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:

<table>
<thead>
<tr>
<th>Control</th>
<th>Control on Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Status</td>
<td>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.</td>
</tr>
<tr>
<td>Project Effective Date</td>
<td>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 Project Status record is created with an Effective Date that is the earlier of the date when the project was created or the project Start Date. The project Effective Date cannot be changed.</td>
</tr>
</tbody>
</table>
### Project Control Start and End Dates

<table>
<thead>
<tr>
<th>Control</th>
<th>Control on Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Control Start and End Dates</td>
<td>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. Project Control Start and End dates initially default from the Project Start and End Dates. <strong>WARNING!</strong> 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.</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Accounting, Project Costing, Manage Projects. The General Information page displays by default.</td>
</tr>
<tr>
<td><strong>WorkCenter</strong></td>
<td>Accounting, Project Costing, Project WorkCenter, left-menu, Links section, Project Setup, General Information.</td>
</tr>
</tbody>
</table>

2. At the *General Information* page, search for and select a Project to view.
The Project General Information page appears, displaying the Project Start Date and End Date in the Project Schedule section.

- 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 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.

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

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

![Project Activities Table](image)