



ADDY TIPS



Understanding Project Status Codes

The life of a project may be divided into as many as seven project statuses. Previously, only ARGIS dealt with a project's status. When new modules were added to UCF Financials in November 2013, UCF Financials began to process projects through all stages and therefore, had to develop codes for each project status. The name of each project status as defined by UCF Financials is listed below in bold. The name of the project status used by ARGIS is shown beside it in parentheses when it differs from the code used by UCF Financials.

O = Open (Funded in ARGIS)

When the project status is Open, all transactions can be created and processed.

D = Prepare for Closeout

As a project nears the end of its approved funding period, it will enter the Prepare for Closeout stage. All transactions can be created and processed, but users will see a "system warning" message when they attempt to save analysis types COM, GCA, and REQ.*

E = Extension Pending

If an extension of time has been requested for a project from the funding agency, the project status will change to E for Extension Pending once the funding period has ended.

X = Future Dated (This code is used only by UCF Financials.)

A Future Dated project is one that has been added to the system before the project's actual start date. All transactions will be rejected.

S = Suspended (This code is used only by UCF Financials.)

- Billing, purchase order (PO) and requisition (REQ) reversals, payroll, revenue, and write-offs will be processed, but users will see a "system warning" message when they attempt to save.*
- Budget, actuals, requisitions, PO, and General Ledger (GL) online entries will be rejected, and users will see a "reject" message.

A = Administratively Closed

Billing, PO and REQ reversals, payroll, revenue, actuals, and write-offs will be processed.

F = Financially Closed (Closed in ARGIS)

When a project has reached its end date, expended all funds, and will not be renewed, it will enter a status of F for Financially Closed. All transactions will be rejected.



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R = Reopened for Adjustment (This code is used only by UCF Financials.)

Sometimes adjustments need to be made after a project has been Financially Closed. When this occurs, the project will enter a status of R for Reopened for Adjustment. All commitments, encumbrance or pre-encumbrance adjustments, requisitions, and requisition reversals will be rejected. Other transactions can be created and processed, but users will see a “system warning” message when they attempt to save General Ledger Journal Entries, Revenue, or Expenses.*

*Click “OK” at the bottom of the “system warning” message to continue processing.

Analysis Type

The Analysis Type field was added to UCF Financials in November 2013 as part of the Xpansion Project. The three-character Analysis Type differentiates between types of transactions and clarifies the processing stage of the transaction. It is only used for projects (contract and grant funding).

For a single transaction the Analysis Type can change as the transaction flows through UCF Financials as in the following example:

- A requisition begins with an Analysis Type of REQ (requisition).
- When the requisition is sourced into a purchase order (PO), a transaction is created with an Analysis Type of COM (commitment). Another transaction is set up with an Analysis Type of RRV to reverse the requisition.
- When the PO is copied into a voucher for payment, a transaction is created with the ACT (actual cost) Analysis Type. Another transaction is set up with an Analysis Type of CRV to reverse the PO.
- When a PO is canceled or a PO line is closed in Purchasing, the system creates a reversal row to reduce the outstanding commitment. The Analysis Type defaults to CCA (commitment adjustments) for closures in Purchasing.

In this way, the Analysis Type describes the nature of a transaction as it makes its way through each stage of the purchasing and payment process.

Page three of this document outlines how a project’s status affects a transaction based on the Analysis Type. It includes a description of each Analysis Type.

