

Course ID: FIN 209B  
Course: Capital Projects

# Ground Rules



Be on time



Attendance



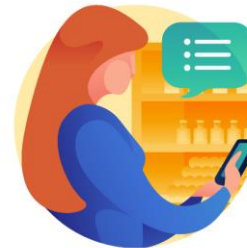
Turn off your cell phones when in class



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 Capital 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: Capital Projects</li><li>• Module 3: Course Summary</li></ul>
<b>Training Audiences</b>	<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"><li>• Department Project Processor</li><li>• Central Project Processor</li><li>• PC Viewer</li><li>• Project Costing Reporter</li></ul>

# Course Overview

<b>Prerequisites</b>	Participants are required to complete the following End-User Training courses prior to starting this course: <ul style="list-style-type: none"><li>• ERP 101 – Overview of ERP</li><li>• ERP 102 – INFORMS Navigation, Reporting and Online Help</li><li>• FIN 101 – Financials Fundamentals</li><li>• FIN 301 – Managing the General Ledger</li></ul>
<b>Delivery Method</b>	<ul style="list-style-type: none"><li>• This course is intended to be delivered through Instructor-led Training.</li></ul>
<b>Estimated Duration</b>	<ul style="list-style-type: none"><li>• The total duration of this course is 3 hours.</li></ul>

# Course Outline

## Content

Module 1: Course Introduction

Module 2: Capital Projects

- Lesson 1: Capital Projects
  - Lecture 1: Key Elements of Capital Projects
  - Lecture 2: How Capital Projects will reach INFORMS
  - Lecture 3: Project Statuses and Activation
  - Lecture 4: Funds Distribution for Capital Reimbursement
  - Lecture 5: Associating to Customer Contract for Grants
- Lesson 2: Capitalization
  - Lecture 1: Asset Definition
  - Lecture 2: Projects to Assets

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

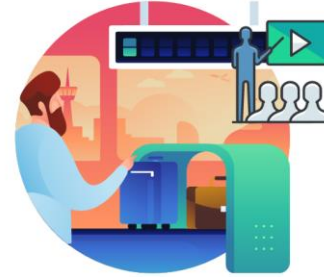
How the Business Process fits into INFORMS and other modules

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

- Understand Capital Projects
- Understand Capitalization



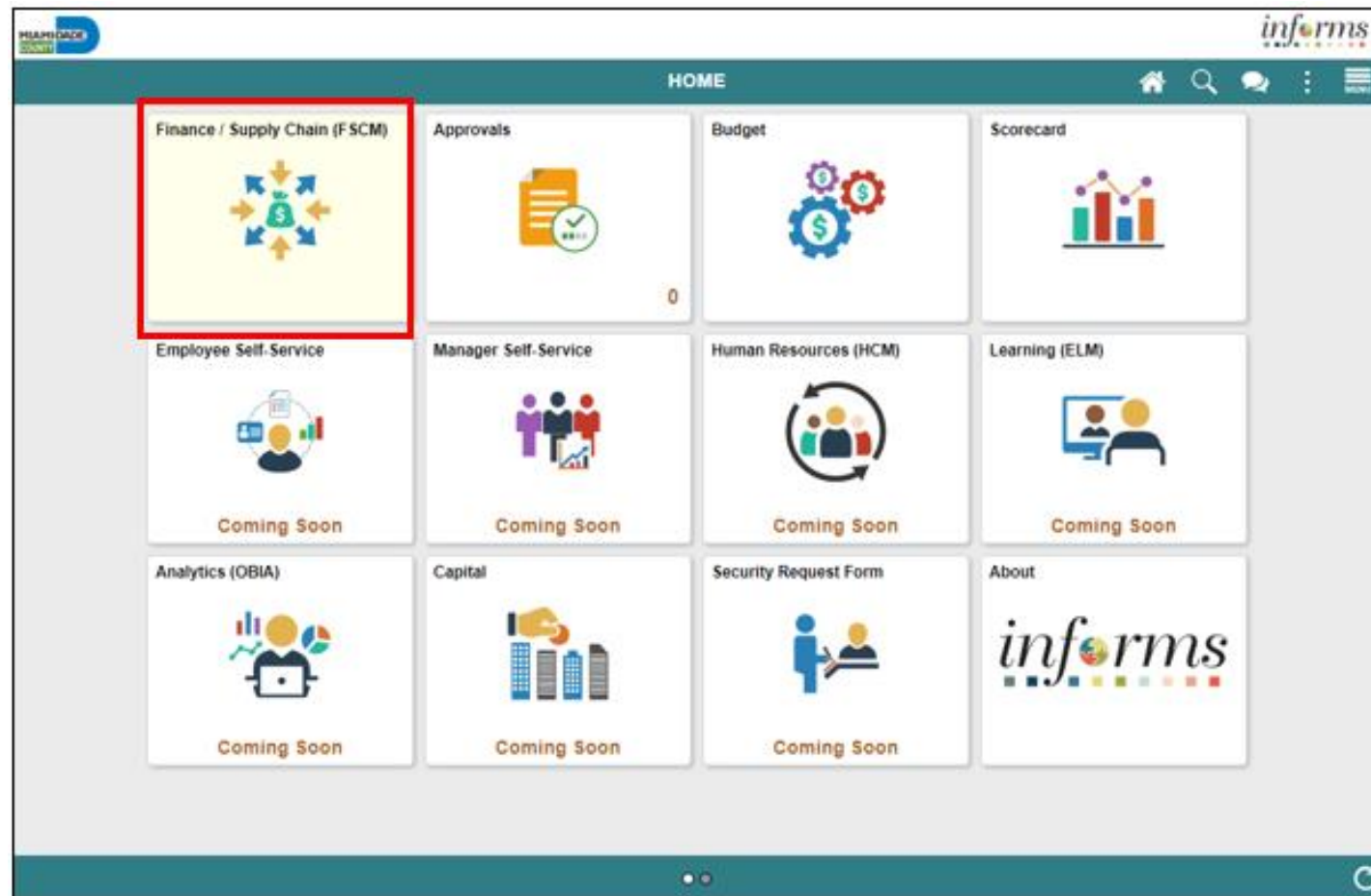
# Roles and Responsibilities

The roles and responsibilities associated with Capital Projects include:

Role	Responsibilities
<b>Central Appropriation Processor</b>	The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
<b>Department Appropriation Processor</b>	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
<b>PC Viewer</b>	The PC Viewer has the ability to view all Project information.
<b>Project Costing Reporter</b>	The Project Costing Reporter has the ability to access all Project Costing (PC) batch reports and PS Query Viewer.

# Navigation

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

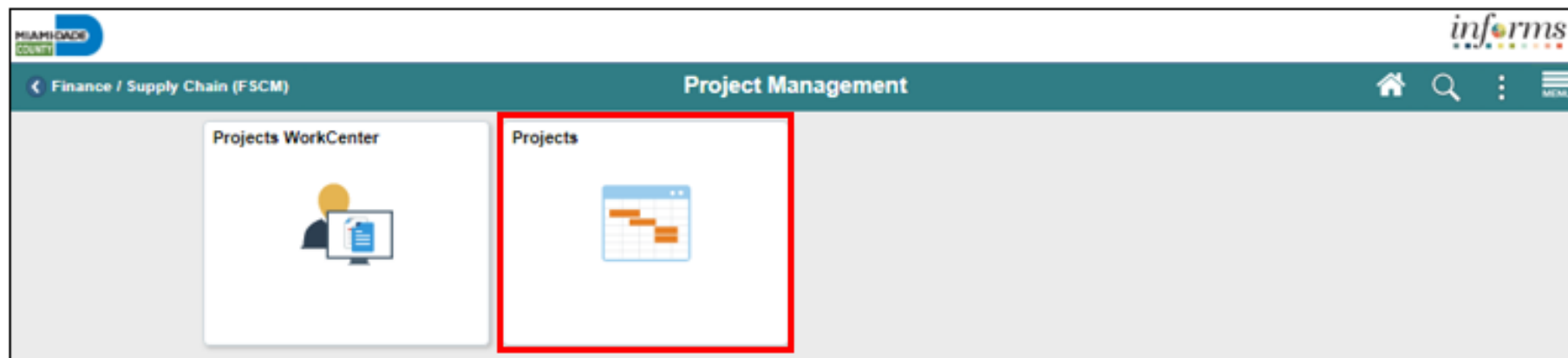


# Navigation

## 2. Select **Project Management**



## 3. Select the **Projects**



# Key Changes to Business Process

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

# 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.



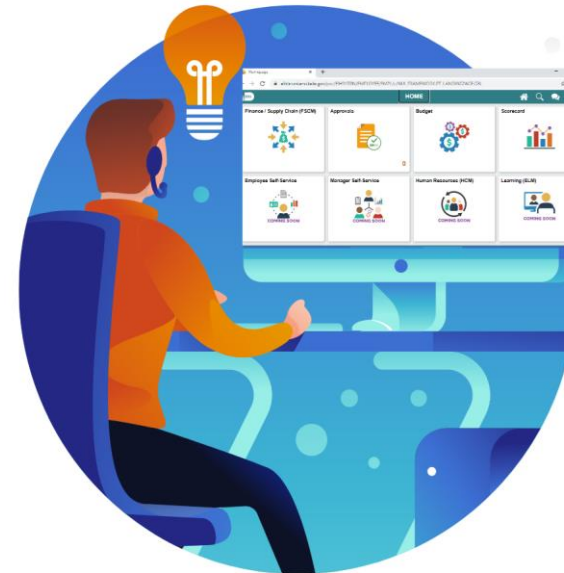
The **Central Project Costing (PC) Batch Processor** has the ability to run all scheduled PC batch processes and jobs.

# Introduction to 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

How the Business Process fits into INFORMS and other modules

Introduction to Demonstrations, Activities, and Exercises

# Module 2: Capital Projects

## Module Topics

Module Introduction

Lesson 1: Capital Projects

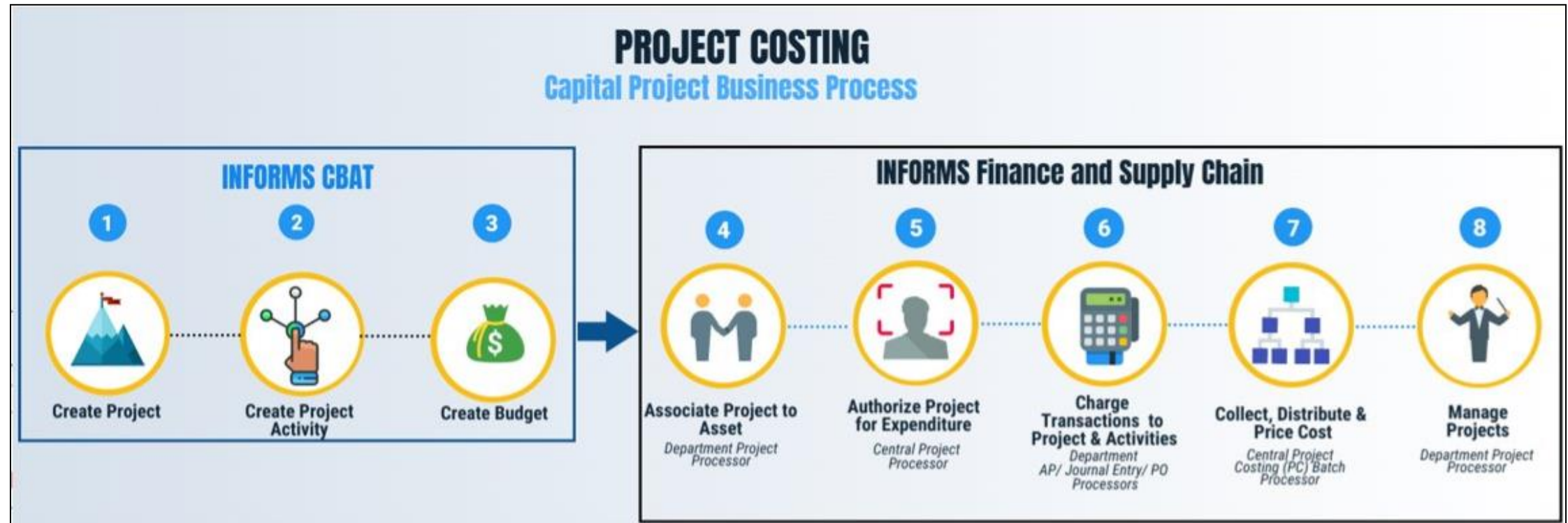
Lesson 2: Capitalization



# Lesson 1: Capital Projects

- 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: Business Process Overview



# Lesson 1: Business Process Overview



# Lesson 1: Key Terms

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

# 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
- Project Type
- Project Statuses
- Project Manager
- Retainage
- Funds Distribution
- Capital Rate Set
- Programs

# Lecture 2: How Capital Projects will reach INFORMS

- Creations and updates of Projects and Activities will be done in CBAT and interface to INFORMS
- Capital Projects will have activities that provide additional funding and tracking
- Activities will be a predefined list managed by OMB in CBAT.
- Data from CBAT will be loaded into Project Costing Delivered Interface tables once per fiscal year
  - Any updates interfaced outside the yearly load cycle 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's status will update to Budgeted

# Lecture 3: Project Statuses and Activation

- The process for Project Activation:
  - When loaded from CBAT/Angular
    - Project comes with status B for Budgeted
  - Central Finance review for correctness
  - Reporting Entity is set-up
  - Project is Activated
- Three project statuses are only available for Capital projects:
  - Substantially Completed
    - Completed by the Project Manager
  - Finance Review
    - Completed by the Department's Finance
  - In Service
    - Fixed Assets

# Lecture 3: Project Statuses and Activation

- Navigation: **Finance/Supply Chain (FSCM) > Project Management > Projects > Add/View My Project > Project Status link**

Project Life Cycle

Status

Status

Project CSP000000076137Description Purchase and install security

Project Status

1 of 2

View All

Effective Date06/29/2020

Sequence0

+

\*StatusS

Substantially Completed

Priority0

Interest Calculation Factor0.00

Comments

Return to General Information

Save

Return to Search

Notify

Refresh

Update/Display

Include History



# Lecture 4: Funds Distribution for Capital Reimbursement

- The cost and the retainage rows on funds distribution will be divided into CTY and RMG pairs
  - RMG rows will be billed to the customer
  - CTY rows will be the cost absorbed by the County
- A component of Retainage for Capital not present in Grants
  - Retainage Reduction
  - Retainage Adjustment
  - Retainage Release
- Labor Reimbursement
  - If there is labor to be reimbursed for the capital project, this will need its fund's distribution rule in conjunction with the retainage rule

# Lecture 5: Associating to Customer Contract for Grants Capital Projects

- Only Capital Reimbursements will need to go through Contracts for Customer Billing
- Only difference from the Grant Contract is to select the Capital Product and use CAPITAL-GRANT rate set to associate the capital projects on the contract terms

**Contract Terms**

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	Active	Rate Set	CAPITAL-GRANT	<input type="button" value="+"/> <input type="button" value="-"/>

**Associated Projects & Activities**

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

# Lesson 1: Activities and Exercises



# Lesson 2: Capitalization

## ASSET CREATION & MAINTENANCE

### Business Process



Department  
Asset  
Processor



Department  
Asset  
Maintainer



Department  
Asset  
Manager



Central Asset  
Processor  
(Physical)



Central  
Asset  
Processor

#### Record Asset Acquisition

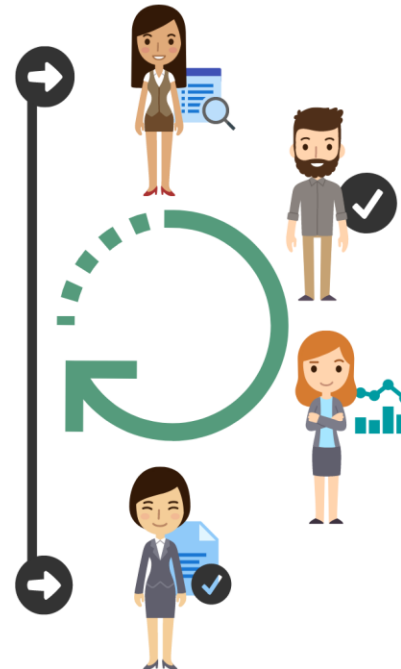
- Asset Creation - Can be created online, through a spreadsheet template or integrated from PO-Receipt/AP Voucher or Project Costing (Capital Projects)

#### Maintain Asset

- Adjustments/Transfers/ Re categorizations - Cost and Quantity adjustments can be done online or through the Mass Change functionality. As per A.O. 8-2, transfer of assets will be limited to within the AM BU (Intra Departmental) only. Re categorizing assets triggers a change to the accounting entries.
- Retire/Disposal - Retirement can be done either partial or full retirement based on disposal codes

#### Physical Inventory

- Asset Physical Inventory (PI) can be done through Auto scheduled or Manual PI events
- Asset Maintenance and Services Transactions can be recorded in the system by Custodian and Emplid
- Fluid applications can be used to conduct Asset Physical inventory through hand-held devices



#### Depreciate Asset

- Depreciation will be calculated based on Asset Profile attributes and useful life attached to an asset)



#### Accounting Entries

- Accounting entries are recorded by Transaction Types i.e. Add, Adjust, Transfer, Recategorize, Retire/Dispose and depreciation expenses and sent to GL via journal generator
- Asset accounting entries will be generated only for the CAFR Ledger

# Lesson 2: Key Terms

Term	Definition
<b>Asset Integration Rules</b>	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.
<b>Asset ID</b>	The Unique Identification used by the system to hold information for Assets.
<b>Asset Profile</b>	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.
<b>Capital Project</b>	A Project that manages the transaction of costs associated with assets from inception to cost value adjustment to retirement.
<b>Capitalization</b>	The inclusion of cost into the asset value from inception through its life.

# 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
- Assets can be created from project transactions by using manual capitalization

The screenshot displays the 'Project Life Cycle' software interface. On the left is a navigation menu with options: 'Define My Projects', 'Capitalize My Projects' (expanded), 'Define Express Capitalization', 'Define My Project Assets' (highlighted), 'Manual Capitalization Review', 'Review Assets', 'Relate My Assets by Project', and 'Projects WorkCenter'. The main area is titled 'Define Assets' and contains the following fields:

- Asset Business Unit:** SP
- Asset Identification:** 000000000005
- Description:** Seaport
- Asset Detail:**
  - \*Profile:** 162BDIMP10
  - Quantity:** 1.0000
  - Transaction Date:** 06/29/2020
  - Accounting Date:** 06/29/2020
  - In Service Date:** 06/29/2020
  - ☐ Parent Asset
  - Parent:** [Searchable]
  - Group:** [Searchable]
  - Tag Number:** [Text Field]
  - Serial ID:** [Text Field]
  - ☐ Enable Book Processing
- Description:** Equipment
- Short Description:** EQUIP
- Department:** SPCP000000
- Cost Type:** [Searchable]
- Category:** [Searchable]
- Location:** [Searchable]
- Model:** [Text Field]
- Manufacturer:** [Searchable]
- Load Type:** Financial & Physical Add

A red box at the bottom of the form highlights the 'Relate by Asset' button.

# Lecture 2: Projects to Asset

The process can accomplish these 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 the process that is automatically run-in schedule

# Lesson 2: Activities and Exercises





# Module 2: Capital Projects Summary

## Module Topics

Module Introduction

Lesson 1: Capital Projects

Lesson 2: Capitalization

# Course Content Summary

Users should be able to:

- Understand Capital Projects
- Understand Capitalization

# 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)**

- Project Status Update for Capital Projects

For additional information, be sure to visit:

- [Miamidade.gov/informs](https://miamidade.gov/informs)



Congratulations on successfully completing the *Capital Projects* course!

**FIN 209B – Capital Projects**