Business Process -

Using the GL_PROJ_UPDATE Role to Update a Project's Status, Manager, and Start and End Dates

Office of Finance and Treasurer
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Distribution – External Web

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Changes in This Revision

Changes made in this revision of the document basically consist of the following:

- New screen shots to reflect the changes in screens that resulted from the April 2009 upgrade to version 9.0 of PeopleSoft Financials.
- Wordsmithing

Overview

Since moving to the current PeopleSoft general ledger system, non financial data changes to projects in the general ledger have been made centrally by the System Accounting Department based on requests received from the campuses. Pursuant to requests from campus Sponsored Programs personnel to manage certain data changes themselves and pursuant to an A-133 audit finding, we developed a general ledger role, **GL_PROJ_UPDATE**, which enables designated campus users to make the following project data changes:

- Inactivate a project and change the status to hold.
- Activate a project and change the status to open.
- Update the project manager.
- Update the project start and end dates.

We will discuss effective dating more in the section of this document titled, 'Explanation of 'Effective Dating'; however, please note that you will only be able to enter an effective date equal to the current date or later. If a data change needs to be effective earlier than the current day's date you will need to contact the System Accounting Department to make the change. You will also need to contact the System Accounting Department to change a project to inactivate/closed.

When the System Accounting Department is running the monthly allocations and the interim benefit allocations you will be unable to make changes to the projects. We will temporarily remove the **GL_PROJ_UPDATE** role from your security setup. Each time we remove and add the role you will automatically receive an e-mail from the PeopleSoft system. Please note that this notice is after the fact. Therefore, you need to refer to the following calendars posted on the web at http://www.maine.edu/system/oft/actgschedule.php to see when the role will be unavailable to you.

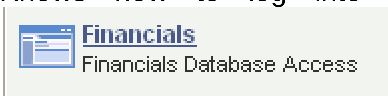
General Ledger Monthly Closing Schedule – Fyxx

Interim Benefit Allocation Schedule - FYxx

In the remainder of this document we explain the process for making the above noted changes to projects and the parameters under which you may make the changes.

Key Assumptions

In writing this document, we assumed the reader:

- Knows how to log into Maine Street and how to access the financials module, 

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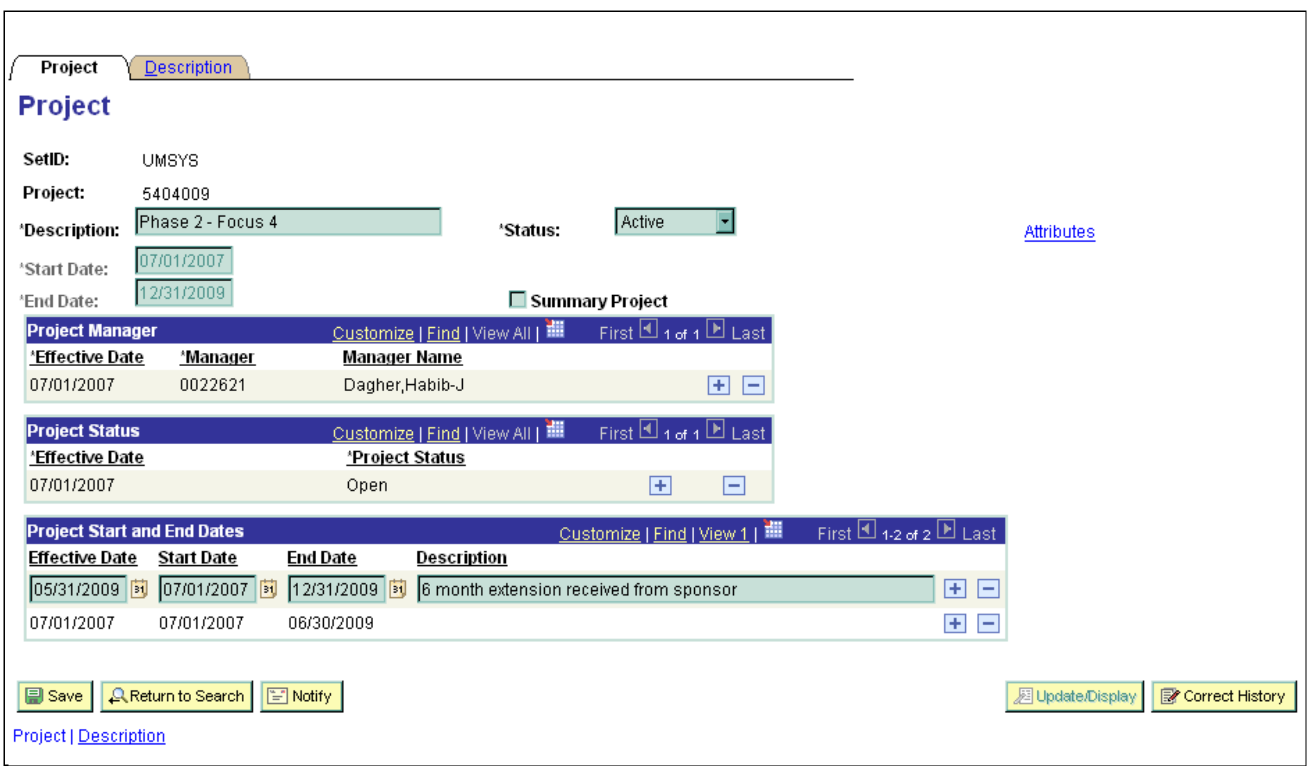
- Is familiar with the general ledger project chartfield and how it should be used, especially in relation to grants and contracts.

Explanation of 'Effective Dating'

The current production version of our general ledger enables us to effective date data related to a project's status, manager, and start and end dates. This enables you to maintain a history in the general ledger of how the information has changed over time. For example, in April 2007 you are awarded a grant that runs 7/1/07 – 06/30/09. In late May 2009, you receive approval to operate the grant through 12/31/09. To keep the history for this project, at the time you receive the extension you would add a new effective dated row and change the end date to 12/31/09. You can also enter an explanation of why the end date changed. Information in the ledger for the project would look as follows:



The PeopleSoft system categorizes effective-dated rows into the following basic types:

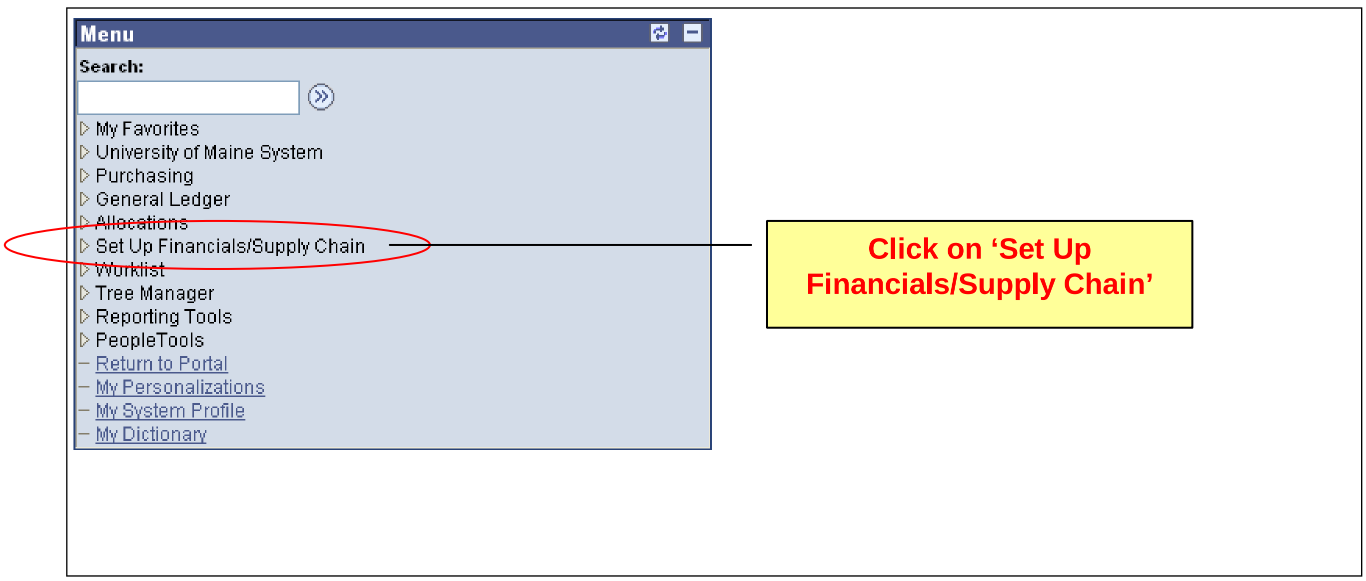
Current The data row with the date closest to—but not greater than—the system date. Only one row can be the current row.

History Data rows that have effective dates earlier than the current data row.

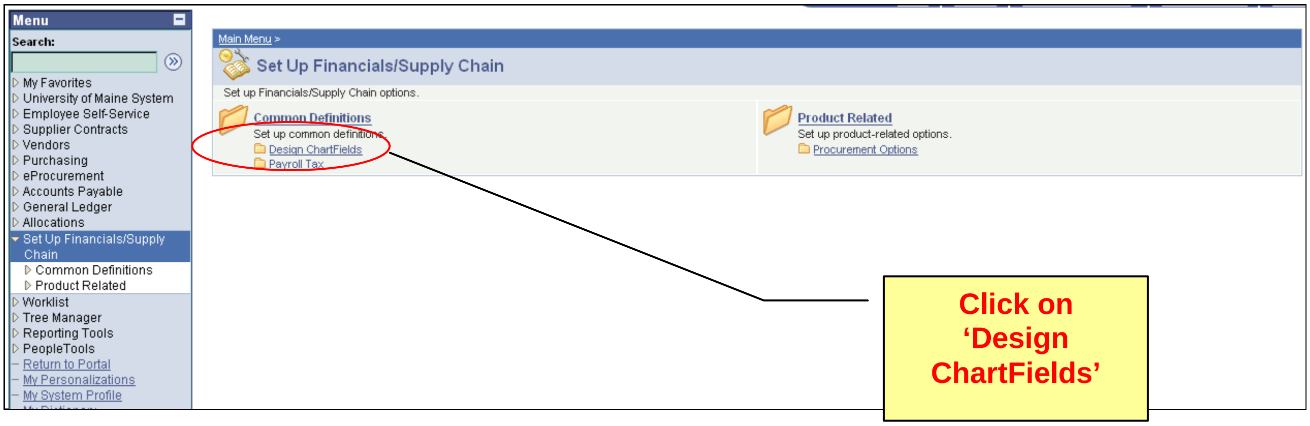
Future Data rows that have effective dates later than the system date.

How to Access the Project Page in PeopleSoft in Order to Make Changes

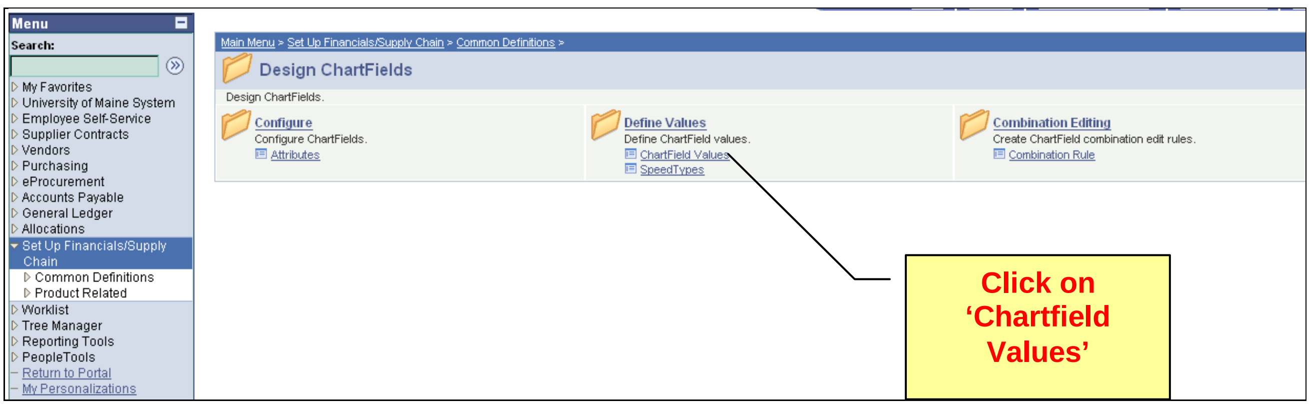
To make a change to the project status, manager, or dates you must first log into the financials module in Maine Street. Once you have logged in, you will see a screen similar to the one below. Please note that your screen will vary depending on what level of security you have. Click on 'Set Up Financials Supply Chain'.



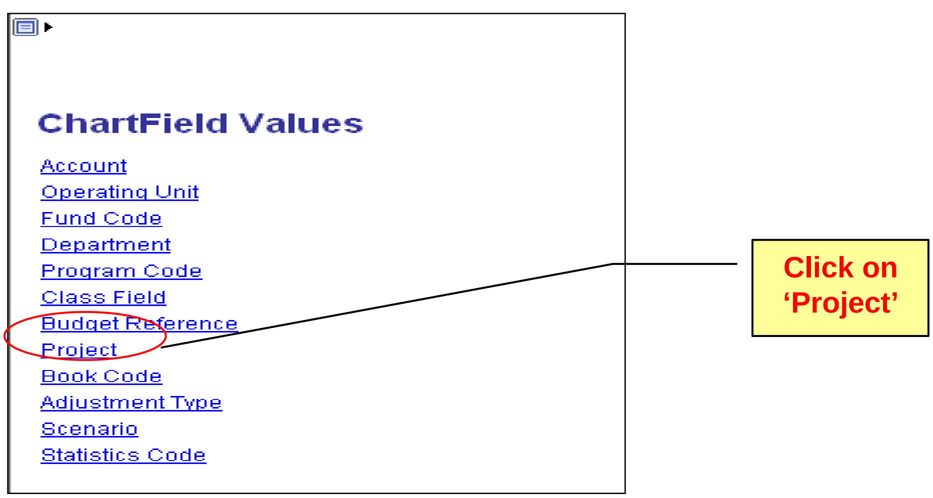
You will then receive a screen similar to the following. Click on 'Design ChartFields'.



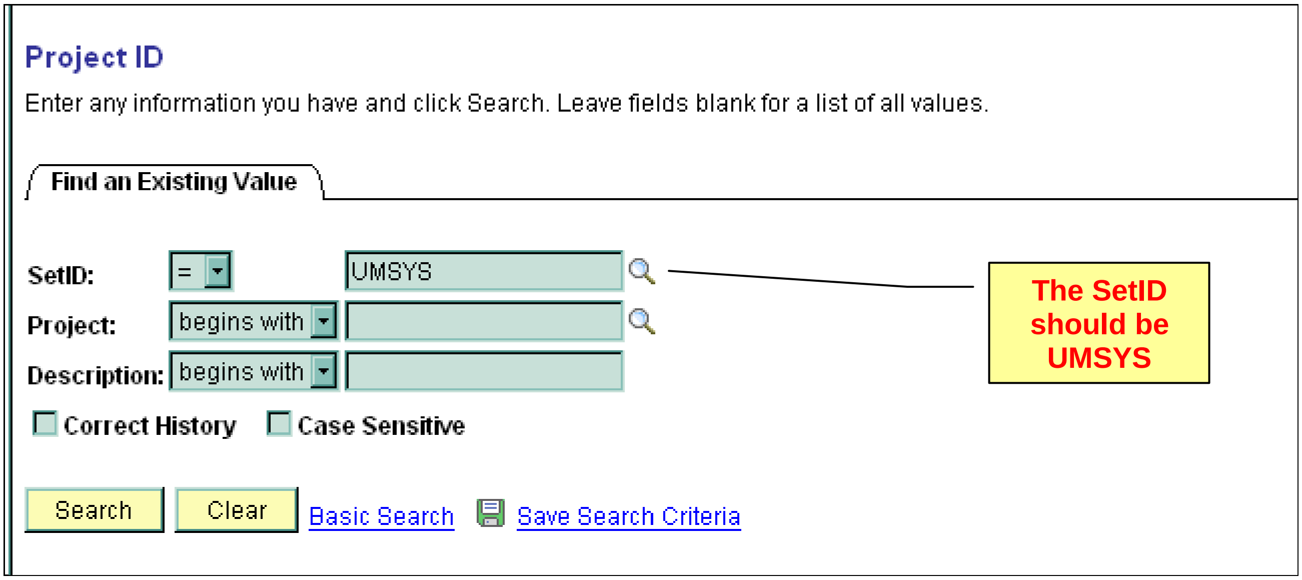
You will then receive a screen similar to the following. Click on 'Chartfield Values'.



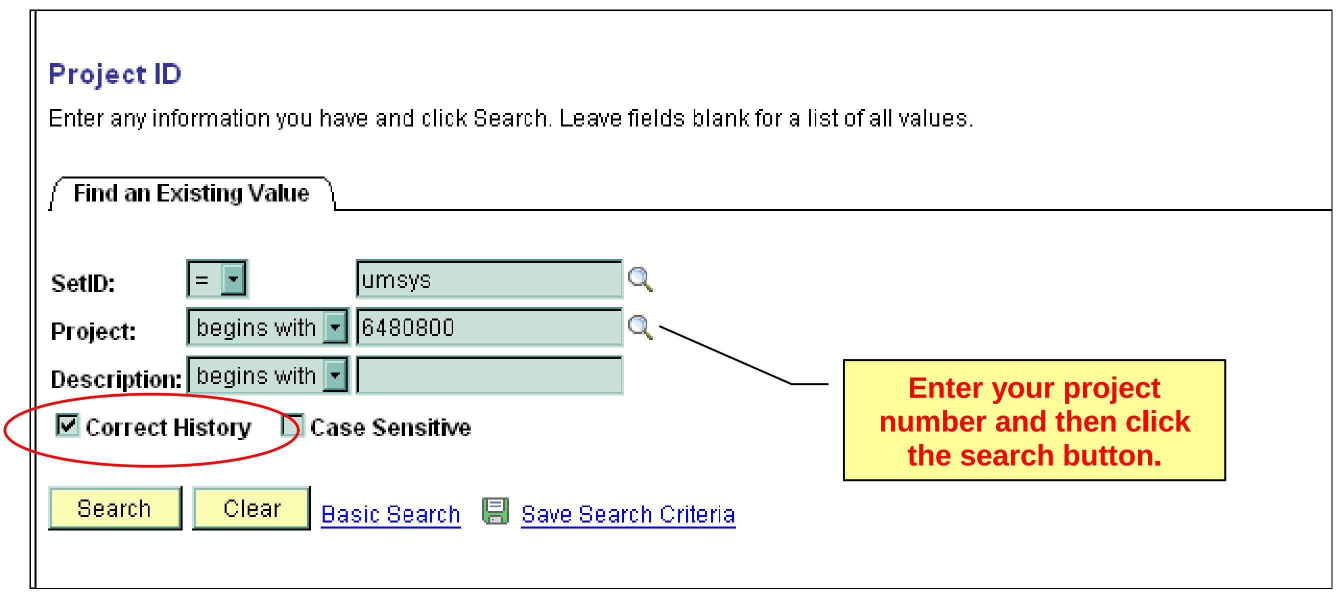
You will then receive a screen that looks as follows. Click on 'project'.



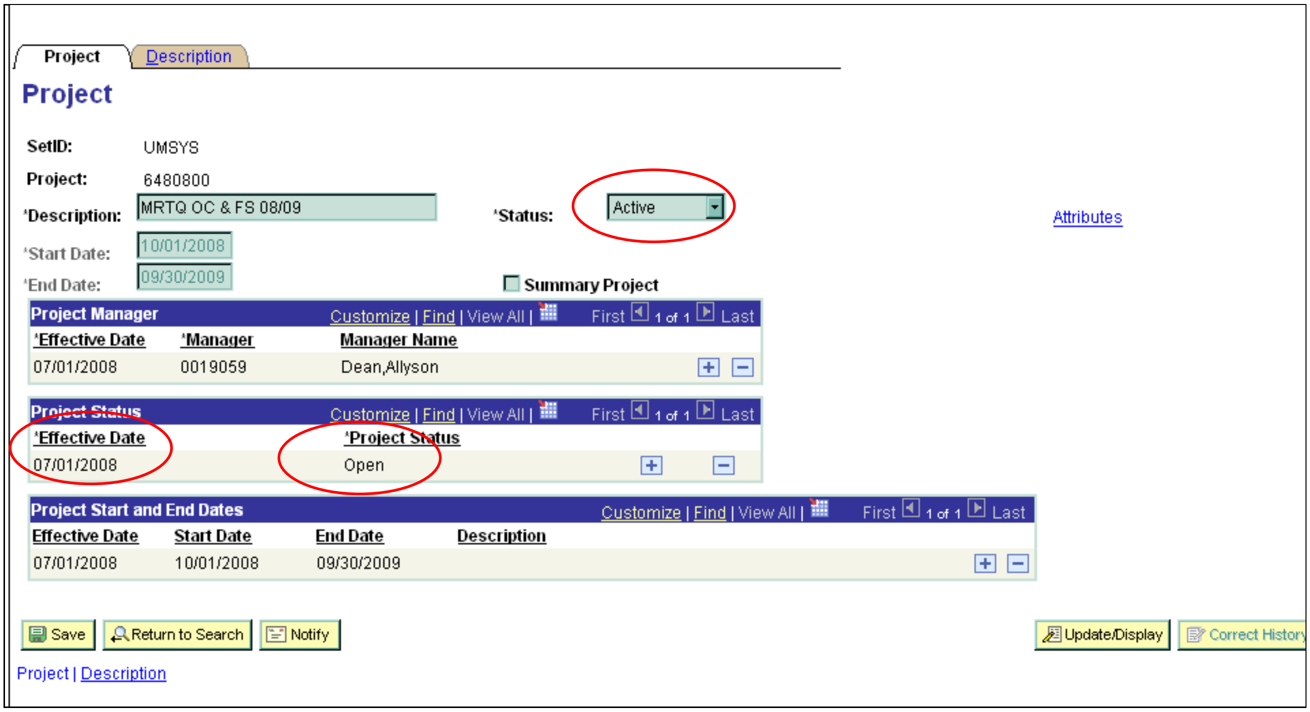
This will bring you to a search page. The setID should default to UMSYS. If not, type in **UMSYS**.



You also need to enter the number of the project to which you want to make changes. For illustration purposes, we have entered 6480800. To ensure that you can see all historical lines for this project, please be sure that the ‘Correct History’ box is checked. Click .



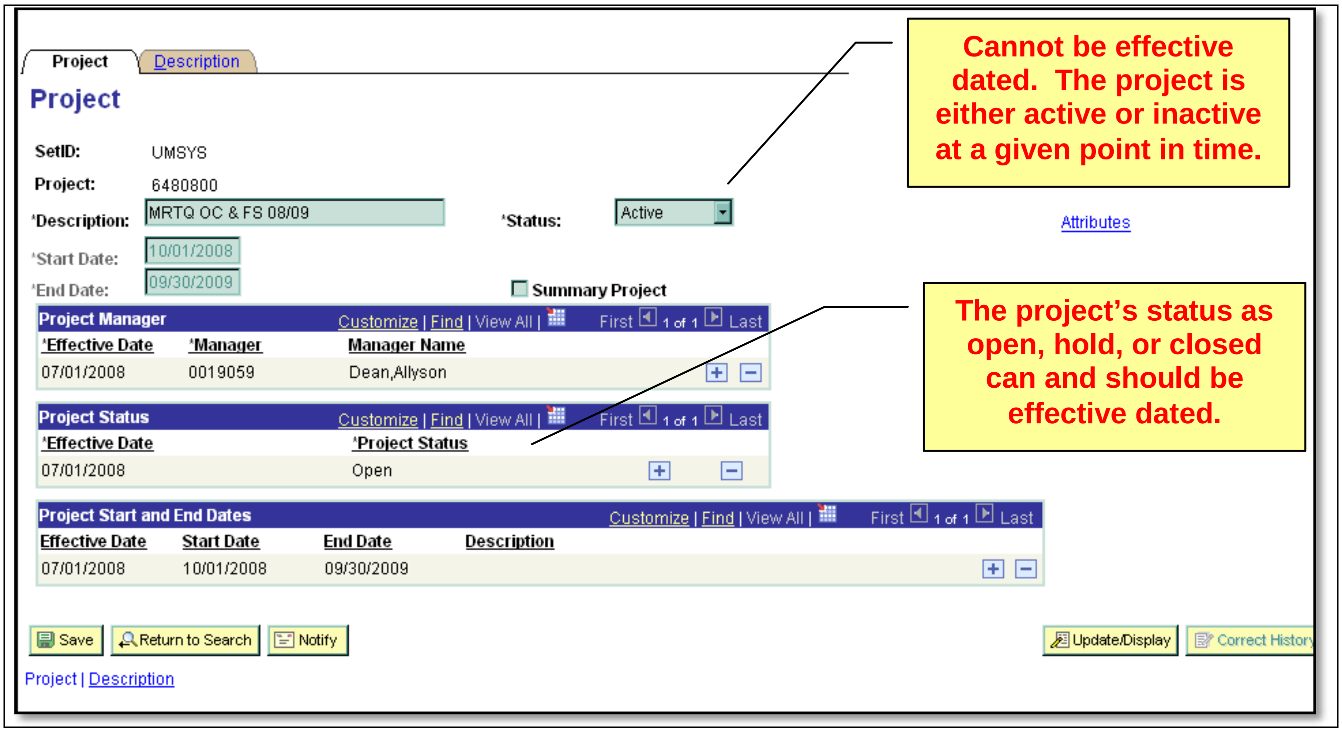
As you can see from the following screen, the project is currently active and open, effective 7/1/08.



How to Change a Project to Inactive/Hold or Active/Open

Once you have navigated to the project page within PeopleSoft general ledger (as described in the previous section of this document titled, 'How to Access the Project Page in PeopleSoft in Order to Make Changes'), you can update the project status. As noted earlier, the **GL_PROJ_UPDATE** role gives you access to change a project from active/open to inactive/hold and from inactive/hold to active open. Changing a project to inactive/closed will remain the responsibility of the System Accounting Department.

Please note that there are two status fields on the project page: 'status' and 'project status'.



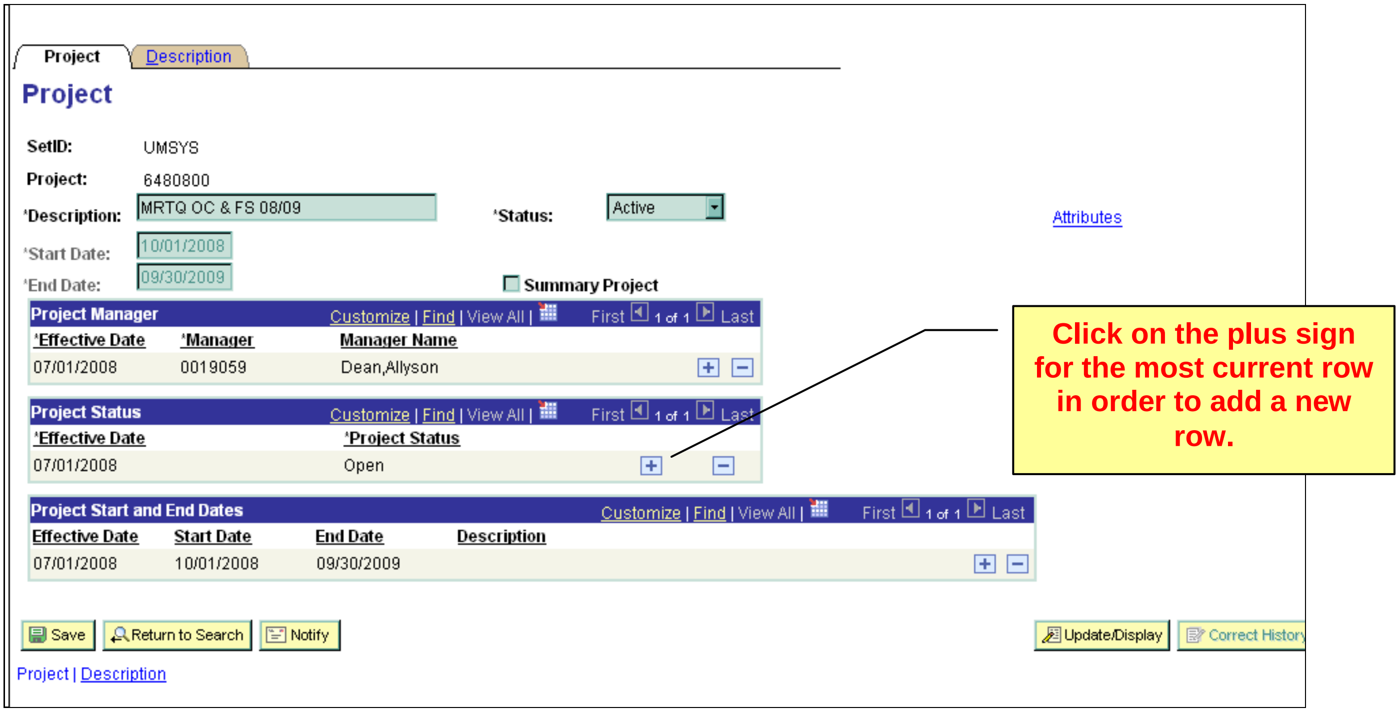
The status (e.g., active or inactive) cannot be effective dated; however, the project status as open, hold, or closed can be effective dated and should be effective dated. Because the change in a project from active to inactive or inactive to active occurs immediately, the effective date you use for the project status should be the current day's date (e.g., the day you activate or inactivate the project).

Because changing a project to 'hold' without inactivating the project will not stop entries from posting to the project, we have designed the system to only allow you to enter two combinations: active/open or inactive/hold.

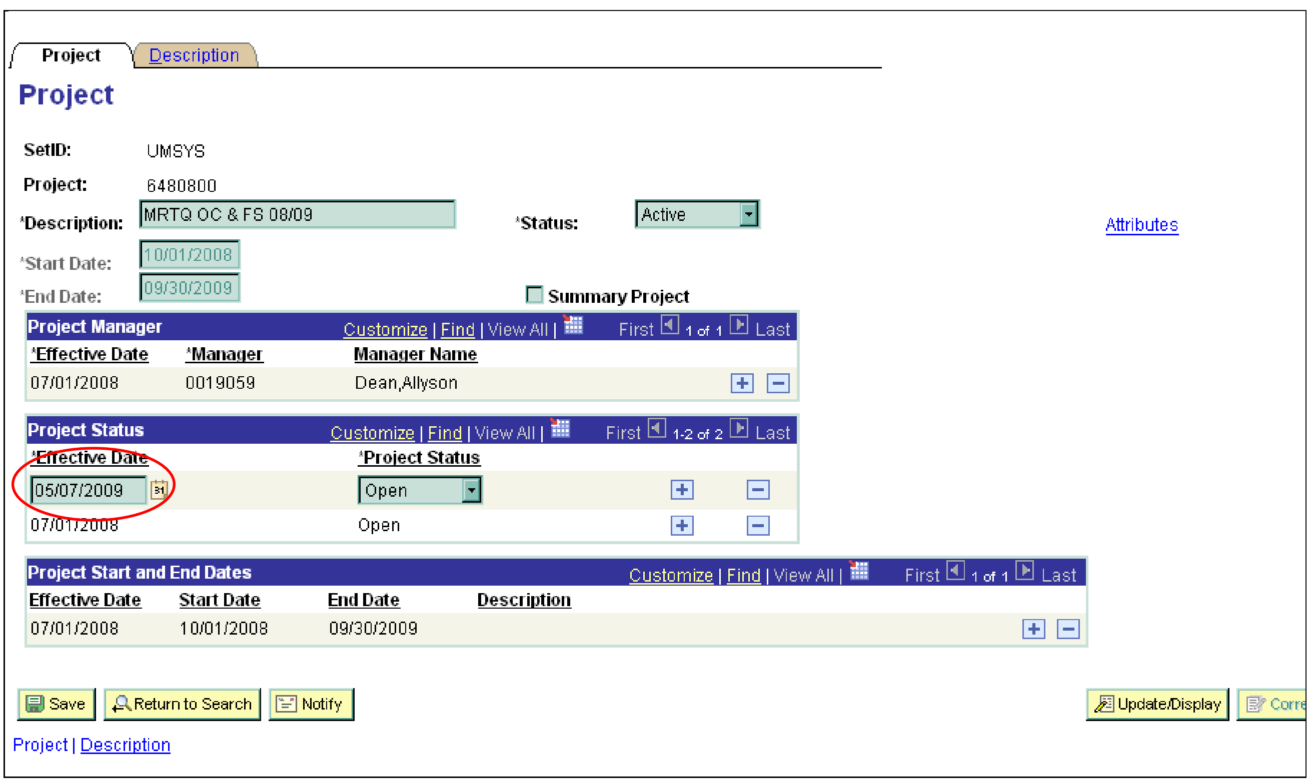
Please note that before you inactivate a project you must ensure that payroll and accounts payable encumbrances for the project are at zero. If a project is inactive at the time a journal entry feeds from one of these systems to the general ledger, the entire entry will error out.

For illustration purposes, we will change the project status for project 6480800 from the current status of active/open to inactive/hold. We will use today's date of May 7, 2009 as the effective date for the new project status.

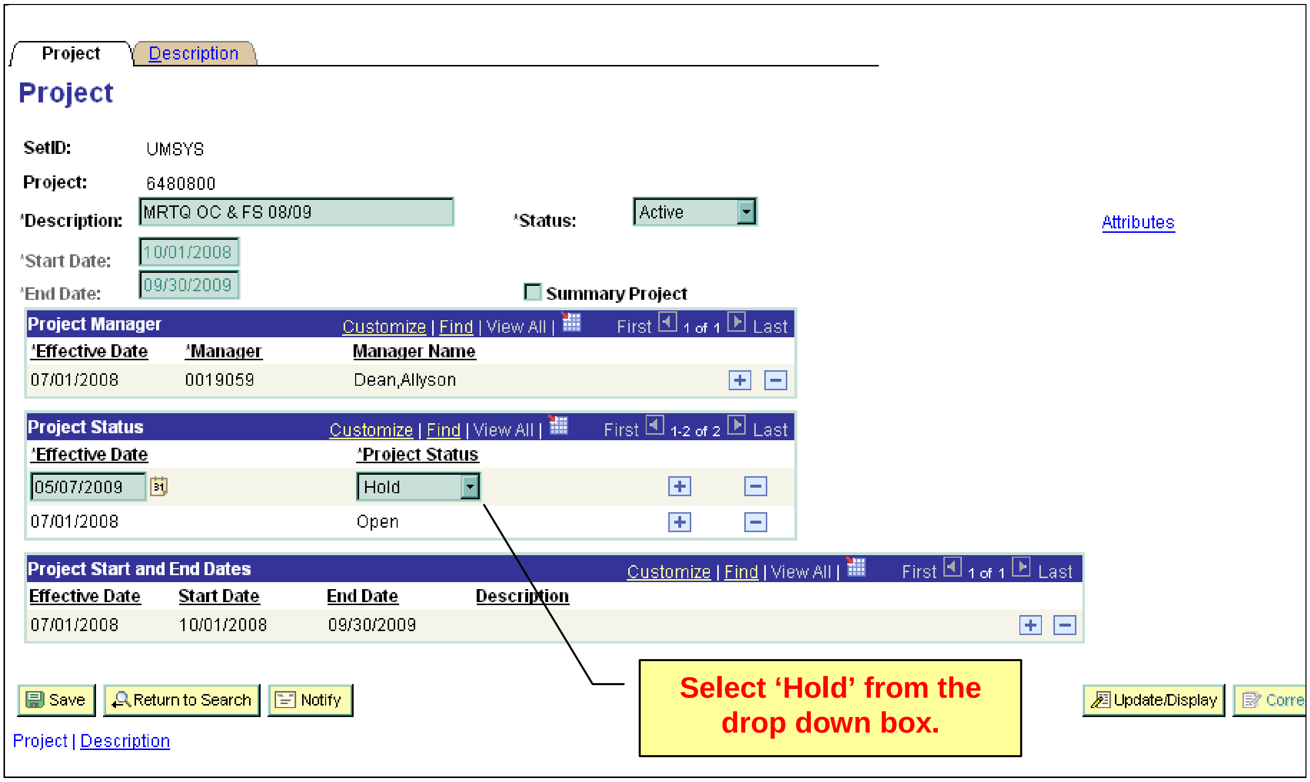
First, you must add a new effective dated row under project status by clicking on the beside the current row.



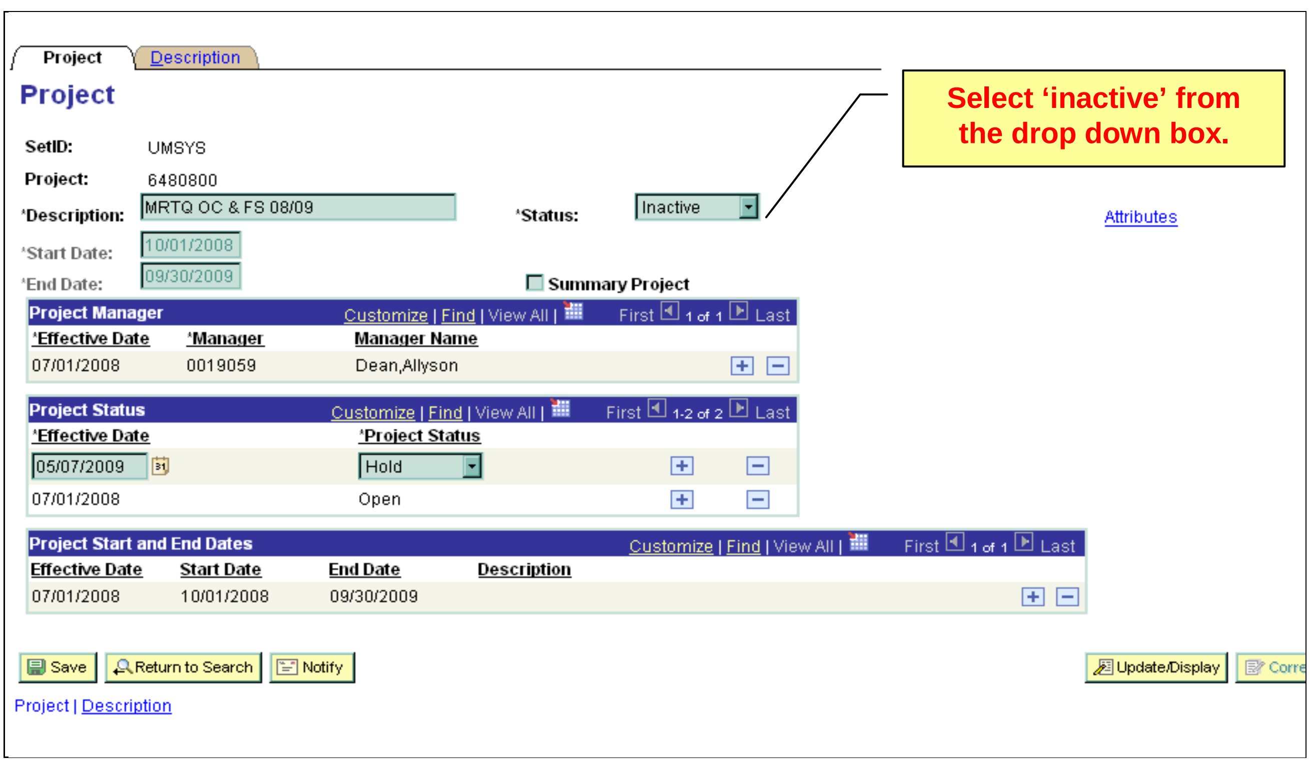
The effective date for the new row defaults to the current day's date – in this case, 5/7/2009.



You must now change the status in the new row you created by clicking on the drop down box for project status and selecting 'Hold'.

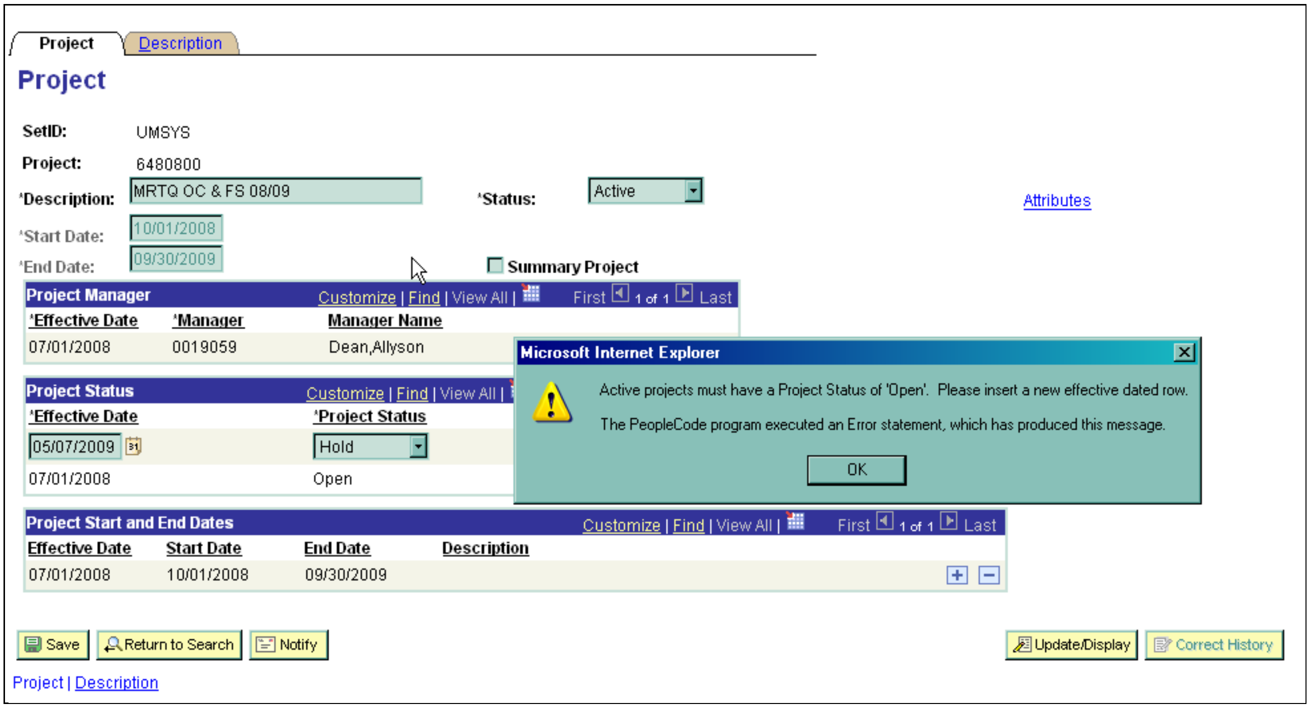


As a final step before saving your changes, you must inactivate the project by clicking on the indicated drop down box and selecting 'inactive'.



Click on  **to save your changes.**

Please note that if you tried to save your changes before inactivating the project you would get the following message:



The process to later change the project back to active/open would be similar to what was just illustrated. You would:

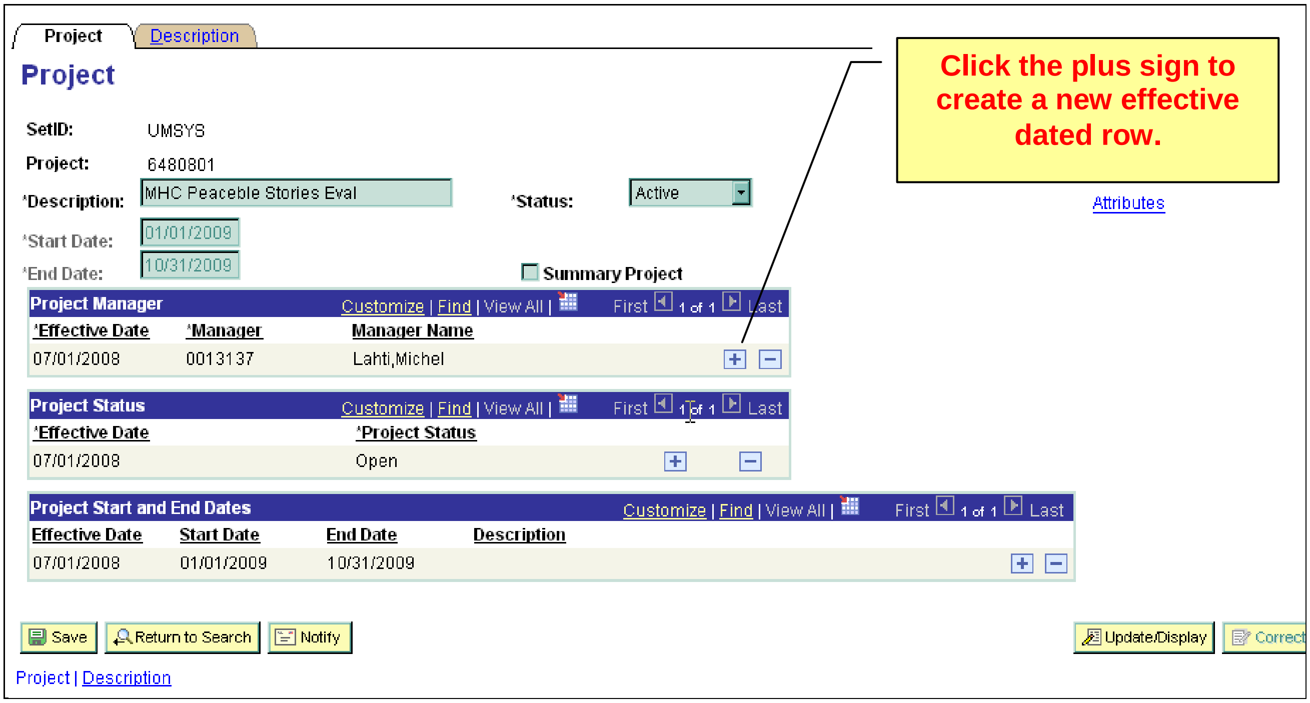
1. Navigate to the project page.
2. Add a new effective dated row for project status.
3. Change the project status to 'open'.
4. Select a status of 'active'.
5. Save your changes.

How to Update the Project Manager

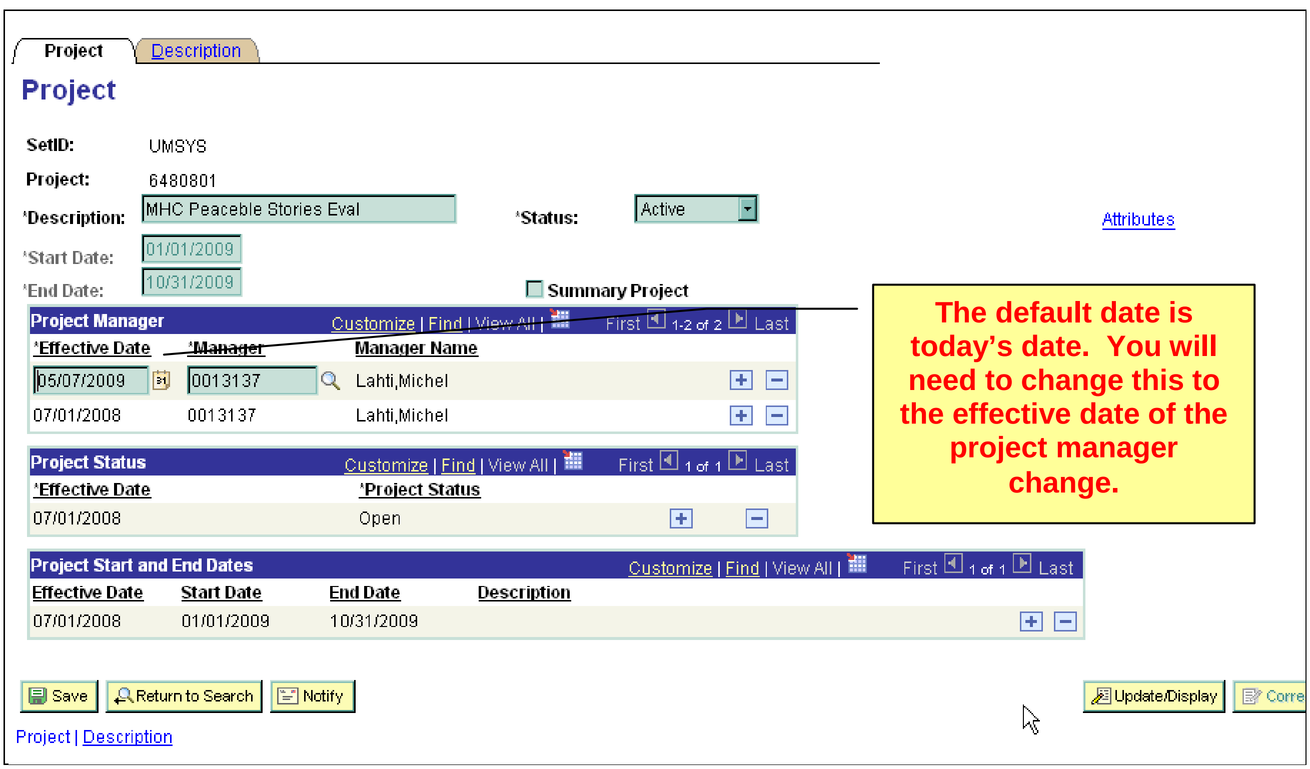
Once you have navigated to the project page within PeopleSoft general ledger (as described in the prior section of this document titled, 'How to Access the Project Page in PeopleSoft in Order to Make Changes'), you can update the project manager.

For illustration purposes we will change the project manager for project 6480801. Using an effective date of July 1, 2009 we will change the project manager to James Campbell (ID 0011248).

To add a new effective dated row click on the  next to the current row for project manager.

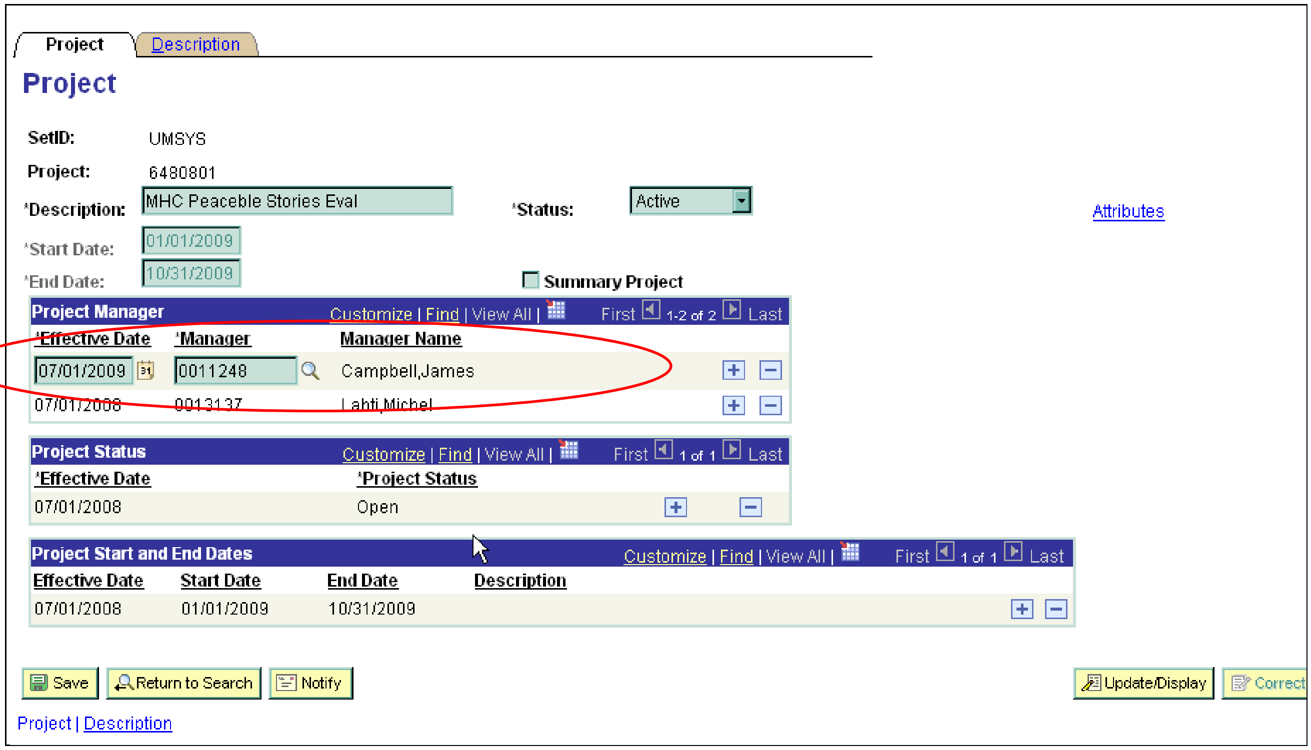


The effective date defaults to the current day's date.

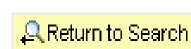


You will need to change the date to the date you want the change to be reflected. In our illustration the date should be 07/01/2009. **Please note that the year should be entered as 4 digits (e.g. 2009) rather than 2 digits (e.g., 09).** If you enter 2 digits PeopleSoft may interpret the date as 19xx rather than 20xx.

Enter the employee ID number for the new manager and hit the Enter key on your keyboard. The system will automatically update the manager's name based on the number entered.



To save your changes, click on 

. You can now exit the page by navigating to a different PeopleSoft page or update the information for another project by clicking 

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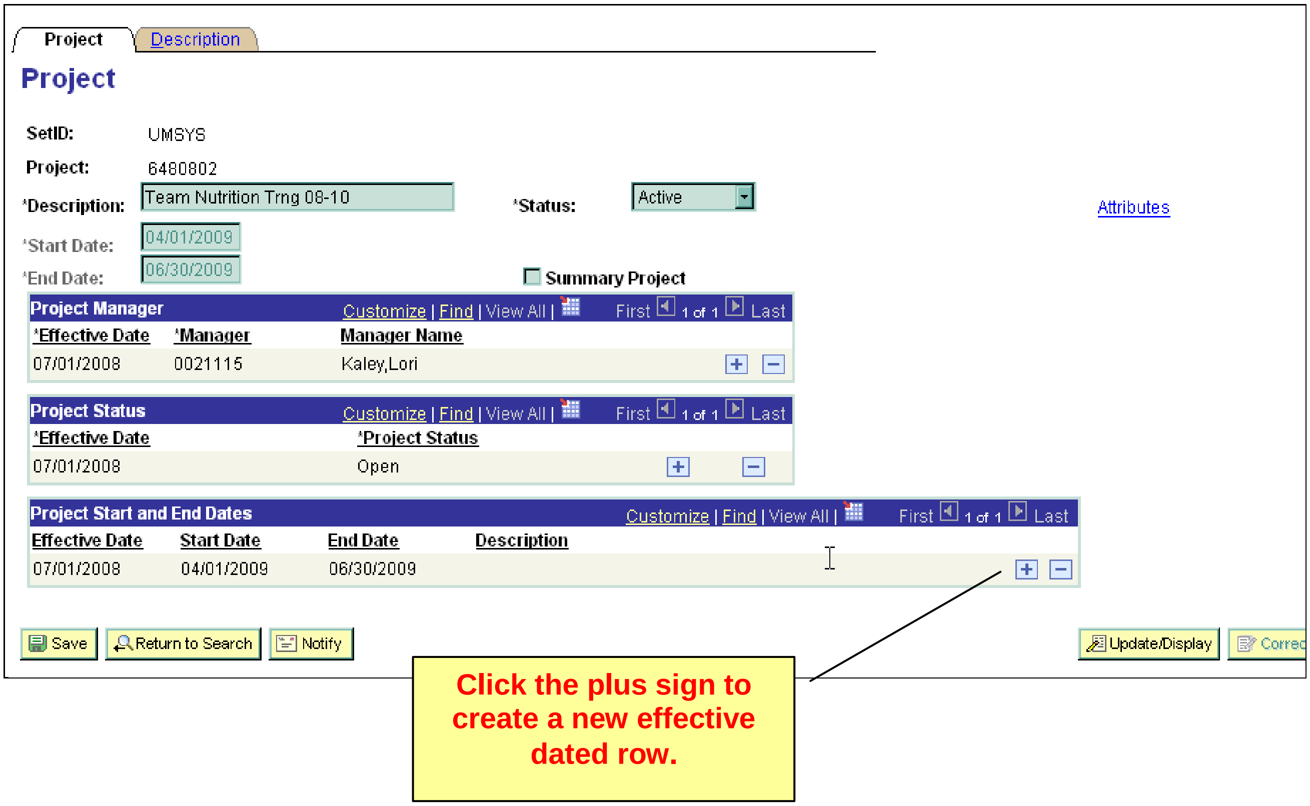
How to Update the Project Start Date or End Date

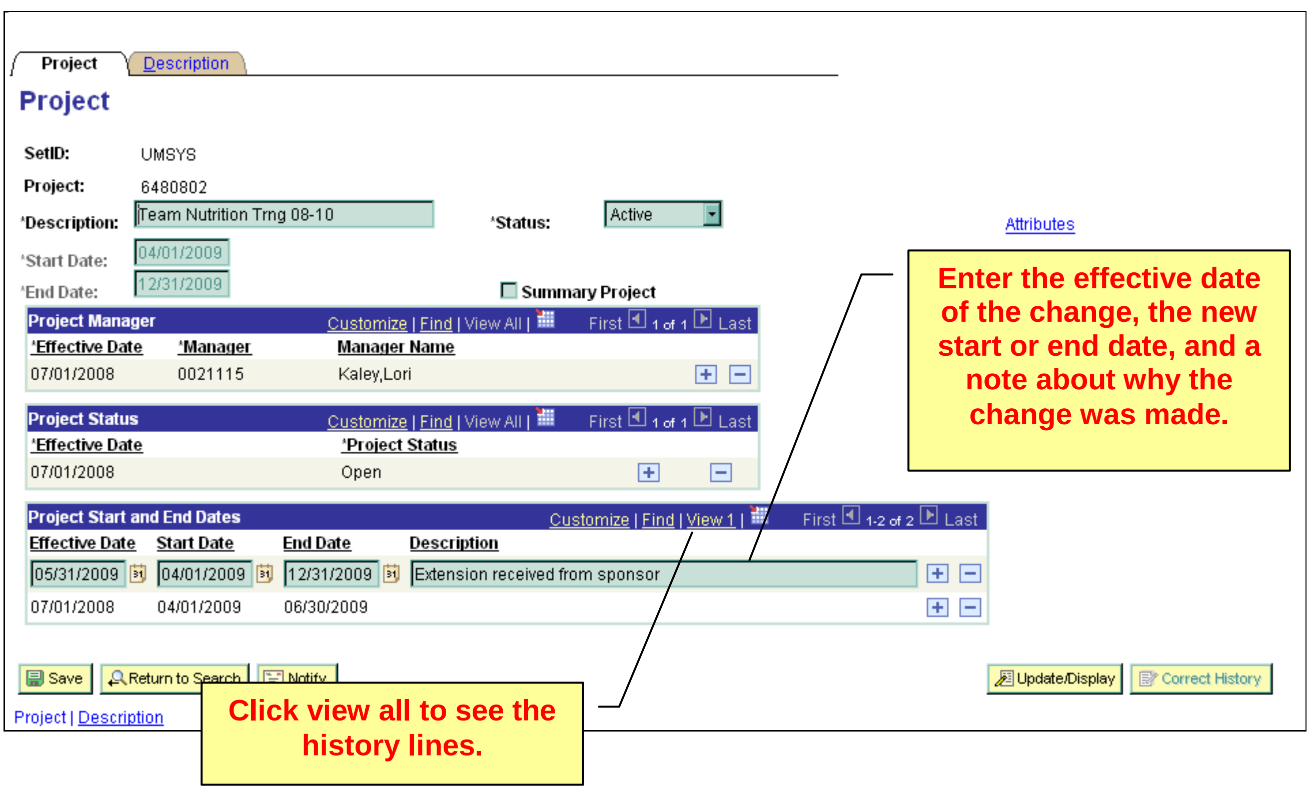
Once you have navigated to the project page within PeopleSoft general ledger (as described in the prior section of this document titled, 'How to Access the Project Page in PeopleSoft in Order to Make Changes'), you can update the project start and end dates.

For illustration purposes we will change the project end date for project 6480802. We will assume that in late May 2009 we received permission to extend the project end date from 6/30/2009 to 12/31/2009.

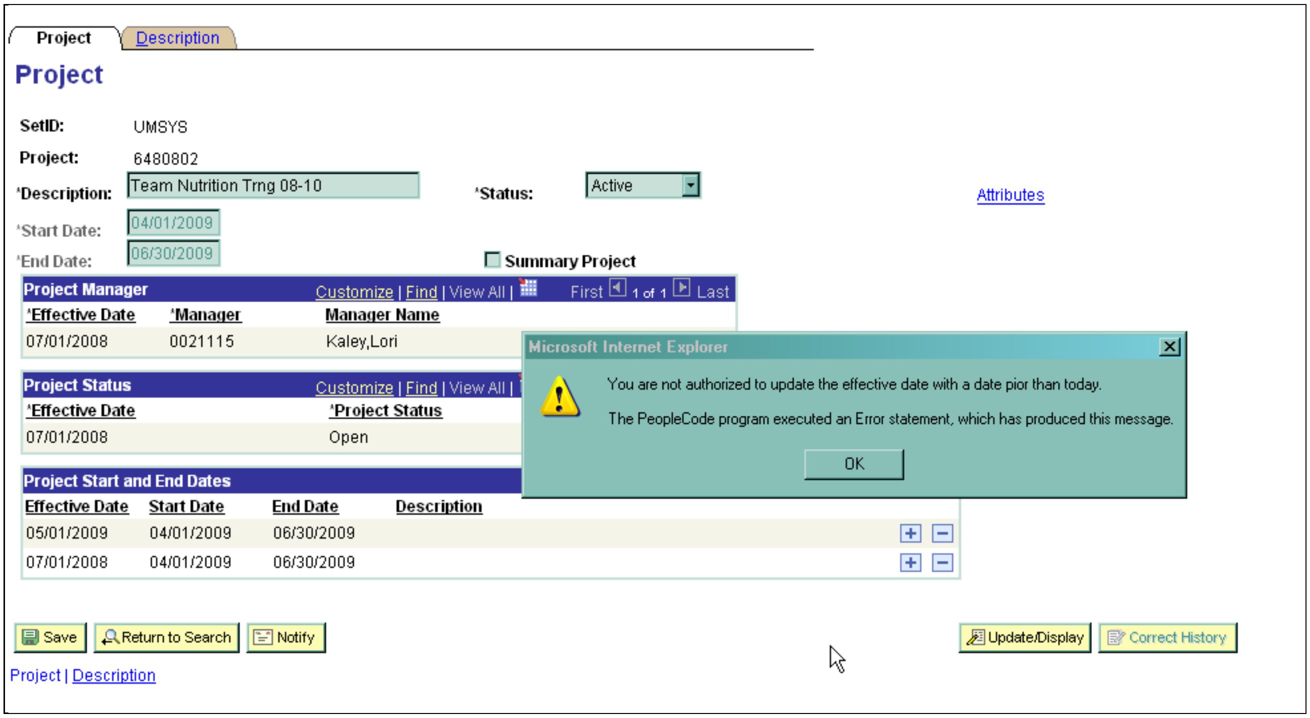
To add a new effective dated row click on the  next to the current row for project start date and end date.



The effective date defaults to the current day's date. You will need to change the date to the date you want the change to be reflected. **Please note that the year should be entered as 4 digits (e.g. 2009) rather than 2 digits (e.g., 09).** If you enter 2 digits PeopleSoft may interpret the date as 19xx rather than 20xx. (Note: to see the history lines, click on view all in the blue bar).



If you want the change in the project dates to be effective earlier than the current day's date you will need to contact the System Accounting Department to have them make the change. If you try to enter an earlier date, the system will give you the following error message:



Once you have finished making your changes, click 

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Tips and Reminders

Here are some tips and items to remember when making data changes for a project. We mentioned some of these in other parts of this document; however, they bear mentioning again.

- In this document we have separately illustrated making changes to the project status, the project manager, and the project start and end dates. Although it would be rare, you could actually update all of these items for a single project within one update session.

- Before inactivating a project you need to ensure that there are no outstanding payroll (salary/wage) or accounts payable encumbrances associated with the project.

- So that you can quickly navigate to the project page in the future, you may want to add the project page to 'My Favorites' within PeopleSoft. Simply navigate to the project page using the following navigation: *Set Up Financials/Supply Chain> Design ChartFields>ChartField Values>Project.*

  Once you arrive at the project search page, click on the 'Add to Favorites' link in the upper right corner.

The system will default to a description of 'Chartfield Values'. You can keep this description or you can change it to something else. To illustrate, we have changed the description to 'Project update'. Hit OK and the system will add it to your list of favorites which you can access from your main menu within PeopleSoft financials: