

NC STATE UNIVERSITY



# Financial System

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## Campus - Project Phases 9.1 Financial Systems

## Project Phases

Before you begin, ensure that you have the appropriate security roles. Security Roles that allow campus users to add/update/correct Project Phases are as follows:

**NCF CAMPUS Actuals Jrnl Entry** Allows campus users to enter ACTUALS journals.

**NCF CAMPUS ActBud Jrnl Entry** Allows campus users to enter ACTUALS and BD\_ACTUALS journals. .

**NCF CAMPUS Project Phase Entry** Allows campus users to enter Project Phase attributes.

### Step 1: Access the Financial System

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Using an Internet browser, access the Financial System using the NC State MyPack Portal at the following URL: <http://www.ncsu.edu/>



Then, select **Faculty / Staff / Students** as the Campus Affiliation

**NORTH CAROLINA STATE UNIVERSITY** FIND PEOPLE LIBRARIES NEWS CALENDAR MYPACK PORTAL GIVING CAMPUS MAP

# MYPACK PORTAL

Quicklinks... Search

**SCHEDULE OF COURSES**  
CURRICULA INFORMATION  
GRADUATION INFORMATION  
ACADEMIC CALENDARS

### Campus Affiliation

Select the campus affiliation icon that represents how you would like to log into the MyPack Portal.

Please select your campus affiliation:

**Faculty / Staff / Students**

Parents / Guests

Or enter your campus affiliation:

[Allow me to pick from a listHelp](#)

**Get Help!**  
NC State Help Desk  
> Phone: 919.515.HELP (4357)  
> Email: [help@ncsu.edu](mailto:help@ncsu.edu)  
> Web: <http://help.ncsu.edu>

Next, enter the secure login information



1. Enter your **Unity User ID** and **Password**.
2. Click the **Login** button.

### Shibboleth - Secure Login

Unity ID:

Password:

Login

Forgot your [Unity ID or Password?](#)  
[Verify this page](#) is hosted by NC State University

## Step 2: Navigate to the Projects Page

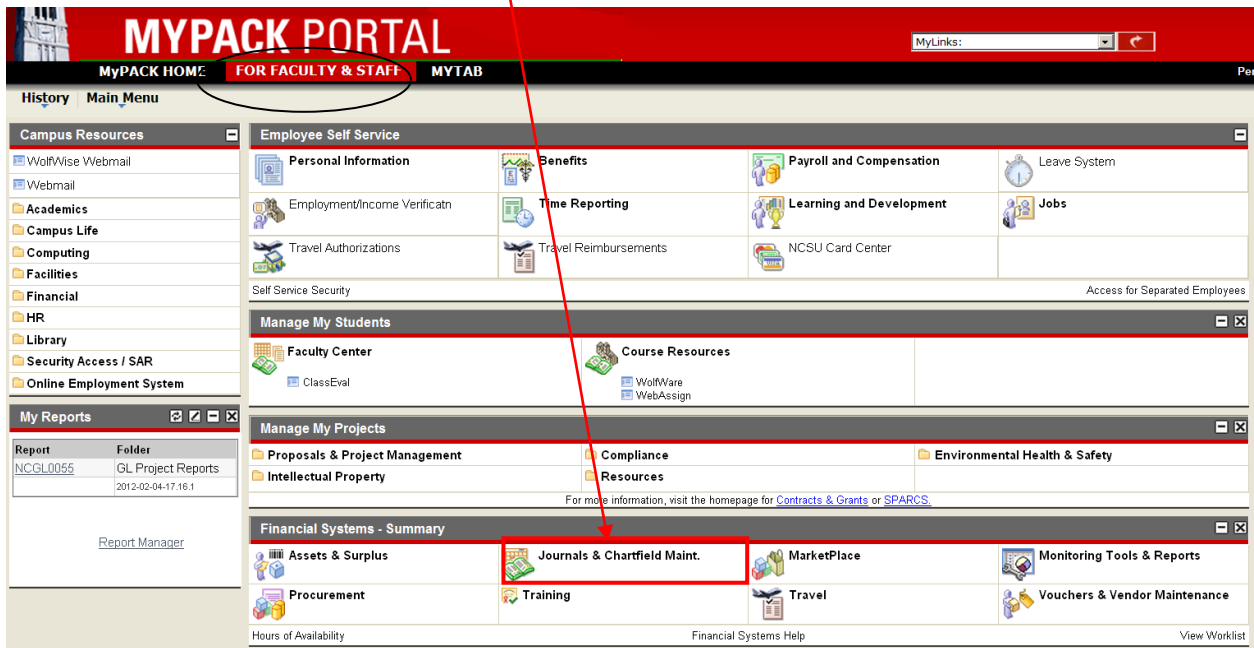
There are several ways to navigate to the Project Chartfield Maintenance page. Listed below are two of the more commonly used methods:

- 1) On the MyPACK Portal Home page, click on **Main Menu**, then **Financial Systems**

The screenshot shows the MyPACK Portal interface. At the top, it says 'NORTH CAROLINA STATE UNIVERSITY' and 'MYPACK PORTAL'. Below that are tabs for 'MYPACK HOME', 'FOR FACULTY & STAFF', and 'MyTAB'. A dropdown menu is open under 'Main Menu' (labeled 1), showing options like 'Employee Self Service', 'Student Self Service', 'Financial Systems' (labeled 2), and 'Human Resources Systems'. A second dropdown menu is open under 'Financial Systems' (labeled 3), showing various financial modules, with 'Journals & Chartfield Maint.' (labeled 3) selected. A third dropdown menu is open under 'Journals & Chartfield Maint.' (labeled 4), showing options like 'Journal Entry', 'Project Maint & Inquiry' (labeled 4), 'ChartField Values', 'Ledger Inquiry', and 'SpeedTypes'.

Next, click on **Journals & Chartfield Maint.** and then **Project Maint & Inquiry**;

- From the MyPack Portal Homepage click on the **FOR FACULTY & STAFF** tab. Next, click on the **Journals & Chartfield Maint** item in the **Financial Systems - Summary** section,



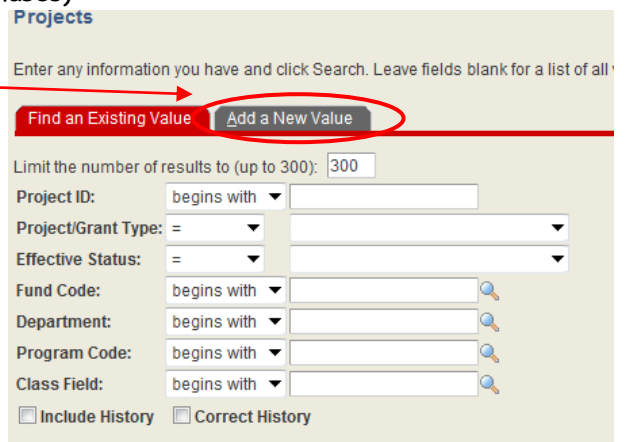
On the next screen, click on **Project Maint & Inquiry** item



### Step 3: Create a New Project Phase

The Project Phase is setup in one place and it takes care of setting up the Speedtype and Distribution Code (Dist Code only for Ledger 5 Project Phases)

Select the "Add a New Value" tab




- Enter the SetID equal to "**SHARE**"
- Enter the Project Phase that you want to create.

**Note:** It is up to the department to determine what the last five digits of the Project Phase should be but it must follow the -xxxxx format. Campus users can only add/update/correct project phases to the following Ledgers: 5, 6, 7, 9, and upper ledger 3. Project Reference and Project Segment's are inquiry only. Project Phases cannot begin with "0" and must be 12 or 14 digits in length.

The screenshot shows a web form titled "Projects". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value". Below the tabs, there are three input fields: "SetID:" with the value "SHARE", "Project ID:" with the value "530000-23456", and "Project/Grant Type:" with a dropdown menu showing "Project Phase". Below these fields is a yellow "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

The Project Segment must exist and be Active before adding a related Project Phase.

- Enter the Project/Grant Type as **Project Phase**
- Click the  button

General/Chartfields tab

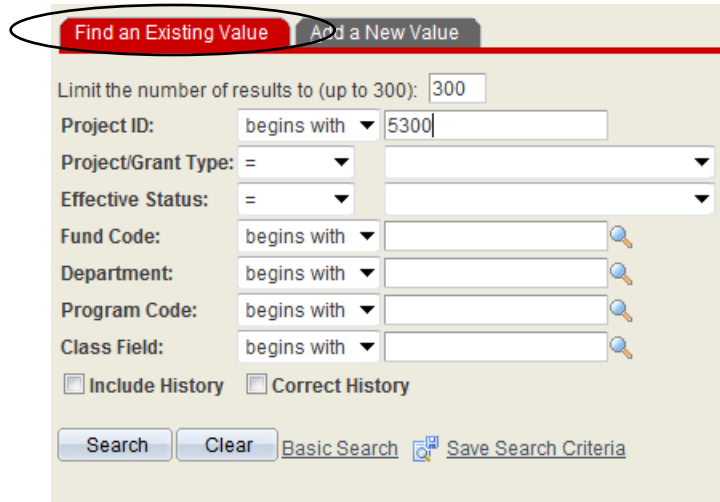
- Enter the following information for the Project Phase: **Responsible Person, Description, Project Start Date, Project End Date, Long Description**. The chartfields and other attribute information will be copied down from the related segment. The Effective date will default to the current date, but can be changed to a prior date (future dates are not allowed).

- Click the  Save button.

The Foundations, Contracts and Grants, CI and Facilities tabs are not applicable to Project Phases.

## Step 4: Update an Existing Project Phase

Select the "Find an Existing Value" tab



Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Project ID: begins with 5300

Project/Grant Type: =

Effective Status: =

Fund Code: begins with

Department: begins with

Program Code: begins with

Class Field: begins with

Include History  Correct History

Search Clear Basic Search Save Search Criteria

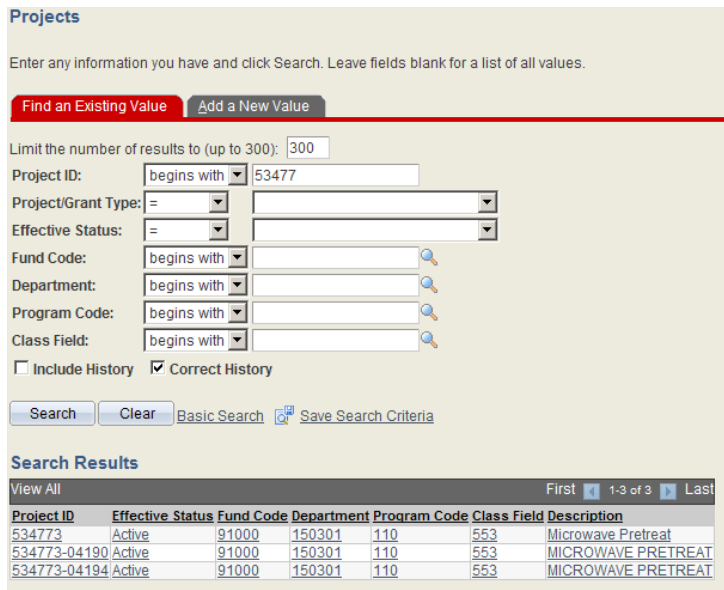
- Enter the Project Phase that you want to update.
- Enter the Project/Grant Type as Project Phase or leave blank.

Check the **Include History** box if you want to see all rows of data

Check the **Correct History** box if you need to correct a data entry error on an existing row of data

- Click the **Search** button

Projects that meet your search criteria will display on the lower portion of the page. The search function can retrieve up to 300 projects. Click on the project that you want to view, update, and/or correct.



Projects

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Project ID: begins with 53477

Project/Grant Type: =

Effective Status: =

Fund Code: begins with

Department: begins with

Program Code: begins with

Class Field: begins with

Include History  Correct History

Search Clear Basic Search Save Search Criteria





Search Results

View All First 1-3 of 3 Last



Project ID	Effective Status	Fund Code	Department	Program Code	Class Field	Description
534773	Active	91000	150301	110	553	Microwave Pretreat
534773-04190	Active	91000	150301	110	553	MICROWAVE PRETREAT
534773-04194	Active	91000	150301	110	553	MICROWAVE PRETREAT

If there is only one project that meets the specified criteria, that project will be automatically displayed.

General/Chartfields		Foundations/Endowments	Contracts & Grants	Responsible Persons	CI	Facilities	Comments
SetID: SHARE	Project ID: 534773-04190	Project/Grant Type:	Project Phase	Service Center Rates			
General/Chartfields <span style="float:right">Find   View All   First 1 of 2 Last</span>							
*Effective Date	*Effective Status	Project Reference					
07/01/2011	Active	034773					
Responsible Person/Title	Description	Project Start Date	Project End Date				
JAMEEL/CHANG	MICROWAVE PRETREAT	06/21/2000	12/31/2012				
Long Description							
INCREASING YIELD AND QUALITY OF LOW-TEMP, LOW-ALKALI KRAFT							
Chartfield Information							
*Fund Code	*Department	*Program	*Class	*NCAS Fund	*Trust Fund Code	*Exempt Trust Status	
91000	150301	110	553	0210	32	0	
Service Center Information				NCAS Company	F & A Cost Code	Gift Reporting	
Facility Name				U300	110	<input type="checkbox"/>	
Service Type				GASB	Stimulus Type	Stimulus Reporting	
Type of Project				4130		▼	
<input type="checkbox"/> Subject to Facility Fee				<input checked="" type="checkbox"/> Reconcile	<input type="checkbox"/> STIF Interest	<input type="text"/> STIF Project	
Auxiliary Information							
Code				Type			
<input type="text"/>				<input type="text"/>			
Last Update User ID: NCGL0038 04/12/2004 12:00:00AM							

If you need to correct a data entry error on an existing row, you should be in Correction Mode. The  button at the bottom of the page should no longer be bold. You can insert a new row (click on the ) and enter the correct data or click the View All link and scroll to find the row of data that you need to correct and enter the correct data. If you do not insert a new row () you overwrite the existing data and will no longer have a complete attribute history for the Project. Click the  button.

Note: Overwriting existing data can limit, if not prohibit, the ability to diagnose the nature or cause of a problem with the record.

If you need to update the data, you should insert a new row () and enter the updated information for any of the fields that are open (Responsible Person, Description, Project Start Date, Project End Date, Long Description). The Effective Date will default to the current date, but can be changed to a prior date if desired (no future dates allowed). Click the  button.



**Notes:**

- ❖ When a Project ID is set to a status of *Pending*, the Speedtype is deleted and a user can no longer enter Journals, Vouchers, Requisitions, or Travel for that Project ID.

The Project ID itself is still in a status of Active for the Financial system for the nightly batch processing. This will allow the system to finish processing any transaction created during the night and not hold up transactions from posting to the General Ledger due to an inactive Project ID on a journal.

- ❖ When closing a Project, Contracts and Grants staff will insert a new row and change the status from Active to Pending. A Project Phase which has been set to Pending by a user will have its status changed to Inactive by the system at night, when the following rules have been met:

**Rules for all Project Phases range except 500000-00000 and 599999-99999**

Pre-Encumbrances - must be \$0 YTD

Encumbrances - must be \$0 YTD

Assets 1XXXX (except 11100) - must be \$0 YTD (Periods 0-998)

Liabilities 2XXXX - must be \$0 YTD (Periods 0-998)

**Rules for Project Phases range 500000-00000 and 599999-99999**

Pre-Encumbrances - must be \$0 YTD

Encumbrances - must be \$0 YTD

Assets (11330/11332 net) = \$0 and 11100 = \$0 on Project Reference

Liabilities 2XXXX - must be \$0 YTD (Period 0-998)

NO Current Month Expenditures 5XXXX Activity

An Aging Report (NCGL0055) is be run weekly and will be available in the My Reports pagelet on the Portal for those users that have been granted access. The report will include Projects that have been in Pending status for more than 30 days. The report will be sorted by Department ID. Each college will be responsible for reviewing the report and should resolve any outstanding balances that are preventing the Project status from changing from Pending to Inactive.

- ❖ Chartfield changes should be requested to the respective Central Office.
- ❖ When chartfield or general attribute changes are made on the Project Segment, these changes will systematically be made on all related Project Phases.
- ❖ Individuals that have access to Financials can view the attributes for any Project Reference, Project Segment, or Project Phase regardless of the Department ID. The fields will be display only. Organizational security is in place for Project Phase setup. The campus users that are authorized to add/update/correct Project Phases, can only do so for projects that have a Department ID that they have access to edit.