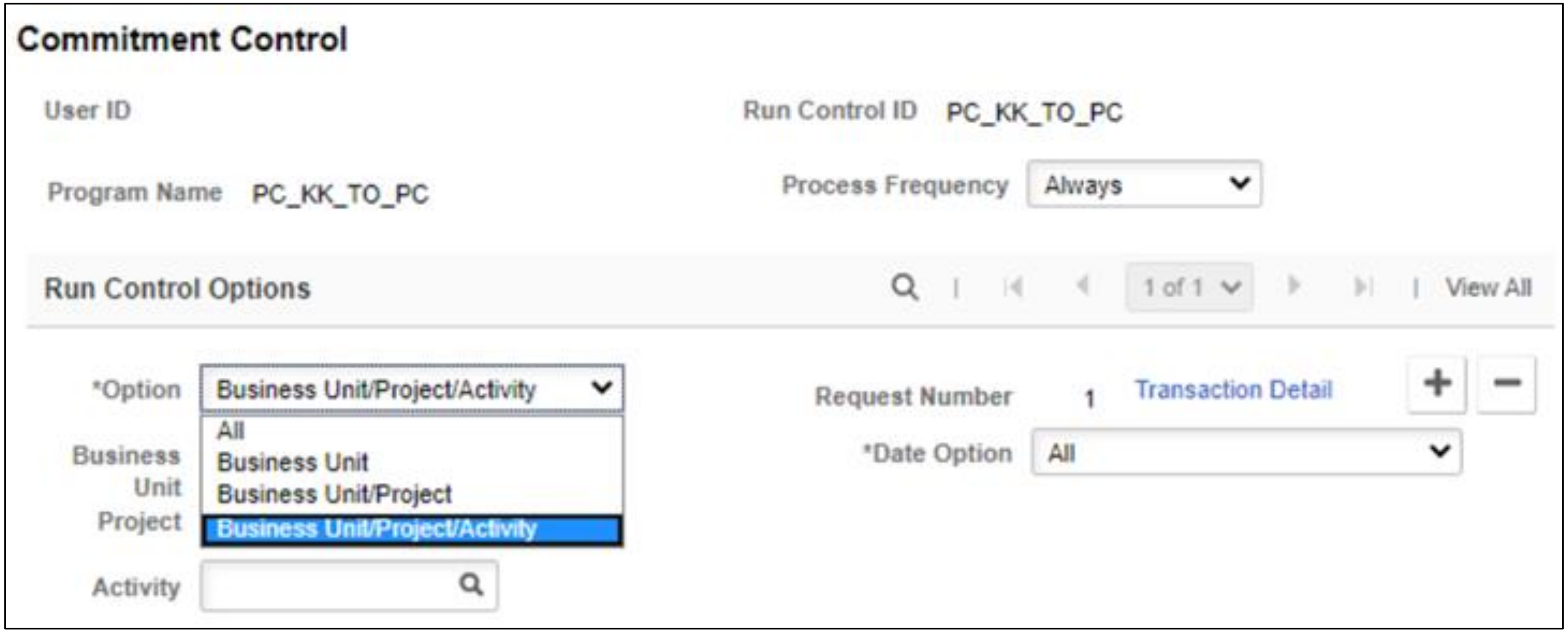
| Analysis Type | Transaction Type | Amount |
|---|---|---|
| BD1 (Budget) | LABOR | $1,000.00 |
| ACT (Actual Cost) | LABOR | $1,500.00 |
| BIL (Billing) | LABOR | $1,700.00 |

# 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.

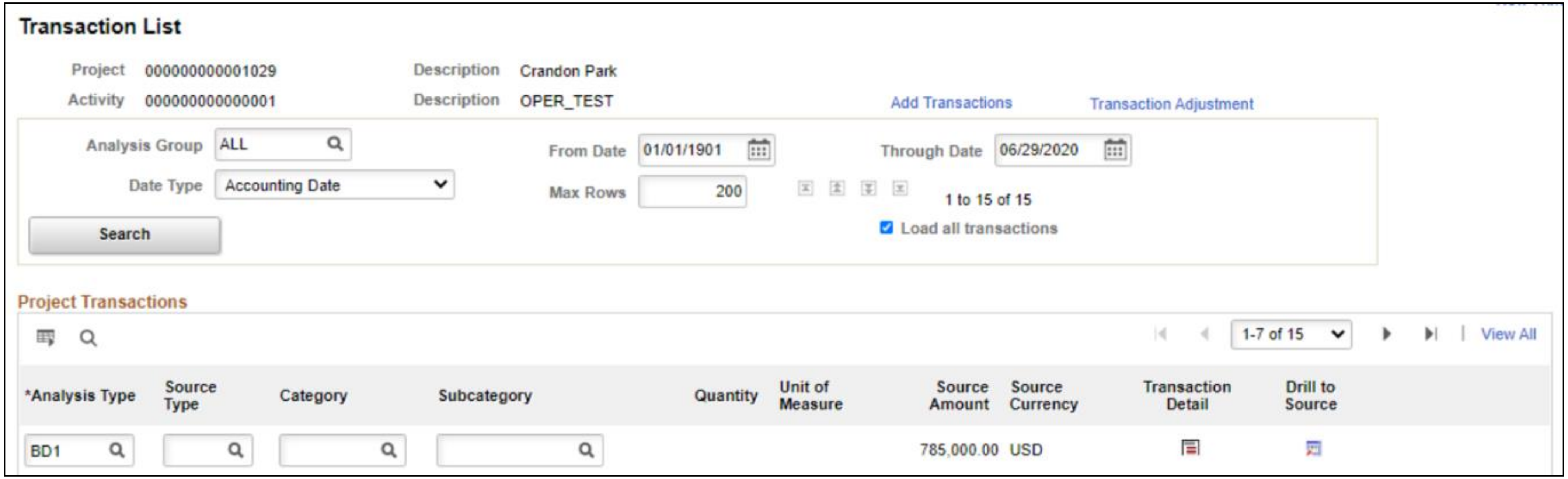
# Lecture 2: Budget Import

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



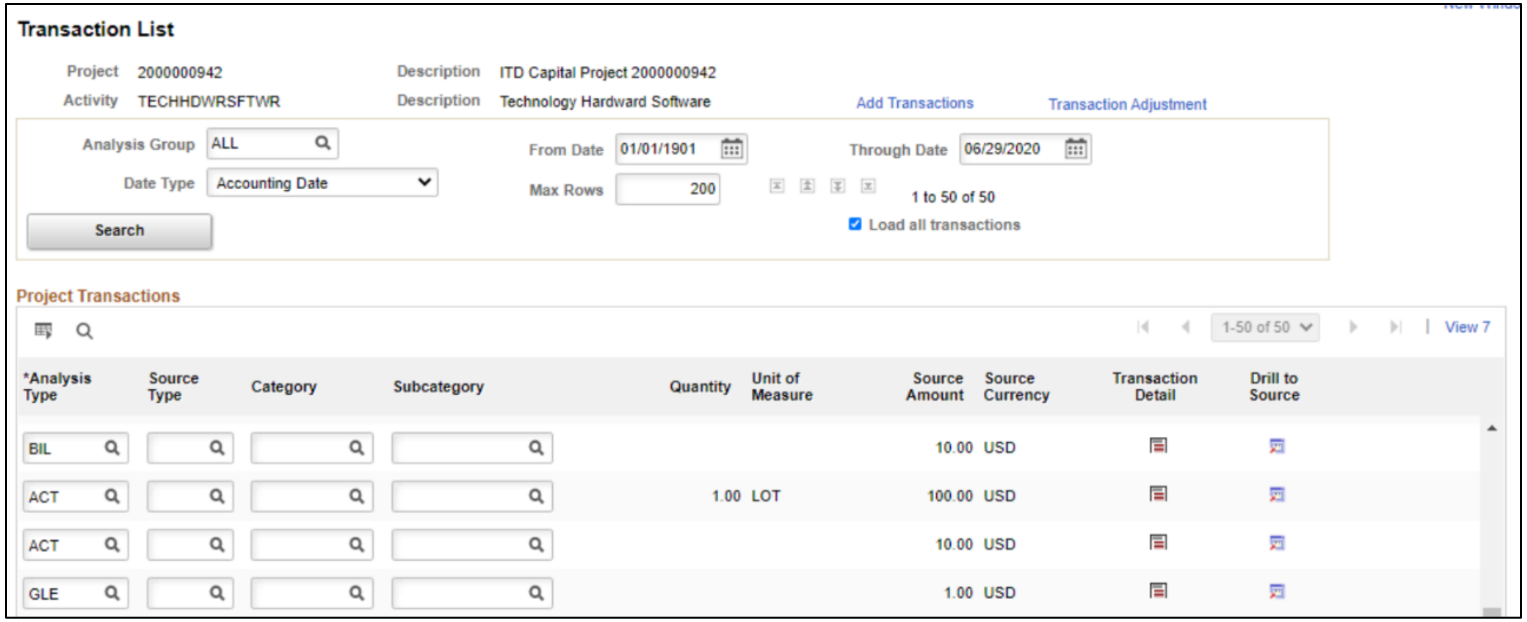
# Lecture 2: Budget Import

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



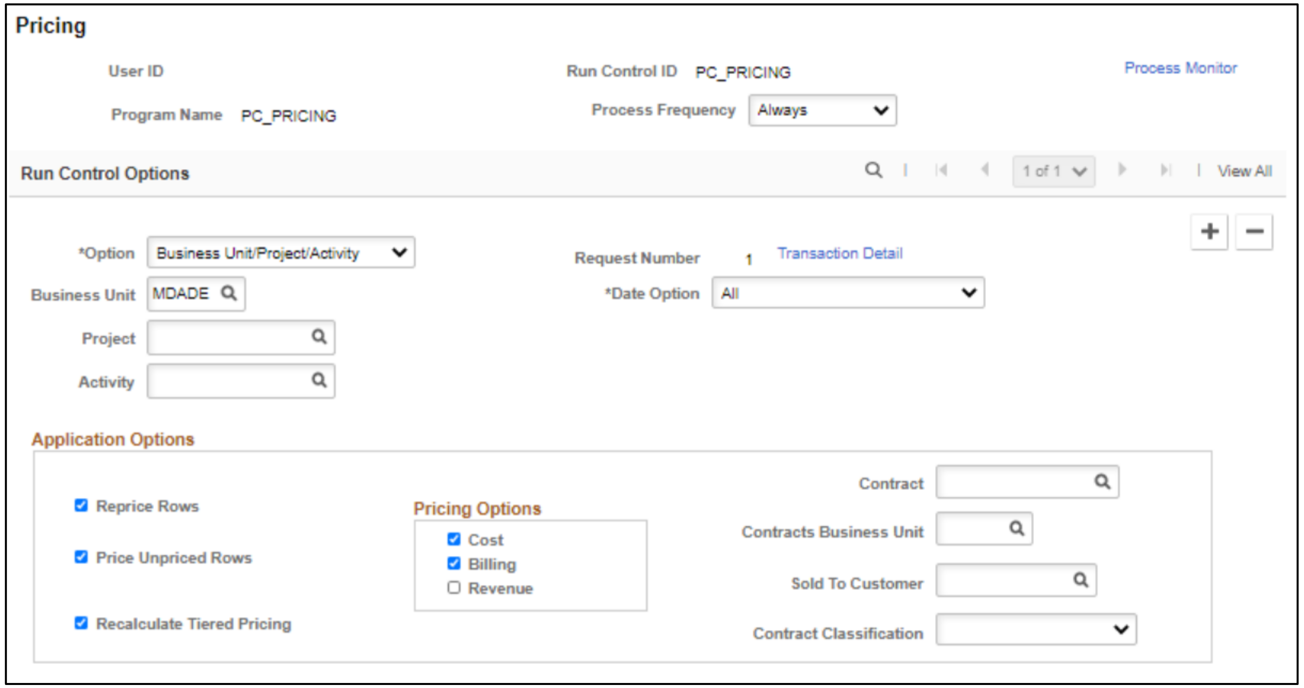
# Lecture 3: Cost Collection

- **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.



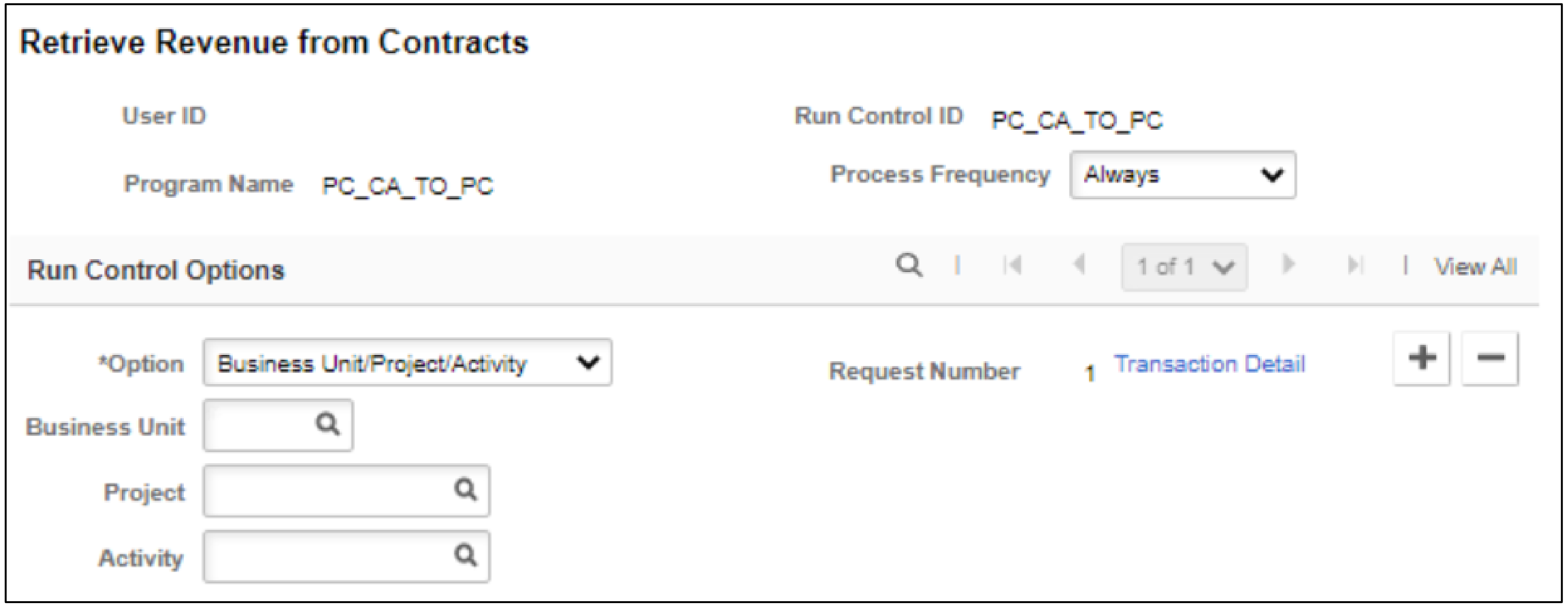
# Lecture 4: Pricing, Accounting and Revenue Collection

- 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.



# Lecture 4: Pricing, Accounting and Revenue Collection

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



# 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

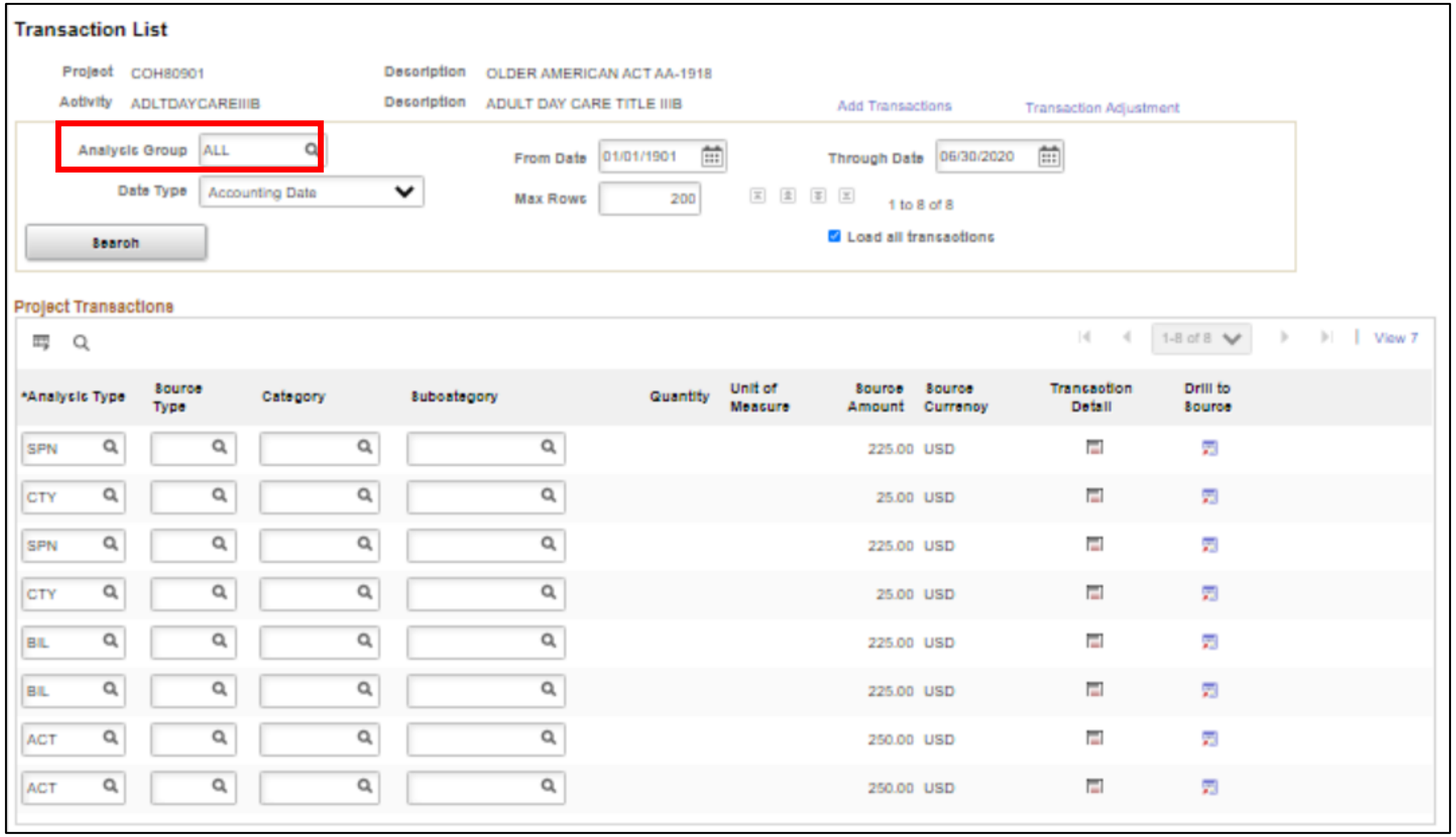
1-1 of 1 View All

| 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.

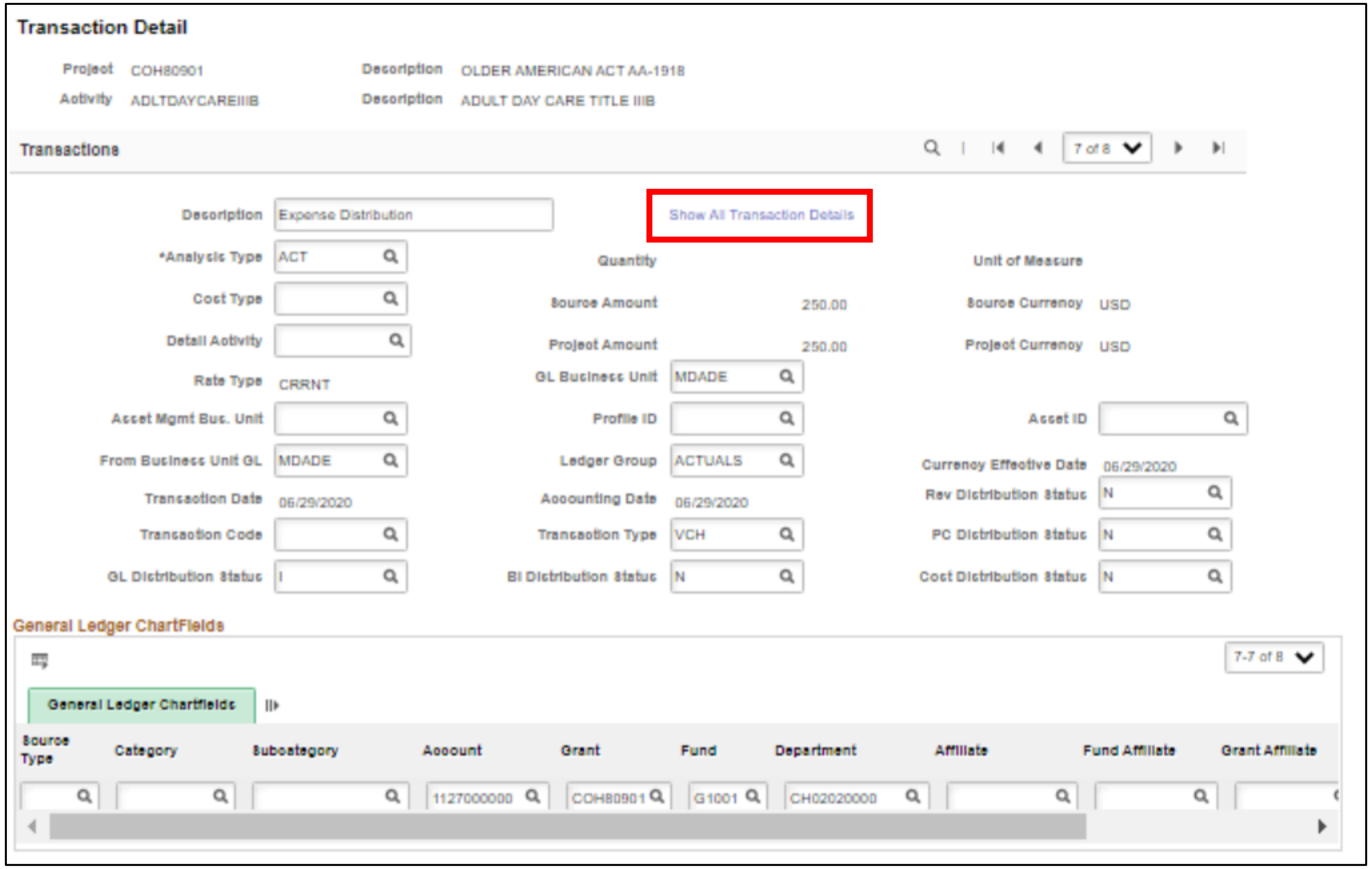





MIAMI-DADE COUNTY

# 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 | |
| Cost Type | | Source Amount | 250.00 | Source Currency | USD |
| Detail Activity | | Project Amount | 250.00 | Project Currency | USD |
| Rate Type | CRRNT | GL Business Unit | MDADE | | |
| Asset Mgmt Bus. Unit | | Profile ID | | Asset ID | |
| From Business Unit GL | MDADE | Ledger Group | ACTUALS | Currency Effective Date | 06/29/2020 |
| Transaction Date | 06/29/2020 | Accounting Date | 06/29/2020 | Rev Distribution Status | N |
| Transaction Code | | Transaction Type | VCH | PC Distribution Status | N |
| GL Distribution Status | I | BI Distribution Status | N | Cost Distribution Status | N |

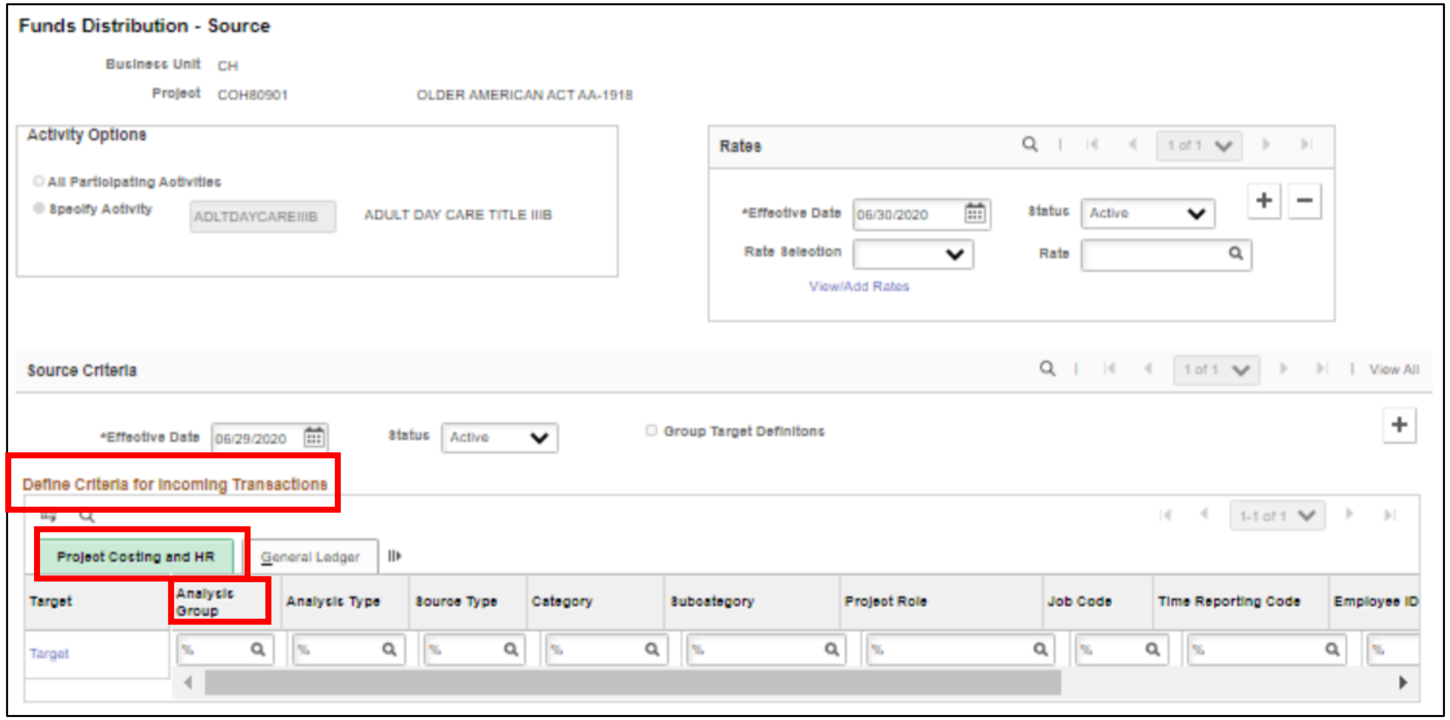
General Ledger ChartFields 7-7 of 8

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.



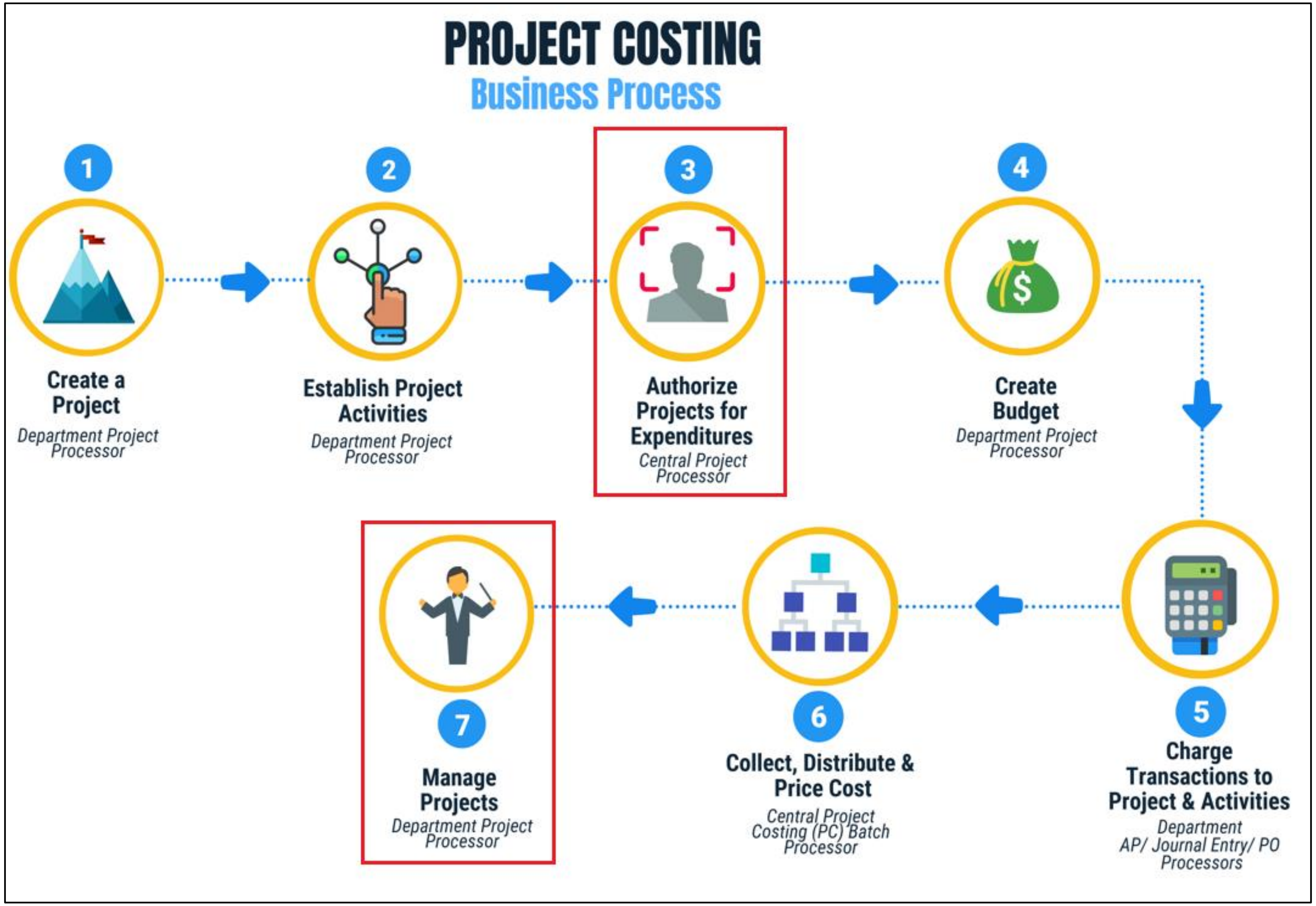
# Lesson 2: Activities and Exercises

# 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

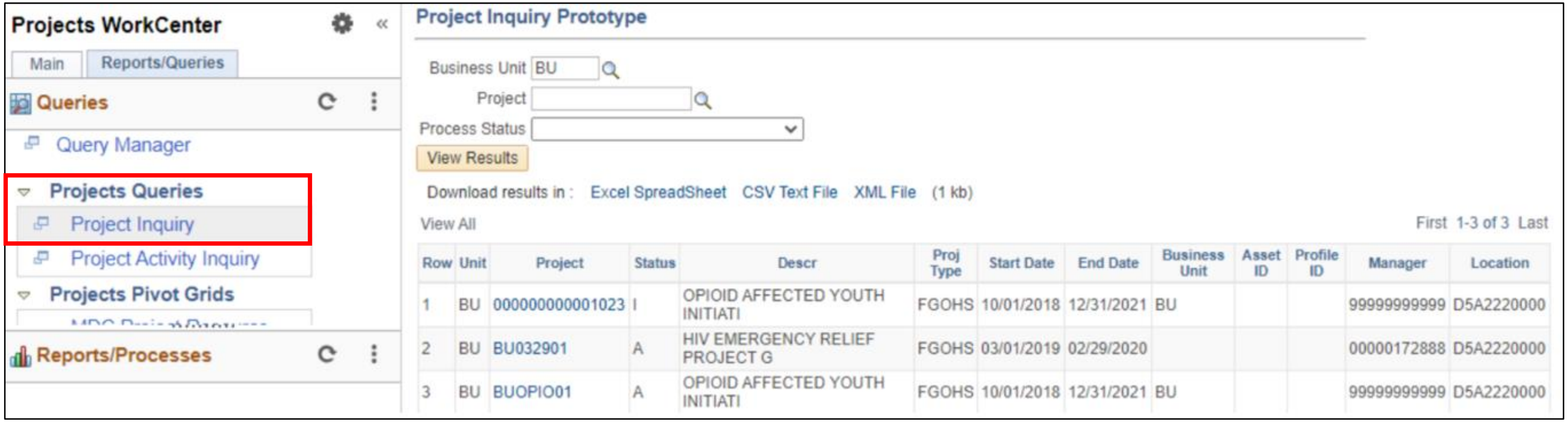
| Term | Definition |
|---|---|
| **Analysis Type** | Analysis types are indicators assigned to individual transactions to identify different types of transactions. |
| **Processing Status** | Project Costing uses two statuses to convey where a project is in its life cycle—project status and processing 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. |

# Lesson 3: Key Terms

| Term | Definition |
|---|---|
| **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. |

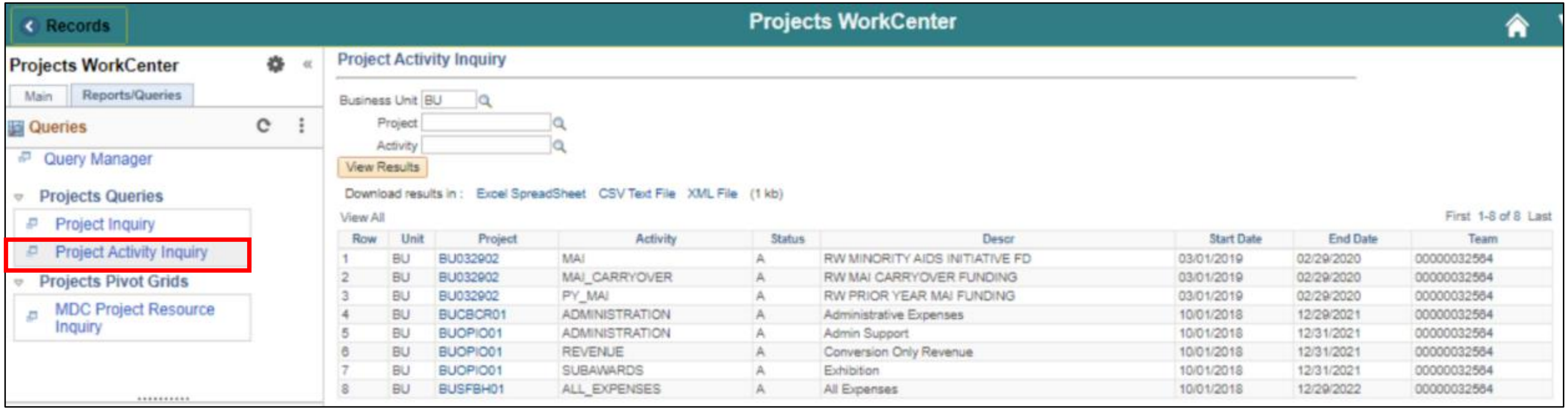
# Lecture 1: Project Costing Reports

- **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.



# Lecture 1: Project Costing Reports

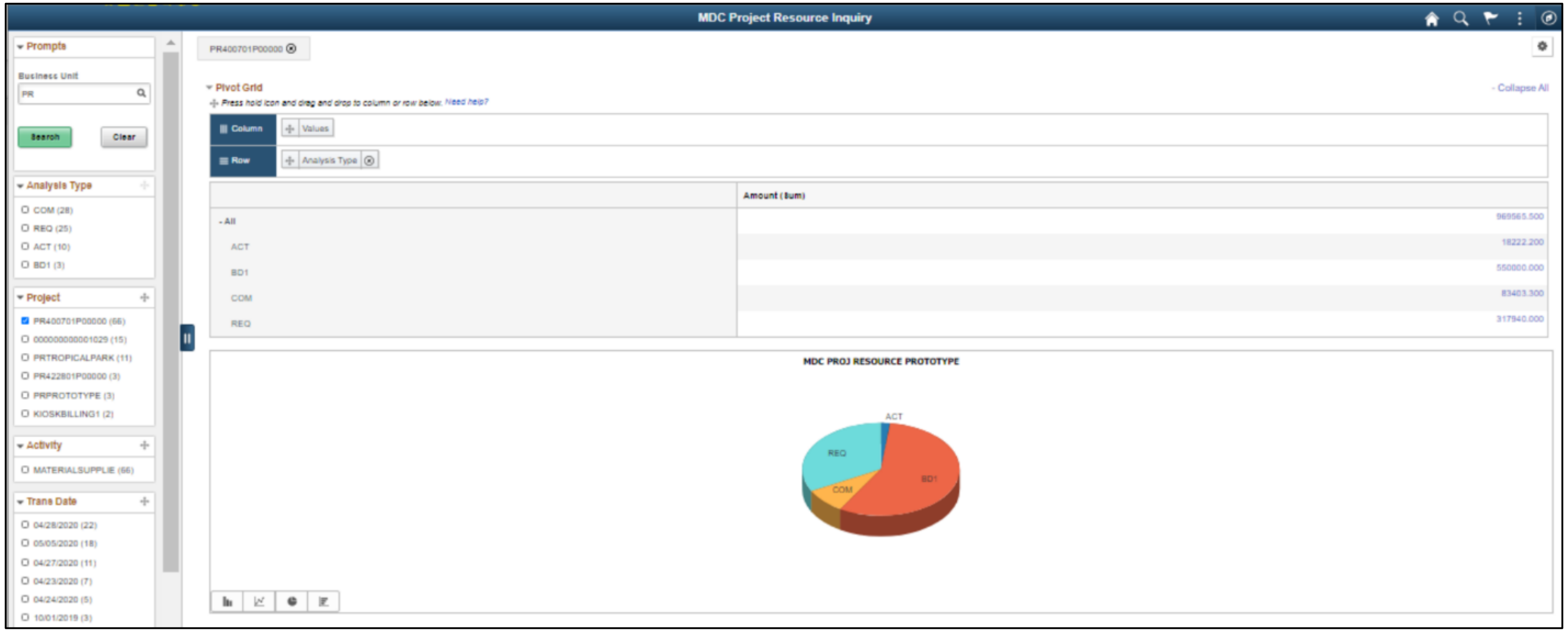
- **Projects Activity Inquiry**: The purpose of the report is to provide users the view of activities per project and the corresponding details. Unlike Projects Inquiry, Projects Activity Inquiry now shows the activity information for the project.




| 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 |

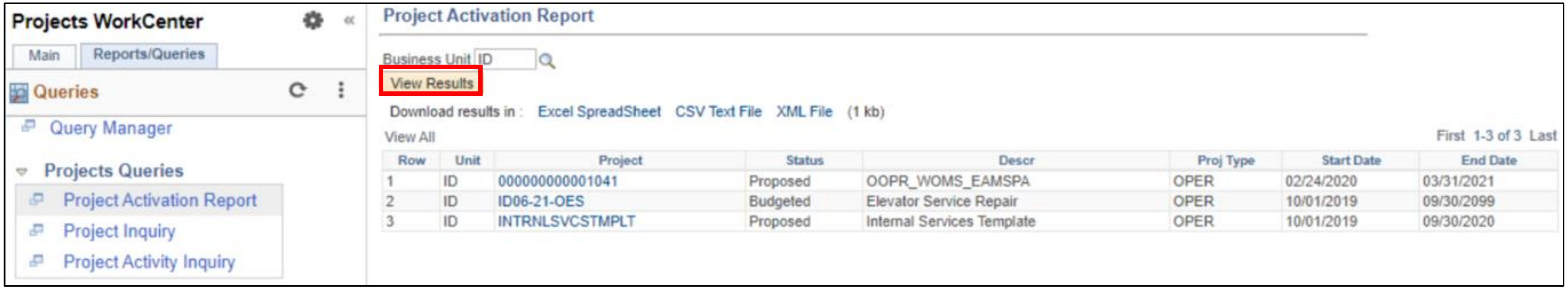
# Lecture 1: Project Costing Reports

- **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

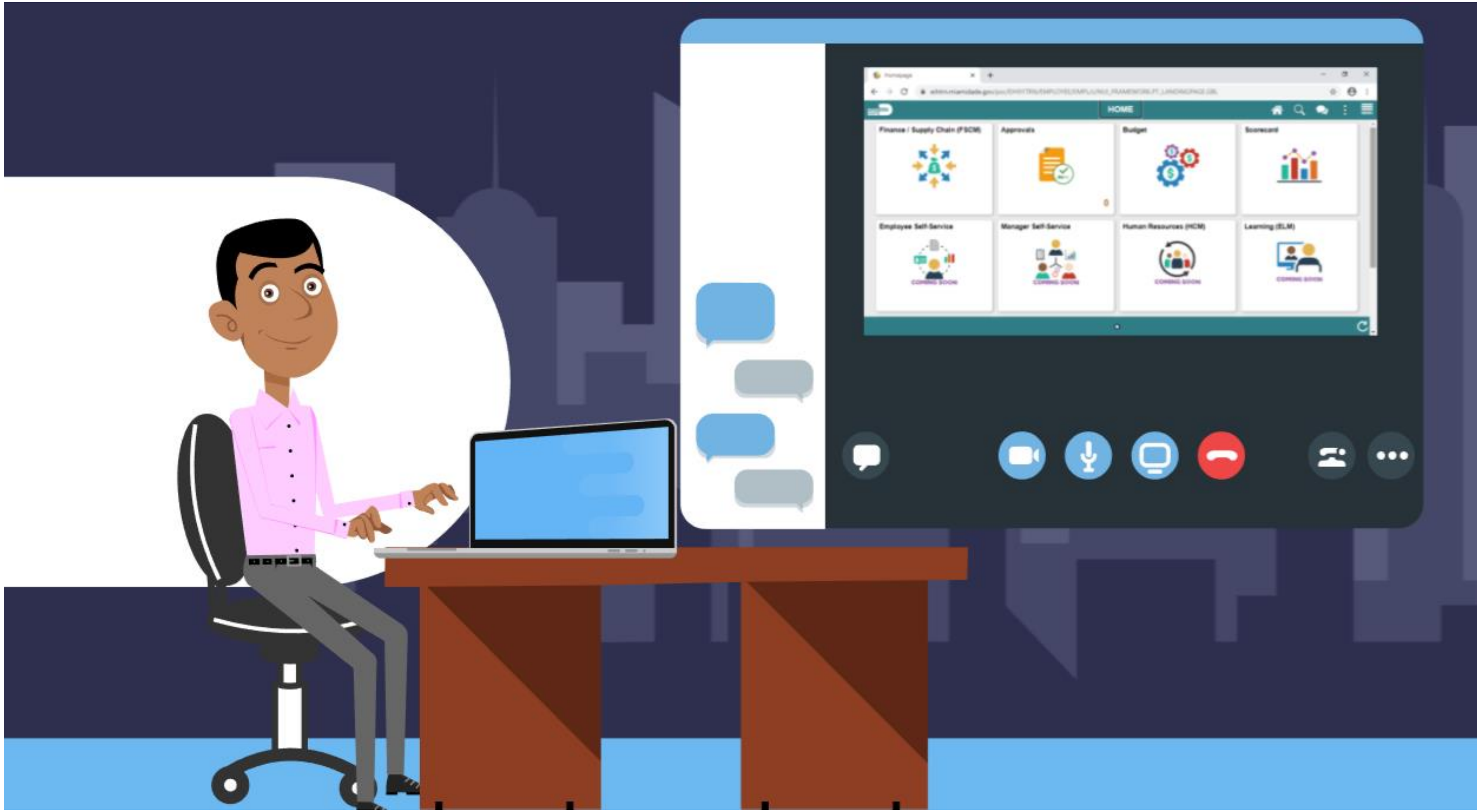


# Lecture 1: Project Costing Reports

- **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.



# 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:

- Miamidade.gov/informs


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 |