

Using Project Company and Project Code

Purpose

These procedures explain how to use project company and project coding for transactions originating in the accounting system (MSAS), the procurement card system (FM01) and central payroll distribution rules (PP04).

Overview

Project company is a required four-digit field; use either 0008 or 0009. Project code is a twelve-digit alpha-numeric field.

Project company and codes are not validated on entry (project company is validated during general ledger (GL) posting; if it's not 0008 or 0009, the batch will suspend).

Project company does not appear in GL transactions. It's used by GL to indicate there will be an accompanying project code. Provided project company 0008 or 0009 is used, the project code entered on a document appears in the GL transaction PROJECT field.

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Project Entry by Document Type (continued)

BC Documents (JV, Noncash & Encumbrance Adjustment)

Enter project company and code in **DESCRIPTION** one field on BC screen 213 (JV and noncash) or 243 (encumbrance adjustment). Project company must be in columns 01-04. Project code must be in columns 05-16 (immediately after project company). Erase any other characters already in desc-1 using erase-end-of-field key or space-bar. In example below, project company is **0008** and project code **534**:

BC	JOURNAL VOUCHER ENTRY	213
NEXT FUNCTION: _____	ACTION: _____	
BC 202: END OF DOCUMENT		
=====		
APP: 79		
DOCUMENT ID: E18600205	TOTAL:	168.67
LINE 1_____	TRANSACTION CODE A	
COMP/ACCT/CNTR	2021 52050200_____	183101_____
DEBIT/CREDIT AMOUNT	168.67_____	
DEBIT/CREDIT CODE	DR	
DESCRIPTION	0008534 _____	
PROJECT COMP/CODE	_____	ACCOUNTING RULE _____
EFFECTIVE DATE	12/02/2015	SOURCE CODE _____
LEVEL OF FUNDS CHK	-	UPDATE AFF _____
TRANSFER COMPANY	_____	
OPTIONS: (E)ND, (H)OLD, (K)ILL, OR NEXT LINE _____		

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Project Entry by Document Type (continued)

PS Service POs

Use the **PROJECT CO.** and **PROJECT CODE** fields on the PS PL1 screen. These fields flow from a purchase order line to an invoice line, if the PO is matched. In example below, project company is **0008** and project code **534**:

PS	PO LINE INFORMATION	PL1
NEXT FUNCTION: _____ ACTION: _____		12/02/2015 15:51:26
REQUEST: _____ SAVE SHOW PAGE NO: _____		
=====		
BUY ENTITY : SRVC	PO NO. : 16SC180015	PO LINE NO : 0001
BLANKET REL. :	RELEASE DATE:	SUB SRCE CD:
PRT ITM SPCS: Y	PRT REQ SPCS: N	PHRS TBL CD:
CATALOG NO. :	ITEM NO. : CONTRACTS	ECN :
QUOTE NO. :	ITEM SEQ NO :	SERVICE CD : S
ITEM DSC : JUVY JUSTICE REINVESTMENT		
VEND ITM NO. : CONTRACTS		
VEND ITM DSC: SERVICE CONTRACT		
QUANTITY UOP: 1	UNIT PRICE : 25000.00	PRICE TYPE :
UOP : EA	SKU CONV FAC: 1.0000000	SKU : EA
TAX/VAT CODE:	TAX/VAT COST:	
ADD COST CD :	ADD COST :	
CTRCT BEG DT: 07/01/2015	CTRCT END DT: 06/30/2016	FOLL-UP DT: 05/15/2016
VAR IND :	CNTRCT/PROP#:	CONTRCT DT: 06/30/2016
GL COMPANY : 1000	GL ACCOUNT : 52060100	EFF DT: 12/02/2015
GL CENTER : 183107	DISTRIB IND :	
PROJECT COMP: 0008	PROJECT CODE: 534	ACCT RULE : 02
SHIP-TO CODE: 777	SHIP-VIA CD : BST	FOB CODE : DPP
DSP DEFAULTS: X PASS :	CONT TO PL2 : RTP :	LINE STATUS: 1

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Project Entry by Document Type (continued)

FM01 Distribution Rules

Use the FM01 distribution rules maintenance screen to add or change rules with a **PROJECT** code. In example below, project company is **0008** and project code **534**:

```
ENTER CHANGES
FM01N610          ***** DISTRIBUTION RULES *****          FM01M610
DEC 02, 15          - BROWSE-CHANGE SCREEN -          04:11 PM
CLEARING ACCOUNT:          PAGE 1
COMPANY: 9030 ACCOUNT: 1520100          CENTER: 1811_____
PAY CODE.. PROC PURCH_ DESC: PROCUREMENT CARD PURCHASE
DIST RULE. 183101_____ DESC: JCC_____

EFFECTIVE DATES          NORMAL ACCOUNT: 52059800
NO   FROM      THRU     COMP 3 7 8   9-18   CENTER          PERCENT
01 10 01 2013 06 30 2020 1000 _ _ _ _ _ 183101_____ 100.00000
PROJECT COMP: 0008 PROJECT: 534_____ DESC:
PROJECT COMP: _____ PROJECT: _____ DESC:
PROJECT COMP: _____ PROJECT: _____ DESC:
PROJECT COMP: _____ PROJECT: _____ DESC:
PROJECT COMP: _____ PROJECT: _____ DESC:
REPORT CENTER: _____ PRESS PF8 TO SEE MORE RULES
DIRECT COMMAND:
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
CONFM HELP RETRN QUIT          FLIP PREF BKWRD FRWRD          MAIN
```

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Project Entry by Document Type (continued)

PP04 Distribution Rules

Use the PP04 distribution rules maintenance screen to add or change rules with a **PROJECT** code. In example below, project code is 534 (payroll distribution rules default to project company 0008):

```
ENTER CHANGES
PP04N010          ***** DISTRIBUTION RULES *****          PP04M030
DEC 02, 15          - BROWSE-CHANGE SCREEN -          04:06 PM
CLEARING ACCOUNT:          PAGE 1
COMPANY: 9030 ACCOUNT: 1520000          CENTER: 181101_
PAY CODE.. ALL_____  DESC: SYSTEM CODE
DIST RULE. 1_____  DESC: DOC ADMINISTRATION_____

          EFFECTIVE DATES          NORMAL ACCOUNT: 51010100
NO   FROM      THRU   COMP 3 7 8   9-18   CENTER          PERCENT
01 07 01 1991  06 30 2020  1000 _ _ _   _____  181101_____  100.00000
          PROJECT: 534_____

_____
          PROJECT: _____

_____
          PROJECT: _____

_____
          PROJECT: _____

_____
          PROJECT: _____

REPORT CENTER: _____ PRESS PF8 TO SEE MORE RULES
DIRECT COMMAND: _____
ENTER- PF1--- PF2--- PF3--- PF4--- PF5--- PF6--- PF7--- PF8--- PF9--- PF10-- PF11-- PF12---
CONFIRM HELP  RETRN QUIT          FLIP  PREF  BKWRD FRWRD          MAIN
```