

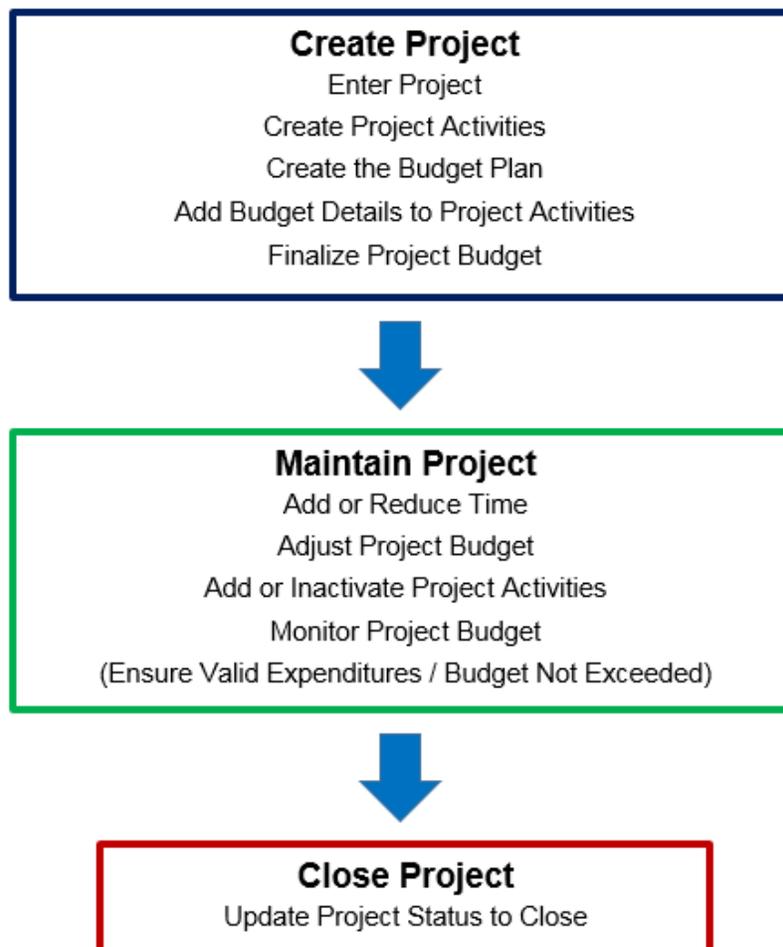
Project Costing Overview

Non-grant projects are created, maintained, and closed in the Project Costing module. They 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 will be used to perform cost collection only.

Note: Minnesota does not use the detailed project tracking that can be accommodated by the Project Costing module.

The Project Life Cycle chart shown below illustrates how projects are created, maintained, and closed in SWIFT. A brief discussion of these processes is provided in this overview.

Project Life Cycle



Create Project

You will begin creating a non-grant project by entering project header information, including the Project ID, Project Description, Type, and Start and End Dates. Next, you'll need to enter at least one activity for the project. Activity details include the Activity Name, Activity ID, and Activity Start and End Dates.

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. For example, some agencies enter a single budget for the entire project, while other agencies enter budget amounts at the account class level, such as salary, equipment, and travel.

After you complete and finalize the project budget:

- Transactions will not pass budget check if they exceed the project budget.
- SWIFT assigns Control Dates that default to the Project Start and End Dates. The Control Dates act as an edit against transactions, along with the Project Effective Date, Project Status, and Project Budget Definition. A user with sufficient security can change the Project Control Dates. Refer to the "[Understanding Project Dates and Transaction Controls](#)" guide to learn more about these fields and how they provide control on the transactions that post to your project.

Maintain Project

After the project is created, you may need to add or reduce the project time, adjust the project budget, or add additional activities to the project. You'll also need to monitor the project to ensure that valid expenditures are posted to the project and that the project budget is not exceeded.

Close Project

When it is time to close the project, you'll need to verify that all transactions have been posted to the project and then change the Project status to "Closed".

Points to Remember

There are a few important points to remember when working with non-grants projects:

- The way agencies track projects in SWIFT differs. Check with your agency to find out what Budget Definition and level of detail your agency uses. Most agencies use the Standard Budget Definition and "Track with Budget". A few agencies use the Alternate Budget Definition "Track without Budget". The level of budget detail required also varies, depending on the agency. The [Project Budget Definitions](#) guide may also be of assistance.
- 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".
- Transactions must be coded with valid Project ChartFields. For most agency configurations, transactions must have a valid ChartField combination of Project Costing Business Unit (PC Business Unit), Project ID, Activity, and Source Type. There are exceptions. Check with your agency to find out how your agency is set up or contact the SWIFT Help Desk.