



MUN-022: Project and GL Activity Report

Last Updated: April 7, 2025

Purpose

The *Project and GL Activity Report* program creates reports that contain posted project ledger amounts and their relationship with the general ledger for a selected date range.

Scope

This SOP will cover how to run the Project and GL Activity Report.

Perquisites

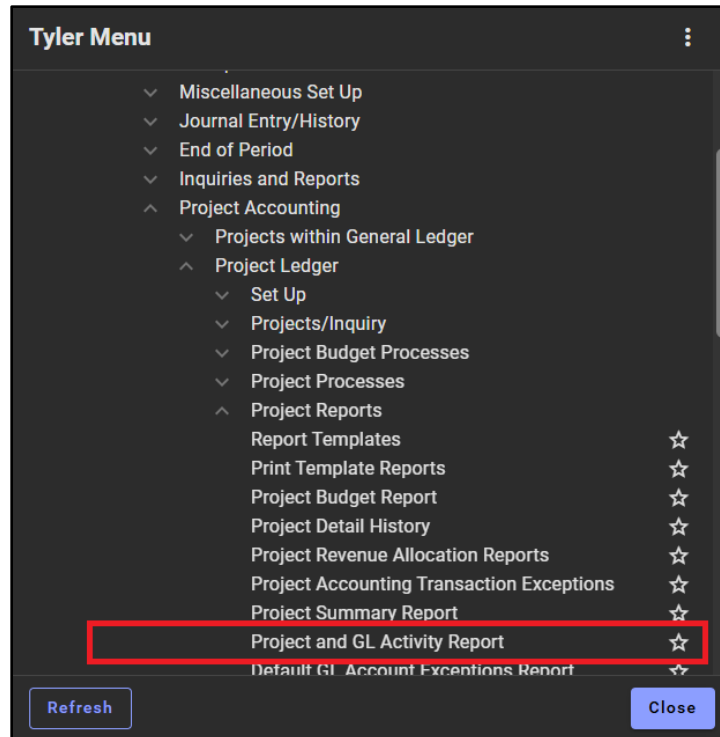
1. Login information for Tyler Munis
2. Ability to access [PROD](#)

Procedure

I. Running the Project and GL Activity Report

Open *Project and GL Activity Report* by either following the tree below or searching in the *Tyler Menu* for *Project and GL Activity Report*

- a. From the *Tyler Menu* click the following
 - i. Enterprise ERP
 - ii. Financials
 - iii. General Ledger Menu
 - iv. Project Accounting
 - v. Project Ledger
 - vi. Project Reports
 - vii. Project and GL Activity Report



b. Click the *Define* skittle in the ribbon

- c. Determine if the amounts should be totaled by Project String or GL Account
- d. Enter the Month/Year range
- e. Enter the Project under Expense and Funding source
- f. Click *Accept*

Project and GL Activity Report

✕ ✓ ✕
Close Accept Cancel

Project and GL Activity Report > ✎

Define Criteria

Report on:
☒ Amounts totaled by Project String
☐ Amounts totaled by GL Account

Month/Year range
JAN 2011 to JAN 2018

Report Options

Execute this report
Now

☐ Project Totals

	Segment	Total	Page Break
Sort sequence 1	Project	<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sort sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

☒ Show actuals
☐ Show encumbrances
☐ Show budget
☐ Print long General Ledger account
☐ Show Project Ledger journal detail

Journal source

- g. Enter the additional criteria based on your selection
- h. Click the *Report Options* skittle in the ribbon; click *Accept*

Report Options

Execute this report Now

☐ Project Totals

Sort sequence 1 Project Total Page

Sort sequence 2 Break

Sort sequence 3

Sort sequence 4

☒ Show actuals

☐ Show encumbrances

☐ Show budget


☐ Print long General Ledger account

☐ Show Project Ledger journal detail

Journal source

- i. Click either the *PDF* skittle or the *Excel* skittle in the ribbon to view your report

City of San Rafael ~CA 5286~


 munis
a tyler erp solution

PROJECT AND GL ACTIVITY REPORT AMTS BY PROJ STRING

POSTED PROJECT ACTIVITY FOR JAN 2011 TO JAN 2018

GL ACCOUNT	TITLE	ACTUALS
2010 REHABILITATE WASHINGTON ELEMENTARY		
E 2010 -100 -10 -17	FEES AND PERMITS	
16177000 2220 2010	COMMUNITY DEV EXPENSE	600.00
E 2010 -100 -10 -18	LANDSCAPING/PARKING LOTS	
16177000 2220 2010	COMMUNITY DEV EXPENSE	10,000.00
E 2010 -100 -20 -21	LABOR AND BENEFITS	
16177000 2210 2010	COMMUNITY DEV SAL/BEN EXP	78,092.17
14172250 5110	SALARIES FULL TIME	44,768.62
14172250 5703	EMPLOYER PAID EXPENSES	3,311.25
14172250 5704	INSURANCES	4,766.78
14172250 5780	RETIREMENT	508.56
14172255 5110	SALARIES FULL TIME	23,462.31
14172255 5703	EMPLOYER PAID EXPENSES	1,752.62
14172255 5704	INSURANCES	3,626.07
14172255 5780	RETIREMENT	427.45
1100 5110 CD10	SALARIES FULL TIME	1,270.98
1100 5703 CD10	EMPLOYER PAID EXPENSES	97.23
16177000 5110	SALARIES FULL TIME	3,955.44
16177000 5703	EMPLOYER PAID EXPENSES	432.19
16177000 5704	INSURANCES	536.42
16177000 5780	RETIREMENT	114.16
1100 5110 CD14	SALARIES FULL TIME	1,270.98
1100 5703 CD14	EMPLOYER PAID EXPENSES	97.23
BLDG NEW ADMIN BUILDING		
E BLDG -PHASE1 -MATERIAL -MATERIALS MATERIALS PHASE ON		
600001 90101	PRO/GRNT EXPENSE	5,500.00
E BLDG -PHASE1 -PLANNING -ARCHITECT ARCHITECT		
600001 90101	PRO/GRNT EXPENSE	2,500.00
E BLDG -PHASE1 -PLANNING -PLANS PLANS AND PERMITS		
600001 90101	PRO/GRNT EXPENSE	7,500.00
E BLDG -PHASE1 -SALARY -LABOR BEN SALARY AND BENEFITS		
600001 90106	SALARY AND BENEFITS	5,591.29