Cardinal

Please review the Project Accounting Job Aids section for relevant 9.2 updates.

501 PA352
Managing Projects

Instructor Led Training

Welcome to Cardinal Training

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

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Introduction

Introduction

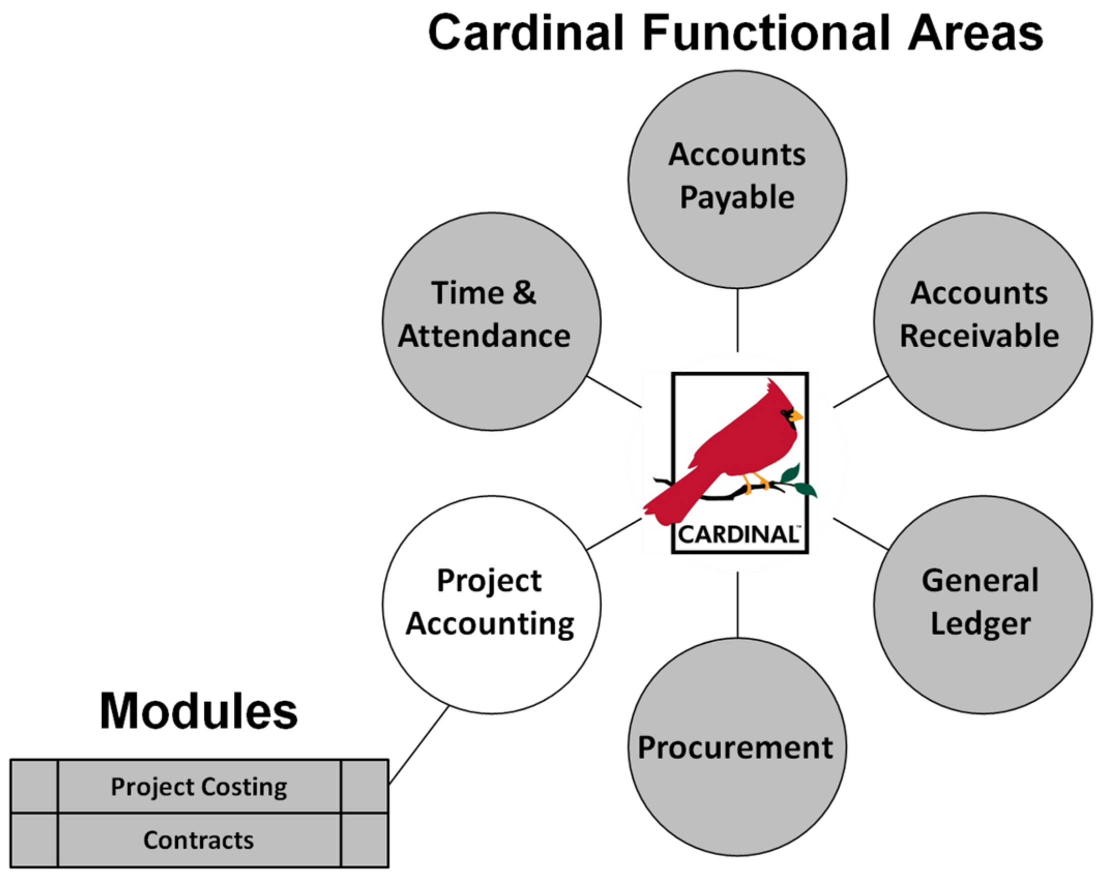
In the Cardinal Overview course, you learned that the Project Accounting functional area of Cardinal is composed of two modules:

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.



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

Course Objectives (continued)

- Create funds distributions for multi-funded projects
- Describe the key reports and online inquiries

Agenda

Lesson 1: Introduction

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

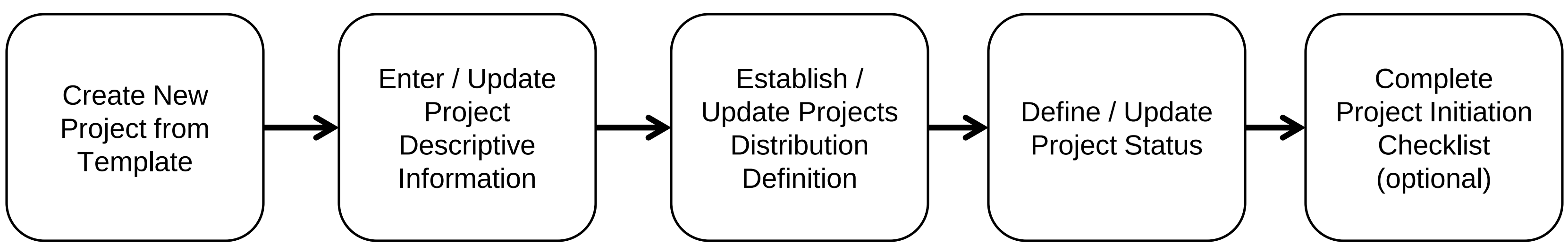
The Managing Projects process includes two sub-processes:

- 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. Read the question and make note of your answer.

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?

Lesson 1: Checkpoint (continued)

4. What is a Summary Activity?

5. How is a Summary Project used?

Lesson 1: Summary

1 Understanding Projects

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: Introduction

2 Entering and Managing 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.

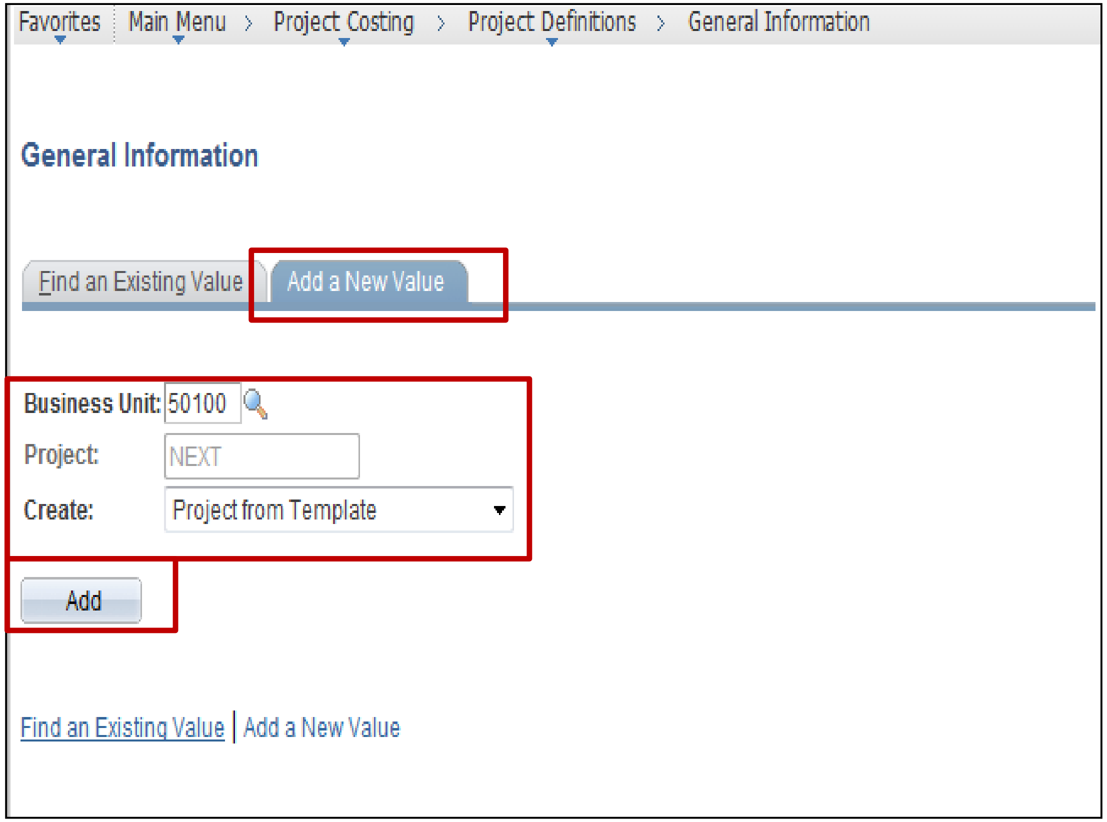
Navigate to this page using the following path:

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 the 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 the project is created. Notice that the **Project** field value of **NEXT** is greyed out and cannot be changed.
- **Create**: This field defines how the project is created. Select **Project from Template**.
- Click the **Add** button.



Setting Up a Project (continued)

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

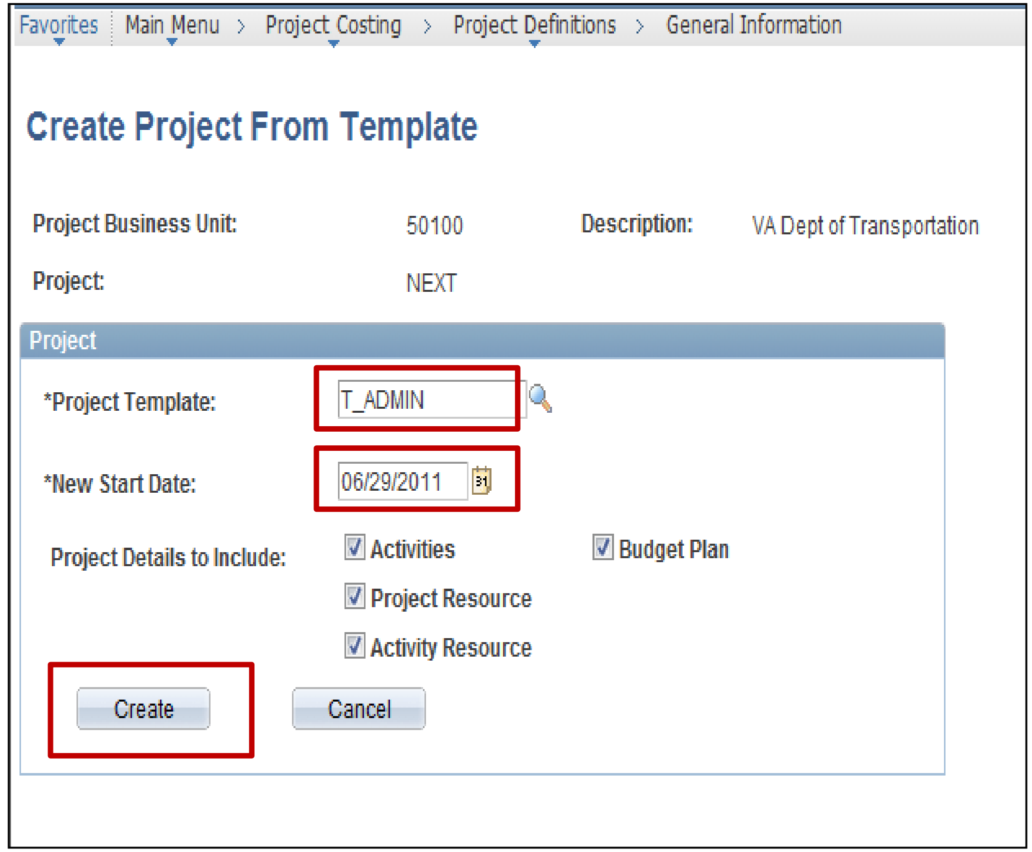
- **T_CONST**
- **T_MAINT**
- **T_RANDP**
- **T_ADMIN**
- **T_CAPOL**

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

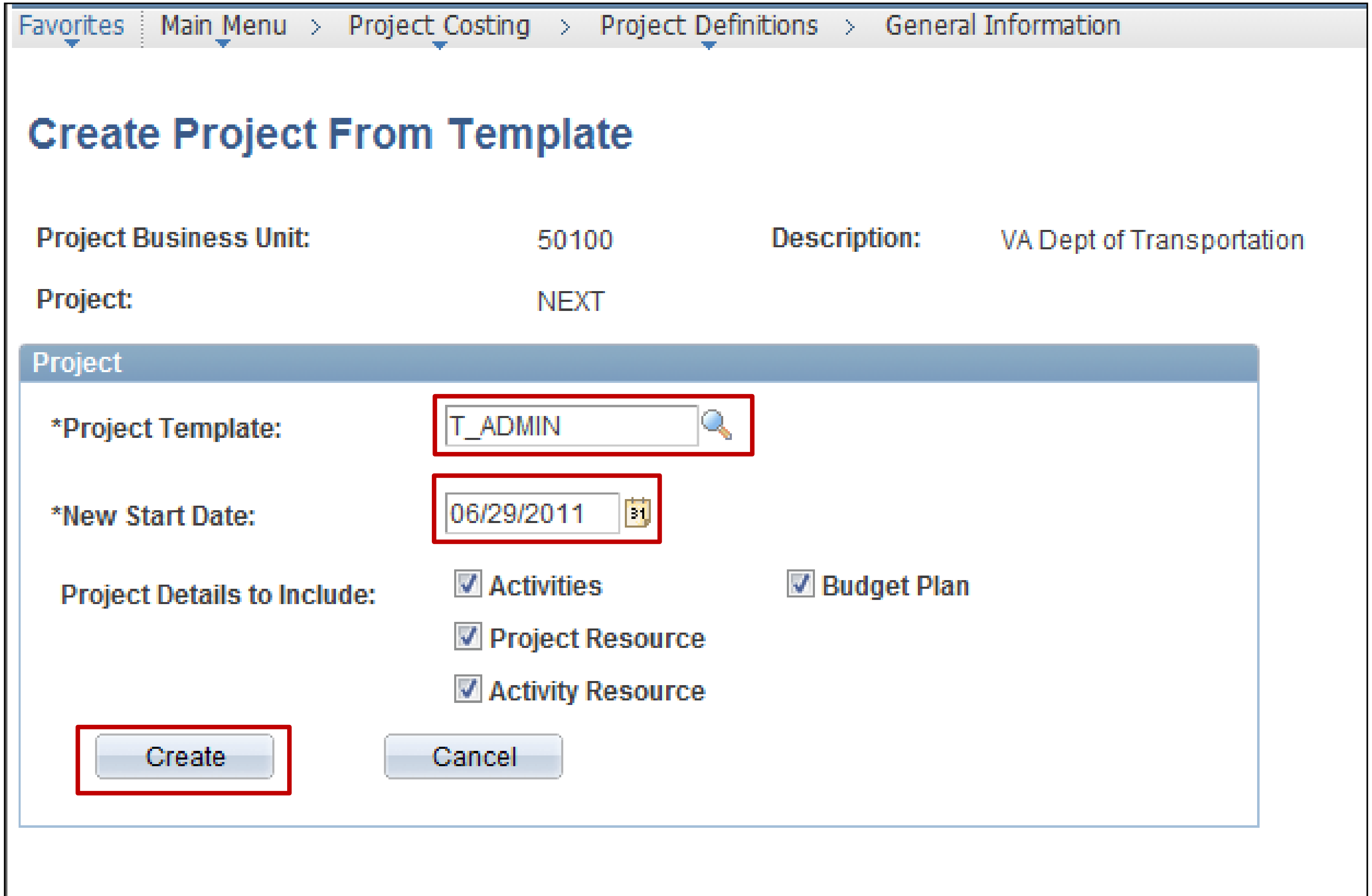
New Start Date: The date populated in this field defaults the Project and Activity Start Dates.

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

Click the **Create** button.



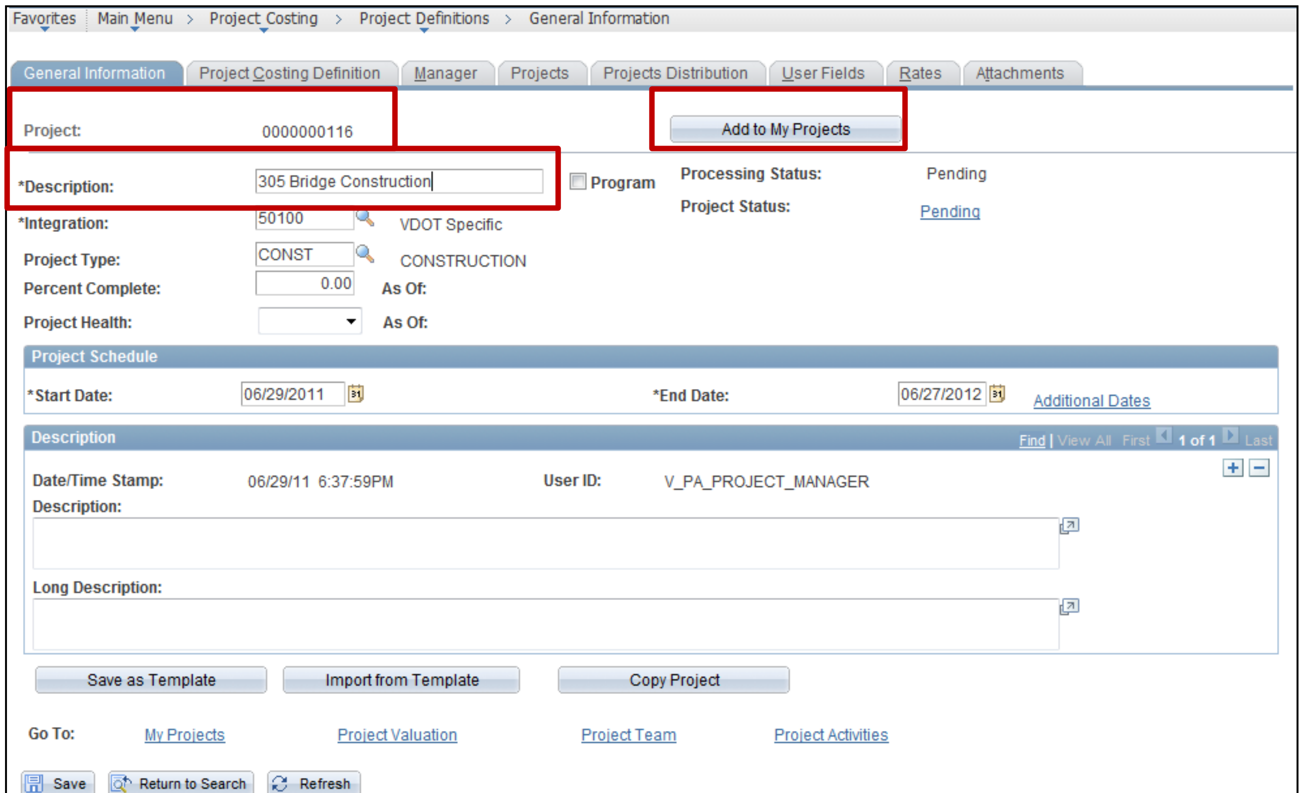
Setting Up a Project (continued)



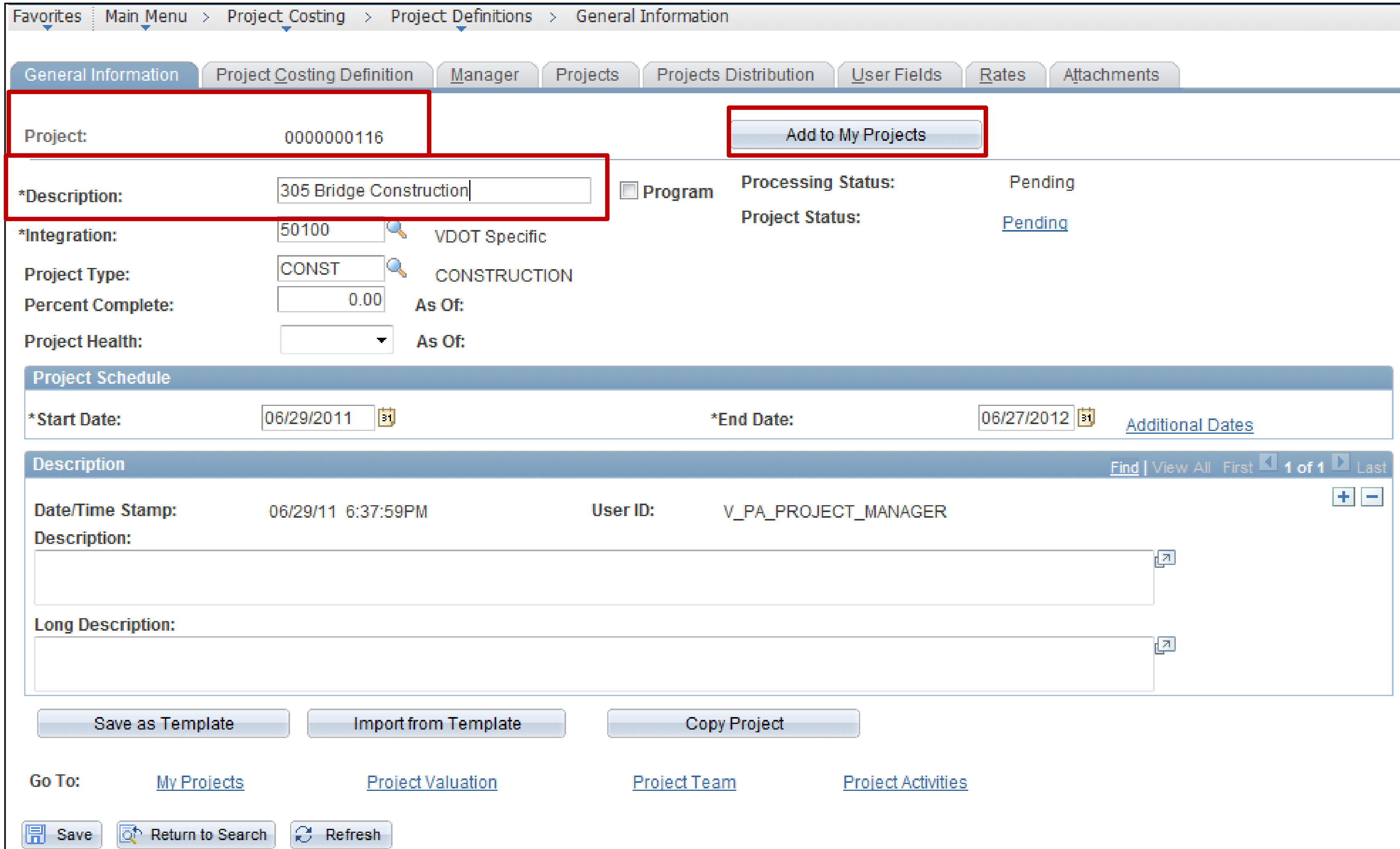
Defining Project Information

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 the new project is saved.
- **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, updating this description is recommended.



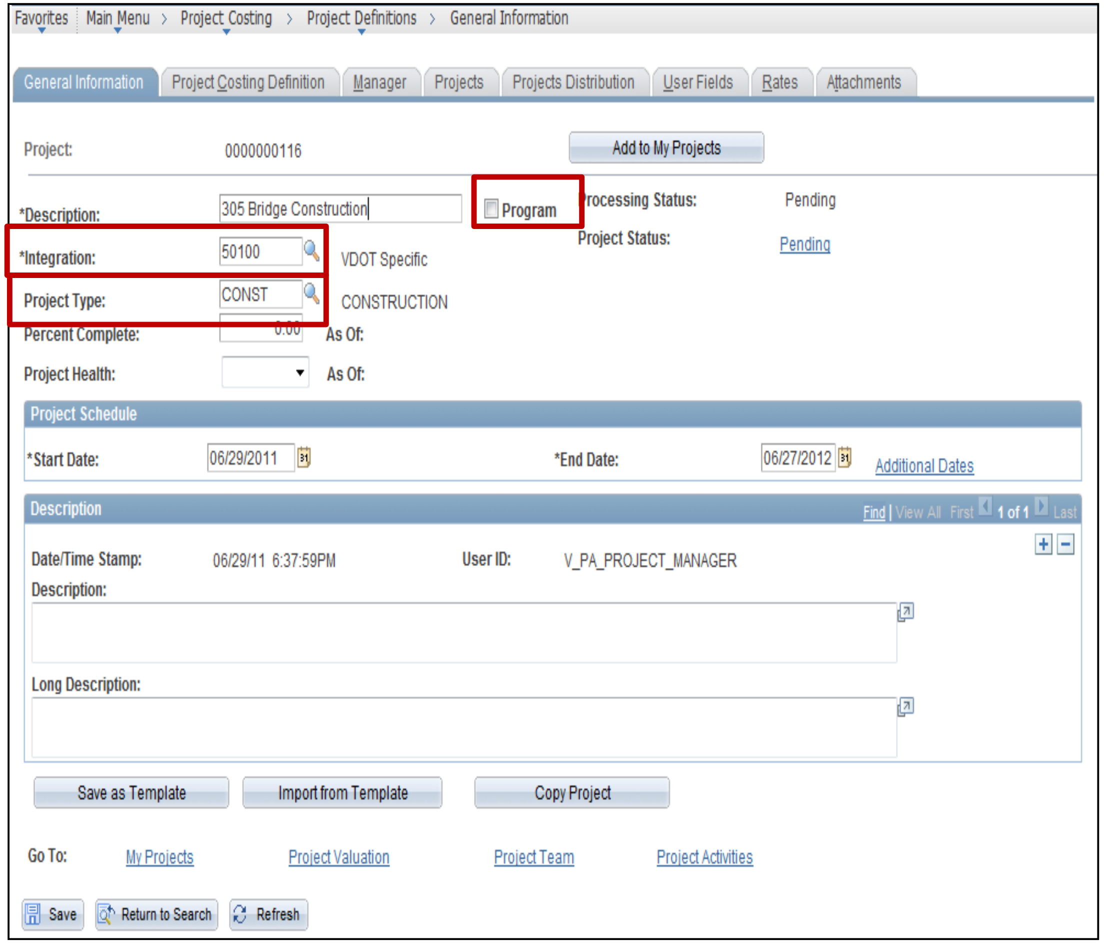
Defining Project Information (continued)



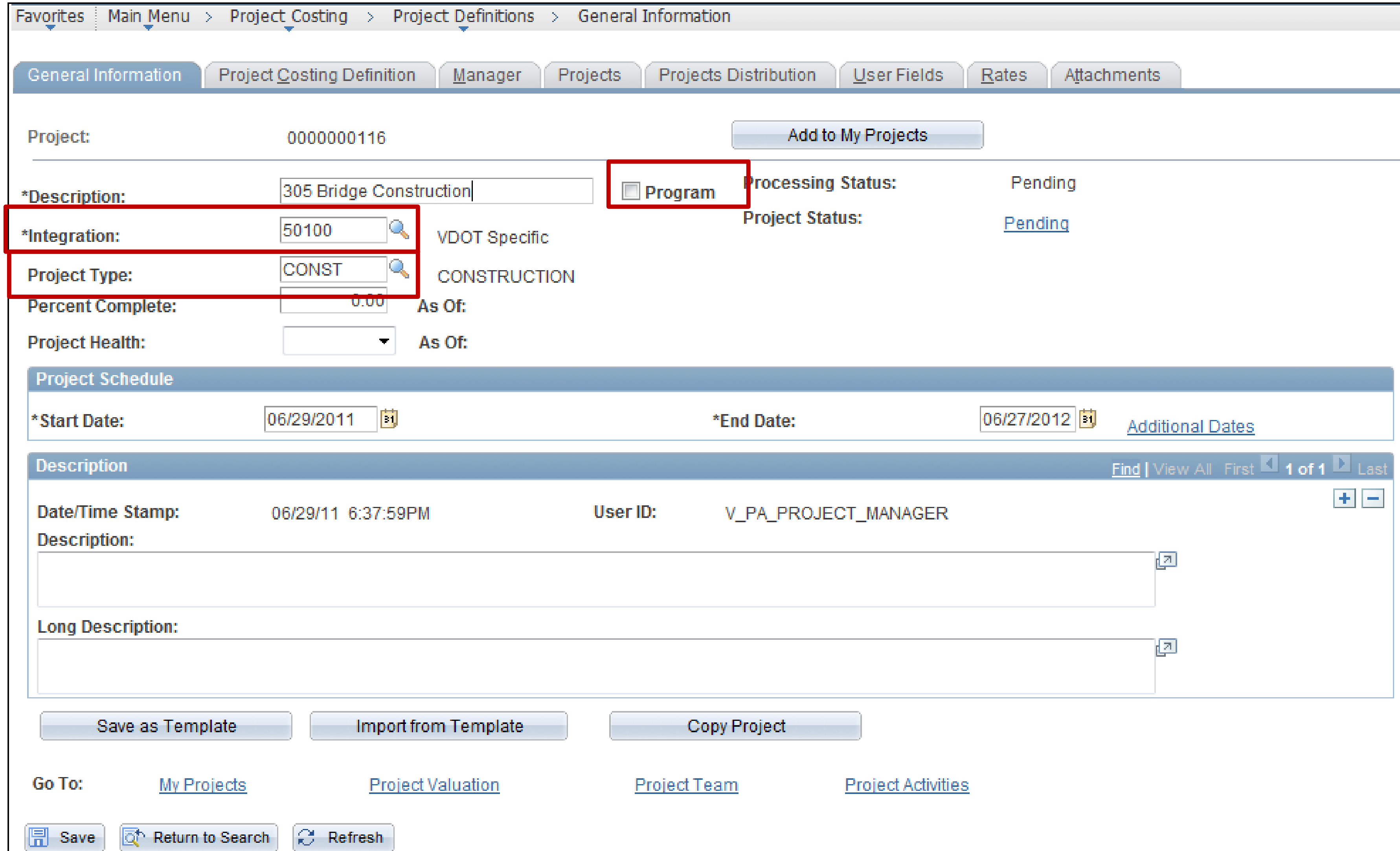
Defining Project Information

- **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 changes to 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.

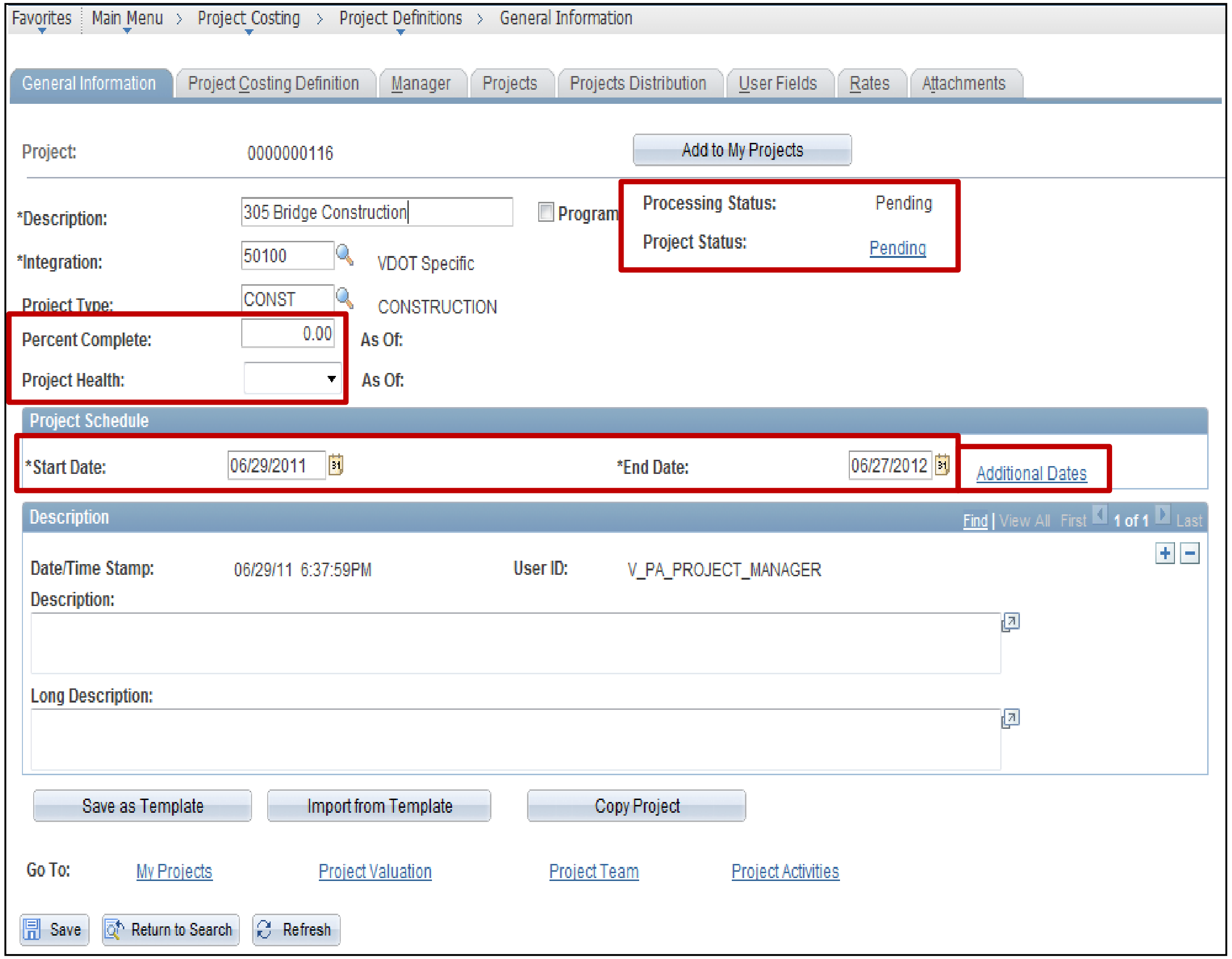


Defining Project Information (continued)



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.

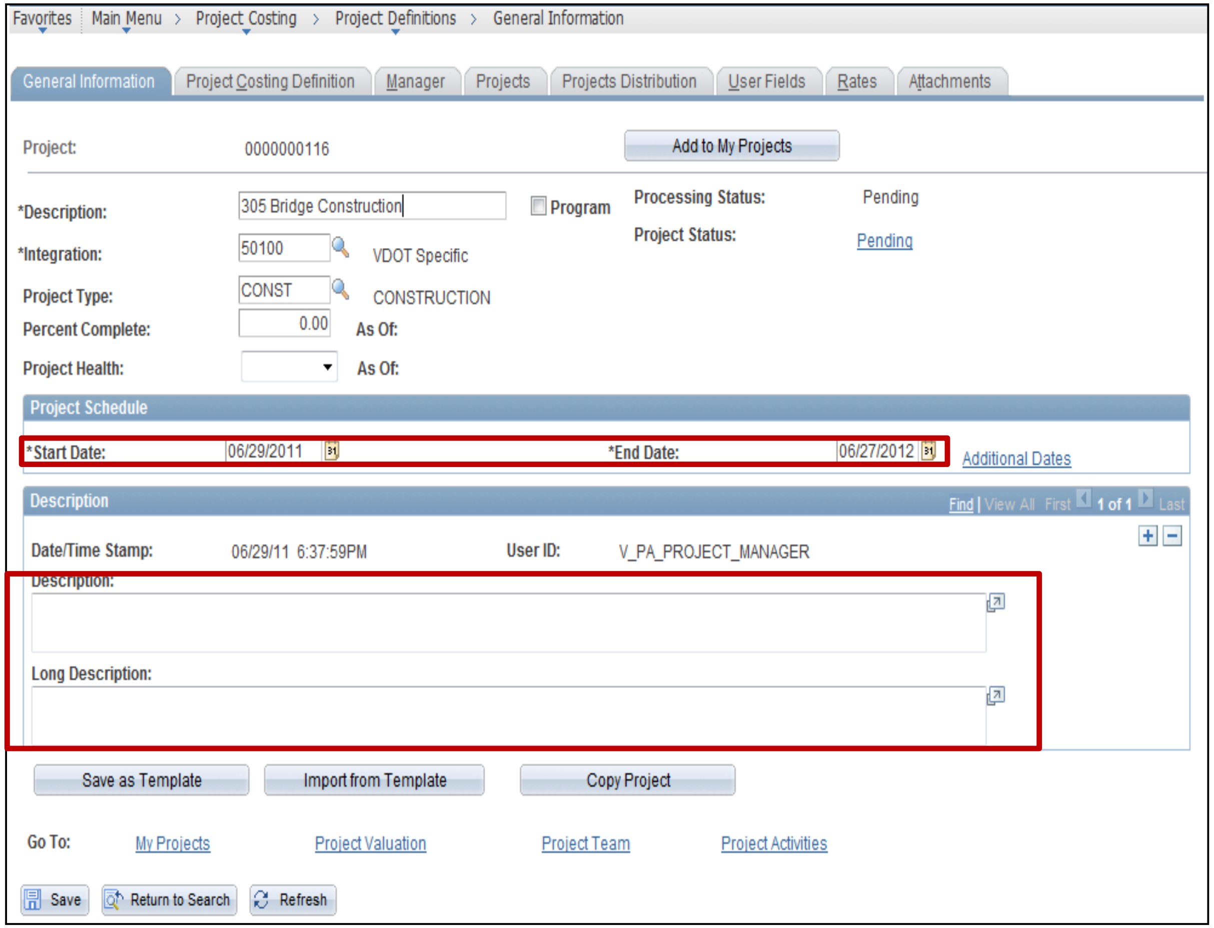


Defining Project Information (continued)

- **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.

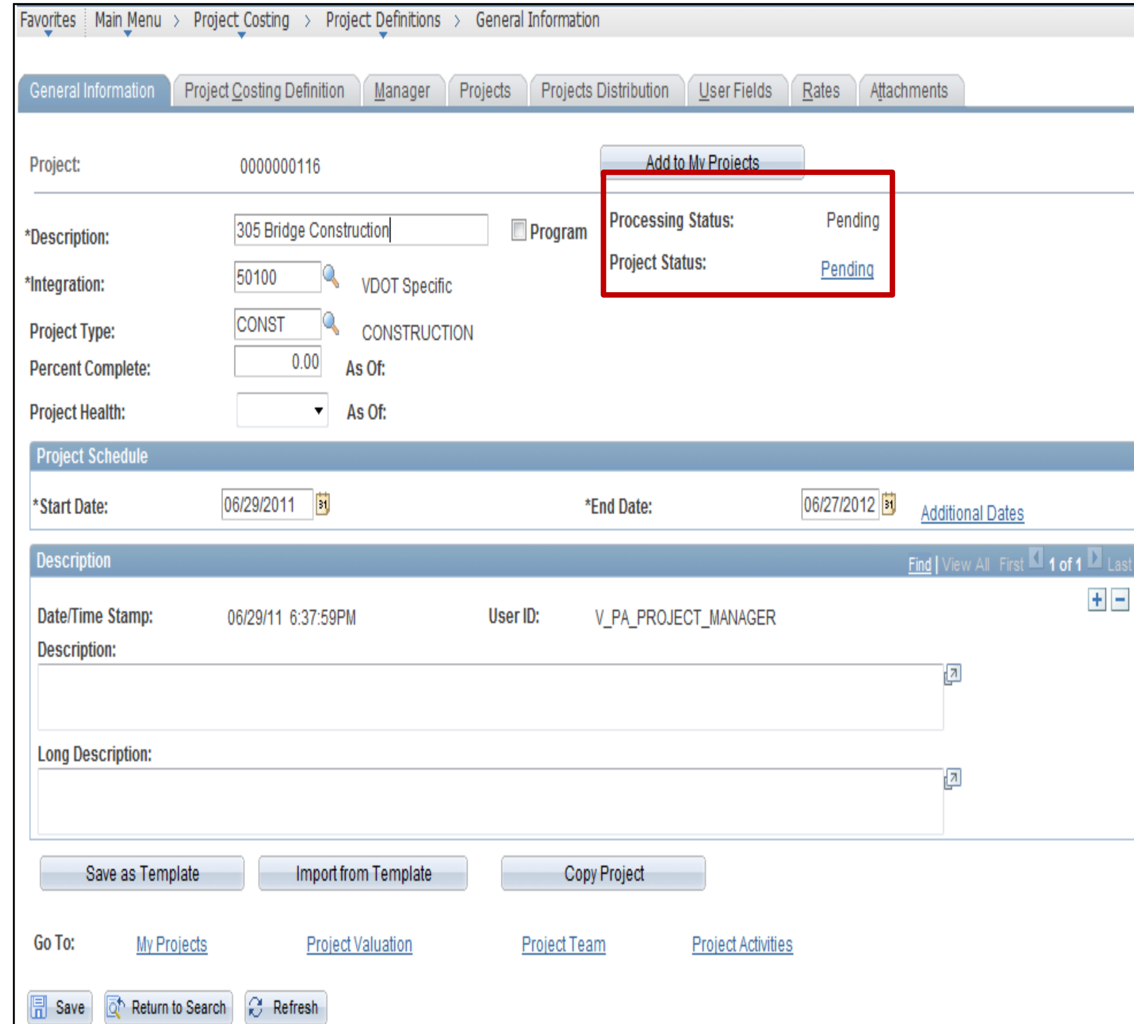


Project and Processing Status

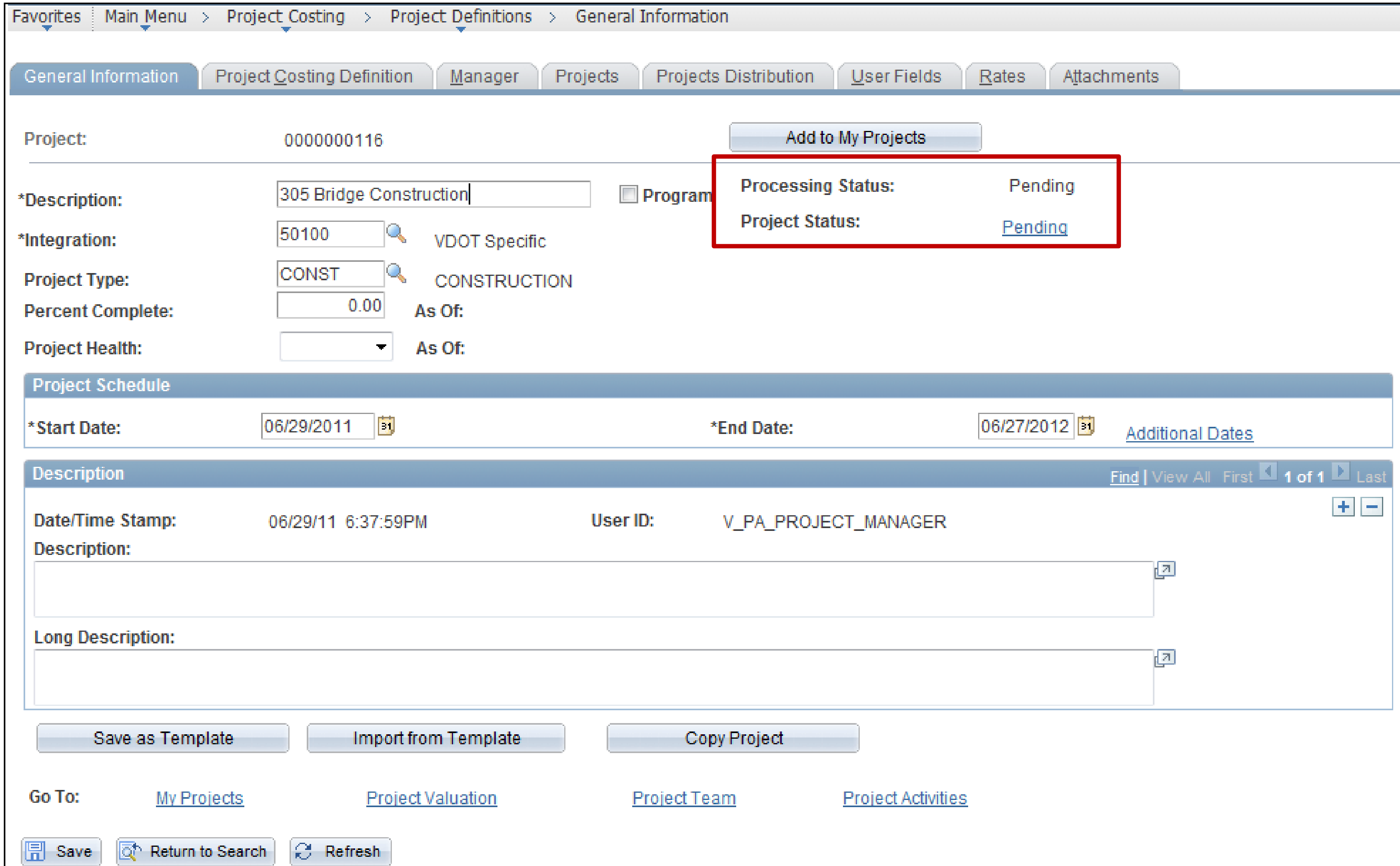
A project's status can be **Pending**, **Budget**, **Open**, **Closed** or **Hold**. The project status path occurs in sequence, i.e. first **Pending**, then **Budget**, etc. That path determines which values are available updating the project status. Creating a new effective dated row for each status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

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, 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**.



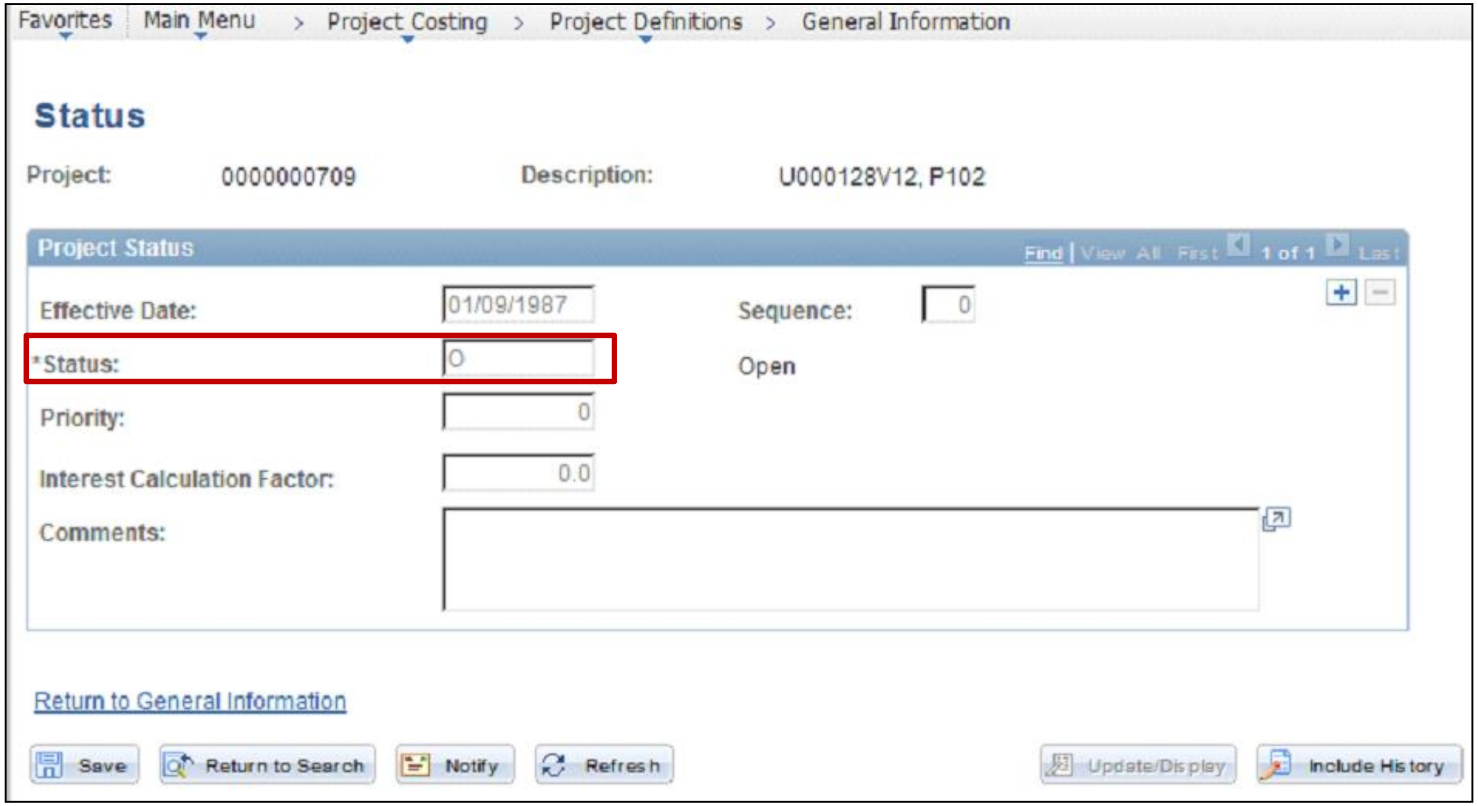
General Information Page



Project and Processing Status (continued)

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

For more information regarding the project status effective date, see the **501 PA355: Project Accounting Approvals** course.



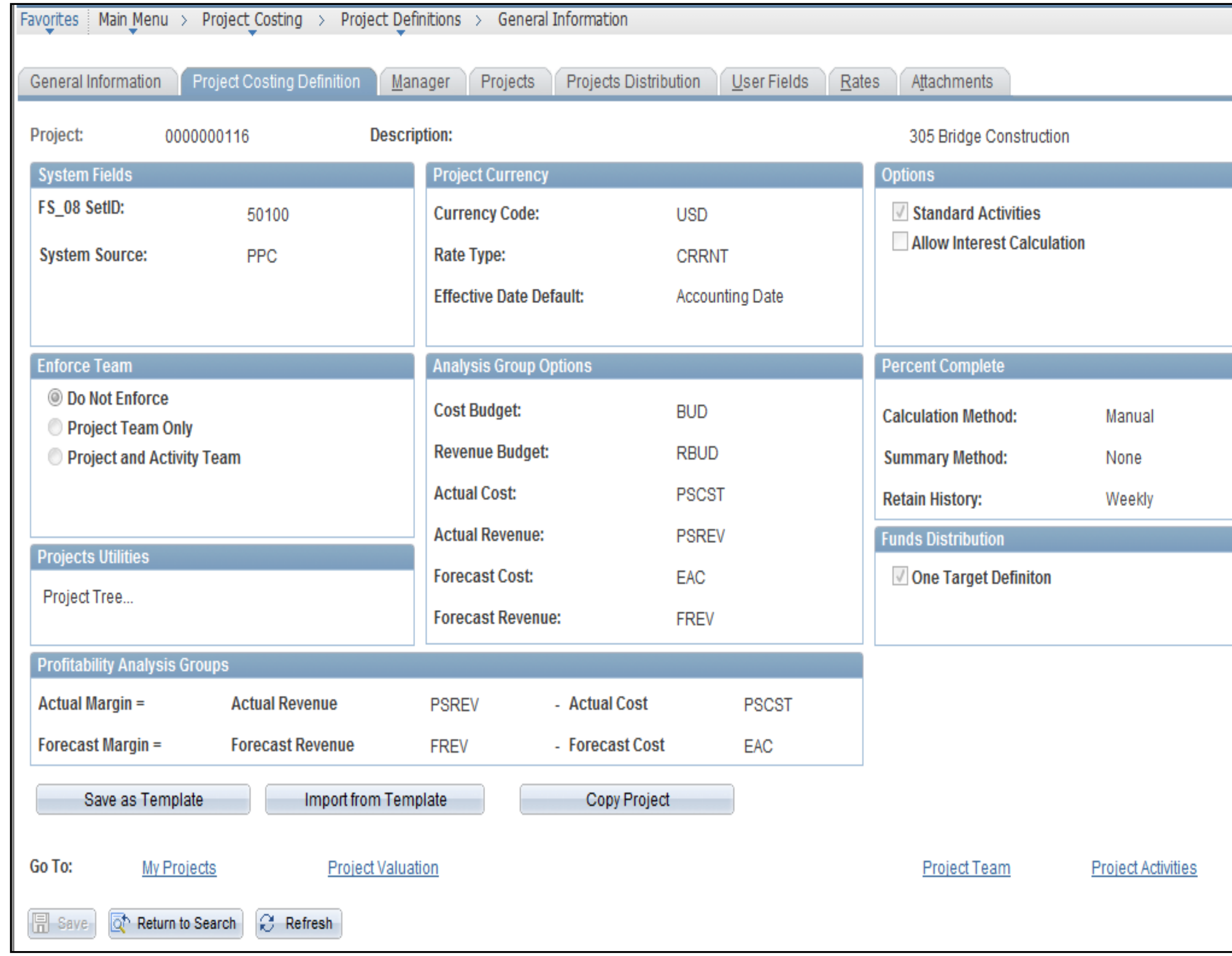
Project Costing Definitions

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.

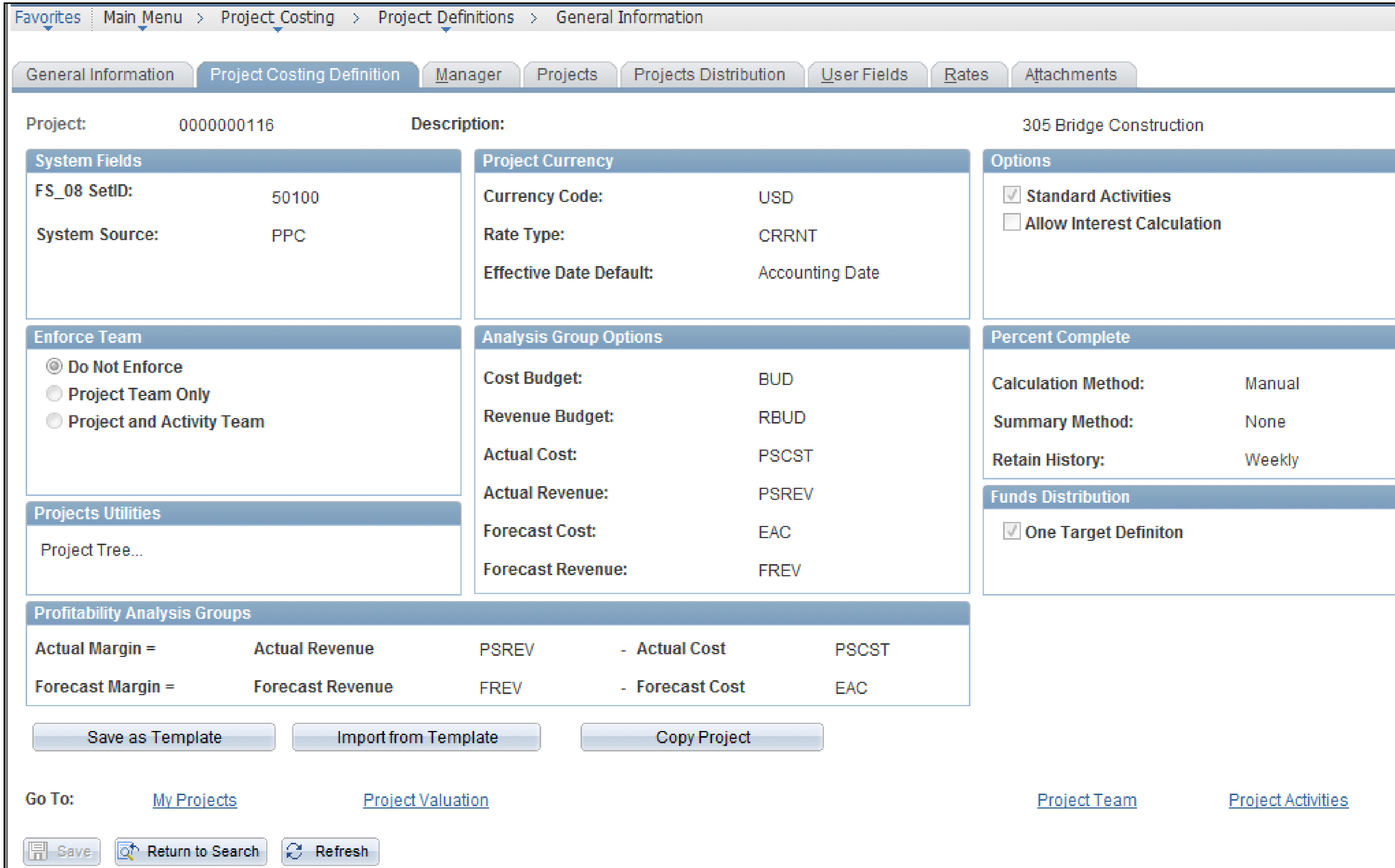
The **Project Costing Definition** tab contains nine sections. The values in the following sections default from the template when the project is created.

- **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.



Project Costing Definition Page



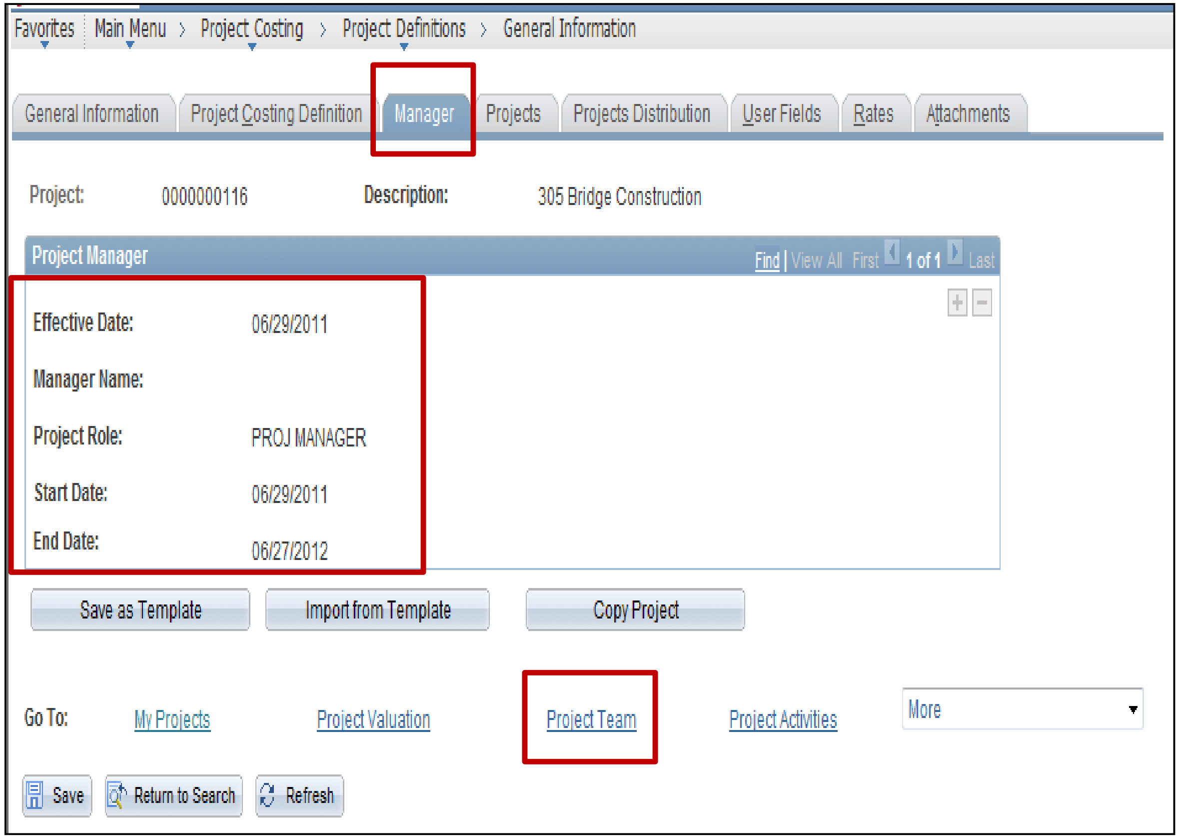
Assigning the Project Manager

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

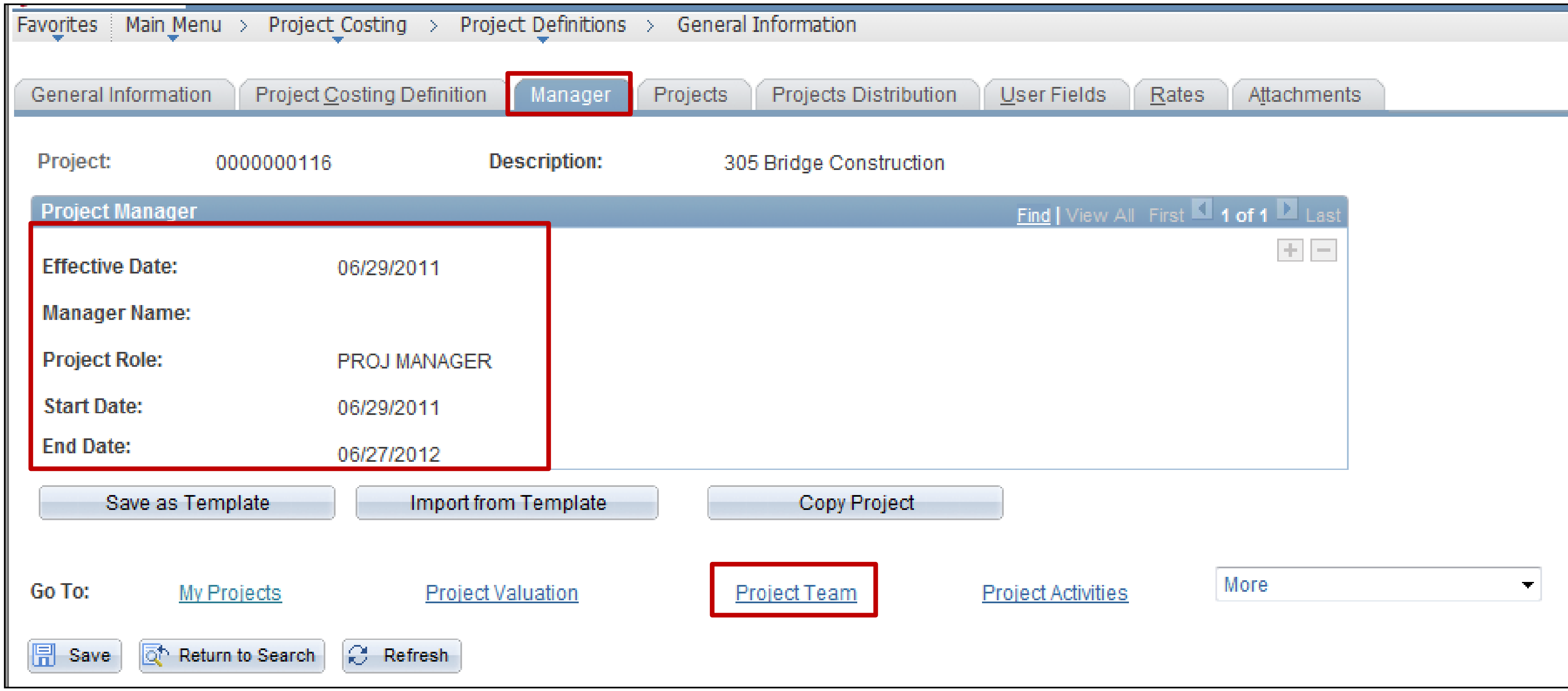
The fields on this page include:

- **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.



Assigning the Project Manager (continued)



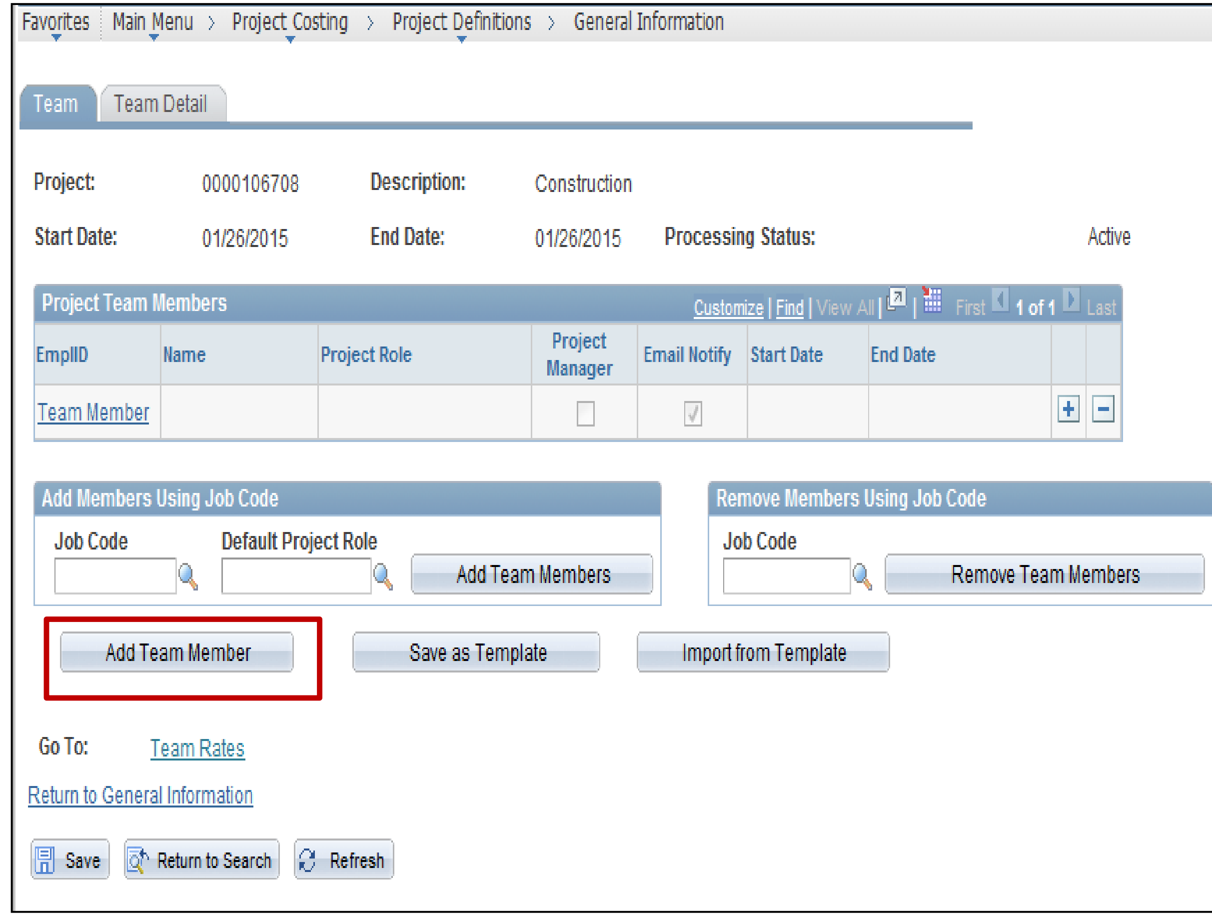
Assigning the Project Manager (continued)

The **Team** page includes three sections:

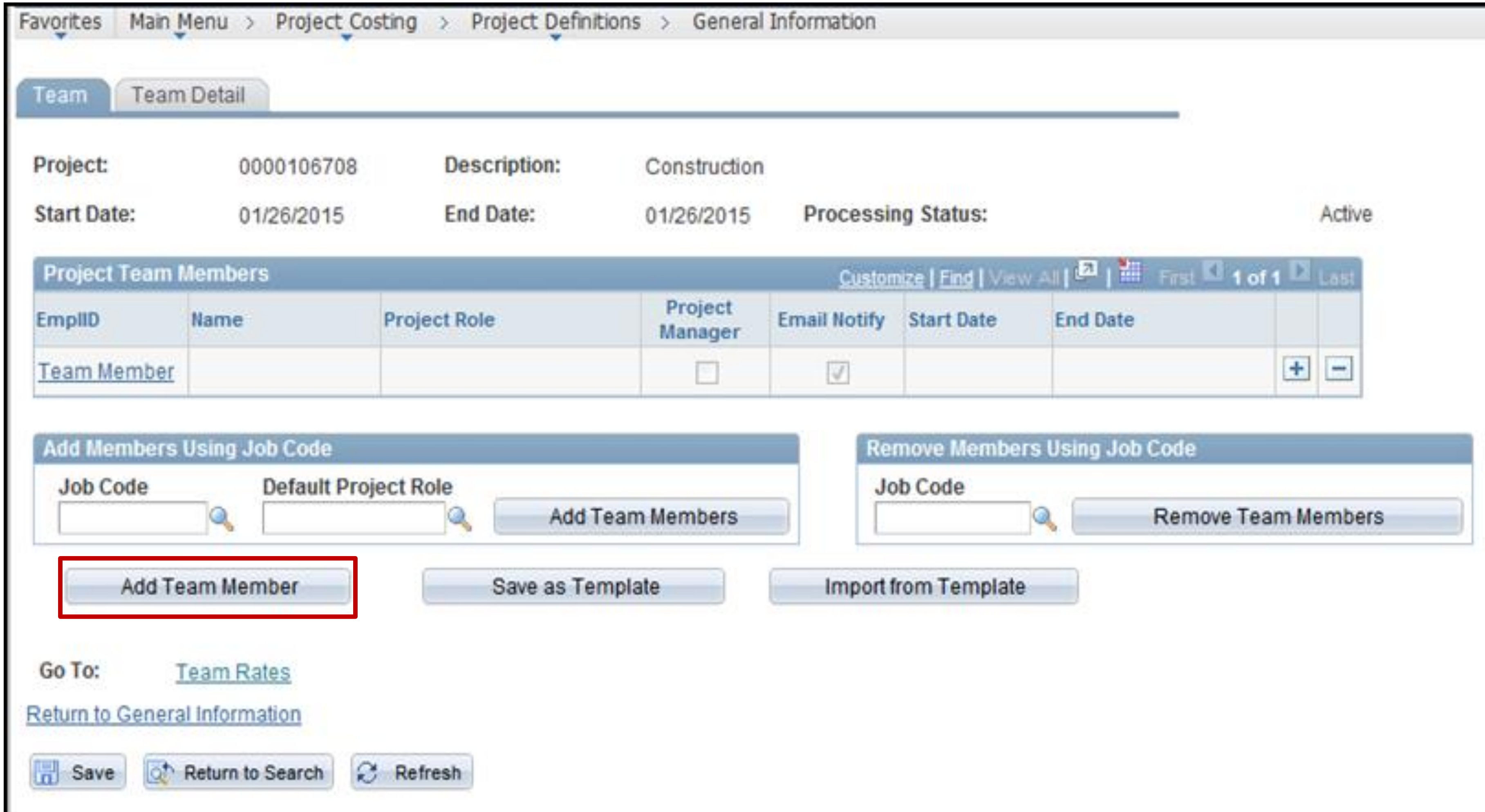
- **Project Team Members**
- **Add Members Using Job Code**
- **Remove Members Using Job Code**

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 to add a team member.



Assigning the Project Manager (continued)



Assigning the Project Manager (continued)

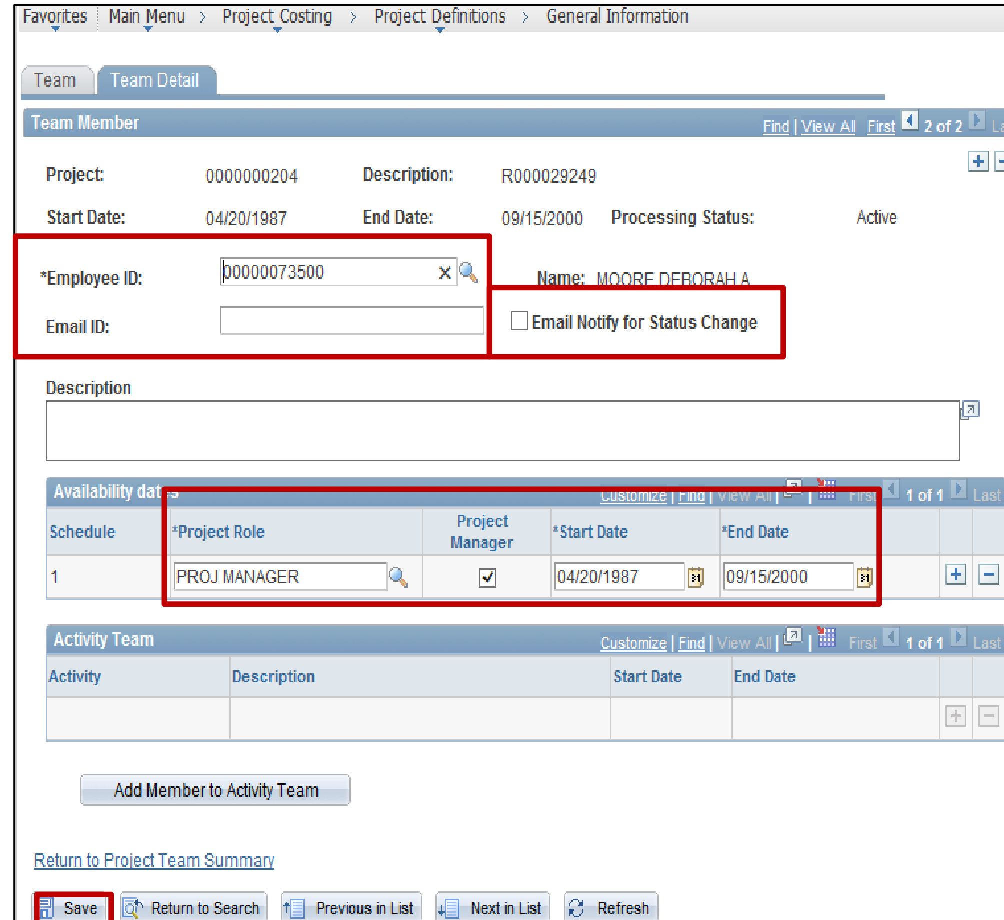
The **Team Detail** page displays.

Enter the following:

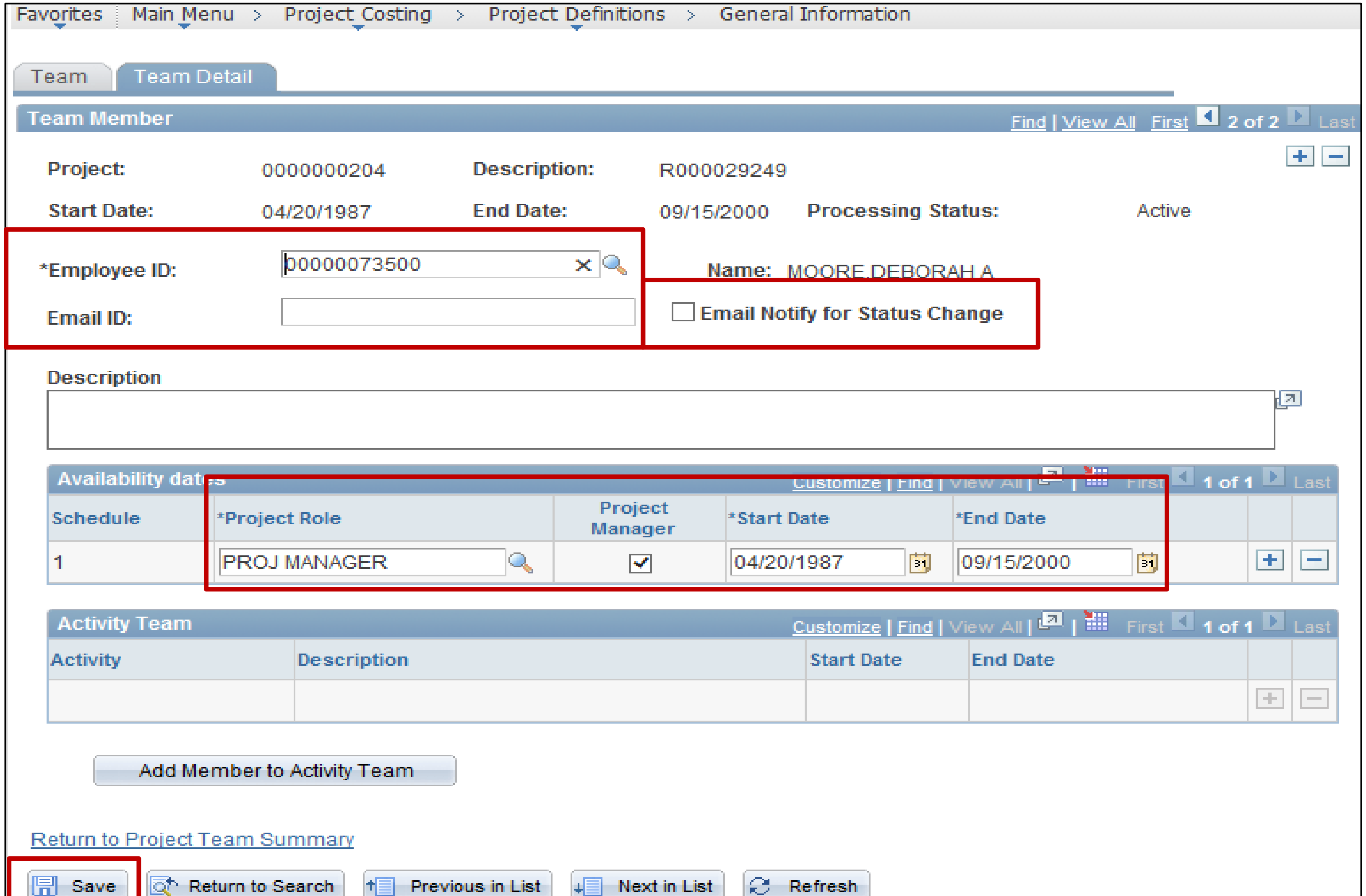
- **Employee ID** - Enter the employee ID for the person who will be assigned as the Project Manager for the project.

  The lookup button can be used if the person's employee ID is not known.

- **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.



Assigning the Project Manager (continued)



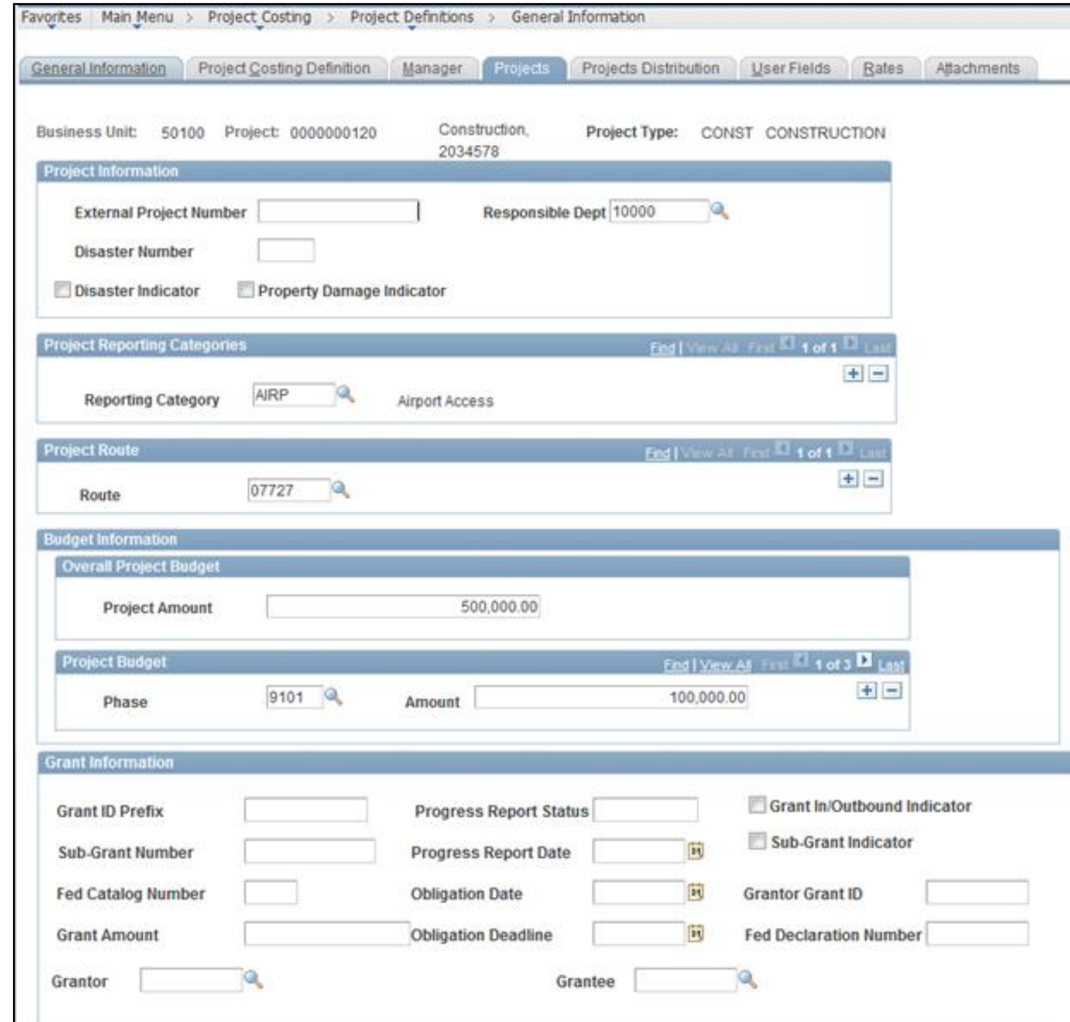
Defining Project Information

Use the **Projects** tab to provide additional project details.

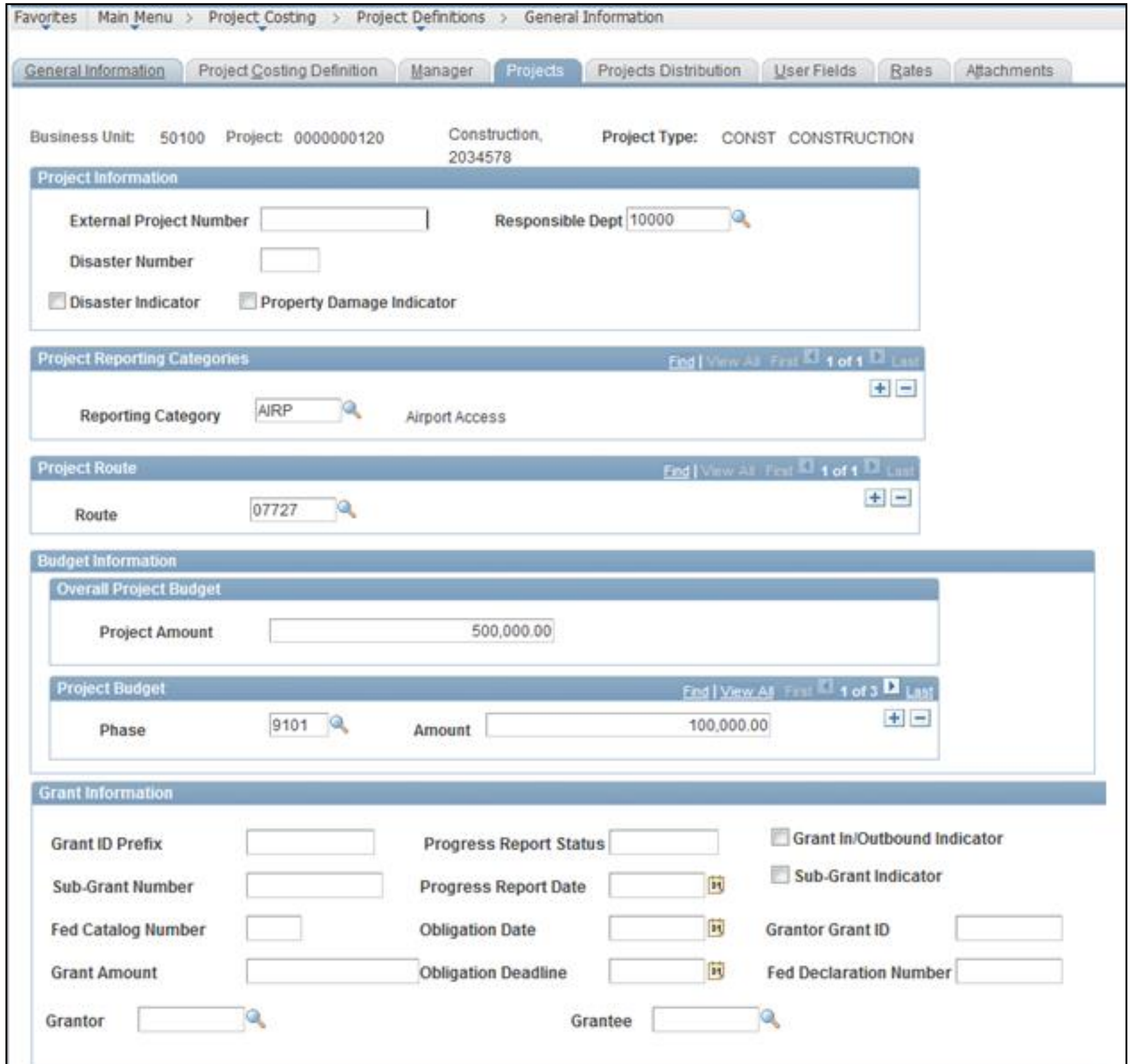
The fields on this tab do not default from the project template selected, so updating the appropriate fields for the project being creating is needed.

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

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



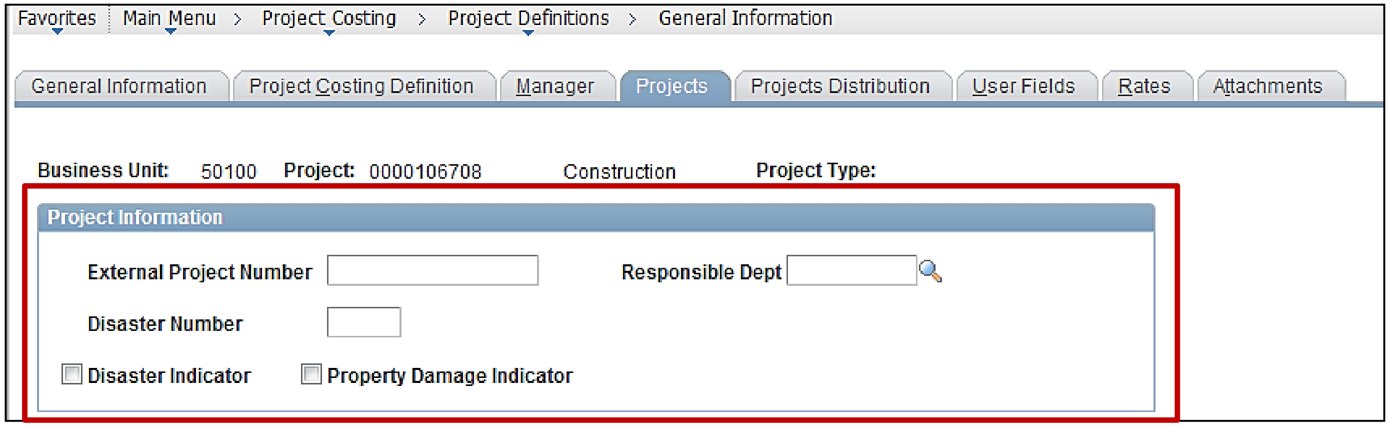
Projects Page



Project Information Section

The **Project Information** section allows for capturing of 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, the **Disaster Indicator** checkbox must be selected as well.
- **Disaster Indicator -** This field facilitates disaster reporting. If this indicator is selected, a disaster number must be entered in the **Disaster Number** field.
- **Property Damage Indicator -** This field indicates that the project is related to property damage and facilitates reporting.



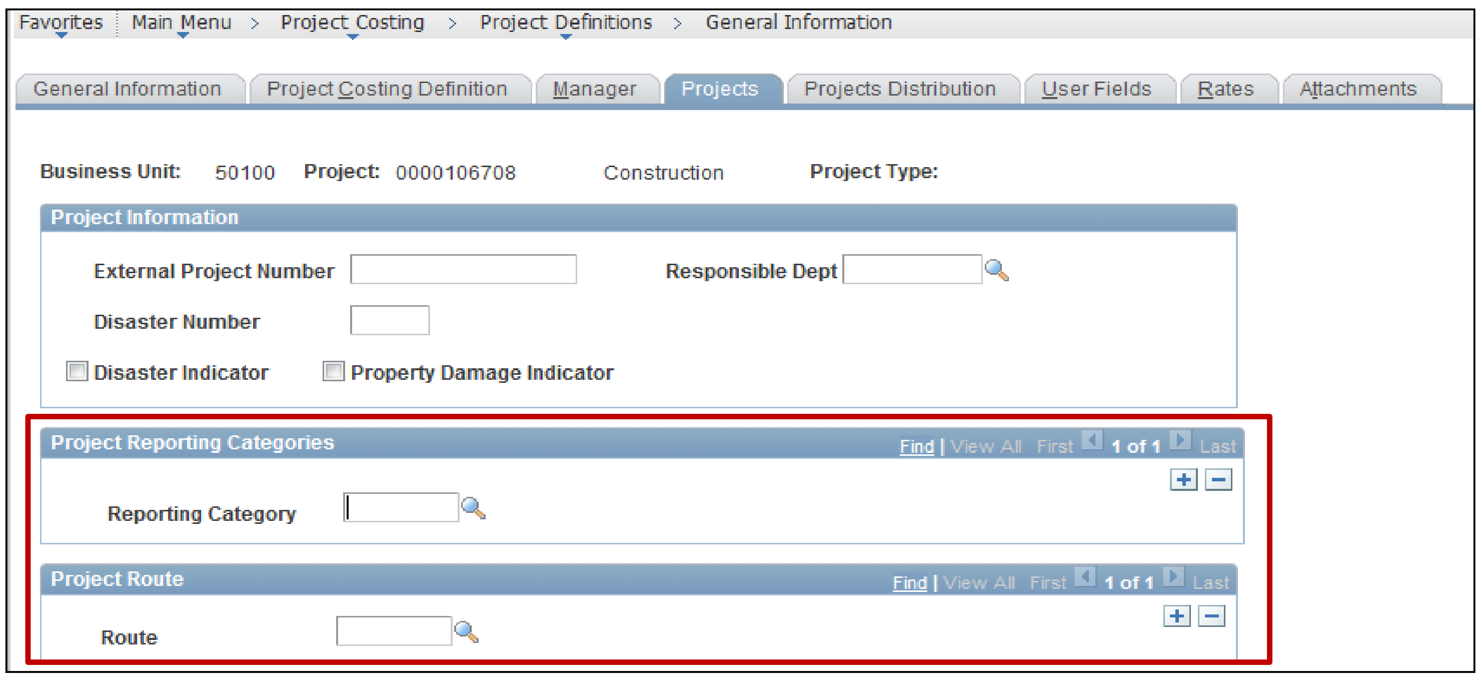
Project Reporting Categories and Project Route Sections

The **Project Reporting Categories** section permits associating 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 associating one or more routes to a project.

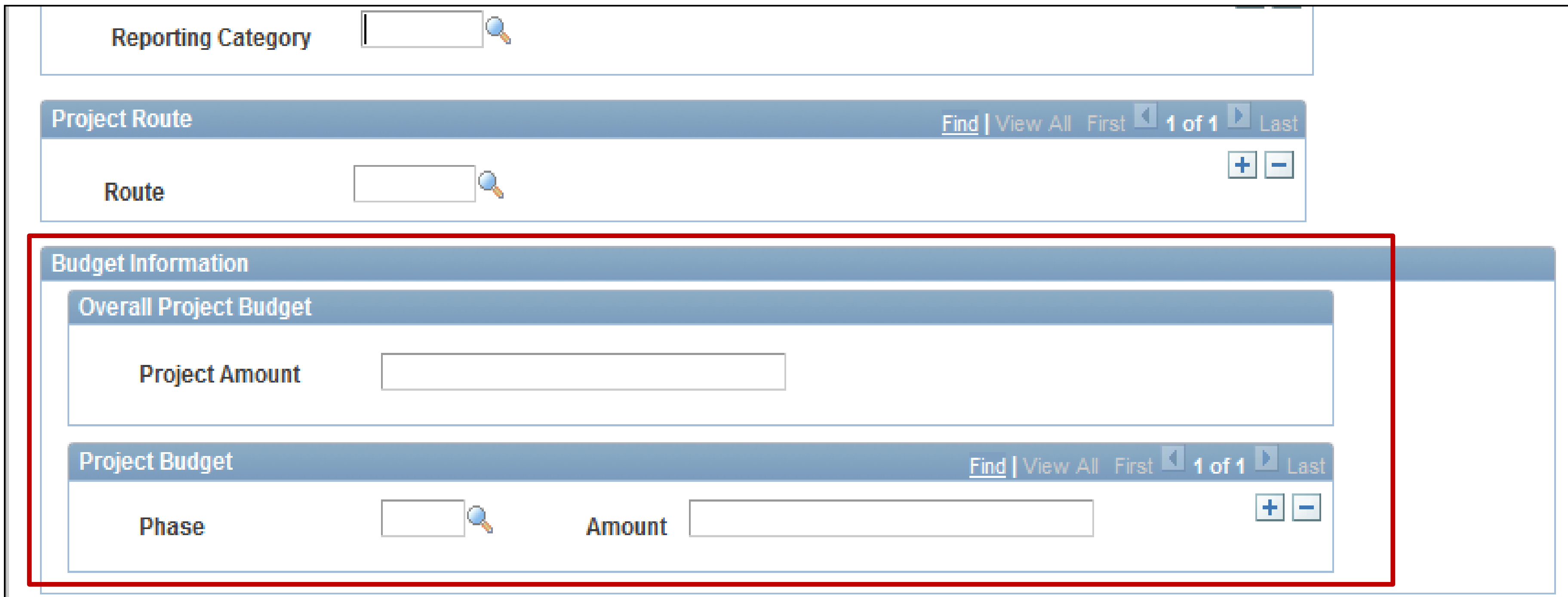
- **Route -** This field facilitates reporting on route(s) associated with the project.



Budget Information Section

The **Budget Information** section allows entering of project related budget data. The data entered 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.



Grant Information Section

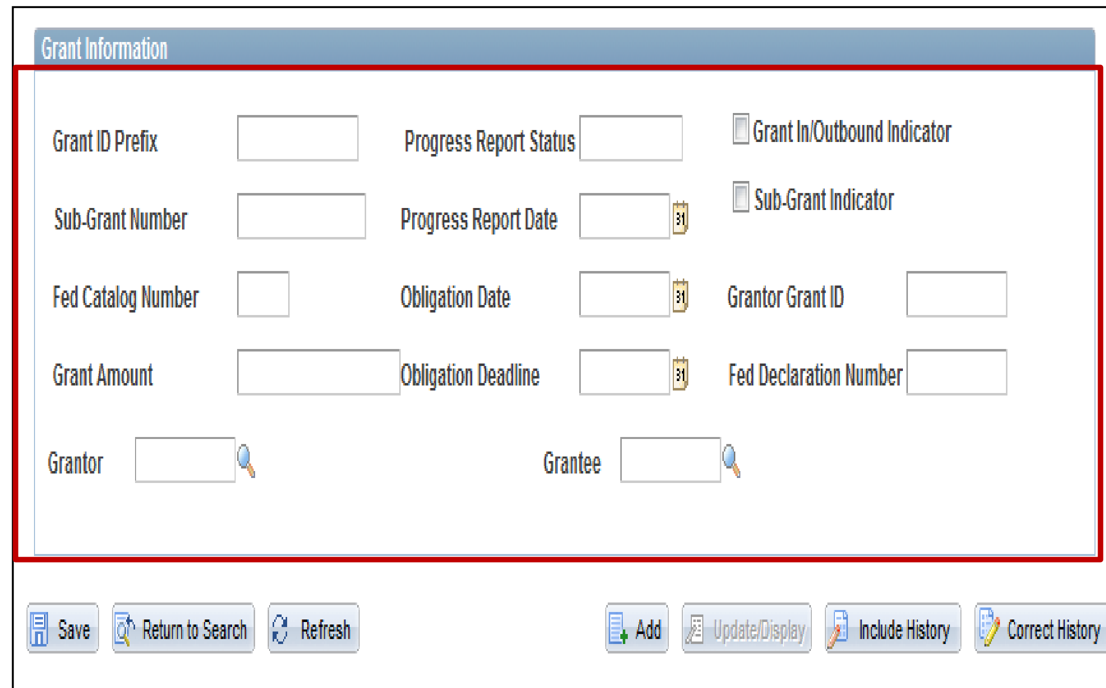
If a project relates to a grant, the Grant Information section allows the user to enter additional identifying information about the grant.

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

If the information is avialable, 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

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



Projects Distribution Section

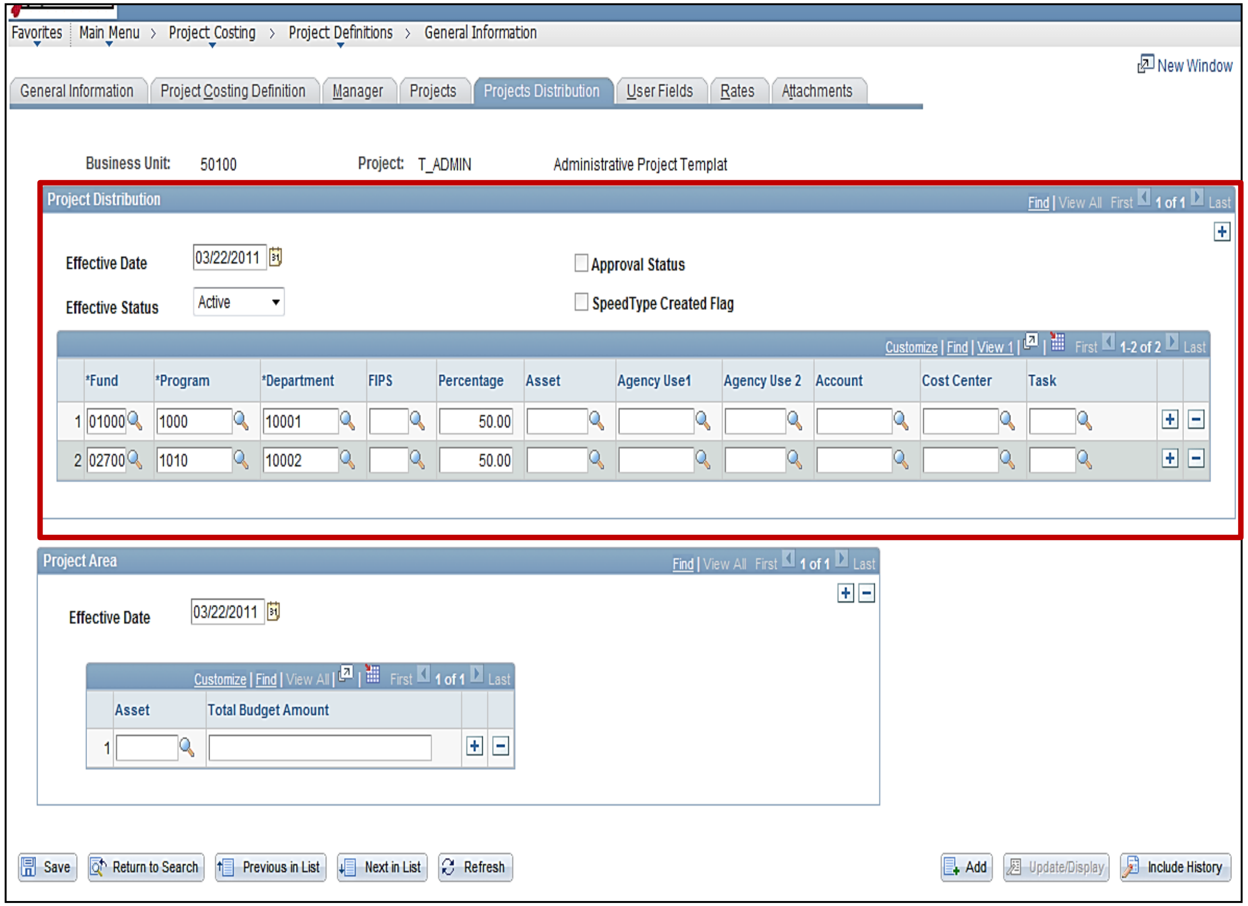
The **Projects Distribution** tab is divided into two sections: Project Distribution and Project Area.

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.



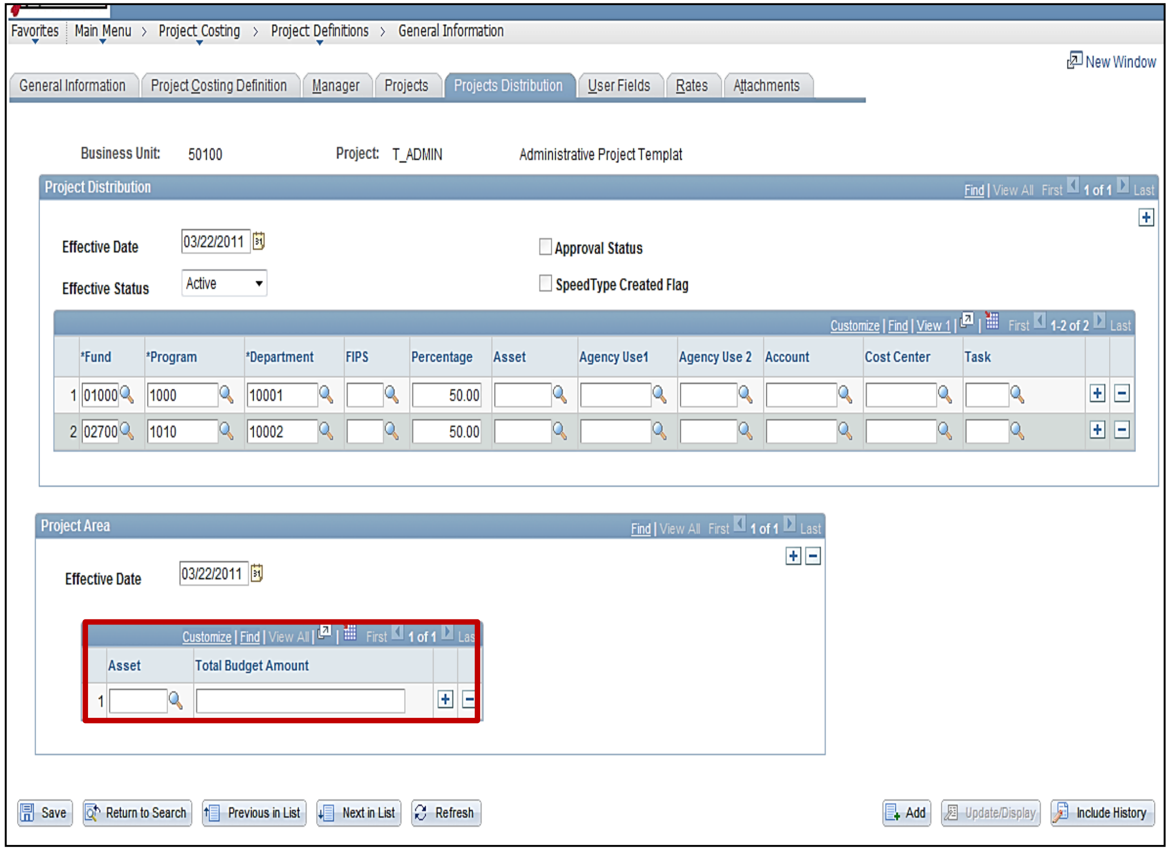
Project Area Section

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.

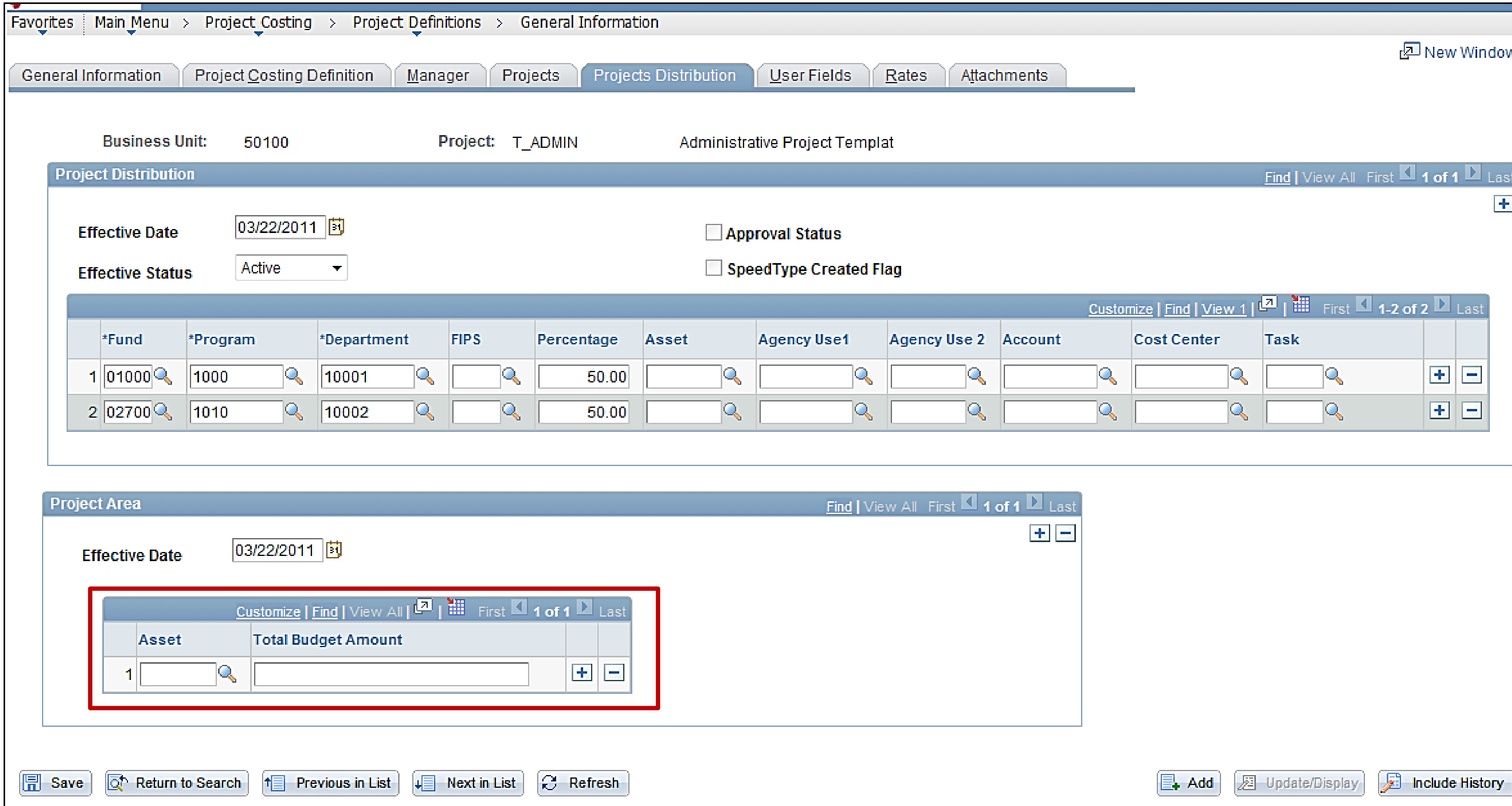
Therefore, all structures related to the project must be entered n this section.

- **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.



Projects Distribution Page



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: T_ADMIN Administrative Project Templat

Project Distribution Find | View All First 1 of 1 Last

Effective Date 03/22/2011

Effective Status Active

Approval Status

SpeedType Created Flag

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

	*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						

Project Area Find | View All First 1 of 1 Last

Effective Date 03/22/2011

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

	Asset	Total Budget Amount
1		

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

Project Information: Activities

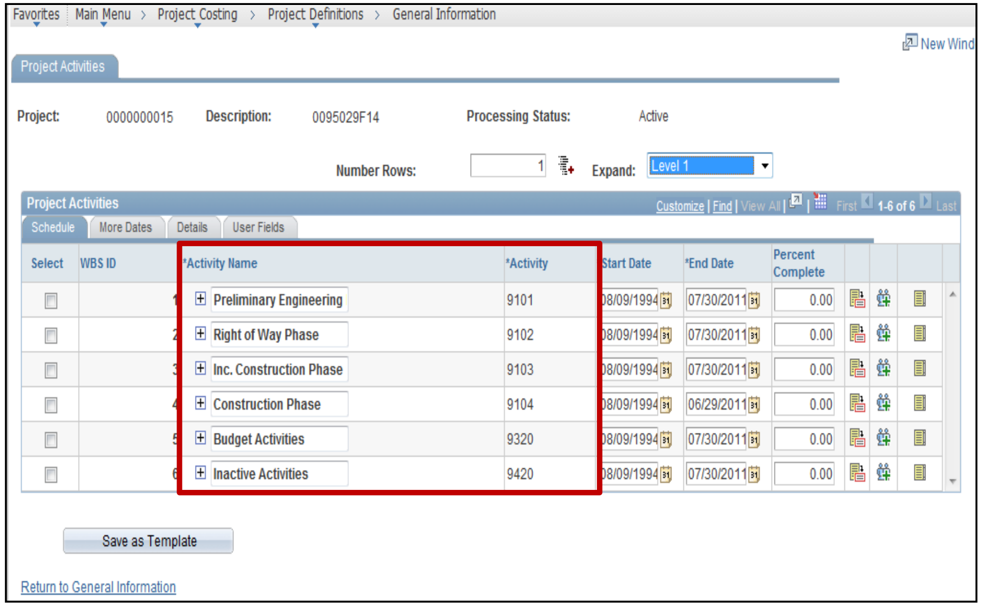
Click the **Project Activities** link on the **General Information** tab to view activities associated to a project.

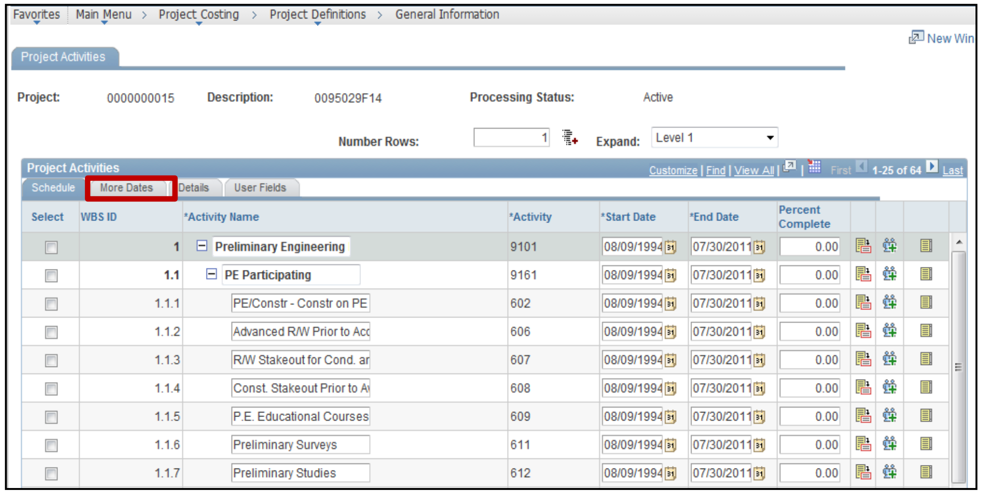
- The **Project Activities** page displays the standard set of activities that default from the project template when the project is created. When the project's processing status is **Active** and the **Activity** status is **Active**, the project and activities can be used on transactions from other 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.

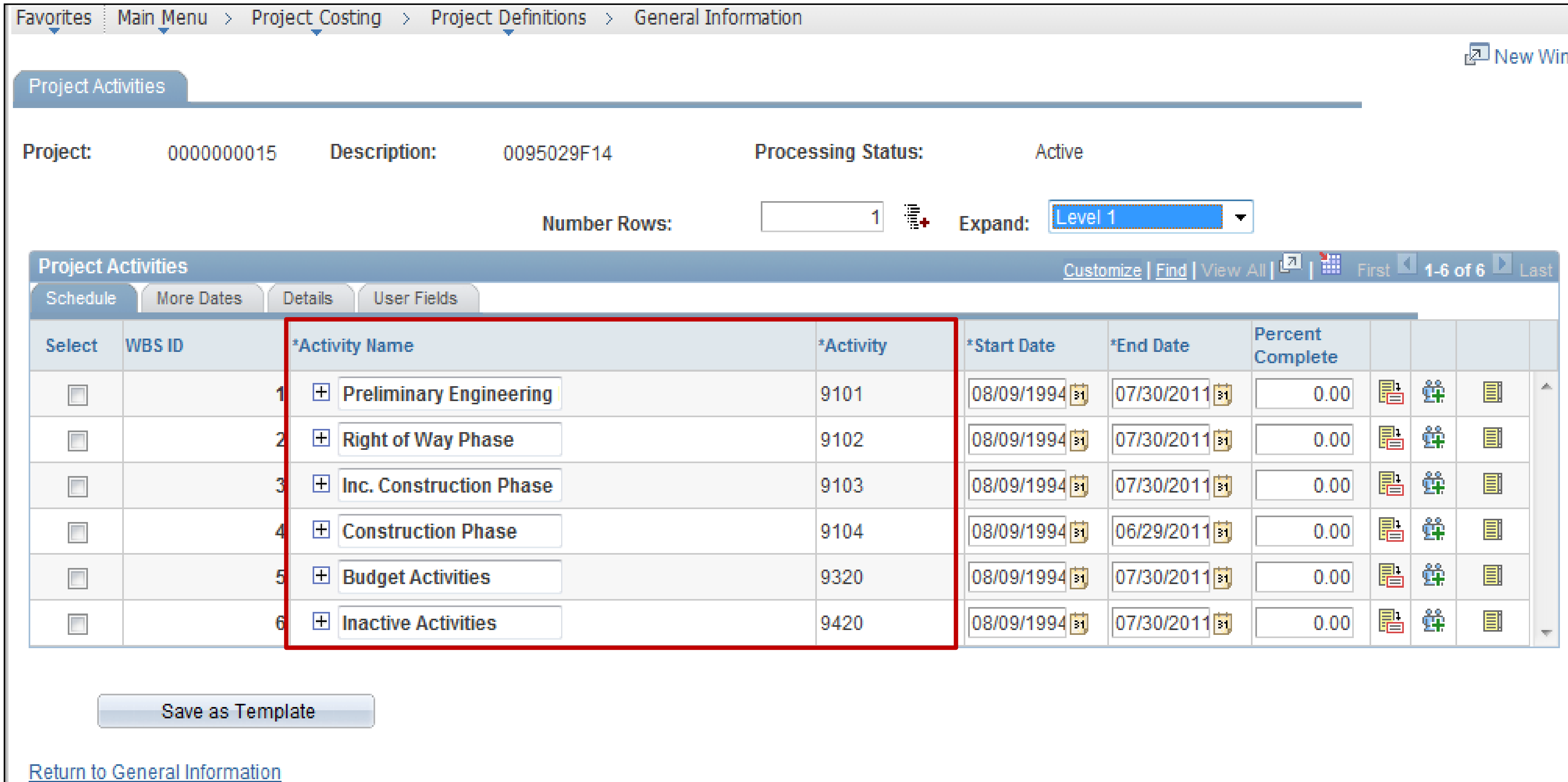
- New activities can be created and added to one of the five existing project template(s). Once the activity is defined on the template, it will populate on any new projects created from the project template(s).

- The **More Dates** tab contains additional optional activity dates that can be populated and used for reporting purposes.

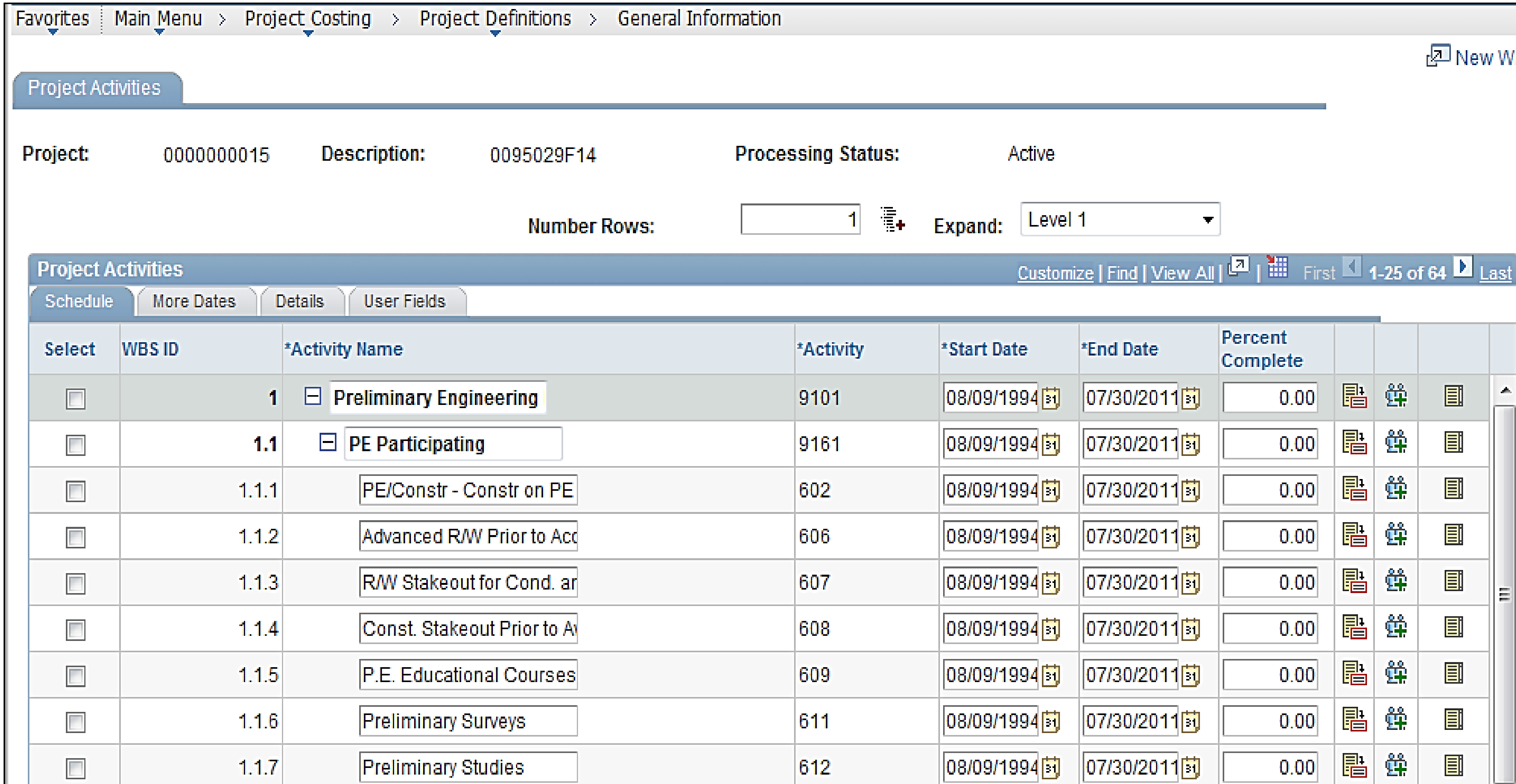




Project Information: Activities (continued)



Project Information: Activities (continued)


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

New Win

Project Activities

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

Number Rows: 1 **Expand:** Level 1

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

Schedule | More Dates | Details | User Fields

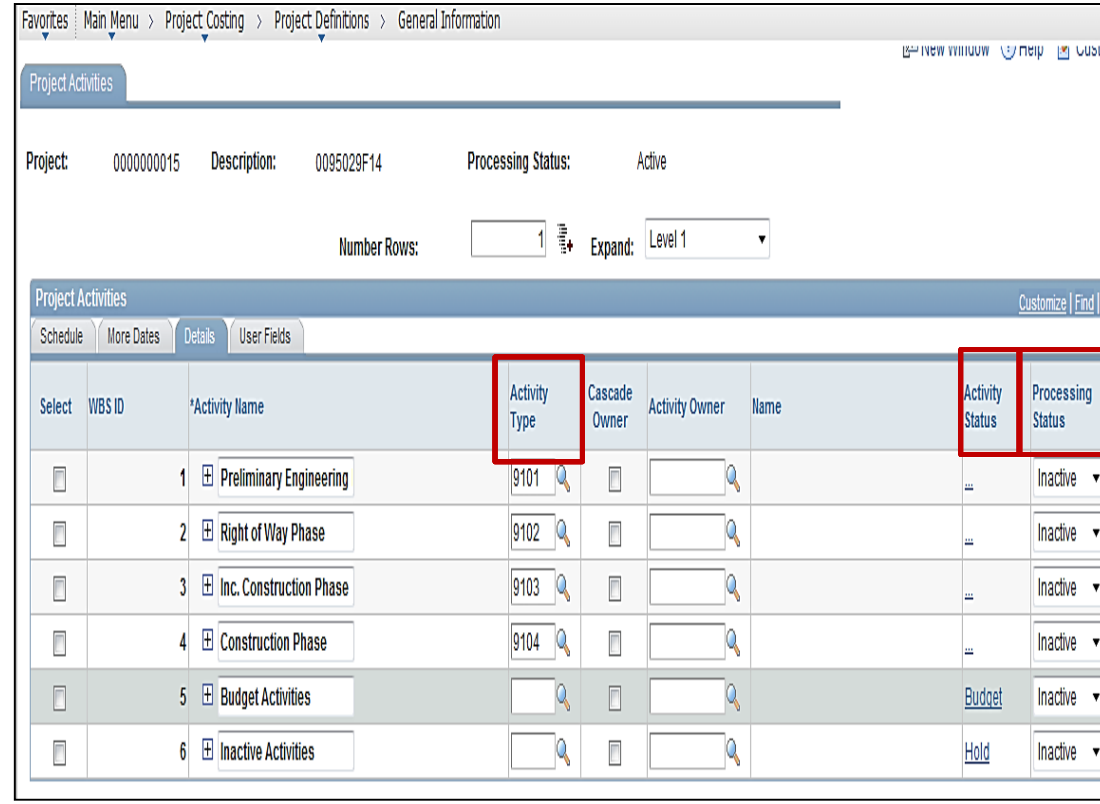
Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
☐	1	Preliminary Engineering	9101	08/09/1994	07/30/2011	0.00
☐	1.1	PE Participating	9161	08/09/1994	07/30/2011	0.00
☐	1.1.1	PE/Constr - Constr on PE	602	08/09/1994	07/30/2011	0.00
☐	1.1.2	Advanced R/W Prior to Acc	606	08/09/1994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

Project Information: Activities (continued)

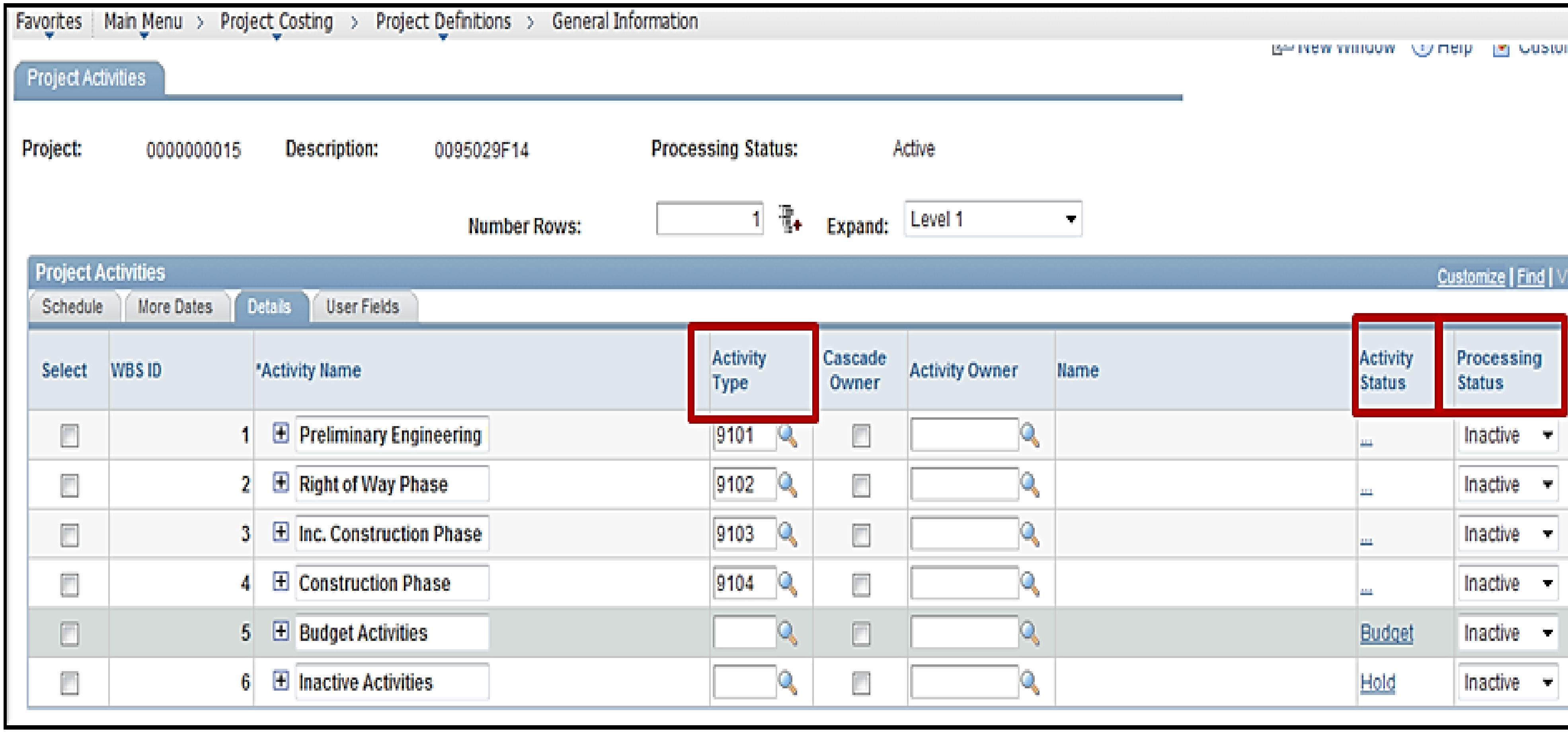
The **Details** tab contains activity attributes, including:

- **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.



Project Information: Activities (continued)



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.
- Selecting detail activities on transactions is the only option available 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

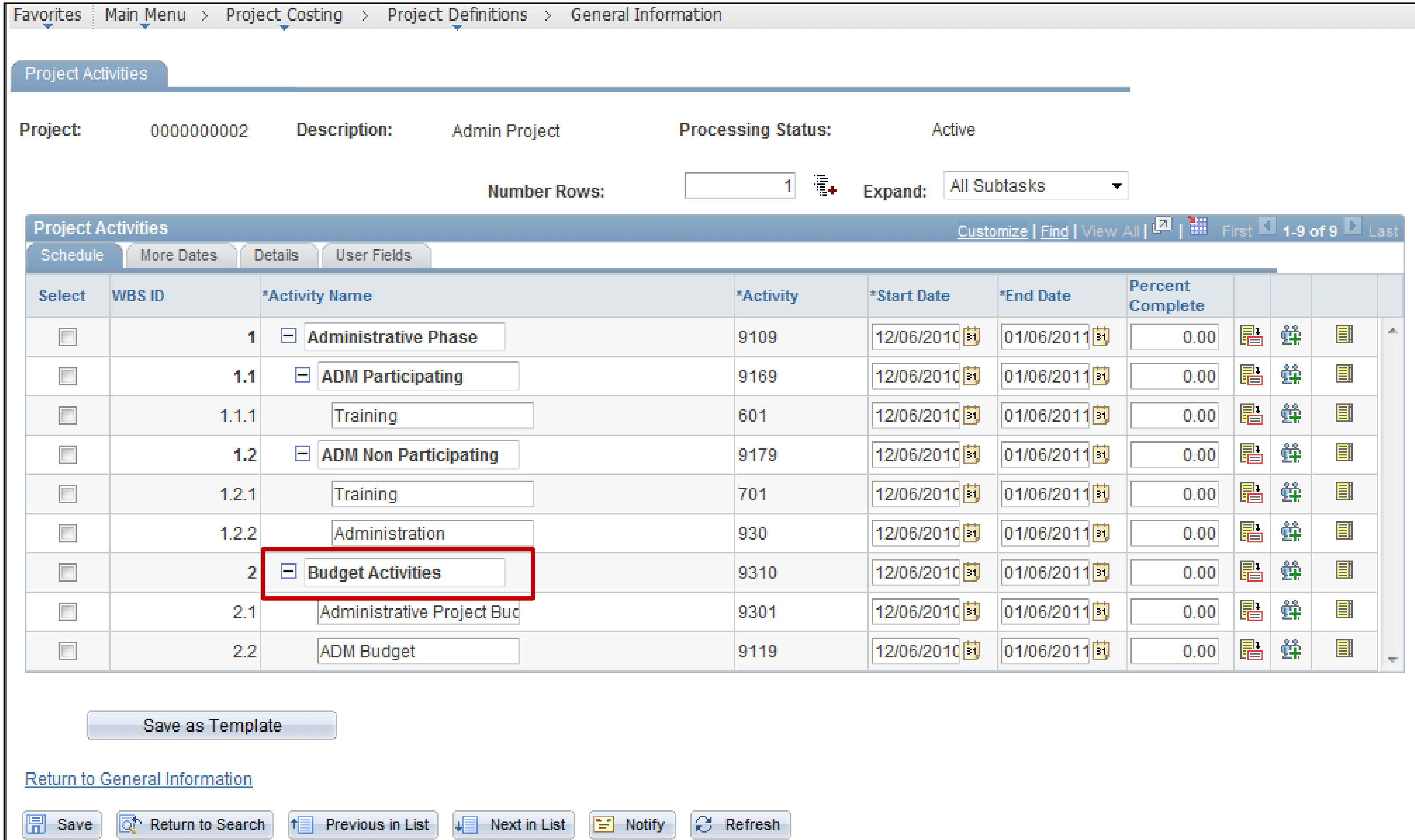
Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
☐	1	⊞ Preliminary Engineering	9101	06/29/2011	06/27/2012	0.00
☐	2	⊞ Right of Way Phase	9102	06/29/2011	06/27/2012	0.00
☐	3	⊞ Inc. Construction Phase	9103	06/29/2011	06/27/2012	0.00
☐	4	⊟ Construction Phase	9104	06/29/2011	06/27/2012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

Phase

Summary Activity

Detail Activity

Budget Activities



Work Breakdown Structure

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

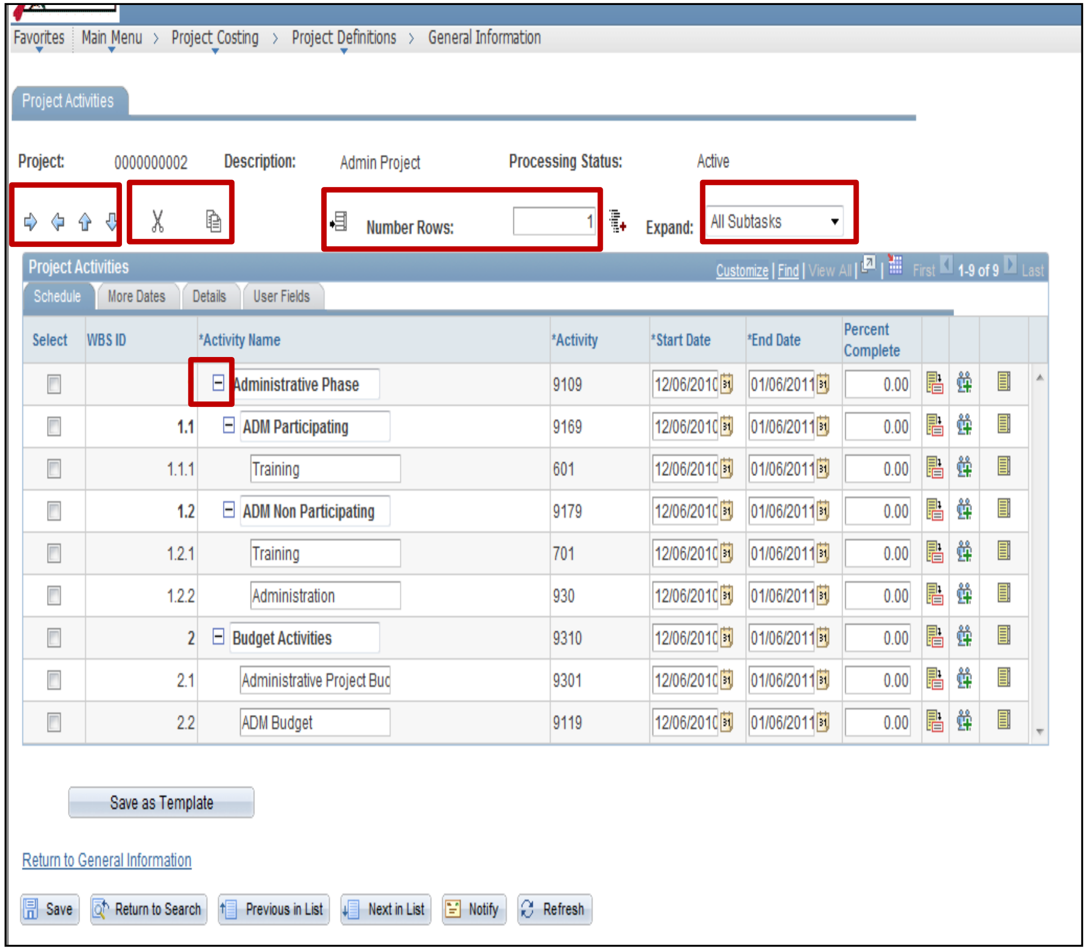
The **Schedule** tab allows:

- Viewing all summary and detail activities on a project and see their relationships in the Project Activities grid.
- Expanding and collapsing summary activity rows and select the WBS level.

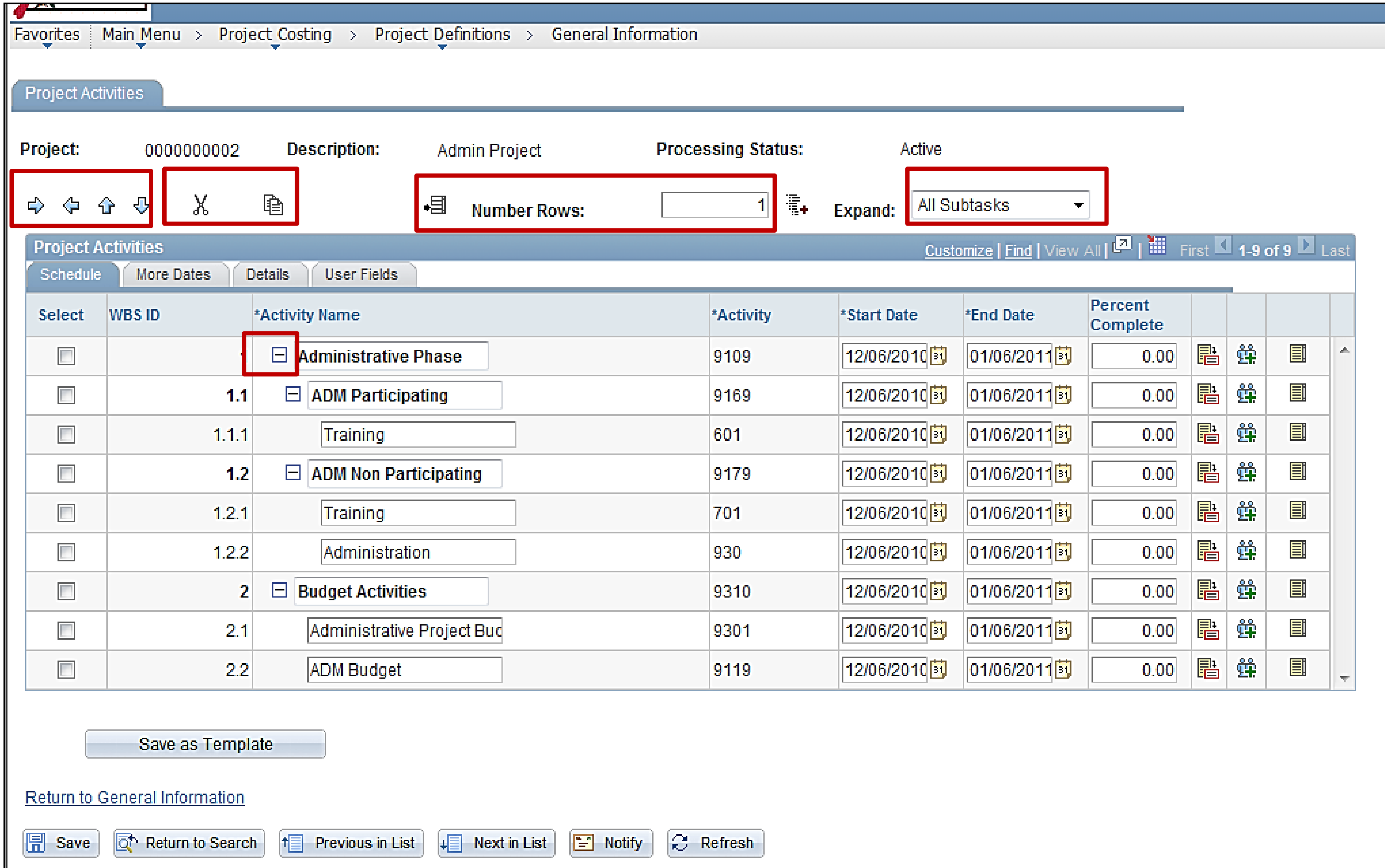
The WBS Control Status Processor is able to:

- Modify activity relationships.
- Indent and outdent rows, move rows up and down, and insert rows. If the project processing status is **Pending,** rows can be deleted 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.



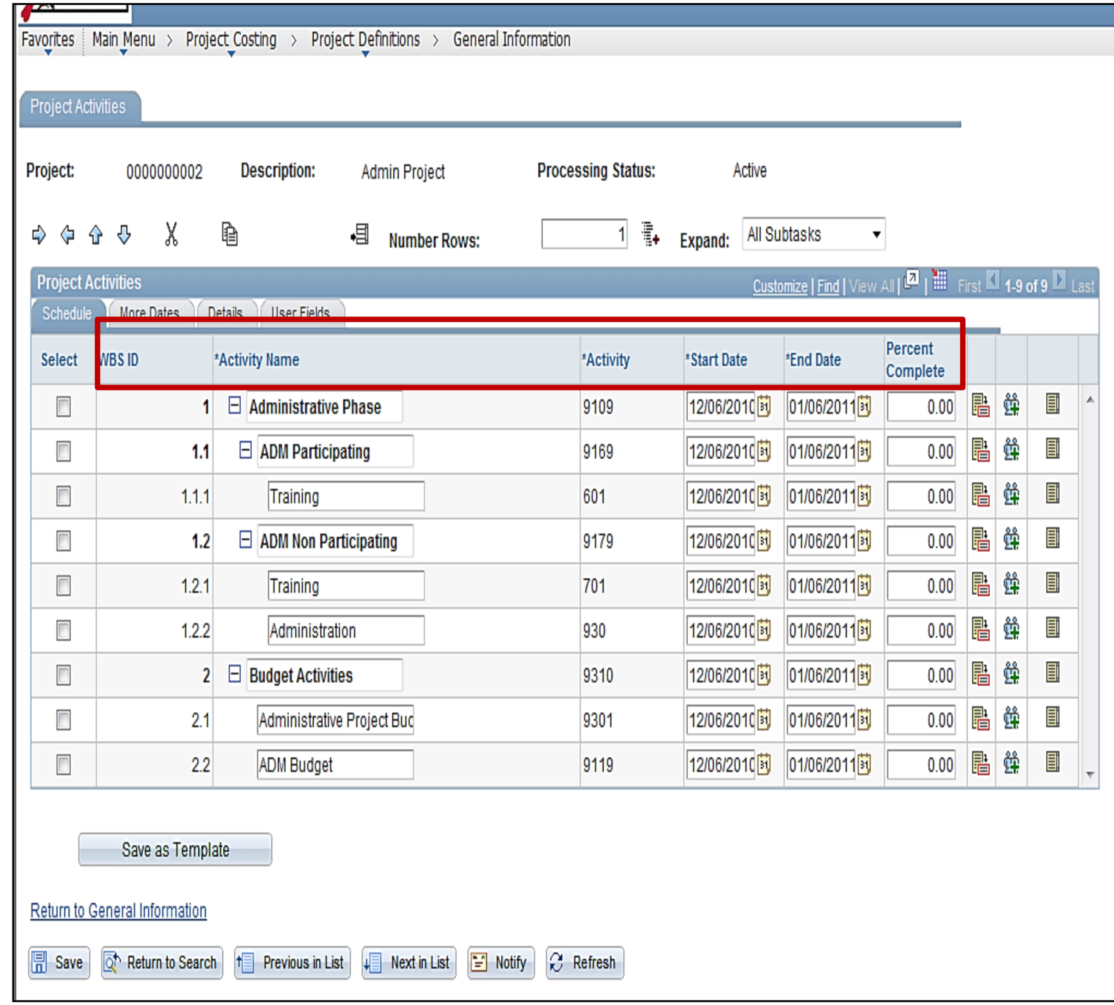
Work Breakdown Structure (continued)



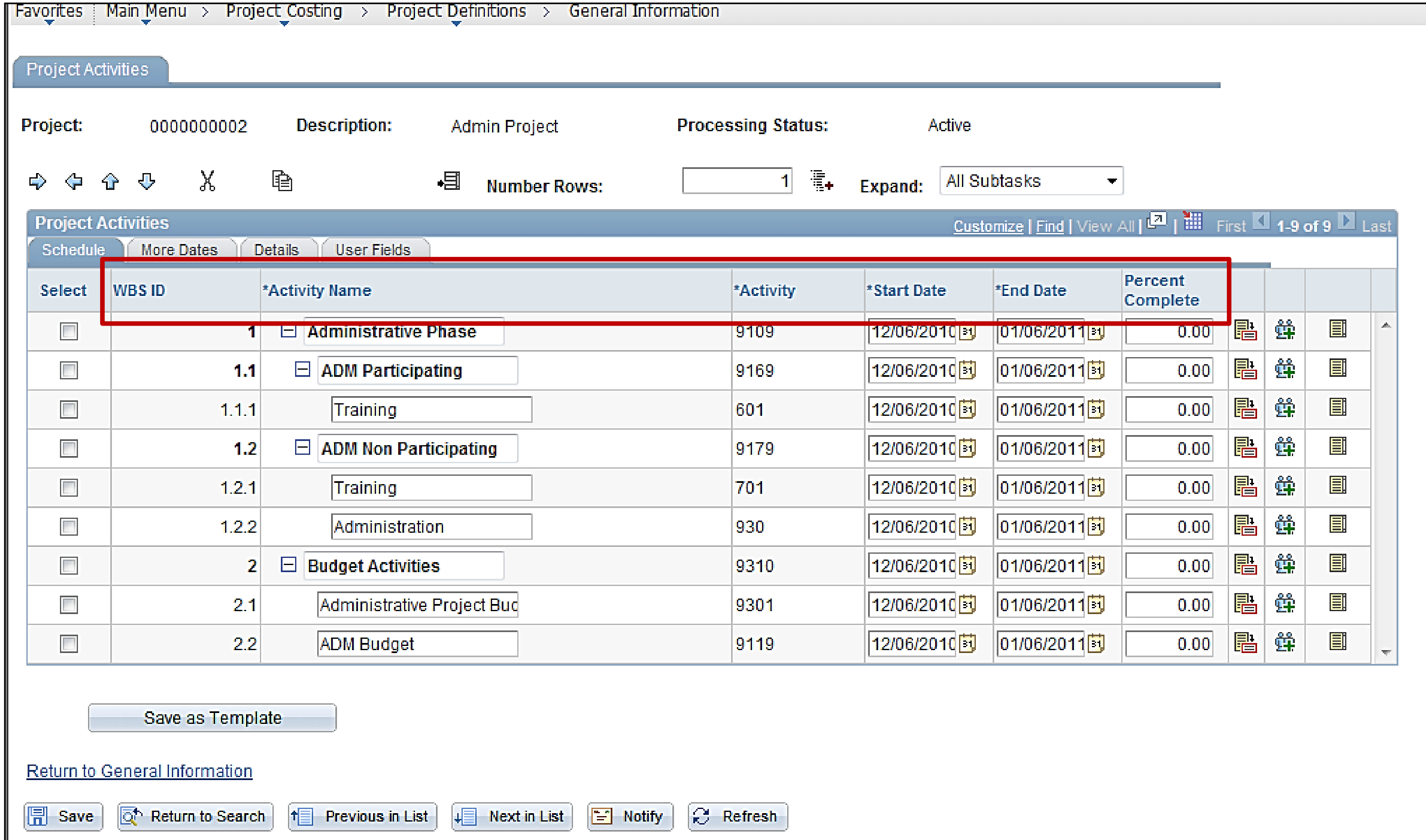
Work Breakdown Structure (continued)

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.



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

Schedule | More Dates | Details | User Fields

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

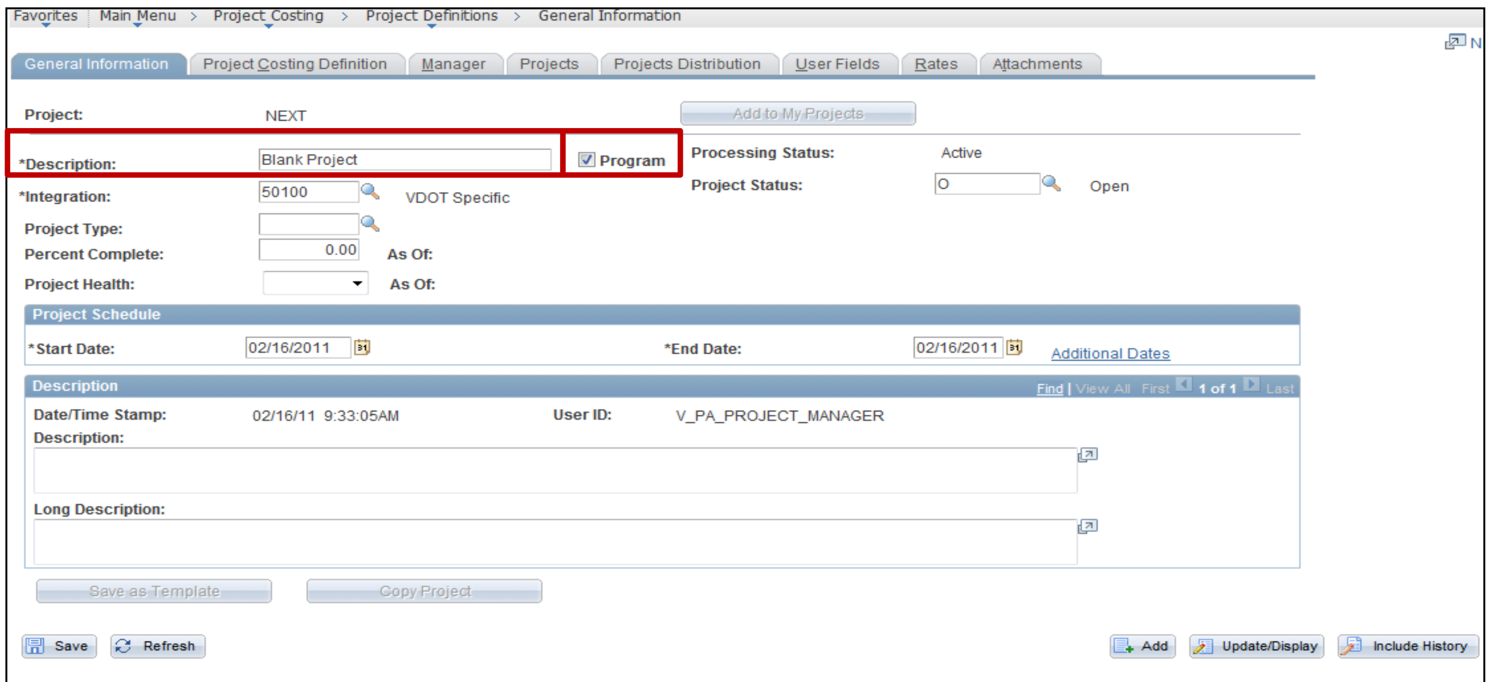
- Create summary projects to identify project relationships and track their costs.
- Summary projects represent a single project to which one or more detail projects roll up to.
- Summary projects are used primarily for budgeting and reporting purposes

Creating a Summary Project (continued)

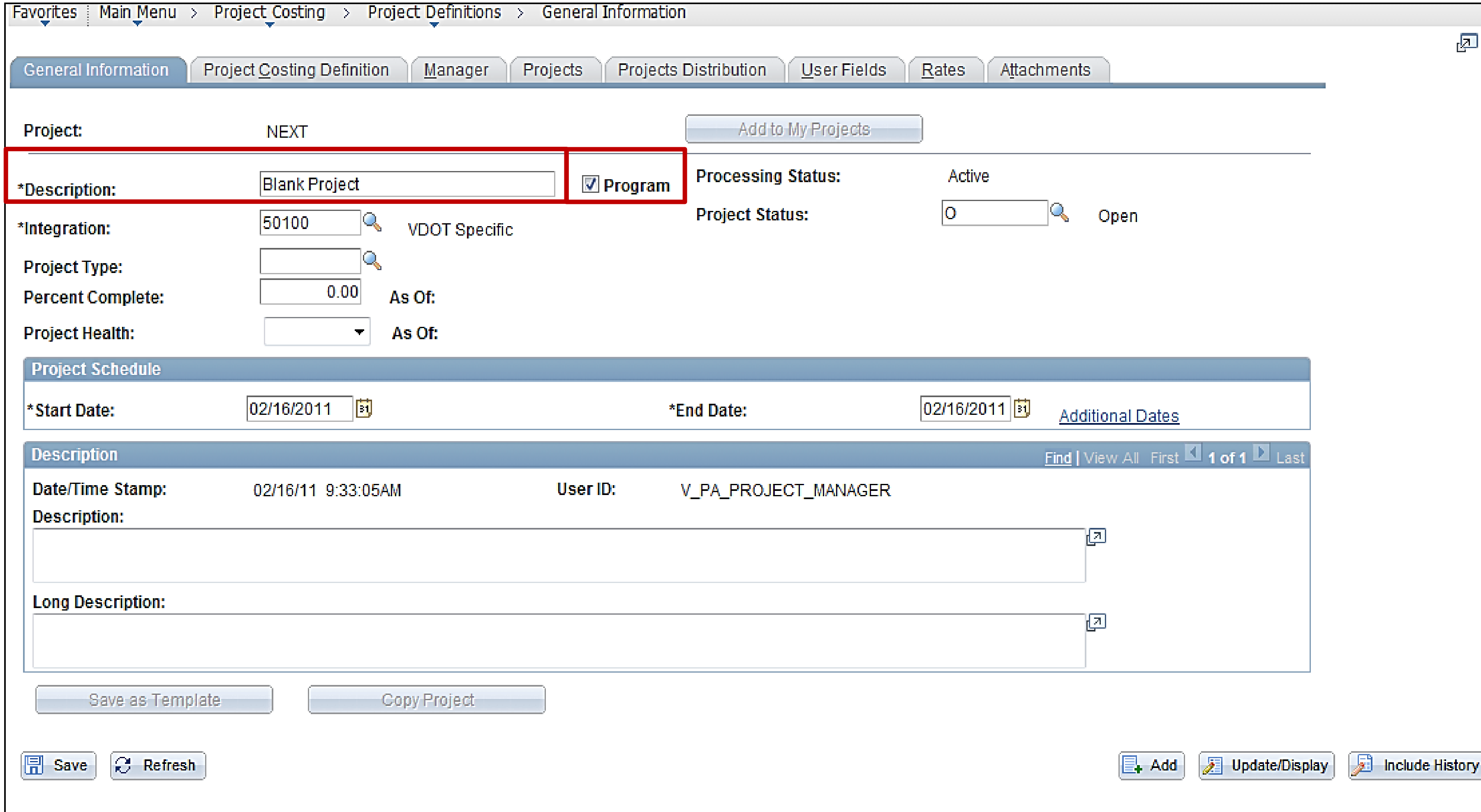
- Summary projects do not use a template like the detail projects. They are created by using a blank project, entering a **Description**, and then selecting the **Program** checkbox in the **Project Definitions—General Information** page. No other tabs need to be filled out.

- Activities cannot be assigned directly to a summary project and project expenditures cannot be charged to summary projects.

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



Creating a Summary Project (continued)



Simulation: Creating and Maintaining a Project and Summary Project

You will now view a simulation that demonstrates how to **Create and Maintain a Project and Summary Project**.

Lesson 2: Summary

2 Entering and Maintaining Projects

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: Introduction

3 Understanding Project Costs

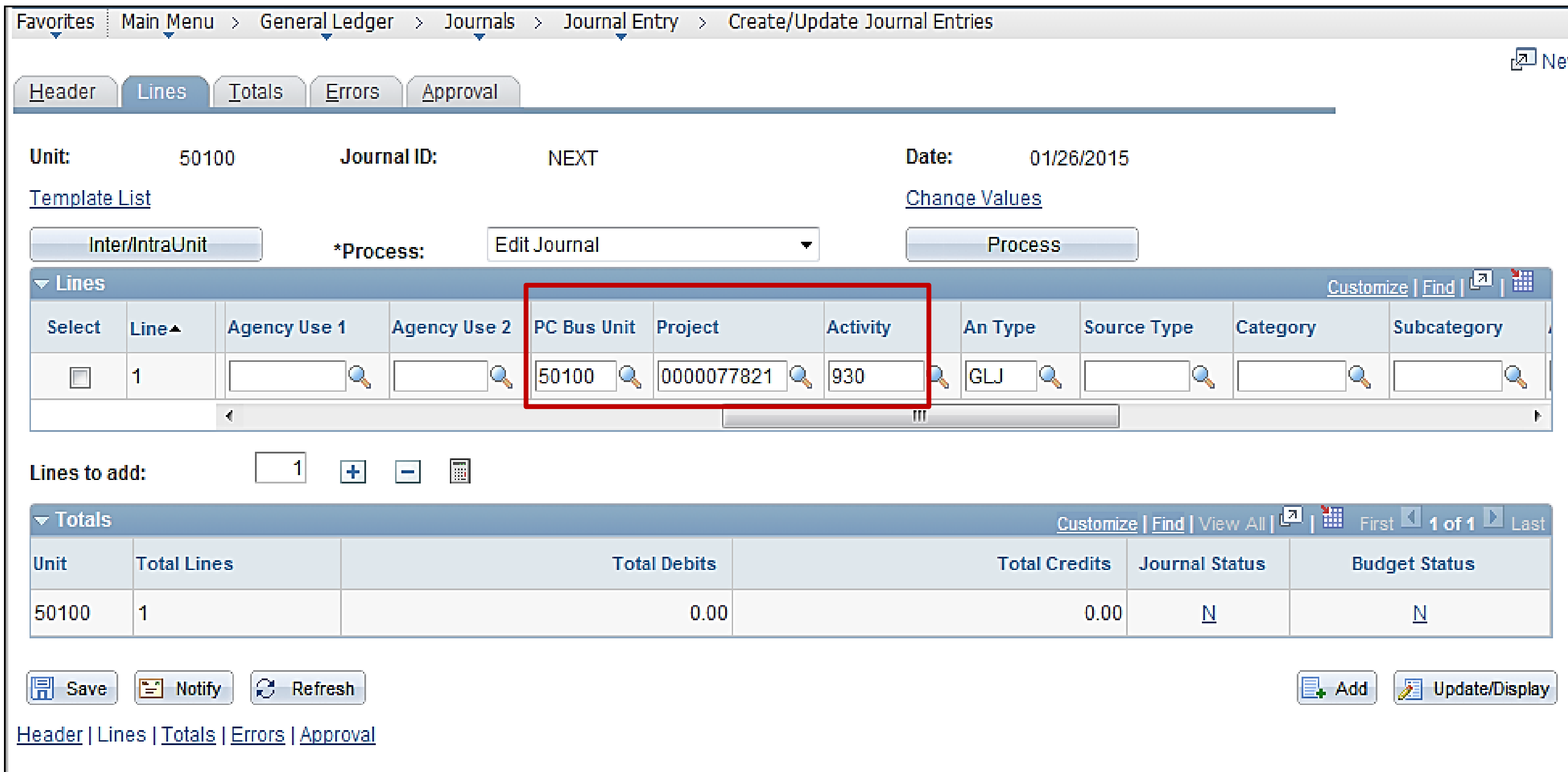
In this lesson, you will learn about the following topic:

- 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.



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.

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 the grouping of 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).

<u>Only direct journal</u> 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. Read the question and make note of your answer.

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

3 Understanding Project Costs

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: Introduction

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:

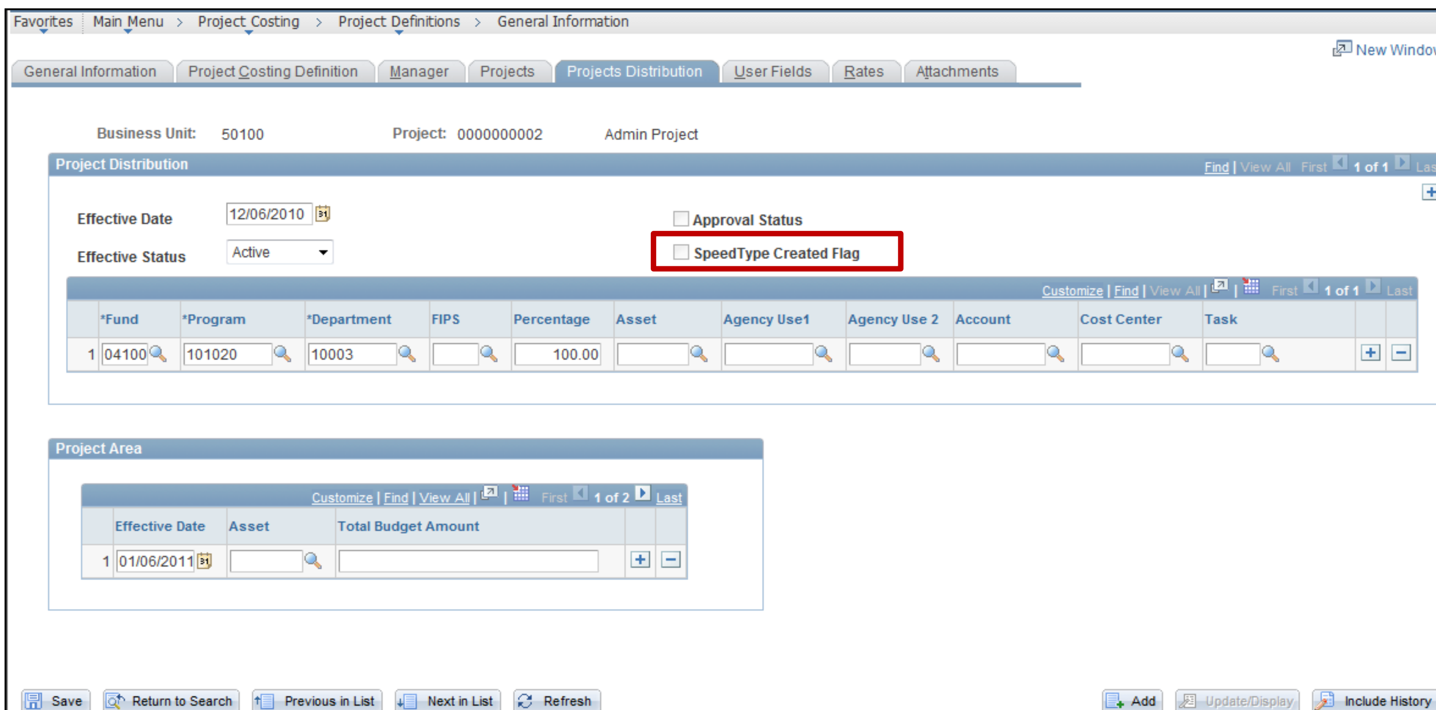
- Create funds distribution rules.
  - Allows entry of one or more distribution lines used to split project transactions between multiple accounting distributions.
  - The splitting of transactions is done in batch for a distribution.

- 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.



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.

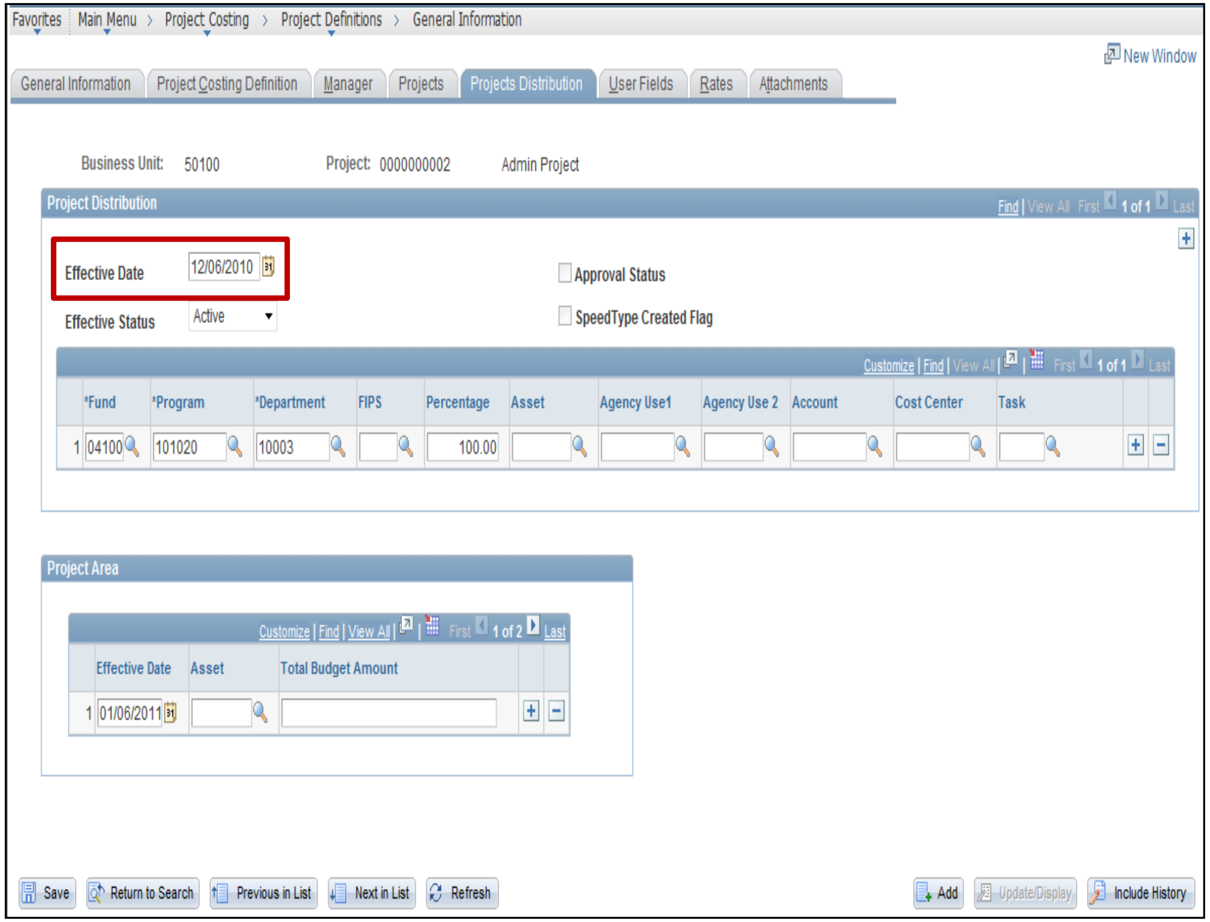
Assigning Project Distribution Effective Date

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.

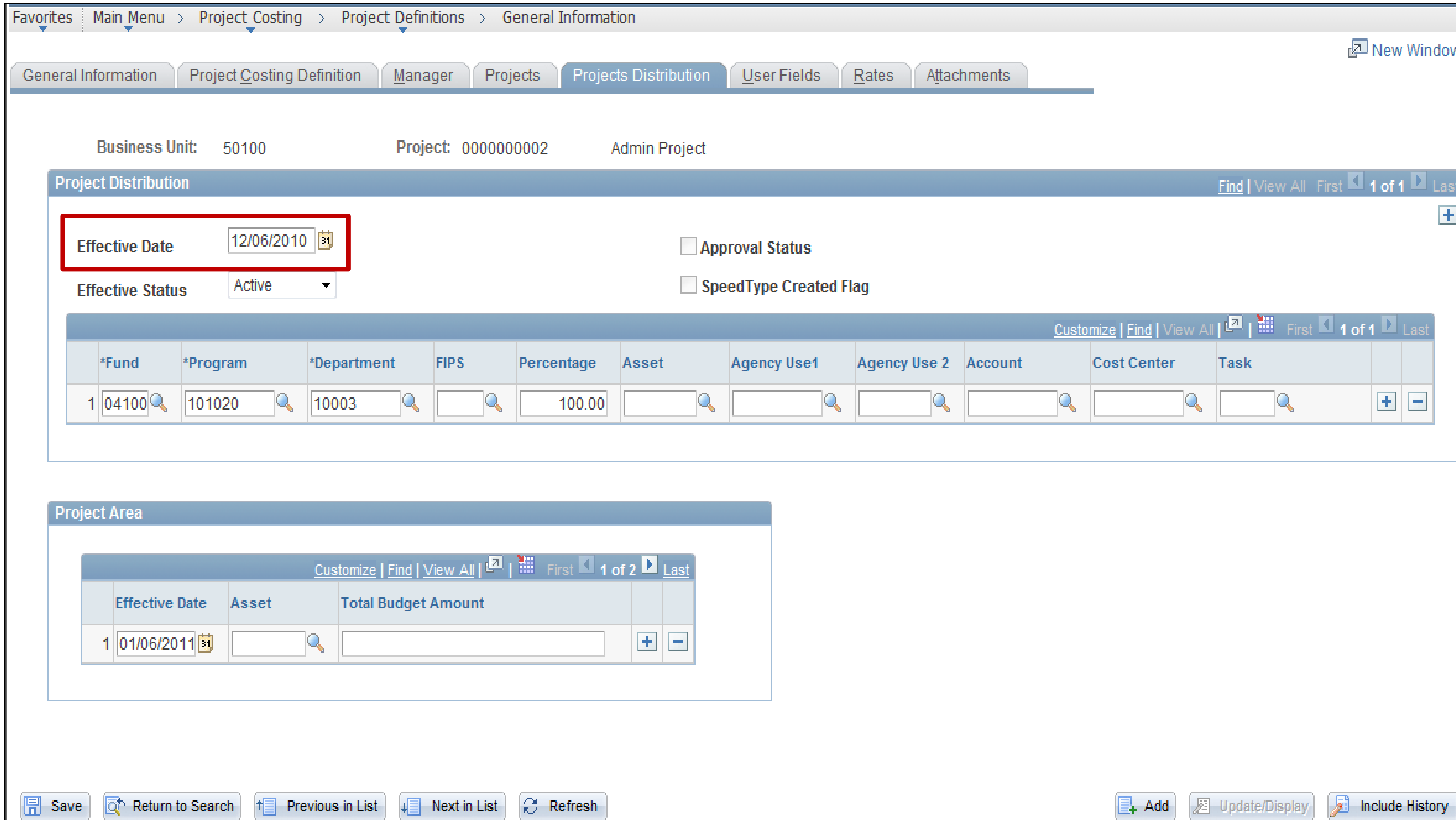
Update the **Effective Date** so it is greater than or equal to the date the project status was set to **O (Open).**

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.



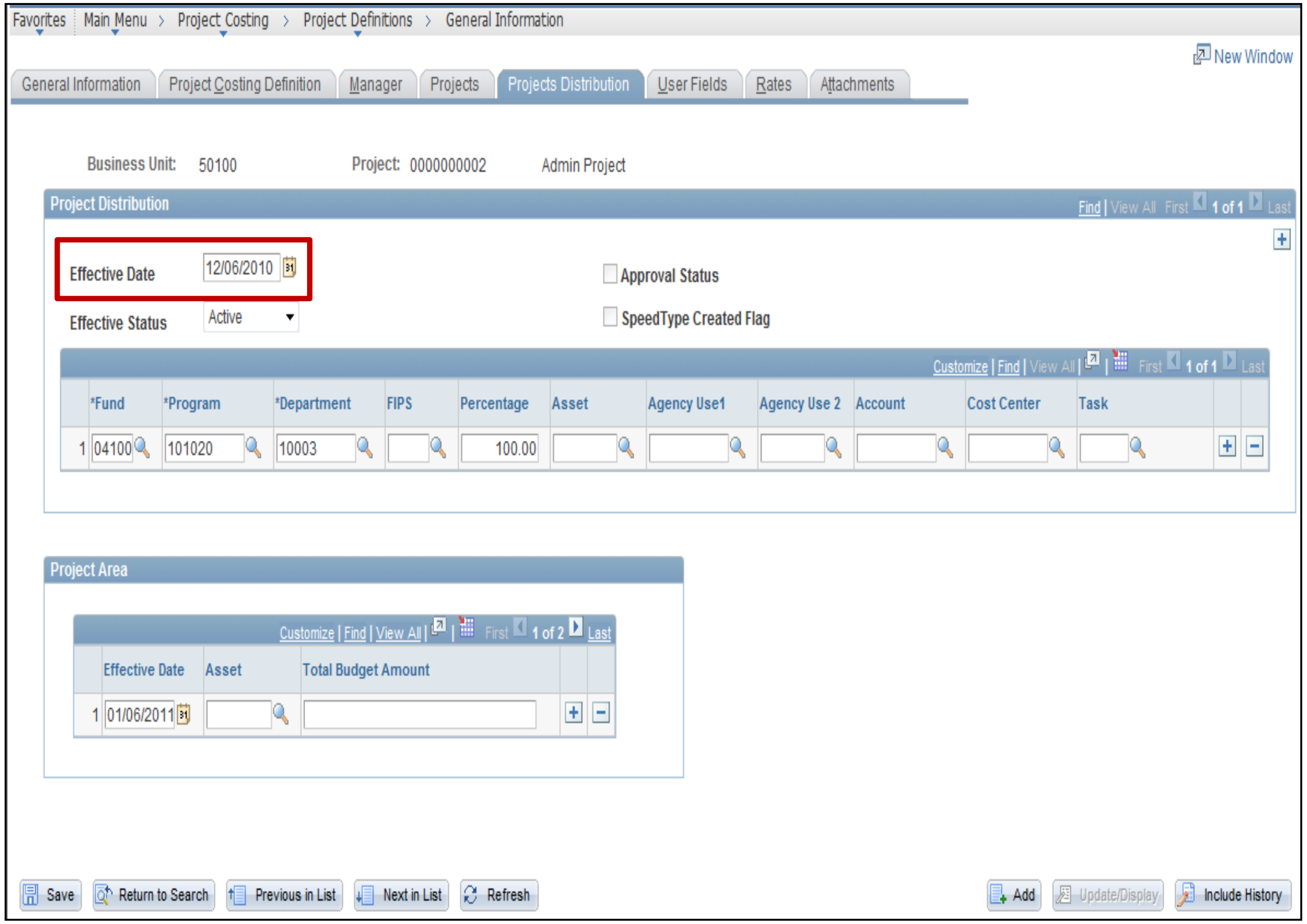
Assigning Project Distribution Effective Date (continued)



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.



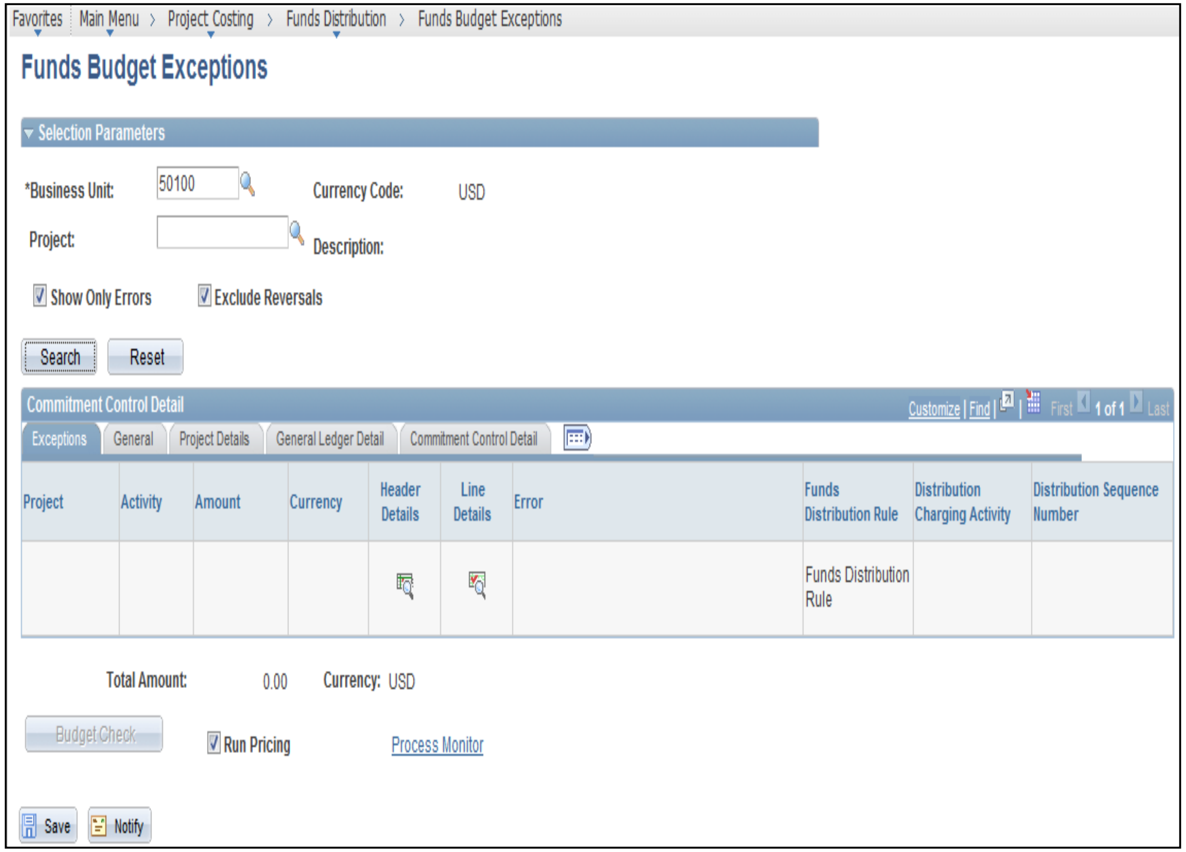
Distribution Errors

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

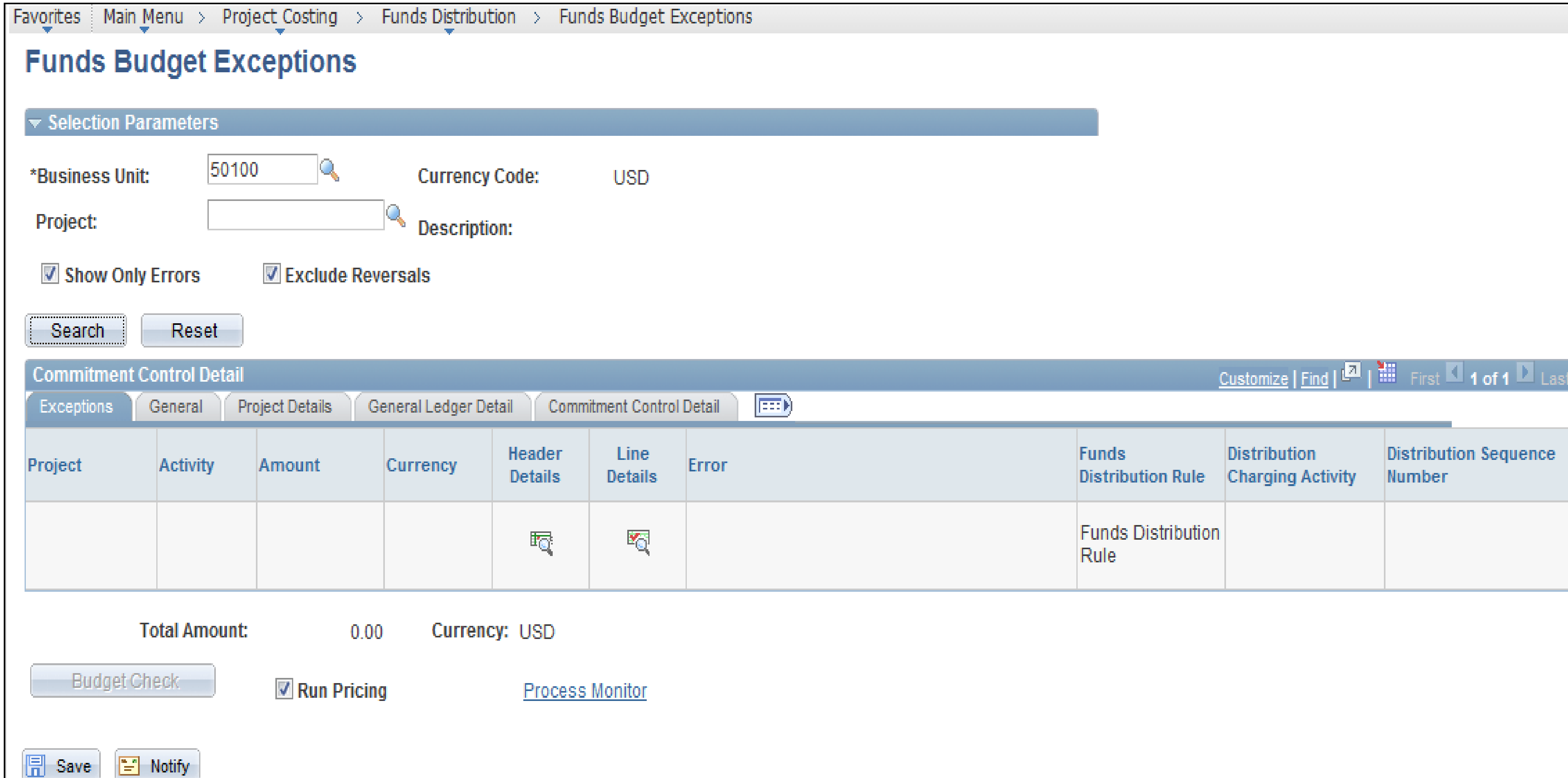
Budget checking errors can be corrected by:

- 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

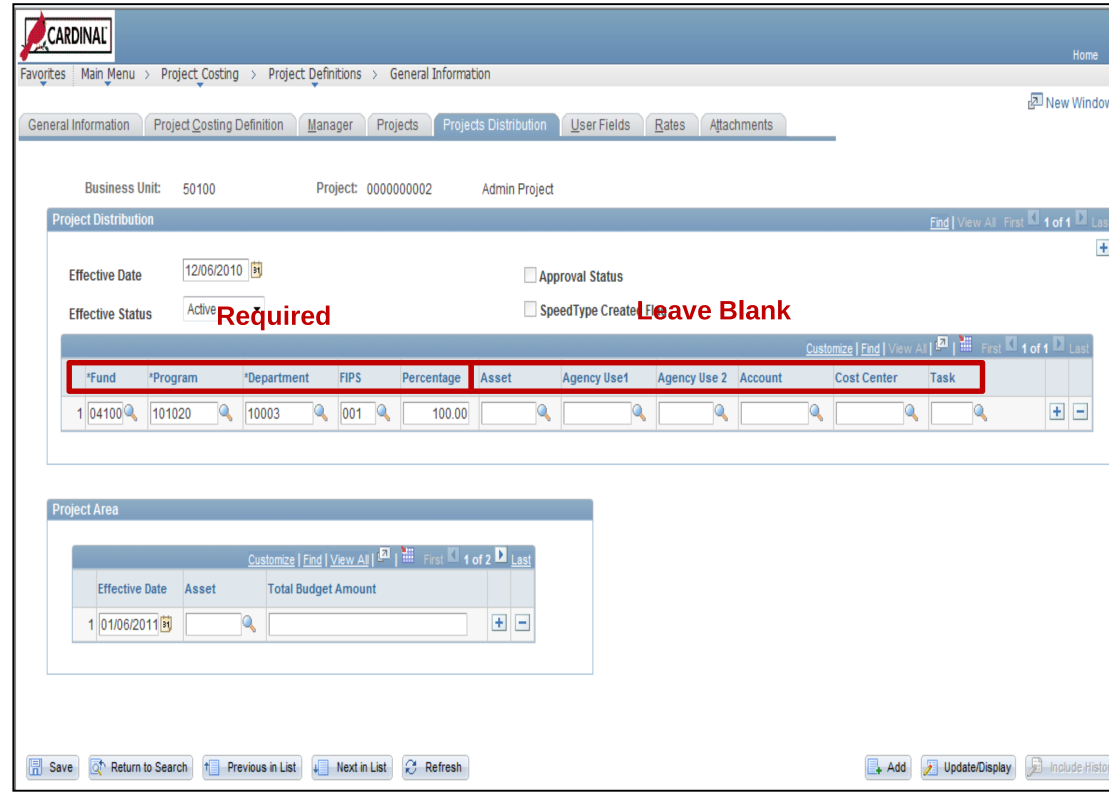


Entering Distribution Values

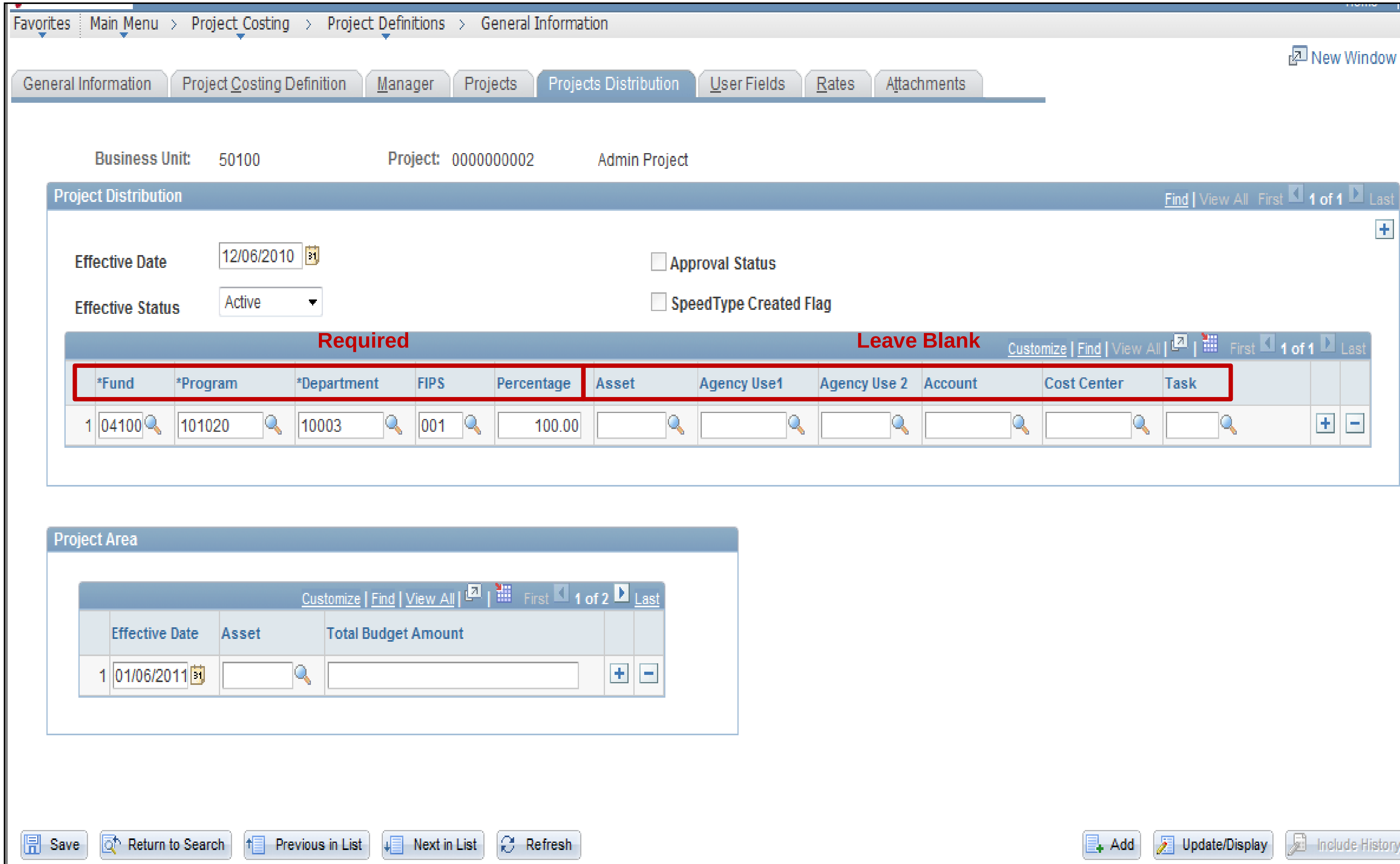
To set up the project distribution, enter values into the **Program, Fund, Department,** and **FIPS** (if required) fields.

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**).



Entering Distribution Values (continued)



Entering Distribution Values (continued)

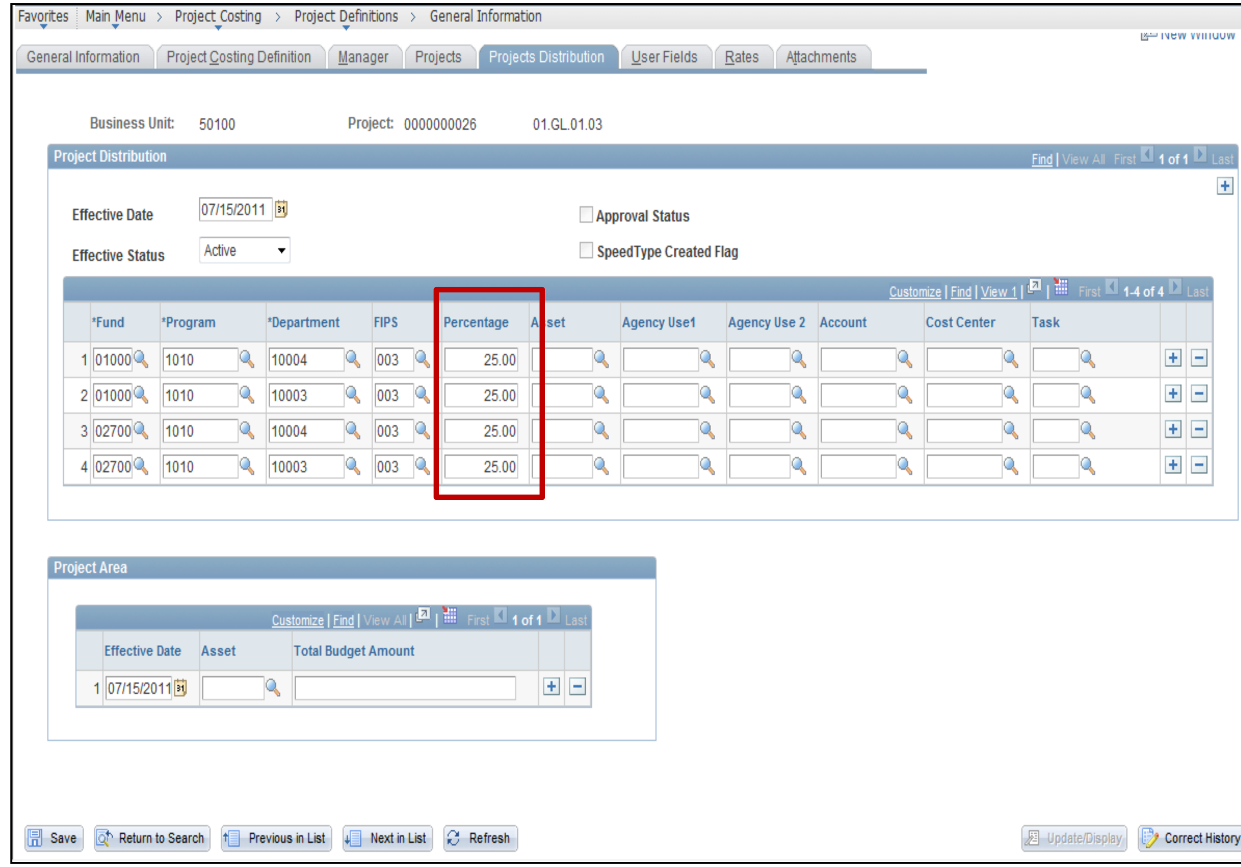
- Oone or multiple distribution lines can be entered for a project. All projects must have at least one line on project distributions.
- The first distribution line populated on this page is used to create SpeedTypes/SpeedCharts and funds distribution rules.
- Routes are not used on the project distribution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

Determining Percent Split

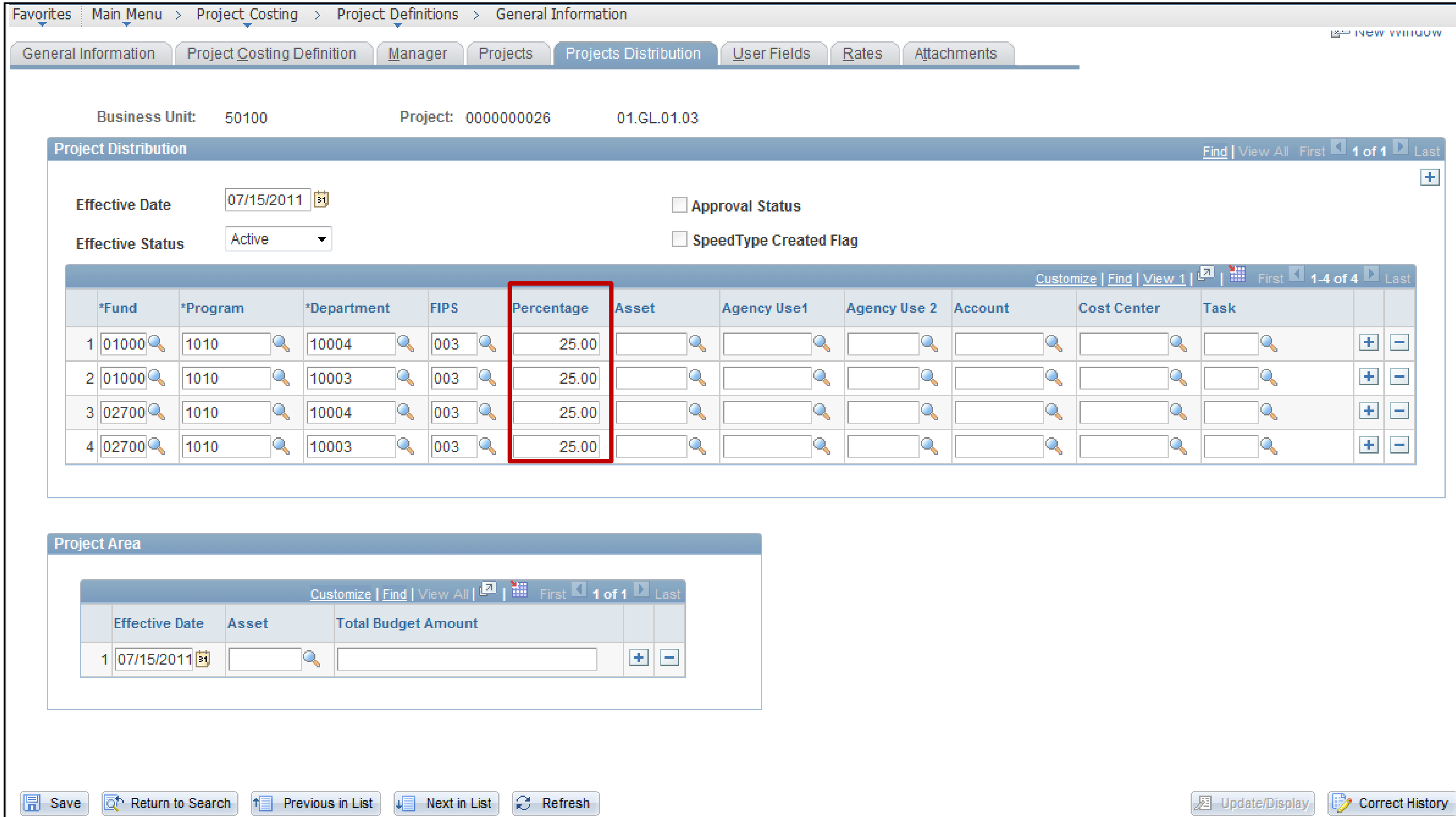
Transactions are split once in batch based on criteria established in the funds distribution rules.

When entering the project distribution, determine the number of rows to be added to the project distribution and the associated percent split. The percentage determines how the project expenditures are split. Project distributions can be split by **Program**, **Fund**, **Department**, and **FIPS**. The more ChartFields used 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, four lines must be added to the project distribution as shown in the screenshot.



Determining Percent Split (continued)



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.

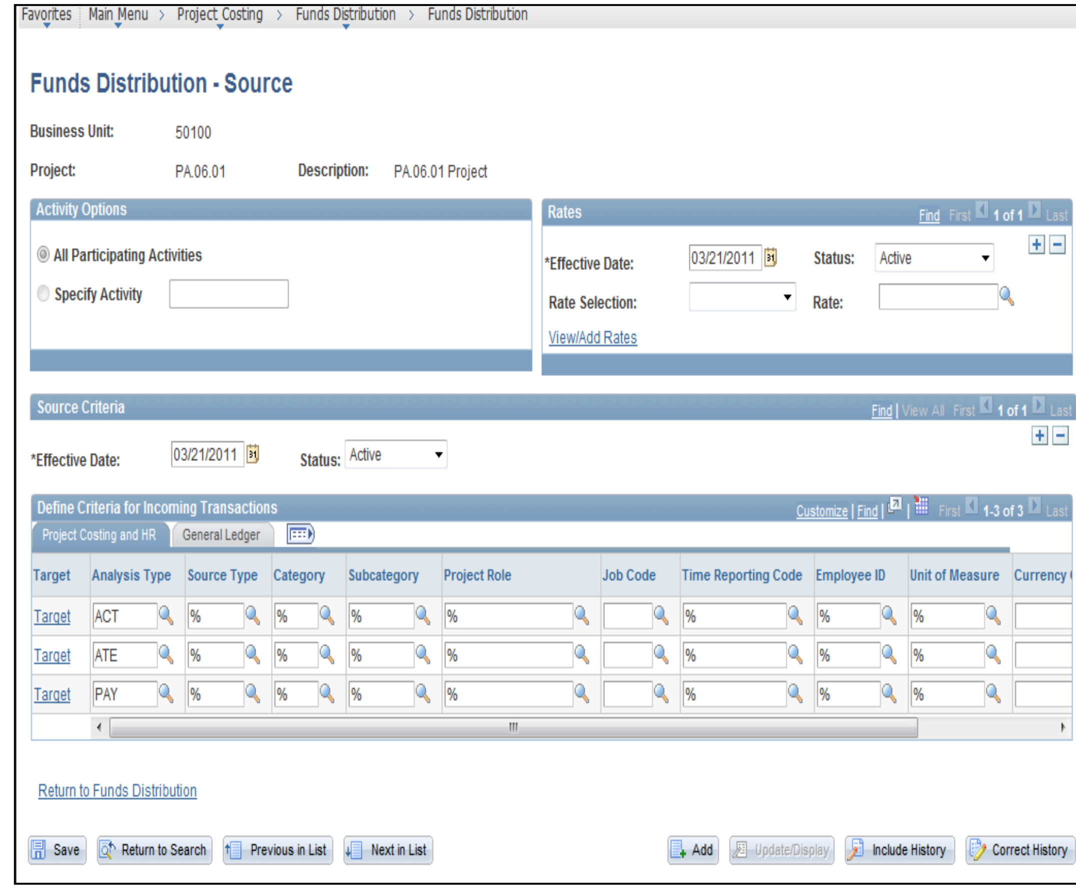
The three analysis types define the selection criteria. The funds distribution rules are created automatically by a nightly batch process. The **Source** and **Target** pages show the parameters set for the funds distribution rules. Access these pages to view these parameters. Updates are never made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

Funds Distribution Rules (continued)

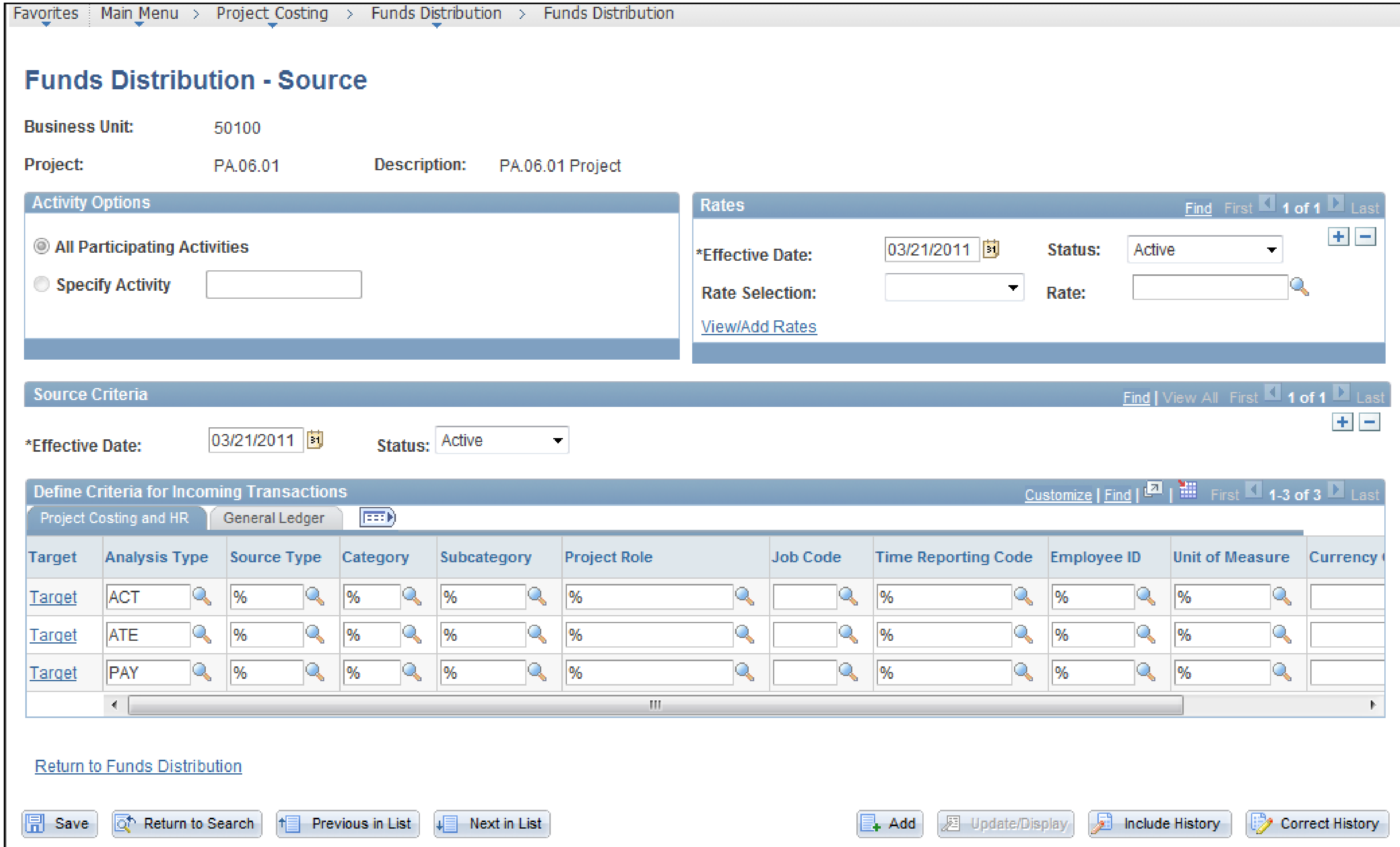
The **Source** page contains:

- **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.

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.



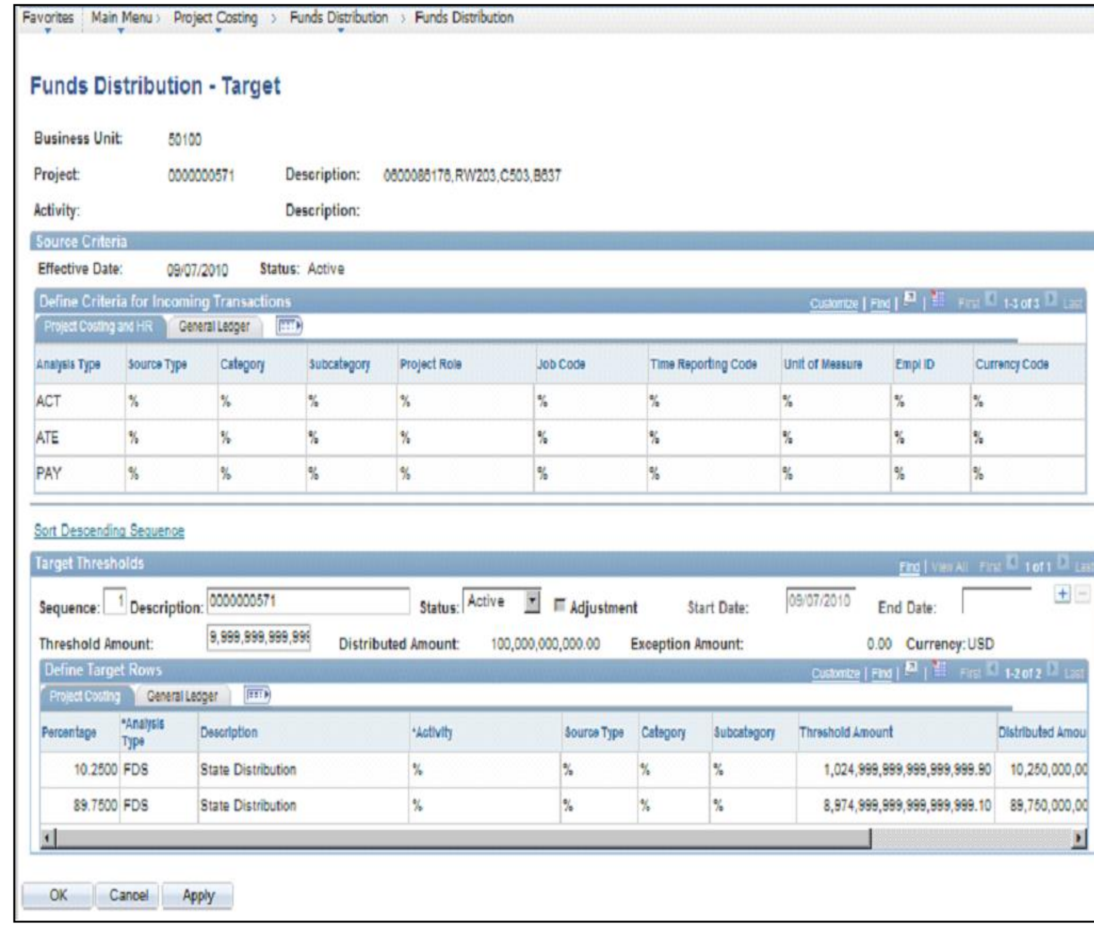
Funds Distribution – Source Page



Funds Distribution Rules (continued)

Use the **Target** page to view the maximum amount of source transactions that can be distributed to a funding source. Also, the percentages that Cardinal uses to calculate the distributed amounts are displayed. 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.



Funds Distribution – Target Page

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

Funds Distribution - Target

Business Unit: 50100

Project: 0000000571 **Description:** 0600086176,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: 9,999,999,999,999 **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

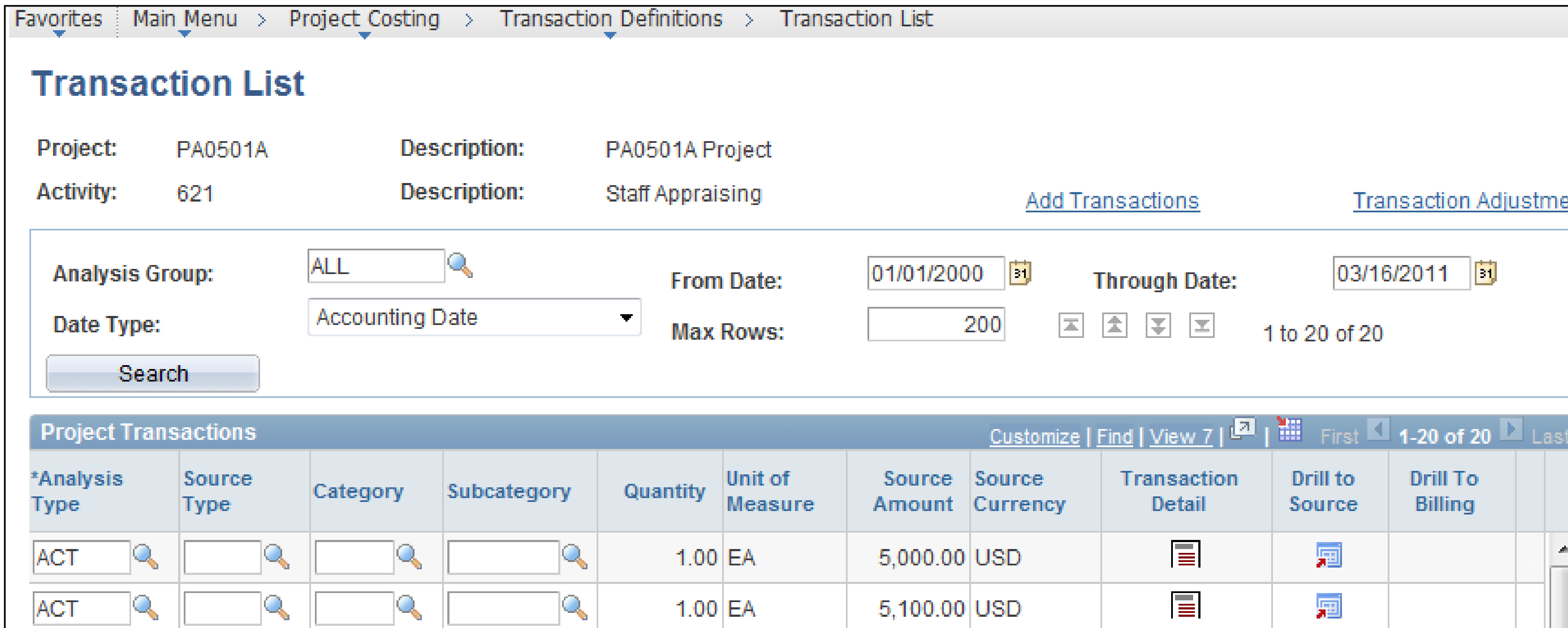
Percentage	*Analysis Type	Description	*Activity	Source Type	Category	Subcategory	Threshold Amount	Distributed Amou
10.2500	FDS	State Distribution	%	%	%	%	1,024,999,999,999,999,999.90	10,250,000,00
89.7500	FDS	State Distribution	%	%	%	%	8,974,999,999,999,999,999.10	89,750,000,00

OK | Cancel | Apply

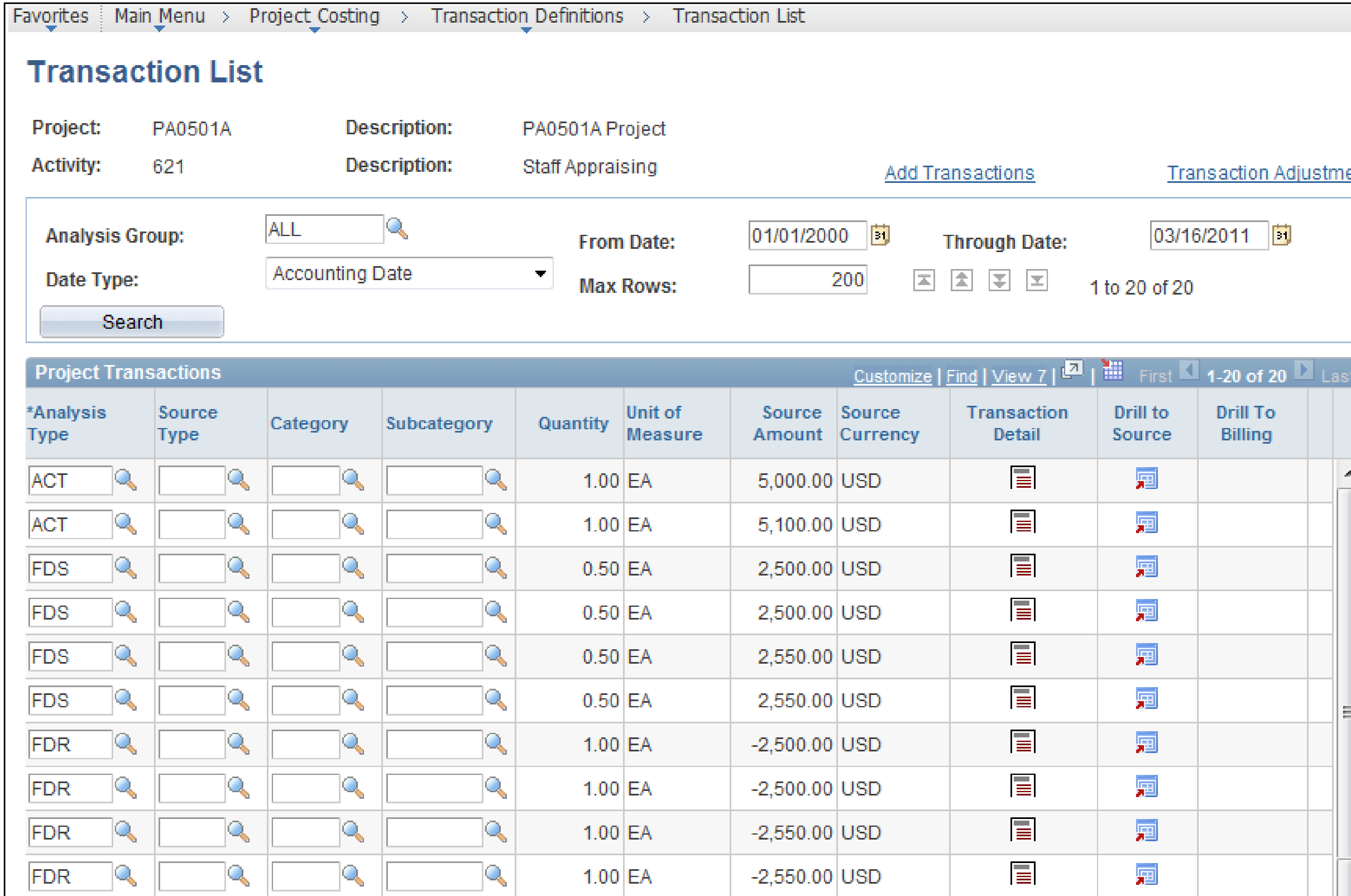
Funds Distribution Rules (continued)

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.



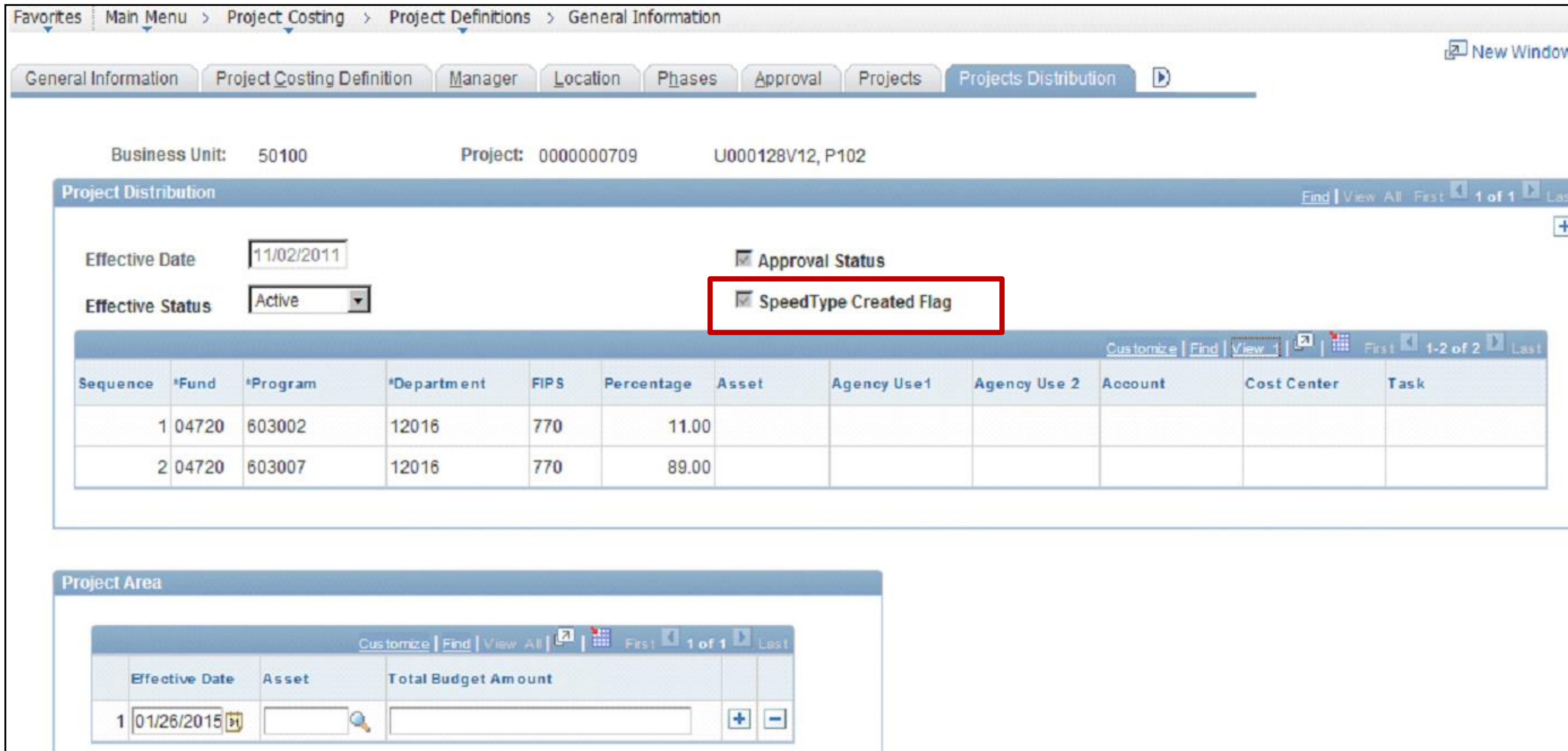
Transaction List Page



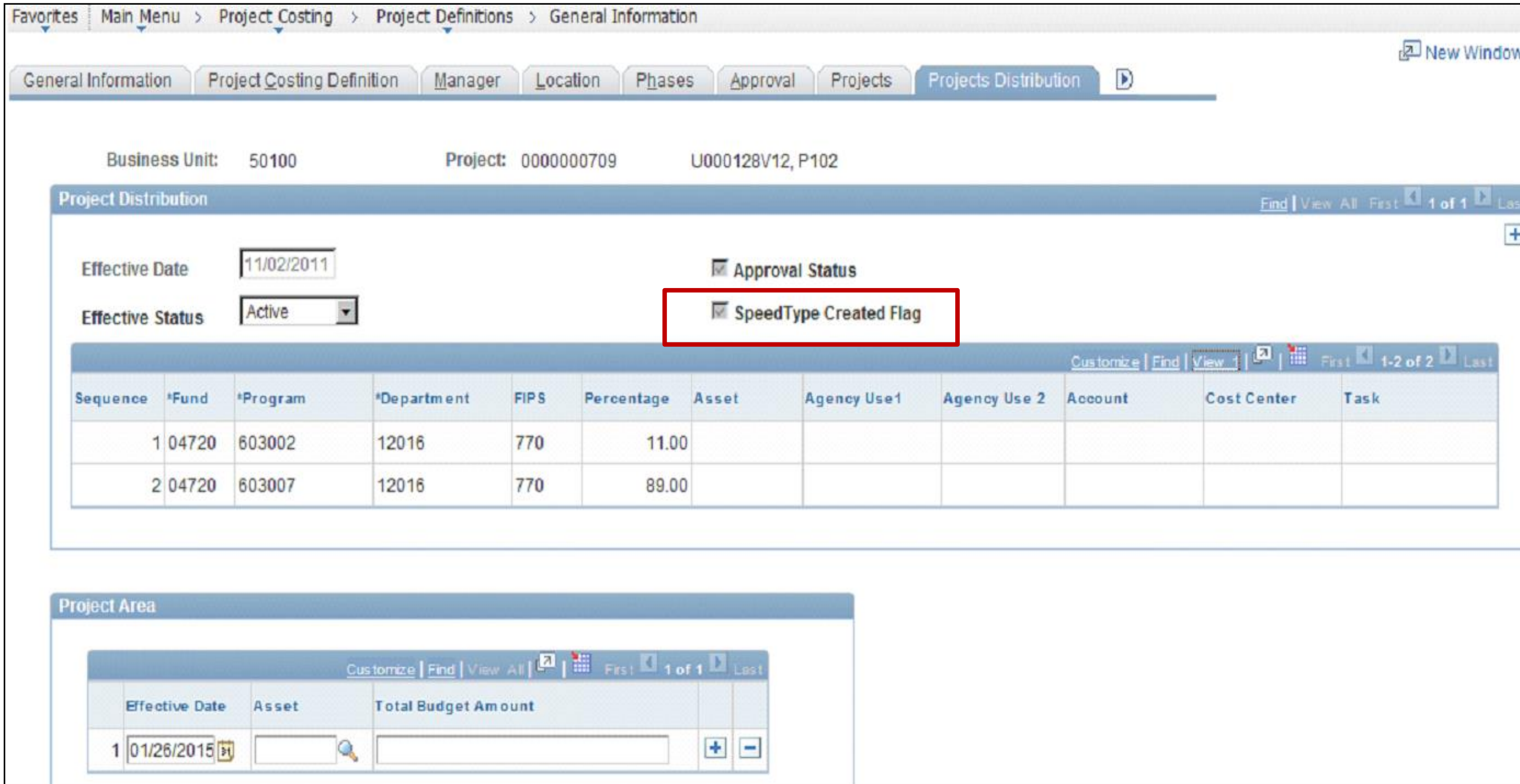
Project Cost Example in Accounts Payable

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.



Project Cost Example in Accounts Payable (continued)


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

New Window

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

Business Unit: 50100 Project: 0000000709 U000128V12, P102

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

Effective Date 11/02/2011

Effective Status Active

Approval Status

SpeedType Created Flag

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

Sequence	*Fund	*Program	*Department	FIPS	Percentage	Asset	Agency Use1	Agency Use 2	Account	Cost Center	Task
1	04720	603002	12016	770	11.00						
2	04720	603007	12016	770	89.00						

Project Area

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

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

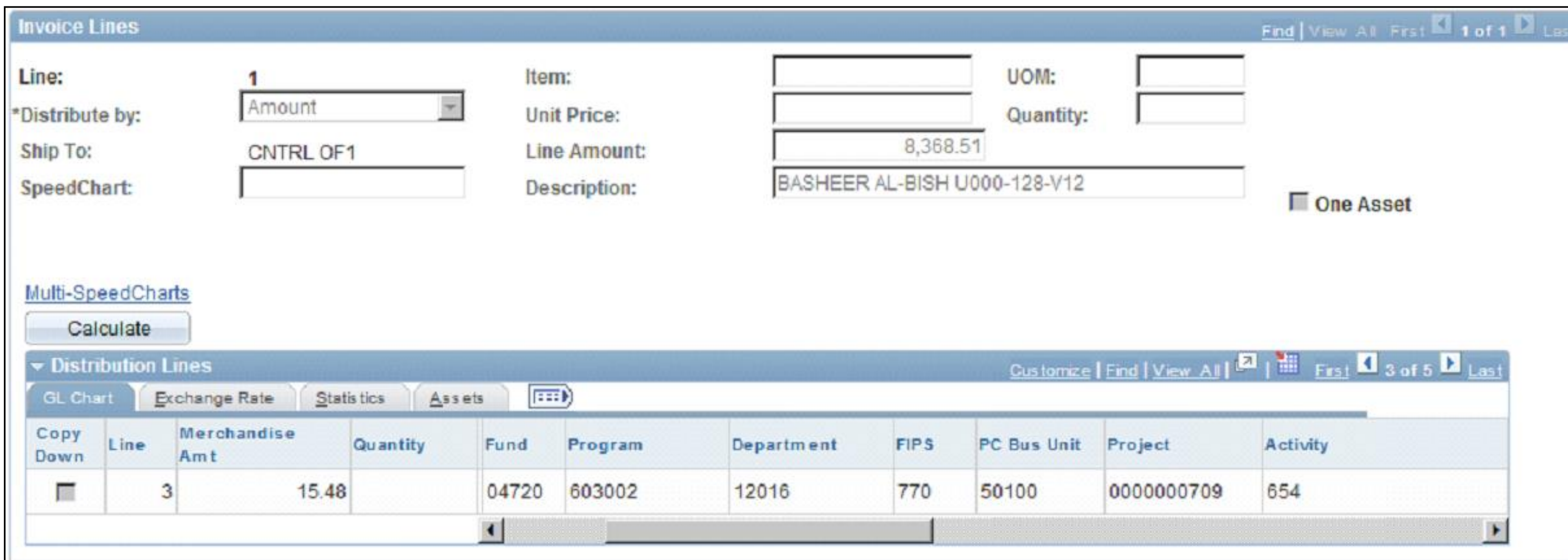
Project Cost Example in Accounts Payable (continued)

Transaction in AP

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

When entering in this transaction, enter/search for the 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.



Project Cost Example in Accounts Payable

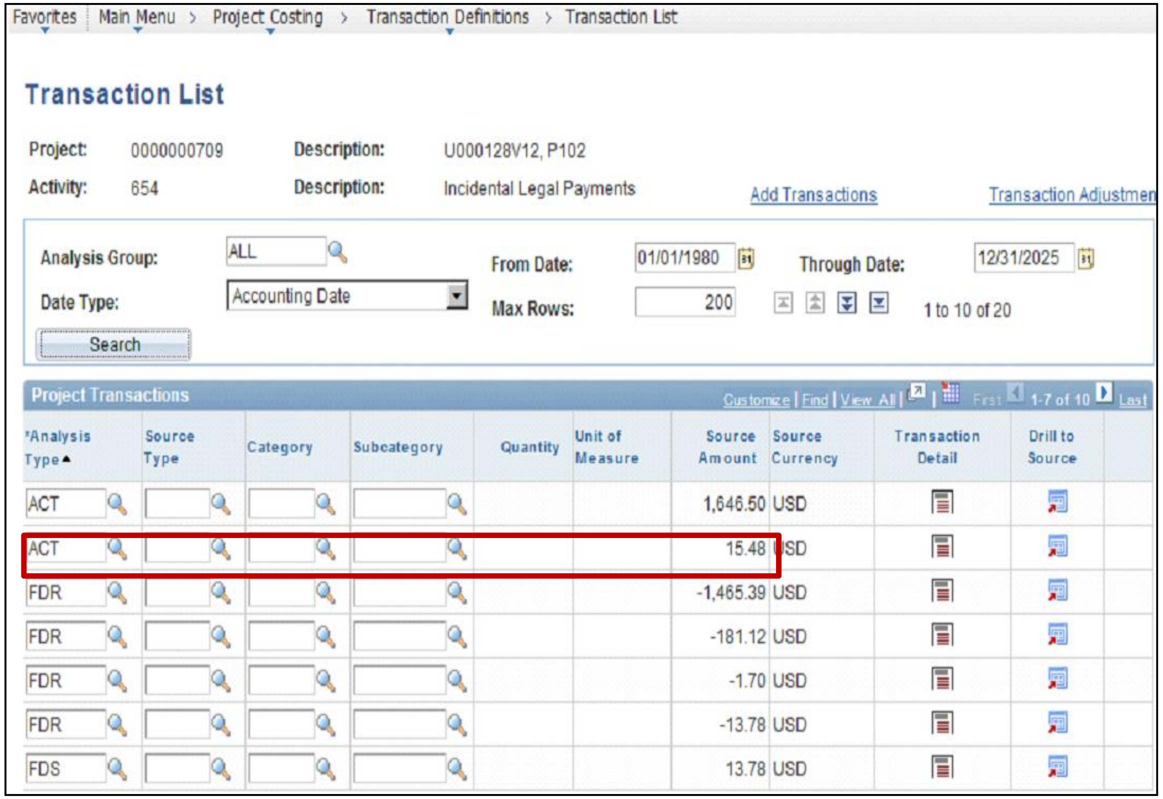
PC_AP to PC

The PC_AP to PC process loads any voucher accounting lines that contain the PCBU, project and activity.

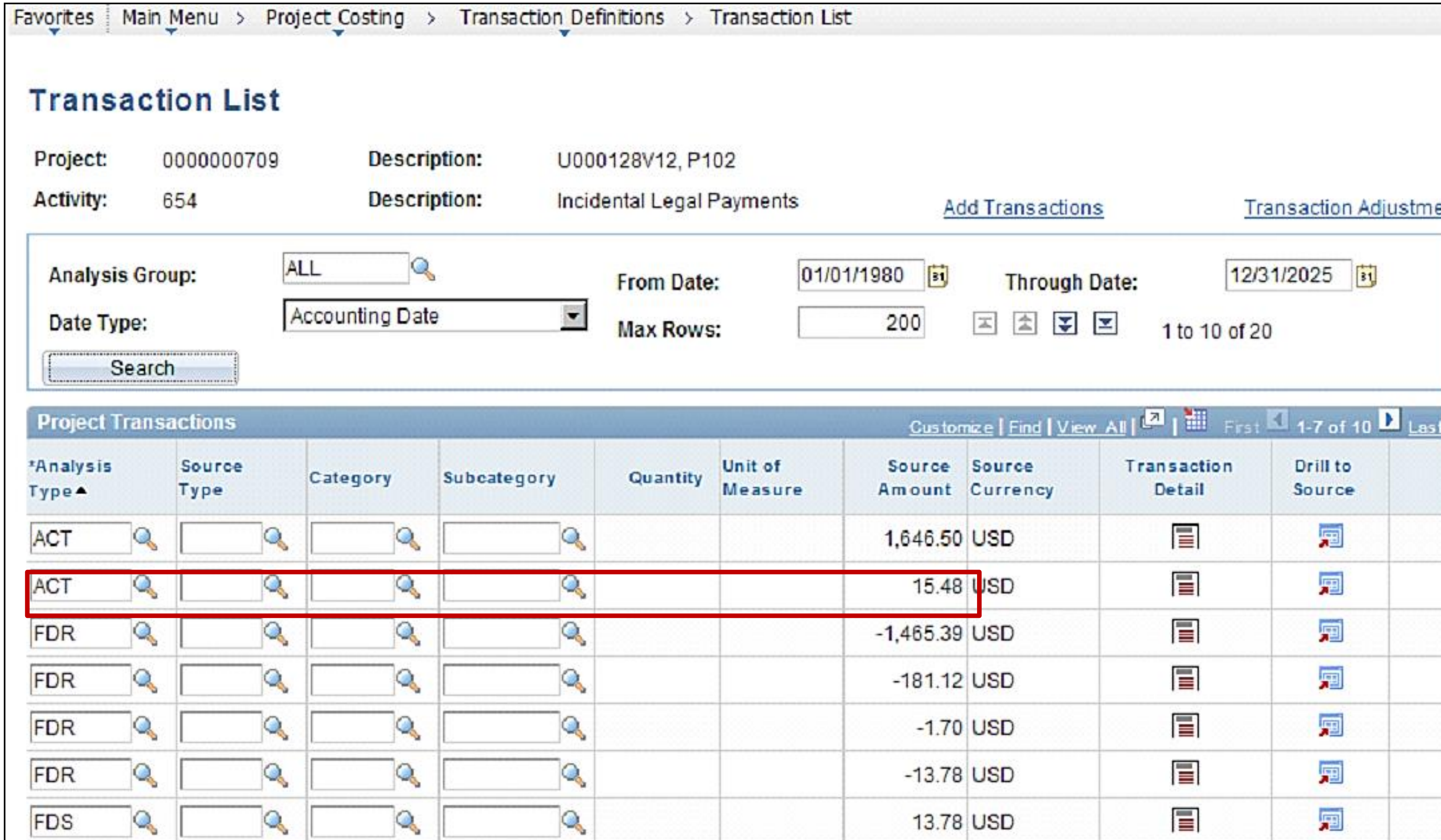
The PC_AP to PC process assigns the **ACT** analysis type to all accounting lines sent from AP when they are posted to the PROJ_RESOURCE table in Project Costing.

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.



Project Cost Example in Accounts Payable (continued)



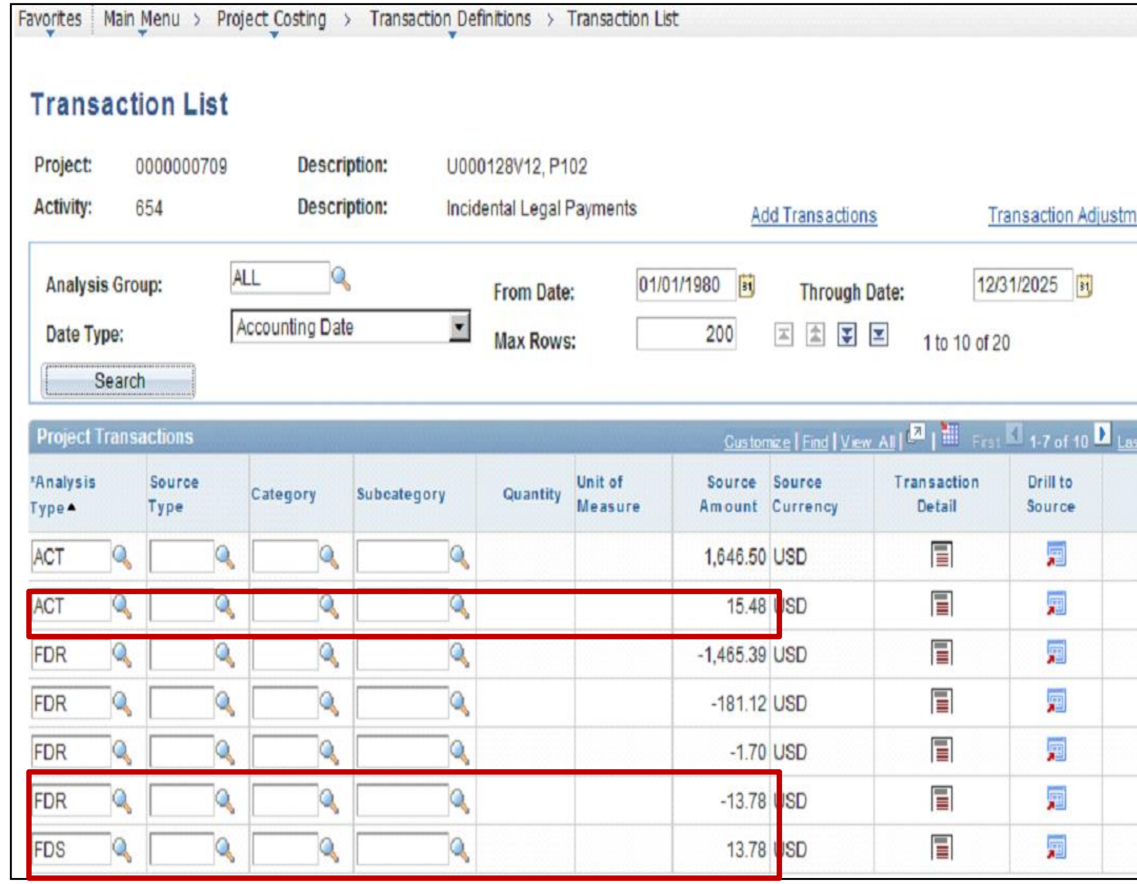
Project Cost Example in Accounts Payable (continued)

Funds Distribution

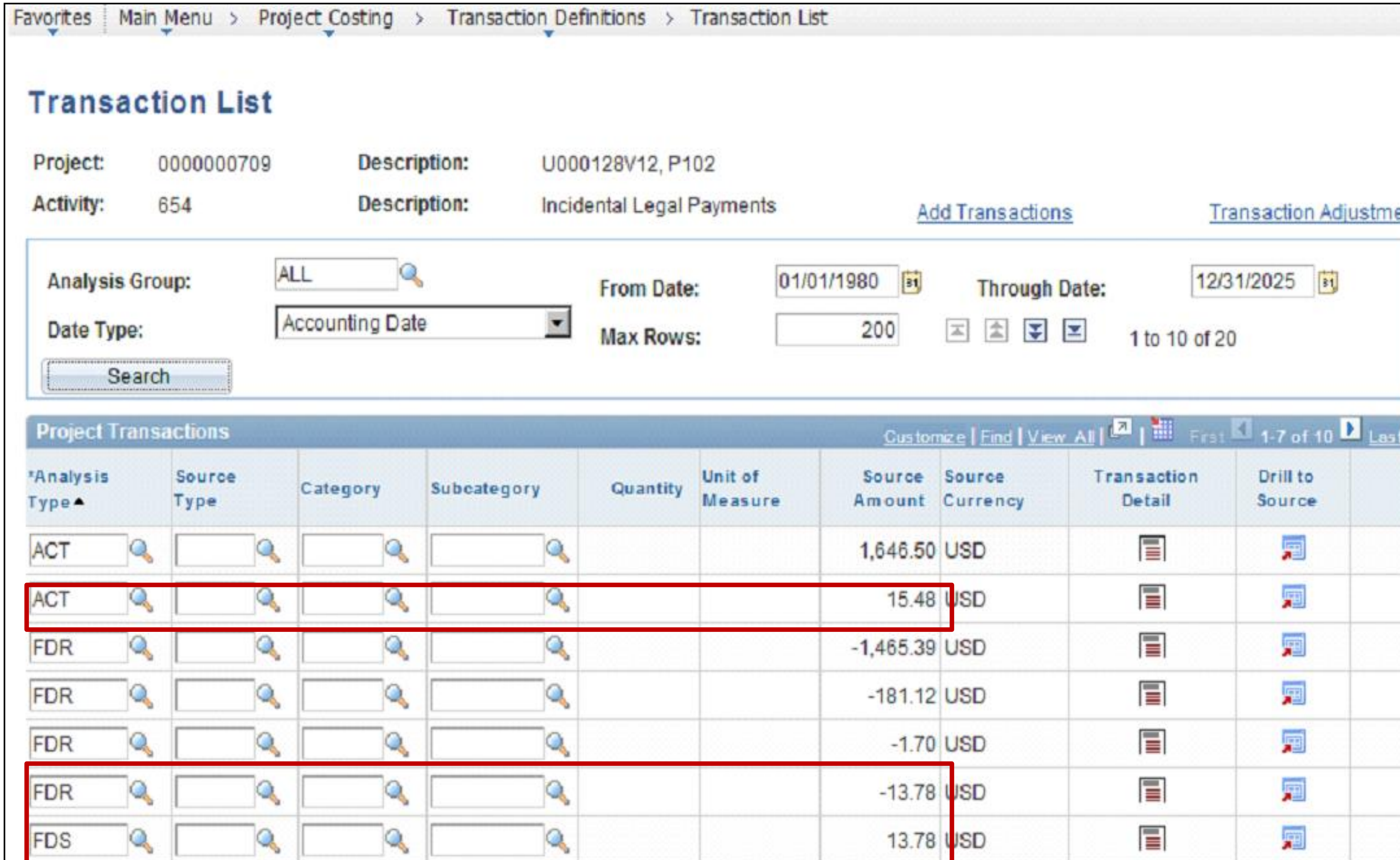
Once the funds distribution process runs, it is obvious that this is a multi-funded project. The original **ACT** row is still displayed, but now there are four new rows added to the Transaction List.

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 indicate that this is a multi-funded project.

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



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 Adjustmen

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

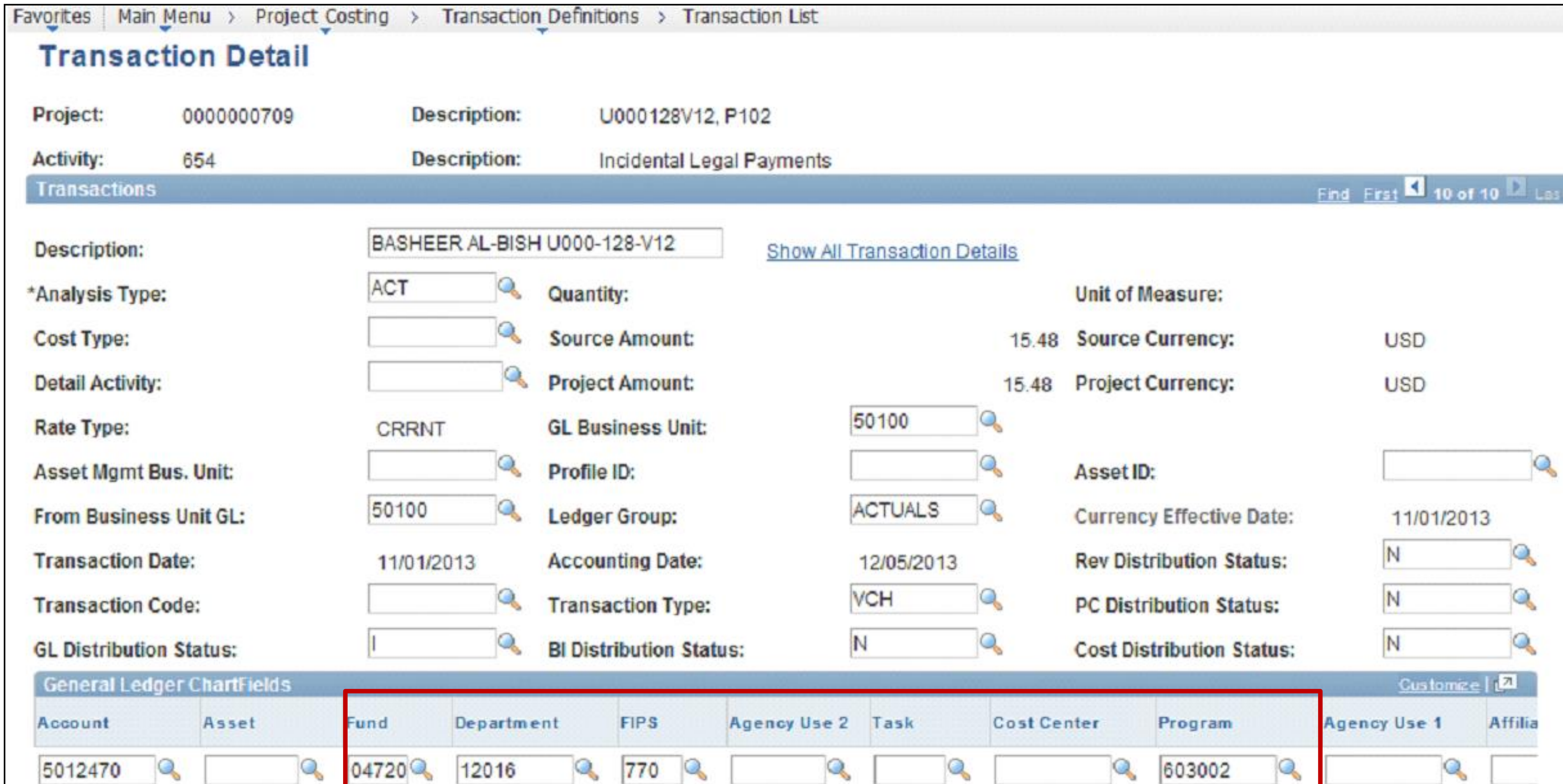
Search

Project Transactions Customize | Find | View All | First 1-7 of 10 Last

*Analysis Type	Source Type	Category	Subcategory	Quantity	Unit of Measure	Source Amount	Source Currency	Transaction Detail	Drill to Source
ACT						1,646.50	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)

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



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

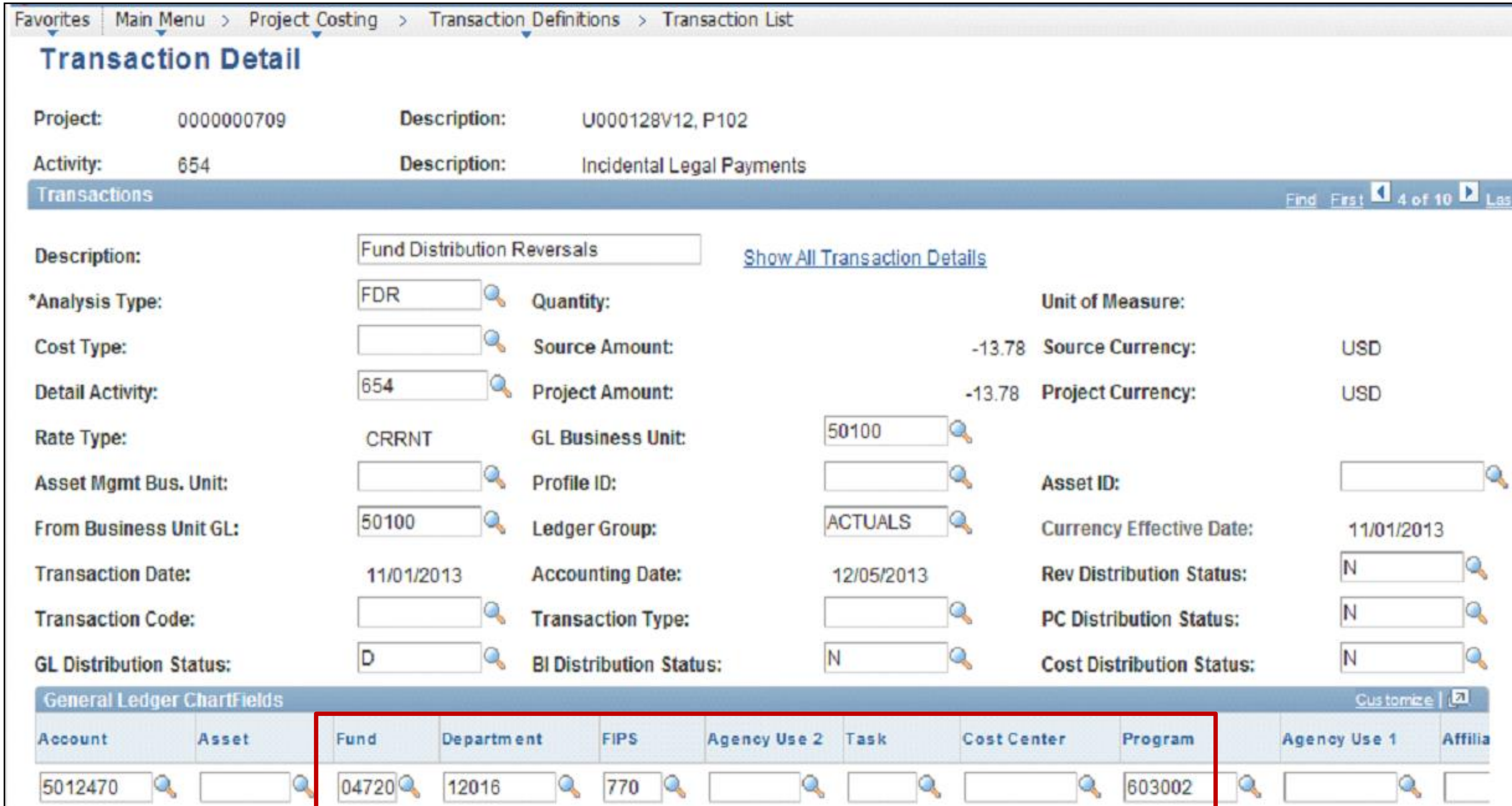
Description: State Distribution — Show All Transaction Details

*Analysis Type:	FDS	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				603007		

Project Cost Example in Accounts Payable (continued)



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 will now view a simulation that demonstrates how to **Create and Maintain Project Distributions**.

Click on the icon below to start the simulation.

Lesson 4: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer.

1. What is the Project Distribution and what does it do?

2. Why is the Effective Date of the distribution important?

Lesson 4: Summary

4 Creating and Maintaining Project Distributions

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: Introduction

5 Project 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.

Access this report by navigating to the following path:

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

Project Expenditure Report by Employee

CARDINAL

Report ID: RPA090

Commonwealth of Virginia
PROJECT EXPENDITURE BY EMPLOYEE

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

Page No. 1 of 3

Business Unit: 50100
Project ID: 0000000015
From Date: 01/01/1901
To Date: 01/30/2013

Project LTD Expenditures: $ 14,487,590.52

Emplid	Name	Employee Department	Accounting Date	Journal	Transaction Date	Phase	Activity	EarnCd	Invoice	Hours	Amount
00148532500	Parker, Peter	11043	07/23/2012	TE00008239	06/25/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/26/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/27/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/28/2012	9104	64201	RGS		8.00	160.46
			07/23/2012	TE00008239	06/29/2012	9104	64201	RGS		8.00	160.46
Total for Employee (00148532500)											$ 802.30
00171923300	Camp, Bob	19086	09/13/2012	TE00010037	08/27/2012	9104	64210	RGS		3.00	160.09
			09/13/2012	TE00010037	08/28/2012	9104	64210	RGS		5.00	266.81
Total for Employee (00171923300)											$ 426.90
00226818800	Ford, Fred	14017	02/22/2012	TE00001827	02/08/2012	9104	64214	RGS	FED000177	2.00	41.70
Total for Employee (00226818800)											$ 41.70
00228894100	Bourne, Jason	12024	03/02/2012	TE00002292	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.

Access this report by navigating to the following path:

Main Menu > Project Costing > Reports > Expenditures Exceed Allocations

CARDINAL

Commonwealth of Virginia
EXPENDITURES ALLOCATIONS REPORT

Report ID: RPA091

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
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

CARDINAL

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
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			

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.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Project Overview Report

CARDINAL

Commonwealth of Virginia
PROJECT OVERVIEW REPORT

Report ID: VPAR0094

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)

	9101	9101	9102	9103	9104	Total
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
BRDG Strength / Widening Bridges

Distribution Split Basis and Project to Date Expenditure Detail:

Fund	Program	Department	FIPS	Asset	Agency Use1	Agency Use2	Cost Center	Task	Account	Percentage
04100	604001	10044	003							100.00%

Total Expenditures $ 0.00

Project Overview Report

Commonwealth of Virginia
PROJECT OVERVIEW REPORT

CARDINAL

Report ID: VPAR0094

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)

	9101	9101	9102	9103	9104	Total
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
BRDG Strength / Widening Bridges

Distribution Split Basis and Project to Date Expenditure Detail:

Fund	Program	Department	FIPS	Asset	Agency Use1	Agency Use2	Cost Center	Task	Account	Percentage
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.

Navigate to this report using the following path:

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

Project Expenditure by Activity Group Report

Commonwealth of Virginia
PROJECT EXPENDITURE BY ACTIVITY GROUP

Report ID: RPA100

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

Project ID	Activity	Activity Description	Expenditures
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.

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	2015-8	2015-9	Expenditures Current Year	Project To Date	Project To Date (Over) Under Project Budget	% of Project Budget Remaining
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.

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				

Account	Description	Expenditures 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.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Disaster Report

Disaster Report

Commonwealth of Virginia
DISASTER REPORT - SUMMARY

CARDINAL
Report ID: RPA109

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

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

Page No. 1 of 11

Disaster Number	Project ID	District	FIPS	Fiscal YTD Expenditures	LTD Expenditures
	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.

Navigate to this report using the following path:

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

CARDINAL
Report ID: RPA093

Commonwealth of Virginia
PROJECT EXPENDITURES BY LOCATION

Run Date: 08/25/2011
Run Time: 10:36 00

Page No. 1 of 1

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

Distict	Current Budget	Current Expenses	Current Variance	LTD Budget	LTD Expenses	LTD Variance
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.

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

Report ID: RPA096

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

Page No. 1 of 1

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

Dept ID	Description	Cost Center	Description	Budget	Expenditures	Variance
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.

Navigate to this report using the following path:

Main Menu > Project Costing > Reports > Funding Source

Funding Source Report - Summary

Commonwealth of Virginia
FUNDING SOURCE REPORT - SUMMARY

CARDINAL
Report ID: RPA150

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

CARDINAL

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:

Fund Source	Description	Amount
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		$ 3,664,608.98

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.

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: 50100

End Date: 04/21/2015

Project Status: O

Activity Type: 9101

View Results

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 %.

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: 50100

Fiscal Year: 2012

Accounting Period From: 1

Accounting Period To: 12

Reporting Category: PRDG

Activity Type (% for all): %

View Results

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	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.

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: 50100

Fiscal Year: 2015

Fund (if inactive, type value): 07601

Accounting Period From: 1

Accounting Period To: 1

View Results

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.

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: 50100

Project: 0000000015

Activity Type (% for all): %

Accounting Period (% For All): %

Fiscal Year (% for all): %

Allowable \ Unallowable \ %: %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (238 kb)

View All

First 1-100 of 394 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.

Nnavigate 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: 50100

Project ID (% for All): 0000077821

Activity Type (% for All): %

From Accounting Date: 01/01/2014

To Accounting Date: 01/23/2015

Allowable / Unallowable / %: %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (356 kb)

View All First 1-100 of 728 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.

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): 50100

Activity Type (% for all): %

Fund (% for all): 04720

Project (% for all): %

Fiscal Year: 2015

Accounting Period From: 1

Accounting Period To: 6

Project Category (% for all): %

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (10240 kb)

View All

First 1-100 of 20317 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.

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): 50100
Fund (% for all): %
Activity Type (% for all): %
Project Category (% for all): %
Project ID (% for all): 0000019060
Fiscal Year: 2013
From Accounting Period: 1
To Accounting Period: 12

View Results

Download results in : Excel SpreadSheet CSV Text File XML File (26 kb)

View All First 1-52 of 52 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. Narrow search by date, analysis type, and source type.

- **Transactions in Progress** - Allows viewing 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 for analysis of 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 that must be created before running this inquiry.

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.

Navigate to these online inquiries using the following path:

Main Menu > Project Costing > Review Costs > Accumulated Costs

Online Inquiries (continued)

- **Review Accounting History:** Allows for review of accounting entries that are sent to General Ledger/ Search by journal ID or date of the journal.

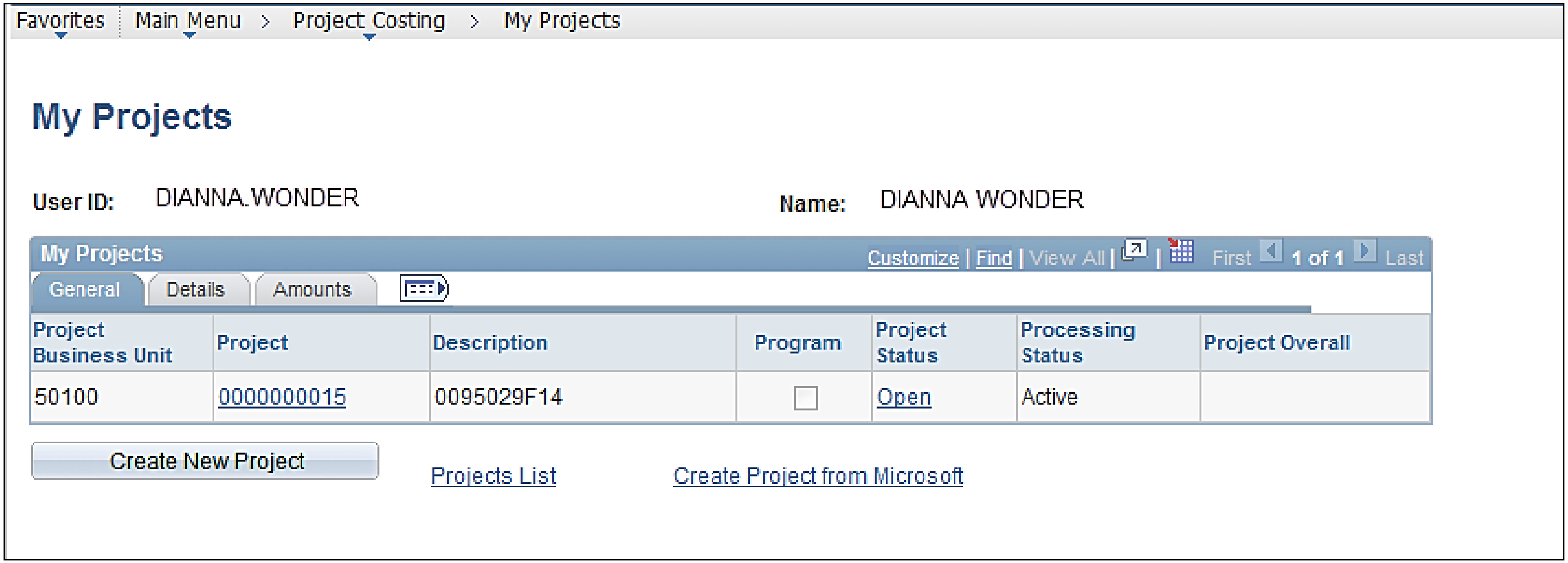
Navigate to this online inquiry using the following path:

Main Menu > Project Costing > Accounting

Online Inquiries – My Projects

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	☐	Open	Active	

Create New Project Projects List Create Project from Microsoft

Online Inquiries – My Projects (continued)

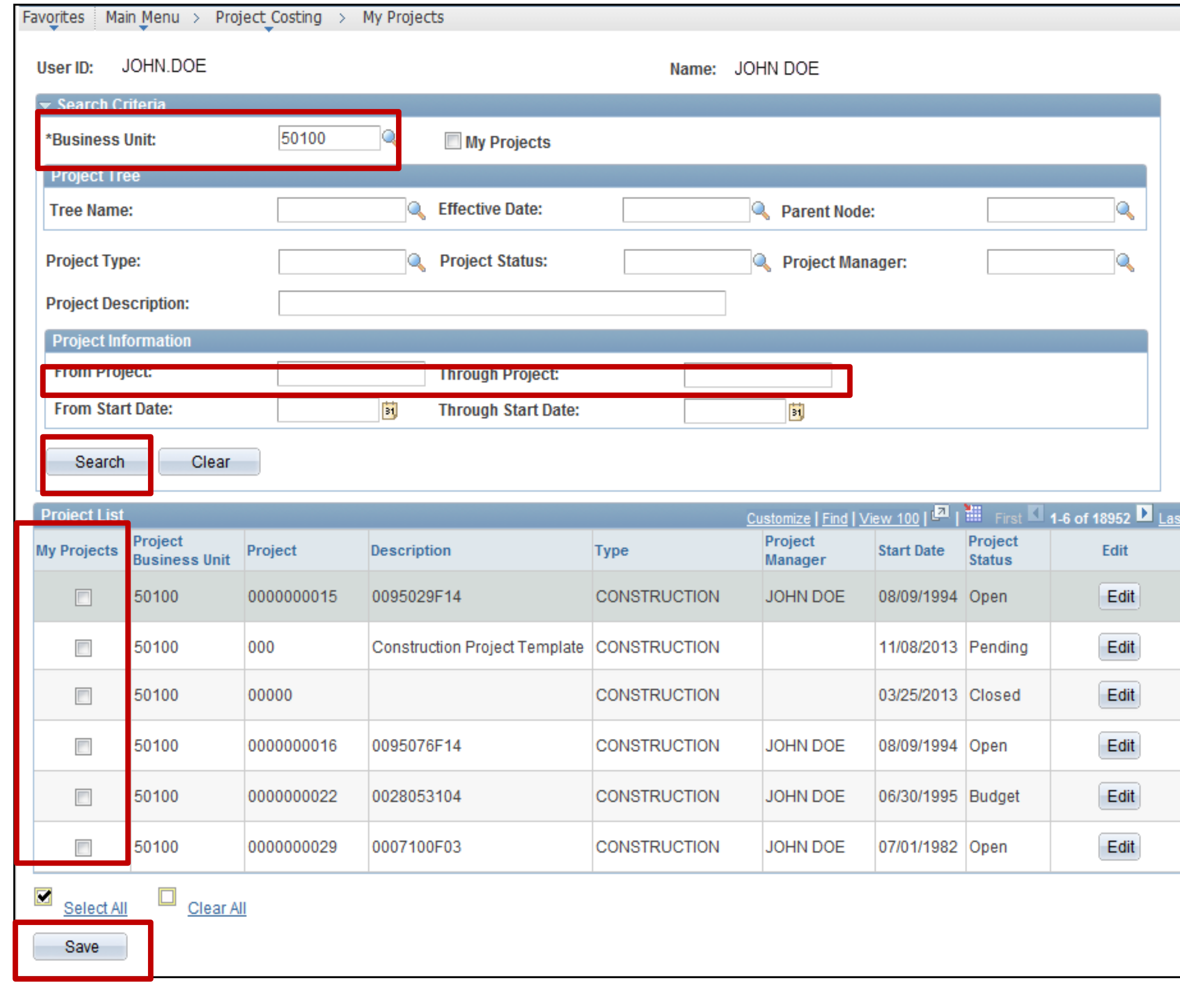
To select a project, enter the **Business Unit**. To limit the number of projects that display, enter additional criteria.

For example, in the **Project Information** section, you can enter a range in the **From Project** and **Through Project** fields.

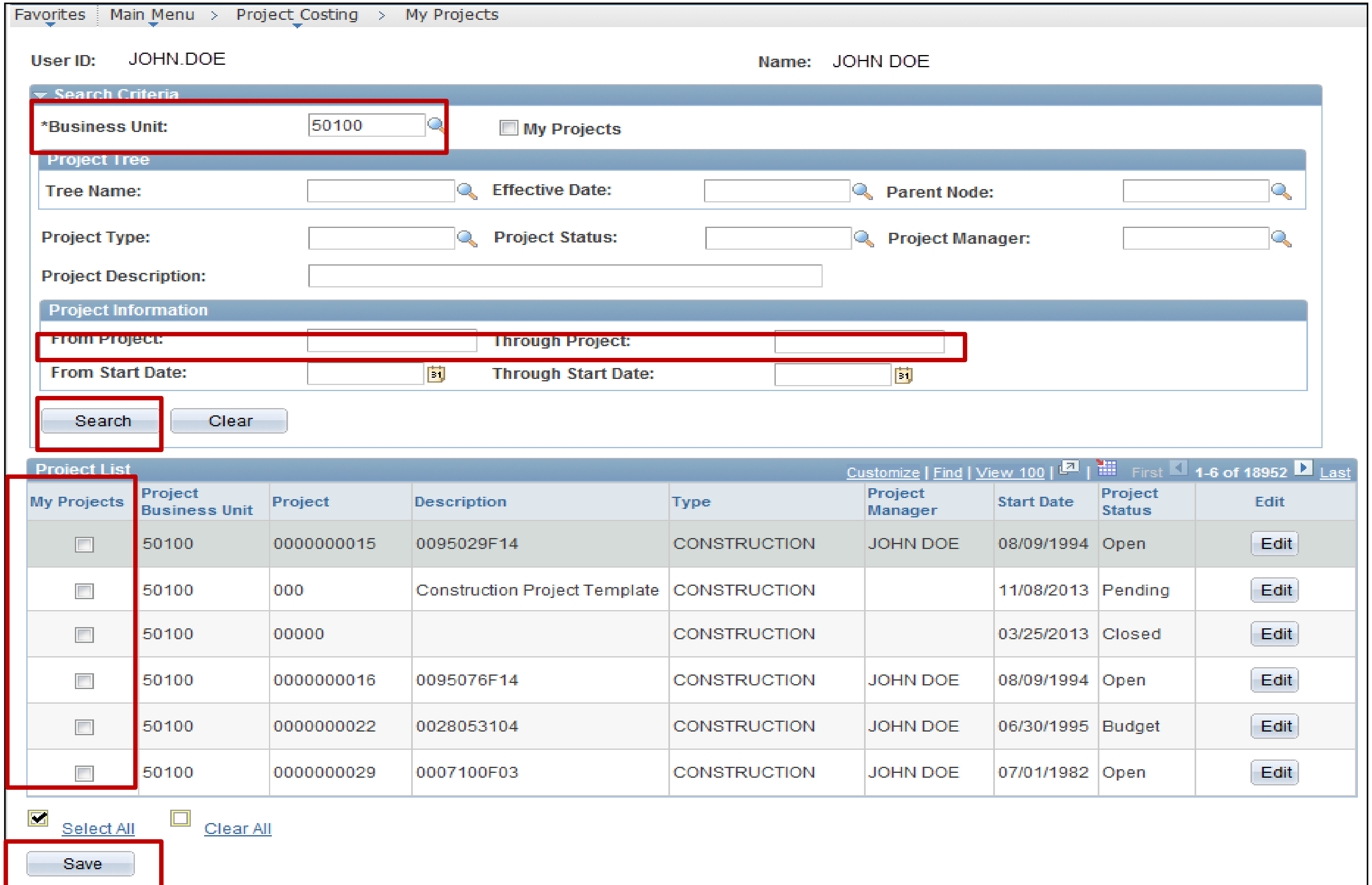
Click the **Search** button. A list of projects that match the search criteria displays at the bottom of the page.

Select the project or projects to be added by clicking the checkbox next to it in the **My Projects** column.

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



Online Inquiries – My Projects (continued)



Favorites | Main Menu > Project Costing > My Projects

User ID: JOHN.DOE Name: JOHN DOE

Search Criteria

*Business Unit: 50100 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:

Search Clear

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
	50100	0000000015	0095029F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	Edit
	50100	000	Construction Project Template	CONSTRUCTION		11/08/2013	Pending	Edit
	50100	00000		CONSTRUCTION		03/25/2013	Closed	Edit
	50100	0000000016	0095076F14	CONSTRUCTION	JOHN DOE	08/09/1994	Open	Edit
	50100	0000000022	0028053104	CONSTRUCTION	JOHN DOE	06/30/1995	Budget	Edit
	50100	0000000029	0007100F03	CONSTRUCTION	JOHN DOE	07/01/1982	Open	Edit

Select All Clear All

Save

Lesson 5: Summary

5 Project Reports, Queries and Online Inquiries

In this lesson you learned:

- There are many projects reports and online inquiries that 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 viewing transactions coming from other modules that are in progress.

Lesson 6: Introduction

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

PA352 Managing Projects

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 **501 PA352: Managing Projects** course.

Your instructor will provide instructions on how to access the evaluation survey for 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.

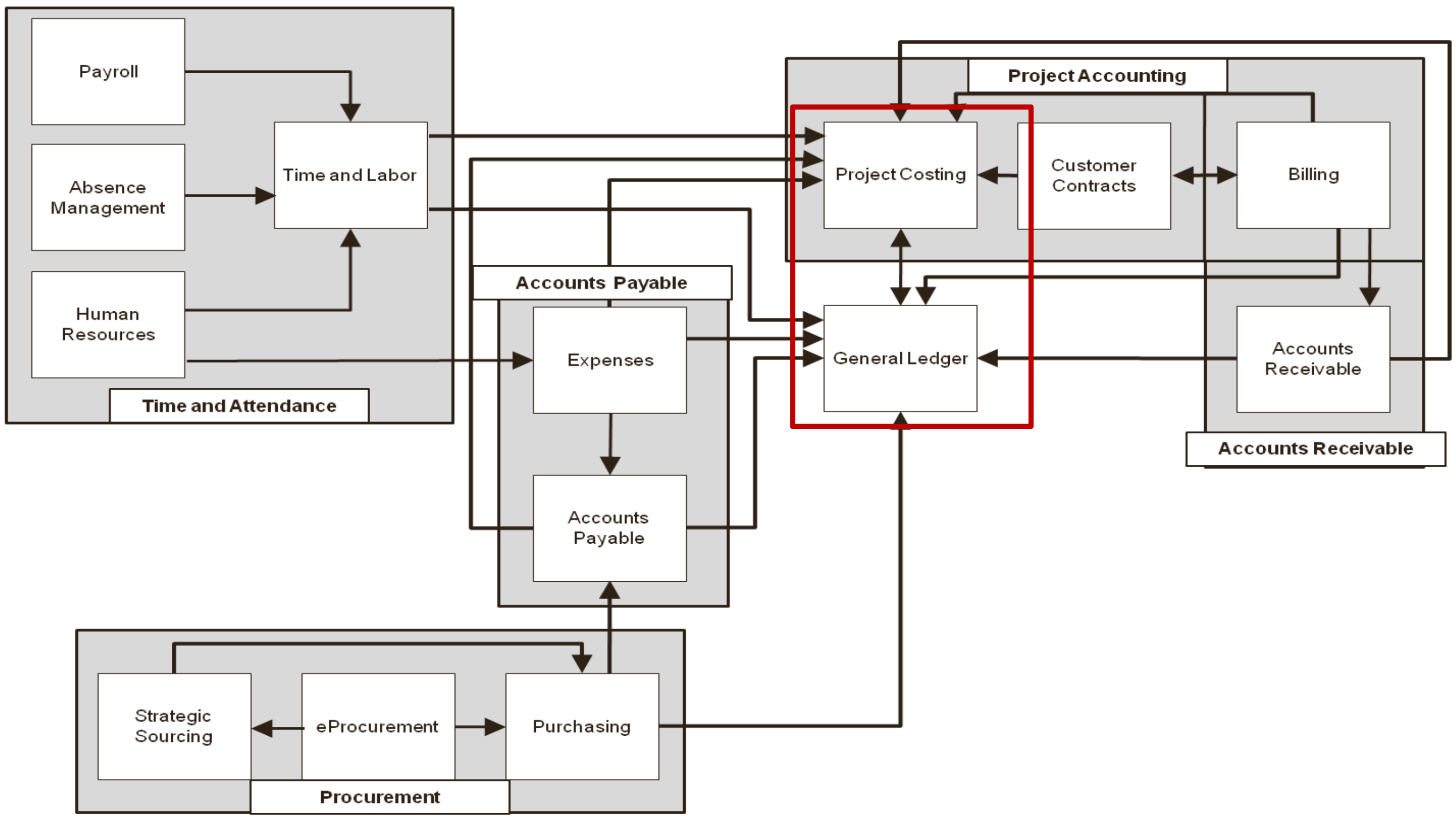
Project Tree: Defines how projects are related to one another and used to achieve the desired level of detail when tracking and reporting costs.

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

Integration with General Ledger

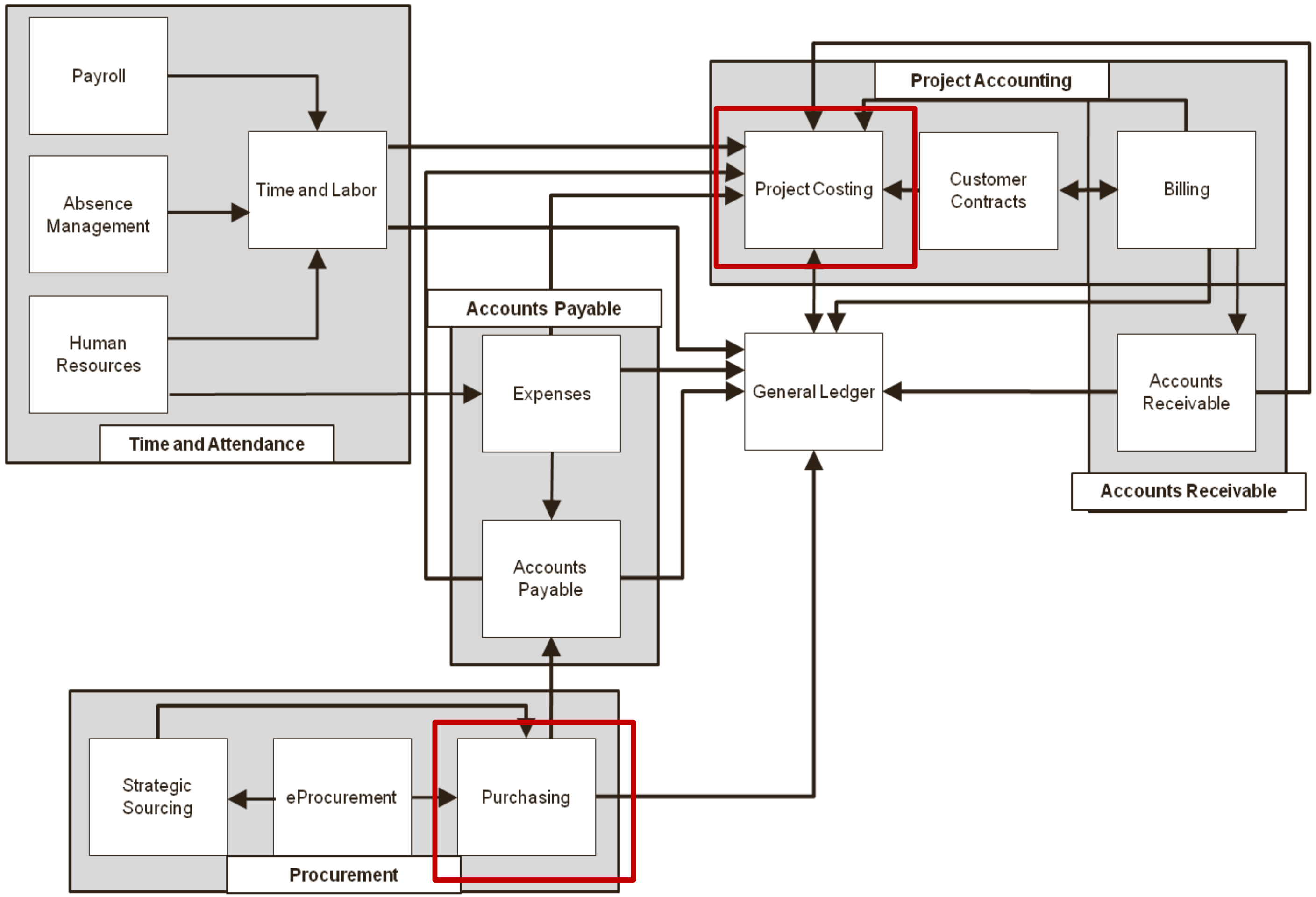
Project Costing sends accounting entries related to the funds distribution analysis types and revenue accounting entries associated with project billing to General Ledger.

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



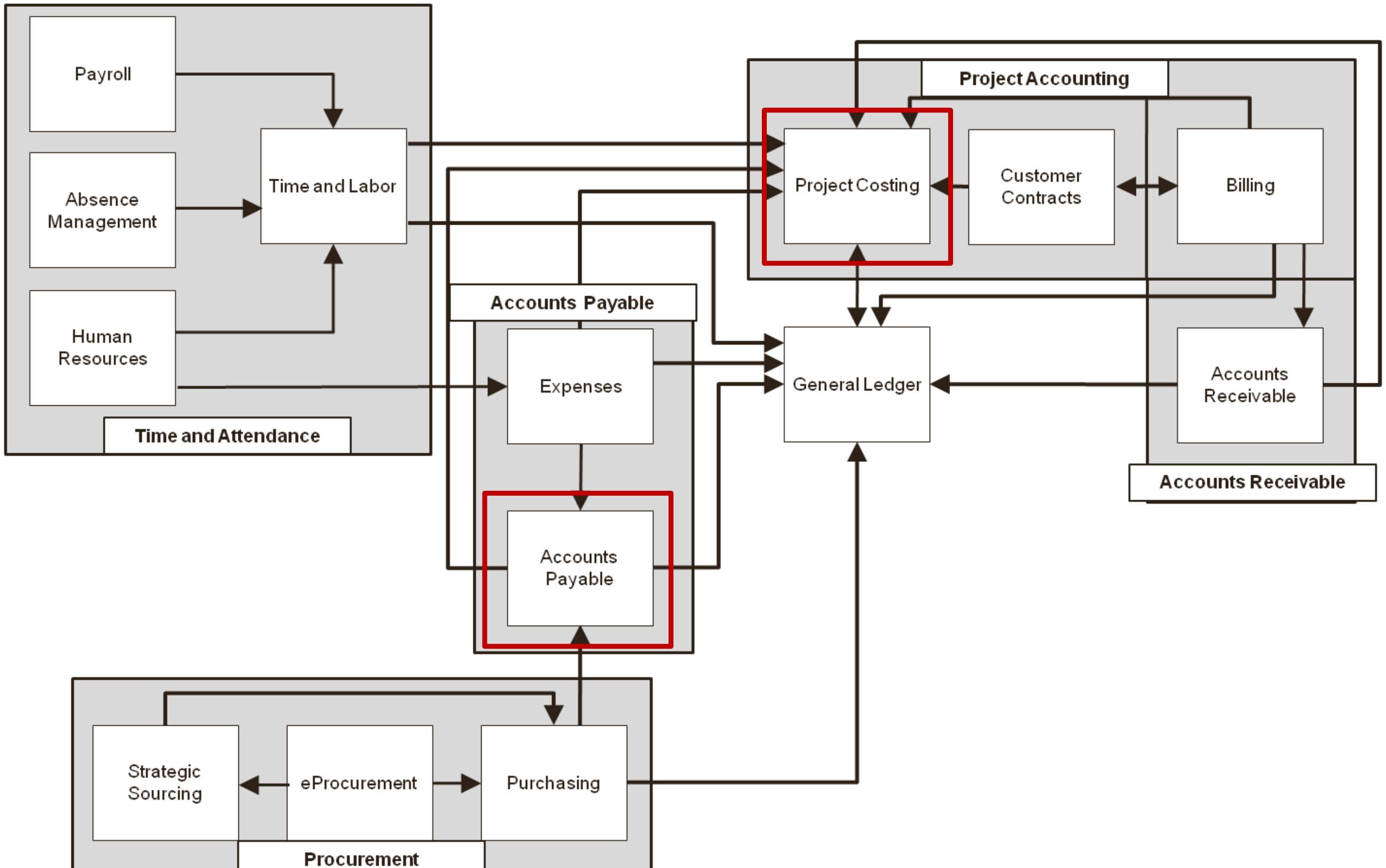
Integration with Purchasing

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



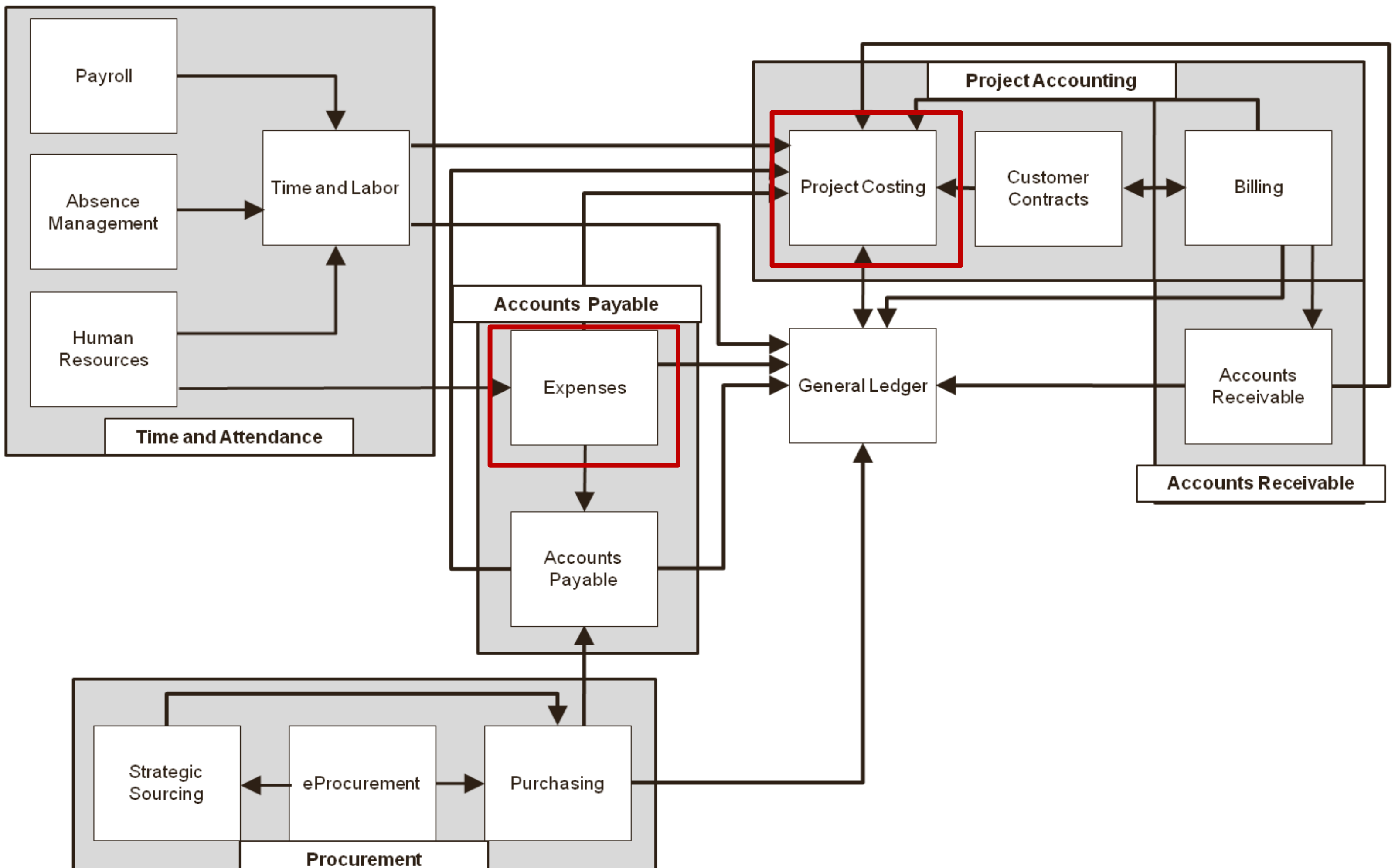
Integration with Accounts Payable

Accounts Payable sends posted vouchers to Project Costing.



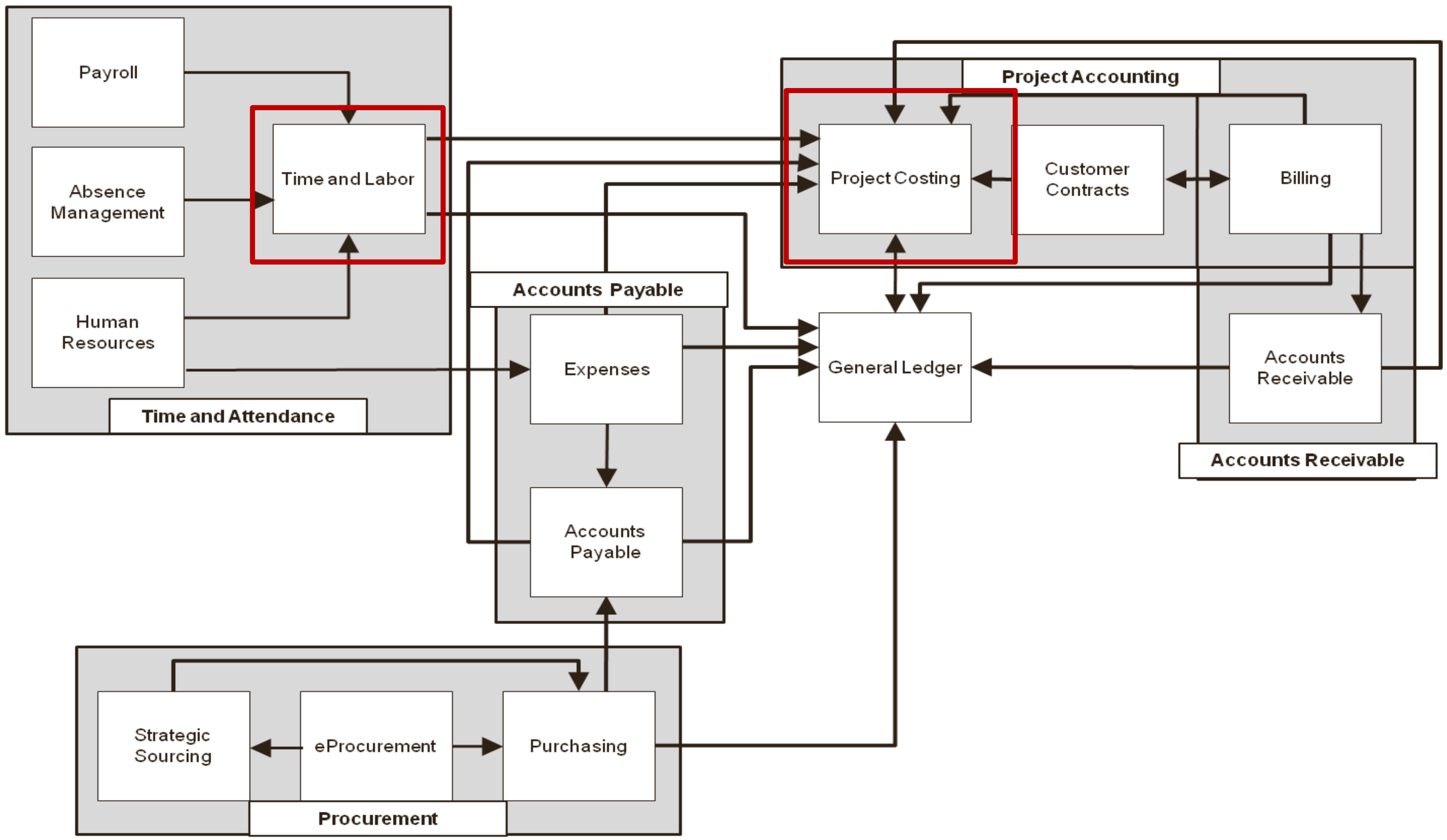
Integration with Expenses

Expenses send posted employee expense reports to Project Costing.



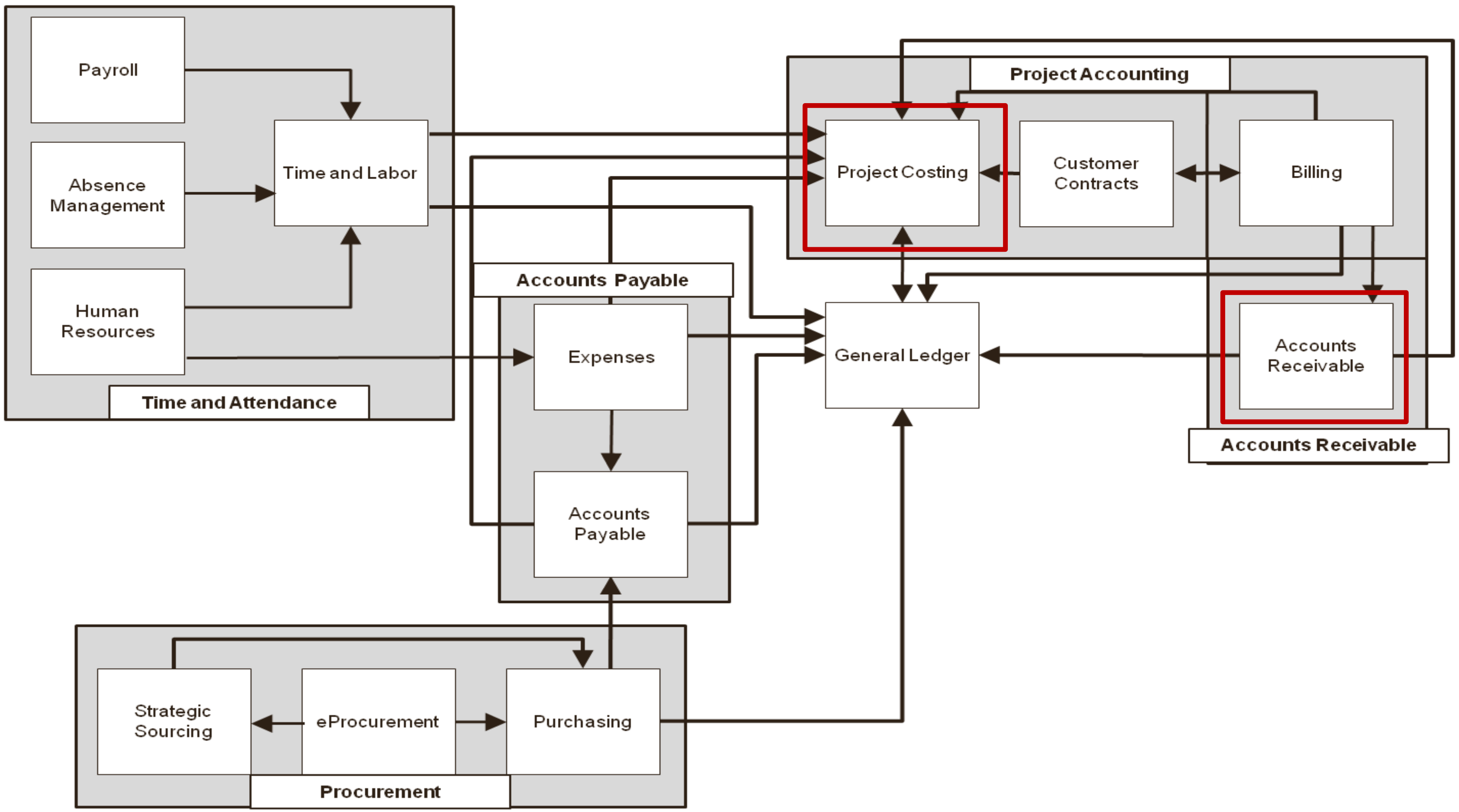
Integration with Time and Attendance

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.



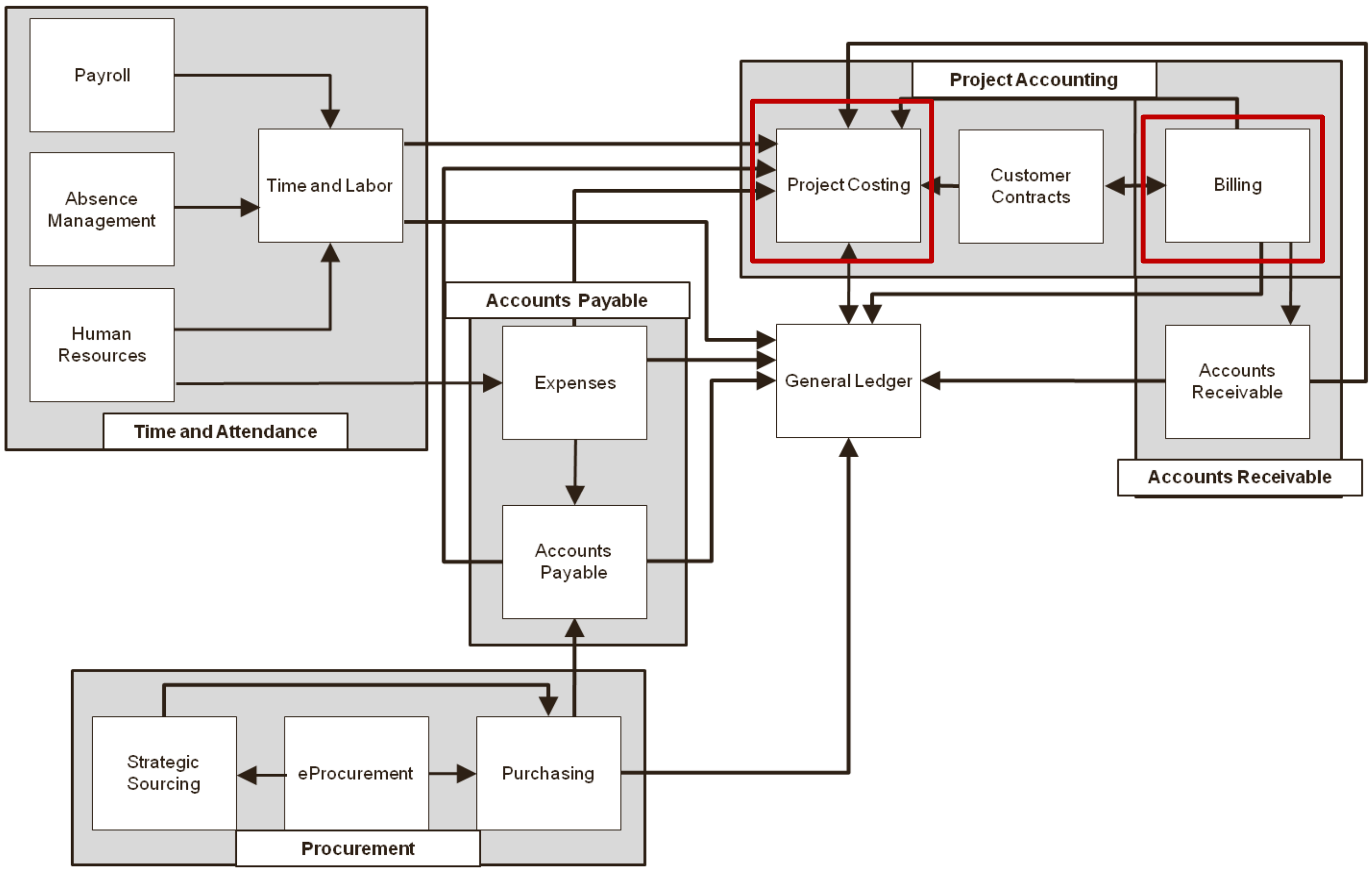
Integration with Accounts Receivable

Accounts Receivable sends direct journals to Project Costing.



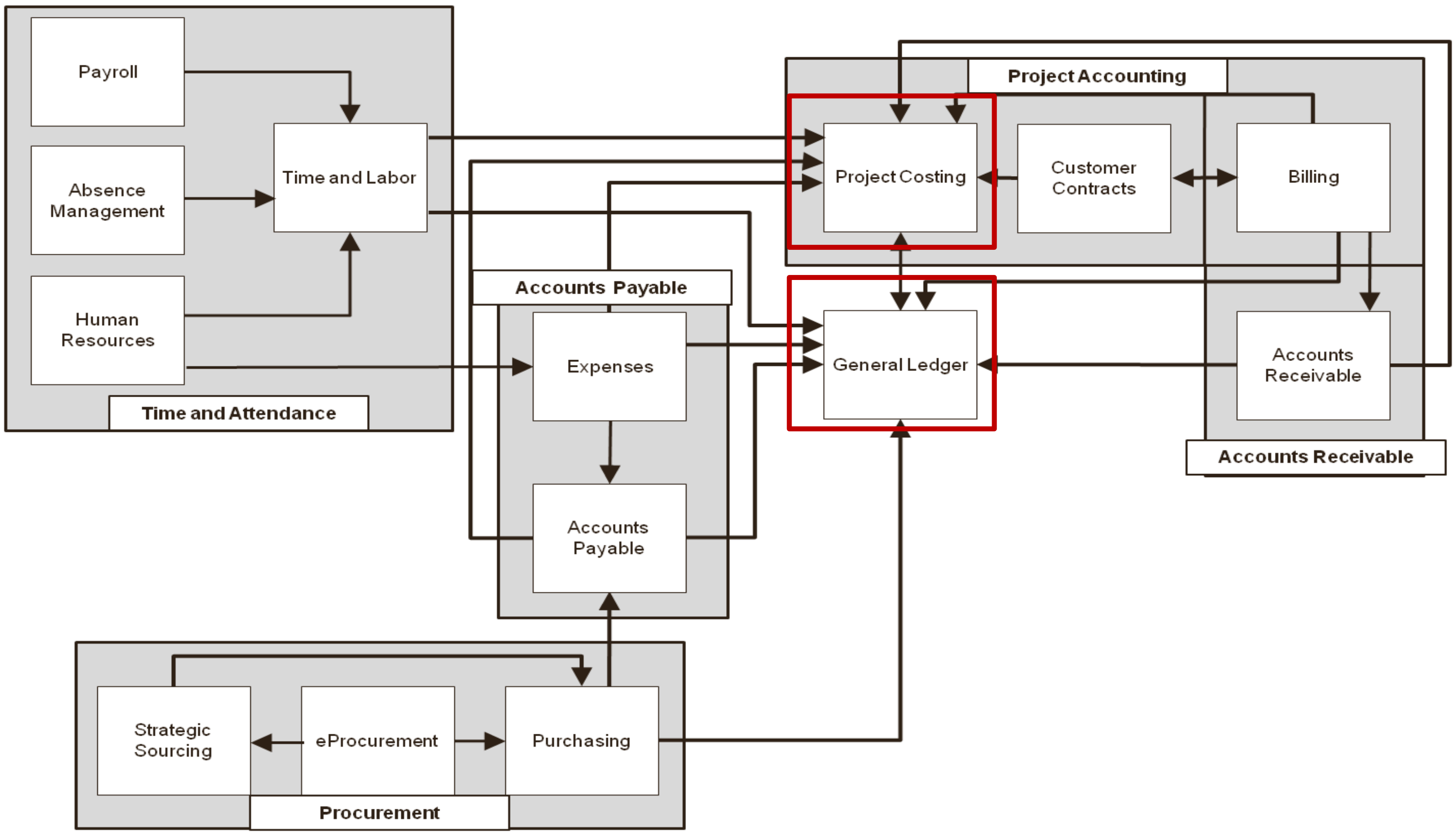
Integration with Billing

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.