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**

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

Then, select **Faculty / Staff / Students** as the Campus Affiliation.
Next, enter the secure login information

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

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### 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**

   - ![MyPACK Portal Screenshot](image)

   Next, click on **Journals & Chartfield Maint.** and then **Project Maint & Inquiry**.
2) 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.

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

- Click the **Add** 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

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

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 button) 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 (button), 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 (+ button) 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 Save 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.