

Project Tracking User Guide

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Table of Contents

PRODUCT DESCRIPTION	4
PROJECT TRACKING IMPLEMENTATION	5
ABOUT THIS GUIDE	6
PROJECT TRACKING CHECKLIST	7
Initial Setup Checklist.....	7
Standard Cycles Checklist	7
PROJECT TRACKING MENU	8
EDIT MISC CODES LIST	8
PROJECT TRACKING	9
New	9
<i>Create New Project #.....</i>	<i>10</i>
Notes	11
Budget	Error! Bookmark not defined.
Funding	13
Cost	15
Payments.....	17
Delete.....	18
Print.....	19
PROJECT INQUIRY	19

Product Description

Project Tracking

Project Tracking is a versatile application that is utilized to track ongoing projects and records the project by project number and status.

Project Tracking maintains life to date information for budget, expenditures, and grant revenues. Standard reports are available as well as the capability to create user defined reports.

Project Tracking Implementation

It is understood that the Systems Administration Guide had been followed completely and that all other modules are working prior to the Project Tracking installation.

As with all Fleet-Net® for Windows modules, the module must first be installed as directed in the System Administration Guide. Briefly, this includes (1) copying the data files, program files, server database, and the client master database, (2) running the configuration program, and (3) copying the client master for individual use.

Recommendation for maximum utilization of Project Tracking, utilize the complete Procurement Suite which includes Bid Management, Contract Tracking, Project Tracking, Grant Management.

About This Guide

This guide contains standard procedures for operation and a description of each feature released with the module. The module description provides the intended application or use of the module and any comments that relate to this specific module.

Below are features that are used through FNW applications.

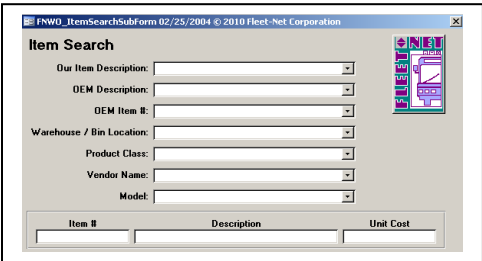


To correctly exit a form or exit out of Fleet-Net® completely click on the Fleet-Net® Icon always located in the upper right of every form.



**When the binoculars search function is not available, nor a drop down list, select 'Ctrl F' as a search tool.

When using this button to search the following sample form will open up. Use any of the search item criteria to find your item select it and it will populate at the bottom of this form. To populate the previous form with the selected item simply hover over the item # and double click it. Close the search form.



Throughout Fleet-Net® modules, there are Green Check marks that will appear next to specific fields. These Green Checkmarks when selected will open the Misc. List Codes form allowing the user to setup the necessary codes and their value for the associated field.



The clock button allows for changing the time entry.



The question mark button opens the search option.



The Stop button aborts the current selection process.



The calendar button allows for quick selection of a specific date via a calendar. Calendar defaults to current date.



The calculator button allows for quick simple calculations on the fly. It opens your systems calculator.



Project Tracking Checklist

Initial Setup Checklist

This checklist follows the instructions outlined on the following pages.

Done	Menu	Program/Procedure
_____	PT	(a) Setup Miscellaneous Codes using <u>Edit Misc Codes List.</u>

Standard Cycles Checklist


Done	Menu	Program/Procedure
_____	PT	(a) Create New /Edit Project. <u>Project Tracking.</u>
_____	PT	(b) Attach Budget Line Item to Project if applicable. <u>Project Tracking.</u>
_____	GM	(c) Enter individual line items being funded & percentage. <u>Grant Maintenance.</u>
_____	GM	(d) Enter Transaction for the Award & Allocation for the Grant. <u>Grant Maintenance.</u>
_____	PT	(e) Enter any costs manually if required. <u>Project Tracking.</u>

Project Tracking Menu

Rapid Transit

Project Tracking

1	Project Tracking	?
2	Edit Misc Codes List	?
3	Grant Maintenance Setup	?
4	Project Inquiry	?
5	Grant Maintenance	?
16	Return to Previous Menu	?



Show Details
 Find

Vsn: 09.06 [8/22/2017]
JRohrbaugh FNLV45
PT

Edit Misc Codes List

Click **Edit Misc Codes List** to enter the required Miscellaneous Code for operating the Project Tracking Module.


Each Fleet-Net® application includes a list of miscellaneous codes that are used within the system. Some of these codes are preset by Fleet-Net® while others are user defined.

ProjectReferenceCode (User Defined)

Modify / Add Misc List Codes

Module:

Type:



	Code	Value
<input type="checkbox"/>	BP	Blue Prints
<input type="checkbox"/>	CT	Contract Documents
<input type="checkbox"/>	PH	Photos
<input type="checkbox"/>	RFI	Request for Information
<input type="checkbox"/>	RFP	Request for Proposal
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Project Tracking

Click **Project Tracking** to track ongoing Projects or enter new Projects.

Item	Description	Icon
1	Project Tracking	?
2	Edit Misc Codes List	?
3	Grant Maintenance Setup	?
4	Project Inquiry	?
5	Grant Maintenance	?
16	Return to Previous Menu	?

To view or edit a project that has been previously created use the drop down option for Status select "A" for Active projects or "I" for Inactive projects. Based on the applicable status the system will populate the projects. In the Project # drop down select the project to view or edit.

New

Click **New** to create a new project.

Status: A Project #: []

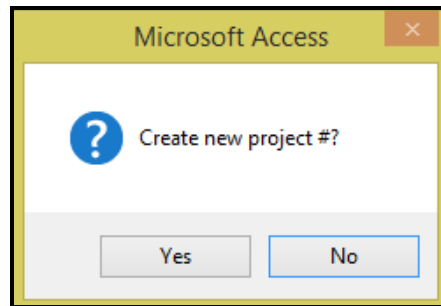
Create New Project #
Project #: []
[Create New Project #]

Master
Notes
Budget
Funding
Cost
Payments
Delete
Print
New

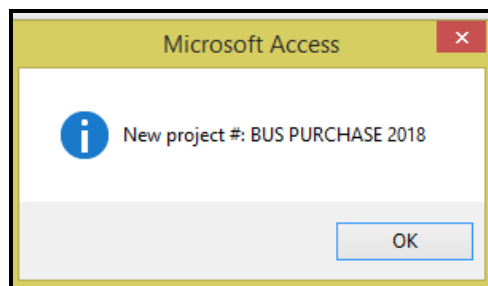
Enter the new project number.

Create New Project

Click **Create New Project #** to create a new project.



Click **Yes** to create the project or **No** to return to the Project Tracking form.



Click **OK**.

Project Tracking

Status: Project #:

Description: Comments:

Dept: Div:

Contact:

Start Date: Completion Date:

Status:

Estimated Cost:

Funding: Funds Remaining:

Ltd Budget: Budget Remaining:

Ltd Invoiced:

Labor:

Ltd Payments: Payments Remaining:

Created: JRohrbaugh | 10/12/2017 9:31:22 AM | FNPT_ProjectTrackingForm

Updated: JRohrbaugh | 10/12/2017 9:31:22 AM | FNPT_ProjectTrackingForm

Master

Notes

Budget

Funding

Cost

Payments

Delete

Print

New

Field Name	Max Field Size	Field Type	Description
Description	40	Alpha/Numeric	Enter a user defined Description of the Project.
Dept	5	Alpha/Numeric	Enter the applicable Department – <i>Optional Field</i> .
Div	4	Alpha/Numeric	Enter the applicable Division – <i>Optional Field</i> .

Field Name	Max Field Size	Field Type	Description
Comments	255	Alpha/Numeric	Enter any applicable Comments.
Contact	30	Alpha/Numeric	Enter the Project Contact person's name.
Start Date		Date	Enter the Project Starting Date. This date can be adjusted as necessary.
Completion Date		Date	Enter the Project projected Completion Date. This date can be adjusted as necessary.
Status	1	Alpha	Select the applicable Status from the dropdown list (the system defaults to A). In order for a Project to be available to assign to Grants and Transactions, the Status must be 'A'.
Estimated Cost		Currency	Enter the Estimated Project cost. The cost can be adjusted as necessary.
Funding		Currency	Once an allocation is made to this Project from Grant Management module the funding amount will auto-populate.
Funds Remaining		Currency	Automatically calculates the difference between Grant Allocated and Ltd Invoiced.
Ltd Budget		Currency	Automatically populates with Budget amount assigned in Annual Budget Setup in GL Budget Tool or if budget amount is entered in Project Tracking.
Budget Remaining		Currency	Automatically calculates the difference between Ltd Budget and Ltd Invoiced from PO's and or AP invoices.
Ltd Invoiced		Currency	Automatically populates accumulative total from PO and/or AP invoices that are assigned to the Project or manual entries in Cost.
Labor		Currency	Automatically populates accumulative totals for manual entries in Cost with Labor box checked.
Ltd Payments		Currency	Automatically populates accumulative payments for PO and/or AP invoices that are assigned to the Project or manual entries in Cost.
Payments Remaining			Automatically calculates the difference between Ltd Invoiced and Ltd Payments.

Notes

Click **Notes** to display or enter notes and /or attachments pertaining to the project.


Project Tracking

Status: Project #:

Transaction Code: Date: Reference #:

Notes:

Attached Documents: Document Attached




1st Draft 20171019.gif

Hyperlink:

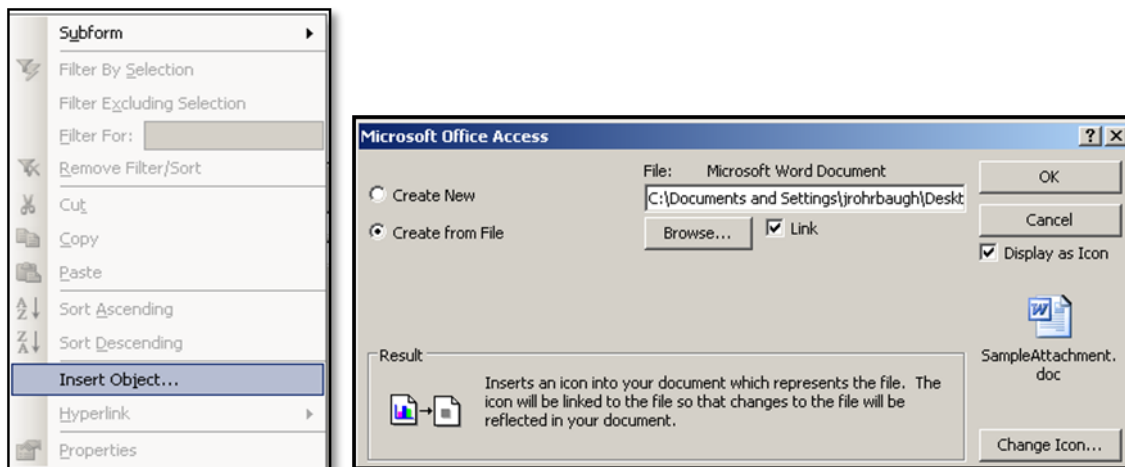
Updated:

Created:



Field Name	Max Field Size	Field Type	Description
Transaction Code		Alpha/Numeric	Select the applicable Transaction Code from the dropdown list (If new codes are required refer back to Miscellaneous Codes Setup. (Page 9) Required field.
Date		Date	Enter the applicable date for the note being entered.
Reference #	20	Alpha/Numeric	Enter a Reference # applicable for the note being entered. Required field.
Notes		Alpha/Numeric	Clicking the field automatically creates a date and time stamp as show above. Additional notes can be entered. For the same transaction code.
Attached Documents			Right click in Attached Documents box. Click Insert Object follow Access direction (See Below). Once attached icon is present double click on the applicable icon to view the attached document.
Hyperlink	50	Alpha/Numeric	Enter/Copy-Paste the path to any desired hyperlink.

Direction for Insert Object:



Right Click in Attachment box. Select Insert Object. Microsoft Access window will display.

Click **Create from File** button.

Click **Browse**.

Locate the document or photo to be attached. Highlight the record.

Click **OK**.

File location will populate in the location box.

Click **OK**.

Document will appear in the Attachment box.


Double Click on the attached document to view.

Budget

Click **Budget** to display or select Budget accounts applicable to the Project.

Project Tracking

Status: Project #:



Budget					
Fiscal Year	Div #	Account #	Title	Amount	
▶ 2018	00	5020100	Bus Purchases	\$650,000.00	
*					
Total:				\$650,000.00	

Master

Notes

Budget

Funding

Cost

Payments

Delete

Print

New

Field Name	Field Type	Description
Fiscal Year	Numeric	Select the fiscal year from the dropdown list.
Div #	Numeric	Select the applicable Division(s) from the dropdown list (multiple budget divisions/accounts can be assigned to the Project).
Account #	Numeric	Select the applicable Account(s) from the dropdown list. Each Division/Account can only be selected once.
Title	Alpha/Numeric	Automatically populates based on the Division and Account selected.
Amount	Currency	The annual budget amount for the account(s) selected will populate this field. The amount can be changed to assign the amount of the annual budget that will be allocated to this Project. Changing the budget amount here will not affect the actual budget.

Funding

Click **Funding** to display Grant line items allocated to the selected Project. Project Tracking requires that a Grant be setup in the Grant Management Module. (Refer to the Grant Management Manual for further directions)

Tracking utilization of the funds requires that the project be funded then accumulative totals will be reported accurately

Project Tracking

Status: A Project #: BUS PURCHASE 2018 Orion Buses (4)

Fund	Grant #	Line Item	Fiscal Year	Line Src	Line Item Grant #	
F	2018REVENUEVEHICLESF	01.01.18	2018	F	2018REVENUEVEHICLESF	
		Funded:	\$600,000.00	Used:	\$1,199.25	Labor: \$500.00
						Remaining: \$598,300.75
		Funded:		Used:		Labor:
						Remaining:

Funded: \$600,000.00 Used: \$1,199.25 Labor: \$500.00 Remaining: \$598,300.75

Record: 1 of 1 No Filter Search

Master

Notes

Budget

Funding

Cost

Payments

Delete

Print

New

Field Name	Max Field Size	Field Type	Description
Fund	1	Alpha/Numeric	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Grant #	30	Alpha/Numeric	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Line Item	8	Alpha/Numeric	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Fiscal Year	4	Numeric	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Line Src	1	Alpha	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Line item Grant #	30	Alpha/Numeric	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Funded		Currency	Auto-populates when Grant funds are allocated to the Project in the Grants module.
Used		Currency	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this field auto-populates when the transaction is updated.
Labor		Currency	Auto-populates when Labor entries are entered, and the transaction is updated.
Remaining		Currency	Auto-populates with the sum of Funded minus Used minus Labor.

Cost

Click **Cost** to display and/or enter invoices associated with the selected project.

Invoices entered through Accounts Payable and/or Purchase Orders Invoicing; identified with the Project selected will auto populate on this form.

If Grant source was selected at time of invoicing in AP or PO Invoicing this information will also populate on this form. Also, if multiple grants are selected there will be multiple records populated in Costs.

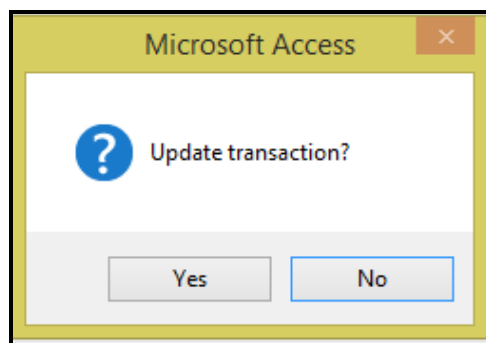
Manual entries can be made on this form if a Project assignment was missed during invoicing or manually costs, or labor needs to be entered to the selected Project. When costs have been manual entered the payment information will also need to be entered manually.

Field Name	Max Field Size	Field Type	Description
Trans #	10	Numeric	Auto-numbers when entries post from A/P and/or P/O. If a manual entry is made, this field auto-numbers when the vendor is selected.
Vendor #	8	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, select the applicable vendor from the drop down list populated from the AP Vendor Master file.
Vendor Name			Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, the vendor name will auto-populate based on the vendor number selected.
Labor		Yes/No	If manual Labor Entries are entered, check this box.
Draw Down		Yes/No	When funds are drawn down for the invoice this box can be checked. This is an optional field.
Draw #	5	Numeric	Enter the draw number assigned. This is an optional field.

Field Name	Max Field Size	Field Type	Description
Updated		Yes/No	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made the box will be checked once the transaction is updated. Updating locks the record.
Amount		Currency	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the amount. If the invoice is funded by multiple grants there will be one entry for each grant allocation.
Reference Date		Date	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the transaction date.
Reference	20	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the reference (invoice) number.
Reference Description	30	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the reference description.
PO #	12	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the Purchase Order number.
Src (Source)	1	Alpha	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, select the funding source from the drop down list. Only grants allocated to this project will be available for selection. If multiple grants are selected there will be multiple cost line items for each for the Grant Funding Sources.
Grant #	30	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this will auto-populate based on the Src selection.
Line Item	8	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this will auto-populate based on the Src selection.
Fiscal Year	4	Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this will auto-populate based on the Src selection.
Src (Source)	1	Alpha	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this will auto-populate based on the Src selection.
Line Item Grant #	30	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this will auto-populate based on the Src selection.

Update

Click **Update** to update the manually entered transaction to the project selected.



Click **Yes** to continue or **No** to cancel.

Payments

Click **Payments** to view payments issued through Accounts Payable or add/edit payments when invoices are manually entered for the selected Project.

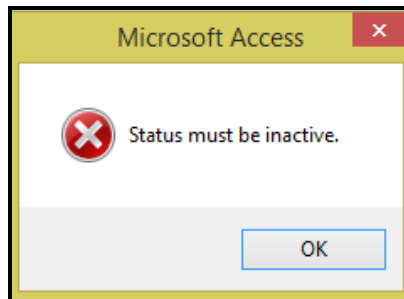
Field Name	Max Field Size	Field Type	Description
Trans #	10	Numeric	Auto-numbers when entries post from A/P and/or P/O. If a manual entry is made, this field auto-numbers when the vendor number is selected.
Vendor #	8	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, select the applicable vendor number from the dropdown list.
Vendor Name	40	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, this field will auto-populate based on the vendor number selected.
Ref Date		Date	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the invoice date or select the date from the calendar.
Reference	20	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the invoice number.
Reference Description	30	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the reference description.
Check #	8	Alpha/Numeric	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the Check number.
Amount		Currency	Auto-populates when entries post from A/P and/or P/O. If a manual entry is made, enter the check amount.
Voiced		Yes/No	If a check is voided, the system will automatically check this box. To manually void an entry, check the box.

When entering manual payment transaction the record will be saved either by entering at the end of the line or by clicking on the pencil in the far left column.

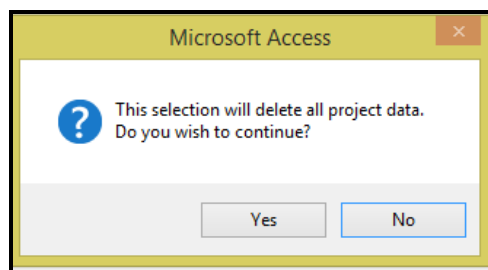
Trans #	Vendor #	Vendor Name	Ref Date	Reference	Reference Description	Check #	Amount	Voided
3	B0005	Centre Daily Times	1/19/2018	LP	Law Posting	5632	500.00	<input checked="" type="checkbox"/>

Delete

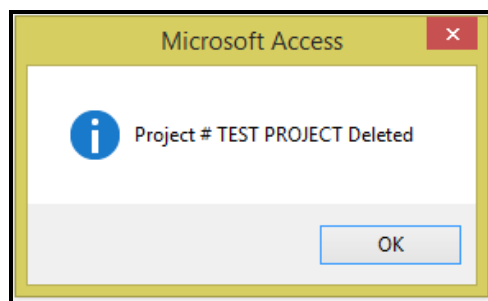
Click **Delete** to delete Project # & Data. Active projects cannot be deleted.



Click **OK**.



Click **Yes** to continue or **No** to Cancel.




Print

Click **Print** to view/print a report for the selected Project.

Project Inquiry Report																																							
Project #: STATE PROJECT 1		Description: New Project			Start Date: 8/8/2016		Completion Date: 8/8/2018																																
Contact:	Dept:	Div:	Status: A	Estimated Cost:	\$25,000.00																																		
Created: JRohrbaugh	8/8/2016 11:13:37 AM FNPT_ProjectTrackingForm																																						
Updated: pdodd	3/21/2017 8:21:43 AM FNSM_GrantMaintenanceForm																																						
Comments:				Funding:	\$90,000.00	Funds Remaining:	\$90,000.00	100.00%																															
				Ltd Budget:	\$0.00	Budget Remaining:	\$0.00	0.00%																															
				Ltd Invoices:	\$0.00																																		
				Labor:	\$0.00																																		
				Ltd Payments:	\$0.00	Payments Remaining:	\$0.00	0.00%																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td>11/30/2017</td> <td>Transaction Code:</td> <td>Plans</td> <td>Reference #:</td> <td>PrePlan</td> </tr> <tr> <td>Hyperlink:</td> <td colspan="3"></td> <td><input checked="" type="checkbox"/></td> <td>Document Attached</td> </tr> <tr> <td>Created:</td> <td>lday</td> <td colspan="2">11/30/2017 1:35:06 PM FNPT_ProjectTrac</td> <td colspan="2"></td> </tr> <tr> <td>Updated:</td> <td>lday</td> <td colspan="2">11/30/2017 1:43:16 PM FNPT_ProjectTrac</td> <td colspan="2"></td> </tr> <tr> <td>Notes:</td> <td colspan="5">11/30/2017 1:35:26 PM lday Preliminary Blue Prints</td> </tr> </table>										Date:	11/30/2017	Transaction Code:	Plans	Reference #:	PrePlan	Hyperlink:				<input checked="" type="checkbox"/>	Document Attached	Created:	lday	11/30/2017 1:35:06 PM FNPT_ProjectTrac				Updated:	lday	11/30/2017 1:43:16 PM FNPT_ProjectTrac				Notes:	11/30/2017 1:35:26 PM lday Preliminary Blue Prints				
Date:	11/30/2017	Transaction Code:	Plans	Reference #:	PrePlan																																		
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Notes:	11/30/2017 1:35:26 PM lday Preliminary Blue Prints																																						
Funding																																							
Fund Src	Grant #	Line Item	Fiscal Year	Fund Src	Line Item Grant #	Funding	Used	Labor	Remaining																														
F	NV-00999	01.01.02	2017	F	NV-00999	\$75,000.00	\$0.00	\$0.00	\$75,000.00																														
Fiscal Year:						\$75,000.00	\$0.00	\$0.00	\$75,000.00																														
Line Item:						\$75,000.00	\$0.00	\$0.00	\$75,000.00																														
Funding Source:						\$75,000.00	\$0.00	\$0.00	\$75,000.00																														
S	STATEGRANT1	11.11.11	2017	S	STATEGRANT1	\$15,000.00	\$0.00	\$0.00	\$15,000.00																														
Fiscal Year:						\$15,000.00	\$0.00	\$0.00	\$15,000.00																														
Line Item:						\$15,000.00	\$0.00	\$0.00	\$15,000.00																														
Funding Source:						\$15,000.00	\$0.00	\$0.00	\$15,000.00																														
Total Funding:						\$90,000.00	\$0.00	\$0.00	\$90,000.00																														

Project Inquiry

Click **Project Inquiry** to view the project in the same format as the master setup. No changes can be made from the inquiry form.

Project Inquiry										
Status:	A	Project #:	2016 PROJECT							
		2016 Project A								
										
Description:	2016 Project A		Comments:							
Dept:		Div:								
Contact:										
Start Date:	10/1 /2016	Completion Date:	10/31/2020							
Status:	A									
Estimated Cost:	\$550,000.00									
Funding:	\$450,000.00	Funds Remaining:	\$440,050.00 97.79%							
Ltd Budget:	\$550,000.00	Budget Remaining:	\$540,050.00 98.19%							
Ltd Invoiced:	\$9,950.00									
Labor:	\$0.00									
Ltd Payments:	\$8,200.00	Payments Remaining:	\$1,750.00 17.59%							
Created:	JRohrbaugh	11/9/2016 3:54:29 PM	FNPT_ProjectTrackingForm							
Updated:	lday	11/20/2017 9:15:45 AM	FNAP_CheckPrintReport							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Master</td> </tr> <tr> <td>Notes</td> </tr> <tr> <td>Budget</td> </tr> <tr> <td>Funding</td> </tr> <tr> <td>Cost</td> </tr> <tr> <td>Payments</td> </tr> <tr> <td>Print</td> </tr> </table>				Master	Notes	Budget	Funding	Cost	Payments	Print
Master										
Notes										
Budget										
Funding										
Cost										
Payments										
Print										