

QUICK REFERENCE GUIDE

November 1, 2019

Understand Project Dates and Transaction Controls

When you enter a project, several dates are created.

- Project Start and End Dates
- Project Effective Date
- Project Control Start and End Dates
- Activity Dates

These dates, along with your agency’s Project Budget Definition and Project Status, provide control on the transactions that post to your project.

Project Budget Definitions

Project Budget Definitions are used by the Commitment Control module to track project expenditures. Transactions will not pass budget check if they exceed the project budget. The majority of agencies use the Standard Budget Definition and the default ChartField requirement which includes Activity, PC Business Unit, and Project ID. Some agencies also require Fund, and a few agencies require Account Class, Fin Dept ID, and Approp ID. Refer to the [“Project Budget Definitions”](#) guide for additional information.

Control on Transactions

The Project Status, Project Control Dates, and the initial Project Effective Date are also used to validate transactions as described below:

Control	Control on Transactions
Project Status	The Project Status (and Activity Status) is the ultimate control on the project. Closing (inactivating) a project when it is finished is the best option to halt further processing against a project. Refer to the “Close or Reopen a Project” guide for additional information.
Project Effective Date	The initial Project Effective Date has implications on payroll processing. Payroll transactions will not be allowed to post prior to the first Project Effective Date. The first <i>Project Status</i> record is created with an <i>Effective Date</i> that is the earlier of the date when the project was created or the project <i>Start Date</i> . The project <i>Effective Date</i> cannot be changed.

Control	Control on Transactions
Project Control Start and End Dates	<p>Project Control Start and End Dates conform to the budget period for the project and allow control on budget dates used on accounting system transactions in the SWIFT Financial Management System (FMS). As with any other transaction in FMS, Budget Dates can be changed on transactions that include projects.</p> <p>Project Control Start and End dates initially default from the Project Start and End Dates.</p> <p>WARNING! 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.</p>

Steps to complete:

- Step 1: Review the Project Start and End Dates
- Step 2: Review Project Control Dates
- Step 3: Review the Project Effective Date
- Step 4: Review Activity Dates

Step 1: Review the Project Start and End Dates

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, Project WorkCenter, left-menu, Links section, Project Setup, General Information.

2. At the *General Information* page, search for and select a Project to view.

General Information

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

Find an Existing Value Add a New Value

▼ Search Criteria

Business Unit = ▼ G0201 x 🔍

Project begins with ▼ G02RC25GV0032 🔍

Description begins with ▼

Program = ▼ Detail Project ▼

Processing Status = ▼ ▼

Include History Case Sensitive

Search Clear Basic Search 🔍 Save Search Criteria

The Project *General Information* page appears, displaying the Project *Start Date* and *End Date* in the **Project Schedule** section.

General Information Project Costing Definition Manager Location Phases Approval Justification User Fields Rates Attachments D

Project G02RC25GV0032 Add to My Projects Project Hierarchy

*Description Roof and Exterior Repair Program Processing Status Active

*Integration STANDARD 🔍 Standard Integration Template Project Status: Open

*Project Type CAPPR 🔍 Capitol Projects

Percent Complete 0.00 As Of

Project Health ▼ As of Date

Project Schedule ?

*Start Date 12/01/2018 📅 Control Start Date 12/01/2018 📅 *End Date 11/30/2022 📅 Control End Date 11/30/2022 📅 Additional Dates

Description Find | View All First 1 of 1 Last

Date/Time Stamp 11/13/18 10:51:14AM User ID 00272877

Description:

254 characters remaining

Long Description:

Save as Template Copy Project

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

Save Return to Search Refresh Add Update/Display Include History

- Project *Start* and *End Dates* are set when a project is created. When you enter the project, the *Start Date* defaults to the current date and the *End Date* is initially blank. You should enter the correct *Start* and *End Dates* of the project. You can create a project with a *Start Date* prior to the current date. If you are entering a project on March 15 for a project that started on March 1, enter the actual *Start Date*.

- **WARNING Regarding Continuing Appropriations!** 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.
- The initial Project Status *Effective Date* is automatically created when you save the project. It is the earlier of the project *Start Date* or the date the project was entered into SWIFT (the creation date). Once the Project Status *Effective Date* is created, it cannot be changed. You will not be able to process any payroll transactions earlier than the *Effective Date*.

Step 2: Review the Project Control Dates

Project *Control Start* and *End Dates* also display on the Project *General Information* page after the project budget has been finalized. If your agency does not enter and finalize budgets, these dates will not be created.

The screenshot displays the 'Project General Information' page for project G02RC25GV0032. The 'Project Schedule' section is highlighted, showing the following dates: Start Date (12/01/2018), Control Start Date (12/01/2018), End Date (11/30/2022), and Control End Date (11/30/2022). The Control Start and End dates are circled in red. Below the dates, there are fields for Description, Date/Time Stamp (11/13/18 10:51:14AM), and User ID (00272877). The page also includes navigation tabs like 'My Projects', 'Project Valuation', 'Project Team', and 'Project Activities', along with buttons for 'Save', 'Return to Search', 'Refresh', 'Add', 'Update/Display', and 'Include History'.

- The *Control Dates* initially default to the *Project Start* and *End Dates* but can be changed by a user with sufficient authority. That user role is "M_FS_PC_KK_DATES".
- Project *Control Start* and *End Dates* conform to the budget period for the project and allow control on budget dates used on accounting system transactions in the SWIFT Financial Management System (FMS). As with any other transaction in FMS, Budget Dates can be changed on transactions that include projects.
- **Note:** The *Project Control Dates* and the *Project Status* are the only controls an agency has on projects within the SWIFT FMS accounting system. The initial *Project Effective Date*

and *Project Status* are the only controls in the SEMA4 payroll system to ensure that payroll is not processed prior to the beginning of the project.

- When a project budget exists, the SEMA4 Transaction Date on payroll transactions has to be between the Control Start and End Dates.

Step 3: Review the Project Effective Date

Next, we will navigate to the *Project Status* page to view the *Project Effective Date*.

1. From the *Project General Information* page, click on the *Project Status* link.

The screenshot displays the 'Project General Information' page for project G02RC25GV0032. The 'Project Status' is set to 'Open', highlighted with a red box. The 'Processing Status' is 'Active'. The 'Project Schedule' section shows the following dates: Start Date (12/01/2018), Control Start Date (12/01/2018), End Date (11/30/2022), and Control End Date (11/30/2022). The 'Description' section includes a Date/Time Stamp (11/13/18 10:51:14AM) and User ID (00272877). The 'Include History' button is selected at the bottom right.

2. The *Project Status* page displays. The example below shows three status records because the **Include History** button was selected.

Status

Project G02RC25GV0032 Description Roof and Exterior Repair

Project Status Q | < << 1 of 3 >> > | View All

Effective Date 11/13/2018 Sequence 2 +

*Status Open

Priority 0

Interest Calculation Factor 0.00

Comments

[Return to General Information](#)

- If there has been a *Status* change on the project, only the current status will be shown, with the *Effective Date* of the change to that status. If you need to see the original status, with the overall project *Effective Date*, click the **Include History** button at the bottom of the page. You can use the **Arrow** keys or **View All** to view additional records.
 - The *Project Effective Date* is the earlier of the project *Start Date* or the date the project was entered into SWIFT (the creation date). For example, if it is March 15 and the project *Start Date* is March 1, then the *Effective Date* would be 03/01 (the *Start Date*). If it is March 15, and your project *Start Date* is April 1, the *Effective Date* would be 03/15 (the creation date).
 - **WARNING!** SWIFT will let you change the *Project Start Date* to be earlier than the *Effective Date*; however, you will not be able to process any payroll transactions earlier than the *Effective Date*, regardless of the *Project Start Date* or the *Project Control Start Date*.
 - **Note:** If you attempt to enter a status with a date outside of the Project Start and End Date, you will receive a warning; however, you will be able to save the status.
3. Click on the *Return to General Information* link to return to the *Project General Information* page.

Step 4: Review Activity Dates

Next, we'll navigate to the Activity page to view the Activity Start and End Dates.

1. From the Project *General Information* page, click on the *Project Activities* link in the **Go To** section at the bottom of the page.

The screenshot shows the 'Project General Information' page for project G02RC25GV0032. The page includes tabs for General Information, Project Costing Definition, Manager, Location, Phases, Approval, Justification, User Fields, Rates, and Attachments. The main content area contains fields for Description (Roof and Exterior Repair), Integration (STANDARD), Project Type (CAPPR), Percent Complete (0.00), and Project Health. Below this is the 'Project Schedule' section with fields for Start Date, Control Start Date, End Date, and Control End Date. The 'Description' section has a text area for the activity description. At the bottom, the 'Go To' section contains links for My Projects, Project Valuation, Project Team, and Project Activities (highlighted with a red box), along with a 'More' dropdown menu.

2. View the *Project Activities* page which displays showing all of the Activities, along with their Activity Start and End Dates.

The screenshot shows the 'Project Activities' page for project G02RC25GV0032. The page includes tabs for Project Activities and Gantt Chart. The main content area shows a table of activities with columns for Select, WBS ID, Activity Name, Activity, Start Date, End Date, and Percent Complete. The Start Date and End Date columns for the 'Construction' and 'Study' activities are highlighted with red boxes.

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete
<input type="checkbox"/>	1	Construction	2	12/01/2018	11/30/2022	0.00
<input type="checkbox"/>	2	Study	6	12/01/2018	11/30/2022	0.00

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- By default, all activities have the same *Start* and *End Dates* as the project. All projects must have at least one activity but could have many more. You can change the activity dates; however, at least one of the activities must have the project *Start Date* and at least one activity must have the project *End Date* and there must be no gaps between activities. This is to avoid the case of an active project with no valid active activity and is basic project management – a project always has at least one activity at all times for the duration of a project.
- If you change the project date, you must also change at least one activity date to match.
- If you extend the project, usually by making the *End Date* later, SWIFT will not warn you that you need to change the activity date. You have to remember to go in and do it. This is because SWIFT doesn't know if you want to extend one of the existing activities or add a new one to account for the extended project date.
- If you extend the activity date first, SWIFT will automatically extend the project date to match. You can't have an activity that is active outside of the project dates.
- If you want to shorten the project by making the end date earlier, you have to shorten the activities first.
- The only control on project activities is setting them to active or inactive. If you no longer want transactions to post to an activity, you'll need to change the Activity's *Processing Status* to "Inactive". Refer to the "[Inactivate a Project Activity](#)" guide for instructions. This also makes the Activity ChartField unavailable.

3. You can also view *Start* and *End Dates* for individual Activities from the Project Activities *General Information* page. You can access this page by clicking on the **Activity Definition** icon on the **Schedule** tab or by navigating to Project Costing, Activity Definitions, Project Activities.

The screenshot shows the 'Project Activities' interface for project G02RC25GV0032. The description is 'Roof and Exterior Repair' and the processing status is 'Active'. The interface includes a 'Schedule' tab and a table of activities. The table has columns for 'Select', 'WBS ID', '*Activity Name', '*Activity', '*Start Date', '*End Date', and 'Percent Complete'. Two activities are listed: 'Construction' (WBS ID 1, Activity 2) and 'Study' (WBS ID 2, Activity 6). The 'Construction' activity is highlighted with a red box.

Select	WBS ID	*Activity Name	*Activity	*Start Date	*End Date	Percent Complete			
<input type="checkbox"/>	1	Construction	2	12/01/2018	11/30/2022	0.00			
<input type="checkbox"/>	2	Study	6	12/01/2018	11/30/2022	0.00			