Create and Finalize a Capital Project

Purpose: Use this document to create a Project and Activity and finalize the Budget for a Capital Project in ctcLink.

Audience: Finance Staff.

- You must have at least one of these local college managed security roles:
- ZZ PC Local Configuration
- ZZ Project Costing Processing

You must also set these User Preference Definitions:

FSCM Grants Security

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

Capital Projects are created in the Project Costing Module and budgeted at the SBCTC Field User 5. This dedicated **User Field 5** is necessary for colleges to enter the Capital Project number that was assigned by the State Board. This field will be used to generate summary data by the SBCTC for tracking and monitoring throughout the year and for year end reporting. The **Project Type** field will be used by SBCTC to run specific funding reports. For further information on SBCTC Capital Projects, please select the following link to **SBCTC Capital Budget, Planning & Facilities.**

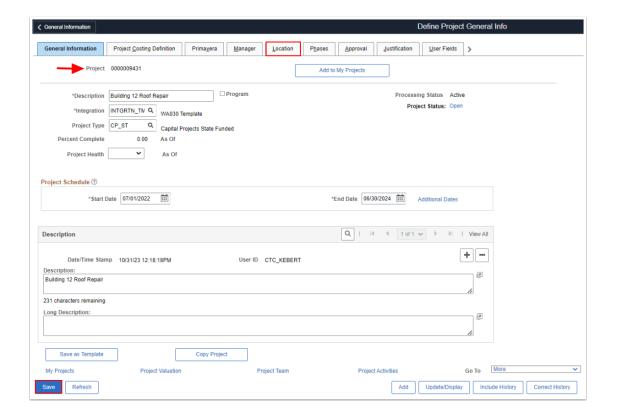
• For a 'Capital Grant', please see the QRG Reimbursable Grant - Creation to Activation to create and activate a Capital Project Grant.

Creating a Capital Project

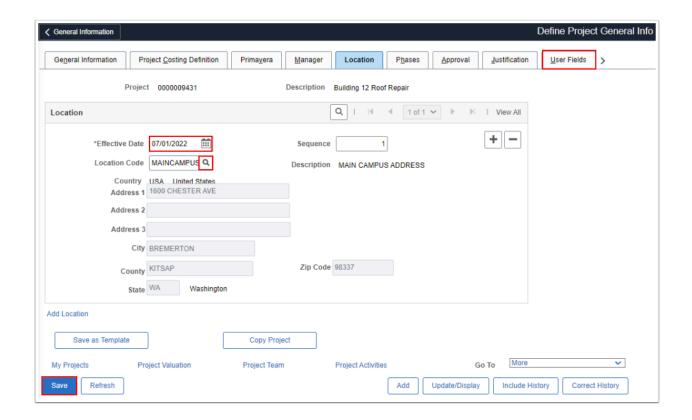
1. Project & Activity

Navigation: Project Costing > Project Definitions > Define Project General Info

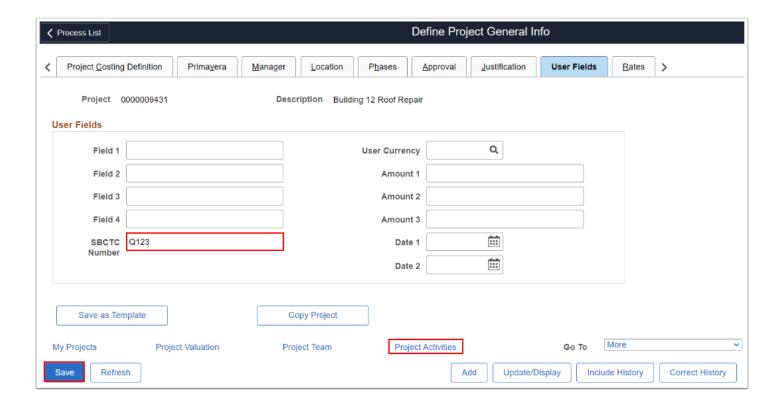
- 1. The General Information search page displays.
- 2. Select the Add a New Value tab.
- 3. Enter or look up the **Business Unit.**
- 4. The Project defaults to **NEXT** for it will be auto generated upon save. It is essential to not change this from NEXT.
- 5. Select Add.
- 6. The **General Information** page will display.
- 7. On the **General Information** tab, add the values that defines your Capital Project:
 - a. Enter the **Description**.
 - b. Select your college's **Integration Template**.
 - c. Enter the **Project Type: CP_LC** for Locally Funded or **CP_ST** for State Funded.
 - d. Enter the Start and End date.
 - e. Optional to enter a **Description** and/or additional longer **Description**.
- 8. Select the **Save** button to generate your Project ID.
- 9. Select the **Location** tab.
 - PeopleSoft uses **Integration Templates** to identify the business unit which your projects are associated.



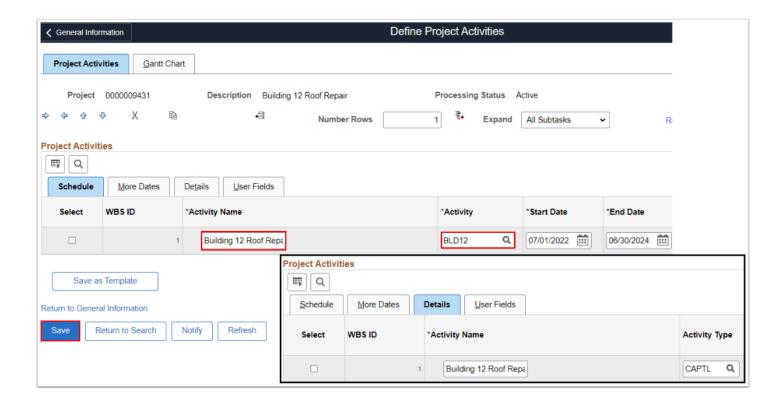
- Upon saving, your PeopleSoft Project number is generated.
- 10. The **Location** tab page will display.
- 11. Enter the start of the Capital Project and/or Effective Date.
- 12. Use the lookup tool to select the **Location Code**.
- 13. Select Save.
- 14. Select the **User Fields** tab.



- Entering your State Board provided Capital Project number in User Field 5 enables the SBCTC to monitor, track, and run summary reports in Captrack (https://captrack.sbctc.edu/CollegeSelect.asp) and to report back to the State of Washington.
- 15. The **User Fields** tab displays.
- 16. Enter your specific college's designated SBCTC Capital Project number in the User Fields (Field 5) section in the **SBCTC Number** (example below is **Q123**). Your current list of projects can be found in the allocation schedule by selecting the following link to <u>Captrack</u>.
- 17. Select the **Save** button.
- 18. Select the **Project Activities** hyperlink.



- 19. The **Project Activities** window will open.
- 20. Enter a locally defined **Activity Name**, optional to add a detailed name like 'Building 12 Roof Repair Phase 1'
- 21. Enter the **Activity**, optional to add a combination of alpha and/or numeric values to make up the Activity, '**BLD12**'. This value will become a part of the valid ChartString. Notice the Start and End date carry forward from the General Information page.
- 22. Optional to add the Activity Type for to enable better search features:
 - a. In the Project Activities section, select the **Details** tab.
 - b. Enter **CAPTL** in the **Activity Type** field.
- 23. Select the **Save** button.
 - Activity Name vs. Activity: Both are required fields and locally defined. It's optional to name them the same like in the example below. The Activity Name can be used to enter a Capital Project description, for example Renovations_Part1 or Site2-Replacement but limited to less than 30 Characters. The Activity is limited to 5 characters long and can be a mix of letters and numbers. This becomes part of your valid ChartString: Fund-Class-Appropriation-Dept-PCBusUnit-Project-ACTIVITY.



24. Section complete. Please continue with next section to add valid Budgets to your Capital Project.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to <u>Creating a Capital Project & Activity</u>. This link will open in a new tab/window.

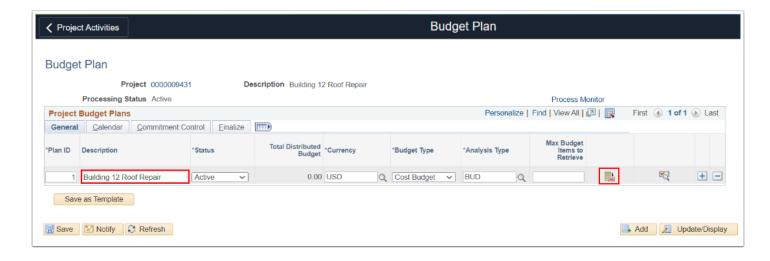
2. Project Budgets

- You must have at least one of these local college managed security roles:
- ZZ Project Cost Entry-Maint
- ZZ Project Costing Processing

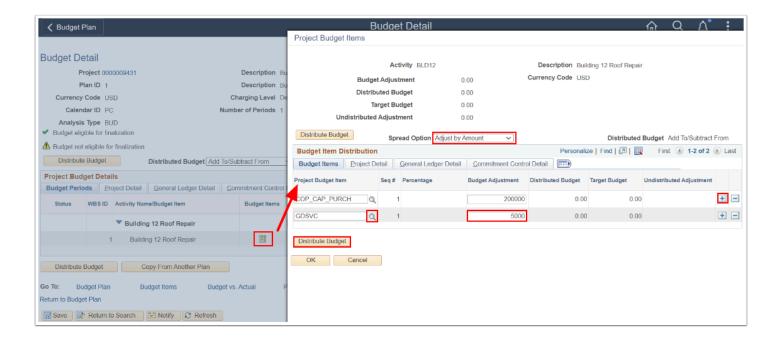
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: Project Costing > Budgeting > Budget Plan

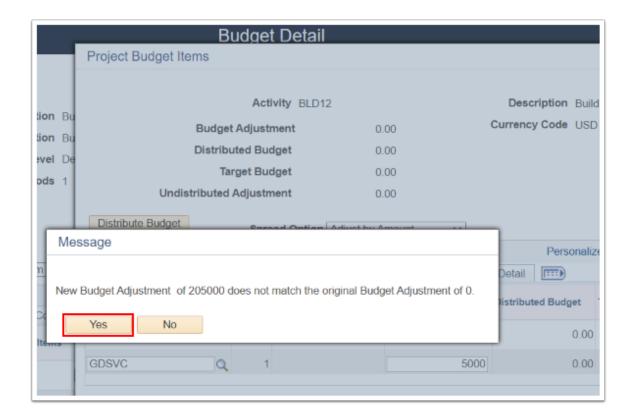
- 1. The **Budget Plan** search page will display.
- Select the Add a New Value tab.
- 3. Enter the **Business Unit**.
- 4. Select the PeopleSoft generated Capital Project Number; i.e. 00000XXXXX.
- 5. Select the **Add** button.
- 6. The **Budget Plan** page will display.
- 7. Enter the **Description**.
- 8. Select the **Budget Detail Folders icon** to navigate to the Budget Detail page.



- 9. The **Budget Detail** page will display.
- 10. Select the **Budget Items single folder icon** to open the Project Budget Items window.
- 11. Select the Spread Option to **Adjust by Amount** or as defined by your college business practices.
- 12. On the Budget Items tab, use the look up tool to add the **Project Budget Items** and use the + icon to add additional rows.
- 13. Enter the dollar budget amounts in the Budget Adjustment column.
- 14. Select Distribute Budget.

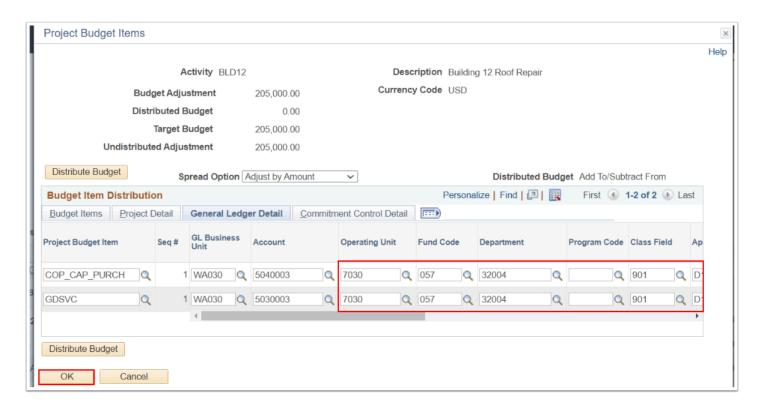


- 15. A message will display confirming the new budget is greater than the original budget.
- 16. Select Yes.

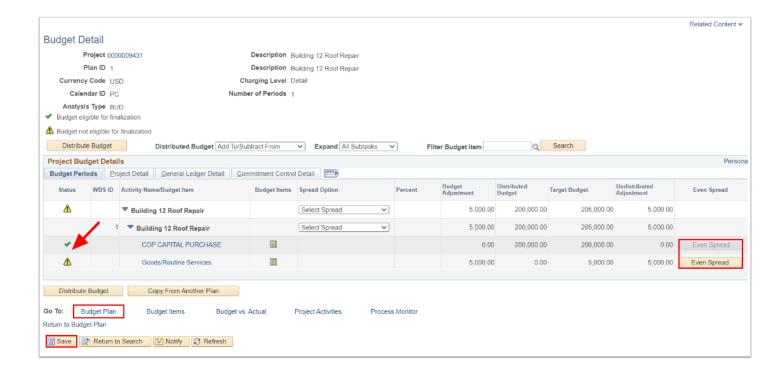


- Your budget is distributed. Next step is to add the ChartStrings.
- 17. The Project Budget Items page will display.
- 18. Select the **General Ledger Detail** tab.

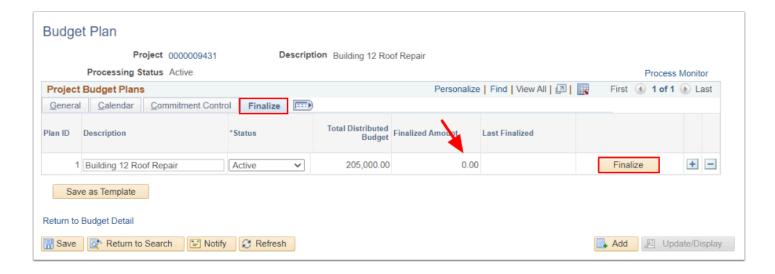
- 19. Enter or lookup the Chartfield values for each of the Project Budget Items:
 - a. Operating Unit.
 - b. Fund Code.
 - c. Department.
 - d. Class.
 - e. Appropriation Index.
 - f. State Purpose.
 - g. Optional **Program** code.
- 20. Select **OK** to close out the **Project Budget Items** window and return to the **Budget Detail** main page.



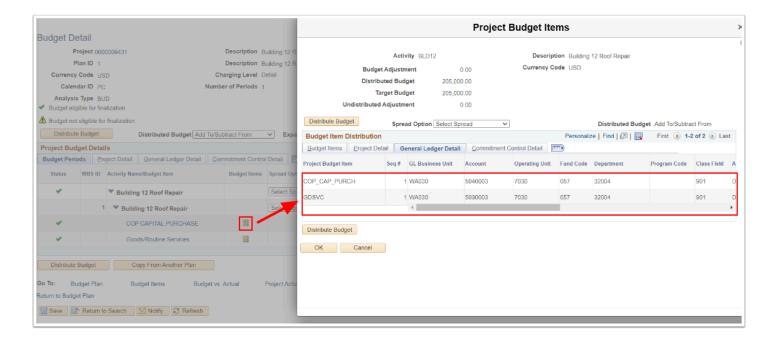
- 21. The Budget Detail page will display.
- 22. For each Budget Item, select the **Even Spread** button.
- 23. Select Save.
- 24. Select the **Budget Plan** hyper link to finalize the Budget.
 - After you select the Even Spread button, notice the Budget Status icons have changed from **not eligible** (yellow caution triangle) to **eligible** (green check marks) for finalization.



- 25. The Budget Plan page will display.
- 26. Select the **Finalize** tab. Note the Finalized Amount is currently zero.
- 27. Select the **Finalize** button.



- 28. A message will display that the Budget Plan Finalization is being processed.
- 29. Select OK.
- 30. Select the **Process Monitor** to view the status.
- 31. Refresh the page until the process runs to 'Success' and Distribution Status is 'Posted'. For more information on this process, please see QRG <u>Process Scheduler/Process Monitor</u> for details.
- 33. Navigate back to the Budget Detail page to verify the Budget has been distributed and posted correctly (no editable boxes): Navigation: Project Costing > Budgeting > Budget Detail > Project Budget Items (yellow folder icon).



34. Process complete.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial Via Panopto

View the external link to <u>Creating a Capital Project Budget</u>. This link will open in a new tab/window.