******State of Kansas**

**How to Create a Project**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | | **2/15/2019** |
| **Version:** | | **1.1** |
| **Scenario** | | Project Costing is designed to allow users to track expenditures against a particular project to get a lower level of detail than the basic General Ledger chartfields. Projects can be broken down into multiple Activities for even greater reporting capability.  This job aid demonstrates how to create a new project and associated activities. |
| 1. | Navigate to: Project and Grants homepage > Project Costing tile > General Information **or** Navigator > Project Costing > Project Definitions > General Information.  Click on the *Add a New Value* tab. The Business Unit should default based on user security. Enter the Project ID in the *Project* field and click the *Add* button. | C:\Users\lshaver\AppData\Local\Temp\SNAGHTML3a50cf6.PNG  Note: The Project ID field has a 15 character limit. There should be no spaces. The only allowable special characters are dashes and underscores. |
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| 2. | On the *General Information* tab, enter data into the following fields, then click Save:  *Description*  *Integration* (should default)  *Project Type*  *Start Date*  *End Date*  Note: The *Project Type* field will eventually be used to aid in the state-wide Schedule of Expenditure of Federal Award report. Please visit the SMART website for a full list of the Project Type values. |  |
| 3. | Click on the *Project Activities* link at the bottom of the page. On the *Project Activities* tab, enter data into the following fields, then click Save:  *Activity Name*  *Activity* (this is the Activity ID)  *Start Date*  *End Date* | Note: The Activity field has a 15 character limit. There should be no spaces. The only allowable special characters are dashes and underscores.  The *Start Date* and *End Date* fields will default based on the Project dates. The user may update them, as needed. |
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| 4. | To add more activities, check the box next to the Activity row beneath which the new row should be inserted.  Then, enter the number of rows to add in the *Number Rows* box and click the  icon to add new rows. |  |
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| 5. | Enter values in the *Activity Name* and *Activity* field for each new row. Also update the *Start Date* and *End Date* fields, if appropriate. Then, Click Save. |  |