



## **Project ID Chartfield Set Up and Maintenance**

This guide walks you through adding a Project ID, adding a funding source and allocating a funding source to the Project ID.

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## Process for Adding Project ID Chartfields

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

### **Project ID's to Track Only**

If the Project ID is needed to track only, departments must complete the VISION Chartfield Request Form within VISION. Instructions for submitting this for are located at

<https://finance.vermont.gov/forms/vision>

Once the form is submitted a Request ID # is assigned. Submitters can determine the status of their request by using the Request ID to search for their form and its status within VISION.

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. This will result in a budget check error.

### **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 VISION Chartfield Request Form. Instructions for submitting this for are located at <https://finance.vermont.gov/forms/vision>

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.

Once the form is submitted a Request ID # is assigned. Submitters can determine the status of their request by using the Request ID to search for their form and its status within VISION.

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 VISION Chartfield Request Form to be completed.

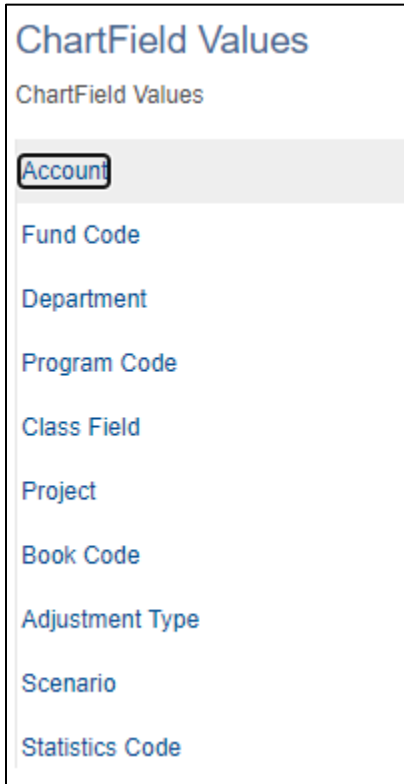
The funding source and Project ID must be set up before the funding source can be allocated to the Project ID.

## How to View a Project ID

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Chartfields > Chartfield Values

**Navigator Menu navigation:** Set Up Financials/Supply Chain > Common Definitions > Design Chartfields > Define Values > Chartfield Values

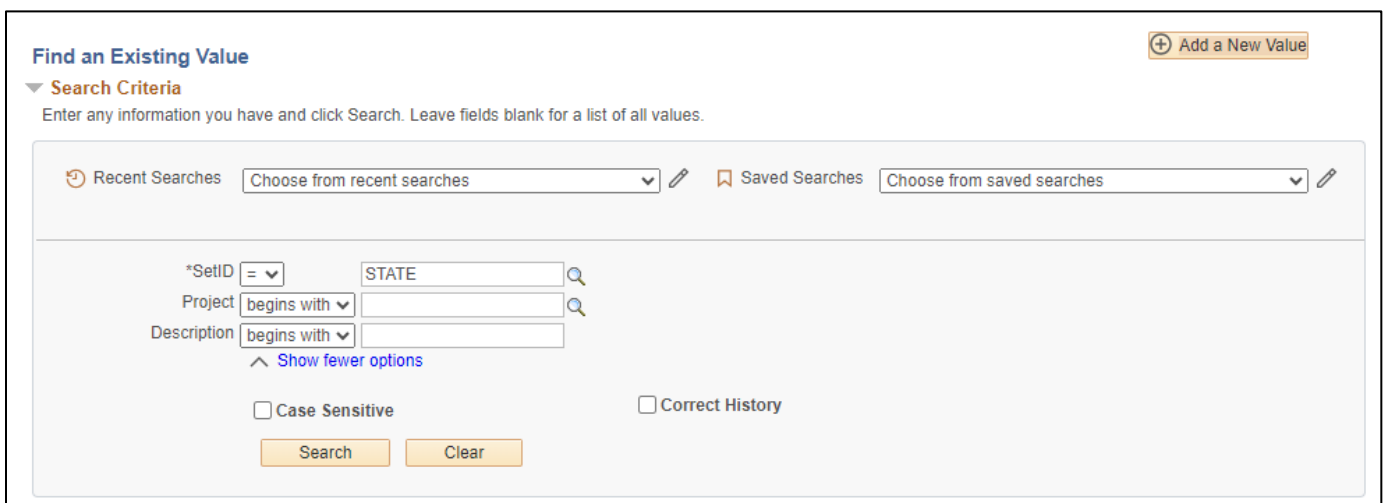
The **Chartfield Values** page displays:



The screenshot shows the 'ChartField Values' page. At the top, the title 'ChartField Values' is displayed. Below the title, there is a list of chartfield categories: Account, Fund Code, Department, Program Code, Class Field, Project, Book Code, Adjustment Type, Scenario, and Statistics Code. The 'Account' category is highlighted with a blue border.

1. Click on the **Project** link

The **Project ID** page displays:



The screenshot shows the 'Find an Existing Value' page. At the top right, there is a button labeled '+ Add a New Value'. Below the title, there is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches', both labeled 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these, there are three search criteria: '\*SetID' with a dropdown menu set to 'STATE', 'Project' with a dropdown menu set to 'begins with', and 'Description' with a dropdown menu set to 'begins with'. There is a link 'Show fewer options' below the 'Description' field. At the bottom, there are two checkboxes: 'Case Sensitive' and 'Correct History', both unchecked. There are also 'Search' and 'Clear' buttons.

2. **Set ID** - Enter a SetID = to the business unit
3. **Project ID** - Enter a Project ID or leave blank
4. **Description** - Enter a description or leave blank
5. Click **Search**

Search results display for all Project IDs connected to the BU you searched on:

▼ **Search Results**  
 Only the first 100 results of a possible 9470 can be displayed. SetID "02140"

SetID	Project	Description	
02140	0000-0001	closed per J Pellerin 03262	>
02140	0000-0002	closed per J Pellerin 032602	>
02140	0001-0103	closed per J Pellerin 032602	>
02140	0001-0104	closed per J Pellerin 032602	>
02140	0001-0105	closed per J Pellerin 032602	>
02140	0001-0109	402_01_0001_0109	>

6. Click on a **Project** link

The **Project** page displays:

Project | Description

### Project

SetID 02140  
 Project 0001-0109  
 \*Description  \*Status  [Attributes](#)  
 \*Start Date    
 \*End Date    Summary Project

Project Manager			Personalize	Find	View All	First	1-2 of 2	Last
*Effective Date	*Manager	Manager Name						
<input type="text" value="01/01/1900"/> <input type="text" value="31"/>	<input type="text" value="18599"/> <input type="text" value="Q"/>	Jarris, Mari						<input type="text" value="+"/> <input type="text" value="-"/>
<input type="text" value="07/01/2001"/> <input type="text" value="31"/>	<input type="text" value="47414"/> <input type="text" value="Q"/>	Johnson, Jeanne L						<input type="text" value="+"/> <input type="text" value="-"/>

Project Status			Personalize	Find	View All	First	1-2 of 2	Last
*Effective Date	*Project Status							
<input type="text" value="01/01/1900"/> <input type="text" value="31"/>	<input type="text" value="Open"/>							<input type="text" value="+"/> <input type="text" value="-"/>
<input type="text" value="07/01/2001"/> <input type="text" value="31"/>	<input type="text" value="Open"/>							<input type="text" value="+"/> <input type="text" value="-"/>

[Project | Description](#)

### How to View a Project ID is Complete

## How to Add a Funding Source

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Funding Sources > Funding Source

**Navigator Menu navigation:** Commitment Control > Define Control Budgets > Funding Source

The **Funding Source** page displays, lick on the **Add a New Value** tab:

**Find an Existing Value** + Add a New Value

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

Recent Searches

Search by: Funding Source begins with   
[Show more options](#)

1. **Funding Source** - Enter a value
2. Click **Add**

The **Commitment Control Funding Source** page displays:

Funding Source TRN11

\*Funding Type

\*Currency Code    Reimbursable Authority

Fed Aid  Customer SetID

CFDA Number  Customer ID

Letter of Credit ID  Reimb Agr Num

Description

Amount 0.00 Applied Amount 0.00

\*Unit Option

---

**Business Unit** Personalize | Find | View All |   First 1 of 1 Last

*Business Unit	Description		
<input type="text" value="01110"/> <input type="button" value="Q"/>	Finance & Management	<input type="button" value="+"/>	<input type="button" value="-"/>

---

**Funding Source Transaction Logs** Personalize | Find | View All |   First 1 of 1 Last

DateTime Added	User ID	Description	Amount		
01/19/2024 1:57:17.000000PM	WZIEGLER	<input type="text" value="Grant award"/>	<input type="text" value="300000.00F"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

3. **Funding Type** - Select funding type from drop-down menu
4. **Currency Code** - Select USD
5. **Fed Aid** - Enter Federal Aid agency if needed
6. **CFDA Number** - Enter CFDA Number if appropriate
7. **Description** - Enter a description of the funding source
8. **Unit Option** - Select **All Business Units** or **Specific Business Unit**  
*Note: By selecting specific business unit the funding source will only be available to the business unit that entered it.*
9. **Business Unit** - Enter BU if \*Unit Option “Specific Business Unit” is selected above.
10. **Description** - Enter description of the funding source transaction
11. **Amount** - Enter amount of the funding source transaction, there can be multiple amounts added over the course of the funding timeframe  
*Note: After these amounts are entered and saved, they impact the aggregate amount on the screen*
12. Click **Save**

**How to Add a Funding Source is Complete**



## How to Allocate a Funding Source to a Project ID

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Funding Sources > Funding Source Allocation

**Navigator Menu navigation:** Commitment Control > Define Control Budgets > Funding Source Allocation

**Prerequisite:** The Finance Department must have already established the Funding Source within the budget definitions before the allocation can be completed.

The **Funding Source Allocation** page displays, click on the **Add a New Value** tab:

The screenshot shows the 'Find an Existing Value' search interface. At the top right is a button labeled 'Add a New Value'. Below the title is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus for 'Recent Searches' and 'Saved Searches', both currently showing 'Choose from recent/saved searches'. The main search area contains three input fields: '\*Business Unit' with a dropdown arrow and the value '01110'; 'Ledger Group' with a dropdown arrow and the value 'PRMST\_EXP'; and 'ChartField Value' with a dropdown arrow set to 'begins with' and the value 'TRN11'. Below these fields is a link 'Show fewer options'. At the bottom are three buttons: 'Search', 'Clear', and 'Save Search'.

1. **Business Unit** - Enter a BU
2. **Ledger Group** - Must be **PRMST\_EXP**
3. **Project** - Enter the Project ID that will have specific funding sources available for its activity
4. Click **Add**

The **Commitment Control Funding Source Allocation** page displays:

Business Unit 01110      Ledger Group PRMST\_EXP      Project TRN11

Project Status      Start Date      End Date

Overall Amount  USD      Manager

Allocated Amount      USD       Funding Source Error

\*Allocation Method

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						Personalize	Find	View All	First	1 of 1	Last
Funding Source	*Spend Option	Spending Cap	Available Amt	% of Overall	Revenue %						
TRAV17	Budgeted	300,000.00	0.00	100.000000							

Transfer to Budget Entry      Review Fund Source Activities

5. **Allocation Method** - In this scenario, select Percentage. You can also choose to allocate by:
  - Priority: Allocate and expend against the overall funding source amount by priority
  - Percentage: Define funding source amounts a percentage of the overall spending amount for the control Chartfield or as a flat spending cap amount. The spending will be distributed to each funding source based upon the percentages
6. **Funding Source Allocation Details Grid** - Users can add rows to enter additional funding sources for a project, one row for each funding source
7. **Funding Source** - Enter the Funding Source
8. **Spend Option** - Select Spend Option. There are several methods: budgeted, recognized, and collected, The State typically uses the Budgeted method
9. **Spending Cap** - Should be equal to the amount of the funding source
10. **% of Overall** - Under the Percentage method, the user should enter the percentage of the expenditures that will be charged to each funding source. If there is only one funding the percentage is 100%
11. Click [Save](#)
12. Click the [Transfer to Budget Entry](#) link
13. See [How to Add a Budget Journal for a Project](#)

### How to Allocate a Funding Source to a Project ID is Complete

## How to Add a Budget Journal for a Project

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

**Navigator Menu navigation:** Commitment Control > Budget Journals > Enter Budget Journals

The **Enter Budget Journals** page displays:

### Enter Budget Journals

[Add a New Value](#) Find an Existing Value

\*Business Unit  🔍  
\*Journal ID   
\*Journal Date  📅

1. **Business Unit** - Enter a BU
2. **Journal ID** - Defaults to NEXT
3. **Journal Date** - Defaults to current date
4. Click [Add](#)

The **Budget Header** page displays:

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

Unit 01110      Journal ID NEXT      Date 01/19/2024

\*Ledger Group PRMST\_EXP 🔍      Fiscal Year 2024      Period 7

Control ChartField Project      \*Currency USD 🔍

Budget Header Status None      Rate Type CRRNT 🔍

\*Budget Entry Type Original ▾      Exchange Rate 1.00000000 📄

Cur Effdt 01/19/2024 📅

Budget Type Expense

Attachments (0)

**Parent Budget Options**

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type ▾

**Long Description**

How to enter Budget Journals - Long Description 📄

207 characters remaining

**Alternate Description**

📄

150 characters remaining

Save | Notify | Refresh      Add | Update/Display

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

- Ledger Group** - Must be **PRMST\_EXP**
- Budget Entry Type** - Must be **Original**
- Attachments (Hyperlink)** - \*Attachments are Optional\*
- Long Description** - Enter a long description
- Alternate Description** - Not required
- Click the **Budget Lines** tab

Budget Header | Budget Lines | Budget Errors

Unit 01110      Journal ID NEXT      Date 01/19/2024      Budget Header Status None

\*Process  Process

▼ Lines Personalize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	SpeedType	Project	Set Options	Funding Source	Currency	Amount
<input type="checkbox"/>	1	PRMST_EBD		EXCHANGE2	<span>Set Options</span>	TRAV17	USD	5.00

Lines to add  Journal Line Copy Down From Line  To  Generate Budget Period Lines

**Totals**

Total Lines 1      Total Debits 0.00      Total Credits 0.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

11. **Project** - Enter Project ID
12. **Funding Source** - Enter funding source
13. **Amount** - Enter amount of funding
14. **Process** - Verify **Post Journal** is selected
15. Click **Process**

A **Journal ID** has been assigned and the **Budget Header Status = Posted**:

Budget Header | Budget Lines | Budget Errors

Unit 01110      Journal ID 0002558819      Date 12/10/2018       Errors Only      Budget Header Status Posted      Process

\*Process

▼ Lines Personalize | Find | View All | [Print] | [Grid] | First 1 of 1 Last

Chartfields and Amounts Base Currency Details

Line	Ledger	SpeedType	Project	Set Options	Funding Source	Currency	Amount
1	PRMST_EBD		TRN121018	<span>Set Options</span>	TRN10	USD	300,000.00

From Line To Generate Budget Period Lines

**Totals**

Total Lines 1      Total Debits 0.00      Total Credits 300,000.00

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

16. Click **Save**

### How to Add a Budget Journal for a Project is Complete

## Review Budget Details for a Project

**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Review Budget Activities > Budget Details

**Navigator Menu navigation:** Commitment Control > Review Budget Activities > Budget Details

The **Budget Details** page displays:

**Find an Existing Value**

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

🕒 Recent Searches  ✎    📌 Saved Searches  ✎

\*Business Unit  🔍  
\*Ledger Group  🔍  
[^ Show fewer options](#)

1. **Business Unit** - Enter BU
2. **Ledger Group** – Enter ledger group
3. Click **Search**

Budget Inquiry Criteria

**Select Budget Detail**

Business Unit	Ledger Group	Project	Budget Period
01100	PRMST_EXP	<input type="text" value="EXCHANGE"/> 🔍	<input type="text"/> 🔍

The **Budget Detail Overview** page displays:

4. **Project** - Select the Project from the drop-down menu
5. Click **Search**

Budget Inquiry Criteria

Select Budget Detail			
Business Unit	Ledger Group	Project	Budget Period
01100	PRMST_EXP	EXCHANGE	

[Search](#)

Budget Details					Personalize   Find   View All
Business Unit	Ledger Group	Project	Budget Period	View Details	
1 01100	PRMST_EXP	EXCHANGE		<a href="#">View Details</a>	First 1 of 1 Last

[Return to Search](#) [Notify](#)

A list of options displays:

6. Click the [View Details](#) link

The **Commitment Control Budget Details** page displays:

Business Unit	Ledger Group	Project			
01100	PRMST_EXP	EXCHANGE			
<a href="#">Display Chart</a>		<a href="#">Previous</a>	<a href="#">Next</a>	<a href="#">Return to Inquiry Criteria</a>	
Ledger Amounts					
Budget:		0.00 USD			<a href="#">Attributes</a>
Expense:		1,083,853.99 USD			<a href="#">Parent / Children</a>
Encumbrance:		0.00 USD			<a href="#">Associated Budgets</a>
Pre-Encumbrance:		0.00 USD			
Associate Revenue		0.00 USD			
Available Budget					
Without Tolerance		-1,083,853.99 USD	Percent	(0%)	
With Tolerance		-1,083,853.99 USD	Percent	(0%)	
Budget Exceptions					
Exception Errors	0	Exception Warnings	0	Budget Exceptions	

[Return to Search](#) [Notify](#)

**How to Review Budget Details is Complete**

# Review Fund Source Allocations

**WorkCenter navigation:** General Ledger WorkCenter > Links Pagelet > Review Budget Activities > Review Fund Source Allocations

**Navigator Menu navigation:** Commitment Control > Review Budget Activities > Review Fund Source Allocations

The **Review Fund Source Allocations** page displays, click on the **Add a New Value** tab:

**Find an Existing Value** + Add a New Value

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

Recent Searches  Saved Searches

Search by: Inquiry Name begins with   
[Show more options](#)

1. Enter an **Inquiry Name**
2. Click **Add**

The **Review Funding Source Allocation** page displays:

**Selection Criteria**

Inquiry FUND\_SOURC View By

Funding Source   Max Rows

**Chartfield Criteria**

Unit for Chartfield and Value

Control ChartField

ChartField Value

3. **View By** - Select **Funding Source** from the drop-down menu
4. **Unit for Chartfield and Value** - Defaults as your Primary Business Unit
5. **Funding Source** - Enter a funding source or use the **Magnifying Glass** to search
6. Click **Search**



**Funding Source search results display:**

**Selection Criteria**

Inquiry FUND\_SOURC

Funding Source

View By

Max Rows

**Chartfield Criteria**

Unit for Chartfield and Value

Control ChartField

ChartField Value

Search

**Funding Source** Find | View 100    First ◀ 1 of 2164 ▶ Last

Funding Source 02140	Amount	250,000.00 USD
Funding Type Federal	Amount Not Allocated	250,000.00 USD

Unit	Ledger Group	ChartField Value	Amount	Currency	% of Overall Amount
1			0.000		0.000000
<b>Sub-Total:</b>			<b>0.000</b>		<b>0.000000</b>
<b>Total Allocated</b>			<b>0.000</b>		<b>0.000000</b>

[Review Fund Source Activities](#)

Save

Notify

Add

Update/Display

**Review Fund Source Allocations is Complete**

## Review Fund Source Activities

**WorkCenter navigation:** General Ledger WorkCenter > Links Pagelet > Review Budget Activities > Review Fund Source Activities

**Navigator Menu navigation:** Commitment Control > Review Budget Activities > Review Fund Source Activities

The **Review Fund Source Activities** page displays, click on the **Add a New Value** tab:

The screenshot shows the 'Find an Existing Value' search interface. At the top right is a button labeled '+ Add a New Value'. Below the title is a section for 'Search Criteria' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two dropdown menus: 'Recent Searches' and 'Saved Searches', both with the text 'Choose from recent searches' and 'Choose from saved searches' respectively. Below these is a search field with the text 'Search by: Inquiry Name begins with' and a text input containing 'FUND\_SOURC'. A link 'Show more options' is visible below the search field. At the bottom are 'Search' and 'Clear' buttons.

1. Enter an Inquiry Name
2. Click **Add**

The **Review Fund Source Activities** page displays:

The screenshot shows the 'Selection Criteria' search interface. It includes a search bar with 'Inquiry FUND\_SOURC' and '\*Funding Source' followed by a magnifying glass icon. Below this is a 'Chartfield Criteria' section with three input fields: 'Unit for Chartfield and Value' (containing '01100'), 'Control ChartField', and 'ChartField Value'. To the right of these fields are 'Maximum Rows' (set to '100') and 'Display Currency'. A 'Search' button is located at the bottom left.

3. **Funding Source** - Enter a Funding Source or use the Magnifying Glass to search
4. **Unit for Chartfield and Value** - Defaults as your Primary Business Unit
5. Click **Search**

**Funding Source** search results display:

**Selection Criteria**

Inquiry FUND\_SOURC \*Funding Source 02140 Funding Type Federal

**Chartfield Criteria**

Unit for Chartfield and Value 01100 Maximum Rows 100

Control ChartField Display Currency USD

ChartField Value \*\*\* No Records Found \*\*\*

Search

**Funding Source Summary**

Funding Source Amount	250,000.00	
Amount Not Allocated	250,000.00	
	<b>Budget and Revenues</b>	0.00
Expenses	0.00	
Encumbrances	0.00	
Pre-Encumbrances	0.00	
Planned	0.00	
	<b>Total Spending</b>	0.00
	<b>Remaining Spending Authority</b>	0.00

Save Add Update/Display

If you want to limit your search by Business Unit and Project ID:

**Selection Criteria**

Inquiry FUND\_SOURC \*Funding Source 02140 Funding Type Federal

**Chartfield Criteria**

Unit for Chartfield and Value 05100 Maximum Rows 100

Control ChartField Project Display Currency USD

ChartField Value 51000018 \*\*\* No Records Found \*\*\*

- Control Chartfield** - This should always be entered as **Project**
- Chartfield Value** - Enter a value or use the **Magnifying Glass** to search
- Click **Search**

The **Review Fund Source Activities** page displays with only the results you requested:

**Selection Criteria**

Inquiry FUND\_SOURC      \*Funding Source       Funding Type Federal

**Chartfield Criteria**

Unit for Chartfield and Value <input type="text" value="05100"/>	Maximum Rows <input type="text" value="100"/>
Control ChartField <input type="text" value="Project"/>	Display Currency USD
ChartField Value <input type="text" value="51000018"/>	*** No Records Found ***

**Funding Source Summary**

Funding Source Amount	250,000.00	
Amount Not Allocated	250,000.00	
	<b>Budget and Revenues</b>	0.00
Expenses	0.00	
Encumbrances	0.00	
Pre-Encumbrances	0.00	
Planned	0.00	
	<b>Total Spending</b>	0.00
	<b>Remaining Spending Authority</b>	0.00

**Review Fund Source Activities is Complete**