



NON-SPONSORED PROJECTS

TABLE OF CONTENTS

- Overview..... 2**
 - Additional Chartfield Components of a Non-sponsored Project..... 2
 - Non-Sponsored Project Types and Associated Activities 3
 - General Project Types 3
 - Student-Related Project Types 4
 - Department-Specific Project Types 5
 - Capital & Department-Specific Capital Project Types 5
- Set up a Non-Sponsored Project in PeopleSoft 7**
- Budget a Non-Sponsored Project 15**
 - Create PC-ledger Budgets 16
 - Create OPS-ledger Budgets 18
 - Funding the Non-Sponsored Project 18
- Close a Non-Sponsored Project 18**
 - Preparing Non-Sponsored Project for Closure 19
 - How to Close a Non-Sponsored Project 19
- Financial Reporting for a Non-Sponsored Project 21**
- Frequently Asked Questions..... 22**
 - How do Non-Sponsored Projects differ from Sponsored Projects? 22
 - Can I change the project type or activities after-the-fact? 22
 - Can I track non-capital costs (such as maintenance or custodial costs) on a capital project to keep all costs together? 22
 - Why are there Pollution Remediation “PLR” activities with many project types? 23
 - Can I set up a Faculty Discretionary or Start-up Project for capital, construction, or renovation project?..... 23
 - What function code should be used in the chartstring when creating a faculty discretionary or start-up project that is for University-sponsored research? 23
 - I am getting an error about an inactive activity when processing a journal. Why? 23



Can I close individual budget lines on a project to avoid spending on a specific program or purpose code, for example? 25

Resources/Help..... 25

Help..... 25

Training..... 25

Overview

This document explains how to set up a non-sponsored project in PeopleSoft Financials. Non-sponsored projects are any projects that are not grant-funded and are used as a mechanism to isolate and track transactions for a specific purpose, often across multiple fiscal years.

UVM has created several **Project Types** and associated **Project Activities** to meet departments’ needs. Details follow on the project types and additional chartfield components, including activities that UVM currently uses.

The Project Type is not part of the project chartstring; rather, it is a high-level description of the purpose of the project within Project Costing. The **Project Type** limits the **Project Activity** that can be selected, which **is** part of the chartstring.

Additional Chartfield Components of a Non-sponsored Project

In addition to the Project ID chartfield, three other chartfields are used to gather information specific to projects: PC Business Unit, Activity, and Analysis Type. These additional chartfields are used by the other modules of PeopleSoft to process project transactions correctly and are therefore **required** for transactions using a project ID.

Chartfield Name	PC Business Unit	Project	Activity	Analysis Type
Field Length	5	6	4	3
	AAMXX	XXXXXX	AAAA	AAA

PC Business Unit: Defines the ledger the project will be accounted for in the Projects, Commitment Control, and Grants/Contracts modules. Non-Sponsored Projects use Business Unit **PC001**. The specific Commitment Control ledgers for PC001 projects are PC_PARENT and PC_CHILD for expense budgets and spending. Ledger PC_REV is for revenue budgets and revenue.

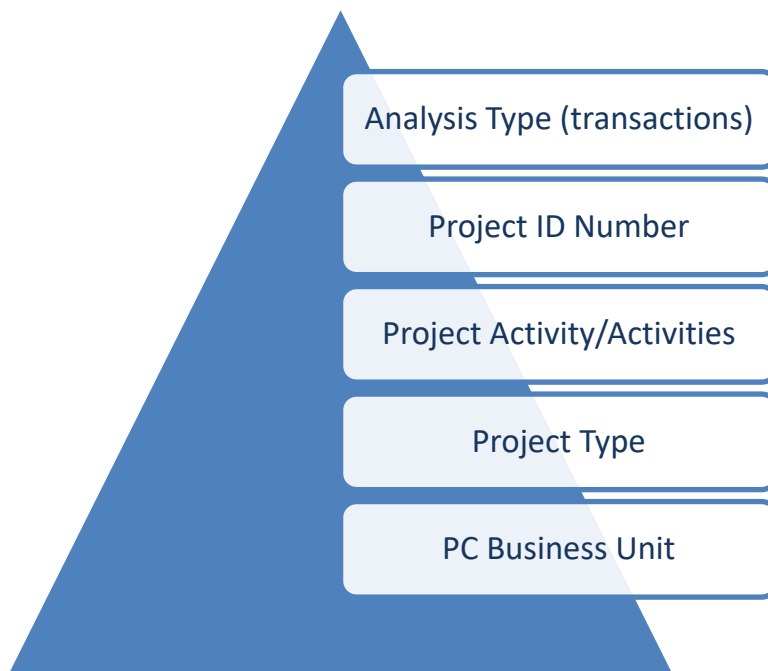


Activity: The Activity chartfield allows for more granular detail about the project. Each Project Type has designated Project Activities. A Project ID can have multiple Activities to allow for budgeting and transacting against each unique activity.

Analysis Type: The Analysis Type chartfield is used to further categorize the transaction as expense (GLE) or revenue (GLR).

For the difference between non-sponsored project chartfields and sponsored project chartfields, see the [Frequently Asked Questions](#) section.

Figure 1: The Project Hierarchy



Non-Sponsored Project Types and Associated Activities

For project types and associated activities in alphabetical grid form, please see the [Chart of Accounts User Guide](#).

General Project Types

BILLN - Billing-External: Used to collect costs incurred by a UVM department in service to an external customer. Details on billing external customers can be found on the [Accounts Receivable/Billing website](#). The Project Activity associated with this Project Type is “*BLLN – Billing-External*”



FCLTY – Faculty Discretionary – Non-Cap: Used when a faculty member has been allocated funding that can be spent at their discretion. Each project ID is associated with a faculty member in the project set-up. The Project Activity associated with this Project Type is *“FCLT – Faculty Discretionary”*

INAWD – Internal Award: Used to allocate funding and track spending of awards from UVM funds based on internal processes, procedures, and criteria. Each project ID is associated with a student, faculty, or staff member in the project set-up. Project Activity associated with this Project Type is *“INAW – Internal Award”*

INTCH – Internal Charges – Non-Cap: Used to collect costs incurred by a UVM department in service to another UVM department. This is helpful in specific situations where completing many one-line Internal Charge Journal Entries would become confusing and inefficient. The Project Activity associated with this Project Type is *“INTC – Internal Charges”*

NOCAP – Other Non-Capital: Used to track projects that may include renovations or construction but do not meet UVM’s capitalization thresholds and therefore will not be capitalized. Details on capitalization thresholds can be found on Cost Accounting Services’ [Fixed Asset Accounting website](#). These projects also can be used to track costs associated with maintaining the current level of service, such as routine maintenance and repair.

Project Activities associated with this Project Type are:

“NCAP – Other Non-Capital”

“PLR7 – Pollution Remediation - NOCAP”

START – Faculty Start-Up: Used when a faculty member has been allocated funding, often as a component of their employment agreement, that can be spent at their discretion. Each project ID is associated with a faculty member in the project set-up.

Project Activities associated with this Project Type are:

“STRT – Faculty Start-Up”

“CNVD – CNVD Temp to correct Blankets” (This Activity is for reference only; new projects should not use this Activity.)

UVMPR – UVM General Financial Non-Cap: Used to track projects that are non-capital, non-construction, and non-renovation and do not fit any other Project Type description. The Project Activity associated with this Project Type is *“UVMD – UVM General Financial Activity”*

Student-Related Project Types

GRSCH – Graduate Research Project: Used when a graduate student has been allocated funding for their research. Each project ID is associated with a graduate student in the project set-up. The Project Activity associated with this Project Type is *“GRSC – Graduate Research Project”*



URSCH – Undergraduate Research Project: Used when an undergraduate student has been allocated funding for their research. Each project ID is associated with an undergraduate student in the project set-up. The Project Activity associated with this Project Type is *“URSC – Undergraduate Research Project”*

Department-Specific Project Types

AGNON - AG-Non-matched: Used by Extension Services for their specific project needs. The Project Activity associated with this Project Type is *“AGNM – AG-Nonmatched”*

ARCHL - NonFederal Archaeology Project: Used by the Consulting Archaeology Program for their specific project needs. Project Activities associated with this Project Type are:

“ARA0 - Archaeology Resource Assessmnt”

“HIST - Historic Resources Review”

“OTHR - Other-Mgmt Plans,Testimony,etc”

“PHS1 - Archaeology Phase I Study”

“PHS2 - Archaeology Phase II Study”

“PHS3 - Archaeology Phase III Study”

CLINTR – UVMMC Clinical Trials –Non-Cap: Used by the Larner College of Medicine for clinical trials with the University of Vermont Medical Center (UVMMC) for their specific project needs. The Project Activity associated with this Project Type is *“CLIN – UVMMC Clinical Trials”*

CNTED – Continuing Education – Non-Cap: Used by Continuing & Distance Education staff to connect CDE offerings for various operating units, departments, programs, semesters, etc. The Project Activity associated with this Project Type is *“CTED – Continuing Education”*

Capital & Department-Specific Capital Project Types

Appropriate transactions processed to these projects are analyzed by Cost Accounting Services to create or update assets within PeopleSoft Asset Management. Details on capitalization and capital projects can be found on Cost Accounting Services’ [Fixed Asset Accounting website](#).

Projects that merely maintain the current level of service – such as routine maintenance and repair – are not considered capital. There are [specific Project Types and Activities](#) to account for such projects.

CAPTL - Capital Projects: Used to track costs related to projects that extend the useful life of an asset or increase the quantity or quality of services provided by the asset.

Project Activities associated with this Project Type are:

“AEGN - General A & E”

“BIDD – Bidding”

“BLDG - Building & Site Construction”

“CADM - Construction Administration”

“CDOC - Construction Documents”

“CEST - Cost Estimating”



“CNV4 - Capital - For Conversion” (For reference only, new projects should not use this activity)

“CPTL - Capital Project Default”

“DSDV - Design Development”

“EXST - Existing Conditions”

“FEAS - Feasibility Study”

“LEED - LEED Consulting”

“NOCP - Non-capital transactions”

“OWNA - Owner's Administrative Costs”

“OWNM - Owner Managed Construction”

“PERM - Permit Costs”

“PLR8 - Pollution Remediation – CAPTL”

“SCDS - Schematic Design”

DFMNT – Deferred Maintenance - Capital: Used to track capitalizable costs related to deferred maintenance projects by Administrative and Facilities Services.

Project Activities associated with this Project Type are:

“DFRD – Deferred Maintenance – Capital”

“PLR1 – Pollution Remediation – DFMNT”

DFMOM – Deferred Maintenance – O & M: Used to track non-capital, ongoing operations and maintenance costs related to deferred maintenance projects by Administrative and Facilities Services. These costs do not extend the useful life or service capacity of the asset.

Project Activities associated with this Project Type are:

“DFDO – Deferred Maintenance – O & M”

“PLR2 – Pollution Remediation – DFMOM”

ENERG – Physical Plant Energy -Capital: Used by Physical Plant to track capitalizable costs to improve energy efficiency.

Project Activities associated with this Project Type are:

“NRGC – Physical Plant Energy –Capital”

“PLR3 – Pollution Remediation – ENERG”

ENRGO – Physical Plant Energy – O & M: Used by Physical Plant to track operations and maintenance costs to improve energy efficiency. These costs do not extend the useful life or service capacity of the asset.

Project Activities associated with this Project Type are:

“NRGO – Physical Plant Energy – O & M”

“PLR4 – Pollution Remediation – ENRGO”

RESLF – Residential Life - Capital: Used to track capitalizable costs to improve residence halls.

Project Activities associated with this Project Type are:



“CNVJ - RL Capital - For Conversion” (For reference only, new projects should not use this activity)
“PLR5- Pollution Remediation – RESLF”
“RLBD - Res Life Bidding”
“RLBL - Res Life Bldg & Site Construct”
“RLCA - Res Life Construction Admin”
“RLCD - Res Life Construction Document”
“RLCE - Res Life Cost Estimating”
“RLDD - Res Life Design Development”
“RLDF - Res Life Default”
“RLEC - Res Life Existing Conditions”
“RLFE - Res Life Feasibility Study”
“RLLD - Res Life LEED Consulting”
“RLOM - Res Life Owner Managed Constr”
“RLOW - Res Life Owners Admin Costs”
“RLPR - Res Life Permit Costs”
“RLSD - Res Life Schematic Design”

RSLFO – Residential Life – O & M: Used to track operations and maintenance costs for residence halls. These costs do not extend the useful life or service capacity of the asset.

Project Activities associated with this Project Type are:

“PLR6 – Pollution Remediation - RSLFO”
“RLMO – Residential Life – O & M”

Set up a Non-Sponsored Project in PeopleSoft

Before setting up a Non-Sponsored Project, it is important to know the following components:

- The project type and activity(ies) as described in the [Non-Sponsored Project Types and Associated Activities](#) section of this user guide;
- A title, brief description, and longer description of the project (these can be updated later);
- The project’s start and end dates (these can be anticipated or estimated and can be updated later);
- Any attachments pertinent to the project that are viewable by any person with access to the Project pages;
- The project’s Manager and any other members of the project team.

Steps to set-up a project follow. *Images are from a test environment and might include additional options that you may not see when setting up the project. Any pages, tabs, or fields not referenced in this user guide are not widely used at UVM. They should either be left as defaulted values or you should follow-up with Financial Reporting and Accounting Services on proper use.*

1. Log in to PeopleSoft through the **Financials** Login (www.uvm.edu/~erp/portal).
2. Navigate to: **Project Costing > Project Definitions > General Information.**



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

General Information

[Find an Existing Value](#) **Add a New Value**

Business Unit

Project

Create

Add

[Find an Existing Value](#) | [Add a New Value](#)

4. Enter **PC001** as the Business Unit.
5. Leave the default of **NEXT** in the **Project** field, PeopleSoft will provide an automatically incremented project ID.
6. In the **Create** field leave the default value (**Blank Project**).



7. Click the **Add** button. You will be brought to the following screen:

8. In the ***Project Title** field, enter a title for the project. This field shows up on many reports, queries, and inquiries and is limited to 30 characters.
 - a. If you are setting up a BILLN - Billing External project type, reference the customer number in this field.
9. Leave the **Program** checkbox blank.
10. Leave the ***Integration** field populated with PC_INTEGRATION.
11. Click the **Project Type** field and look-up the desired Project Type.



Project Type	Description
AGNON	AG-Nonmatched
ARCHL	NonFederal Archaeology Project
BILLN	Billing - External
CAPTL	Capital Projects
CLNTR	UVMCM Clinical Trials -Non-Cap
CNTED	Continuing Education - Non-Cap
DFMNT	Deferred Maintenance - Capital
DFMOM	Deferred Maintenance - O & M
ENERG	Physical Plant Energy -Capital
ENRGO	Physical Plant Energy - O & M
FCLTY	Faculty Discretionary -Non-Cap
GRSCH	Graduate Research Project
INAWD	Internal Award
INTCH	Internal Charges - Non-Cap
NOCAP	Other Non-Capital
RESLF	Residential Life - Capital
RSLFO	Residential Life - O & M
START	Faculty Start-Up
URSCH	Undergraduate Research Project
UVMPR	UVM General Financial -Non-Cap

- 12. Leave the **Project Health** field blank.
- 13. In the **Project Status** field enter the desired status.

Project Status	Status Description
A	Active
B	Bidding
C	Construction
D	Design Development
F	Feasibility Study
G	Programming
I	Inactive
M	Construction Documents
P	Pending
S	Schematic Design
W	Warranty Period
X	Closed

Typically, selecting the **Active (A)** status is appropriate at this time.

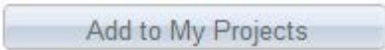
Choosing a status of **Pending (P)** allows transactions to post; the “Pending” status simply indicates that the project has not started yet, but this has no consequence in the system. It is purely informational.

Choosing a status of **Closed (X)** will prevent any transactions from posting to the project you are creating.

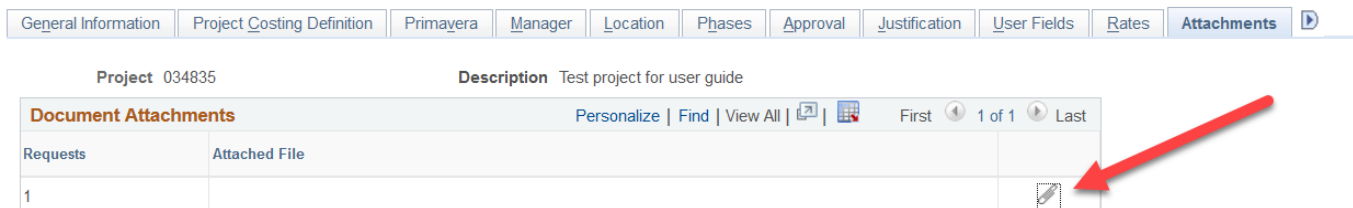


The other statuses are used for capital projects. All of them except for **Warranty Period (W)** allow transactions to post to the project.

- 14. The ***Start Date** field specifies the date that the project is scheduled to begin. The start date cannot be after any of the project's activity start dates. The current date populates by default. Under most circumstances leave the current date as the start date.
- 15. The ***End Date** field specifies the date that project ends. The end date cannot be before any of the project's activity end dates. The current date populates by default. Update the end date to be far enough in the future to include the latest date likely that the project will be completed.
- 16. The **Description** field should be a brief description of what the project is. **This field is required and is limited to 254 characters.**
- 17. The **Long Description** field should include more detail on what the project is. **This field is required and the number of characters is not limited.**
 - a. For Projects that are considered capital, renovation, and/or construction, the **Long Description** should include the following:
 - i. Anticipated Budget;
 - ii. Anticipated Scope of Work including location of work (Reminder: You must use the appropriate PeopleSoft property codes for building costs, as well as land/parcel costs. Cost Accounting recommends that different projects and budgets are set up for each property code.);
 - iii. Notes about other projects that are related to the one you are creating.
- 18. When creating a new project, save the information entered on the **General Information** page before continuing to other pages. Click the **Save** button. Notice the **Project Number** has now been assigned.
- 19. (Optional) Click **Add to My Projects** to add this project to the personal list of projects.



- 20. Click the **Attachments** tab. Use the paper clip icon to search for a file to upload. Click the **Save** button.
 - a. For Projects that are considered capital, renovation, and/or construction, please attach project approvals, scope, budget change approvals, etc.







21. Use the **Project Team** link to assign Team Members to the project. You can assign several Team Members, but a Project Manager is the only required role. If an error message appears indicating the need to save, return to the **General Information** tab and click **Save** before clicking the **Project Team** link.

22. Click **Team Member** under EmplID.

The screenshot displays the 'Project Team Members' section of a PeopleSoft interface. At the top, project details are shown: Project 034835, Description 'Test project for user guide', Start Date 06/26/2018, End Date 12/31/2099, and Processing Status 'Active'. Below this is a table titled 'Project Team Members' with columns: EmplID, Name, Project Role, Project Manager, Email Notify, Start Date, End Date, and eRoom Role. A red arrow points to the 'Team Member' link in the EmplID column. Below the table are two sections: 'Add Members Using Job Code' and 'Remove Members Using Job Code', each with a 'Job Code' field and an 'Add/Remove Team Members' button. At the bottom, there are navigation buttons: 'Add Team Member', 'Save as Template', 'Import from Template', 'Go To: Team Rates', 'Return to General Information', 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'.

23. Use the look-up icon  for the **Employee ID** field to select the employee ID of the staff member who needs to be assigned to the project.

24. In the **Project Role** field, use the look-up icon  to select **Project Manager** for the staff member who will be the primary contact for the project. Be sure to check the checkbox under the **Project Manager** field heading. (Note: Only one Project Team Member can have the **Project Manager** checkbox selected. If a change is needed, uncheck this box on the prior Project Team Member before adding a new one.)



Team | **Team Detail**

Team Member Find | View All First 1 of 1 Last

Project 034835 Description Test project for user guide

Start Date 06/26/2018 End Date 12/31/2099 Processing Status Active

*Employee ID Name Hunt,Renee

Email ID Email Notify for Status Change

Description

Availability dates Personalize | Find | View All | First 1 of 1 Last

Schedule	*Project Role	Project Manager	*Start Date	*End Date	User ID	DateTime Stamp
1	PROJECT_MANAGE	<input checked="" type="checkbox"/>	06/26/2018	12/31/2099		


Activity Team Personalize | Find | View All | First 1 of 1 Last

Activity	Description	Start Date	End Date

[Add Member to Activity Team](#)

[Return to Project Team Summary](#)

The ***Start Date** and ***End Date** at the Team page will default from the Project General Information page. If updates are made at the Project General Information page, you will need to manually update these dates as well. If a change of project personnel occurs, you will need to modify the dates here.

Use the + button  in the top right corner of the page to add additional Project Team Members. Use the lookup icon for the **Employee ID** field to select the employee ID of the employee who will be part of the Project Team, such as the Business Manager.


Project Roles include the following:

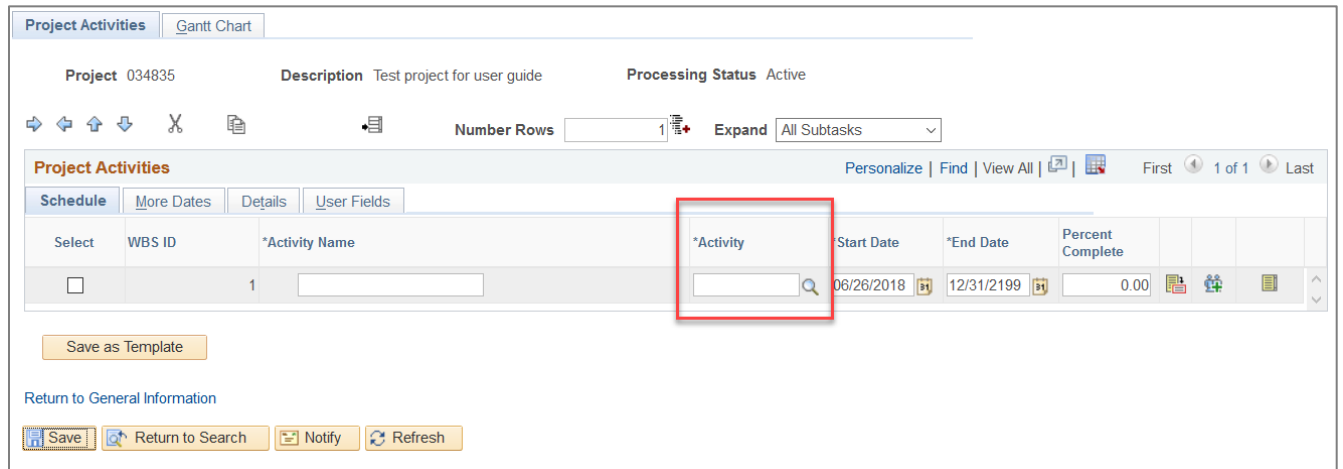
Project Role	Description
BUSINESS_MGR	Business Manager
CONF_COORDINATE	Conference Coordinator
HOUSING_COORDIN	Housing Coordinator
PROJECT_MANAGER	Project Manager
PROJ_TEAM_MEMB	Project Team Member
SPACE_MANAGER	Space Manager

25. Click **Save**.



26. Click **Return to Project Team Summary**.



27. Click **Return to General Information**.
28. Click the **General Information** tab and the **Save** button.
29. Click the **Project Activities** blue link at the bottom of the page.
30. Use the look-up icon  in the ***Activity** field to select an Activity to use for the project.



The options available to you in the look-up pagelet will be based on the Project Type you have selected previously.

31. To add additional Activities, click the checkbox to the left of the Activity's **WBS ID** to place the activity next in line.
32. To add the new row for the Activity, click the  icon in the top middle of the screen.
33. Use the look-up icon  in the **Activity** field to select an activity to add to the project. Repeat steps 30 – 32 as needed to add the Activities to assign to the project.
34. Click **Save**.
35. Click **Return to General Information**.
36. Click **Save**.
37. (Optional if paying salary and/or wages on your project) Click the **User Fields** tab. Under Salary Activity, select the activity to process salary and/or wages against the project:



If your project has multiple activities, you must select only one **Salary Activity** at this page and journal salary and wage expenses, as needed, to the other activities.

- 38. Navigate to **Project Costing > Project Definitions > Organization** to assign the **Owning Organization** for the project.
- 39. Using the lookup icons, select the correct **GL Business Unit**, **Operating Unit**, and **Department** values. The effective date will default in as today's date but update it to at least the start date (if before today's date).

40. Click **Save**.

Budget a Non-Sponsored Project

When a non-sponsored project is set up, a budget needs to be created in at least two different ledgers:



1. First, the budget is created in PC_CHILD. This budget is a plan for how the funds are to be spent on the project itself.
2. All University spending is tracked in the OPS_CH ledger, as well; therefore a corresponding \$0 budget needs to be set up in the OPS_CH ledger.

It is important to remember that a budget in PC_CHILD does not authorize spending unless there is a corresponding budget in OPS_CH. In order for the project spending to draw down the actual University funds (in OPS_CH), the chartstring in OPS_CH must use all of the same chartfields as the project chartstring (except of course the project fields).

At UVM our operating funds are budgeted on an annual basis, therefore this related OPS_CH budget needs to be created for each fiscal year during which the project is active.

Depending on the fund you're establishing a non-sponsored project on, you also may need to create PC_REV and OPREV budgets for anticipated revenue.

Details on the various ledgers and ledger groups can be found in the [Commitment Control Reports User Guide Appendix](#).

Budgeting for non-sponsored projects will be done with budget journals for any initial budget set-up and then budget transfers for any budget adjustments, and no longer through Project Costing > Project Budgeting. (*This process change took effect 7/1/2010.*)

Create PC-ledger Budgets

1. Navigate to **Commitment Control > Budget Journals > Enter Budget Journals**.
2. Add a new value.

Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit UVM01

Journal ID NEXT

Journal Date 06/26/2018

Add

Find an Existing Value | Add a New Value



3. Enter **PC_CHILD** as the ***Ledger Group**.
4. Select **Original** as the ***Budget Entry Type**.
5. Make sure the **Generate Parent Budget(s)** checkbox is checked.
6. Enter a **Long Description**.
7. Leave the **Currency, Rate Type, Exchange Rate, Cur Effdt,** and **Alternate Description** as they are.
8. Go to the **Budget Lines** tab.

9. Enter **1** as the Budget Period. (Note: Projects have only one budget period – “1”. The Budget Period for OPS ledgers are the fiscal year – “2018”, for example.)



10. Enter the chartstring and dollar amount that you want to budget. Click the + sign to add as many budget lines as you need. This is a one-sided entry; it does not need to balance like actuals journals. It is best to use the E-Level accounts for budgeting, but you can select detail accounts if you need to budget at that level. Remember that the fund-level rules for budget controls will dictate how detailed a budget you will need.
11. (Optional if paying salary and/or wages on your project) Add E-level budgets for the pertinent salary and/or wage actuals accounts that will be processed against the project to create combocodes.
12. When you are done, select **Post Journal** from the dropdown box and click **Process**.

Create OPS-ledger Budgets

Creating OPS-ledger budgets can happen in one of three ways: (1) initiated during budget-building for the subsequent fiscal year, (2) initiated through a budget journal, or (3) initiated through a budget transfer.

1. To add budget lines during budget building, you should follow the Single-Year Item Budgeting (Axiom) [User Guide](#).
2. The Budget Journal Process follows the same steps as [Create PC-ledger Budgets](#) above, except the ***Ledger Group** on the Budget Header tab will be **OPS_CH** and the **Budget Period** on the Budget Lines tab will be the fiscal year. You will notice on the Budget Lines tab that project chartfields do not appear when the OPS_CH ledger is selected.
3. The Budget Transfer Process is detailed in the [Budget Transfers User Guide](#). Budget transfers are similar to actuals journals in that they are a two-sided entry that must net to zero.

Funding the Non-Sponsored Project

After you have budgeted the non-sponsored project in all pertinent ledgers, an actuals fund balance transfer journal should be entered to move revenue dollars to it. See the [Budget Transfers vs. Actuals Transfers document](#) for further details.

Close a Non-Sponsored Project

A project should be closed in the Projects module of PeopleSoft when it is completed. By closing projects timely, you prevent additional transactions from posting to a project that has ended. When someone attempts to use a project in a transaction, an error message will appear stating that transactions are not allowed on the project. You are also able to run inquiries in the Projects module to see what your list of active projects are.

On the **Project Costing > Project Definitions > General Information** tab, the **Processing Status** field will most often be "Active." This allows for the project to be selected to be reported on, etc. The **Project Status** field is the field that actually indicates whether the project is still active or not.



Preparing Non-Sponsored Project for Closure

When a project is has ended, the following steps should be performed to ensure all issues are resolved before the Project is closed in the Projects module.

1. Confirm all transactions have posted. This includes retroactive salary and wage transactions and journal entries.
2. Add all expense and revenue transactions from the General Ledger (see the [Financial Reporting for a Non-Sponsored Project](#) section for more information). Expense and revenue transactions should net together to zero.
 - If a net credit exists, this means there is a surplus on the chartstring. More revenue has been recognized than expenses posted; you should return the surplus to the original funding chartstring (or customer, in the event of a BILLN project) by processing an actuals fund balance transfer journal.
 - If a net debit exists, this means there is a deficit on the chartstring. Less revenue has been recognized than expenses posted; you should identify if expenses should be removed from the project if the budget has been exceeded or if an actuals fund balance transfer journal should move additional revenue to the chartstring. In the event of a BILLN project, determine if the additional amount is billable to the customer.
3. Run the closeout report and resolve:
 - Any balances on prepaid (13xxx) or unearned revenue (21620) accounts should be transferred to the appropriate expense or revenue chartstring;
 - Any outstanding budget checking errors;
 - Any pre-encumbrance and encumbrance should be liquidated;
 - All Requisitions and Purchase Orders should be closed or the chartstrings updated to an active one;
 - Any Expense reports, PurCards, Print & Mail Center (PMC), Telecomm, FAMIS, etc., that use the project chartstring as a default should be updated by contacting the appropriate department;
 - Any budget or actuals journals that are not posted.

How to Close a Non-Sponsored Project

After the project is prepared for closure, take the following steps to close the project in the Projects module. Only those with access to set up projects have access to close them.

1. Navigate to: **Project Costing > Project Definitions > Status**. Search for the project that needs to be closed.



Alternatively navigate to: Project Costing > Project Definitions > General Information. Open the project to close. From the General Information tab, click on the Project Status link in the upper right corner of the page. This will also switch to the Project Status page.

2. Click on the + sign in the upper right corner. This will add a new row.

Status

Project 034835 Description Test project for user guide

Project Status Find | View All First 1 of 1 Last

Effective Date 06/26/2018 Sequence 0

*Status A Active

Priority 0

Interest Calculation Factor 0.00

Comments

Save Return to Search Notify Refresh Update/Display Include History

3. **Effective Date:** should be the date that the closing of the project should be effective. It is possible to let it default to the current date if that is appropriate.
4. **Sequence field:** can be used when it is necessary to open and close a project on the same date. In that case, when adding another row the effective date would be the same as the previous row's date, and the sequence number would be incremented by 1 from the previous sequence number.
5. Enter the **Closed (X)** status in the ***Status** field.
6. The **Priority** and **Interest Calculation factor** fields are not used at UVM and can be left as they are.
7. **Comments** (optional) may be added to document information about who has closed the project, when, and why.

Note: If a project is closed and then re-opened later, **no transactions dated between the effective opened and closed dates at the Status page will be able to post**, and there is no way to undo or change the effective date of a project status once it is entered.

For example: if I closed a project on June 29, 2018 and realized on July 7 that there was one more transaction from the last fiscal year that needed to post to the project, I should make the effective date on the row that I add to re-open the project be June 29, 2018 and the effective sequence should be 1. This makes it as if the project was not closed. However, if I added the new effective dated row to re-open the project with a date of July 7, 2018, then no transactions with dates between June 29



and July 7 would be able to post. The important point is that during the date range that a project is closed, no transactions with accounting dates in that time period will be able to post.

Financial Reporting for a Non-Sponsored Project

While there are many ways to review financial information in PeopleSoft, here are the four basic ways to get financial information related to non-sponsored projects:

1. **PeopleSoft Budget Overview:** for immediate results, use the Budget Overview page in Commitment Control. Look at the Project-to-date budget, expenses, revenue, and summary by budgetary account. There is also the ability to drill down to see what transactions make up the summary balances.

See more information in the [Commitment Control Reports User Guide](#).

2. **PeopleSoft Monthly Budget Report – Projects:** for in-depth analysis or a monthly review of transactions, this report is ideal to provide whatever data necessary to view. This can be run to include the transaction detail (downloadable to Excel or in PDF format), financial detail (downloadable to Excel), the ability to include payroll detail, PO Summary detail, as well as running this for open or closed projects. We recommend that this report be run monthly and be reviewed by the project manager. This report can only be run for one fiscal year at a time.

See more information in the [Basic Financial Reports User Guide](#).

3. **Axiom Non-Sponsored Project Report:** for in-depth analysis or a review of transactions **for the total life of the project** (all fiscal years). This report shows revenue actuals, expense budget, expense actuals, encumbrances and pre-encumbrances, budget-to-actual calculation (budget minus expenses and encumbrance), and revenue-less-expense calculation, as well as revenue and expense actuals for the current fiscal year-to-date and current month-to-date. The report also shows project-related information including project ID, name, type, start date, end date, creation date, close/inactivation date (for closed/inactive projects only), status, funding source, activity ID, activity description, owning department, and chartstring department (any department with revenue or expense actuals).

See more information in the [Axiom Management-Level Financial Reports User Guide](#).

4. **PeopleSoft Closeout Report:** when there are questions about any transactions related a project or chartstring, this is a very complete diagnostic report that can be run. For example, to look to see if there are any items that may be outstanding, a journal that is not posted to the GL yet, and transactions that may have budget checking errors. We recommend that this report be run quarterly at minimum and any outstanding issues be addressed. It will also need to be run when the project is ending.

See more information in [Basic Financial Reports User Guide](#).



Frequently Asked Questions

How do Non-Sponsored Projects differ from Sponsored Projects?

Non-Sponsored Projects can be used for any non-sponsored fund type. Budget controls exist on the fund level, with the only added project budget control ensuring a budget line exists within the PC_CHILD ledger of Commitment Control. These projects are set-up, budgeted, updated, maintained, and closed by the department with assistance from Financial Reporting & Accounting Services. Non-Sponsored Projects have a Project Costing Business Unit (PC BU) of PC001, an Activity Type that is driven by the Project Type, and use various Analysis types (AN Types) within the chartstrings for transactions.

Sponsored Projects involve restricted funds and cost-share related to grants. There are strict project budget controls in addition to fund-level controls. These projects are set-up, budgeted, updated, maintained, and closed by [Sponsored Project Administration](#). Sponsored Projects have a Project Costing Business Unit (PC BU) of GCA01, an Activity Type of SPNS, and use various Analysis types (AN Types) within the chartstrings for transactions.

Can I change the project type or activities after-the-fact?

If you have selected an incorrect project type, you can update it if you have not selected the project activities. After project activities are selected, you cannot change the project type.

If you have selected an incorrect activity, you can add a new one per the steps detailed previously. Only activities that are associated with the project type you have selected can be added. You cannot delete the previously selected activities, however. You do not have to budget for them, but they will exist within the Projects module.

If you need an activity that is associated with a different project type, you will need to create a new project ID and close out the erroneous one.

Can I track non-capital costs (such as maintenance or custodial costs) on a capital project to keep all costs together?

Under the Capital project type (CAPTL), there is a project activity called *Non-capital transactions "NOCP"*. This activity can be added during project set-up and budgeted to capture costs that are not capitalizable against the same project as costs that extend the useful life or service capacity.

This is also helpful when a discrete budget authorization prevents you from creating two distinct projects – one for the non-capital transactions and one for the capital transactions.



Why are there Pollution Remediation “PLR” activities with many project types?

Tracking and reporting of Pollution Remediation obligations is a requirement under Accounting Standards. These obligations often arise during capital, construction, or renovation projects. A Pollution Remediation activity under each capital, construction, or renovation project type has been created to track these obligations accordingly. These costs are not capitalized.

Can I set up a Faculty Discretionary or Start-up Project for capital, construction, or renovation project?

It is not unusual that a faculty member might want to fund a project that is capital, construction, or renovation in nature. The FCLTY and START project types were not intended for these purposes, however. To establish a capital, construction, or renovation project from faculty discretionary or start-up funds, a CAPTL or other appropriate project should be established given the [definitions](#) provided above. An actuals fund balance transfer should be processed against the FCLTY or START projects to move dollars to the new CAPTL project. Within all projects, you can note where one project is related to the other in the long description field. At the conclusion of the capital, construction, or renovation project, an actuals fund balance transfer should be processed at closeout back to the FCLTY or START project.

What function code should be used in the chartstring when creating a faculty discretionary or start-up project that is for University-sponsored research?

To ensure proper recording for UVM’s facilities & administrative (F&A) rate analysis, selecting the proper research function code is important. When research is formally funded by the University, function 320 should be used within the chartstring. Typically, these types of research projects are established through the Deans’ offices.

For the costs of research, development, and scholarly activities that are not organized research and, consequently, are not separately accounted and budgeted for, function 291 is appropriate.

I am getting an error about an inactive activity when processing a journal. Why?

If you have entered an actuals journal and receive the following error message, you may have selected an inactive project activity or one that you have not previously established within the project set-up:



Message

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink.

Navigate to the project activity page through **Project Costing > Project Definitions > General Information – Project Activities** link.

Project Activities | Gantt Chart

Project 034835 Description Test project for user guide Processing Status Active

Number Rows 1 Expand All Subtasks

Project Activities Personalize | Find | View All | First 1 of 1 Last

Schedule | More Dates | Details | User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
<input type="checkbox"/>	1	UVM General Financial Activ	UVM	06/26/2018	12/31/2199	0.00

Save as Template

[Return to General Information](#)

If the activity you are trying to transact against is not on this page, you should add it, as appropriate. Note, you can only use activities associated with the project type you have established.

If the activity does exist on this page, further navigate to the **Details** tab to see if the Processing Status.

Project Activities | Gantt Chart

Project 034835 Description Test project for user guide Processing Status Active

Number Rows 1 Expand All Subtasks

Project Activities Personalize | Find | View All | First 1 of 1 Last

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
<input type="checkbox"/>	1	UVM General Financial Activ			Renee Hurst			Inactive	<input type="checkbox"/>	<input type="checkbox"/>

Save as Template

[Return to General Information](#)

If the activity is Inactive, you can change it to Active as appropriate using the dropdown, and Save.



Can I close individual budget lines on a project to avoid spending on a specific program or purpose code, for example?

Individual budget lines can be closed centrally. Please contact [Financial Reporting & Accounting Services](#) to make this request.

Resources/Help

Help

If you have questions about this user guide, please e-mail [Financial Reporting and Accounting Services](#).

Training

Related resources and classes:

- [UFS Roadshow Training Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)