



Luma Print

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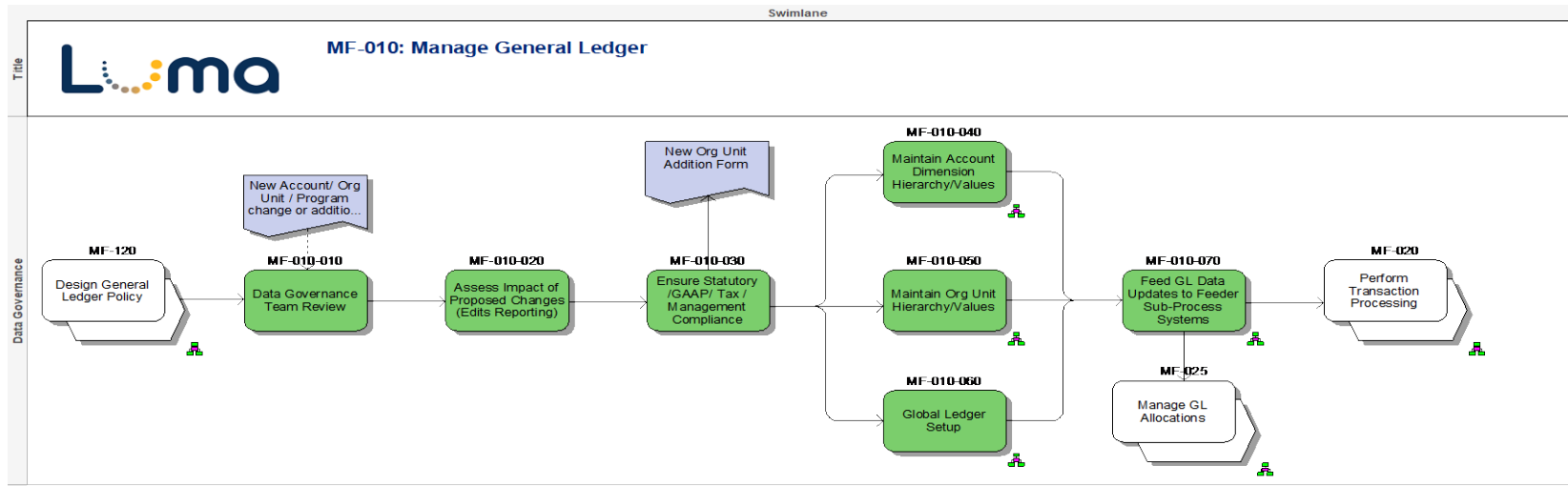
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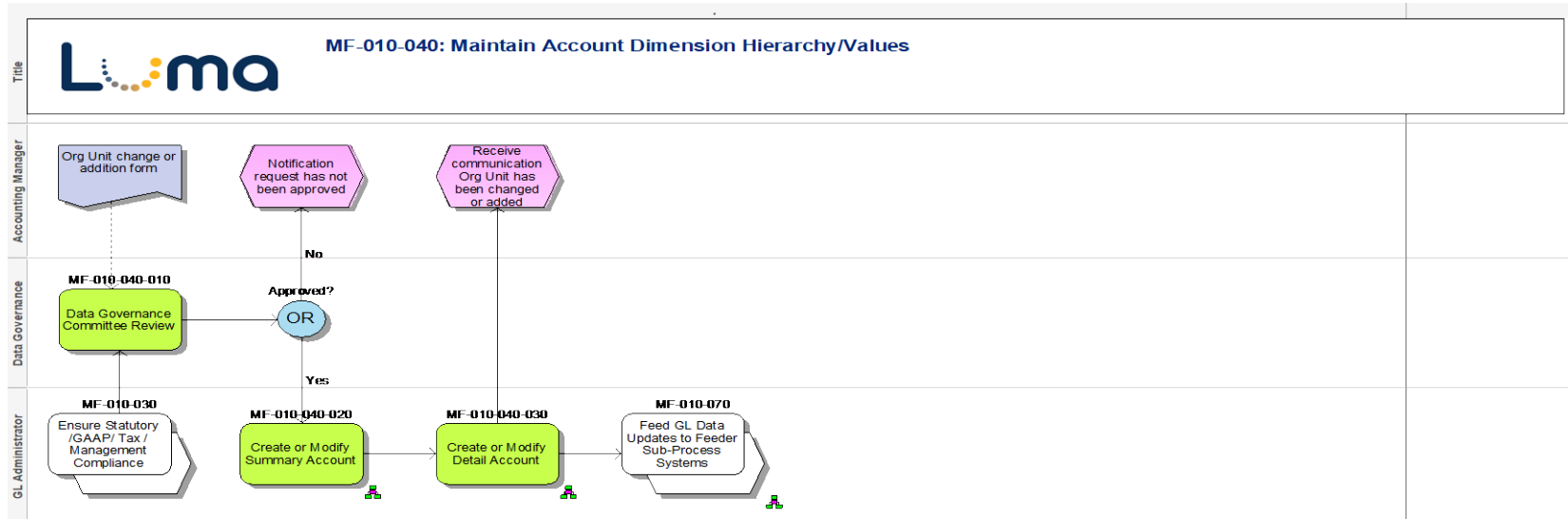
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MF: Manage Accounting and Financial Decision Support

MF-010: Manage General Ledger

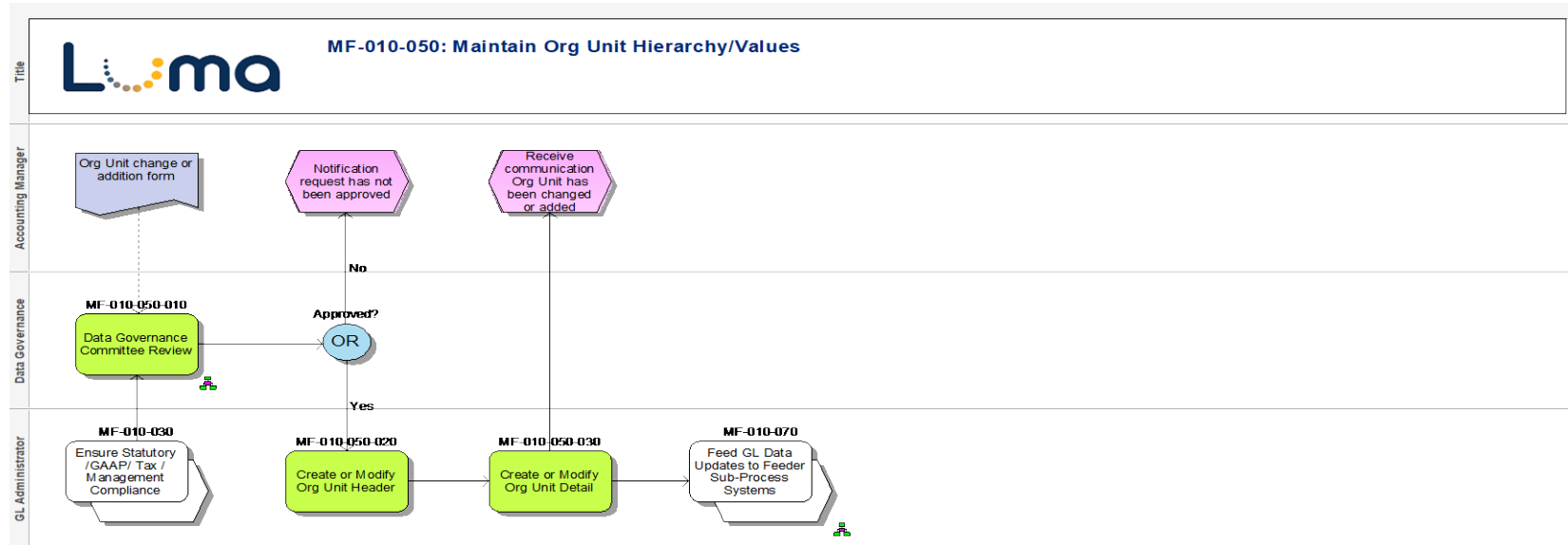


MF-010-040: Maintain Account Dimension Hierarchy/Values



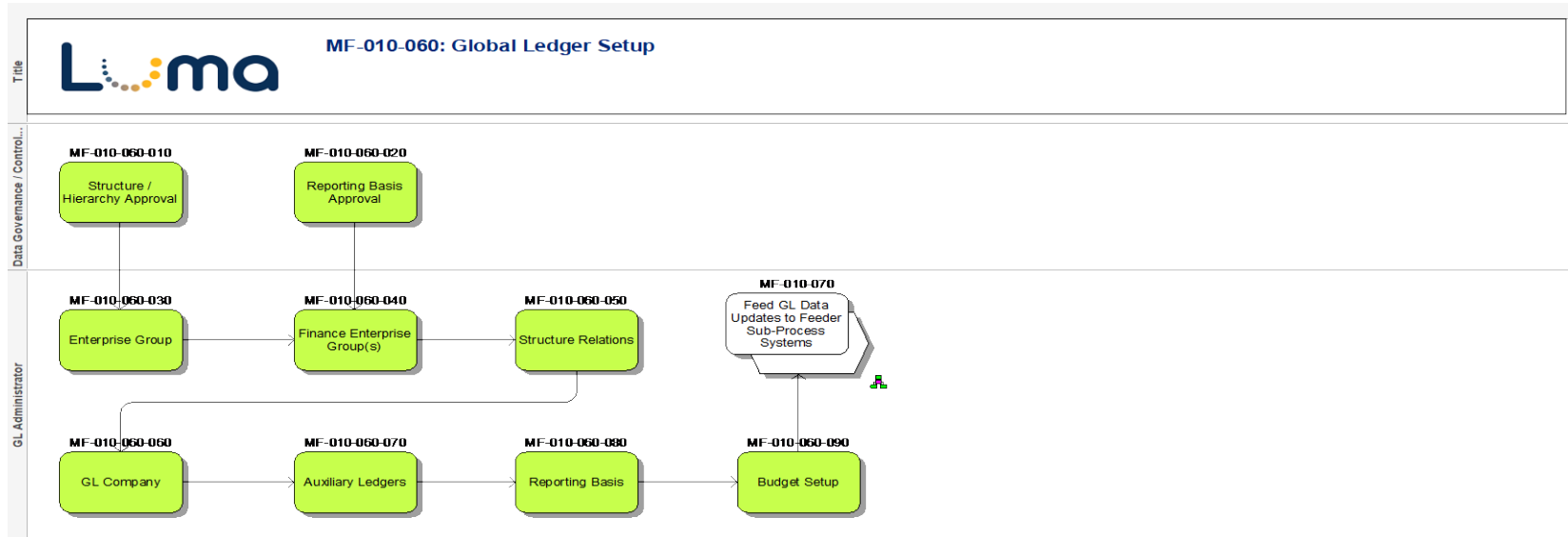
Description/Definition	The process to add, remove, or change account values in the Financial Enterprise Group. All change requests must be reviewed and approved by the data governance team.
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MF-010-050: Maintain Org Unit Hierarchy/Values



Description/Definition	The process to add, remove, or change org unit values in the Financial Enterprise Group. All change requests must be reviewed and approved by the data governance team.
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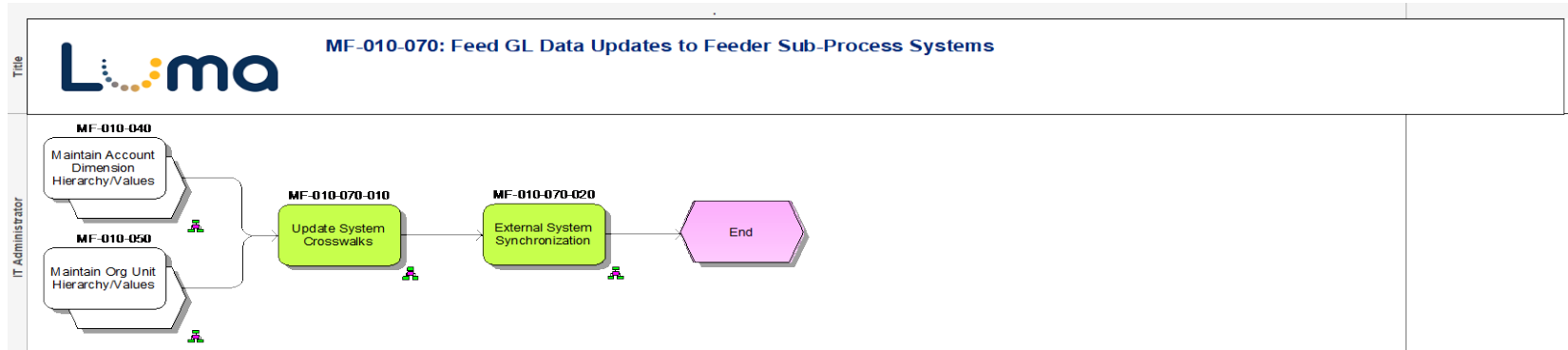
MF-010-060: Global Ledger Setup



Description/Definition

The process to configure the global ledger once changes have been qualified and approved by data governance.

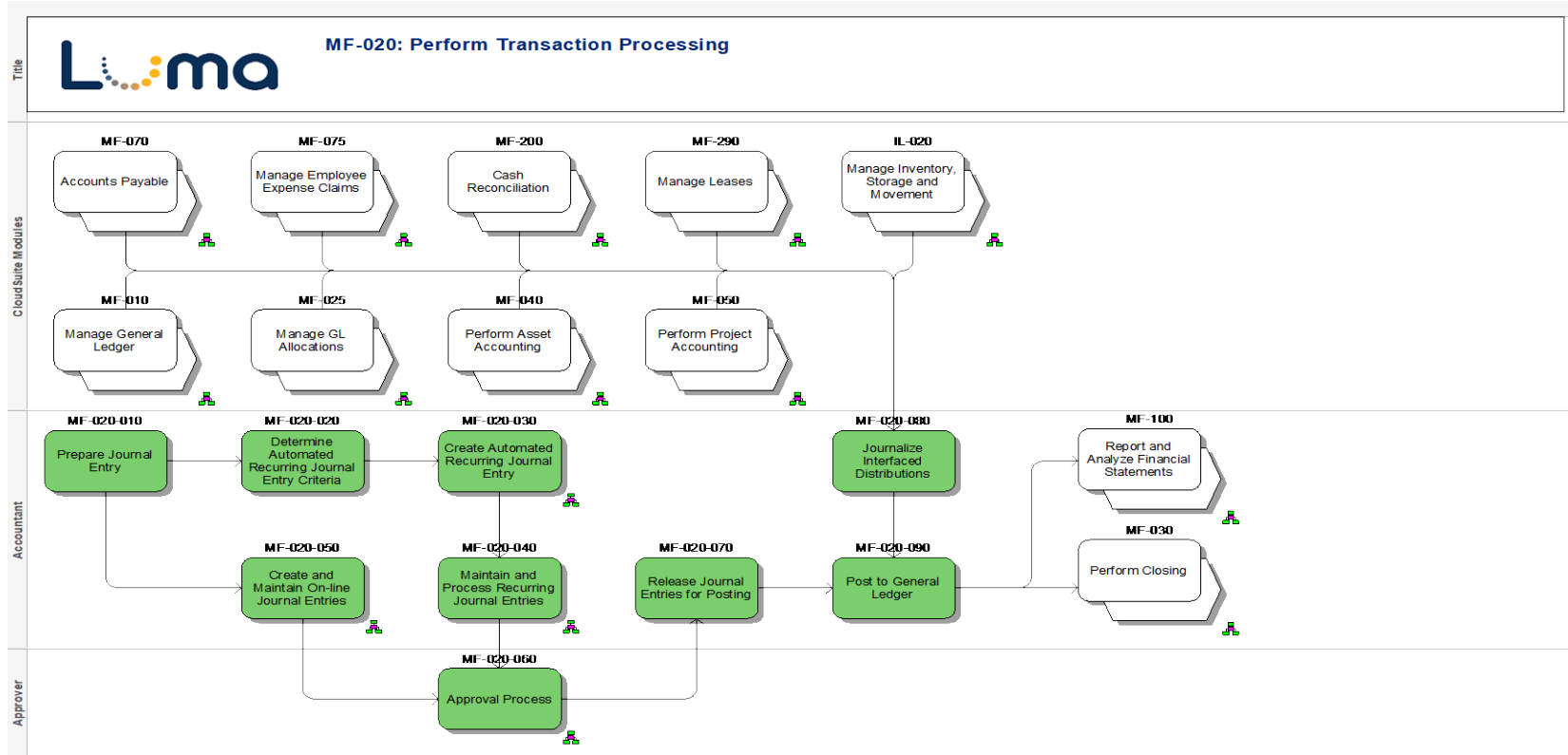
MF-010-070: Feed GL Data Updates to Feeder Sub-Process Systems



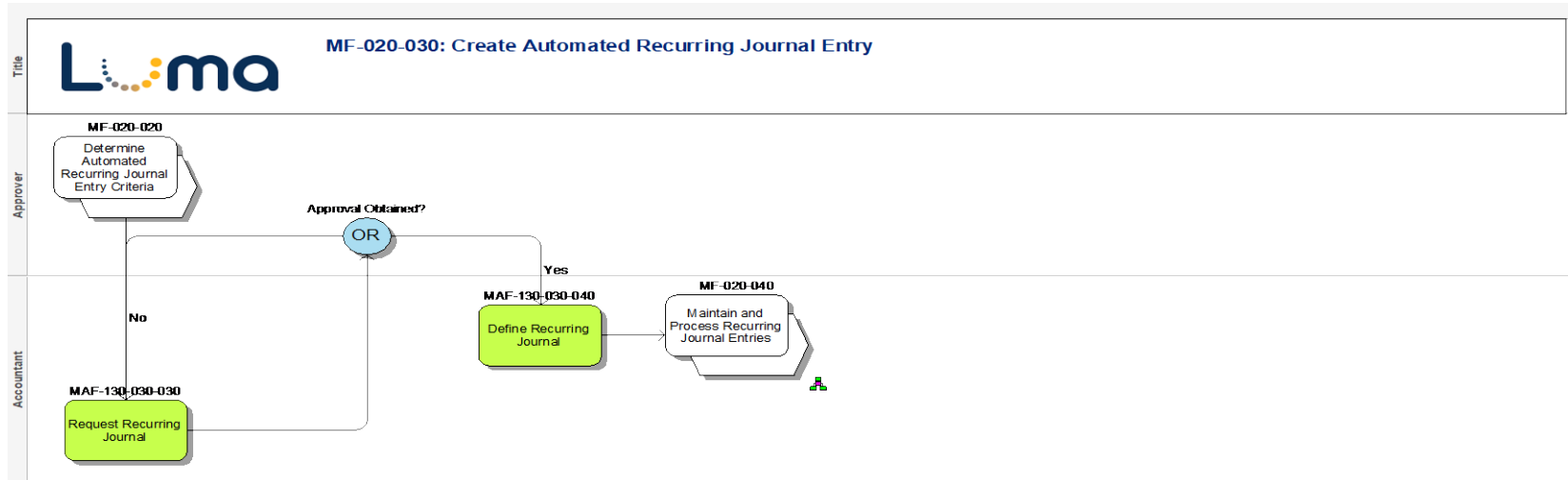
Description/Definition

The process to push general ledger chart of accounts updates to interfacing systems. This updates the crosswalk mapping.

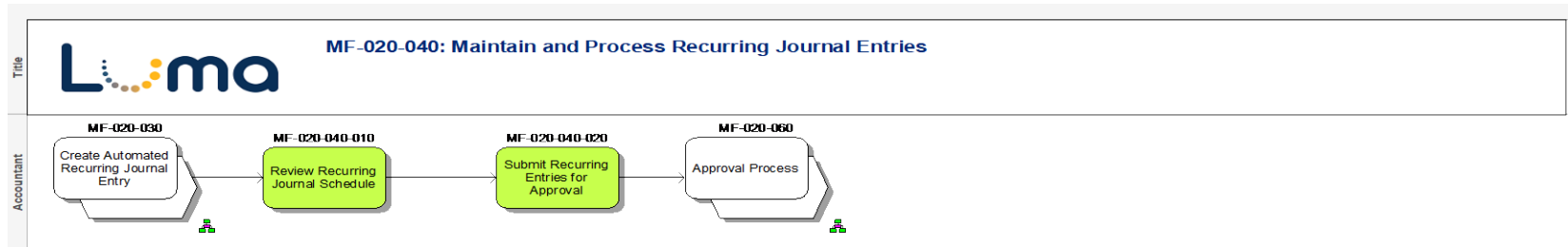
MF-020: Perform Transaction Processing



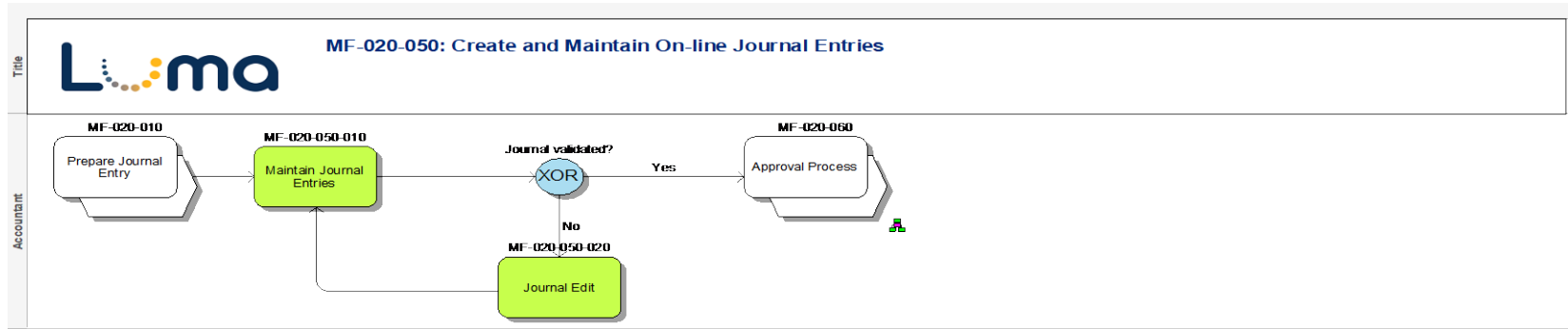
MF-020-030: Create Automated Recurring Journal Entry



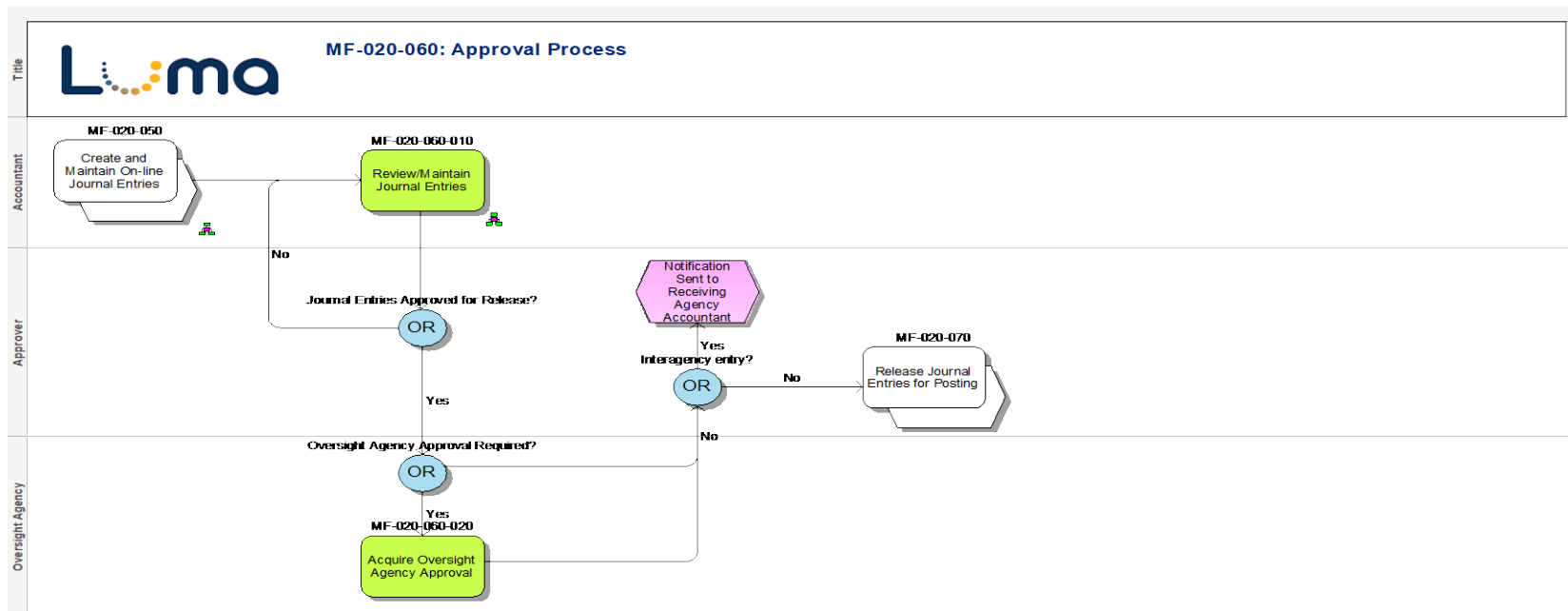
MF-020-040: Maintain and Process Recurring Journal Entries



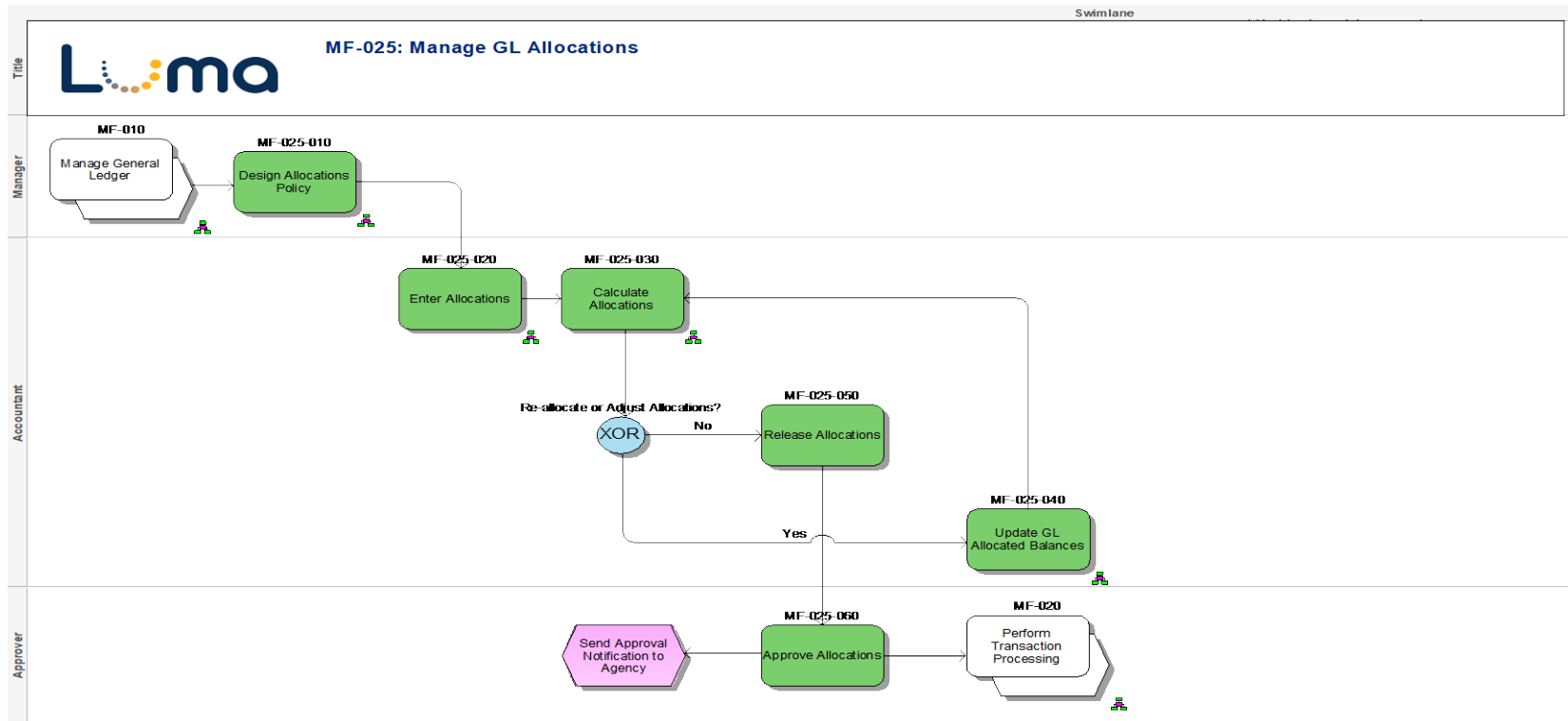
MF-020-050: Create and Maintain On-line Journal Entries



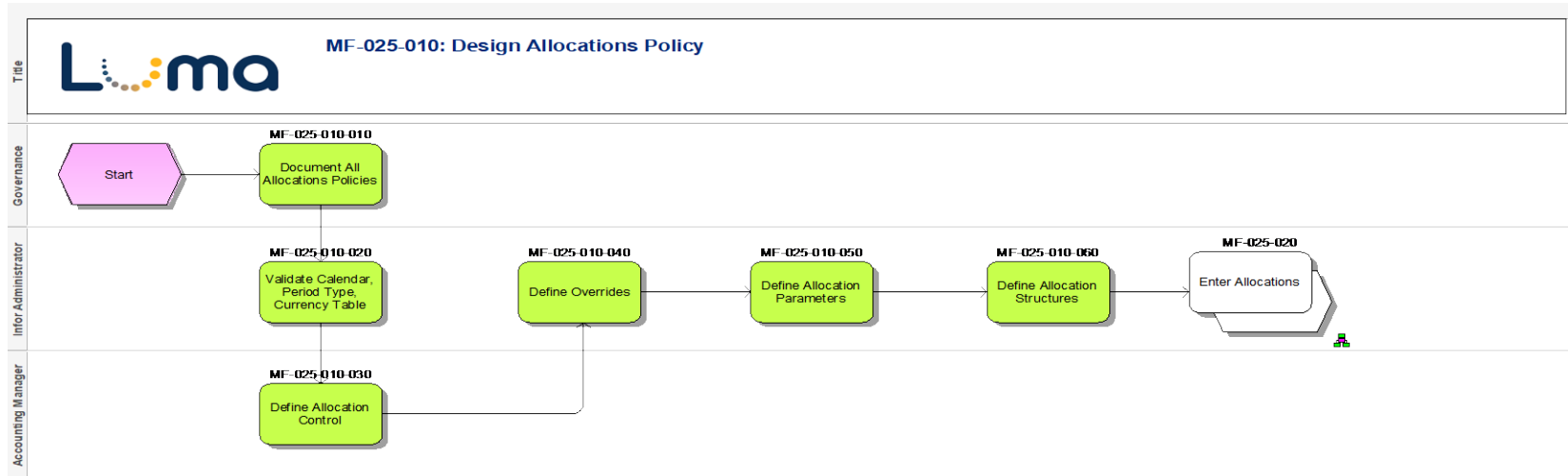
MF-020-060: Approval Process



MF-025: Manage GL Allocations



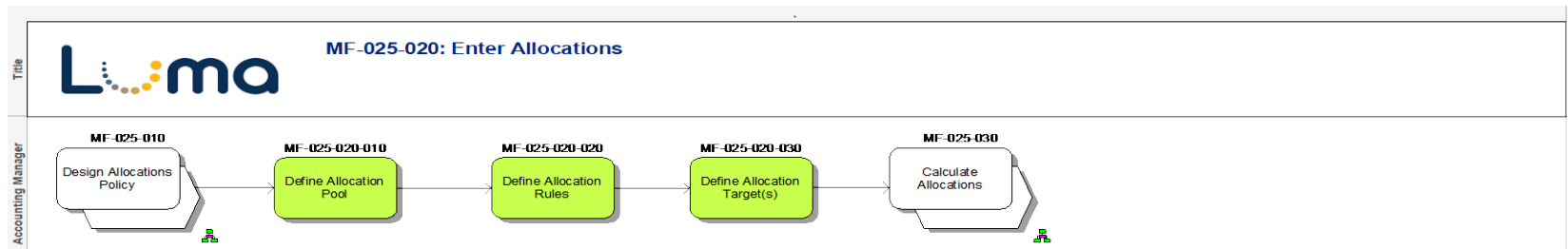
MF-025-010: Design Allocations Policy



Description/Definition

The process for developing allocation policies. These policies will reinforce the process for managing GL allocations.

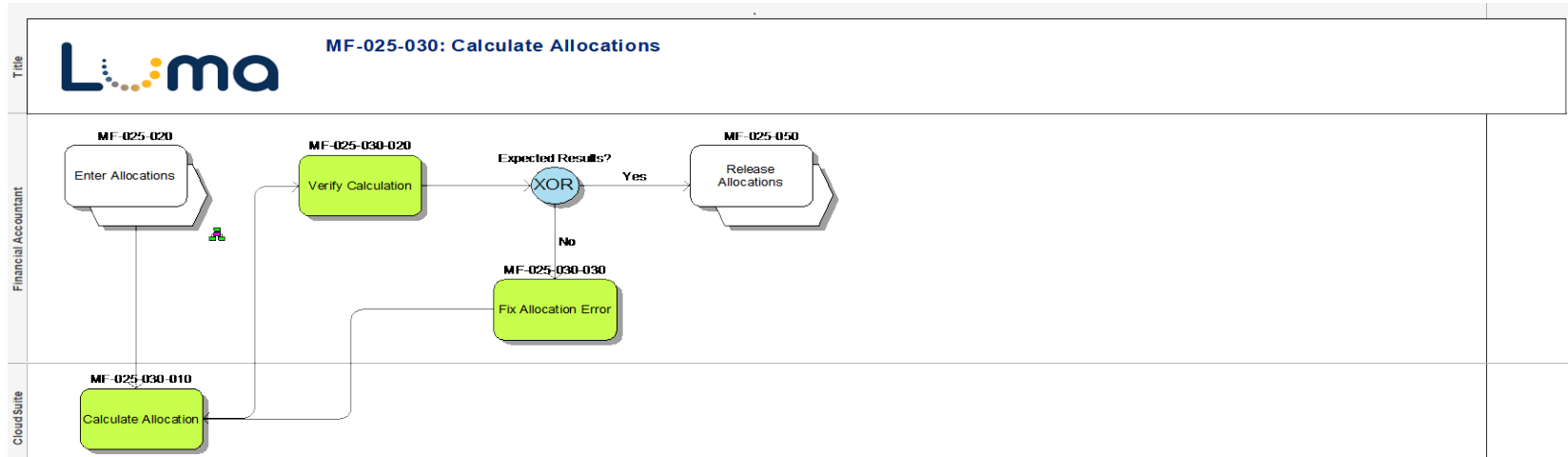
MF-025-020: Enter Allocations



Description/Definition

The process to enter allocations into the system through defining a set of parameters.

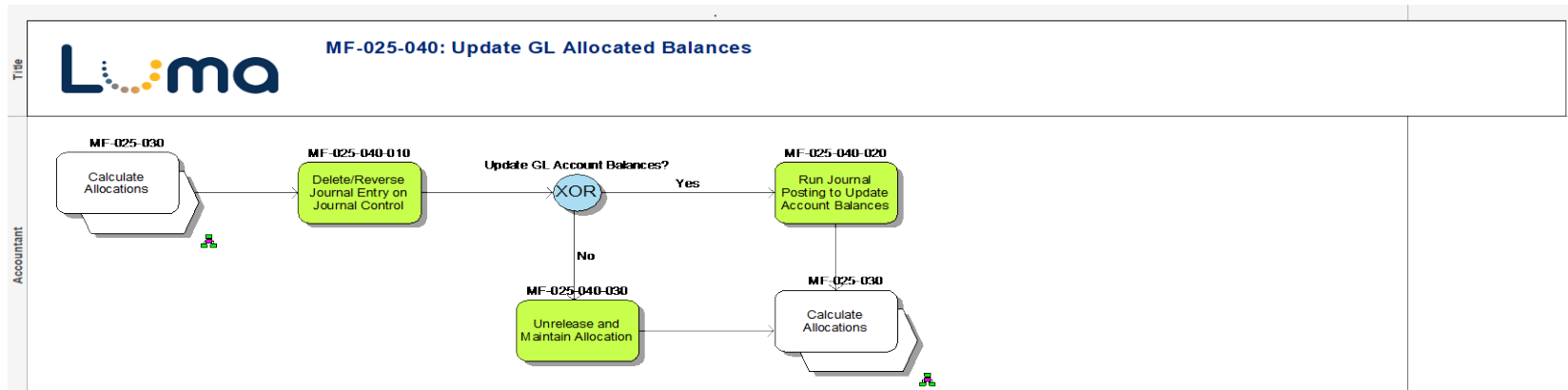
MF-025-030: Calculate Allocations



Description/Definition

This is the process for determining the allocation amounts and verifying that those amounts do not contain any errors.

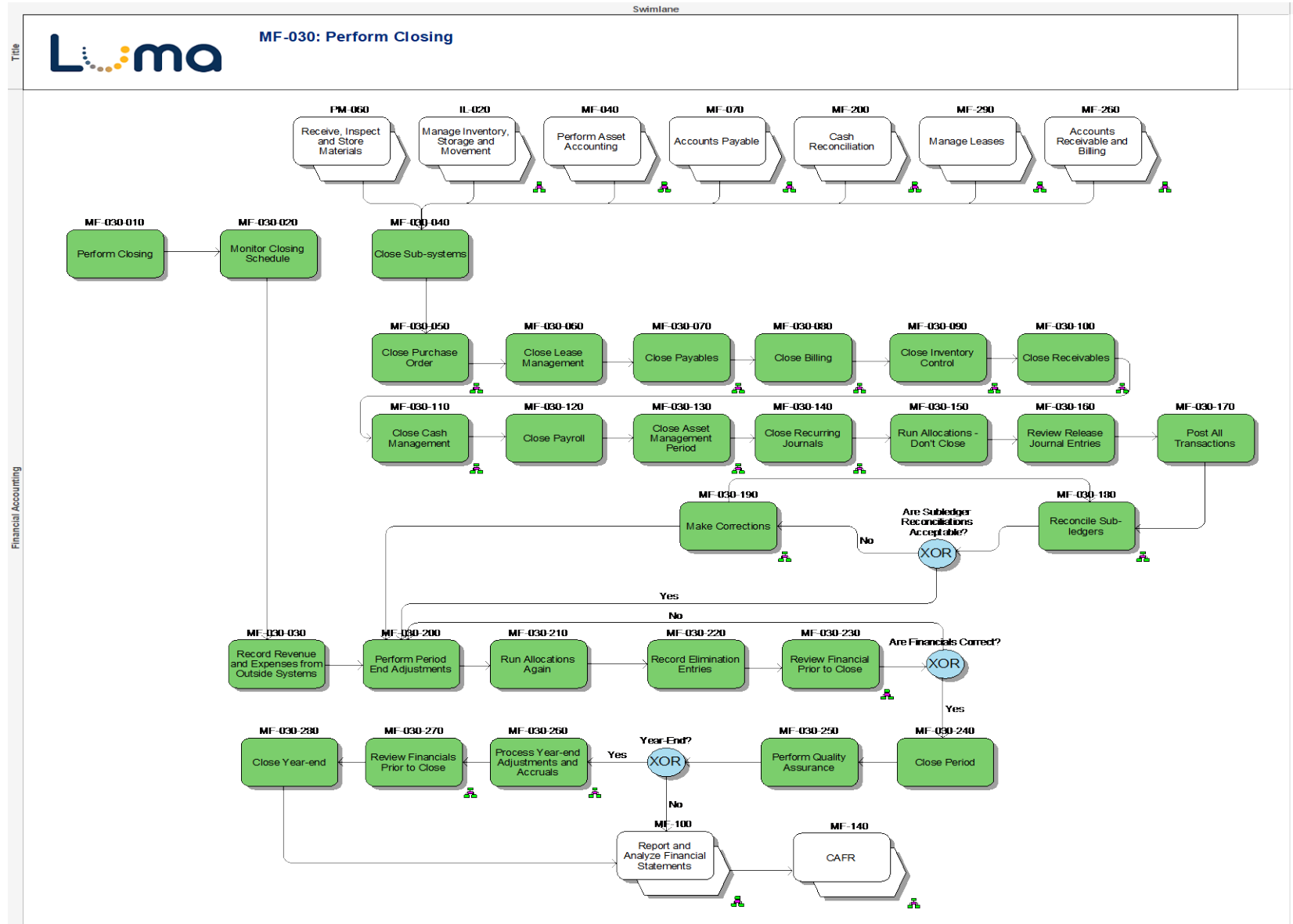
MF-025-040: Update GL Allocated Balances



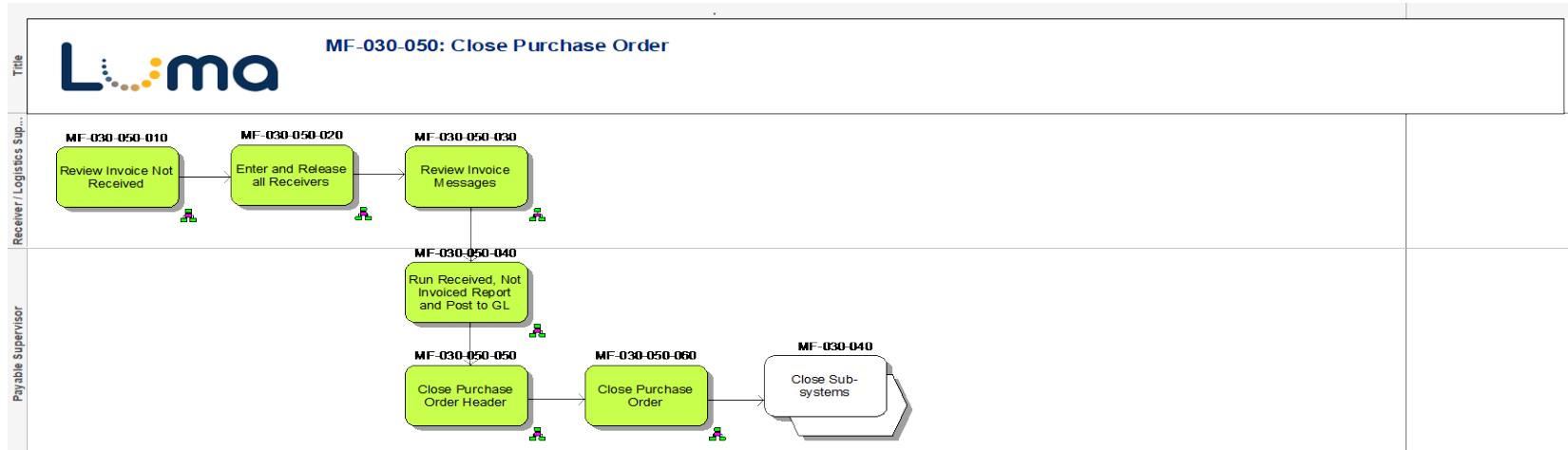


Description/Definition	The process to enter in the allocation amounts to update the GL entries and run journal posting to update account balances.
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MF-030: Perform Closing

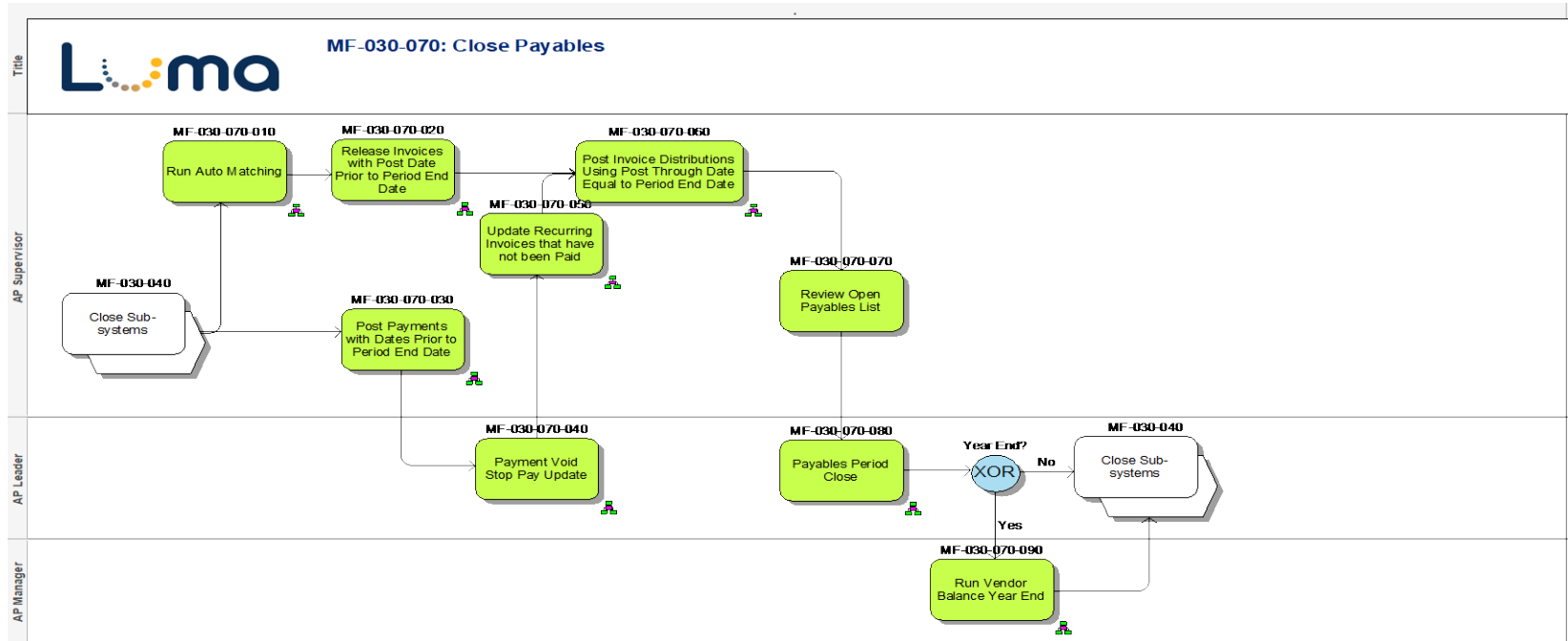


MF-030-050: Close Purchase Order



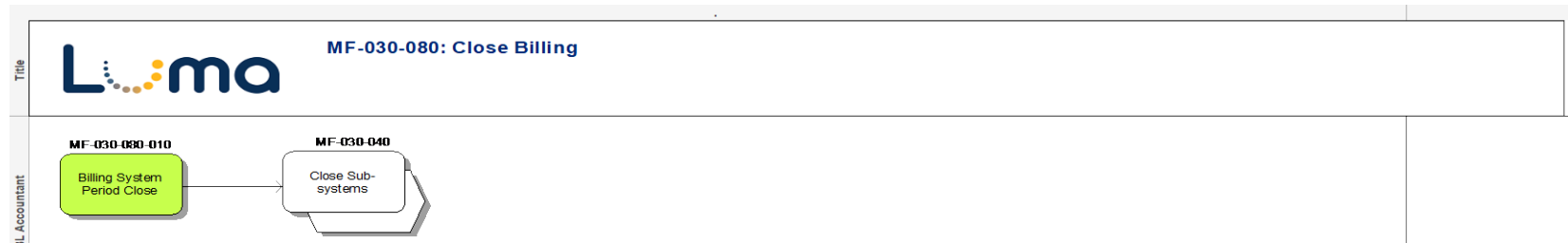
Description/Definition	The process to close the Purchase Order module and push all open distributions to the General Ledger.
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MF-030-070: Close Payables



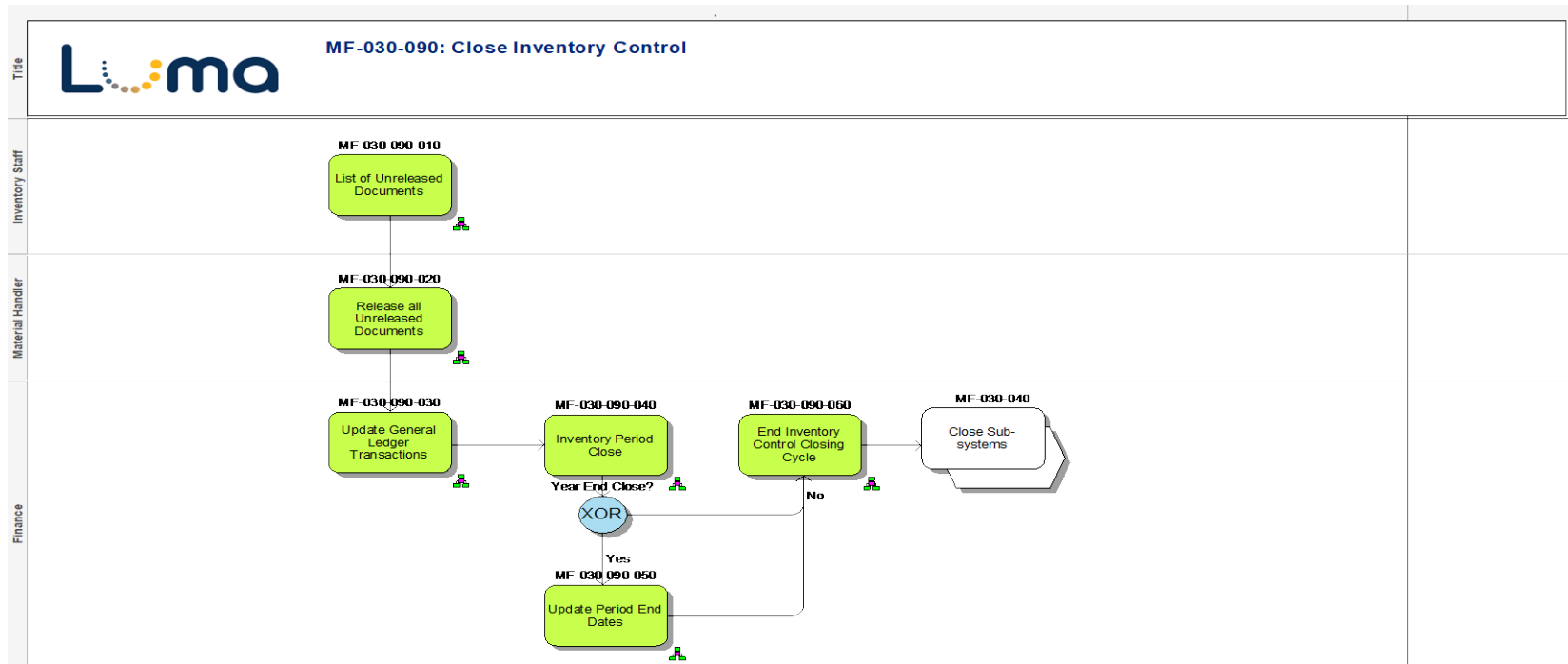
Description/Definition	The process to close the Accounts Payable module at the end of the month and push all open distributions to the General Ledger.
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MF-030-080: Close Billing



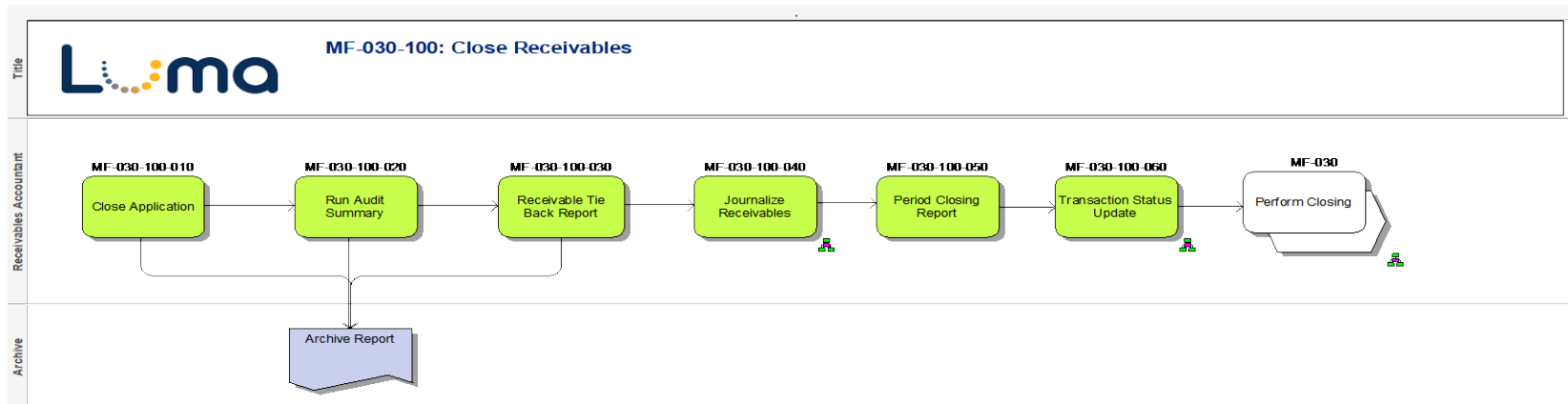
Description/Definition	The process to close the Billing module at the end of the month and push all open distributions to the General Ledger.
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MF-030-090: Close Inventory Control



Description/Definition	The process to close the Inventory module at the end of the month and push all open distributions to the General Ledger.
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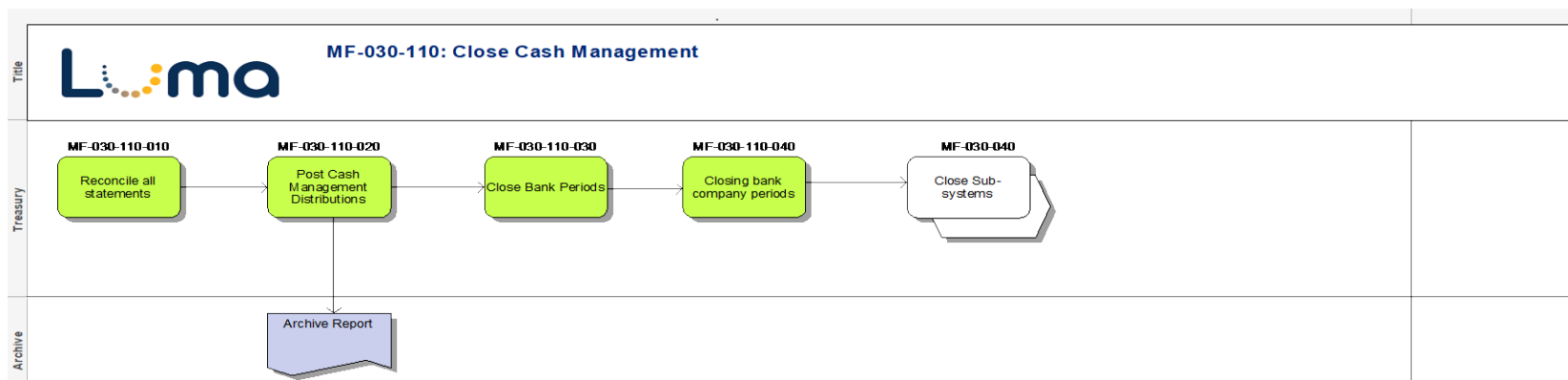
MF-030-100: Close Receivables



Description/Definition

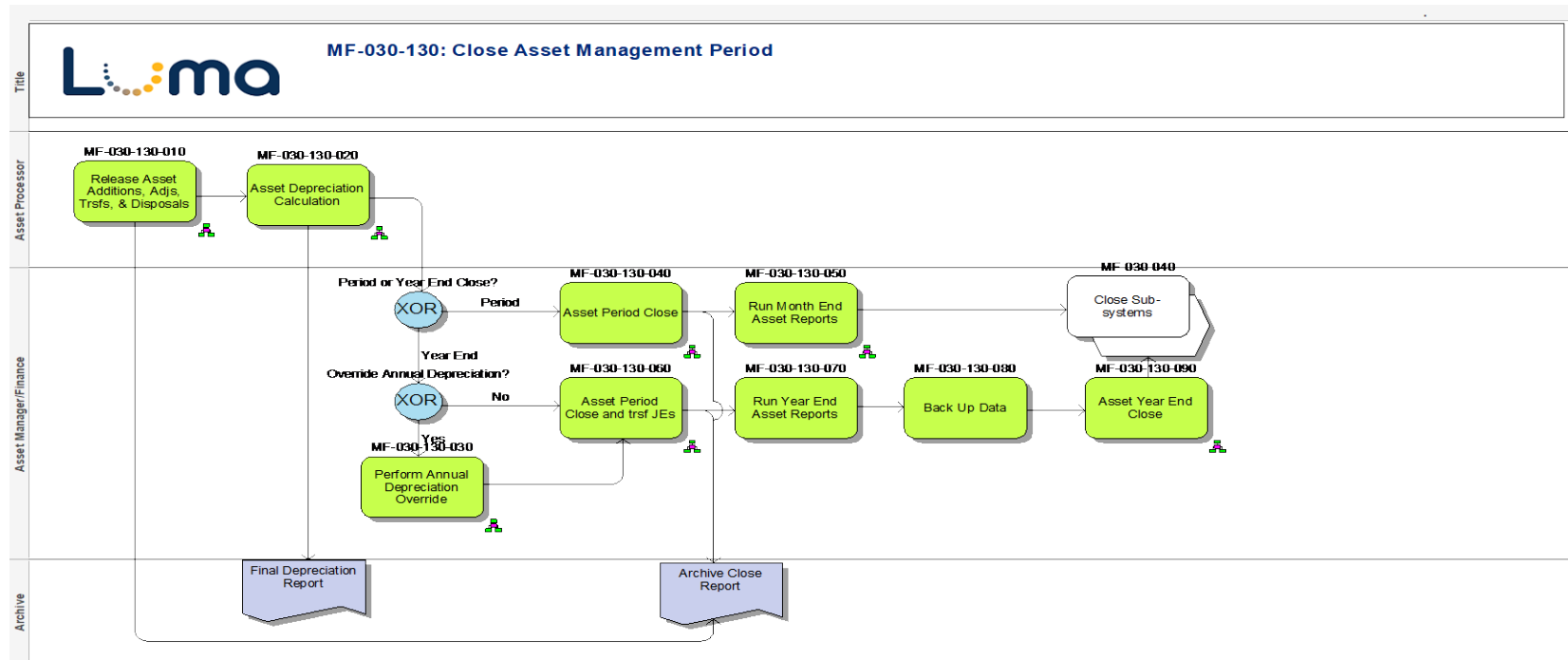
The process to close the Accounts Receivable module at the end of the month and push all open distributions to the General Ledger.

MF-030-110: Close Cash Management



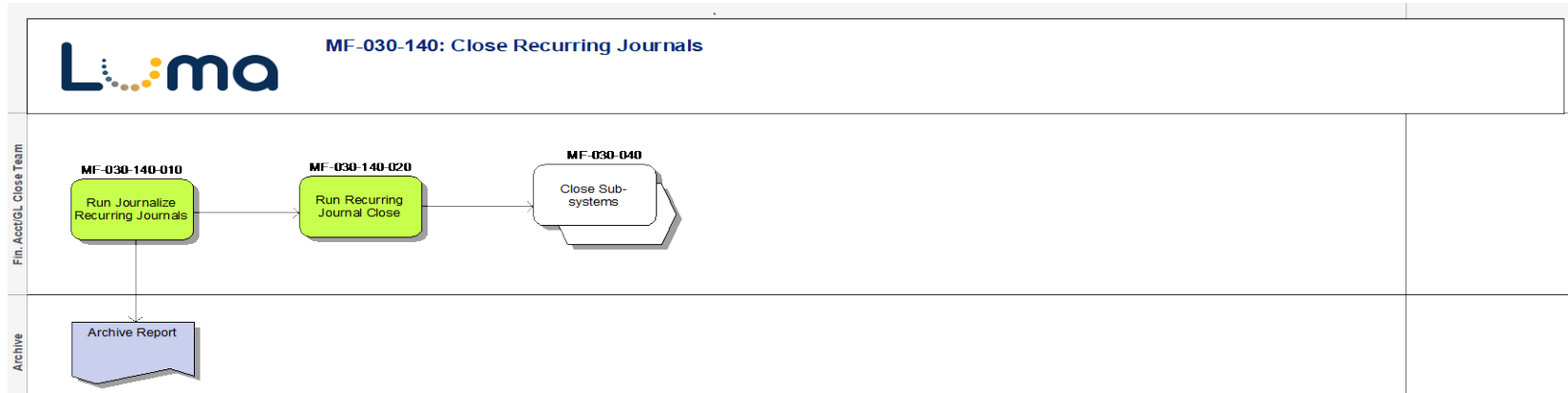
Description/Definition	The process to close the Cash Management module at the end of the month and push all open distributions to the General Ledger.
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MF-030-130: Close Asset Management Period



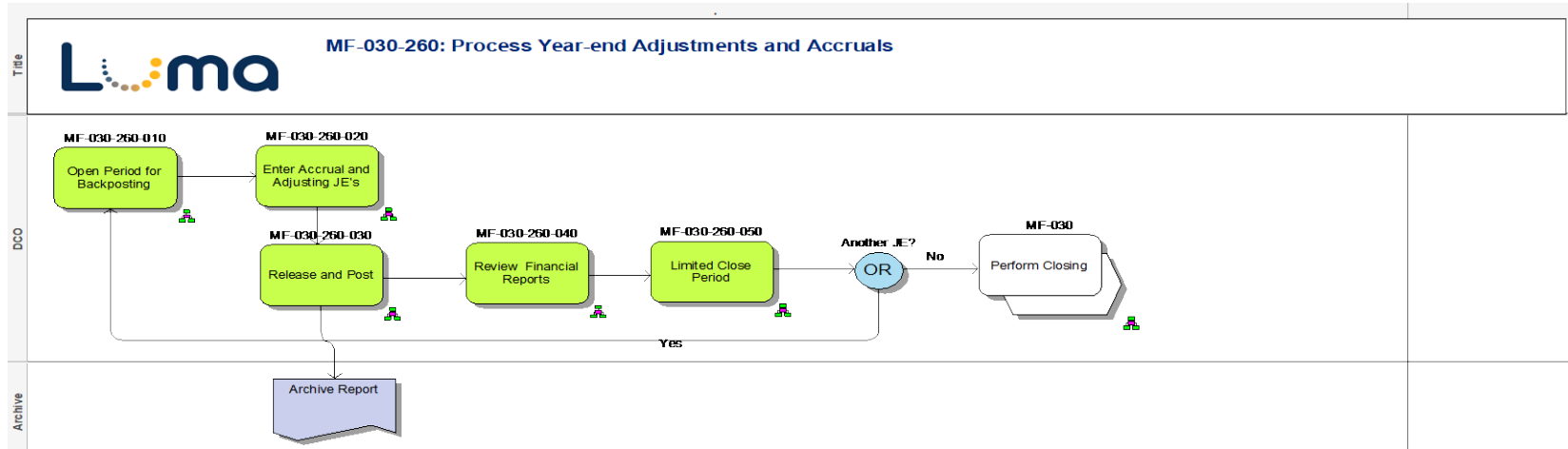
Description/Definition	The process to close the Asset Accounting module at the end of the month and push all open distributions to the General Ledger.
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MF-030-140: Close Recurring Journals



Description/Definition	The process to post all unreleased recurring journals to the Global Ledger module at the end of the month and post all open distributions to the General Ledger.
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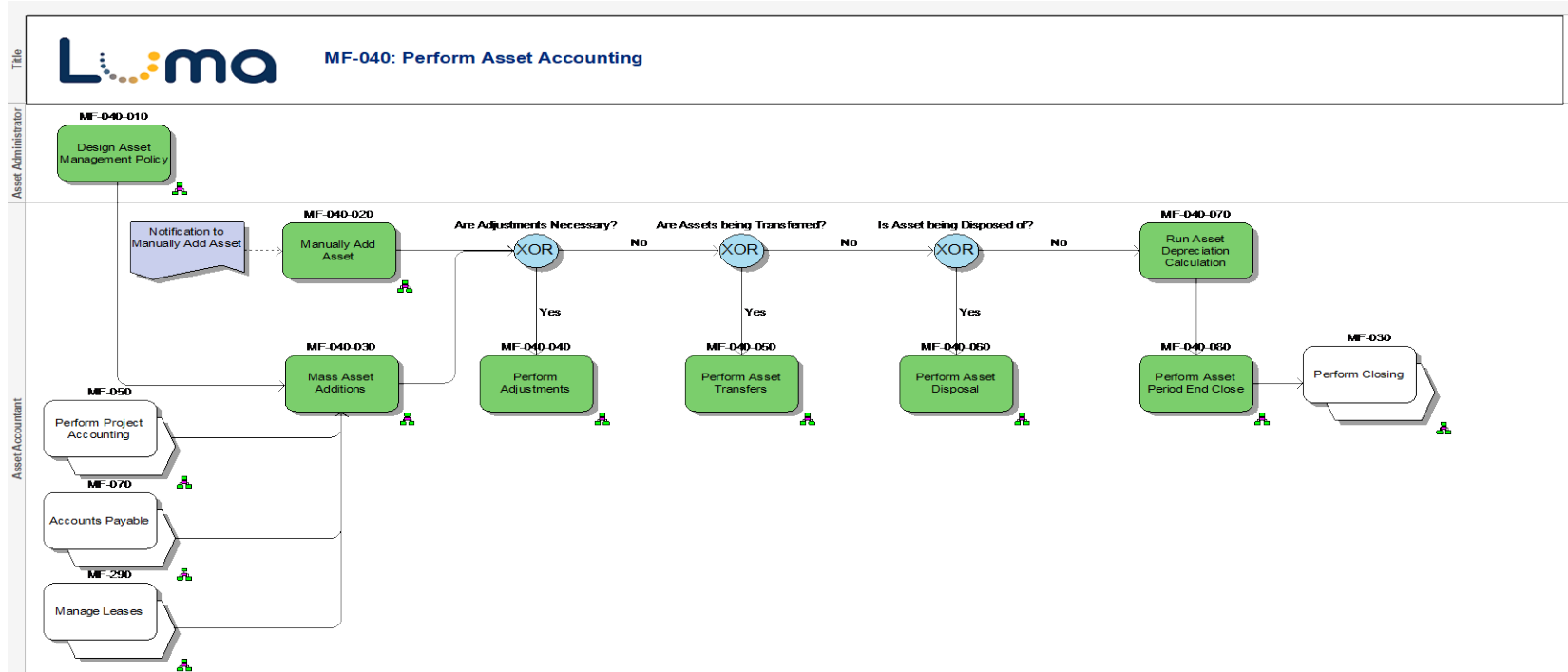
MF-030-260: Process Year-end Adjustments and Accruals



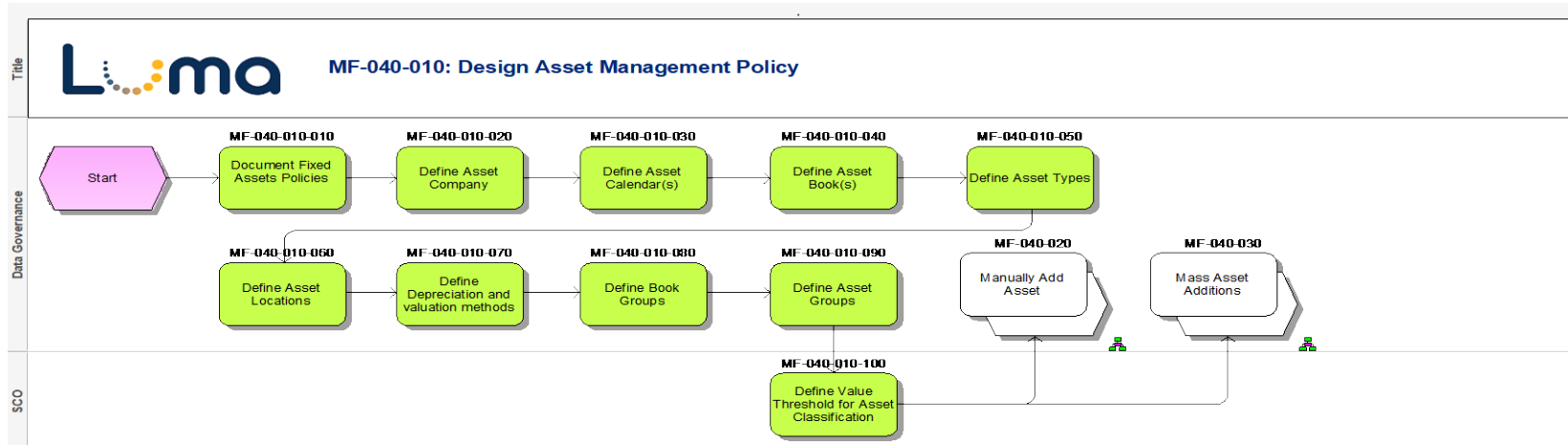
Description/Definition

The process to create adjustment entries at the end of the month and post all open distributions to the General Ledger.

MF-040: Perform Asset Accounting



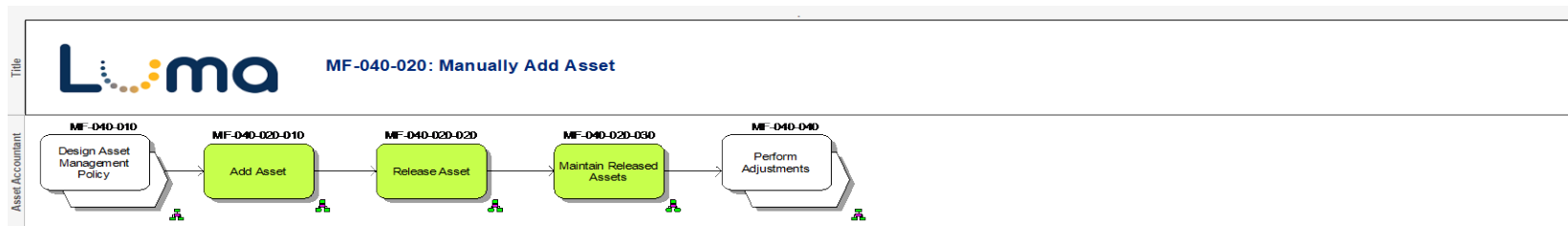
MF-040-010: Design Asset Management Policy



Description/Definition

The process to develop policy and procedure pertaining to fixed assets. The policy determinations act to help guide system configuration.

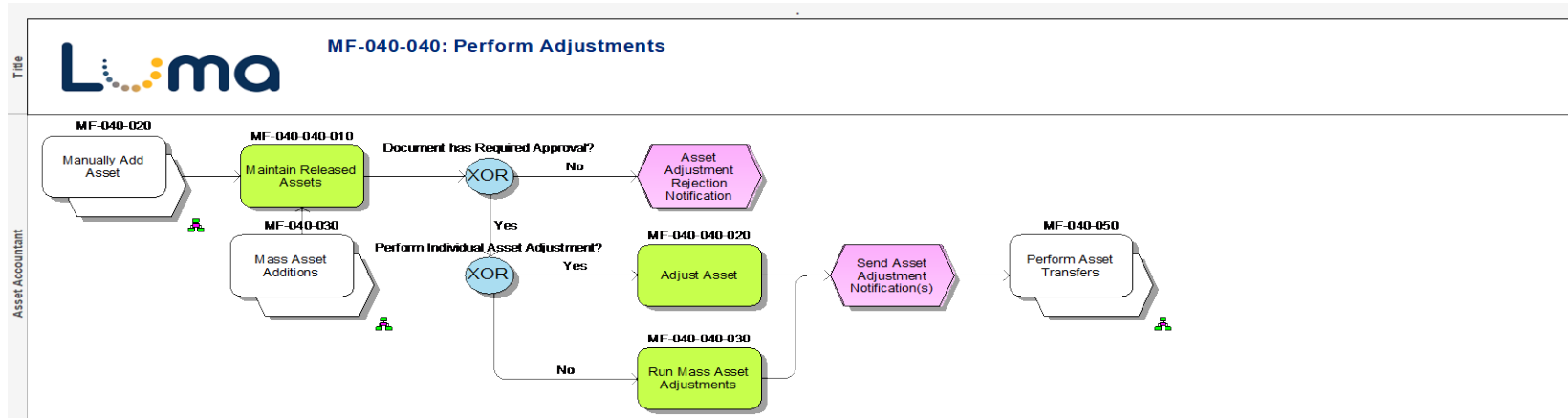
MF-040-020: Manually Add Asset



Description/Definition

The process to manually key an asset into the system, create it, and release it for use.

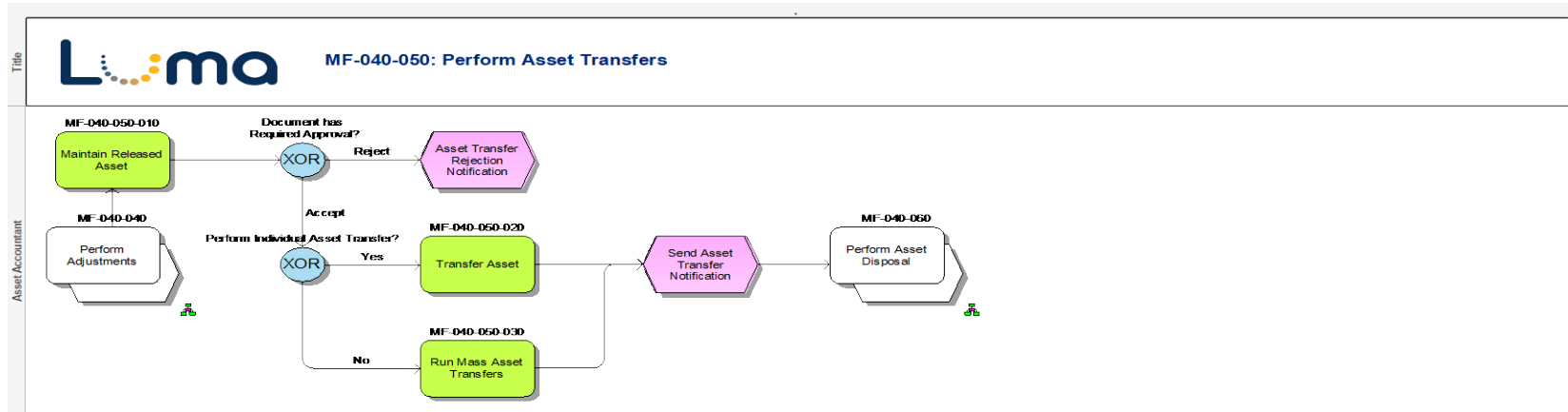
MF-040-040: Perform Adjustments



Description/Definition

The process to adjust details that define an asset. (e.g. asset life, depreciation method, etc.)

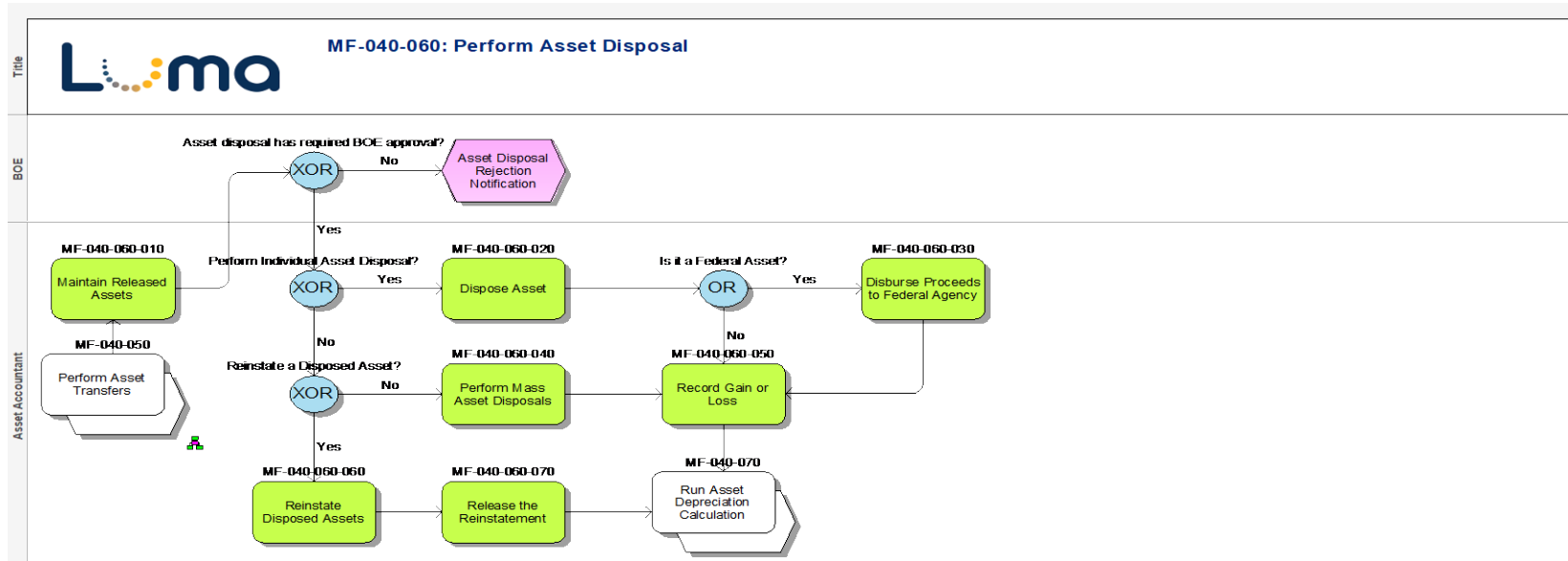
MF-040-050: Perform Asset Transfers



Description/Definition

The process to transfer an asset from one location or agency to another.

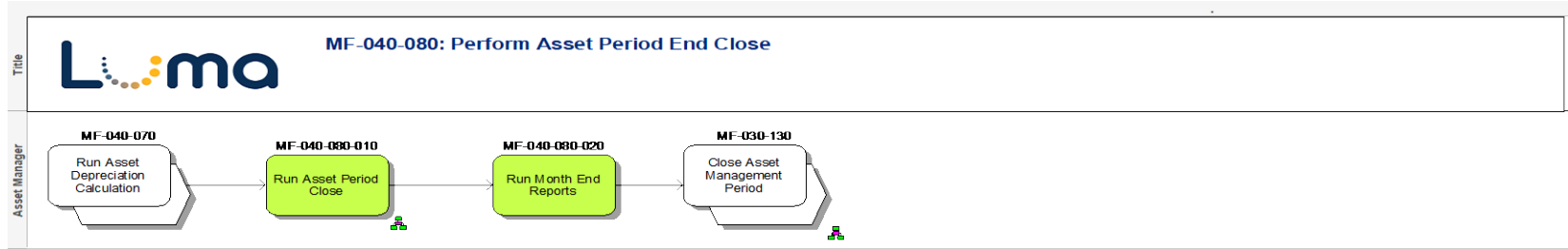
MF-040-060: Perform Asset Disposal



Description/Definition

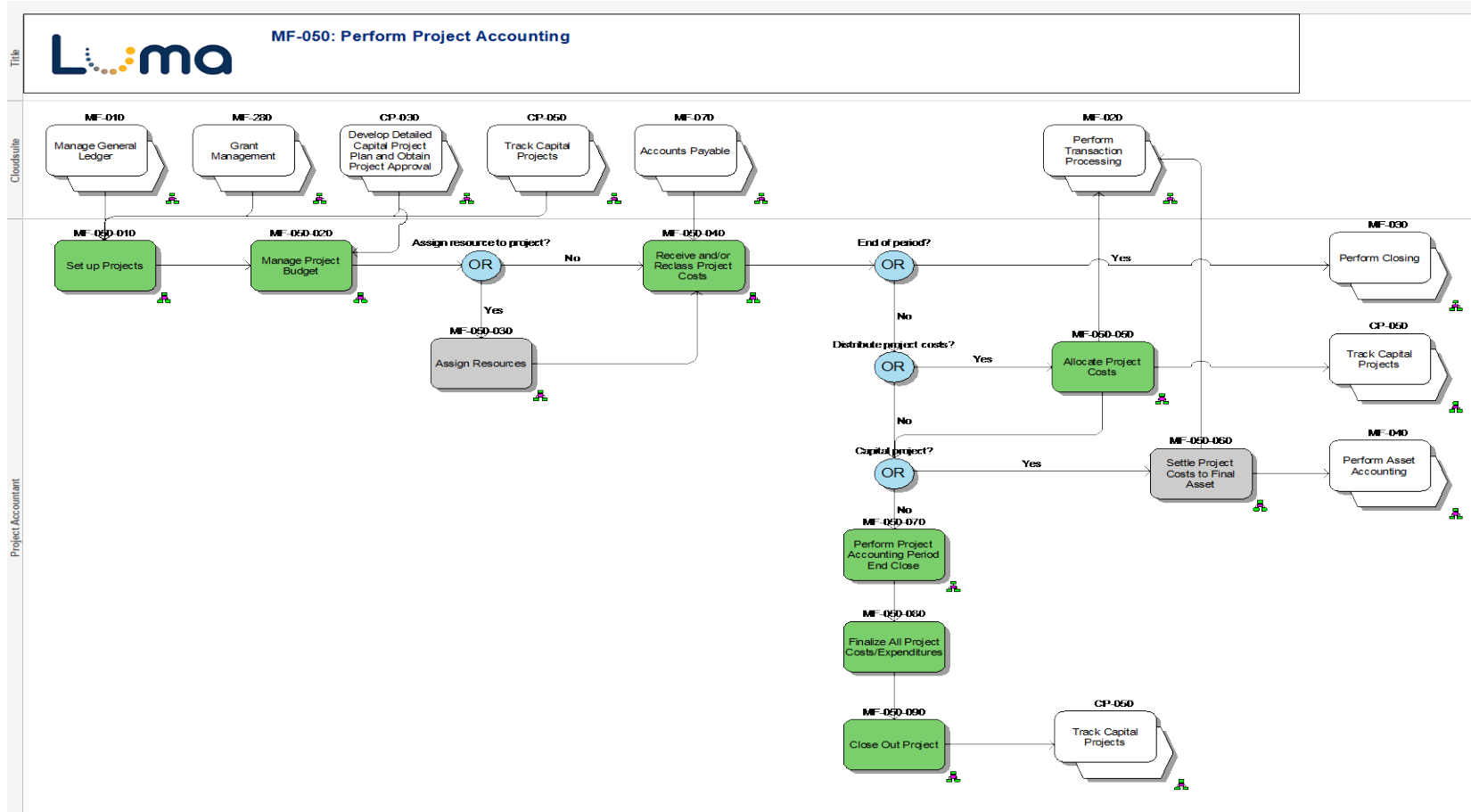
The subprocess to retire an asset, dispose of it, and record gain/loss. Assets may be reinstated after being retired if necessary.

MF-040-080: Perform Asset Period End Close

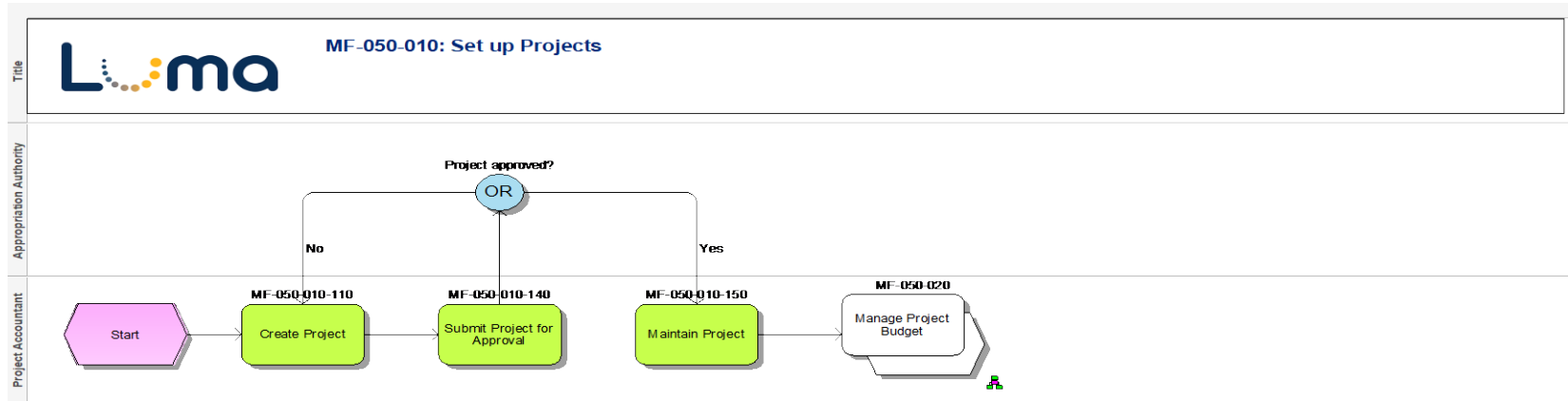


Description/Definition	The process to close an asset period at the end of the month. The next period will open for booking transactions.
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MF-050: Perform Project Accounting

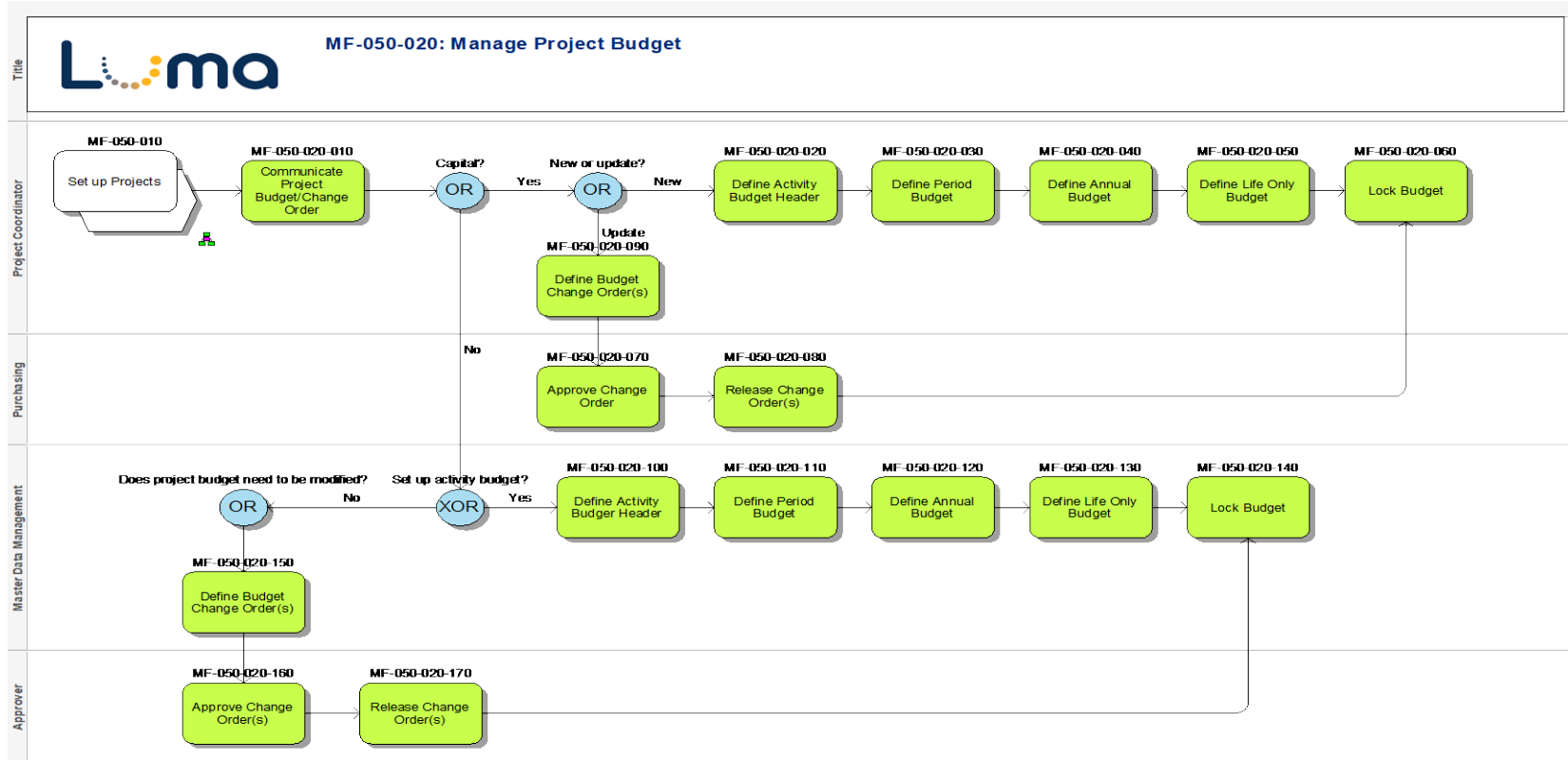


MF-050-010: Set up Projects



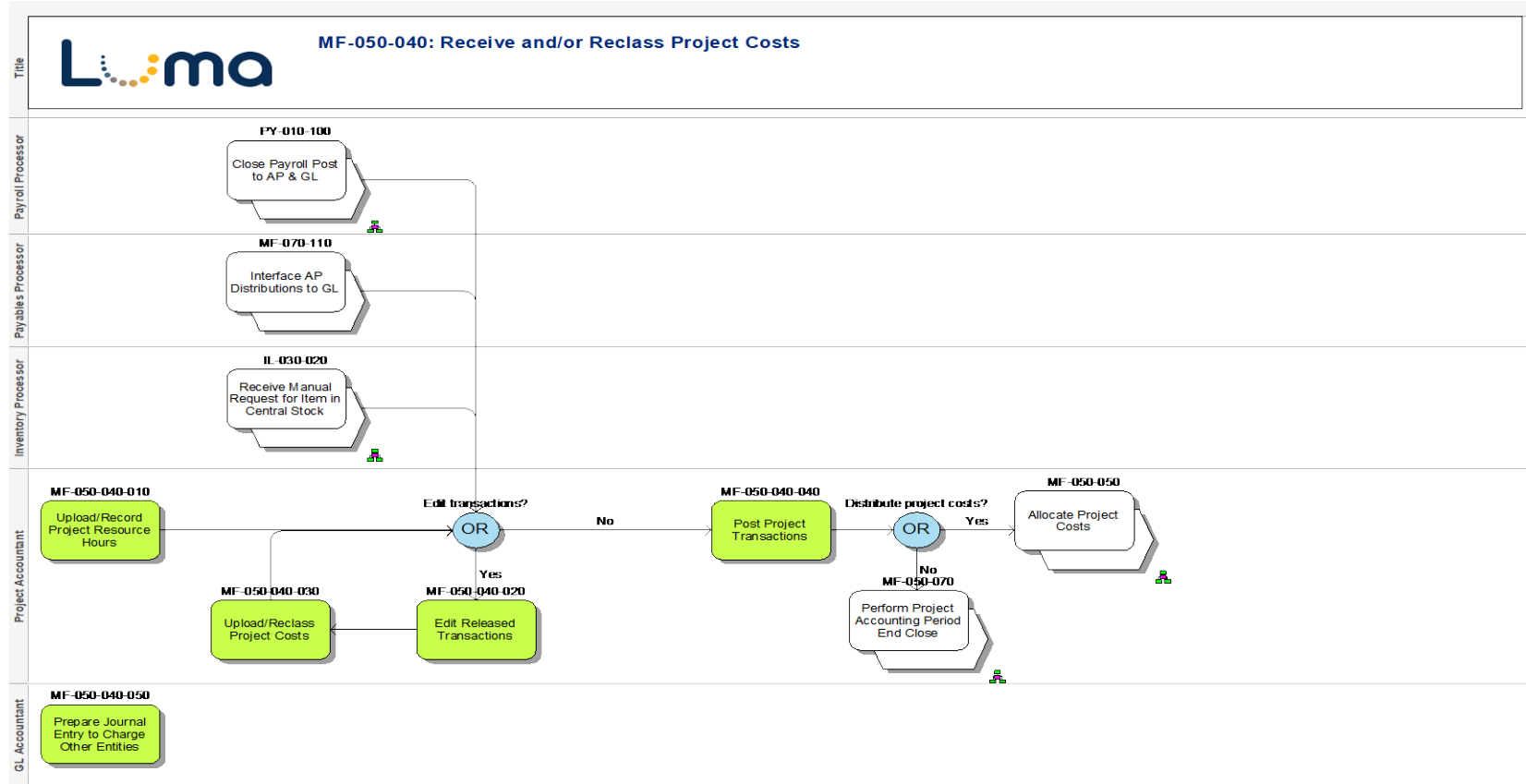
Description/Definition	After receiving notification, setting up a project is a pre-requisite for applying various costs to a project.
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MF-050-020: Manage Project Budget



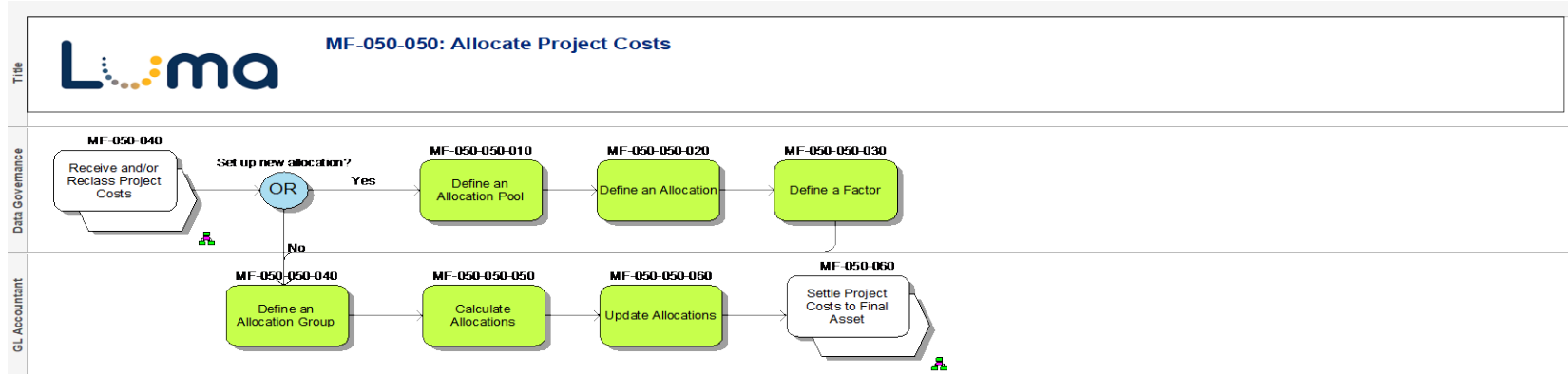
Description/Definition	Set up and manage the approved budget for this project. The budget should be consistent with change order requests and reflective of the work breakdown structure in the detailed project plan.
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MF-050-040: Receive and/or Reclass Project Costs



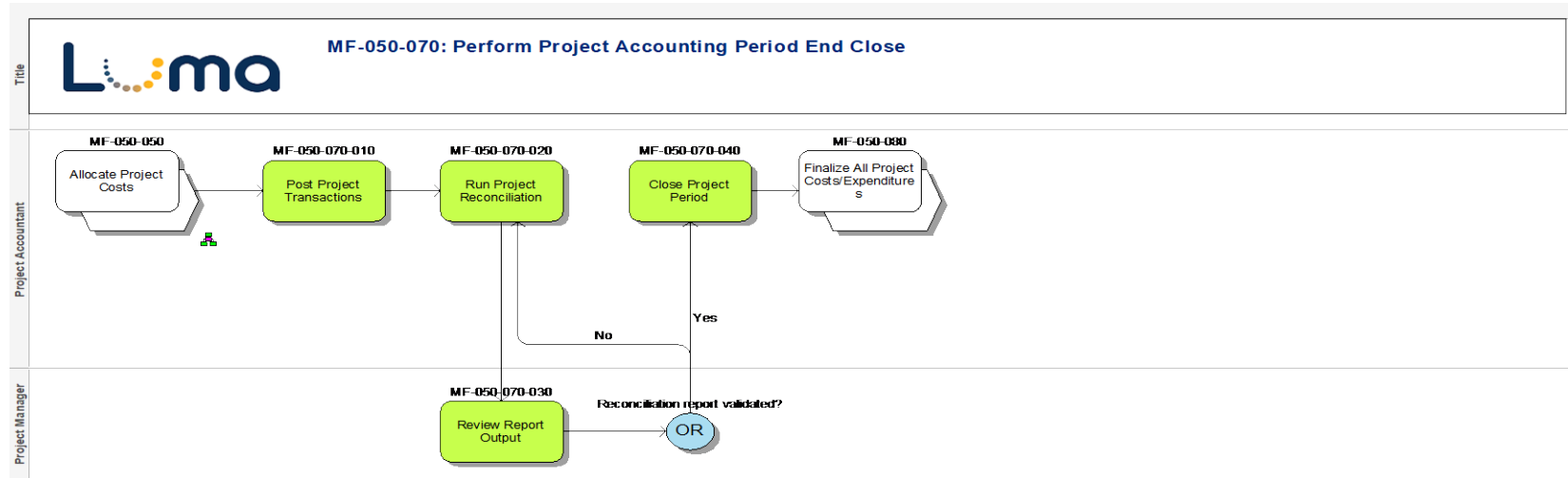
Description/Definition	
	The majority of transactions in Project Accounting are transferred from CloudSuite applications as part of the regular processing cycle in those applications. CloudSuite applications send transactions to Project Accounting for potential edits and posting.

MF-050-050: Allocate Project Costs



Description/Definition	Costs from other activities or cost centers in General Ledger can be allocated to projects.
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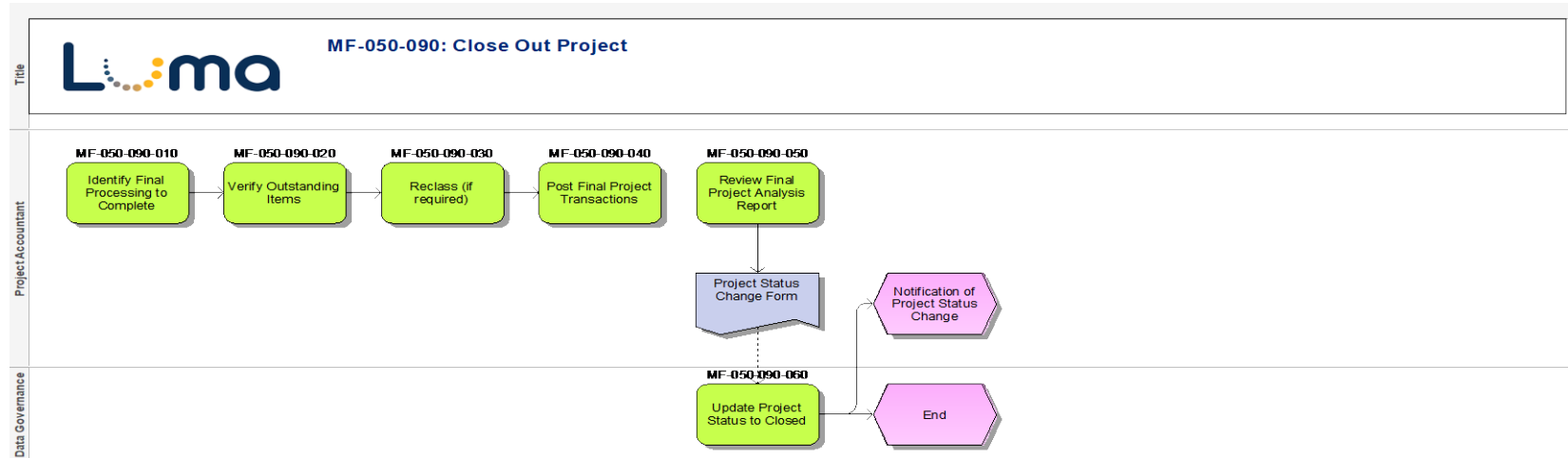
MF-050-070: Perform Project Accounting Period End Close



Description/Definition

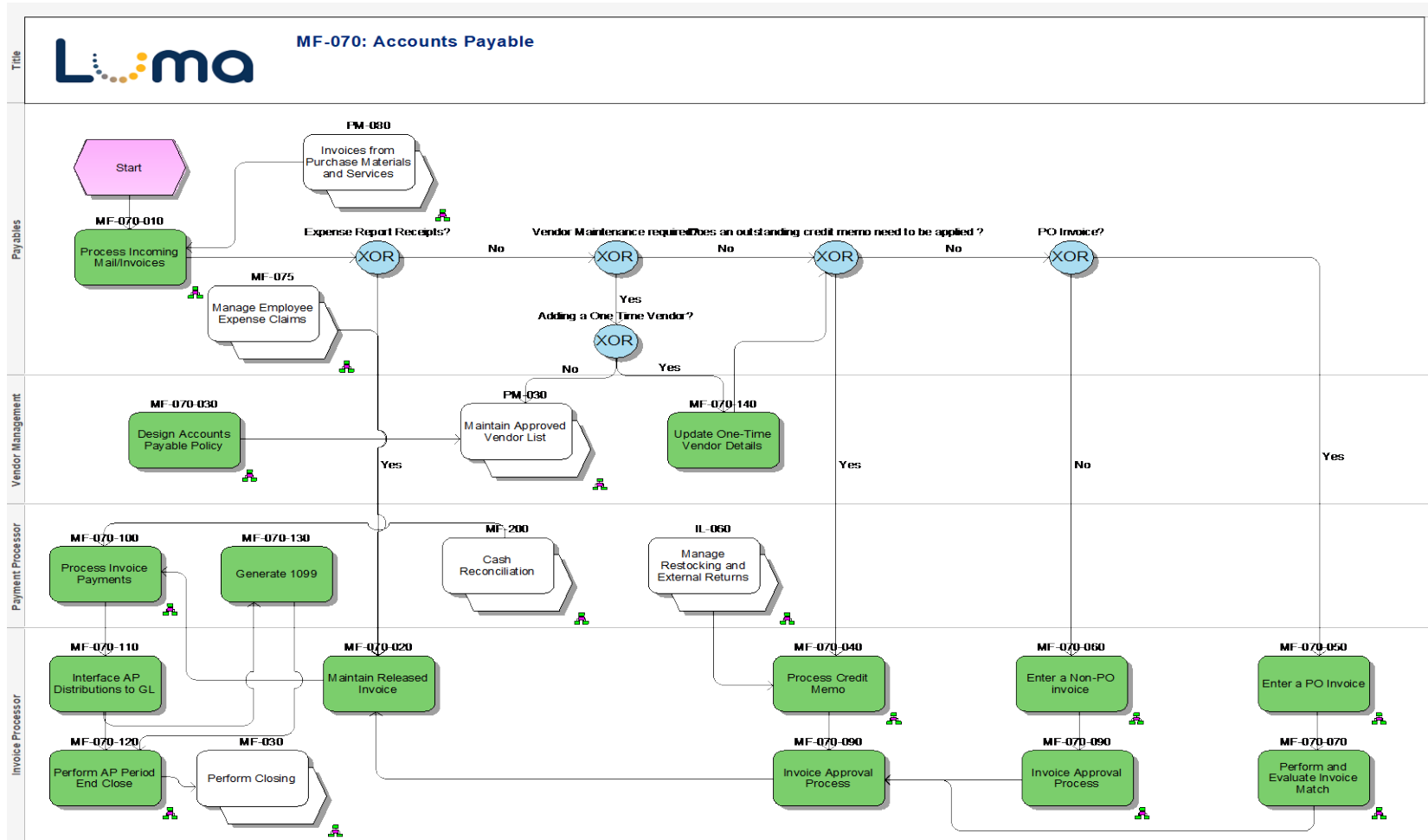
The fiscal period should be closed in Projects prior to processing the final General Ledger interface for the period.

MF-050-090: Close Out Project

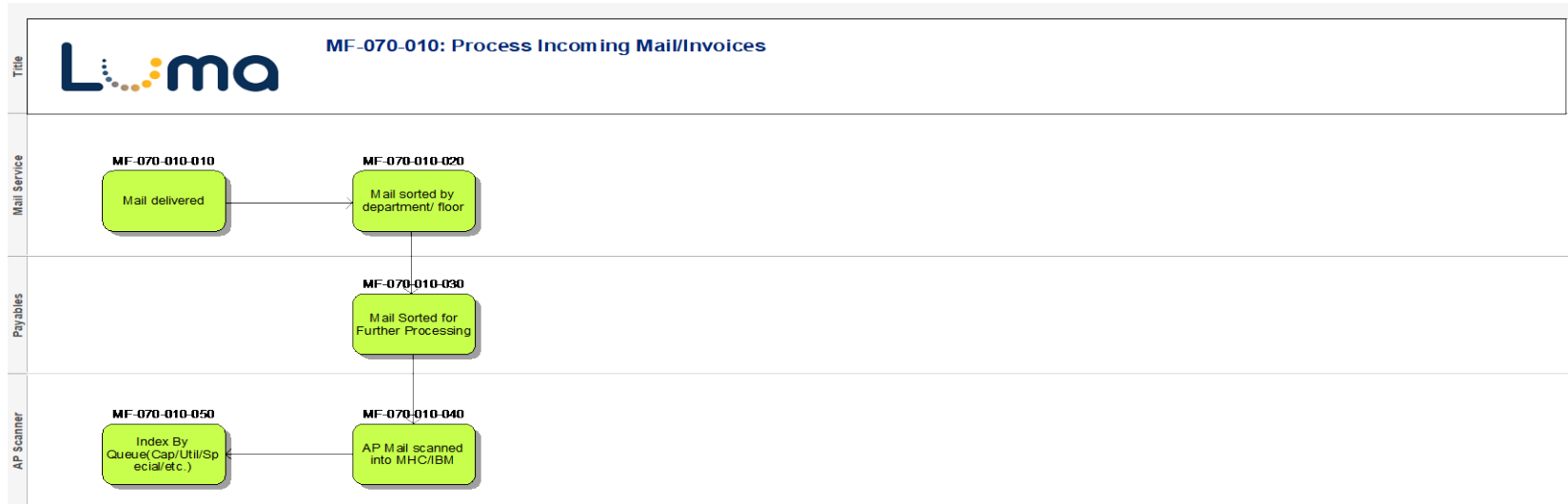


Description/Definition	Block all future charges to the project within the project accounting system. Run final allocation of project costs. Change the project status to 'closed'. Determine what project related documentation within the project accounting system requires archiving.
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MF-070: Accounts Payable

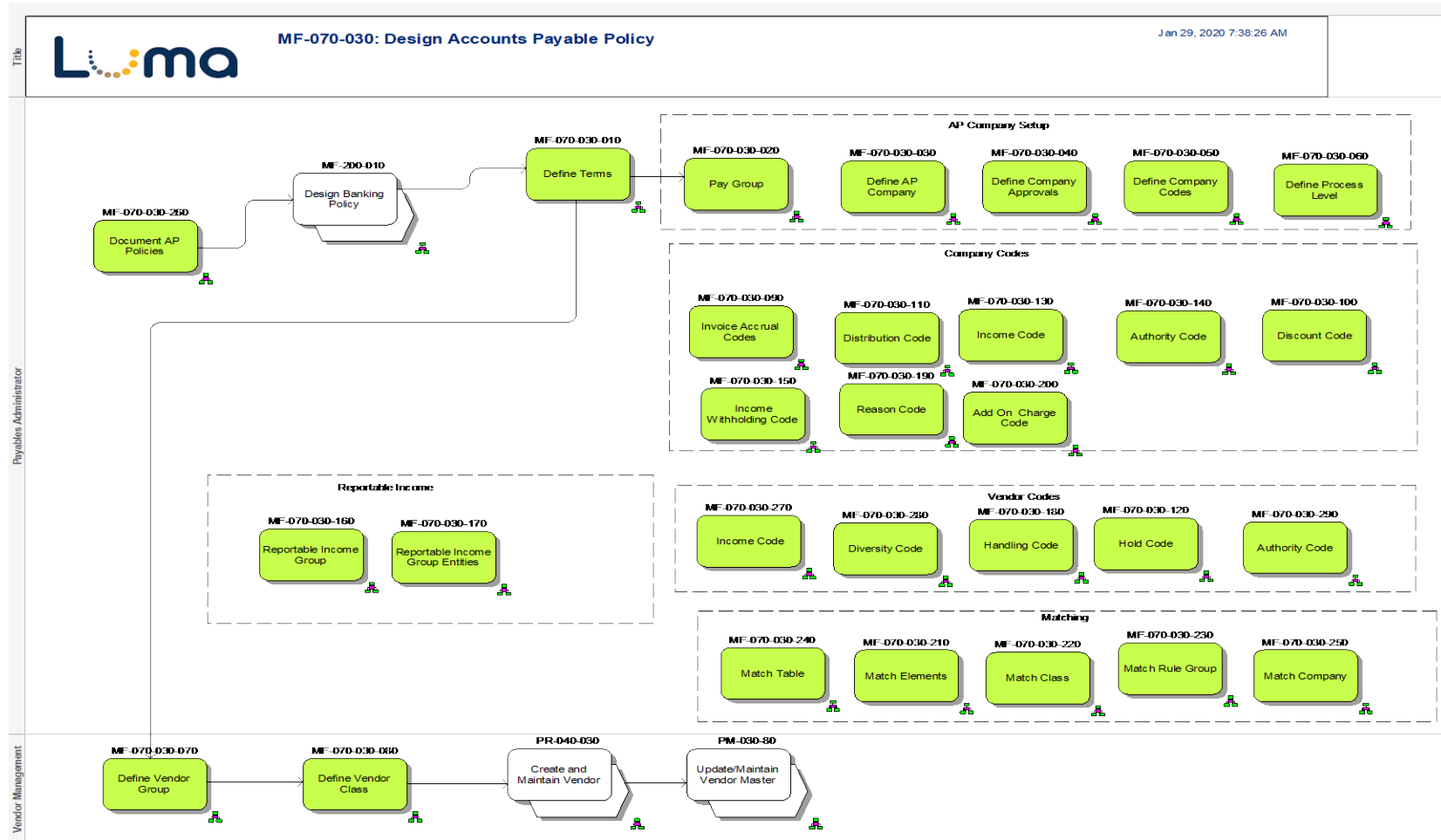


MF-070-010: Process Incoming Mail/Invoices



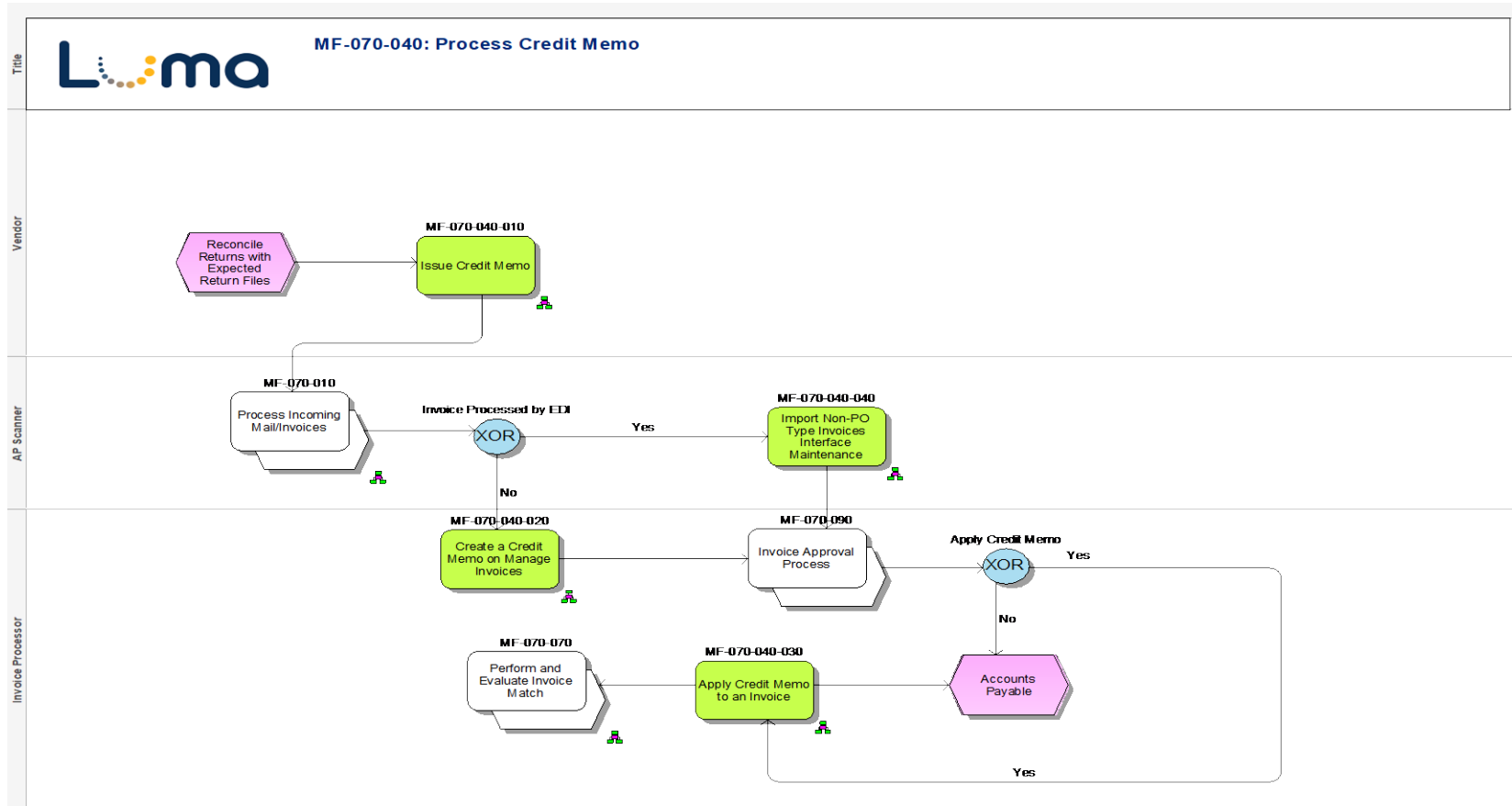
Description/Definition	The process to receive, sort, and distribute incoming mail for further processing.
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MF-070-030: Design Accounts Payable Policy



Description/Definition	The process to develop policy and procedure pertaining to accounts payable. The policy determinations act to help guide system configuration.
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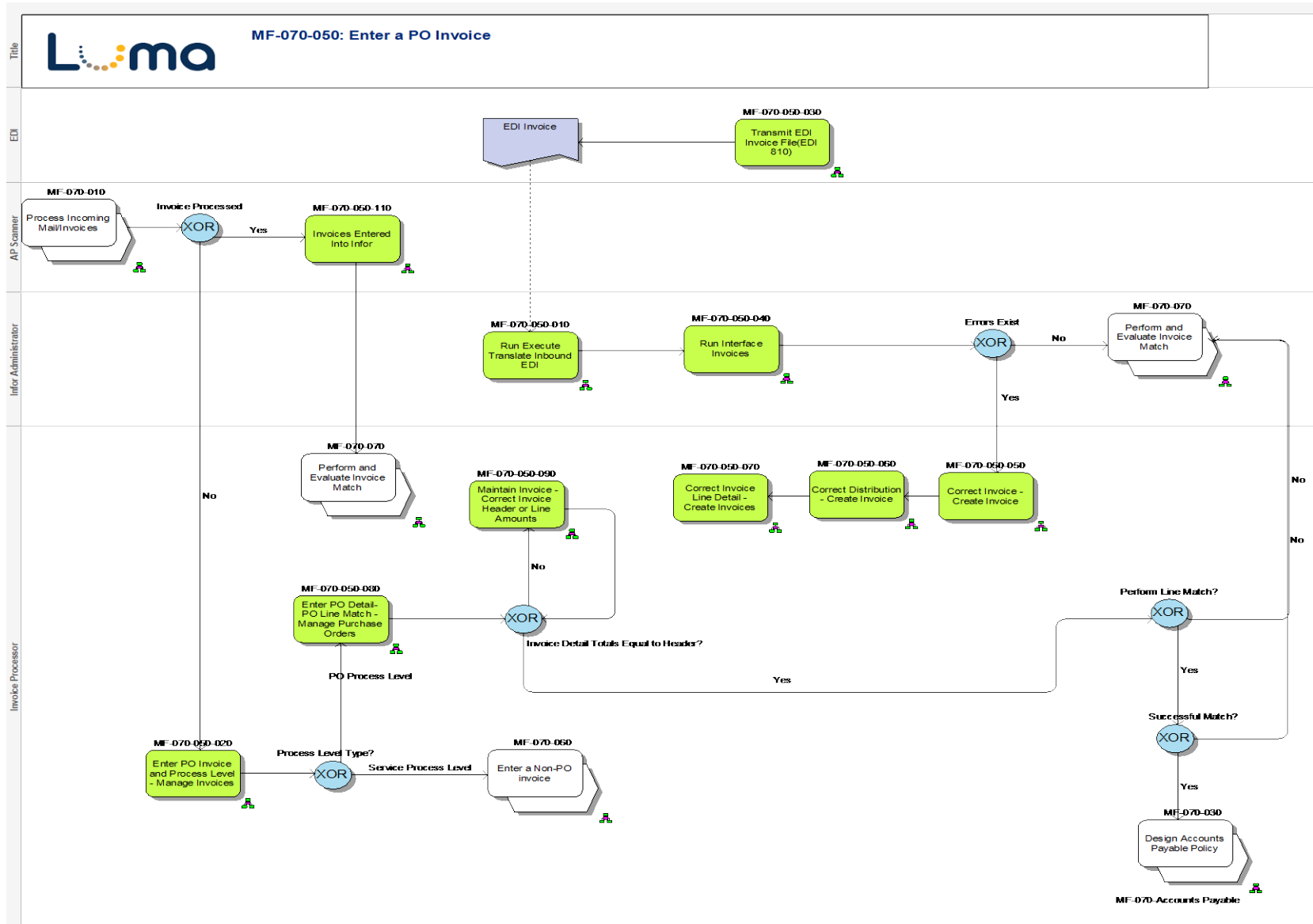
MF-070-040: Process Credit Memo



Description/Definition

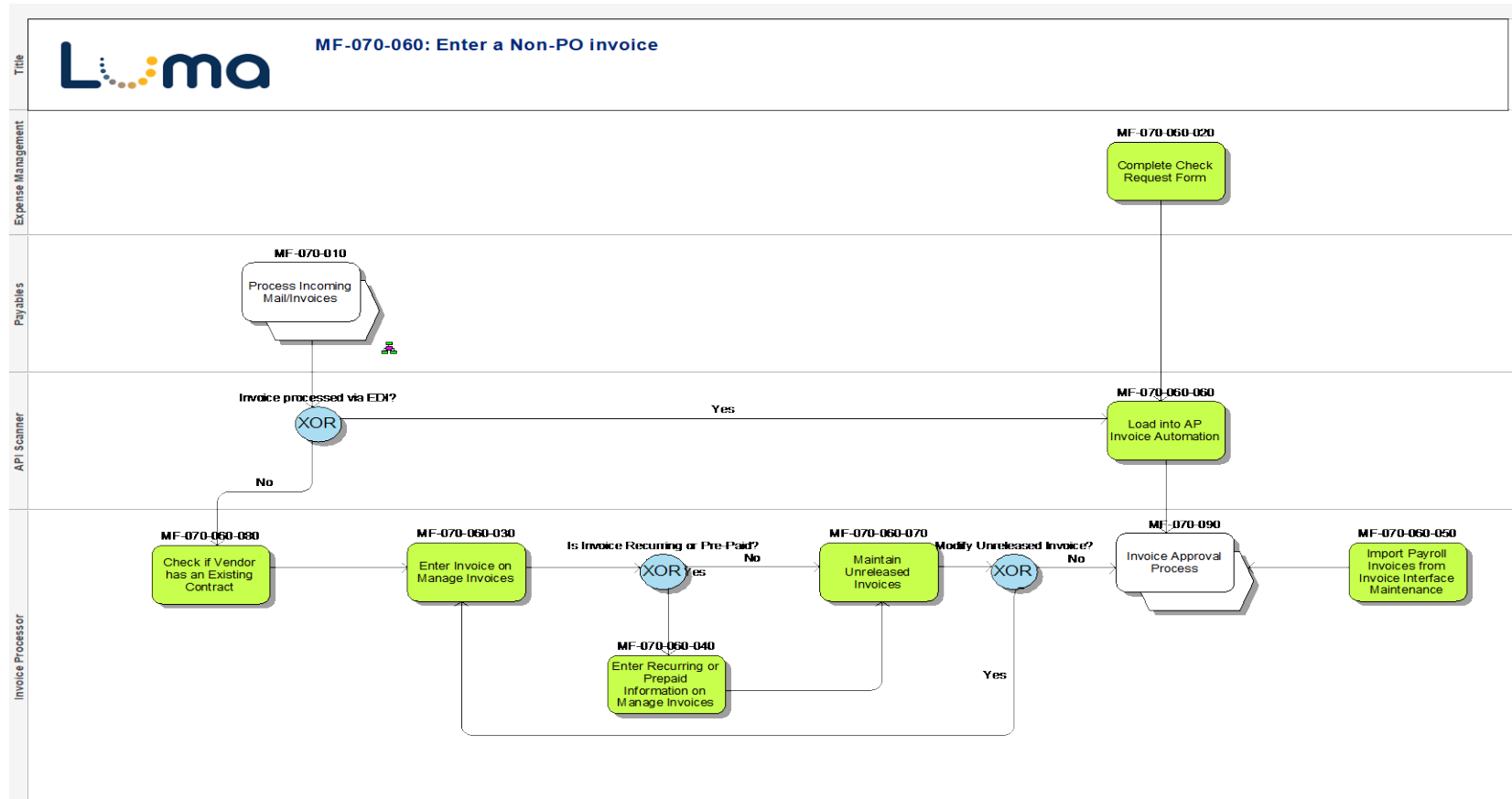
The process to accept and apply a credit memo to the invoice payment process and reduce the amount owed to vendor.

MF-070-050: Enter a PO Invoice



Description/Definition	The process to match incoming vendor invoices with agency purchase order for payment processing. Invoices can be mailed by the Vendor, transmitted, or interfaced.
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MF-070-060: Enter a Non-PO invoice

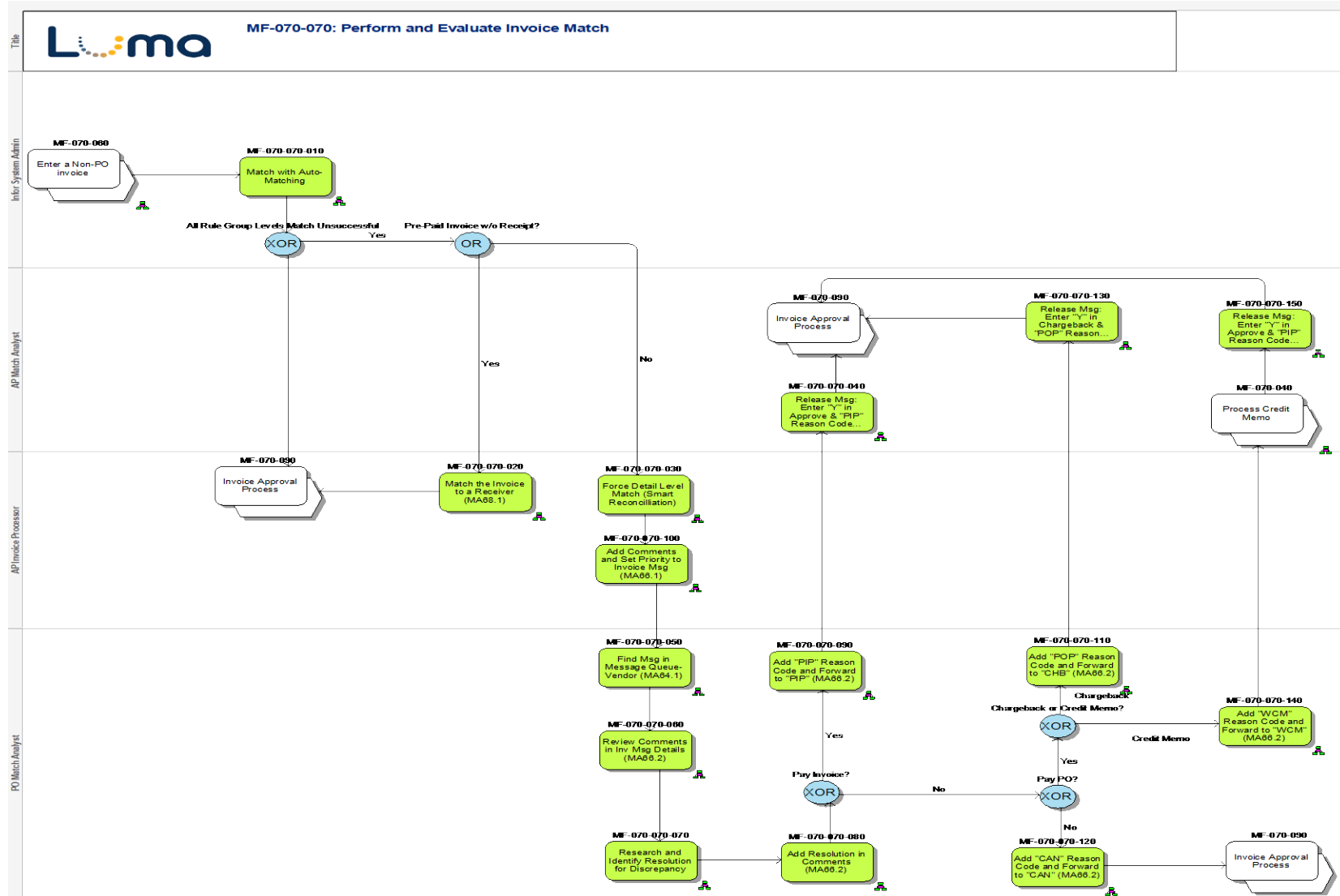


Description/Definition	The process to create a vendor invoice in CloudSuite when there is no purchase order to match it with. These non-PO Invoices can be mailed by the Vendor, court ordered deductions are generated from
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	Payroll, or interfaced from a 3rd party system. The invoice totals and details can be reviewed for accuracy and approved for payment before releasing them.
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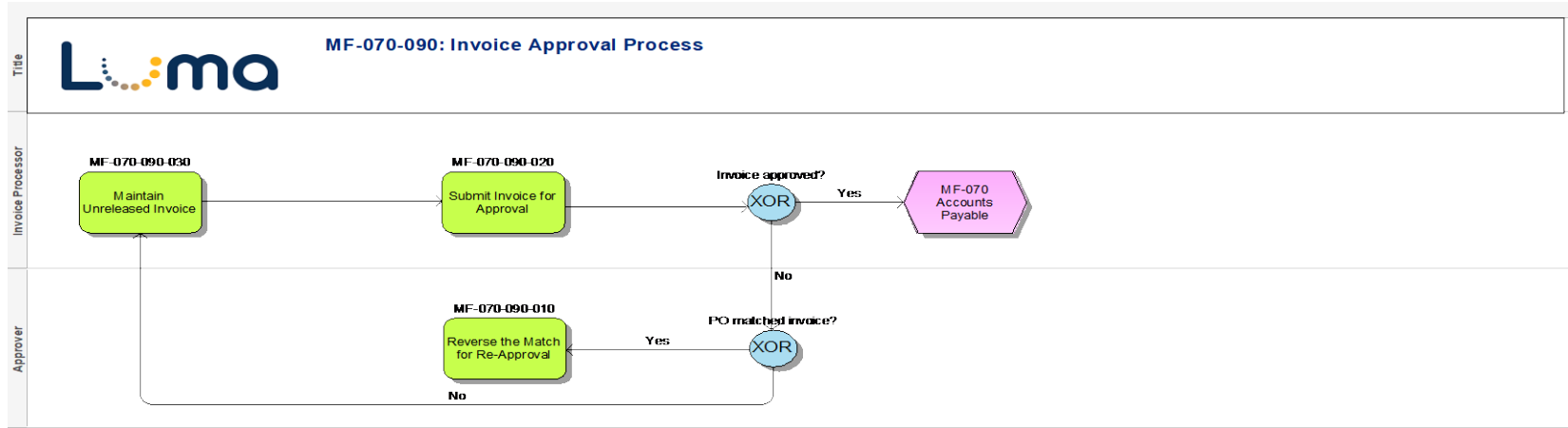
MF-070-070: Perform and Evaluate Invoice Match





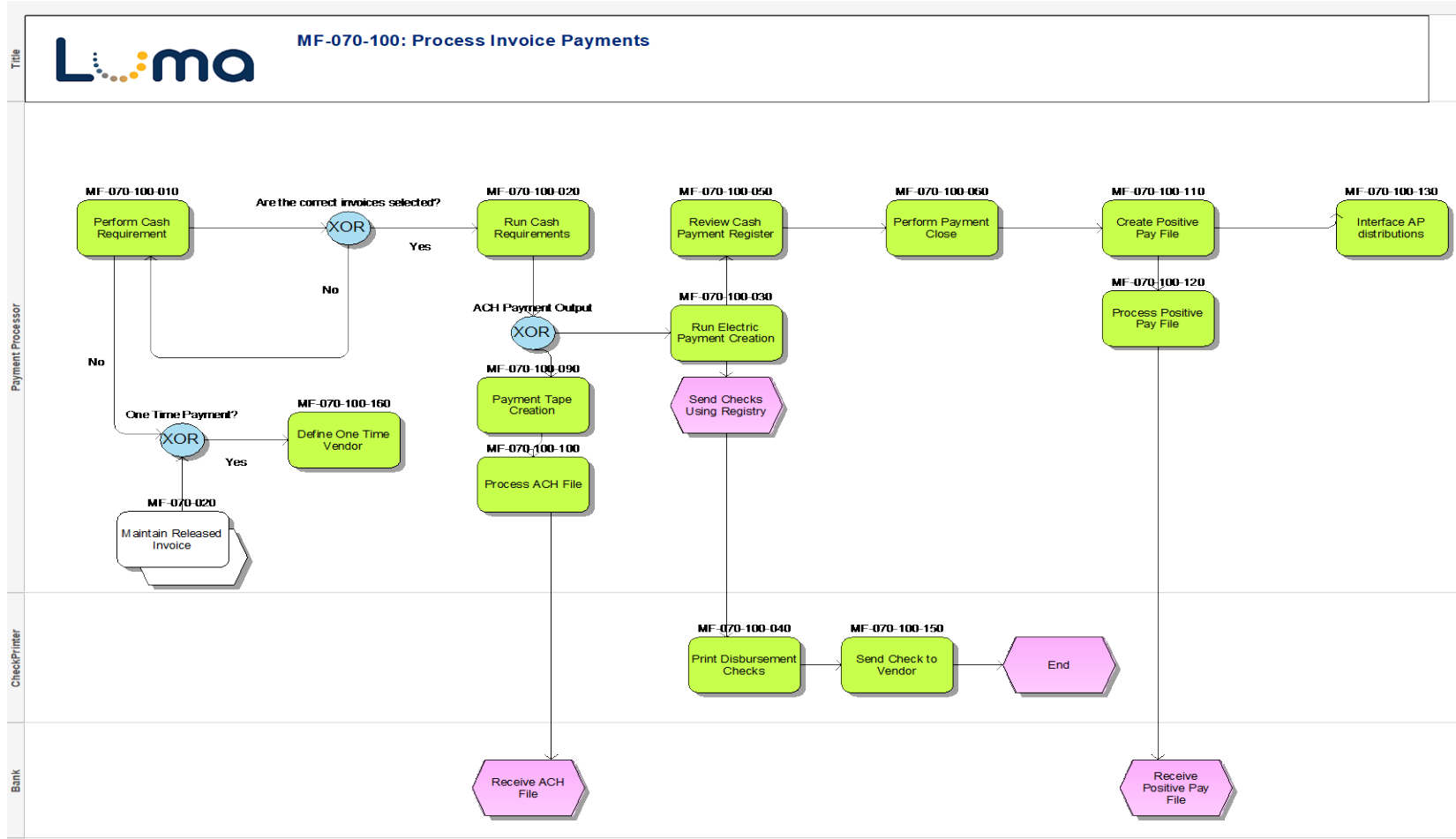
Description/Definition	The process to "auto match" or "force match" an invoice with a purchase order, depending on the appropriate program availability of the agency at the time.
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MF-070-090: Invoice Approval Process



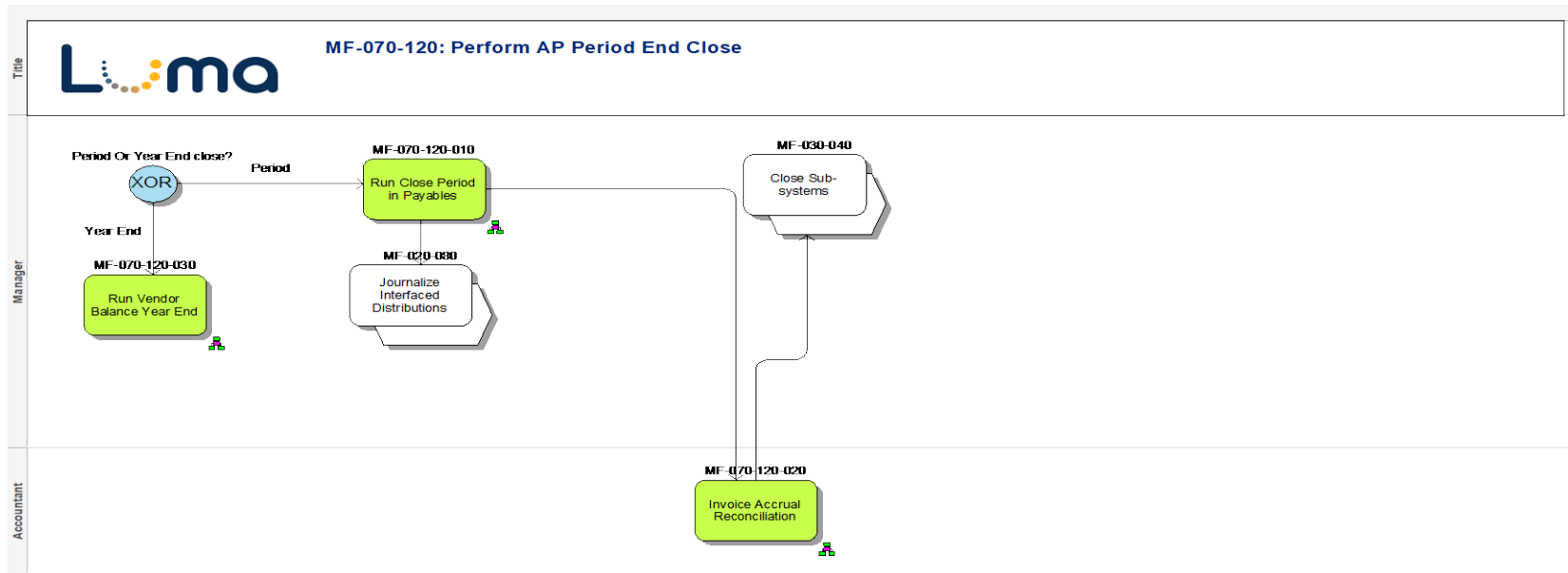
Description/Definition	The approval process for matched invoices.
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MF-070-100: Process Invoice Payments



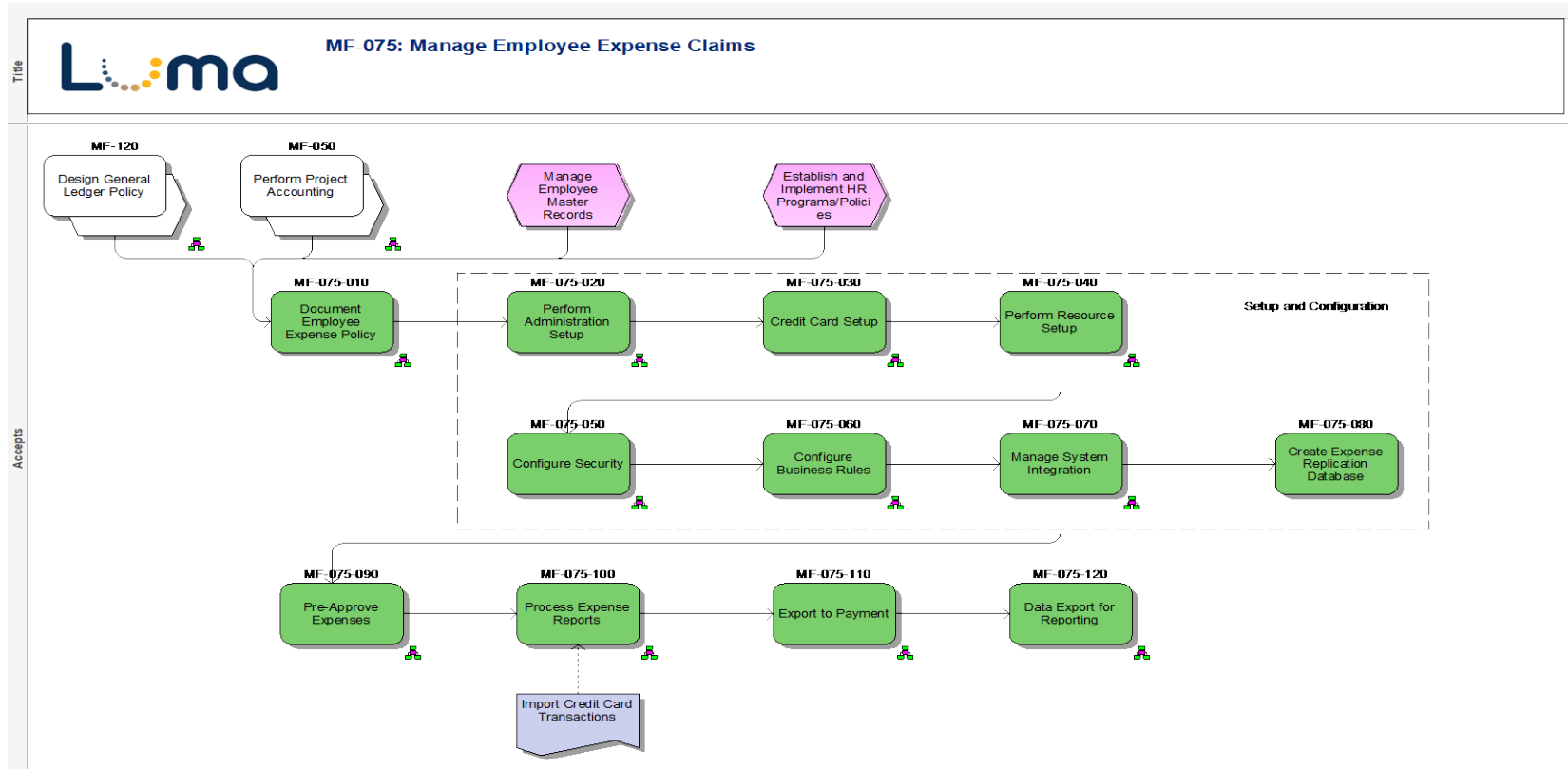
Description/Definition	The process to validate cash requirements and release approved invoices for payment. Payment methods to include printing and mailing of warrants and/or electronic payments.
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MF-070-120: Perform AP Period End Close

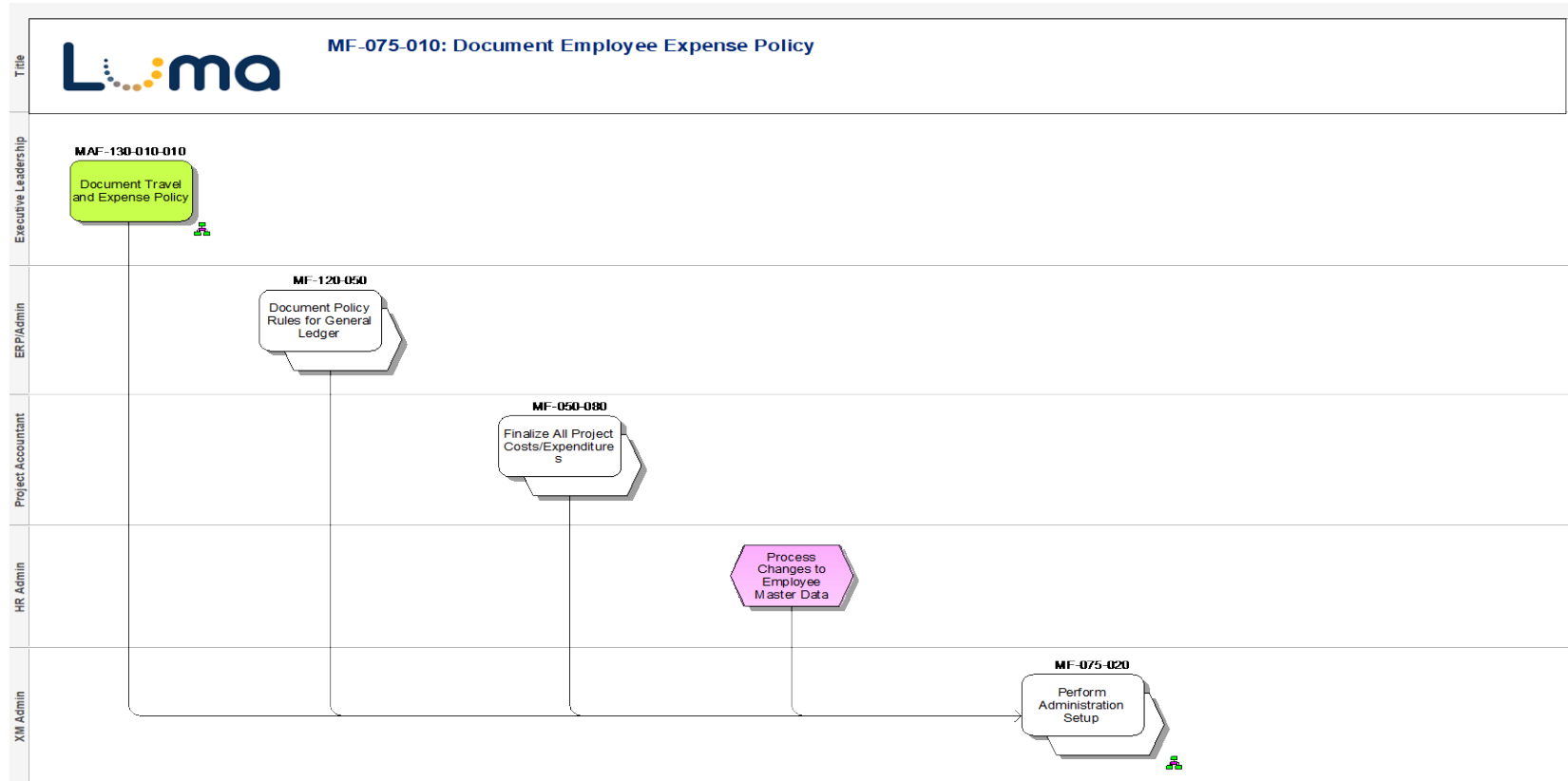


Description/Definition	The process to close the AP system for the period end close, including month end and or year end.
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MF-075: Manage Employee Expense Claims

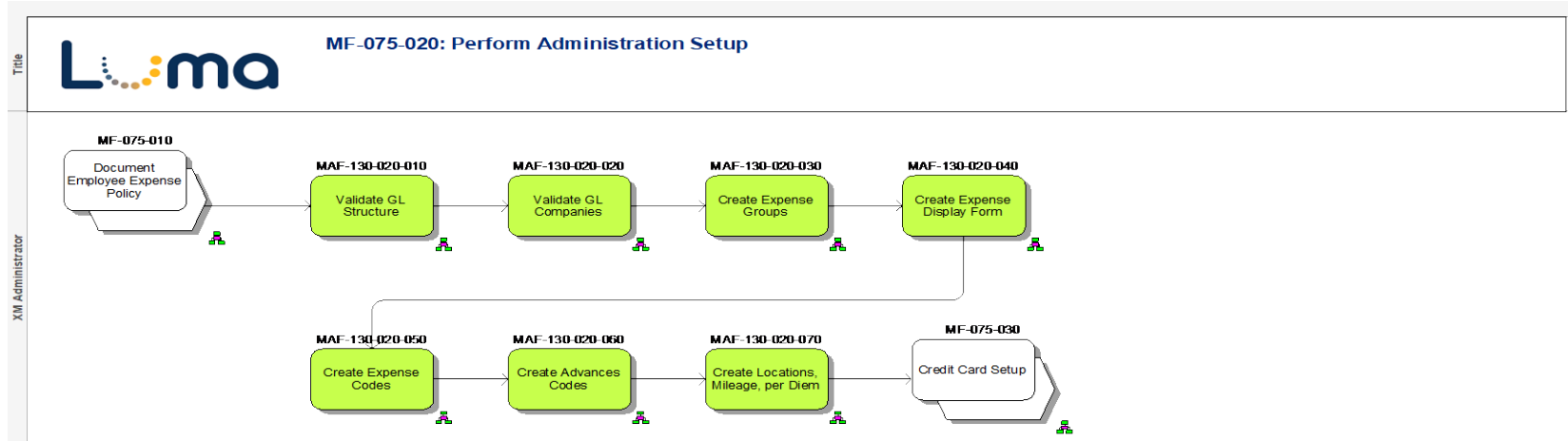


MF-075-010: Document Employee Expense Policy



Description/Definition	The travel and expense policies are defined by the organizational leadership, combined with accounting and human resource functional areas to provide the foundation for Expense Management setup.
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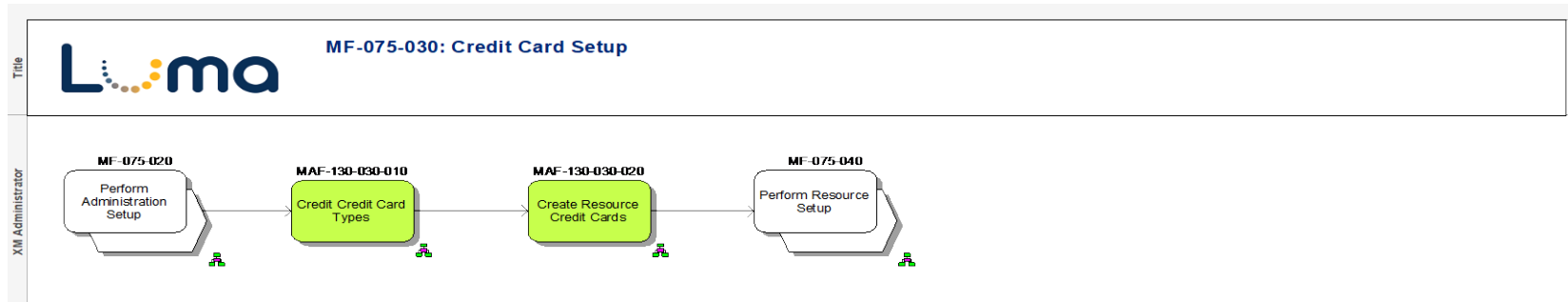
MF-075-020: Perform Administration Setup



Description/Definition

The Global Ledger must be set up for Expense Management. From there, foundational codes and the expense forms can be set up.

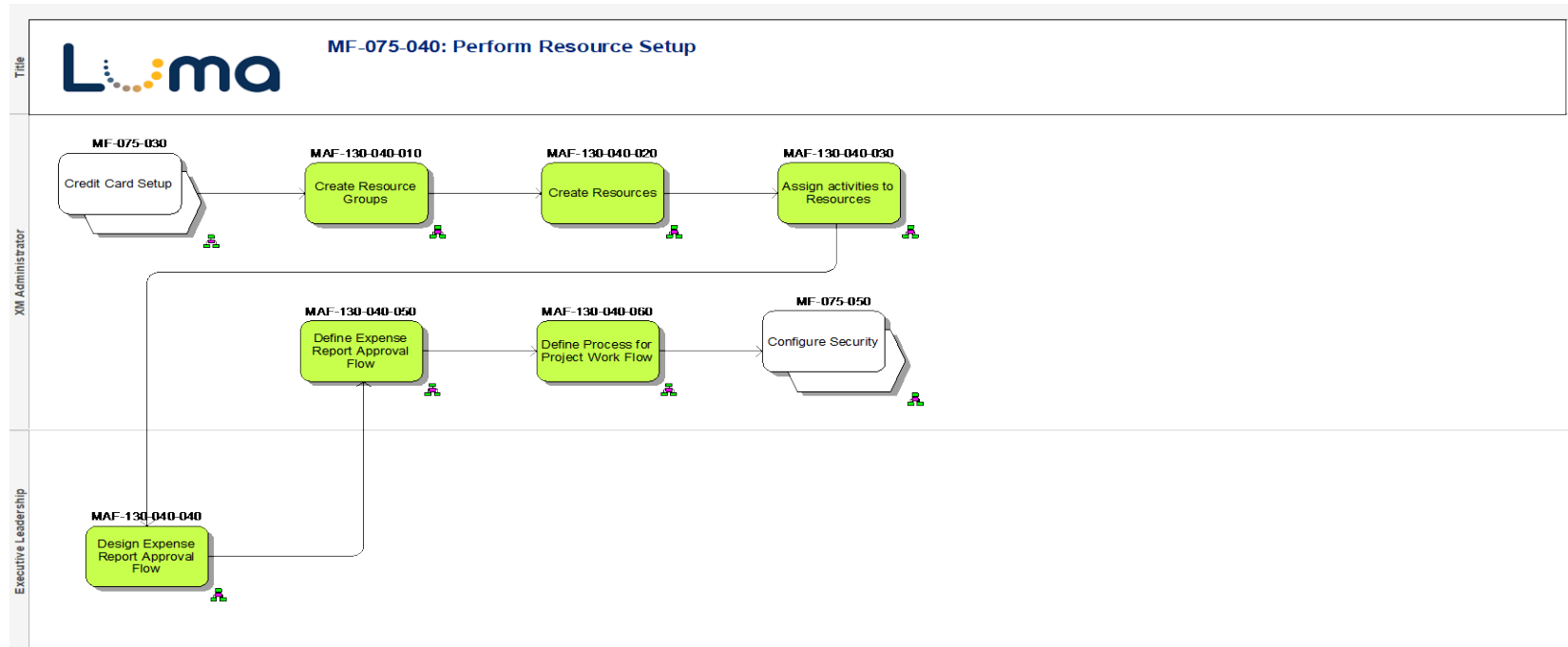
MF-075-030: Credit Card Setup



Description/Definition

Credit cards, for which employees are individually responsible for the payments, are added to the system.

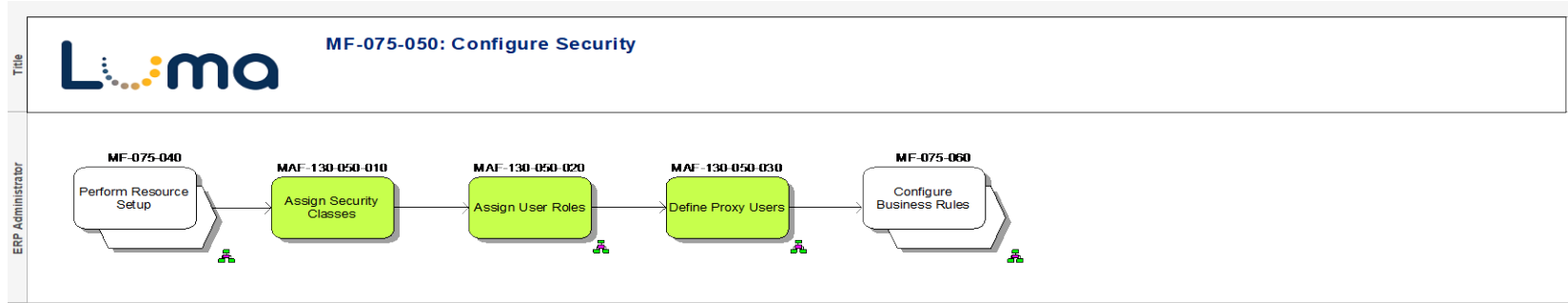
MF-075-040: Perform Resource Setup



Description/Definition

Groups identifying or segregating employees, such as supervisors, different agencies, etc. – are set up. Employees can then be added to the system and assigned to groups. Approval flows are assigned based on HR hierarchies. Special circumstance approval flows must be designed and configured.

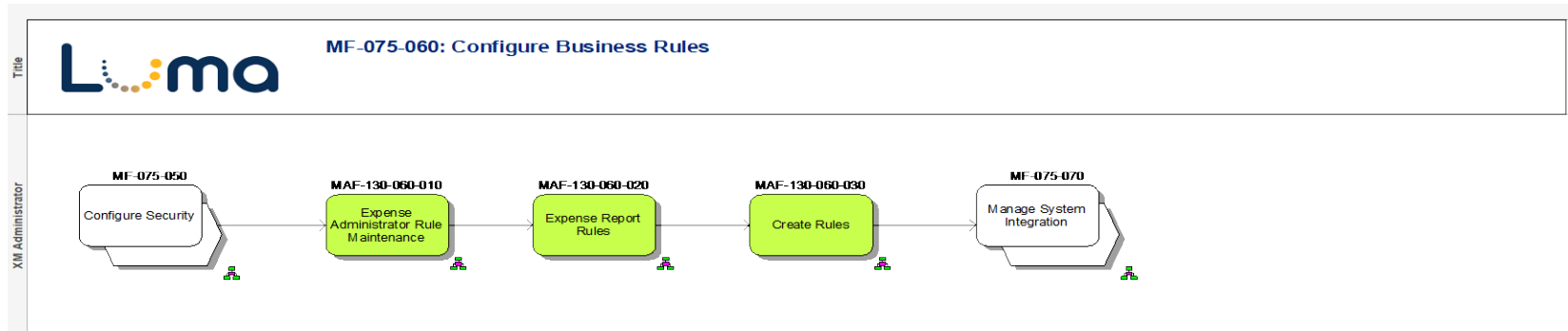
MF-075-050: Configure Security



Description/Definition

Roles such as Administrators and Proxies are assigned.

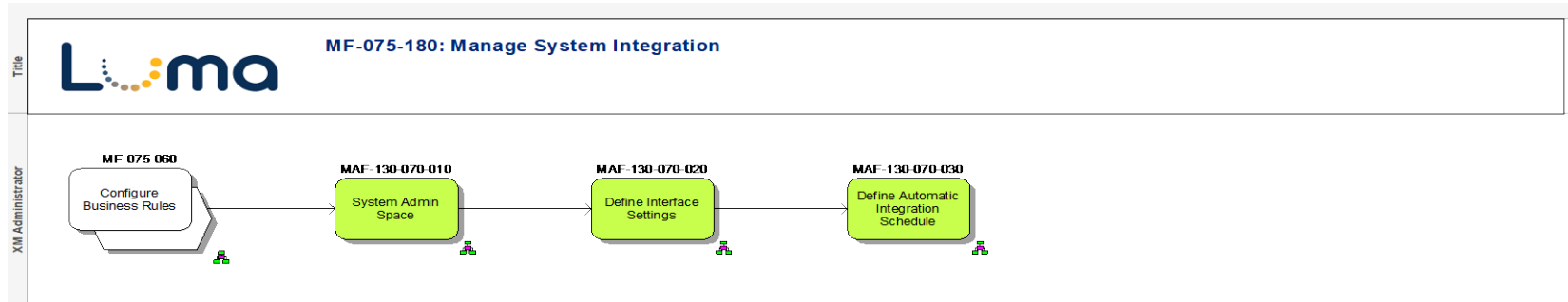
MF-075-060: Configure Business Rules



Description/Definition

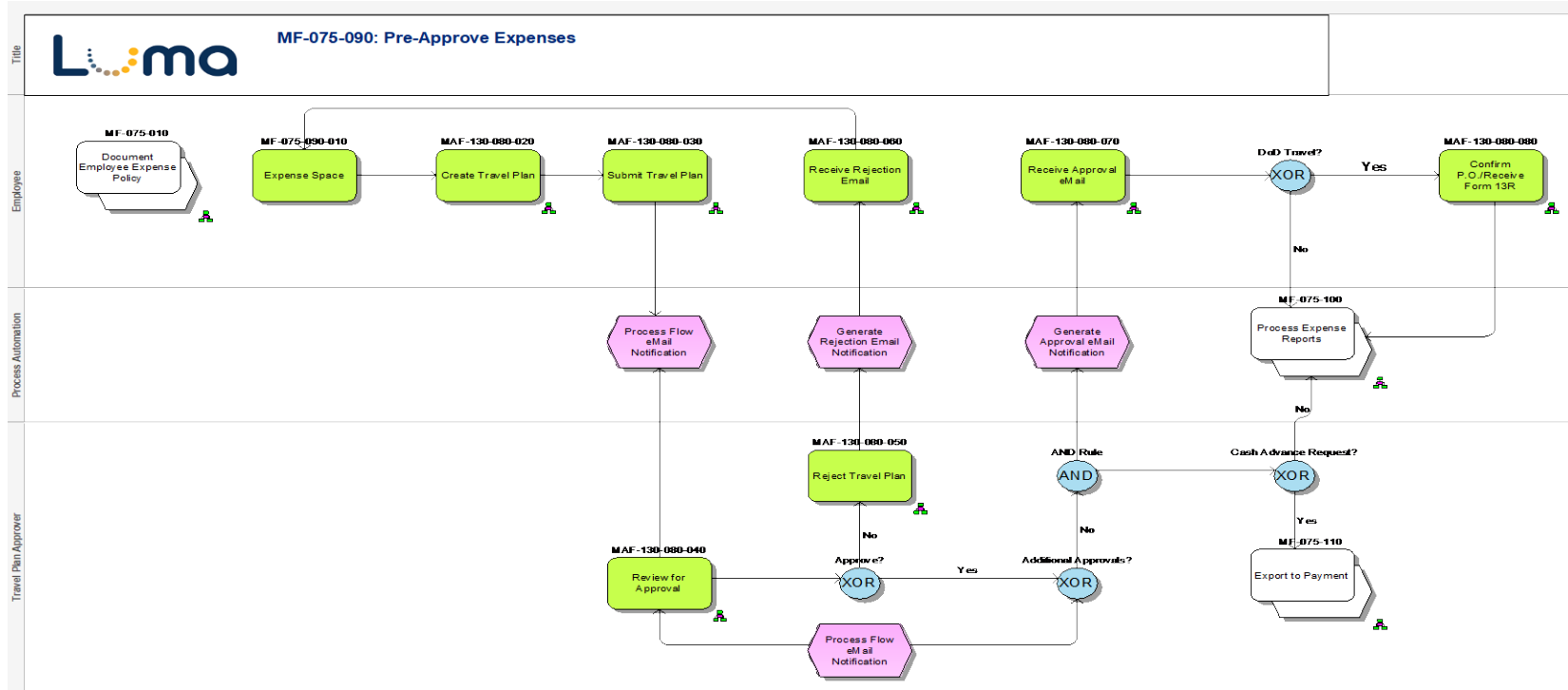
Policies and procedures are identified and configured as business rules to act as system controls.

MF-075-070: Manage System Integration



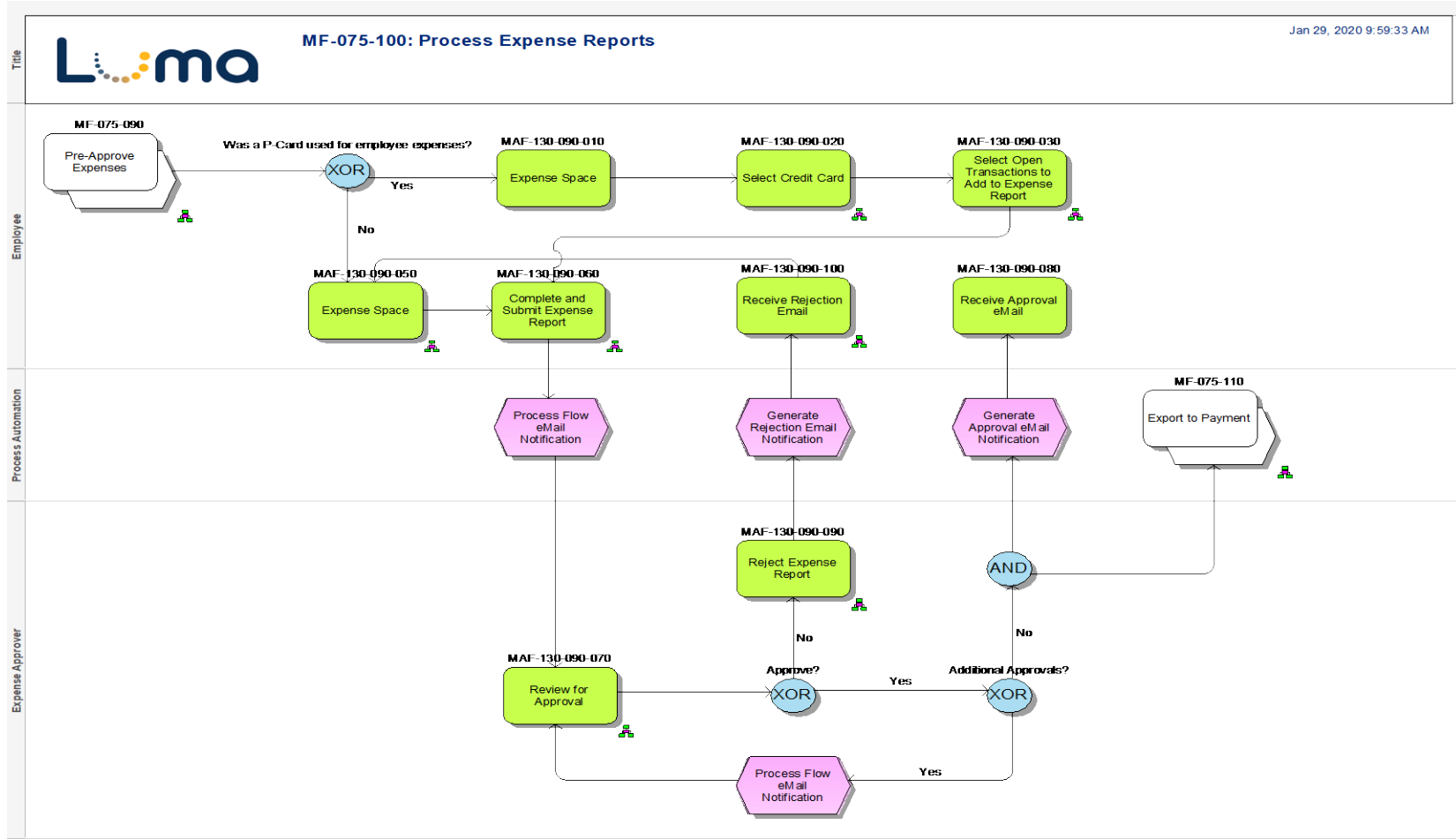
Description/Definition	Interfaces for data transfers from Expense Management to CloudSuite (and vice-versa) are set up and set to run on a schedule.
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MF-075-090: Pre-Approve Expenses



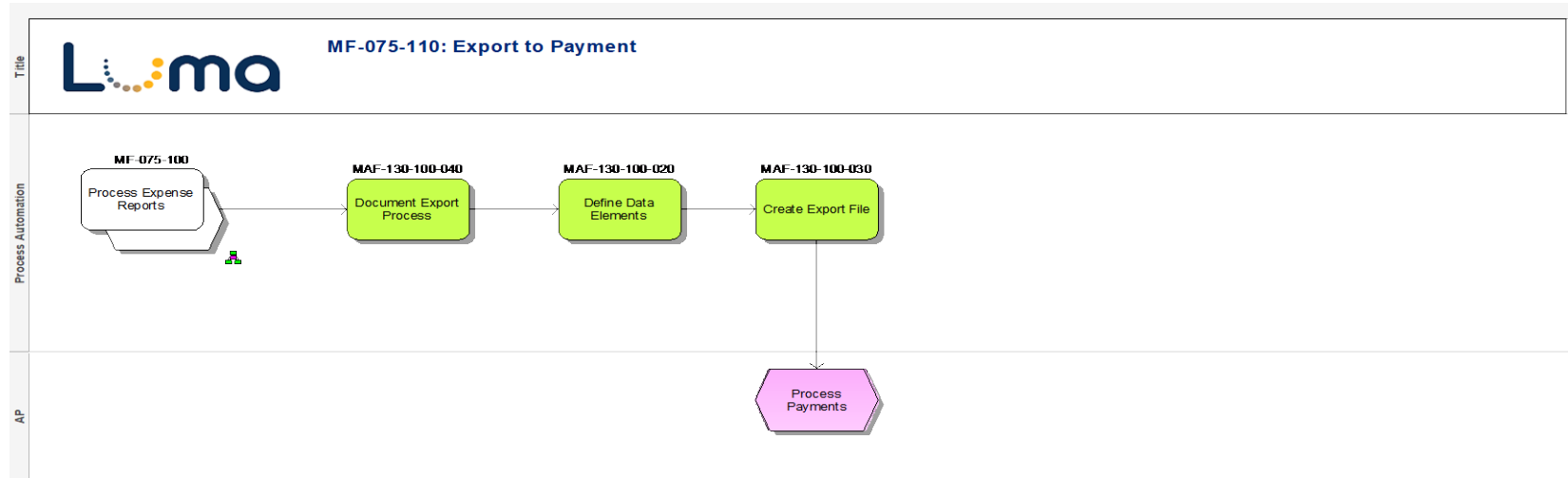
Description/Definition	Expenses should be pre-approved to enforce policy adherence during travel. Rejected Travel Plans can be resubmitted.
-------------------------------	--

MF-075-100: Process Expense Reports



Description/Definition	Expense reports are submitted after travel, approved, then interfaced to CloudSuite for payment. Rejected expenses can be resubmitted.
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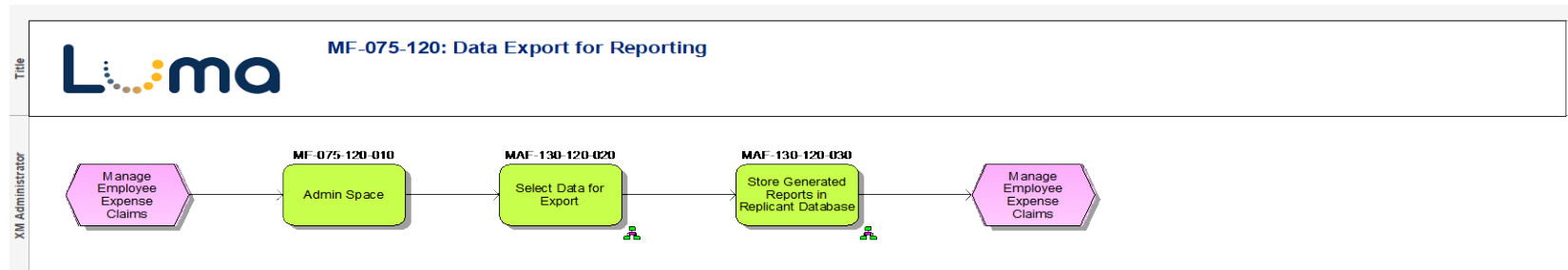
MF-075-110: Export to Payment



Description/Definition

A file is created and interfaced with Accounts Payable to reimburse employee expenses.

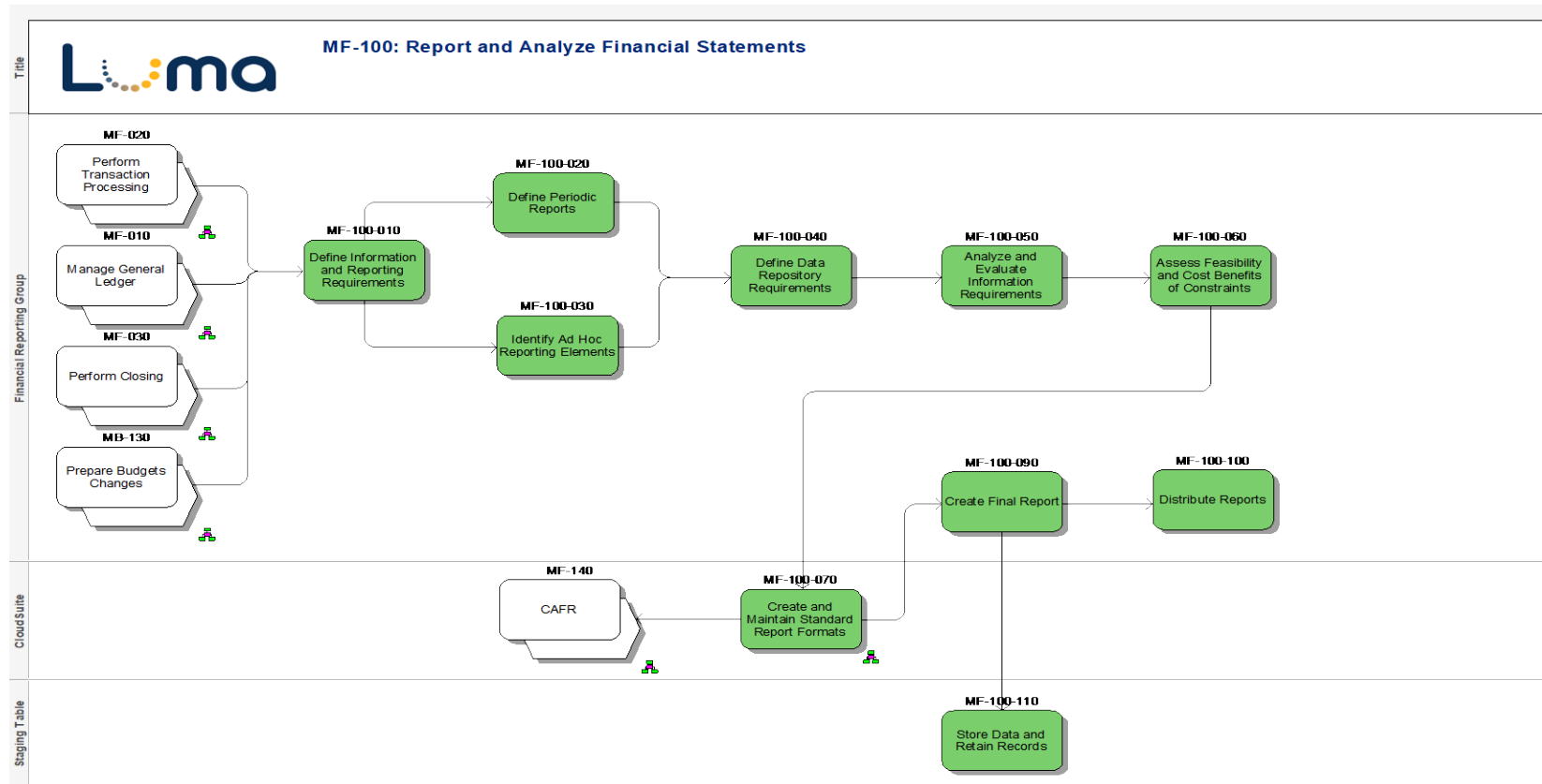
MF-075-120: Data Export for Reporting



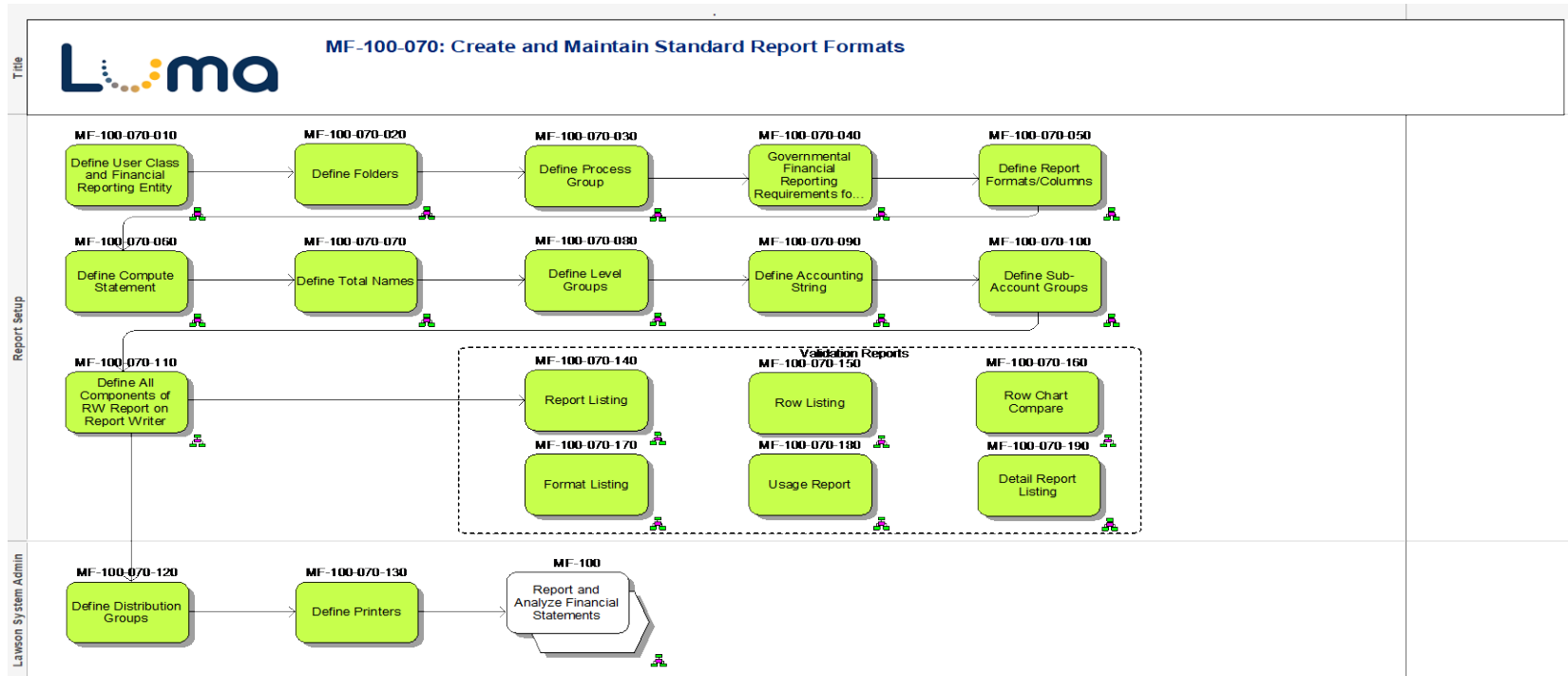
Description/Definition

Data is exported for reporting/analysis purposes.

MF-100: Report and Analyze Financial Statements

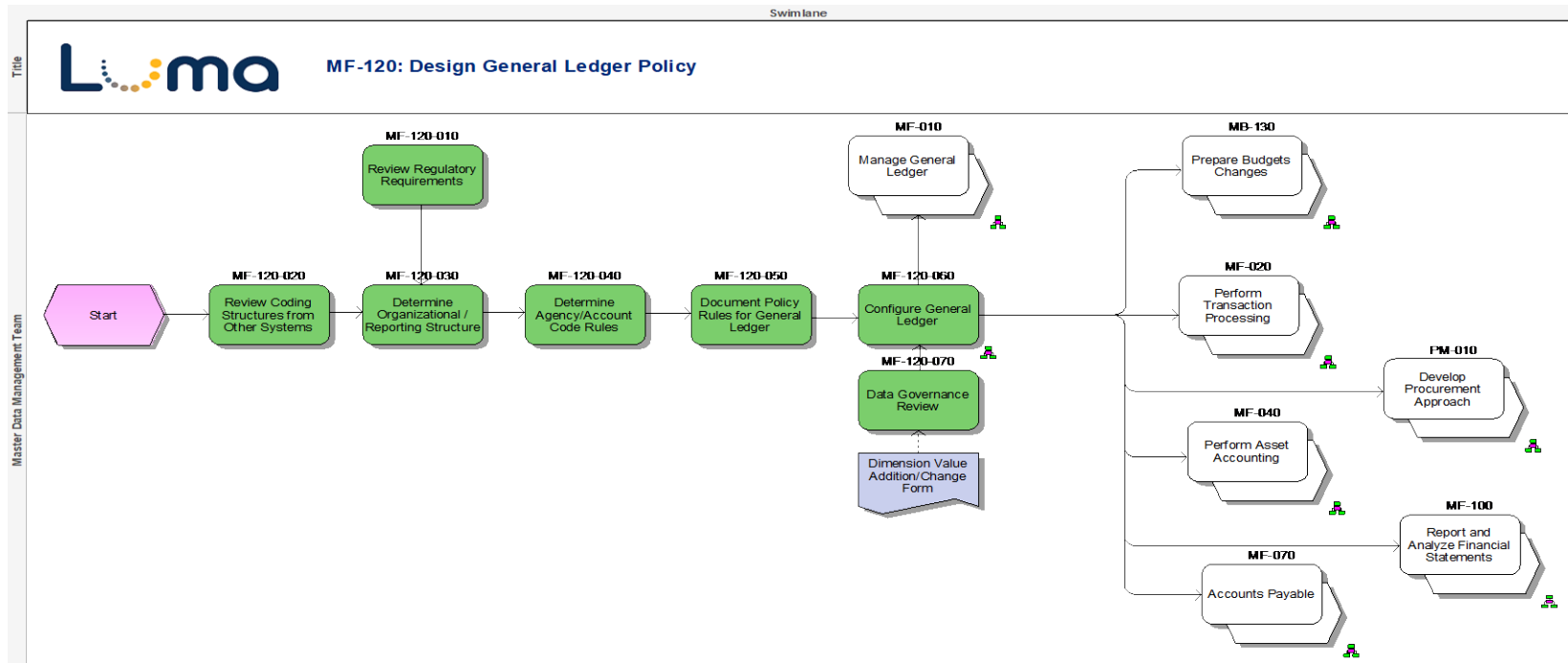


MF-100-070: Create and Maintain Standard Report Formats

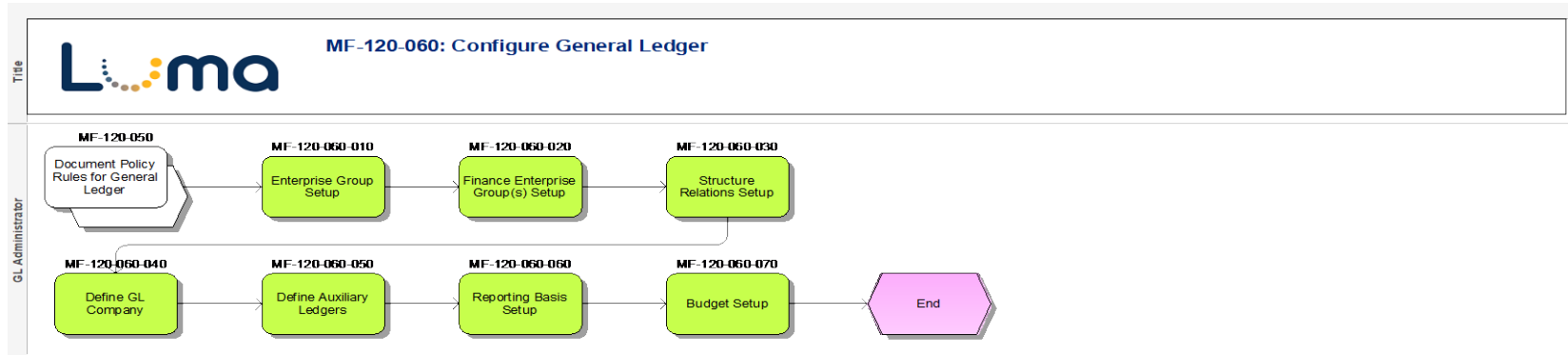


Description/Definition	Create and maintain all standard reports such as balance sheet, profit and loss statement, regulatory compliance reports, etc. The reports can be paper-based or electronic. Data warehousing is recommended for flexibility. Compare standard reports from period to period.
-------------------------------	---

MF-120: Design General Ledger Policy



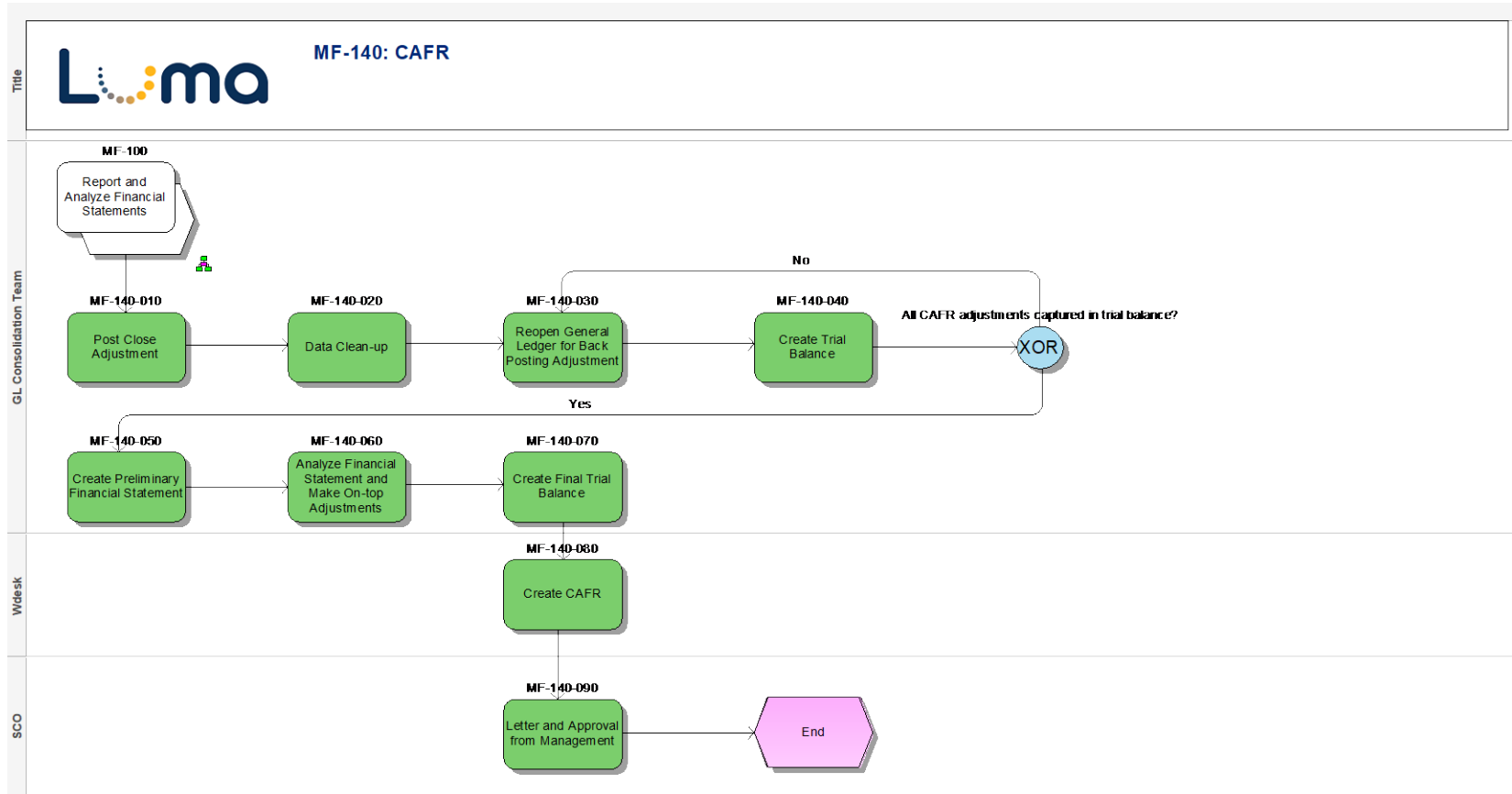
MF-120-060: Configure General Ledger



Description/Definition

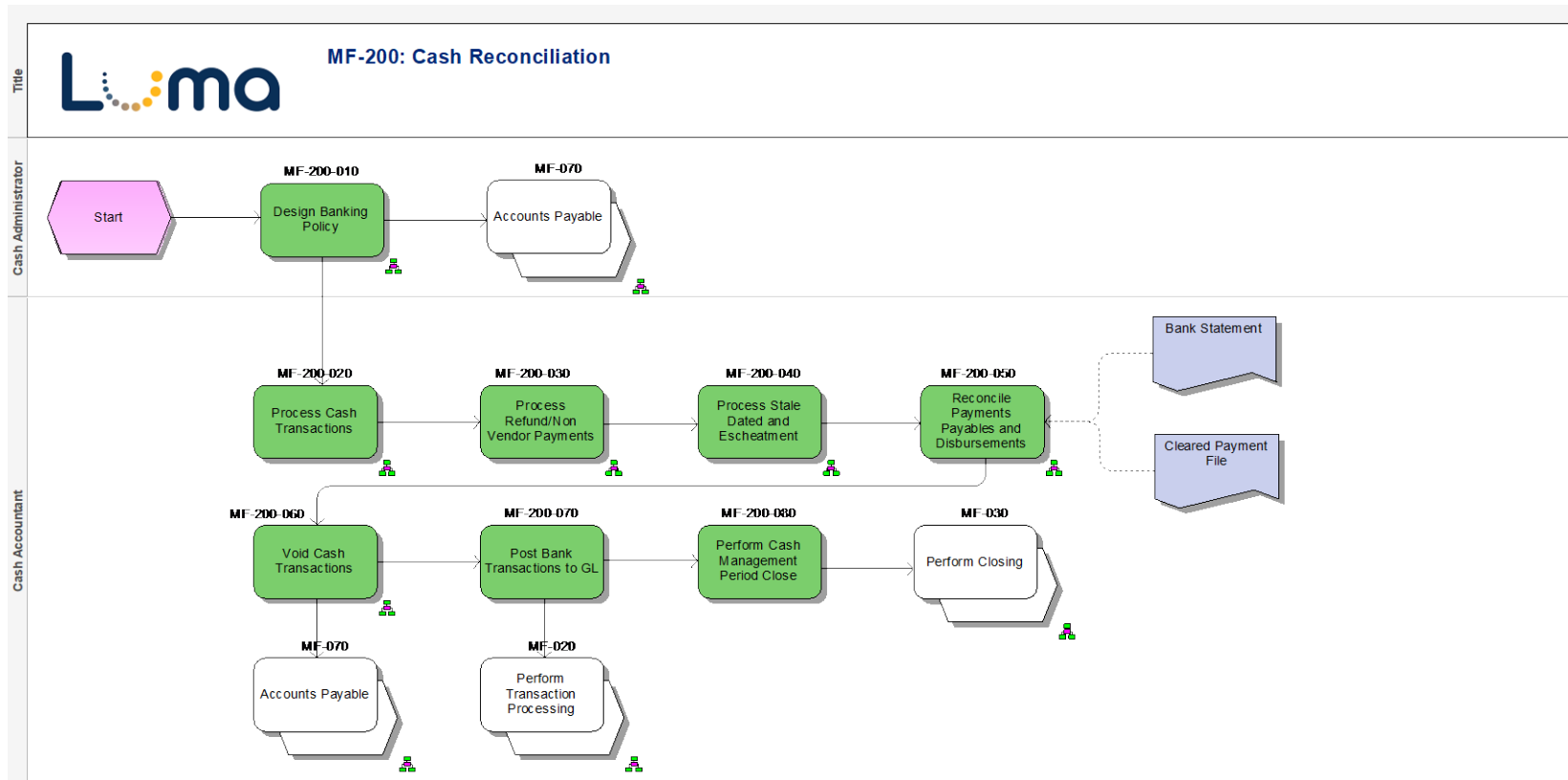
Configure the Organizational Structure and Cost Centers in the General Ledger along with any other code or policy setup needed.

MF-140: CAFR

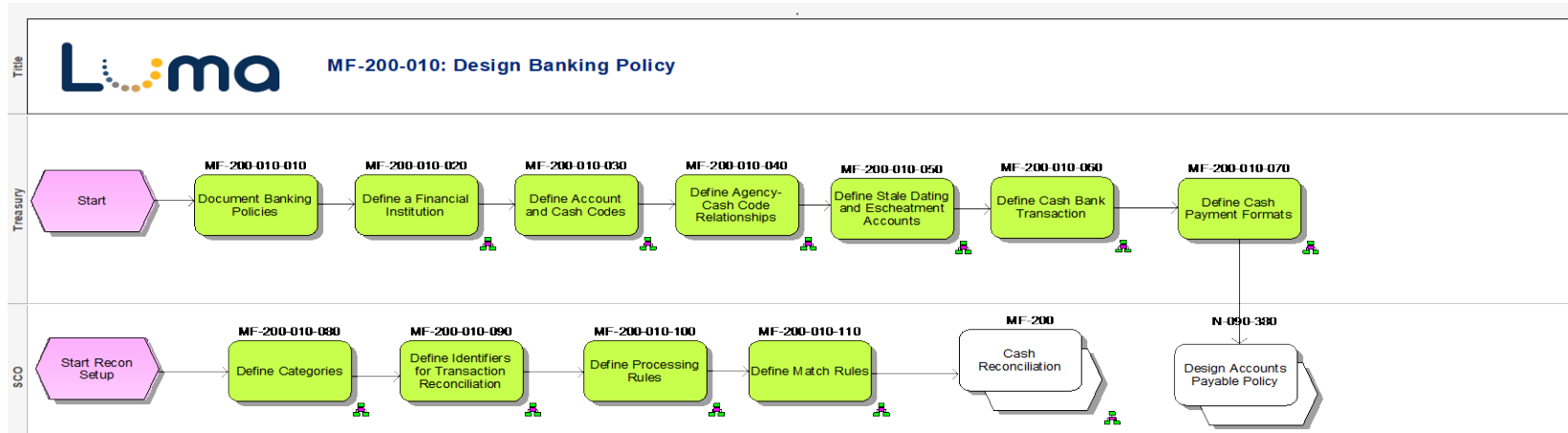


Description/Definition	The process to create and maintain the statewide Comprehensive Annual Financial Report.
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MF-200: Cash Reconciliation

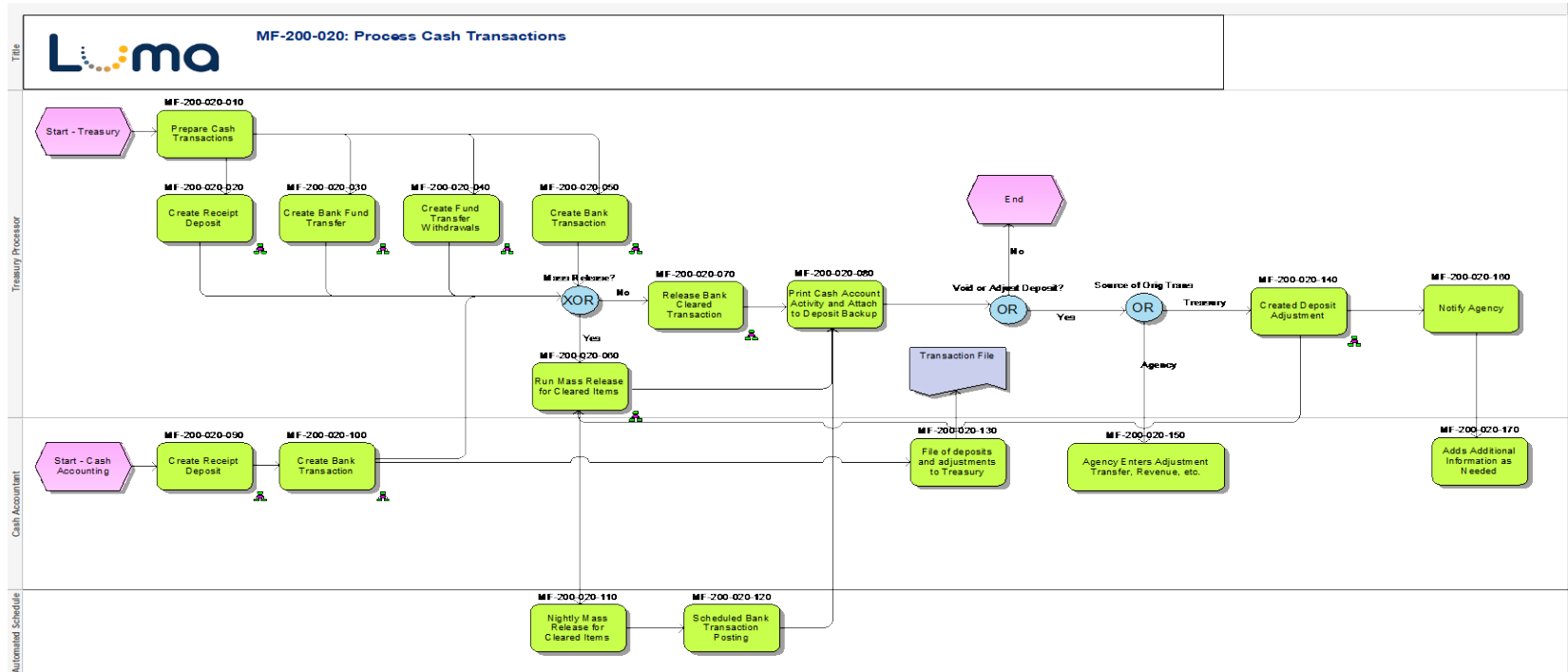


MF-200-010: Design Banking Policy



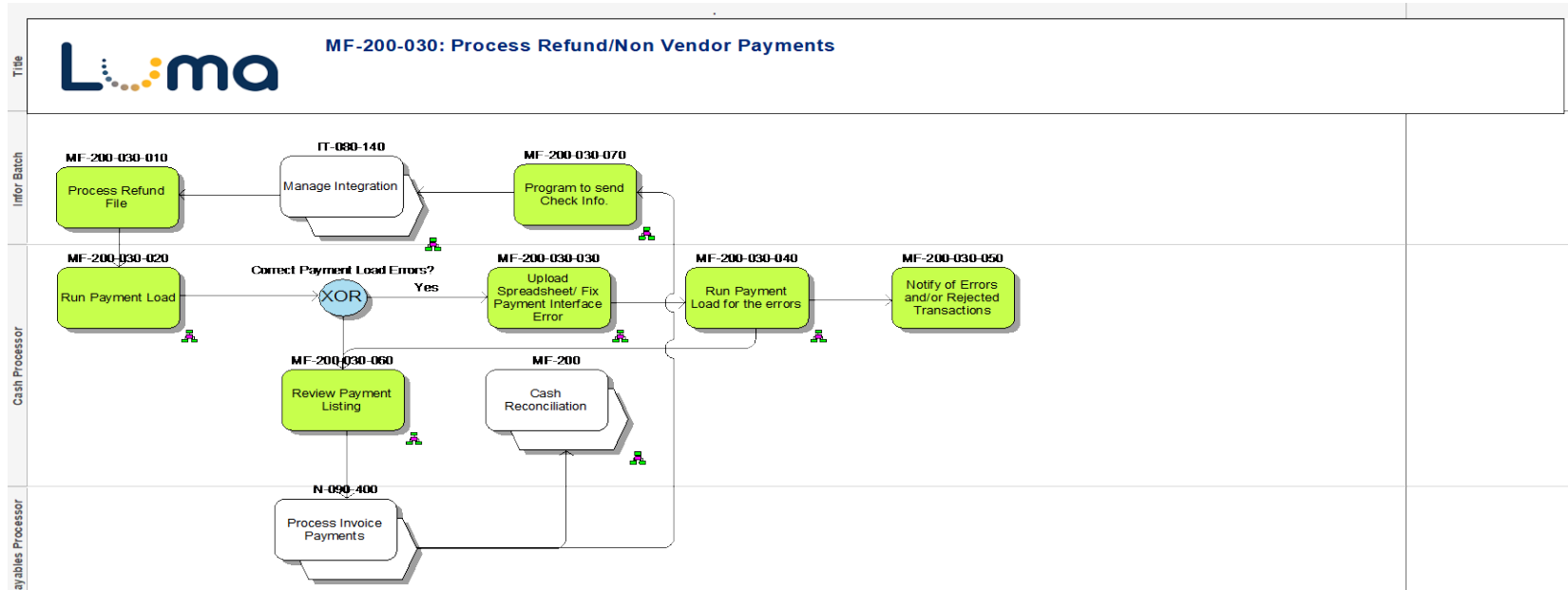
Description/Definition	The process to design banking policy, setup accounts and codes and reconciliation process for warrants.
-------------------------------	---

MF-200-020: Process Cash Transactions



Description/Definition	The process of entering transactions into Cash Management. This can be deposits, transfers, fees, etc.
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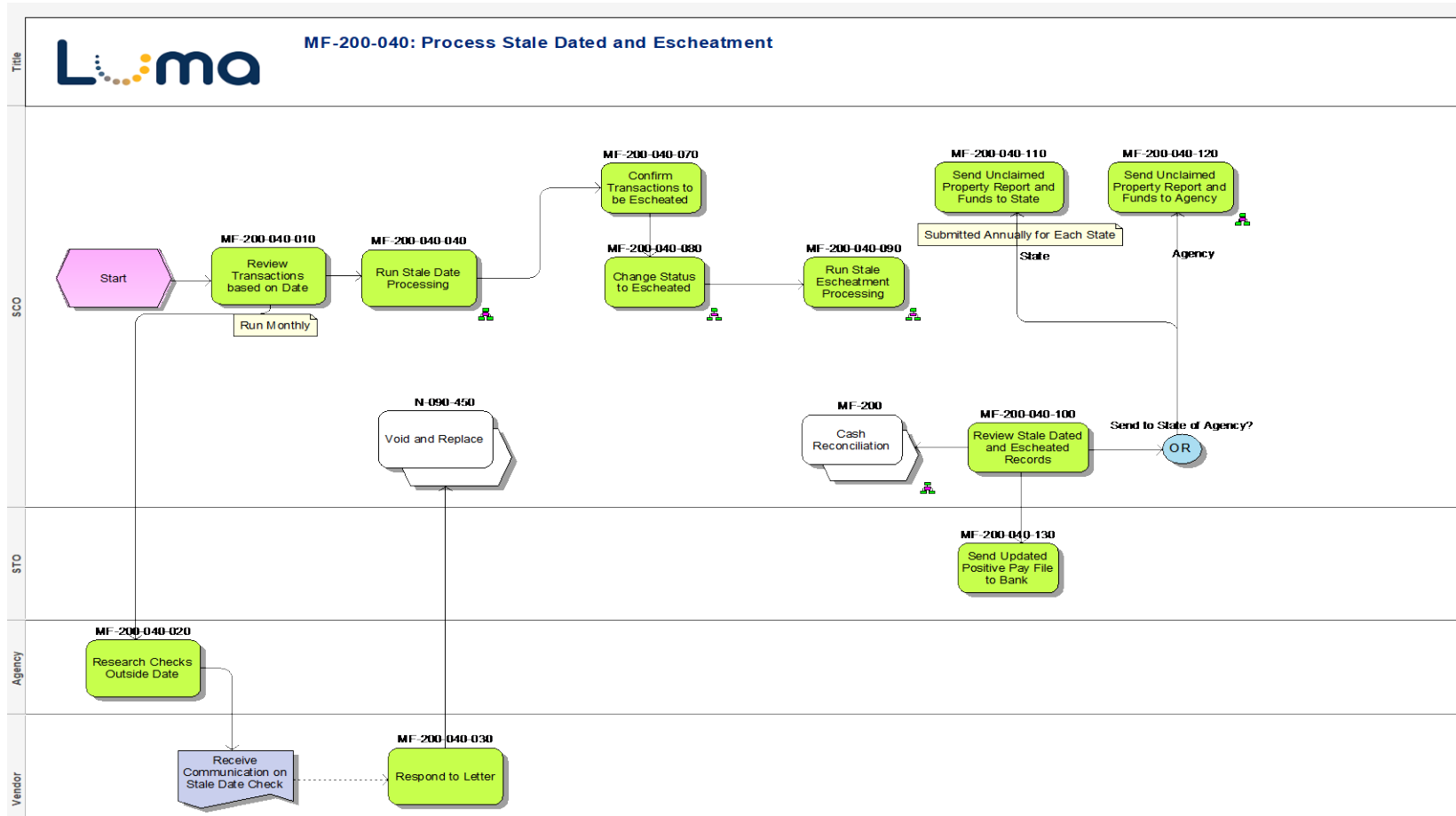
MF-200-030: Process Refund/Non Vendor Payments



Description/Definition

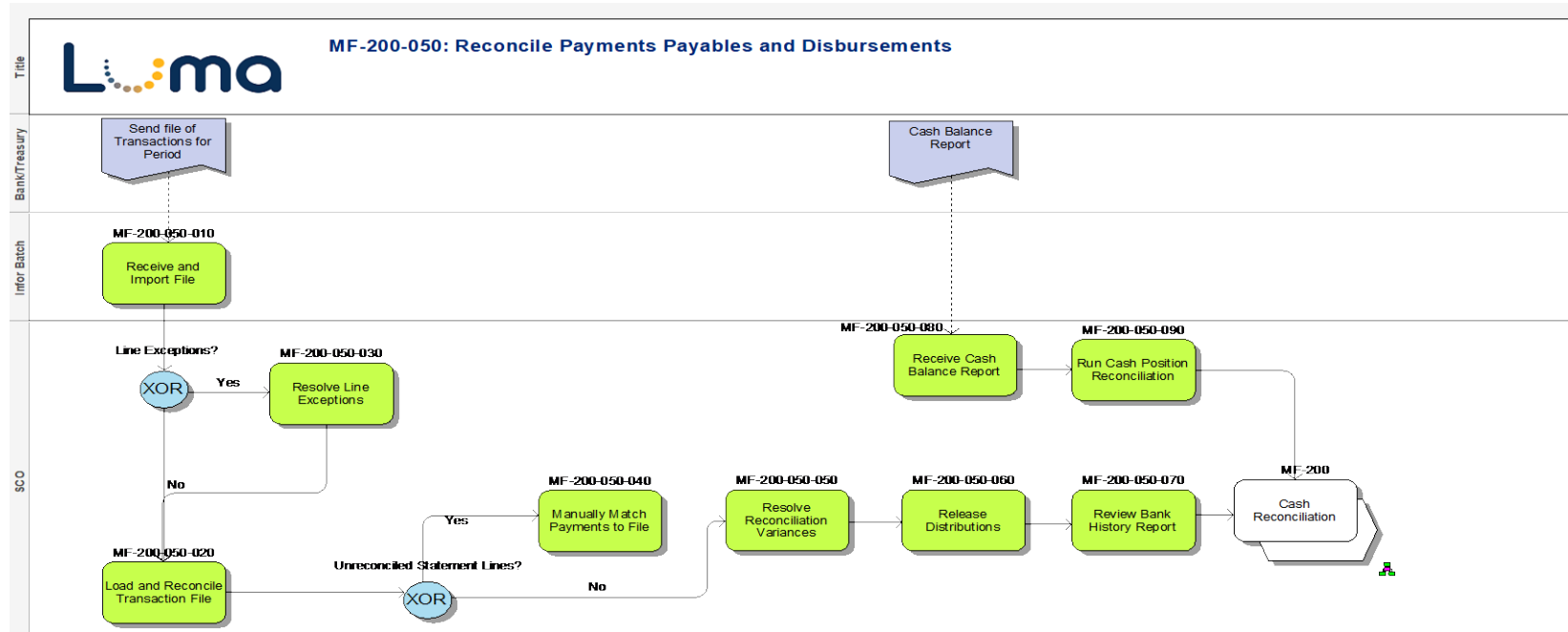
The process of loading a request for checks that will not require a vendor in the system. This is used for tax refunds/claims and other payments where the vendor should not be in the system. Payables will issue the warrant.

MF-200-040: Process Stale Dated and Escheatment



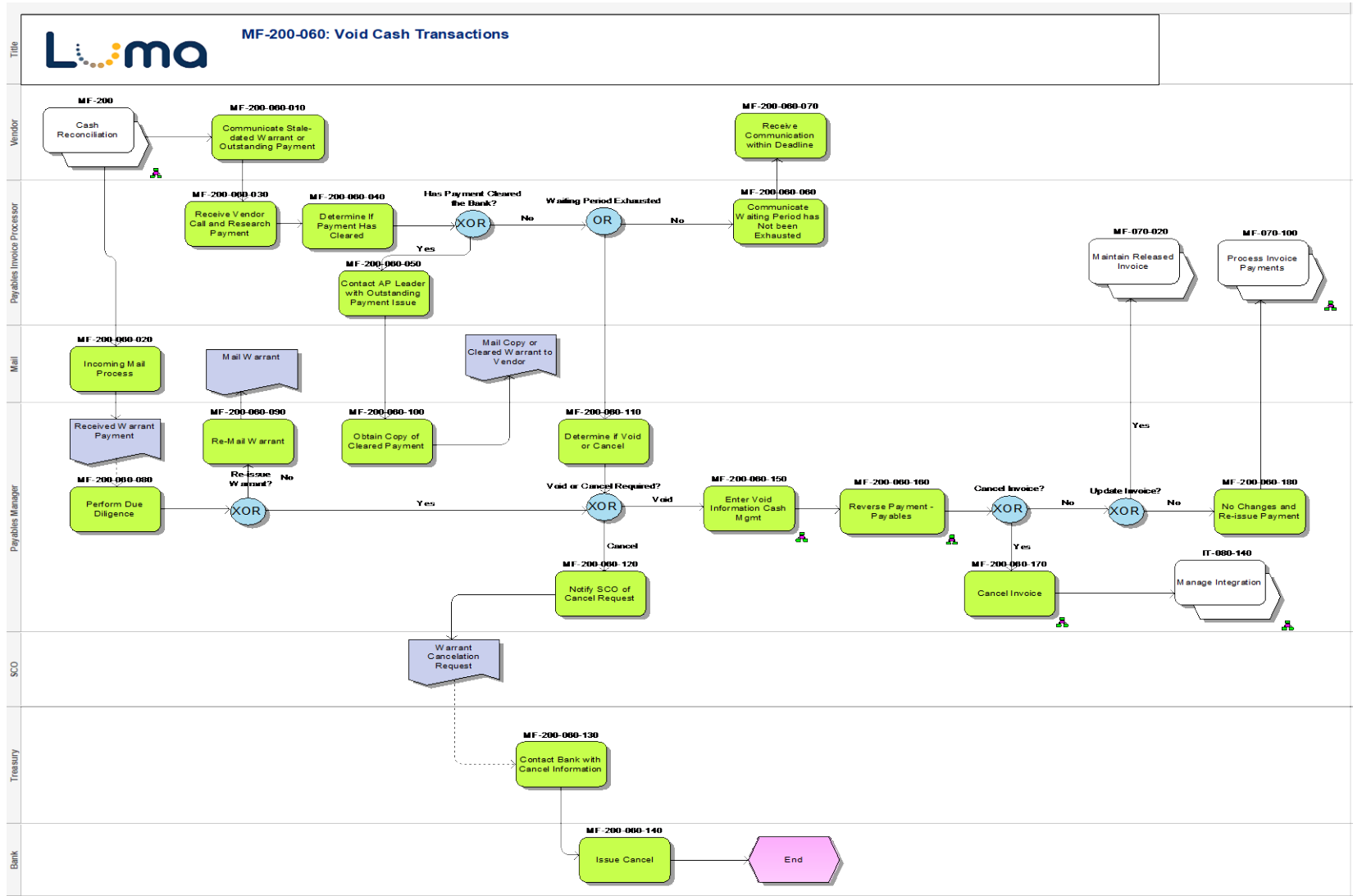
Description/Definition	The process of stale dating and escheating checks that have not been cleared as of a specific date.
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MF-200-050: Reconcile Payments Payables and Disbursements



<p>Description/Definition</p>	<p>Reconciliation is the process of matching and comparing a system transaction record with a corresponding cash transaction record, adjusting the transaction if necessary, and updating the associated cash balance.</p>
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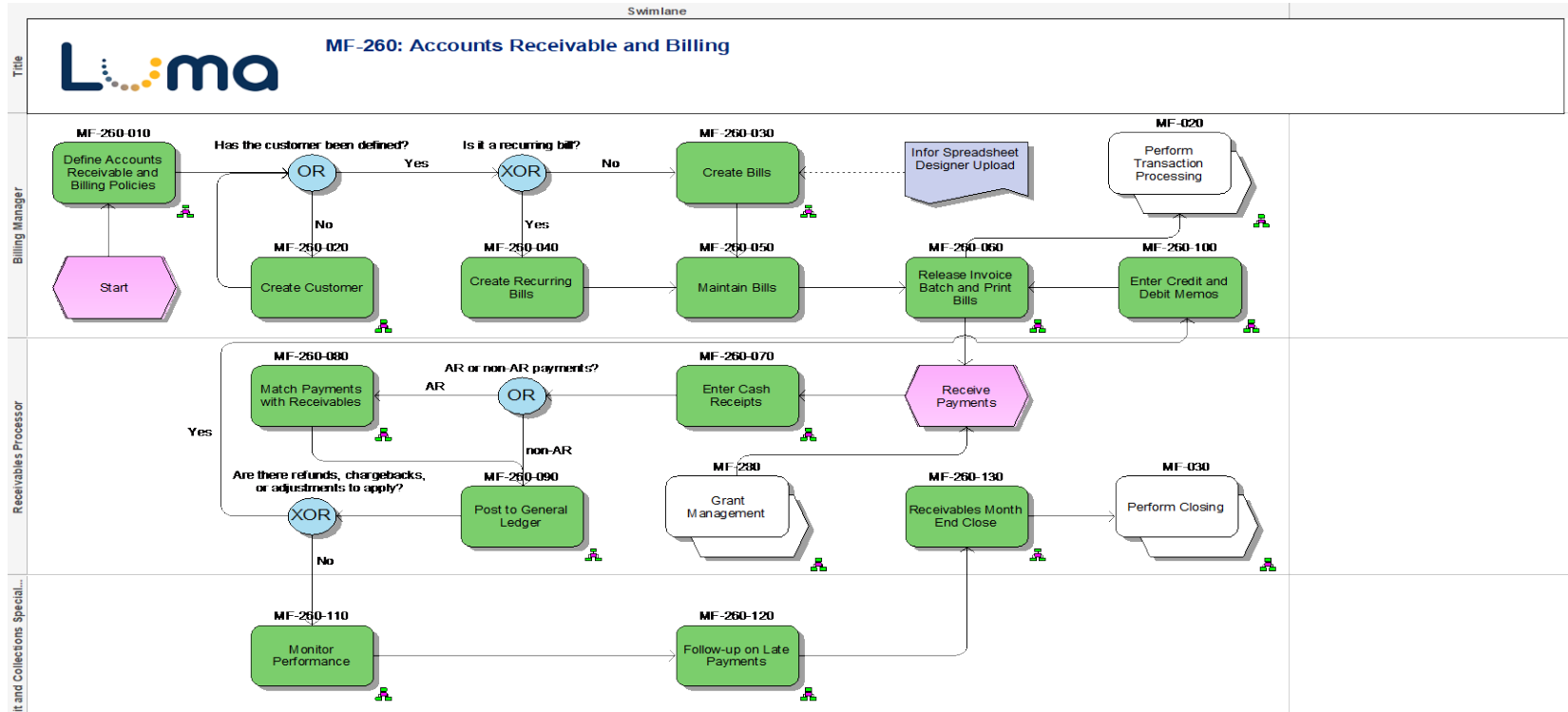
MF-200-060: Void Cash Transactions



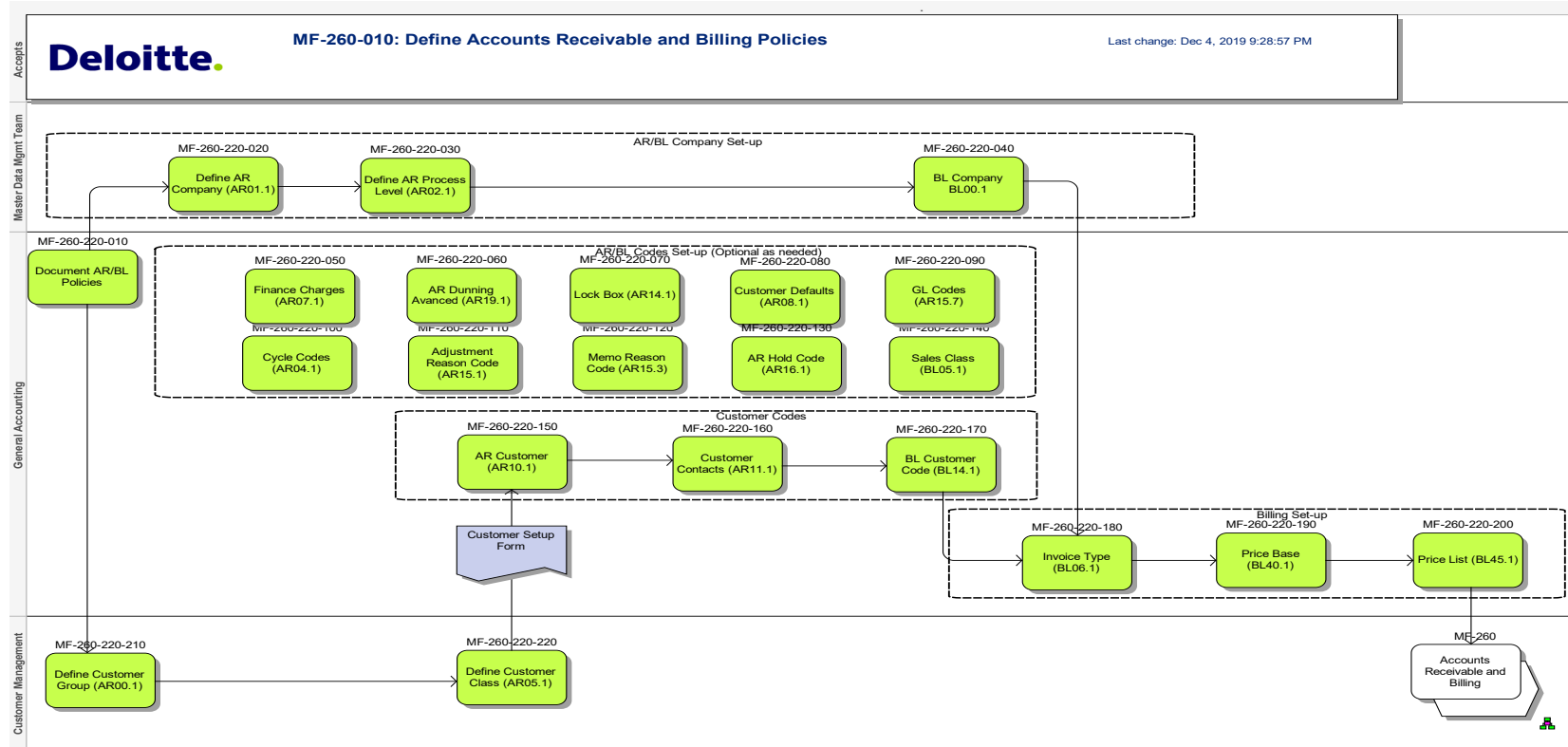


Description/Definition	The process for voiding payments. Payments may need to be voided for various reasons. When the payment is voided Payables can cancel the invoice, maintain the invoice, and/or reissue the payment.
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MF-260: Accounts Receivable and Billing

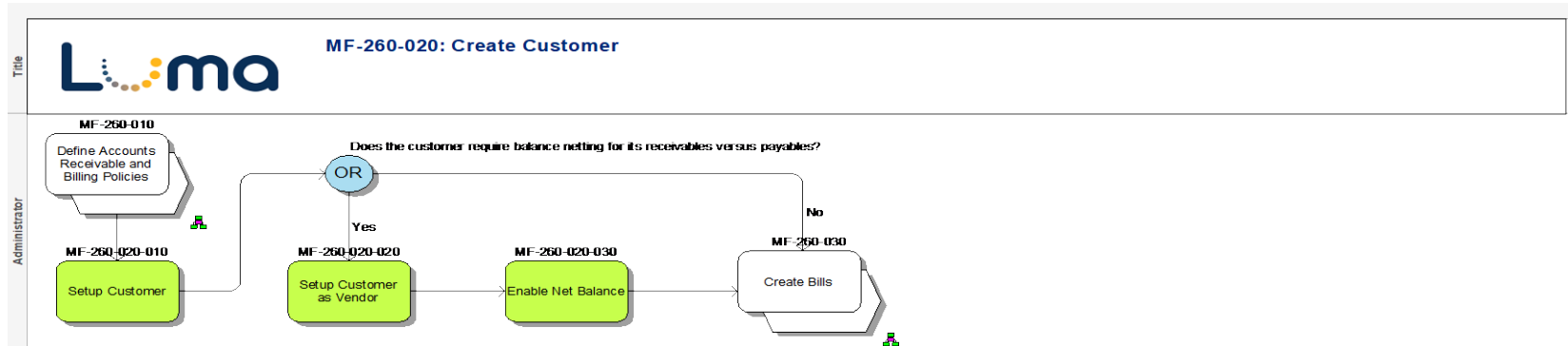


MF-260-010: Define Accounts Receivable and Billing Policies



Description/Definition	The process to develop policy and procedure pertaining to accounts receivable and billing. The policy determinations act to help guide system configuration.
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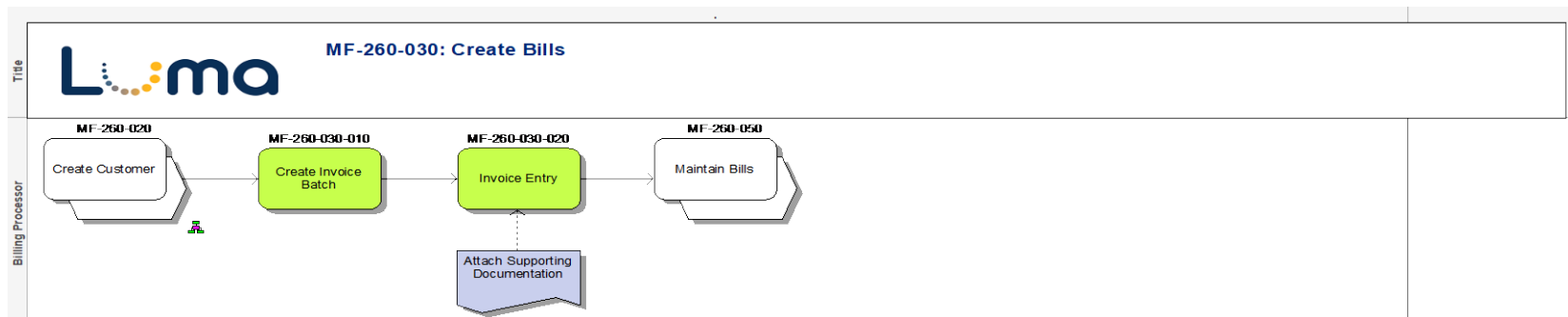
MF-260-020: Create Customer



Description/Definition

The process to setup customers, including those that require balance netting of receivables with offsetting payables.

MF-260-030: Create Bills

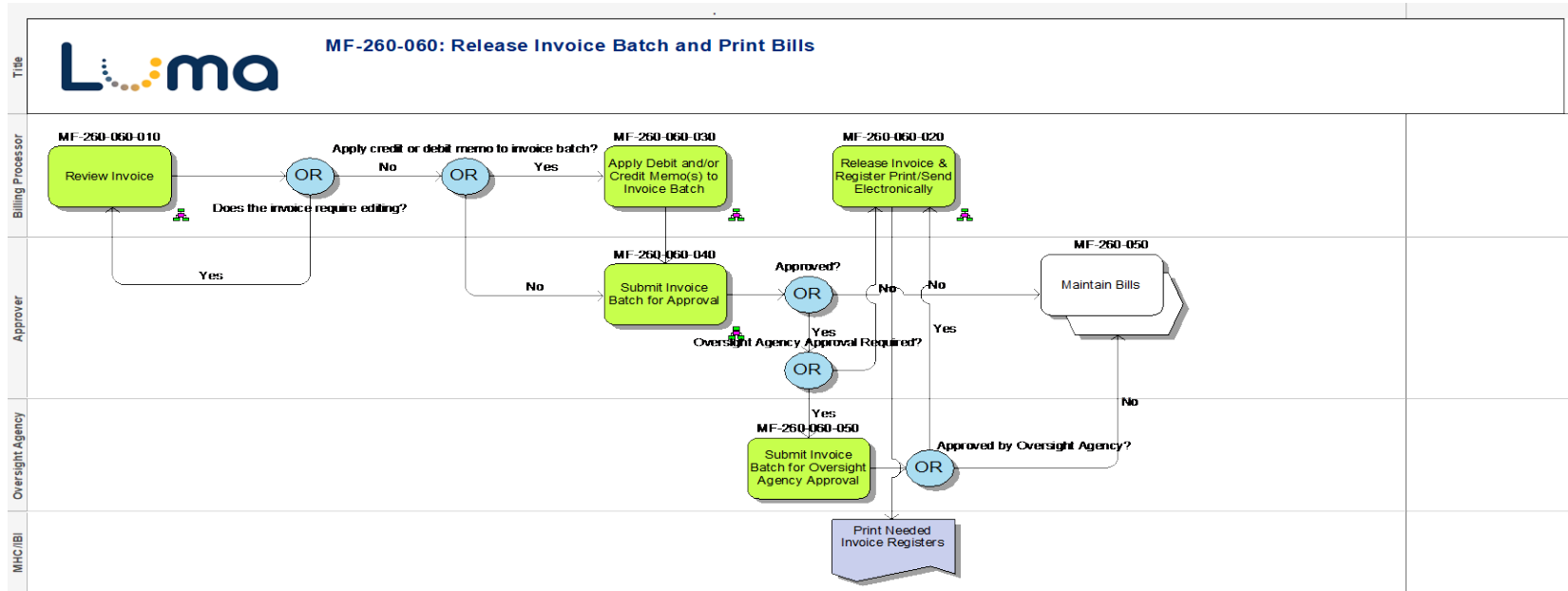


Description/Definition

The process to enter, create, and attach supporting documentation to accounts receivable.

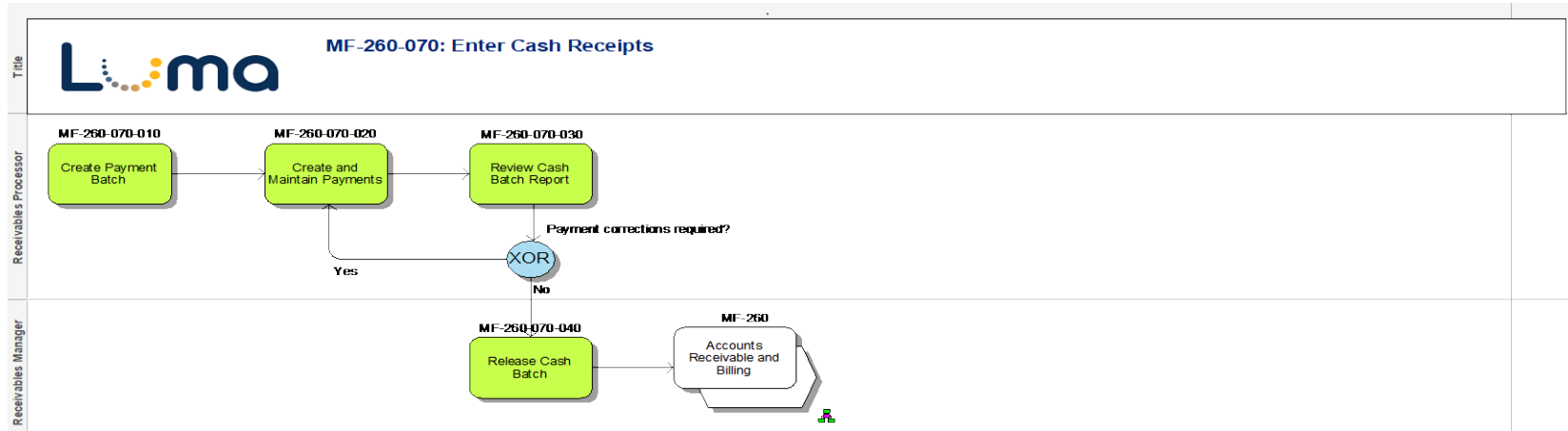


MF-260-060: Release Invoice Batch and Print Bills



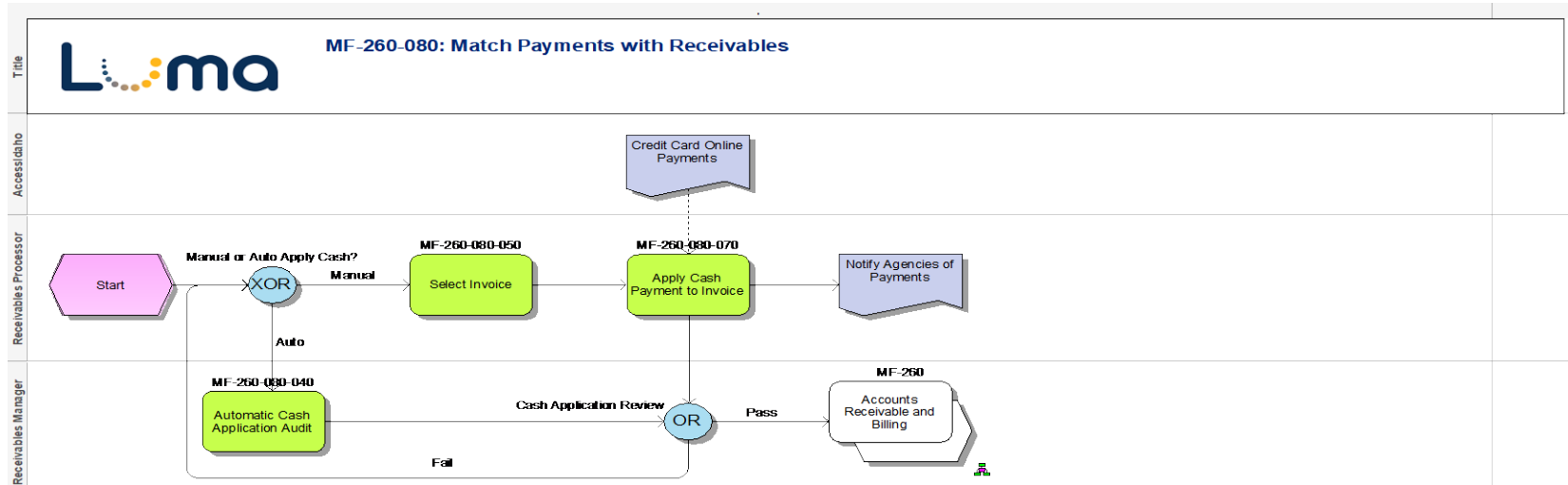
Description/Definition	The process for invoice batch review and posting approvals, printing of accounts receivable invoices, and posting register.
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MF-260-070: Enter Cash Receipts



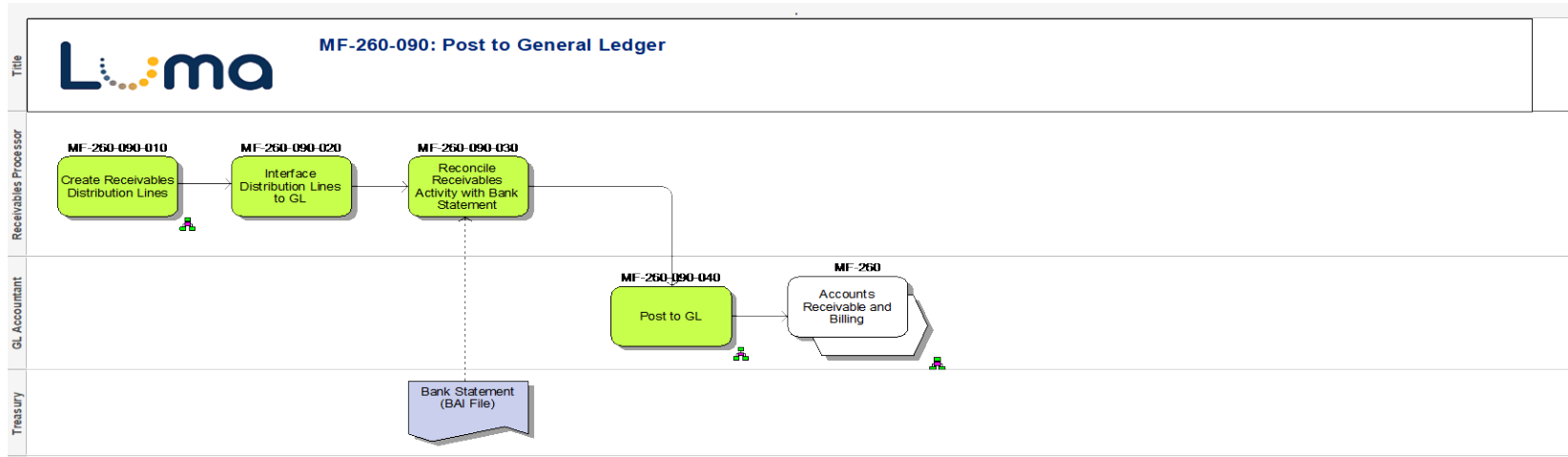
Description/Definition	The process to create and process cash receipts for accounts receivable.
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MF-260-080: Match Payments with Receivables



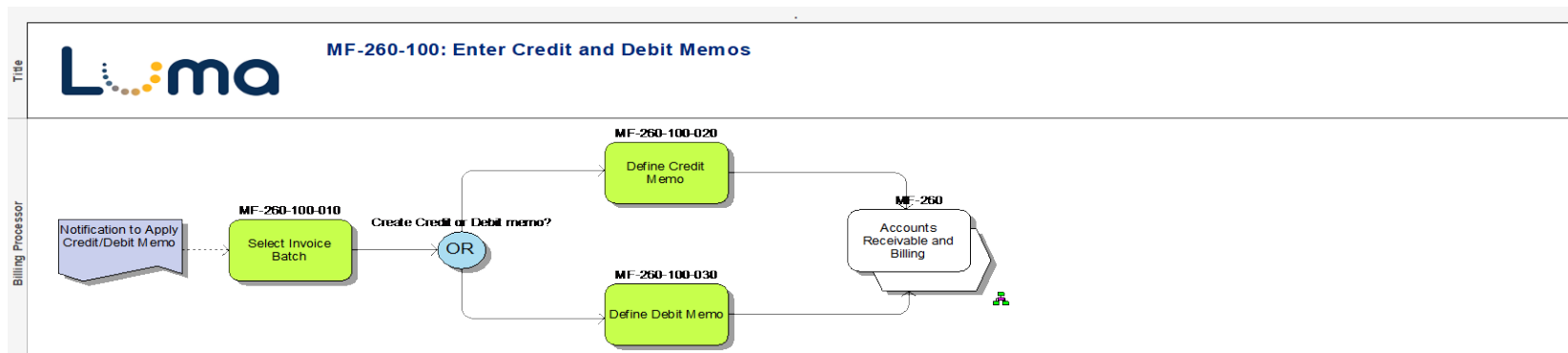
Description/Definition	The process to match and apply cash receipts to receivables.
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MF-260-090: Post to General Ledger



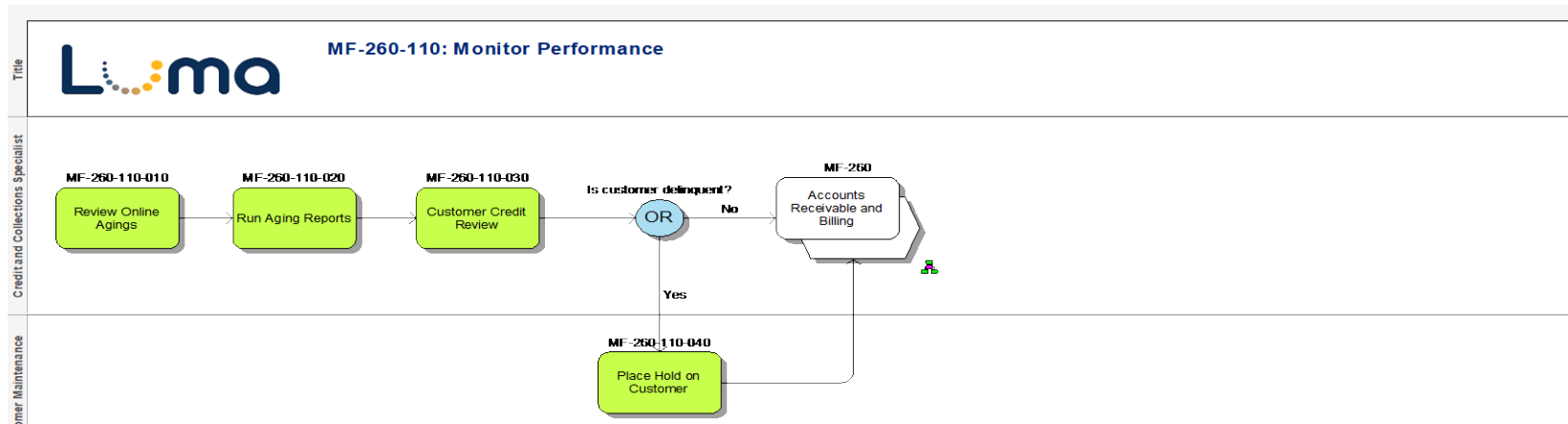
Description/Definition	The process to create distribution lines, reconcile cash receipts, and post to the GL.
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MF-260-100: Enter Credit and Debit Memos



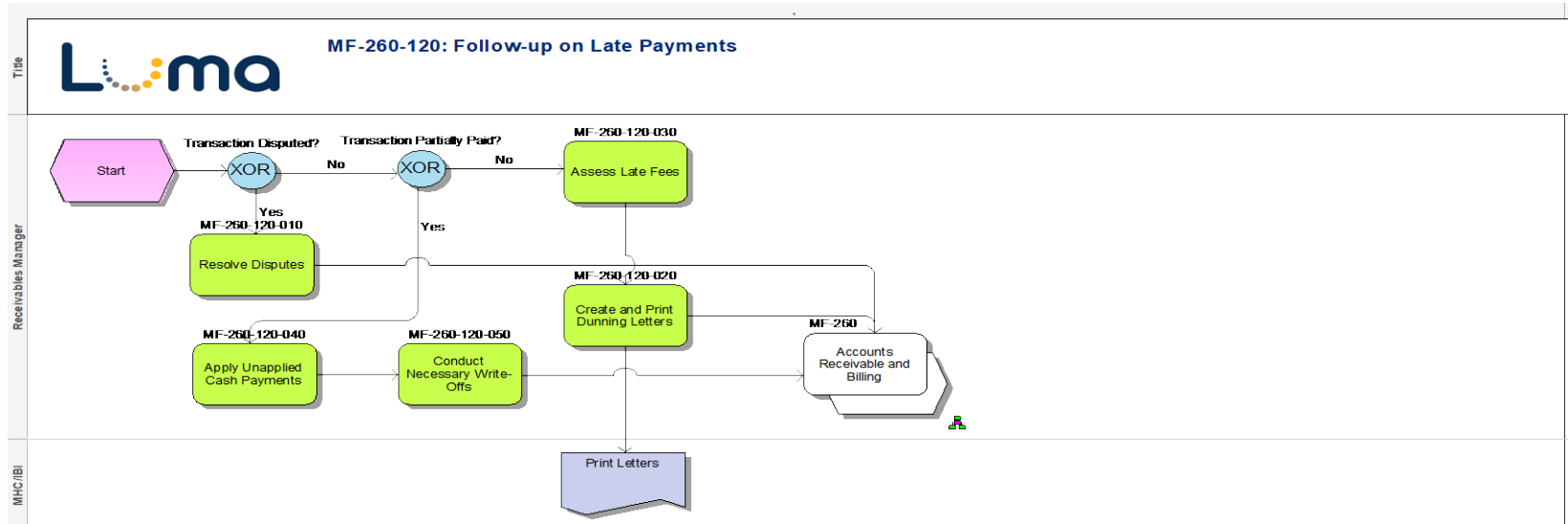
Description/Definition	The process to apply credit/debit memo adjustments to receivables.
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MF-260-110: Monitor Performance



Description/Definition	The process to monitor customer account status.
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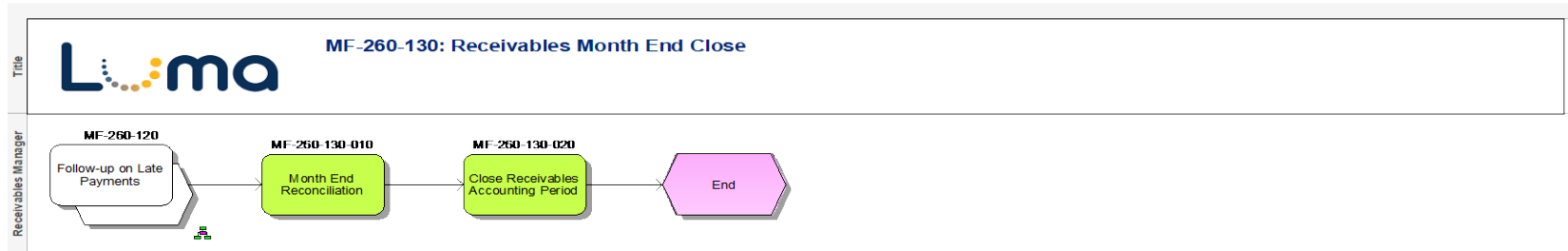
MF-260-120: Follow-up on Late Payments



Description/Definition

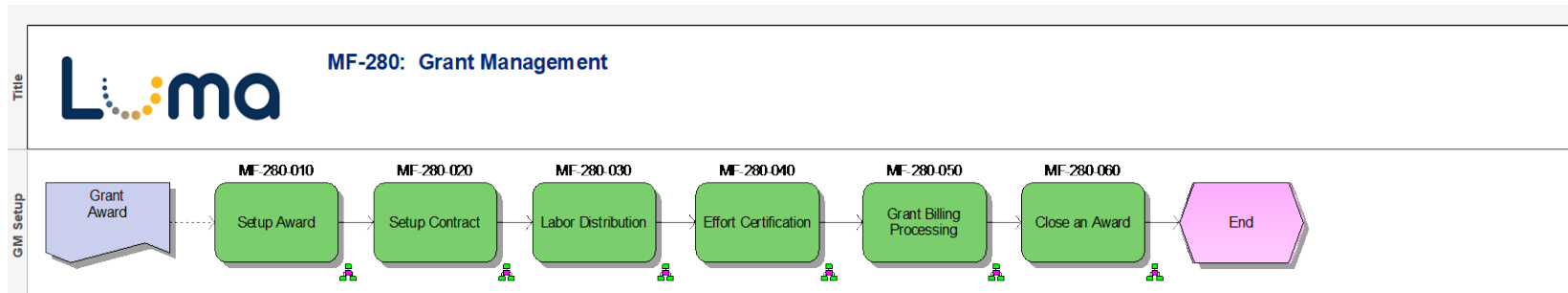
The process to maintain customer account balances, including resolution of account balance disputes, dunning letters, late fees, and write-offs.

MF-260-130: Receivables Month End Close

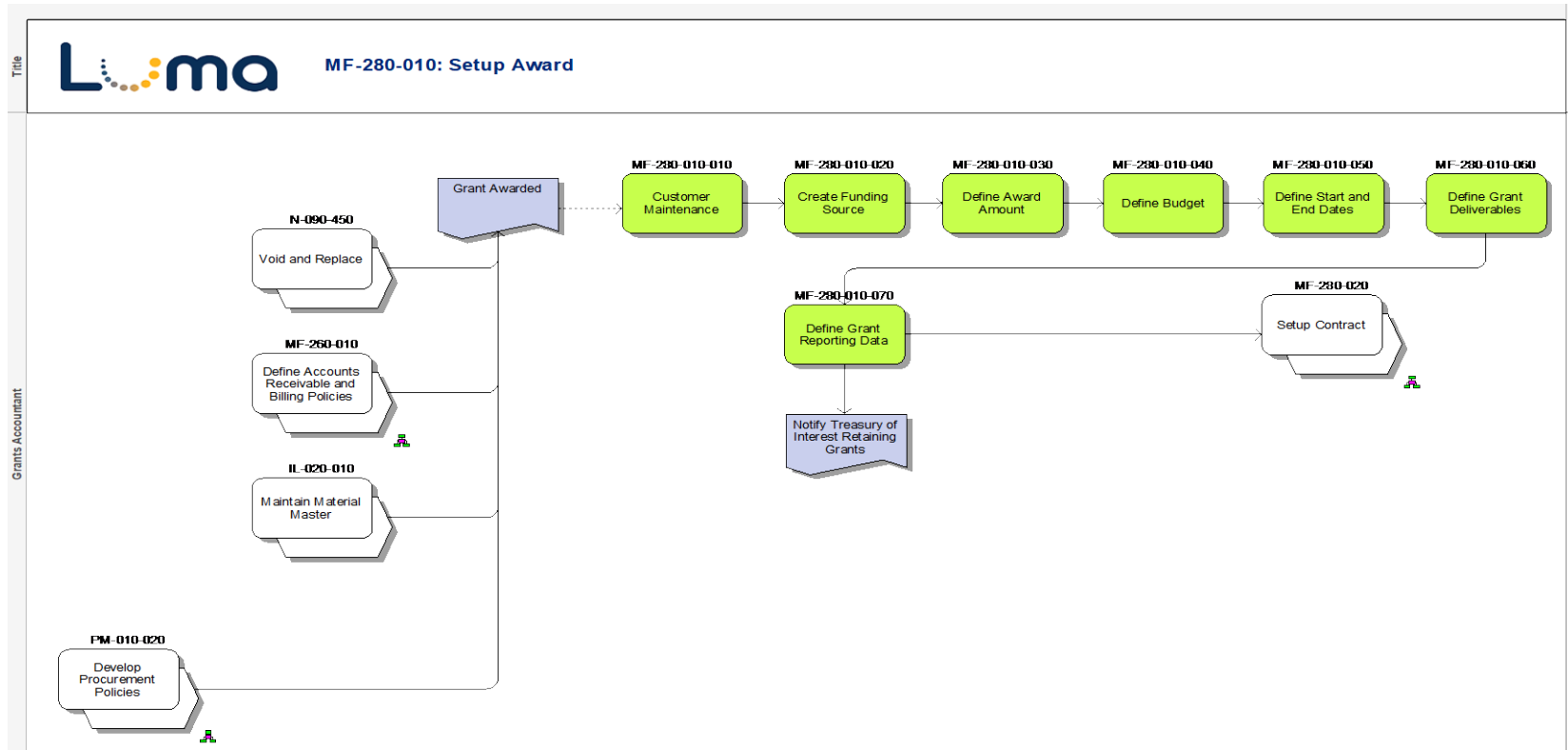


Description/Definition	The process to perform month end receivables reconciliation and period close.
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MF-280: Grant Management

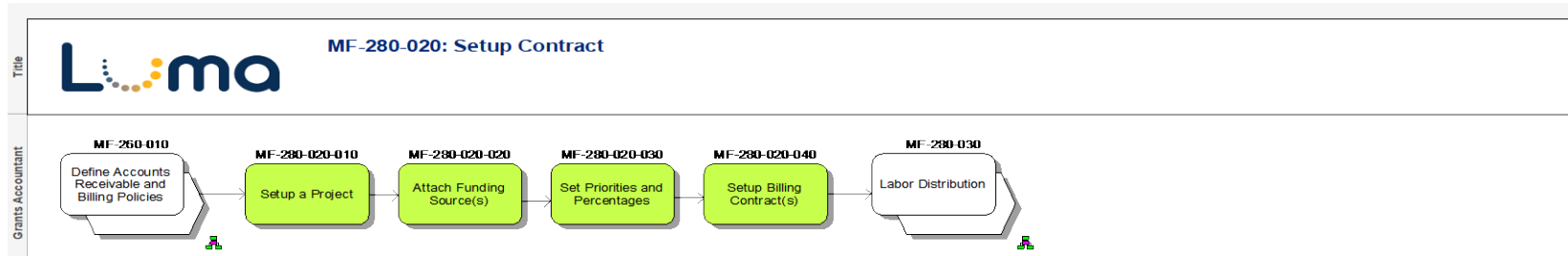


MF-280-010: Setup Award



Description/Definition	The process for grant award setup, customer maintenance, establishing the funding source, award amount, budget, start/end dates, grant deliverables, and grant reporting data.
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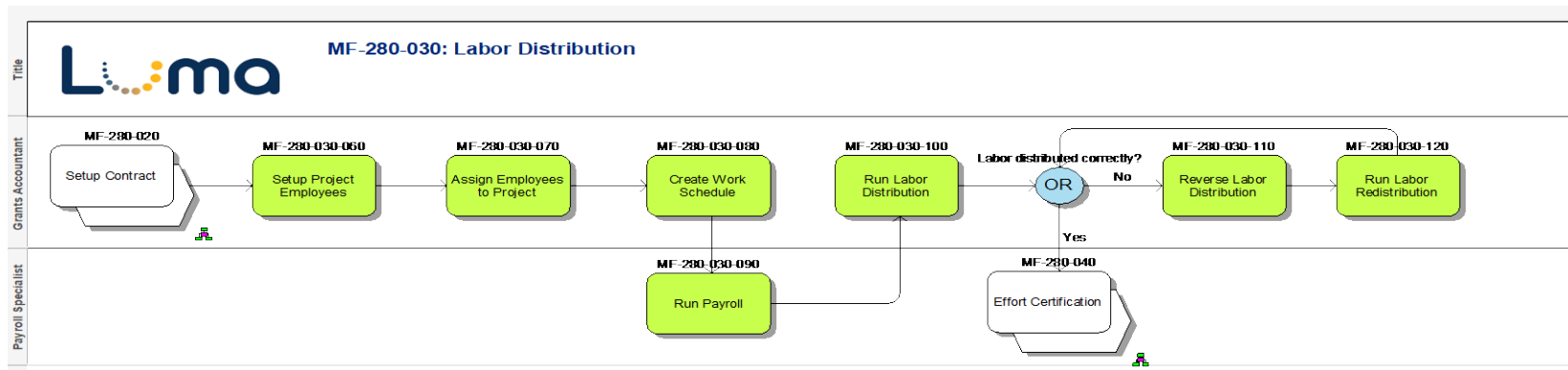
MF-280-020: Setup Contract



Description/Definition

The process for setting up the contract, which will associate the project to the funding source(s), priorities and percentages and setup the billing.

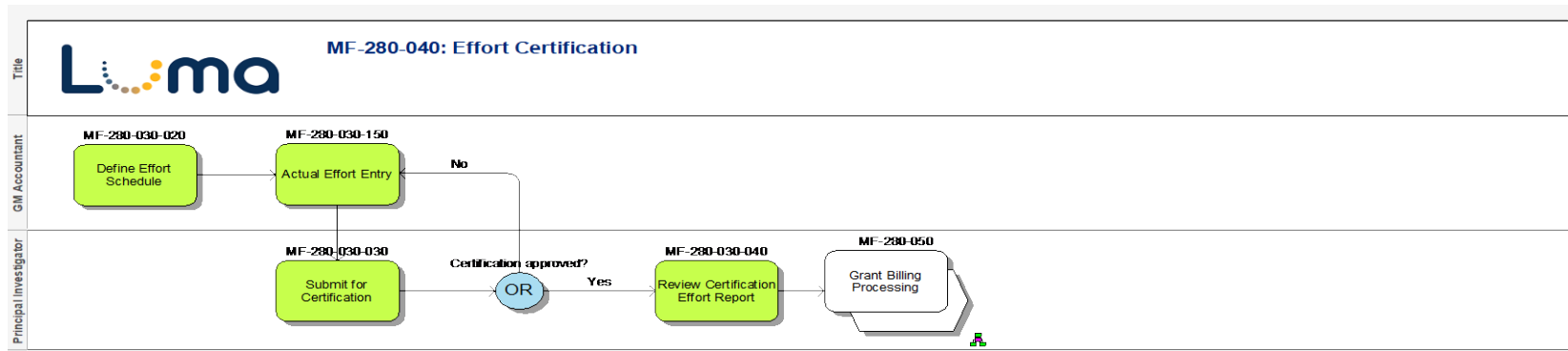
MF-280-030: Labor Distribution



Description/Definition

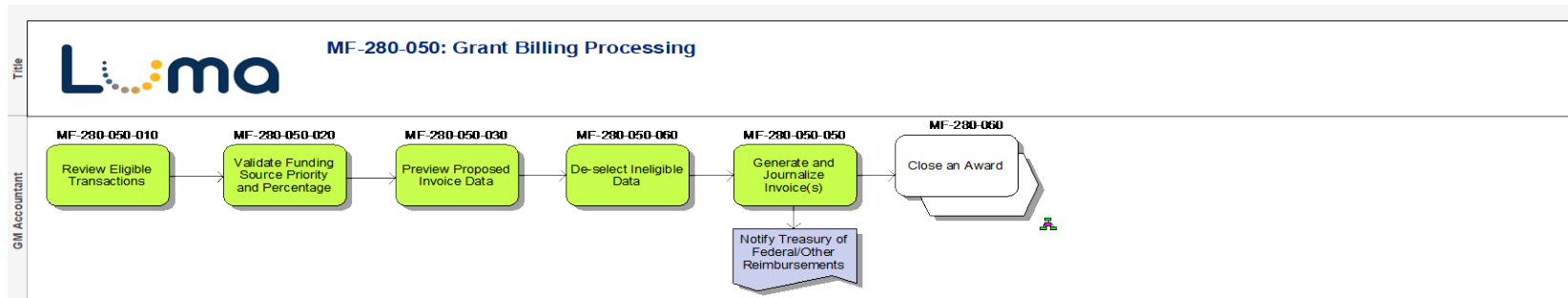
The process for setting up and processing labor distribution for employees whose salaries are paid against a grant award.

MF-280-040: Effort Certification



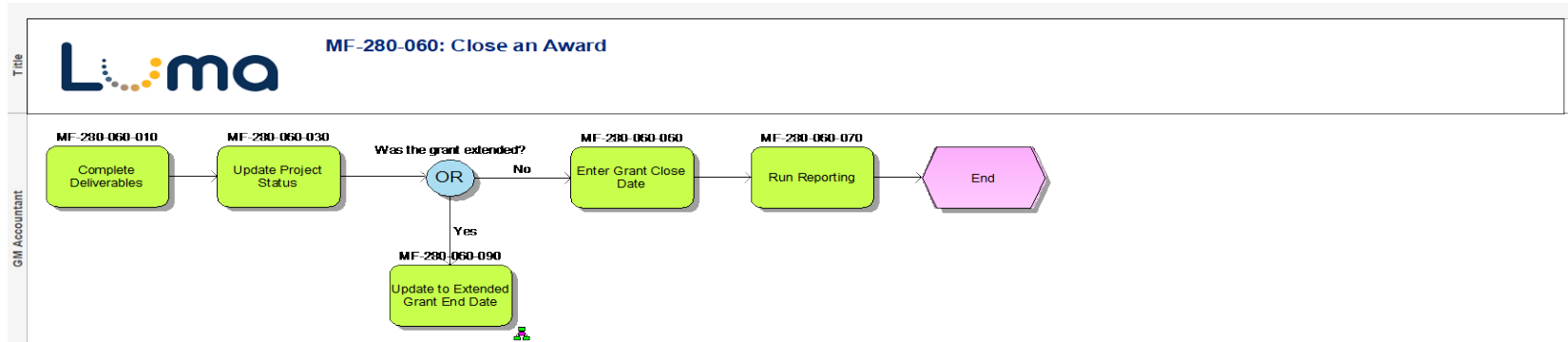
Description/Definition	The process for certifying employee effort.
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MF-280-050: Grant Billing Processing



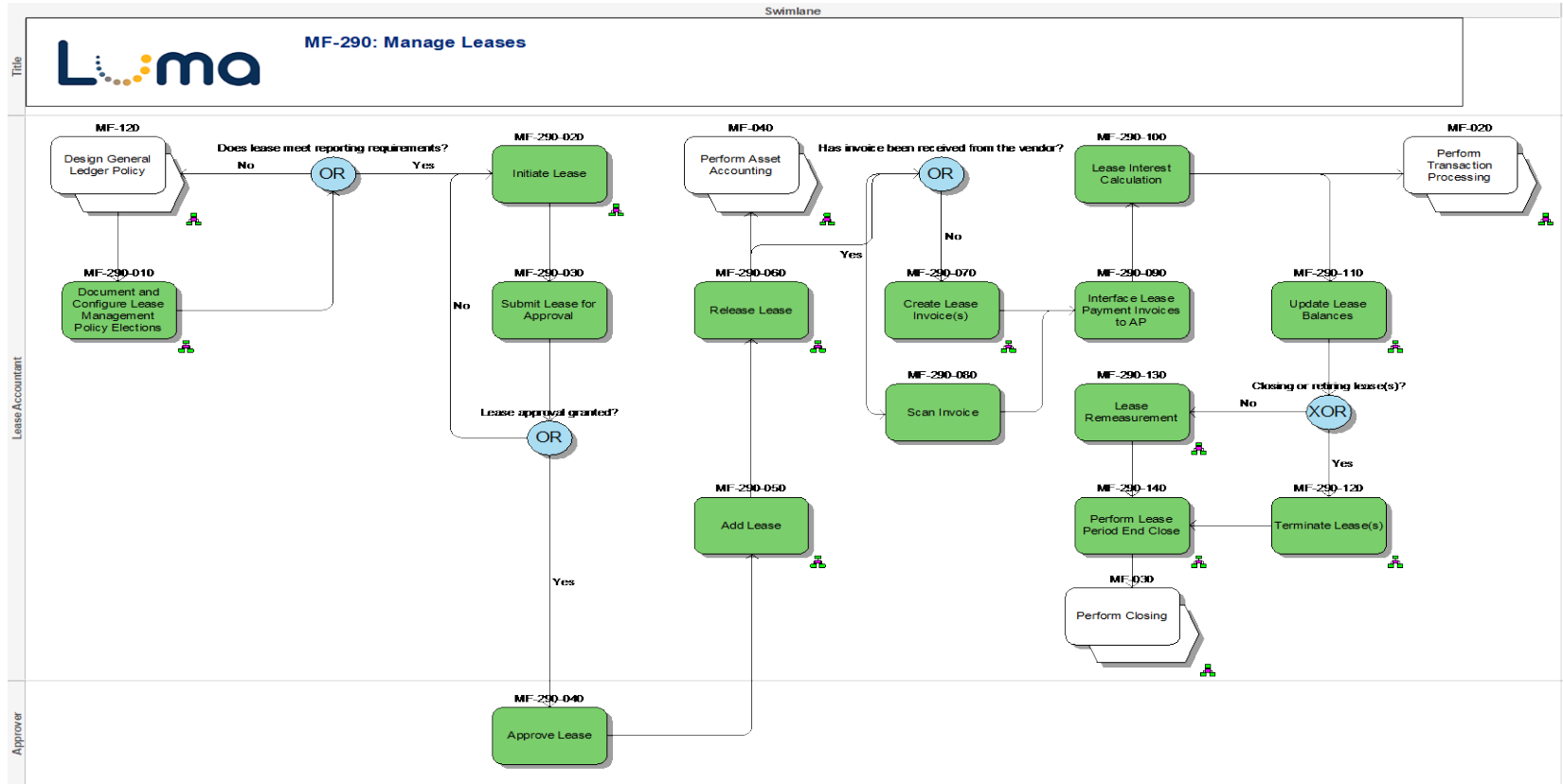
Description/Definition	The process for billing a grant sponsor for project expenses incurred.
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MF-280-060: Close an Award

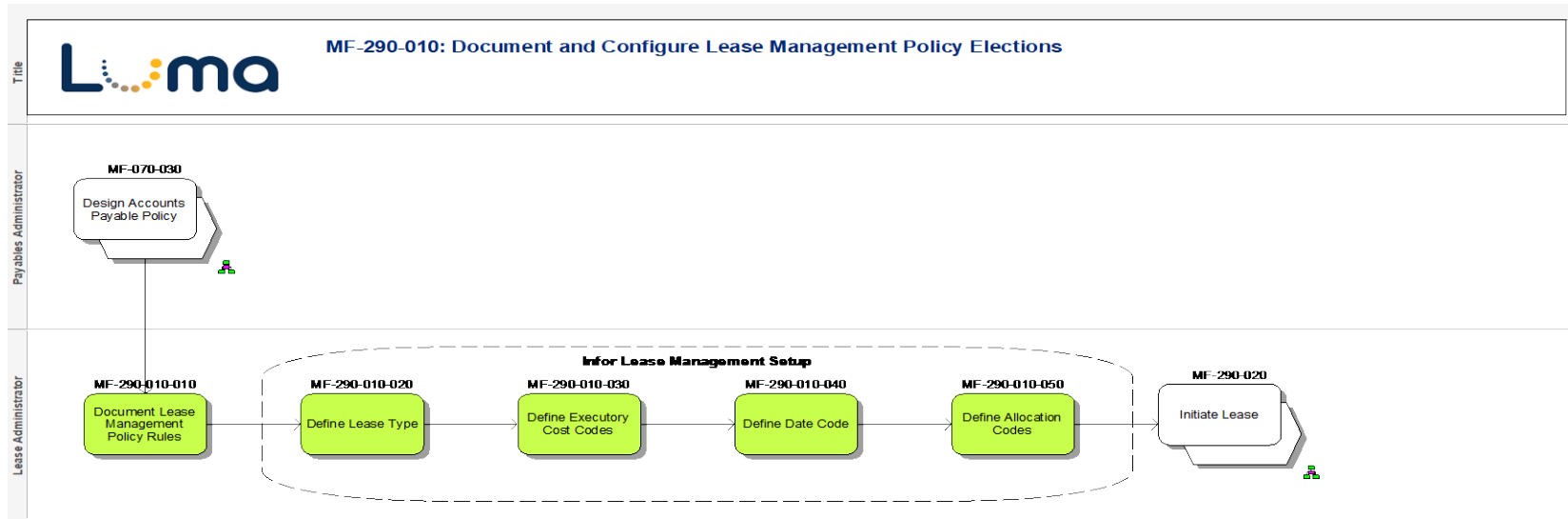


Description/Definition	The process for completing deliverables, extending grant end date, or closing out a grant award.
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MF-290: Manage Leases

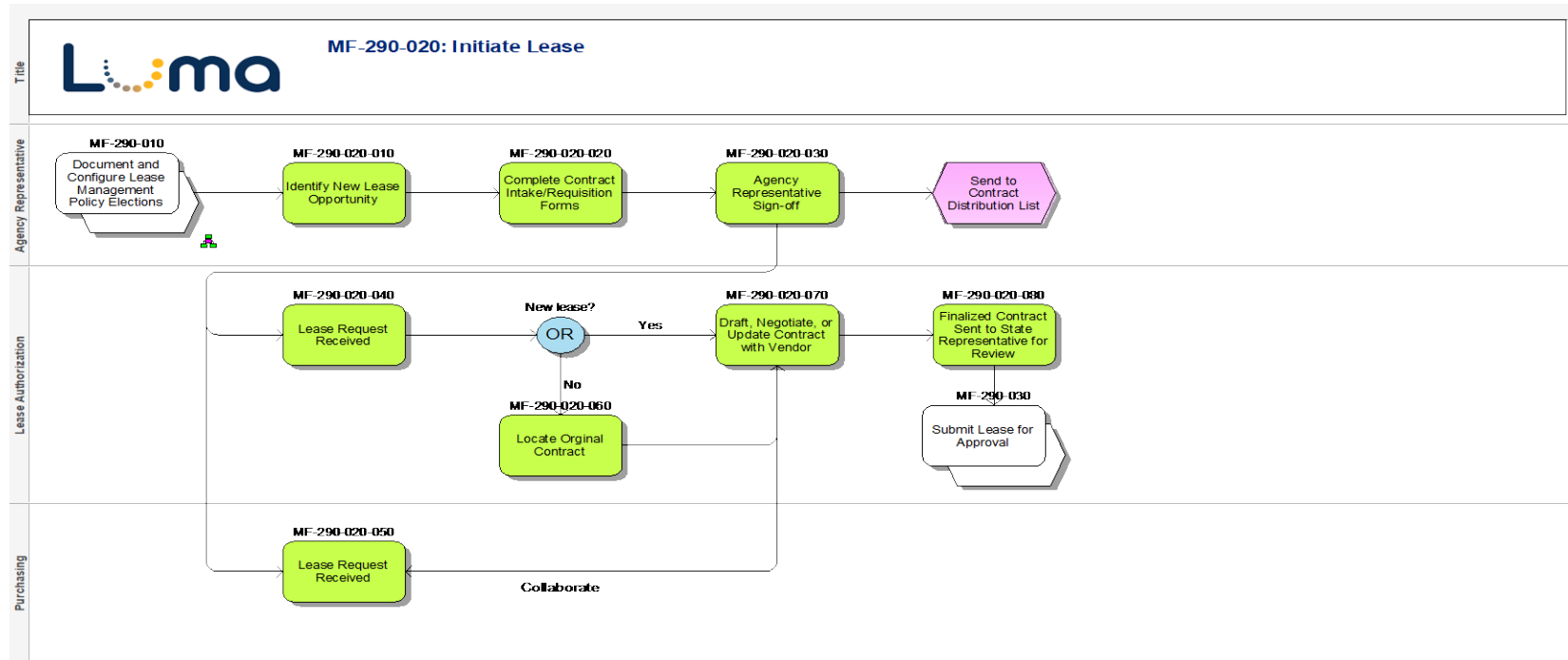


MF-290-010: Document and Configure Lease Management Policy Elections



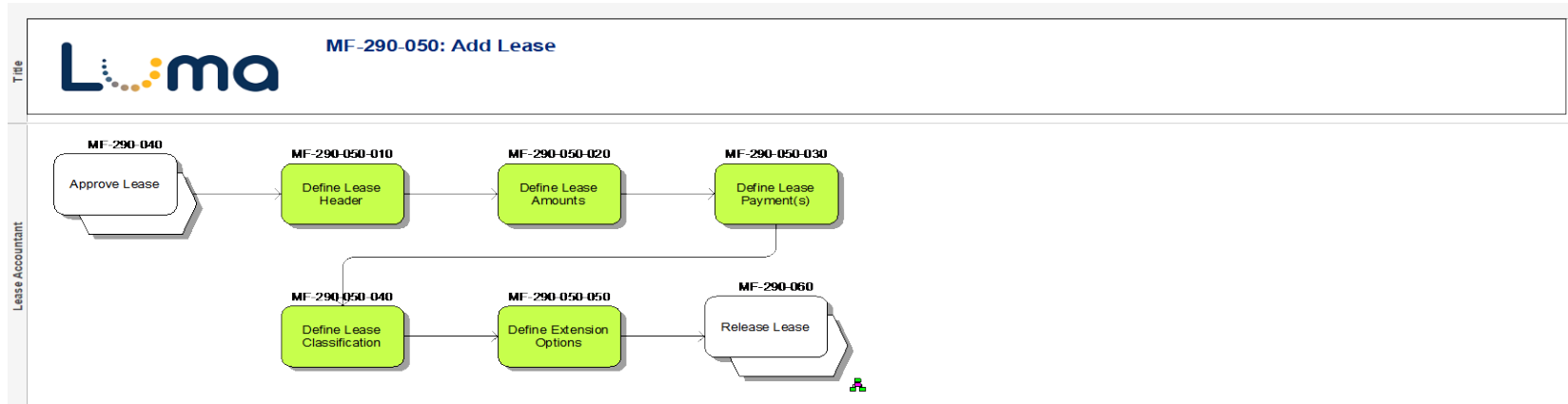
Description/Definition	The process to develop policy and procedure pertaining to lease management. The policy determinations act to help guide system configuration.
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MF-290-020: Initiate Lease



Description/Definition	The process to identify, qualify, negotiate and finalize a lease. This includes lease authorization.
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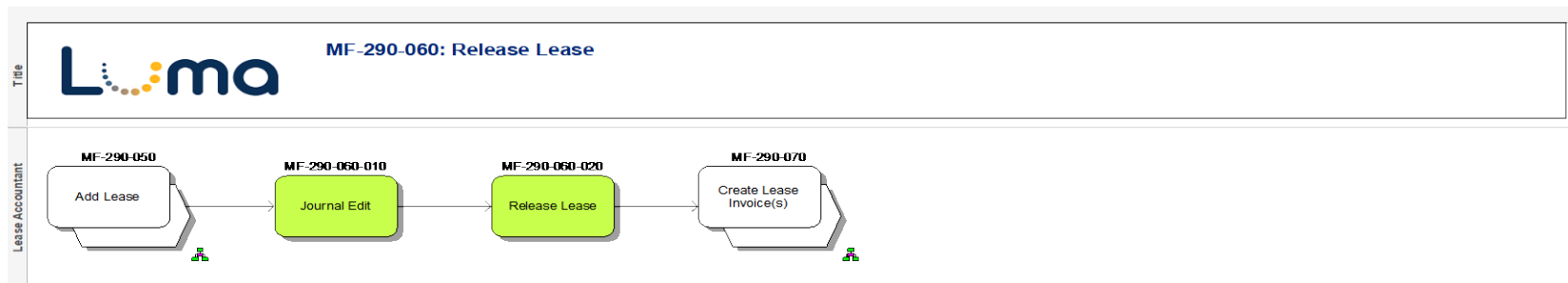
MF-290-050: Add Lease



Description/Definition

The process to create and define the lease in the system. This requires prior lease authorization.

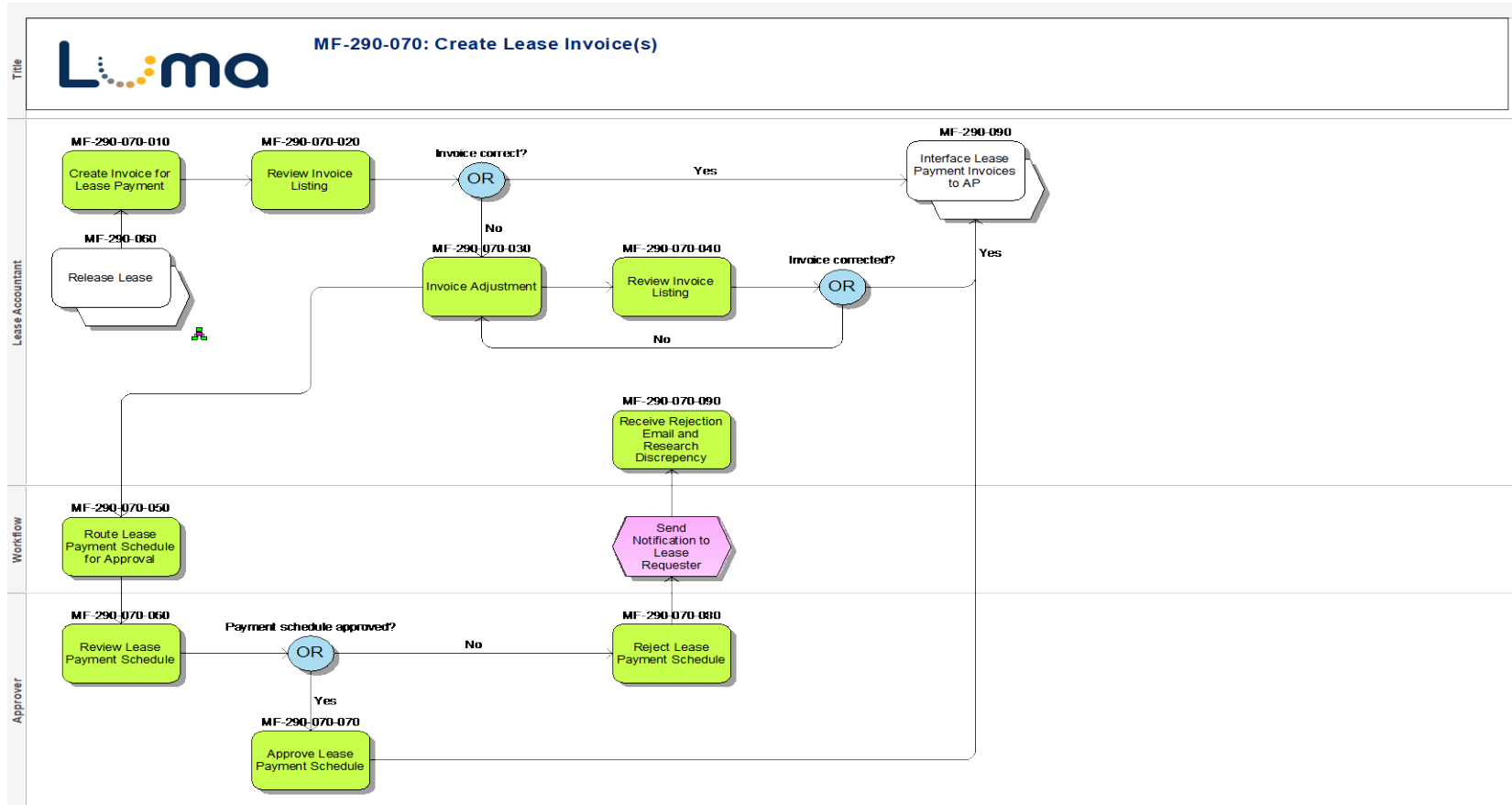
MF-290-060: Release Lease



Description/Definition

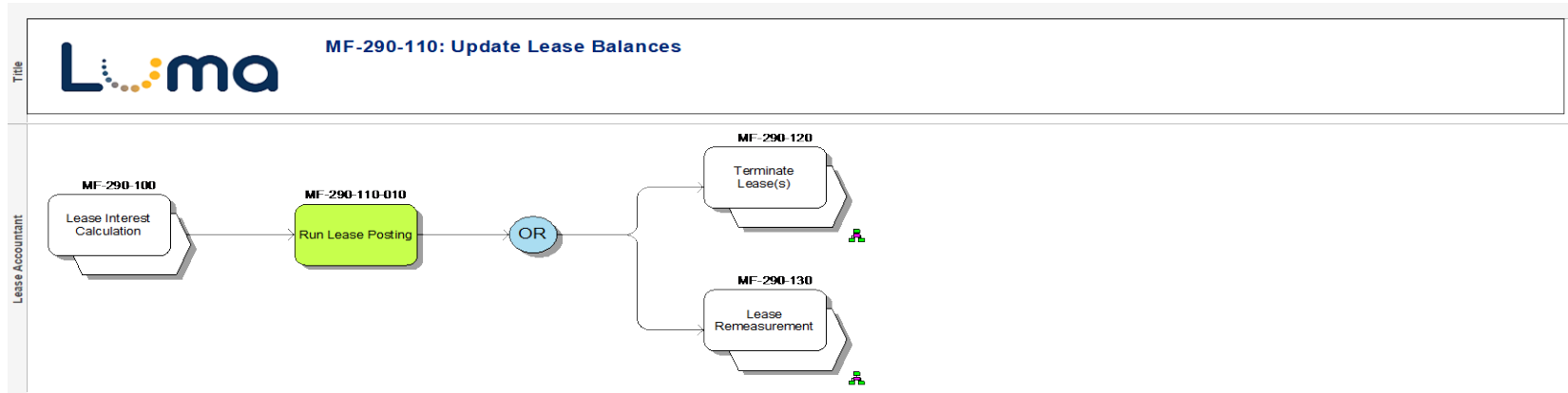
The process to release the lease in the system to allow creation of lease transactions.

MF-290-070: Create Lease Invoice(s)



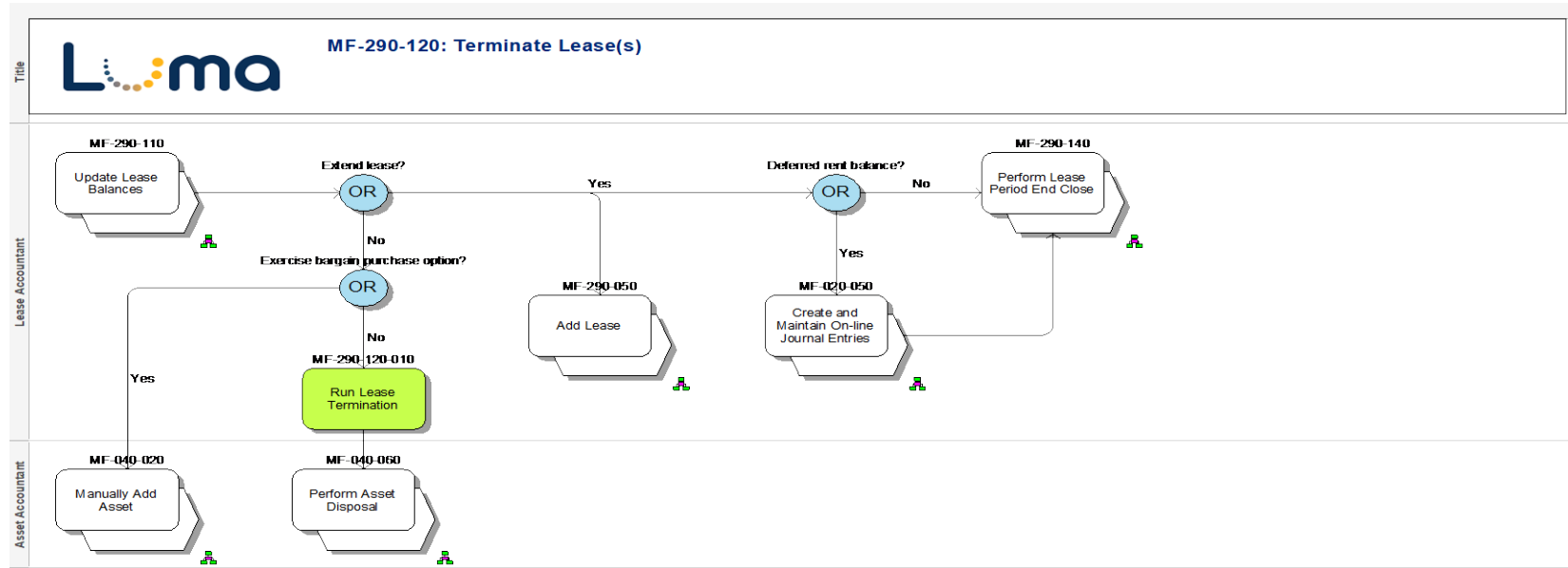
Description/Definition	The process to create lease invoices. The system will create the invoices/transactions based on the definition of the lease terms in the system.
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MF-290-110: Update Lease Balances



Description/Definition	The process to interface lease invoices to the general ledger. The journal distribution lines can then be posted to update lease balances.
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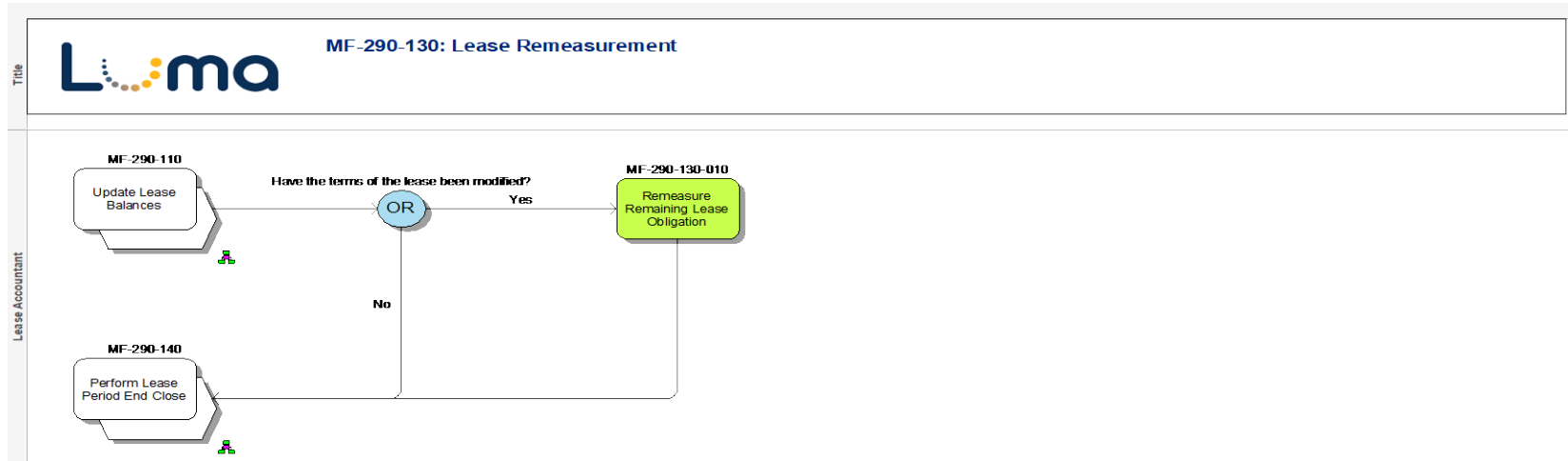
MF-290-120: Terminate Lease(s)



Description/Definition

The process to close out a lease. The lease can be terminated once the term date has been reached. Leases may include the option to extend or purchase the asset.

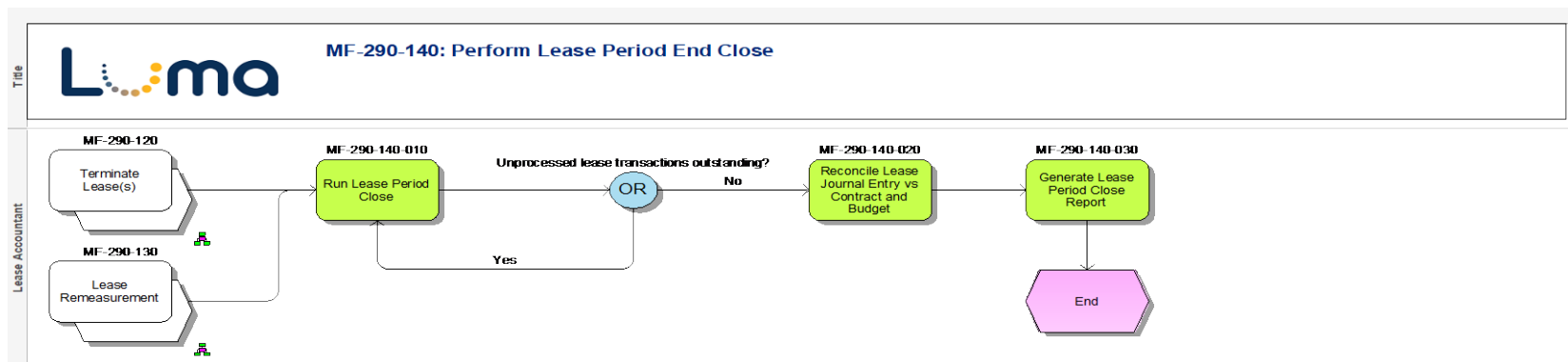
MF-290-130: Lease Remeasurement



Description/Definition

The process to remeasure the lease if the lease terms are modified.

MF-290-140: Perform Lease Period End Close



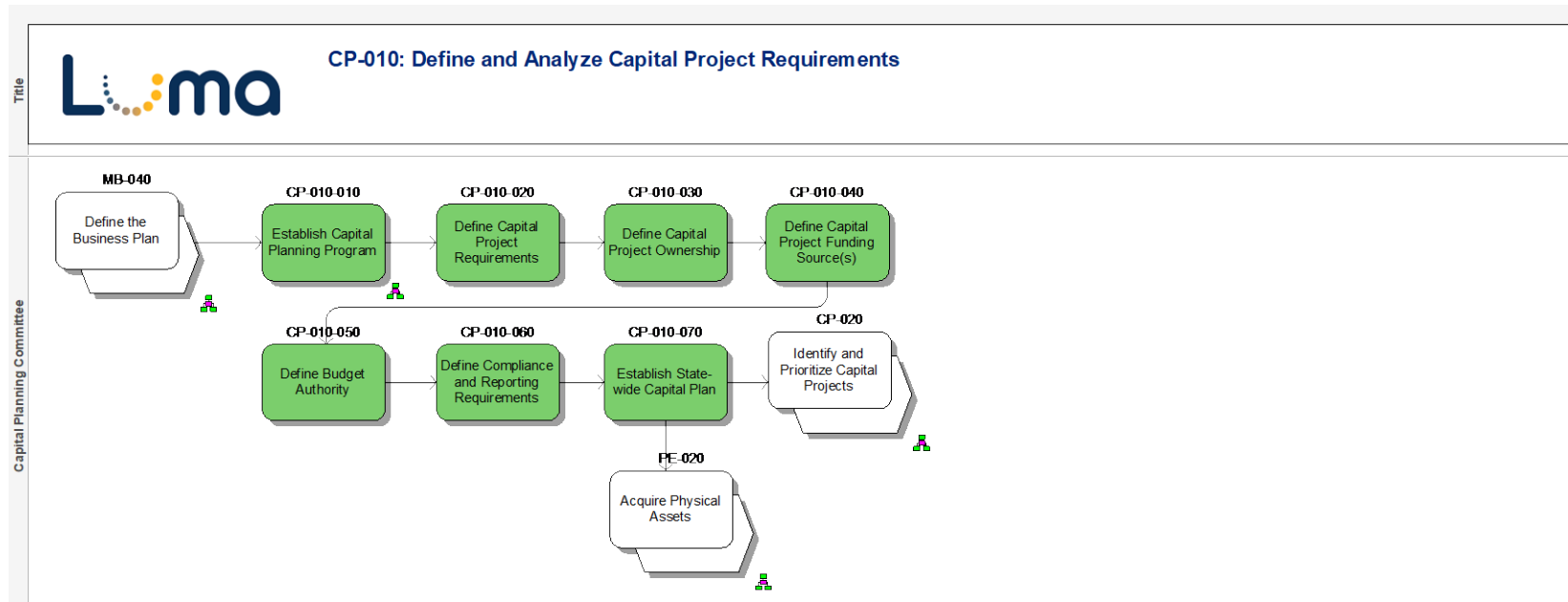
Description/Definition

The process to close the lease period at the end of the month. This



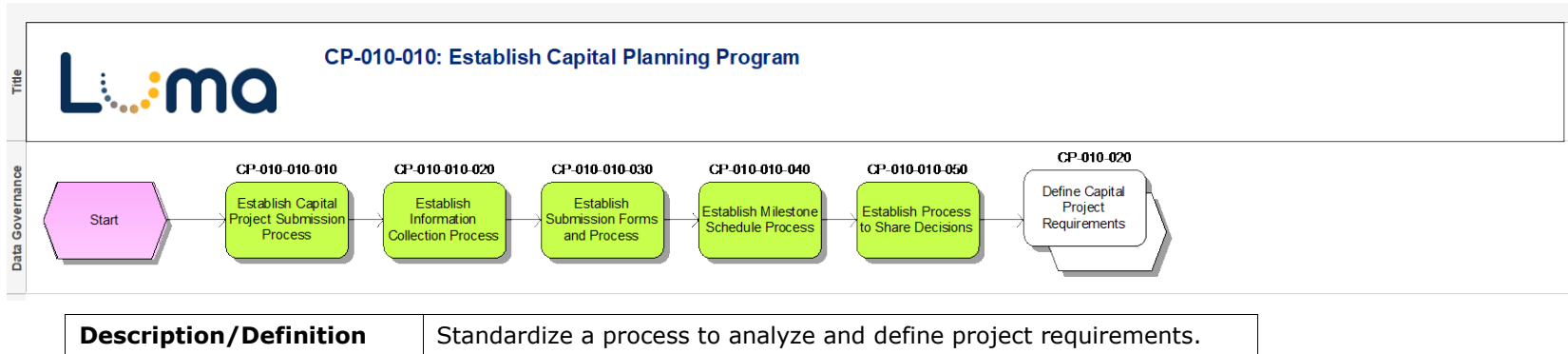
	opens the next month for posting.
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CP-010: Define and Analyze Capital Project Requirements

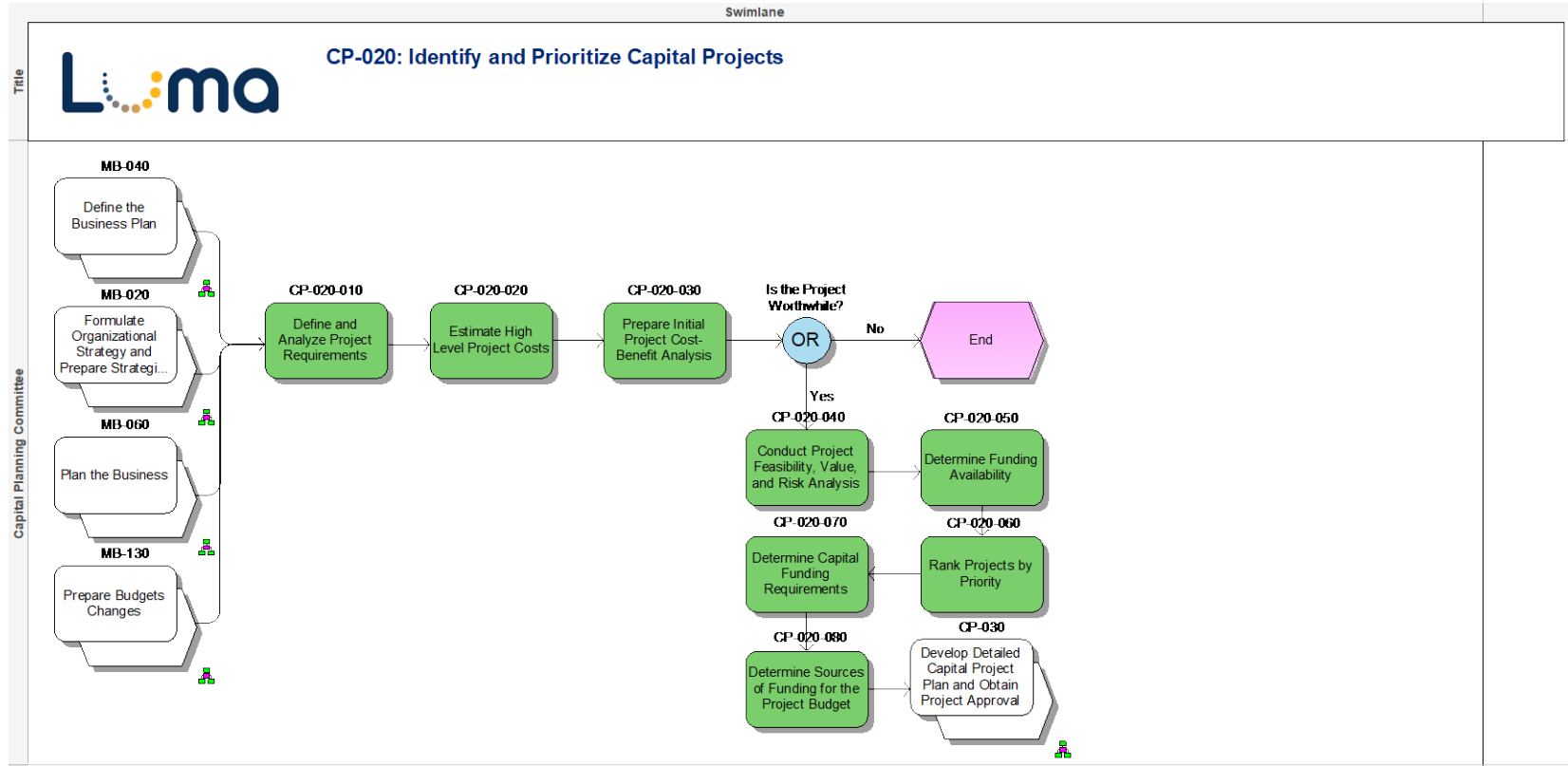


<p>Description/Definition</p>	<p>This process describes the process whereby the project planner(s) assigned investigates the feasibility of completing the projects and performs an initial analysis of the project, which establishes project performance-requirements, develops, reviews and refines project alternatives and finalizes project requirements.</p>
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CP-010-010: Establish Capital Planning Program

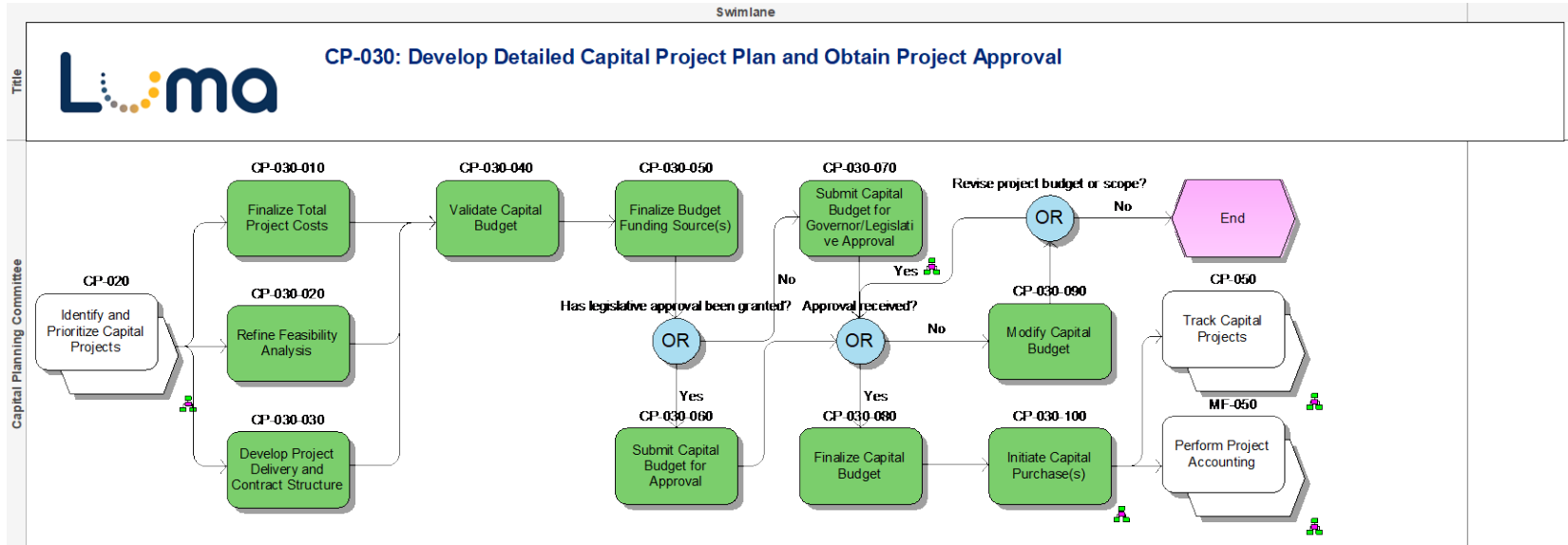


CP-020: Identify and Prioritize Capital Projects



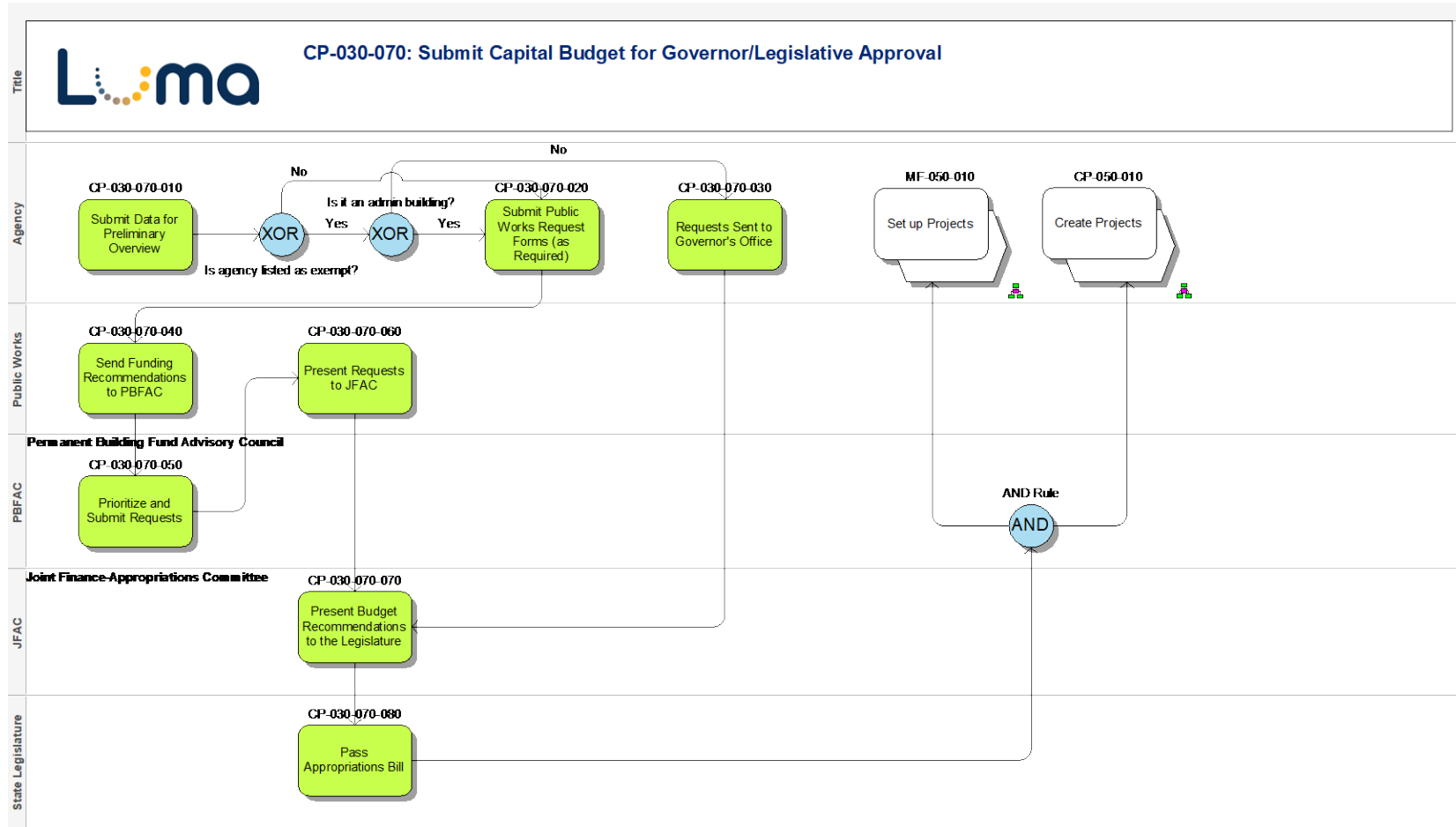
Description/Definition	
	<p>This subprocess identifies initial conceptual ideas for capital projects and prioritizes them. It then analyzes them by feasibility, cost: benefit, risk, and value. Finally, the projects are prioritized and 'rule of thumb' funding requirements are identified. There is a certain amount of trade-off between prioritization and funding requirements and funding availability.</p>

CP-030: Develop Detailed Capital Project Plan and Obtain Project Approval



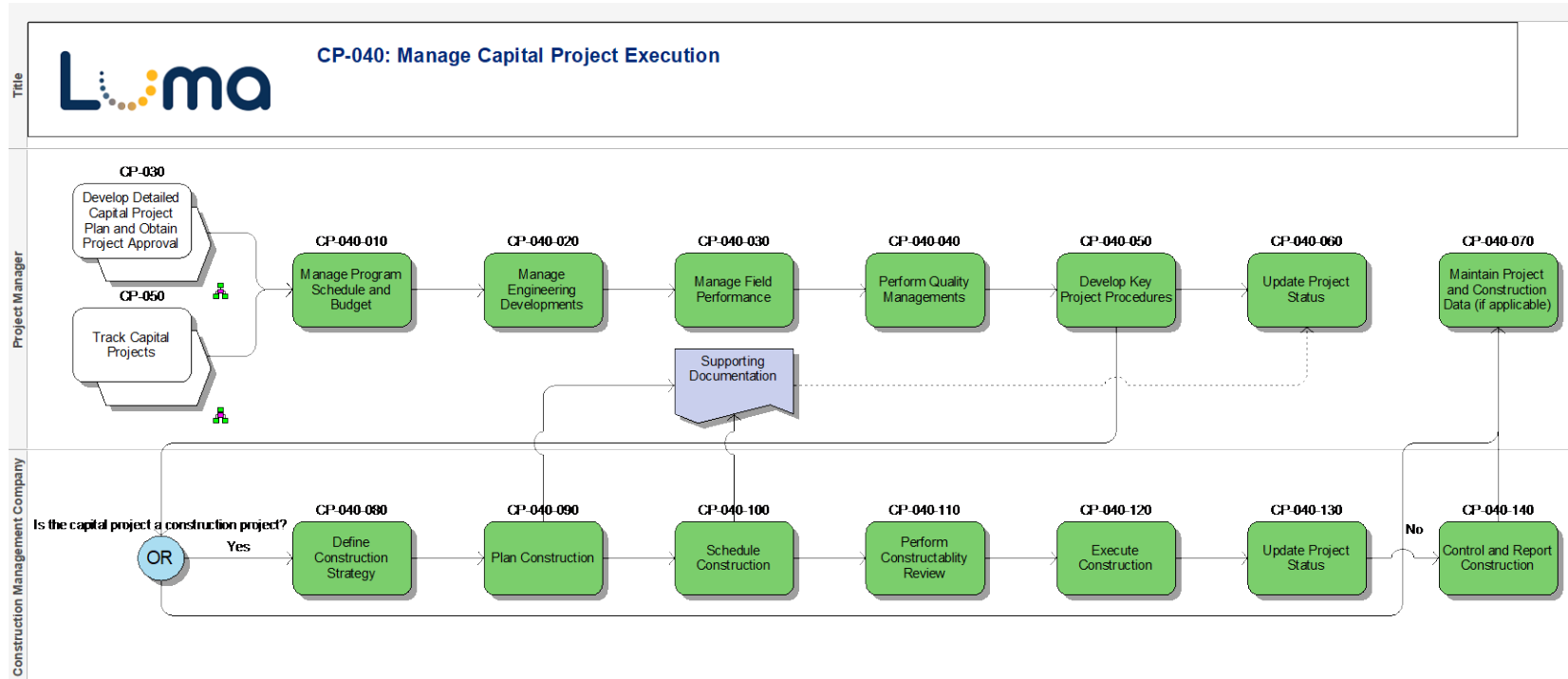
Description/Definition	
	In preparing for the annual budget process, the agencies are responsible for documenting and obtaining approval for Capital project requests.

CP-030-070: Submit Capital Budget for Governor/Legislative Approval



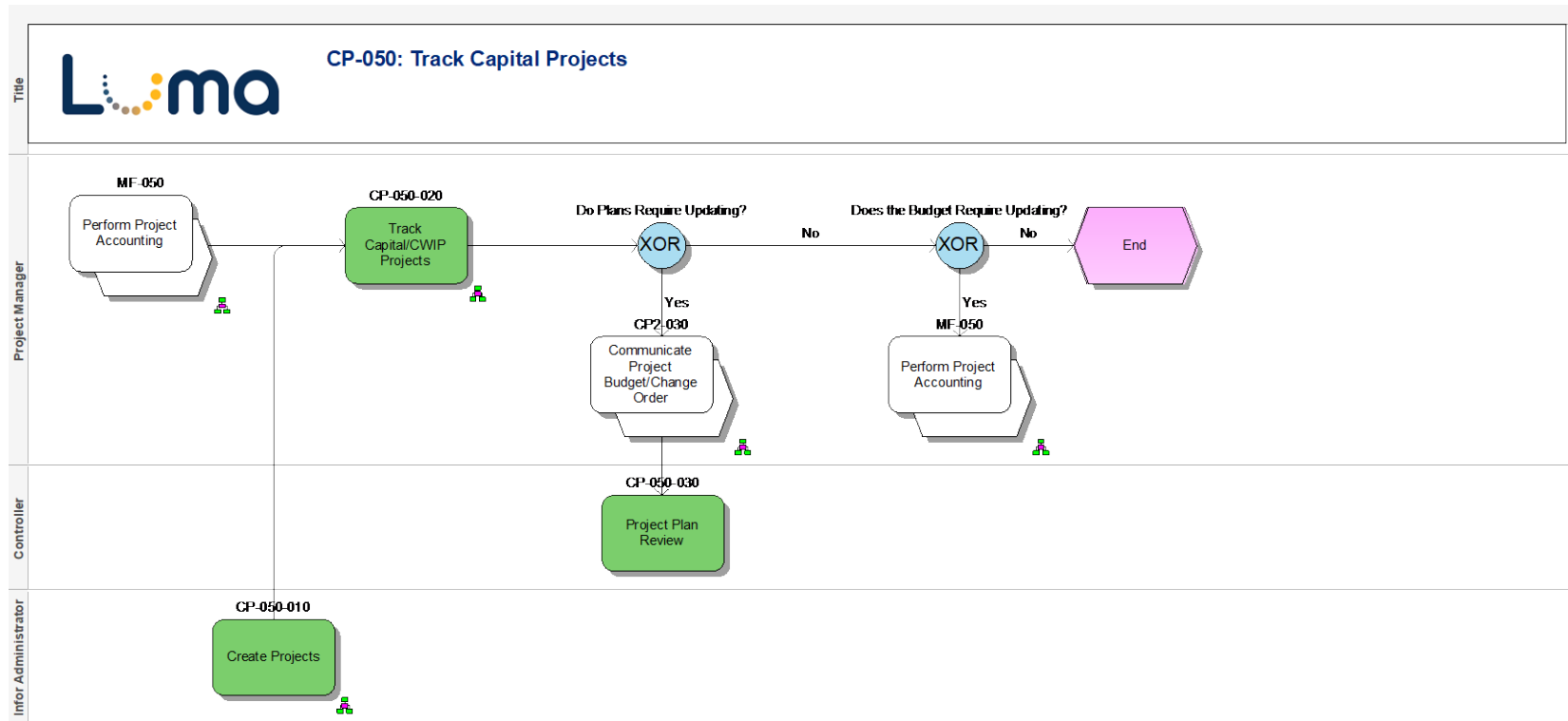
Description/Definition	The process in place for projects/budgets to get approved from conception at the agency level through State Legislature.
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CP-040: Manage Capital Project Execution



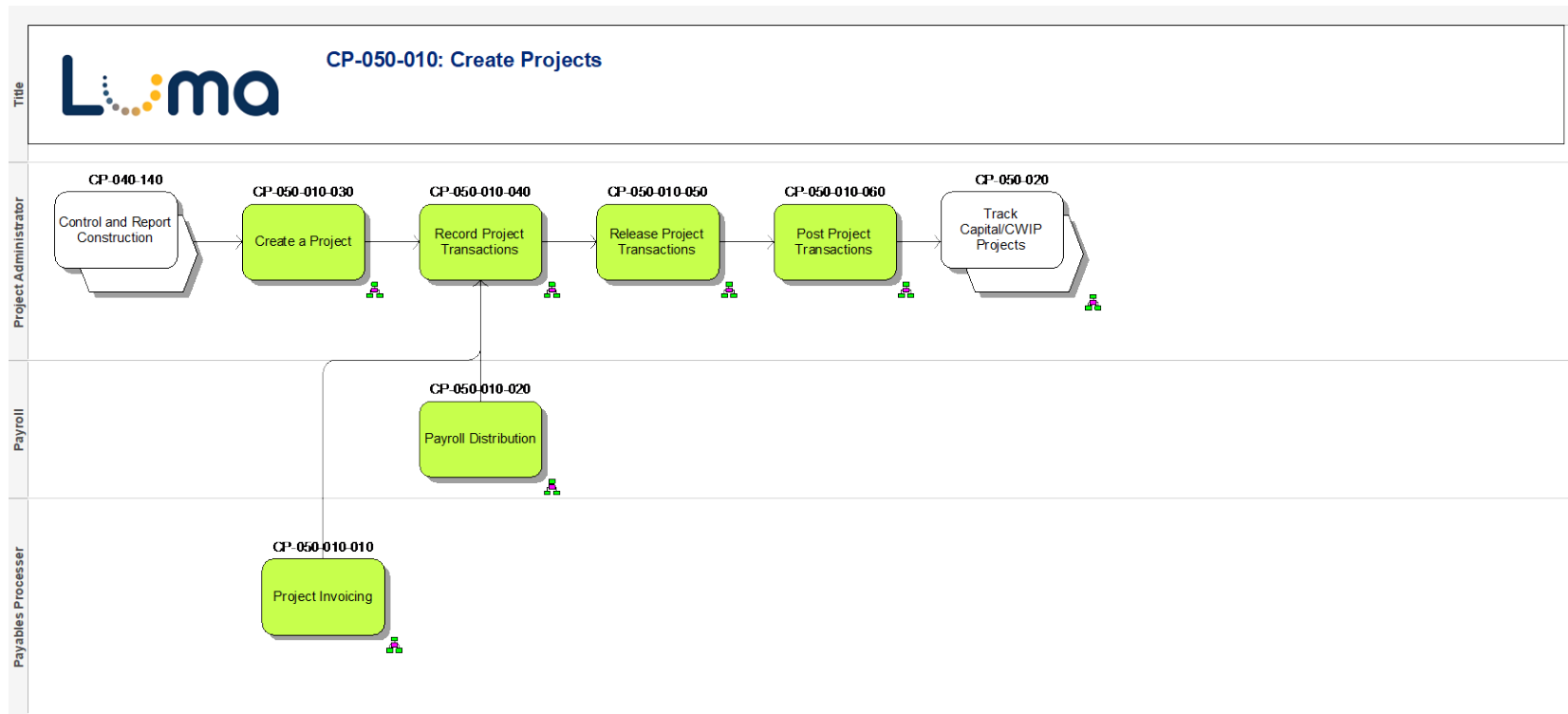
<p>Description/Definition</p>	<p>The project manager is responsible for the program schedule and budget, managing engineering developments, managing field performance, perform quality management, and develop key project procedures.</p>
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CP-050: Track Capital Projects



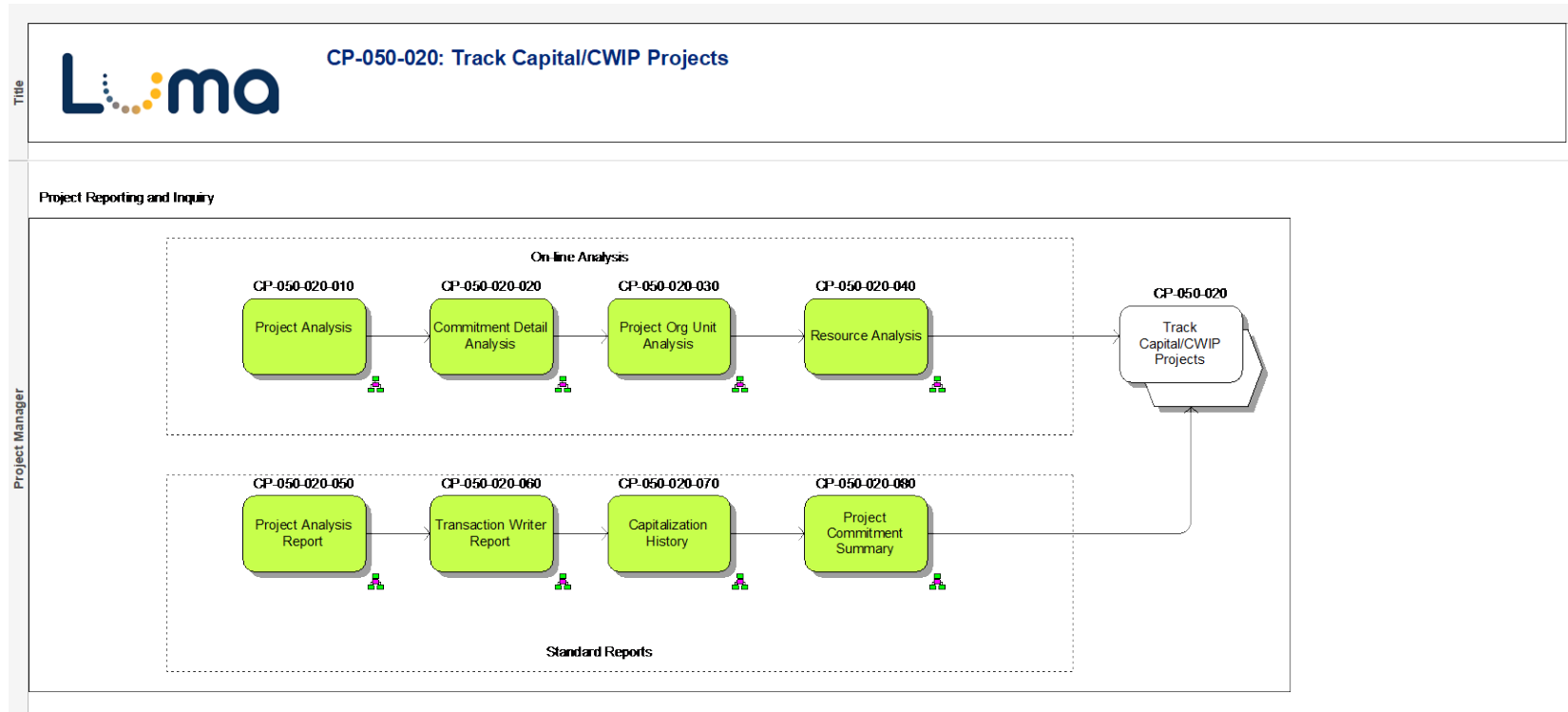
Description/Definition	Project Managers, Finance, and other stakeholders can monitor the capital project budget versus the actual cost and monitor planned performance versus actual performance.
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CP-050-010: Create Projects



Description/Definition	After receiving notification and approval, setting up a project is a prerequisite for applying various costs to a project or grant.
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CP-050-020: Track Capital/CWIP Projects



Description/Definition

Online analysis forms provide quick access to current activity data such as activity balances, resource balances, and transaction information. Online analysis forms are useful for a quick check of a small amount of data. Reports provide a printable record of specific activity data, which can be as comprehensive or as narrow in scope as the user needs it.