



Business Process - Requesting a Project – Completing the Project Create Form

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Business Process Description

This document provides guidance on requesting the creation of a new value for the project chartfield in PeopleSoft General Ledger. The document is to be used in conjunction with other process documents describing specific types of projects (e.g., capital projects, campus/department projects, grants and contracts).

Key Assumptions

The reader is familiar with PeopleSoft GL Chartfields and their use.

Do I Have a Project?

In PeopleSoft General Ledger a project is defined as:

- A task or activity that has a definite end date **and** for which you want to or need to track inception-to-date revenues and expenses. Tasks or activities meeting the definition of a project generally span more than one fiscal year but are not required to.

OR

- A task or activity that does not have a definite end date **but** for which you are legally or contractually obligated to track inception-to-date activity.

Please note that in PeopleSoft General Ledger a project differs from a program in that:

- A project has a defined end date while a program generally has an indefinite end date.
- The revenue and expense totals for a project are carried forward to the next fiscal year to track inception-to-date activity while those for a program are reset to zero at the end of each fiscal year.

Any 'balance available' at the end of a fiscal year is carried forward to the next year for a project while the treatment of the 'balance available' for a program depends on what type of program it is.

What Type of Project Do I Have?

After you have determined that you have a project, the next step is to identify what type of project you have. The type of project will determine what information you need to provide and what business process document(s) you should consult when completing the Project Create Form on page 8.

The project chartfield in PeopleSoft General Ledger is used to track the financial activity of several types of projects:

Capital Construction/
Maintenance

Includes both capital construction and maintenance projects. Please remember that projects have definite end dates. Therefore, if you have a maintenance task or activity that does not have a definite end date and your wish is simply to be able to carryover unspent funds at the end of the year, you should request a program number instead.

Grants & Contracts

Includes both financial aid and other grants and contracts. It also includes activities for the Perkins and Nursing loans.

Campus/Department

Other tasks or activities meeting the definition of a project that do not fit in one of the above project types.

If you have a situation in which a grant or contract is funding a capital construction project, in whole or in part, you must have one project number for the grant and a separate project number for the capital construction project. The accounting for this situation is discussed further in the process documents “Accounting for Capital and Maintenance Projects” and “Accounting for Grants and Contracts”.

Completing the Project Create Form

Once you have determined what type of project you have, you need to complete the Project Create Form (see page 8) and submit it to the System Accounting Department (“the SAD”). As noted below, the information you must provide depends on the type of project you are requesting.

<u>Required Information</u>	<u>Types of Projects:</u>		
	<u>Capital/ Maintenance</u>	<u>Grant/ Contract</u>	<u>Campus/ Department</u>
1. Business unit.	X	X	X
2. Project number	X	X	X
3. Project name	X	X	X
4. Project description	X	X	X
5. Project manager effective date	X	X	X
6. Project manager's employee identification number.	X	X	X
7. Project status effective date.	X	X	X
8. Project status.	X	X	X
9. Project start date.	X	X	X
10. Project end date.	X	X	X
11. Chartfield combinations.	X	X	X
12. Related projects.	X	X	X
13. Trees and nodes to be updated.	X	X	X
14. Facility ID	X		
15. Billing code.		X	
16. CFDA number		X	
17. Depreciation status.	X		
18. Expense code		X	
19. In Service Date.	X		
20. GC Type.		X	
21. Closing department and fund.		X	
22. Grant No.		X	
23. Project tree level.	X	X	
24. Letter of credit number.		X	
25. Federal agency.		X	

Unless otherwise indicated, the information on the Project Create Form should be provided by the campus. Items 1-13 are required for all types of projects and will be discussed in this document. For the remaining items please consult the business process document(s) applicable to the type of project you have:

Type of Project

Business Process Document

Capital construction/
maintenance

Accounting for Capital and Maintenance Projects

Grants and Contracts

Accounting for Grants and Contracts

Campus/Department

Not applicable.

#1 Business Unit

This is a 5-digit field representing the campus to which the project belongs. Valid values are those established for the chart field 'business unit'.

#2 Project Number

This is a 7-digit field representing the 'project' chartfield. The campus may enter a suggested number or just have the SAD assign the number. The first digit of the Project ID must be the campus number:

1 = UMA	3 = UMFK	5 = UM	7 = UMPI
2 = UMF	4 = UMM	6 = USM	8 = SWS

For conversion purposes and for ease of assigning new project numbers, ranges have been assigned to each project type. However, these ranges should not be the source for reporting on projects by type. Instead, reporting should be based on the project tree or the project type attribute.

<u>Project Type</u>	<u>Project Numbers</u>		<u>Description</u>
	<u>From</u>	<u>To</u>	
Non Grants and Contracts			
	C100000	C199999	Capital Projects
	C200000	C249999	Maintenance Projects
	C250000	C299999	Campus/Department Project
Grants and Contracts			
	C300000	C399999	Financial Aid Grants and Contracts
		C300FY0	Federal Work Study
		C300FY1	Federal SEOG Program
		C300FY3	Federal Job Locator
		C300FY4	Federal Pell Program
		C300FY5	Federal Direct Loan
		C301FY0	MSISP (Maine State Grant)
		C301001	Maine State Incentive Grants
		C301002	Next Gen Access Scholarship
		C301003	Blaine House Scholarships
		C301004	UMS License Plate Scholarship
		C301005	Maine Quality Child Care
		C301006	Paul Douglas SS
		C301007	Gear Up Scholarship
	C301500	C301999	Other Financial Aid Grants & Contracts
		C325000	Perkins Loans
		C326000	Nursing Loans
	C302000	C399999	Unassigned
	C400000	C499999	Other Grants and Contracts
	C500000	C599999	Maine Agriculture & Forestry Experiment Station
	C600000	C699999	UM Cooperative Extension

#3 Project Name

The project name may be up to 30 characters long.

#4 Project Description

This is a brief narrative on **what the project encompasses and what the funding sources and amounts will be**. The SAD will use this information to determine the completeness and validity of the other information provided on the Project Create Form. Some examples are as follows:

- *\$25,000, 2-year grant from the USDA to study potato blight in Aroostook County. Cost sharing of \$5,000 required.*
- *Construction of a new health & physical education center. Funding will come from the following: fundraising \$1.4M, 2001 State bonds \$5.6M, 2004 University Revenue bonds \$2M.*
- *\$50,000 project to paint Knox Hall. Money coming from E&G funds.*
- *\$71,000 project to track diversity initiatives over a 2-year period.*

If the requested project is a construction or maintenance project with a budgeted cost of \$50,000 or more the Campus should attach a completed State Wage Determination form. If the form is not attached, the Campus must explain why.

#5 Project Manager Effective Date

The SAD will typically assign this date, using July 1 of the current fiscal year. However, if you do not want the project to be active until the next fiscal year, please complete this field using July 1 of the applicable fiscal year. At the time the project is created this date should be the same as the date used for 'project status effective date' discussed below.

Please note that if the project manager changes after the project number is created, you can request that this date be changed to reflect the effective date of the new manager. The effective date should be the first day of a calendar month (e.g., 10012005 for October 1, 2005).

#6 Project Manager's EMPLID

This is the project manager's 7-digit employee identification number used in the PeopleSoft Human Resources system.

#7 Project Status Effective Date

The SAD will typically assign this date, using July 1 of the current fiscal year. However, if you do not want the project to be active until the next fiscal year, please complete this field using July 1 of the applicable fiscal year.

#8 Project Status

The status for all new project requests should be 'O' for Open. When the project is completed, this status should be changed to 'C' for closed.

Please note that with PeopleSoft GL there is no method to 'freeze' a project. It is either 'open' or 'closed.'

#9 Project Start Date

This is the estimated start date of the project.

#10 Project End Date

This is the estimated completion date of the project. Through a separate business process, the campuses may be periodically asked to update this information.

#11 Chartfield Combinations

Please provide the combinations of department, fund, and program that you intend to use in combination with the requested project number. Space has been provided for four combinations. If additional combinations apply, please provide them in the margins. This field is discussed in more detail in the following process documents: “Accounting for Capital and Maintenance Projects” and “Accounting for Grants and Contracts.”

The SAD will assess the appropriateness of these combinations based on other information provided on the project request form.

#12 Related Projects

If the requested project number should be combined with one or more other projects for reporting purposes, you need to note those other projects. Also, if you are requesting a project that will fund or be funded by another project (e.g., a grant project funding a construction project) you need to note the number for the other project so that the SAD can create an allocation to properly report revenue for the capital project and expenses for the grant project. Please indicate on the project create form whether the relationship is for reporting purposes or allocation (funding) purposes.

#13 Tree Name and Tree Node

This information will be completed by the SAD based upon the information provided by the Campus. Please be aware that more than one project tree could exist (e.g., one for reporting and another for allocations). Please also note that a project can only be added to one node per tree.

FAST Translate Table

Cash receipts related to a project (e.g., payments from grant sponsors) are typically processed through an ISIS cashing session. However, ISIS cannot hold the PeopleSoft chart field strings. It can only hold a 10-digit number. To address this issue, we will:

- Continue to use the old FAST account numbers to process receipts in ISIS for projects that existed as of the general ledger implementation date.
- Create new 10-digit numbers to process receipts in ISIS for projects created in PeopleSoft GL after the implementation date.

Each night the System Office will run a process to grab the ISIS batches (‘AR’ batches) from the FAST feeder file, run them through a translation process (using the FAST Translate Table), and feed them to PeopleSoft General Ledger.

Please note that the **PeopleSoft Payroll System** also uses 10-digit numbers to represent each chart field string in PeopleSoft GL that contains salaries and wages. Again, the old FAST numbers will be used for projects existing as of the implementation date and new numbers will be created for the post-implementation projects.

Please note that creation of the 10-digit numbers and the addition of them to the FAST Translate Table or the Payroll system will happen automatically when a budget is created for the project. Campus personnel can determine what the 10-digit number is by performing a reverse lookup using the **FAST to GL Translate** tool.

