

## Munis<sup>®</sup> Project & Grant Accounting

MUNIS<sup>®</sup> Project Accounting provides an optional method for multi-year tracking of budgets, expenditures, and revenues for user-defined projects such as capital improvements, special programs, and so on. You can record project detail in the General Fund as well as all other funds (Special Revenue, Grants, and so on). Create separate Grants and track the entire grant process, from application through conversion to a project.

Project & Grant Accounting is a subsidiary module of General Ledger, and is distributed separately.

### Information is Key

- Project definition includes Start Date, Estimated Completion Date, Percent Complete, Funding Sources, Project Managers, Status
  - » Purchasing
  - » Payables
  - » Payroll
  - » Receipts
  - » General Ledger
- Track the grant application process, with a complete history of the grant. Track and manage matching funds, grant specifications / conditions, and grant use and reimbursement amounts.
- You can automatically create a project directly from a grant
- Track sub-grantors and sub-grantees
- Track city / county / school matching funds amount
- Project funding sources includes grant and grantor information
- Create rates and rules for reimbursement billing and indirect costing
- Calculate and bill for reimbursements, including indirect costs
- One-click connections to Next Year Budget and Work Orders for a project
- Define Milestones/Key dates that trigger optional MUNIS Portal alerts, helping you track meetings, payment, and work schedules, and whether goals were met. You can then create notification business rules to alert appropriate staff.
- Displays detail activity posted to a particular project. This can include:
  - Ability to use the same project detail coding in multiple funds, if desired, to track project expenditures by funding source
  - MUNIS posting programs (Invoice entry, Payroll Time entry, etc.) allow you to pick appropriate project from those available
  - Create general billing invoices for reimbursements and indirect costs for a specific project, or for all projects
  - Next-year entry of requisitions and purchase orders is supported
  - Flexible year-end processing of open purchase orders
  - Displays summary of any project with the following data for the Last Year, Current Year, and Project Life: Budget, Expended, Encumbered, Available, Estimated Revenue, Actual Revenue
  - Report by Period and Category of Expense (i.e. labor, materials, overhead, and other userdefined categories)
  - Displays comments for a selected project

**Project & Grant Accounting is fully integrated to all MUNIS posting programs, so that any detailed Purchasing, Payables, Payroll, or Cash Receipts transactions can be posted to projects as well as to General Ledger accounts.**