Welcome To MPS Capital Budget
If you receive this screen you need to contact CapitalBudget@mpls.k12.mn.us
This is the Control center for the database. This is where everything starts in the MPS Capital Budget. You can select the Data forms that you want to work with along with printing reports.

**Forms**
If you want to add a new project to the database, use one of the Forms. There are three basic forms in the database.

1. **Project List Form** - This form is available to every one that has access to the database.
2. **Recurring Project** - You will need access to this form.
3. **System Maintenance** - You will need access to this form.

**Report Criteria**
If you want to view a subset of projects in the database, use Report Criteria to determine which projects you want to see. You will actually see the projects in the Form format. If you want to see projects in a Report format, you may prefer Report Selection. These fields are to select the criteria for generating reports. The following fields must have at least one selection. (To select multiple items select the first one and then select the shift key and then select the last item you want)

- Site Location
- System
- Status
- Fiscal Year
- Funding Source
- MDE Status

**Report Selection**
You will select the report that you want, selecting from the list. You can choose to send the report directly to the printer or preview the report.
Filter Criteria
These fields are to select the criteria for view records. After select your criteria, select the “select records” button and you will be able to view the records that meet that criteria.

1. Site Location
2. Project Manager
3. System
4. Status
5. Fiscal Year
6. Funding Source
7. MDE Status
8. Open Date

These Two fields will find the records information selected.

1. Project ID
2. Internal Order Number
There are 3 sections to the data for a project.

**Project Data**

Project Data has fields of general information.
- Proj Sponsor - Who is sponsoring this project
- Proj Manager - Who is the project manager for this project
- System ID - Classification of a site system.
- Sub-System ID - Further Clarification of site systems.
- Component ID -
- Proj Reference - Reference to another project
- Room Number - Reference to a specific room at a site.
- Design Start Date - Design work started
- Const Start Date - Construction started on project.
- Completion - Projected date project will be completed
- Proj Comp Date - Actual date project completed (This is system filled)
- Project Status - Current Status of the project
- MDE Status - MN Department of Education Approval, the codes are listed below.
- File Link - Hyperlink to files related to this project

**Funding and Cash Flow**

Funding and Cash Flow - Information concerning Financial side of the project (This section is password protected)
- Est Proj Cost - Estimated Cost of the project
- DM Levy - Deferred Maintenance (Alt Facilities)
- HS Levy - Health and Safety Levy
- GO - General Obligation
- COP - Certificates of Participation
- Non MPS - Non MPS funding source
- Total Funding - Total of all funding sources
- Variance - Difference from Project cost and funding
- Fund Source FY - Fiscal year project will start
- Fund Source - 2 letter code to correspond with type of funding source
- Fund FD - 4 Digit Code for Fund
- Internal Order Number - 9 Digit code to track project/grant costs
- Cost Center - 4 digit code that defines Organization
- Functional Area - 9 Digit code that defines the department, the finance code, and the course code
- G/L Code - 6 Digit code for balance sheet area.
- FCA ID - Facility Condition Assessment identified project
- Amount Paid - Amount of expenses that have been incurred on project
- Percent of replacement - Cost of project in relation to cost of site
- Cash Flow Projection - This is a worksheet to project need cash flow

**History**

History - This is a log of information on the project
- Date revised - Date & time change was made
- Revised by - Who made the revision.
- Activity - Type of activity, some items are system generated
- Notes - Comment or notes of activity.
To enter a new project you will select the New Project button and you will see a blank screen like this. To enter a new project you must have the following 4 pieces of information (the fields that are highlighted in red). They are Site, Project Title, Project description, and Proj Sponsor. Enter as much information on the project as you can, but the four fields listed above must be completed. After you have entered the data you have press the assign project button.
Reoccurring Projects

The Fields are:

1. **Load** - Yes or No if you want to load this when you run update
2. **Site ID**
3. **Project Title**
4. **Fund Source**
5. **System ID, Subsystem id, Component ID**
6. **Funding Source** - DM Levy, HS Levy, GO, COP, NONMPS, Enter dollar amount for each
7. **Project Sponsor**

To Load reoccurring projects, select the items that you want, by clicking the load box. If you want all of them press the "all" button. Select Fiscal yea. Then press load reoccurring Projects. You will be prompted if you want to continue. If you want to, select yes the system will run the list and load all the records you have selected.

When you are finished you can delete reoccurring project by selecting the "all" button and pressing Clean UP. If you want to leave the projects in the list don't run the clean up.
System Maintenance

System Maintenance is comprised of the following sections.

<table>
<thead>
<tr>
<th>System ID</th>
<th>Sub System ID</th>
<th>Component ID</th>
<th>Project Status Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>History Log Types</td>
<td>Project Sites</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**History Log Types** - There is some different revisions that are tracked in the database.

**Log Type** - Type of activity

**System** - "yes" or "No". Some log types are only system used. If you select yes it will not appear on the list for of manual entries.

**System ID** - Enter or edit the System IDs
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub System ID</td>
<td>Enter or edit sub system ids here.</td>
</tr>
<tr>
<td>System ID</td>
<td>All sub system id need to be attached to a System ID</td>
</tr>
<tr>
<td>Component ID</td>
<td>Enter or edit component ids here.</td>
</tr>
<tr>
<td>Sub System ID</td>
<td>All Component id need to be attached to a subsystem ID</td>
</tr>
<tr>
<td>Sort ID</td>
<td>This is the Id for the Status type</td>
</tr>
<tr>
<td>Status Name</td>
<td>Status Type</td>
</tr>
<tr>
<td>Site ID</td>
<td>Four Letter Code (Usually the first 4 letters of name)</td>
</tr>
<tr>
<td>Name</td>
<td>Name of Site</td>
</tr>
<tr>
<td>Building Type</td>
<td>Type of Location HS, K-* etc</td>
</tr>
<tr>
<td>Address</td>
<td>Street Address</td>
</tr>
<tr>
<td>City, State, &amp; Zip</td>
<td>City Stare and zip code</td>
</tr>
<tr>
<td>Status</td>
<td>Status of Building</td>
</tr>
<tr>
<td>Status Date</td>
<td>Date Status Changed</td>
</tr>
<tr>
<td>Replacement Cost</td>
<td>Cost to Replace building</td>
</tr>
<tr>
<td>Cost Update</td>
<td>Date Replacement cost was last updated</td>
</tr>
<tr>
<td>Community</td>
<td>Community i.e. Calhoun-isles</td>
</tr>
<tr>
<td>Neighborhood</td>
<td>Neighborhood i.e. Bryn Mawr</td>
</tr>
<tr>
<td>City Region</td>
<td>Direction</td>
</tr>
<tr>
<td>Reports</td>
<td>Cash Flow Projection (Select FY)</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------------------------------------------------</td>
</tr>
<tr>
<td>This report lists cash flow for selected years</td>
<td>This report shows future debt value for select FY year</td>
</tr>
</tbody>
</table>
**Program Report**

This report will show information on the Programs in the system, and projects that are associated with that program. You would select the criteria for this report on the control screen.
Automated Process Screen

This screen will automated report processing.
You can select a batch report, such as project report and it will email a copy to each site contact.
Email Data Completion

This form will be emailed out or set up in share point. Requester will enter the project information into the fields (Same required fields as on the project form). And Submit.

The form will be emailed to CapitalBudget@mpls.k12.mn.us. When the email arrives in the capital budget email in box. It will be flagged.

The flagged emails will then be processed through Access and loaded into the Database and appear in the screen below.

After verifying data, you will press load email data and the projects will load into the Capital Budget complete with required and default information.

CapBudg instruction v2.docx