Instructions
for the Use of Projects
and the Project Lite System

Madison Campus

5/25/10

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UW - Madison Instructions for the Use of Projects and the Project Lite System

Introduction

Background

Purpose of This Manual

The Madison Campus Instructions for the Use of Projects and the Project Lite System provides detailed documentation on how to manage project IDs for non-sponsored projects through the Project Lite System and campus financial reporting resources.

Training and Certification

Before receiving authorization to use of Project Lite, the person must receive training and be “certified” by Accounting Services to use the software.

Certification Process

The division financial officer will determine and approve anyone who needs access to Project Lite for the division. The approval will include a request for system access and registration for the appropriate training. The training will include hands-on work product samples. After completing the training, the user will need to sign a Delegation Agreement Form which includes responsibilities for the user, division and Accounting Services.

How Do I Access Project Lite?

Authorization

The division financial officer will determine, approve and submit an access form for anyone who needs access to Project Lite within the division. The form is submitted to Accounting Services. Prior to receiving access, users must have completed the following:

1. Possess a valid netID.
2. Have the Dean's or Director's Financial Officer submit a request form for the user.
3. Complete the Project Lite Training .
4. Sign a Delegation Agreement.
5. Receive certification from Accounting Services.

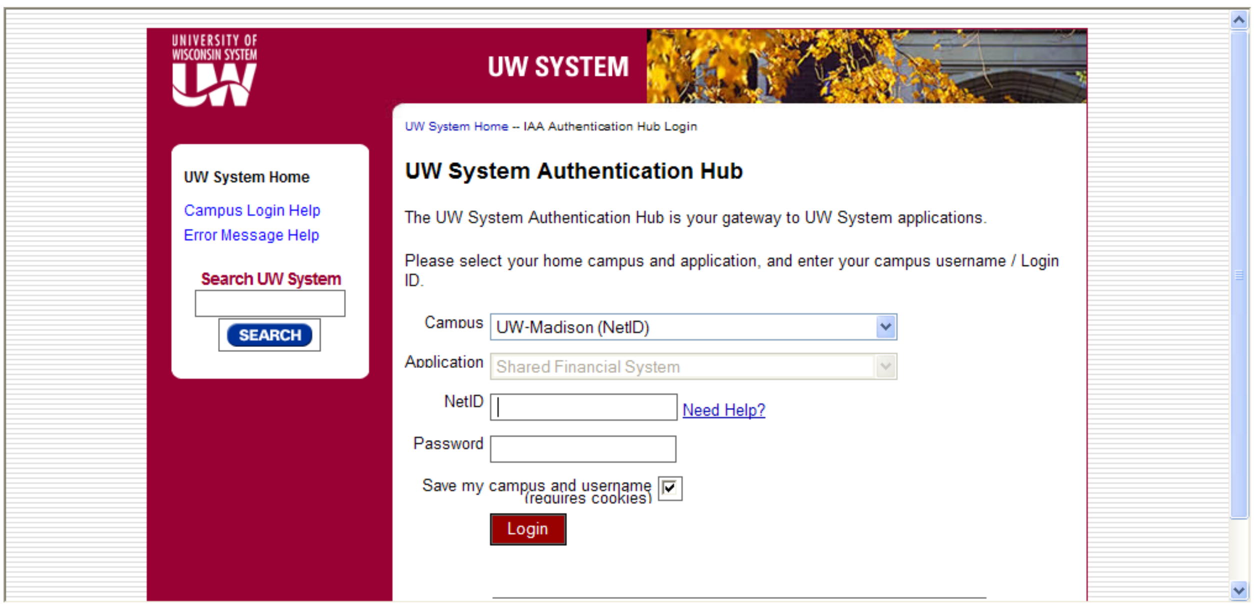
No one will be authorized without receiving certification.

Accessing the Shared Financial System (SFS) Web site

Once the user is certified, the system is accessed with the following url:

https://authhub.wisconsin.edu/?app=SFS

The following login screen will appear.



Use the following settings:

Campus: UW-Madison (NetID)

Application: Shared Financial System

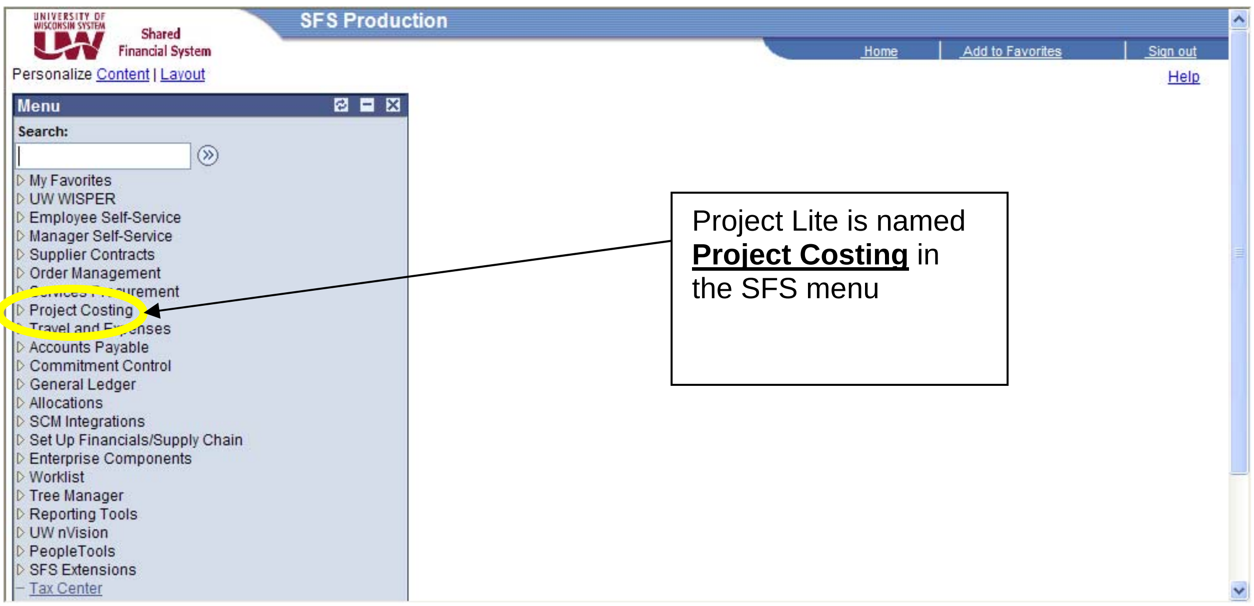
To have the campus and NetID default to your settings, check the box for “Save my campus and username”.

Enter your NetID and password and click the “Logon” button at the bottom of the screen.

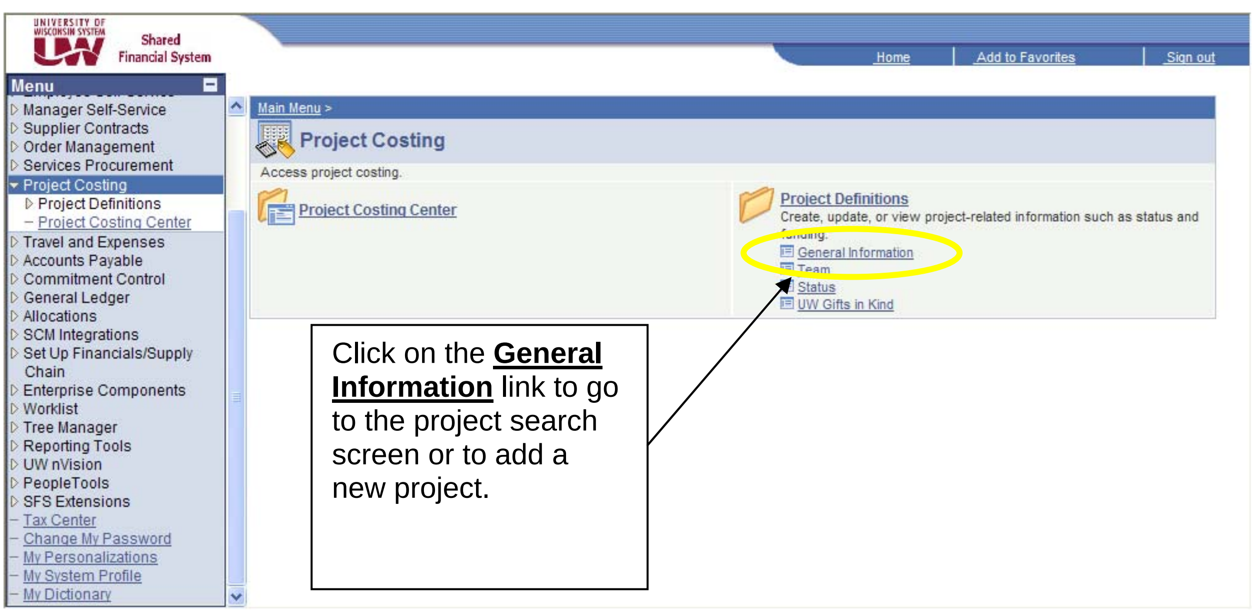
Navigating to “Project Lite” (Project Costing)

Navigation: Menu – Project Costing – Project Definitions – General Information

From the menu bar on the left, choose “Project Costing”. (The number of items that you will see the SFS menu will depend on your access to other parts of the system.) “Project Lite” in the SFS menu is named “Project Costing”.



Click on the “Project Costing” link. The following screen will appear:



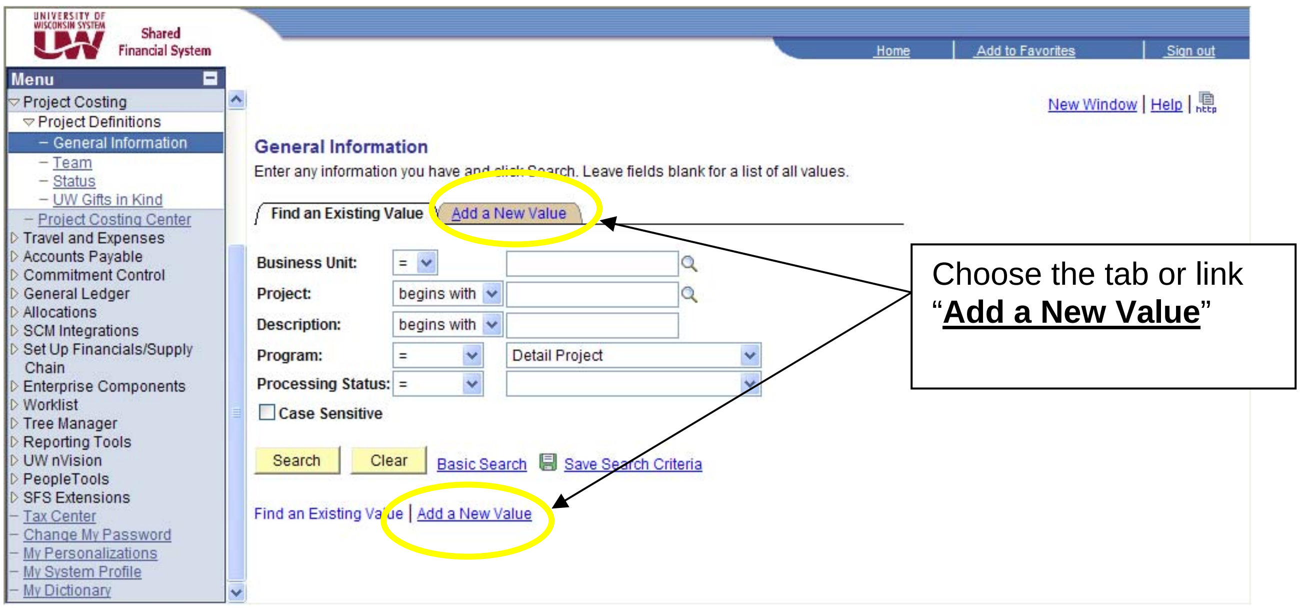
Click on the “General Information” link. This will take you to the search screen for existing projects or allow you to add a new project.

How Do I Create a Project?

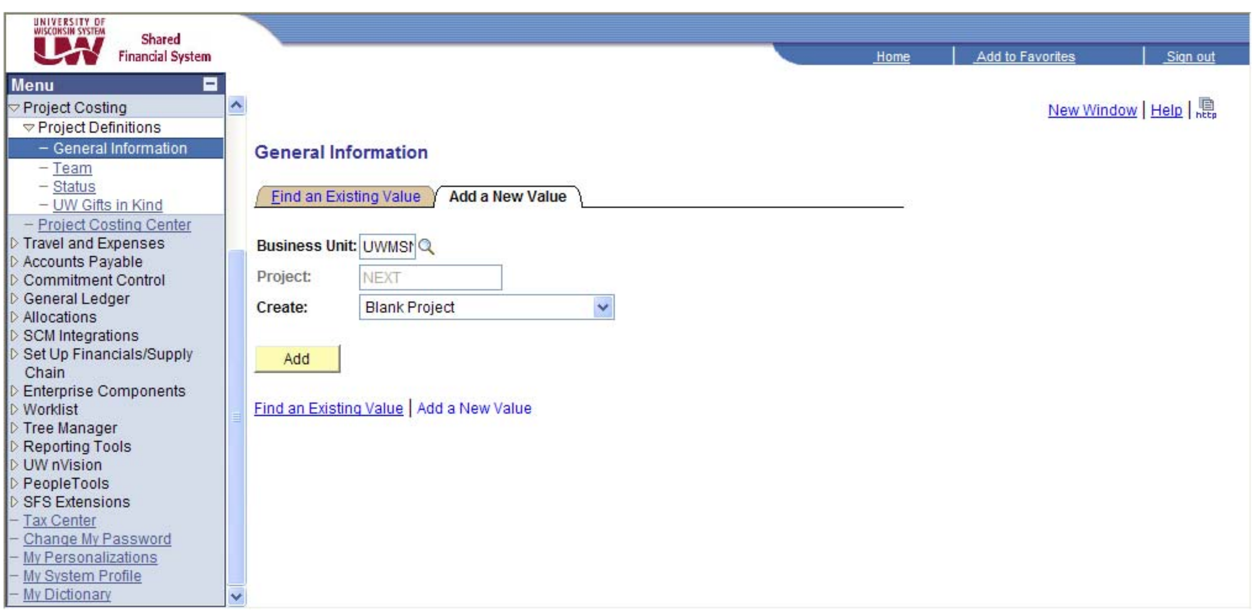
Add a New Project

Navigation: Menu – Project Costing – Project Definitions – General Information – Add a New Value Tab

From the menu bar on the left, choose “Project Costing”, then “General Information” under “Project Definitions”. You will see two tabs. The system will default to the “Find an Existing Value Tab”. Choose the other tab “Add a New Value”.



The screen below will appear.



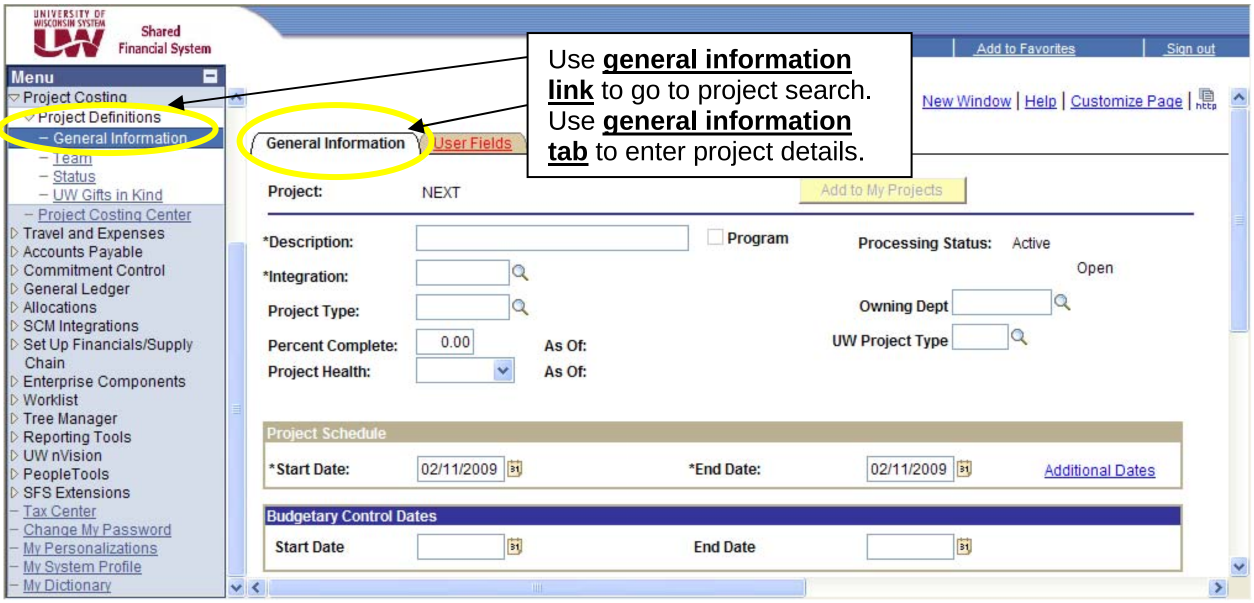
Business Unit field: Enter **UWMSN** for Madison campus.

Project field: The project is grayed out because it is automatically assigned. This is to ensure that users create projects using the new project numbering format of PRJ##AA (## = number, number, AA

= alpha, alpha). After the general information page is completed and saved, the project will be assigned the next available sequential project number.

__Create field:__ This will default to "Blank Project". Other options in the drop-down box are not available.

Click the Add button. The general information tab will appear. Note that the project number has not been assigned. This occurs when the project is saved for the first time.



General Information Tab

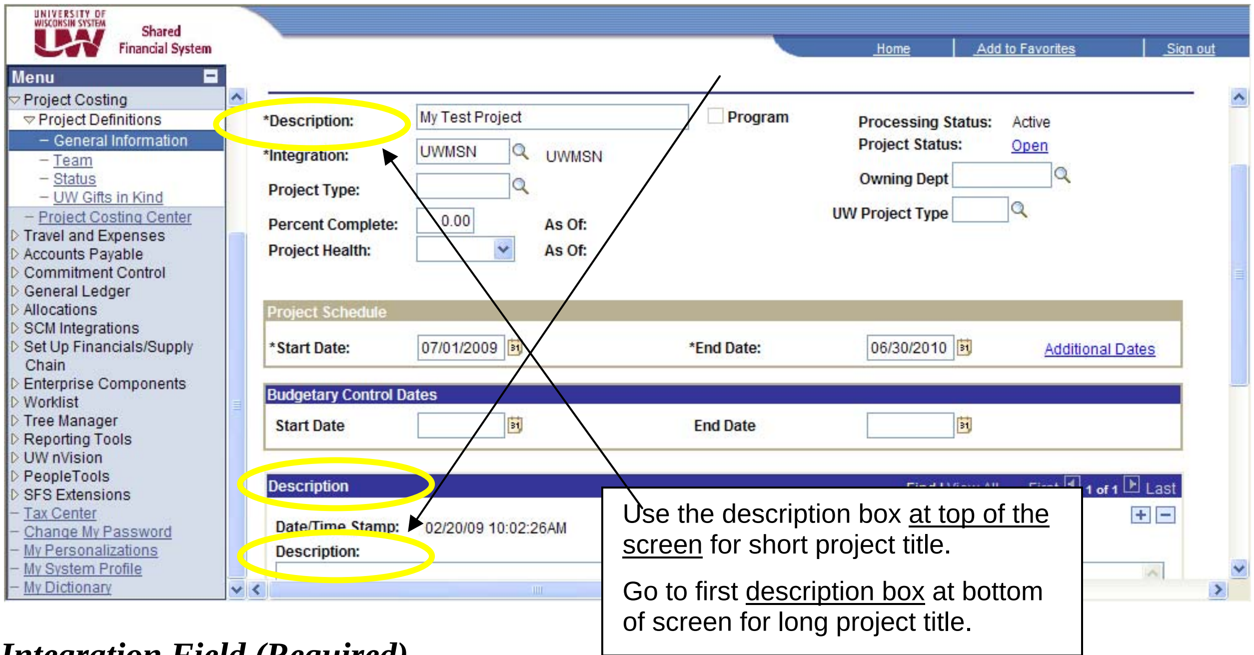
(Navigation: Menu – Project Costing – Project Definitions – General Information – Add a New Value Tab)

The general information tab contains most of the required project data. The project number will not be generated until the Save button (at the bottom of the screen) is clicked. The description field and the integration field need to be entered before saving can occur.

Description Field (Required)

There are two description fields for short and long descriptions. This description field is the smaller box at the top of the screen (as opposed to the larger box at the bottom). The purpose of the field is to provide a 30-character project name. The name will be visible in the WISDM project search results list.

➲ **TIP:** This field does not have to use the same words as the long project description. If the project has a long title, use this field to create a short, meaningful name.



Integration Field (Required)

This field identifies the institution or campus. (The Shared Financial System refers to this as the "Business Unit".) The entry is always **UWMSN** for Madison campus. You should not have to enter this information and it should auto-populate when you are adding a new project.

Processing Status (Required and provided by the system)

Processing status is a PeopleSoft required field for determining whether processing can occur on a given project. This status is set either to active or inactive. It will automatically set to active when creating a new project. The only time it will change to inactive is when the project status is set to "closed-archived". (See "Project Status" below.)

Project Status (Required)

Project status provides options for controlling processing against a project. The six status options are:

Table: Project Lite Project Status Options

Project Status	Status Description	SFS Processing Status
A	Closed - Archived	Inactive
C	Closed	Active
E	Ended - Past Official End Date	Active
H	Hold - Reject all transactions	Active
J	Closed - Adjustments only	Active
O	Open	Active

When the project is saved, the system will automatically set the status to open. The status will appear in the WISDM project search options. The status options are listed differently in WISDM than in Project Lite:

Table: WISDM Project Status Options

Project Status Number	Status Description	Definition	SFS Processing Status
1	1 - Open	• All transactions are valid	Active
2	2 - Ended - Past Official End Date	• New purchase orders are not allowed. (Req Generator will mark these projects.) • Budget/Receipt/Cost transfers are allowed.	Active
3	3 - Closed - Adjustments only	• Only allows budget adjustments. • No new purchase orders. • No new cost/receipt transfers.	Active
4	4 - Hold - Reject all transactions	• All transactions are blocked.	Active
5	5 - Closed	• All transactions are blocked.	Active
6	6 - Closed - Archived	• All transactions are blocked. • Data can be archived.	Inactive

➲ **TIP:** The default selection in the WISDM project search is status numbers 1 through 4.

The status can be updated at any time unless the archiving process has been run. For that reason, it is recommended that you do not use "6 – Closed –Archived". If a project has this status and the archiving process is run, it can never be reopened. It will be dead – very, very dead.

➲ **TIP:** **Do not use the Closed-Archived status (A or 6) unless you are absolutely certain that you will never want to reopen the project number.**

Percent Complete (Not Required)

This field only shows up in Project Lite. If you use it, you will not have access to it from any other system or data view.

Project Health (Not Required)

This field only shows up in Project Lite. If you use it, you will not have access to it from any other system or data view.

Project Type (Required)

Project Type identifies the funding source of the project. The options available in Project Lite are listed in the table.

Table: Project Type

Project Type	Project Type Description	Associated Funds
FEDR	Federal Grant Project	140 – 149, 151, 152, 199
GIFT	Gift or Donation - Non-Grants	134, 135, 233, 533 (and some133 prior to FY09)
INTRN	Internal Project - Non-Grants	Any fund
PRIV	Private Grant Project	133
QET	Quasi Endowment Trust	DO NOT USE
SHARE	Shared Grants Project	DO NOT USE
STATE	State Grant Project	All projects where the funding comes from a specific State of Wisconsin agency. (This does not include specific UW funds or appropriations where the legislature provides money directly to UW). DO NOT USE WITH GPR FUNDS.
TRUST	Trust Project - Non-Grants	161

➲ **TIP:** Most Project Lite projects that are not funded by gifts or trust funds are "Internal Projects". DO NOT USE THE PROJECT TYPE "STATE" WITH GPR FUNDS (e.g. 101, 104, 105, 107, 108, 114, 402, etc.).

UW Project Type (Not Required)

The UW Project Type field provides a way to categorize projects. Only one type can be applied to a project. The category codes start with two letters. GM represents Grants Module, GS represents the Graduate School categories, and NS represents Non-sponsored Project categories. Any of the categories can be used; however, the owner of the categories may change or inactivate them. The project types are only visible in Project Lite.

Table: Current Non-sponsored Project Types (as of 2/12/2009)

UW Project Type	UW Project Type Description
NS_01	Start Up
NS_02	Clinical Trial
NS_03	Buildings and Grounds
NS_04	Education/Training
NS_05	Patient Care
NS_06	General/Miscellaneous
NS_07	Department
NS_08	Library
NS_09	Clinical Fellows
NS_10	Scholarships
NS_11	Conference/Workshops
NS_12	Public Service/Outreach
NS_13	Travel
NS_14	Consortium
NS_15	Suspense/Clearing

Project Schedule (Required)

The project start date and end date are informational only. They do not control transaction processing (See "Budgetary Control Dates").

Budgetary Control Dates

The budgetary control dates are used to control the timing of financial transactions. These dates can be different than the project schedule dates. If the dates are blank, no editing occurs for the timing of the transaction.

The budgetary control dates are not visible in WISDM.

Start Date

While the state fiscal year begins on July 1st, SFS uses a date of July 2nd. July 1st in SFS represents the 13th month of the prior fiscal year. A project start date for a fiscal year project would be 7/1/2009, but its budgetary control start date is 7/2/2009.

If spending on the project needs to precede the project start date, enter an earlier date.

Example: ***Spending for a 2009-2010 (FY10) summer session project***

Start Date	05/01/09
End Date	08/31/09

End Date

While the state fiscal year ends on June 30th, SFS uses a date of July 1st. July 1st in SFS represents the 13th month of the prior fiscal year. A project end date for a fiscal year project would be 6/30/2010, but its budgetary control end date is 7/1/2010 to allow for 13th month processing.

If spending on the project needs to exceed the project end date the user should enter a date in this field that will accommodate the post project spending.

Example: Spending for a 2009-2010 (FY10) fiscal year project can extend for three months beyond the fiscal year end

Start Date	07/02/09
End Date	09/30/10

Table: Special Financial Dates in Shared Financial System (SFS)

Definition	Date	Example/Comments
Beginning of Fiscal Year in SFS	7/**2**/20xx	Fiscal Year 2009-10 begins 7/2/2009
End of Fiscal Year in SFS (13th month)	7/**1**/20xx	Fiscal Year 2009-10 ends 7/1/2010
Unspecified Start Date	01/01/1900	This can be chosen from the drop down
Unlimited ("Infinity") End Date (Project does not have an end date)	12/31/**9999**	Must be manually entered; not available in drop down selection.

Description Box (Required)

The last fields on the General Information Tab screen provide for two additional longer project descriptions.

Description Box

The first box called “Description” is the field that is used to create a long project title that is up to 256 characters in length. This title will appear in WISDM on the individual project screen (not the Project Search results).

Long Description Box

The second box is called “Long Description”. This will only appear in Project Lite.

User Fields Tab

(Navigation: Menu – Project Costing – Project Definitions – General Information – Add a New Value Tab – User Fields Tab)

The user fields tab contains five fields that can be used to provide additional information about a project. These fields were requested by specific UW System organizations; however other organizations may use them. The fields are only visible in Project Lite.

CALS Acc. No.: (College of Agricultural and Life Sciences Accession Number) Field

This field will primarily be used by Madison College of Agricultural Life & Sciences (CALS). CALS uses this number to enter the USDA’s tracking number for projects. For Madison campus, this field is limited exclusively for CALS’ use. This field is only visible in Project Lite.

Predecessor Field

This field will primarily be used by Extension to capture the predecessor project to the project created. This field is not limited exclusively for Extension use. This field is only visible in Project Lite.

Successor Field

This field will primarily be used by Extension to capture the successor project to the project created. This field is not limited exclusively for Extension use. This field is only visible in Project Lite.

Parent Field

This will primarily be used by UWSA Trust funds to indicate what the parent project is to the created project. This field will not be limited exclusively for Trust Fund use. This field is only visible in Project Lite.

Endowment/Income Field

This field will be used by UWSA Trust funds also to indicate the principal or income project for those projects that have a relationship (one to one). This field will not be limited exclusively for Trust Fund use. This field is only visible in Project Lite.

Project Team Link

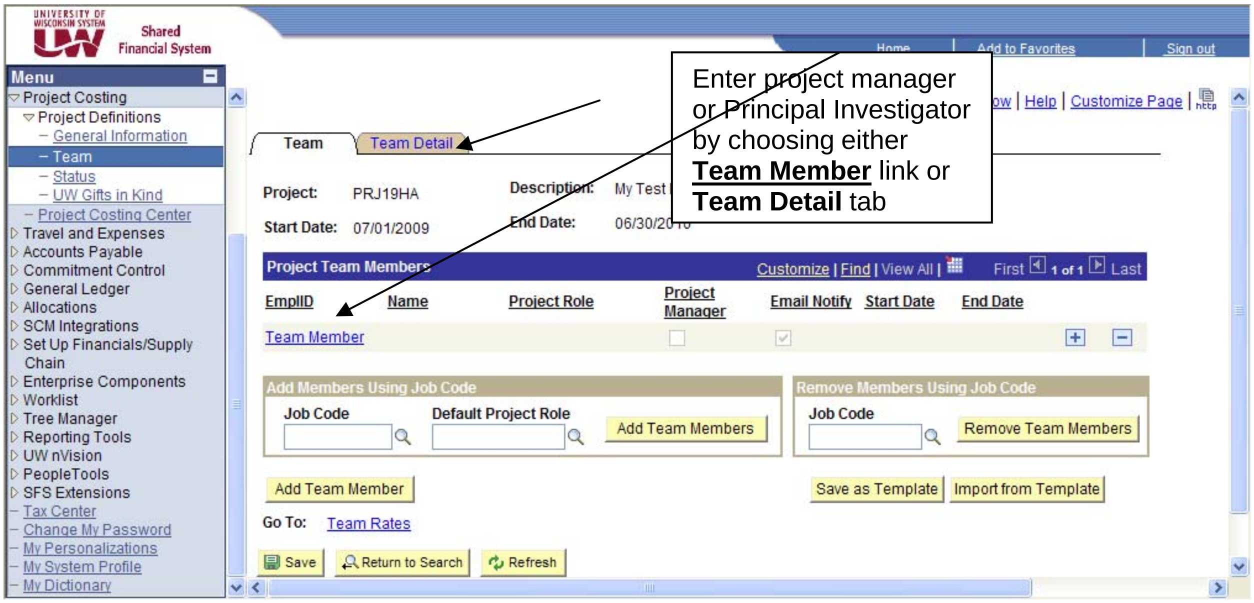
Navigation: General Information Tab – Project Team Link (center end of screen) OR Menu – Project Definitions – Team

The tabs under the project team link allow the user to enter information about the project manager/principal investigator and project team members. If properly set-up, the project manager is visible in WISDM Project Search under “PIs and Co-PIs”. A team member can be added either by clicking the team member link on the Team Tab or by going directly to the Team Detail Tab.

Team Tab

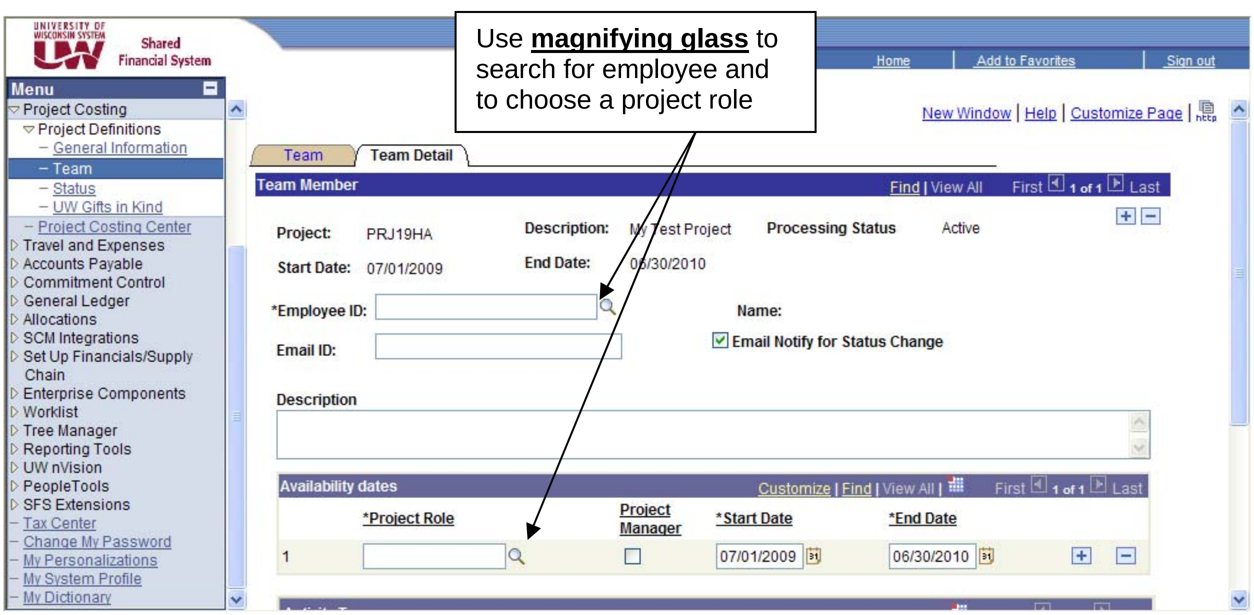
The team tab lists all project personnel that you have chosen to enter for the project. All data found on this page is populated from either the team detail tab or the general information tab. (The sections

"Add Members Using Job Code" and "Remove Members Using Job Code" are not usable.) On a new project you can begin the first entry by clicking on the "Team Member" link or choosing the "Team Detail" tab.

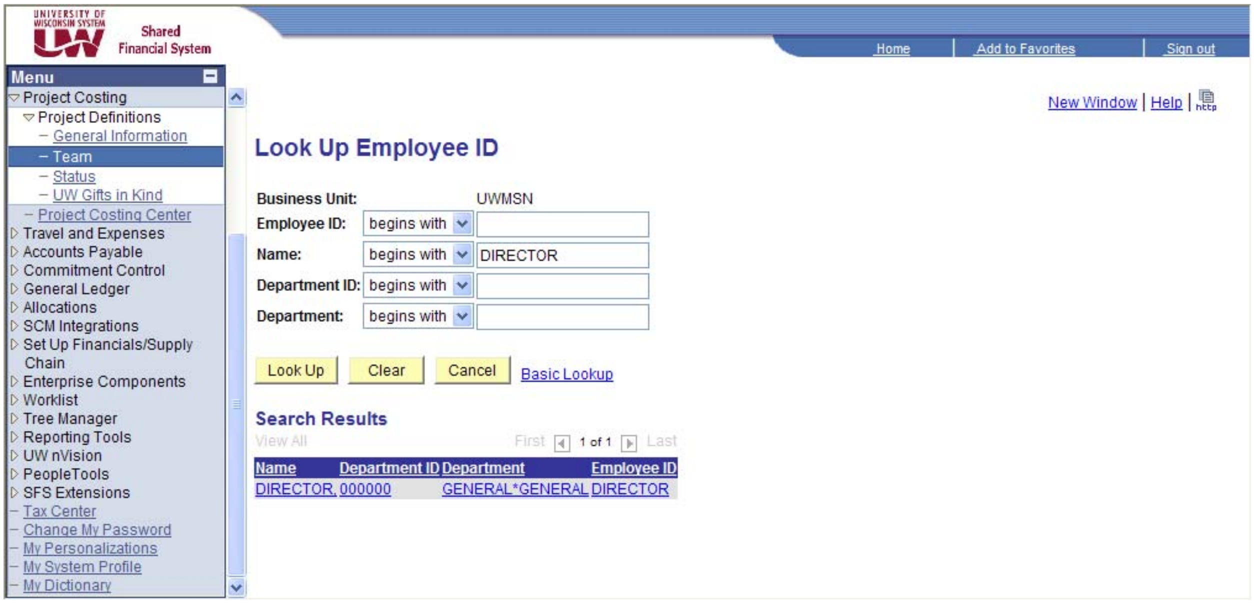


Team Detail Tab

Employee ID Field (Not Required): Enter an employee ID or any of the following titles if appropriate: Dean, Chair, Director, Chancellor. The magnifying glass next to the Employee ID field allows you to search by any of the following fields: employee ID, name (format: Last Name, First Name), department ID and department name.



Enter the search criteria. The results will be limited to the first 300 matches. Click on the link to enter.



To be notified for changes to the project status, enter an email address and check the box "Email Notify for Status Change".

Project Role Field (Not Required): Choose the employee's project role. Options are in the table below:

Table: Project Roles

Project Role	Description
CO-INVESTIGATOR	Co-Investigator
COLLABORATOR	Collaborator
FELLOW	Fellow
KEY	Key Person
MENTOR	Mentor
OTHER	Other
PI	Principal Investigator
RES_ASSISTANT	Research Assistant
TRAINEE	Trainee

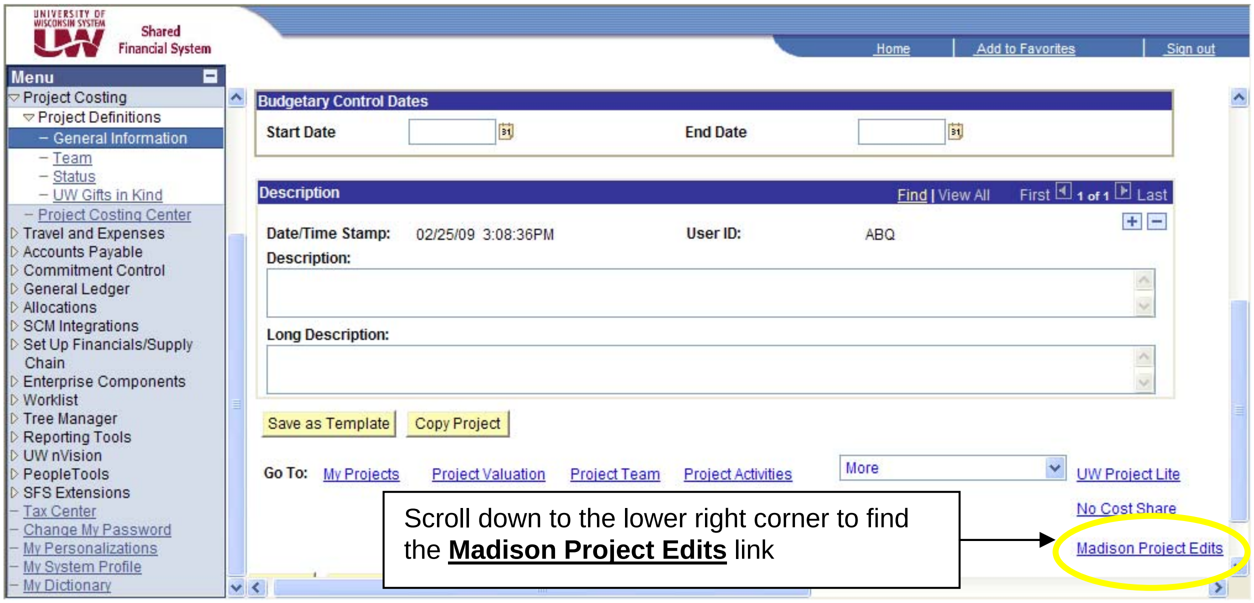
Project Manager Check Box (Not Required): Check the Project Manager box to have the person's name appear in the WISDM Project Search under "PI and Co-PI". The project role field must be filled as "PI" in to use this check box.

Start Date (System Default): The system will automatically enter the project schedule start date as the date. You may choose a different date.

End Date (System Default): The system will automatically enter the project schedule end date as the date. You may choose a different date.

Madison Project Edits Link

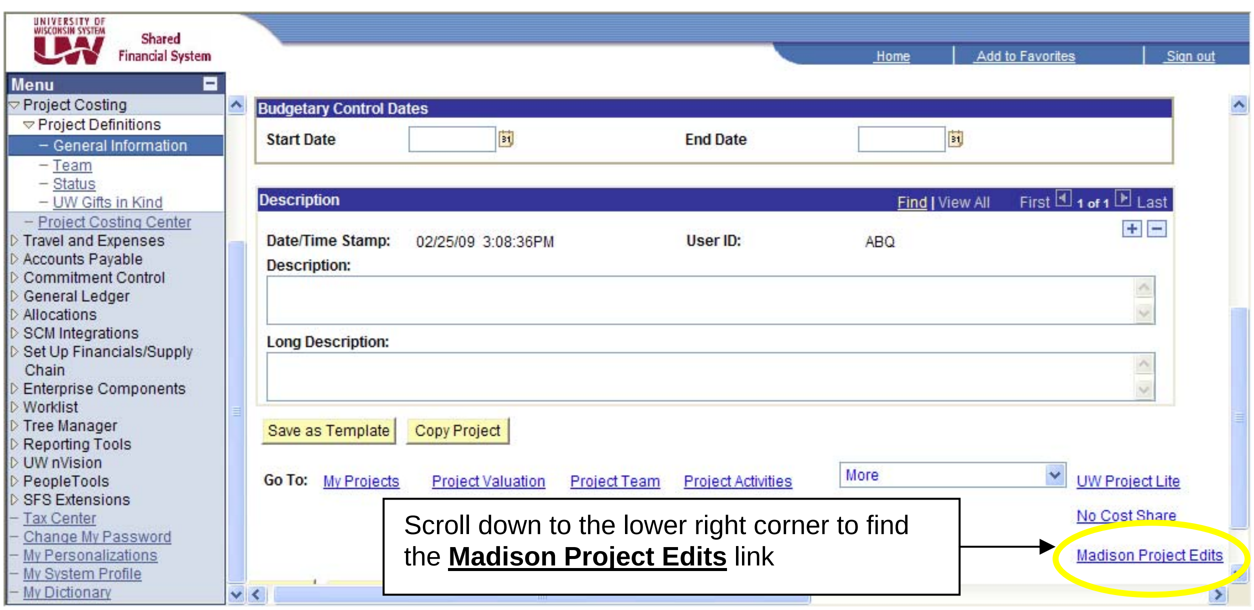
Navigation: General Information Tab - Madison Project Edits Link (lower right corner)



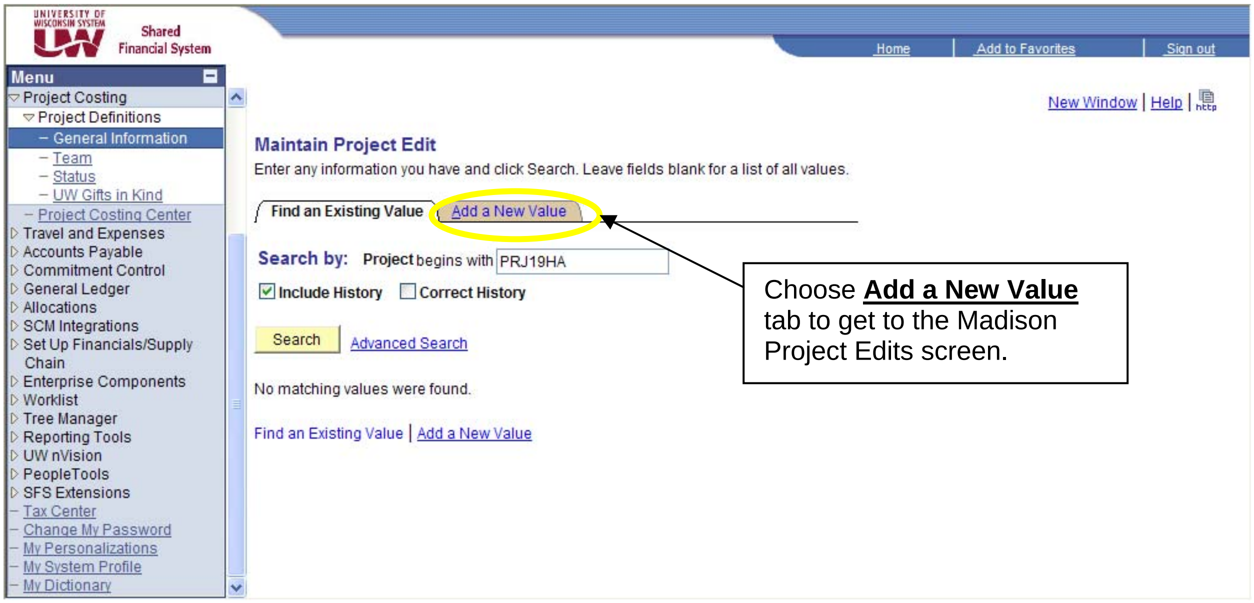
The Madison Project Edits specifies the funds, departments, and programs that can be used on a project. These are handled separately, not in combination. For example, the edits do not specify that department 030500 can only use the project on fund 136 with program 1 (unless those are the only values chosen). If the edits are not entered, a transaction may reject.

This is not the only edit check that Madison campus has. Most Madison computer programs use callable edits. In addition, the Shared Financial System has combination edits for Madison campus. These impose other restrictions such as the programs that can be used on a specific fund. If the appropriate edits are not used on the project, one of the edit programs may impact a transaction.

To navigate to the Madison Project Edits screen, you will need to have saved the project and generated a project ID.



The Madison Project Edits link will take you to a search screen rather than going directly to the edit screen. You will need to choose the "Add a New Value" tab. The system will automatically enter the project ID in the search box. On the "Add a New Value" tab, click the **add** button.

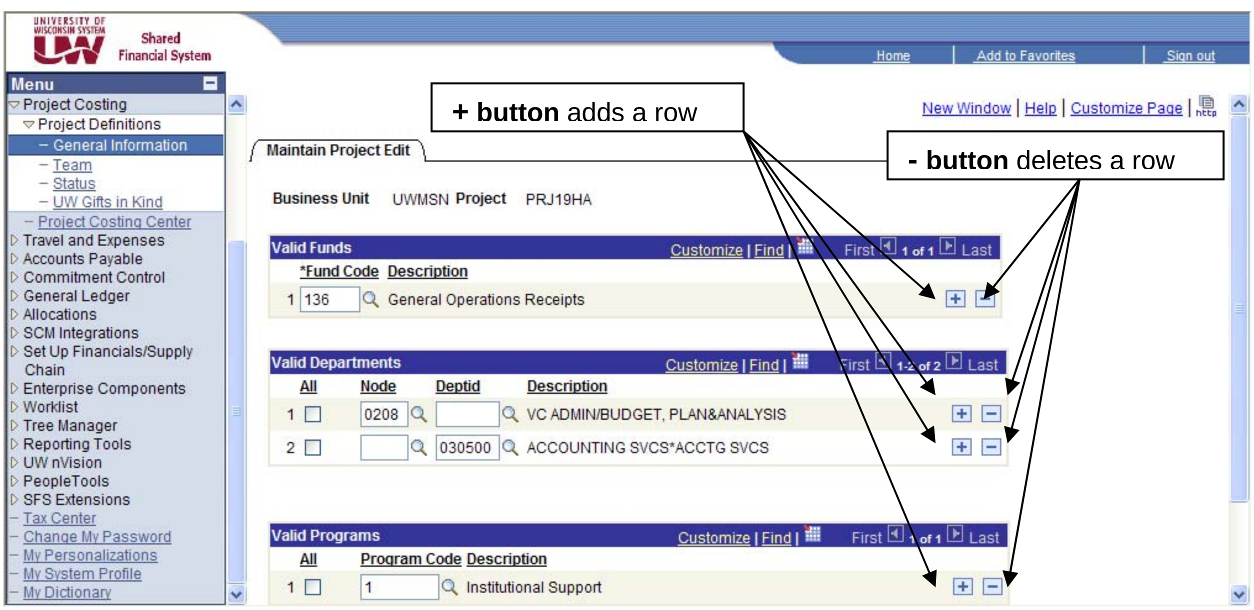


Valid Funds (Required)

Enter the first fund that the project can use. To select from a list of funds, click on the magnifying glass. Please note that the list includes funds for all UW System; some funds should not be used by Madison campus.

<u>While it is possible to add another fund, Madison campus is not doing this at this time except for limited and special circumstances.</u> Clicking the "+" button on the right side of the screen or pressing Alt+7 will add another fund.

To delete an entry, click the "-" button on the right side of the screen or press Alt+8. A verification dialogue box will appear. Click "ok".



Valid Departments (Required)

Departments that can use the project can be entered using the full six-digit code or a node of two digits to represent any department within the division or four digits to represent any sub-department within the department. Use the appropriate level of detail. <u>Only use a node if the project is truly used</u>

by every department within the node. Meaningless edits will impact system performance and management.

To add another department or node, click the “+” button on the right side of the screen or press Alt+7.

To delete an entry, click the “-“ button on the right side of the screen or press Alt+8. A verification dialogue box will appear. Click “ok”.

To allow the project to be used by all departments on campus, check the “All” box.

Valid Programs (Required)

Enter the first program.

To add another program, click the “+” button on the right side of the screen or press Alt+7.

To delete an entry, click the “-“ button on the right side of the screen or press Alt+8. A verification dialogue box will appear. Click “ok”.

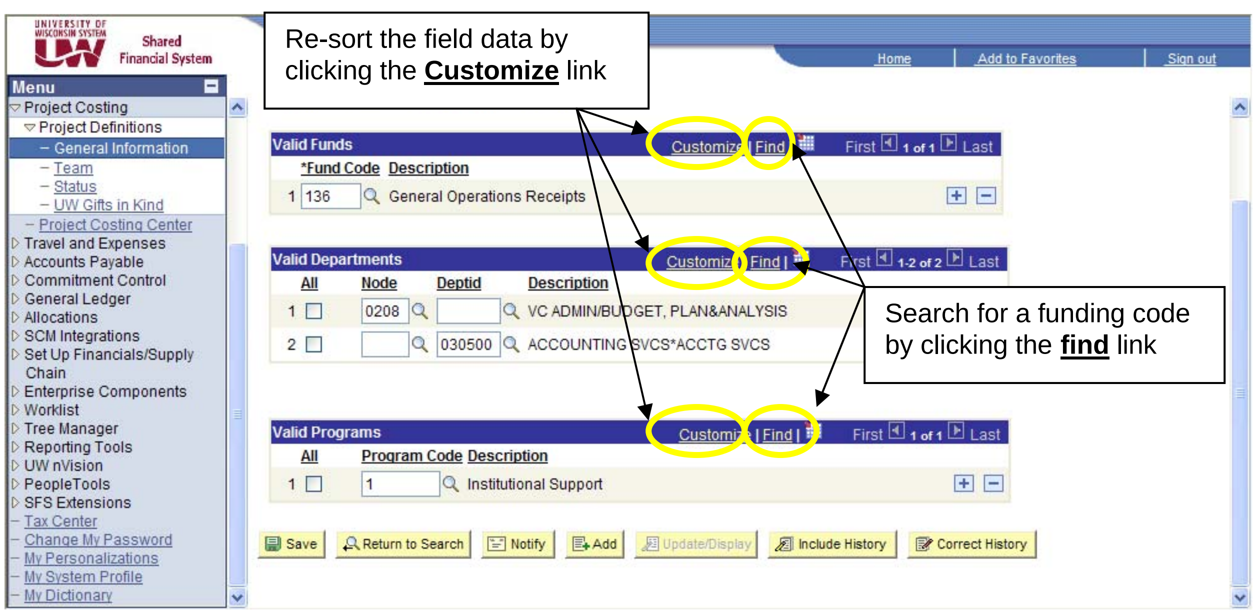
While Project Lite has an “All” box to allow the project to be used by all programs, this is rarely appropriate. If all programs truly apply to the project, then check the “All” box.

Click the “Save” button on the lower left of the screen when finished.

If the project has several entries, there are two options for locating a specific entry.

Find Link: The first is the **find** link that is found within each section. The link will open a pop-up box to enter the search string. If you do not see the pop-up box, check your browser settings to allow it to open.

Customize Link: The second is to re-sort the field data in either ascending or descending order. Note that the blank will always be first for the ascending order. The screen below is sorted by DeptID, then Node, then Description.



Inactive Links and Buttons That Look Active

Several links in Project Lite will appear to be active. If you try to use them you will get the message "You are not authorized for this page" or "You are not authorized for this component". This is not a security access problem; the following modules/features do not exist:

My Projects Link

Project Valuation Link

Project Activities Link

No Cost Share Link

Save as Template Button

Import from Template Button

Copy Project Button

Add to My Projects Button

Team Rates Link

Integrate with MS Project Drop-down Box

Project Budgeting Drop-down Box

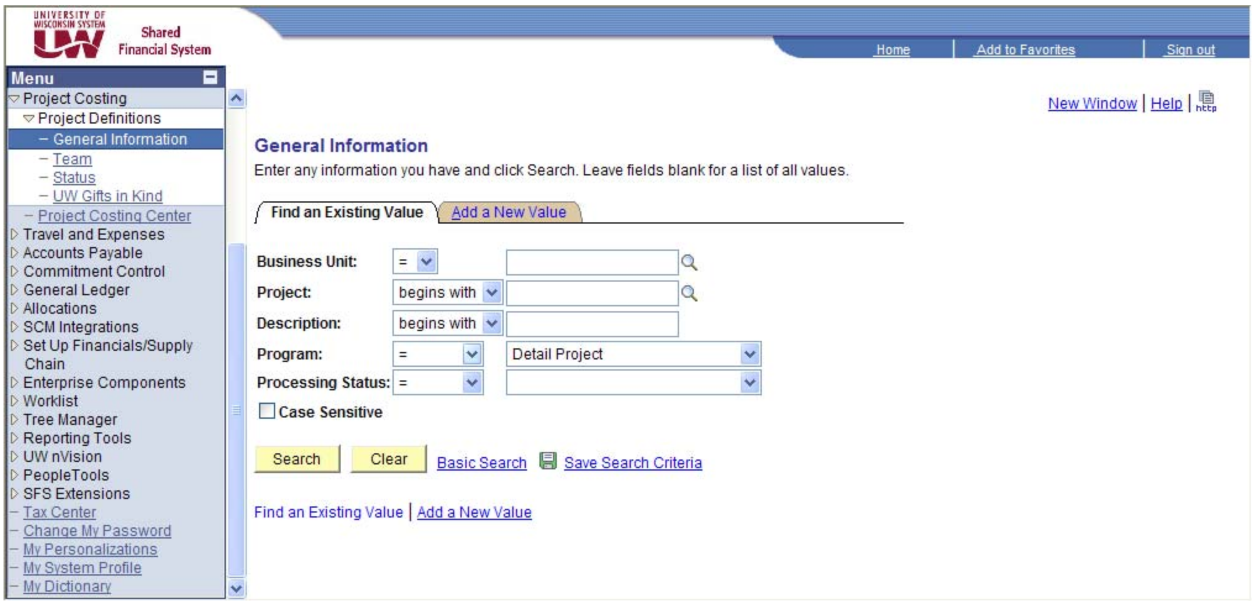
Project Initiation Checklist Drop-down Box

How Do I Update a Project?

Project Search

Navigation: Menu - Project Definitions – General Information – Find an Existing Value Tab

From the menu bar on the left, choose "Project Costing", then "General Information" under "Project Definitions". The system will default to the "Find an Existing Value Tab". (See below.)



Business Unit Field: Madison campus users enter "UWMSN". This can also be entered by clicking on the magnifying glass search to the right of the field.

Project Field: The project search offers several search options for the project ID. The business unit field must be entered to use the project search. Options for searching include: begins with, contains, =, not =, <, <=, >, >=, between, and in. Clicking on the magnifying glass can also be used to display the "Look Up Project" page. The search will only generate the first 300 matches.

Description Field: The project search offers several search options for the project description. The business unit field must be entered to use the description search. Options for searching include: begins with, contains, =, not =, <, <=, >, >=, between, and in. The search will only generate the first 300 matches.

Program Field: Project Lite defaults this field to "Detail Project". Use the default.

Processing Status: Project Lite allows you to search by whether a project is active (i.e., Open, Ended - Past Official End Date, Hold - , Closed, Closed – adjustments only) or inactive (i.e., Closed-Archived). The pending and template options are not valid.

After entering the necessary fields, click the search button on the lower left of the screen.

Updating Data in Tabs and Links

Once data has been entered for a project, there are several options for navigating to the screens to make changes.

How Do I Maintain Documents & Records?

- The new UWS GRS (General Records Schedule) provides retention policy on nearly all types of fiscal records. This includes coverage for general financial administration records, gift and grant administration, payments and receipts, state banking and cash management, general ledger, capital improvement and projects, internal controls, and collection.

- On January 31, 2007, the Public Records Board (PRB) approved the University of Wisconsin System General Records Schedule (UWS GRS) on Fiscal and Accounting Records. See http://www.uwsa.edu/fadmin/records.htm

- **UWSA Policy FISC901 *GIFT AND GRANT FOLDERS: NON-FEDERAL***

  - Records include transmittals, awards, budgets, and all other documentation related to the procurement of non-federal grants, as well as reports and supplemental information for verification of grants and contracts, both individually and in batch form.

  - This schedule applies to gifts as well as most campus financial documentation.

  - **Retention Time Period**

    - Original: Date of close of project + additional 6 years and thereafter, destroy.

    - Duplicates: Date of close of project + additional 6 year and thereafter, destroy.

How Do I Ensure Separation of Duties?

The person that receives the checks should be separate from the person that reviews/records the checks. Ideally you would have one individual receive the mail, another to review the checks and another to record the checks. Also, the persons recording the checks if possible should not be the one depositing the checks.

GIFTS

How Do I Complete a Gift Check Routing Form?

The form can be found at RSP's website in Forms Section:
http://www.rsp.wisc.edu/forms/Gift/basic_form.cfm

The web based gift form is available for routing checks for gift projects to your Dean's office. The form can be used when one or more checks need to be deposited into one or more projects, **all which are within the same division** (College of Ag & Life Sciences, School of Nursing, College of Letters & Science, etc.). If checks need to be deposited to accounts in multiple schools or colleges, one form is required for EACH division.


University of Wisconsin-Madison My UW UW Search UW People

Research & Sponsored Programs

Search RSP Website Go!

University of Wisconsin Graduate School

Home | Staff Directory | Frequently Needed Data | Database Queries | FAQ | Table of Contents | About RSP

Funding & Proposals | Routing & Approval | Award Management | Closeout & Audit | Compliance | Forms | Policies | Rates | Training | Links

Gift Check Routing Form

Browse Past Entries

Create A New Entry

Click here to find instructions for the Gift Check Routing Form.

A. Contact Information

Department / Unit Contact Name:

Name: Add Contact

Phone Number:

Email Address:

B. Deposit Information

Check Information

Save Check

Check Amount:

Check Number: Enter TBD if from the UW Foundation

Check Donor:

Check Date: (mm/dd/yyyy) or TBD if from the UW Foundation

Total Money From Checks: $0.00
Total Money Going To Projects: $0.00
These two values should be equal.
There are $0.00 not yet allocated to projects.

C. Projects

Add Project

D. Print Print

<u>To complete a NEW form:</u>

A. Contact Information

- Select the Add Contact button.
- Type last name of the person who is completing the form. Select Search.
- Select the correct person. The program will fill in the appropriate data.

B. Deposit Information

- Enter the information for each check you wish to deposit. After entering each check, select Save Check.

- You can add more checks by selecting the Add Check button. Save Check after each entering each check. A new set of blank information to enter additional checks will appear after selecting the Add Check button.

C. Add Project

- Select the Add Project button.
  - Option 1: Type Project ID and Search to search for an existing gift project.
  - Option 2: Type ALL fields with information for a new project.
  - Save Project Information
- You will return to the main entry screen.
- Enter the check(s) amount to be entered into project(s).
- Edit any information needed and **answer all clearance questions**.
- When all information is complete, select the Print button.
- A PDF version of the form information will be created. Print this form for routing with the check(s).

The signature line is created when you print the Gift Check Routing Form.

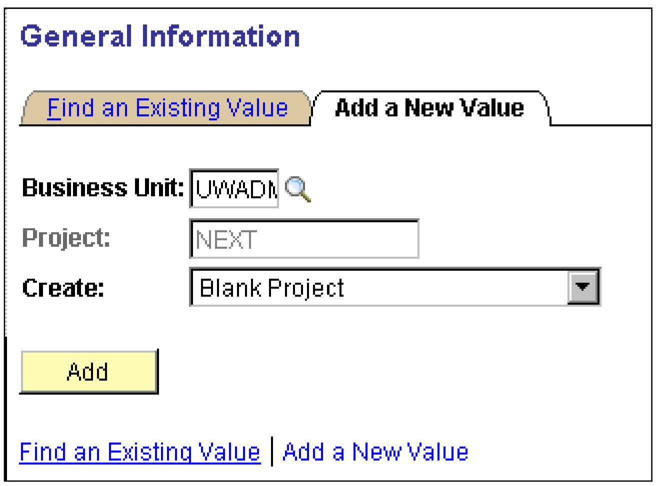
- Principal Investigator – For new projects only, as they as not yet created in the system. The PI is not required to sign additions to existing projects.

- Department Chair – Based on your division's requirements. Please check with your school or college's research division for requirements.
- Division – Required in all cases.

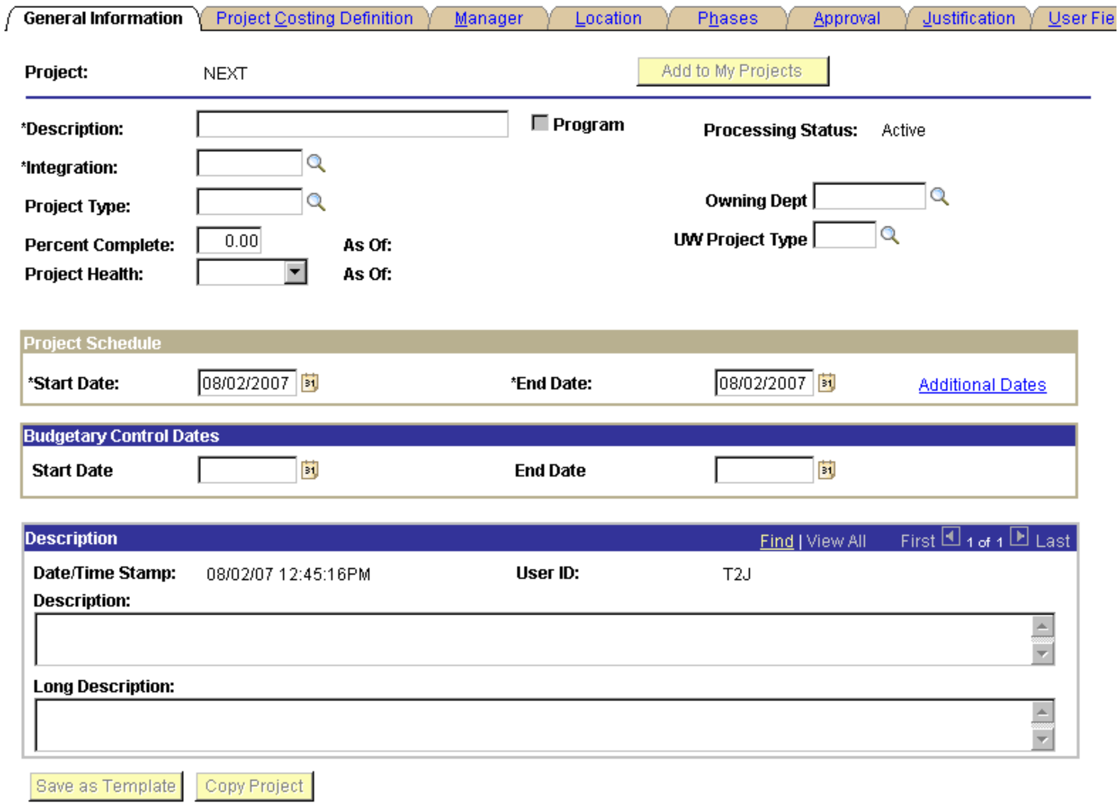
How Do I Set Up a New Gift Project?

Set Up a New Project in Project Lite

1. Navigate to Project Costing>Project Definitions>General Information
2. Select the Add a New Value Tab
    i. Confirm Business Unit UWMSN
    ii. Project: is grayed out so you can't override assigned numbering sequence
3. Create: Defaults to and should remain "Blank Project"
4. Click Add



Update the Project General Information Page



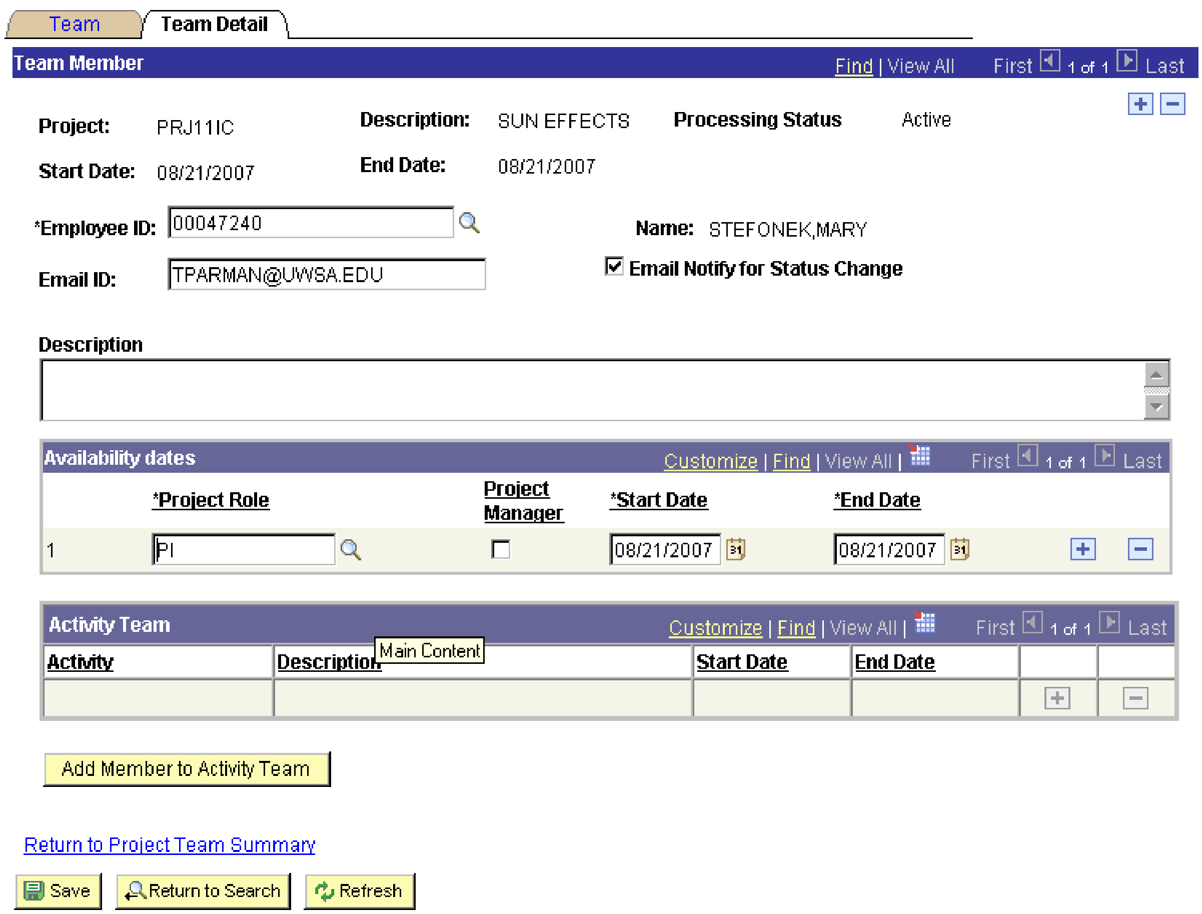
1. **Complete General Information on this page**
   a. Description: Enter project title up to 56 characters
   b. Processing Status: Verify Active
   c. Integration: Select UWMSN
   d. Owning Dept: Leave blank
   e. Project Type: Select GIFT
   f. Percent Complete: Leave at 0.00
   g. UW Project Type: GM???
   h. Project Health: Leave blank

   Project Schedule
   i. Start Date: per the Gift Routing Form.
   j. End Date: 12/31/2099

   Budgetary Control Dates
   k. Start Date: per the Gift Routing Form.
   l. End Date: 12/31/2099

2. **Click SAVE button to create the Project ID & create additional hyperlinks.**

Update the Project Team



1. Select the Team Detail Tab to add team information.
   a. Employee ID: Click on magnifying glass to search for Principal Investigator (PI).
   1. NOTE: Use the Employee Name lookup to find the PI.
      A. NOTE: PI and Dean's office automatically receives Regent notice via email
2. Email ID: Additional email address to receive Regent Notice. (For example, a department's Grants Accountant may want to receive Regent Notice when a change has been made to their project).
3. Description: Leave as is

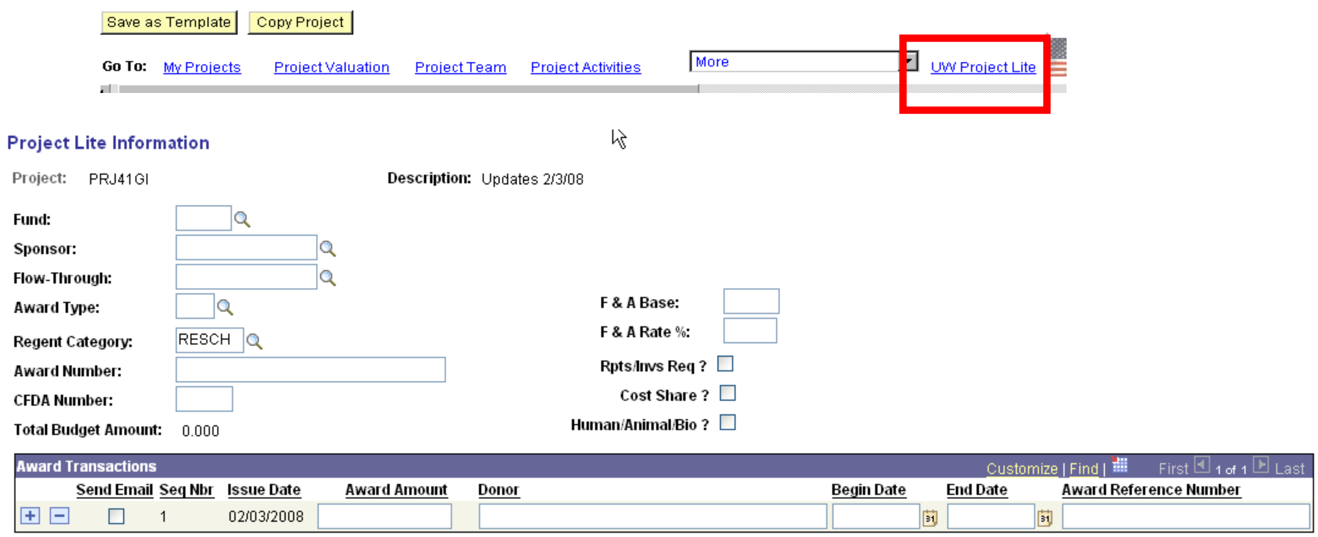
Availability Dates

4. Project Role: Select PI from magnifying glass
5. Project Manager Checkbox: Check this box
6. Start and End Dates automatically fill in

   a. Click + and repeat d. – f. for additional investigators or co-investigators.
   b. Click the Save button
   c. Click on Return to Project Team Summary hyperlink
   d. Click on Return to Project General hyperlink

Step 4. Complete Regent Reporting Information

I. Click on <u>UW Project Lite Hyperlink</u> on the Project General Information Page
J. This takes you to UW Project Lite Information Page

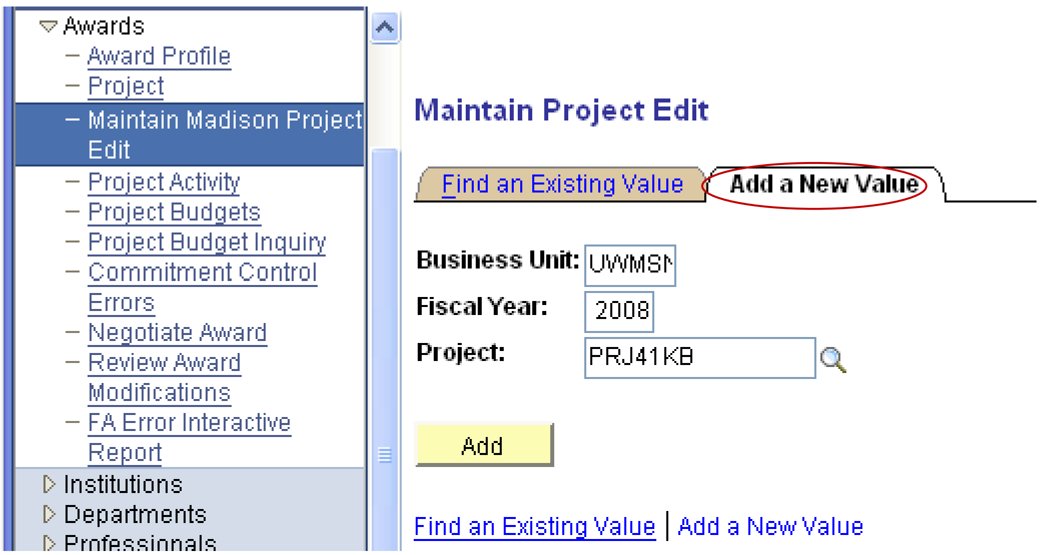


1. **General information**
   a. Fund: Enter 233
   b. Sponsor: Select Gift Donor. If the Sponsor/Gift Donor does not exist, complete a new Sponsor Request Form on the RSP website to add a Sponsor. http://www.rsp.wisc.edu/sfs/AddSponsorInfo.cfm
   c. Flow-Through: Leave blank
   d. Award Type: Select OTHER
   e. F & A Base: Leave blank
   f. Regent Category: Select the appropriate category for purpose of award
   g. F & A Rate: Leave blank
   h. Award Number: Enter the date of the check
   i. CFDA Number: Leave blank
   j. Rpts/Invs Req: Check if appropriate
   k. Cost Share: Check if appropriate
   l. Human/Animal/Biosafety: Check if appropriate. Provide additional information as needed.
      i. Certification Code
      ii. Approval Date
      iii. Expiration Date
      iv. Assurance Number

2. **Award Transactions**
   a. Send email: Check box to send the email notification of the project to the PI & email address indicated
   b. Issue Date: Leave as default to current date
   c. Award Amount: Enter amount of gift
   d. Donor: Required only if donation is greater than $5000 and/or Multiple Donor
   e. Award Reference Number: Enter check number
3. **Click Save**

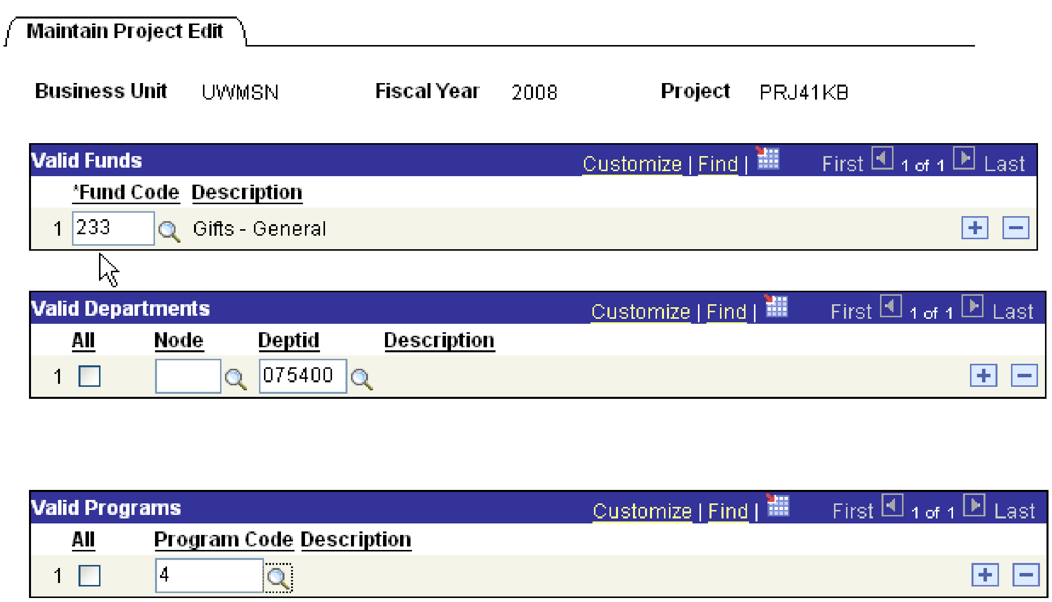
Step 5. Complete Madison Edits

1. Access the Maintain Madison Project Edits Page
   a. Click on Maintain Madison Project Edits menu item
   b. Select the Add a New Value tab
      i. Business Unit: Enter UWMSN
      ii. Fiscal Year: Enter the current Fiscal Year
      iii. Project: Enter your newly created Project ID
   c. Click the Add button



Valid Funds

   d. Fund Code: Enter fund number 233
   e. Department
   f. Program Codes
2. Click Save



Step 6. Complete Budget Information

A. Budgets for Project Lite are not posted based on the information entered in the Project Lite panels but rather need to be posted directly via the General Ledger Journal Entry. Use the Budget JET Tool for this entry.

Step 7. Complete Revenue Entry & Deposit

A. JET Tool Entry: An excel spreadsheet is used to enter all gift payments for a given day and then uploaded into JET.

NSCT												
Deparatment	fund	Program	Project	Activity Id	Account	Class	Amount	Description	Jnl_Ln_Re	Reference	Voucher N	Invoice No
980100	233	R	PRJ31WI		9500		-100,000	UWF		CK#146040		
980100	1xx	R	1000000		9200		100000	Deposit 999910000 10/30/09				

1. The debit entry should be made to a specific revenue pool – TBD.
   Description should be the Deposit Slip Number and date. (e.g. DEPOSIT 99999xxxx 10/23/09)
2. The credit entry should be made to the specific project number.
3. The credit entry description field should be the sponsor name and Check #. (e.g. UWF Check #1234)
   1. **NOTE: If the project is new, the JET entry will need to be completed the next day to pass edit checking.**
4. Print the journal once it has been uploaded into the JET tool. Make a copy of the journal entry for each project number. The journal entry copy should be filed into entered on the journal. Highlight each line item for the corresponding payment entry. This will be used later to reconcile the budget entry and Award summary page from Project Lite.

B. Complete the Deposit Slip
   1. Prepare the bank deposit slip and send to bank

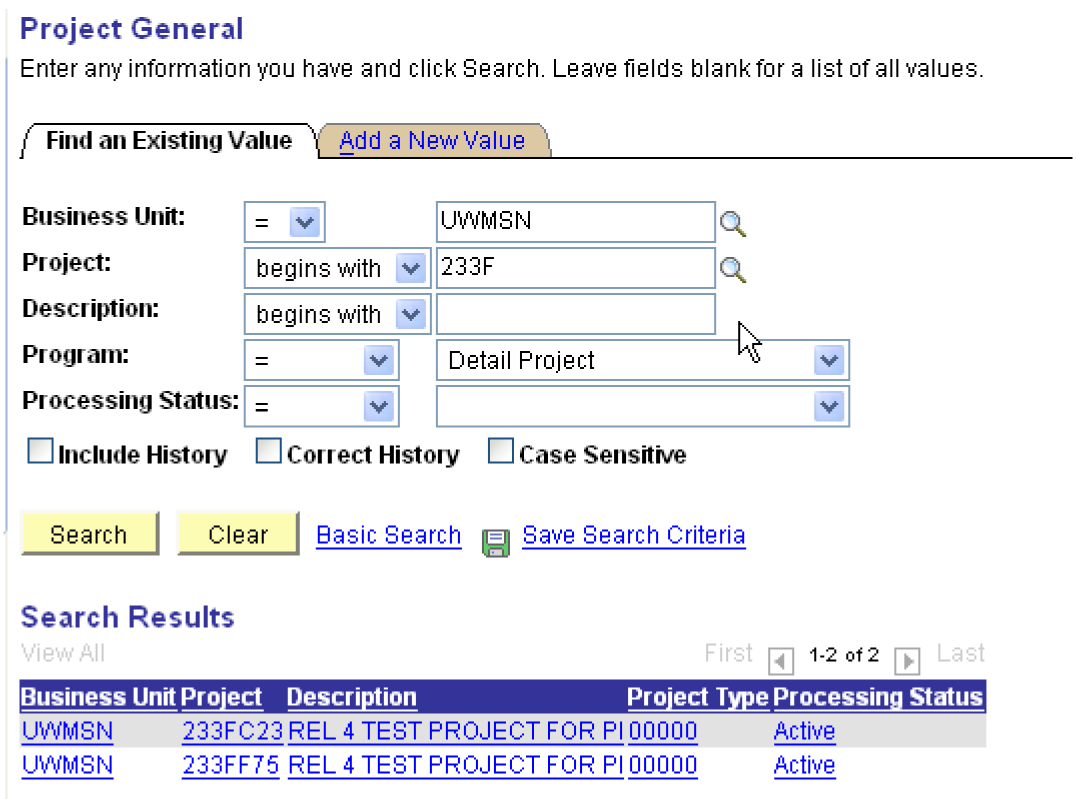
Step 8. Reconciliation

2. In order to maintain accurate records, the Budget, Revenue and Regent Report (Project Lite print out) must be reconciled
3. Check to ensure all entries match

How Do I Add to an Existing Project?

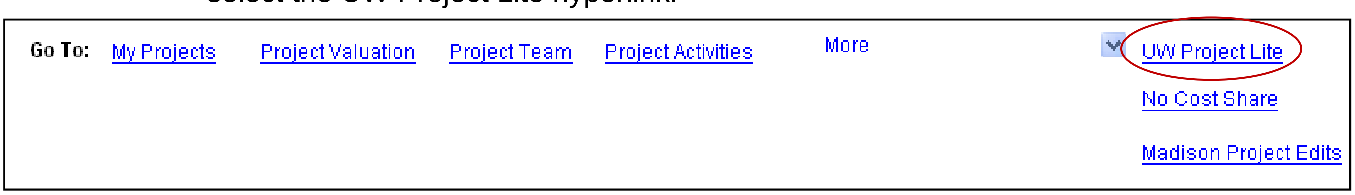
Step 1: Add to an Existing Project

A. Navigate to Project Costing>Project Definitions>General Information
B. Select the Find an Existing Value Tab
C. Business Unit: UWMSND
D. Project: Enter the Project number
   - Note: If you do not have
E. Click Search
F. Select the hyperlink to the Project requiring updates

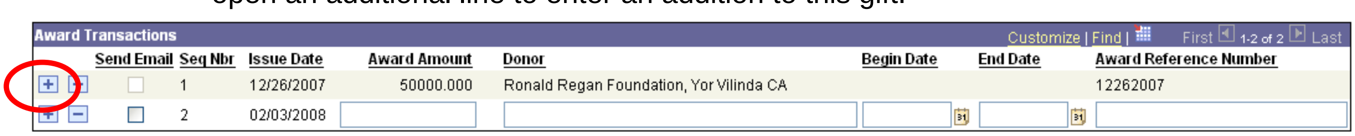


Step 2: Complete Regent Reporting Information

- From the Project General Page which results when you select the Project Hyperlink, select the UW Project Lite hyperlink.



- From the Project Lite Page, select the + button under Award Transactions Section to open an additional line to enter an addition to this gift.



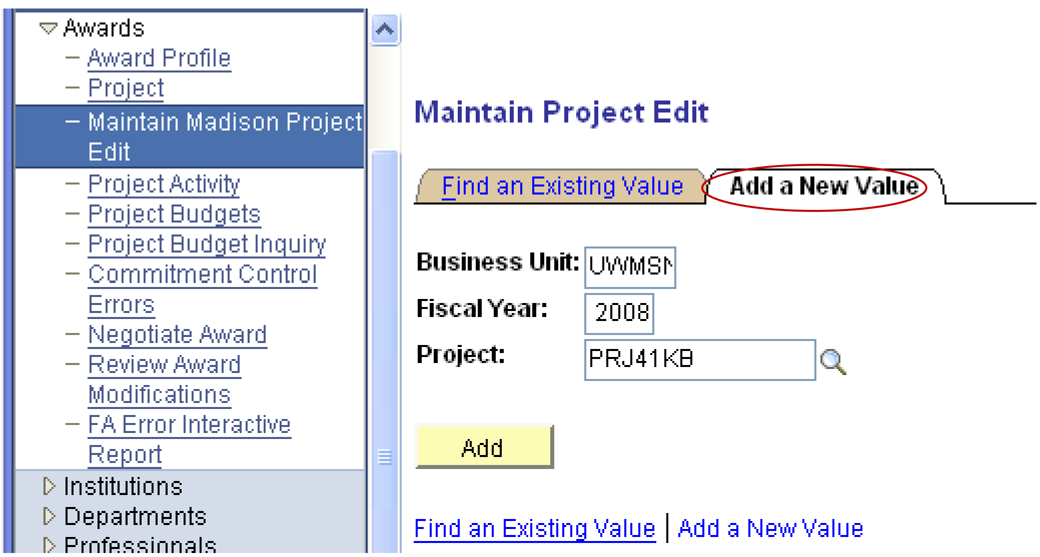
- Complete the information on the newly created line to account for the additions to the funding.
    - Send Email: Select this check box to send the email notification of the project to the PI & email address indicated
    - Issue Date: Leave as default to current date
    - Award Amount: Enter the dollar amount of the gift payment
    - Donor: This is a free form text field and should be used only if the Multiple Donor & donation is greater than $5000
    - Award Reference Number: Enter the check number

Step 3. Add Madison Edits

A. Typically, the edits may remain the same after a project is set up, but on occasion there may be additional departments or program codes that need to be added to a project.

3 Access the Maintain Madison Project Edits Page

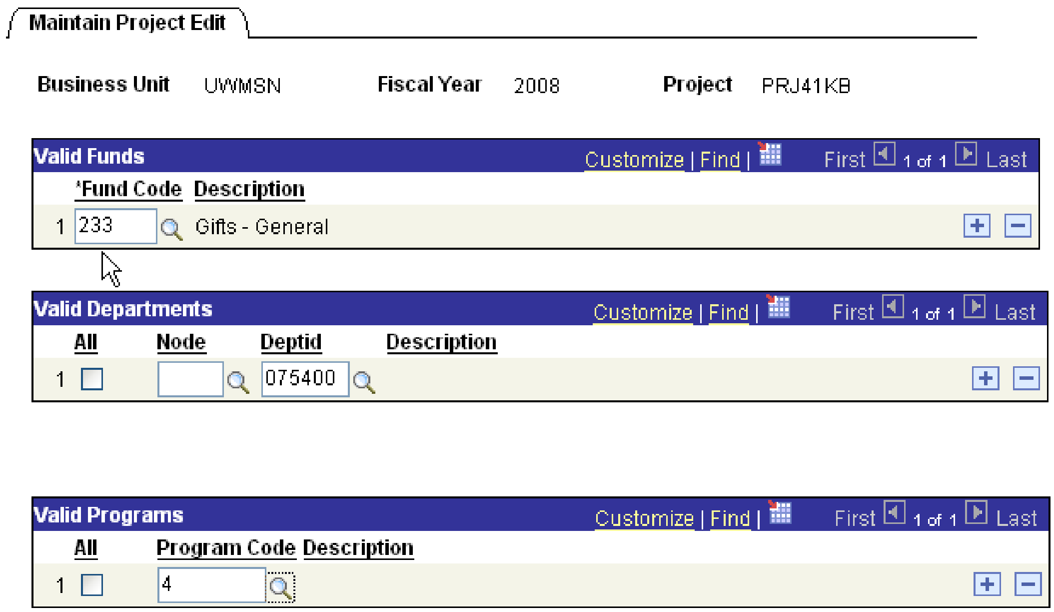
a. Click on Maintain Madison Project Edits menu item
b. Select the Add a New Value tab
    i. Business Unit: Enter UWMSN
    ii. Fiscal Year: Enter the current Fiscal Year
    iii. Project: Enter your newly created Project ID
c. Click the Add button



Valid Funds

d. Fund Code: Enter fund number 233
e. Department
f. Program Codes

4 Click Save



Step 4. Complete Budget Information

B. Budgets for Project Lite are not posted based on the information entered in the Project Lite panels but rather need to be posted directly via the General Ledger Journal Entry. Use the Budget JET Tool for this entry.

Step 5. Complete Revenue Entry & Deposit

A. JET Tool Entry: An excel spreadsheet is used to enter all gift payments for a given day and then uploaded into JET.

NSCT												
Deparatment	fund	Program	Project	Activity Id	Account	Class	Amount	Description	Jnl_Ln_Re	Reference	Voucher N	Invoice No
980100	233	R	PRJ31WI		9500		-100,000	UWF		CK#146040		
980100	1xx	R	1000000		9200		100000	Deposit 999910000 10/30/09				

- The debit entry should be made to a specific revenue pool – TBD.
  Description should be the Deposit Slip Number and date. (e.g. DEPOSIT 99999xxxx 10/23/09)
- The credit entry should be made to the specific project number.
- The credit entry description field should be the sponsor name and Check #. (e.g. UWF Check #1234)
  2. **NOTE: If the project is new, the JET entry will need to be completed the next day to pass edit checking.**
- Print the journal once it has been uploaded into the JET tool. Make a copy of the journal entry for each project number. The journal entry copy should be filed into entered on the journal. Highlight each line item for the corresponding payment entry. This will be used later to reconcile the budget entry and Award summary page from Project Lite.

B. Complete the Deposit Slip
- Prepare the bank deposit slip and send to bank

Step 6. Reconciliation

A. In order to maintain accurate records, the Budget, Revenue and Regent Report (Project Lite print out) must be reconciled

B. Check to ensure all entries match

How Do I Make Corrections and Changes?

There are four areas where a correction or change can occur. It is important to remember that a change made to one area does not automatically update the others. For example, if you make a correction to the project budget, a corresponding revenue and Project Lite correction may need to be completed to one or more projects involved in the correction.

A. Budget Correction
   - Scenario: Budget was applied to the wrong project.
     - Reduce the budget on the 'wrong' project. (Negative entry)
     - Increase the budget on the 'correct' project. (Positive entry)
     - Verify Project Lite and revenue entries were entered properly. If they are also incorrect, you will need to reduce the Project Lite and revenue amounts on the 'wrong' project and enter the information (positive entry) on the correct project number.
   - Scenario: Budget should not have been added to the project
     - Reduce the budget on the project (Negative entry)
     - Reduce the Project Lite entry and revenue entry if necessary (Negative entries)

B. Revenue Correction
   - Scenario: Revenue was applied to the wrong project.
     i. Reduce the revenue on the 'wrong' project. (Debit entry)
     ii. Increase the revenue on the 'correct' project. (Credit entry)
     iii. Verify that the budget and Project Lite entries were entered properly. If they are also incorrect, you will need to reduce the Project Lite and budget amounts on the 'wrong' project and enter the information (positive entry) on the correct project number.
   - Scenario: Revenue should not have added to the project
     i. Reduce the revenue on the project (Debit entry to the project and a Credit entry to the pool account _ TBD)
     ii. Reduce the Project Lite entry and budget entry if necessary (Negative entries)

C. Project Lite Correction
   1. Scenario: An amount was entered to the wrong project in Project Lite.
      - Reduce the amount on the 'wrong' project. (Negative entry) Enter "Correction for Check #xxxx. Should be PRJxxxx" in the description field of Project Lite
      - Enter the amount on the 'correct' project in Project Lite. The description should be the sponsor name and check number.
      - Verify that the budget and revenue entries were entered to the correct project. If they are incorrect, make a negative entry for the incorrect budget and revenue to the 'wrong' project. Make a positive entry to the budget and revenue on the correct project number.

D. Edits (Madison Project Edits)
   1. Scenario: A change to the Edit information is needed
   2. Access the Maintain Madison Project Edits Page
   3. Click on Maintain Madison Project Edits menu item
   4. Click on the 'Find an Existing Value' Tab
   5. Enter the project number in the 'Project begins with' field. This will take you to the Madison Project Edit page
   6. Click the + (Plus) icon to add rows to the Valid Department or Valid Program section
   7. Click the – (Negative) icon to delete a row to the Valid Department or Valid Program section

   NOTE: The policy for setting up a fund on a project is that only one fund is allowed on a project. Projects cannot have multiple funds.