Project Status Overview

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

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