

QUICK REFERENCE GUIDE

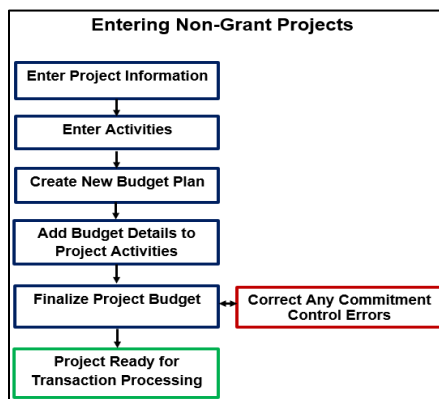
July 21, 2024

Enter Non-Grant Projects

This guide covers creating a new, non-grant project, such as a capital bonding project. Non-grant projects are created when the project and activities are funded by the agency rather than a sponsor and there is no need to bill. The project is used to perform cost collection only. You first enter general project information, including the Project ID, Project Description, Type, Project Start and End Dates, and at least one activity. Activity details include the Activity Name, Activity ID, and Activity Start and End Dates.

Note: Project IDs must begin with the first three digits of your Business Unit (your “Agency Mask”). For example, if your Business Unit is G1001, your agency mask is “G10.”

Most agencies require that a project budget be entered. Budgets are entered at the activity level and these entries roll up to the total project budget. The level of budget detail entered differs, depending on the agency. Check with your agency to find out your agency requirements. You can also refer to the [Project Budget Definitions](#) guide.



Step 1: Enter Project General Information

1. Navigate to the project **General Information** page using one of the options below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Project Costing, Manage Projects. The General Information page displays by default.
WorkCenter	Accounting, Project Costing, Projects WorkCenter, left menu, Links section, Project Setup, General Information.

- On the General Information page, select the **Add a New Value** button and complete as described below.

Field Name	Field Description
*Business Unit	Accept the default Business Unit or select a different Business Unit.
*Project ID	WARNING! You must overwrite the default system value “NEXT” with a valid Project ID. The Project ID must begin with the first three digits of your Business Unit (your Agency Mask). For example, if your Business Unit is “G1001,” your agency mask is “ G10. ” Check with your agency for additional format requirements for the Project ID. Project ID is a 15-character alphanumeric identifier.
*Create	Accept the default “Blank Project.”

- Select the **Add** button.

The screenshot shows the 'General Information' page for adding a new project. The left sidebar has a 'Projects' section with options like 'My Projects', 'Projects List', 'Status', and 'Copy Project'. The main content area is titled 'General Information' and 'Add a New Value'. It contains three input fields: '*Business Unit' with the value 'G1001', '*Project' with the value 'G10FY25Training', and '*Create' with a dropdown menu set to 'Blank Project'. At the bottom, there is an 'Add' button highlighted with a red box.

- Complete the **General Information** page as described below.

Field Name	Field Description
*Description	Enter a description for the project. This brief description field is used to identify your project in search results and reports. You can enter longer descriptions at the bottom of the page, if desired. The longer descriptions are not required. The field length is 30 characters.
*Integration	Select the Lookup icon and select “STANDARD.” This is the only valid value.
*Project Type	Enter the Project Type. Many different project types may be used at your agency. Be sure to select the correct project type.
Project Status	The Project Status defaults to “Open.” While the project is open, the Project and Activity IDs can be used as valid ChartField values, even if the project has not yet started. If you want to prevent this, you can change the status now to “Hold,” and then change it back to “Open” when the project starts, or when you want to be able to use the Project ID and Activity ID. Note: If you attempt to enter a status with a date outside of the Project Start and End Date, you receive a warning; however, you can save the status.
*Start Date	Enter the project Start Date. After saving the project, the earlier of today’s date or the start date becomes the effective date. Payroll transactions cannot be processed prior to this date. If you use budgets, this becomes the Control Start Date.


Field Name	Field Description
	Note: If your project is funded by a continuing appropriation for capital projects (Appropriation Type 02), the Start Date must be within the budget fiscal year (budget period) of the capital appropriation.
*End Date	Enter the project End Date. If you use budgets, this becomes the Control End Date.
Description	Optionally, enter a description to provide more details about your project than would fit in the short description above. Select the Modal Window icon to view and enter the description in a larger window. The field length is 254 characters.
Long Description	Optionally, enter a longer description if you need more than 254 characters. Select the Modal Window icon to view and enter the description in a larger window.

- Ensure that you have entered a valid Project ID that begins with your agency mask. If you have not entered a valid Project ID, leave the page without saving, and start over at Step 1. If you have entered a valid Project ID, select the **Save** button.

The screenshot displays the 'General Information' tab of a project management system. The project ID is 'G10FY25TRAINING'. The description is 'Update SWIFT Training'. The integration is 'STANDARD' and the project type is 'INTR3'. The percent complete is '0.00'. The start date is '07/01/2024' and the end date is '08/30/2026'. The 'Save' button is highlighted with a red box.

- Optionally, select the **User Fields** tab and enter information in the fields as required by your agency. These fields are available to use at your agency's discretion.

7. Optionally, select the **Attachments** tab to add documents to your project. (If the tab is not visible select the **Show following tabs** icon at the top right of the page to view additional tabs.)

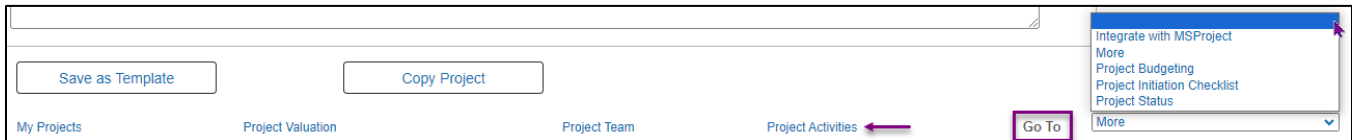
- Select the **Attachment**  icon in the Document Attachments section.
- Select the **Choose File** button and browse to the location of the file and select it.
- Select the **Upload** button.
- Select the **Save** button.

8. The Project Costing Module has many pages with features that are not used by the State of Minnesota and therefore are not presented in this guide. There are a few pages that are applicable and are described below.

Page Name	Field Description
Project Costing Definition	Entries on the Project Costing Definition page should not be changed.
Location	<p>Non-grant projects do not require a location to be assigned. Most agencies do not use locations. Check with your agency to determine if you should use the Location page to assign the physical location of the project. If you choose to add location details, you have the option to include multiple locations with different Effective Dates.</p> <p>Note: The Effective Date of the location must be within the project Start and End Dates you entered on the General Information page.</p>

Page Name	Field Description
Asset Integration Rules	If you are interested in integrating project information to the Asset Management Module, contact SWIFT Module Support at: AgencyAssistance.MMB@state.mn.us .

- On the bottom of most pages, there is a **Go To** section that includes links to other pages and features that may be useful. Select the **Project Activities** link and proceed to Step 2.



Step 2: Add Project Activities

- The **Project Activities** page displays with one activity row by default. Each project is required to have at least one active activity. Optionally, enter the number of additional activity rows needed for your project (1 activity = 1 row).

WARNING! This is the number of new rows that you need to add, not the total number of rows you need. If you add rows you don't need, you cannot delete them. If you add activity rows in error, you should exit the Project Activities page without saving (select the Return to General Information link and select "Cancel" to exit without saving). From the Project General Information page, select the Project Activities link and start over.

- Select the **Select** checkbox for the first row that was added by default. The new rows are added after the selected row.
- Select the **Add** (+) icon to the left of the **Number Rows** field. The new rows are inserted after the selected row.

- Enter a name for the activity in the **Activity Name** column. The field length is 30 characters.

5. The activity **Start Date** and **End Date** defaults to the Start Date and End Date of the Project. If there is only one activity, the activity Start and End Date must match the project Start and End Date. If your project has multiple activities, you must have at least one activity that starts on the project Start Date and one ends on the project End Date. There must be no gaps between activities.
6. If required by agency, select the **Activity Definition** icon (📄). The General Information page for the Activity is where you can add additional information about the Activity. This page is like the Project General Information page. Select the **Return to Project Activities** link to return to the Project Activity pages.
7. Double-check your entries before saving, especially the Activity ID(s). After you save, you cannot change the Activity ID field(s). Select the **Save** button.

The screenshot displays the 'Project Activities' interface. At the top, there's a header with 'Project Activities' and a 'Gantt Chart' tab. Below this, a navigation bar shows 'Project: G10FY25TRAINING', 'Description: Update SWIFT Training', and 'Processing Status: Active'. A toolbar includes icons for search, filters, and a 'Run to Excel' button. The main table has columns: 'Select', 'WBS ID', 'Activity Name', 'Activity', 'Start Date', 'End Date', and 'Percent Complete'. Two rows are visible: one for 'Administration' (WBS ID 1) and one for 'Materials' (WBS ID 2). Both have start dates of 07/01/2024 and end dates of 06/30/2026, with 0.00% completion. At the bottom, there's a 'Save as Template' button and a 'Return to General Information' link. The 'Save' button is highlighted with a red box.

8. If your agency requires you to enter a project budget, proceed to the next steps. Otherwise, expenses associated with the project can now be collected and tracked.

Step 3: Create a New Budget Plan

In most cases, you need to add a project budget to the new project. This approach is recommended by Minnesota Management & Budget since it provides more control over your projects. Check with your agency to determine your agency's requirements. If you establish a project budget, transactions that exceed the budget do not pass a budget check and transactions with budget dates outside the budget Control Start and End Dates also fail. The project budget begins with a Budget Plan, which establishes the high-level settings for the budget. After creating the Budget Plan, enter the details of the budget by activity. Later, you return to the Budget Plan page to finalize the project budget.

1. Begin by navigating to the **Budget Plan** page. If you are continuing from the last step, select the **Return to General Information** link at the bottom left of the page and select the "Project Budgeting" option from the **Go To** drop-down menu at the bottom right of the General Information page.
2. At the Budget Plan search page, select the **Add a New Value** button to create a new Budget Plan.
3. Enter the Project ID, if necessary.

4. Select the **Add** button.

Budget Plan

Add a New Value

*Business Unit G1001

*Project G10FY25TRAINING

Add

5. The Budget Plan page displays. Select the **Show All Columns** () icon.

6. Complete the fields in the **Project Budget Plans** section as described below.

Field Name	Field Description
*Plan ID	Accept the default "1."
Description	Enter the Description. This can be the same as or different than the project description. The field length is 30 characters.
*Status	Accept the default "Active."
*Currency	Accept the default "USD."
*Budget Type	Accept the default "Cost Budget."
*Analysis Type	Accept the default "BUD."
*Calendar ID (Display Only)	This value varies depending on your agency's Project Budget Definition.
*Start Date	Accept the default.
*Number of Periods	Accept the default "1."

7. Select the **Save** button.

Budget Plan

Project G10FY25TRAINING

Description Update SWIFT Training

Processing Status Active

Process Monitor

Project Budget Plans

1

Update SWIFT Training

Active

0.00

USD

Cost Budget

BUD

AL

07/01/2024

1

Save as Template

Save

Notify

Refresh

Step 4: Add Budget Details for Each Activity

Next, add Budget Items and Amounts for each activity. These Budget Items build the overall project budget.

1. From the **General** tab of the Budget Plan page, select the **Details** (📄) icon in the Project Budget Plans section to access the Budget Detail page.

Project Budget Plans

General | Calendar | Commitment Control | Finalize

Plan ID	Description	*Status	Total Distributed Budget	*Currency	*Budget Type	*Analysis Type	Max Budget Items to Retrieve
1	Update SWIFT Training	Active	0.00	USD	Cost Budget	BUD	

Budget Detail

2. The Budget Detail page displays. Select the **Budget Items** (📄) icon for an Activity to enter the Budget Items and Amounts.
3. The **Project Budget Items** page displays. The Budget Adjustment field is locked until you select a spread option. In most cases, select “Adjust by Amount” from the **Spread Option** drop-down list.

Project Budget Items

Activity 1

Description Administration

Budget Adjustment 0.00 Currency Code USD

Distributed Budget 0.00

Target Budget 0.00

Undistributed Adjustment 0.00

Distribute Budget

Budget Item Distribution

Budget Items | Project Detail | General Ledger Detail | Commitment Control Detail

Spread Option Select Spread

- Adjust by Amount
- Adjust by Percentage
- Clear Values
- Even Spread
- Percentage Spread
- Select Spread

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
	1		0.00	0.00	0.00	

4. In the Budget Item Distribution section, use the Lookup glass in the **Project Budget Item** column and select an option. Available options are set up for your agency. Some agencies enter the entire amount using the Project Budget Item “ALL.” Other agencies may split the budgeted amounts between salary and non-salary activities. In other cases, agencies may budget to an even greater detail, using specific budget items within each activity.
5. The **Budget Adjustment** field is now editable. Using your mouse or the Tab key, enter a dollar amount in the field. Do not use the Enter key.
6. To add additional Project Budget Items, select the **Add New Row** (+) button entering information as described above.

7. Select the **General Ledger Detail** tab.

Project Budget Items

Activity 1 Description Administration

Budget Adjustment 0.00 Currency Code USD

Distributed Budget 0.00

Target Budget 0.00

Undistributed Adjustment 0.00

Distribute Budget Spread Option Adjust by Amount

Budget Item Distribution

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	Percentage	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment
ALL	1		94000.00	0.00	0.00	

Distribute Budget OK Cancel

WARNING! Use your mouse and the **Tab** key to navigate between fields; do not use the **Enter** key. Using the Enter key returns you to the Budget Detail page.

8. If required by your agency, enter ChartFields for the Project Budget Item(s). Check with your agency to make sure you are entering the required ChartFields. Refer to the [Project Budget Definitions](#) guide for additional information. Available ChartFields include, Account, Fund, Financial Department ID, Appropriation ID, Statewide Cost (Prog), Sub Account (Class), Agency Cost 1, and Agency Cost 2.

Budget Item Distribution

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	GL Business Unit	Account	Fund Code	Financial Department ID	Statewide Cost (Prog)	Sub Account (Class)	Agency
ALL	1	MN001	435003	1000	G1010000			

9. If required by your agency, select the **Project Detail** tab to enter Source Type, Category, and Subcategory.

Budget Item Distribution

Budget Items Project Detail General Ledger Detail Commitment Control Detail

Project Budget Item	Seq #	Project Distribution Status	Source Type	Category	Subcategory
ALL	1	Not Distributed	BUD		

10. Do not change entries on the Commitment Control Detail tab. After entering all Project Budget Items and required ChartFields, select the **OK** button.

11. A message displays indicating that the New Budget Adjustment amount does not match original Budget Adjustment amount of 0 (zero). Select the **Yes** button.

New Budget Adjustment of 94000 does not match the original Budget Adjustment of 0.

Yes No

12. If you have more than one Activity, repeat the above steps to add Project Budget Items and Adjustment Amounts for each activity. Enter Budget Items and amounts for each activity.
13. When you are done, view the **Budget Detail** page to ensure that the amount listed on the first line for the project equals the total budget amount needed for the project. If not, make the necessary changes before proceeding to the next step.
14. The **Yellow Triangle** icons in the Status Column of the Budget Detail page indicate that the budget, as it is currently saved, is not eligible for finalization. Select the **Even Spread** button for each activity to fully distribute the budget amount.
15. Select the **Save** button.

Project Budget Details

Budget Periods Project Detail General Ledger Detail Commitment Control Detail ID

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread
⚠		Update SWIFT Training		Select Spread		244,000.00	0.00	244,000.00	244,000.00	
	1	Administration		Select Spread		94,000.00	0.00	94,000.00	94,000.00	
⚠		All Budget Items				94,000.00	0.00	94,000.00	94,000.00	Even Spread
	2	Materials		Select Spread		150,000.00	0.00	150,000.00	150,000.00	
⚠		All Budget Items				150,000.00	0.00	150,000.00	150,000.00	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

16. The budget amount should move from the “Undistributed Adjustment” column to “Distributed Budget,” as shown in the next screenshot. The Status column now shows **Green Checkmark** icons indicating the budget is eligible for finalization.
17. Select the **Return to Budget Plan** or the **Budget Plan** link on the bottom of the page. (They both go to the same place.)

Project Budget Details

Budget Periods Project Detail General Ledger Detail Commitment Control Detail ID

Status	WBS ID	Activity Name/Budget Item	Budget Items	Spread Option	Percent	Budget Adjustment	Distributed Budget	Target Budget	Undistributed Adjustment	Even Spread	Other	ALL
✓		Update SWIFT Training		Select Spread		0.00	244,000.00	244,000.00	0.00			
	1	Administration		Select Spread		0.00	94,000.00	94,000.00	0.00			
✓		All Budget Items				0.00	94,000.00	94,000.00	0.00	Even Spread	Other	
	2	Materials		Select Spread		0.00	150,000.00	150,000.00	0.00			
✓		All Budget Items				0.00	150,000.00	150,000.00	0.00	Even Spread	Other	

Distribute Budget Copy From Another Plan

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

Return to Budget Plan

The Budget Plan page displays. Proceed to Step 5 to finalize the budget.

Budget Plan

Project **G10FY25TRAINING** Description Update SWIFT Training

Processing Status Active Process Monitor

Project Budget Plans

General | Calendar | Commitment Control | **Finalize** | ID>

Plan ID	Description	*Status	Total Distributed Budget	Currency	Budget Type	Analysis Type	Max Budget Items to Retrieve				
1	Update SWIFT Training	Active	244,000.00	USD	Cost Budget	BUD					

Step 5: Finalize the New Budget

The last step is to finalize the budget. After the budget has been finalized, you cannot change the existing budget lines. Instead, you'll need to enter Budget Adjustments as described in the [Adjust a Project Budget](#) guide.

1. Verify that the Total Distributed Budget amount equals the amount of the project. (All other fields default with the correct values.)
2. If you realize that you've made a mistake, you can re-enter the Budget Plan and Budget Detail by doing the following:
 - a. Set the Budget Plan Status to "Inactive."
 - b. Select the **Delete Row (-)** button.
 - c. Select the **Save** button.
 - d. Go back to Step 3: Enter a new Budget Plan.
3. After verifying that the budget information is correct, select the **Finalize** tab.
4. Select the **Finalize** button. This initiates the budget finalization process, which creates a Commitment Control budget based on the project budget details you entered.

Budget Plan

Project **G10FY25TRAINING** Description Update SWIFT Training

Processing Status Active Process Monitor

Project Budget Plans

General | Calendar | Commitment Control | **Finalize** | ID>

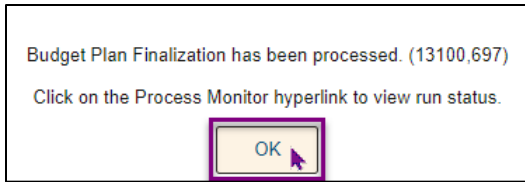
Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized			
1	Update SWIFT Training	Active	244,000.00	0.00				

Finalize Finalize this Budget Plan

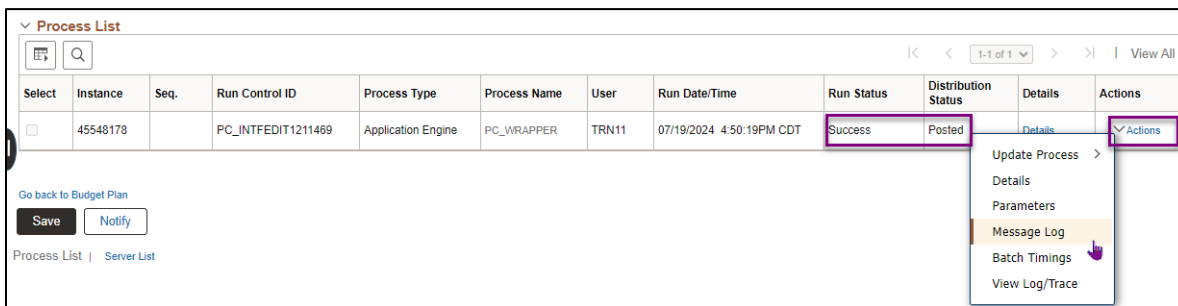
Save as Template

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

5. A message displays indicating that the Budget Plan Finalization has been processed and you can select the Process Monitor link to view the status of the process. Select the **OK** button.



6. You are returned to the Budget Plan page. Select the **Process Monitor** link.
7. At the Process List page, select the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
8. You must access the Message Log to ensure that the process was successful. Select the **Actions** drop-down list and select "Message Log."



9. The Message Log window displays. Review the information.
 - a. You should see messages indicating that rows have been successfully inserted into the "PC" Project Costing and Commitment Control modules. Make sure the number of rows listed equal the number of Budget Items you are processing.
 - b. You may see numerous warning messages that you can ignore.
 - c. If errors exist, refer to the [Correct Commitment Control \(Project Budget Check\) Errors](#) guide for assistance.

Message Log			
Severity	Log Time	Message Text	Explain
10	4:50:24PM	2 Row(s) Processed	Explain
	4:50:32PM	WARNING: UNABLE TO PERFORM COMMIT - FORCING USE OF BASE TABLE FOR PC_BUDGET_TAO	Explain
10	4:50:33PM	2 Row(s) Processed	Explain
10	4:50:33PM	2 rows started commitment control budget creation.	Explain
10	4:50:35PM	2 rows inserted into PC_KK_HDR.	Explain
10	4:50:35PM	2 rows inserted into PC_KK_LN.	Explain
10	4:50:37PM	Commitment Control Budget Processing has begun.	Explain
10	4:52:03PM	Request Statistics. Documents Processed: 2, Errors: 0, Warnings: 0	Explain
10	4:52:03PM	Commitment Control Budget Processing Complete.	Explain
10	4:52:03PM	2 rows successfully completed commitment control budget creation.	Explain
10	4:52:03PM	0 rows encountered errors during commitment control budget creation.	Explain

10. Select the **Return** button to go back to the Process Detail page.
11. Select the **OK** button to return to the Process List page.
12. Select the **Go back to Budget Plan** link to return to the Budget Plan search page.
13. On the Budget Plan page, use the **Find An Existing Value** tab to search for and select the project.

Budget Plan

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent: Choose from recent searches

*Business Unit: = G1001

Project: begins with G10FY25TRAINING

Description: begins with

Processing Status: =

Show fewer options

☐ Case Sensitive

Search Clear

14. On the Budget Plan page, select the **Finalize** tab to confirm that the “Finalized Amount” now equals the “Budgeted Amount.” The “Last Finalized” field shows the date and time the process was run, and the **Finalize** button is disabled because there is no budget amount remaining to be finalized. Future budget updates will require you to run the budget finalization process again.

Budget Plan

Project G10FY25TRAINING Description Update SWIFT Training

Processing Status Active

Process Monitor

Project Budget Plans

Plan ID	Description	*Status	Total Distributed Budget	Finalized Amount	Last Finalized		
1	Update SWIFT Training	Active	244,000.00	244,000.00	07/19/24 4:50PM	Finalize	+

Save as Template

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

15. If you have the Budget Inquiry role, after the project budget has been finalized, you can navigate to the Budget Overview page and search for and view the project budget. (**Navigation:** Accounting, Commitment Control, GL/KK WorkCenter, left menu, Links section, KK Links, Budgets Overview.). Refer to the [View Budget Overview Inquiry](#) guide for detailed instructions.

Inquiry Results

Business UnitMN001

Ledger GroupKK_PRJ_CHD

Type of CalendarDetail Budget Period

Amounts in Base CurrencyUSD

Revenue Associated:☐

[Return to Criteria](#)

Max Rows

100

[Display Options](#)

Search

Ledger Totals (2 Rows)

Budget	244,000.00	Net Transfers	0.00
Expense	0.00		
Encumbrance	0.00		
Pre-Encumbrance	0.00		
Budget Balance	244,000.00		
Associate Revenue	0.00		
Available Budget	244,000.00		

Budget Overview Results

<<

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1-2 of 2

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Vis

	Details	Budget Transaction Types	Ledger Group	PC Bus Unit	Project	Project Description	Budget	Expense	Encumbrance
1			KK_PRJ_CHD	G1001	G10FY25TRAINING	Update SWIFT Training	94,000.00	0.00	0.00
2			KK_PRJ_CHD	G1001	G10FY25TRAINING	Update SWIFT Training	150,000.00	0.00	0.00