Capital Appropriation - 3670

Ellipse EAM 9.0
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Capital Appropriation

The Capital Appropriation (3670) module is used to record key information about approving and tracking funds for large capital development projects.

This module records capital expenditure requests, funding sources and approval steps. It also tracks the approval progress through these steps, provides cross-references for approval numbers and links approvals to one or more projects.

The key processes of the module are:
- Creation of project approval numbers and funding sources
- Record keeping of variations to project approvals
- Recording of approval steps

Glossary

These terms are in common use throughout this module:
- Capital Appropriation
- Primary Approval Number
- Project
- Project Approval
- Project Approval Variation

Diagram

The Capital Appropriation diagram represents the processes associated with the Capital Appropriation module and the integration with other modules.

Reports

Report and batch processes are available within Ellipse EAM, which allow you to access additional information and perform batch update activities.

To see a description of these reports, refer to Capital Appropriation Reports.

Note: For information on how to generate a batch job or report, refer to Reporting.
Capital Appropriation - Diagram

The diagram below represents the processes associated with the Capital Appropriation module and the integration with other modules.

- Approval Details
- Status Codes
- Cost Types
- Budgets/Estimates
- Alternate References
- Diary with Follow up

Modify a Project Approval or Variation

Delete a Project Approval or Variation

Create a Project Approval or Variation

Maintain Project Approval Estimates

Maintain Project Approval Estimates Total

Capital Appropriation

Project Control
Configuring Capital Appropriation

There are two areas in which configuration activities must be performed before creating capital appropriations. These areas are:

- System Control file
- Table Files

A System Control file flag activates the *Capital Appropriation* module within Ellipse EAM.

The table files define various codes used throughout the *Capital Appropriation* module.

**Diagram**

The *Configuring Capital Appropriation* diagram represents the process of configuring Capital Appropriation.
Configuring Capital Appropriation - Diagram

The diagram below represents the activities associated with configuring the capital appropriation process.

1. **Need to Configure Capital Appropriation identified**
   - System Control File?
     - Yes: **Configure System Control File**
     - No: **Table Files?**
2. **Table Files?**
   - Yes: **Maintain Table Files**
   - No: **End**
Configure System Control File

Use this activity to configure areas of the System Control file that relate to capital appropriation.

System control settings are usually determined during an Ellipse EAM implementation or upgrade project. Settings are recorded in a configuration workbook, and any changes are recorded along with supporting comments on reasons for the change. Security access to change system control settings is normally limited to the system administrator.

Activity Steps
1. Access MSo001 - System Control File Maintenance.
   The MSM001A - Maintain Systems Control File screen displays.
2. Select Maintain System Controls in the Option field.
3. Select Submit.
   The MSM00AA - Modify Modules Installed screen displays.
4. Click Submit until the 3670 - Capital Appropriation module displays.
5. Enter data in the following field: Installed
6. Select Submit.
**Maintain Table Files**

Table files need to be maintained as a part of the configuration of this module.

For information on how to maintain a table file, refer to Maintaining Table Files. Normally, you only need to maintain client-defined table files, not Mincom-defined table files. Ellipse EAM security determines your ability to maintain table files.

Select an item below to see the table file description and its associated values (if applicable):

- **AB** - Project Approval Budget/ Estimate Type
- **AK** - Project Approval Date Type
- **AP** - Approval Code
Maintaining Capital Appropriation Details

The *Capital Appropriation* module is a funds approval system that supports the process of recording and tracking the approval of funding sources for projects.

Each stage of the approval process can be logged against an approval or variation number. The capital appropriation approval number can be any of the following:

- Capital Expenditure Request (*CER*)
- Authorisation for Expenditure (*AFE*)
- Capital Project Application (*CPA*)
- Capital Approval Project (*CAP*)

The capital appropriation approval number can be whatever terminology is used by the organisation to describe a capital approval request. Each capital approval number can be referenced to multiple user-defined identification numbers as it moves through the approval process.

For each funding request, total expenditure amounts can be broken down by type of expenditure for example, capital funds, operating, overrun reserves and so on, currency and accounting period.
Maintaining Project Approval

With the project approval maintenance process you can create, modify and delete information and variations for a project approval

Additional Information

Project approvals are identified by a primary approval number and optionally by any number of user defined identification numbers. The names for the primary approval and alternate reference numbers are user defined and must be set up in the AP - Approval Code table file.

**Note:** The first entry always describes the primary approval number and once set up, it must not be moved out. For example, to be the third entry on the table, this would be treated as the code and description for an alternate reference number. The second entry onwards defines the code and description for alternate reference numbers. The code is recorded with an alternate reference number for a project approval.

Key date information may be recorded for an approval. Which key dates and how many are determined by the entries defined in the AK - Project Approval Date Type table file. The date information is recorded by the diary entry functionality provided in Ellipse EAM. Funds or costs for an approval may be recorded by types, as determined by you. These types must be set up in the AB - Project Approval Budget/Estimate Type table file.

If installed, links are provided to the Project Control to create and review projects.

Diagram

The *Maintaining Project Approval* diagram represents the process of maintaining project approval
Maintaining Project Approval - Diagram
Create a Project Approval or Variation

Use this activity to create a project approval or a variation for an existing project approval.

Activity Steps

1. Access **MS0670** - Maintain Project Approval Information.
   - The **MSM670A** - Project Approval Maintenance Menu screen displays.
2. Select **Create a Project Approval or Variation** in the **Option** field.
3. Enter data in the following fields:
   - **Appropriation Number**
   - **Variation**
   - Use the **Copy From** fields to copy or rename a project approval.
   - A variation to the original project approval can be created by entering an existing primary approval number and leaving the variation field blank, or by specifying a variation number to be created. If the variation field is left blank, the next variation number in sequence is created.
4. Select **Submit**.
   - The **MSM670B** - Modify a Project Approval or Variation screen displays.
5. Enter data in the following fields:
   - **Description**
   - **Name**
   - **Approval Status**
   - **Assigned to**
   - **Foreign Curr Code and Est**
   - **Local Currency Estimate**
   - **Date**
   - **Reference**
   - **Document No**

   **Note:** The date and other reference information for each approval step can be added later.
6. Select **Submit** to validate data.
7. Select **Submit** to save details.
Modify a Project Approval or Variation

Use this activity to modify an existing project approval or a variation.

Activity Steps

1. Access MSO670 - Maintain Project Approval Information.
   The MSM670A - Project Approval Maintenance Menu screen displays.
2. Select Modify a Project Approval or Variation in the Option field.
3. Enter data in the following fields:
   * Appropriation Number
   * Variation
4. Select Submit.
   The MSM670B - Modify a Project Approval or Variation screen displays.
5. Modify data as required.
   Reference information, such as the approval date for each approval step, can now be updated.
6. Select Submit.
7. Click the Next arrow to the right of the grid if there are multiple screens of dates in the approval process.
8. Select Submit to save details.
Delete a Project Approval or Variation

Use this activity to delete an existing project approval or variation.

**Activity Steps**

1. Access **MSO670** - Maintain Project Approval Information.
   - The **MSM670A** - Project Approval Maintenance Menu screen displays.
2. Select **Delete a Project Approval or Variation** in the **Option** field.
3. Enter data in the following field:
   - **Appropriation Number**
4. Select **Submit**.
   - The confirm deletion message displays.
5. Click **Yes** to confirm the deletion.
Rename a Project Approval

Use this activity to rename an existing project approval.

Activity Steps

1. Access MSO670 - Maintain Project Approval Information.
   The MSM670A - Project Approval Maintenance Menu screen displays.
2. Select Rename a Project Approval or Variation in the Option field.
3. Enter data in the following field on the Rename From group:
   
   Appropriation Number

4. Enter data in the following field on the Rename To group:
   
   Appropriation Number

   Enter an existing primary approval number in the first Appropriation Number field and a new primary approval number (that is, the new name) in the second Appropriation Number field.

5. Select Submit.
   
   The MSM670B - Modify a Project Approval or Variation screen displays.

6. Select Submit.

   This submits MSB670 - Project Approvals - Update, which deletes the old project approval number and creates a new project approval number.
Update Project Approval Budgets or Estimates

Use this activity to update the budget or estimate information for multiple cost types for a project approval.

Activity Steps

2. Select Update Project Approval Budgets/Estimates in the Option field.
3. Enter data in the following fields:
   - Appropriation Number
   - Variation
4. Select Submit.
   The MSM675A - Maintain Project Approval Estimates screen displays.
5. Enter data in the following fields:
   - Cost Type
   - Period
6. Enter an estimate in each Cost Type column for each Period.
7. Select an Action as required.
8. Select Submit to validate data.
9. Select Submit to save details.
Update Project Approval Estimates Total

Use this activity to update the budget or estimate information for a single cost type for a project approval.

Activity Steps


2. Select Update Project Approval Estimates Total in the Option field.

3. Enter data in the following field:
   Appropriation Number


5. Enter data in the following field:
   Cost Type


7. Enter data in the following fields:
   Allocation Total
   Period
   Estimate
   %

8. Select an Action as required.

9. Select Submit to validate data.

10. Select Submit to save details.
Update Project Approval Alternate References

Use this activity to assign user-defined alternate reference numbers for the capital appropriation number.

Activity Steps

1. Access MSO672 - Maintain Alternate References for a Project Approval.
   
   The MSM672A - Maintain Alternate References for a Project Approval screen displays.

2. Enter data in the following field:
   
   Appropriation Number

3. Select Submit.

   The MSM672A screen updates.

4. Enter data in the following field:
   
   Alternate Approval Number

   Enter an Alternate Approval Number for each approval code.

5. Select Submit.
Maintain Project Approval Estimates

Use this activity to maintain project approval estimates.

**Activity Steps**

   The MSM675A - Maintain Project Approval Estimates screen displays.

2. Enter data in the following fields:
   - **Appropriation Number**
   - **Variation** - The variation number is only applicable if a variation exists.

3. Select **Submit**.
   The MSM675A - Maintain Project Approval Estimates screen displays.

4. Enter data in the following fields:
   - **Cost Type**
   - **Period**

5. Enter an estimate in each **Cost Type** column for each **Period**.

6. Select an **Action** as required.

7. Select **Submit** to validate data.

8. Select **Submit** to save details.
Maintain Project Approval Estimates Total

Use this activity to maintain the project approval estimates total.

Activity Steps

1. Access MSO676 - Maintain Project Approval Estimates Total
   The MSM676A - Maintain Project Approvals Estimates Total screen displays.

2. Enter data in the following fields:
   - Appropriation Number
   - Variation
   - Cost Type

3. Select Submit.
   The MSM676A screen updates and the screen is opened for entry.

4. Enter data in the following fields:
   - Period
   - Estimate or % - Enter either an amount for each period or a percentage proportion of the total.

5. Select an Action as required.
6. Select Submit to validate data.
7. Select Submit to save details.
Reviewing Project Approval

The project approval review process provides various methods of reviewing details of a project approval or variation, or a list of project approvals or variations.

If the Project Control (3660) module is installed, projects for a project approval can be reviewed.

Project approvals can be listed for a required status and/or assigned to person.

Diagram

The Reviewing Project Approval diagram represents the process of reviewing project approval.
Reviewing Project Approval - Diagram

- Project Approval Review Program MS0671
- List of Project Approvals Review Program MS0674
- Review Project Approval Estimates Program MS0677
- Summary of Projects Review Program MS069A
- Review Project Approval At References Program MS0673
- Diary File MSF640
- Review Diary Entries Program MS0641
- Project Approval File MSF670
- Project Approval References File MSF672
- Project Approval Estimates File MSF6475
- Project Control File MSF660
Review Project Approval Details

Use this activity to review the details of a Project Approval.

Activity Steps
1. Access MSO671 - Review Project Approval Information.
   The MSM671A - Project Approval Review Menu screen displays.
2. Select Project Approval Details in the Option field.
3. Enter data in the following fields:
   Appropriation Number
   Approval Code and Reference or
   Variation
4. Select Submit.
   The MSM671B - Review Project Approval Details screen displays.
5. Review data as required.
6. Select Submit.
View Fund Details for a Project Approval

Use this activity to view the funding details for a project approval.

Activity Steps

1. Access MSO671 - Review Project Approval Information.  
   The MSM671A - Project Approval Review Menu screen displays.

2. Select Fund Details for a Project Approval in the Option field.

3. Enter data in the following fields:
   Appropriation Number
   or Approval Code and Reference or
   Variation

4. Select Submit.
   The MSM677A - Review Project Approval Estimates screen displays.

   Note: This screen can also be displayed by accessing the MSO677 - Review Project Approval Estimates program.

5. Select an Action as required to review project approval information.

6. Select Submit.
Review Alternate References for a Project Approval

Use this activity to review the Alternate References for a Project Approval.

Activity Steps
1. Access MSO671 - Review Project Approval Information.
   The MSM671A - Project Approval Review Menu screen displays.
2. Select References for a Project Approval in the Option field.
3. Enter data in the following fields:
   Appropriation Number
   or Approval Code and Reference
4. Select Submit.
   The MSM673A - Review Alternate References for a Project Approval screen displays.

   Note: This screen can also be displayed by accessing MSO673 - Review Alternate References for a Project Approval program.
5. Review data as required.
6. Select Submit.
List Project Approvals

Use this activity to view a list of project approvals.

**Activity Steps**

1. Access **MSO671** - Review Project Approval Information.
   The **MSM671A** - Project Approval Review Menu screen displays.

2. Select **List of Project Approvals** in the **Option** field.

3. Enter data in one of the following fields:
   - **Approval Status**
   - **Assigned to Person**
   If no data is entered, all project approvals display.

4. Select **Submit**.
   The **MSM674A** - List of Project Approval Review screen displays.
   Select an **Action** as required to review project approval information.

5. Select **Submit**.
List Variations for a Project Approval

Use this activity to view the variations for a project approval.

Activity Steps

1. Access MSO671 - Review Project Approval Information.
   The MSM671A - Project Approval Review Menu screen displays.

2. Select List of Variations for a Project Approval in the Option field.

3. Enter data in the following fields:
   - Appropriation Number
   - Approval Status
   or
   - Assigned to Person

4. Select Submit.
   The MSM674A - List of Project Approval Review screen displays.

   **Note:** This screen can also be displayed by accessing the MSO674 - List of Project Approvals Review program.

5. Select an Action as required.
6. Select Submit.
List Projects for a Project Approval

Use this activity to review the projects associated with a project approval.

**Activity Steps**

1. Access **MSO671** - Review Project Approval Information.
   The **MSM671A** - Project Approval Review Menu screen displays.
2. Select **List of Projects for a Project Approval** in the **Option** field.
3. Enter data in one of the following fields:
   - **Appropriation Number**
   - **or Approval Code and Reference**
4. Select **Submit**.
   The **MSM66AB** - Summary of Projects Belonging to screen displays.
5. Review data as required.
6. Select **Submit**.
Project Approval Reports

The update process has two functions (one function per run):

- Project approval variations are created using a batch process for selected project approvals and/or when variations for new local currency equivalent of an estimate are detected. A control report details the number of variations created.
- Project approval numbers can change through this process after requesting the change using the MSM670A - Project Approval Maintenance screen. A control report details the number of records deleted and created on each related file. As part of the review process a report is provided listing details of selected project approvals and variations.

Additional Information

When new variations are created the variation number is system allocated. When calculating the local currency estimate equivalent, the latest exchange rate as recorded on the Foreign Currency Exchange Rate file MSF912 is used at time of the report run.

Diagram

The Project Approval Reports diagram represents the process of reporting project approval.
Project Approval Reports - Diagram
Capital Appropriation - Reports

MSB670 - Project Approvals Update Report .......................................................... 35
MSR671 - Project Approvals Report ...................................................................... 36
MSB670 - Project Approvals Update Report

MSB670 provides one of the following:

- Control totals relating to the number of project approval variations created as a result of recalculated local values for project approvals with a required approval date.
- Control totals relating to the number of records deleted and created on each file (where the Primary Approval Number is being changed).

This report can be requested using the normal report selection screen if values are required to be recalculated or using MSM670A if the primary approval number is required to be changed.

This report can be generated at any time.

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

Approval Date Code

Enter the required approval date code. Entry is validated against the AK – Project Approval Date Type table file.

From Approval Date

Enter the earliest approval date to specify a date range.

To Approval Date

Enter the latest approval date to specify a date range.
MSR671 - Project Approvals Report

The MSR671A report lists approvals for a selected range.

This report can be generated at any time.

Additional Information

Parameters

Enter the following information in the Report Request Selection screen for this report:

From Primary Approval Number

Enter an approval number to nominate the first number in the reporting range. This field is optional.

To Primary Approval Number

Enter an approval number to nominate the last number in the reporting range. This field is optional. If the To Primary Approval Number is not entered, but the From Primary Approval Number is entered, the default is the From Primary Approval Number.

If the To Primary Approval Number is left blank, reporting starts at the beginning.

Status

Enter O to list all opened approvals. Enter A to list all approved approvals. This field is optional.

Approval Code and Alternate Reference

Enter a valid code from the AP – Approval Code table file and optionally, the alternate reference number. This field is optional. If the alternate reference number is entered, then the approval code is mandatory.
Capital Appropriation - Screens

Screens

MSM001A - Maintain System Control File................................................................. 38
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MSM676A - Maintain Project Approval Estimates Total.......................................... 61
MSM677A - Review Project Approval Estimates ..................................................... 63
MSM001A - Maintain System Control File

Use this screen to access and maintain System and District Control files. The System and District Control files contain information used to control functionality within Ellipse EAM. The options selected determine the functionality available through the activation of modules and entry of data.

**Note:** Changing fields within the System or District Control files after implementation could lead to corrupted files or program failure. If in doubt as to the impact of changing any control settings, refer to your ABB Support consultant.

Which menu options are available depends on your security levels.

Suspension or closure of a district can only be performed by users with access to this program. Once a district has been suspended or closed, you cannot include them in search strings being created.

The **Suspend**, **Reactivate** and **Close** district functions are also security controlled with a **Suspend** function profile. The user profile is secured against the **Suspend** function profile. The user must also have been added to this access.

If you have access to the **Suspend** profile, you can perform transactions in a suspended district. The transactions you can perform in a suspended district or warehouse are subject to normal Ellipse EAM access control.

When an attempt is made to access data belonging to another district, the district code is validated and if it is suspended, you will need to pass the access check as above.

The maintain system control file program requires differing levels of security access for each district status change.

The following status changes for a district are permitted:

- Reopen or reactivate a district
- Suspend the district
- Close the district

Each district status change updates the district control file with the current user, date and time.

Once a district has been suspended and before attempting to close a district, ensure that the **Check for Closure** reports have not detected any conditions that would prevent the district from being closed.

Where the **Suspend District** option is selected, the district can be reactivated.

This screen is subject to split security - refer to Security Specifics.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Maintain Systems Controls</th>
<th>Use this option to update information held on the System Control file at a global level. Use this option for activating modules and maintaining other system control settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define a New District</td>
<td>Use this option to create a new legal entity or charter. This creates information on the District Control file.</td>
</tr>
<tr>
<td>Modify District Controls</td>
<td>Use this option to modify an existing districts' specific control file settings.</td>
</tr>
<tr>
<td>Modify District Bank Accounts</td>
<td>Use this option to create, modify, or delete bank account information held on the District Control file.</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Modify District Account Code</td>
<td>Use this option to update Ellipse EAM with account codes required to prepare balanced entries for various accounting transactions within the integrated system. For example, Accounts Payable and Accounts Receivable.</td>
</tr>
<tr>
<td>Modify District Accounting Periods</td>
<td>Use this option to maintain past, present, and future accounting periods for a given district. This option can also be used to review a financial year to ensure month end has occurred in all periods for a given financial year.</td>
</tr>
<tr>
<td>Modify Current Period Information</td>
<td>Use this option to identify or update the current accounting periods for modules used within districts.</td>
</tr>
<tr>
<td>Modify Program Printer Allocations</td>
<td>Use this option to enter default printing parameters for batch reports produced by Ellipse EAM. This would usually only be for certain control type reports or updates.</td>
</tr>
<tr>
<td>Modify District Address Details</td>
<td>Use this option to create or maintain each district’s postal address, telephone numbers, and relevant government IDs.</td>
</tr>
<tr>
<td>Modify District HR Details</td>
<td>Use this option to define default Human Resources and payroll information for a district.</td>
</tr>
<tr>
<td>Suspend District</td>
<td>Use this option to deactivate district attributes for a district that is no longer required, or for a newly created district that is yet to have its data loaded.</td>
</tr>
<tr>
<td>Reactivate District</td>
<td>Use this option to reactivate a district for use after the district has been defined and the details have been added.</td>
</tr>
<tr>
<td>Close District</td>
<td>Use this option to close a district if it is no longer required.</td>
</tr>
<tr>
<td>Modify Warehouse Control Information</td>
<td>Use this option to modify information relating to the setup of a warehouse within Ellipse EAM.</td>
</tr>
<tr>
<td>Modify Site Control Information</td>
<td>Use this option to modify information relating to the setup of a site that uses the Permit to Work module.</td>
</tr>
</tbody>
</table>

**District**

Enter the district code.

This field identifies an accounting entity, business unit, military base or geographical location that performs business in its own right. A district can be thought of as a separate set of financial books.

This field is mandatory for all options, except options Maintain Systems Control Information and Maintain Warehouse Control Information.

**Copy District**

The district from where the information is to be copied to create a new district. This field is only valid when selecting option Define a New District.
The following information does not copy from the old district:

- Bank Accounts
- Account Codes
- Accounting Periods
- Current Periods
- Program Printers
- District Address Details

Suppliers will be copied from the nominated district where the Default Dstrct Supp field has been set on MSM001C.

Where a Copy From district derives the chart of accounts or the expense elements from another district, the default expense elements copied during the copy district function is correct and available for use within the Copy To district.

Where a Copy From district controls its own chart of accounts or expense elements, the default expense elements copied during the Copy District function will not exist within the Copy To district. It is the responsibility of the user to ensure that all default expense elements are valid within the Copy To district prior to processing.

**Warehouse**

This field refers to a major stock storage location within a district. This field is required when option Maintain Warehouse Control Information is selected. The warehouse must exist as a code on the WH Table File.

**Site Code**

This field refers to a site for the purposes of setup details for the Permit to Work module. The entry in this field is validated against the Table File PSIT - Site Code. This field is required when the option Maintain Site Control Information is selected.
MSM00AA - Modify Modules Installed

Use this screen to update the information held on the Table File MD - Modules Installed. All available Ellipse EAM modules are defined in the MD Table File. If you have the relevant permissions, you can define the modules that are installed for their organisation.

**MODULE**

The numerical identifier for each Ellipse EAM module. The modules are listed in numerical order. A module is a group of programs with related functionality.

**DESCRIPTION**

The title of the Ellipse EAM module.

**INSTALLED**

If the module is installed, Y displays. If the module is not installed, N displays. During the startup process, you must identify the modules that are active by entering Y.
MSM66AA - Enter Additional Search Parameters

Use this screen to enter additional search parameters to narrow the selection of returned items. Items matching the resulting search parameters display on the MSM66AB - Summary of Projects Belonging To screen.

Primary Search Parameter
The primary search parameter as selected a previous screen.

PROJECT CODES
Project Codes
Enter up to five project codes to categorise the project. This field is optional.

PLANNED START DATES
From/To
Enter the range of planned start dates to restrict the selection. This field is optional.

PLANNED FINISH DATES
From/To
Enter the range of planned finish dates to restrict the selection. This field is optional.

ENTER GROUP CAPTION
Actual Start Dates
Enter the range of actual start dates to restrict the selection. This field is optional.

ACTUAL FINISH DATES
Actual Finish Dates
Enter the range of actual finish dates to restrict the selection. This field is optional.

Status
Enter the status code to restrict the search for projects. Valid status codes are:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Use this status to display projects with an actual start date only.</td>
</tr>
<tr>
<td>O</td>
<td>Use this status to display projects with no actual finish date only.</td>
</tr>
<tr>
<td>F</td>
<td>Use this status to display projects with an actual completion date only.</td>
</tr>
</tbody>
</table>

This field is optional.
MSM66AB - Summary of Projects Belonging To

This screen displays all projects that have been linked to a requested Capital Appropriation/Primary Approval Identifier. The inactive fields display the search parameter, the code and the code description.

In addition to the primary search, a number of additional search parameters can be used to further filter the search.

For each project listed, the first total estimate expense displays with its corresponding budget code. The total actual expense also displays. In both cases, the projects total values display.

If the parent project is the selection criteria the immediate subordinate projects displays. Use action code Restart Review to step through the hierarchy.

**Project**
This field displays the project number.

**Description**
This field displays the project description.

**Sub**
(Sub-Projects Indicator)
This field displays the sub-projects (if they exist).
If the project has sub-projects, Y displays. Otherwise, N displays.

**Status**
This field displays the status of the project, for example open, finalised and so on.

**Originator**
This field displays the originator.

**Assigned To**
This field displays the assigned responsibility.

**Planned Start**
The project’s planned start date.

**Actual Start**
This field displays the actual start date.

**Planned Finish**
This field displays the planned finish date.

**Actual Finish**
This field displays the actual finish date.

**Budget Code**
This field displays the budget code.

**Est Exp**
(Estimated Expense)
This field displays the estimated expense.
**Act Exp.**

(Actual Expense)
This field displays the actual expense.

**Act**

(Action Code)
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Restart Review</th>
<th>Restart review (<em>MSM66AA</em>).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select Item</strong></td>
<td>Select item and return it to the calling program.</td>
</tr>
</tbody>
</table>
MSM670A - Project Approval Maintenance

Use this screen to select a project approval option.

Enter data in the appropriate fields to identify which approval number to create or copy, if creating a project approval or variation for a project approval. A project approval is referenced by alternate references defined in the AP Approval Code table file.

**Note:** Before creating the project approval information, refer to the Configuring Capital Appropriation process for the maintenance of the following table files:
- AB - Project Approval Budget/Estimate Type
- AK - Project Approval Date Type
- AP - Approval Code

These tables are used in project approval creation and maintenance.

**Option**

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a Project Approval or Variation</td>
<td>Select this option to create a new project approval or variation.</td>
</tr>
<tr>
<td>Modify a Project Approval or Variation</td>
<td>Select this option to modify an existing project approval or variation.</td>
</tr>
<tr>
<td>Delete a Project Approval or Variation</td>
<td>Select this option to delete an existing project approval or variation.</td>
</tr>
<tr>
<td>Rename a Project Approval</td>
<td>Select this option to rename an existing project approval.</td>
</tr>
<tr>
<td>Update Project Approval Budgets/Estimates</td>
<td>Select this option to update project approval budgets or estimates.</td>
</tr>
<tr>
<td>Update Project Approval Estimates Total</td>
<td>Select this option to update project approval estimates totals.</td>
</tr>
</tbody>
</table>

**PROJECT APPROVAL**

The fields in this field group may change depending on the option selected.

**Appropriation Number**

Enter the primary approval number assigned to an approval. This field is mandatory if the create option is selected and the variation number is not entered, that is during the original creation of a project approval.

**or Approval Code and Reference**

Enter the appropriate approval code of the required alternate reference for an approval. Entry is validated against the AP - Approval Code table file. This field is optional and is only
required if the primary approval number is not entered or if more than one entry is defined in the AP table file.

In the second field, enter the alternate reference from which the required approval number is to be accessed. This is an alternative method of access to an approval number when entered in conjunction with the approval code. This field is optional and is only required if the primary approval number is not entered or if more than one entry is defined on the AP table file.

Variation
Enter the variation number of the project to be modified.
Do not enter data in this field when creating the original project approval.

COPY FROM
The fields in this field group may change depending on the option selected.

Appropriation Number
Enter the new primary approval number of a project approval, if copying from an existing project approval or renaming an existing project approval.
All details for the approval entered are copied to the new approval. The alternate references and the key date information is only copied if you are copying from an approval variation.

or Approval Code and Reference
Enter the approval code. This identifies which approval to copy if you are creating a project approval or a variation to a project approval.
Enter the reference code in the second field to identify which approval to copy, if you are creating a project approval or a variation to a project approval.
All details for the approval entered are copied to the new approval. The alternate references and the key date information is only copied if you are copying from an approval variation.

Variation
Enter the variation number to identify which approval to copy, if creating a project approval or a variation to a project approval.
All details for the approval entered are copied to the new approval. The alternate references and the key date information is only copied if you are copying from an approval variation.
MSM670B - Maintain Project Approval or Variation

Use this screen to create, modify, copy, rename or delete project approval information. The project approval information details the stages required for the approval of a project throughout its lifecycle. The approval can be linked to the Document Management module, so that an audit trail of documentation can be centrally referenced.

The screen title displayed is determined by the option selected from the MSM670A - Project Approval Maintenance Menu screen.

Appropriation Number
Enter the identification of the required project approval. Whether this is the primary approval or alternate reference number depends on the details entered in MSM670A - Project Approval Maintenance Menu.
If you are referring to an alternate reference, the corresponding approval code displays.

Variation
The variation number of the selected project approval.

Description
The description of the project approval. This field is mandatory if creating a new project approval.

Name
The name of the project approval. This field is mandatory if creating a new project approval.

Approval Status
The approval status, either O (Open) or A (Approved). This field is mandatory if creating a new project approval.

Assigned To
Enter the ID of the person responsible for the project approval. Entry is validated against the Employee Master file.

Foreign Curr Code and Est
(Foreign Currency Code and Estimate)
Enter the foreign currency code. Entry is validated against the CU - Currency Type table file.
Enter the estimated foreign currency value in the second field. The range is 0 to 999999999999999 (up to 15 digits) with no decimals permitted. This field is optional. The estimate entered in this field is for the approval process only. It has no direct relationship within Ellipse EAM on project estimates or on general ledger budgets.

Calculated Local Currency
The value entered in the Est field (above) converted into local currency using the exchange rate at time of entry. This value is also recorded against the project approval. Unless the estimated foreign currency value is changed, the converted value is not recalculated when the exchange rate changes.

Latest
The latest converted value of the foreign currency estimate if exchange rates have changed.
Local Currency Estimate

Enter the local currency component of the estimate for the project approval. The range is 0 to 999999999999999 (up to 15 digits) with no decimals permitted. This field is optional.

Total Estimate Local Curr

(Total Estimate Local Currency)

This field displays the total of the converted foreign estimate plus the local currency estimate, in the local currency.

Item

A sequential identifier for each approval date listed.

Approval Date Description

The description of the approval date. Entry is validated against the AK - Project Approval Date Type table file. These should represent the main approval steps for a project ready for the date to be entered in the next column.

Date

Enter the relevant approval date.

If either a reference or document number is entered, the date must be entered. The dates are recorded in the Diary file (MSF040) under the diary type of AK combined with the approval date code as defined in the AK - Project Approval Date Type table file.

The date reference and document number are recorded in the Capital Approval Date Reference file (MSF671) for an approval date code.

This field is optional and only applies when the corresponding approval date code has been defined in the AK table file.

Reference

The reference relating to the approval. This field is not validated, but is recorded as entered.

This field is optional and only applies when the corresponding approval date code has been defined in the AK - Project Approval Date Type table file.

Document No

The document number. Entry is validated against the Document Management file (MSF580) if the Document Management (3580) module is installed.

This field is optional and only applies when the corresponding approval date code has been defined in the AK - Project Approval Date Type table file.

The date reference and document number are recorded in the Capital Approval Date Reference file (MSF671) for an approval date code.

Item (actioned)

Enter the item to be actioned.

Action

Select an action. The following actions are available, depending on the level of user access and the modules installed:
| Approval Dates Maintenance                             | Approval Dates Maintenance. Maintain diary entries for the required date.  
**Note:** This action is only available if user defined approval date codes are found on the AK - Project Approval Date Type. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets Maintenance</td>
<td>Budgets maintenance. This action displays the <strong>MSM675A</strong> - Maintain Project Approval Estimates screen where you can maintain the budget estimates for a project approval. Entry in the Item field is not applicable for this action.</td>
</tr>
<tr>
<td>Project Approval Extended Description Maintenance</td>
<td>Extended description maintenance. This action displays MSM096A where you can maintain the extended description for the project approval. Entry in the Item field is not applicable for this action.</td>
</tr>
<tr>
<td>Maintain Document Information Linked to Project Approval</td>
<td>Maintain document information linked to project approval.</td>
</tr>
<tr>
<td>Create Project</td>
<td>This action displays the MSE660 - Create Project screen to allow the creation of a project. The approval number and originator ID displays in the MSE660 screen. This action only applies if the Project Control module is installed.</td>
</tr>
<tr>
<td>References Maintenance</td>
<td>References Maintenance. Maintain the alternate approval numbers or codes by which a project approval may be referenced. Only available if more than one entry is found on the AP - Approval Code table file (the first entry describing the primary approval code and the rest defining alternate approval codes.) Entry in the Item field is inapplicable for this action.</td>
</tr>
<tr>
<td>Total Budgets/Estimates Allocation.</td>
<td>Total budgets/estimates allocation. This action displays the <strong>MSM676A</strong> - Maintain Project Approval Estimates total screen. Use <strong>MSM676A</strong> to maintain budget estimates for a cost type for a project approval. This can be by allocation from a total entered, by even distribution and/or by selected percentages.</td>
</tr>
</tbody>
</table>
MSM671A- Project Approval Review Menu

Use this screen to access the menu for all the project approval review screens.

Option

Enter one of the following options:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Approval Details</td>
<td>Select this option to review project approval details.</td>
</tr>
<tr>
<td>List of Project Approvals</td>
<td>Select this option to review a list of project approvals.</td>
</tr>
<tr>
<td>List of Variations for a Project Approval</td>
<td>Select this option to review a list of variations for a project approval.</td>
</tr>
<tr>
<td>Fund Details for a Project Approval</td>
<td>Select this option to review fund details for a project approval.</td>
</tr>
<tr>
<td>List of Projects for a Project Approval</td>
<td>Select this option to review a list of projects for a project approval.</td>
</tr>
<tr>
<td>References for a Project Approval</td>
<td>Select this option to review references for a project approval.</td>
</tr>
</tbody>
</table>

Appropriation Number

Enter the primary approval number assigned to an approval. Entry applies only for the options that review details, variations, fund details, projects, or references for a project approval.

or Approval Code and Reference

Enter the appropriate approval code of the required alternate reference for an approval. Entry is validated against the AP - Approval Code table file. This field is optional and is only required if the primary approval number is not entered or if more than one entry is defined in the AP table file.

In the second field, enter the alternate reference from which the required approval number is to be accessed. This is an alternative method of access to an approval number when entered in conjunction with the approval code. This field is optional and is only required if the primary approval number is not entered or if more than one entry is defined on the AP table file.

Variation

Enter the variation code. Entry applies only for the option to review project approval details or fund details for a project approval.

Approval Status

Enter O to list all projects with a status of open. Enter A to list all projects that have been approved.

This field is optional. This field only applies for the options to list project approvals or variations.
**Assigned to Person**

Enter a valid employee ID to restrict the review of project approvals assigned to the selected person. Entry is validated against the RC - Responsibility Code table file or the Employee Master file, if the Payroll Management (3820) module is installed.

This field is optional. This field only applies for the options to list project approvals or variations.
MSM671B - Review Project Approval Details

Use this screen to review project approval information.

Appropriation Number
Enter the identification of the required project approval. Whether this is the primary approval or alternate reference number depends on the details entered in the MSM671A - Project Approval Review Menu screen.

If you are referring to an alternate reference, the corresponding approval code displays.

Variation
The variation number of the selected project approval.

Description
The description of the project approval.

Name
The name of the project approval.

Approval Status
The project approval status, either O (Open) or A (Approved).

Assigned To
The ID of the employee responsible for the project approval.

Foreign Curr Code and Est
The foreign currency code which indicates the foreign currency and the estimated foreign currency value.

Calculated Local Currency
The value entered in the Est field (above), converted into local currency using the exchange rate at time of entry.

Latest
The latest value of the converted foreign currency estimate.

Local Currency Estimate
The local currency component of the estimate for the project approval.

Total Estimate Local Curr
This field displays the total of the local currency estimate plus the converted value (if any) of the foreign currency estimate.

Item
A sequential identifier for each approval date listed.

Approval Date Description
The description of the approval date.

Date
The project approval date.
Reference
The project date references.

Document No
The document number relating to the project approval.

Item
Enter the item to be actioned.

Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Dates Review</td>
<td>Approval Dates Review. When selected for a required date, allows review of the diary entries for the date code. <strong>Note:</strong> This action is only available if user defined approval date codes are found on the AK - Project Approval Date Type.</td>
</tr>
<tr>
<td>Budgets Review</td>
<td>Opens the MSM677A - Review Project Approval Estimates screen where you can review the budget for approval, not project cost estimate or General Ledger account budgets.</td>
</tr>
<tr>
<td>Extended Description Review</td>
<td>Opens the MSM097A - Review Standard Text screen.</td>
</tr>
<tr>
<td>Review Documents Linked to Project Approval</td>
<td>Review Document Links (MSO581).</td>
</tr>
<tr>
<td>Projects Review</td>
<td>Opens the MSM66AB - Summary of Project Belonging To screen.</td>
</tr>
</tbody>
</table>
MSM672A - Maintain Alternate References for a Project Approval

Use this screen to maintain alternate reference numbers for a project approval code.

**Appropriation Number**
Enter the identification of the project approval.

**Approval Code**
The approval code for the alternate reference.

**Description**
The description of the approval code.

**Alternate Approval Number**
Enter the alternate approval number against the approval code.
Removing an existing reference deletes that alternate approval number for the project approval.
Entry is alphanumeric. This field is optional.
MSM673A - Review Alternate References for a Project Approval

Use this screen to review alternate reference numbers for a project approval code.

Appropriation Number
Enter the identification of the project approval.

Approval Code
The approval code for the alternate reference.

Description
The description of the approval code.

Alternate Approval Number
Enter the alternate approval number against the approval code.
Removing an existing reference deletes that alternate approval number for the project approval.
Entry is alphanumeric. This field is optional.
MSM674A - List of Project Approvals Review

Use this screen to display a list of project approvals or variations for the a selected criteria. Depending on the selection criteria, the screen displays:

- A list of variations for a project approval.
- A list of project approvals for an approval code and optionally, for a selected alternate reference number.
- A list of all project approvals.

Appropriation Number

Enter the identification of the project approval. Entry restarts the display for the required project approval.

Item No

A sequential identifier for each project approval listed.

Description

The description of the project approval.

Variation

The variation number of the selected project approval.

Name

The name of the project approval.

Assigned

The ID of the employee responsible for the project approval.

Stat

(Status)

The project approval status, either O (Open) or A (Approved).

Item

Enter the item number for which the action code is required.

Action

Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets Review</td>
<td>Budgets review (<em>MSM677A</em>). Note: These are budgets that can be used as a guide for the project approval steps, not project cost estimates or general ledger account budgets.</td>
</tr>
<tr>
<td>Descriptive Detail Review of Project</td>
<td>Descriptive details review of project (<em>MSM671B</em>).</td>
</tr>
<tr>
<td>Review Extended Description</td>
<td>Review extended description (MSM097A).</td>
</tr>
<tr>
<td>Projects Review</td>
<td>Projects review (<em>MSM66AB</em>).</td>
</tr>
<tr>
<td>References Review</td>
<td>References review (<em>MSM673A</em>). This only applies if more than one entry is found on the AP - Approval Code table file.</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Select Project Approval</td>
<td>Select project approval. This is only available if called from another screen.</td>
</tr>
</tbody>
</table>
MSM675A - Maintain Project Approval Estimates

Use this screen to maintain budget estimates, period by period for a project approval or variation. This can be for up to three nominated cost or fund types per screen. Estimates used in project approvals is maintained only. Project cost estimates are independently entered.

The estimates are updated on a screen by screen basis for a project approval after the totals have been re-calculated and redisplayed for confirmation.

On initial display of this screen the first three columns correspond to the first three entries found on the AB - Project Approval Budget/Estimate Type table file. Alternatively, the required types may be nominated as required.

The appropriate entry from the AP - Approval Code table file is used to describe the approval number entered.

Three groups of totals are provided for display. These are:

- A column of totals where each total is the sum of estimates for each period across all available cost types including those not displayed.
- A row of screen totals where each total is the sum of estimates for each column on the current screen.
- A row of totals where:
  - each of the first three totals is the sum of estimates for each cost type (as displayed on the current screen) for all periods including those not displayed
  - the last total is the sum of estimates for all cost types for all periods including those not displayed

This total does not have to coincide with the total estimate as entered in the MSM670B - Maintain Project Approval Information screen. Funds are approved at the total level, not ALL the funds are appropriated at the period and cost fund type detail level. This is due to timing considerations. This is applicable to large capital projects covered under an approval number.

Processing for a project approval ends when no more estimates are entered. In this case, the screen re-displays blank for entry of the next primary approval for which estimates are updated.

The currency code in which estimates are stated displays. If the screen is selected for a project approval using an alternate reference, the corresponding primary approval number and description display.

The column headings describe the cost or fund type. The descriptions are held on the AB - Project Approval Budget/Estimate Type table file. The total number of entries defined on this table display. Depending on the number of entries defined on the AB table file, up to three columns of estimates are entered per screen.

Notes:
- If there be less than three entries, one or two columns are protected from left to right.
- If there be more than three entries an action code is provided to allow the update to proceed with the subsequent types found from the AB table file.

When returning from the maintaining estimates using pro-portioning action, the display resumes for the current cost types. This is because totals must be recalculated to ensure updates performed on MSM676A - Maintain Project Approval Estimates Total are included.

Appropriation Number

Enter the identification of the project approval. Entry restarts the display for the required project approval.
Variation
This field displays the variation number for the selected project approval. Entry restarts the display for the required project approval variation.

Currency
This field displays the currency for which the project approval has been set up.

**COST TYPES**

**Cost Type**
Enter up to three cost types. Entry is validated against the AB - Project Approval Budget/Estimate Type table file.

The screen displays the estimates recorded for the required cost type(s) for each period that was last displayed. Any simultaneous entry to the periods and estimates are ignored.

**Screen**
This field displays the total for each of the project approval types that have been displayed on the screen.

**To Date**
This field displays the total for each of the project approval types for the life of the project.

**Period**
Enter a valid period in the format of a period number, followed by a financial year number. Prior or future periods are permitted.

Entry only applies for blank fields. On initial display, periods against which estimates have been recorded are retrieved for display for the required cost types. These periods are protected from entry.

Up to thirteen periods can be entered on each screen display.

**Cost Type**
The three cost type fields display the selected cost types (as described above).

**Total**
Ellipse EAM calculates and displays the totals of each cost type estimate for the project approval.

**Action**
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Maintain Extended Description</th>
<th>Maintain extended description (MSM096A).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Next Group of Cost Types</td>
<td>Maintain next group of cost types (next set of cost codes is dependent on the cost type currently displayed in the third column).</td>
</tr>
<tr>
<td>Create Project</td>
<td>This action displays the MSE660 - Create Project screen to allow the creation of a project. The approval number displays in the MSE660 screen.</td>
</tr>
<tr>
<td>Maintain Estimates using Proportioning</td>
<td>Maintain estimates using proportioning ((MSM676A)).</td>
</tr>
</tbody>
</table>
MSM676A - Maintain Project Approval Estimates Total

Use this screen to allocate a total budget estimate across a number of periods for a cost type. This is a quick method of loading up budget estimates against a project approval.

Estimates can be made either for individual accounting periods, as a total or as a combination of both. If a total is entered, either alone or in combination with entries for one or more accounting periods, Ellipse EAM provides a number of methods to allocate the total to accounting periods. These methods include:

- Spread equally over all accounting periods
- Spread by a nominated percentage to a period
- Spread by a nominated amount to a period

When both a total estimate and one or more individual accounting periods are entered together, Ellipse calculates the difference between the total and the sum of the accounting periods. If the difference is a surplus, that is, a positive value, it will be distributed evenly across the remaining periods for which no estimates have been entered.

The surplus from the allocation total entered will be distributed only to those entries on the current window for which the Estimate field has been blanked out.

**Appropriation Number**

Enter the identification of the project approval. Entry restarts the display for the required project approval.

**Variation**

Entry restarts the display for the required project approval variation.

**Cost Type**

Enter up to three cost types. Entry is validated against the AB - Project Approval Budget/ Estimate Type table file.

The screen displays the estimates recorded for the required cost type(s) for each period that was last displayed. Any simultaneous entry to the periods and estimates are ignored.

**Allocation Total**

Enter a value in the range of 0 to 999999999999999 (up to 15 digits). Decimals are not permitted. This total is used for the allocation of estimates across all the nominated periods on the current screen.

Entry results in estimates being recalculated for the entries which have the estimates blanked out or a percentage entered on the current screen.

This field is optional. There is no attempt to reconcile the allocation total with the sum of all the estimates.

**Total Estimate**

This field displays the approval type.

**Currency**

The currency the project approval type will be estimated in.
Period
Enter a valid period in the format of a period number, followed by a financial year number. Prior or future periods are permitted.
Entry only applies for blank fields. On initial display, periods against which estimates have been recorded are retrieved for display for the required cost types. These periods are protected from input.
Up to 26 estimate entries can be entered individually on each screen.

Estimate
Enter the estimated value in the range of 0 to 999999999999999 (up to 15 digits). Decimals are not permitted. A record is held for each non-zero estimate entered. If zero is entered, the corresponding record for that period estimate is deleted.
This field is optional. If left blank, an estimate for the corresponding period is allocated from the total.
Up to 26 estimate entries can be entered individually on each screen.

% (Percentage)
Enter the percentage of the allocation total that is to be allocated to the corresponding period range. This field is optional. If entered, the screen displays the corresponding estimate calculated for confirmation purposes. If both the estimate and percentage fields are entered, the estimate value is used.
Up to 26 estimate entries may be entered individually on each screen.

Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets Maintenance</td>
<td>The MSM675A - Maintain Project Approval Estimate Total screen displays. This is only for project approval budgets.</td>
</tr>
<tr>
<td>Extended Description</td>
<td>The MSM096A - Maintain General Text screen displays.</td>
</tr>
<tr>
<td>Maintenance</td>
<td></td>
</tr>
<tr>
<td>Create Project</td>
<td>This action displays the MSE660 - Create Project screen to allow the creation of a project.</td>
</tr>
</tbody>
</table>
MSM677A - Review Project Approval Estimates

Use this screen to review project approval budget estimates, period by period for up to three nominated cost or fund types per screen.

Appropriation Number
Enter the identification of the project approval. Entry restarts the display for the required project approval.

Variation
This field displays the variation number for the selected project approval. Entry restarts the display for the required project approval variation.

Currency
This field displays the currency that the project approval has been set up in.

Cost Type
Enter up to three cost types. Entry is validated against the AB - Project Approval Budget/ Estimate Type table file.

The screen displays the estimates recorded for the required cost type(s) for each period that was last displayed. Any simultaneous entry to the periods and estimates are ignored.

Screen
This field displays sub-totals by screen for each project approval cost type.

To Date
The to date total for each project approval cost type requested for review.

Period
The period in the format of a period number, followed by a financial year number. Prior or future periods are permitted.

Cost Type Values
The period values for the selected cost type are displayed in separate columns.

Total
Ellipse EAM calculates and displays the totals of each cost type estimate for the project approval.

Action
Select an action. The following actions are available, depending on the level of user access and the modules installed:

<table>
<thead>
<tr>
<th>Project Approval Details</th>
<th>Opens MSM671B - Review Project Approval Details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Description Review</td>
<td>Extended Description Review</td>
</tr>
<tr>
<td>Projects Review</td>
<td>Projects Review</td>
</tr>
<tr>
<td>References Review</td>
<td>References review</td>
</tr>
</tbody>
</table>