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. An activity can only be used on one project type.

See the Job Aid titled **PA Project Type – Activity Relationships (VDOT Only)** to assist with determining the project template to use. This job aid is on the Cardinal Website in **Job Aids** under **Learning**. Once you have determined the type of project, it can be set up 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 will need to be created to move them.

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, users should follow agency policy regarding notifying approver(s) that the project and distribution are ready for review and approval.

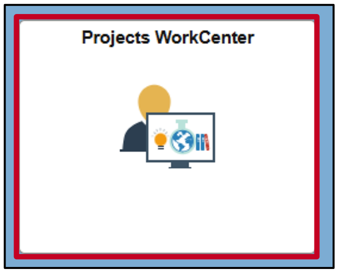
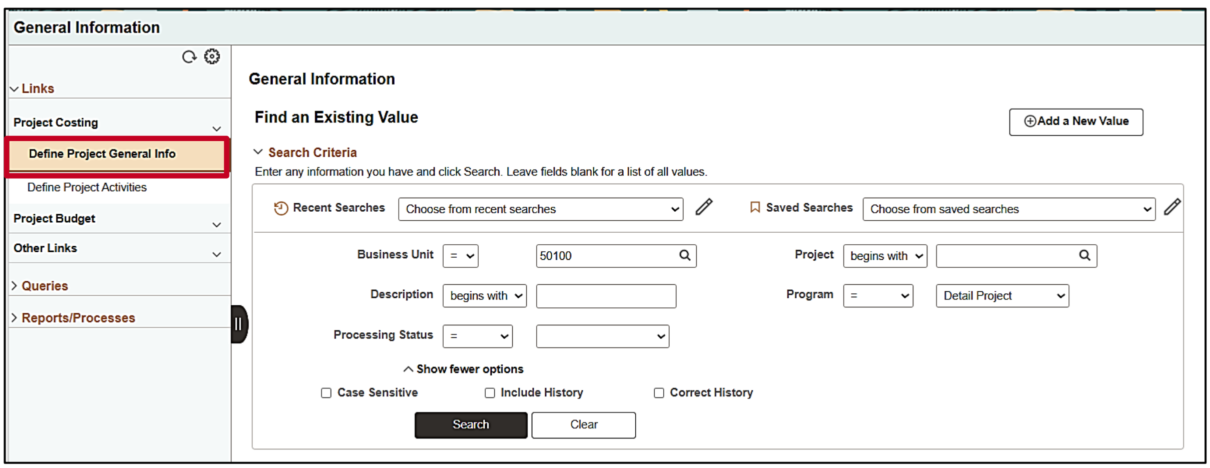
Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History

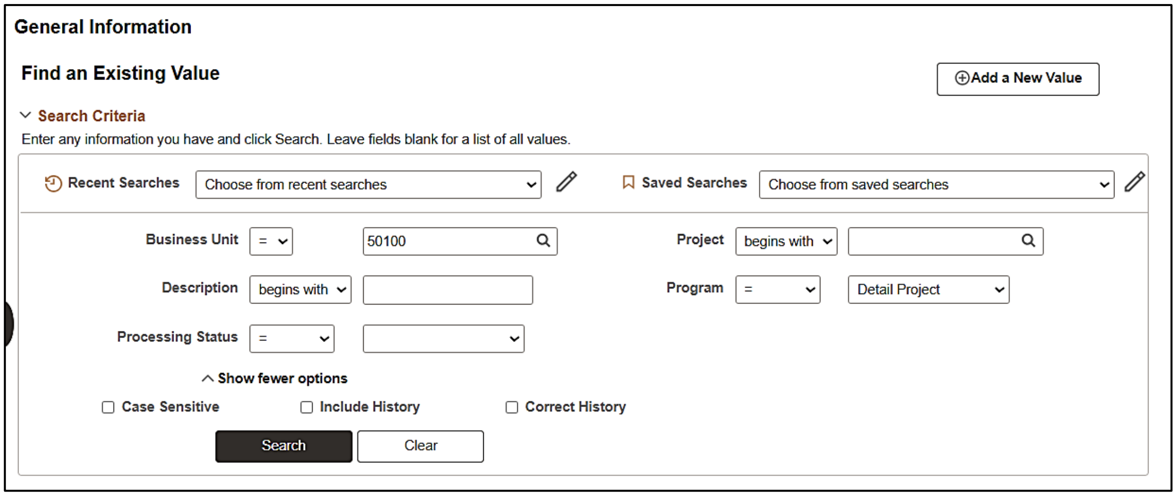
Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
11/8/2024	Baseline.

Setting Up the Project Details

Step	Action
1.	Navigate to the **General Information** page by clicking the **Projects WorkCenter** tile. 
	For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.
2.	Use the following navigation in the WorkCenter: **Links > Project Costing > Define Project General Info** **Note**: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the **General Information** page using the following navigation path: **NavBar > Menu > Project Costing > Project Definitions > Define Project General Info**

Step	Action

The **General Information Find an Existing Value Search** page displays.



3. Click the **Add a New Value** button.

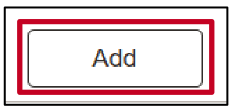
The **General Information Add a New Value** page displays.

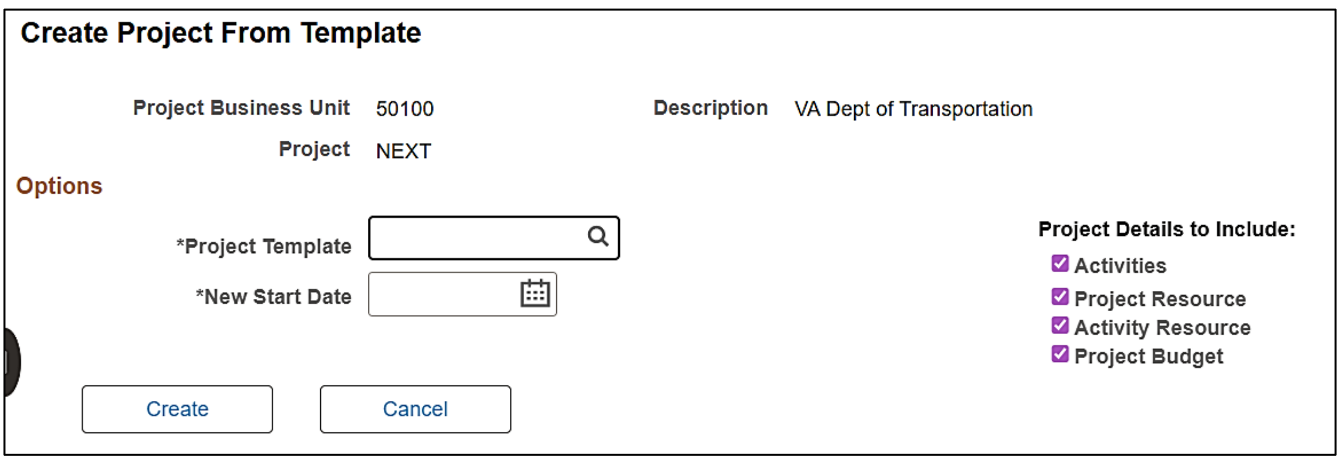
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The Business Unit field defaults and can be changed if the user has access to more than one BU.

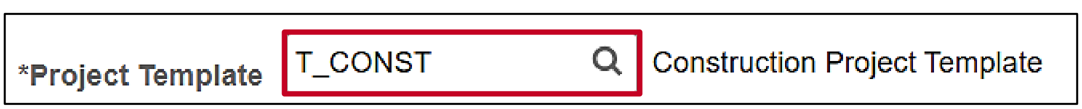
The Project field defaults to NEXT. Do not change this value as Cardinal auto assigns the project number.

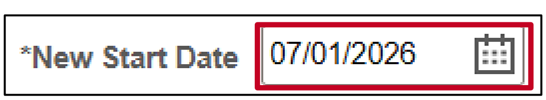
The Create field defaults to “Project from Template”. Do not change this value.


</td></tr>
<tr><td>4.</td><td>Click the Add button.

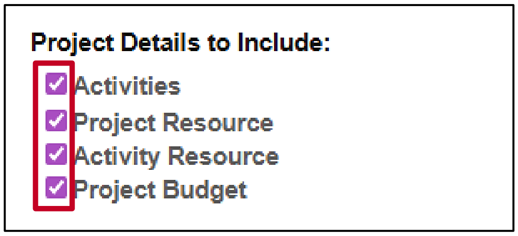

</td></tr>
<tr><td colspan="2">The Create Project From Template page displays.


</td></tr>
<tr><td>5.</td><td>Click the Project Template Look up icon and select the appropriate Project Template based on the determined Project Type. For this scenario, the Construction Project Template is selected.

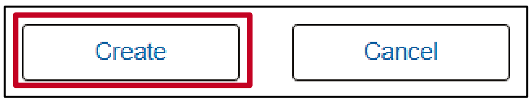

</td></tr>
<tr><td>6.</td><td>Enter the begin date for the project In the New Start Date field.


</td></tr>
</table>

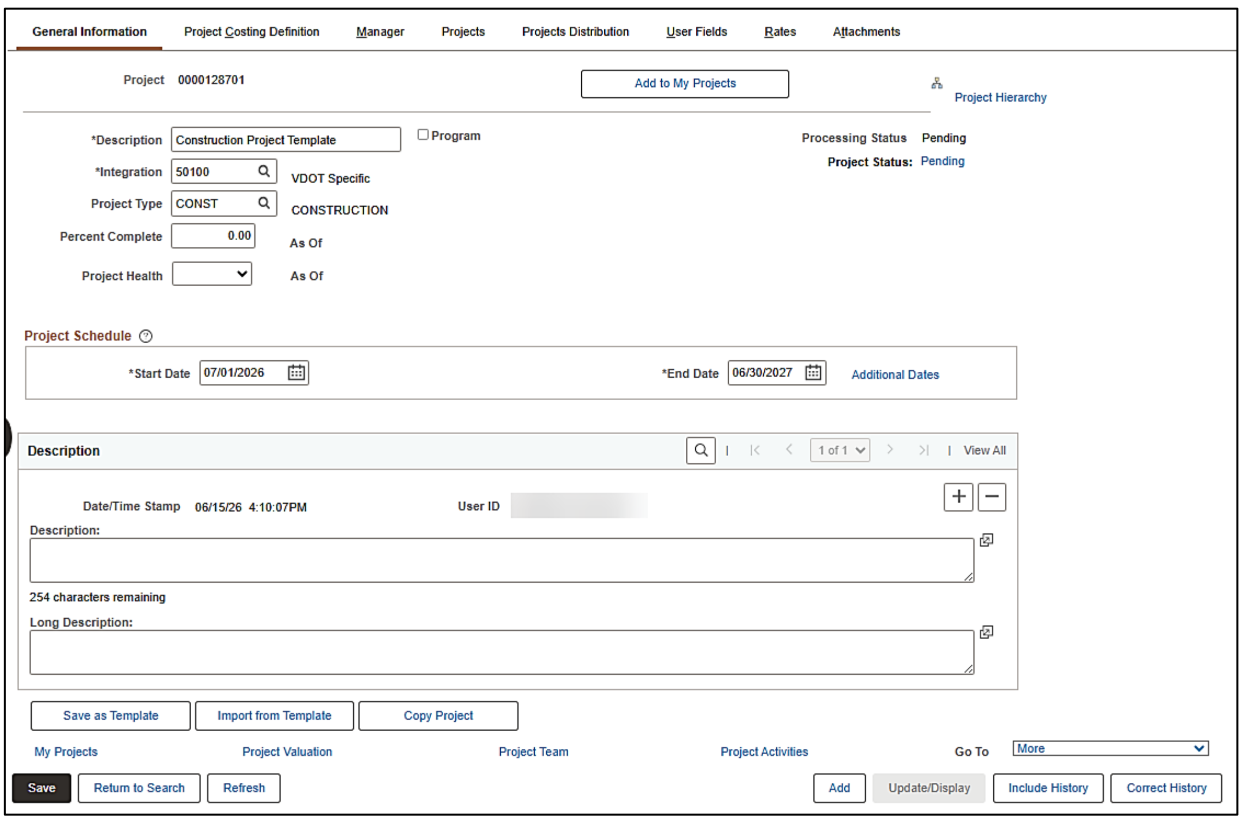
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>Do not uncheck any of the boxes under Project Details to Include section.



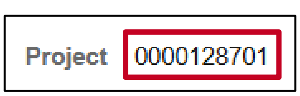
</td></tr>
<tr><td>7.</td><td>Click the Create button.



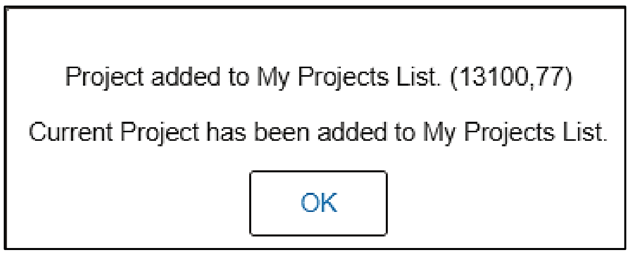
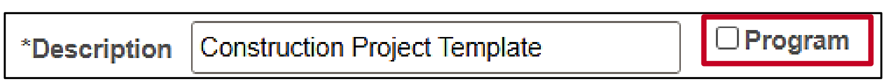
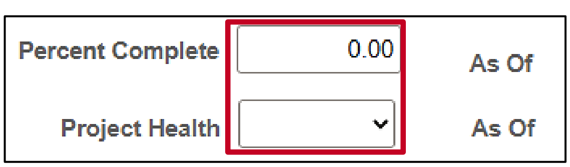
</td></tr>
<tr><td colspan="2">The General Information tab displays.

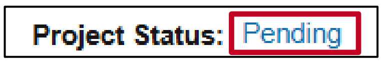
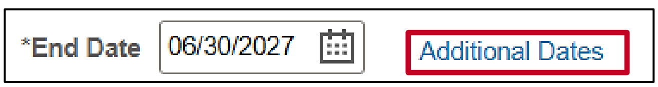
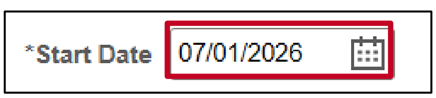
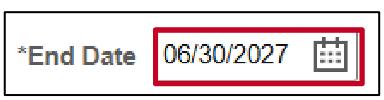


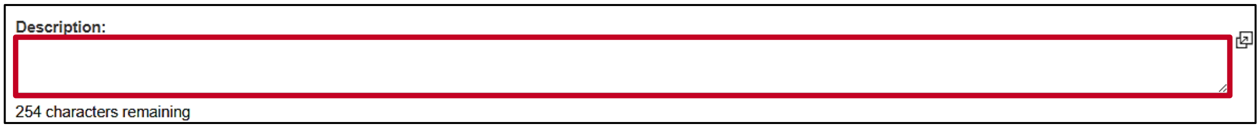
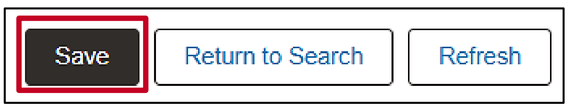
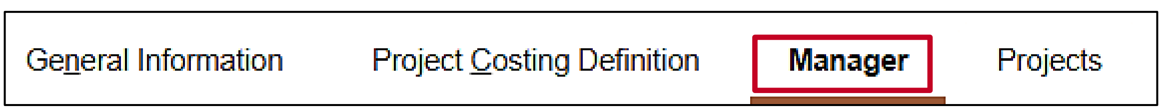
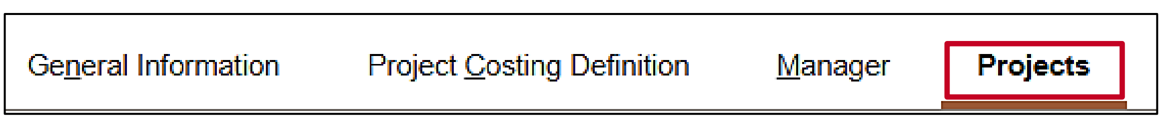
</td></tr>
<tr><td></td><td>The Project field displays the auto generated Project ID number.



</td></tr>
</table>

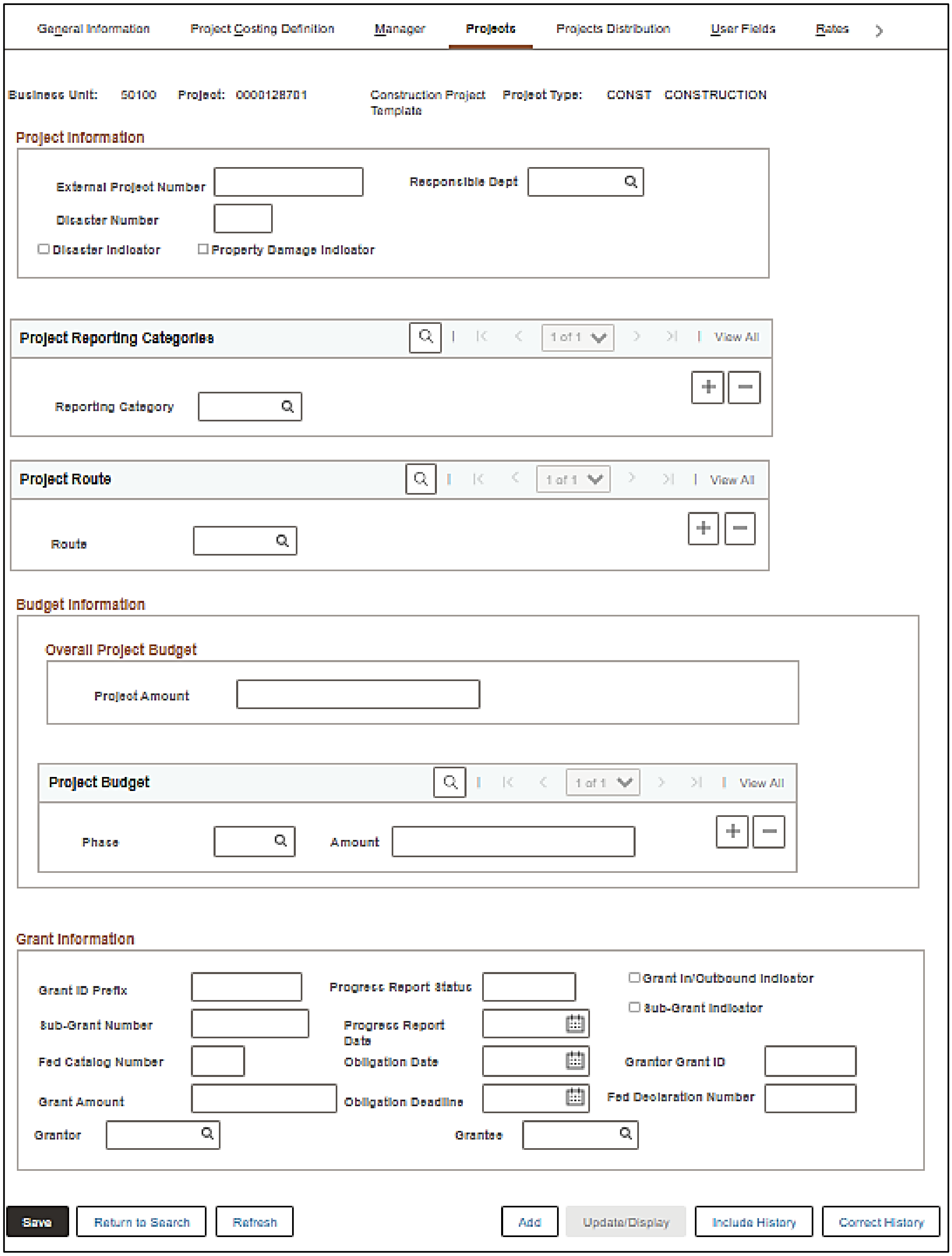
Step	Action
8.	Click the **Add to My Projects** button to save the project to a personal list of projects so it can be viewed on the My Projects page. 
	When this option is selected, a Message displays indicating the Project was added to My Project List. Click the **OK** button to return the **General Information** page.  Navigation path to access the **My Projects** page: **NavBar > Menu > Project Costing > My Projects**
9.	The **Description** field defaults based on the description associated with the project template selected on the previous page. Update as appropriate based on the project. 
	Do not check the **Program** checkbox when entering detailed projects. This checkbox is only used when creating a summary project.  The **Integration** field allows the project to integrate with other modules within the business unit. This field defaults to the agency BU and should not be changed.  The **Project Type** field defaults based on the Project Type that was selected. Do not change this value.  The **Percent Complete** and **Project Health** fields are not used in Cardinal. 

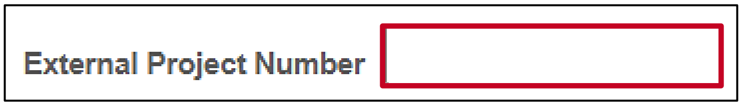
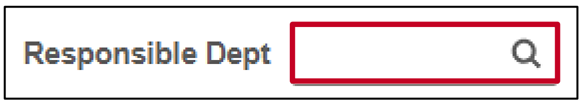
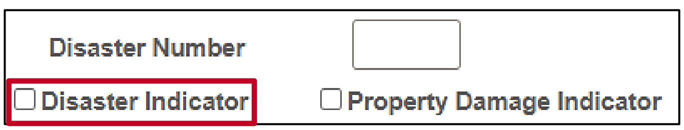
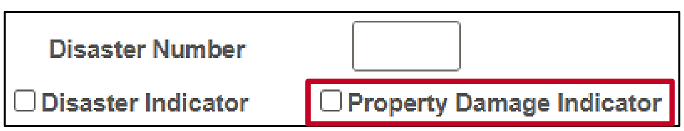
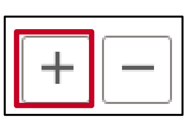
Step	Action
	The project **Processing Status** field is updated based on the Project Status. There are three processing statuses: Pending (Project Status value is Pending), Active (Project Status values are Budget, Open or Hold), and Inactive (Project Status is Closed). For more information about Processing Status, see the job aid titled **PA Project Status (VDOT Only)** located on the Cardinal website in Job Aids under Learning. 
10.	The **Project Status** field is updated over the life of the project. When the project status is updated, it will automatically update the Processing Status. Project statuses are: Pending, Budget, Open, Hold, and Closed. See the job aid titled PA Project Status for more details. See the PA355 PA Approvals job aid for more details on updating the Project Status. 
11.	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. User must provide an explanation for the request.
12.	The **Additional Dates** link 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. 
13.	The **Start Date** field defaults from the new start date entered on the **Create Project from Template** page. 
14.	Update the **End Date** field as applicable. This field defaults to one year after the start date. 
	The **Start Date** and **End Date** fields are for informational purposes only and do not control transaction processing. The Start Date of a project cannot be after any associated activity.

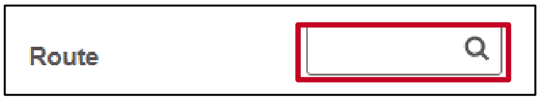
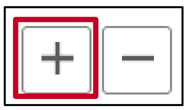
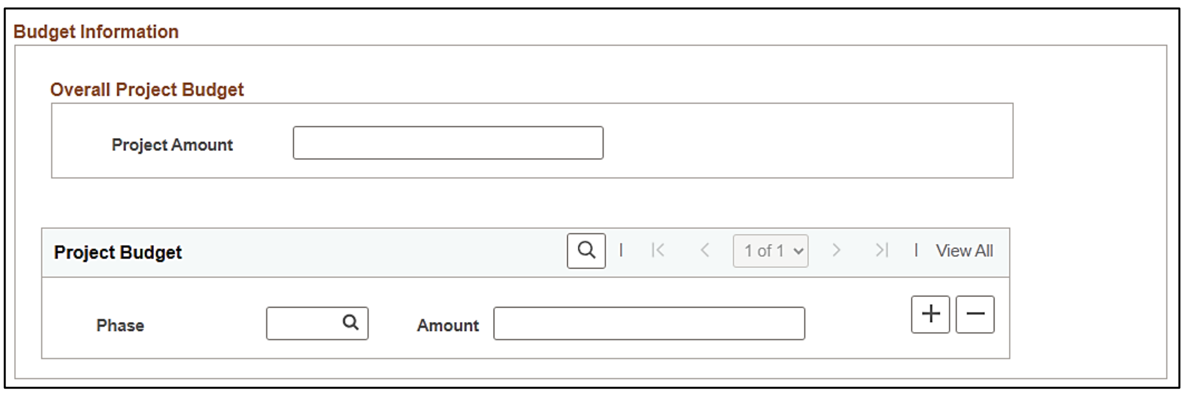
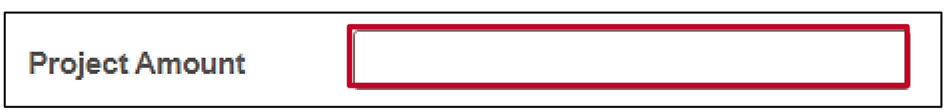
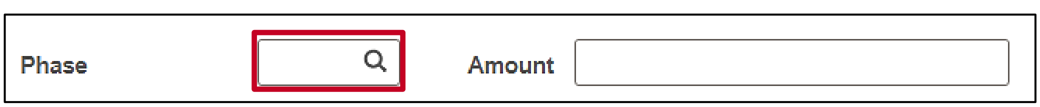
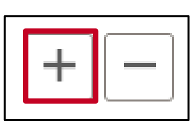
Step	Action
15.	Enter a more detailed description of the project in the **Description** field in the **Description** section. This field allows entry of up to 254 characters. The information in this field is interfaced via the **Project Expense Journal** extract. 
16.	Enter additional descriptive detail about the project in the **Long Description** field, if applicable. This field allows entry of up to 254 characters. 
17.	Click the **Save** button. 
	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. 
	The **Manager** tab is used to add, update, or view the project manager for a project. This tab is not required to be completed. Follow agency guidelines. To assign a project manager, see the Assigning a Project Manager section in this job aid. 
18.	Click the **Projects** tab. 

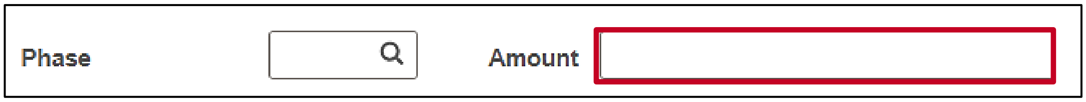
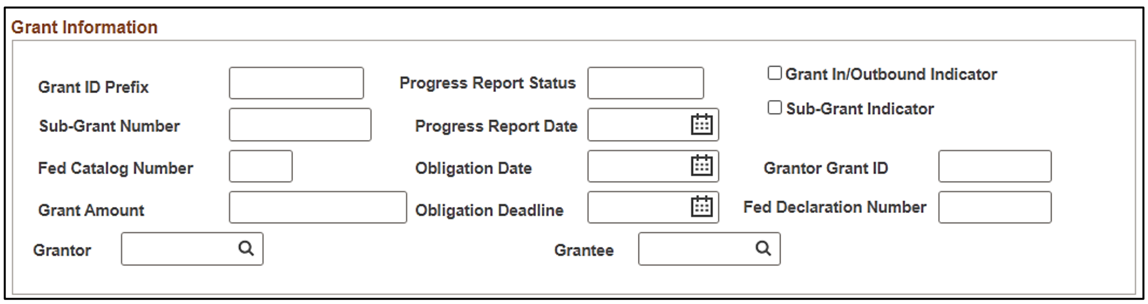
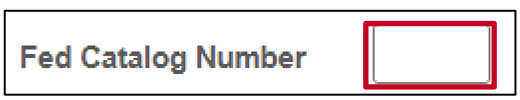
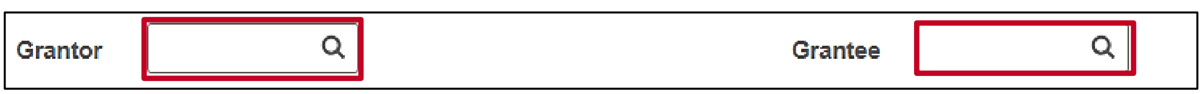
Step	Action

The **Projects** tab displays.



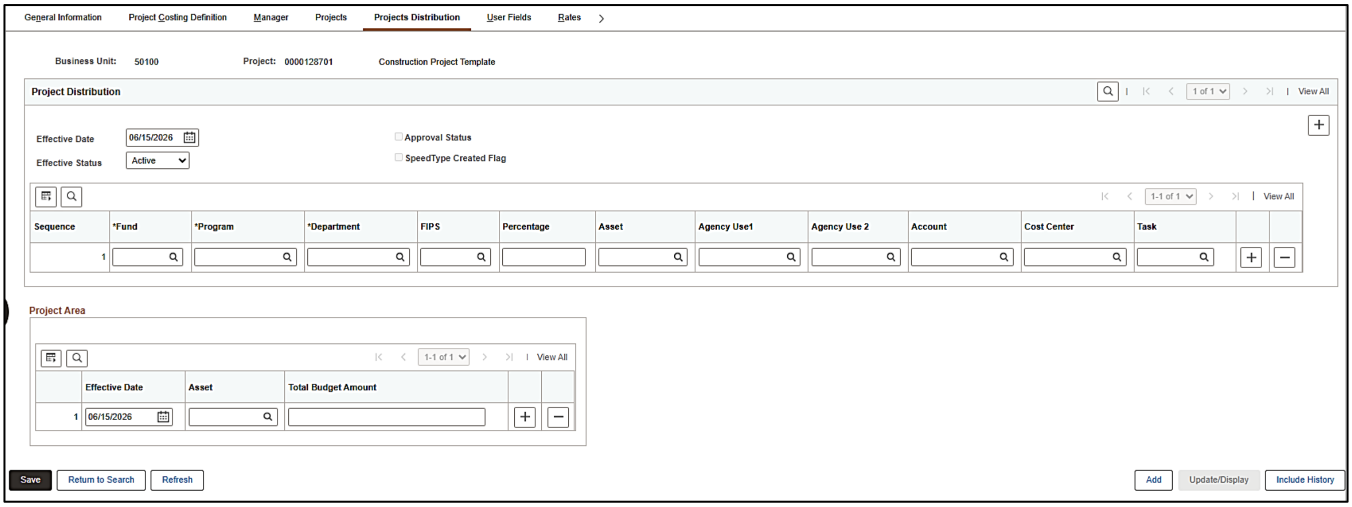
Step	Action
19.	In the **Project Information Section**, enter the project's number from an external system (e.g., SiteManager) in the **External Project Number** field, if applicable. 
20.	Enter the Division/District responsible for the management of the project in the **Responsible Dept** field. This 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. 
21.	Enter an externally generated disaster number in the **Disaster Number** field, if applicable. This number associates projects related to that disaster. 
22.	Check the **Disaster Indicator** checkbox if the **Disaster Number** field is populated. 
23.	Check the **Property Damage Indicator** checkbox if the project is related to property damage. **Note:** Currently there are no reports that utilize this information. 
24.	Enter categories in the **Project Reporting Categories** section, if applicable. The **Reporting Category** field allows for reporting by select categories (e.g., COAL (Coal Severance), FDEL (Federal Eligible), RAIL (Rail Access), etc. 
25.	Use the **Add a New Row** (**+**) button to add categories if needed. 

Step	Action
	To create a new reporting category, send a request to the Central Office Fiscal Division.
26.	Enter specific route(s) in the **Project Route** section, if applicable. The **Route** (Agency Use 2) field allows for reporting on specific route(s) associated with the project. 
27.	Use the **Add a New Row** (**+**) button to add routes, if needed. 
	The **Budget Information** section allows the user to enter project related budget data. Data entered here is for informational purposes and does not relate to budget journal transactions. 
28.	Enter the overall project budget in the **Project Amount** field. 
29.	Enter project phases in the **Project Phase** field. 
30.	Click the **Add a New Row** (**+**) button to add phases if needed. 

Step	Action
31.	Enter the budget amount for each phase of the project in the **Amount** field. 
	If a project relates to a grant, enter the information in the **Grant Information** section as applicable. The section also contains the **Fed Catalog Number** (this is the ALN, Assistance Listing Number, formerly known as CFDA, Catalog of Federal Domestic Assistance). The **Grant Information** fields are mostly free form fields and are used for informational purposes only. Enter the values as appropriate if applicable. 
32.	Enter the appropriate value in the **Fed Catalog Number** field (ALN), if applicable. This is used when the project has federal funds. 
33.	Select from the list of valid values for the **Grantor** and **Grantee** fields, if applicable. 
34.	Click the **Projects Distribution** tab. 

Step	Action

The **Projects Distribution** tab displays.



Projects 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:

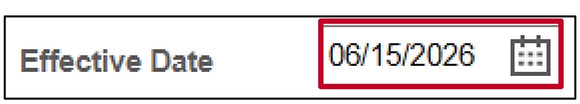
- It creates funds distribution rules allowing Project costs to be distributed
- It creates a SpeedType/SpeedChart which defaults the specified ChartField values on the project-related transactions

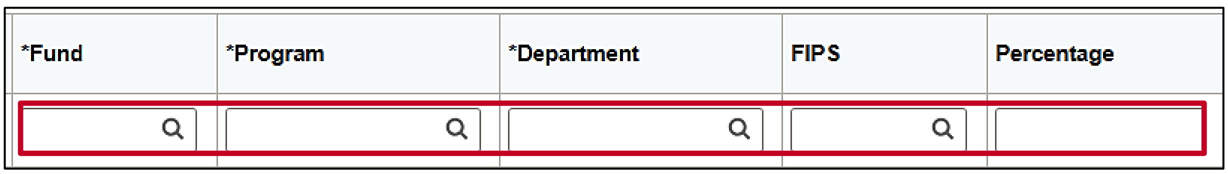
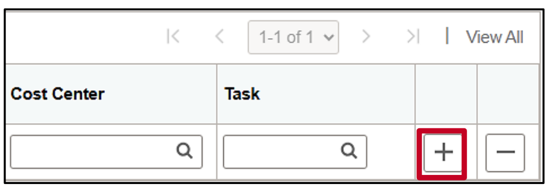
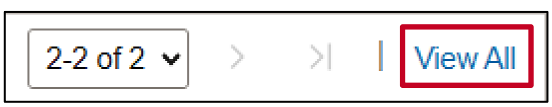
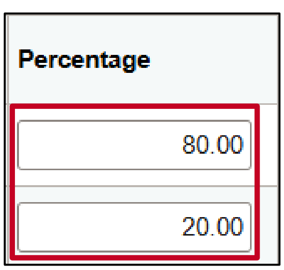
When entering project distributions, determine the number of rows to add to the project distribution and the associated percent split. The percentage determines how the project expenditures are split.

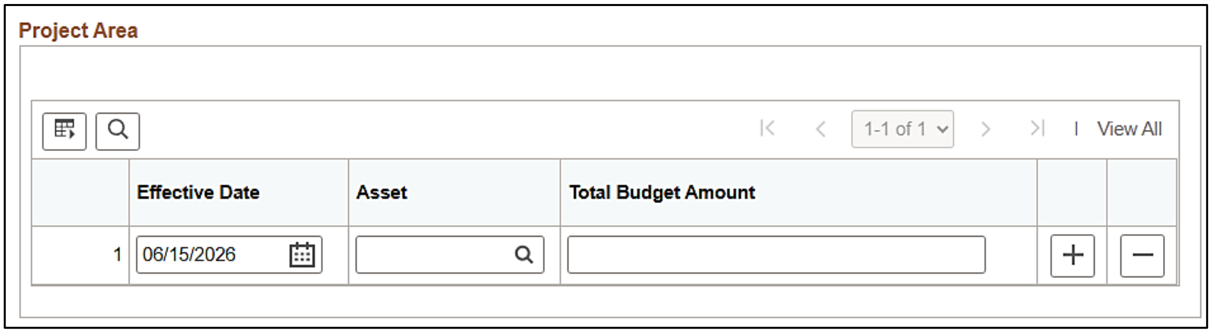
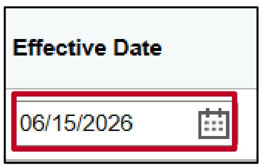
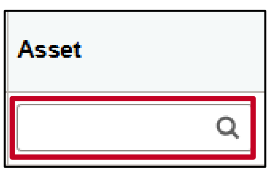
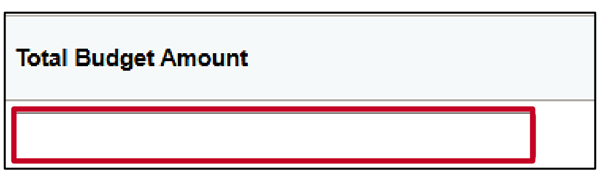
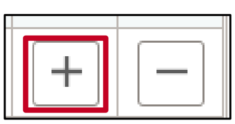
Note: The more ChartFields that are used to split the transaction, the more complex it becomes to calculate the percentage for each distribution line.

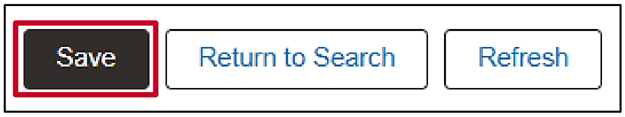
Once the project is approved and SpeedTypes are created, the project number is used as the SpeedType/SpeedChart value.

Step	Action
35.	Enter the applicable date in the **Effective Date** field. The Effective Date is the date Cardinal begins applying the project distribution to costs interfaced to the Project Costing module.

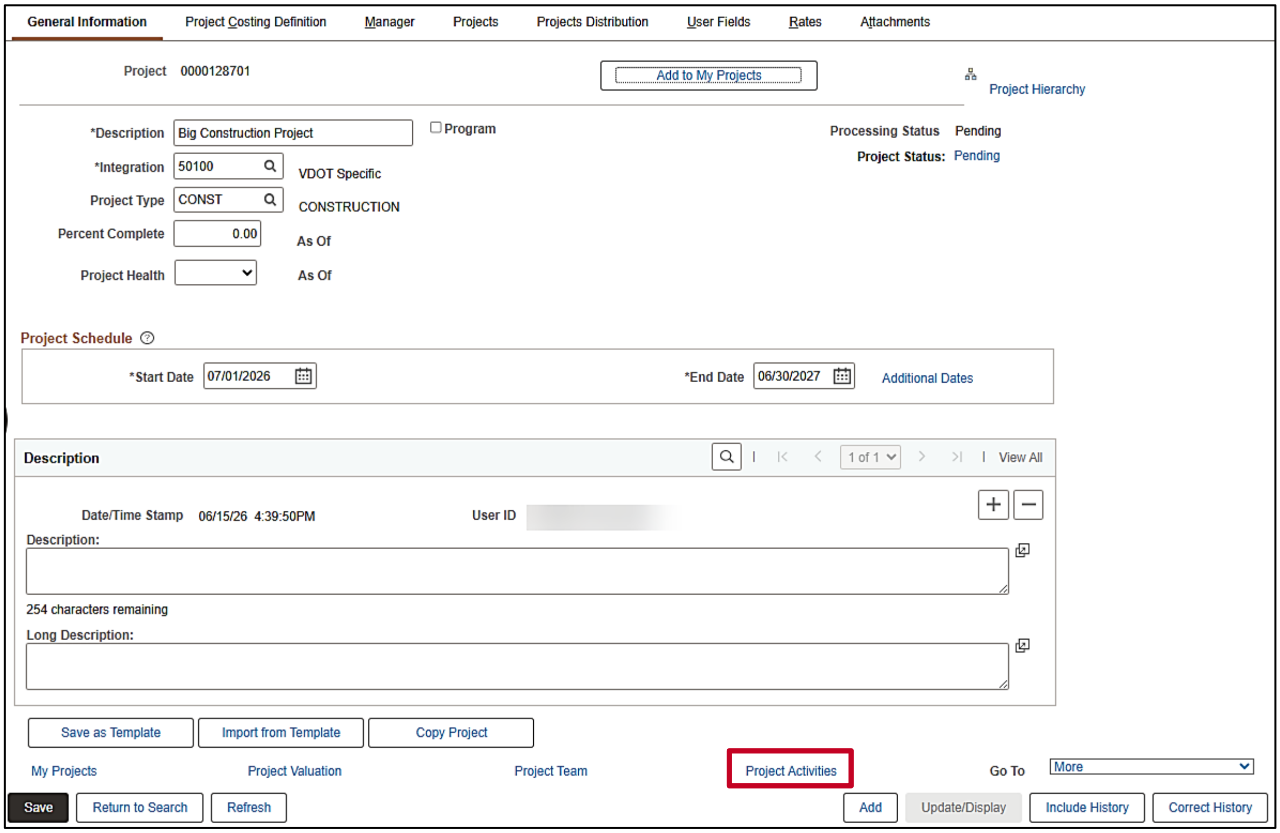


Step	Action
	This date should be greater than or equal to the date the Project Status was set to Open (O) and before any expenditures can be processed. This date also updates the effective date on the project SpeedChart definition and the start date of the fund's distribution rule. When determining the effective date, consideration should be given to all modules (transaction types) that will charge to this project (e.g., Time and Attendance).
36.	Enter the required ChartField values which are: **Fund**, **Program**, **Department**, **FIPS** (may or may not be required depending on the project), and **Percentage**. 
37.	Click the **Add a New Row** (**+**) button to add a row when multiple distributions are needed. 
38.	Click the **View All** link to see multiple distributions on the screen at the same time. 
39.	Enter ChartField values for each additional row, as applicable.
40.	Ensure that the **Percentage** fields are updated appropriately and total 100%. 
	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; however, all lines are used to create the fund distribution rules. Assets tied to Federal contracts cannot be entered on the project distribution lines.

Step	Action
(info)	The **Project Area** section associates one or more Assets to the project. Enter all Assets (i.e., structures) related to the project in the Project Area section as needed. The Assets in this section are included in the Chart of Accounts (COA) extract which is sent to SiteManager daily. 
41.	Update the **Effective Date** field as appropriate. This field defaults with today's date. It is not associated with the project distribution effective date. 
42.	Click the **Asset Look up** icon and select the applicable Asset. 
43.	Enter the budget amount for the associated structure in the **Total Budget Amount** field. This is optional and used for informational purposes only. 
44.	Click the **Add a New Row** (**+**) button to add additional asset and budget information as necessary. 

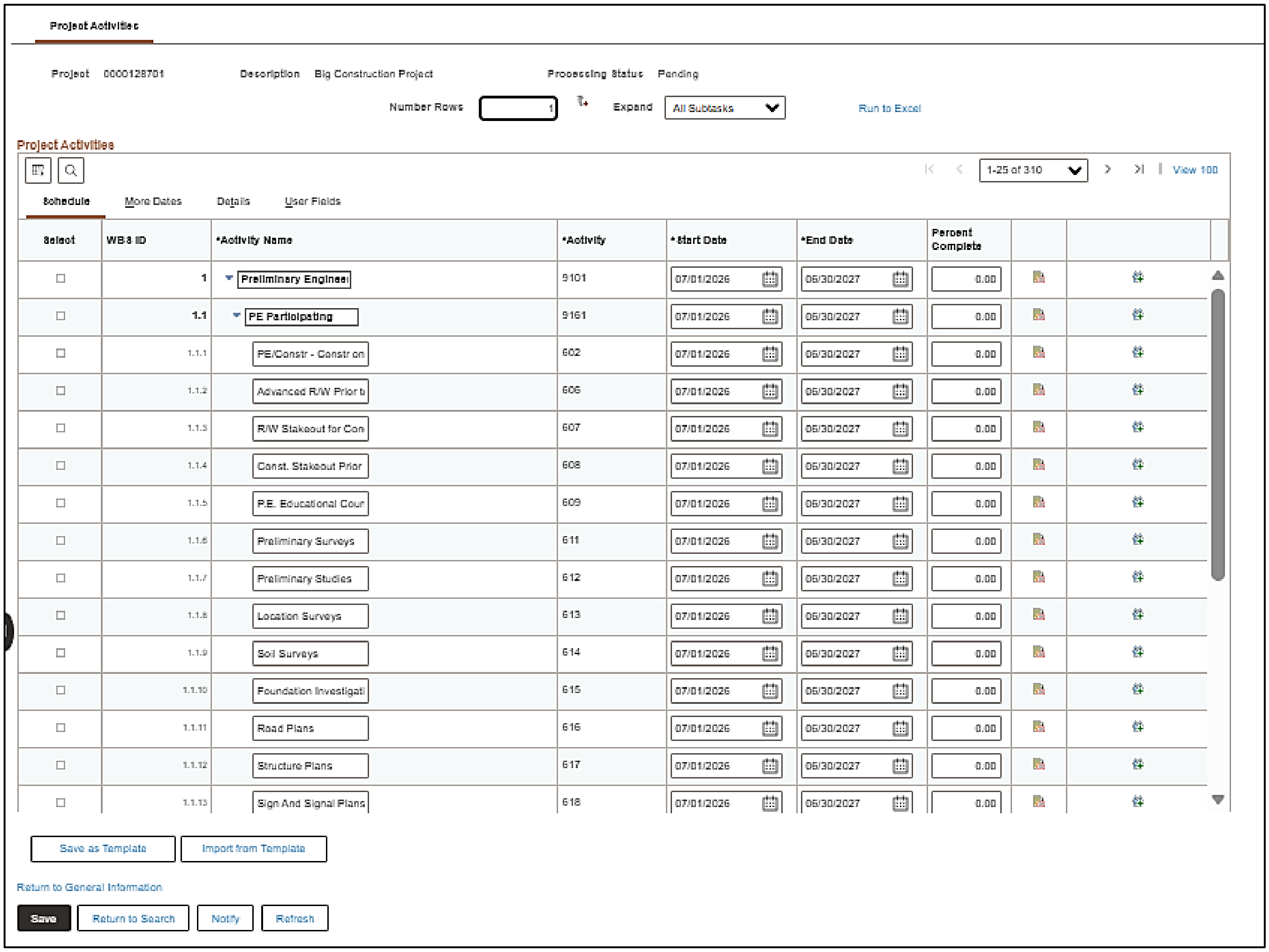
Step	Action
45.	Click the **Save** button. 
	The **User Fields** tab is not required to be completed. It is used to provide additional information about the project in several free-form user defined fields. Follow agency guidelines on the use of these fields when setting up a project. 
	The **Rates** 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. This tab does not require any data entry when creating a project. 
	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. Follow agency guidelines regarding which documents, if any, should be attached for the project. 

Step	Action
	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 with federal contracts and non-participating activities 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.

Step	Action
	To access the project activities information, click the **Project Activities** link at the bottom of all tabs except **Projects** and **Projects Distribution**. Its location on the **General Information** tab is shown below. 
46.	Click the **Project Activities** link. 

Step	Action

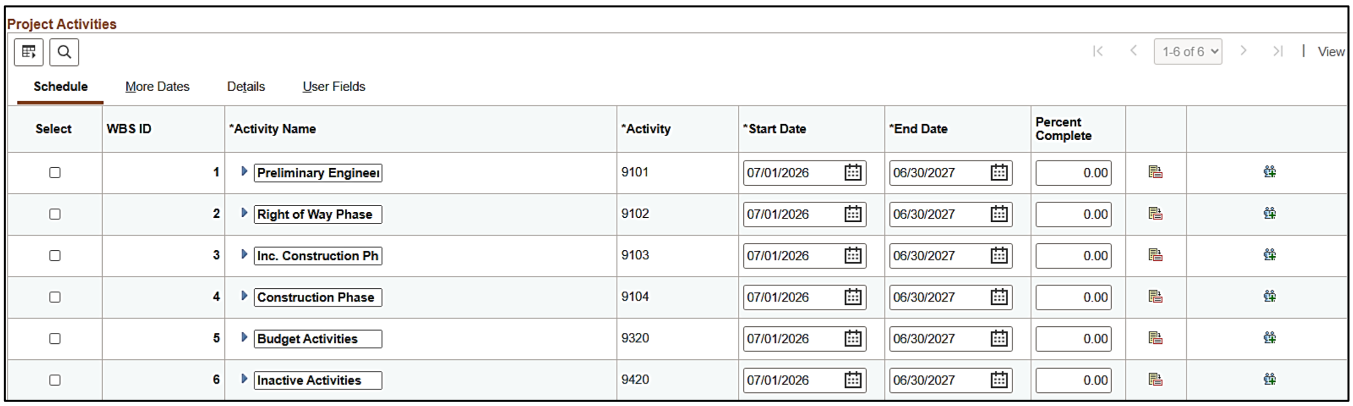
The **Project Activities** page displays.



	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. This page displays based on the level in the **Expand** field and defaults to "All Subtasks". The level can be adjusted by clicking the drop-down arrow. Users with read-only access do not have the ability to change the display Level.

Step	Action
47.	Click the **Expand** dropdown arrow button and select the desired level option.

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.

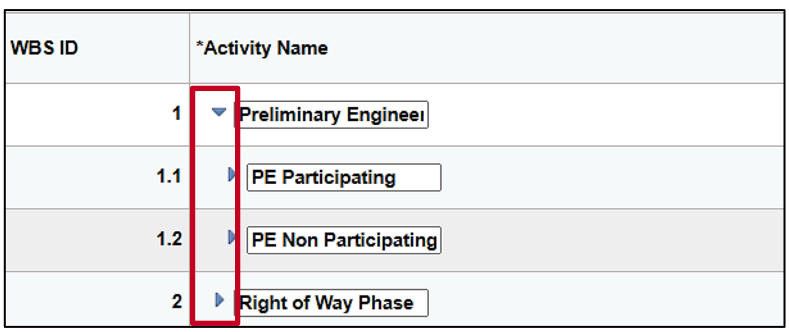

Project Activities

1-6 of 6 | View

Schedule | More Dates | Details | User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete		
☐	1	Preliminary Engineei	9101	07/01/2026	06/30/2027	0.00		
☐	2	Right of Way Phase	9102	07/01/2026	06/30/2027	0.00		
☐	3	Inc. Construction Ph	9103	07/01/2026	06/30/2027	0.00		
☐	4	Construction Phase	9104	07/01/2026	06/30/2027	0.00		
☐	5	Budget Activities	9320	07/01/2026	06/30/2027	0.00		
☐	6	Inactive Activities	9420	07/01/2026	06/30/2027	0.00		

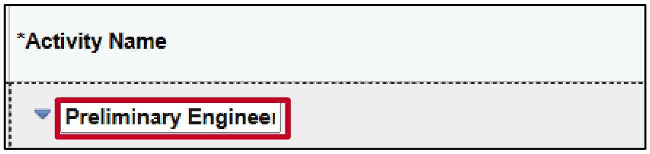
Step	Action
48.	Click the **Expand** and **Collapse** icons next to the **Activity Name** field to view the detail activities associated with the summary activity.



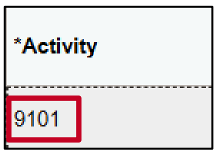
WBS ID	*Activity Name
1	Preliminary Engineei
1.1	PE Participating
1.2	PE Non Participating
2	Right of Way Phase

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>

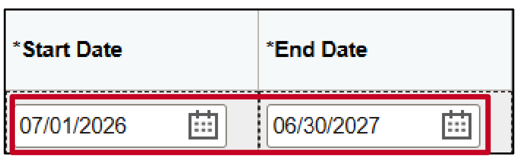
The **Activity Name** field displays a unique description of the activity.



The **Activity** column displays the Activity number.

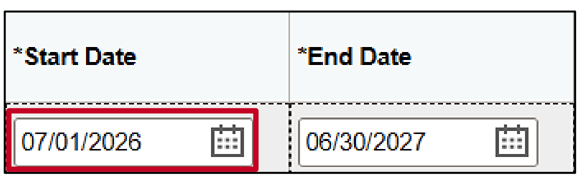


The activity Start and End dates do not control when an activity can be used on a transaction. However, these dates are used for reporting purposes to identify the timeframe the activity/phase should be used.



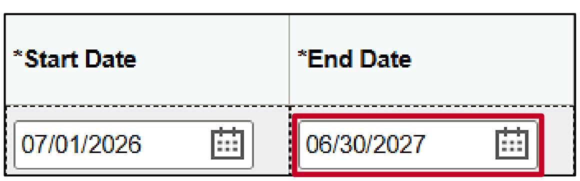
</td></tr>
<tr><td>49.</td><td>

Update the **Start Date** field as appropriate. This field defaults to the project start date.



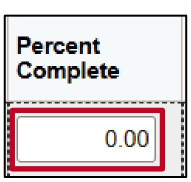
</td></tr>
<tr><td>50.</td><td>

Update the **End Date** field as appropriate. This field defaults to start date plus one year.



</td></tr>
<tr><td></td><td>

The **Percent Complete** field is not used in Cardinal.



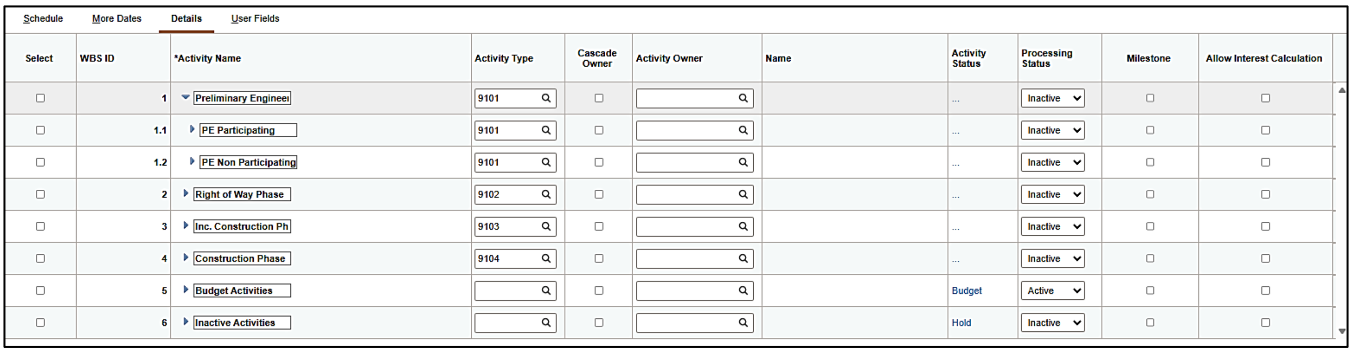
</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td></td><td>The More Dates tab contains optional activity dates that can be populated and used for reporting purposes. This tab is not used in Cardinal.

</td></tr>
<tr><td>51.</td><td>Click the Details tab.

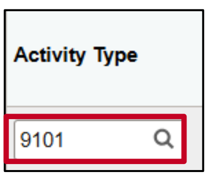
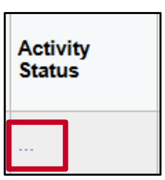
</td></tr>
</table>

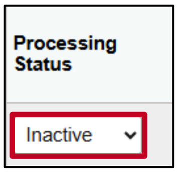
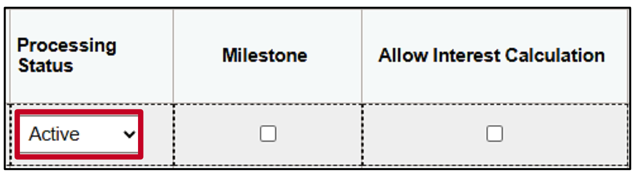
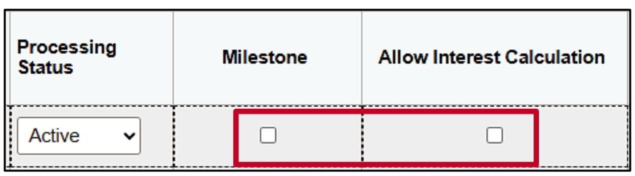
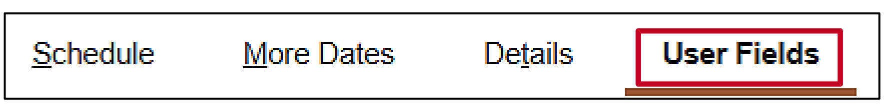
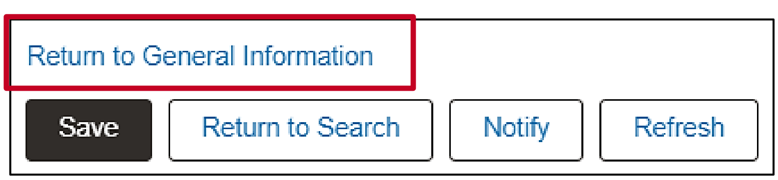
The **Details** tab displays.



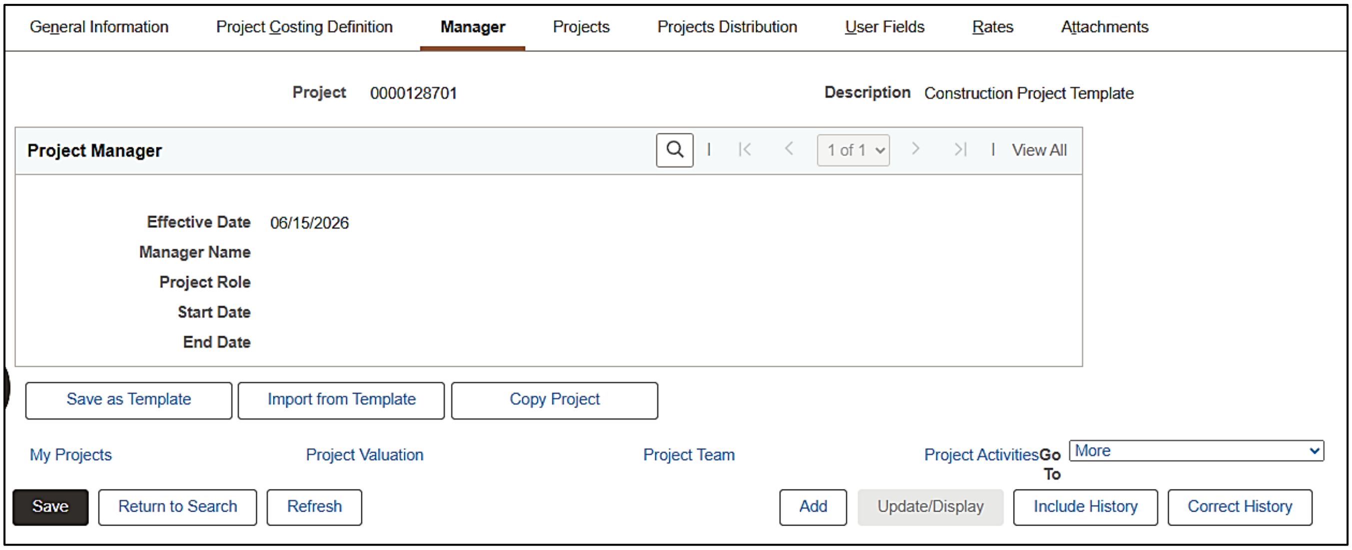
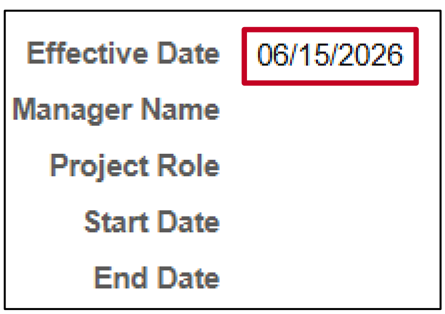
Schedule | More Dates | Details | User Fields

Select	WBS ID	*Activity Name	Activity Type	Cascade Owner	Activity Owner	Name	Activity Status	Processing Status	Milestone	Allow Interest Calculation
☐	1	Preliminary Engineer	9101	☐			...	Inactive	☐	☐
☐	1.1	PE Participating	9101	☐			...	Inactive	☐	☐
☐	1.2	PE Non Participating	9101	☐			...	Inactive	☐	☐
☐	2	Right of Way Phase	9102	☐			...	Inactive	☐	☐
☐	3	Inc. Construction Ph	9103	☐			...	Inactive	☐	☐
☐	4	Construction Phase	9104	☐			...	Inactive	☐	☐
☐	5	Budget Activities		☐			Budget	Active	☐	☐
☐	6	Inactive Activities		☐			Hold	Inactive	☐	☐

<table>
<tr><td>52.</td><td>The Activity Type field represents the phase the activity is associated with and defaults from the project template. Do not change these values. They are used for reporting purposes.

</td></tr>
<tr><td>53.</td><td>The Activity Status field defaults from the Project template and cannot be changed. Activities with an Activity Status of Budget or Hold cannot be used on expenditure transactions.

</td></tr>
</table>

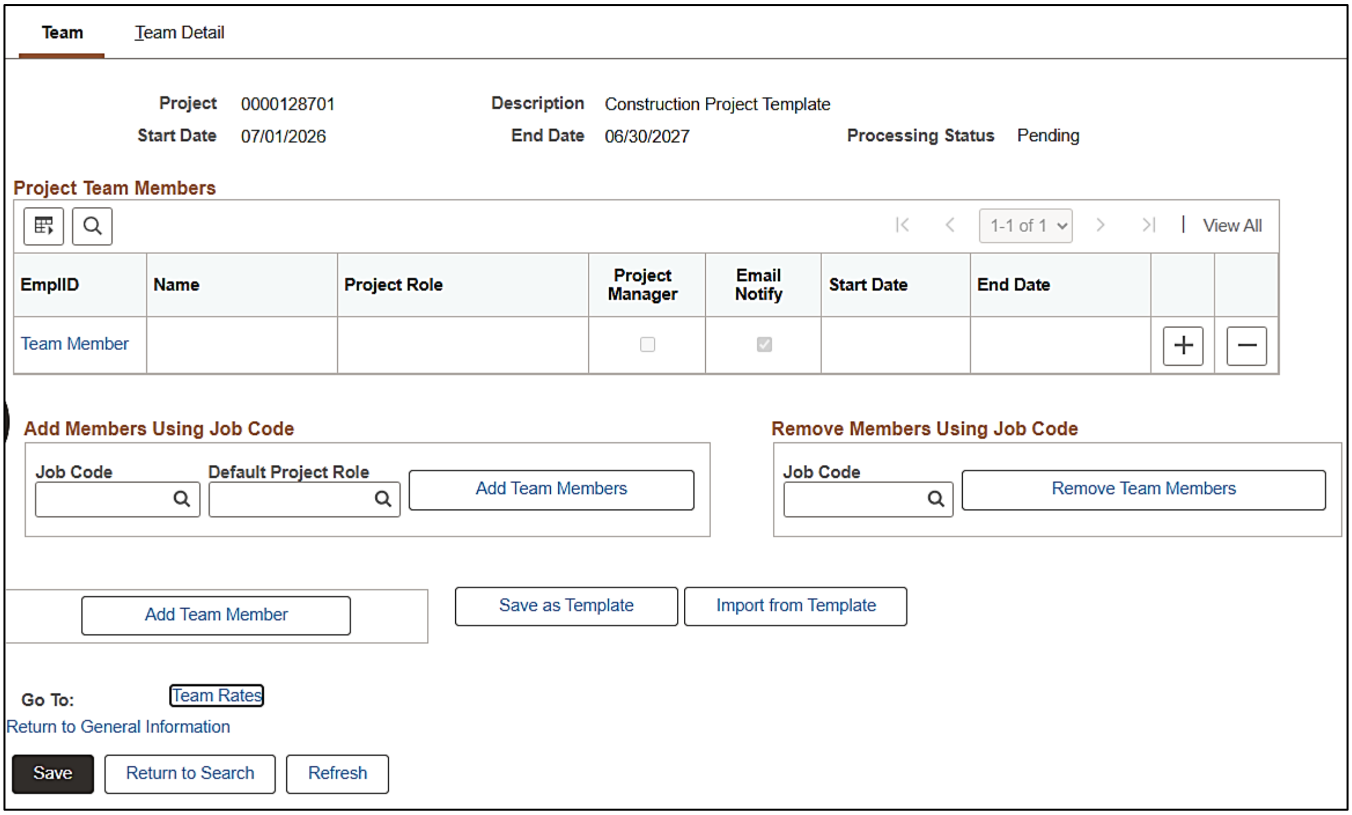
Step	Action
	The **Processing Status** field has two options: Active and Inactive. An activity must have a status of Active for it to be available for selection in other Cardinal modules such as General Ledger (GL) and Accounts Payable (AP). These values should be updated as appropriate for the project. 
54.	Update the **Processing Status** field for each Activity as appropriate. For convenience, the Processing Status should be updated at the highest level not at each individual activity level (e.g., update at the 1 or 1.1 level and not the 1.1.1 level). 
	The **Milestone** and **Allow Interest Calculation** checkboxes are not used in Cardinal. 
	The **User Fields** tab is not currently used in Cardinal. 
55.	Click the **Save** button. 
56.	Click the **Return to General Information** link to return to the **General Information** page. 

Assigning a Project Manager

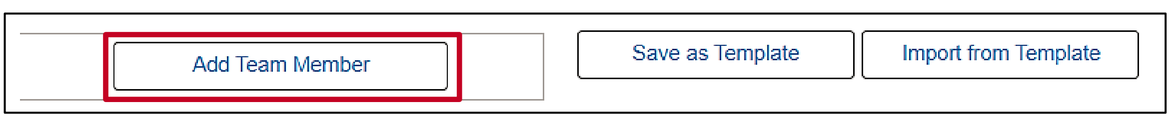
Step	Action
	A project manager can be assigned to a project from the **Manager** tab of the **General Information** page. 
	The **Effective Date** field defaults to the current date. The remaining fields are blank until a project manager has been assigned. 
1.	Click the **Project Team** link. 

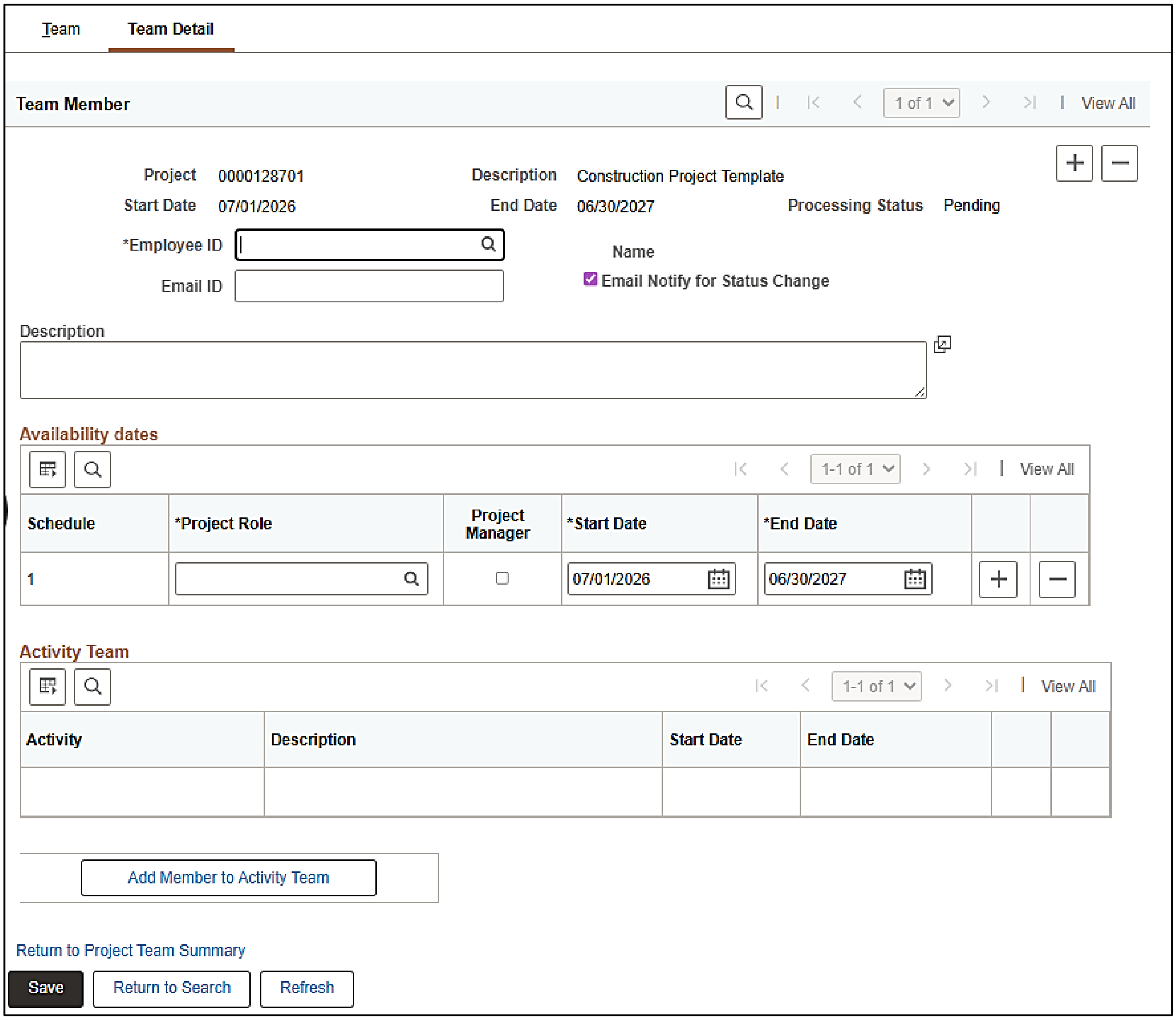
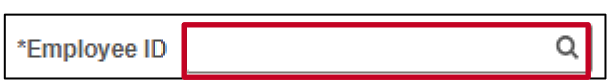
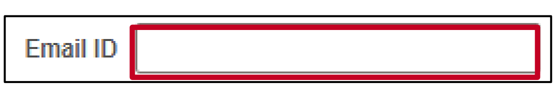
Step	Action

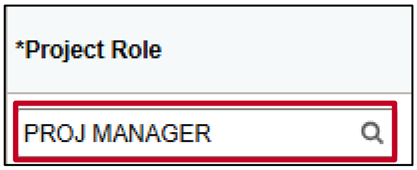
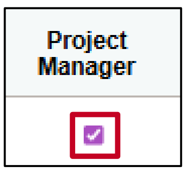
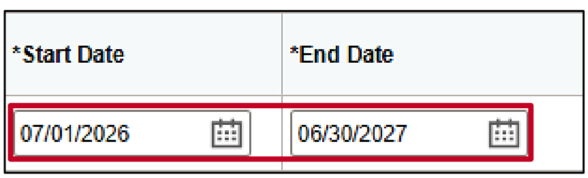
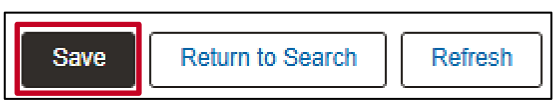
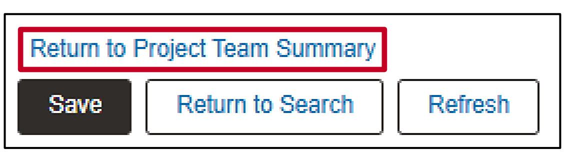
The **Team** tab displays.

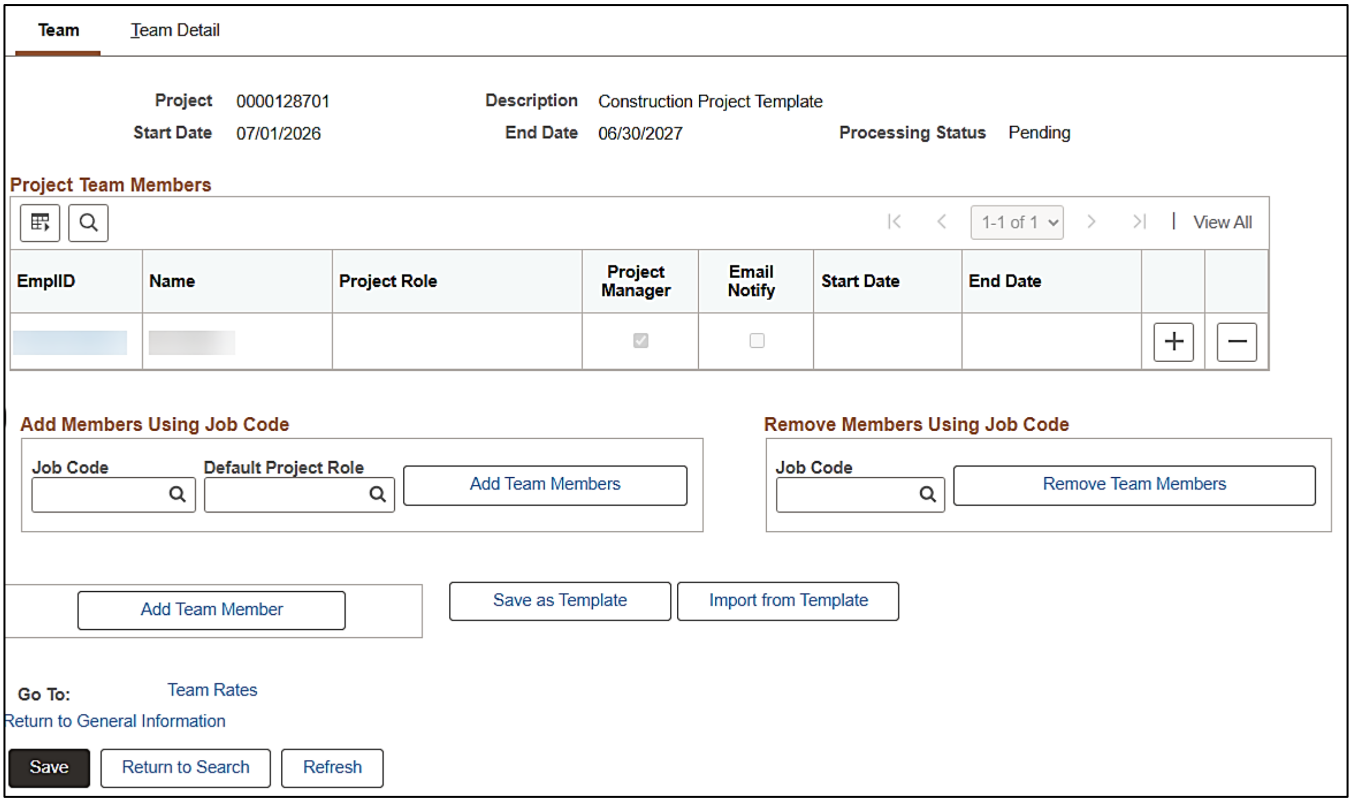
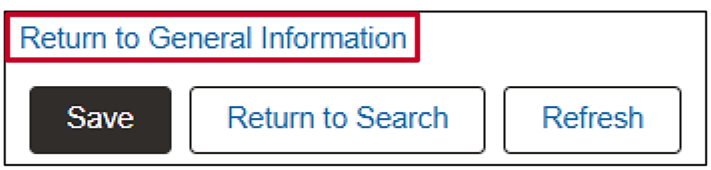


2\. Click the **Add Team Member** button.



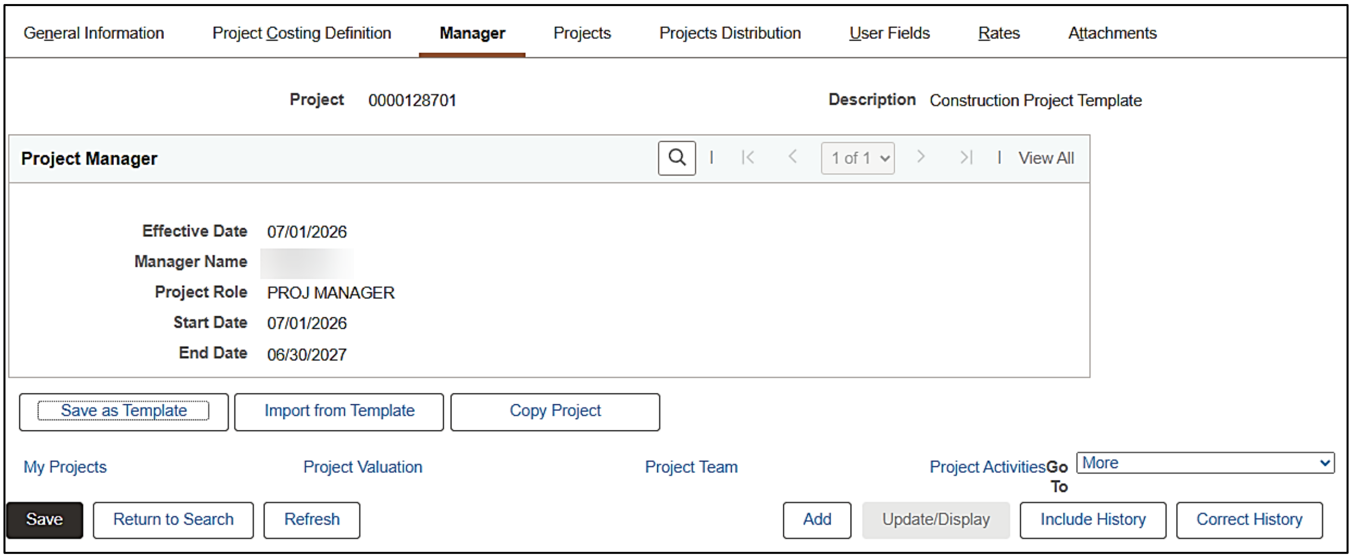
Step	Action
	The **Team Detail** tab displays. 
3.	Enter the Employee ID of the Project Manager in the **Employee ID** field. 
	The **Email ID** field is not used in Cardinal. 

Step	Action
4.	Uncheck the **Email Notify for Status Change** checkbox. 
5.	Click the **Project Role Look up** icon and select “PROJ MANAGER”. 
6.	Click the **Project Manager** checkbox. This impacts reporting. 
	The **Start Date** and **End Date** fields default based on the project Start Date and End Date and should not be changed. 
7.	Click the **Save** button. 
8.	Click the **Return to Project Team Summary** link. 

Step	Action
	The **Team** tab displays with the Project Manager information. 
9.	Click the **Return to General Information** link. 

Step	Action

The **Manager** tab displays with the Project Manager information entered.



Allowed Extensions on Attachments in Cardinal

The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. 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