



PROJECT ID CHARTFIELD SETUP AND MAINTENANCE

This guide walks you through the changes related to adding a project id, adding a funding source and allocating a funding source to the project id.

State of Vermont
Department of Finance & Management
VISION 8.8 Upgrade Self-Study Guide

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7.5 Converted Project/Grant Changes

CHANGES

Project/Grant chartfield in 7.5 is called a Project ID in 8.8.

1. Project/Grants that converted to 8.8 with a project budget but no funding source **no longer will be controlled during budget checking.**

For these converted project/grants **ONLY**, if you require this budget control functionality, you may submit a list of the Project IDs to Financial Operations and they will adjust this control. All new Project IDs set up that need budget control **MUST** be allocated to a funding source. This procedure is outlined in this guide.

*Submit requests for this adjustment via e-mail to Vicki Strobridge, Financial Operations.

2. Funding sources that were set up in 7.5 with the same name for multiple fiscal years have been combined. In 8.8 there is no functionality to allow for this break out/tracking.

An Excel report of the detail from 7.5 supporting these combinations can be provided if required. You will need to submit the request to Financial Operations indicating the funding source name. *Submit requests for this report via e-mail to Karen Symonds, VISION Help Desk.

Process for Adding Project ID Chartfields

CHANGE

Project/Grant chartfield in 7.5 is now a Project ID in 8.8

Project ID chartfields must be entered by Financial Operations. This includes new Project IDs as well as updating or correcting existing Project ID information.

There is a new chartfield maintenance form that now includes information for project IDs. The new form is located on the VISION website and must be completed and e-mailed to Financial Operations for all new chartfields and updates to chartfields including project IDs.

Financial Operations requires 24 hours to complete the additions or updates of project IDs.

Project IDs that are set up in VISION may be used to track expenditures only or to track and control expenditures through the use of a budget.

Project ID's to Track Only

If the Project ID is needed to track only, departments must complete the new VISION Chartfield Maintenance Request Form requesting the project ID and submit it to Financial Operations (Instructions are provided on the form). Departments will receive confirmation from Financial Operations when the Project ID has been established. A budget journal is required to assign a budget amount to a Project.

Projects being tracked that have a start and end date will be stopped during budget checking if the transaction is beyond the end date of the project.

Project IDs to Track and Control Using a Budget

If the Project ID is needed to track and control expenditures using a budget, then it must be tied to a funding source. Departments must complete the new VISION Chartfield Maintenance Request Form requesting the Project ID and submit it to Financial Operations. The department must indicate on the form that there will be a funding source tied to the Project ID. Departments will set up their own funding sources. Departments will receive confirmation from Financial Operations when the Project ID has been established. Once it has been created by Finance and the funding source has been created by the department, the funding source must be allocated to the Project ID.

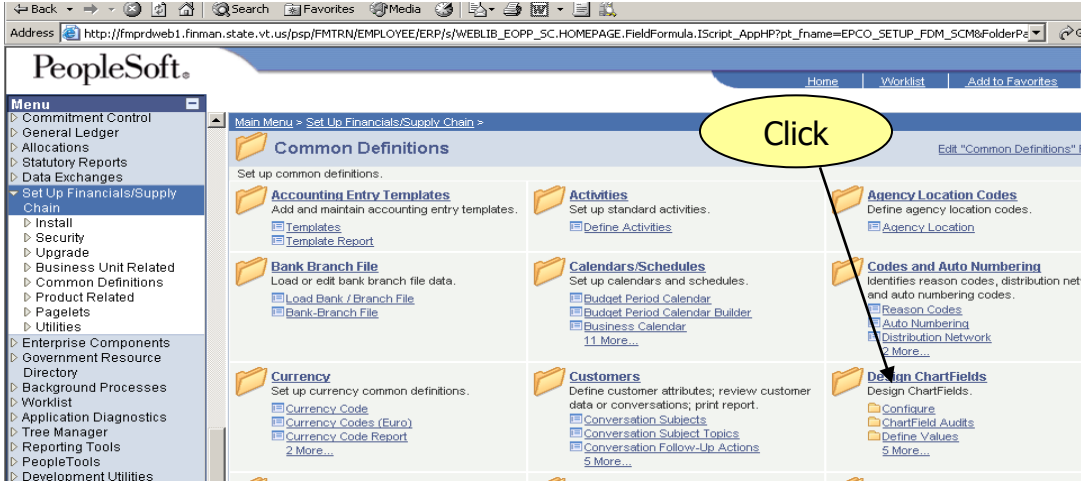
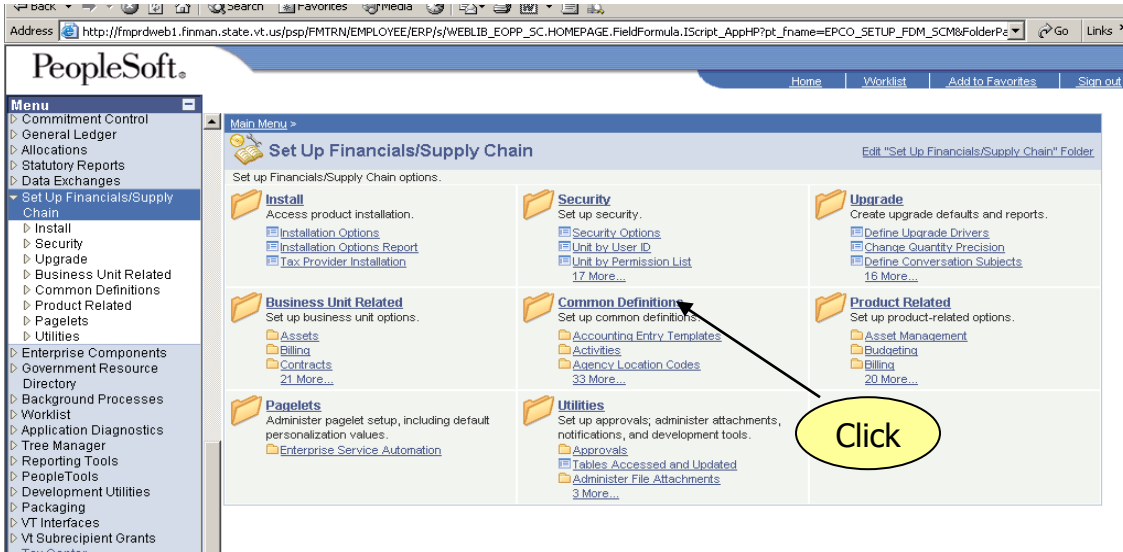
The steps for adding a funding source and allocating a funding source to a Project ID are outlined in this guide.

All changes to the Project ID chartfield including start and end dates, manager, description, etc. also require the new VISION Chartfield Maintenance Request Form to be completed and submitted to Financial Operations.

The funding source and Project ID must be set up before the Project ID can be allocated. Please review your business processes and update as necessary to accommodate for this change.

How to View a Project ID

Set Up Financials/Supply Chain > Common Definitions > Design Chartfields> Chartfield Values



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Home | Worklist | Add to Favorites | Sign out

Main Menu > Set Up Financials/Supply Chain > Common Definitions >

Design ChartFields

Edit "Design ChartFields" Folder

Design ChartFields.

Configure Configure ChartFields. Standard Configuration Advanced Configuration Attributes 7 More...	ChartField Audits Perform ChartField audits. Audit Summary by Type Audit Summary by Owner ID Run Audits	Define Values Define ChartField values. ChartField Values Account Types SpeedTypes Load Tree Detail Values
Combination Editing Create ChartField combination edit rules. ChartField Editing Template Combination Definition Combination Rule 9 More...	ChartField Value Sets Set up ChartField value sets. Setup ChartField Value Sets	ChartField Inheritance Define the ChartField inheritance options for each inheritance group. ChartField Inheritance
Review Review configuration status/steps, alternate accounts and ChartField attributes. Configuration Status Configuration Steps Review Alt Account Mapping Review ChartField Attributes	Reports Report on ChartFields, all accounts, configuration, SpeedTypes or account types. ChartField Reports ChartField Report Options Account Balancing Group 5 More...	



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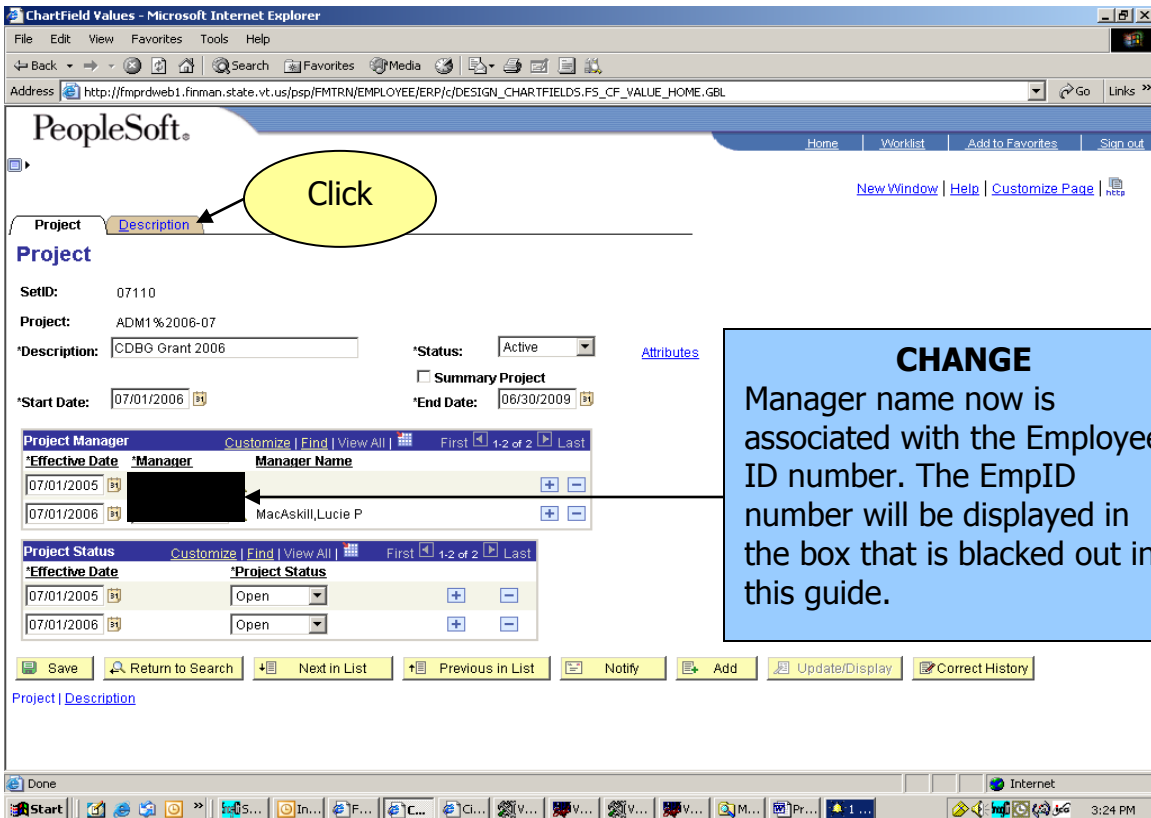
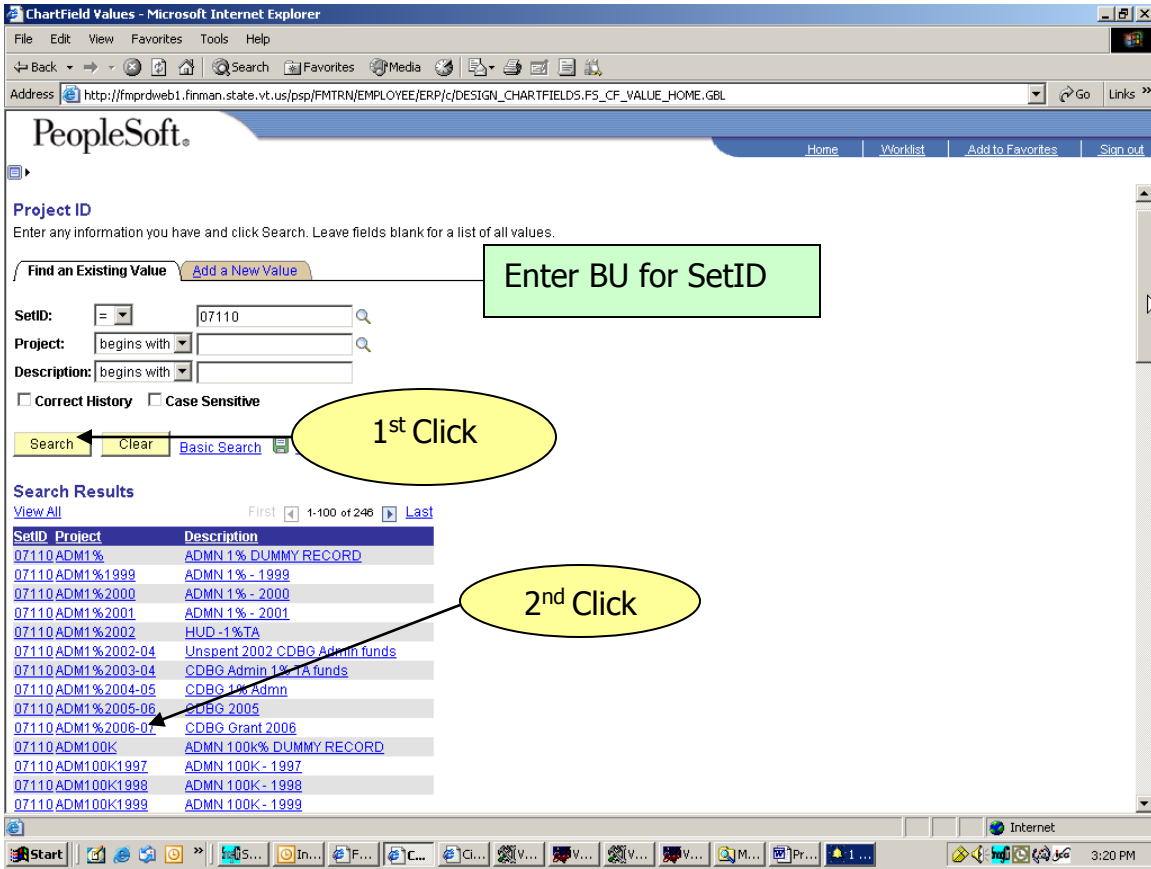
Home | Worklist | Add to Favorites | Sign out

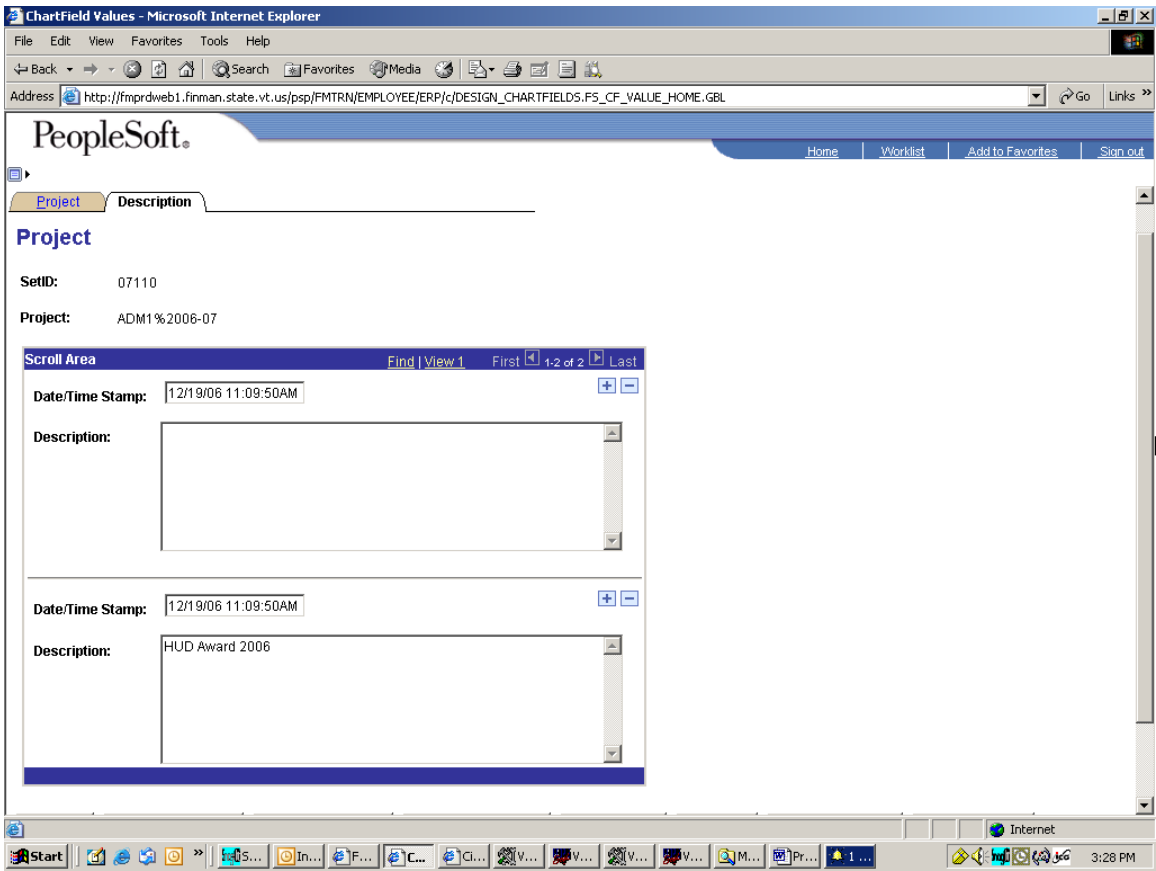
[New Window](#) | [Help](#) | [Customize Page](#) |

ChartField Values

- [Account](#)
- [Fund Code](#)
- [Department](#)
- [Program Code](#)
- [Class Field](#)
- [Project](#)
- [Book Code](#)
- [Adjustment Type](#)
- [Scenario](#)
- [Statistics Code](#)





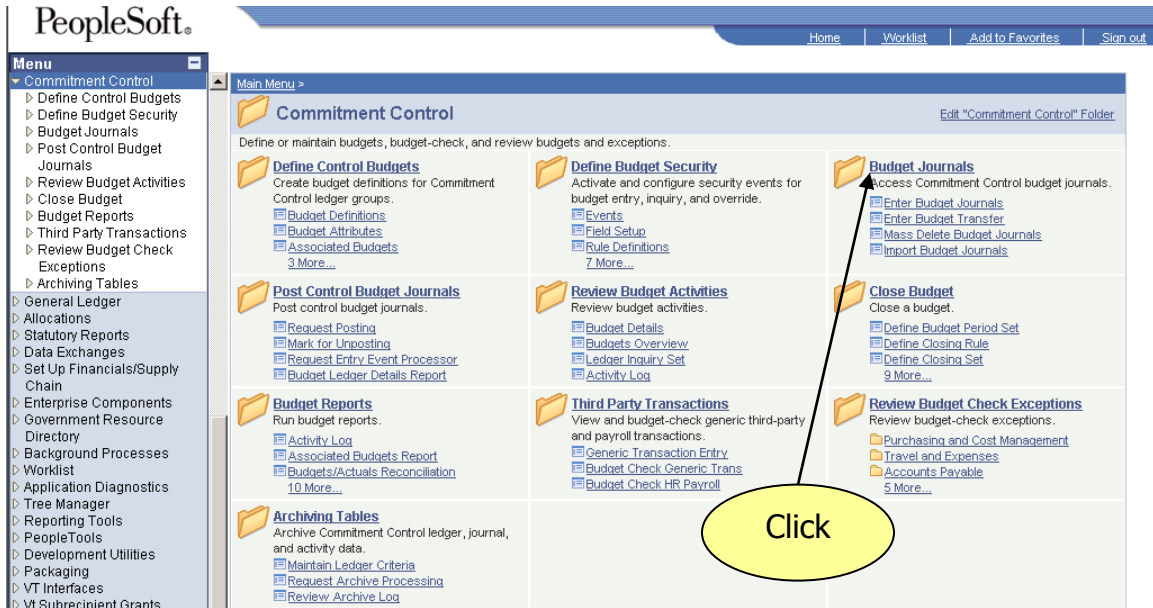


HOW TO VIEW A PROJECT ID IS COMPLETE

How to Add a Budget Journal for a Project

Commitment Control > Budget Journals > Enter Budget Journals

CHANGE
In order to see the Project budget amount budget journal must be entered.



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Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: 01110

Journal ID: NEXT

Journal Date: 03/15/2007

Add

Click

- Enter Business Unit
- Journal ID = NEXT
- Journal Date will default as current date

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New Window | Help | Customize Page

Budget Header | Budget Lines | Budget Errors

Unit: 01110 | Journal ID: NEXT | Date: 03/15/2007

*Ledger Group: PRMST_EXP

Fiscal Year: 2007 | Period: 9

Control ChartField: Project

*Currency: USD

Rate Type: CRRNT

Budget Header Status: None

Exchange Rate: 1.00000000

Cur Effdt: 03/15/2007

Budget Type: Expense

Budget Entry Type

Original Adjustment

Long Description:
Add amount to Project FHWA200713 for tracking purposes only

Save | Notify | Add | Update/Display

- Ledger Group must be PRMST_EXP
- Budget Entry Type should be Original
- Enter a Long Description

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New Window Help Customize Page

Budget Header Budget Lines Budget Errors

Unit: 01110 Journal ID: 0000823754 Date: 03/16/2007 Budget Header Status: None
 Process: Post Journal Process

Lines Customize Find View All First 1 of 1 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Speed Type	Project	Set Options	Funding Source	Currency	Amount
<input type="checkbox"/>	1	PRMST_EBD	Speed Type	FHWA200713	Set Options		USD	50,000.00

Lines to add 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	50,000.00

Save Return to Search Notify Add Update/Display

Budget Header Budget Lines Budget Errors

Enter Project Number and Amount of Project.

Click on Save button and a Journal ID will be assigned.

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New Window Help Customize Page

Budget Header Budget Lines Budget Errors

Unit: 01110 Journal ID: 0000823754 Date: 03/16/2007 Budget Header Status: None
 Process: Post Journal Process

Lines Customize Find View All First 1 of 1 Last

Chartfields and Amounts Base Currency Details

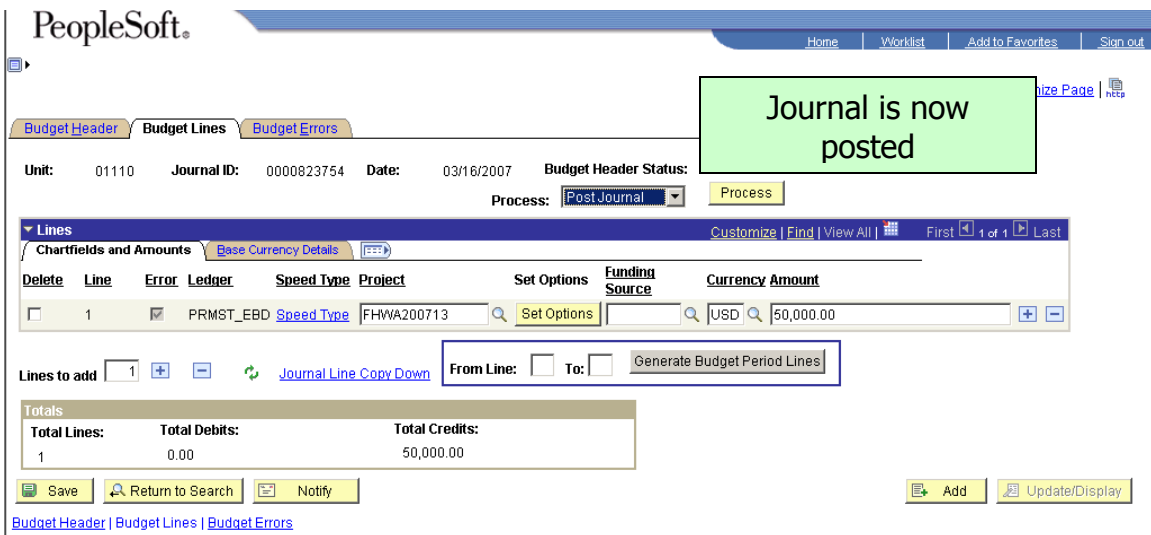
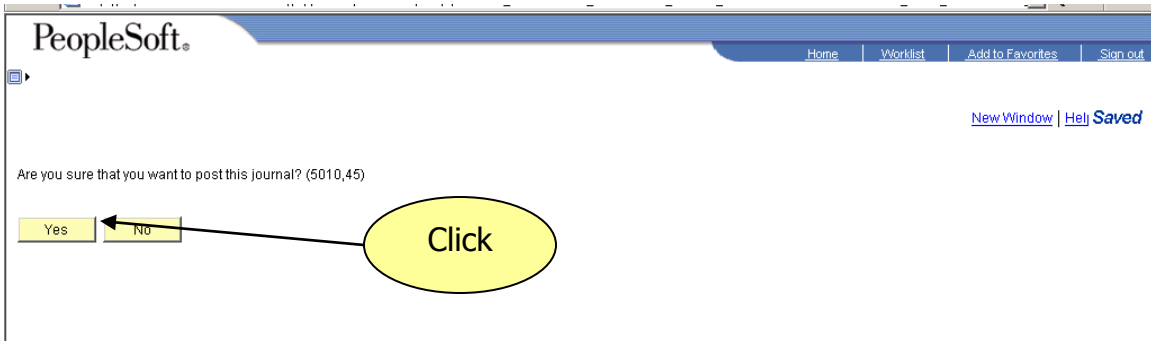
Delete	Line	Ledger	Speed Type	Project	Set Options	Funding Source	Currency	Amount
<input type="checkbox"/>	1	PRMST_EBD	Speed Type	FHWA200713	Set Options		USD	50,000.00

Lines to add 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	50,000.00

Save Return to Search Notify Add Update/Display

Budget Header Budget Lines Budget Errors



HOW TO ADD A BUDGET JOURNAL FOR A PROJECT IS COMPLETE

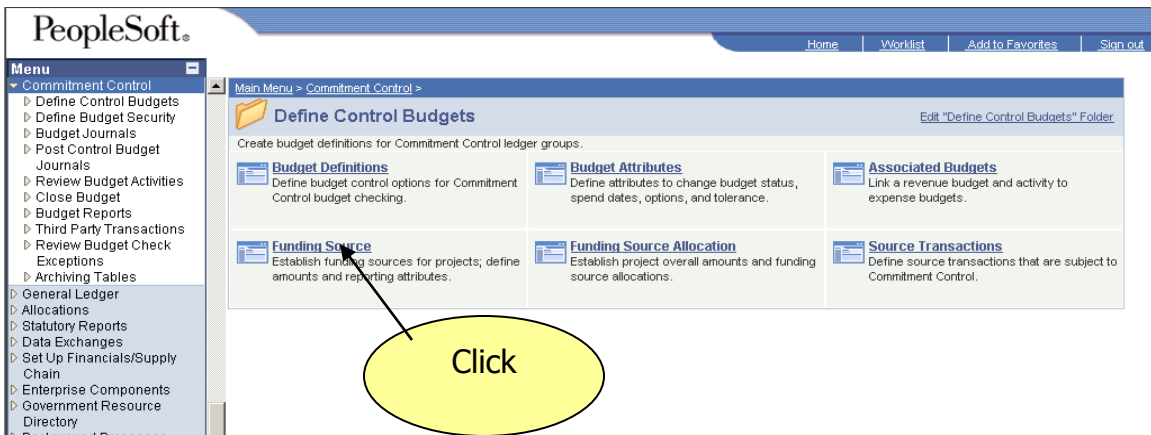
How to Add a Funding Source

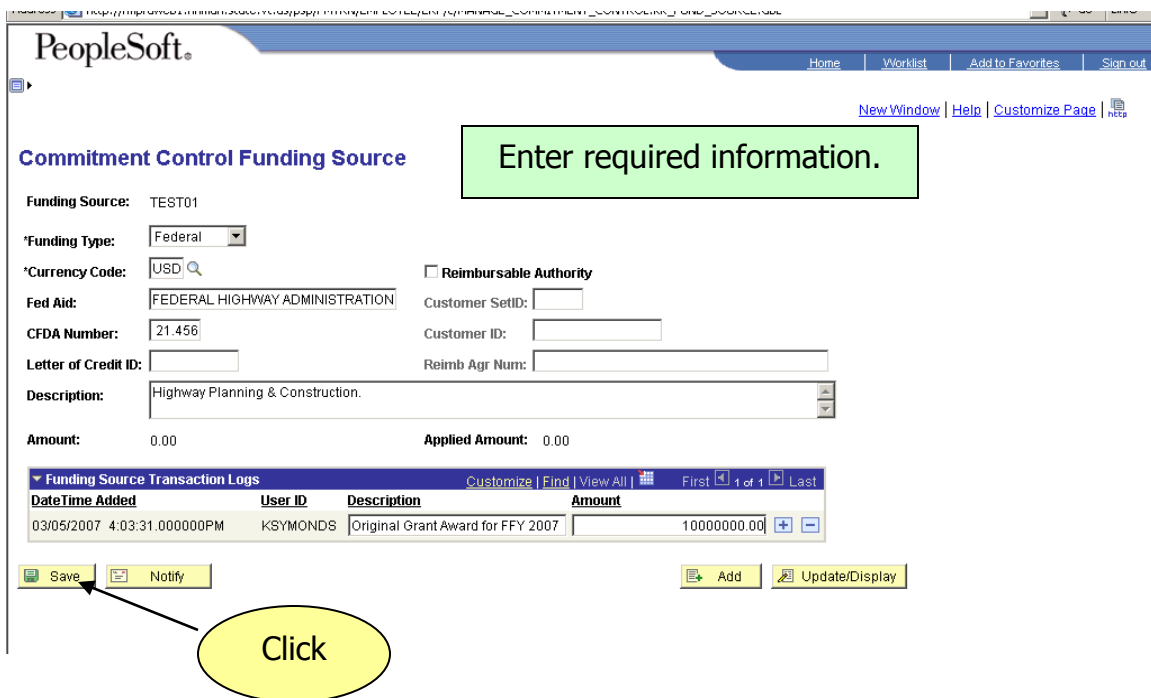
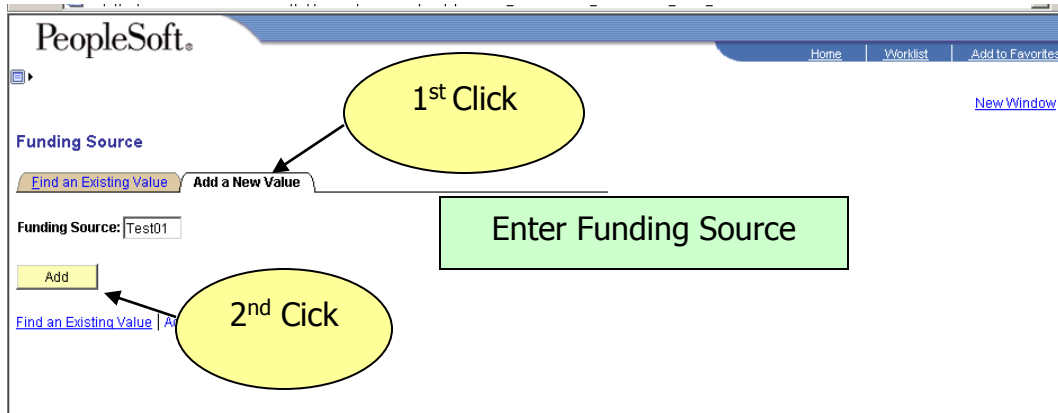
Commitment Control > Define Control Budgets > Funding Source

CHANGE

Funding Sources are used to control the budget of a Project. If a funding source is not allocated to a project ID, expenditures will be tracked by the Project ID but not controlled by a budget.

Funding Sources are no longer identified by Setid.



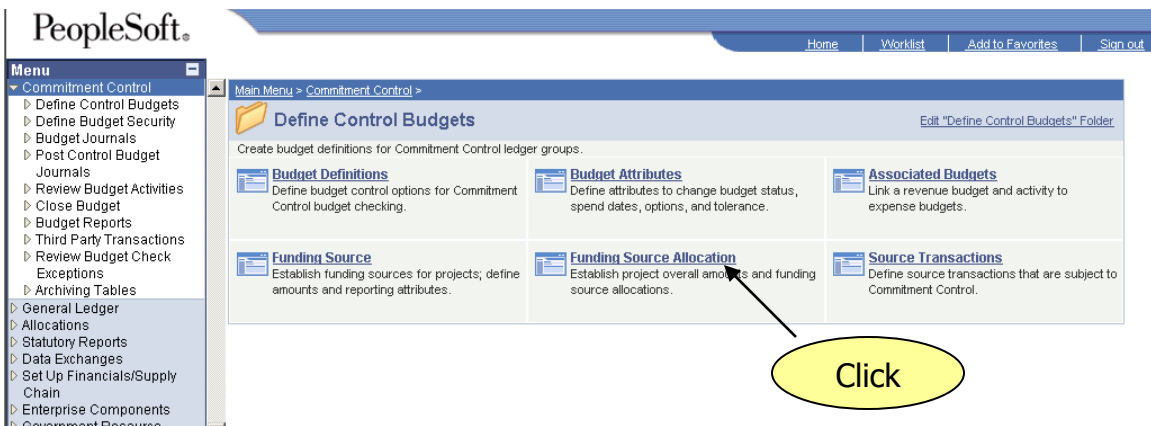
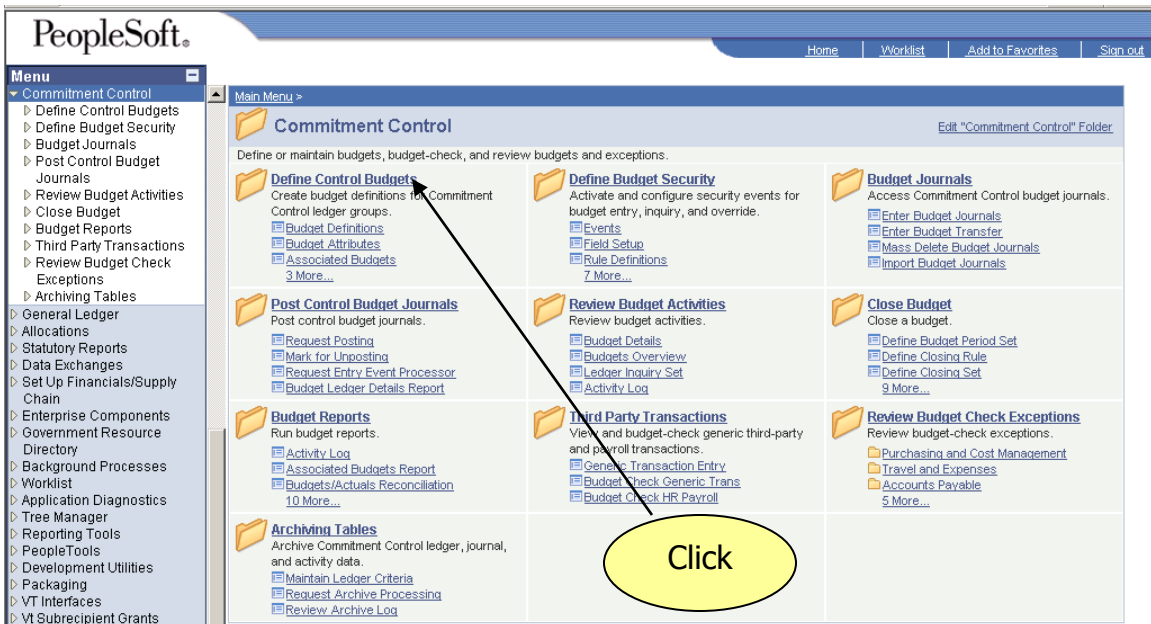


HOW TO ADD A FUNDING SOURCE IS COMPLETE

How to Allocate a Funding Source to a Project ID

Commitment Control > Define Control Budgets > Funding Source Allocation

CHANGE
Funding Sources are used to control how much is spent in a Project. If a funding source is not allocated to a Project ID, expenditures will be tracked but not controlled by a budget.



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Funding Source Allocation

1st Click

Enter Business Unit, Ledger Group and Project

Ledger Group must be PRMST_EXP

Find an Existing Value | Add a New Value

Business Unit: 01110

Ledger Group: PRMST_EXP

Project: FHWA200706

Add

2nd Click

Find an Existing Value | Add a New Value

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Commitment Control Funding Source Allocation

Business Unit: 01110 | Ledger Group: PRMST_EXP | Project: FHWA200706

Project Status: Open | Start Date: 01/01/2007 | End Date: 12/31/2007

Overall Amount: 10000000.00 USD | Manager: 89193 | Symonds, Karen L

Allocated Amount: USD | Funding Source Error

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

▼ Funding Source Allocation Details

Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %
	Budgeted		0.00		

Enter Overall Amount of Project

Enter a Funding Source

Transfer to Budget Entry

Save | Notify | Add | Update/Display

CHANGE

Funding Sources are no longer restricted by SETID so departments will see all funding sources entered into VISION. Caution must be taken so that you only use funding sources applicable to your department.

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Commitment Control Funding Source Allocation

Business Unit: 01110 Ledger Group: PRMST_EXP Project: FHWA200706

Project Status: Open Start Date: 01/01/2007 End Date: 12/31/2007

Overall Amount: 10,000,000.00 USD Manager: 89193 Symonds, Karen L

Allocated Amount: USD Funding Source Error

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source	Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %
TEST01	Budgeted	10,000,000.00	0.00	100.000000	

Transfer to Budget Entry

Save Notify Add Update/Display

Enter Spending Cap which should be equal to amount of funding source you are allocating to the project

Click

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New Window Help Customize Page

Commitment Control Funding Source Allocation

Business Unit: 01110 Ledger Group: PRMST_EXP Project: FHWA200706

Project Status: Open Start Date: 01/01/2007 End Date: 12/31/2007

Overall Amount: 10,000,000.00 USD Manager: 89193 Symonds, Karen L

Allocated Amount: 10,000,000.00 USD Funding Source Error

Please review your key chartfield setup for revenue types to insure consistency with the allocations below. It is important that the key chartfields are populated below if the budget setup requires them.

Funding Source	Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %
TEST01	Budgeted	10,000,000.00	0.00	100.000000	

Transfer to Budget Entry

Save Notify Add Update/Display

Click

PeopleSoft.

Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: 01110

Journal ID: NEXT

Journal Date: 03/06/2007

Add

Find an Existing Value | Add a New Value

1st Click

2nd Click

Enter Business Unit

PeopleSoft.

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New Window | Help | Customize Page |

Budget Header | Budget Lines | Budget Errors

Unit: 01110 | Journal ID: NEXT | Date: 03/06/2007

*Ledger Group: PRMST_EXP

Control ChartField: Project

Budget Header Status: None

Budget Entry Type

Original Adjustment

Fiscal Year: 2007 | Period: 9

*Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Cur Effdt: 03/06/2007

Budget Type: Expense

Long Description:
Establishing Project Budget for Funding Source Test01. kSymonds

Save | Notify

Add | Update/Display

Budget Header | Budget Lines | Budget Errors

Click

**Enter Ledger Group and Long Description.
Ledger Group must be PRMST_EXP**

PeopleSoft.

Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Budget Header | **Budget Lines** | Budget Errors

Unit: 01110 Journal ID: NEXT Date: 03/06/2007 Budget Header Status: None

Process: Post Journal

Then Click Process to run journal post.

Enter Project, Funding Source and Amount allocated to project

▼ Lines

Chartfields and Amounts

Delete	Line	Ledger	Speed Type	Project	Set Options	Funding Source	Currency	Amount
<input type="checkbox"/>	1	PRMST_EBD	Speed Type	FHWA200706	<input type="button" value="Set Options"/>	TEST01	USD	10,000,000.00

Lines to add From Line: To:

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	10,000,000.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

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Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Are you sure that you want to post this journal? (5010,45)

Click

PeopleSoft. Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Budget Header | Budget Lines | Budget Errors

Unit: 01110 Journal ID: 0000823368 Date: 03/06/2007 **Budget Header Status:** Posted

Process: Post Journal [Process](#)

Lines [Chartfields and Amounts](#) [Base Currency Details](#) [Customize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Line	Ledger	Speed Type	Project	Set Options	Funding Source	Currency	Amount
1	PRMST_EBD	Speed Type	FHWA200706	Set Options	TEST01	USD	10,000,000.00

[From Line:](#) [To:](#) [Generate Budget Period Lines](#)

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	10,000,000.00

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Budget Header Status is Posted.

HOW TO ALLOCATE A FUNDING SOURCE TO A PROJECT ID IS COMPLETE

Review Budget Details for a Project

Commitment Control > Review Budget Activities > Budget Details

The screenshot shows the PeopleSoft interface with the 'Commitment Control' menu expanded. The 'Review Budget Activities' option is highlighted, and a yellow oval with the word 'Click' and an arrow points to it. The main content area shows a grid of options under 'Commitment Control', including 'Define Control Budgets', 'Define Budget Security', 'Budget Journals', 'Post Control Budget Journals', 'Review Budget Activities', 'Close Budget', 'Budget Reports', 'Third Party Transactions', and 'Archiving Tables'. Each option has a brief description and a list of sub-links.

The screenshot shows the 'Review Budget Activities' menu expanded. The 'Budget Details' option is highlighted, and a yellow oval with the word 'Click' and an arrow points to it. The main content area shows a grid of options under 'Review Budget Activities', including 'Budget Details', 'Activity Log', 'Budgets Overview', and 'Ledger Inquiry Set'. Each option has a brief description and a list of sub-links.

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [01110] [Search]

Ledger Group: [PRMST_EXP] [Search]

Account: [begins with] [Search]

Department: [begins with] [Search]

Fund Code: [begins with] [Search]

Class Field: [begins with] [Search]

Program Code: [begins with] [Search]

Affiliate: [begins with] [Search]

PC Business Unit: [begins with] [Search]

Project: [begins with] [Search]

Activity: [begins with] [Search]

Source Type: [begins with] [Search]

Budget Period: [begins with] [Search]

Statistics Code: [begins with] [Search]

Search Clear Basic Search Save Search Criteria

Enter Business Unit, Ledger Group, and Project ID

Click

PeopleSoft. Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Commitment Control Budget Details

Business Unit	Ledger Group	Project
01110	PRMST_EXP	FHWA200706

Ledger Amounts

Budget:	10,000,000.00 USD	Attributes	Display Chart	i
Expense:	0.00 USD	Parent / Children	Max Rows	100
Encumbrance:	0.00 USD	Associated Budgets		
Pre-Encumbrance:	0.00 USD			
Associate Revenue:	0.00 USD			

Available Budget

Without Tolerance:	10,000,000.00 USD	Percent:	(100%)
With Tolerance:	10,000,000.00 USD	Percent:	(100%)

Budget Exceptions

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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HOW TO REVIEW BUDGET DETAILS IS COMPLETE