

Version 9.X Maintenance after Conversion

1. Maintain County Name

Menu path from Main Menu:

Maintain Master Records Menu
 Maintain County Name

Enter the Road System Mileage for your Regular, Municipal and County Road Systems.

Click “Finished” to return to the menu.

2. Cost – G/L Account Maintenance

Menu path from Main Menu:

Maintain Master Records Menu
 Cost – G/L Account Maintenance


Description	Receivable	Allotment	Grant Account	Deferred Rev	Overpayment	Revenue	State Aid Advance
Regular Construction	91-1237	91-1242	N/A	93-2292	93-2140	82-5830	N/A
Regular Maintenance	91-1236	91-1241	N/A	93-2291	N/A	81-5830	N/A
Municipal Construction	91-1239	91-1244	N/A	93-2294	93-2140	84-5830	N/A
Municipal Maintenance	91-1238	91-1243	N/A	93-2293	N/A	83-5830	N/A
Town Bridge	91-1233	91-1245	N/A	93-2295	93-2140	86-5561	N/A
Bridge Bonding	91-1229	N/A	91-1247	93-2296	N/A	86-5560	N/A
State Park		N/A	N/A		N/A		N/A
Turnback		N/A	N/A		N/A		N/A
Other State Funding	91-1223	N/A	91-1223	93-2303	N/A	86-5565	N/A
Federal	91-1234	N/A	N/A	N/A	N/A	86-5594	

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Enter the Receivable, Allotment, Deferred Revenue and Revenue accounts for Regular and Municipal Maintenance.

On the costing system you need to set up an asset account for Bridge Bonding Grant, enter this account number in the Grant Account Field for Bridge Bonding.

On the costing system you will need to set up a liability account for State Aid Advance in Lieu of Federal Funds, enter this account in the State Aid Advance Field for Federal.

Click on the  to return to the menu.

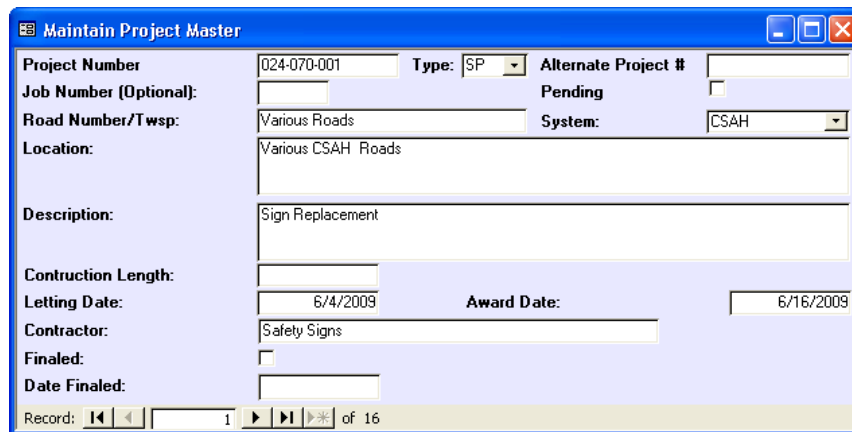
3. Maintain Project Information

Menu path from Main Menu:

Maintain Master Records Menu

Maintain Project Information Menu


Maintain Project Master



Make sure the Type for each project is correct, CP, SAP or SP, correct this field if needed. The Type field will determine what Funding Types are available for the project when entering project funding.

Select the System for each project (this is a new field, it is required for the Statement of Construction Cost). The select CSAH, MSAH, County, Bridge or Other from the drop down selection.

Make sure there is a Date Finalized for every project that the Finalized box has been checked. The system now includes/excludes project information based on the Date Finalized.

Click on the  to return to the menu.

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4. Maintain Contract Information

Menu path from Main Menu:

Maintain Master Records Menu
Maintain Contract Information Menu
Maintain Contract Master



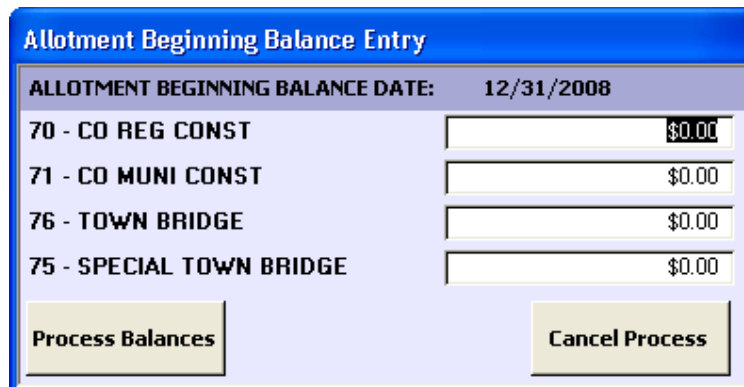
Make sure there is a Date Finaled for every project that the Finaled box has been checked. The system now includes/excludes contract information based on the Date Finaled.

Click on the  to return to the menu.

5. Enter Allotment Beginning Balances

Menu path from Main Menu:

Maintain Master Records Menu
Enter Beginning Balances Menu
Enter Allotment Beginning Balances



Enter the Beginning Balances for Regular, Municipal, Town Bridge and if needed Special Town Bridge as reported on your Annual Report from the date that appears on the input screen.

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When entries are complete press “Process Balances”, this entry is required only once.

6. Enter/Change/Delete Beginning Other Construction Costs

Menu path from Main Menu:

Maintain Master Records Menu


Enter Beginning Balances Menu

Enter/Change/Delete Beginning Other Construction Costs

Field	Value
Project:	[Dropdown]
Construction Engineering:	\$0.00
Project Engineering:	\$0.00
Permanent ROW:	\$0.00
Temporary ROW:	\$0.00
Utility:	\$0.00
Force:	\$0.00
Other Costs:	\$0.00

This option is used to establish the prior year costs for Construction Engineering, Project Engineering, Permanent ROW, Temporary ROW, Utility, Force and Other costs as reported on prior year Statement of Construction Cost reports for each project.

Select the Project for the drop down, then enter the appropriate fields.

Click on the  to return to the menu.

7. Post Beginning Other Construction Costs

Menu path from Main Menu:

Maintain Master Records Menu

Enter Beginning Balances Menu

Post Beginning Other Construction Costs

Click on this option to post the Beginning Other Construction Costs to the system.