

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.

Define Project General Info

General Information | Project Costing Definition | Primavera | Manager | **Location** | Phases | Approval | Justification | User Fields >

Project 0000009431 [Add to My Projects](#)

*Description: Building 12 Roof Repair ☐ Program Processing Status: Active
 *Integration: INTGRTN_TW WA030 Template Project Status: Open
 Project Type: CP_ST Capital Projects State Funded
 Percent Complete: 0.00 As Of
 Project Health: As Of

Project Schedule

*Start Date: 07/01/2022 *End Date: 06/30/2024 [Additional Dates](#)

Description 1 of 1 View All

Date/Time Stamp: 10/31/23 12:18:18PM User ID: CTC_KEBERT

Description: Building 12 Roof Repair
 231 characters remaining
 Long Description:

[Save as Template](#) [Copy Project](#)

My Projects Project Valuation Project Team Project Activities Go To: More

[Save](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

! 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.

< General Information Define Project General Info

General Information Project Costing Definition Primavera Manager Location Phases Approval Justification User Fields >

Project 000009431 Description Building 12 Roof Repair

Location

*Effective Date 07/01/2022 Sequence 1

Location Code MAINCAMPUS Description MAIN CAMPUS ADDRESS

Country USA - United States

Address 1 1600 CHESTER AVE

Address 2

Address 3

City BREMERTON

County KITSAP Zip Code 98337

State WA Washington

Add Location

Save as Template Copy Project

My Projects Project Valuation Project Team Project Activities Go To More

Save Refresh Add Update/Display Include History Correct History

! 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 **Captrack**.
17. Select the **Save** button.
18. Select the **Project Activities** hyperlink.

Process List Define Project General Info

Project Costing Definition Primavera Manager Location Phases Approval Justification **User Fields** Rates

Project 0000009431 Description Building 12 Roof Repair

User Fields

Field 1 User Currency

Field 2 Amount 1

Field 3 Amount 2

Field 4 Amount 3

SBCTC Number Date 1

Date 2

Save as Template Copy Project

My Projects Project Valuation Project Team **Project Activities** Go To More

Save Refresh Add Update/Display Include History Correct History

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**.

General Information

Define Project Activities

Project Activities

Gantt Chart

Project

0000009431

Description

Building 12 Roof Repair

Processing Status

Active

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Number Rows

1

Expand

All Subtasks

R

Project Activities

☰

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Schedule

More Dates

Details

User Fields

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date
<input type="checkbox"/>	1	Building 12 Roof Repa	BLD12	07/01/2022	06/30/2024

Save as Template

Return to General Information

Save

Return to Search

Notify

Refresh

Project Activities

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Schedule

More Dates

Details

User Fields

Select	WBS ID	*Activity Name	Activity Type
<input type="checkbox"/>	1	Building 12 Roof Repa	CAPTL

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 [Creating a Capital Project & Activity](#). 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.
2. 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.

The screenshot shows the 'Budget Plan' page in a web application. The page has a dark header with a back arrow and 'Project Activities' on the left, and 'Budget Plan' on the right. Below the header, there's a section for 'Budget Plan' with 'Project 0000009431' and 'Description Building 12 Roof Repair'. The 'Processing Status' is 'Active'. There's a 'Process Monitor' link. Below this is a 'Project Budget Plans' section with tabs for 'General', 'Calendar', 'Commitment Control', and 'Finalize'. The 'General' tab is selected. It shows a table with columns: 'Plan ID', 'Description', 'Status', 'Total Distributed Budget', 'Currency', 'Budget Type', 'Analysis Type', and 'Max Budget Items to Retrieve'. There is one row with '1' in the Plan ID column, 'Building 12 Roof Repair' in the Description column, 'Active' in the Status column, '0.00' in the Total Distributed Budget column, 'USD' in the Currency column, 'Cost Budget' in the Budget Type column, 'BUD' in the Analysis Type column, and an empty field in the Max Budget Items to Retrieve column. A red box highlights a folder icon in the bottom right corner of the table. Below the table is a 'Save as Template' button. At the bottom of the page are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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**.

Budget Detail

Project 0000009431
Plan ID 1
Currency Code USD
Calendar ID PC
Analysis Type BUD
Budget eligible for finalization
Budget not eligible for finalization

Project Budget Items

Activity BLD12
Description Building 12 Roof Repair
Currency Code USD

Budget Adjustment 0.00
Distributed Budget 0.00
Target Budget 0.00
Undistributed Adjustment 0.00

Budget Item Distribution

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
COP_CAP_PURCH	1		200000	0.00	0.00	
GDSVC	1		5000	0.00	0.00	

Message

New Budget Adjustment of 205000 does not match the original Budget Adjustment of 0.

Yes **No**

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

Budget Detail

Project Budget Items

Activity BLD12
Description Build
Currency Code USD

Budget Adjustment 0.00
Distributed Budget 0.00
Target Budget 0.00
Undistributed Adjustment 0.00

Budget Item Distribution

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
COP_CAP_PURCH	1		200000	0.00	0.00	
GDSVC	1		5000	0.00	0.00	

Message

New Budget Adjustment of 205000 does not match the original Budget Adjustment of 0.

Yes **No**

! 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.

Project Budget Items

Activity BLD12 Description Building 12 Roof Repair

Budget Adjustment 205,000.00 Currency Code USD

Distributed Budget 0.00

Target Budget 205,000.00

Undistributed Adjustment 205,000.00

Distribute Budget Spread Option Adjust by Amount Distributed Budget Add To/Subtract From

Budget Item Distribution Personalize Find First 1-2 of 2 Last

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	GL Business Unit	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	Ap
COP_CAP_PURCH	1	WA030	5040003	7030	057	32004		901	D
GDSVC	1	WA030	5030003	7030	057	32004		901	D

Distribute Budget

OK Cancel

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.

Budget Detail Related Content ▾

Project 0000009431 Description Building 12 Roof Repair
 Plan ID 1 Description Building 12 Roof Repair
 Currency Code USD Charging Level Detail
 Calendar ID PC Number of Periods 1
 Analysis Type BUD
 ✓ Budget eligible for finalization
 ⚠ Budget not eligible for finalization

Distribute Budget Distributed Budget Add To/Subtract From Expand All Subtasks Filter Budget Item Search

Project Budget Details Persona

Budget Periods Project Detail General Ledger Detail Commitment Control Detail

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread
⚠		Building 12 Roof Repair		Select Spread		5,000.00	200,000.00	205,000.00	5,000.00	
	1	Building 12 Roof Repair		Select Spread		5,000.00	200,000.00	205,000.00	5,000.00	
✓		COP CAPITAL PURCHASE				0.00	200,000.00	200,000.00	0.00	Even Spread
⚠		Goods/Routine Services				5,000.00	0.00	5,000.00	5,000.00	Even Spread

Distribute Budget Copy From Another Plan

Go To: Budget Plan Budget Items Budget vs. Actual Project Activities Process Monitor
 Return to Budget Plan

Save Return to Search Notify Refresh

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

Budget Plan

Project 0000009431 Description Building 12 Roof Repair
 Processing Status Active Process Monitor

Project Budget Plans Personalize Find View All First 1 of 1 Last

General Calendar Commitment Control **Finalize**

Plan ID	Description	Status	Total Distributed Budget	Finalized Amount	Last Finalized	
1	Building 12 Roof Repair	Active	205,000.00	0.00		Finalize

Save as Template

Return to Budget Detail

Save Return to Search Notify Refresh Add Update/Display

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 [Process Scheduler/Process Monitor](#) 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).

Budget Detail

Project 000009431
Plan ID 1
Currency Code USD
Calendar ID PC
Analysis Type BUD
Budget eligible for finalization
Budget not eligible for finalization

Description Building 12 R
Description Building 12 R
Charging Level Detail
Number of Periods 1

Distribute Budget
Distributed Budget Add To/Subtract From

Project Budget Details

Budget Periods Project Detail General Ledger Detail Commitment Control Detail

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Op
✓		Building 12 Roof Repair		Select Sp
	1	Building 12 Roof Repair		Se
✓		COP CAPITAL PURCHASE		
✓		Goods/Routine Services		

Distribute Budget Copy From Another Plan

Go To: Budget Plan Budget Items Budget vs. Actual Project Activ

Return to Budget Plan

Save Return to Search Notify Refresh

Project Budget Items

Activity BLD12
Description Building 12 Roof Repair
Currency Code USD

Budget Adjustment 0.00
Distributed Budget 205,000.00
Target Budget 205,000.00
Undistributed Adjustment 0.00

Distribute Budget Spread Option Select Spread Distributed Budget Add To/Subtract From

Budget Item Distribution

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	GL Business Unit	Account	Operating Unit	Fund Code	Department	Program Code	Class Field	A
COP_CAP_PURCH	1	WA030	5040003	7030	057	32004		901	D
GDSVC	1	WA030	5030003	7030	057	32004		901	D

Distribute Budget

OK Cancel

34. Process complete.

Video Tutorial

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