

### About Project Status:

A project has two statuses: **Project Status** and **Processing Status**. The **Project Status** is updated by the user over the life of the project. The **Processing Status** automatically changes as the **Project Status** is updated. There are three values for the **Processing Status**: **Pending**, **Active**, and **Inactive**. The combination of the **Project Status** and the **Processing Status** determines whether a project value is available to be used on budget and expenditure transactions. The table below details the correlation between the **Project Status**, **Processing Status**, and **Transaction Entry**.

	Project Status	Processing Status	Transaction Entry
Upon creation of a project, the <b>Project Status</b> defaults to <b>Pending</b> .	<b>Pending</b>	<b>Pending</b>	The project value is not available for selection when entering budget or expenditure transactions, i.e, transactions cannot be entered when the <b>Project Status</b> is <b>Pending</b> .
The <b>Project Status</b> is updated to <b>Budget</b> .	<b>Budget</b>	<b>Active</b>	The project value is available to use on transactions. However, the system will only allow budget transactions to be recorded to the project when the <b>Project Status</b> is <b>Budget</b> .
In order to record actual transactions, the status of a project must be <b>Open</b> .	<b>Open</b>	<b>Active</b>	The project value is available for selection when entering budget and expenditure transactions. Any transaction can be recorded when the <b>Project Status</b> is <b>Open</b> .
To prevent charges to a project without closing the project, place it in a <b>Hold</b> status.	<b>Hold</b>	<b>Active</b>	The project value appears to be available for use on transactions. However, the system will not allow budget or expenditure transactions to be entered when the <b>Project Status</b> is <b>Hold</b> .
When a project is complete, the status of the project should be updated to <b>Closed</b> .	<b>Closed</b>	<b>Inactive</b>	The project value is not available to use on transactions. Transactions cannot be entered when the <b>Project Status</b> is <b>Closed</b> .