GL.010.006 - ADDING PROJECTS

Purpose	• To identify which setup pages have edit fields for adding a project. • To identify what budget non-sponsored projects use. • To identify what must be done before adding a new non-sponsored project. • To add a project.
Description	This business process explains how to add a new, non-sponsored project ChartField into the chart of accounts for use by all system modules. Accounting adds non-sponsored projects on an as-needed basis, such as the award of a new project from an outside party. Projects are for capital improvements and non-sponsored initiatives. The setup component is comprised of four pages: Project, Description, BOR Project Information and BOR Project Financials. The Project, Description, and BOR Project Information pages contain edit fields that require data input. The BOR Project Financials page displays the overall financial position of the project and is used for inquiry purposes only.
Security Role	BOR_GL_CHARTFIELDS and BOR_GL_CHARTFIELDS_PRJ
Dependencies/ Constraints	• Projects do not require the establishment of Project/Grant budgets and use General State Appropriations budgets. • After users add a new project, they must review all Project/Grant trees containing Project/Grant information and add the new project to the appropriate trees. • After the system defines a value, users must run the Project Sync batch process to populate necessary control tables. • Users do not have to establish Project/Grant budgets for non-sponsored projects. Use the regular operating budget.

Additional Information	The Days Lag field is used by the Project Sync Process to update the Budget Definition to a *Hold* status once the grant goes beyond the End Date and into the lag time. The number of days specified is added to the end date. During the lag time while the status is *Hold*, new transactions do not pass budget checking and impact remaining spending authority for the project. However, historical transactions can be altered as long as the change does not impact remaining spending authority. Once the grant End Date is reached and the Project Sync process runs, the Budget Definition Status field updates to *Closed*.

Procedure

Below are step by step instructions on how to set up a project.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Set Up Financials/Supply Chain** link.
4.	Click the **Common Definitions** link.
5.	Click the **Design ChartFields** link.
6.	Click the **Define Values** link.
7.	Click the **ChartField Values** link.
8.	Click the **Project** link.
9.	Click the **Add a New Value** tab.
10.	Enter a five digit Project ID in the **Project** field. ***Note:*** *The first two digits represents the 2 digit pre-pend to the Project ID for the institution's Business Unit. The last three digit represents the Project ID the institution assigned to this project.*
11.	Click the **Add** button.
12.	Enter a Description in the **Description** field.
13.	Mark the Project Status as Active or Inactive. The Project Status field determines whether a project value can be used in any PeopleSoft Financials submodule. ***Note:*** *If the status is Inactive, the financial transaction does not pass edits.*
14.	Enter a Start Date in the **Start Date** field and an End Date in the **End Date** field. ***Note****: The Start Date and End Date fields govern the dates the budget will be open for this project. If a revenue or expense account is charged outside of these dates, the financial transaction does not pass budget checking. This logic is not applied to balance sheet accounts.*
15.	Enter an Effective Date in the **Effective Date** field. (same as Start Date)

Step	Action
16.	Use the search icon in the **Manager** field to add Project Manager to the Manager Field. The system generates the Look Up Manager popup window. ***Note:*** *The Project Manager field is required for workflow purposes. For transactions to be routed for approval in eProcurement, the Manager field must be populated. Otherwise, transaction routes to the Workflow Administrator.*
17.	Either enter a Project Manager name or open search for the Project Manager.
18.	Click an entry in the **Name** column. The system navigates back to the ChartField Values page.
19.	Verify the correct Project Manager populated in the **Manager Name** field.
20.	Click the **Description** tab.
21.	Enter a Description in the **Description** field.
22.	Click the **BOR Project Info** tab.
23.	Enter an Effective Date in the **Effective Date** field.
24.	Click on the **Days Lag** field.
25.	Enter a Value in the **Days Lag** field. ***Note:*** *The days lag is intended to allow accountants to clear out any remaining balances once the budget closed for a project.*
26.	Click the **Project/Grant Type** dropdown arrow and choose **Project** for non-sponsored or internal initiatives.
27.	Click the **Control Option** dropdown button to make a selection. Choose from one of the following options: • Control: strictly control transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount. • Track with Budget: Track transaction amounts against a budget, but do not issue error exceptions unless no corresponding budget row exists. Pass if budget row exists, even for a zero amount, but issue warnings when transactions exceed the budgeted amount. • Track without Budget: Track transactions even if no budget setup exists. If a budget row does exist, warnings will be logged when transactions exceed the budgeted amount. If no budget row exists, no warning is issued.
28.	Click the **Save** button.

Step	Action
29.	Run the Project Sync Process to define the budget and charge transactions. For more information the Project Sync Process, see GL.010.007 – Running Project Sync Process.
30.	Once the project is created, the project must be funded via budget journals or budget transfers to spend funds.
31.	Run the General Ledger Build Combination Data process. Refer to GL.030.006 – Running Build Combination Data for more information. ***Note****: The COA_COMBO1_BOR table may need to be updated if the department is used in the Banner system and/or OneUSG Connect. For more information, refer to GL.030.007 - Updating COA_COMBO1_BOR_TABLE.*