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Overview

Introduction   This topic details the project structure and the ChartFields used in accounting transactions by the Commonwealth of Virginia.

Structure and Content

General   A project is a planned undertaking of something to be accomplished or produced, with a finite beginning and a finite end, for which expenditures/costs and revenues are to be tracked. Projects are designed to track project and grant financial activity, which can cross fiscal years, funds and departments. The project component was specifically designed to perform three functions:

(1)   record expenditure information for special statewide activities and events,

(2)   record Federal grant and contract receipts and expenditures, and

(3)   control and record capital outlay project appropriations, allotments, and expenditures.

The Project ChartField is independent of other Chart of Accounts ChartFields and is used in addition to all other ChartFields to identify transactions except for General Fund revenue. The use of a project would be contrary to the basic concept of "General Fund" revenue. The project collects information across agency - program - fund structure lines and links related revenue and expenditures in more than one fund. The project also permits data to be accumulated and carried forward from one state fiscal year to another which is essential to identify the longer-term activities related to a project, especially a Capital Outlay Project. See CAPP Topic No. 20340, *Capital Outlay,* for more information.

Use a Project ChartField only in those instances when the need fits the characteristics of a project. Do not use a Project ChartField in lieu of or to duplicate organizational (department) or program information.

Structure and Content, Continued

Project Code Structure

The Project ChartField is agency controlled with the exception of Capital Outlay. Capital Outlay Project ChartFields are centrally controlled and are established by the Department of Accounts (DOA).

Agencies generally establish Project ChartFields for Federal grants and contracts. Agencies may also set up Project ChartFields for the following reasons:
- An agency receives a grant from a contract with a private foundation or for research services for a business enterprise,
- Situations where an agency needs to accumulate data on revenue and expenditures, or expenditures that involve multiple programs, funds, state fiscal years, or require special identification.

The Project ChartField is established in Cardinal through the Cardinal System Setup and ChartFields process. It must be properly established before it can be used on accounting transactions. When creating an agency controlled Project ChartField in Cardinal, the following fields are required:

Field	Information
Business Unit	This field identifies the agency. If the project is being set up for a different agency than what is displayed, be sure to select the template for that agency.
Project Template	This value identifies the template used to create projects for the agency. If the project is being set up for a different agency, be sure to select the template for that agency.
New Start Date	This value identifies the project start date. Populate this field with an appropriate date.
Description	Enter a description for the Project in the Description field.
Integration	This field is the Business Unit for the agency. This will default and should not be changed.
Project Type	This field defaults to STATE and should not be changed.
End Date	The End Date field defaults to one year from the Start Date. Modify the End Date as appropriate for the project.

Structure and Content, Continued

Project Code Structure, continued

The project's Project Status can be set to Active, Pending or Closed. A Project Status should only be set to Closed when the project is complete and all transactions are completely processed.

Cardinal automatically assigns a ten-digit Project ID using the 'NEXT' available number sequence once an agency saves the Project ChartField.

If an agency uses the VPAR106B - Project Expenditure by Account or VPAR106C – Project Expenditure by Task nVision report, projects that an agency establishes in Cardinal must also exist on the agency's PROJECT_REPORTING tree. All updates to the tree structures in Cardinal are maintained by Post Production Support (PPS). Requests for updates to the PROJECT_REPORTING tree must be submitted to the Cardinal PPS GL Team via a VCCC Help Desk Ticket with "Cardinal Help Desk Ticket – Project Trees" as the subject.

See Cardinal Training - GL336, *General Ledger Maintenance*, for more information on creating a project.

Capital Outlay Project ChartFields are centrally controlled, created, and maintained in Cardinal by DOA. Capital Outlay projects have a Summary Project (used for Budgeting only) and at least one Detail Project that rolls up into the Summary Project. The Summary Project value will start with a "C" followed by a preassigned number from the Department of Planning and Budget (DPB). Detail Projects are a ten-digit auto-numbered value. Project IDs are assigned for the life of the project regardless of the number of appropriations or state fiscal years involved. The Summary Project defines the financial control at the appropriation level. Different Detail Projects could be used to track the various phases of a project.

All Capital Outlay Projects must exist on the agency's PROJECT_BUDGET and PROJECT_REPORTING trees.

If an agency wishes to add a Summary or Detail Capital Outlay Project in Cardinal a request must be submitted to the DOA, General Accounting Unit, at gacct@doa.virginia.gov.

See CAPP Topic No. 20340, *Capital Outlay,* for more information on establishing Capital Outlay Project ChartFields.
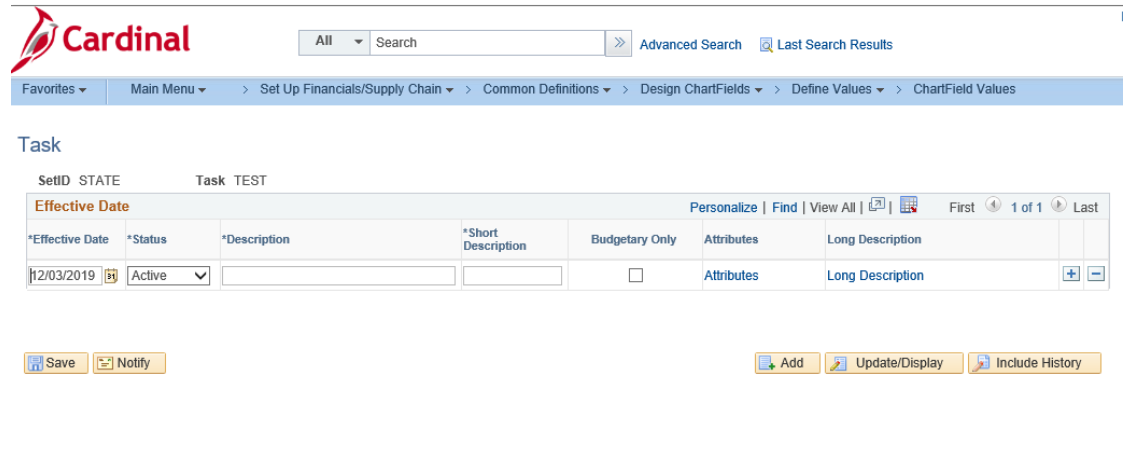
Structure and Content, Continued

Project and Task

In addition to the Project ChartField, the Task ChartField is an optional value in Cardinal that can be used to further define activities related to individual projects for more detailed management control. The Task ChartField is an agency controlled element that can be up to six characters, alpha or numeric.

Coding

Coding of Transactions

All agencies must populate an Activity value of "STATE", in addition to a Project Costing Business Unit (PCBU) value, on transactions utilizing a Project ChartField. In addition, the fund, account, program, and department must be coded on all expenditure transactions when using the Project ChartField.

The Project ChartField can be used on revenue transactions and is recommended for Federal grant revenues. The Project ChartField would be the data identification for all transactions pertaining to the grant.

ALL Capital Outlay project expenditures require Program Code 998000 and use of the Detail Project number.

Project Reporting

Numerous reports, queries and inquiries are available in the Cardinal *Reports Catalog* to analyze project related transactions. Listed below are a few standard reports that can be obtained for project/grant information:

Cardinal			
Cardinal Report ID	Cardinal Report Name	Cardinal Navigation	Report Type
RGL010	GL Transaction Report	General Ledger > General Reports > GL Transaction Report	Ad Hoc Report
RGL0618	Project Status Report	General Ledger > General Reports > Project Status Report	Ad Hoc Report
VPAR0567	Financial Summary Project Summary	Reporting Tools > Report Manager > PROJ FIN SUMMARY	nVision
VPAR106B	Financial Summary - Project Expenditure by Account	Reporting Tools > Report Manager > PROJ EXP ACCOUNT	nVision
VPAR106C	Financial Summary - Project Expenditure by Task	Reporting Tools > Report Manager > Proj Exp Task	nVision

DOA Contacts

Contact

Director, General Accounting
Voice: (804) 225-2376
FAX: (804) 225-4250
E-Mail: gacct@doa.virginia.gov

Subject Cross References

References

CAPP Topic No. 20340, *Capital Outlay*

Refer to suggested job aids and training information for data entry and processing on the Cardinal website: http://www.cardinalproject.virginia.gov/

Suggested Job Aids and Training

The following training can be found on the Cardinal Project web page, under Training > Course Materials and select: Agency = Statewide, Application = SW_Financials, Module = SW_General Ledger, Course =

GL336: General Ledger Maintenance

Additional job aids and training materials may be available on the Cardinal website.