

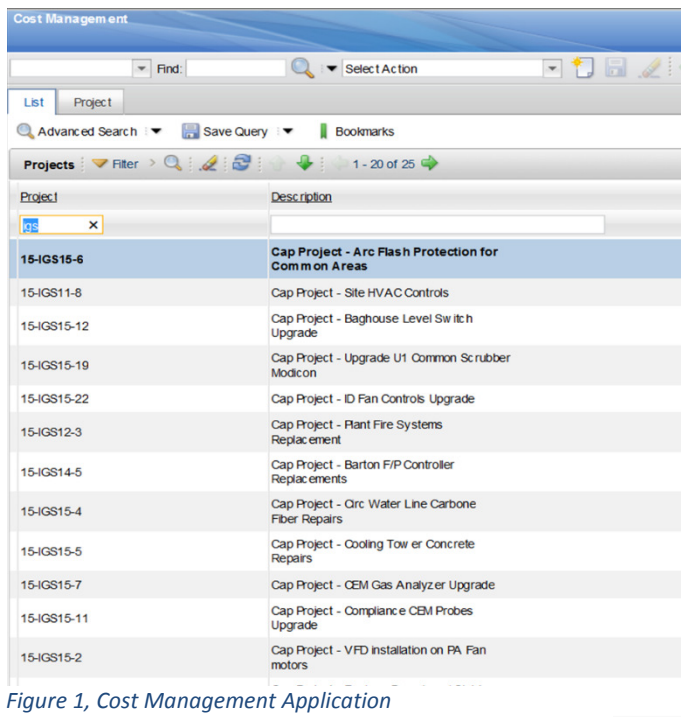
Accruing Budget Funds into the Next Budget Year

Purpose: This procedure should be used to accrue funds from a capital project, capital purchase or any other account from one budget year into the next budget year. Since Maximo will reflect the live status of the budget, the budget in Maximo must include all accrual funds in order to accurately reflect the amount of funds available.

Preparatory Steps:

The following should be completed before attempting to use Maximo to accrue funds:

1. According to the rules of accounting, to accrue funds from one year to the next, IPSC must be legally obligated to pay for a material or service. That generally means you must accrue against a valid a Purchase Order. Obtain the P.O. number, amount and work order to which it was charged before starting the accrual process.
2. Make sure there is a valid budget line item identified in Maximo into which you want to accrue the funds. You can find this by going to the “Go-To” menu, scrolling down to “Financial” and then over to “Cost Management”. Search for the budget line item you want to accrue the funds into (see Figure 1). If there is no appropriate line item in the budget, you will need to get with one of the Assistant Superintendents of Technical Services, Planning Supervisor or Accounting to get a line item added.



The screenshot displays the 'Cost Management' application interface. At the top, there is a search bar with 'Find:' and a 'Select Action' dropdown. Below this is a navigation bar with 'List' and 'Project' tabs. The main area shows a table of projects with columns for 'Project' and 'Description'. The first row is highlighted in blue and contains the project ID '15-IGS15-6' and the description 'Cap Project - Arc Flash Protection for Common Areas'. Other projects listed include '15-IGS11-8', '15-IGS15-12', '15-IGS15-19', '15-IGS15-22', '15-IGS12-3', '15-IGS14-5', '15-IGS15-4', '15-IGS15-5', '15-IGS15-7', '15-IGS15-11', and '15-IGS15-2'. The interface also includes a 'Filter' button and a '1 - 20 of 25' indicator.

Project	Description
15-IGS15-6	Cap Project - Arc Flash Protection for Common Areas
15-IGS11-8	Cap Project - Site HVAC Controls
15-IGS15-12	Cap Project - Baghouse Level Switch Upgrade
15-IGS15-19	Cap Project - Upgrade U1 Common Scrubber Modicon
15-IGS15-22	Cap Project - ID Fan Controls Upgrade
15-IGS12-3	Cap Project - Plant Fire Systems Replacement
15-IGS14-5	Cap Project - Barton F/P Controller Replacements
15-IGS15-4	Cap Project - Circ Water Line Carbon Fiber Repairs
15-IGS15-5	Cap Project - Cooling Tower Concrete Repairs
15-IGS15-7	Cap Project - CEM Gas Analyzer Upgrade
15-IGS15-11	Cap Project - Compliance CEM Probes Upgrade
15-IGS15-2	Cap Project - VFD installation on PA Fan motors

Figure 1, Cost Management Application

Budget Amount Increase Service Request

Accruing money is essentially the same as increasing the amount of funds available for the next budget year. To initiate this process, utilize the Service Request Screen and from the “SR Type” drop down menu select “BAI – Budget Amount Increase”. Then go to the “Project” window and from the magnifying glass go into the “Cost Management” application and select the budget source into which you wish to accrue the funds. The “Project Amount” and “Project Remaining Budget” field will automatically fill with the data from “Cost Management”. Now go to the “Proposed Budget Increase” field and enter in the new budget amount requested. Note: this is the total new budget amount after the accrual you are requesting. In the example below, the original project budget was \$95,000. This BAI is adding an additional \$15,000 to pay for the accrued PO to B&W referenced below bringing the “Proposed Budget Increase” to \$110,000. In the “Summary” field, type in the name of the project or budget line item into which you are accruing the funds. In the “Details” field, type in all relevant information which must include the P.O, Work Order and Vendor from the purchase or service you are accruing.

The screenshot shows the 'Create Service Request' form in Maximo. The form is titled 'Create Service Request' and contains the following fields and values:

- Service Request: 1888
- Reported By: D98624
- Name: Jerry Hintze
- Phone: 435-864-6460
- E-mail: Jerry.Hintze@ipsc.com
- Current Status: NEW
- SR Type: BAI (Budget Amount Increase)

Below the form, the 'Budget Amount Increase' section is visible, containing the following fields and values:

- Project: 15-IGS15-10
- Project Amount: 95,000.00
- Project Remaining Budget: (empty)
- Proposed Budget Increase: 110,000.00
- Summary: IGS15-10, Boiler Drum Sight Glass Replacement
- Details: Vendor: B&W

The 'Details' field also includes a rich text editor toolbar with options for font (sans-serif), size, and format (None).

Once all of the information needed for the accrual has been entered into Maximo, press the “Submit” button and the “BAI Service Request” will flow through the same approval process as Requisitions. Once approved by the COO, the amount of funds available for that budget line item in Maximo will increase and those funds can be used to pay for the accrued purchase.

