



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.

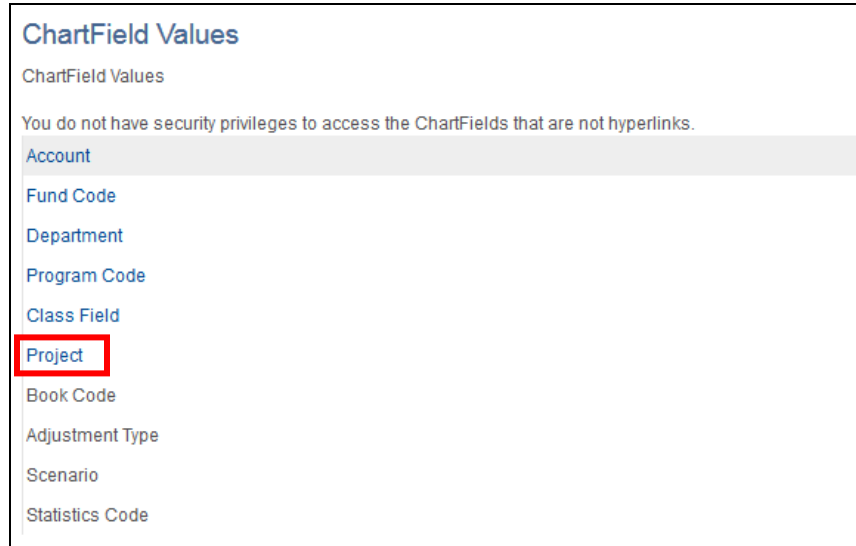
The funding source and Project ID must be set up before the funding source can be allocated to the Project ID.

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:

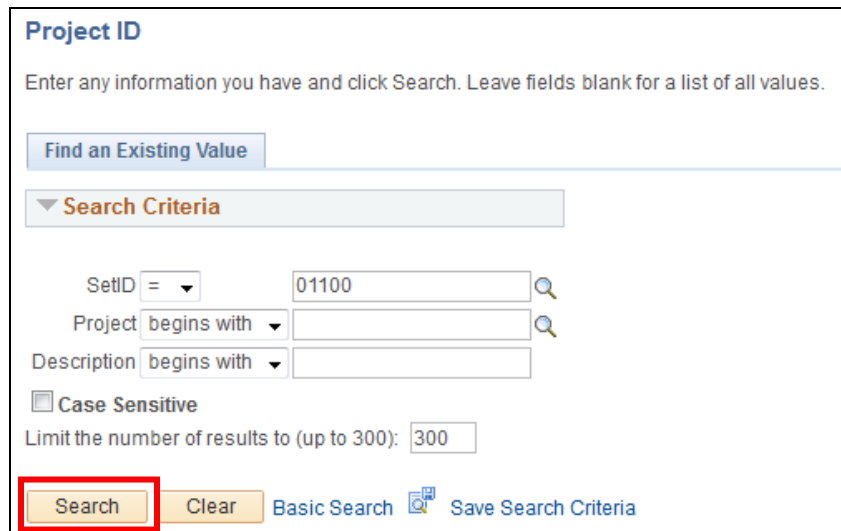


ChartField Values
ChartField Values
You do not have security privileges to access the ChartFields that are not hyperlinks.

- Account
- Fund Code
- Department
- Program Code
- Class Field
- Project**
- Book Code
- Adjustment Type
- Scenario
- Statistics Code

1. Click on the **Project** link

The **Project ID** page displays:



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

Find an Existing Value

▼ **Search Criteria**

SetID = 🔍

Project begins with 🔍

Description begins with

Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search 🔍 Save Search Criteria

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

300 of 1153 results are displayed.

View All First 1-100 of 300 Last

SetID	Project	Description
01100	51108016	CP Adult Ed Formula
01100	51109016	CP Adult Ed Salary
01100	51111016	Teacher of the Year
01100	CF40XX	Test PROJECT
01100	CF40XXZ	TEST Project
01100	EXCHANGE	Health Care Exchange
01100	FINPLAN	Financial Planning Analysis
01100	SIM GRANT	SIM GRANT MONITORING
01100	WC010553	"Shute, Raymond"
01100	WC020193	"Whitaker, Abigail"
01100	WC020770	"Hall, Frank"
01100	WC020887	"Marshall, Jeffrey"
01100	WC030163	"Rosenstreich, Judy"
01100	WC030442	"Barnowski, David"
01100	WC030706	"Heath, Jason"
01100	WC030931	Johnson, Michael
01100	WC040585	"Messeck, Myron"
01100	WC040913	"Hogaboom, Jason"
01100	WC050686	"King, Robert"
01100	WC060138	"Sylvester, Robert"
01100	WC060227	"Barrett, Christopher"
01100	WC060621	"Smith, Andrea"
01100	WC060843	"Gordon, Michael"

6. Click on a **Project** link

The **Project** page displays:

Project Description

Project

SetID 01100
 Project 51111016
 Description Teacher of the Year Status Active Attributes
 Start Date 07/01/2015
 End Date 07/01/2030 Summary Project

Project Manager			Personalize Find View All [grid] [table]	First 1-2 of 2 Last
Effective Date	Manager	Manager Name		
07/01/2015	31497	White, Rebecca M		
07/01/2015	35973	Flanagan, Katherine L		

Project Status		Personalize Find View All [grid] [table]	First 1-2 of 2 Last
Effective Date	Project Status		
07/01/2015	Open		
07/01/2015	Open		

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:



The screenshot shows a web interface titled "Funding Source". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is currently selected. Below the tabs, there is a text input field labeled "Funding Source" containing the text "TRN11". At the bottom of the form, there is an orange "Add" button.

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

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

Commitment Control Funding Source

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"/>	Finance & Management

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

DateTime Added	User ID	Description	Amount
12/10/2018 9:21:02.000000AM	EHOEFEL	<input type="text" value="Grant award"/>	<input type="text" value="300000.00"/>

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 'Funding Source Allocation' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. Below the tabs, there are three input fields: 'Business Unit' with the value '01110', 'Ledger Group' with the value 'PRMST_EXP', and 'Project' with the value 'TRN121018'. Each field has a magnifying glass icon to its right. At the bottom left of the form, there is an 'Add' button, which is highlighted with a red rectangular box.

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:

Commitment Control Funding Source Allocation

Business Unit 01110 Ledger Group PRMST_EXP Project TRN121018

Project Status Open Start Date 12/10/2018 End Date 06/30/2099

Overall Amount USD Manager 00004 McTeag,Rufus

Allocated Amount 300,000.00 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 %
TRN11	Budgeted	300,000.00	300,000.00	100.000000	<input type="text" value=""/>

[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](#)

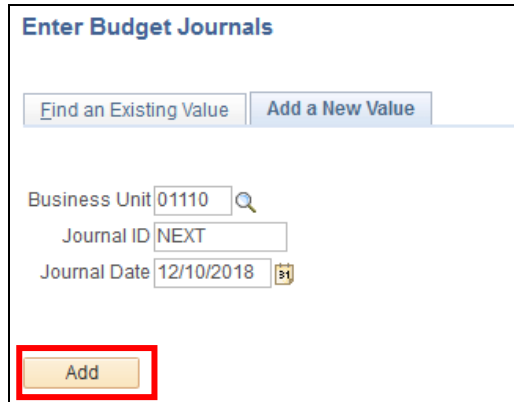
How to Allocate a Funding Source to a Project ID is Complete

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

Find an Existing Value Add a New Value

Business Unit 01110

Journal ID NEXT

Journal Date 12/10/2018

Add

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 12/10/2018

*Ledger Group PRMST_EXP

Fiscal Year 2019 Period 6

Control ChartField Project

*Currency USD

Rate Type CRRNT

*Budget Entry Type Original

Exchange Rate 1.00000000

Cur Effdt 12/10/2018

Budget Type Expense

Attachments (0)

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Long Description

Highway planning & maint TRN

226 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

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

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

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

Unit 01110 Journal ID NEXT Date 12/10/2018 Budget Header Status None

*Process Post Journal Process

▼ Lines Personalize | Find | View All | 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		TRN121018	Set Options	TRN10	USD	300000

Lines to add: 1 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 Copy Journal Process

▼ Lines Personalize | Find | View All | 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	Set Options	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**

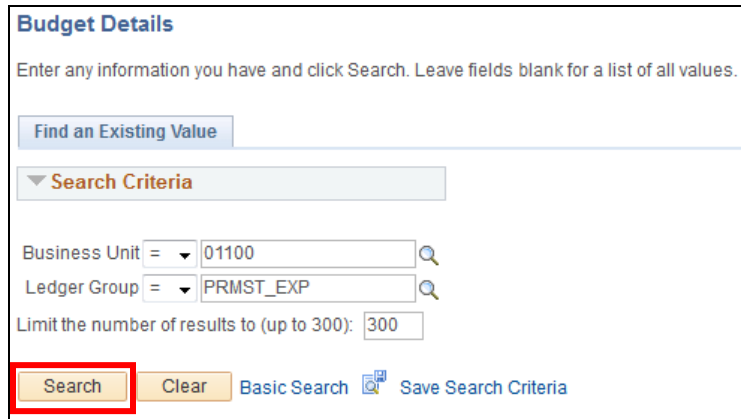
How to Add a Budget Journal for a Project is Complete

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

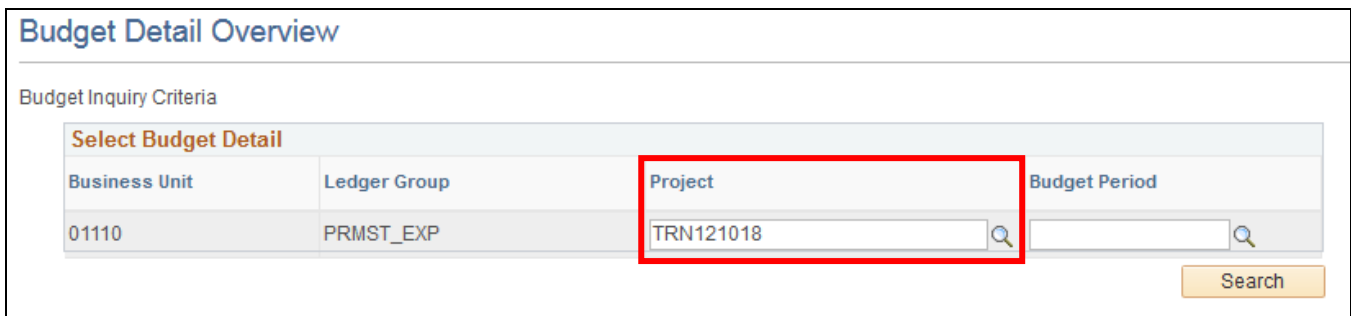
The **Budget Details** page displays:



The screenshot shows the 'Budget Details' search interface. It includes a search criteria section with dropdown menus for 'Business Unit' (set to 01100) and 'Ledger Group' (set to PRMST_EXP). A 'Search' button is highlighted with a red box. Other buttons include 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

The **Budget Detail Overview** page displays:



The screenshot shows the 'Budget Detail Overview' page. It features a table with columns for 'Business Unit', 'Ledger Group', 'Project', and 'Budget Period'. The 'Project' column contains the value 'TRN121018' and is highlighted with a red box. A 'Search' button is located at the bottom right of the table.

Business Unit	Ledger Group	Project	Budget Period
01110	PRMST_EXP	TRN121018	

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

A list of options displays:

Budget Detail Overview

Budget Inquiry Criteria

Select Budget Detail			
Business Unit	Ledger Group	Project	Budget Period
01110	PRMST_EXP	TRN121018	

[Search](#)

Budget Details				
Business Unit	Ledger Group	Project	Budget Period	View Details
1 01110	PRMST_EXP	TRN121018		View Details

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

6. Click the **View Details** link

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

Commitment Control Budget Details

Business Unit	Ledger Group	Project
01110	PRMST_EXP	TRN121018

[Display Chart](#) [Previous](#) [Next](#) [Return to Inquiry Criteria](#)

Ledger Amounts

Budget:	300,000.00 USD			Max Rows <input type="text" value="100"/>
Expense:	0.00 USD			Attributes
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	300,000.00 USD	Percent (100%)	Forecasts
With Tolerance	300,000.00 USD	Percent (100%)	

Budget Exceptions

Exception Errors	0	Exception Warnings	0	Budget Exceptions
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[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

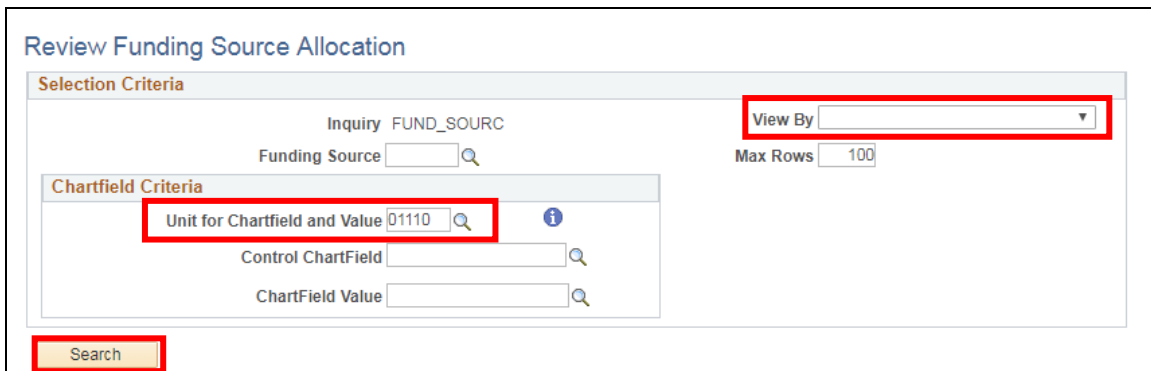
The **Review Fund Source Allocations** page displays, click on the **Add a New Value** tab:



The screenshot shows the 'Review Fund Source Allocations' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is an 'Inquiry Name' text input field, also highlighted with a red box. At the bottom of the form is an 'Add' button, highlighted with a red box.

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

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



The screenshot shows the 'Review Funding Source Allocation' page. It features a 'Selection Criteria' section with 'Inquiry' set to 'FUND_SOURC' and a 'View By' dropdown menu highlighted with a red box. Below this is a 'Chartfield Criteria' section with 'Unit for Chartfield and Value' set to '01110', highlighted with a red box. There are also input fields for 'Funding Source', 'Control ChartField', and 'ChartField Value', each with a magnifying glass icon. At the bottom left is a 'Search' button, highlighted with a red box.

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 Funding Source Allocation

Selection Criteria

Inquiry FUND_SOURC View By Funding Source

Funding Source AEL18 Max Rows 100

Chartfield Criteria

Unit for Chartfield and Value 01110

Control ChartField

ChartField Value

Search

Funding Source Find | View All First 1 of 1 Last

Funding Source AEL18 Amount 927,795.00 USD

Funding Type Federal Amount Not Allocated 0.00 USD

Unit	Ledger Group	Project	Amount	Currency	% of Overall Amount
1 05100	PRMST_EXP	51500018	85,000.00	USD	9.161507
2 05100	PRMST_EXP	51501018	702,913.95	USD	75.761774
3 05100	PRMST_EXP	51502018	66,864.12	USD	7.206777
4 05100	PRMST_EXP	51502118	13,016.93	USD	1.402996
5 05100	PRMST_EXP	51502518	60,000.00	USD	6.466946
Sub-Total: Project			927,795.00	USD	100.000000
Total Allocated			927,795.00	USD	100.000000

[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:

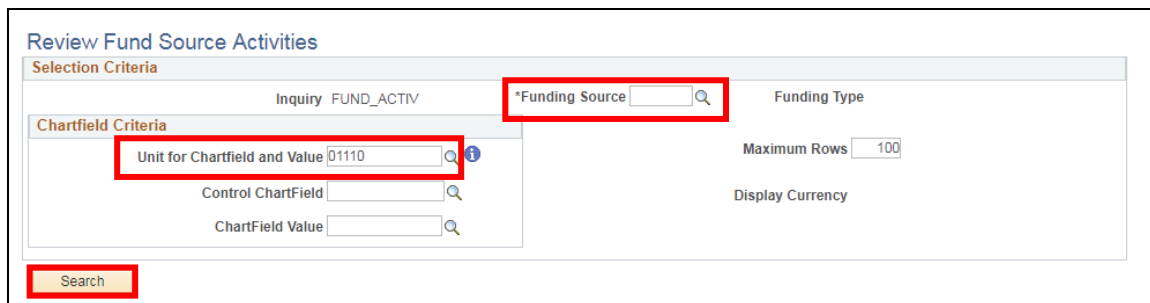


The screenshot shows the 'Review Fund Source Activities' page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box. Below the tabs is an 'Inquiry Name' input field, also highlighted with a red box. At the bottom of the form is an 'Add' button, highlighted with a red box.

3. Enter an Inquiry Name

4. Click **Add**

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



The screenshot shows the 'Review Fund Source Activities' page with the 'Selection Criteria' section expanded. The 'Inquiry' field is set to 'FUND_ACTIV'. The '*Funding Source' field is highlighted with a red box and has a magnifying glass icon. Below it, the 'Chartfield Criteria' section is expanded, and the 'Unit for Chartfield and Value' field is set to '01110' and highlighted with a red box. Other fields include 'Control ChartField', 'ChartField Value', 'Funding Type', 'Maximum Rows' (set to 100), and 'Display Currency'. A 'Search' button is highlighted with a red box at the bottom.

5. **Funding Source** - Enter a Funding Source or use the Magnifying Glass to search

6. **Unit for Chartfield and Value** - Defaults as your Primary Business Unit

7. Click **Search**

Funding Source search results display:

Review Fund Source Activities

Selection Criteria

Inquiry FUND_ACTIV *Funding Source AEL18 Funding Type Federal

Chartfield Criteria

Unit for Chartfield and Value 01110 Maximum Rows 100

Control ChartField Display Currency USD

ChartField Value

Search

Funding Source Summary

Funding Source Amount	927,795.00
Amount Not Allocated	0.00
Budget and Revenues	927,795.00
Expenses	0.00
Encumbrances	0.00
Pre-Encumbrances	0.00
Planned	0.00
Total Spending	0.00
Remaining Spending Authority	927,795.00

Funding Source Activity by Chartfield Find | View All First 1 of 1 Last

Control ChartField: Project

Sub-Total

Budget and Revenues	927,795.00	Expenses	0.00
Total Spending	0.00	Encumbrances	0.00
Remaining Spending Authority	927,795.00	Pre-Encumbrances	0.00
		Planned	0.00

Funding Source Amounts

Project	Currency	Budget and Revenue	Spending	Expense	Encumbrance	Pre-Encumbrance	Planned	Rei Au
51500018	USD	85,000.00		0.00 0.00	0.00	0.00	0.00	
51501018	USD	702,913.95		0.00 0.00	0.00	0.00	0.00	
51502018	USD	66,864.12		0.00 0.00	0.00	0.00	0.00	
51502118	USD	13,016.93		0.00 0.00	0.00	0.00	0.00	
51502518	USD	60,000.00		0.00 0.00	0.00	0.00	0.00	

Save Add Update/Display

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

Review Fund Source Activities

Selection Criteria

Inquiry FUND_ACTIV *Funding Source AEL18 Funding Type Federal

Chartfield Criteria

Unit for Chartfield and Value 05100 Maximum Rows 100

Control ChartField Project Display Currency USD

ChartField Value 51500018

Search

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

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

Review Fund Source Activities

Selection Criteria

Inquiry FUND_ACTIV *Funding Source Funding Type Federal

Chartfield Criteria

Unit for Chartfield and Value Maximum Rows

Control ChartField Display Currency USD

ChartField Value

Funding Source Summary

Funding Source Amount	927,795.00		
Amount Not Allocated	0.00		
	Budget and Revenues	85,000.00	
Expenses	0.00		
Encumbrances	0.00		
Pre-Encumbrances	0.00		
Planned	0.00		
	Total Spending	0.00	
	Remaining Spending Authority	85,000.00	

Funding Source Activity by Chartfield Find | View All First 1 of 1 Last

Control ChartField: Project

Sub-Total

Budget and Revenues	85,000.00	Expenses	0.00
Total Spending	0.00	Encumbrances	0.00
Remaining Spending Authority	85,000.00	Pre-Encumbrances	0.00
		Planned	0.00

Funding Source Amounts

Project	Currency	Budget and Revenue	Spending	Expense	Encumbrance	Pre-Encumbrance	Planned	Re Au
51500018	USD	85,000.00		0.00	0.00	0.00	0.00	

Review Fund Source Activities is Complete