



PA352: Managing Projects

Instructor Led Training



Welcome

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you the (insert appropriate term, e.g., voucher processes) in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.



Introduction

Introduction

In the Cardinal Overview course, you learned that the Project Accounting functional area of Cardinal is composed of two modules:

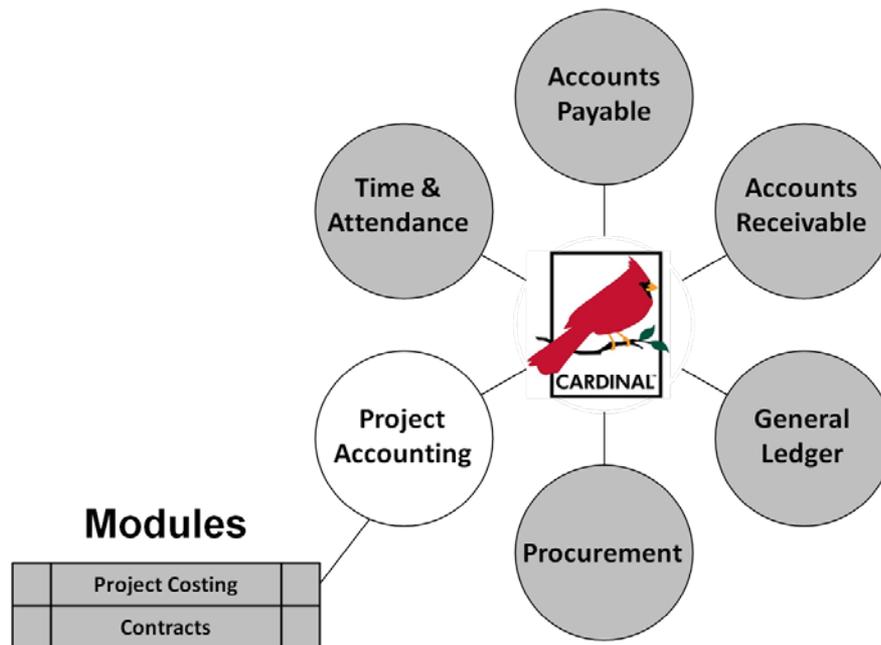
Project Costing

The Project Costing module provides a tool that identifies, controls, and tracks all financial information by project. That information can be analyzed and used to measure and manage performance over the life of the project.

Customer Contracts

The Customer Contracts module allows the creation of rules that govern the billing of individuals, localities and/or the federal government for certain portions of project related costs. The Customer Contracts module applies those rules to costs accumulated in the Project Costing module and calculates amounts to be billed.

Cardinal Functional Areas





Course Objectives

After completing this course, you will be able to:

- Describe key projects concepts
- Describe the overall managing projects process
- Enter and maintain projects and associated activities
- Enter summary projects
- Collect and process costs related to projects
- Enter and maintain projects distribution
- Create funds distributions for multi-funded projects
- Describe the key reports and online inquiries



Agenda

Today, we will cover the following topics:

- Lesson 1: Understanding Projects
- Lesson 2: Entering and Maintaining Projects
- Lesson 3: Project Costs
- Lesson 4: Projects Distribution
- Lesson 5: Projects Reports and Online Inquiries
- Lesson 6: Managing Projects Hands-On Practice



Lesson 1: Understanding Projects

In this lesson, you will learn about the following topics:

- Key Concepts
- Managing Projects Process



Key Concepts

Some key concepts in managing projects include:

- **Project Types**: There are five project types in Cardinal: Administrative, Construction, Maintenance, Research / Planning, and Capital Outlay. Each project type has a project template that identifies standard activities for that project type. A standard activity can only be associated to one project type.
- **Operational Projects (OPC)**: In Cardinal, there are no OPCs. If billing is required, a project using one of the five project templates must be created. If billing is not required, a combination of the Cost Center and Agency Use 1 (function code) may be used.
- **Route Code** (Agency Use 2 Chart in Cardinal): Route is no longer part of the project distribution but rather is recorded on a separate panel. As a result, it will not default when entering a Speedtype / Speedchart. Route Codes / Agency Use 2 chartfields should be recorded on disaster related transactions.



Key Concepts (continued)

- **Project Templates** : Project templates are used in Cardinal to associate the appropriate phases to a project. Work Breakdown Structure (WBS) associates all activities (summary and detail) available for use on a project. A summary activity represents a phase and cannot be used on expenditure transactions. Detail activities, which are used on expenditure transactions, roll up to a summary activity based on its corresponding activity type.
- **Project Processing Status**: The Project Processing Status in Cardinal controls when a project / activity combination is available for use on transactions.
- **Summary Projects**: Summary projects are used for budgeting and reporting purposes. Cardinal provides the ability to create summary projects and associate detailed projects using project trees.



Managing Projects Process

The Managing Projects process includes two sub-processes:

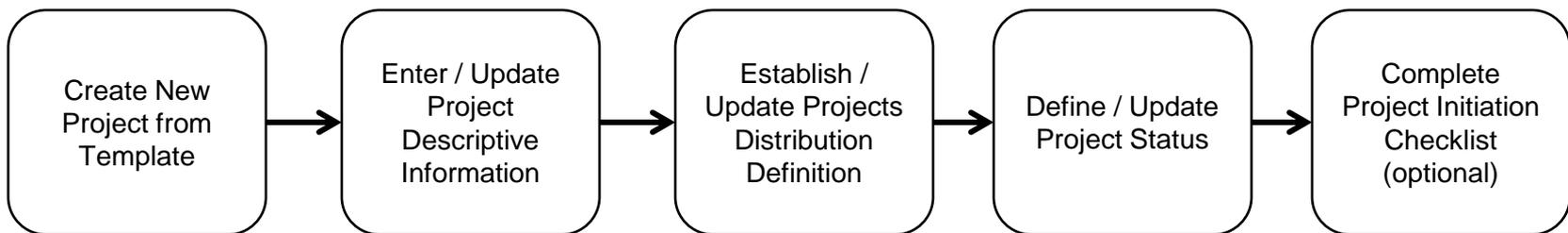
- Create and maintain projects and activities
- Create and maintain funds distribution



Create and Maintain Projects and Activities

This sub-process involves:

- Creating a new project from a template
- Entering or updating the project descriptive information
- Establishing or updating the Project Accounting distribution
- Defining or updating the project status
- Completing the project initiation checklist (optional)





Create and Maintain Funds Distribution

This sub-process involves:

- Creating project distribution
- Approving project distribution



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. What is a Project? Describe some defining characteristics of a Project.
2. What is a Project Tree? What does it do?
3. What does Project Processing Status do?
4. What is a Summary Activity?
5. How is a Summary Project used?



Lesson 1: Summary

In this lesson, you learned:

- The Project Accounting functional area is comprised of two modules: Project Costing and Customer Contracts.
- Project templates associate standard activities to a project according to the project type.
- The Managing Projects process includes two sub-processes: create and maintain projects and activities and create and maintain funds distribution.



Lesson 2: Entering and Maintaining Projects

In this lesson, you will learn about the following topics:

- Creating and Maintaining a Project
- Creating a Summary Project



Setting Up a Project

The first step in creating a project is to determine the project type. Project type is determined by the activities that are allowed on the project. Each project type has a specific set of standard activities that the project template assigns. Remember, an activity can only be used on one project type. Consideration should be given to what activities a project will need to use prior to creating a project because activities cannot be changed after the project is created.

If it is determined that the project has been created with the incorrect project type (activities), a new project will need to be created in order to obtain the correct activities. For example, project 12345 was created as a maintenance project, but users need to charge to construction activities. A request will need to be processed to create a new construction type project and project 12345 will need to be closed.



Setting Up a Project

Once the project type has been determined, a new project can be added by navigating to the project **General Information page—Add a New Value** tab.

You can navigate to this page using the following path:

Main Menu > Project Costing > Project Definitions > General Information



Setting Up a Project

Click the **Add a New Value** tab. The fields on this page include:

- **Business Unit:** This value is the PCBU and defaults for your agency (i.e., **50100** for VDOT). Do not change this value.
- **Project:** This field assigns the project ID and defaults to **NEXT**. Cardinal assigns a project ID once you create the project. Notice that the **Project** field value of **NEXT** is greyed out and cannot be changed.
- **Create:** This field defines how the project is created. You must select **Project from Template**.
- Click the **Add** button.

Favorites > Main Menu > Project Costing > Project Definitions > General Information

General Information

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

Business Unit: 50100

Project: NEXT

Create: Project from Template

Add

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



Setting Up a Project (continued)

The **Create Project From Template** page allows the user to select the project template. In the **Project Template** field, select one of the five available values, depending on the project type.

- T_CONST
- T_MAINT
- T_RANDP
- T_ADMIN
- T_CAPOL

Remember the template selected controls the activities that can be used on the project transactions.

New Start Date: The date populated in this field defaults the Project and Activity Start Dates.

Project Details to Include: These checkboxes identify the values that copy from the project template when you create the project. All boxes default to selected. Do not uncheck these values.

Click the **Create** button.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Create Project From Template

Project Business Unit: 50100 Description: VA Dept of Transportation

Project: NEXT

Project

*Project Template: T_ADMIN

*New Start Date: 06/29/2011

Project Details to Include:

- Activities
- Project Resource
- Activity Resource
- Budget Plan

Create Cancel



Setting Up a Project (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Create Project From Template

Project Business Unit: 50100 Description: VA Dept of Transportation

Project: NEXT

Project

*Project Template:

*New Start Date:

Project Details to Include:

- Activities
- Project Resource
- Activity Resource
- Budget Plan



Defining Project Information

Enter / update unique project information on the **General Information** tab.

The fields on this page include:

- **Project ID:** This field defaults to **NEXT**. Cardinal assigns an auto-generated sequential number when you save the new project.
- **Add to My Projects** button: This button allows the user to save the project as a favorite.
- **Description:** This field defaults based on the description associated to the project template, but you should update this description.

General Information

Project: 000000116 [Add to My Projects](#)

*Description: 305 Bridge Construction Program Processing Status: Pending
Project Status: [Pending](#)

*Integration: 50100 VDOT Specific
Project Type: CONST CONSTRUCTION
Percent Complete: 0.00 As Of:
Project Health: As Of:

Project Schedule

*Start Date: 06/29/2011 *End Date: 06/27/2012 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/29/11 6:37:59PM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

[Save as Template](#) [Import from Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

[Save](#) [Return to Search](#) [Refresh](#)



Defining Project Information (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000000116 Add to My Projects

*Description: 305 Bridge Construction Program Processing Status: Pending
Project Status: Pending

*Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 06/29/2011 *End Date: 06/27/2012 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/29/11 6:37:59PM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

Save as Template Import from Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)



Defining Project Information

- **Integration:** This field defaults to **50100**. Do not change this value. This field allows the project to integrate with other modules within this business unit.
- **Project Type:** This field defaults based on the project template you selected. There are five project types:
 - **Administrative**
 - **Construction**
 - **Maintenance**
 - **Research/Planning**
 - **Capital Outlay**

The system will allow you to change this value, however, the change will not impact what activities are associated to the project once the **Create** button has been selected as seen on page 20.

- **Program** checkbox: Select this checkbox only when creating a summary project.

The screenshot shows a web-based form for defining project information. The form is titled 'General Information' and includes several tabs: 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments'. The 'General Information' tab is active. The form contains the following fields and values:

- Project:** 000000116
- *Description:** 305 Bridge Construction
- *Integration:** 50100
- Project Type:** CONST
- Percent Complete:** 0.00
- Project Health:** (dropdown menu)
- *Start Date:** 06/29/2011
- *End Date:** 06/27/2012
- Description:** (text area)
- Date/Time Stamp:** 06/29/11 6:37:59PM
- User ID:** V_PA_PROJECT_MANAGER
- Long Description:** (text area)

Additional features include a 'Program' checkbox (checked), an 'Add to My Projects' button, and a 'Save as Template' button. The bottom of the form has a 'Go to:' section with links for 'My Projects', 'Project Valuation', 'Project Team', and 'Project Activities', along with 'Save', 'Return to Search', and 'Refresh' buttons.



Defining Project Information (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000000116 Add to My Projects

*Description: 305 Bridge Construction Program Processing Status: Pending

*Integration: 50100 VDOT Specific Project Status: Pending

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Project Schedule

*Start Date: 06/29/2011 *End Date: 06/27/2012 [Additional Dates](#)

Description Find | View All First 1 of 1 Last

Date/Time Stamp: 06/29/11 6:37:59PM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

Save as Template Import from Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

Save Return to Search Refresh



Defining Project Information (continued)

- **Processing Status and Project Status:** These fields default to **Pending**.
- **Percent Complete and Project Health** fields: These fields are not used in Cardinal. The **Percent Complete** field defaults to **0.00**. The **Project Health** field defaults to blank.
- **Start and End Date:** The **Start Date** field defaults from the new start date entered on the **Create Project from Template** page. The **End Date** defaults to the start date plus 1 year. You can modify these fields as appropriate for the project. Note that the Start and End date fields are for information purposes only and do not control any transactions processing.
- **Additional Dates** link: The **Additional Dates** link provides access to additional date fields that are used for informational purposes only.

The screenshot displays the 'General Information' form for a project. The project ID is 000000116. The description is '305 Bridge Construction'. The processing status is 'Pending' and the project status is 'Pending'. The percent complete is 0.00 and the project health is blank. The start date is 06/29/2011 and the end date is 06/27/2012. There is a link for 'Additional Dates'. The form also includes a 'Description' section with a 'Date/Time Stamp' and 'User ID'.



Defining Project Information (continued)

- **Description:** The second **Description** field is used to capture a more detailed description of the project. For example, **Replacement of bridge on Rte 636**. This field allows entry of up to 354 characters. The information in this field is populated on the Project Expenditure detail interface.
- **Long Description:** The **Long Description** field is available to capture additional descriptive detail for the project. This field allows entry of up to 354 characters.

Note: The start date of a project cannot be after the start date of any activity associated with the project. The end date automatically defaults to one year later, but can be updated if necessary.

The screenshot displays a web application interface for defining project information. The interface is organized into several sections:

- General Information:** This section contains fields for Project (000000116), Description (305 Bridge Construction), Integration (50100 VDOT Specific), Project Type (CONST CONSTRUCTION), Percent Complete (0.00), and Project Health. It also includes a "Program" checkbox and "Processing Status" (Pending) and "Project Status" (Pending) indicators.
- Project Schedule:** This section contains "Start Date" (06/29/2011) and "End Date" (06/27/2012) fields, both highlighted with a red border. There is also an "Additional Dates" link.
- Description:** This section contains a "Date/Time Stamp" (06/29/11 6:37:59PM) and "User ID" (V_PA_PROJECT_MANAGER). Below this are two text input fields: "Description" and "Long Description", both highlighted with a red border.
- Buttons:** At the bottom, there are buttons for "Save as Template", "Import from Template", and "Copy Project".
- Navigation:** At the bottom, there are links for "Go To: My Projects", "Project Valuation", "Project Team", and "Project Activities".
- Footer:** At the very bottom, there are buttons for "Save", "Return to Search", and "Refresh".



Project and Processing Status

A project's status can be **Pending**, **Budget**, **Open**, **Closed** or **Hold**. The project status path occurs in sequence, i.e. first **Pending**, then **Budget**, etc. That path determines which values are available to you when you update the project status. You must create a new effective dated row for each status change to maintain the history.

A project's processing status can be **Pending**, **Active**, or **Inactive**. The project status and processing status are connected. For example, when a project is created, both the project status and processing status default to **Pending**. When a project is **Closed**, its processing status is **Inactive**. As the project progresses, you can change project status accordingly, but the processing status automatically updates based on the project status.

To change the Project Status click the Project Status link. In this example, its **Pending**, however the status can also be **Active** or **Inactive**.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 000000116 [Add to My Projects](#)

*Description: 305 Bridge Construction Program

*Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Processing Status: Pending

Project Status: [Pending](#)

Project Schedule

*Start Date: 06/29/2011 *End Date: 06/27/2012 [Additional Dates](#)

Description [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Date/Time Stamp: 06/29/11 6:37:59PM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

[Save as Template](#) [Import from Template](#) [Copy Project](#)

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

[Save](#) [Return to Search](#) [Refresh](#)



General Information Page

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 000000116 Add to My Projects

*Description: 305 Bridge Construction Program

*Integration: 50100 VDOT Specific

Project Type: CONST CONSTRUCTION

Percent Complete: 0.00 As Of:

Project Health: As Of:

Processing Status: Pending
Project Status: Pending

Project Schedule

*Start Date: 06/29/2011 *End Date: 06/27/2012 [Additional Dates](#)

Description Find | View All | First | 1 of 1 | Last

Date/Time Stamp: 06/29/11 6:37:59PM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

Save as Template Import from Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)

Save Return to Search Refresh



Project and Processing Status (continued)

You should only set the project's status to **Closed** when the project is complete and all transactions are completely processed.

For more information regarding the project status effective date, see the **PA355: Project Accounting Approvals** course.

The screenshot shows a software interface for project management. At the top, there is a breadcrumb trail: Favorites > Main Menu > Project Costing > Project Definitions > General Information. Below this, the title 'Status' is displayed. The project details are: Project: 0000000709, Description: U000128V12, P102. A 'Project Status' window is open, showing the following fields: Effective Date: 01/09/1987, Sequence: 0, Status: 0 (highlighted with a red box), Priority: 0, Interest Calculation Factor: 0.0, and a Comments field. At the bottom of the window, there are buttons for Save, Return to Search, Notify, Refresh, Update/Display, and Include History.



Project Costing Definitions

All projects in Cardinal must be added to the project tree. The association of each project to the project tree facilitates the budget checking process of expenditure transactions.

The **Project Costing Definition** tab contains nine sections. The values in the following sections default from the template when the project is created.

- **System Fields**
- **Project Currency**
- **Options**
- **Enforce Teams**
- **Analysis Group Options**
- **Percent Complete**
- **Funds Distribution**
- **Profitability Analysis Groups**
- **Projects Utilities**

Note: Do not change the defaulted values.

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information | **Project Costing Definition** | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: 0000000116 Description: 305 Bridge Construction

System Fields		Project Currency		Options	
FS_08 SetID:	50100	Currency Code:	USD	<input checked="" type="checkbox"/> Standard Activities	
System Source:	PPC	Rate Type:	CRRNT	<input type="checkbox"/> Allow Interest Calculation	
		Effective Date Default:	Accounting Date		

Enforce Team		Analysis Group Options		Percent Complete	
<input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team		Cost Budget:	BUD	Calculation Method:	Manual
		Revenue Budget:	RBUD	Summary Method:	None
		Actual Cost:	PSCST	Retain History:	Weekly
		Actual Revenue:	PSREV		
		Forecast Cost:	EAC		
		Forecast Revenue:	FREV		

Funds Distribution					
<input checked="" type="checkbox"/> One Target Definition					

Profitability Analysis Groups					
Actual Margin =	Actual Revenue	PSREV	- Actual Cost	PSCST	
Forecast Margin =	Forecast Revenue	FREV	- Forecast Cost	EAC	

Save as Template | Import from Template | Copy Project

Go To: [My Projects](#) | [Project Valuation](#) | [Project Team](#) | [Project Activities](#)



Project Costing Definition Page

[Favorites](#) | [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)

General Information | **Project Costing Definition** | [Manager](#) | [Projects](#) | [Projects Distribution](#) | [User Fields](#) | [Rates](#) | [Attachments](#)

Project: 0000000116 Description: 305 Bridge Construction

System Fields		Project Currency		Options	
FS_08 SetID:	50100	Currency Code:	USD	<input checked="" type="checkbox"/> Standard Activities	
System Source:	PPC	Rate Type:	CRRNT	<input type="checkbox"/> Allow Interest Calculation	
		Effective Date Default:	Accounting Date		
Enforce Team		Analysis Group Options		Percent Complete	
<input checked="" type="radio"/> Do Not Enforce <input type="radio"/> Project Team Only <input type="radio"/> Project and Activity Team		Cost Budget:	BUD	Calculation Method:	Manual
		Revenue Budget:	RBUD	Summary Method:	None
		Actual Cost:	PSCST	Retain History:	Weekly
		Actual Revenue:	PSREV		
		Forecast Cost:	EAC		
		Forecast Revenue:	FREV		
Projects Utilities		Funds Distribution			
Project Tree...		<input checked="" type="checkbox"/> One Target Definiton			
Profitability Analysis Groups					
Actual Margin =	Actual Revenue	PSREV	- Actual Cost	PSCST	
Forecast Margin =	Forecast Revenue	FREV	- Forecast Cost	EAC	

Go To: [My Projects](#) [Project Valuation](#) [Project Team](#) [Project Activities](#)



Assigning the Project Manager

Use the **Manager** tab to add / update / view the Project Manager assigned to a project. When you create a project from a template, the value does not default and should be added.

The fields on this page include:

- **Effective Date:** This field indicates the date the Project Manager was added to the project.
- **Manager Name:** This field displays the name of the person designated as the Project Manager.
- **Project Role:** This field defines the manager's role. The field always displays a value of **PROJ MANAGER**.
- **Start and End Dates:** These fields default to the assigned project start and end dates.

To assign the Project Manager, click the **Project Team** link at the bottom of the page.

The screenshot shows a web application interface with the following elements:

- Navigation: Favorites | Main Menu > Project Costing > Project Definitions > General Information
- Tabbed Interface: General Information, Project Costing Definition, **Manager** (highlighted), Projects, Projects Distribution, User Fields, Rates, Attachments
- Project Details: Project: 000000116, Description: 305 Bridge Construction
- Project Manager Section (highlighted with a red box):
 - Effective Date: 06/29/2011
 - Manager Name:
 - Project Role: PROJ MANAGER
 - Start Date: 06/29/2011
 - End Date: 06/27/2012
- Buttons: Save as Template, Import from Template, Copy Project
- Bottom Navigation: Go To: My Projects, Project Valuation, **Project Team** (highlighted), Project Activities, More
- Footer: Save, Return to Search, Refresh



Assigning the Project Manager (continued)

Favorites Main Menu > Project Costing > Project Definitions > General Information

General Information Project Costing Definition **Manager** Projects Projects Distribution User Fields Rates Attachments

Project: 0000000116 Description: 305 Bridge Construction

Project Manager Find | View All First 1 of 1 Last

Effective Date:	06/29/2011
Manager Name:	
Project Role:	PROJ MANAGER
Start Date:	06/29/2011
End Date:	06/27/2012

Save as Template Import from Template Copy Project

Go To: [My Projects](#) [Project Valuation](#) **[Project Team](#)** [Project Activities](#) More

Save Return to Search Refresh



Assigning the Project Manager (continued)

The **Team** page includes three sections:

- **Project Team Members**
- **Add Members Using Job Code**
- **Remove Members Using Job Code**

The **Add Members Using Job Code** and **Remove Members Using Job Code** sections on this page are not used in Cardinal.

Click the **Add Team Member** button add a team member.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Team | Team Detail

Project: 0000106708 Description: Construction
Start Date: 01/26/2015 End Date: 01/26/2015 Processing Status: Active

Project Team Members							Customize	Find	View All	First	1 of 1	Last
EmpID	Name	Project Role	Project Manager	Email Notify	Start Date	End Date						
Team Member			<input type="checkbox"/>	<input checked="" type="checkbox"/>							+	-

Add Members Using Job Code

Job Code [] Default Project Role [] Add Team Members

Remove Members Using Job Code

Job Code [] Remove Team Members

Add Team Member Save as Template Import from Template

Go To: [Team Rates](#)

[Return to General Information](#)

Save Return to Search Refresh



Assigning the Project Manager (continued)

Favorites Main Menu > Project Costing > Project Definitions > General Information

Team Team Detail

Project: 0000106708 Description: Construction
Start Date: 01/26/2015 End Date: 01/26/2015 Processing Status: Active

Project Team Members Customize | Find | View All | First 1 of 1 Last

EmplID	Name	Project Role	Project Manager	Email Notify	Start Date	End Date		
Team Member			<input type="checkbox"/>	<input checked="" type="checkbox"/>			<input type="button" value="+"/>	<input type="button" value="-"/>

Add Members Using Job Code

Job Code Default Project Role

Remove Members Using Job Code

Job Code

Go To: [Team Rates](#)

[Return to General Information](#)



Assigning the Project Manager (continued)

The **Team Detail** page displays. Enter the following:

- **Employee ID:** Enter the employee ID for the person who will be assigned as the Project Manager for the project.

The lookup button can be used if you do not know the person's employee ID.

- **Email ID:** This field is not used in Cardinal.
- **Email Notify for Status Change** checkbox: This field should be unchecked.
- **Project Role:** Enter **PROJ MANAGER**
- **Project Manager** checkbox: should be selected
- **Start Date** and **End Date:** These fields default based on the Project start and end dates and should not be changed.
- Click the **Save** button at the bottom of the page.

The screenshot shows the 'Team Detail' page for a project. The breadcrumb trail is 'Favorites | Main Menu > Project Costing > Project Definitions > General Information'. The page has two tabs: 'Team' and 'Team Detail'. The 'Team Member' section shows project details: Project: 000000204, Description: R000029249, Start Date: 04/20/1987, End Date: 09/15/2000, Processing Status: Active. Below this, there are input fields for '*Employee ID:' (containing '00000073500') and 'Email ID:'. To the right, the 'Name:' is 'MOORE, DEBORAH A.' and there is an unchecked checkbox for 'Email Notify for Status Change'. A 'Description' text area is below. The 'Availability dates' section contains a table with columns: Schedule, *Project Role, Project Manager, *Start Date, *End Date. The first row has '1' in the Schedule column, 'PROJ MANAGER' in the *Project Role column, a checked checkbox in the Project Manager column, '04/20/1987' in the *Start Date column, and '09/15/2000' in the *End Date column. Below this is an 'Activity Team' section with a table for Activity, Description, Start Date, and End Date. At the bottom, there is an 'Add Member to Activity Team' button, a 'Return to Project Team Summary' link, and a 'Save' button highlighted in red, along with other navigation buttons like 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'.



Assigning the Project Manager (continued)

Favorites Main Menu > Project Costing > Project Definitions > General Information

Team Team Detail

Team Member Find | View All First 2 of 2 Last

Project: 0000000204 Description: R000029249
Start Date: 04/20/1987 End Date: 09/15/2000 Processing Status: Active

*Employee ID: 00000073500 Name: MOORE, DEBORAH A
Email ID: Email Notify for Status Change

Description

Availability dates Customize | Find | View All First 1 of 1 Last

Schedule	*Project Role	Project Manager	*Start Date	*End Date
1	PROJ MANAGER	<input checked="" type="checkbox"/>	04/20/1987	09/15/2000

Activity Team Customize | Find | View All First 1 of 1 Last

Activity	Description	Start Date	End Date

Add Member to Activity Team

[Return to Project Team Summary](#)

Save Return to Search Previous in List Next in List Refresh



Defining Project Information

Use the **Projects** tab to provide additional project details. The fields on this tab do not default from the project template selected, so you must update the appropriate fields for the project you are creating.

The **Projects** tab is divided into six sections:

- **Project Information**
- **Project Reporting Categories**
- **Project Route**
- **Budget Information**
- **Grant Information**

The screenshot displays the 'Projects' tab within a software application. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Project Costing > Project Definitions > General Information'. The 'Projects' tab is selected among other tabs: 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments'. The main content area shows the following sections:

- Business Unit:** 50100, **Project:** 0000000120, **Construction:** 2034578, **Project Type:** CONST CONSTRUCTION
- Project Information:** External Project Number (text box), Responsible Dept (text box with value '10000'), Disaster Number (text box), Disaster Indicator (checkbox), Property Damage Indicator (checkbox).
- Project Reporting Categories:** Reporting Category (text box with value 'AIRP'), Airport Access (text box).
- Project Route:** Route (text box with value '07727').
- Budget Information:** Overall Project Budget (Project Amount: 500,000.00), Project Budget (Phase: 9101, Amount: 100,000.00).
- Grant Information:** Grant ID Prefix (text box), Sub-Grant Number (text box), Fed Catalog Number (text box), Grant Amount (text box), Grantor (text box), Progress Report Status (text box), Progress Report Date (text box with calendar icon), Obligation Date (text box with calendar icon), Obligation Deadline (text box with calendar icon), Grant In/Outbound Indicator (checkbox), Sub-Grant Indicator (checkbox), Grantor Grant ID (text box), Fed Declaration Number (text box), Grantee (text box).



Projects Page

Navigation: Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | **Projects** | Projects Distribution | User Fields | Rates | Attachments

Business Unit: 50100 | Project: 0000000120 | Construction, 2034578 | Project Type: CONST CONSTRUCTION

Project Information

External Project Number: | Responsible Dept: 10000

Disaster Number:

Disaster Indicator | Property Damage Indicator

Project Reporting Categories End | View All | First | 1 of 1 | Last

Reporting Category: AIRP | Airport Access

Project Route End | View All | First | 1 of 1 | Last

Route: 07727

Budget Information

Overall Project Budget

Project Amount: 500,000.00

Project Budget End | View All | First | 1 of 3 | Last

Phase: 9101 | Amount: 100,000.00

Grant Information

Grant ID Prefix: | Progress Report Status: | Grant In/Outbound Indicator

Sub-Grant Number: | Progress Report Date: | Sub-Grant Indicator

Fed Catalog Number: | Obligation Date: | Grantor Grant ID:

Grant Amount: | Obligation Deadline: | Fed Declaration Number:

Grantor: | Grantee:



Project Information Section

The **Project Information** section allows you to capture the following identifying information:

- **External Project Number:** This field is the project's number in an external system (i.e., SiteManager).
- **Responsible Dept:** This field identifies the Division/District responsible for the management of the project and is used as part of the criteria on various reports. This should be the same as at least one **Department ID** recorded on the Projects distribution tab.
- **Disaster Number:** This field captures an externally generated disaster number that associates all projects related to that disaster. If this field is populated, you must also select the **Disaster Indicator** checkbox.
- **Disaster Indicator:** This field facilitates disaster reporting. If this indicator is selected, you must enter a disaster number in the **Disaster Number** field.
- **Property Damage Indicator:** This field indicates that the project is related to property damage and facilitates reporting.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | **Projects** | Projects Distribution | User Fields | Rates | Attachments

Business Unit: 50100 Project: 0000106708 Construction Project Type:

Project Information

External Project Number Responsible Dept 🔍

Disaster Number

Disaster Indicator Property Damage Indicator



Project Reporting Categories and Project Route Sections

The **Project Reporting Categories** section allows you to associate one or more reporting categories to a project.

- **Reporting Category:** This field includes preconfigured values to facilitate reporting (e.g., **COAL**, **FDEL**, **RAIL**).
- To create a new Reporting Category a request should be submitted to the Fiscal Division.

The **Project Route** section allows you to associate one or more routes to a project.

- **Route:** This field facilitates reporting on route(s) associated with the project.

The screenshot displays a web application interface for project management. The breadcrumb trail at the top reads: Favorites | Main Menu > Project Costing > Project Definitions > General Information. Below this, a series of tabs are visible: General Information (selected), Project Costing Definition, Manager, Projects, Projects Distribution, User Fields, Rates, and Attachments. The main content area shows project details: Business Unit: 50100, Project: 0000106708, Construction, and Project Type: . Below this, there are three sections: 1. Project Information: Contains fields for External Project Number, Responsible Dept (with a search icon), Disaster Number, and checkboxes for Disaster Indicator and Property Damage Indicator. 2. Project Reporting Categories: This section is highlighted with a red border. It includes a search field for Reporting Category, a search icon, and navigation controls (Find, View All, First, 1 of 1, Last) with plus and minus buttons. 3. Project Route: Also highlighted with a red border, it includes a search field for Route, a search icon, and navigation controls (Find, View All, First, 1 of 1, Last) with plus and minus buttons.



Budget Information Section

The **Budget Information** section allows you to enter project related budget data. The data you enter here is for informational purposes and does not relate to budget journal transactions.

- **Overall Project Budget:** Use the **Project Amount** field to enter the overall project budget.
- **Project Budget:** A budget amount can also be captured for each project phase. One or multiple phase budgets may be billed in this section.

The screenshot displays a web application interface with the following components:

- Reporting Category:** A text input field with a search icon.
- Project Route:** A blue header bar with navigation links: [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#).
- Route:** A text input field with a search icon and navigation buttons (+, -).
- Budget Information:** A section highlighted with a red border, containing:
 - Overall Project Budget:** A blue header bar with a text input field for **Project Amount**.
 - Project Budget:** A blue header bar with navigation links: [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#). Below it is a table with columns **Phase** (text input with search icon) and **Amount** (text input with navigation buttons).



Grant Information Section

If a project relates to a grant, the Grant Information section allows the user to enter additional identifying information about the grant.

- **Grant ID Prefix:** Use this field to enter the abbreviation of the grantor agency. For example, **FHWA**.

If you have the information, enter the values in the following fields or select the following checkboxes:

- **Sub-Grant Number** field
- **Fed Catalog Number** field
- **Grant Amount** field
- **Grantor** field
- **Progress Report Status** field
- **Progress Report Date** field
- **Obligation Date** field
- **Obligation Deadline** field
- **Grantee** field
- **Grant In/Outbound** Indicator
- **Sub-Grantor** Indicator
- **Grantor Grant ID** field
- **Fed Declaration Number** field

Grant Information

Grant ID Prefix	<input type="text"/>	Progress Report Status	<input type="text"/>	<input type="checkbox"/> Grant In/Outbound Indicator
Sub-Grant Number	<input type="text"/>	Progress Report Date	<input type="text"/>	<input type="checkbox"/> Sub-Grant Indicator
Fed Catalog Number	<input type="text"/>	Obligation Date	<input type="text"/>	Grantor Grant ID <input type="text"/>
Grant Amount	<input type="text"/>	Obligation Deadline	<input type="text"/>	Fed Declaration Number <input type="text"/>
Grantor	<input type="text"/>	Grantee	<input type="text"/>	

Save Return to Search Refresh Add Update/Display Include History Correct History

Note: All fields that do not have a lookup are free form.



Projects Distribution Section

The **Projects Distribution** tab is divided into two sections: Project Distribution and Project Area.

Project Distribution Section

The **Project Distribution** section defines the core ChartFields that appear on all transactions for a project. The information entered here is used to create SpeedTypes / SpeedCharts and to split project transactions between multiple accounting distributions.

Project Distribution will be covered in more detail in Lesson 4 of this course.

Business Unit: 50100 Project: T_ADMIN Administrative Project Templat

Project Distribution

Effective Date: 03/22/2011 Approval Status
Effective Status: Active SpeedType Created Flag

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1 01000	1000	10001		50.00						
2 02700	1010	10002		50.00						

Project Area

Effective Date: 03/22/2011

Asset	Total Budget Amount
1	



Project Area Section

The **Project Area** section associates one or more structures to the project. These project / structure combinations are sent to SiteManager on a daily basis to validate processing. Therefore, you must enter all structures related to the project in this section.

- **Asset:** This field captures structure. Available values are preconfigured.
- **Total Budget Amount:** This optional field captures the budget for the associated structure. The data entered here is for informational purposes only.

Note: The data entered in this section is not associated to the project distribution.

The screenshot displays the 'Project Area' section of a software application. The interface includes a navigation menu at the top with options like 'General Information', 'Project Costing Definition', 'Manager', 'Projects', 'Projects Distribution', 'User Fields', 'Rates', and 'Attachments'. The main content area is divided into two sections: 'Project Distribution' and 'Project Area'. The 'Project Distribution' section shows a table with columns for 'Fund', 'Program', 'Department', 'FIPS', 'Percentage', 'Asset', 'Agency Use 1', 'Agency Use 2', 'Account', 'Cost Center', and 'Task'. The 'Project Area' section shows a table with columns for 'Asset' and 'Total Budget Amount'. A red box highlights the 'Asset' and 'Total Budget Amount' columns in the 'Project Area' table. The 'Effective Date' is set to 03/22/2011 and the 'Effective Status' is 'Active'. At the bottom of the interface, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Refresh', 'Add', 'Support/Help', and 'Include History'.



Projects Distribution Page

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

Business Unit: 50100 Project: T_ADMIN Administrative Project Templat

Project Distribution Find | View All | First | 1 of 1 | Last +

Effective Date: 03/22/2011 📅 Approval Status
Effective Status: Active ▼ SpeedType Created Flag

	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task		
1	01000 🔍	1000 🔍	10001 🔍	🔍	50.00	🔍	🔍	🔍	🔍	🔍	🔍	+	-
2	02700 🔍	1010 🔍	10002 🔍	🔍	50.00	🔍	🔍	🔍	🔍	🔍	🔍	+	-

Customize | Find | View 1 | 📄 | 📊 | First | 1-2 of 2 | Last

Project Area Find | View All | First | 1 of 1 | Last + -

Effective Date: 03/22/2011 📅

	Asset	Total Budget Amount		
1	🔍	🔍	+	-

Save | Return to Search | Previous in List | Next in List | Refresh | Add | Update/Display | Include History



Project Information: Activities

Click the **Project Activities** link on the **General Information** tab to view activities associated to a project.

- The **Project Activities** page displays the standard set of activities that default from the project template when the project is created. When the project's processing status is **Active** and the **Activity** status is **Active**, the project and activities can be used on transactions from other modules.
- The page also displays the associated activity type, activity description, and the Work Breakdown Structure (WBS) id. The WBS is defined with summary and detail activity values. The summary value denotes the phase.
- New activities can be created and added to one of the five existing project template(s). Once the activity is defined on the template, it will populate on any new projects created from the project template(s).
- The **More Dates** tab contains additional optional activity dates that can be populated and used for reporting purposes.

Project: 0000000015 Description: 0095029F14 Processing Status: Active

Number Rows: 1 Expand: Level 1

Select	WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>		Preliminary Engineering	9101	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>		Right of Way Phase	9102	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>		Inc. Construction Phase	9103	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>		Construction Phase	9104	08/09/1994	08/29/2011	0.00			
<input type="checkbox"/>		Budget Activities	9320	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>		Inactive Activities	9420	08/09/1994	07/30/2011	0.00			

Save as Template

Return to General Information

Project: 0000000015 Description: 0095029F14 Processing Status: Active

Number Rows: 1 Expand: Level 1

Select	WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>	1	Preliminary Engineering	9101	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1	PE Participating	9101	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.2	Advanced RW Prior to Acc	606	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.3	RW Stakeout for Cond. ar	607	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to Ai	608	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.5	P E Educational Courses	609	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	08/09/1994	07/30/2011	0.00			



Project Information: Activities (continued)

Favorites Main Menu > Project Costing > Project Definitions > General Information New Wind

Project Activities

Project: 0000000015 Description: 0095029F14 Processing Status: Active

Number Rows: Expand: **Level 1**

Project Activities Customize | Find | View All | First 1-6 of 6 Last

Schedule More Dates Details User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	+ Preliminary Engineering	9101	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	2	+ Right of Way Phase	9102	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	3	+ Inc. Construction Phase	9103	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	4	+ Construction Phase	9104	08/09/1994	06/29/2011	0.00			
<input type="checkbox"/>	5	+ Budget Activities	9320	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	6	+ Inactive Activities	9420	08/09/1994	07/30/2011	0.00			

[Return to General Information](#)



Project Information: Activities (continued)

[Favorites](#) | [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)
New Win

Project: 0000000015 **Description:** 0095029F14 **Processing Status:** Active

Number Rows: **Expand:**

Project Activities Customize | Find | View All | First 1-25 of 64 Last

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	<input type="checkbox"/> Preliminary Engineering	9101	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1	<input type="checkbox"/> PE Participating	9161	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.1	PE/Constr - Constr on PE	602	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.2	Advanced R/W Prior to Acc	606	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.3	R/W Stakeout for Cond. ar	607	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.4	Const. Stakeout Prior to A	608	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.5	P.E. Educational Courses	609	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.6	Preliminary Surveys	611	08/09/1994	07/30/2011	0.00			
<input type="checkbox"/>	1.1.7	Preliminary Studies	612	08/09/1994	07/30/2011	0.00			



Project Information: Activities (continued)

The **Details** tab contains activity attributes, including:

- **Activity Type** field: Activity types represent the phase the activity is associated to and is used for reporting purposes only. The activity type assigned to each activity defaults from the project template.
- **Activity Status** field: The **Activity Status** is only assigned to the activities being used for Budgeting purposes. Activities with an Activity Status of **Budget** cannot be used on expenditure transactions. **Activity Status** defaults from the project template. Do not update this value.
- **Processing Status** field: An activity must have an **Active Processing Status** to show up in the activity lookup in other Cardinal modules such as General Ledger and Accounts Payable.

The other fields on the **Details** tab are not used in Cardinal.

Select	WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Status
<input type="checkbox"/>	1	Preliminary Engineering	9101	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	2	Right of Way Phase	9102	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	3	Inc. Construction Phase	9103	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	4	Construction Phase	9104	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	5	Budget Activities		<input type="checkbox"/>	<input type="text"/>		Budget	Inactive
<input type="checkbox"/>	6	Inactive Activities		<input type="checkbox"/>	<input type="text"/>		Hold	Inactive



Project Information: Activities (continued)

Project: 000000015 Description: 0095029F14 Processing Status: Active

Number Rows: Expand: Level 1

Project Activities

Select	WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Status
<input type="checkbox"/>	1	<input type="text" value="Preliminary Engineering"/>	9101	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	2	<input type="text" value="Right of Way Phase"/>	9102	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	3	<input type="text" value="Inc. Construction Phase"/>	9103	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	4	<input type="text" value="Construction Phase"/>	9104	<input type="checkbox"/>	<input type="text"/>		...	Inactive
<input type="checkbox"/>	5	<input type="text" value="Budget Activities"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		Budget	Inactive
<input type="checkbox"/>	6	<input type="text" value="Inactive Activities"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		Hold	Inactive



Detail and Summary Activities

There are two types of activities:

Detail Activities

- Use detail activities when entering project expenditure transactions
- The activity processing status defaults to **Active** when the project is created. The status can be updated as needed. This process replicates the opening and closing of a phase.
- Each detail activity has an associated activity type equivalent to the phase the activity rolls up to. Activities with an Activity Status of **Budget** are used for budget purposes only and cannot be used on expenditure transactions.
- Detail activities are in regular font on the **Project Activities** page.
- You can only select detail activities on transactions in Cardinal.

Summary Activities

- Summary activities represent a phase and cannot be used on expenditure transactions.
- Each summary activity is divided into groupings of participating and non-participating activities.
- Summary activities are in bold font on the **Project Activities** page.

To inactivate a phase, the processing status for the phase summary activity should be selected and updated to **Inactive**. This process should be repeated for all phases that should not be available to charge expenditures. To activate the phase at a later date, the processing status for a specific phase may be selected and updated to **Active**.



Lesson 2: Entering and Maintaining Projects

Favorites | Main Menu > Project Costing > Project Definitions > General Information

Project Activities

Project: 0000000116 Description: 305 Bridge Construction Processing Status: Pending

Number Rows: 1 Expand: All Subtasks

Project Activities Customize | Find | View 25 | First 1-71 of 71 Last

Schedule More Dates Details User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete		
<input type="checkbox"/>	1	⊕ Preliminary Engineering	9101	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	2	⊕ Right of Way Phase	9102	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	3	⊕ Inc. Construction Phase	9103	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4	⊖ Construction Phase	9104	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1	⊖ CN Participating	9164	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.1	Contract Const Regular	631	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.2	Contract Const Extra	632	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.3	State Forces Const	633	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.4	Const Identification Signs	634	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.5	Railroad Construction	635	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.6	Constr/PE - PE on Constr	636	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.7	Constr/RW - RW on Const	637	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.8	Construction Surveys	641	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.9	Construction Engineering	642	06/29/2011	06/27/2012	0.00		
<input type="checkbox"/>	4.1.10	Materials	643	06/29/2011	06/27/2012	0.00		

Phase → (points to Preliminary Engineering)

Summary Activity ← (points to CN Participating)

Detail Activity ← (points to State Forces Const)



Budget Activities

Favorites Main Menu > Project Costing > Project Definitions > General Information

Project Activities

Project: 000000002 Description: Admin Project Processing Status: Active

Number Rows: Expand: All Subtasks

Project Activities

Customize | Find | View All | First 1-9 of 9 Last

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Administrative Phase	9109	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1	ADM Participating	9169	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1.1	Training	601	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2	ADM Non Participating	9179	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.1	Training	701	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.2	Administration	930	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2	Budget Activities	9310	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.1	Administrative Project Buc	9301	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.2	ADM Budget	9119	12/06/2010	01/06/2011	0.00			

Save as Template

[Return to General Information](#)

Save Return to Search Previous in List Next in List Notify Refresh



Work Breakdown Structure

The Work Breakdown Structure (WBS) associates all activities available for use on a project.

The **Schedule** tab allows you to:

- View all summary and detail activities on a project and see their relationships in the Project Activities grid.
- Expand and collapse summary activity rows and select the WBS level.

The WBS Control Status Processor is able to:

- Modify activity relationships.
- Indent and outdent rows, move rows up and down, and insert rows. If the project processing status is **Pending**, you can delete rows from the grid.
- Add a new activity to the list.
- Updates are only made to a project template and will affect all projects with the same project type.

Activities default from the project templates with the proper WBS. The WBS allows the activities associated with each project to roll up to summary activities that represent a phase.

The screenshot shows the 'Project Activities' grid with the following data:

Select	WBS ID	Activity Name	Activity	Start Date	End Date	Percent Complete			
<input type="checkbox"/>		Administrative Phase	9109	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	1.1	ADM Participating	9169	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	1.1.1	Training	601	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	1.2	ADM Non Participating	9179	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	1.2.1	Training	701	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	1.2.2	Administration	830	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	2	Budget Activities	9310	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	2.1	Administrative Project Buc	9301	12/05/2011	01/05/2011	0.00			
<input type="checkbox"/>	2.2	ADM Budget	9119	12/05/2011	01/05/2011	0.00			



Work Breakdown Structure (continued)

Project Costing > Project Definitions > General Information

Project Activities

Project: 0000000002 Description: Admin Project Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>		<input type="checkbox"/> Administrative Phase	9109	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1	<input type="checkbox"/> ADM Participating	9169	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1.1	Training	601	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2	<input type="checkbox"/> ADM Non Participating	9179	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.1	Training	701	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.2	Administration	930	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2	<input type="checkbox"/> Budget Activities	9310	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.1	Administrative Project Buc	9301	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.2	ADM Budget	9119	12/06/2010	01/06/2011	0.00			

Save as Template

[Return to General Information](#)

Save Return to Search Previous in List Next in List Notify Refresh



Work Breakdown Structure (continued)

The fields on this page include:

- **WBS ID:** Displays the WBS level where the activity resides.
- **Activity Name:** Displays a unique description of the activity.
- **Activity:** Displays the activity number for existing activities.
- **Start Date and End Date:** The default value for the Start Date is based on the project start. The End Date is determined by the start date plus one year. You can override the default dates.
- **Percent Complete:** This field is not used in Cardinal.

Project: 000000002 Description: Admin Project Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
<input type="checkbox"/>	1	Administrative Phase	9109	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	1.1	ADM Participating	9169	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	1.1.1	Training	601	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	1.2	ADM Non Participating	9179	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	1.2.1	Training	701	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	1.2.2	Administration	930	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	2	Budget Activities	9310	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	2.1	Administrative Project Buc	9301	12/06/2010	01/06/2011	0.00
<input type="checkbox"/>	2.2	ADM Budget	9119	12/06/2010	01/06/2011	0.00

Buttons: Save as Template, Return to General Information, Save, Return to Search, Previous in List, Next in List, Notify, Refresh



Lesson 2: Entering and Maintaining Projects

Favorites Main Menu > Project Costing > Project Definitions > General Information

Project Activities

Project: 0000000002 Description: Admin Project Processing Status: Active

Number Rows: 1 Expand: All Subtasks

Project Activities Customize | Find | View All | First 1-9 of 9 Last

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Administrative Phase	9109	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1	ADM Participating	9169	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.1.1	Training	601	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2	ADM Non Participating	9179	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.1	Training	701	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	1.2.2	Administration	930	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2	Budget Activities	9310	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.1	Administrative Project Buc	9301	12/06/2010	01/06/2011	0.00			
<input type="checkbox"/>	2.2	ADM Budget	9119	12/06/2010	01/06/2011	0.00			

Save as Template

[Return to General Information](#)

Save Return to Search Previous in List Next in List Notify Refresh



Creating a Summary Project

- Create summary projects to identify project relationships and track their costs.
- Summary projects represent a single project to which one or more detail projects roll up to.
- Summary projects are used primarily for budgeting and reporting purposes



Creating a Summary Project (continued)

- Summary projects do not use a template like the detail projects. They are created by using a blank project, entering a **Description**, and then selecting the **Program** checkbox in the **Project Definitions—General Information** page. No other tabs need to be filled out.
- You cannot assign activities directly to a summary project and are not able to charge project expenditures to summary projects.

All summary projects are added to the project budget tree to facilitate the budget checking.

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: NEXT Add to My Projects

*Description: Blank Project Program Processing Status: Active

*Integration: 50100 VDOT Specific Project Status: 0 Open

Project Type: Project Health: As Of: As Of:

Project Schedule

*Start Date: 02/16/2011 *End Date: 02/16/2011 [Additional Dates](#)

Description Find | View All | First | 1 of 1 | Last

Date/Time Stamp: 02/16/11 9:33:05AM User ID: V_PA_PROJECT_MANAGER

Description:

Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display Include History



Creating a Summary Project (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | Projects Distribution | User Fields | Rates | Attachments

Project: NEXT Add to My Projects

***Description:** Blank Project Program

***Integration:** 50100 VDOT Specific

Project Type:

Percent Complete: 0.00 **As Of:**

Project Health: **As Of:**

Processing Status: Active

Project Status: 0 Open

Project Schedule

***Start Date:** 02/16/2011 ***End Date:** 02/16/2011 [Additional Dates](#)

Description Find | View All | First | 1 of 1 | Last

Date/Time Stamp: 02/16/11 9:33:05AM **User ID:** V_PA_PROJECT_MANAGER

Description:

Long Description:

Save as Template Copy Project

Save Refresh Add Update/Display Include History



Simulation: Entering and Maintaining Projects

You are now about to view a simulation on creating and maintaining a project and summary projects.





Lesson 2: Summary

In this lesson, you learned:

- The **Create Project From Template** page allows you to select the project template that is used to create the project.
- Use the **General Information—General Information** tab to enter/update detailed project information.
- The **Project Activities** page displays the standard set of activities that default from the project template when you create the project.
- Create summary projects to identify project relationships, as well as provide a way to track costs and represent a single project to which one or more detail projects roll up to.



Lesson 3: Understanding Project Costs

In this lesson, you will learn about the following topic:

- Processing Project Costs



Understanding Project Costs

Before a project accumulates any costs, the project and its associated activities must be established in Cardinal.

Transactional data is only interfaced to Project Costing if coded to the Project Costing Business Unit, Project ID, and Activity ID, along with the GL ChartFields on the transaction.

The screenshot shows the 'Create/Update Journal Entries' screen in Cardinal. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active, and a red box highlights the following data in the 'Lines' table:

Select	Line	Agency Use 1	Agency Use 2	PC Bus Unit	Project	Activity	An Type	Source Type	Category	Subcategory
<input type="checkbox"/>	1			50100	0000077821	930	GLJ			

Below the table, the 'Lines to add:' field shows '1'. The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
50100	1	0.00	0.00	N	N

At the bottom, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the very bottom is: Header | Lines | Totals | Errors | Approval.



Understanding Project Costs (continued)

Other Cardinal modules accumulate project costs from transactions and send them to Project Costing. Project Costing uses its Funds Distribution and Pricing processes to split and bill those costs as appropriate.

You can use reports, online inquiries, analysis types and groups to review and analyze all transactions between source modules and the Project Costing module.

Analysis Types

Analysis types are assigned to individual transactions to identify different types of transactions, such as estimated costs, budgeted amounts, actual costs, and billed costs. A single transaction can create multiple transaction rows as Cardinal processes it. Each analysis type maps to at least one analysis group.

Analysis Groups

Analysis groups allow you to group project transactions on the reports and online inquiries used to manage projects.



Analysis Types Used

Analysis Type	Description
CNV	Converted Expenditures
ATE	Account Type-Expense
PAY	Time and Labor Actual
FDR	Fund Distribution Reversals
FDS	State Distribution
ACT	Actual Cost
BIL	Billable Amount
BLD	Billed Amount
BAJ	Billing Adjustment
OLT	Over Limit Amount
DEF	Billing Deferred Amount
NBL	Not Billable
ATT	Account Types - Transfer
ATR	Account Type-Revenue
ATL	Account Type-Liability
ATA	Account Type-Asset
ATQ	Account Type-Equity
FBD	Fixed Cost Billed Amount
FRV	Fixed Cost Revenue Amount
UAJ	Prepaid Utilization Adjustment
UTL	Prepaid Utilization (Billing)
BD1	Total Cost Budget - Scenario 1



General Ledger to Project Costing

General Ledger sends all project related journal lines to Project Costing in a nightly batch process.

General Ledger transactions are posted to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ATE**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only ATE rows are eligible for billing. All transactions sent from General Ledger to Project Costing have a system source of GL Batch (**BGL**). Journal entries must be edited, approved, and budget checked before they can be posted in General Ledger. Only GL journals that originate in GL and include Project Costing ChartFields in the distribution are integrated to Project Costing.

Project Costing also sends transactions to General Ledger for posting to the appropriate ledgers.



Accounts Payable to Project Costing

All available Accounts Payable transactions are sent to Project Costing in a nightly batch process.

Accounts Payable transactions are posted to Project Costing with an analysis type based on the account associated with each transaction. The rules are as follows:

- Actual Cost - (**ACT**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the **ACT** rows are eligible for billing. All transactions sent from Accounts Payable to Project Costing have a system source of AP Batch (**BAP**). Only vouchers that include Project Costing ChartFields in the distribution are integrated to Project Costing.



Time and Labor to Project Costing

The Time and Labor transactions are periodically sent to Project Costing. Time and Labor actual transactions post to Project Costing with an analysis type of Time and Labor Actual (**PAY**). Only timesheets data that include Project Costing ChartFields in the distribution integrate to Project Costing.



Accounts Receivable to Project Costing

Accounts Receivable sends project related direct journal accounting lines to the Project Costing module.

Accounts Receivable direct journal transactions post to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ATE**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the **ATE** rows are eligible for billing. All transactions sent from Accounts Receivable to Project Costing have a system source of AR Batch (BAR). **Only direct journal** accounting lines that include Project Costing ChartFields in the distribution are integrated to Project Costing.



Commitment Control to Project Costing

The process that sends data from Commitment Control to Project Costing runs in a nightly batch process. The Commitment Control to Project Costing process sends project related budget journal lines to the Project Costing module. All transactions sent from Commitment Control to Project Costing are assigned an analysis type of **BD1** and a system source of KK Budget Journal (PKK). Only budget journal lines that include Project Costing ChartFields are sent to Project Costing.



Expenses to Project Costing

The Expenses module sends project related employee expense report transactions to the Project Costing module.

The Expense Transactions post to Project Costing with an analysis type based on the account associated with each transaction. The rules include:

- Account Type - Expense (**ACT**) is assigned to expense account transactions.
- Account Type – Revenue (**ATR**) is assigned to revenue account transactions.
- Account Type – Asset (**ATA**) is assigned to asset account transactions.
- Account Type – Liability (**ATL**) is assigned to liability account transactions.
- Account Type – Equity (**ATQ**) is assigned to equity account transactions.

Only the **ACT** rows are eligible for billing. All transactions sent from the Expenses module to Project Costing have a system source of EX Batch (**BEX**). Only employee expense transactions that include Project Costing ChartFields in the distribution integrate to Project Costing.



*Purchasing to Project Costing

All available projects related Purchasing transactions can be sent to Project Costing during a nightly batch process. These transactions include requisitions (REQ), requisition reversals (RRV), purchase orders (COM), and purchase order reversals (CRV).

Purchasing transactions would post to Project Costing using a system source of Purchase Order Batch (BPO). Only requisitions and purchase orders that would include Project Costing ChartFields in the distribution would be sent to Project Costing.

*** Note: This functionality is not currently used in Cardinal.**



Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. The project costs are created in many modules. Name two of them.
2. What ChartFields must be populated for the project transactions to be sent to Project Costing?



Lesson 3: Summary

In this lesson you learned:

- Project transactions must have a PCBU Project and Activity to integrate with Project Costing.
- Analysis Types are used to identify different types of transactions in the Project Cost module.
- The Analysis Types used for transactions integrated from sub-modules (Accounts Payable, Accounts Receivable, etc.)



Lesson 4: Creating and Maintaining Project Distributions

In this lesson, you will learn about the following topics:

- Creating a project distribution
- Maintaining a project distribution
- Understanding the Funds Distribution process
- Approving Project Distributions and Updating Project Status



Creating and Maintaining Project Distributions

A project distribution defines the core ChartFields that appear on all transactions for a project.

Function of Project Distribution

The project distribution has two purposes:

- Create funds distribution rules. Allows entry of one or more distribution lines used to split project transactions between multiple accounting distributions. The splitting of transactions is done in batch for a distribution.
- Create SpeedTypes / SpeedCharts to use in other modules to default accounting strings when entering project transactions. SpeedTypes / SpeedCharts are created in batch.



Creating and Maintaining Project Distributions (continued)

Once you have established a project's information and details, the project distribution can be set up on the **General Information – Projects Distribution** tab. A project distribution determines the default coding used when entering transactions against a project, using SpeedTypes / SpeedCharts. The SpeedTypes / SpeedCharts identify default accounting information for the project. When the **SpeedType Created Flag** checkbox is selected, the SpeedTypes / SpeedCharts for the project have been created and can be used when entering transactions in other Cardinal modules.

All projects must have at least one line populated.

Business Unit: 50100 Project: 000000002 Admin Project

Project Distribution

Effective Date: 12/06/2010 Approval Status
Effective Status: Active SpeedType Created Flag

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04100	101020	10003		100.00					

Project Area

Effective Date	Asset	Total Budget Amount
1	01/06/2011	



Assigning Project Distribution Effective Date

The steps to set up project distributions include:

- Assign an appropriate effective date.
- Enter appropriate distribution values (**Fund, Program, Department** and **FIPS** fields).
- Determine the percent split, based on the number of ChartField combinations that split the transaction.
- Approve the project distribution.



Assigning Project Distribution Effective Date

The **Effective Date** on the project distribution is the date Cardinal begins applying that project distribution to costs interfaced to the Project Costing module. **Effective Date** defaults to the current date. You should update the **Effective Date** so it is greater than or equal to the date the project status was set to **O (Open)**. For example, if the effective status is 1/1/2010, Cardinal splits all transactions specified by the funds distribution rule that has an accounting date of 1/1/2010 or greater based on the distribution lines defined.

Note: The **Effective Date** entered on the **Project Distribution** tab updates the **Effective Date** on the project SpeedChart definition and the **Start Date** on the funds distribution rule when the next batch process runs. As a result, the effective date entered should be less than or equal to the accounting dates on the project transactions that need to be split.

Business Unit: 50100 Project: 000000002 Admin Project

Effective Date: 12/09/2010

Effective Status: Active

Fund	Program	Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04100	101020	10003	100.00						

Project Area

Effective Date	Asset	Total Budget Amount
1	01/09/2011	

Save Return to Search Previous in List Next in List Refresh Add Update Display Include History



Assigning Project Distribution Effective Date (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information New Window

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

Business Unit: 50100 Project: 000000002 Admin Project

Project Distribution Find | View All | First 1 of 1 | Last

Effective Date: 12/06/2010 Approval Status
Effective Status: Active SpeedType Created Flag

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task		
1 04100	101020	10003		100.00							+	-

Project Area Customize | Find | View All | First 1 of 2 | Last

Effective Date	Asset	Total Budget Amount		
1 01/06/2011			+	-

Save | Return to Search | Previous in List | Next in List | Refresh Add | Update/Display | Include History



Assigning Project Distribution Effective Date (continued)

The **Effective Date** impacts the following:

- Making error corrections to the project distribution:
 - The **Effective Date** should remain the same. Use the **Correct History** mode and update the data without changing the **Effective Date**.
- Changing the existing distribution to a new distribution:
 - The **Effective Date** should be greater than or equal to the current date.

Business Unit: 50100 Project: 000000002 Admin Project

Project Distribution

Effective Date: 12/06/2010

Effective Status: Active

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04100	101020	10003	100.00						

Project Area

Effective Date	Asset	Total Budget Amount
1 01/06/2011		



Distribution Errors

The rows created by the Funds Distribution process are budget checked and may contain budget checking errors. You should review the **Funds Budget Exceptions** report, if errors occur.

Project	Activity	Amount	Currency	Header Details	Line Details	Error	Funds Distribution Rule	Distribution Charging Activity	Distribution Sequence Number
							Funds Distribution Rule		

You can correct budget checking errors by:

- Updating the fields on the **Project Distributions** tab appropriately, if the project distribution was entered and approved incorrectly.
- Increasing the budget for the combinations or entering new combination(s) on the **Project Distributions** tab, if the project distribution was entered and approved correctly.

At Fiscal Year end, it is important that the effective date of new project distributions do not use a date in the prior fiscal year. This will cause budget checking errors when transactions are split that can not be cleared due to the fiscal year being closed.



Funds Budget Exceptions Page

Favorites | Main Menu > Project Costing > Funds Distribution > Funds Budget Exceptions

Funds Budget Exceptions

Selection Parameters

*Business Unit: Currency Code: USD

Project: Description:

Show Only Errors Exclude Reversals

Commitment Control Detail Customize | Find | First 1 of 1 Last

Exceptions | General | Project Details | General Ledger Detail | Commitment Control Detail

Project	Activity	Amount	Currency	Header Details	Line Details	Error	Funds Distribution Rule	Distribution Charging Activity	Distribution Sequence Number
							Funds Distribution Rule		

Total Amount: 0.00 Currency: USD

Run Pricing [Process Monitor](#)



Entering Distribution Values

To set up the project distribution, enter values into the **Program, Fund, Department, and FIPS** (if required) fields. All other fields (**Asset, Agency Use 1, Agency Use 2, Account, Cost Center and Task**) should be left blank.

- **Program:** A distinct set of expenses directed at a specific objective of the Commonwealth (e.g., Transportation Operation is **604004**).
- **Fund:** A self-balancing set of accounts (e.g., Highway Maintenance & Operating Fund is **04100**).
- **Department:** An organization within an agency (e.g., Bristol District Office is **11000**).
- **FIPS:** Federal Information Processing Standards (FIPS) codes that identify cities, counties, and towns in the Commonwealth of Virginia (e.g., Richmond City is **760**).

Business Unit: 50100 Project: 000000002 Admin Project

Project Distribution

Effective Date: 12/06/2010 Approval Status

Effective Status: Active **Required** SpeedType Create **Leave Blank**

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04100	101020	10003	001	100.00					

Project Area

Effective Date	Asset	Total Budget Amount
1 01/06/2011		

Save Return to Search Previous in List Next in List Refresh Add Update/Display Include History



Entering Distribution Values (continued)

[Favorites](#) | [Main Menu](#) > [Project Costing](#) > [Project Definitions](#) > [General Information](#)
[New Window](#)

[General Information](#) | [Project Costing Definition](#) | [Manager](#) | [Projects](#) | [Projects Distribution](#) | [User Fields](#) | [Rates](#) | [Attachments](#)

Business Unit: 50100 Project: 0000000002 Admin Project

Project Distribution [Find](#) | [View All](#) | First **1 of 1** Last

Effective Date:
 Approval Status

Effective Status:
 SpeedType Created Flag

Required				Leave Blank						
*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04100	101020	10003	001	100.00					

Project Area [Customize](#) | [Find](#) | [View All](#) | First **1 of 2** Last

Effective Date	Asset	Total Budget Amount
1	01/06/2011 <input type="button" value="B"/>	



Entering Distribution Values (continued)

- You can enter one or multiple distribution lines for a project. All projects must have at least one line on project distributions.
- The first distribution line populated on this page is used to create SpeedTypes / SpeedCharts and funds distribution rules.
- Routes are not used on the project distribution lines.
- Assets tied to Federal contracts cannot be entered on the project distribution lines.



Determining Percent Split

Transactions are split once in batch based on criteria established in the funds distribution rules.

When entering the project distribution, you must determine the number of rows to add to the project distribution and the associated percent split. The percentage determines how the project expenditures are split. You can split project distributions by **Program**, **Fund**, **Department**, and **FIPS**. The more ChartFields you use to split the transaction, the more complex it becomes to calculate the percentage for each distribution line.

For example, to establish the accounting distribution to split 50/50 between two funds and two counties, you must add four lines to the project distribution as shown in the screenshot.

The screenshot displays a software interface for project distribution. At the top, there are navigation tabs: General Information, Project Costing Definition, Manager, Projects, Projects Distribution (selected), User Fields, Rates, and Attachments. Below the tabs, the Business Unit is 50100, Project is 000000026, and 01.GL.01.03. The main section is titled 'Project Distribution' and includes an 'Effective Date' of 07/15/2011 and an 'Effective Status' of Active. There are checkboxes for 'Approval Status' and 'SpeedType Created Flag'. Below this is a table with columns: *Fund, *Program, *Department, FIPS, Percentage, Asset, Agency Use1, Agency Use2, Account, Cost Center, and Task. The table contains four rows, each with a 25.00 percentage split. The 'Percentage' column is highlighted with a red box. Below the table is a 'Project Area' section with a summary table containing columns: Effective Date, Asset, and Total Budget Amount. The summary table has one row with the effective date 07/15/2011. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Refresh, Update Display, and Correct History.

*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use2	Account	Cost Center	Task
1 01000	1010	10004	003	25.00						
2 01000	1010	10003	003	25.00						
3 02700	1010	10004	003	25.00						
4 02700	1010	10003	003	25.00						

Effective Date	Asset	Total Budget Amount
1 07/15/2011		



Determining Percent Split (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Projects | **Projects Distribution** | User Fields | Rates | Attachments

Business Unit: 50100 Project: 000000026 01.GL.01.03

Project Distribution Find | View All | First 1 of 1 | Last

Effective Date: 07/15/2011 Approval Status
Effective Status: Active SpeedType Created Flag

	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task		
1	01000	1010	10004	003	25.00							+	-
2	01000	1010	10003	003	25.00							+	-
3	02700	1010	10004	003	25.00							+	-
4	02700	1010	10003	003	25.00							+	-

Project Area Customize | Find | View All | First 1 of 1 | Last

	Effective Date	Asset	Total Budget Amount		
1	07/15/2011			+	-

Save | Return to Search | Previous in List | Next in List | Refresh | Update/Display | Correct History



Funds Distribution Process

Once the project distributions are approved, Funds Distribution rules are automatically created in a batch process which runs multiple times during the day and in nightly batch. The Funds Distribution process distributes / splits costs associated with the Actual Cost (**ACT**), Account Type-Expense (**ATE**), and Time and Labor Actual (**PAY**) analysis types by applying funds distribution rules to incoming transactions, and assigning / splitting costs accordingly.



Funds Distribution Rules

The data populated on the project distribution is used in batch to create the funds distribution rule. For training purposes, we will use the online pages to explain the fund distribution rule functionality, however, users do not have access in Cardinal to view these pages.

The funds distribution rule source definition on the **Funds Distribution—Source** page determines which project costs are selected for distribution from other Cardinal modules.

The three analysis types define the selection criteria. The funds distribution rules are created automatically by a nightly batch process. The **Source** and **Target** pages show the parameters set for the funds distribution rules. You can access these pages to view these parameters. Updates are never made on these pages.



Funds Distribution Rules (continued)

The **Source** page contains:

- **All Participating Activities:** Indicates that the rule applies to all activities associated to a project. This radio button is always selected.
- **Specify Activity:** This field is not used in Cardinal.
- **Target link:** Use this link to access the **Funds Distribution - Target** page for the corresponding row.
- **Analysis Type:** Displays the analysis types of the source transactions, which are used by the Funds Distribution process for this rule.
- The Rates section is not used in Cardinal.

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%		%	%	%	
Target	ATE	%	%	%	%		%	%	%	
Target	PAY	%	%	%	%		%	%	%	

The **Source Type, Category, Subcategory, Project Role, Job Code, Time Reporting Code, Employee ID, Unit of Measure, and Currency Code Combinations** fields are not used in Cardinal.



Funds Distribution – Source Page

Favorites Main Menu > Project Costing > Funds Distribution > Funds Distribution

Funds Distribution - Source

Business Unit: 50100

Project: PA.06.01 Description: PA.06.01 Project

Activity Options

All Participating Activities

Specify Activity

Rates Find First 1 of 1 Last

*Effective Date: 03/21/2011 Status: Active

Rate Selection: Rate:

[View/Add Rates](#)

Source Criteria Find View All First 1 of 1 Last

*Effective Date: 03/21/2011 Status: Active

Define Criteria for Incoming Transactions Customize Find First 1-3 of 3 Last

Project Costing and HR General Ledger

Target	Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Employee ID	Unit of Measure	Currency
Target	ACT	%	%	%	%		%	%	%	
Target	ATE	%	%	%	%		%	%	%	
Target	PAY	%	%	%	%		%	%	%	

[Return to Funds Distribution](#)



Funds Distribution Rules (continued)

The **Target** page: Use this page to view the maximum amount of source transactions that can be distributed to a funding source. You can also view the percentages that Cardinal uses to calculate the distributed amounts. Target threshold is the maximum amount and is always set to **9,999,999,999,999,999,999.500**.

- The **Source Criteria** section displays the settings defined on the **Funds Distribution - Source** page.
- The **Target Thresholds** section displays information about each line. The information in each row determines the sequence that the target rules are applied to the source transaction.
- The **Define Target Rows** section displays values in fields on the **Project Costing** tab and on the **General Ledger** tab to determine how distribution rows are created and written to PROJ_RESOURCE table. The **General Ledger** tab displays the ChartFields from the **Project Distributions** page.

Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Page ID	Currency Code
ACT	%	%	%	%	%	%	%	%	%
ATE	%	%	%	%	%	%	%	%	%
PAY	%	%	%	%	%	%	%	%	%

Percentage	Analysis Type	Description	Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount
10.2500	FDB	State Distribution	%	%	%	%	1,024,999,999,999,999.90	10,250,000.00
89.7500	FDB	State Distribution	%	%	%	%	8,974,999,999,999,999.10	88,750,000.00



Funds Distribution – Target Page

[Favorites](#) | [Main Menu](#) > [Project Costing](#) > [Funds Distribution](#) > [Funds Distribution](#)

Funds Distribution - Target

Business Unit: 50100
Project: 0000000571 **Description:** 0600088176,RW203,C503,B637
Activity: **Description:**

Source Criteria

Effective Date: 09/07/2010 **Status:** Active

Define Criteria for Incoming Transactions Customize | Find | | First 1-3 of 3 Last

Project Costing and HR | **General Ledger**

Analysis Type	Source Type	Category	Subcategory	Project Role	Job Code	Time Reporting Code	Unit of Measure	Empl ID	Currency Code
ACT	%	%	%	%	%	%	%	%	%
ATE	%	%	%	%	%	%	%	%	%
PAY	%	%	%	%	%	%	%	%	%

[Sort Descending Sequence](#)

Target Thresholds Find | View All | First 1 of 1 Last

Sequence: 1 **Description:** 0000000571 **Status:** Active **Adjustment** **Start Date:** 09/07/2010 **End Date:**

Threshold Amount: 9,999,999,999.99 **Distributed Amount:** 100,000,000,000.00 **Exception Amount:** 0.00 **Currency:** USD

Define Target Rows Customize | Find | | First 1-2 of 2 Last

Project Costing | **General Ledger**

Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amount
10.2500	FDS	State Distribution	%	%	%	%	1,024,999,999,999,999.90	10,250,000,000.00
89.7500	FDS	State Distribution	%	%	%	%	8,974,999,999,999,999.10	89,750,000,000.00



Funds Distribution Rules (continued)

The Analysis Type Actual Cost (**ACT**) identifies expense account transactions of costs integrated to PA. Analysis Type State Distribution (**FDS**) indicates that the related **ACT** row is split. **FDS** and **FDR** rows show transaction distribution(s), including those distributed across multiple funds. These rows are budget checked.

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Project: PA0501A Description: PA0501A Project
 Activity: 621 Description: Staff Appraising [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: From Date: Through Date:
 Date Type: Max Rows: 1 to 20 of 20

Project Transactions										
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	Drill To Billing
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	5,000.00	USD			
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	5,100.00	USD			



Transaction List Page

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Project: PA0501A Description: PA0501A Project
 Activity: 621 Description: Staff Appraising

[Add Transactions](#)

[Transaction Adjustment](#)

Analysis Group: From Date: Through Date:

Date Type: Max Rows: 1 to 20 of 20

Project Transactions Customize | Find | View 7 | | First 1-20 of 20 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	Drill To Billing
ACT	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	5,000.00	USD			
ACT	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	5,100.00	USD			
FDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	EA	2,500.00	USD			
FDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	EA	2,500.00	USD			
FDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	EA	2,550.00	USD			
FDS	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.50	EA	2,550.00	USD			
FDR	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	-2,500.00	USD			
FDR	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	-2,500.00	USD			
FDR	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	-2,550.00	USD			
FDR	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.00	EA	-2,550.00	USD			



Project Cost Example in Accounts Payable

In this example, all project information and details have been entered. The project distribution is set up to split transactions between two programs. The amount of the original transaction is \$5,000. The transaction should be split equally (50/50) between the two funds.

Notice the **SpeedType Created Flag** checkbox is selected and grayed out. This indicates that a SpeedType has been created for this distribution and it can be used on transactions.

The screenshot shows a software interface for project cost management. The breadcrumb trail is: Favorites | Main Menu > Project Costing > Project Definitions > General Information. The 'Projects Distribution' tab is active. The interface displays the following information:

- Business Unit: 50100
- Project: 000000709
- U000128V12, P102

Project Distribution section:

- Effective Date: 11/02/2011
- Effective Status: Active
- Approval Status:
- SpeedType Created Flag**: (highlighted with a red box)

Sequence	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04720	603002	12016	770	11.00						
2	04720	603007	12016	770	89.00						

Project Area section:

Effective Date	Asset	Total Budget Amount
1 01/26/2015		



Project Cost Example in Accounts Payable (continued)

Favorites | Main Menu > Project Costing > Project Definitions > General Information

General Information | Project Costing Definition | Manager | Location | Phases | Approval | Projects | **Projects Distribution** | New Window

Business Unit: 50100 Project: 000000709 U000128V12, P102

Project Distribution Find | View All | First | 1 of 1 | Last

Effective Date: 11/02/2011 Approval Status
Effective Status: Active **SpeedType Created Flag**

Sequence	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use 1	Agency Use 2	Account	Cost Center	Task
1	04720	603002	12016	770	11.00						
2	04720	603007	12016	770	89.00						

Customize | Find | View | First | 1-2 of 2 | Last

Project Area

Effective Date	Asset	Total Budget Amount
1 01/26/2015		



Project Cost Example in Accounts Payable (continued)

Transaction in AP

This Accounts Payable voucher shows a charge to a project ID and its associated activities.

When entering in this transaction, you can enter/search for your SpeedType / SpeedChart in the **SpeedChart** field. Entering a value here defaults certain Chartfield values to the transaction.

This is a single transaction. Once the Accounts Payable transaction data is pulled into Project Costing, the AP **Merchandise Amount** of \$5,000 is displayed as the **Source Amount** on the Transaction List in PA. Notice that the **Project ID** associated to the voucher is displayed on the line as well.

The screenshot displays the 'Invoice Lines' section of an Accounts Payable system. It includes fields for Line (1), Item, UOM, Unit Price, Quantity, Ship To (CNTRL OF1), Line Amount (8,368.51), and Description (BASHEER AL-BISH U000-128-V12). A 'Calculate' button is visible. Below this is the 'Distribution Lines' section, which contains a table with columns for Copy Down, Line, Merchandise Amt, Quantity, Fund, Program, Department, FIPS, PC Bus Unit, Project, and Activity.

Copy Down	Line	Merchandise Amt	Quantity	Fund	Program	Department	FIPS	PC Bus Unit	Project	Activity
<input type="checkbox"/>	3	15.48		04720	603002	12016	770	50100	0000000709	654



Project Cost Example in Accounts Payable

PC_AP to PC

The PC_AP to PC process loads any voucher accounting lines that contain the PCBU, project and activity. The PC_AP to PC process assigns the **ACT** analysis type to all accounting lines sent from AP when they are posted to the PROJ_RESOURCE table in Project Costing.

This is the same transaction, now loaded into Project Costing. The Actual Cost (ACT) row is displayed again and is the only row because only one transaction line was entered when creating the project distributions. The **Project ID** and **Merchandise Amount** are loaded from the voucher.

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Project: 000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: ALL From Date: 01/01/1980 Through Date: 12/31/2025
Date Type: Accounting Date Max Rows: 200 1 to 10 of 20

Project Transactions										
*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	
ACT						1,846.50	USD			
ACT						15.48	USD			
FDR						-1,465.39	USD			
FDR						-181.12	USD			
FDR						-1.70	USD			
FDR						-13.78	USD			
FDS						13.78	USD			



Project Cost Example in Accounts Payable (continued)

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Project: 000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: From Date: Through Date:
Date Type: Max Rows: 1 to 10 of 20

Project Transactions										
*Analysis Type ▲	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source	
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			1,646.50	USD			
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			15.48	USD			
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-1,465.39	USD			
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-181.12	USD			
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-1.70	USD			
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-13.78	USD			
<input type="text" value="FDS"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			13.78	USD			



Project Cost Example in Accounts Payable (continued)

Funds Distribution

Once the funds distribution process runs, you can see that this is a multi-funded project. The original **ACT** row is still displayed, but now there are four new rows added to the Transaction List. The two State Distribution (**FDS**) rows indicate that the above **ACT** row was split 50/50 between two different funds; \$2,500 each. The Funds Distribution Reversals (**FDR**) rows offset the **FDS** rows, so there are two of these rows as well. The **FDS** and **FDR** rows tell you that this is a multi-funded project.

Note: **FDS** & **FDR** rows are journal generated to GL with source of **PCR**.

Transaction List

Project: 000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments

Analysis Group: ALL From Date: 01/01/1980 Through Date: 12/31/2025
Date Type: Accounting Date Max Rows: 200 1 to 10 of 20

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
ACT						1,846.50	USD		
ACT						15.48	USD		
FDR						-1,465.39	USD		
FDR						-181.12	USD		
FDR						-1.70	USD		
FDR						-13.78	USD		
FDS						13.78	USD		



Project Cost Example in Accounts Payable (continued)

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction List

Project: 0000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments [Add Transactions](#) [Transaction Adjustment](#)

Analysis Group: From Date: Through Date:
Date Type: Max Rows: 1 to 10 of 20

Project Transactions									
*Analysis Type▲	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			1,646.50	USD		
<input type="text" value="ACT"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			15.48	USD		
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-1,465.39	USD		
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-181.12	USD		
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-1.70	USD		
<input type="text" value="FDR"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			-13.78	USD		
<input type="text" value="FDS"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			13.78	USD		



Project Cost Example in Accounts Payable (continued)

Click the **Transaction Detail** icon for the **ACT** row and both **FDS** rows, to see the ChartFields that defaulted from the **Project Distributions** tab.

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction Detail

Project: 0000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments

Transactions Find First 10 of 10 Last

Description: [Show All Transaction Details](#)

*Analysis Type: Quantity: Unit of Measure:

Cost Type: Source Amount: 15.48 Source Currency: USD

Detail Activity: Project Amount: 15.48 Project Currency: USD

Rate Type: CRRNT GL Business Unit:

Asset Mgmt Bus. Unit: Profile ID: Asset ID:

From Business Unit GL: Ledger Group: Currency Effective Date: 11/01/2013

Transaction Date: 11/01/2013 Accounting Date: 12/05/2013 Rev Distribution Status:

Transaction Code: Transaction Type: PC Distribution Status:

GL Distribution Status: BI Distribution Status: Cost Distribution Status:

General Ledger ChartFields Customize

Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center	Program	Agency Use 1	Affilia
<input type="text" value="5012470"/>	<input type="text"/>	<input type="text" value="04720"/>	<input type="text" value="12016"/>	<input type="text" value="770"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="603002"/>	<input type="text"/>	<input type="text"/>



Project Cost Example in Accounts Payable (continued)

Favorites Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction Detail

Project: 0000000709 Description: U000128V12, P102
Activity: 654 Description: Incidental Legal Payments

Transactions Find First 2 of 10 Last

Description: [Show All Transaction Details](#)

*Analysis Type: Quantity: Unit of Measure:
Cost Type: Source Amount: 13.78 Source Currency: USD
Detail Activity: Project Amount: 13.78 Project Currency: USD
Rate Type: CRRNT GL Business Unit:
Asset Mgmt Bus. Unit: Profile ID: Asset ID:
From Business Unit GL: Ledger Group: Currency Effective Date: 11/01/2013
Transaction Date: 11/01/2013 Accounting Date: 12/05/2013 Rev Distribution Status:
Transaction Code: Transaction Type: PC Distribution Status:
GL Distribution Status: BI Distribution Status: Cost Distribution Status:

General Ledger ChartFields Customize

Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center	Program	Agency Use 1	Affilia
<input type="text" value="5012470"/>	<input type="text"/>	<input type="text" value="04720"/>	<input type="text" value="12016"/>	<input type="text" value="770"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="603007"/>	<input type="text"/>	<input type="text"/>



Project Cost Example in Accounts Payable (continued)

Favorites | Main Menu > Project Costing > Transaction Definitions > Transaction List

Transaction Detail

Project: 0000000709 Description: U000128V12, P102
 Activity: 654 Description: Incidental Legal Payments

Transactions Find First 4 of 10 Last

Description: Fund Distribution Reversals [Show All Transaction Details](#)

*Analysis Type: FDR Quantity: Unit of Measure:

Cost Type: Source Amount: -13.78 Source Currency: USD

Detail Activity: 654 Project Amount: -13.78 Project Currency: USD

Rate Type: CRRNT GL Business Unit: 50100

Asset Mgmt Bus. Unit: Profile ID: Asset ID:

From Business Unit GL: 50100 Ledger Group: ACTUALS Currency Effective Date: 11/01/2013

Transaction Date: 11/01/2013 Accounting Date: 12/05/2013 Rev Distribution Status: N

Transaction Code: Transaction Type: PC Distribution Status: N

GL Distribution Status: D BI Distribution Status: N Cost Distribution Status: N

General Ledger ChartFields Customize										
Account	Asset	Fund	Department	FIPS	Agency Use 2	Task	Cost Center	Program	Agency Use 1	Affilia
5012470		04720	12016	770				603002		



Approving Project Distribution and Updating the Project Status

After the project distribution has been set up, the Accounting Distribution Approver can review and/or approve the distribution. Refer to the **PA 355: Performing Approvals** course for more detail on how to approve project distributions.



Simulation: Creating and Maintaining Project Distributions

You are now about to view a simulation on creating and maintaining project distributions.





Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material.

Answer the review questions below:

1. What is the Project Distribution and what does it do?
2. Why is the Effective Date of the distribution important?



Lesson 4: Summary

In this lesson you learned:

- Project costs are created in the Accounts Payable, Expenses, General Ledger, Time and Labor, Accounts Receivable, Purchasing, and Commitment Control delete and are sent to Project Costing.
- Project distribution has two purposes: create funds distribution rules and create SpeedTypes / SpeedCharts.
- Project costs are split using Funds Distribution Rules in the Project Costing using data defined on the project distribution.



Lesson 5: Projects Reports, Queries and Online Inquiries

In this lesson, you will learn about the following topics:

- Reports
- Queries
- Online Inquiries



Reports

Projects reports can be run at various intervals. There are numerous projects reports available. Projects reports include:

- RPA090 - Project Expenditure Report by Employee
- RPA091 - Expenditures Allocations Report
- RPA094 - Project Overview Report
- RPA100 - Project Expenditure by Activity Group Report
- RPA106a - Financial Summary—Project Expenditure by Activity Report
- RPA106b - Financial Summary—Project Expenditure by Account Report
- RPA109 - Disaster Report
- RPA093 - Project Expenditure by Location
- RPA096 - Financial Summary by Program Report
- RPA150 - Funding Source Report

Note: All Project Accounting users are able to run these reports.



RAP90 Project Expenditure Report by Employee

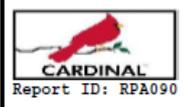
The Project Expenditure Report by Employee provides employee time charged to a project. The report displays the employee name, employee ID, employee department, and earnings code by project phase and activity.

You can access this report by navigating to the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Employee



Project Expenditure Report by Employee



Commonwealth of Virginia
PROJECT EXPENDITURE BY EMPLOYEE

Run Date: 01/30/2013
Run Time: 11:43 00

Business Unit: 50100
Project ID: 000000015
From Date: 01/01/1901
To Date: 01/30/2013

Page No. 1 of 3

Project LTD Expenditures: \$ 14,487,590.52

<u>Emplid</u>	<u>Name</u>	<u>Employee Department</u>	<u>Accounting Date</u>	<u>Journal</u>	<u>Transaction Date</u>	<u>Phase</u>	<u>Activity</u>	<u>EarnCd</u>	<u>Invoice</u>	<u>Hours</u>	<u>Amount</u>
00148532500	Parker, Peter	11043	07/23/2012	TR00008239	06/25/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TR00008239	06/26/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TR00008239	06/27/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TR00008239	06/28/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TR00008239	06/29/2012	9104	64201	RGS		8.00	160.46
Total for Employee (00148532500)											<u>\$ 802.30</u>
00171923300	Camp, Bob	19086	09/13/2012	TR00010037	08/27/2012	9104	64210	RGS		3.00	160.09
			09/13/2012	TR00010037	08/28/2012	9104	64210	RGS		5.00	266.81
Total for Employee (00171923300)											<u>\$ 426.90</u>
00226818800	Ford, Fred	14017	02/22/2012	TR00001827	02/08/2012	9104	64214	RGS	FED000177	2.00	41.70
Total for Employee (00226818800)											<u>\$ 41.70</u>
00228894100	Bourne, Jason	12024	03/02/2012	TR00002292	02/17/2012	9104	64215	RGS	FED000177	2.00	53.09



RAP091 Expenditures Exceed Allocations Report

The Expenditures Exceed Allocations report provides a listing of all projects for which expenditures have exceeded a specified percentage of the project budget. The report also shows the variance between budgeted amounts and funded amounts and budgeted amounts and expended amounts.

You can access this report by navigating to the following path:

Main Menu > Project Costing > Reports > Expenditures Exceed Allocations

CARDINAL		Commonwealth of Virginia EXPENDITURES ALLOCATIONS REPORT				Run Date: 02/15/2011 Run Time: 11:42 00	
Report ID: RPA091		Page No. 1 of 1					
Business Unit 50100							
Project Category ALL							
Project Status ALL							
Department ID ALL							
As of Date 02/14/2011							
Report Option Expenditure % of Budget							
Percent of Budget 0.10%							
Detail Yes							
Project ID				Project Budget	Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
000000069				\$ 14,000,000.00	\$ 29,720.20	\$ 13,970,279.80	0.212
Dept ID	Fund	Program	FIPS				
17000	04720	602002		2,000,000.00			
17000	04720	602001		2,000,000.00	29,720.20		
917000	04720	602001		10,000,000.00			
RPATEST				5,000,000.00	500,000.00	4,500,000.00	10.000
Dept ID	Fund	Program	FIPS				
99999	04000	6030		400,000.00			
99999	04000	6030		1,400,000.00			
99999	04000	6030		200,000.00			
99999	04000	6030		2,500,000.00			
99999	04000	6030		400,000.00			
99999	04000	6030		100,000.00			



Expenditures Exceed Allocations Report



Report ID: RPA091

Commonwealth of Virginia
EXPENDITURES ALLOCATIONS REPORT

Run Date: 02/15/2011
Run Time: 11:42 00

Page No. 1 of 1

Business Unit 50100
Project Category ALL
Project Status ALL
Department ID ALL
As of Date 02/14/2011
Report Option Expenditure % of Budget
Percent of Budget 0.10%
Detail Yes

Project ID		Project Budget		Expenditures	Expenditures to Project Budget	Variance % Expended To Proj Budget
0000000069		\$ 14,000,000.00	\$	29,720.20	\$ 13,970,279.80	0.212
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>			
17000	04720	602002		2,000,000.00		
17000	04720	602001		2,000,000.00	29,720.20	
917000	04720	602001		10,000,000.00		
RPATEST		5,000,000.00		500,000.00	4,500,000.00	10.000
<u>Dept ID</u>	<u>Fund</u>	<u>Program</u>	<u>FIPS</u>			
99999	04000	6030		400,000.00		
99999	04000	6030		1,400,000.00		
99999	04000	6030		200,000.00		
99999	04000	6030		2,500,000.00		
99999	04000	6030		400,000.00		
99999	04000	6030		100,000.00		



RPA094 Project Overview Report

The Project Overview report provides an overview of project data, such as project start date, project description, overall project budget, budget associations, project phase data, project distribution, and project expenditures to date.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Overview Report

CARDINAL		Commonwealth of Virginia PROJECT OVERVIEW REPORT				Run Date: 08/23/2011 Run Time: 02:43 00				
Report ID: VPAR0094						Page No. 1 of 1				
PC Business Unit:	50100									
Project ID:	0000000119									
Ltd Through Fiscal Year:	2011									
Accounting Period:	1									
Start Date:	08/02/2011									
Project Manager:	WRIGHT, EDITHI									
Description:	Bridge Construction, 2210									
Overall Project Budget:	\$ 61,000,000.00									
Project Allocations:	\$ 0.00									
Needed Allocations:	<u>(\$ 61,000,000.00)</u>									
	<u>9101</u>	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>				
Status	A	I	A	I	A					
Start Date	08/02/2011	08/02/2011	08/02/2012	08/02/2013	08/02/2014					
Close Date	07/31/2012	07/31/2012	08/02/2013	08/02/2014	08/02/2015					
Project Allocations						\$ 0.00				
Expenditure to Date	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Remaining Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00				
Project Category	Strength / Widening Bridges									
BRDG										
<u>Distribution Split Basis and Project to Date Expenditure Detail:</u>										
<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>FIPS</u>	<u>Asset</u>	<u>Agency Use1</u>	<u>Agency Use2</u>	<u>Cost Center</u>	<u>Task</u>	<u>Account</u>	<u>Percentage</u>
04100	604001	10044	003							100.00%
Total Expenditures \$ 0.00										



Project Overview Report



Report ID: VPAR0094

Commonwealth of Virginia
PROJECT OVERVIEW REPORT

Run Date: 08/23/2011
Run Time: 02:43 00

Page No. 1 of 1

PC Business Unit: 50100
Project ID: 0000000119
Ltd Through Fiscal Year: 2011
Accounting Period: 1

Start Date: 08/02/2011

Project Manager: WRIGHT, EDITH1

Description: Bridge Construction, 2210

Overall Project Budget: \$ 61,000,000.00
Project Allocations: \$ 0.00
Needed Allocations: (\$ 61,000,000.00)

	<u>9101</u>	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>
Status	A	I	A	I	A	
Start Date	08/02/2011	08/02/2011	08/02/2012	08/02/2013	08/02/2014	
Close Date	07/31/2012	07/31/2012	08/02/2013	08/02/2014	08/02/2015	

	<u>9101</u>	<u>9101</u>	<u>9102</u>	<u>9103</u>	<u>9104</u>	<u>Total</u>
Project Allocations						\$ 0.00
Expenditure to Date	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Remaining Balance	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Project Category
BRDG Strength / Widening Bridges

Distribution Split Basis and Project to Date Expenditure Detail:

<u>Fund</u>	<u>Program</u>	<u>Department</u>	<u>FIPS</u>	<u>Asset</u>	<u>Agency Use1</u>	<u>Agency Use2</u>	<u>Cost Center</u>	<u>Task</u>	<u>Account</u>	<u>Percentage</u>
04100	604001	10044	003							100.00%
Total Expenditures \$ 0.00										



RPA100 Project Expenditure by Activity Group Report

The Project Expenditure by Activity Group report provides project expenditures by activity group or phase such as Right of Way, Construction, Research, etc. The report can be run for one or more projects and activity groups. This report also provides construction engineering costs.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Activity Group



Project Expenditure by Activity Group Report



Report ID: RPA100

Commonwealth of Virginia
PROJECT EXPENDITURE BY ACTIVITY GROUP

Run Date: 09/13/2011
Run Time: 03:54 00

Page No. 1 of 1

Set ID: 50100 : VA Dept of Transportation
Business Unit: 50100 : VA Dept of Transportation
Activity Tree: ACTIVITY ALL
Activity Node: ALL_ACTIVITIES
Responsible Org:
Period: 3 2012
Projects: 0000077600

<u>Project ID</u>	<u>Activity</u>	<u>Activity Description</u>	<u>Expenditures</u>
0000077600	602	PE/Constr - Constr on PE Job	30,978.24
0000077600	605	Prel Eng. Environmetal	1,909.92
0000077600	606	Advanced R/W Prior to Acq.	956.65
0000077600	608	Const. Stakeout Prior to Award	17,715.44
0000077600	611	Preliminary Surveys	197.65
0000077600	612	Preliminary Studies	4,213.54
Node Total for 9101			\$ 55,971.44
Total			\$ 55,971.44



RPA106a Financial Summary-Project Expenditure by Activity Report

The Project Expenditure by Activity report provides the cumulative expenditure amounts for project by activity for project budget, current year and project life-to-date for YTD in current fiscal year. This report is run in batch.

You can navigate to this report using the following path:

Main Menu > Reports Manager



Financial Summary-Project Expenditure by Activity Report

		Commonwealth of Virginia Financial Summary - Project Expenditure by Activity							
Report ID:	PA106AYC						Run Date:	April 4, 2015	
Layout ID:	VPAR106A						Run Time:	1:41:14 AM	
Scope :	PA106AYRC								
Period Ending:	June 30, 2015								
Business Unit:	50100	VA Dept of Transportation							
Project :	0000106532	EN01287142,P101, N501							
Activity	Description	Project Budget	Expenditures		Project To Date	Project To Date (Over) Under Project Budget	% of Project Budget Remaining		
			2015-8	2015-9					
9101	Preliminary Engineering Phase	\$0.00	\$1,356.75	\$585.96	\$1,942.71	\$1,942.71	(\$1,942.71)	0.00%	
9102	Right of Way Phase						\$0.00	0.00%	
9103	Inc. Construction Phase						\$0.00	0.00%	
9104	Construction Phase						\$0.00	0.00%	
9105	Maintenance Phase						\$0.00	0.00%	
9106	Capital Outlay Phase						\$0.00	0.00%	
9107	Planning Phase						\$0.00	0.00%	
9108	Research Phase						\$0.00	0.00%	
9109	Administrative Phase						\$0.00	0.00%	
	Project Budget	\$0.00					\$0.00	0.00%	
	Total	\$0.00	\$1,356.75	\$585.96	\$1,942.71	\$1,942.71	(\$1,942.71)	0.00%	



RPA106b Financial Summary – Project Expenditure by Account

The Project Expenditure by Account report provides the cumulative expenditure amounts for project by account for project by account for project budget, current year and project life-to-date. It also indicates whether the project to date expenditures are over/under the budget amount as well as the current year percentage of project budget remaining.

You can navigate to this report using the following path:

Main Menu > Reports Manager



Financial Summary – Project Expenditure by Account

		Commonwealth of Virginia Financial Summary - Project Expenditure by Account						
Report ID:	VPAR106							
Layout ID:	VPAR106B					Run Date	August 25, 2011	
Scope:	VPAR106A					Run Time	5:56:50 PM	
Period Ending:	August 31, 2011							
Business Unit:	50100							
Project:	0000012823	0262007101						
Expenditures								
Account	Description	Project Budget	Current Year	Project to Date	Project to Date (Over) Under Project Budget - (G16)	Current Year % of Project Budget Remaining		
5011230	Salaries, Classified	0.00	10,000.00	10,000.00	(10,000.00)	100.0000%		
5099001	Budget Roll up Account	42,917,830.00	0.00	0.00	42,917,830.00	0.0000%		
	All Accounts	\$42,917,830.00	\$10,000.00	\$10,000.00	\$42,907,830.00	100.0000%		



RPA109 Disaster Report

The Disaster report can be run in summary or detail format and provides specific expenditure details for all projects denoted with a disaster number and disaster indicator on the project record.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Disaster Report



Disaster Report



Commonwealth of Virginia DISASTER REPORT - SUMMARY

Run Date: 09/14/2011
Run Time: 08:42 00

Report ID: RPA109

Business Unit: 50100
Date From: 06/01/2010

Page No. 1 of 11

Disaster

<u>Number</u>	<u>Project ID</u>	<u>District</u>	<u>FIPS</u>	<u>Fiscal YTD Expenditures</u>		<u>LTD Expenditures</u>
	0000092372	Culpeper	113	\$	0.00	\$ 1,726,640.54
	0000092513	Northern Virginia			0.00	(4,527.99)
	0000092513	Northern Virginia	107		0.00	2,806,592.53
	0000092540	Lynchburg	083		0.00	335,749.89
	0000092696	Bristol	197		0.00	449,499.18
	0000092698	Bristol	191		0.00	2,661,982.43
	0000092699	Salem	067		0.00	64,325.60
	0000092700	Salem			0.00	5,551.58
	0000092700	Salem	019		0.00	644.20
	0000092700	Salem	023		0.00	1,162.37
	0000092701	Richmond			0.00	53,473.35
	0000092701	Richmond	025		0.00	77,033.86
	0000092701	Richmond	117		0.00	877,364.88
	0000092701	Richmond	127		0.00	28,591.00
	0000092701	Richmond	135		0.00	36,289.04
	0000092701	Richmond	145		0.00	46,230.09
	0000092702	Staunton			0.00	366,134.15
	0000092702	Staunton	005		0.00	445.19
	0000092702	Staunton	015		0.00	969.91
	0000092702	Staunton	069		0.00	784.37



RPA093 Project Expenditure by Location

The Project Expenditure by Location report can be run in summary or detail format. The report provides fiscal year-to-date and life-to-date budget and expenditure data by department and program for projects and cost centers.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Expenditure by Location

 Report ID: RPA093	Commonwealth of Virginia PROJECT EXPENDITURES BY LOCATION	Run Date: 08/25/2011 Run Time: 10:36 00
---	--	--

Set ID: 50100 : VA Dept of Transportation
 Business Unit: 50100 : VA Dept of Transportation
 Fiscal Year: 2011
 Period: 12
 Project Status:
 Program: All
 FIPS: All
 Project Category: All
 Project Status: All

Page No. 1 of 1

<u>Distict</u>	<u>Current Budget</u>	<u>Current Expenses</u>	<u>Current Variance</u>	<u>LTD Budget</u>	<u>LTD Expenses</u>	<u>LTD Variance</u>
10 All Central Office Orgs	\$5,582,145,454.65	\$17,052,666.82	\$5,565,092,787.83	\$5,854,455,678.28	\$17,053,131.07	\$5,837,402,547.21
11 Bristol District Wide	\$1,654,190,423.83	\$3,448,598.19	\$1,650,741,825.64	\$2,231,817,603.84	\$3,448,598.19	\$2,228,369,005.65
12 Salem District Wide	\$1,750,290,997.97	\$3,210,135.75	\$1,747,080,862.22	\$2,220,153,921.15	\$3,210,135.75	\$2,216,943,785.40
13 Lynchburg District Wide	\$1,120,327,286.09	\$1,316,429.46	\$1,119,010,856.63	\$1,460,322,815.06	\$1,316,429.46	\$1,459,006,385.60
14 Richmond District Wide	\$2,907,674,324.08	\$2,279,343.74	\$2,905,394,980.34	\$3,864,452,941.11	\$2,279,343.74	\$3,862,173,597.37
15 HamptonRds District Wide	\$3,229,187,164.94	\$2,076,940.63	\$3,227,110,224.31	\$4,404,398,078.59	\$2,076,940.63	\$4,402,321,137.96
17 Culpeper District Wide	\$1,113,098,979.05	\$1,073,572.13	\$1,112,025,406.92	\$1,363,098,192.03	\$1,073,572.13	\$1,362,024,619.90



RPA096 Financial Summary by Program

The Financial Summary by Program report can be run for fiscal year-to-date or life-to-date. This report provides budget expenditure data for projects and cost centers. The report displays data for each detail department value.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Financial Summary by Program



Financial Summary by Program



Commonwealth of Virginia
FINANCIAL SUMMARY BY PROGRAM

Run Date: 07/11/2011
Run Time: 11:25 00

GL Business Unit: 50100
Program: 6020
Department: 10000
Fiscal Year: 2011
Period: 1
Fiscal Year

Page No. 1 of 1

<u>Dept ID</u>	<u>Description</u>	<u>Cost Center Description</u>	<u>Budget</u>	<u>Expenditures</u>	<u>Variance</u>
Total for Department Node					
		Cost Center Total	\$ 0.00	\$ 0.00	\$ 0.00
		Project Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00
		Total	\$ 500,000.00	\$ 797.00	\$ 499,203.00



RPA150 Funding Source Report

The Funding Source report can be run in summary or detail format and provides total amounts applied to specific funding sources.

You can navigate to this report using the following path:

Main Menu > Project Costing > Reports > Funding Source



Funding Source Report - Summary



Report ID: RPA150

Commonwealth of Virginia
FUNDING SOURCE REPORT - SUMMARY

Run Date: 04/21/2015

Run Time: 01:44 00

Page No. 1 of 8

Business Unit : 50100

Funding Source	Description	Original Amount	Amount Allocated	Amount Remaining
CNF150	Training - Federal	\$ 13,000.00	\$ 13,000.00	\$ 0.00
CNS492	Right-of-Way Lease Proceeds	4,563,586.00	4,563,586.00	0.00
CF4100	FY2013 Portion Project Funding	11,767,147.00	11,767,147.00	0.00
CF6MB0	FY2013 Portion Project Funding	465,321.00	465,321.00	0.00
CF2100	FY2013 Portion Proj Funding	34,246,144.00	34,246,144.00	0.00
CF2211	FY2013 Portion Project Funding	9,519,042.00	9,519,042.00	0.00
CF2MB0	FY2013 Portion Project Funding	5,890,031.00	5,890,031.00	0.00
CS2MB1	FY2013 Portion Project Funding	1,472,508.00	1,472,508.00	0.00
CS1101	FY2013 Portion Project Funding	6,666,667.00	6,666,667.00	0.00
CF1101	FY2013 Portion Proj Funding	66,080,885.00	66,080,885.00	0.00
CF1200	FY2013 Portion Proj Funding	71,024,974.00	71,024,974.00	0.00
CF2101	FY2013 Portion Project Funding	8,561,539.00	8,561,539.00	0.00
CF2700	FY2013 Portion Project Funding	54,873,232.00	54,873,232.00	0.00
CF2M10	FY2013 Portion Project Funding	99,142,007.00	99,142,007.00	0.00
MND060		521,135.60	521,135.60	0.00
ADSAR1	Incr from UVA for #102649	315,915.00	315,915.00	0.00
TLS312	Powhite Prkwy Property Damage	91,300.00	0.00	91,300.00
MNF014	FY2013 Bonus OA, OPD Projs	13,919,897.00	13,919,897.00	0.00



Funding Source Report - Detail



Commonwealth of Virginia
FUNDING SOURCE REPORT - DETAIL

Report ID: RPA150

Run Date: 04/21/2015
Run Time: 01:49 00

Page No. 1 of 1

Business Unit : 50100

Funding Source:

Project ID: 0000102046 PM9J12000

Reporting Category:

<u>Fund Source</u>	<u>Description</u>	<u>Amount</u>
MNS000	State Maintenance Funding	\$ 735,248.98
MNF005	Surface Transportation Program (STP) - F	0.00
MF2100	MAP 21 FY2013 Budget	2,907,760.00
MF2108	FY15 OPO Adjustment, 45M	21,600.00
Total		<u>\$ 3,664,608.98</u>



Queries

Managing project queries can be run at various intervals. There are numerous queries available. Key managing project queries include:

- Phase Closing
- Project Expenditure by Report Category
- Project Expenditure by Fund
- Detail Project Expenditures
- Allowable / Unallowable Accounts
- Project Expenditures and Transfers
- Project Payroll Expenditures



Project Phase Closing

This query provides users with a listing of project and phases with end dates that are less than the current date so that they can manually update the activity status to Inactive.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PHASE_CLOSING

V_PA_PHASE_CLOSING - Project Phase Closing

Business Unit:

End Date:

Project Status:

Activity Type:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (61 kb)

[View All](#) First 1-100 of 206 Last

	Project ID	Status	Activity Type	Responsible Org	Department	Description	Start Date	End Date	Project Manager
1	0000081781	O	9101	10012	10012	MBE FY06-07	07/01/2006	12/31/2009	PROJECT, PERRY P
2	0000084389	O	9101	10012	10012	MBE FY07-08	01/16/2007	01/31/2013	PROJECT, PERRY P
3	0000094473	O	9101	10012	10012	IMP OF INTERN FOR WOUNDED VETS	08/01/2009	03/31/2012	PROJECT, PERRY P
4	0000098765	O	9101	10012	10012	WOUNDED VET INTRNSHP	11/01/2010	11/30/2011	PROJECT, PERRY P
5	0000105361	O	9101	10012	10012	Wounded Veterans Internship Pr	07/01/2013	06/30/2014	PROJECT, PERRY P
6	0000098547	O	9101	10014	10014	Canon Virginia Project	12/02/2010	04/18/2014	PROJECT, PERRY P
7	0000103936	O	9101	10014	10014	VCSFA	07/01/2012	07/01/2014	PROJECT, PERRY P
8	0000104096	O	9101	10014	10014	DOAV	02/15/2013	05/31/2013	PROJECT, PERRY P



Project Expense by Reporting Category

This query allows users to review, monitor, and delete project expenditures for a specified report category such as MFED. The query should prompt for Business Unit, Fiscal Year, Accounting Period From, Accounting Period To, Reporting Category, and Activity Type or %.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_BY_PROJ_CATEGORY_SUM

V_PA_PROJ_BY_PROJ_CATEGORY_SUM - Proj Exp by Report Category

PC Business Unit:

Fiscal Year:

Accounting Period From:

Accounting Period To:

Reporting Category:

Activity Type (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First Last

	Business Unit	Fiscal Year	Accounting Period	Reporting Category	Project ID	Fund Code	Program	Department ID	Monetary Amount
1	50100	2012	9	PRDG	0000102813	04362	606003	14013	728.00
2	50100	2012	10	PRDG	0000102813	04362	606003	14013	0.00
3	50100	2012	11	PRDG	0000084216	04100	604002	12000	0.00



Project Expenditures by Fund

This query allows users to pull detail project expenditures by fund. The query should prompt for business unit, fund, fiscal year, and accounting period.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_BY_EXPENDITURE_BY_FUND

V_PA_PROJ_EXPENDITURE_BY_FUND - Project Expenditures by Fund

Business Unit:

Fiscal Year:

Fund (if inactive, type value):

Accounting Period From:

Accounting Period To:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First **1-3 of 3** Last

	Business Unit	Fiscal Year	Accounting Period	Fund Code	Project ID	Amount	Activity Type	Program
1	50100	2015	1	07601	0000052327	44705.55	9102	603002
2	50100	2015	1	07601	0000052327	598914.87	9104	603002
3	50100	2015	1	07601	0000095552	1012174.95	9104	603002



Detail Project Expenditures

This query allows users to pull project expenditure data based on project id, activity type (phase), accounting period, fiscal year and whether the expenditure has an allowable or unallowable content.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PRJ_EXPEND_DTL

V_PA_PRJ_EXPEND_DTL - Detail Project Expenditures

Business Unit:

Project:

Activity Type (% for all):

Accounting Period (% For All):

Fiscal Year (% for all):

Allowable \ Unallowable \ %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (238 kb)

[View All](#) First Last

	Business Unit	Journal ID	Journal Date	Journal Line	Journal Line Reference	Journal Line Source	User ID	Fiscal Year	Accounting Period	Project	Phase	Activity	Account	Account Description	Fund	Program	Department	FIPS	Agency Use 1	Asset	Voucher	Vendor Name	Monetary Amount
1	50100	PC00000003	06/30/2010	170738		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrb-Def Ben	04720	603003	19002	059					0.98
2	50100	ALC0000011	12/31/2011	12201		ALO	V_CONV_LOAD	2012	6	0000000015	9104	636	5011110	Employer Retire Contrb-Def Ben	04720	603003	19052	059					23.07
3	50100	PC00000002	06/30/2010	156387		GCA	V_CONV_LOAD	2010	12	0000000015	9104	645	5011110	Employer Retire Contrb-Def Ben	04720	603003	19002	059					6.03
4	50100	CNVACT0608	06/08/2011	928		PNL	V_CONV_LOAD	2011	12	0000000015	9104	742	5011110	Employer Retire Contrb-Def Ben	04720	603003	19002	059					-25.56
5	50100	CNVACT0608	06/08/2011	926		PNL	V_CONV_LOAD	2011	12	0000000015	9104	64209	5011110	Employer Retire Contrb-Def Ben	04720	603003	19002	059					3.03



Allowable / Unallowable Accounts

This query allows users to pull project expenditure data based on project id, activity type (phase), accounting date to and from and whether the expenditure has an allowable or unallowable.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXPENDITURE_ACCTS

V_PA_PROJ_EXPENDITURE_ACCTS - Allowable Unallowable Accounts

PC Business Unit:

Project ID (% for All):

Activity Type (% for All):

From Accounting Date:

To Accounting Date:

Allowable / Unallowable / %:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (356 kb)

[View All](#) First Last

	Journal ID	Journal Date	Accounting Date	Accounting Period	Fiscal Year	Business Unit	Project	Activity	Analysis Type	Account	Account Description	Fund	Program	Department	Cost Center	FIPS	Asset	Route	Contract	Amount	Allowable
1	ALC0000007	02/28/2014	02/28/2014	8	2014	50100	0000077821	983	ATE	5011110	Employer Retire Contrb-Def Ben	04100	699024	10057					000S281	91.66	Y
2	ALC0000007	03/31/2014	03/31/2014	9	2014	50100	0000077821	983	ATE	5011110	Employer Retire Contrb-Def Ben	04100	699024	10057					000S281	341.61	Y
3	ALC0000007	04/30/2014	04/30/2014	10	2014	50100	0000077821	983	ATE	5011110	Employer Retire Contrb-Def Ben	04100	699024	10057					000S281	254.73	Y
4	ALC0000007	05/31/2014	05/31/2014	11	2014	50100	0000077821	983	ATE	5011110	Employer Retire Contrb-Def Ben	04100	699024	10057					000S281	-61.99	Y
5	ALC0000007	06/24/2014	06/24/2014	12	2014	50100	0000077821	983	ATE	5011110	Employer Retire Contrb-Def Ben	04100	699024	10057					000S281	45.00	Y



Project Expenditure and Transfers

This query allows users to view project transactions that have expenditure and transfer accounts.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_EXP_AND_TRANSFERS

V_PA_PROJ_EXP_AND_TRANSFERS - Project Exp and Transfers

Business Unit (% for all):

Activity Type (% for all):

Fund (% for all):

Project (% for all):

Fiscal Year:

Accounting Period From:

Accounting Period To:

Project Category (% for all):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (10240 kb)

[View All](#) First [Last](#)

	Project	Activity ID	Activity Type	Fiscal Year	Accounting Period	Fund	Account	Program	Department	Journal ID	Journal Date	Accounting Date	System Source	Voucher	Vendor ID	Vendor Name	Vendor Class	Contract	BU Amount
1	0000000054	668	9102	2015	1	04720	5011120	603003	19002	ALC0000009	07/31/2014	07/31/2014	ALO					0952415	78.24
2	0000000054	668	9102	2015	3	04720	5011120	603003	19002	ALC0000009	09/30/2014	09/30/2014	ALO					0952415	35.52
3	0000000054	668	9102	2015	2	04720	5011150	603003	19002	ALC0000006	08/31/2014	08/31/2014	ALO					0952415	232.38
4	0000000054	668	9102	2015	1	04720	5011230	603003	19002	TE00037953	07/01/2014	07/01/2014	GHR					0952415	227.65
5	0000000054	668	9102	2015	1	04720	5011230	603003	19002	TE00039234	07/23/2014	07/23/2014	GHR					0952415	199.19
6	0000000054	668	9102	2015	3	04720	5011230	603003	19002	TE00042057	09/15/2014	09/15/2014	GHR					0952415	220.08
7	0000000054	668	9102	2015	1	04720	50112301	603003	19002	ALC0000001	07/31/2014	07/31/2014	ALO					0952415	107.34



Project Payroll Expenditures

This query allows users to view project payroll expenditures.

You can navigate to this query using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_PA_PROJ_PAYROLL_EXPENDITURES

V_PA_PROJ_PAYROLL_EXPENDITURES - Project Payroll Expenditures

Business Unit (% for all):

Fund (% for all):

Activity Type (% for all):

Project Category (% for all):

Project ID (% for all):

Fiscal Year:

From Accounting Period:

To Accounting Period:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (26 kb)

View All First Last

	Project ID	Activity Type	Activity ID	Program	Dept ID	Fund	Journal ID	Journal Date	Fiscal Year	Period	Employee ID	Employee Name	Resource Quantity	Contract	Resource Amount
1	0000019060	9101	612	603002	14006	04720	TE00011270	10/16/2012	2013	4	00021337800		4.00	5127572	137.22
2	0000019060	9101	612	603002	14006	04720	TE00011847	10/31/2012	2013	4	00465766400		2.00	5127572	96.13
3	0000019060	9101	612	603002	14006	04720	TE00012940	11/30/2012	2013	5	00021337800		2.00	5127572	75.47
4	0000019060	9101	612	603002	14006	04720	TE00012940	11/30/2012	2013	5	00465766400		4.00	5127572	217.11
5	0000019060	9101	616	603002	14006	04720	TE00008492	07/31/2012	2013	1	00040168700		2.50	5127572	93.85
6	0000019060	9101	616	603002	14006	04720	TE00008492	07/31/2012	2013	1	00180048600		14.00	5127572	440.51
7	0000019060	9101	616	603002	14006	04720	TE00008492	07/31/2012	2013	1	00231852000		4.00	5127572	141.56



Online Inquiries

Online inquiries can be run at various intervals. There are numerous online inquiries available. Online inquiries include:

- **Manager Transaction Review:** Used to view transactions (cost transactions and associated billing) for a particular project or project/activity combination. You can narrow search by date, analysis type, and source type.
- **Transactions in Progress:** Allows you to see transactions coming from other modules that are in progress (For example, GL journal that is posted but has not been distributed in Project Costing).
- **Projects Recon Workbench:** Allows you to analyze a particular project, instead of a group of transactions.
- **Flexible Analysis:** Used to review the current project data from the project summary tables. This online inquiry sums up the transactions by project. This inquiry is driven off the flexible analysis template you must create before running this inquiry.

You can navigate to these online inquiries using the following path:

Main Menu > Project Costing > Interactive Reports



Online Inquiries (continued)

- **Employee Costs by Activity:** Review employee ID time and costs by activity.
- **Employee Costs by Project:** Review employee ID time and costs by project. This report is similar to the Employee Costs by Activity online inquiry above.
- **Invoices by Activity:** Review project cost transactions related to billing invoices.
- **Journal Entries by Activity:** Review project cost transactions related to journal entries.
- **Purchase Orders by Activity:** Review project cost transactions related to purchase orders.
- **Vouchers by Activity:** Review project cost transactions related to vouchers.

You can navigate to these online inquiries using the following path:

Main Menu > Project Costing > Review Costs > Accumulated Costs



Online Inquiries (continued)

- **Review Accounting History:** Allows you to review accounting entries that are sent to General Ledger. You should search by journal ID or date of the journal.

You can navigate to this online inquiry using the following path:

Main Menu > Project Costing > Accounting



Online Inquiries – My Projects

You can navigate to these online inquiries using the following path:

Main Menu > Project Costing > My Projects

Favorites | Main Menu > Project Costing > My Projects

My Projects

User ID: DIANNA.WONDER Name: DIANNA WONDER

My Projects Customize | Find | View All | First 1 of 1 Last

General | Details | Amounts

Project Business Unit	Project	Description	Program	Project Status	Processing Status	Project Overall
50100	0000000015	0095029F14	<input type="checkbox"/>	Open	Active	

[Create New Project](#) [Projects List](#) [Create Project from Microsoft](#)



Online Inquiries – My Projects (continued)

To select a project, enter the **Business Unit**. To limit the number of projects that display, enter additional criteria. For example, in the **Project Information** section, you can enter a range in the **From Project** and **Through Project** fields.

Click the **Search** button. A list of projects that match the search criteria displays at the bottom of the page.

Select the project or projects you want to add by clicking the checkbox next to it in the **My Projects** column.

Click the **Save** button and the project is added to your **My Projects** list.

The screenshot shows the 'My Projects' web application interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Project Costing', and 'My Projects'. The user is identified as 'JOHN.DOE'. The search criteria section includes a 'Business Unit' field with the value '50100' and a 'My Projects' checkbox. Below this are fields for 'Project Tree', 'Effective Date', 'Parent Node', 'Project Type', 'Project Status', and 'Project Manager'. The 'Project Information' section includes 'From Project' and 'Through Project' fields, both highlighted with a red box, and 'From Start Date' and 'Through Start Date' fields. A 'Search' button is highlighted with a red box. Below the search criteria is a table with the following columns: 'My Projects', 'Project Business Unit', 'Project', 'Description', 'Type', 'Project Manager', 'Start Date', 'Project Status', and 'Edit'. The table contains six rows of project data. A 'Save' button is highlighted with a red box at the bottom of the page.

My Projects	Project Business Unit	Project	Description	Type	Project Manager	Start Date	Project Status	Edit
<input type="checkbox"/>	50100	0000000015	0095029F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	Edit
<input type="checkbox"/>	50100	000	Construction Project Template	CONSTRUCTION		11/08/2013	Pending	Edit
<input type="checkbox"/>	50100	00000		CONSTRUCTION		03/25/2013	Closed	Edit
<input type="checkbox"/>	50100	0000000016	0095076F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	Edit
<input type="checkbox"/>	50100	0000000022	0028053104	CONSTRUCTION	JOHN DOE	06/30/1995	Budget	Edit
<input type="checkbox"/>	50100	0000000029	0007100F03	CONSTRUCTION	JOHN DOE	07/01/1982	Open	Edit



Favorites | Main Menu > Project Costing > My Projects

User ID: JOHN.DOE Name: JOHN DOE

Search Criteria

*Business Unit: My Projects

Project Tree

Tree Name: Effective Date: Parent Node:

Project Type: Project Status: Project Manager:

Project Description:

Project Information

From Project: Through Project:

From Start Date: Through Start Date:

Project List Customize | Find | View 100 | First 1-6 of 18952 Last

My Projects	Project Business Unit	Project	Description	Type	Project Manager	Start Date	Project Status	Edit
<input type="checkbox"/>	50100	0000000015	0095029F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	<input type="button" value="Edit"/>
<input type="checkbox"/>	50100	000	Construction Project Template	CONSTRUCTION		11/08/2013	Pending	<input type="button" value="Edit"/>
<input type="checkbox"/>	50100	00000		CONSTRUCTION		03/25/2013	Closed	<input type="button" value="Edit"/>
<input type="checkbox"/>	50100	0000000016	0095076F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	<input type="button" value="Edit"/>
<input type="checkbox"/>	50100	0000000022	0028053104	CONSTRUCTION	JOHN DOE	06/30/1995	Budget	<input type="button" value="Edit"/>
<input type="checkbox"/>	50100	0000000029	0007100F03	CONSTRUCTION	JOHN DOE	07/01/1982	Open	<input type="button" value="Edit"/>

Select All Clear All



Lesson 5: Summary

In this lesson you learned:

- There are many projects reports and online inquiries you can run to gather project related data.
- The Project Overview report provides an overview of project data, such as project start date, project description, overall project budget, budget associations, project phase data, project distribution, and project expenditures to date.
- The Transactions in Progress online inquiry allows you to see transactions coming from other modules that are in progress.



Lesson 6: Managing Projects Hands-On Practice (Lessons 2- 4)

This lesson includes practice that will reinforce the lessons learned today. Your instructor will provide direction regarding specific activities that are part of this lesson. Please ask your instructor if you have any questions.



Course Summary

In this course, you learned how to:

- Describe key projects concepts
- Describe the overall managing projects process
- Enter and maintain projects and associated activities
- Enter summary projects
- Collect and process costs related to projects
- Enter and maintain projects distribution
- Create funds distributions for multi-funded projects
- Describe the key reports and online inquiries



Course Evaluation

Congratulations! You successfully completed the **PA352: Managing Projects** course. Please use the evaluation link to assess this course.



Appendix

- Key Terms
- Integration and Interfaces



Key Terms

Project: A planned undertaking with a finite beginning and a finite end. Typically it requires both fiscal year and life to date budget and actual reporting (e.g., Upgrade signal at Harry Byrd Hwy & Sterling Blvd is **00000948590**).

Project Costing ChartFields: Fields that record Chart of Accounts elements related to projects. The Project ChartFields are Project Costing Business Unit (PCBU), Project, Activity, Source Type, Category, and Subcategory. The PCBU, Project ID and Activity values are required on all project transactions.

Project Costing Business Unit (PCBU): An operational subset of an agency; it is used to identify select project defaults (e.g., statewide is **99999**).

Project ID: An auto-generated sequential number. This number is required on all project transactions as a means to track financial information and report on a specific project.

Activity: The type of work or services performed for project charges and can only be used on project transactions (e.g., Staff Appraising is **621**).

Source Type/Category: Optional fields that allow you to identify the purpose of individual transactions. Source Types are a key component in selecting the accounting entries created from project billing transactions.



Key Terms (continued)

Class Field (Federal Information Processing Standards (FIPS)): The Federal Information Processing Standards codes that identify cities, counties, and towns in the Commonwealth of Virginia (e.g., Richmond City is **760**).

Asset: A collection of financial information related to a specific agency asset (when budgets and expenses need to be tracked at an asset or asset category level) (e.g., Bridge Wythe County VA Structure is **23966**).

Analysis Type: Groups transactions for processing and reporting purposes.

Analysis Group: Analyzes project transactions by grouping analysis types.

Project Tree: Defines how projects are related to one another and used to achieve the desired level of detail when tracking and reporting costs.

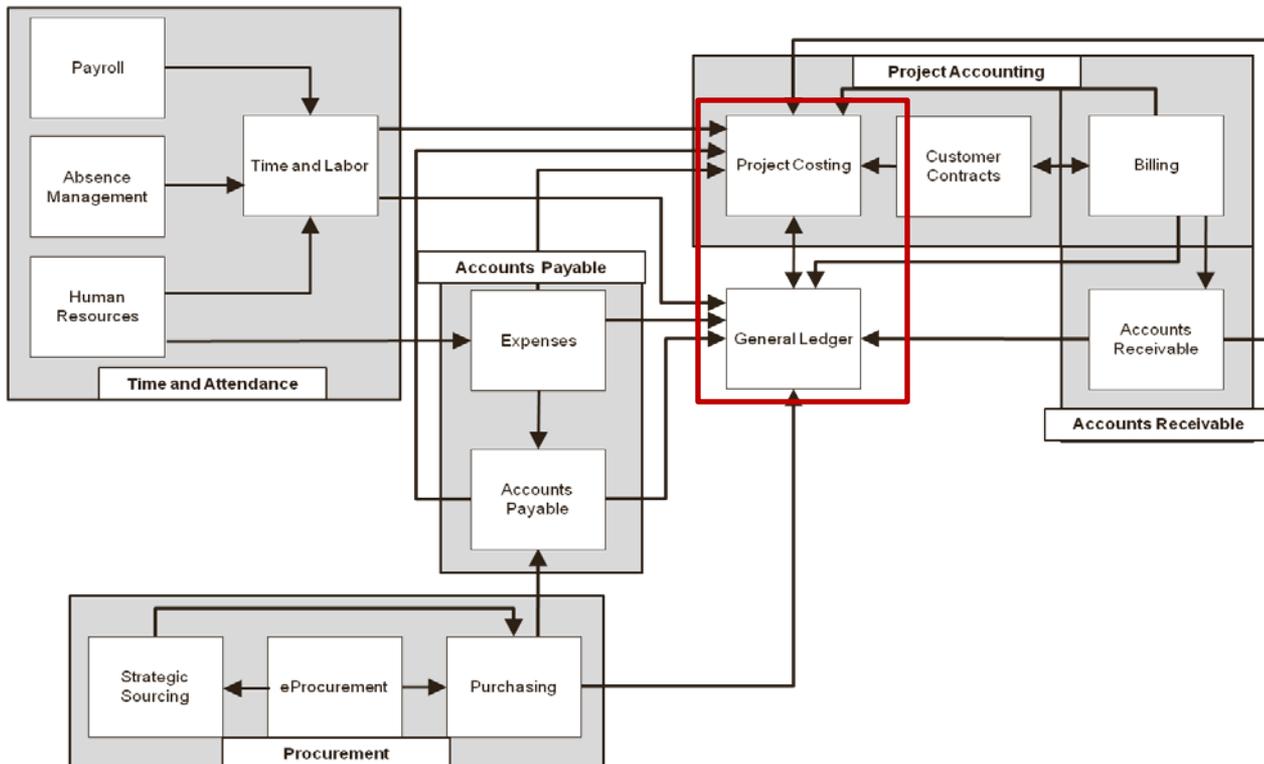
Funds Distribution: Splits project transactions between multiple accounting distributions after they are collected in the Project Costing module.



Integration with General Ledger

Project Costing sends accounting entries related to the funds distribution analysis types and revenue accounting entries associated with project billing to General Ledger.

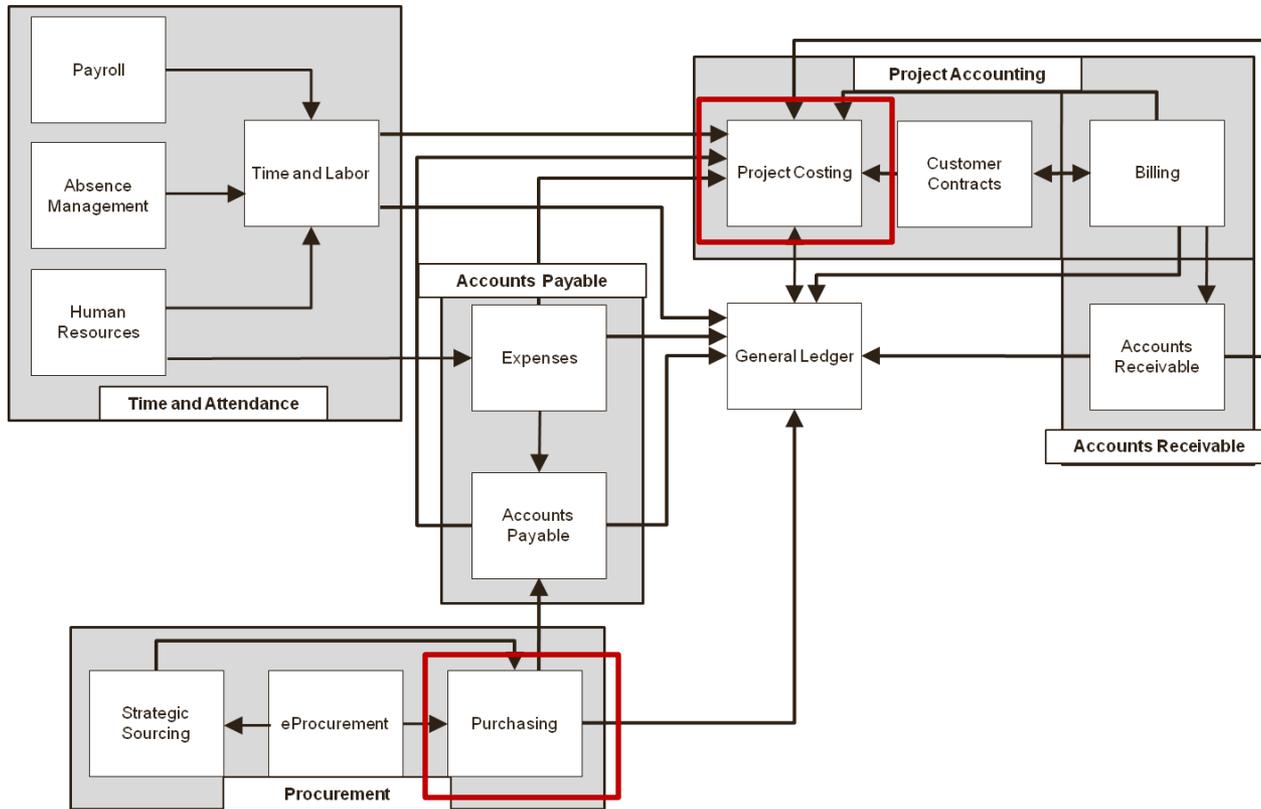
General Ledger sends journal entries created in General Ledger to Project Costing. This is an inbound integration.





Integration with Purchasing

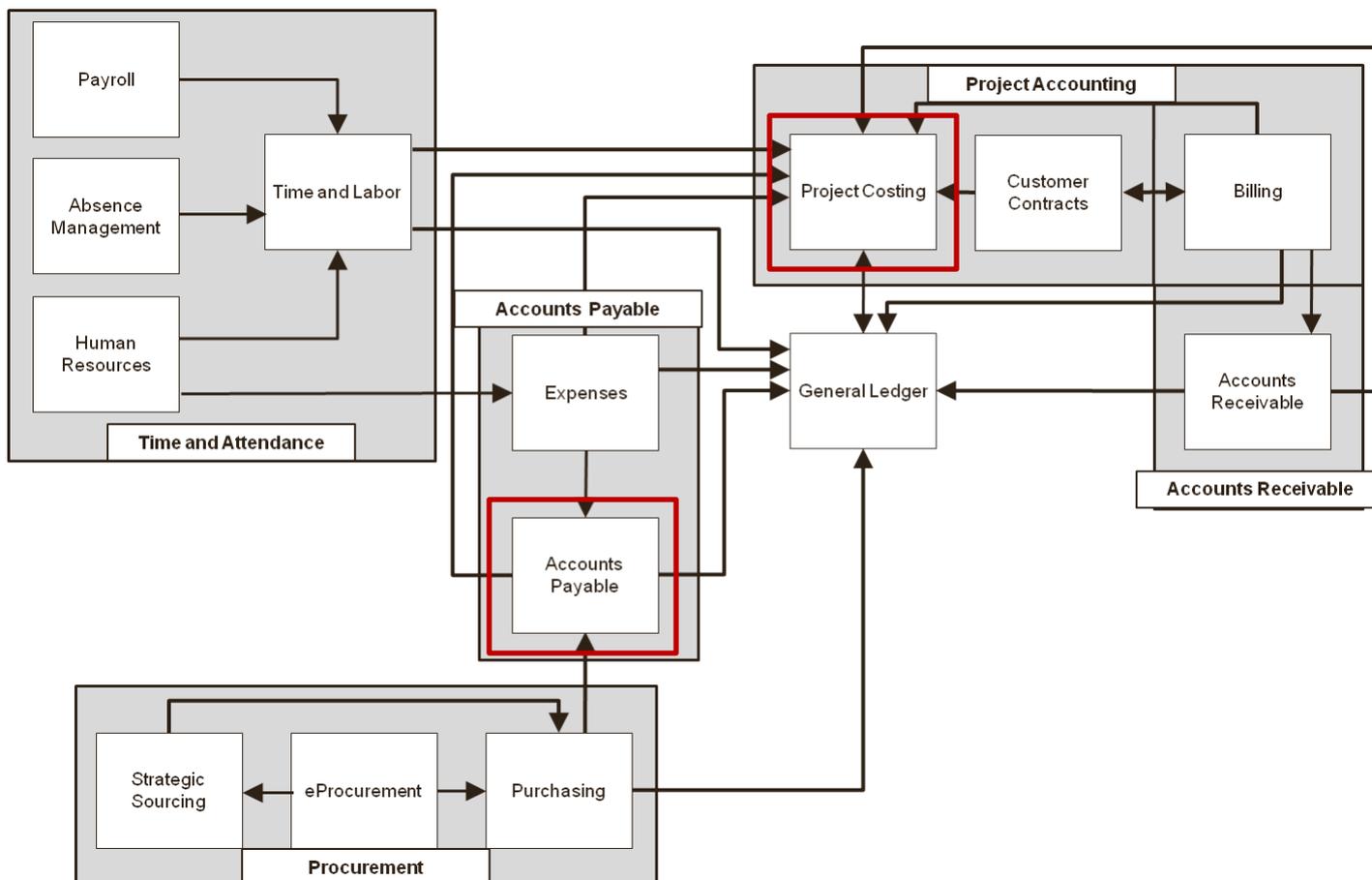
Purchasing sends requisitions and purchase orders and requisition and purchase order reversals to Project Costing.





Integration with Accounts Payable

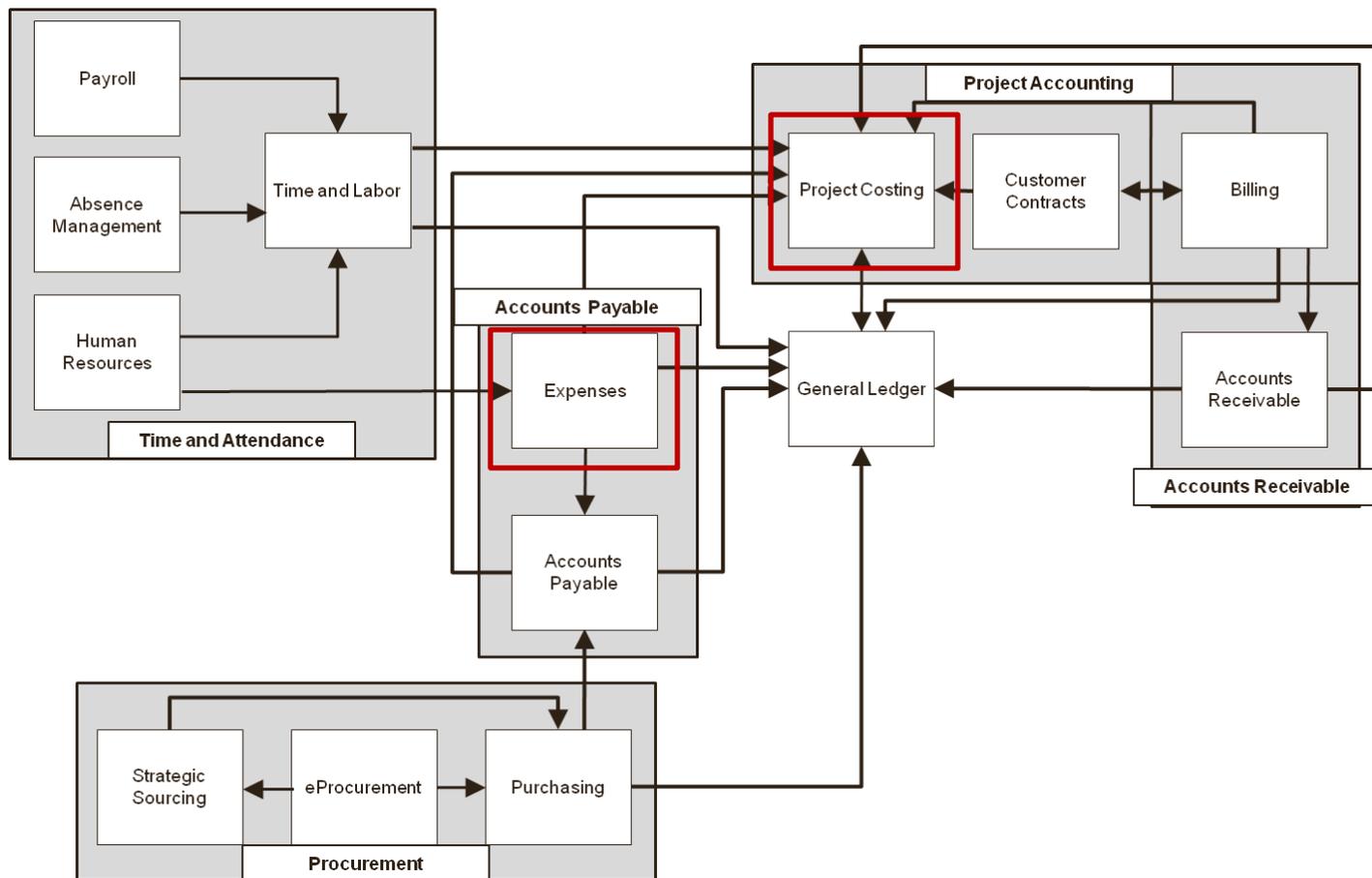
Accounts Payable sends posted vouchers to Project Costing.





Integration with Expenses

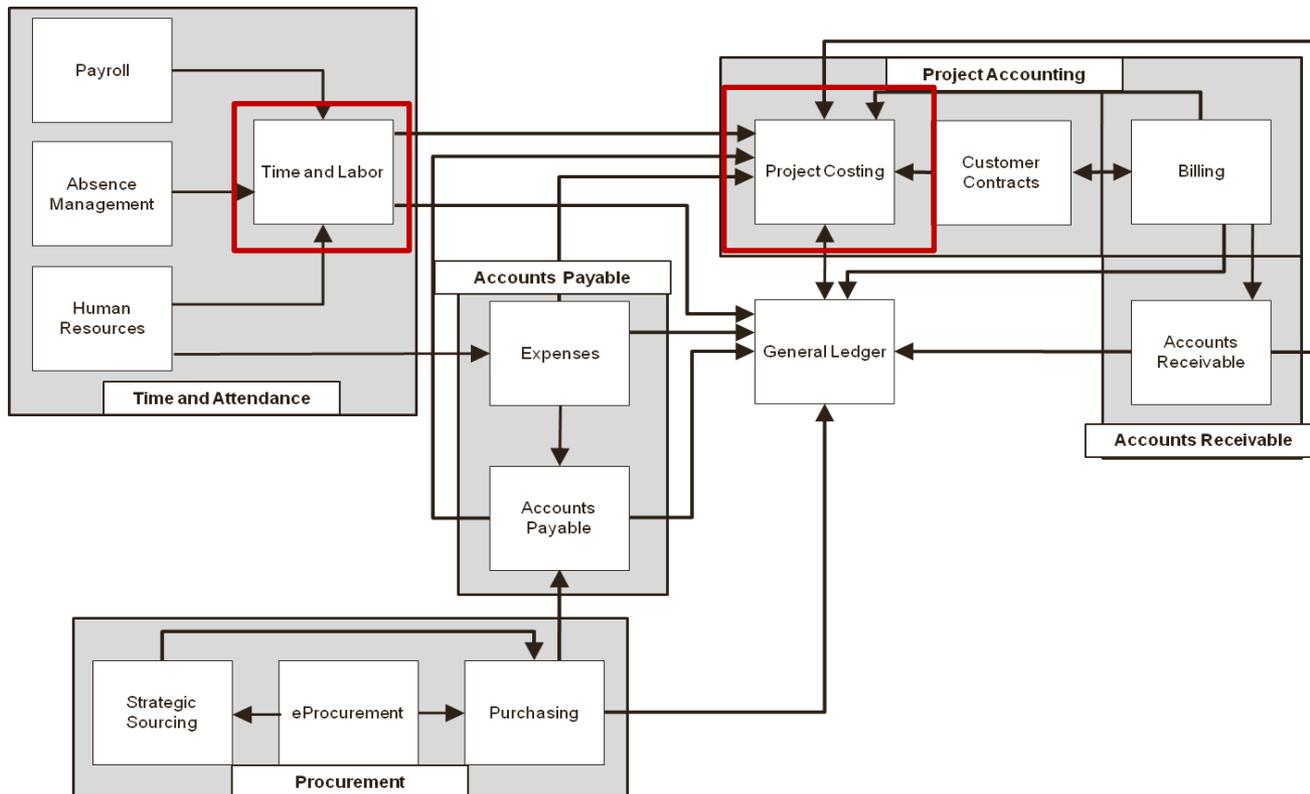
Expenses send posted employee expense reports to Project Costing.





Integration with Time and Attendance

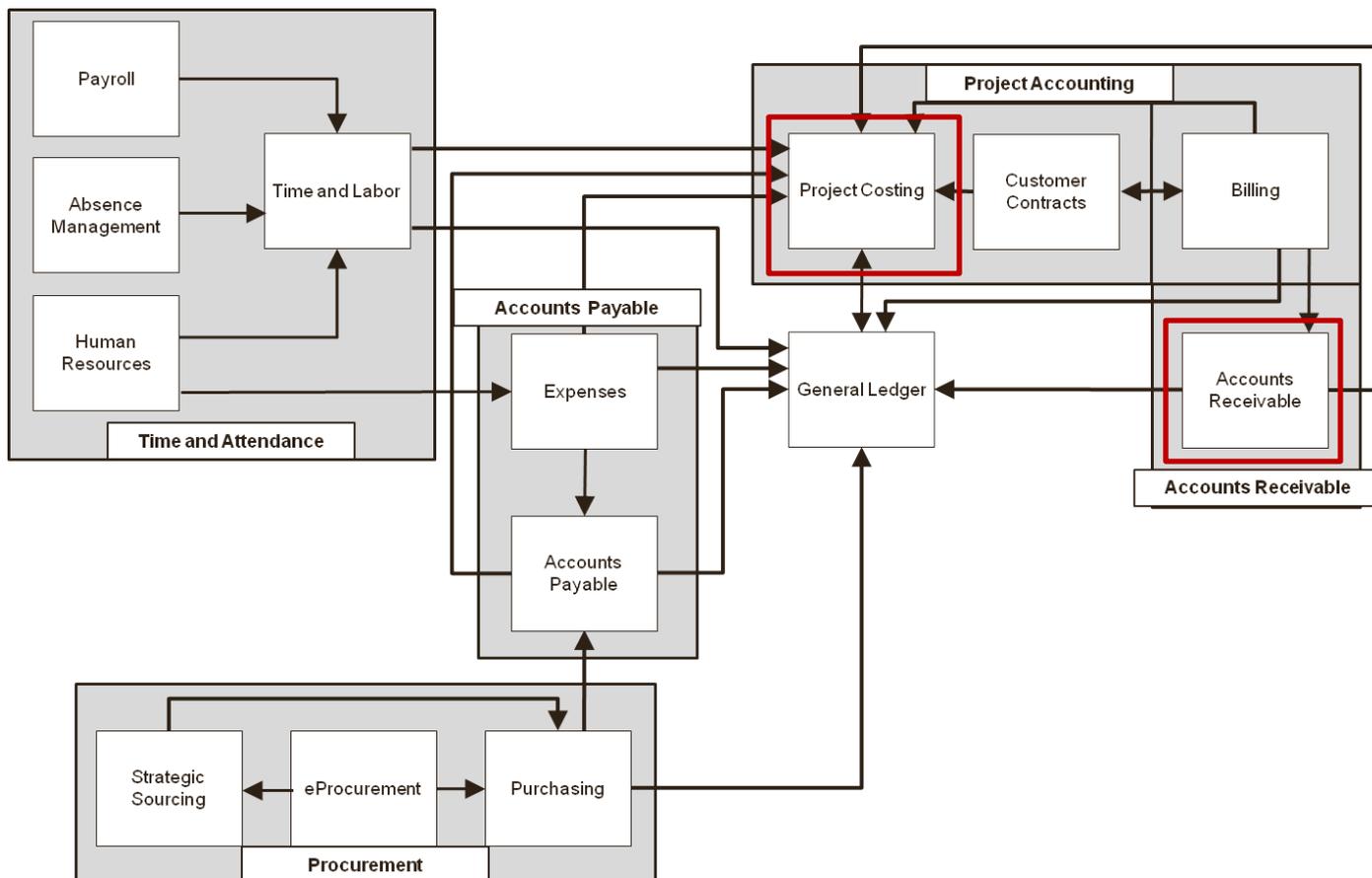
There is outbound and inbound integration with Time and Attendance. Project Costing sends valid project and activity combinations to Time and Attendance. Time and Attendance sends time entry transactions and adjustments to Project Costing.





Integration with Accounts Receivable

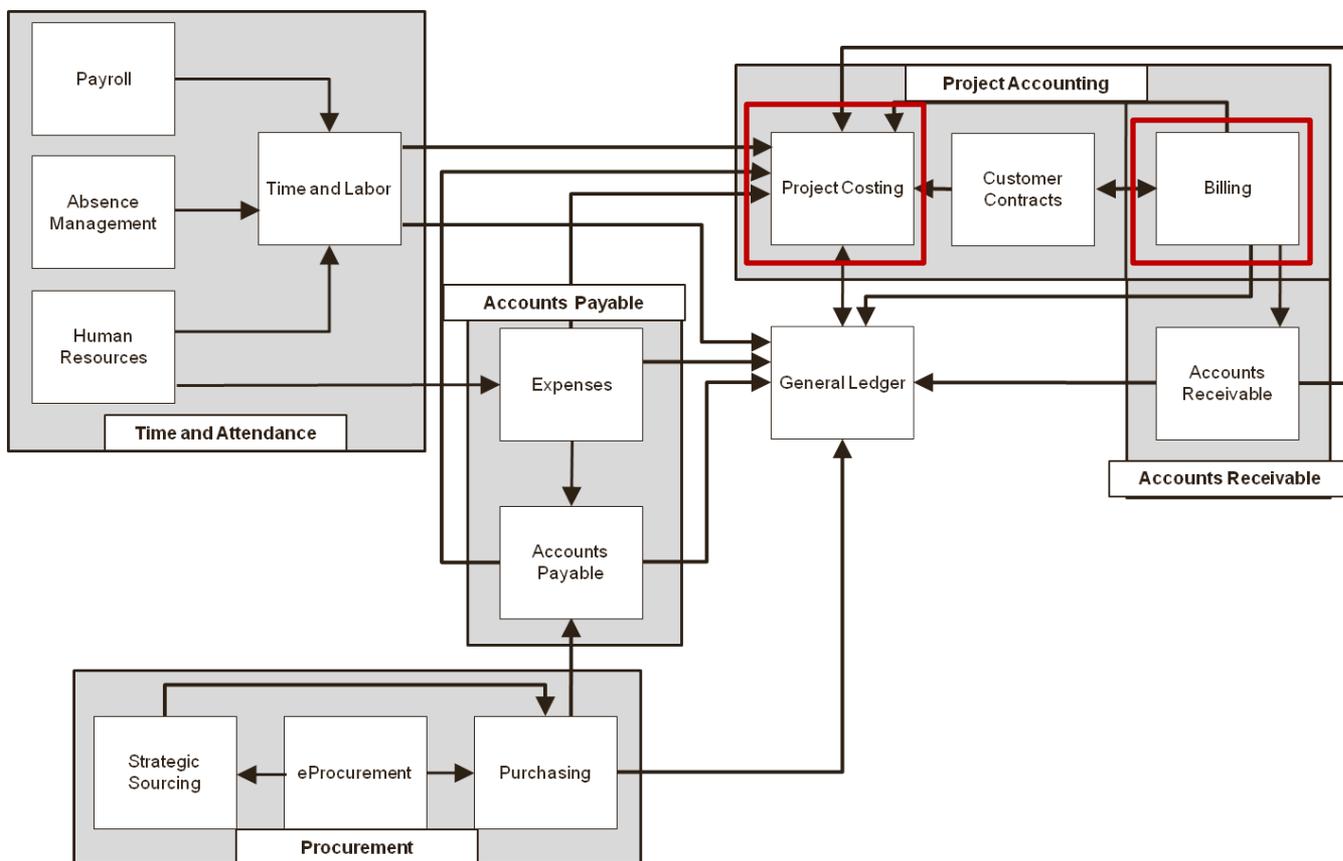
Accounts Receivable sends direct journals to Project Costing.





Integration with Billing

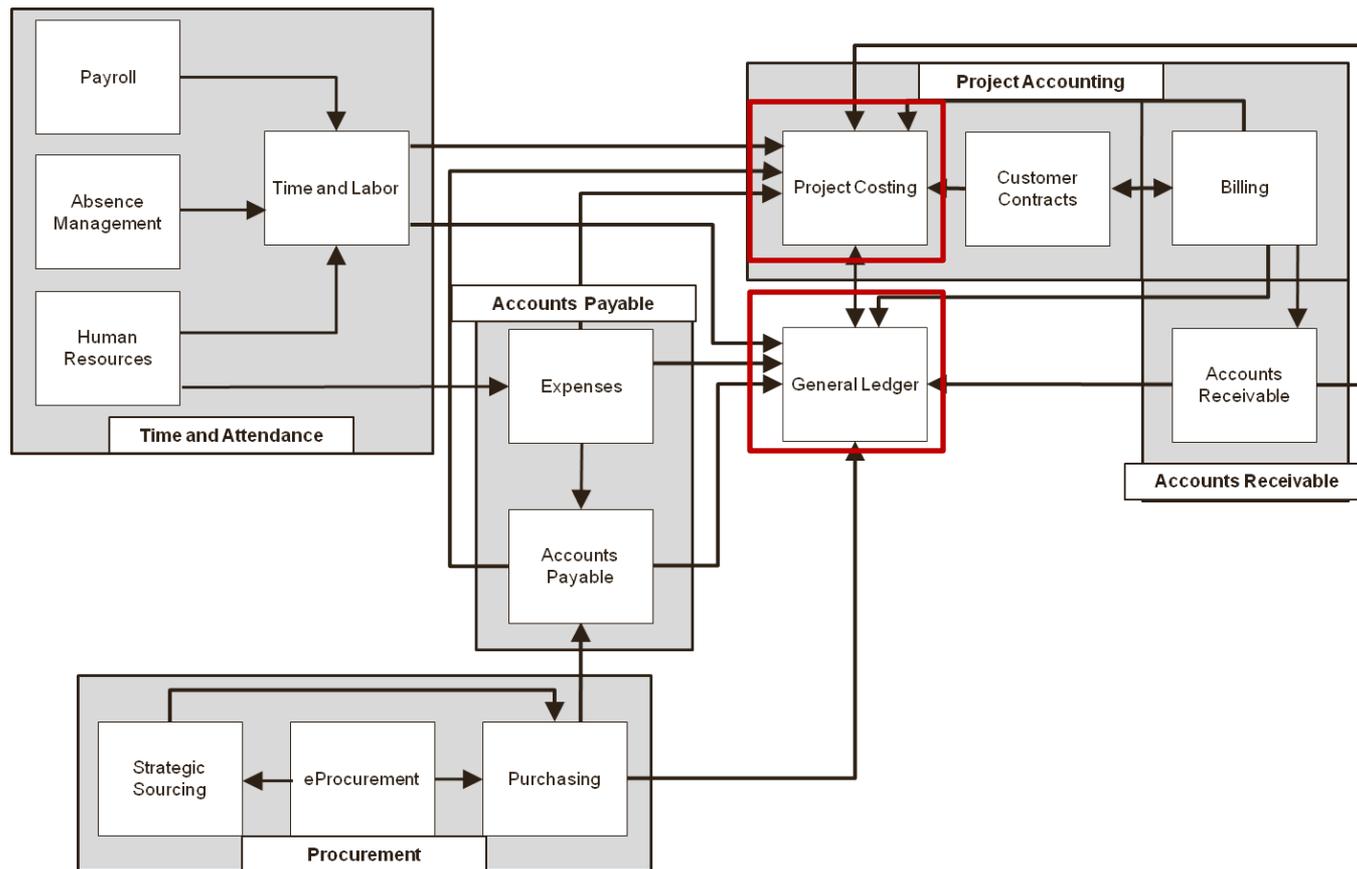
There are three inbound integrations with Billing. Billing sends revenue entries, billing invoice data, and billing adjustments to Project Costing.





Integration with Commitment Control

Commitment Control sends budget entries to Project Costing.





Interface with SiteManager

There are three outbound interfaces with SiteManager. Project costing sends valid project/activity combinations, valid project/structure combinations, and valid General Ledger accounts to SiteManager.

