SUNGARD PUBLIC SECTOR
PROJECT ALLOCATION

NOTICE

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Document Change Log

Version	Date	Change Description
7.9	April 2008	7.9 Version

Contents

1 Overview

1.1 The Project Allocation Module

The Project Allocation (PA) module is the driving module for the account setup in general ledger/job ledger. The account structure must be set up through project allocation rather than the organization key definition screen in the general ledger/job ledger area.

The following key points outline the functions, purpose, and requirements of project allocation:

▪ Project expense allocation rules can be established at the time of project setup and will drive posting to the job ledger from all other subsystems. For example, data entry from AP, AR, CR, PO, PY, and SI require only the project number reference to complete all account postings and secondary allocation transactions.

▪ Allocation rules can be established to calculate based on a budget amount or a fixed percentage and can be prioritized by funding source (FS), phase, or other user-defined criteria. Project allocation recognizes funding limits by funding source and will discontinue allocation to funding sources when the limit reaches the maximum dollar amounts available.

▪ The module calculates and distributes interdepartmental charge-backs and allows for establishment of cost pools. Cost pools can be allocated by fixed percentage or by system-calculated ratios from user-defined cost drivers.

▪ Step down calculations and variance accounting can be established in the job ledger and supported by project allocation.

▪ Project allocation will create all required accounts in the general ledger/job ledger. When projects are set up in the module, this functionality is automated and completely interactive with the general ledger/job ledger.

▪ Project allocation provides for text entry to describe the project, administrative notes on project progress, and other user-defined information. All text is available for reporting via the CDD report writer.

▪ Benefit percentages can be established for projects that are self-contained but benefit multiple activities allowing project costs to be aggregated independently and distributed for reporting purposes. Project allocation supports multi-year budgeting. Project budgets can be rolled into the general ledger/job ledger through an automated routine allowing for unlimited budget adjustment prior to finalization and update of the general ledger/ job ledger.

▪ The project allocation (PA) subsystem is designed to track and catalog numerous projects of various size and complexity, and allocate charges against multiple funding sources using user-defined protocols. The user can customize the system in several ways including allocating charges at different times and levels. For example, the system can allocate at creation of purchase order using the PO subsystem, or at check generation, using the AP subsystem.

1.2 IFAS: Project Allocation

The Project Allocation Module is a separate, yet integrated function to the Job/Project Accounting Ledger. Project expense allocation rules can be established at the time of project setup and will drive posting to the job/project accounting ledger from all subsystems. Data entry from Accounts Payable, Accounts Receivable, Cash Receipts, Purchase Order, Payroll and other core modules requires only the project number reference to complete all account postings and secondary allocation transactions.

1.2.1 Major Features

- Establish allocation rules to calculate based on a budget ratio or a fixed percentage and can be prioritized by funding source, phase or other user-defined criteria.
- Recognize funding limits by funding source and discontinue allocation to funding sources when the limit reaches the maximum.
- Calculate and distribute interdepartmental chargebacks and allow for establishment of cost pools. Cost pools can be allocated by fixed percentage or by system calculated ratios from user-defined cost drivers.
- Establish step down calculations and variance accounting can be established in the Job Ledger and supported by Project Allocation.
- Create all required accounts in the Job/Project Accounting Ledger when projects are set up in Project Allocation; this functionality is automated and completely interactive with the Job/Project Accounting Ledger.
- Input project description, administrative text and other information pertinent to the project with the use of freeform text. All text is available for reporting via the CDD report writer.
- Establish distribution percentages for projects that are self-contained but benefit multiple activities, allowing project costs to be aggregated independently but distributed for reporting purposes.
- Support multi-year budgeting.
- Roll project budgets into the Job/Project Accounting Ledger through an automated routine allowing for unlimited budget adjustment prior to finalization and update of the Job/Project Accounting Ledger.

1.3 Getting Started

Under Construction

1.4 Flow Diagram

Under Construction

1.5 Four Allocation Methods

1.5.1 Method #1: Allocating Actual Expenses

The first allocation method of Project Allocation is used to take a specific expense transaction and allocate it to a multiple specific-funding source. The subsystem enables you to create a JL organization key and enter all the attached parts, select codes, and miscellaneous codes from the project allocation screens. In fact, you must not use the general ledger/job ledger screens to enter organization key information or you will receive an error message. The project number and subproject form the primary key. The PMMSTR and PMFS screens will establish the initial detail for the catalog of project history stored within project allocation. The transactions reside in the encumbrance database from the purchase request or purchase order entries. When the transaction is extracted into AP, it will reside in the open hold database. Once distributed, the transaction will reside in the general ledger and job ledger. The item is available through the standard reports for the encumbrance, accounts payable open hold, general ledger, and the job ledger. This particular approach allows each transaction to be allocated at the time of entry, based on the funding sources, priorities, percentage, and revenue budget amounts entered into the PMFS screen.

The catalog of history (maintained in TRIAD Project Allocation) contains details on the start/end date, budget director, and project director. The information for the transaction percent allocation resides in the PMFS screen. The PMFS screen displays the secondary key, which is formed by attaching the primary key (project number plus the subproject number) to the funding source.

The items reapportioned by the Project Allocation calculation must be sorted at either the object code or object code group level. These codes, when entered into the first column of the PMFS screen, will trigger the calculation that occurs on the transaction. The split is allocated based on the different funding sources. The decision to choose the calculation to occur at the object code level means one transaction might have multiple transaction postings to allow for the posting splits to the individual secondary keys (project, sub-project and funding source). The decision to choose the calculation to occur at the Object Group level will allow for fewer transaction reallocating.

As stated previously, each "secondary key" is comprised of the project number, subproject number, and the funding source. The secondary key is created from the joining of the project, sub-project, and funding source definitions. During association of a funding source with the primary key, a new JL key will be created. You must be sure your combination of project, sub-project, and funding source do not exceed 10 characters. The JL key created from the PMFS funding source screen will utilize a naming convention algorithm as follows.

1. PA will first try to concatenate the primary key number and funding source to derive the JL key unless this concatenation will yield a number with a length greater than 10.
2. If the project fund source concatenation yields a number with a length greater than 10, PA will concatenate the rent project number with a sequence character beginning with "A" for each funding source.
3. If the project sequence concatenation yields a number with a length greater than 10, PA will prompt the user as to what the JL key should be and allow the user to input this number.

If object codes are to be placed into one object group that is a consistent item, the object group name can be defaulted into the first column to the left on the PMFS screen. Any object code that is attached to the designated object group shown in the PMFS screen is put through the calculation split shown within the priority, percent, and up to the budget dollar amount shown on the PMFS screen.

The Project Allocation screen is maintained as the project progresses. If the priority-one funds are depleted, then the dollars are split to priority-two, etc. The very next transaction related to that project is put through the calculation of the split based on the priority, percent, and/or budget dollar amount. The calculation will always look at the priority-one first to verify funds are available. The transaction, as it is split, is added to the actual total expenses in that group and verified against the expense budget for the group in the GL/JL. If the new dollar amount does not exceed the expense budgeted amount, the transaction will proceed. If the new dollar amount makes the total expense dollar amount exceed the budget amount for all funding sources, PA will post excess to the primary key. The normal warn or block can be implemented through the GL/JL process against the primary or secondary postings. The next check verifies the total funds available in the PMFS screen for the funding source. The lack of funds available in priority-one forces the funds to be placed against the priority-two funding source dollar amount budget. The update requires current budget information for each funding source, project director, and the start and end date. The reports pulled from Project Allocation are generated from an Ad Hoc report or a CDD report.

See: Adding Projects and Adding Funding Sources.

1.5.2 Method #2: Reporting Prorated Expenses into Budget by Funding Source

This second allocation method allows all transactions to flow into the IFAS core financial subsystems, purchasing and accounts payable, to a single primary key (comprised of project and sub-project number). If the user is not using a reallocation of expenses but wants a recognized revenue budget version, there will not be an addition of the funding source detail to the primary key to create a secondary key. If the funding source part on the primary key has a value other than "not applicable," the PM module will allow you to enter the funding source associated with the project but will not create a new secondary key.

A utility is run which adds up total expenses per project and creates a recognized revenue budget version called Project Funding (PF). The split on the total expenses is based on entry into the PMFS screen for the Revenue object codes. The utility then splits the total expenses based on the priority, percents, and budget amounts. The percents per priority must add up to 100%. The priority-one funding is spent prior to priority-two, etc. However, if additional budget funds are entered for priority-one, the utility will always look through each priority starting with priority-one first.

The total recognized revenue for the month always matches, dollar for dollar, the actual expenses for the month by project. This is a helpful tool for the implementation of the reimbursed expense billing on Grants. An Ad Hoc report called RXRLN is provided to verify that this utility is working.

See: Adding Projects and Adding Funding Sources.

1.5.3 Method #3: Departmental Charge backs

The Project Allocation subsystem evaluates payroll distributions for occurrences of employees working on tasks for projects designated by departments, which are different from the employee's home department. When this occurs, Project Allocation will create the necessary interdepartmental transfer and charge back transactions, as outlined below.

Project Allocation compares the organization part of the G/L account (employee home department) with the organization part of the J/L project account to determine if such transactions are necessary. A J/L report run by project and sorted by G/L account enables management to report on labor source for project tasks. The user is able to use charge back percentages by organization key which are stored in the GL account keys in Miscellaneous Code, field #1:

General Ledger:	
Dept. A	Dept. B
Salary	DR
Cash	CR
Transfer In: CR	Transfer Out: DR
(Salary + overhead charged to Dept. B)	(Salary + overhead charged by Dept. A)
Job Ledger:	
Dept. A Allocated Direct Costs Clearing	Project Owned by Dept. B
Transfer In: CR	Task Expense: DR
(Salary + Overhead charged to Dept. B)	(Salary + Overhead charged by Dept. A)

1.5.4 Method #4: Miscellaneous Allocations

Pooled cost for projects (for example, seal coating that benefit a subset of projects) can be allocated using the Miscellaneous Allocation screen. From here, you can input the cost pool project number or account number to be allocated and list the projects or account numbers receiving the cost allocation in column format.

The cost will be allocated either by the cost driver input for each project or account number (cost driver column) or by the default cost driver input in the default driver field. The default cost driver field will reference Misc. fields set up for each project at the time of account set up and will echo these cost drivers on the Project Allocation screen. Posting is identified in the Posting Strategy fields. Pooled cost project allocations

are calculated using a specialized GL utility. This utility will look to the allocation screen (PMMAALC) and create a JE batch to be distributed.

Posting options for district project allocations are as follows:

- Distribute costs from a specified account number to individually specified account numbers.
- Distribute costs from specified account number to multiple projects tied to a default task code or object code.
- Distribute total costs of a project to other individually specified account numbers.
- Distribute total costs of a project to multiple projects and use the task/object codes from cost pool project to determine the task/object codes for the new distributed projects.

2 Setup

2.1 Basics

2.1.1 Terms and Definitions

Miscellaneous Terms

Mask: This is the phrase used to describe a series of entries which moves you interactively through more than one entry question.

Interfund: Transactions which move information, dates, and transactions between funds.

Intrafund: Transactions which move information, dates, and transactions within a fund.

Printing and Distribution: Moves the transaction file from a temporary file to a permanent file (to change this entry you must use a credit item, void check, etc).

General Ledger Terms

GLDB: General ledger database; the file structures, which hold the budgets and transactions that make up the client's accounting information.

GL Side: One of two parts of the GLDB which contain one or more structural definitions of ledgers.

JL Side: One of two parts of the GLDB, which contains one or more structural definitions of ledgers. The JL side is an optional definition. (If used you would record transactions for projects in these ledgers).

Ledger: A formal definition of an accounting structure, which is supported in either the GL side or the JL side.

Organizational Parts (org parts): A separate part of a ledger account identification, which specifies some aspect of the organization, such as "fund", division, etc. (use mask GLUPKY).

Organizational key (org key): Numbers or characters, which stand for some used combination of values for the organization (use mask GLUPKY).

Primary key: A key created from the project allocation subsystem. The parts for project and sub-project are entered into the key description screen automatically.

Secondary key: The project allocation subsystem attached the primary key (project and sub-project to the funding source and creates a secondary key). The determination of whether you will use the secondary screen will be determined during the project allocation training overview.

Object Group: A code which groups like object codes into some client- defined collection, such as all asset object codes or all salary and wages object codes. Object groups may be set up for reporting and/or budget controls (use the mask GLUPOB).

Object Code: A code which represents an entry in a chart of accounts. Objects are typically used to classify line items in an accounting system, but they are also used to classify assets, liabilities, fund balances, and transfers in addition to revenues and expenditures. A unique object is created for each type of the following:

- bank account (assets)
- payroll retirement plan (liabilities)
- revenue generated
- expense incurred
- transfer in
- transfer out

Objects are generally the lowest level of classification; however, some organizations use the term object to mean the lower level (use mask GLUPOB).

Control key: An organization key which has been defined at a higher level within the chart of accounts and typically identifies the accumulated sum of budgets for several lower level organization keys. Transactions are not posted to the control key.

Fully Qualified Account: Input and output formats which require the entry of all client's defined parts of the account structure (organization parts plus the object code). Refer to this as an example:

101200-6100 {10 = Fund, 1200= Accounting Dept.} this entire entry = the organization.key

[- dash is a separator] 6100 = object code

See general ledger section 1-17 and 1-24 for more detail.

Quick key: From the GLUPQU mask, enter a short number series which would allow entry of data from a decentralized point into the system in place of the full organization key and Obj key (for example "305" for 1012005001). Part of original setup for general ledger.

User Security: From the NUUPUS mask establish user security priority to screen users' read, write, and access to information per subsystem.

System, Function, Criteria: These are the steps performed when you enter a mask. You will tell which subsystem the function you want access to and the criteria for the data source.

Rollover: Special purpose programs usually written to move data from one application system to another.

2.1.2 Concepts

Project Setup / JL Account Creation

The following are several key points of the IFAS, organization key/object code structure as it relates to project definition in the job ledger:

- The job ledger structure is identical to the general ledger structure consisting of two separate identifying parts. They are referred to as the organization key, and the object code.
- While on the general ledger side of each unique organization key and object code combination is used to identify a particular GL account.
- On the job ledger side each unique combination is used to identify a particular project, and as much detail about the project as the user wants to define.
- The organization.key is created by identifying up to eight parts generally arranged in a hierarchy- type structure. The Project Allocation system requires at least three specific parts consisting of project, sub-project, and funding source. Additional parts can be used (up to 8 total), to further define the types of projects depending on user needs. Examples of other possible organization.key part labels are: location, activity, and manager.
- After defining all of the organization.key parts, the next step is defining all the possible object codes. Again this is entirely dependent on the user and can be structured to record any level of detail required by the user.
- You must use the following organization.key parts:
  - PROJ = Project
  - SUBP = Subproject
  - FSRC = Funding Source

  Note: *Do not fill in coded values for the parts PROJ, SUBP, or FSRC because Project Allocation will fill those in automatically. You must use the object code group of Phase. There may be additional choices for user defined for the organization key parts and the object code groups. Try to make the choices as soon as possible and certainly prior to the actual entry into Project Allocation.*

Defining Codes

The decision to use the job ledger will involve a decision as to what level object code or object group detail the user requires for their organization. Some organizations will need to bring detail to the level of a specific building, vehicle, road, and the type of activity at that site.

When the user is discussing the JL organization.key, object code structure, and background parts, they need to reflect on the current reports and budgets to be sure they have considered all required sorting categories in order to duplicate the columns and rows on the reports.

You will need to determine the acceptable coded values for the background parts and anyone entering into the system will need to have a pick list of the acceptable codes.

Chart of Accounts Setup

Decisions on the creation of the Chart of Accounts may require input from the finance department, maintenance department, IS department, project director, and any other department using the job ledger. Sometimes the level of detail desired for entry will be different for each group. Therefore, each department needs to be involved in the decision on the setup of the Chart of Accounts. The configuration will be used in the test database to determine the validity of code choices prior to going live. You will be able to make changes as you make entries into the system and determine additional needs.

There are some organizations, which restrict entry of the account structure and budget information to the Project Allocation subsystem. The user security can be set up to restrict entry by screen or field.

2.2 Intermediate

Under Construction

2.3 Advanced

Under Construction

2.4 Best Practices

Under Construction

3 Processes

3.1 Tutorial #1

3.1.1 PA Setup

Project Management Common Codes

Note: For all the following common codes, if the short description is equal to **OFF** then it is the same as if the common code did not exist. If a user has the need to manipulate the POSTFILE before posting to the GL then the process/program can be included in the JCL defined by a specific mask.

JCL Before GL Posting

The following common code allows the user to set up JCL to be executed just before any GL Posting. The GL posting sanity check program (GL240) activates GL241. If the STGL GL241C common code exists then it will execute the JCL attached to the mask(s) defined in the common code.

Category: STGL   **Code: GL241**

Numeric Values: None

Codes: MASK used to lookup JCL for programs to run prior to GL Posting.

Note: Since there are five codes you can specify up to five different masks to be executed prior to a GL Posting. This is not limited to Project Management.

Descriptions: Anything you want

NUUPJB - Screen change to reflect the following

Note: For Project Management the JCL needs to contain the following statements:

!RUN GL242
!RUN GL243

(GL242 is the Project Management Expense Allocation General Ledger program and GL243 id the Inter-Departmental Charge Back)

Project Management Expense Allocation Options 1, and 2:

Category: GLFG   **Code: PMEXPENS**

Medium Description: Description to print next to the **summary** information of the GL Posting report.

Numeric Value 1:   Enter the number of the Object Group to be used to allocate expenses… i.e. at what level is the budget entered. If the Budgeted Object Group is number one (1) then place a 1.00000 here. If no Object Group is specified then the budget is assumed to be at the Object Code level.

Numeric Value 2 - 5: Not Used
Codes: Not Used
Descriptions: Anything you want

Screen Shot # 3:

Inter-Departmental Charge Backs:

Category: GLFG   **Code: CHARGEBK**

Short Description: MISC code of new transactions.

Medium Description: Transaction description and the description to print next to the **summary** information of the GL Posting report.

Numeric Value 1: Enter the number of the organization key rt. that is the Department on the GL side. If the Department on the GL side is rt. number three then place a 3.00000 here.
Numeric Value 2: The organization key rt. that is the Department on the JL side.
Numeric Value 3 - 5: Not Used
Code 1:   Subsystem ID of new transactions.
Code 2:   JE ID.

Code 3: Batch ID
Code 4: Transfer-In Object Code
Code 5: Transfer-Out Object Code
Description 1: A list of subsystems, separated by commas, that should be run through this process.
Description 2: A list of Object Types, separated by commas, that should be run through this process.
Descriptions 3-5: Anything you want

Inter-Departmental Charge Backs - Selection Criteria:

This common code can be used to specify additional selection criteria for transactions to be processed through the charge back routine.

Category: GLFG   **Code:** CHARGESC

Numeric Values: Not Used
Codes: Up to five different selection criteria Question IDs that will start with GS… i.e. GS01 is the GL side organization key. To find out what question you need to use run a GL Transaction File Listing (GLREFLTR) on the **GL side**. When you get to the selection criteria menu pick the items you wish to select on for this process. At the point you are prompted to enter values for selection criteria enter two question marks (??). The Question ID it shows you will be what you will place in the code.
Descriptions: Enter the selection criteria that corresponds to the question entered in the code.
Example: If you only want GL organization. keys that start with a one (1) or a three (3) except 1982 and 3982 and JL Object codes that start with a five (5) and a transaction MISC code of CGBK to be processed through the Charge Back routine then you would enter the following in the first three codes and descriptions:
(Remember to use GLREFLTR on the **GL side** to lookup the Question IDs for the code values.)
Numeric Values Codes Descriptions
GS011@, 3@, EX1982, 3982
GS825@
GSC6CGBK

Create Department key

(similar to FDID at fund level) to define key level for Interdepartmental Charge backs.

Category: DPID   **Code: Department Number**
Codes: 1 Department key

Budgeting / Transaction Entry

Project budget checking within IFAS will occur at the key or Object code level as determined in the initial setup. You will be able to set in Global warn or block in the Common Code GLFG LEVELS. You may also, set in controls at the entry of the budget through the direct update screen.

Transactions that are directly posted to the Project organization.key– Object Code set for transactions posting will be verified to the budgets entered through the direct budget update screen GLBUUP. You will enter budgets by fiscal year and budget version. Be sure you have the correct version when making the entries into BROWSE SECTION AT THE BOTTOM OF THE SCREEN. The change column will alter the version entered into the fifth column. If you want the TL = Total budget to change with an entry into the Adjustment AD you would enter the TL into column three and the AD into column five. Remember that a warn set into the GLFG LEVELS IN THE COMMON CODES will give a message to the operator and allow the transaction to continue but a block will not allow the transaction to proceed. Transaction activity is entered through standard PO, AP subsystem input screens. Data entry will be input using the Project organization.key and Object Code, which is mapped to a General Ledger organization.key and Object Code. Project Allocation will create a recognized revenue budget version called PF for Project Funding Source. This version will print into the multiple entry CDD report for the Project Managers. The verification of the correct figures will be to make sure the actuals and the PF budget version match in the total amount.

The common code of GLFG LEVELS setup to show the Warning and Blocking entries for the system, and indicate the Object Code or Groups which will have accumulators.

This code is set up with the NUUPCD and you choose GLFG LEVELS.

Create one screen for the General Ledger and one for the Job Ledger. The user may have the need to do accumulators and budget (warn and block) at different levels for each ledger.

The above information shows the detail on setup for Budget Accumulators in a system. The accumulators will be associated with the General Ledger and Job Ledger. The user needs to add one entry for each ledger. Therefore the levels for the Budget controls will relate to that screen information. Note the Ledger code on each screen you enter in the system. You will be entering information for Project Allocation into the Job Ledger. In the original setup the user received a system with the GLFG LEVELS @@. Enter "OFF" in the short description on the GLFG LEVELS @@ to shut that item off. Then set up the GLFG LEVELS per ledger in your office. In the above sample we have used the GL and JL.

The Funding Source Budgets screen enables users to use Revenue Object Codes within priority to sum transactions. Allocation of a Project expense amount will be calculated using totals for the Project with the summarization of the utility run from the Mask GLBUCSSD01. The expenses total will then be applied to the available funds in a particular priority and entered into a recognized revenue amount in the PF Project Funding version. The calculations would change if additional funds were placed into priority-one at the time of a new summary by the utility program. (E.g., the entire budget amount in priority-one was used up, and the transaction was being placed against the priority-two amounts. Additional funds were entered into the PAFS screen for a priority-one Funding Source. The system starts the calculation with priority-one and would sum that money before priority-two. All budgets within a given priority will be exhausted prior to using budget amounts in the next priority. Project Allocation will not allow any Budget Item/FS for a Project to be duplicated within the same priority. The system assumes the operator will enter all priority-one percentages before going to priority-two when entering information into the PAFS screen. The system will check to see if the percentages entered exceed 100% and give an error message. However, the system will not check if the operator enters less than 100% for a priority. Nor will the system validate to the entry on the first screen for the Limits to which shows the overall funding for the project.

When the allocation routine determines that there is no budget left within the current priority, it takes the remaining balance and distributes it into the next priority. This type of allocation will continue until either all activity has been allocated, or the entire budget for that Project JL key has been expended.

Please note that all budget changes for revenues need to be entered into the system by the project allocation screens. The direct budget update screens – GLBUUP, will enter the entries for the expense budgets.

Negative entries (i.e., credits to expense lines) will be distributed using reverse priority logic. Credits will be allocated first to the lowest priority (highest number 3 as an example), and continue to allocate back to the highest priority (lowest number 1 as an example).
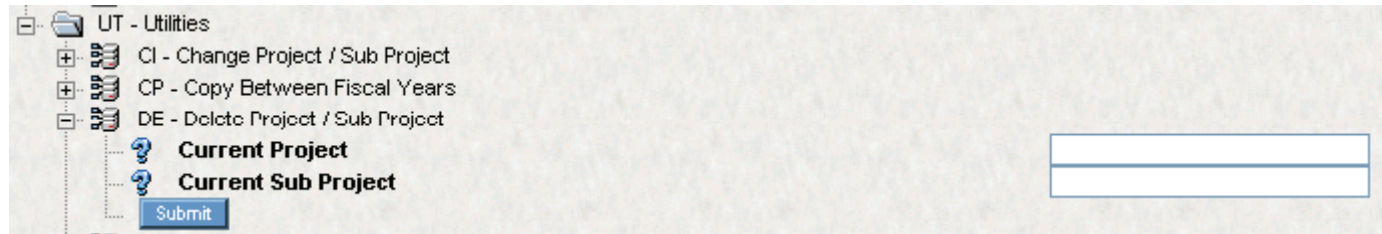
3.2 Tutorial #2

3.2.1 How to Delete a Project

Delete Utility (PAUTDE)

This process allows you to delete a project and the corresponding JL organization.key and parts. The user needs to verify there are not any outstanding transactions to this project prior to attempting this process. If you have created an incorrect JL organization.key by mistake be sure to create the new project master information and new JL organization.key first and then transfer the data to the new key. After you have used a JE to transfer the transactions you will be able to use this step to delete the original project and JL organization.key.

You will need to have the correct project number and sub-project number to enter into the questions for this utility to work. In the sample screen shot the sub-project is blank.

After entering the Project (and Sub Project) click Submit. You will be prompted to verify that the information is correct before the project will be deleted.

The system will indicate that the Project Records have been deleted. The system is still in delete mode and the user could enter another project and sub-project number if desired.

4 Process Reference

4.1 Entry

4.1.1 Transactions Coded in IFAS

To obtain the desired results from IFAS, the account structure provides four separate categories to classify, code, and record each transaction.

Sample Account Structure: Who, How, Where, and Why

The codes can be understood and remembered easily if you keep in mind this simple example:

```
Who spent what, why, and where did they spend it.
```

The first two codes can be thought of as *base* codes organization.key, since they are basic to financial reporting, recording, and reporting for organizational and budgetary control.

The first base code organization.key has been labeled **Who** - since it identifies funding sources and organizations sections that collect revenues, encumber, or expend funds.

The second base code defines **What** is being collected or spent. This is the account or object code used to record balance sheet, revenue, and expenditure items.

The other two codes can be thought of as *extended* codes, since they offer additional capabilities, beyond the base codes, to track revenues and expenditures across organizational lines, tying to the job ledger.

These two extended codes identify **Why** and **Where** revenues were collected or expenditures were made.

The first extended code specifies **Why** funds (for activities, projects, or work orders) were collected or spent JL organization.key.

This IFAS code allows broader usage and definition of activities across the entity. Also, you are now able to capture financial information for projects, and funding sources.

The second extended code identifies **Where** funds were collected or expended. They can be thought of as locations, or geographical categories, such as commissioner and constable precincts, cities, subdivisions, road log numbers, buildings, parks, rooms, and other facilities information.

JL Key	**JL Object**
Primary Governmental Activity	County
Major Activity	CC / Constables Precincts
Funding Source	Facility
Responsible Organization	City / Area
Master Project	Road and Bridge
Primary Task	Budget Category
Major Task	Budget Item
Work Order Activity	Building 100- Room 50
Sub-Activity	
Project Type	
Project Sub-type	
Task	
Sub-Task	

4.2 Processing

4.2.1 Adding Projects

Adding Funding Sources Information

Option #1 PMUPPR

Note: Entry into the Project Master screen is the same in each option. The entries into the Funding Sources Tab will vary depending on the Option the User has chosen.

Project ID: | **Project Description:** | **Status:** AC

Sub Project: | Sub Project Description: | **Ledger:** GL

| **Project Information** | Funding sources | Notes |

Project Manager: | Start Year:

Limits From: | Length:

Limits To: | Account Code:

Contract Number:

Map Coordinates: | Estimated Completion Date:

Org. Key: GL | KEY | ...

Part Codes | Select Codes

Information on the funding source is entered in the Funding Sources tab. The entries will be made either by an experienced operator who sets up the JL organization.key or by the project managers. The entry is placed into the funding source column of PMFS if you are to split the allocation for the expenses. You will enter the funding sources within the priority.

Funding Sources Tab

Enter the expense Object Codes into the Phase column, a priority number, a percent, and the total revenue dollar amounts. During the association of expense Object Code with a priority, percent, and the revenue dollar amount the system does the split of the transaction to the percent amounts indicated on the PMFS screen. The normal GL/JL budget checking is done on the amounts created by the addition of the split figure to the actuals already posted to the expense Object code. If the total figure for the expense Object Code exceeds the budget amount the normal Warn and Block will be initiated to the user. All activity functions in the other IFAS subsystems function as usual. Then, the system looks at the entries in the Project Allocation screen for the detail on the amounts to be put against certain funding sources with the reallocation. This primary JL organization.key is the combination of the Project and Sub-Project. When the entries are completed on the Funding Sources tab, a secondary key has been established which is a combination of the Project, Sub-Project, and the Funding Source.

Project Information	Funding sources	Notes

Fiscal Year:

Object Code: **Funding Source:**   **Priority:**   **Override Percentage:**   **Budget Amount:**

Funding Source Key: GL   *KEY*

Option #2

Note: Entry into the PMUPPR screen is the same in each option. The entries into the Funding Sources tab will vary depending on the Option the User has chosen.

Information on the funding source is entered in the PMFS screen. The entries will be made either by a user in the Finance Department who sets up the JL organization key or by the user in the Project Directors office. The revenue object code entry is placed into the first column of PMFS screen. This is the trigger on the utility calculation of the recognized revenue budget version. The user will enter the revenue object code in the first column to the left on the PMFS screen. Then enter the priority, percent, and revenue budget dollar amount. Nothing will happen differently to your daily transactions. You will enter those through the PO, AP system, with the standard expense JL organization.key and Object Code which will allow for the purchasing, invoicing, and checks to be issued. Then at the end of the month the recognized revenue budget version will be created as you run the utility.

Funding Source Budgets (tab on PAUPPR)

Enter the Revenue Object Codes, priority, percent, and revenue total dollar amounts. During the association of revenue Object Code with a priority, percent, and revenue dollar amount the system does nothing to the actual expenses or budget warning/block. All activity functions in the other IFAS subsystems as usual. At the end of the month, when you run the three-part utility developed for your office, the transactions are summed for the total expenses of the Project. Then, the system looks at the entries on the Project Allocation PMFS screen for the detail on the

amounts to put against certain funding sources. The totals of the actual expenses for the Project are then split based on the percent per funding source and available for printing into the PF - Project Funding budget version when you run the Ad Hoc report RXRLN.

Defining Allocation Needs

The allocations are done in either of four options:

1 The expense allocation determined by the calculation (looking first at the priority then the percent and the amount available for the funding source).

2 The recognized revenue is determined by the revenue object code and the summation of all expenses for the project being split by available funding sources, priority, and budget amount. If the allocation is to be done by the revenue object, the priority, percent, dollars available split code, and the monthly utility, the total expenses for the project do the calculation for the month. You can go in at any time and enter additional money into a particular funding source line item and the calculation will always figure the next transaction with the additional funds in that priority. The calculation always begins with the priority-one funds and moves on to the next priority until all funds are used.

3 Department Charge backs. The original Allocation was to General Fund and then the detail was received and it was determined that the expense should be reallocated to other departments. The user may wan to move expenses between Departments or to allocate overhead on projects and they will use either of the two screens PMMASEL or PMMAALC.

4 Miscellaneous Allocations. The user wants to accommodate cost spreads from any defined account to any group of defined accounts. The user will enter into either of the two screens PMMASEL or PMMAALC.

Department Charge Backs and Miscellaneous Allocations PAUPMA:

Miscellaneous Allocations

The Miscellaneous Allocations screens can accommodate cost spreads from any defined account to any group of defined accounts. These screens are used to spread expenses between departments or divisions.

TDPAUPMA: Miscellaneous Allocations

The Miscellaneous Allocations screen can accommodate cost spreads from any defined account to any group of defined accounts. These screens are used to spread expenses between departments or divisions.

Common Section

JE Info Tab

FIELD DESCRIPTIONS

Batch ID: Enter the batch ID. Required, Left Justified, Up shifted

Description: Enter the JEID description. Required, Left Justified

Primary Ref: Enter the primary reference. Required, Left Justified, Up shifted

Misc.: Enter the miscellaneous code. Left Justified, Up shifted

Secondary Ref: Enter the secondary reference. Required, Left Justified

Prep: Enter the prep ID. Left Justified, Up shifted

Use TTLOBJ: Use TTLOBJ for allocation (Y/N). Note if you flag this with Yes, You will not put an entry in the Object Code Column on the Allocations tab.

Use Misc. Code for cost driver: Use Miscellaneous code for cost driver. These codes would have been set up during the initial General Ledger/Job Ledger training.

Selection Tab

FIELD DESCRIPTIONS

Key Part No: Job ledger key part number. Key Part No is based on the selection of Key Part ID. Displayed only in Insert and Update Mode.

Key part ID: Enter the Job Ledger key part Id. Left Shifted, Up shifted

Key part: Enter the job ledger key part. Left Justified

Key: Enter the job ledger key. Left Justified

Object Group No: Job ledger object group number. Object Group No is based on the selection of Object Group ID. Display only in Insert and Update Mode.

Object Group: Enter the job ledger object group. Left Justified

Object: Enter the job ledger object. Left Justified

Use TTLOBJ: Use TTLOBJ for allocation (Y/N). Note: if you are using Object or Group, you

do not need to check this button.

Allocations Tab

FIELD DESCRIPTIONS

Org. Key: Enter the JL organization key. Display only in Update mode. Up shifted, Left Justified

Object: Enter the Object Code. Note you would not put an entry here if you had flagged the TTLOBJ on the JE Info tab. Display only in Update mode.

Cost Driver: Enter the cost driver percentage factor. Note you would not put an entry here if you had any value for Misc. Codes on the JE Info tab.

PAUPMA: Allocations Tab

Fill in each organization.key which is to have an allocation, object code and the cost driver calculation figure.

ALLOCATION:

> **Use TTLOBJ:** Use TTLOBJ for allocation (Y/N). Note if you flag this with Yes. You will not put an entry in the Object Code Column on the next screen.
>
> **Use Misc. Code (1-8) as cost driver:** Use Miscellaneous code for cost driver. These codes would have been set up during the initial General

Adding additional project detail: Asset Information (PAUPRD)

The Asset Information screen is used to assign which assets are affected by the project.   There may be an unlimited number of assets attached to the project, along with their percentage of involvement.   The asset numbers and descriptions are defined on the Coded Values screen (PACODES). This screen can be used with a code table to show all possible project locations. Then the detail is available by the use of an F1 key at the entity number column. Some users use this code table to build other detail as an example the listing of the agencies, which provided funding for the project. Even though the screen name indicates it is oriented to the project road detail it may be used to list other detail about the project or program.

Code Tables PAUPCD

This screen is used to enter codes values used for pick lists and validation on other Project Allocation screens.

Note: The User must enter the detail into the Code Tables prior to the regular screen entry.

Effect on IFAS

Distribution Time

The actual transactions are entered into the IFAS system as usual. When a project manager or director needs an item, they will initiate a purchase request. If all flags are in placed for the encumbrance database to be entered at the time of the purchase request, the item is available for the next printing of the reports that will summarize the actuals (APOH,GL/JL), encumbrance (PR/PO), budget (GL/JL budget), and amount of budget remaining. If you decide to use the recognized revenue approach, you will have to coordinate any expected PO, AP activity to be sure they are included in activity prior to running the utility at the end of the month.

Data Entry Time

Information is entered into the PR, PO, and AP. GL/JL coordination is done via the Quick keys (if used) and mapping. Each project entry, which will generate the JL organization key, will also have a mapping entry at the same time. If you decide to use the Quick keys, you will have to set in an office procedure for the implementation of the Quick key. The procedure will prompt the individual to enter the JL organization key, mapping, and Quick key all at one time. Once this has been put in place, the entry operator will simply enter a forward slash and the Quick key then system will enter the GL/JL account number.

Reporting Time

Once the system is up and running, the reports will be run monthly to verify the entries by Project (JL organization.key and Object Codes). The total actuals are checked against the individual entry, and against the specific secondary keys to be sure they total to the correct amounts. If you use the approach of the recognized revenue, you will verify that the recognized revenue total matches the total actual for the month. There should be an evaluation of all necessary reports prior to going on IFAS. If the reports are more involved than the tutorials used for the standard CDD report writers course the user may need bid reports written by SunGard Bi-Tech prior to going live. Look at this as soon as possible in your implementation.

Budget Time
Option #1: Allocation of Expenses

Project budget checking (within IFAS) occurs at the Project/FS – Phase Object Code or Object Group level.   All Project level budgets must go through the module, as described above, to maintain consistency between Project Allocation and the Job Ledger. The user will enter the revenue and expense budget by choosing the GLBUUP from the first Project Allocation screen. The funding source budget control figures are entered on the PMFS screen. There are two separate entries for each Project.

Transactions that are directly posted to the Project organization.key and Object Code are checked using the standard IFAS budget routines. The split allocation figure is added to the actuals for that Object Code or Object Group and then tested against the total budget amount in the GL/JL for that Object Code or Object Group. Warnings or Blocks may be set for transactions posting directly to the Project organization.key and Object Code. Transactions posting to the Project organization.key and Object Code level will be handled through the allocation routine,

based on a budget percent ratio within the PMFS screen priority formula.   If a project does not have a budget but has a user-defined allocation percentage entered on the PMFS screen then Project Allocation will allocate based on the percentage and will disregard budget-checking routines.

Transaction activity for purchasing and accounts payable are entered through the standard subsystem input screens.   Data entry is input using a forward slash Project organization.key, space, and Object Code. The mapping to the General Ledger will fill in the rest of the account field in the PO or AP invoice.

The following schematic shows the normal flow of detail to the Budget entries for the General Ledger/Job Ledger. Note: Project Allocation goes to direct budget update. Some users restrict this GLBUUP field by user to allow only people from Finance Department or Project Directors to make entries into the system.

Spreadsheet

File Transfer

GLBUCF

Budget Model
1. **GLBUBMUB**
2. **GLBUBMBP**

GLBUBMDS

Budget Item Detail
1. **TDBDUPDA**
2. **TDBDUPUS**

TDBDGLCB

Budget Transfers/Adj.
GLBUBAUB

HR/PC *PY*

Batch Budget Adjustment
1. **GLBUBAUB** to view
2. **GLBUBABP** - print batch proof

TDPBGLBU

Position Budgeting
TDPBGLUP

GLBUBADS

GENERAL LEDGER BUDGET

Copy Budgets
GLBUCB

PA

Direct Budget Update
GLBUUP
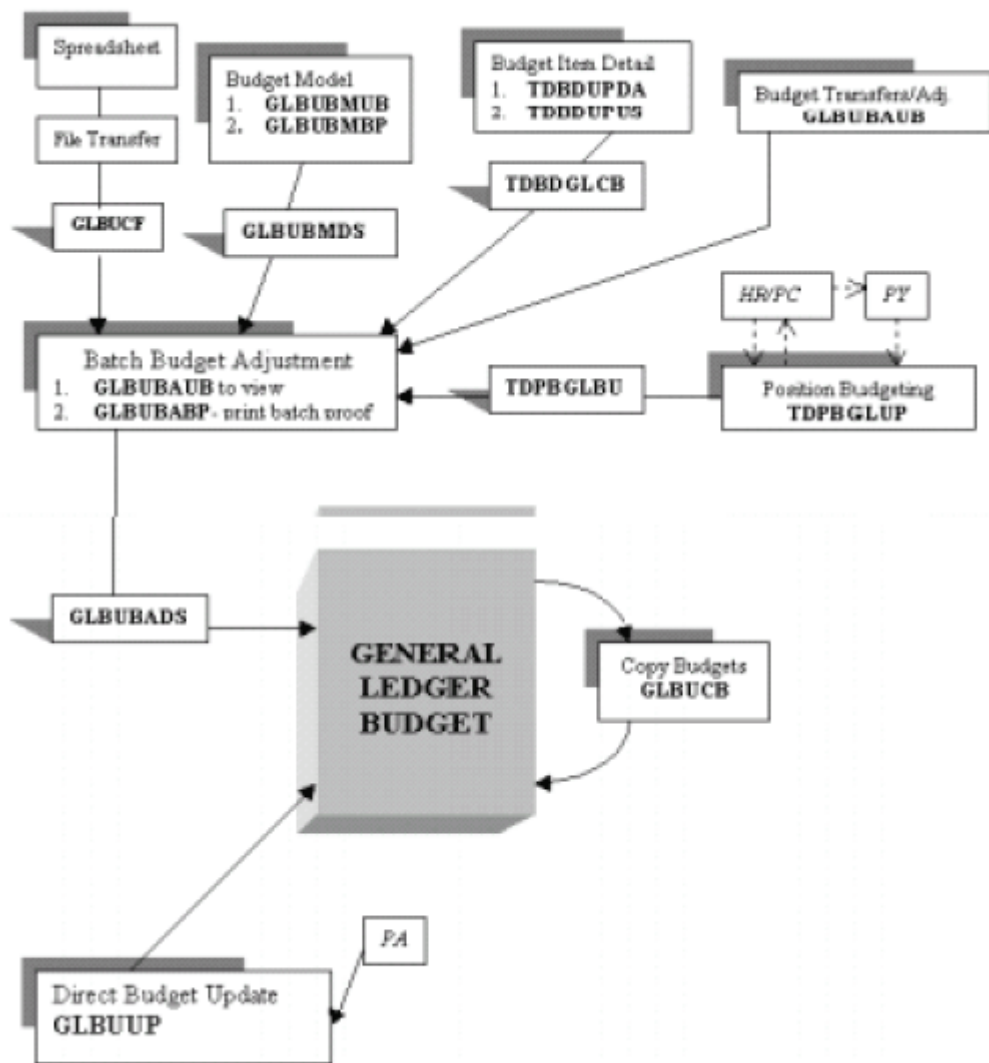
Defining Projects

Projects and programs already have a numbering system in your prior system. You will want to discuss the possible changes necessary to allow for growth or additional summary information you were not getting with the old system. Once the numbering system has been determined, you will begin entry into the system. Remember you are entering the JL organization key at the time of entry into the project number field. The entry on the PAMSTR screen begins the entry for the JL organization key. Once you have entered down through the contract number field, you may press Enter and two additional screens will allow the normal entry for the JL organization key definition.

General Information (PAUPGN)
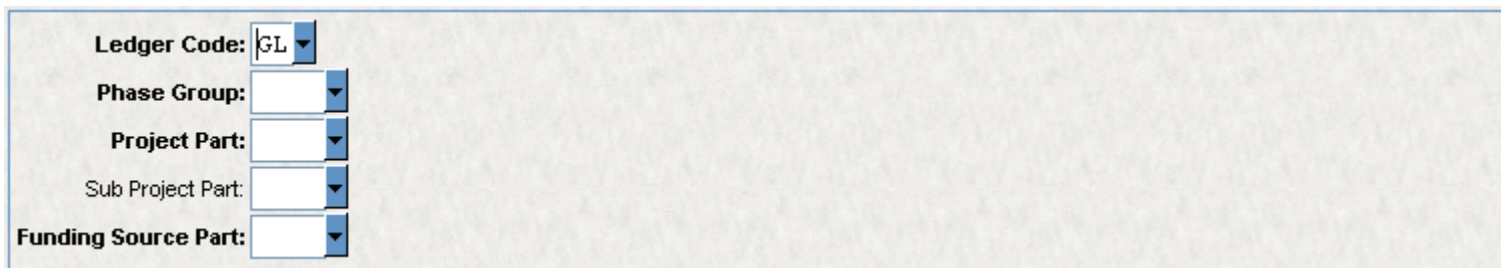
The Master Information screen is used to initially create a project and job ledger organization key. After the new project and subproject number is entered, the system will create the primary organization key. The IFAS account organization key setup screen (GLUPKY) includes button links to two screens, allowing you to enter all necessary information in the creation of the new job ledger key from Project Allocation. The first screen allows you to enter the director name (department head).

Note: *This field ties to the standard report GL11, which is called the budget officer's report. This is a good report for pulling detail on specific organization key and object code combinations.*

If you do not have a director, just press Enter. The second screen looks very much like the original organization key definition screen reached by GLUPKY. Office staff may enter information into these screens after the JL organization key has been established. The instructions at this point remain the same for the entries.

Once the second screen is completed, you may complete the remaining master information fields (such as Start FY, # of Years, Comments, etc.). The contract number field will be used to enter the FTA, Scope, and Activity number. Input "Y" in the Comments, Justification, and Desc field to display a text window in which you can enter up to 1350 characters of descriptive text.

Note this screen will be used in each of the Options available in Project Allocation.

Ledger Code: GL
Phase Group:
Project Part:
Sub Project Part:
Funding Source Part:

4.2.2 Sample Charge Back

Sample Charge Back Setup

The Process enter PMUPMA:

Identify all activity for a particular JL key (project) identified by the select criteria.

Then allocate the cost by object to the JLkeyS (projects) identified to the same objects based upon the percentages also identified

```
Example
Screen one is set up to find all transaction for Project = projA
Found transactions:
projA    3001    500
projA    3005    250
projA    3101     89
                    $839
Screen two is set up as follows:
proj25    35%
proj35    35%
proj45    30%
                    100%
New transactions are as follows:  - created in and posted via JE
proj253001        175
proj353001        175
proj453001        150
proj253005         87.50
proj353005         87.50
proj453005         75
proj253101         31.15
proj353101         31.15
proj453101         26.70
                    $839
```

Sample Screen Shot # 1

ID:	Description:	GL: GL
		JL: DP

JE Info | Selection | Allocations

Batch ID: | Description:
Primary Ref: | Misc:
Secondary Ref: | Prep:
Use TTLOBJ ☐ | Use Misc. Code for Cost Driver: ▼

Sample Screen Shot # 2

ID:	Description:	GL: GL
		JL: DP

JE Info | Selection | **Allocations**

Org Key	Object	Cost Driver
D1 ▼ WAUT ··· DP		

Note: There is no mask to run this process. When you post a JE it asks you if you want to do this batch through the PA allocation routine.

4.3 Utilities

4.3.1 Utility 1: Create recognized revenue budget version for reporting purposes Option # 2:

At the end of the month you will run a three process utility:

A. Do a copy budget GLBUCB and this step will -0- any prior entries into this budget version:

Ledger JL
Budget Level (Use the correct level for your office) this is the name of the group or the Object Code level you have chosen for this process.
        (Ex: Phase for Group)
Choose the Type (Ex: 02 for JL Task Obj)
Choose 00 for All in Type of Selection
Fiscal Year of From Budget chose the existing fiscal year (Ex: 1999)
Budget Version chose PF for the Project Funding Version
Chose An for Annual
Chose multiply by -0-
Document changes Log chose N for No.
Replace Budget Amounts Y for Yes
Line Printer chose your normal setting
Change next printer choice to 01Terminal08
Job Echo Code YI08
Hit Enter
The Job number will appear on the screen.

B. Run the utility by using the MASK: GLBUCSSD01. The utility will ask the following questions:

What Ledger chose JL
Being run for single fiscal year Y for Yes
Enter ending transaction date. Chose a date that is past your last transactions date
Would like encumbrances included Y if you want encumbrances in the report totals and N if you do not want encumbrance included in the
        overall calculation.
What Job key # - hit enter for ALL
What Object type? (XP for expense, TO for transfer out)
What budget version - enter PF for Project Funding
Job Echo YI08

C. GLBUCF: Create budget from the flat file prepared in Step 2.

Enter the name of the file from Step 2 (e.g., rnbutst2).
Check the JL.
Enter the fiscal year (e.g., 1999).
Enter the PF budget version.
Your appropriate level of selection (Ex: Check the Task/Detail.)
Level Revenue Object Codes.
Report only change to "NO".
Replace existing budget amounts change to "NO".

The system takes all the month to date expenses up to the ending date entered and sums them for the project. The system then looks back to the PAFS screen to gather the % for the split to the particular Object revenue codes. Use your Ad Hoc report to verify that the transactions have been summed and the revenue allocation has posted to the PF -Project Funding budget version. Use the RXRE Mask and enter the RXRLN for the report that shows the PF version in the very first column on the report.

4.3.2 Utility 2: Moving expense between departments. Departmental Charge-backs Option # 3:

The system will evaluate payroll distributions for occurrences of employees working on tasks for projects owned by departments different than the employee's home department.   When this occurs, Project Allocation will create the necessary interdepartmental transfer and charge-back transactions, as outlined below. The system will compare the organization.key part of the G/L account (employee home department) with the organization.key part of the J/L Project account to determine if such transactions are necessary.   A J/L report run by Project and sorted by G/L account will allow management to report on labor source for Project Tasks.

4.3.3 Utility 3: District Level Allocations/District Level Overhead Allocations Option # 4:

District level overhead allocations from overhead and variance accounts to the Project level accounts will be processed through Recurrent Journal Entries (RJEs). By default, RJEs and JEs will not be processed by the allocation routine. This enables the user to make specific adjustments to accounts where desired. However, a GL utility sends specific RJE/JE batches through the allocation process. Batches using this utility will follow the same allocation rules as specified in the previous section. (See the General Ledger manual for the detail on the creation of the RJE's).

District Level Project Allocations

District level projects (for example, seal coating that benefit a subset of roads within a district) will be allocated using the Miscellaneous Allocation Screens (PAMASEL and PAMAALC). These screens allow you to input the Project organization.key and/or Object Code to be

allocated and list the Project organization keys and/or Object Codes receiving the cost allocation in columnar format. The cost will be allocated either by the cost driver input for each project or account (cost driver column) or by the default cost driver input in the default driver field. The default cost driver field will reference miscellaneous fields set up for each project at the time of the organization.key setup and will echo these cost drivers on the PPMMAALC Screen. Posting is identified in the posting strategy fields. District level project allocations are calculated using a specialized GL utility.   This utility looks to the allocation screen and creates a JE batch for distribution.

Posting options for District Project allocations are as follows:

Distribute costs from specified account number to individually specified account numbers.

Distribute costs from specified account number to multiple projects tied to a default task code.

Distribute total costs of a project to individually specified account numbers.

Distribute total costs of a project to multiple projects and use the task object codes from cost pool project to determine the task object codes for the distributed projects.

Distribute total costs as defined by any JL organization.key part and/or any JL Object Codes or Object group to individually other specified account numbers.

Distribute total costs as defined by any JL organization.key part and/or any JL Object Code or Object group to multiple projects tied to a default task Object Code.

Distribute total costs as defined by any JL organization.key part and/or any JL Object Code or Object group and use the task Object Codes from the cost pool project to determine the task Object Codes for the distributed projects.

4.4 Reports

Refer to the Click, Drag, and Drill user guide for more information about creating and running reports.

5 Troubleshooting

5.1 Project Allocation Questions

Who is the main staff person responsible for the Project Accounting?

How many projects do you have in progress at one time?

How many projects will be set up at the time of going live?

What is the standard format for reporting on the projects at this time? (provide sample reports)

When will project management be implemented?

When will the other subsystems be going live? (Grants Management, Work Order, Contract Management)

How do you currently handle the billing for reimbursement or the transfer of funds between fund sources? (Sample of the format)

Will you be using the job ledger as an alternate source of information on the project summary until the project management is up and running?

What is the current procedure for you're per flow on the projects?

Will you be summarizing the project into one organization.key or multiple organization keys and then use summarizing at the Object Group level?
- A -   Will you be entering the information on the projects via the PO and Accounts payable with a specific Quick key to allow for quick entry into the system?
- B -   When will those Quick keys been set up?
- C -   Will staff be entering into the Budget Screens from Project Allocation?

What is your current paper flow for the purchase requests and/or purchase orders?

When you process your accounts payable do you have multiple approval levels prior to the check run and are these flagged at a project number at this time?

Do those approval levels tie to Departments and/or Divisions?

Is this approval level tied into the numbering scheme on the Object Code or Object Group?

Who will process the reimbursement billings?

Has anyone begun to write the RJE for the summary of expense - object codes/object groups that would generate an accounts receivable billing?

When you receive multiple funding sources will you want an individual organization.key per funding source or will you want individual Object codes per funding source?

Do you have an account structure that allows you to have an individual bank account per funding source?

Will there be more than one manager responsible for a project at one time?

Has everyone taking the project allocation training had the training on Grants Management, and/or the General Ledger/Job Ledger Account Structure?

5.1.1 System Administrator Issues

The System Administrator needs to decide which method of allocation will be used for Project Allocation between the overview training (training session #1) and the hands on training (training session #2) Each of the Options below may require different setup and screen entry:

Option #1 - Expense allocation where all entries are reallocated based on the entries into the PMFS screen at either the Object Code or Object group level. The transactions are allocated at the time of the transactions from PR, PO, or AP.

Option #2 - A Recognized Revenue Budget Version is created by a utility. This utility may be run at the end of the month or as frequently as necessary. There is a standard Adhoc report attached to allow for the testing of this process. The utility takes the normal summarization through the posting of expenses for a total of expenses per project. Then the utility takes that total and reapportions it based on the revenue object codes and budget figures on the PMFS screen.

Option #3 - Reallocation of charges to different departments. (Charge Backs) This would allow a posting to the general fund at the time of the original transaction and then a reallocation after the fact. See Section

Option #4 - The billing for reimbursement of expenses needs to be done via RJE and those items needs to be established early on in the training process.

Verify which fields will be required and note any defaults for the programmer changes.

Verify you have the Job Ledger account structure in place. Three organization.key parts required PROJ, SUBP, FSRC and Object group PHAS.

Set in coded values for all other parts except PROJ, SUBP, and FSRC. These parts will be filled automatically by the Project Allocation creation of the Job Ledger key.

Verify the expense and revenue object codes required for testing have been entered into the system.

Create three test Vendors

Enter at least 5 test projects.

Run a test AP batch

Verify the data has posted by using the Standard Report GL11, or the Ad Hoc report RXRLN.

Use this check list to verify your entries for each field in

PROJECT ALLOCATION MODULE

FIELD/SCREEN OVERVIEW

- MASTER INFORMATION (PMMSTR)

Field Name	Required Y/N	Comments/Detail	Default
Project			
Description		Brief Description of Project	
Sub-Project			
Description			
Status		From Predefined Coded Values Screen (Pick List): **STAT**	
Ledger		Default to "JL" or your Job Ledger code	
Manager			
Manager Description		From Predefined Coded Values Screen (Pick List): **MGR**	
Start FY		Fiscal Year Project Began; Will Not Change	
Limits From			
Limits To			

# of Years		Use 99 if open ended project	
Est Cmp. Date			
Map Coord.			
Old Account			
Comments			
Contract #		From Predefined Coded Values Screen (Pick List): **Contract**	
Description			
JL key		Created by the system	
Imct/Just/Rel		Used to Record Project Detail	

PM - FUNDING SOURCE (PMFS)

Field Name	Required Y/N	Comments/Detail	
Project		Echoed From Above	
Description		Echoed From Above	
Sub-Project			

Description		Echoed From Above	
Status		Echoed From Above	
Ledger		Echoed From Above	
Fiscal Year		Enter the Year of the budget figures to be entered as i.e. 1999	
Budget Item			
Funding Source			
Priority			
Percent			
Budget Amount Revenue Amount		Dollar ($) amount	

6 Advanced/Special Configuration

6.1 Clusters and Attributes

6.1.1 Cluster PAMSTR Attributes Primary Table: pa_mstr

Attrib Nm	Type	Length	Req	Column Name	Description
ACCT	CH	10	N	acct	Account Number
CONTRACT	CH	10	N	contract	Contract Number
DESC	CH	450	N	desc	Long Description
EST_DT	DT	10	N	est_dt	Estimated End Date
LEN	IN	2	N	let	Est. Project Length (YR's)
LIMITFR	CH	30	N	limitfr	Limit from description
LIMITTO	CH	30	N	limitto	Limit to description
MAP	CH	10	N	map	Geo Map Coordinates
MGR	CH	30	N	mgr	Project Manager
PROJ	CH	10	Y	proj	Project Qualifier
PROJDESC	CH	30	Y	projdesc	Project description
STAT	CH	2	Y	stat	Project Status
STYR	CH	4	Y	styr	Project Starting Year
SUBPDESC	CH	30	Y	subpdesc	Sub Project Description
SUBPROJ	CH	2	Y	subproj	Sub Project

Screen Atrributes:

Attribute Name	Type	Size	Req
ACCT	DATA	10	N
CONTRACT	DATA	10	N
DESC	DATA	450	N
EST_DT	DATA	10	N
LEN	DATA	2	N
LIMITFR	DATA	30	N
LIMITTO	DATA	30	N
MAP	DATA	10	N
MGR	DATA	30	N
PROJ	DATA	10	Y
PROJDESC	DATA	30	Y

```
STAT         DATA  2      Y
        STYR              DATA  4      Y
        SUBPDESC          DATA  30     Y
        SUBPROJ           DATA  2      Y
        LEDGER            ECHO  2      Y
```

6.1.2 Cluster PAFS Attributes--Primary Table: pa_fs

```
Attrib Nm    Type       Length   Req   Column Name        Description
AMT          L2           20     Y     amt                Funding Source Amt
FS           CH            8     Y     fs                 Funding Source Code
FY           CH            4     Y     fy                 Fiscal Year For Amt
JLGR         CH            2     Y     jlgr               Ledger Code
JLKEY        CH           10     Y     jlkey              Job Ledger Org Key
PERC         L1           10     Y     perc               Percent Qualifier
PHASE        CH            8     Y     phase              Object or Object Grp.
PRI          IN            2     Y     pri                Phase Priority
PROJ         CH           10     Y     proj               Project Qualifier
SUBPROJ      CH            2     Y     subproj            Sub Project
```

Screen Attributes:

```
Attribute Name       Type  Size  Req
AMT                  DATA  20    Y
FS                   DATA  8     Y
FY                   DATA  4     Y
JLGR                 DATA  2     Y
JLkey                DATA  10    Y
PERC                 DATA  10    Y
PHASE                DATA  8     Y
PRI                  DATA  2     Y
PROJ                 DATA  10    Y
SUBPROJ              DATA  2     Y
DESC                 ECHO  30    Y
SUBPDESC             ECHO  30    Y
PHASEDESC            ECHO  15    Y
FSDESC               ECHO  15    Y
```

6.1.3 Cluster PAFS Attributes--Primary Table: pa_road

```
Attrib Nm    Type       Length   Req   Column Name Description
JLGR         CH            2     Y     jlgr   Job Ledger
PERC         L1            4     Y     perc   Percent qualifier
PROJ         CH           10     Y     proj   Project Qualifier
```

```
ROAD          CH          8       Y       road  Road Code
SUBPROJ       CH          2       Y       subproj    Sub Project
```

Screen Attributes:

```
Attribute Name      Type   Size  Req
JLGR                DATA   2     Y
PERC                DATA   4     Y
PROJ                DATA   10    Y
ROAD                DATA   8     Y
SUBPROJ             DATA   2     Y
PROJDESC            ECHO   20    Y
SUBPDESC            ECHO   20    Y
ROADDESC            ECHO   20    Y
```

7 Module Integration

7.1 Posting

Under Construction

7.2 Security

Under Construction

7.3 Interfaces

Under Construction

8 Implementation

8.1 Dependencies

Under Construction

8.2 Template Project Plan

Under Construction

8.3 Agendas

Under Construction

9 FAQ

Under Construction