# 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.

**State of Vermont**

**Department of Finance & Management**

**January - 2024**

# Table of Contents

# 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.

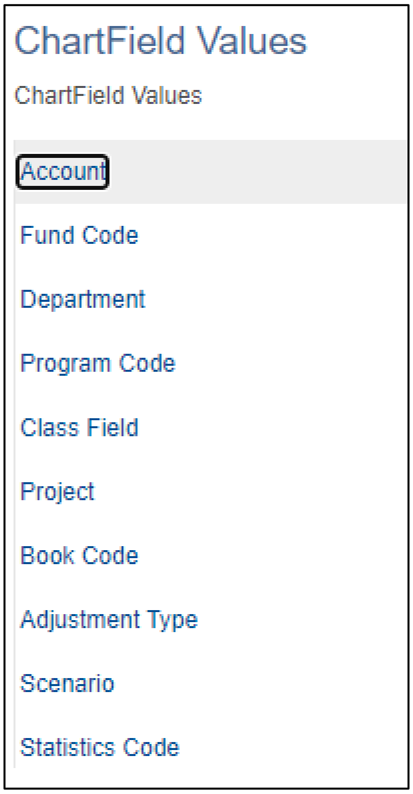
The funding source and Project ID must be set up before the funding source can be allocated to the Project ID.

# How to View a Project ID

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

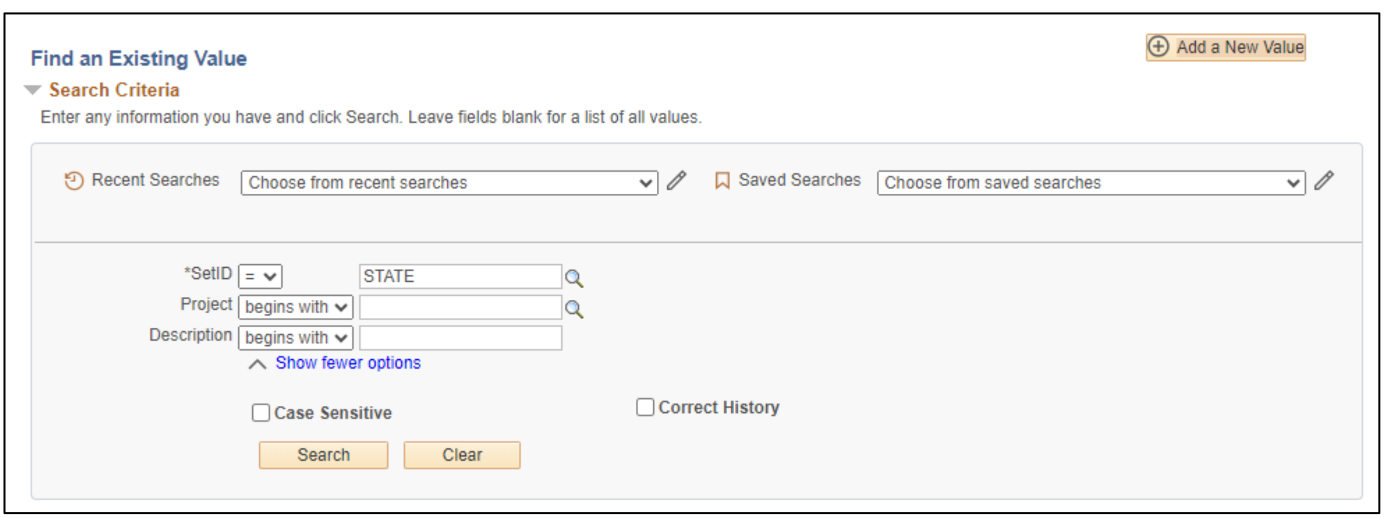
**Navigator Menu navigation:** Set Up Financials/Supply Chain > Common Definitions > Design Chartfields> Define Values > Chartfield Values

The **Chartfield Values** page displays:



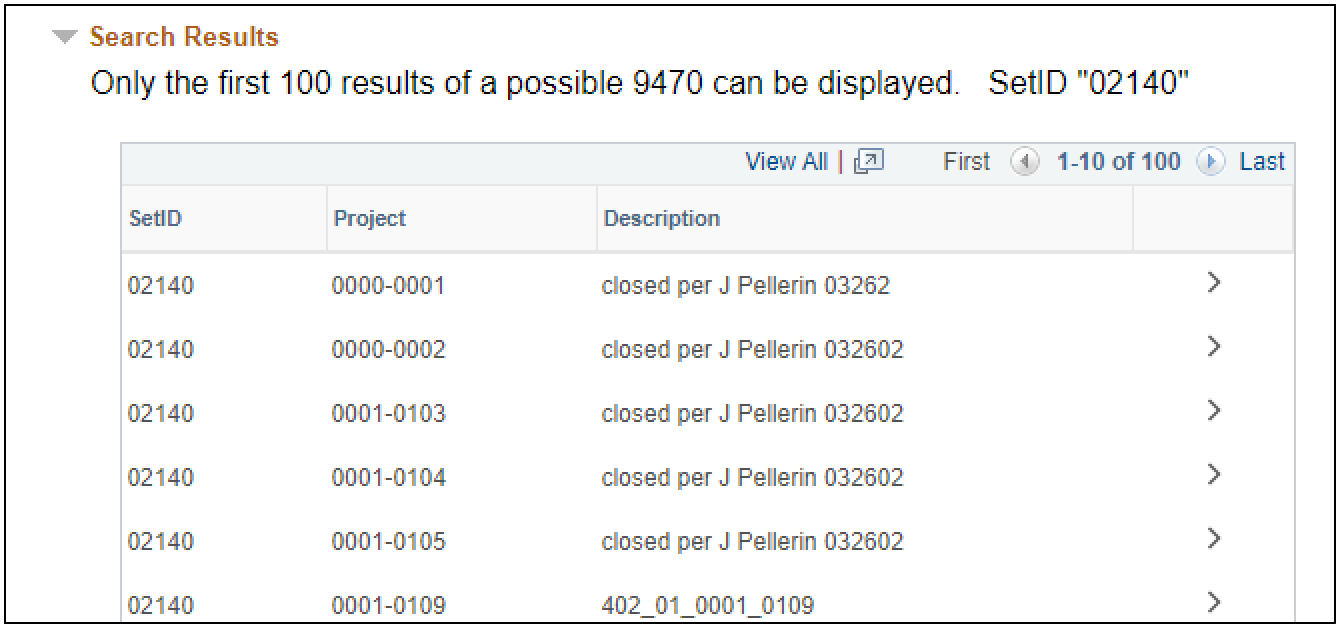

1. Click on the **Project** link

The **Project ID** page displays:



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

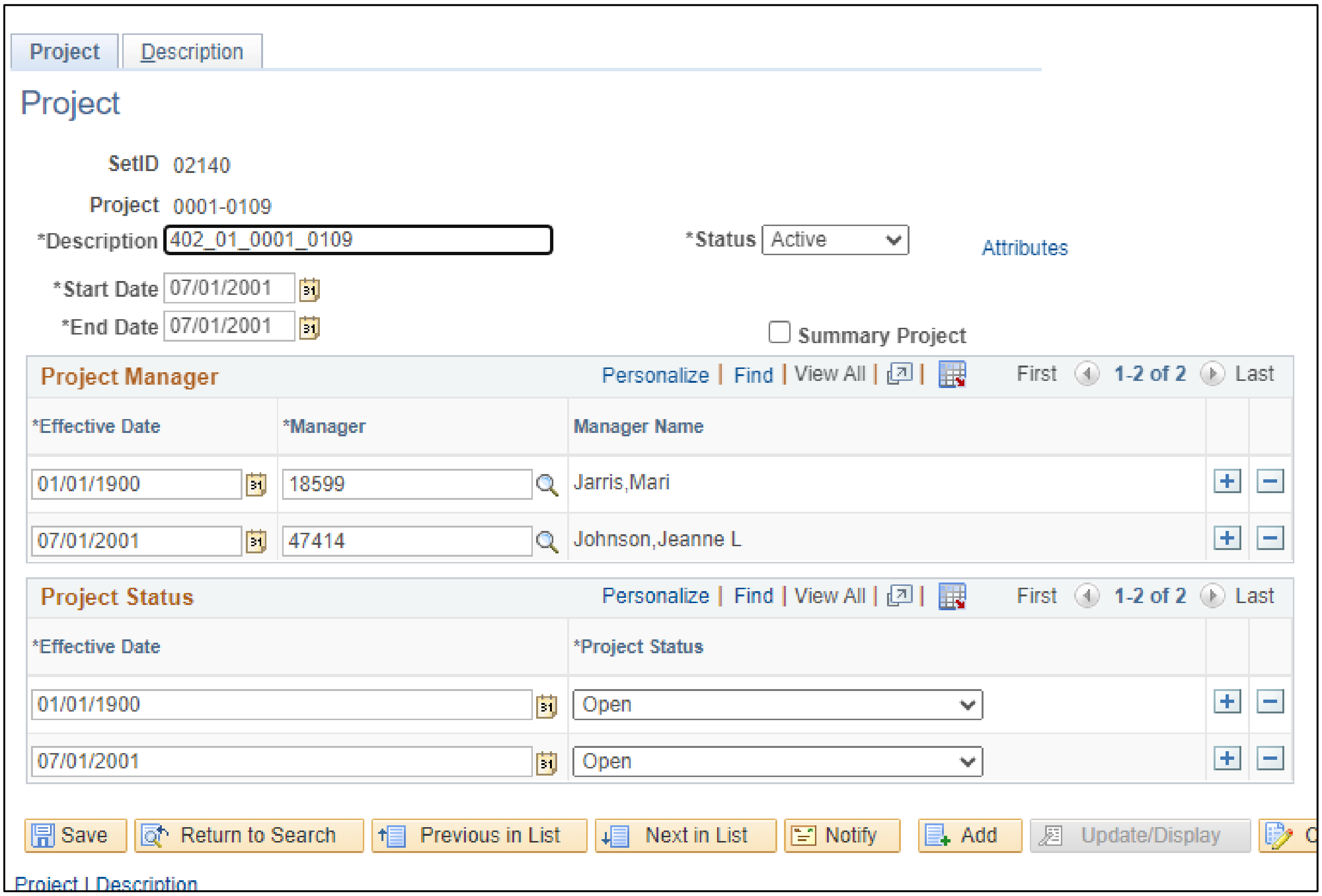
Only the first 100 results of a possible 9470 can be displayed. SetID "02140"

View All | First 1-10 of 100 Last

| 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:



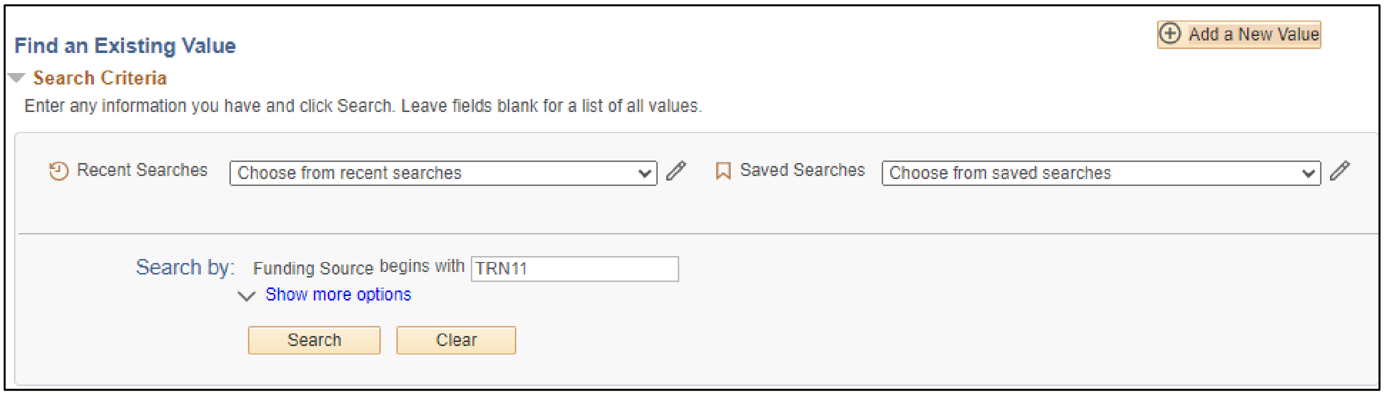

**How to View a Project ID is Complete**

# How to Add a Funding Source

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

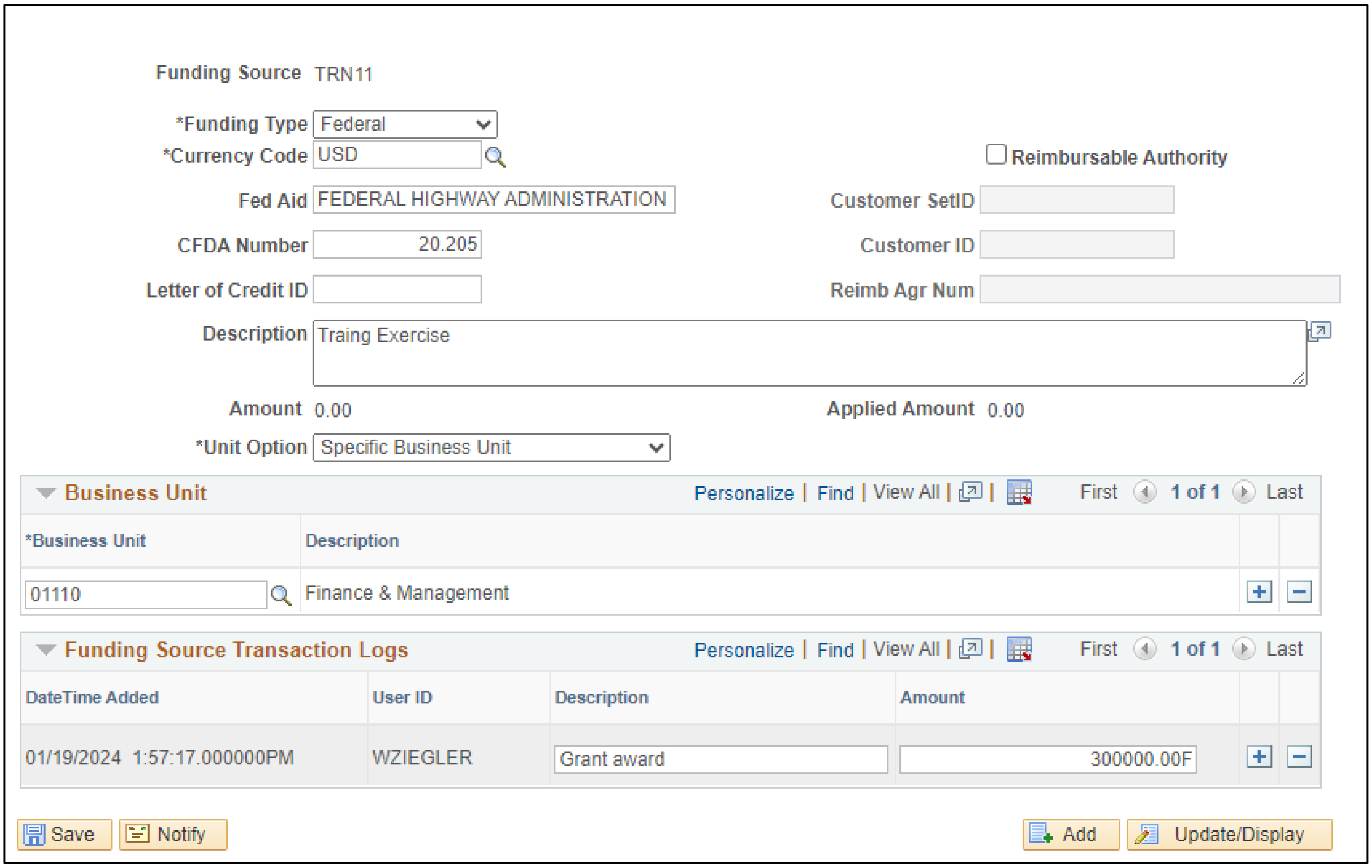
**Navigator Menu navigation:** Commitment Control > Define Control Budgets > Funding Source

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




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

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




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**

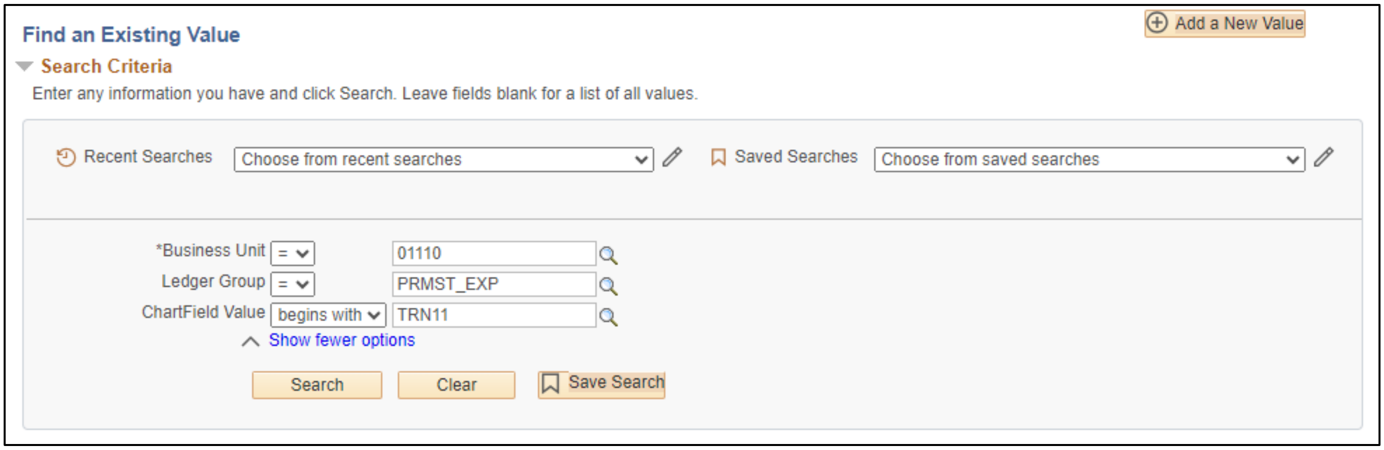
# How to Allocate a Funding Source to a Project ID

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

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

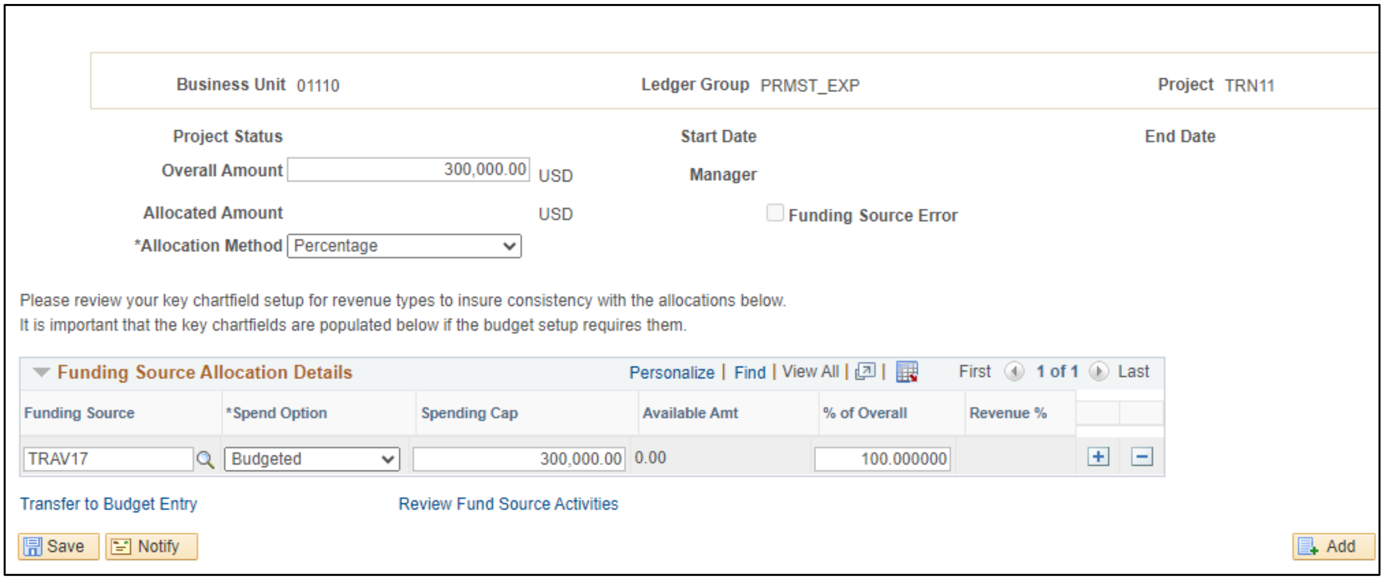
**Prerequisite:** The Finance Department must have already established the Funding Source within the budget definitions before the allocation can be completed.

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




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:




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

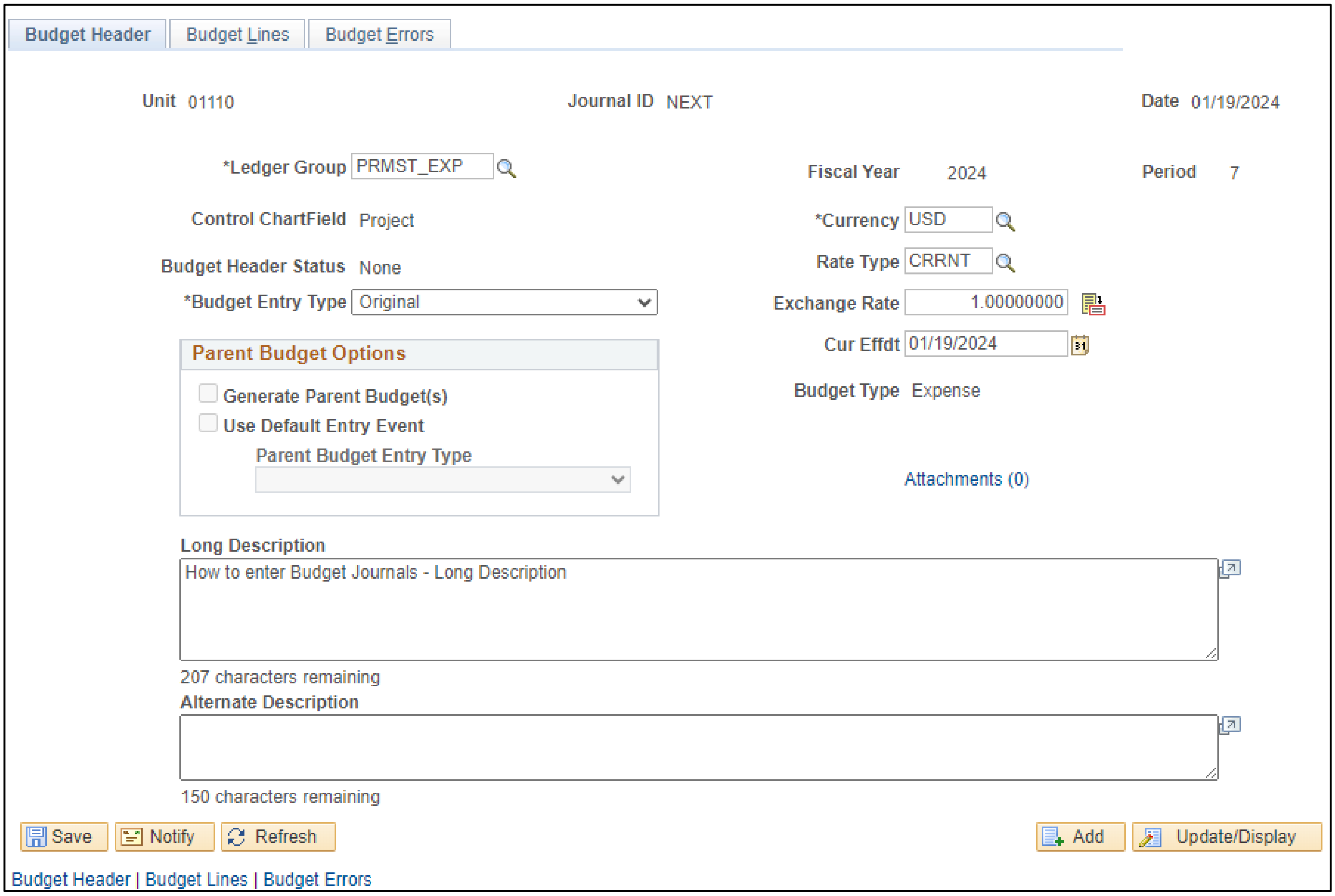
**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Budget Journals > Enter Budget Journals

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

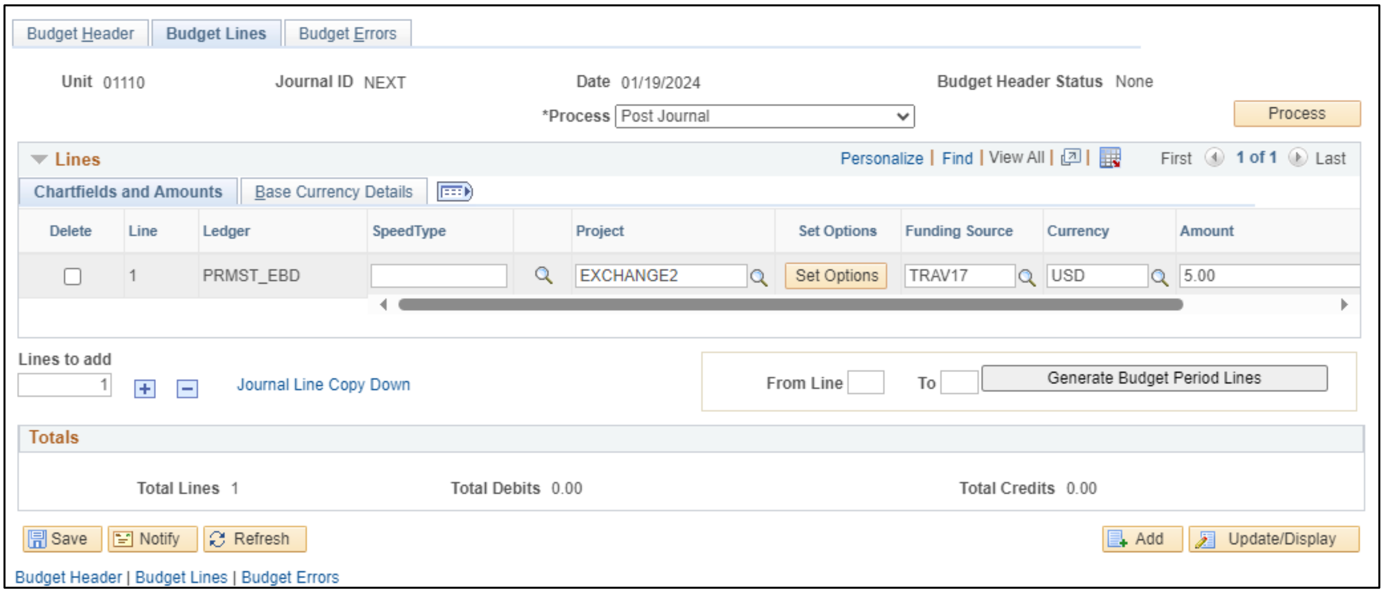
The **Enter Budget Journals** page displays:


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:

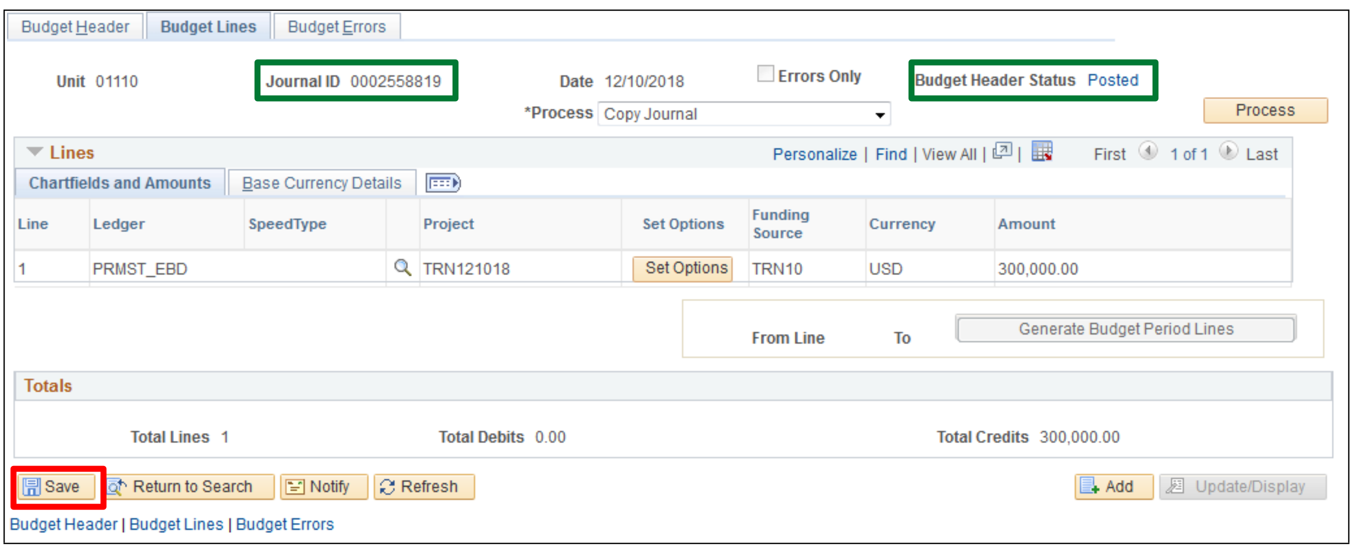



5. **Ledger Group -** Must be **PRMST_EXP**
6. **Budget Entry Type -** Must be **Original**
7. **Attachments (Hyperlink)** - *Attachments are Optional*
8. **Long Description -** Enter a long description
9. **Alternate Description -** Not required
10. Click the **Budget Lines** tab




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**:




16. Click **Save**

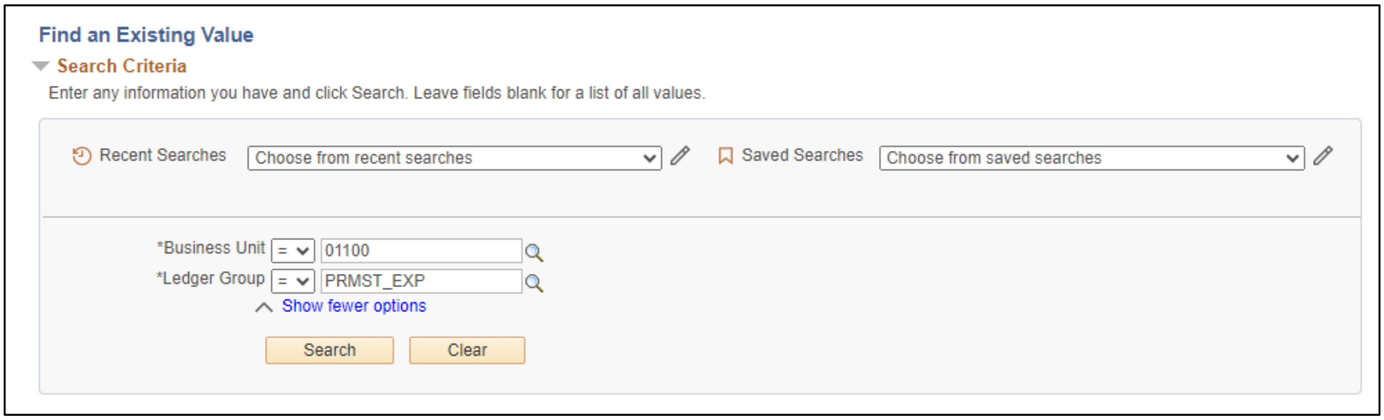
**How to Add a Budget Journal for a Project is Complete**

# Review Budget Details for a Project

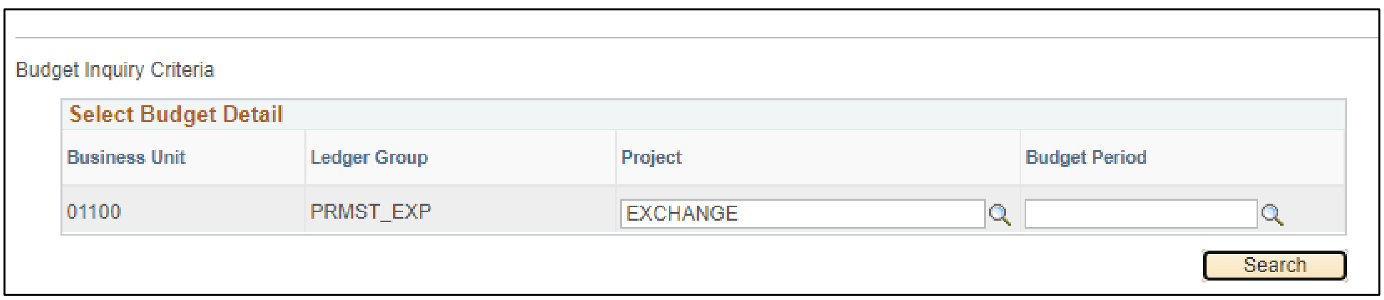
**WorkCenter navigation:** General Ledger WorkCenter > Links pagelet > Review Budget Activities > Budget Details

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

The **Budget Details** page displays:

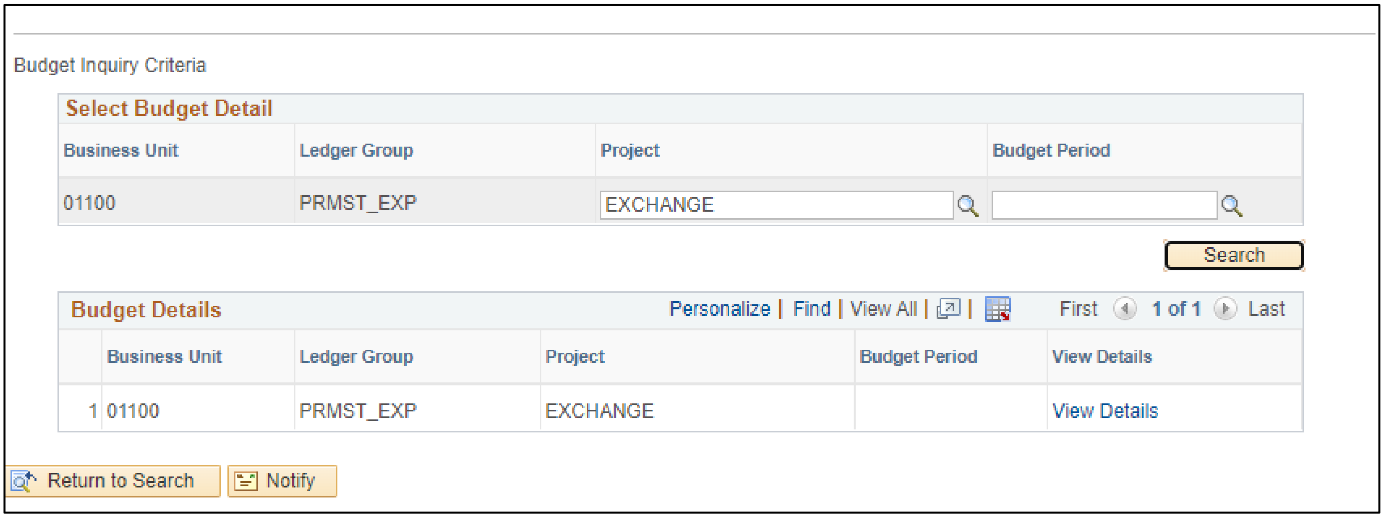



1. **Business Unit -** Enter BU
2. **Ledger Group –** Enter ledger group
3. Click **Search**




The **Budget Detail Overview** page displays:

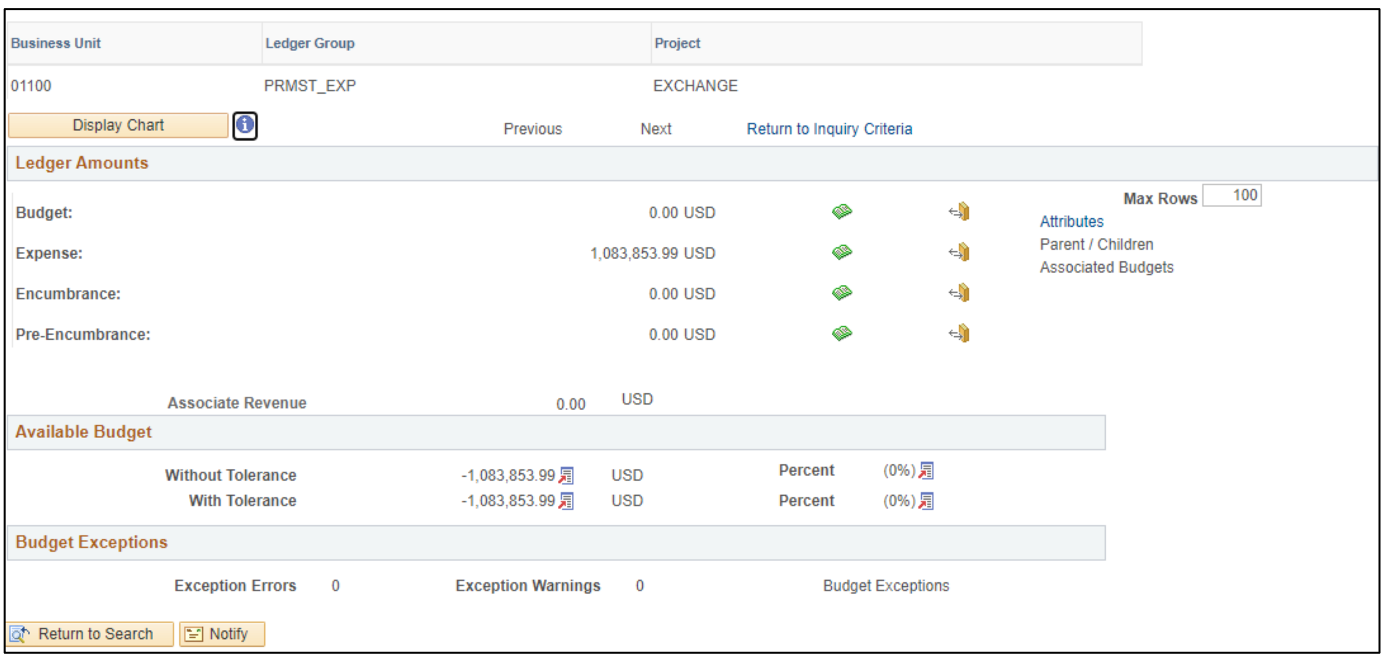
4. **Project -** Select the Project from the drop-down menu
5. Click **Search**




A list of options displays:

6. Click the **View Details** link

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



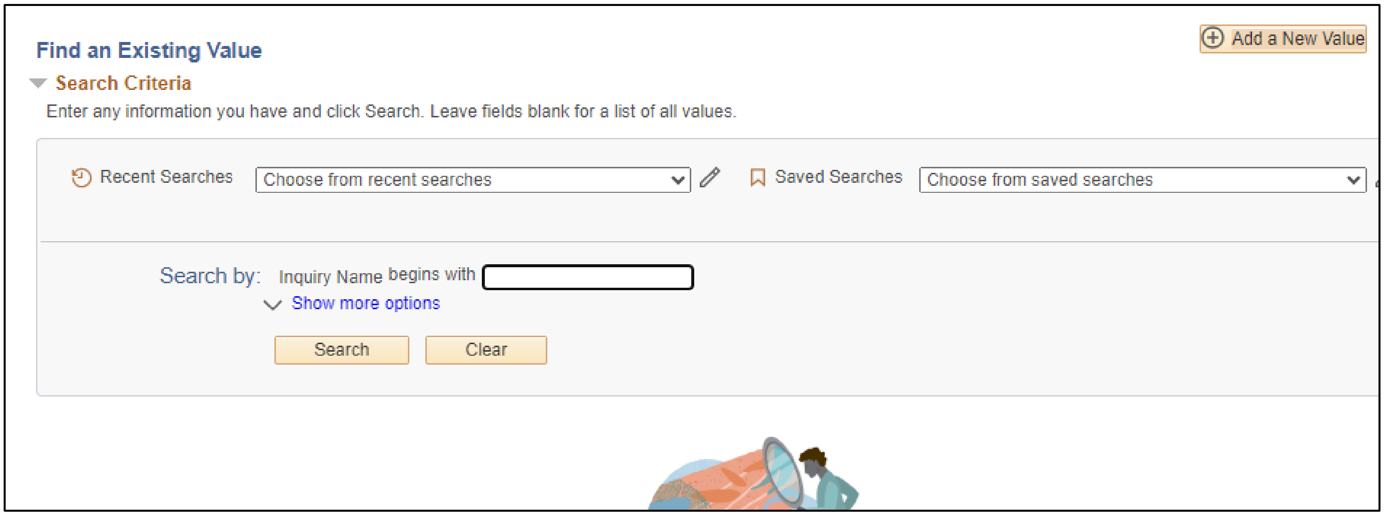

**How to Review Budget Details is Complete**

# Review Fund Source Allocations

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

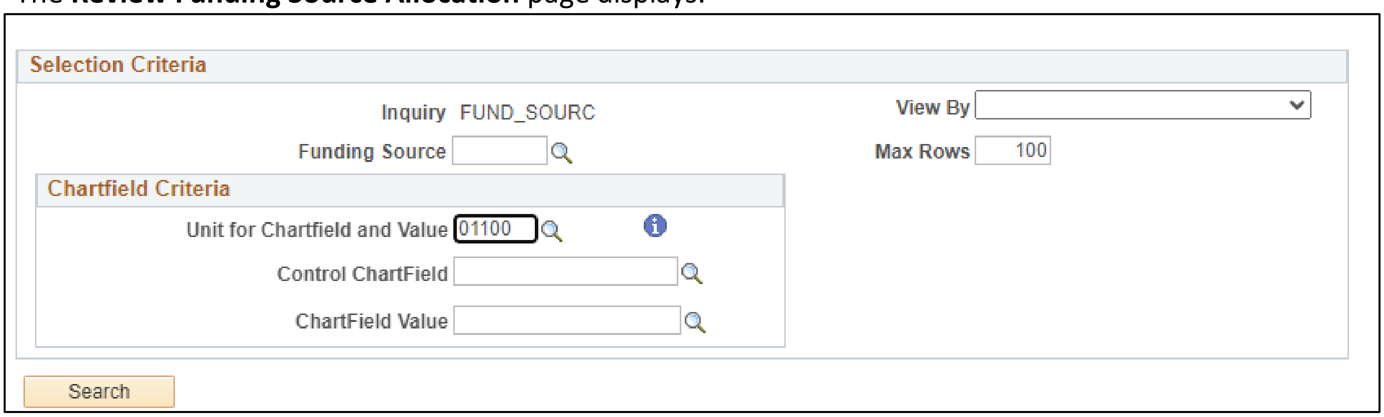
**Navigator Menu navigation:** Commitment Control > Review Budget Activities > Review Fund Source Allocations

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



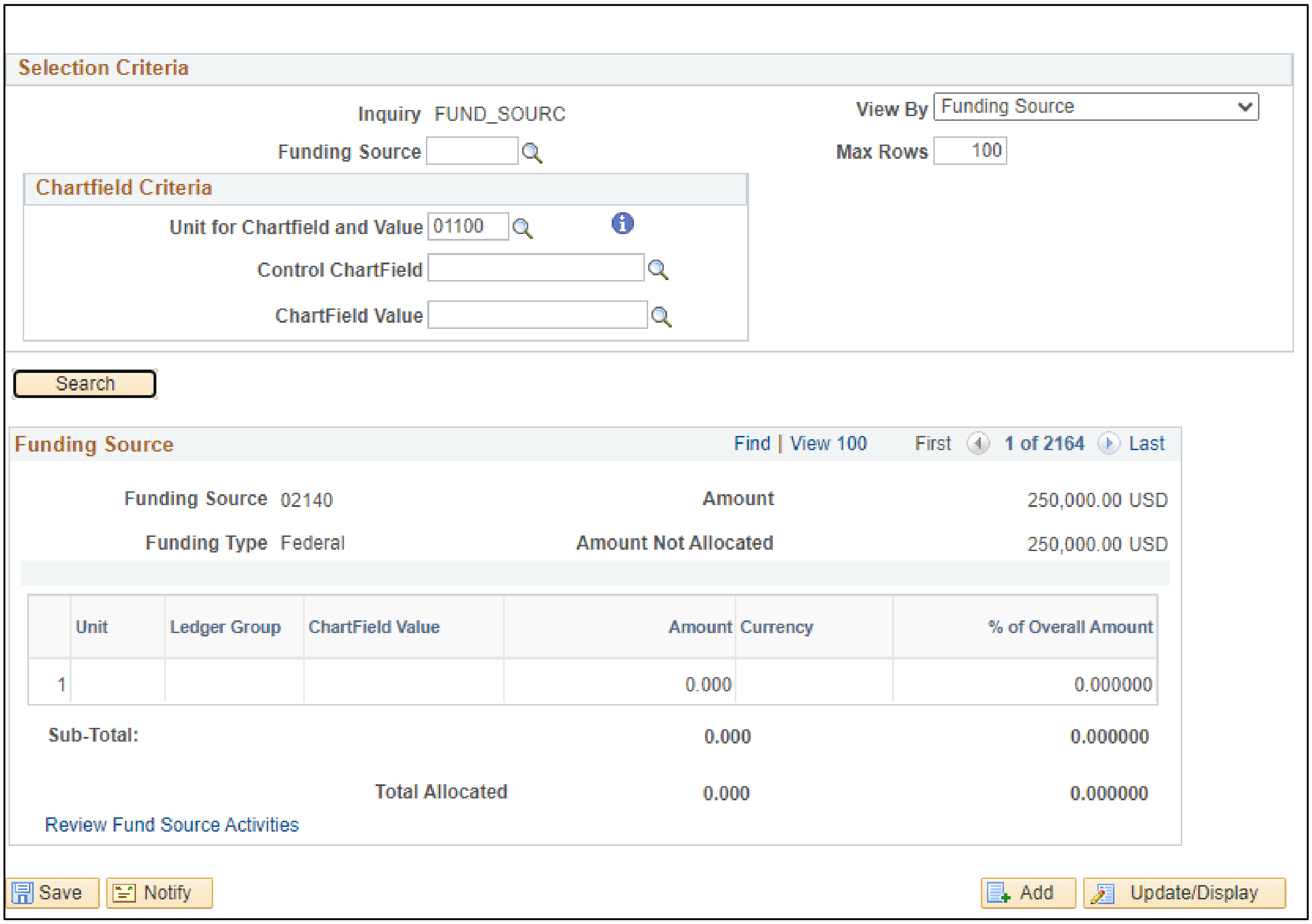

1. Enter an **Inquiry Name**
2. Click **Add**

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




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:



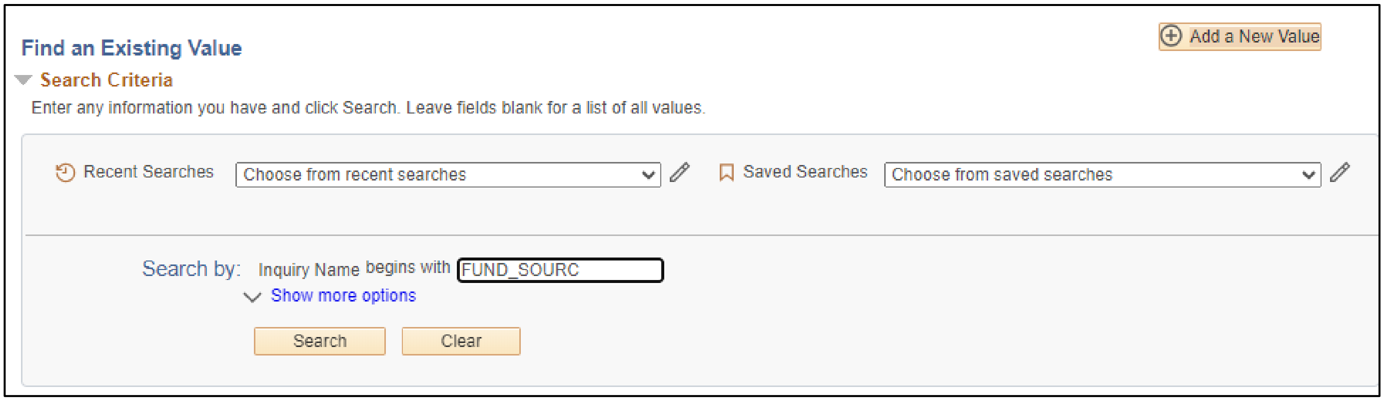

**Review Fund Source Allocations is Complete**

# Review Fund Source Activities

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

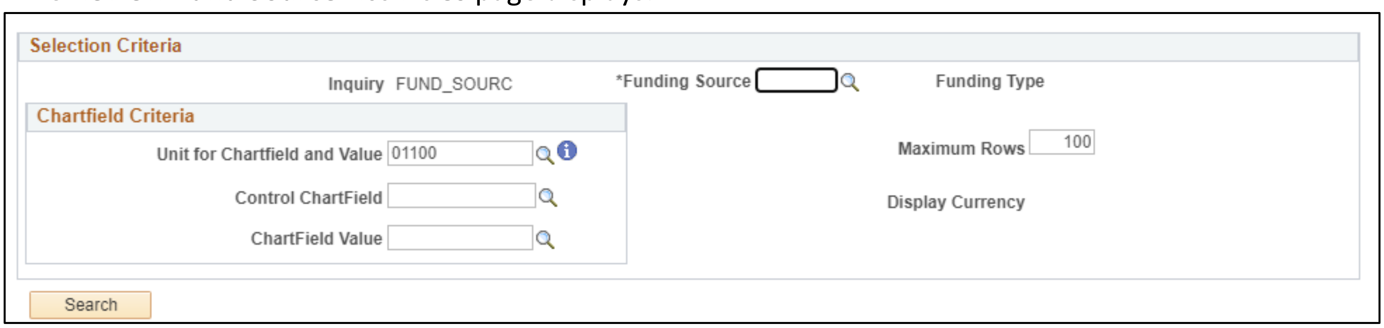
**Navigator Menu navigation:** Commitment Control > Review Budget Activities > Review Fund Source Activities

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



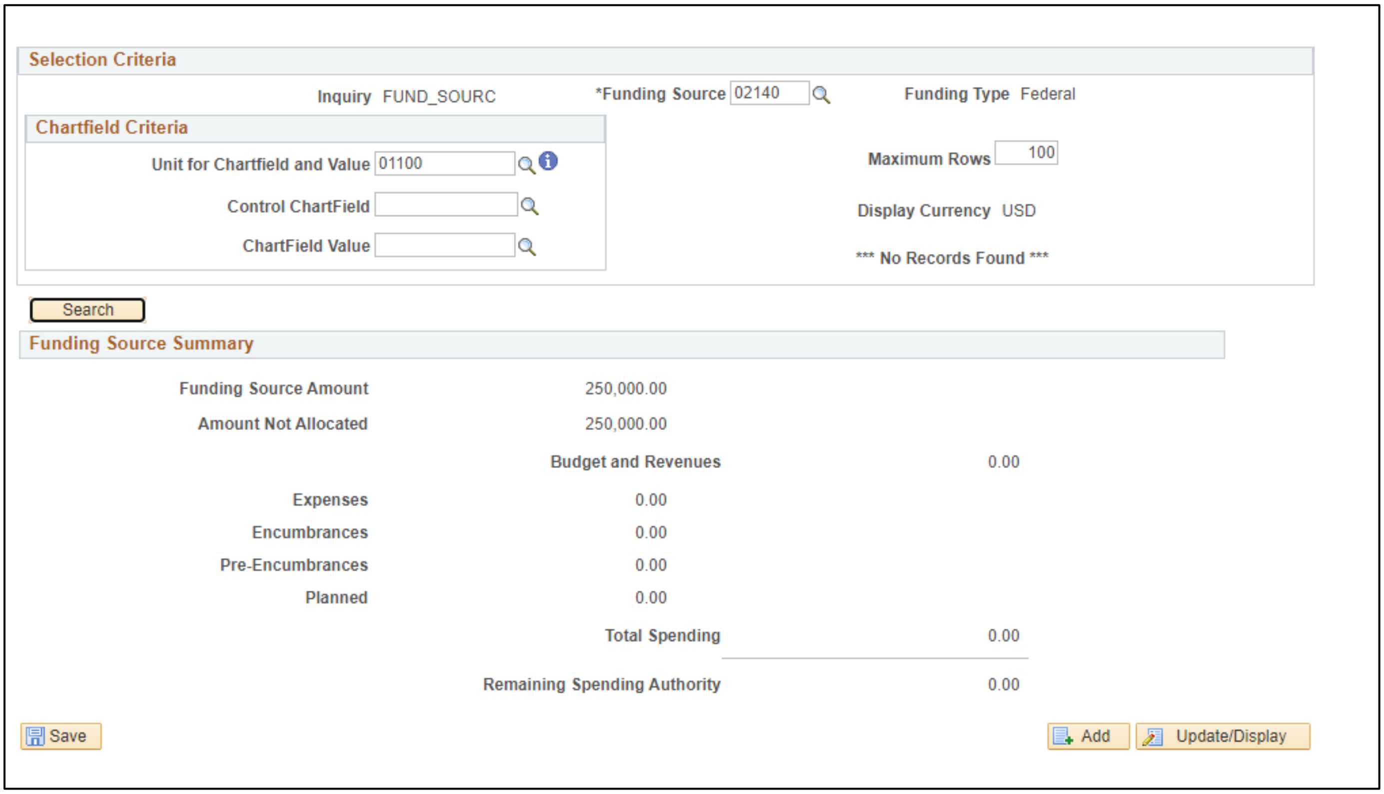

1. Enter an Inquiry Name
2. Click **Add**

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

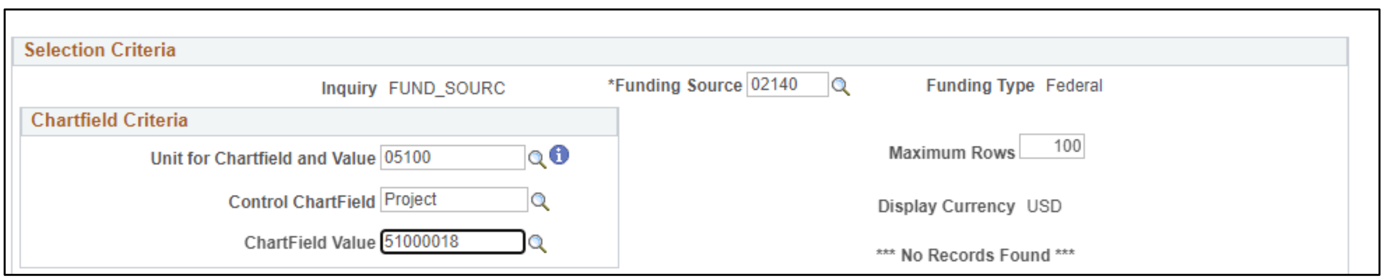



3. **Funding Source -** Enter a Funding Source or use the Magnifying Glass to search
4. **Unit for Chartfield and Value -** Defaults as your Primary Business Unit
5. Click **Search**

**Funding Source** search results display:

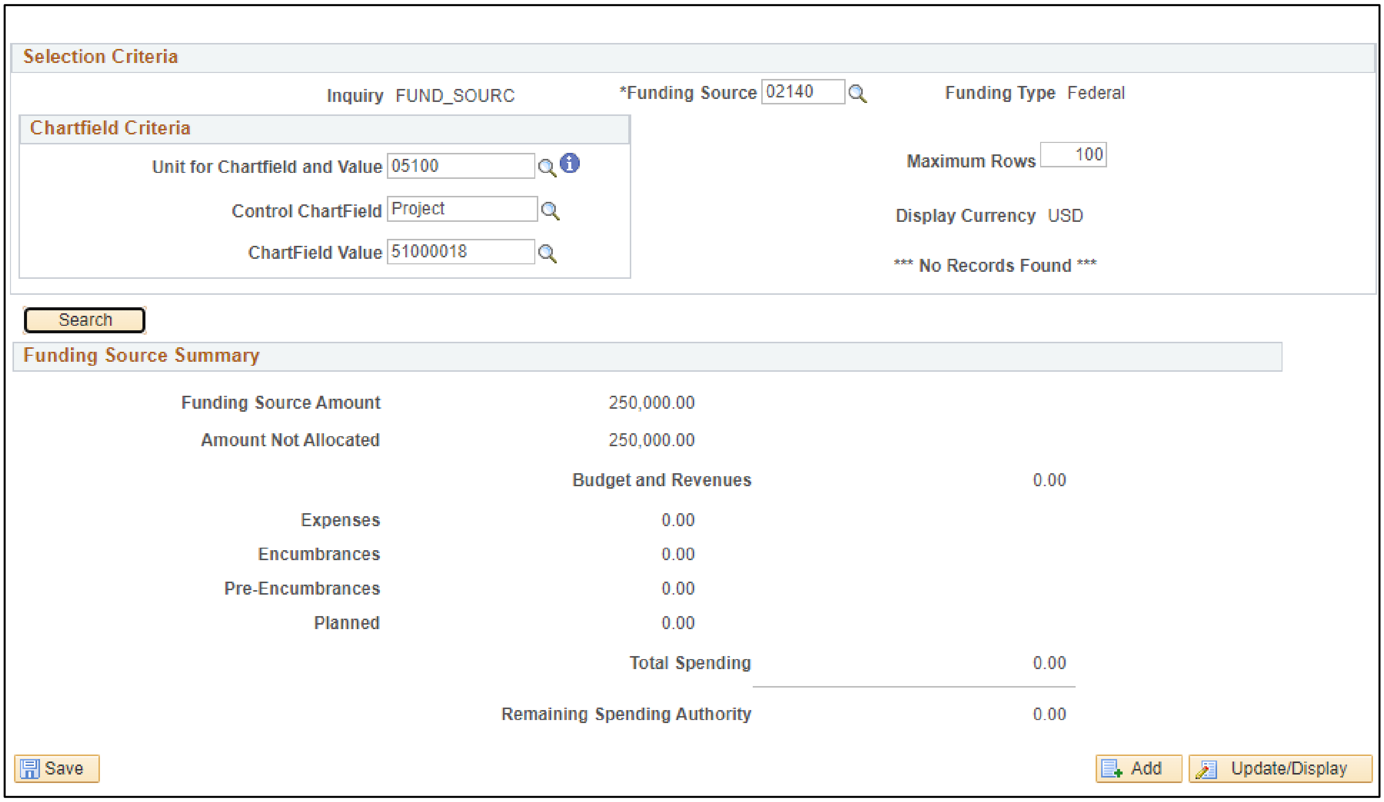



If you want to limit your search by Business Unit and Project ID:




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

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




**Review Fund Source Activities is Complete**