Creating and Maintaining Projects Overview

This Job Aid provides the steps for creating and maintaining projects in Cardinal. A project is a planned undertaking with a finite beginning and end date. Typically, it requires both fiscal year and life to date budget and actual reporting. Projects can be set up when an agency needs to bill for expenditures incurred. At the highest level, projects are managed within a Project Costing Business Unit.

In Cardinal, there are five types of detailed projects:

- Administrative (ADMIN)
- Capital Outlay (CAPOL)
- Construction (CONST)
- Maintenance (MAINT)
- Research/Planning (RANDP)

Each project type has a specific project template that is used when creating the detail project. Within a detailed project, costs are organized and analyzed by activity. Activities are specific undertakings that make up a project. Each project type template contains the activities for that specific type of project.

The project's **Processing Status** controls when transactions, budget, or expenditures, can be charged to the project. Projects and their associated distribution(s) must be approved. There is no automatic routing for approvals, so follow your agency policy regarding notifying approver(s) that the project and distribution are ready for review and approval.

Navigation Note: Please note that you may see a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Determining the Project Type

The first step in creating a detailed project is to determine the project type. The project type is determined by the activities that are allowed on the project. Each project type has a specific set of standard activities assigned by the project template.

An activity can only be used on one project type. See the Job Aid titled **PA_Project Type – Activity Relationships** to assist with determining the type of project. This job aid is on the Cardinal Website in **Job Aids** under **Learning**. Once you have determined the type of project, it can be setup in Cardinal.

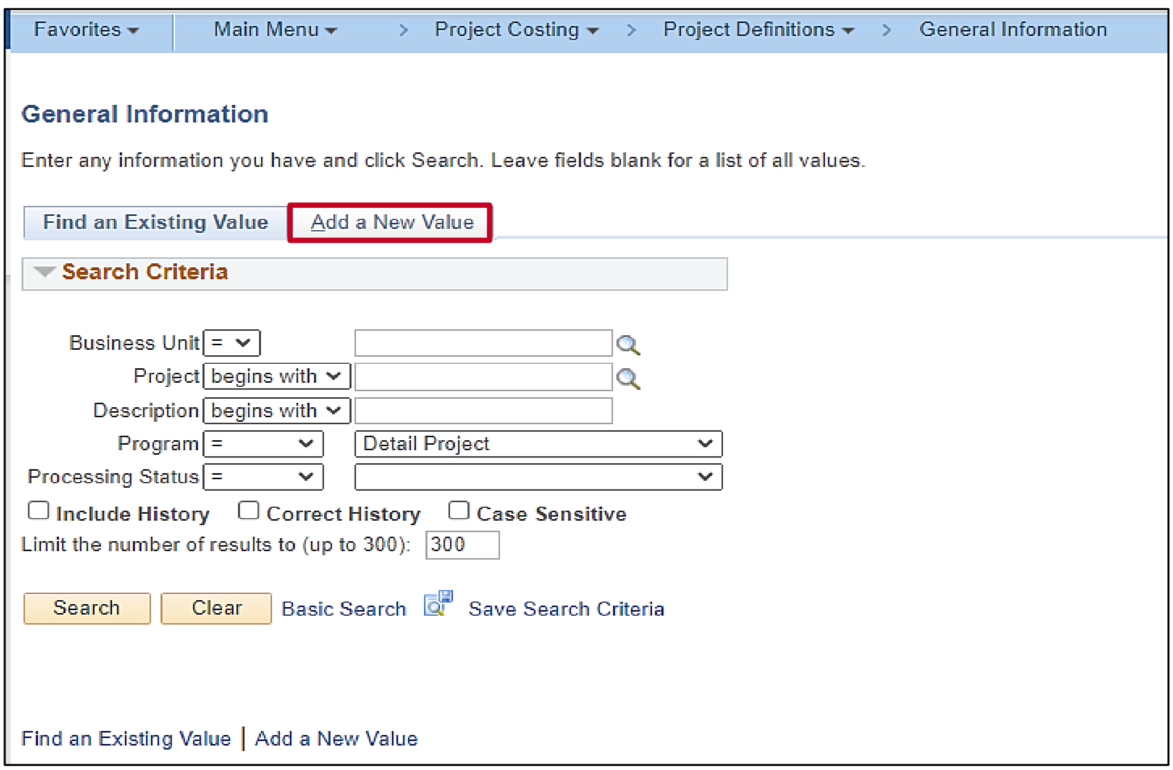
Note: If a project is created with the incorrect project type (activities), a new project will need to be created in order to obtain the correct activities. If expenditures were charged to the incorrect project, journal entries would need to be created to move them.

Setting Up the Project Details

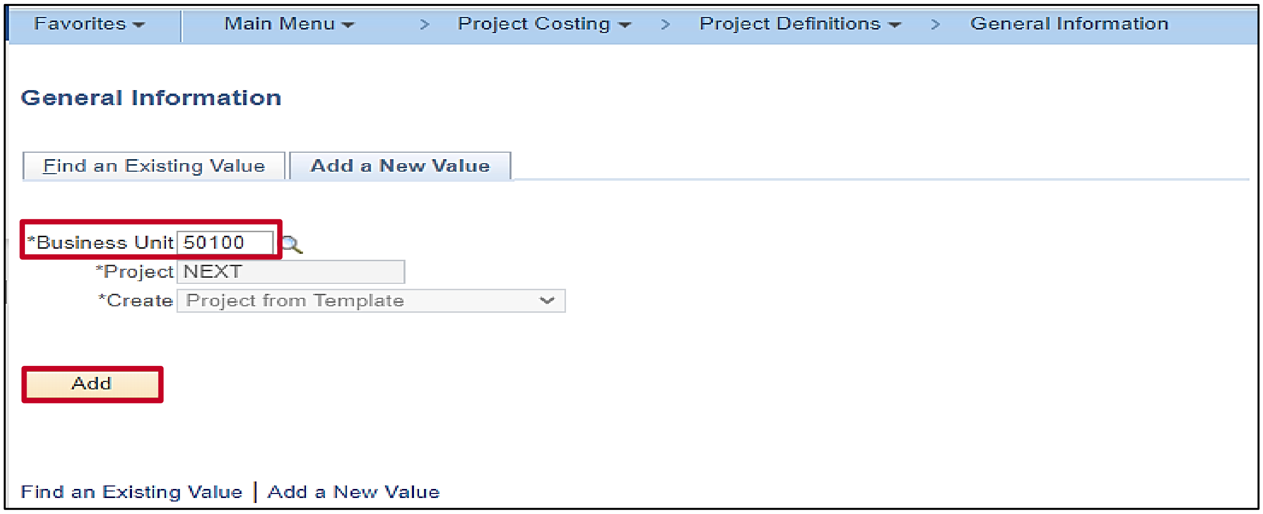
1. To create a detailed project, navigate to the **General Information** page using the following path:

   Main Menu > Project Costing > Project Definitions > General Information

The **General Information Search** page displays.

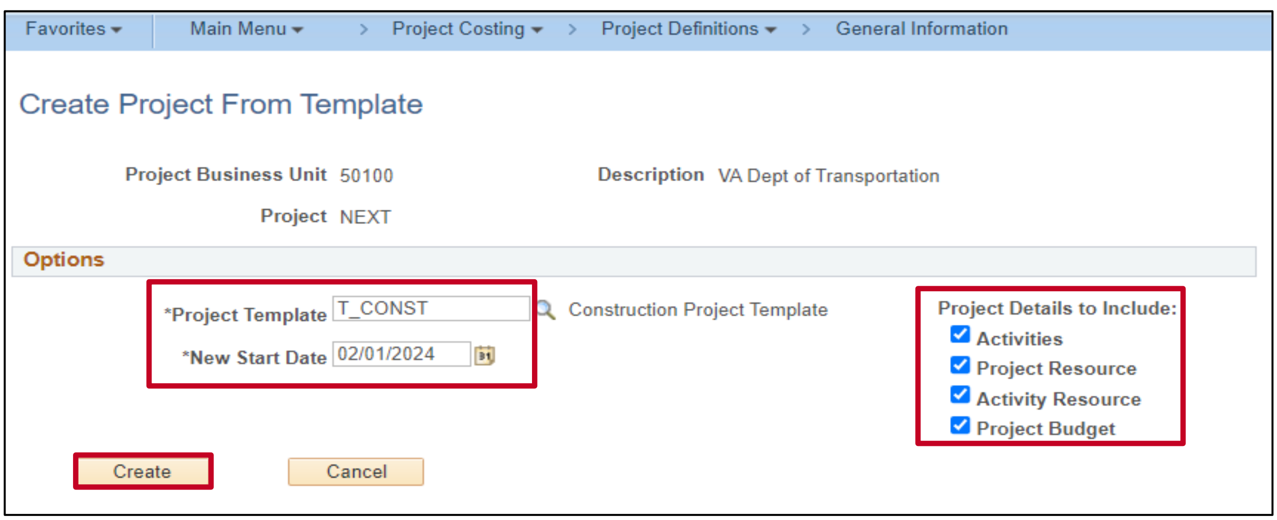


2. The **Find an Existing Value** tab displays by default. Click the **Add a New Value** tab.



3. The **Business Unit** defaults and can be changed if you have access to more than one BU.
4. The **Project** field defaults to **NEXT**. Do not change this value as Cardinal auto assigns the project number.
5. The **Create** field defaults to **Project from Template**. Do not change this value.
6. Click the **Add** button.

The **Create Project from Template** page displays.

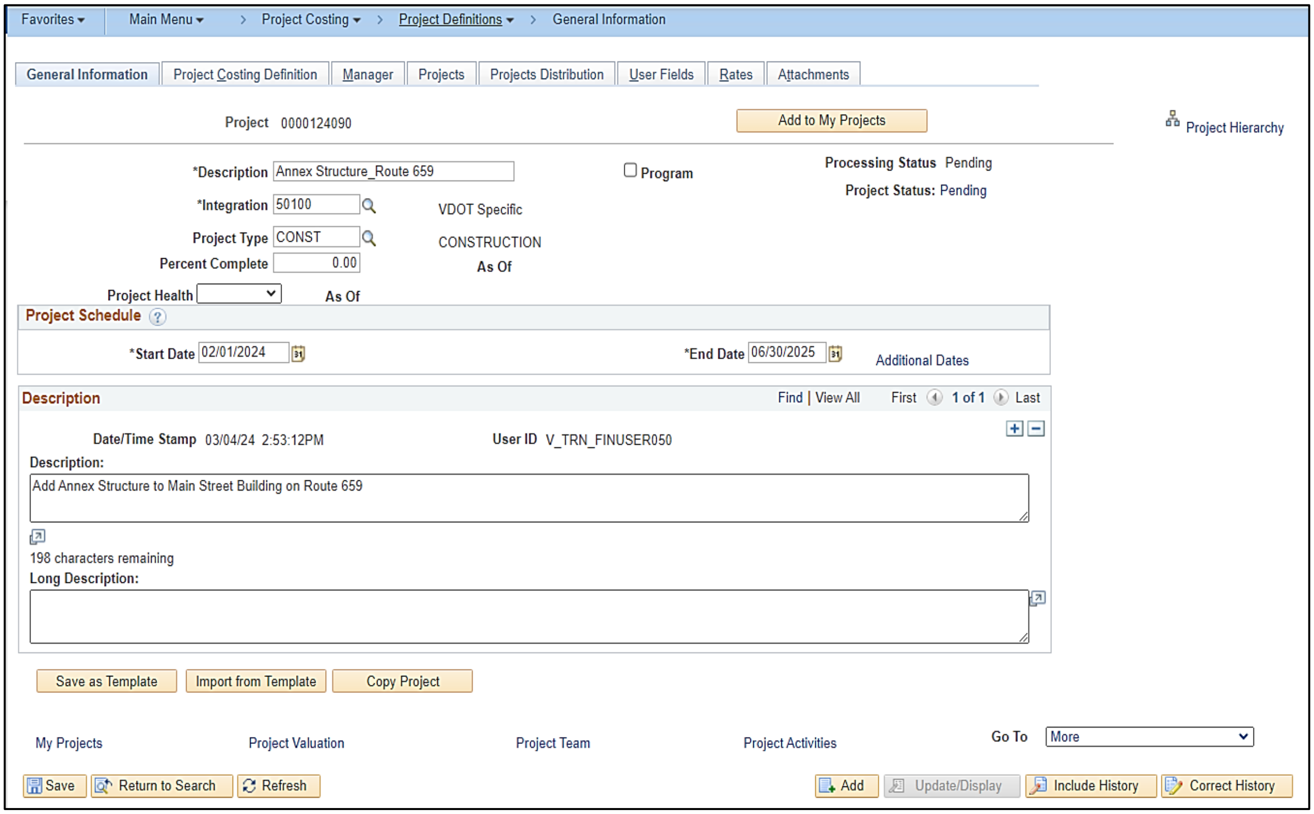


7. Select the appropriate **Project Template** based on the determined Project Type.

   For this scenario, the **Construction Project Template** is selected.
8. In the **New Start Date** field, enter the begin date for the project.

   Note: Do not uncheck any of the boxes under **Project Details to Include** section.
9. Click the **Create** button.

The **General Information** tab displays.



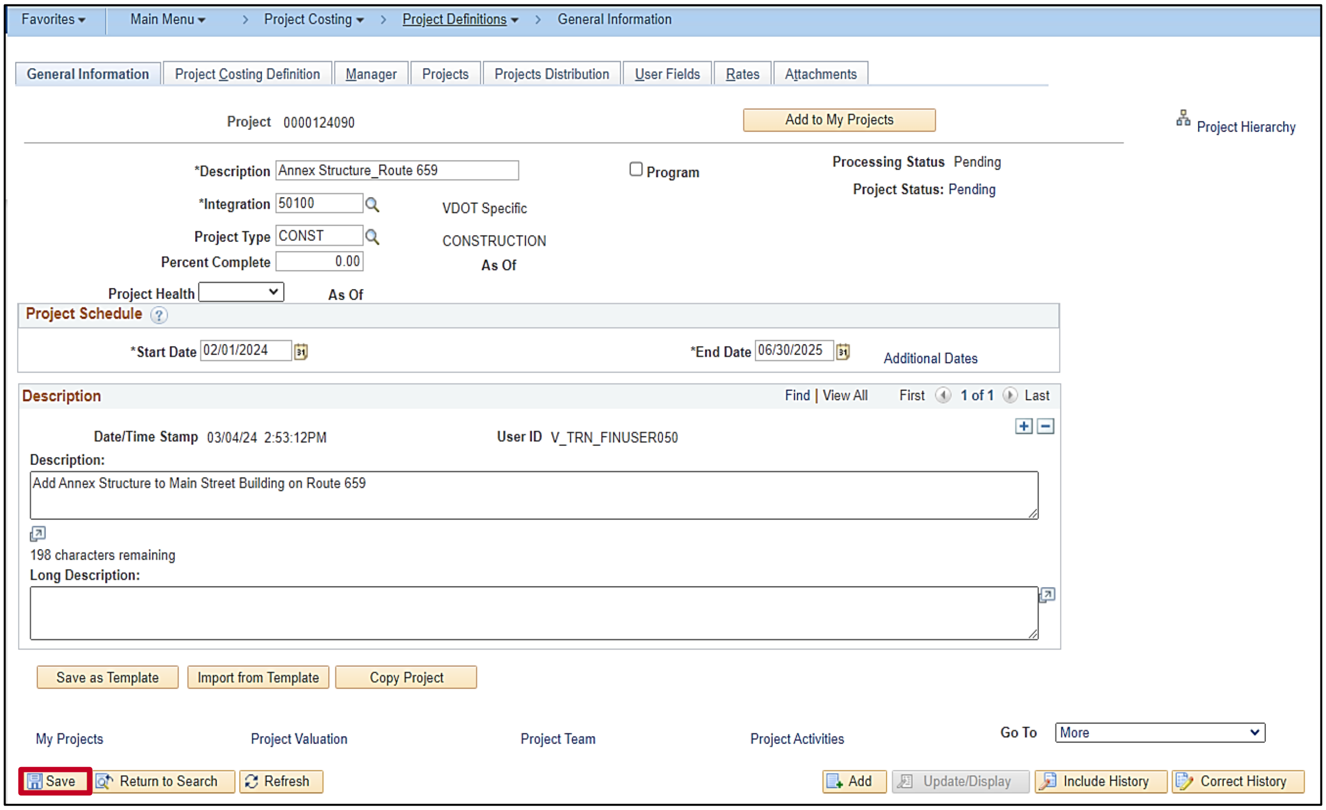
Use the information in the table below to complete the fields on this tab.

Header Section

Fields	Description
Project	This field displays the auto generated Project ID number
Add to My Projects button	Click this button to save the project to your personal list of projects so it can be viewed on your **My Projects** page. **Note:** When this option is selected, a Message displays indicating the Project was added to **My Project List**. Click the **OK** button to return the **General Information** page. Navigation path to access the **My Projects** Page: **Main Menu > Project Costing > My Projects**
Description	This field defaults based on the description associated to the project template selected on the previous page. Update as appropriate based on the project.
Integration	This field allows the project to integrate with other modules within the business unit.

Fields	Description
	Note: This field defaults to your agency BU and should not be changed.
Project Type	This field defaults based on the Project Type that was selected. DO NOT CHANGE THIS VALUE.
Program Checkbox	Do not check this checkbox when entering detailed projects. **Note:** This checkbox in only used when creating a summary project.
Percent Complete	Not used in Cardinal.
Project Health	Not used in Cardinal
Processing Status	The project processing status field is updated based on the Project Status. There are three processing statuses: • **Pending** (**Project Status** value is **Pending**) • **Active** (**Project Status** values are **Budget**, **Open** or **Hold**) • **Inactive** (**Project Status** is **Closed**) For more information about processing status, see the job aid titled **501 PA: Project Status** located on the Cardinal website in **Job Aids** under **Learning**.
Project Status	The project status is updated over the life of the project. When the project status is updated, it will automatically update the **Processing Status**. Project statuses are as follows: • **Pending** • **Budget** • **Open** • **Hold** • **Closed** See the job aid titled **501 PA: Project Status** for more details. See the **PA355 PA Approvals Course** for more details on updating the **Project Status**. In the rare case that a project has been closed and needs to be reopened with a date that is prior to the last effective dated status, a Help Desk Ticket must be submitted requesting it to be reopened and provide an explanation for the request.
Additional Dates	This hyperlink provides access to additional date fields (e.g., **Baseline Start Date**, **Early Start Date**, **Actual Start Date**, and **Late State Date**) that are used for informational purposes only.

Project Schedule and Description Sections

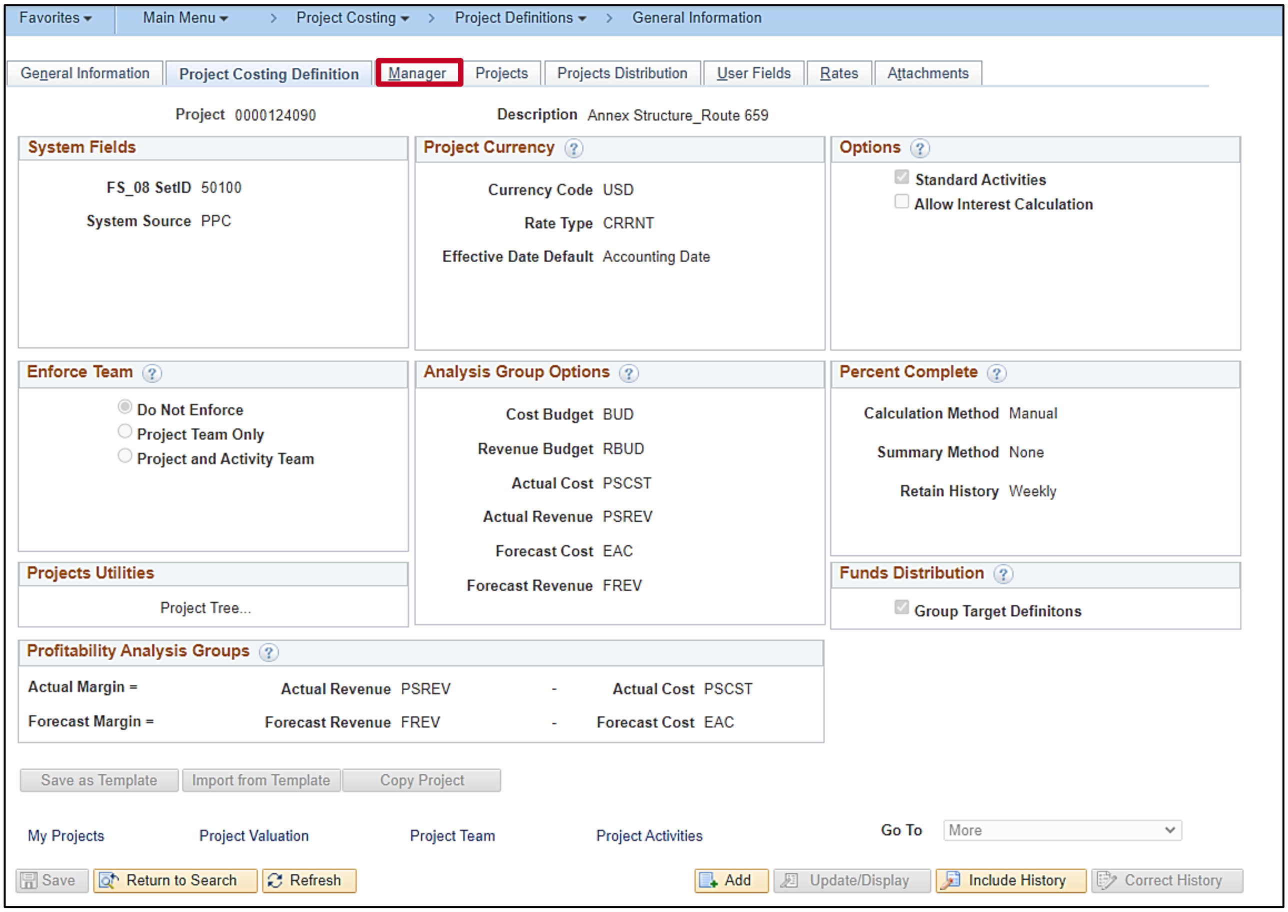


Fields	Description
Start Date and End Date	The **Start Date** field defaults from the new start date entered on the **Create Project from Template** page. The **End Date** defaults to one year after the start date and should be updated appropriately. **Note:** The **Start Date** and **End Dates** are for informational purposes only and do not control transaction processing. The Start Date of a project cannot be after any associated activity.
Description	This field is used to capture a more detailed description of the project. This field allows entry of up to 354 characters. The information in this field is interfaced via Project Expense Journal extract.
Long Description	This field is available to capture additional descriptive detail for the project. The field allows entry of up to 354 characters

10. After selecting and entering the appropriate values for the project, click the **Save** button.

Project Costing Definition page

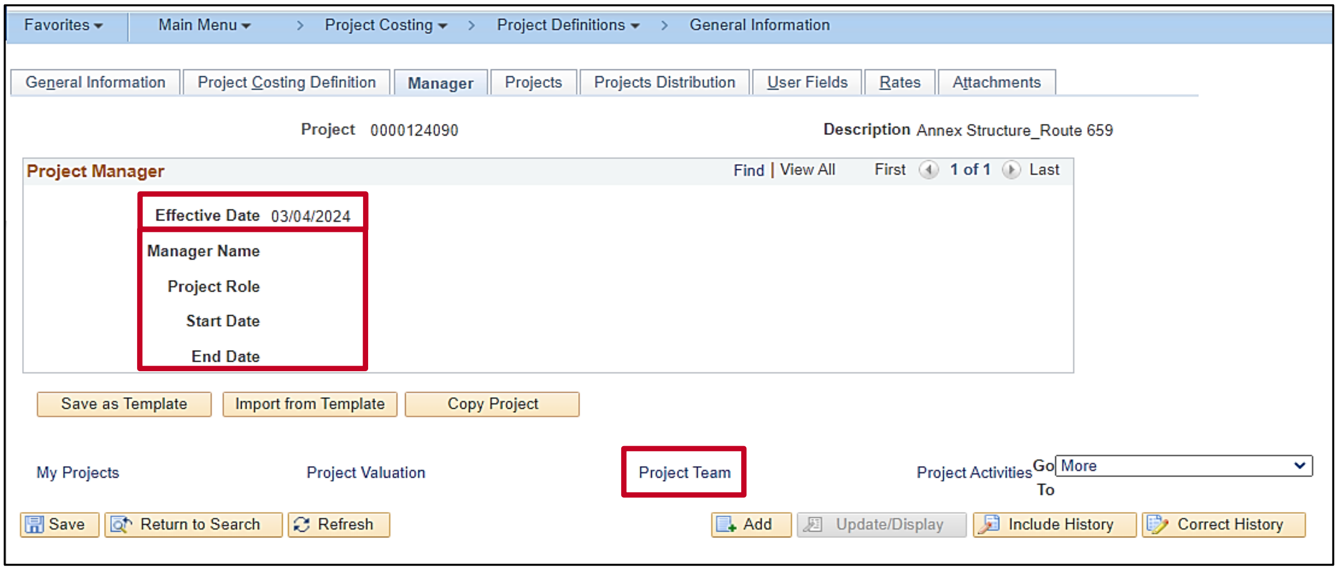
The **Project Costing Definition** tab contains nine sections. These are internal additional required attributes that default from the Business unit and are used for subsequent transaction processing. This page is grayed out and users cannot make any changes.



Manager Tab - Assigning a Project Manager

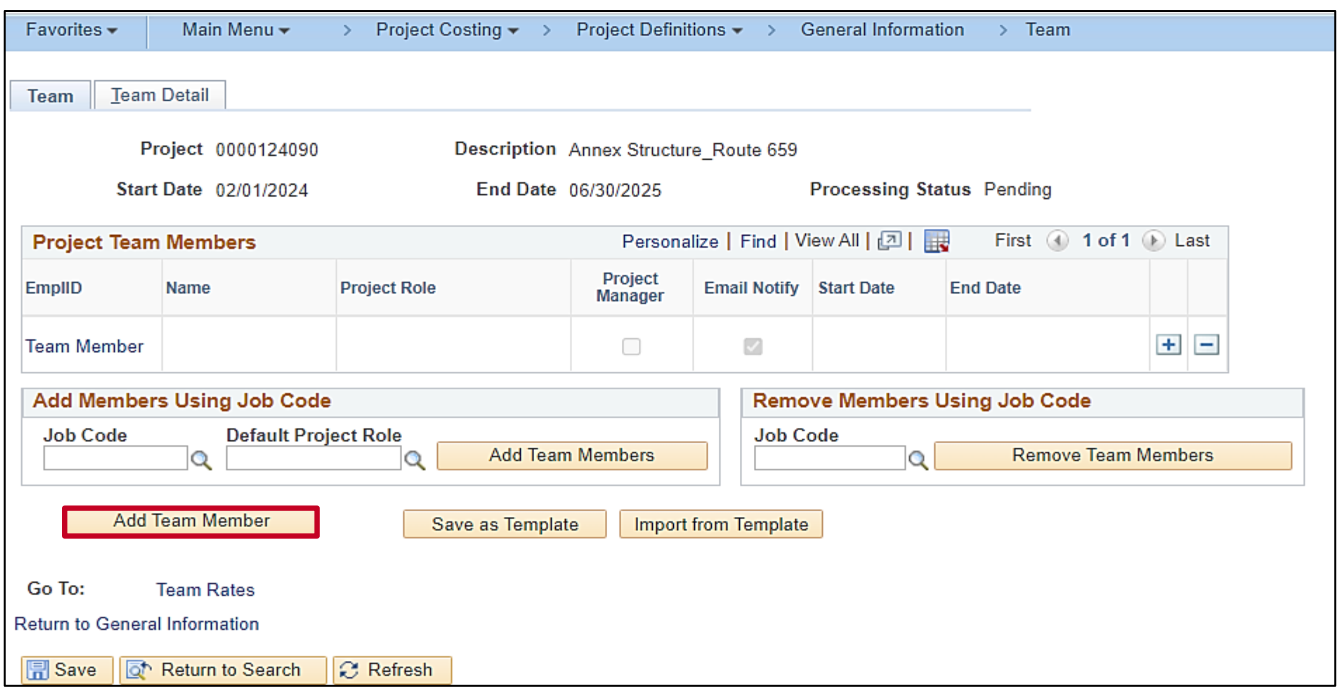
The **Manager** tab is used to add, update, or view the project manager for a project.

Note: This tab is not required to be completed. Follow your agency guidelines.



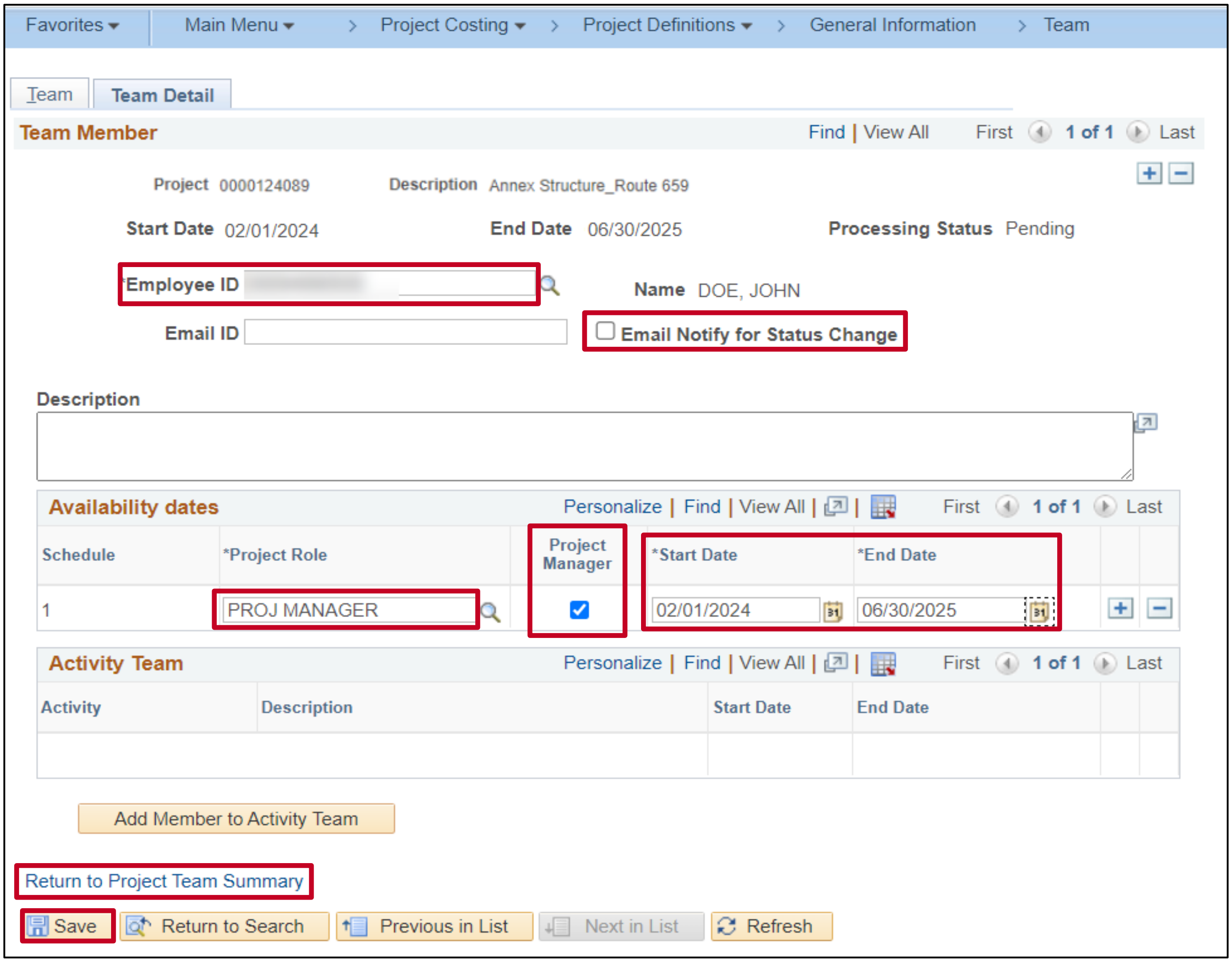
11. The **Effective Date** field defaults to the current date. The remaining fields are blank until a project manager has been assigned.
12. To add a Project Manager, click the **Project Team** link.

The **Team** tab displays.



13. Click the **Add Team Member** button.

The **Team Detail** tab displays.



14. Complete the following fields:

    a. **Employee ID:** Enter the Employee ID of the Project Manager or use the lookup button to search for and select the employee.

    b. **Email ID:** Not used in Cardinal

    c. Uncheck the **Email Notify for Status Change** checkbox

    d. **Project Role:** Select **PROJ MANAGER**

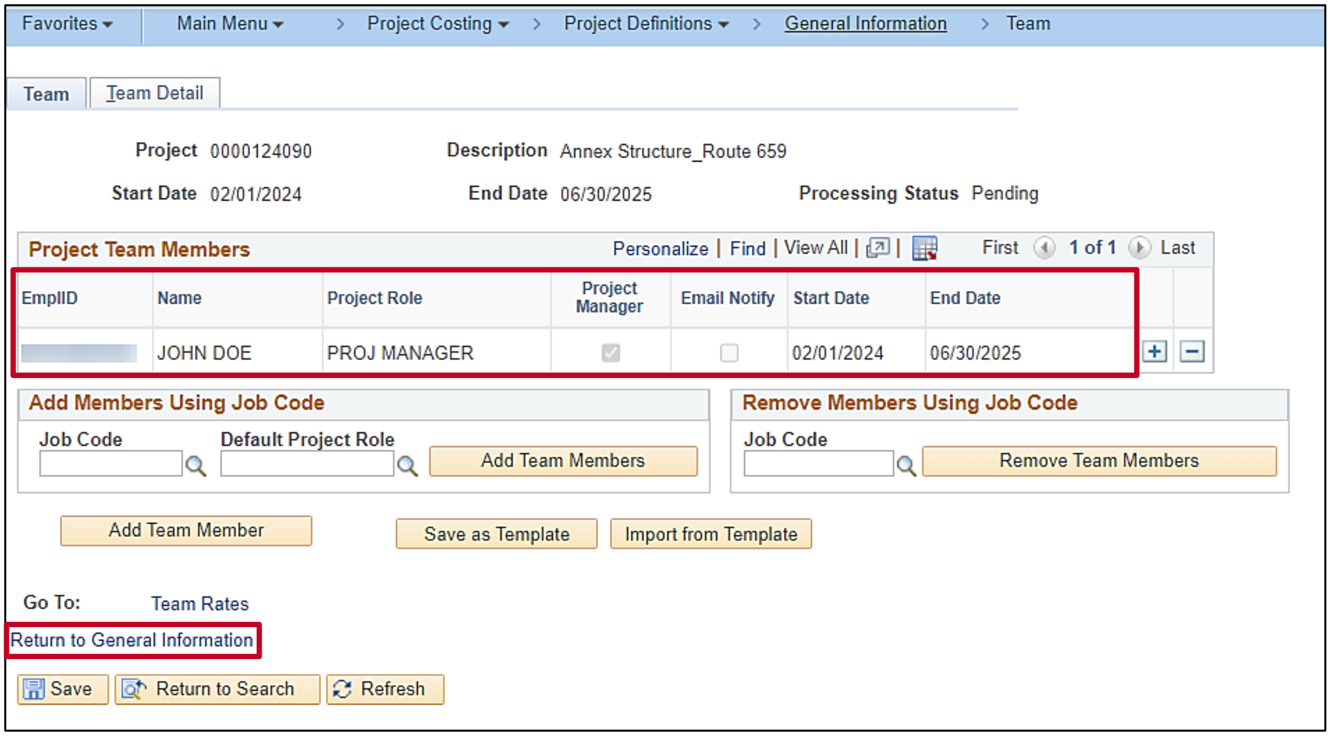
    e. **Project Manager:** Check this box. This checkbox impacts reporting.

    f. **Start Date/End Date**: Default based on the project **Start Date** and **End Date** and should not be changed.

15. Click the **Save** button.

16. Click the Return to **Project Team Summary** hyperlink.

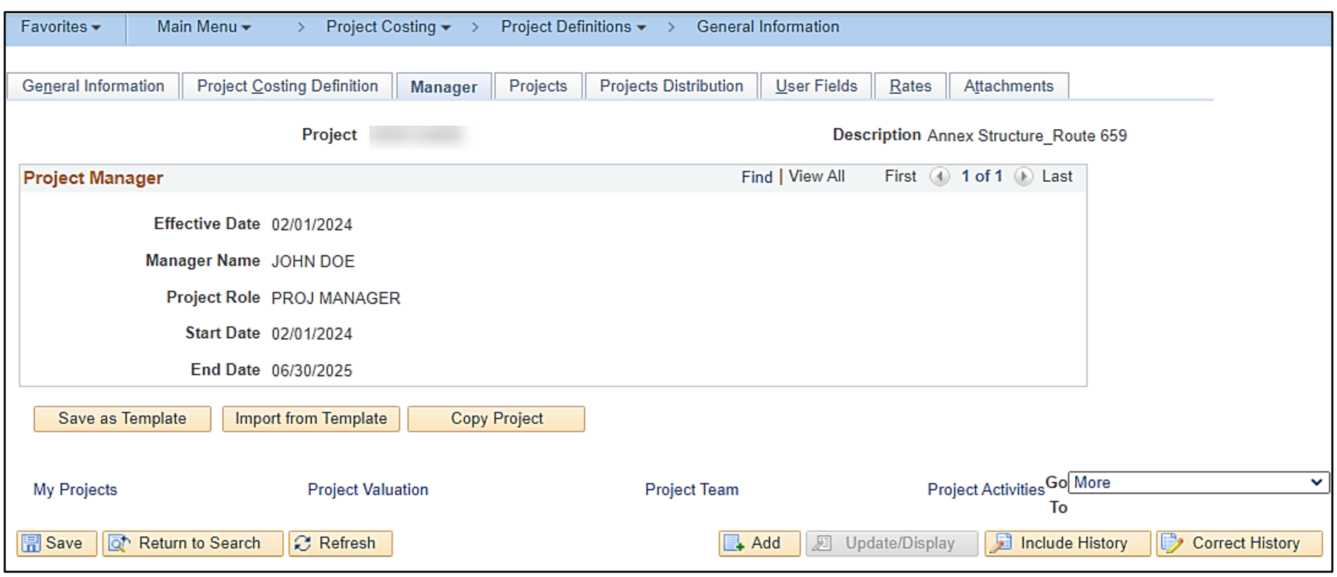
The **Team** tab returns.



Note: The Project Manager information now displays on the **Team** tab.

17. Click the **Return to General Information** link.

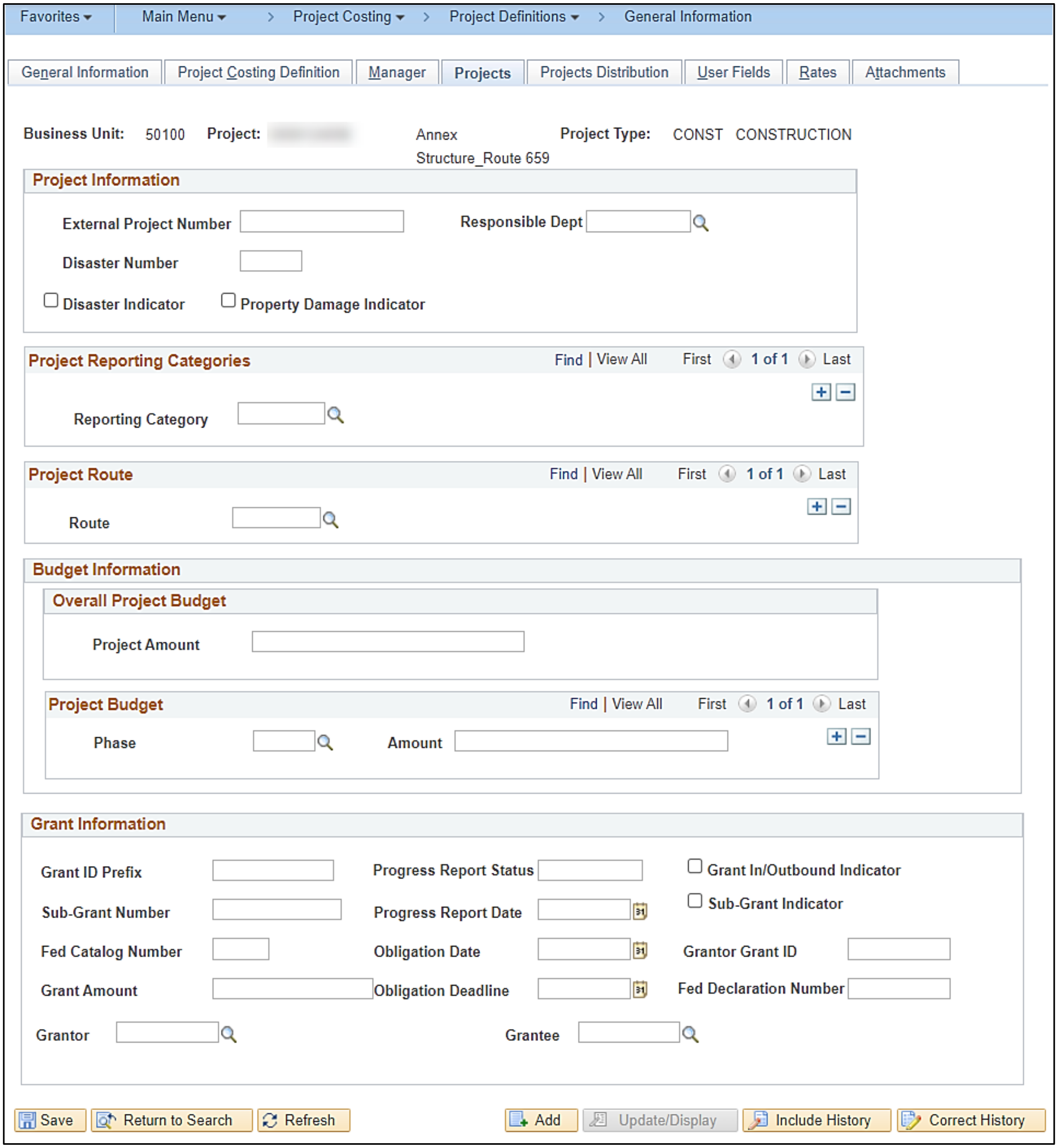
The **Manager** tab displays.



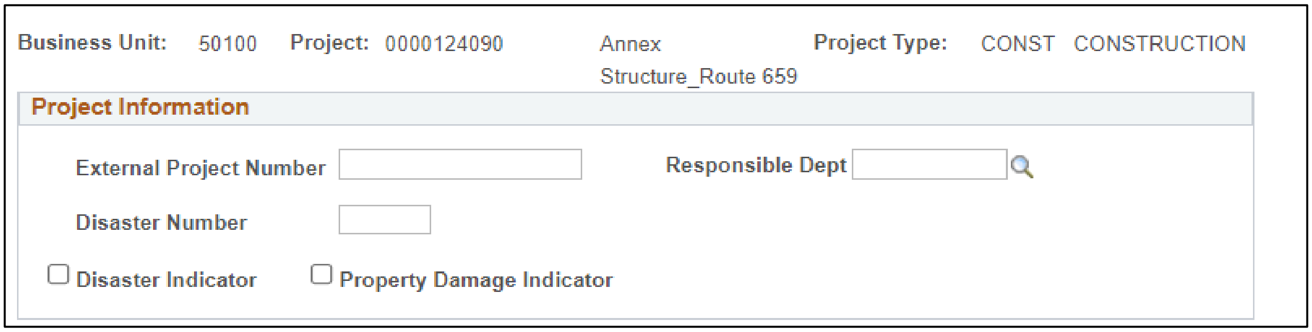
Note: The **Project Manager** section displays the information based on the values that were entered.

Projects Tab

The **Projects** page is divided into five sections which will be reviewed in this section of the job aid.



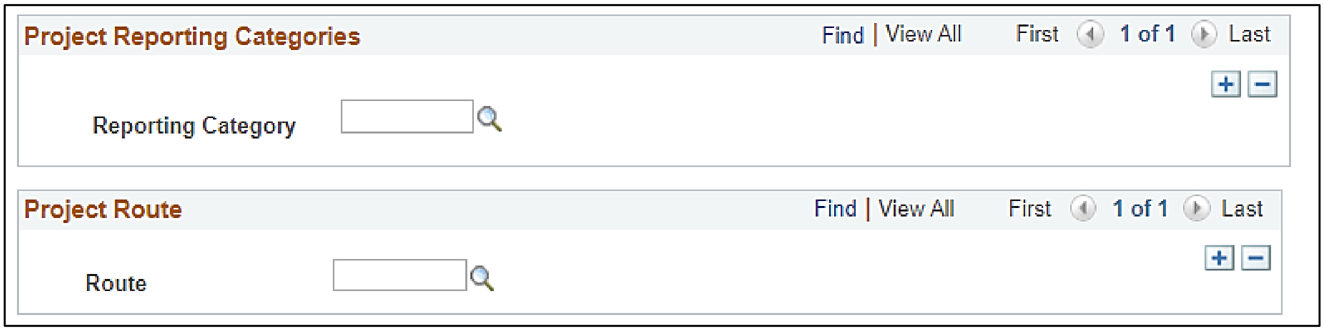
Project Information Section



Fields	Description
External Project Number	This is the project's number in an external system (e.g., SiteManager)
Responsible Dept	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 on the **Project Distribution** tab.
Disaster Number	This field captures an externally generated disaster number that associates projects related to that disaster. If this field is populated, you must also select the Disaster Indicator checkbox.
Disaster Indicator checkbox	This field facilitates disaster reporting. If this indicator is selected, you must enter a disaster number in the **Disaster Number** field.
Property Damage indicator	This field indicates that the project is related to property damage. **Note:** Currently there are no reports that utilize this information.

Project Reporting Categories and Project Route

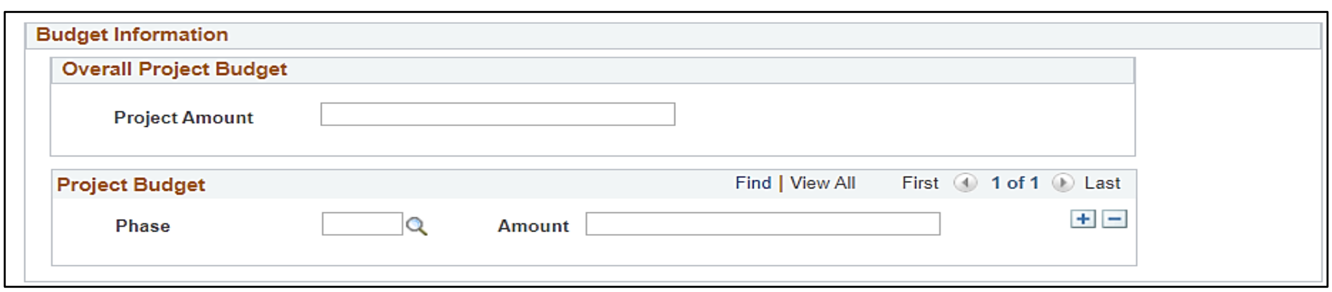
The **Project Reporting Categories** section allows one or more reporting categories to be associated with a project.



Fields	Description
Reporting Category	This field allows for reporting by select categories. (e.g., COAL (Coal Severance), FDEL (Federal Eligible), RAIL (Rail Access, etc.) **Note:** To create a new reporting category, send a request to the Central Office Fiscal Division.
Route (Agency Use 2)	This field allows for reporting on specific route(s) associated with the project.

Budget Information section

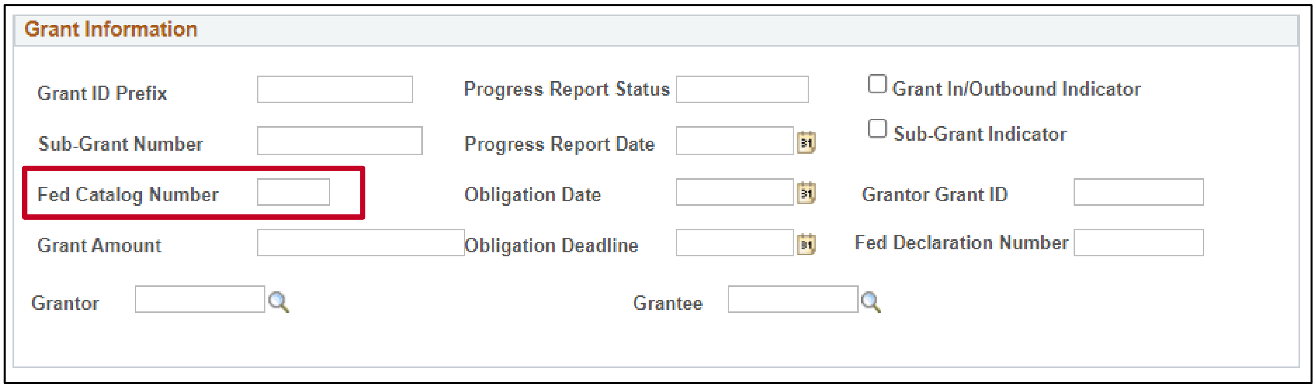
This **Budget Information** section allows you to enter project related budget data. That data entered here is for informational purposes and does not relate to budget journal transactions.



Fields	Description
Overall Project Budget – Project Amount	Enter the overall project budget in this field.
Project Budget – Phase	Enter the Project Phase. Use the **(+)** button to add phases
Project Budget – Amount	Enter the budget amount for each phase of the project

Grant Information section

If a project relates to a grant, enter the information in this section as applicable. The section also contains the **Fed Catalog Number** (CFDA).



18. The **Fed Catalog Number** field (CFDA) is used when the project has federal funds. Enter the appropriate value here if applicable.

    Note: While the field is labeled as **Fed Catalog Number**, this is now referred to as Assistance Listing Number - ALN.

19. The **Grant Information** fields are mostly free form fields and are used for informational purposes only.   Enter the values as appropriate if applicable.

    Note: The **Grantor** and **Grantee** fields must be selected from a list of valid values.

Project Distribution Tab

The project distribution defines the combination of accounting ChartField values that will be used when entering project related transactions. This definition may include multiple Chartfield strings for which the project costs may be distributed. All projects must have at least one distribution line populated.

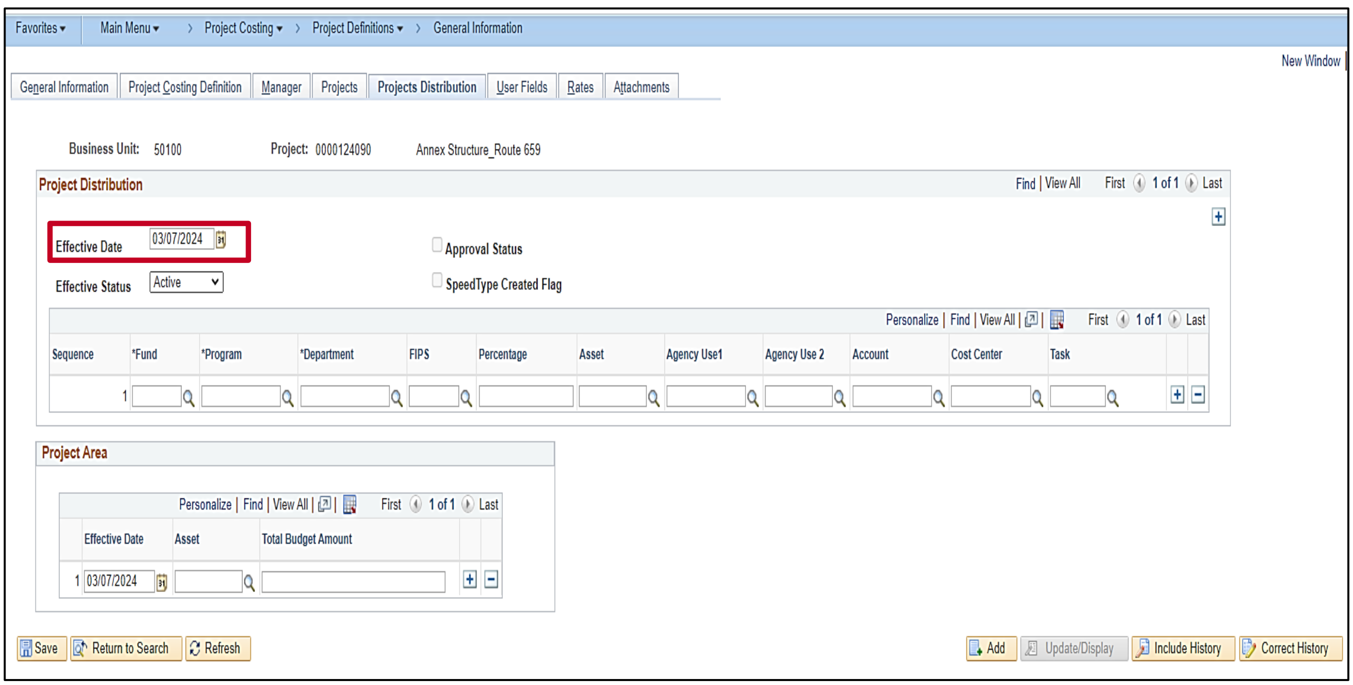
The two key purposes for the project distribution are:

- It creates funds distribution rules allowing Project costs to be distributed
- It creates a SpeedType/SpeedChart which defaults the specified ChartFields values on the project related transactions.

When entering project distributions, determine the number of rows to add to the project distribution and the associated percent split. The percentage determines how the project expenditures are split.

Note: The more ChartFields you use to split the transaction, the more complex it becomes to calculate the percentage for each distribution line.

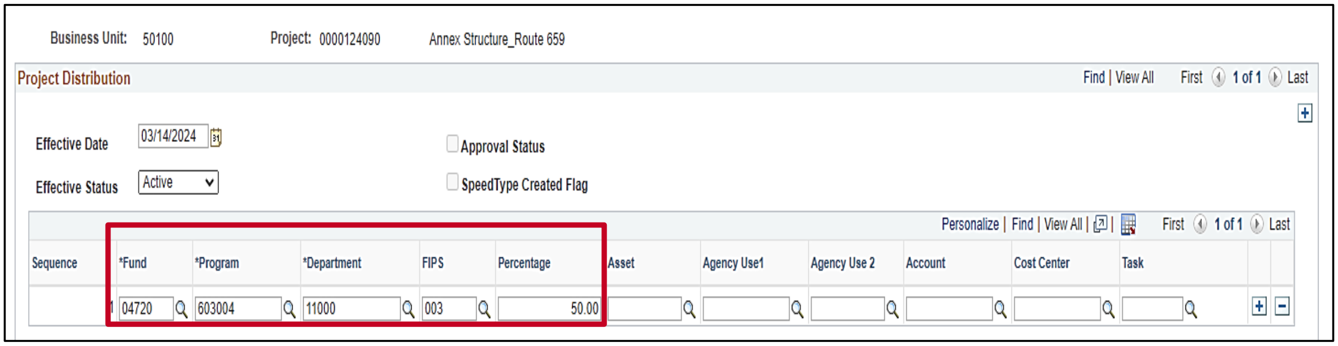
Once the project is approved and SpeedTypes are created the project number is used as the SpeedType/SpeedChart value.



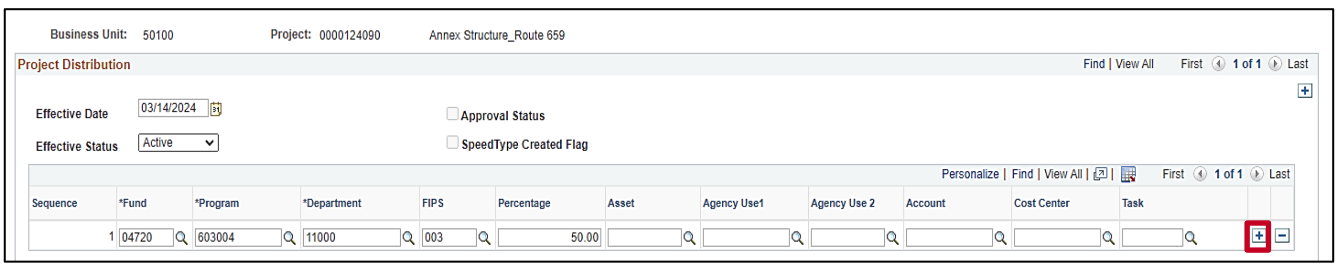
20. Enter the **Effective Date**. The **Effective Date** is the date Cardinal begins applying the project distribution to costs interfaced to the Project Costing module.

    Note: This date should be greater than or equal to the date the **Project Status** was set to **Open** (**O**) and before any expenditures can be processed. This date also updates the effective date on the project SpeedChart definition and start date of the fund's distribution rule.

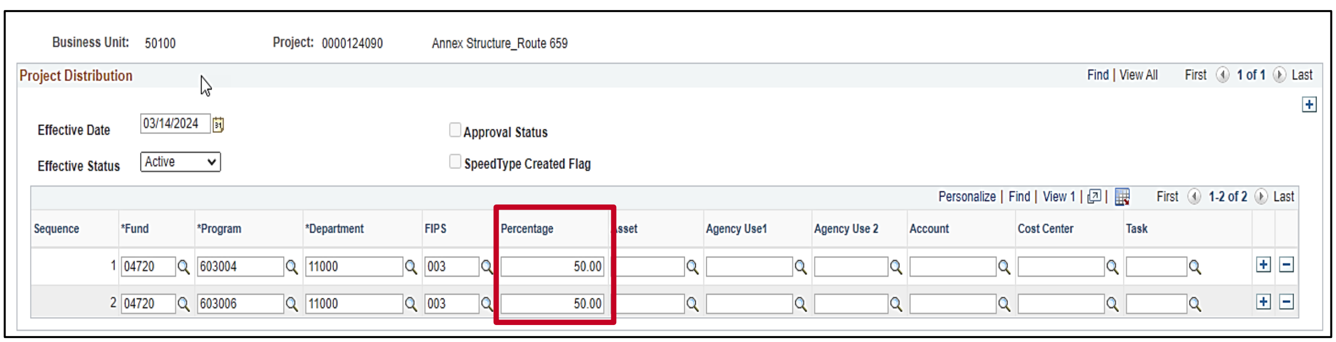
    When determining the effective date, consideration should be given to all modules (transaction types) that will charge to this project (for example, Time and Attendance).



21. Enter the required ChartField values which are:
    a. **Fund**
    b. **Program**
    c. **Department**
    d. **FIPS** (may or may not be required depending on the project)
    e. **Percentage**



22. When you need to enter multiple distributions click the (**+**) button to add a row.



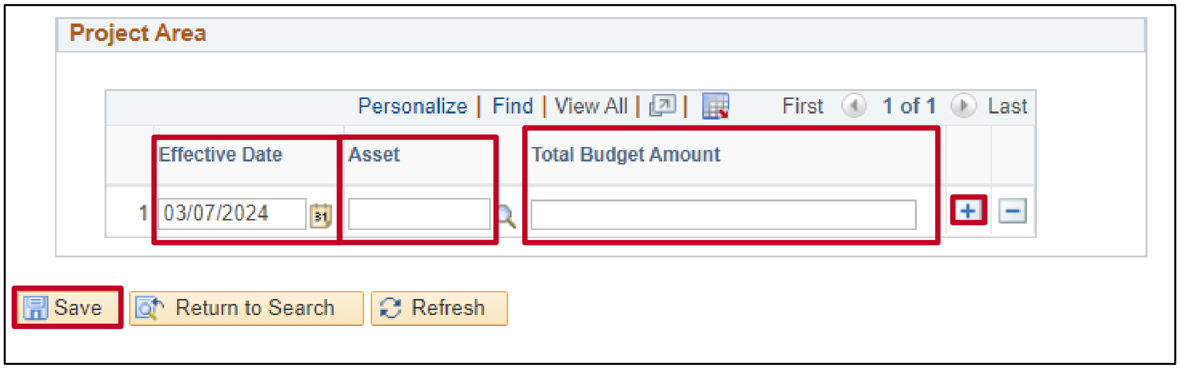
23. Enter the accounting information.
24. Ensure that the **Percentage** field is updated appropriately and total 100%.

    Note: One or more distribution lines can be entered for a project. When a project has multiple lines, only the first distribution line is used to create SpeedTypes/SpeedCharts and fund distribution rules.

    Assets tied to Federal contracts cannot be entered on the project distribution lines.

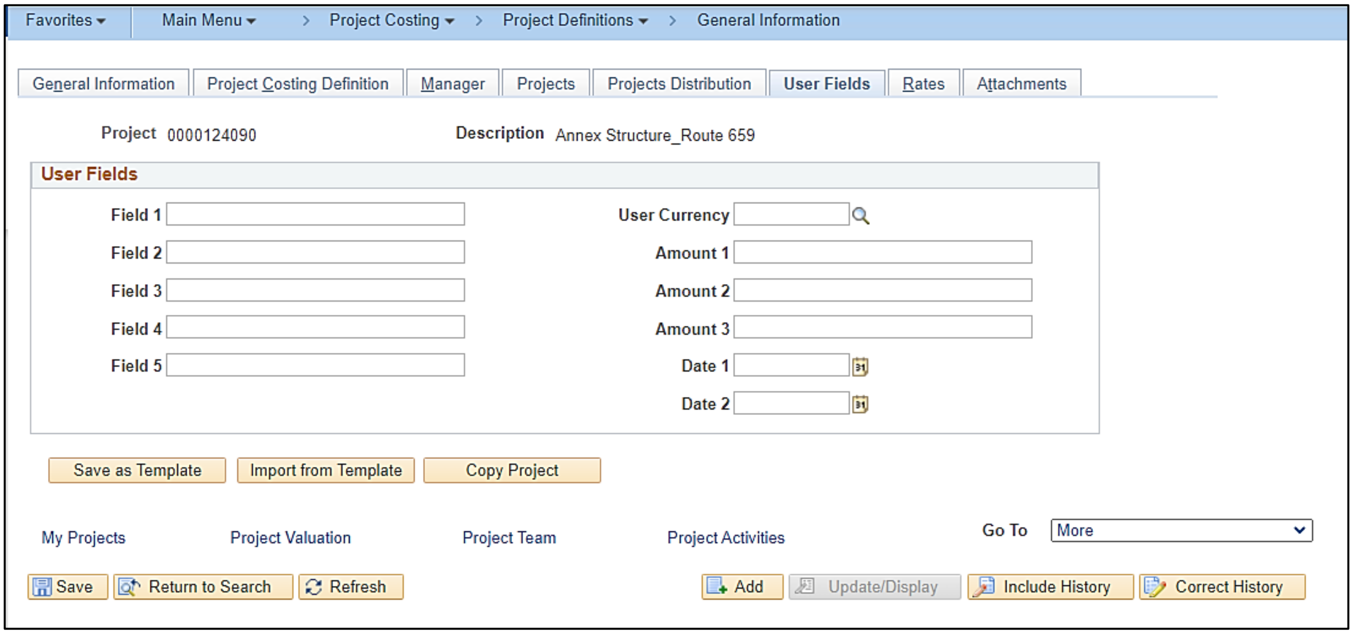
Project Area section

The Project area section associates one or more Assets (i.e., structures) to the project. Enter all Assets related to the project in this section as needed. The assets in this section are included in the Chart of Accounts (COA) extract which is sent to SiteManager daily.



25. The **Effective Date** field defaults with today's date and can be updated as appropriate. It is not associated to the project distribution effective date.
26. Select the **Asset** using the lookup icon.
27. Enter the **Total Budget Amount**. This is the budget amount for the associated structure and is optional and used for informational purposes only.
28. Click the (**+**) button to add additional asset and budget information as necessary.
29. Click the **Save** button.

User Fields Tab

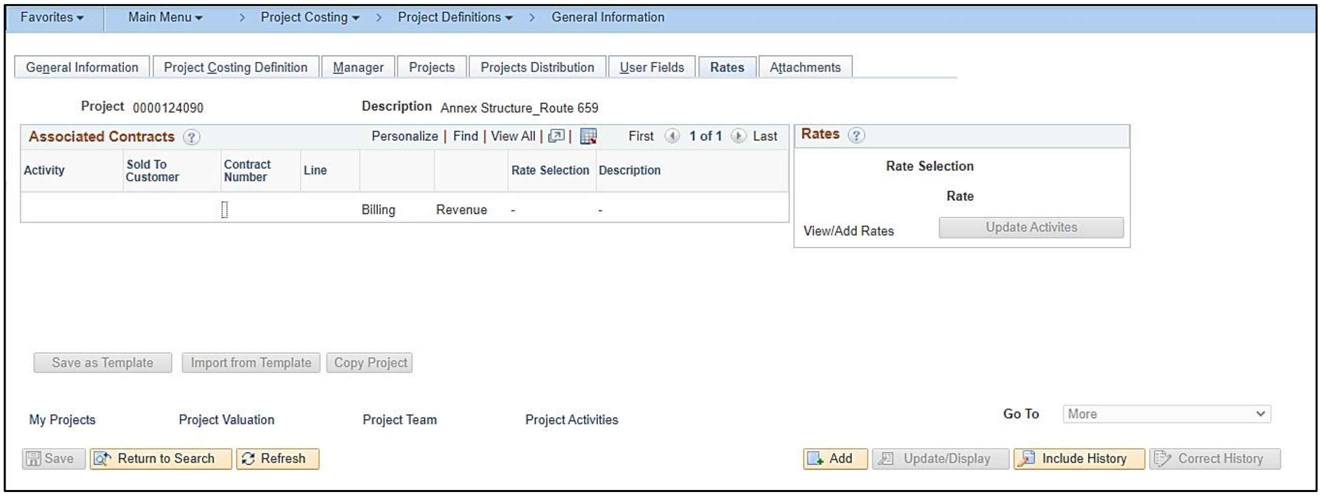


30. This tab is not required to be completed. It is used to provide additional information about the project in several free form user defined fields.

    Note: Follow your agency guidelines on the use of these fields when setting up a project.

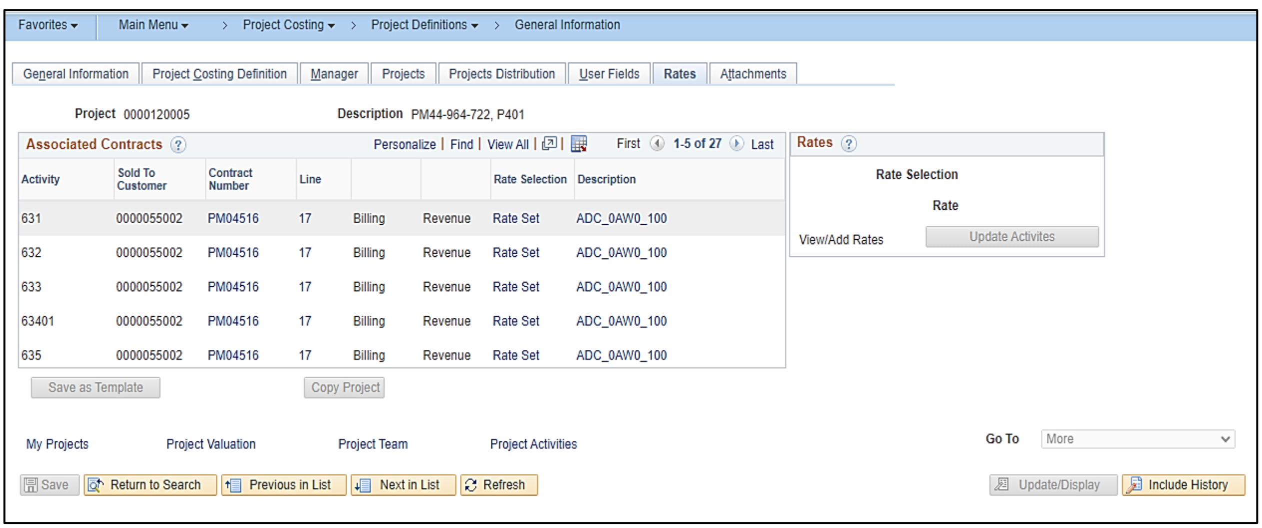
Rates Tab

The Rates tab displays information for rate-based customer contracts which are billing the project and activity combination. If this project and activity are on a rate-based contract, the contract information will display here.



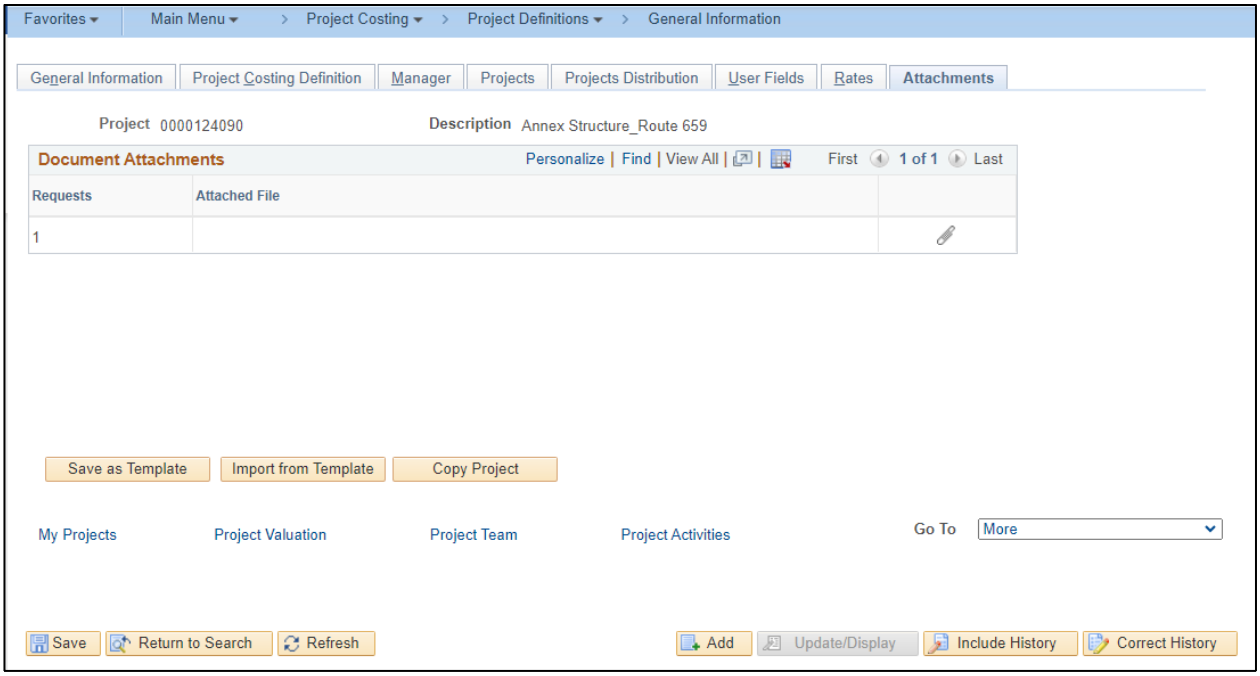
Note: This tab does not require any data entry when creating a project.

Screenshot Example of Rates tab with data from Contract



Attachments Tab

The **Attachments** tab is used to attach supporting documentation for the project. For a detailed listing of the file extensions that are allowed in Cardinal, see the **Allowed Extensions on Attachments in Cardinal** section of this job aid.



Note: Follow your agency guidelines as to what documents if any should be attached for the project.

Project Activities

The project template selected controls the detail and summary activities that are available for a project.

Detail Activities

- Used when entering project expenditure transactions
- Check the activity status and update as appropriate
- Each detail activity rolls up to an associated activity type or phase
- Activities with an **Activity Status** of **Budget** are used for budget purposes only and cannot be used on expenditure transactions
- Project expenditure transactions can only be coded at the detail activity level (cannot be done at the phase or roll up level)

Summary Activities

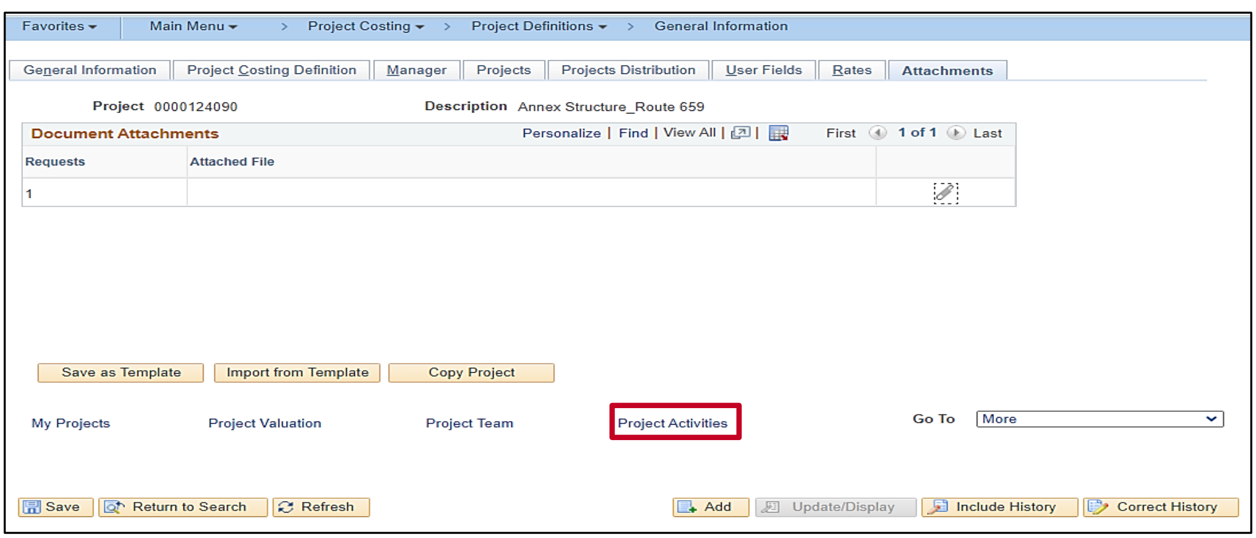
- Represent a phase and cannot be used on expenditure transactions
- Each summary activity is divided into participating and non-participating activities
- Participating activities are associated to federal contracts and non-participating are associated with the non-federal contracts.

To activate an activity, it must be done at the summary level and not the detail level. Activating the summary level activates all activities in the phase. The phase summary activity should be selected and updated to **Active**. Phases that should not be active should remain **Inactive** until they need to be made available to charge expenditures.

Note: When the project **Status** is **Open** and an **Activity** status is **Active**, the project and activity can be used on transactions in other modules.

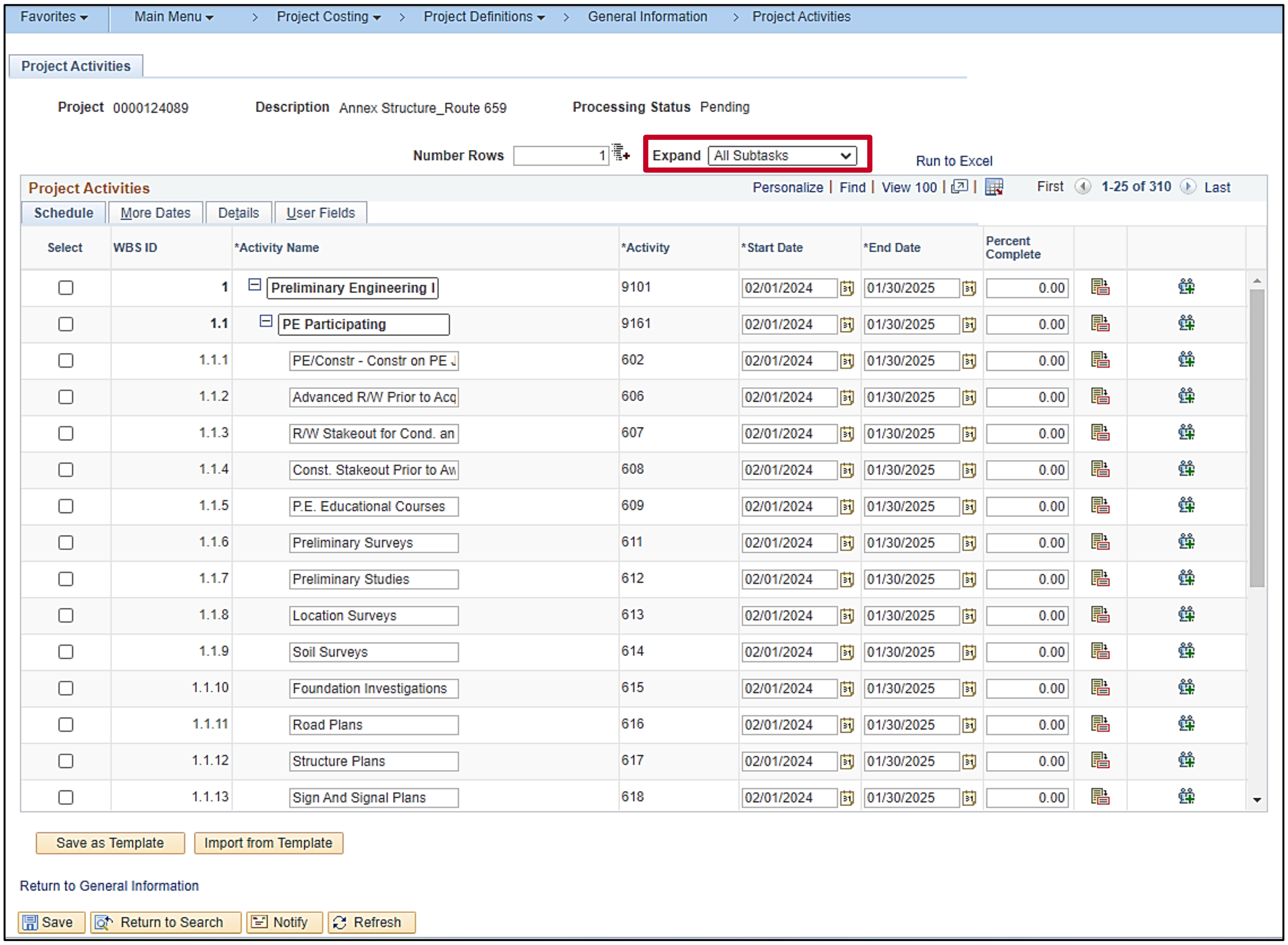
To access the project activities information, click the **Project Activities** link at the bottom of the page.

Note: This link is available on the bottom of all the tabs except **Projects** and **Projects Distribution**.



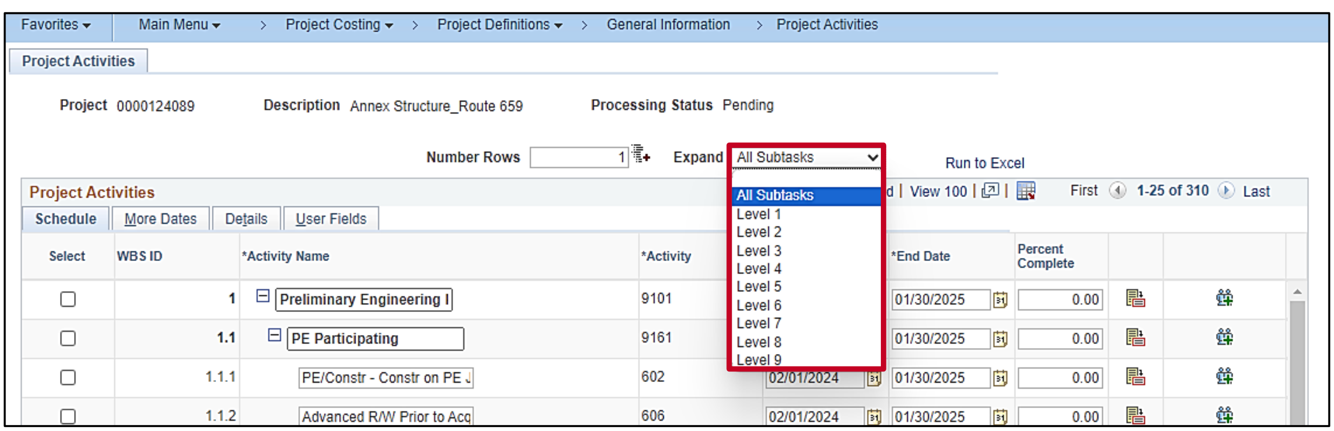
31. Click the **Project Activities** link.

The **Project Activities** page displays.



32. This page displays based on the Level in the **Expand** field and defaults to **All Subtasks**. The level and can be adjusted by clicking the drop-down arrow.

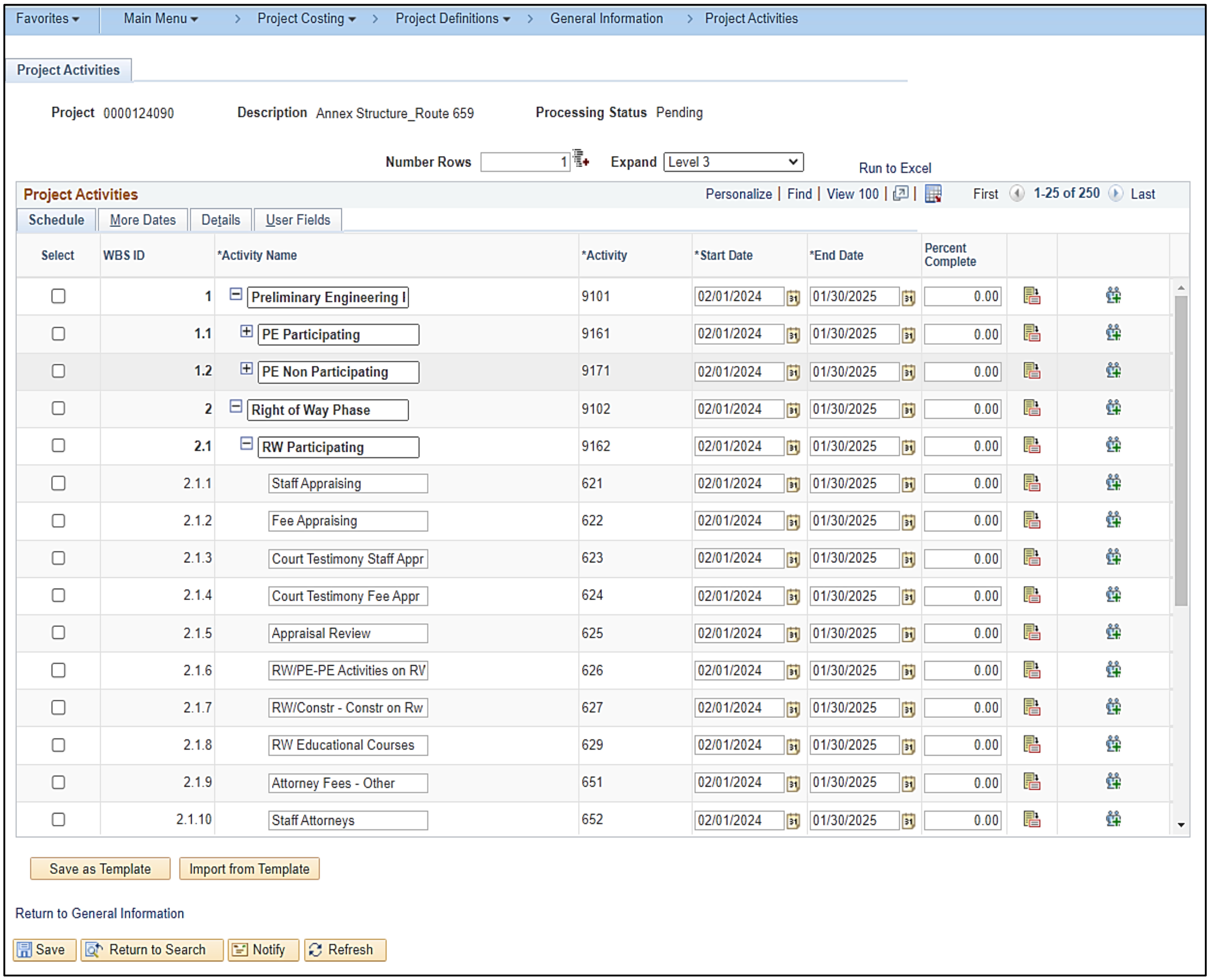
    Note: Users with read only access do not have the ability to change the display Level.



33. Choose the desired Level option.

Schedule Tab

The **Schedule** tab displays by default and displays the standard set of activities that default from the project template selected when the project was created.



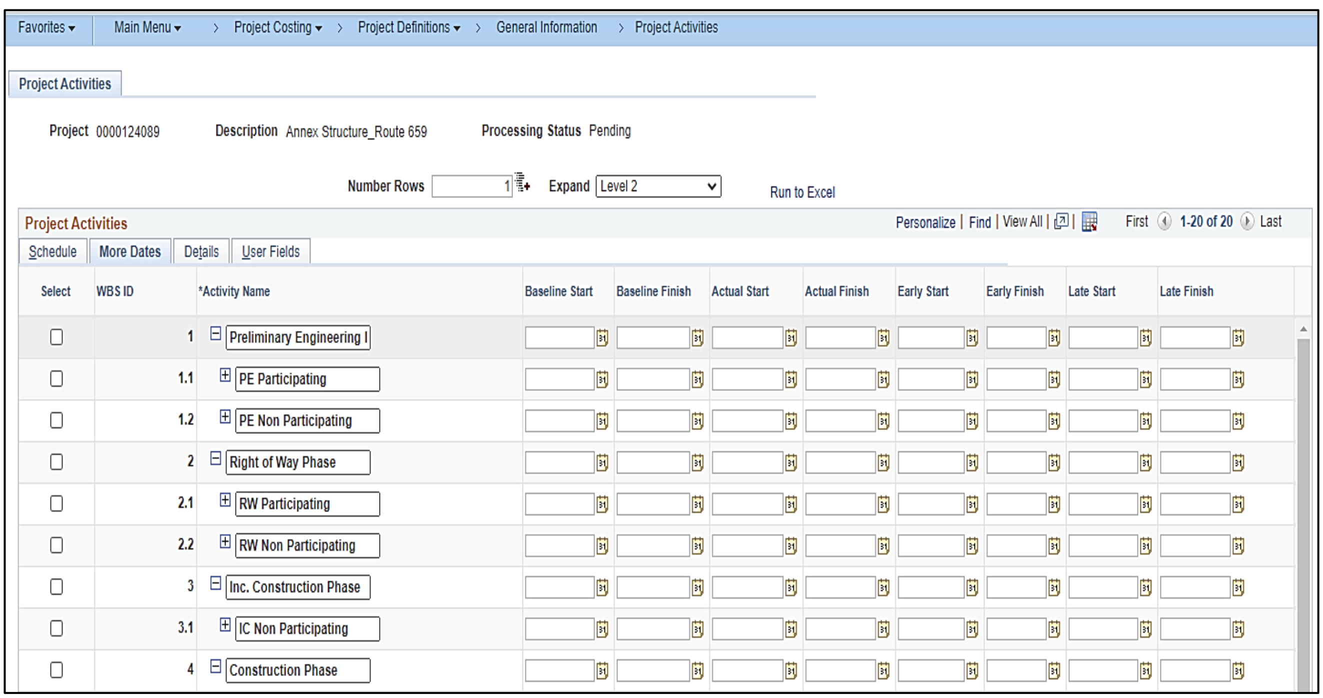
The table below provides information for the Headings on this page:

Fields	Description
WBS ID	The grid is referred to as the Work Breakdown Structure (WBS). This is a hierarchical grid that illustrates the relationship of the summary activity values (i.e., project phases) with their related detail activity values. The WBS allows the activities associated with each project to roll up to summary activities that represent a phase. Updates to the WBS are only made to a project template and will affect all projects with the same project type.

Fields	Description
Activity Name	Displays a unique description of the activity. Use the **(+)** and **(–)** icons next to the Activity Name to view the detail activities associated to the summary activity.
Activity	Displays the Activity number.
Start Date	This fields defaults to the project start date. This value can be updated as appropriate.
End Date	This date is the start date plus one year. This value can be updated as appropriate. **Note:** The activity Start and End dates do not control when an activity can be used on a transaction. However, these dates are used for reporting purposes to identify the time frame the activity/phase should be used.
Percent Complete	Not used in Cardinal

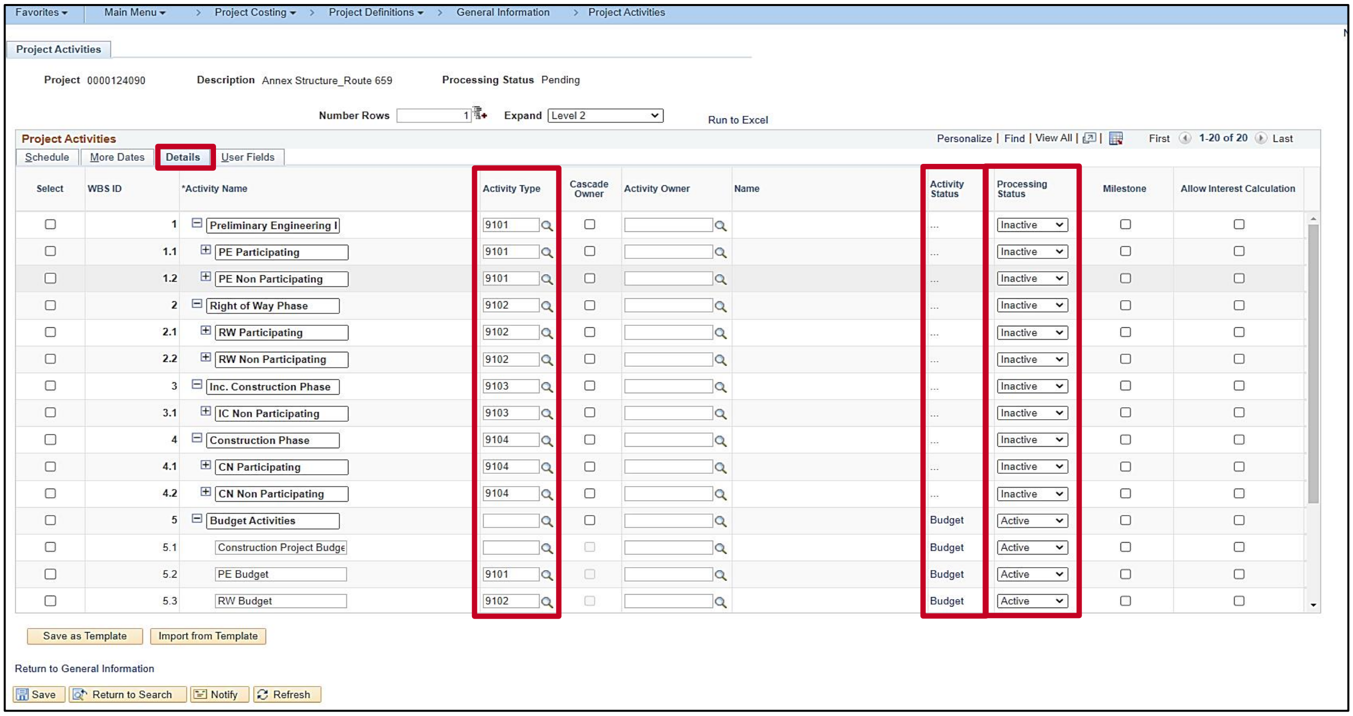
More Dates Tab

The **More Dates** tab contains optional activity dates that can be populated and used for reporting purposes. This tab is not used in Cardinal.



Details Tab

The **Details** tab contains additional activity attributes.



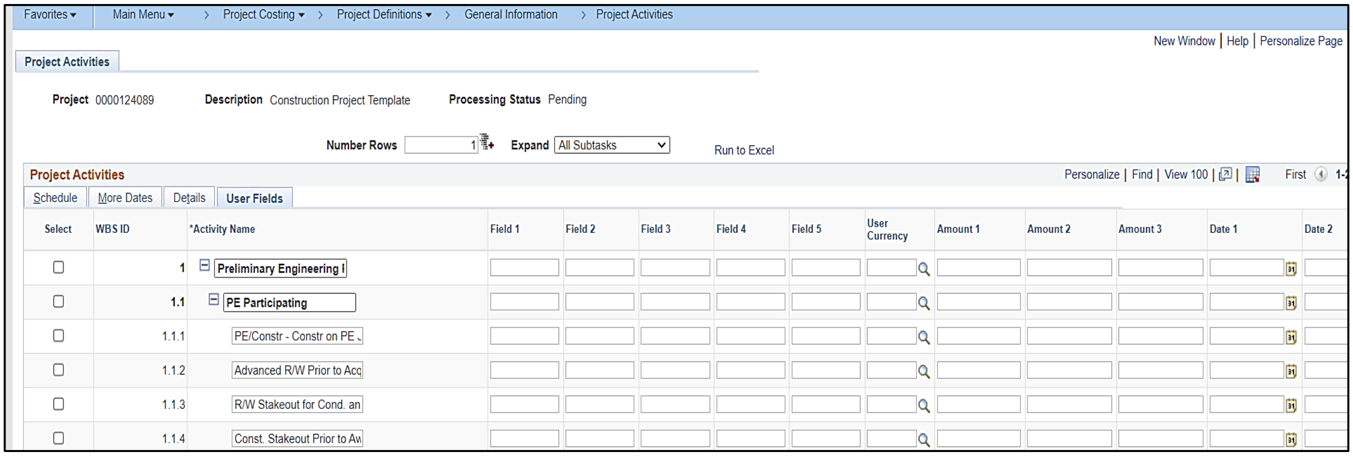
Fields	Description
Activity Type	Represents the phase the activity is associated to and defaults from the project template. Do not change these values. They are used for reporting purposes.
Activity Status	Defaults from the Project template and cannot be changed. **Note:** Activities with an **Activity Status** of **Budget** or **Hold** cannot be used on expenditure transactions.
Processing Status	There are two statuses: **Active** and **Inactive** **Note:** An activity must have a status of **Active** for it to be available for selection in other Cardinal modules such as GL and AP. These values should be updated as appropriate for the project.
Milestone checkbox	Not used in Cardinal
Allow Interest Calculation checkbox	Not used in Cardinal

34. Update the **Processing Status** for each **Activity** as appropriate.

Note: For convenience, the **Processing Status** should be updated at the highest level not at each individual activity level.

User Fields Tab

Note: This tab is not currently used in Cardinal.



35. Click the **Save** button.

Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML