UW System
Shared Financial System
(SFS)

Project Lite Training Manual

PeopleSoft Version 9.2

Version 1.5 - October 2020

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Background:

The University of Wisconsin campuses create projects to track spending, revenue, financial reporting, collect data used to meet compliance requirements and various other purposes. The University of Wisconsin purchased the Oracle (PeopleSoft) Grants module to accommodate future grants processing. The campuses using this module are Madison, Milwaukee, Stevens Point, and System Administration. In addition, the Grants module will not be tracking non-sponsored projects for Madison, Milwaukee, Stevens Point or System (includes Gift projects) nor sponsored and non-sponsored projects for campuses not using the Grants module. Project Lite is the other option users may access to create projects. Madison, Milwaukee, Stevens Point, and System will use this functionality for the creation of their non sponsored projects (including gifts). The remaining campuses will use Project Lite to create both sponsored and non-sponsored projects.

Project Lite is comprised of three panels of the PeopleSoft Project Costing Module, and two customized panels. The customized panels will be used to collect data for financial reporting. Users will be able to access Project information created in Project Lite through the WISER reporting tool. Users who use both the grants module and Project Lite will notice consistency in project data elements; regardless of where the project is created.

Purpose for “Project Lite:

Project Lite has four functions:

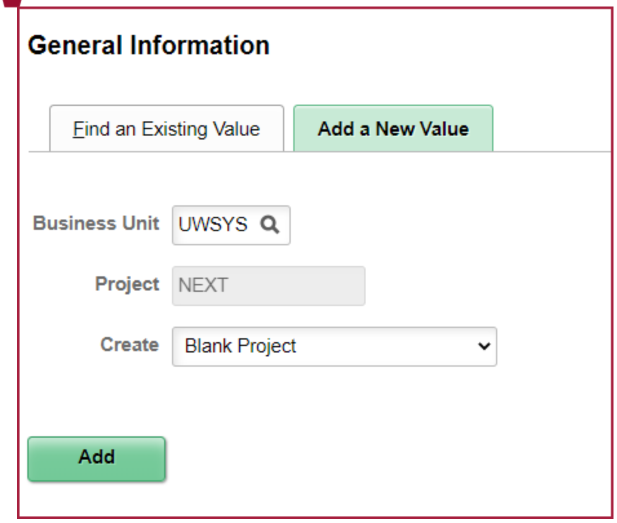
1. Create Unique Project numbers within PeopleSoft.
2. To replace ESIS type data for Gift projects.
3. Collect data for sponsored projects for those campuses not using the Peoplesoft Grants module.
4. Gifts in Kind activity.

This training manual will be separated into sections according to the function the user is trying to perform. Each section will describe what is required to be entered according to the Project Lite functions described above. Please also see the section on “updating” project information.

A. Create a Unique Project Number within SFS/PeopleSoft

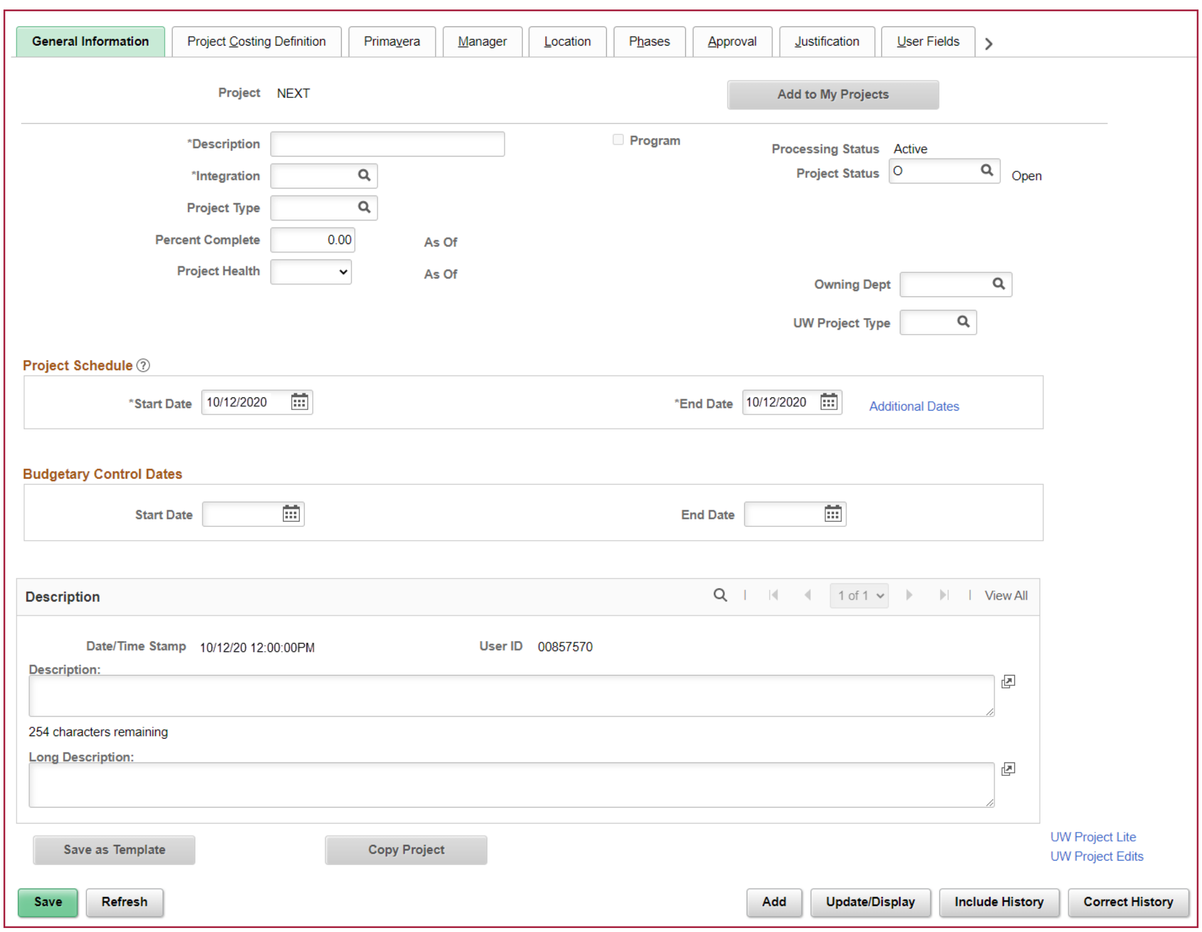
Adding a Project

1. Navigation: Project Costing > Project Definitions > General Information > Add a New Value



2. Click Add - The user should confirm that the proper business unit value appears in the business unit field. Business unit field information should be automatically assigned based upon user security. (Ex: A UW System user will automatically be assigned a business unit of UWSYS.)

Note: Project field is assigned. Project is grayed out. This is to ensure that users create projects using the project numbering format of AAA#### (A = alpha, # = number). After the general information page is completed and saved, the project will be assigned the next available sequential project number.



3. **Complete the following fields:**

(Note: Notice that the project number is not assigned at this point. The project number will be assigned after the general information page has been completed and the save button has been selected.)

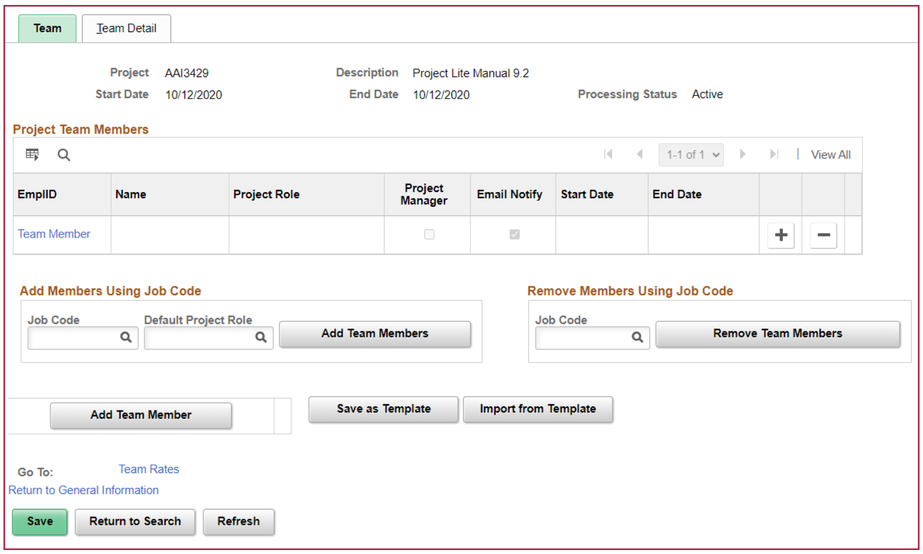
Description: Type in a short description for the project – the description cannot exceed 56 characters.
Integration: Type in the user's Business Unit. (Ex. UWSYS, UWMSN, etc) (This field is a REQUIRED FIELD).
Project Type: This describes the funding source of the project.

Project Type	Description
FEDR	Federal Grant Project
GIFT	Gift or Donation - Non-Grants
INTRN	Internal Project - Non-Grants
PRIV	Private Grant Project
QET	Quasi Endowment Trust
SHARE	Shared Grants Project
STATE	State Grant Project
TRUST	Trust Project - Non-Grants

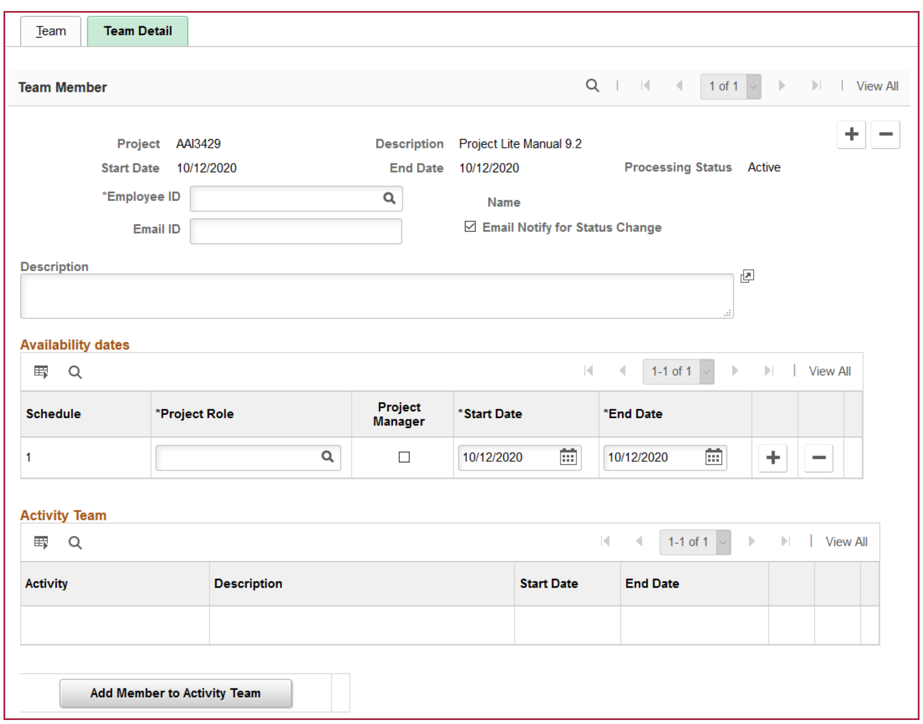
Owning Dept: A 6-digit number identifies which department has administrative authority for the project.
UW Project Type: This further defines what type of project this is
Options are: See Appendix A
Project Schedule—
Start Date: Project start date.
End Date: Project end date.
Budgetary Control Dates—
*(**NOTE:** If the user enters date information in these fields the dates will be used for editing of financial transactions. If the user does not want to edit start and end dates for this project, DO NOT ENTER dates in these fields.)*

Start Date: If spending on the project needs to precede the project start date the user should enter a date in this field that will accommodate pre project spending.
End Date: 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.
Description Fields: There are two fields, a Description field, and a Long Description field to enter more detailed project information.

4. Click on the **Save** button
5. Once the user clicks the **Save** button, additional hyperlinks will populate for use.
6. Please click on **Project Team**

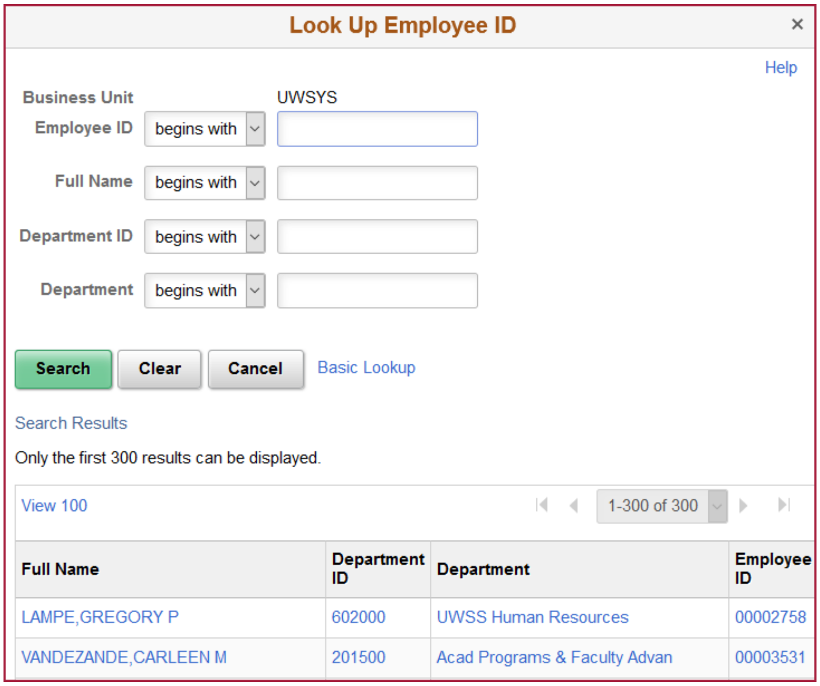


7. Click on the **Team Detail** tab to add team information.



Note to users: Project number, project description, processing status, start date and end date information will automatically appear at the top of the team detail panel.

8. Click on the Employee ID magnifying glass to search for the Principal Investigator.

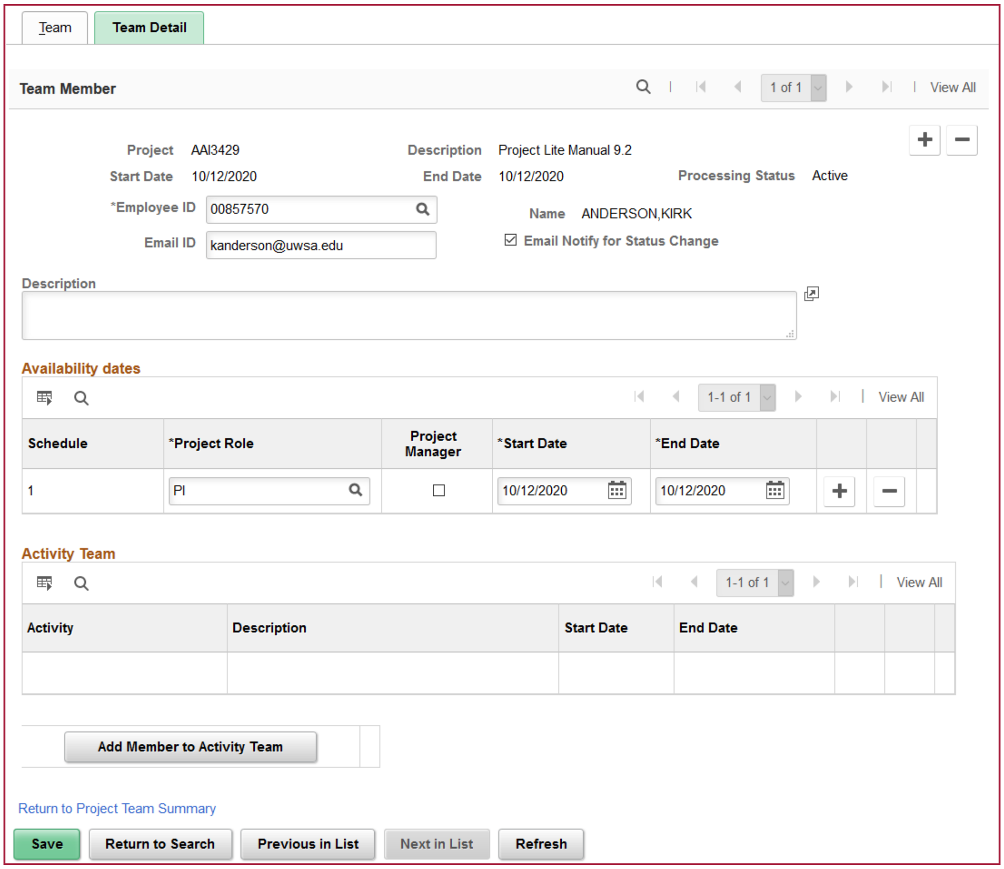


- There are several search options. The user may want to try to search for the PI's name. Start by entering the first few letters of the Principal Investigator's **last** name and then click the Search button. Proper spelling of the employee's name is essential to locate the Principal Investigator's name.

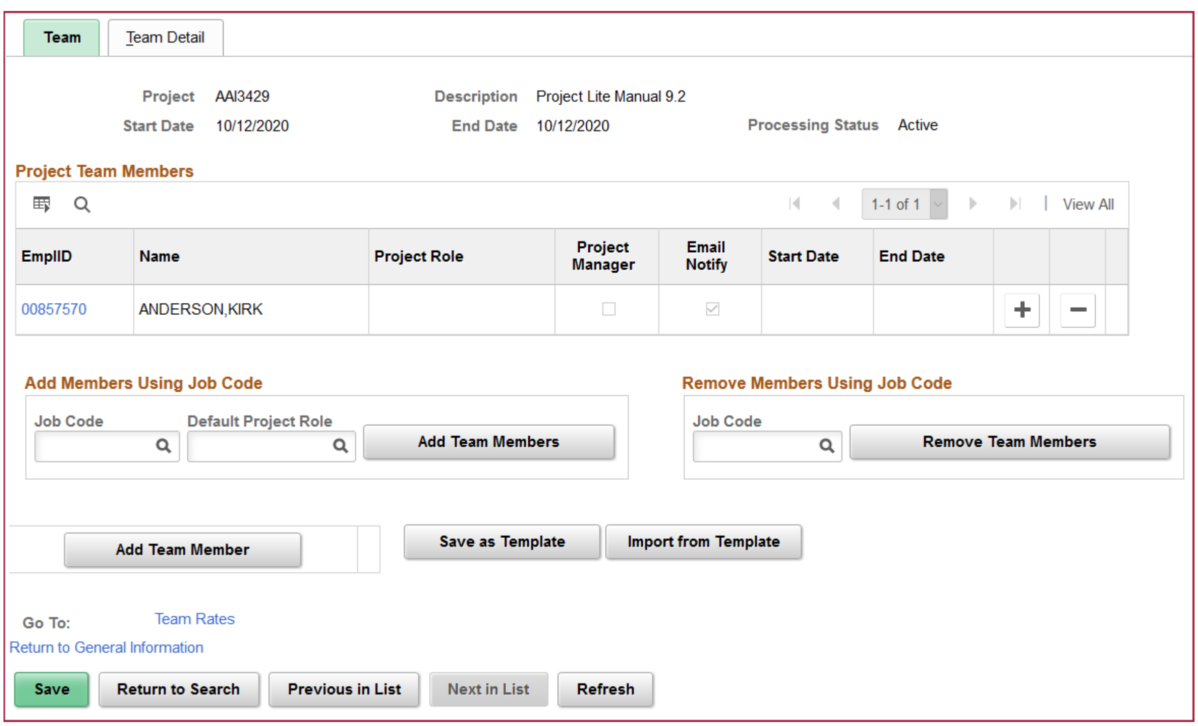
9. **Email ID** –Enter a full email address if the user would like a Regent Notice sent to additional individuals besides the Principal Investigator. (For example, one person interested in receiving project updates may be a department's Grants Accountant)

10. **Email Notify for Status Change** - Check to include email addresses entered in Email ID field on Regent Notices. Note: PI will automatically receive Regent Notice when Send Email is checked in Project Lite Award Transaction section.

11. **Project Role** – The role of Principal Investigator will be the default project role.
    - Enter **PI** into the Project Role field
    - Click on the Project Manager Checkbox



12. Click on the **Save** Button.
13. Click on the Return to Project Team Summary hyperlink.
14. On the next screen click on the Return to General Information hyperlink.



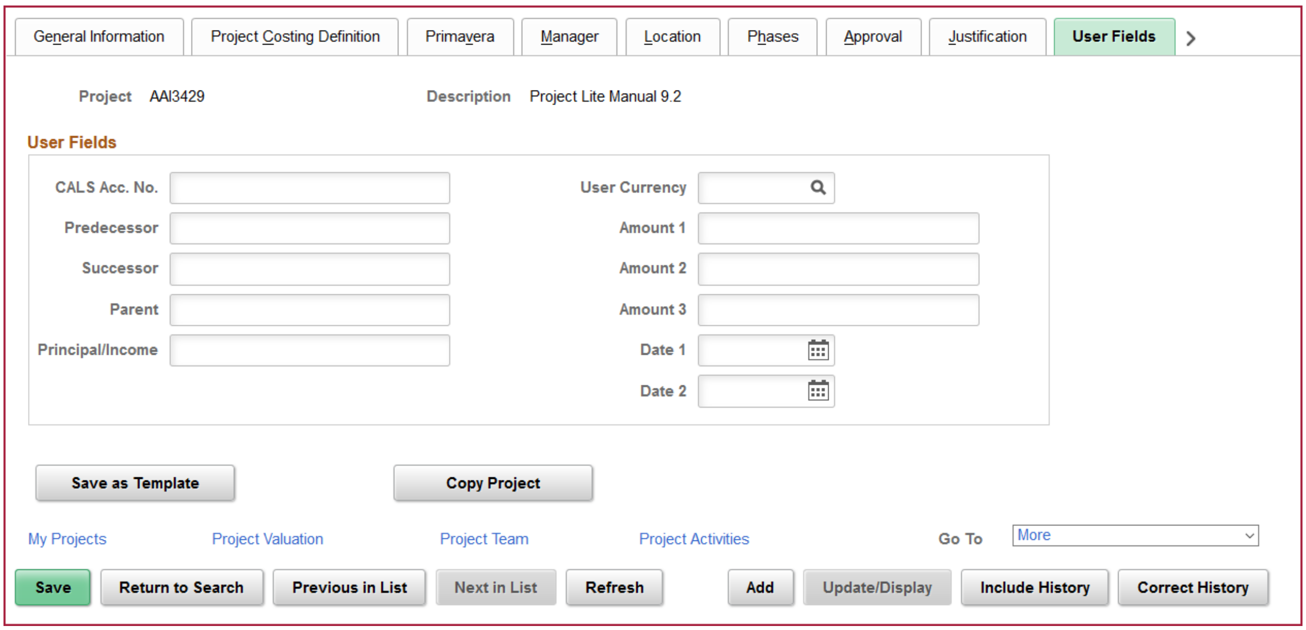
15. This completes the entry needed to obtain a project number.

Complete User field panel (OPTIONAL)

The user field panel contains five fields that a user may enter information in, as pertinent to their organizational needs. The information in these fields will appear in the WISER reporting system.

Navigational path: Project Costing>General Information Panel.

Search for the project. From the General Information page, click on the **User Fields** tab.



CALS Acc. No: This field is primarily used by Madison College of Agricultural Life & Sciences. This field is not limited exclusively for CALS use.
Predecessor: This field is used to capture the predecessor project to the project created.
Successor: This field is used to capture the successor project to the project created.
Parent: This is 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.
Principal/Income: This field is primarily used by UWSA Trust funds 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.

B. Complete "BOLT-ON" for Regent Reporting and other reporting.

All sponsored awards, gifts and gifts in kind received by the University are Board of Regent reportable events. Completion of the bolt on panel is REQUIRED for receipts of any awards, contracts, financial gifts, or gifts in kind. Data entered into the bolt-on panels will be extracted by the UWSA office to complete monthly and annual Board of Regent reports, A-133 audit reports, and to meet other system and campus reporting needs.

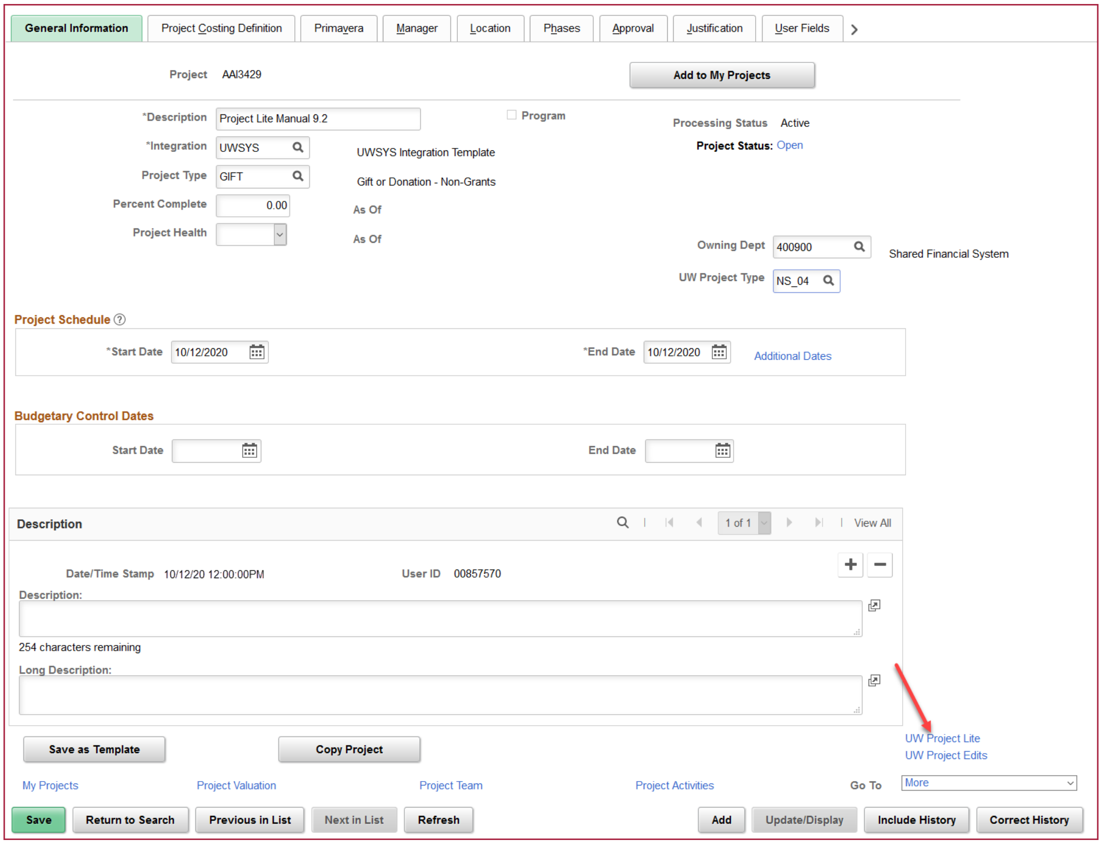
Sponsored projects award information (for those campuses NOT using Grants) must be entered in the bolt-on. These projects were previously entered in ESIS to provide means for UWSA to extract data for Regent, A-133 and other reporting. Those campuses *not* using the Grants Module will use the Project Lite bolt-on to enter this data. Those campuses not using Project Lite or the Grants module will continue to submit their information on projects/grants using their current method.

1. Definition: Sponsored vs. Non-sponsored Project

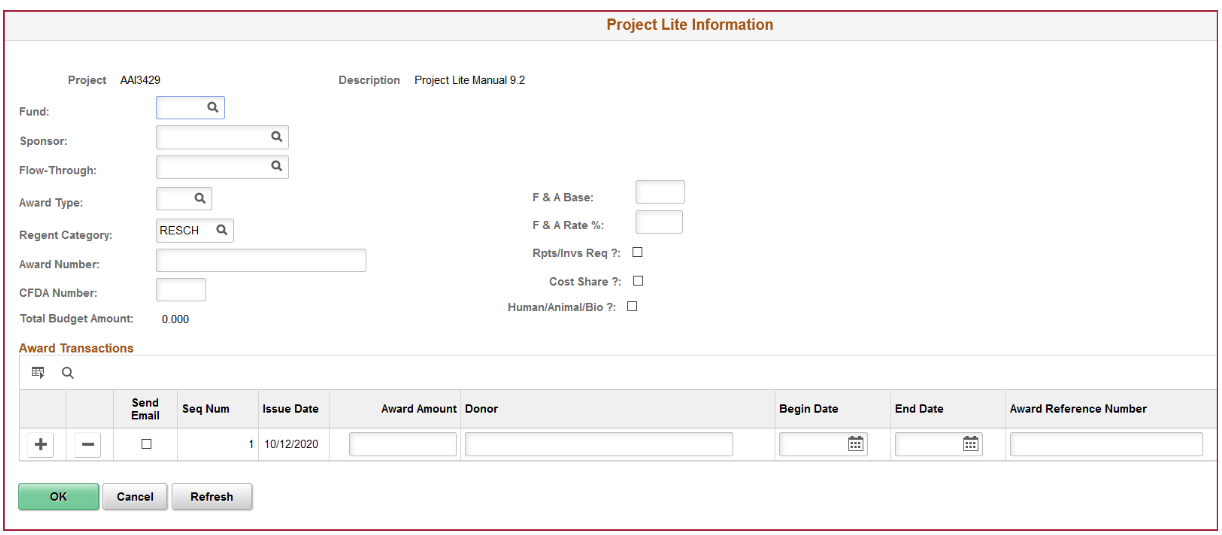
- **Sponsored:** A project created where the source of funds is committed from an external entity whom the University has a relationship with beyond the initial receipt of the funding. This ongoing relationship usually takes the form of billing/LOC draws and reporting requirements (both technical and financial). Facilities and Administrative (F&A) overhead costs are typically charged. These projects have terms and conditions associated with them. A sponsored project usually is in the form of a grant, contract, or cooperative agreement. In certain circumstances, internally funded projects may be treated like a sponsored project because of the imposed terms, conditions, or other reporting requirements (e.g. fund 101 projects created by the UW-Madison Graduate School)
- **Non-Sponsored:** A project with the source of funds from an internal entity such as State, departmental, or institutional funds (e.g. returned F&A funds). These projects generally do not have billing or reporting requirements, nor is F&A charged. Gift projects are generally considered a non-sponsored project. Examples of these types of projects include startup/retention packages for faculty, equipment purchases, and special earmarked programs. Non-sponsored projects may be funded by multiple internal sources.

2. Sponsored Projects and Gift projects set up will require the completion of the bolt-on page. Users may access the bolt on panel through navigation through the Project Costing panel.

3. Users should complete the General Information page in Project Costing. After the project number is assigned, the user can click on the following link to access the Project Lite panel:



4. The following panel will appear:



NOTE: If you do not check the Send Email box (for regent notification) you will get a warning message. You have one more chance to check this box. If you do not check this box, and you wanted a regent notice sent, you will need to enter a negative award amount (don't check the checkbox) and another positive award amount (check the checkbox).

5. Complete all relevant and appropriate fields, as described below.

Fields in Bolt-on

Field	Description	Data Entry Instructions
Fund	The fund that has been assigned to this award.	Enter fund OR Select fund from drop down (must be valid fund). 144 = federal 233 = gift 133 = non-fed grant/contract
Sponsor	Can be Donor's name for large $ amt Usually entity from which funds were received. Must be set up in Grants Module (Contact Madison to add)	Click the magnifying glass to search for sponsor (easiest is to search by name) If the sponsor is not listed and you want this sponsor added to the database, please See Appendix B for the form to fill out to accommodate this request.
Flow-through Non Direct	Only fill out if Non Direct – Identified Federal funds awards to the UW through a non-federal agency acting as prime contractor (If flow-through, then Federal Agency is the "Sponsor" and Non-Federal Agency in which you directly receive the funds from is the "Flow-through Non Direct"	Click the magnifying glass to search for sponsor (easiest is to search by name).
Award Type	Funding instrument used to make the award.	Select from drop down list: **Award Type** – **Description** CDA – Confidentiality Agreement CRC – Cost-Reimbursable Contract FPC – Fixed Price Contract GFT – Gift GRT – Grant LIA – License Agreement MSR – Master Agreement NFA – Other Non-Financial Agreement OTR – Other
Regent Category	These categories are used to group awards in a specific order for reports to the Regents.	Select from drop down list. **PS Purpose** – **Description** INSTR – Instruction LIBRY – Libraries MISC – Miscellaneous PHYP – Physical Plant PUBSV – Public Service RESCH – Research STUD – Student Aid

<table>
<tr><td>Award Number</td><td>Number assigned to a project by the granting agency – not all records will have award numbers.</td><td>If no award number nor CFDA number, enter award date. This is a required field.</td></tr>
<tr><td>CFDA Number</td><td>Catalog of Federal Domestic Assistance Number</td><td>Format: XX.XXX</td></tr>
<tr><td>Total Budget Amount</td><td>Display only showing total inception to date award amounts.</td><td>DISPLAY ONLY</td></tr>
<tr><td>F & A Base:</td><td>Enter the F & A base if applicable. Madison, Milwaukee, Stevens Point, and System institutions do not need to complete this information.</td><td>Format is XXXX
<table>
<tr><td>FA Base ID</td><td>Description</td></tr>
<tr><td>MTDC</td><td>Modified Total Direct Cost (G)</td></tr>
<tr><td>NIFA</td><td>NIFA</td></tr>
<tr><td>NIHTR</td><td>NIH Training (Base D)</td></tr>
<tr><td>NONE</td><td>No F&A (Base A)</td></tr>
<tr><td>REU</td><td>NSF Resrch Exper for Undergrad</td></tr>
<tr><td>SW</td><td>Salaries and Wages (Base B)</td></tr>
<tr><td>SWF</td><td>Salaries Wages and Fringes (F)</td></tr>
<tr><td>TDC</td><td>Total Direct Costs (Base C)</td></tr>
</table></td></tr>
<tr><td>F & A Rate</td><td>Enter the F & A rate if applicable. Madison, Milwaukee, Stevens Point, and System institutions do not need to complete this information.</td><td>Format is XX.XX %</td></tr>
<tr><td>Rpts/Invs Req?</td><td>Check if Reports or Invoices are required.</td><td></td></tr>
<tr><td>Cost Share?</td><td>Check if Cost Share is applicable.</td><td></td></tr>
<tr><td>Human/Animal/Bio?</td><td>Check if Human/Animal or Bio involved then complete Human/Animal/Bio Details.</td><td>When the user clicks on this checkbox, another section will appear on the panel.</td></tr>
<tr><td>Human/Animal/Bio Details</td><td></td><td></td></tr>
<tr><td>Certification Code</td><td>Defines the type of research protocol certification. (ex. ANIMA, HUMAN, BIOHAZ)</td><td>Select from drop down list.</td></tr>
</table>

Certification Code	Description
ANIM1	Animal Welfare Approval 1
ANIM2	Animal Welfare Approval 2
ANIM3	Animal Welfare Approval 3
ANIM4	Animal Welfare Approval 4
ANIM5	Animal Welfare Approval 5
ANIM6	Animal Welfare Approval 6
ANIM7	Animal Welfare Approval 7
ANIM8	Animal Welfare Approval 8
ANIM9	Animal Welfare Approval 9
BIOS1	Biological Safety Approval 1
BIOS2	Biological Safety Approval 2
BIOS3	Biological Safety Approval 3
BIOS4	Biological Safety Approval 4
BIOS5	Biological Safety Approval 5
DEFLT	See primary project for cert
HESC1	Human Embryonic Stem Cell 1
HESC2	Human Embryonic Stem Cell 2
HESC3	Human Embryonic Stem Cell 3
HUM10	Human Subjects Approval 10
HUM11	Human Subjects Approval 11
HUM12	Human Subjects Approval 12
HUM13	Human Subjects Approval 13
HUM14	Human Subjects Approval 14
HUM15	Human Subjects Approval 15
HUMN1	Human Subjects Approval 1
HUMN2	Human Subjects Approval 2
HUMN3	Human Subjects Approval 3
HUMN4	Human Subjects Approval 4
HUMN5	Human Subjects Approval 5
HUMN6	Human Subjects Approval 6
HUMN7	Human Subjects Approval 7
HUMN8	Human Subjects Approval 8
HUMN9	Human Subjects Approval 9
MISCD	Misconduct

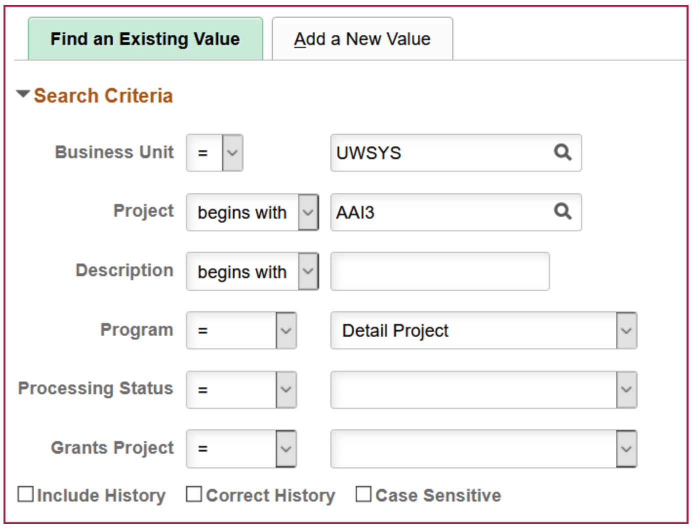
Approval Date	Indicates when the protocol was approved.	
Expiration Date	Indicates when the protocol will expire.	
Assurance Number	The protocol number.	
Award Amount Screen Field	**Description**	
Issue Date	For purposes of Regent Reporting this will default with current date.	Current date, no need to complete.
Send email	Check this to send Regent Notification to PI and any other email noted on Team Detail page.	*MUST CHECK TO SEND REGENT NOTICE*

Award Amount	Award initial amount/increases or decreases to award.	
Donor	Name of Donor – If Multiple Donors are the Sponsor; this must be completed.	Free Form Field
Begin Date	The beginning date of funding.	Optional
End Date	The end date of funding.	Optional
Award Reference Number	Optional – if a 5-year award the award reference number could be different from year to year.	Optional – if different than Award number in main bolt on section.
Note: We intend to use system date for regent reporting date to ensure we capture all transactions. So the system date in essence is the Regent Date.		

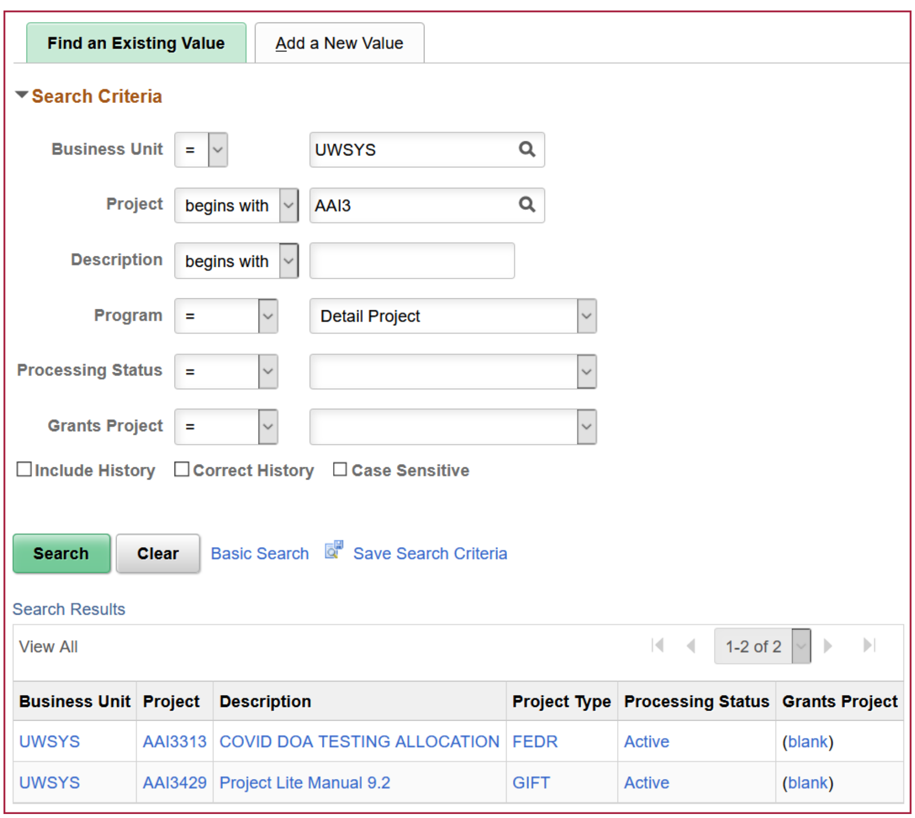
C. Add Award Amounts using “BOLT-ON” for Regent Reporting and other reporting.

1. Navigation: Project Costing/Project Definitions/General Information

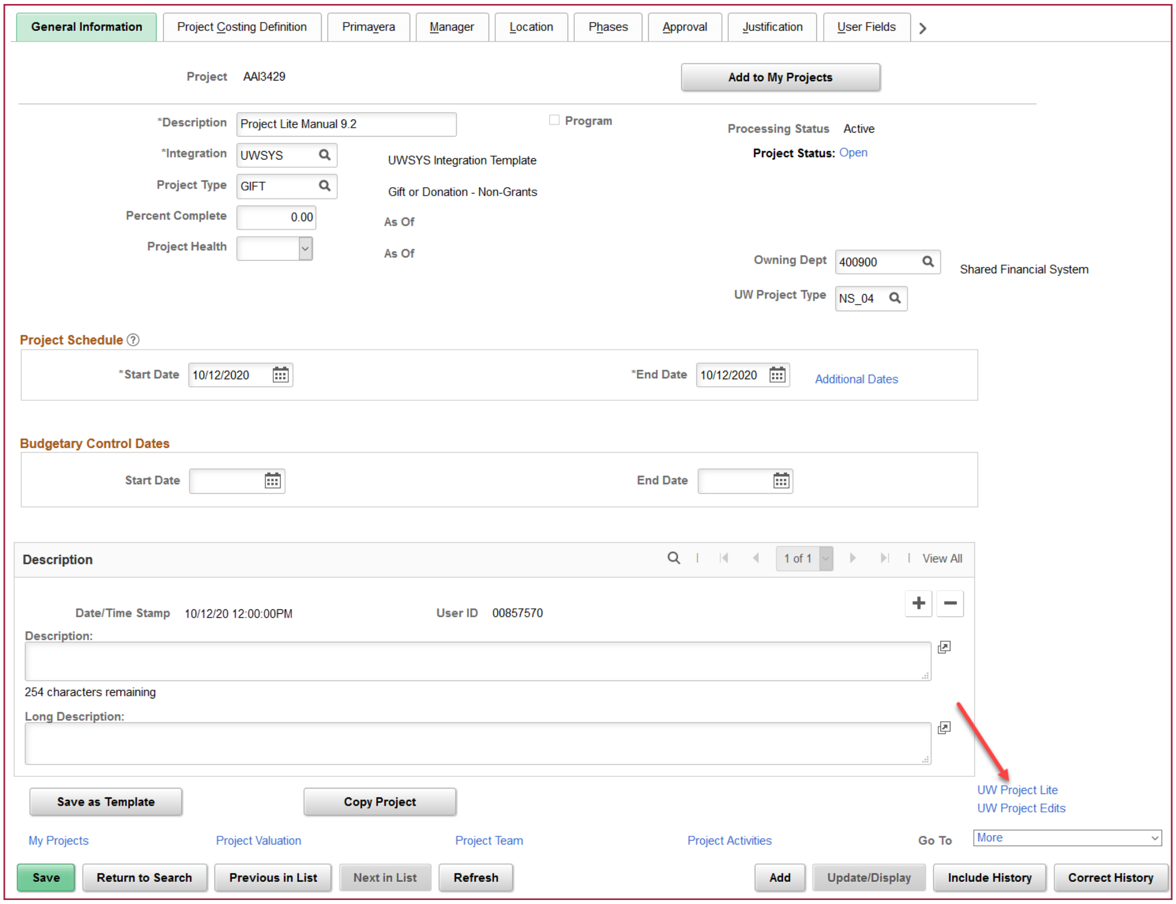
2. Use the “Find an Existing Value” Tab. Search or enter the Project the user would like to update.



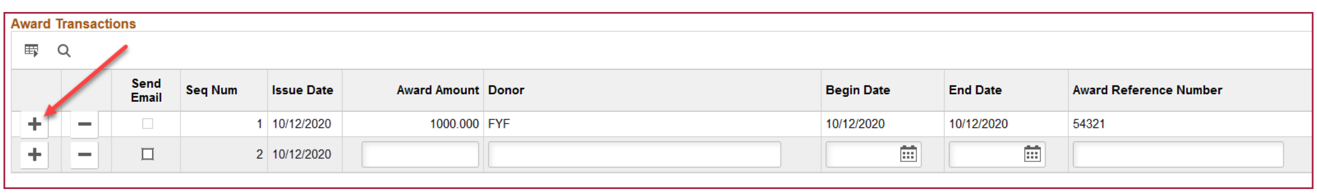
3. Select the appropriate project to update.



4. Click on the UW Project Lite hyperlink located in the lower right corner.



5. On this panel, the user will want to click the “+” sign in the Award Transactions Section. This will insert another line to add additional award transactions information.



6. The user will need to complete additional lines for changes made on the award.

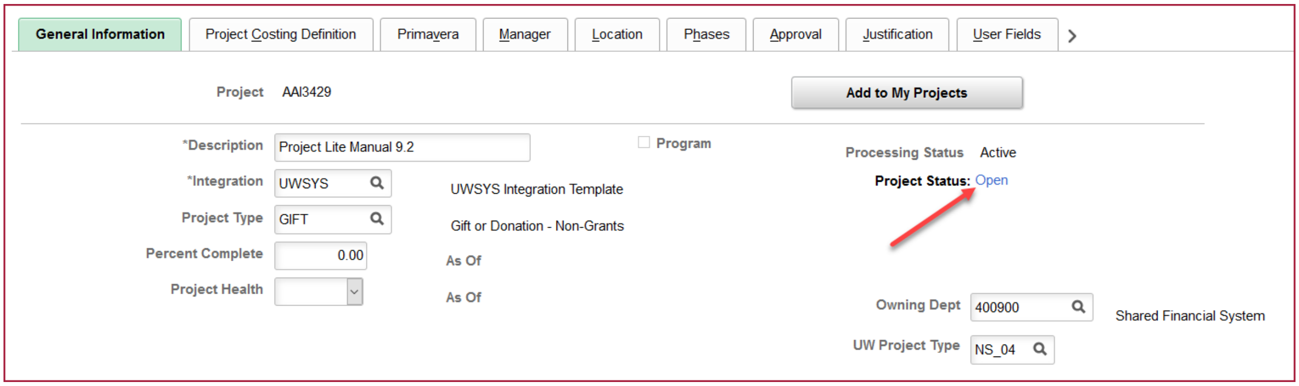
Award Amount Screen Field	**Description**	**What is supposed to be in this field?**
Issue Date	For purposes of Regent Reporting this will default to the current date.	Current date, no need to complete.

Send email	Check this box to send Regent Notification to PI and other email addressed provided on Team Detail page.	*MUST CHECK TO SEND REGENT NOTICE.*
Award Amount	Award initial amount/increases or decreases to award.	
Donor	Name of Donor – If Multiple Donors is the Sponsor, this must be completed.	Free Form Field
Begin Date	The beginning date of funding.	Optional
End Date	The end date of funding.	Optional
Award Reference Number	Optional – if a 5-year award the award reference number could be different from year to year.	Optional – if different than Award number in main bolt on section.
Note: We intend to use system date for regent reporting date to ensure we capture all transactions. So the system date in essence is the Regent Date		

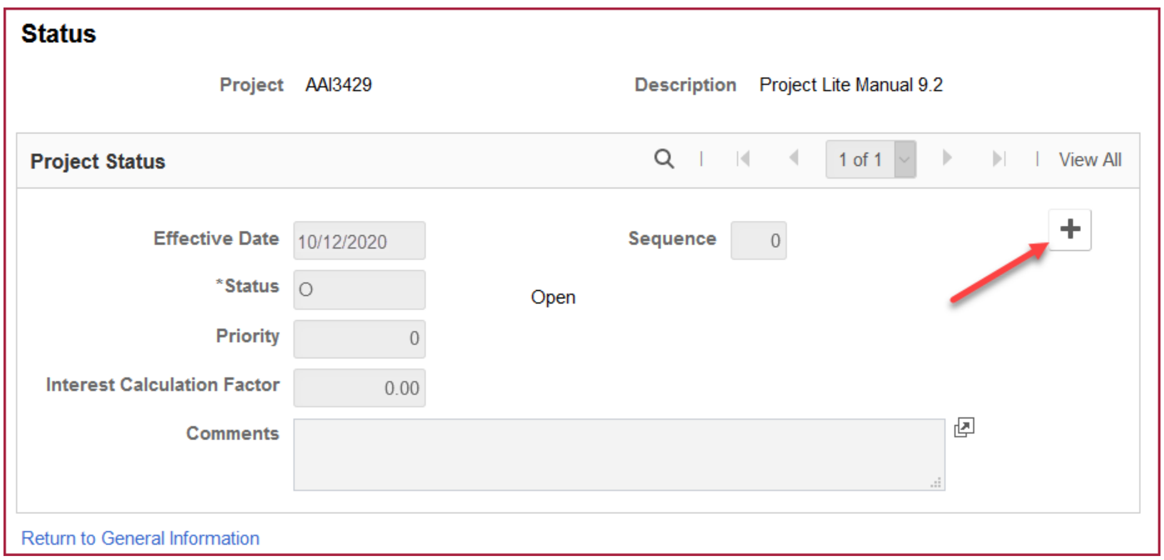
D. Project Status

1. Navigational path: Project Costing>Project Definitions>General Information

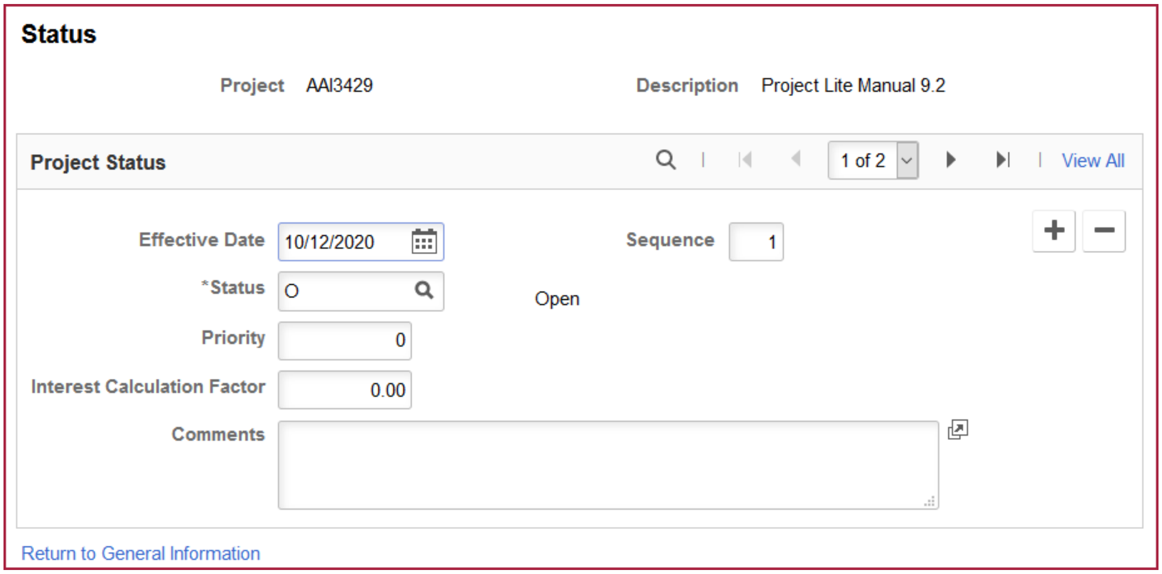
   Click on the Project Status



The following screen will appear, and it will be grayed out as well.



2. Click on the plus sign to add an effective dated row to change the status.
A new effective dated row will be added, and this is where changes can be made.



3. The effective date will default to the current date. Change as you desire.
You have many options for status:

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

For most campuses, you will render a project inactive by choosing the C – Closed or A – Closed-Archived.

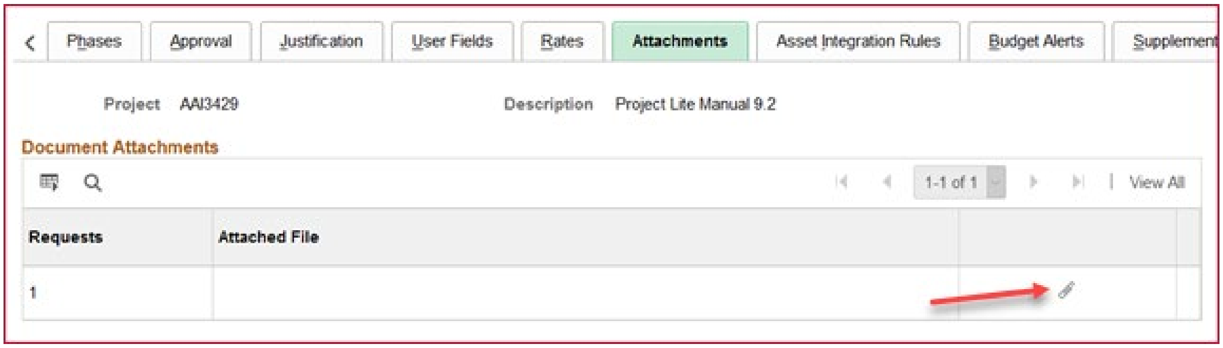
4. Make a selection and Save the page.

See Appendix D for Project Status Type Reference Chart.

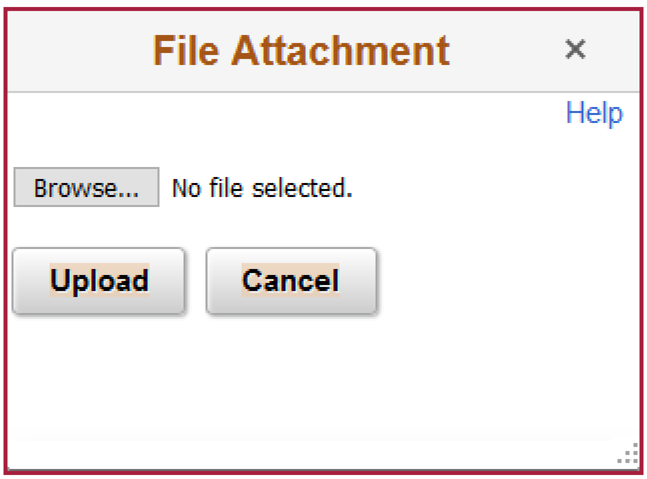
E. Attachments

1. Navigational path: Project Costing>Project Definitions>General Information

Choose the Attachments Panel



2. Click on the paper clip and choose a file to download (browse).



3.Click Upload after you choose the file. Then click the Save button on the Attachment screen to save your attachment.

F. Gifts in Kind

Gifts-in-kind received from all sources; including private donors, foundations, corporations, etc., require the recipient of each gift-in-kind to route the item through their institutional review process for approval (including a review for hazardous materials) as part of the Regent reporting process.

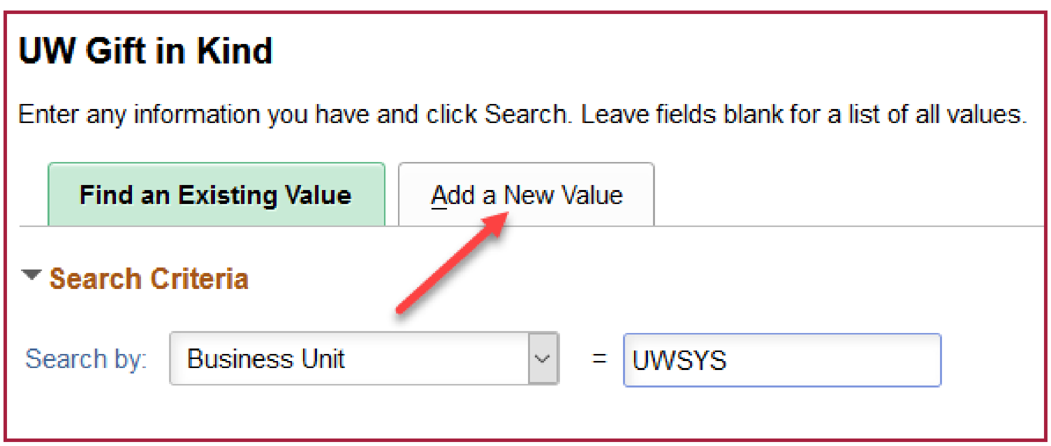
In accordance with s. 20.907, Wis. Stats., each institution will provide a listing and a summary report of gifts-in-kind receiving institutional approval to the Vice President for Finance after the close of the fiscal year, by September 1. The Vice President will provide a summary report to the Regents at their subsequent October meeting and a combined listing to the Legislative Joint Finance Committee and the Department of Administration by December 1st.

By Board policy, the University may not participate in establishing the monetary value of the gift, nor should any value be assigned when the institutions submit the annual gift-in-kind report.

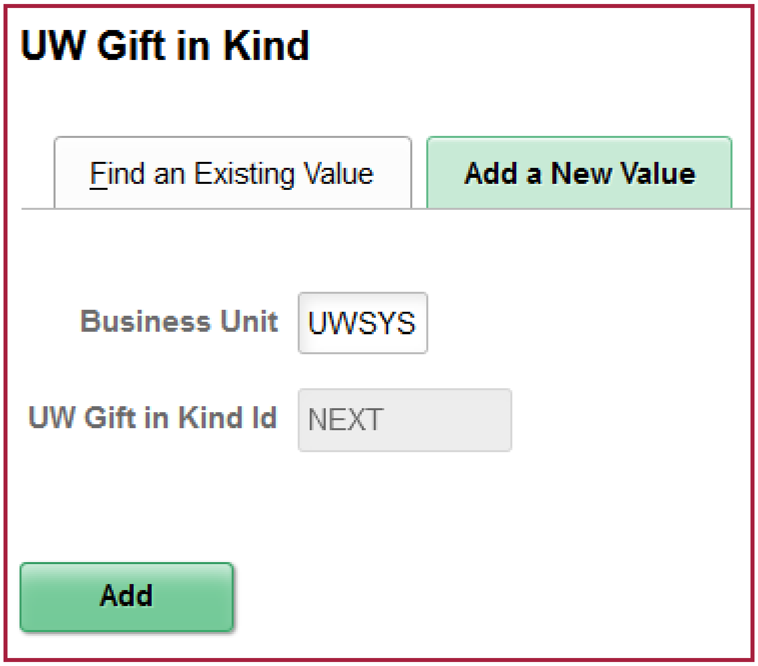
An inventory value should be established based upon fair market value on the date of the gift for financial reporting purposes. If this value is $5,000 or more and the useful life is one or more years, the donated item shall be included in the capital inventory. An insurance value should be determined in accordance with procedures established by the System Administration Risk Management office.

All campuses may use the PeopleSoft Functionality to capture Gift in Kind data.

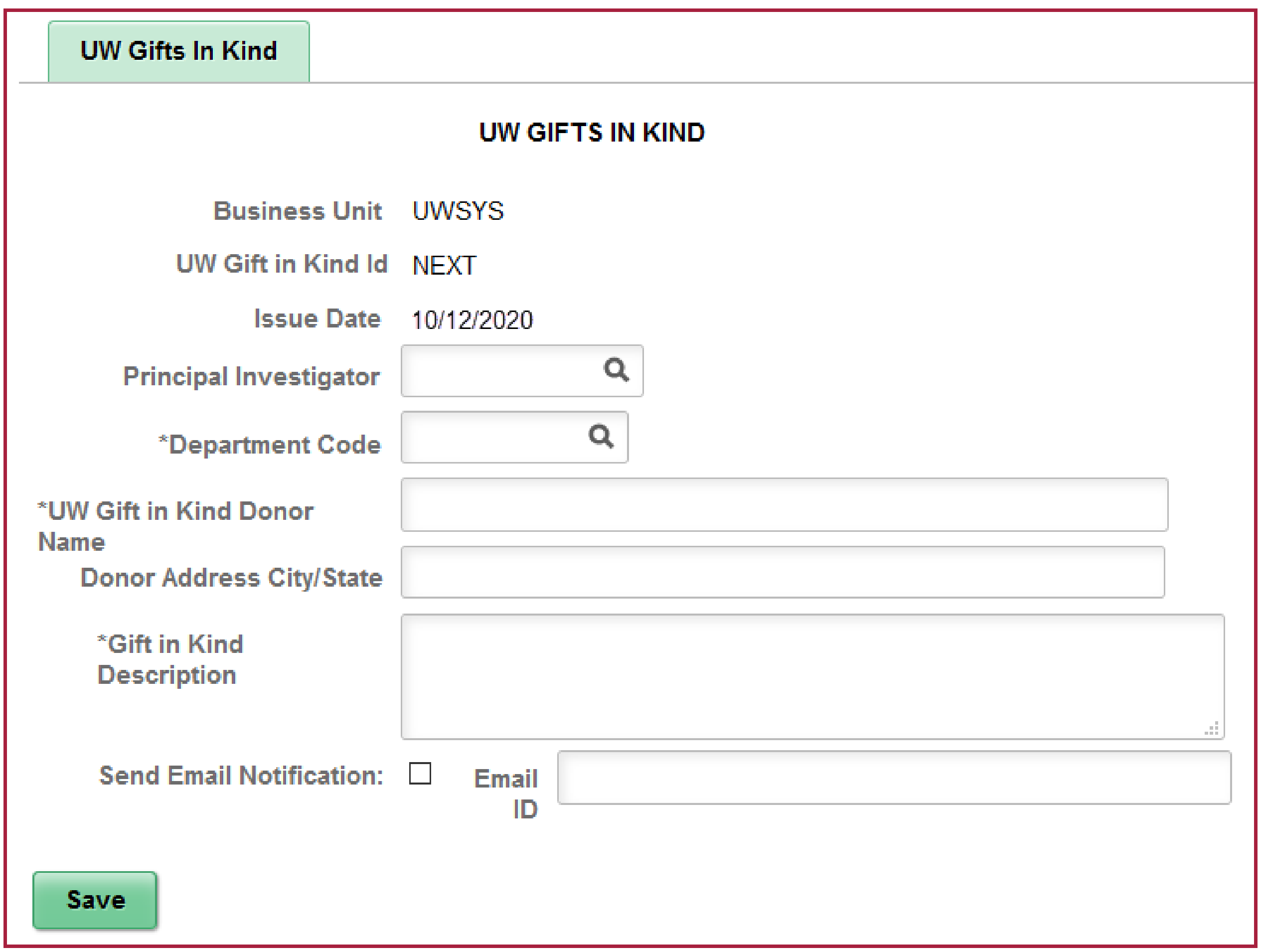
1. Navigation: Project Costing/Project Definitions/UW Gifts in Kind



2. Click on Add a New Value.



3. Click the **Add** button.



Gifts in Kind	Description
Business Unit	The user's business unit will be populated automatically. (This is based upon set up of security, based upon user profiles.)
Gift in Kind ID	This will be auto numbered with the exception of the Gifts in Kind that get converted from ESNT.
Issue Date	Will default to current date.
Principal Investigator	Employee who should be notified of gift in kind.
Department Code	Department accepting the Gift in Kind.
UW Gift in Kind Donor Name	Donor Name
Donor Address City/State	Donor City and State
Gift in Kind Description	Description of Gift in Kind
Send Email Notification	In addition to person who should be notified of Gift in Kind, anyone else who should be notified.
Email ID	Email address of additional person to be notified.

Appendix A
UW Project Type Conversion

Sponsored Descriptions	ESIS Project Types mapped into this Type	Convert to Non-Sponsored – Description
GM_05 Employee Interchange Agreement	05	NS_06 General/Miscellaneous
GM_06 Named Professorships	06	NS_15 Professorships
GM_10 Research	03, 07, 08, 09,10, 21	NS-16 Research
GM_11 Doctoral Dissertation Research	11	NS-16 Research
GM_12 Research Career Award	12	NS-16 Research
GM_20 Research Training Program	20	NS_04 Education/Training
GM_25 Instruction-Training-General	22, 23, 24, 25, 26, 27, 28, 29, 63*, 73	NS_04 Education/Training
GM_30 Fellowship-Predoctoral	30	NS_09 Fellowships
GM_31 Fellowship-Postdoctoral	31	NS_09 Fellowships
GM_39 Fellowship-Miscellaneous	G2, G3, G6, 32, 33, 36, 37, 38, 39	NS_09 Fellowships
GM_40 Construction-Remodeling-Renovations	40, 41	NS_03 Buildings and Grounds
GM_44 Exhibits, Lectures, Performances	44, 53	NS_11 Conference/Workshops
GM_45 Miscellaneous	01, 02, 04, 45, 51, 62, 85, 91, 92, 95, 97	NS_06 General/Miscellaneous
GM_49 Patient Care (Clinical Trials)	49	NS_05 Patient Care
GM_50 Equipment	50	NS_06 General/Miscellaneous
GM_60 Scholarships	35, 60	NS_10 Scholarships
GM_68 Work-Study	68	NS_06 General/Miscellaneous
GM_70 Curriculum Improvement and Development	70	NS_04 Education/Training
GM_71 Libraries, Books, Journals	71, 72	NS_08 Library
GM_74 Travel	74	NS_13 Travel
GM_90 Conference, Workshop, Symposium	90	NS_11 Conference/Workshops
GM_98 Public Service/Outreach	52, 61, 98	NS_12 Public Service/Outreach
GM_99 Financial Aid	99	N/A

For Grants and other campuses sponsored projects (other than MSN, MIL, STP, SYS) the project types will be converted as shown above. middle column to left column. For Non – sponsored gifts, not all categories have been defined. Conversion of projects will follow the logic of middle to right column. (This is ONLY for 133/233).

NOTE: Project Types starting with GS are for Graduate School only (Madison)

Appendix B
Request to Add a Sponsor

Add/change sponsor to Peoplesoft Grants sponsor table request form

(Please complete each field, in printed format.)

Requesting campus information:

Campus requesting addition: _________________ Business Unit name: _______________

Campus contact name: ____

Campus contact phone number: ____

Reason for request: ____
(E.g. new sponsor, name change, etc)

Sponsor Information:

Sponsor name: ____

Sponsor address: ____
(Please include street address, city, state and zip code)

____

Sponsor tax id number: ____

Sponsor tax status: ____
(E.g. business, government agency, university, philanthropic organization, etc)

Sponsor contact name: ____

Sponsor contact title: ____

Sponsor contact phone number: ____

Sponsor fax number: ____

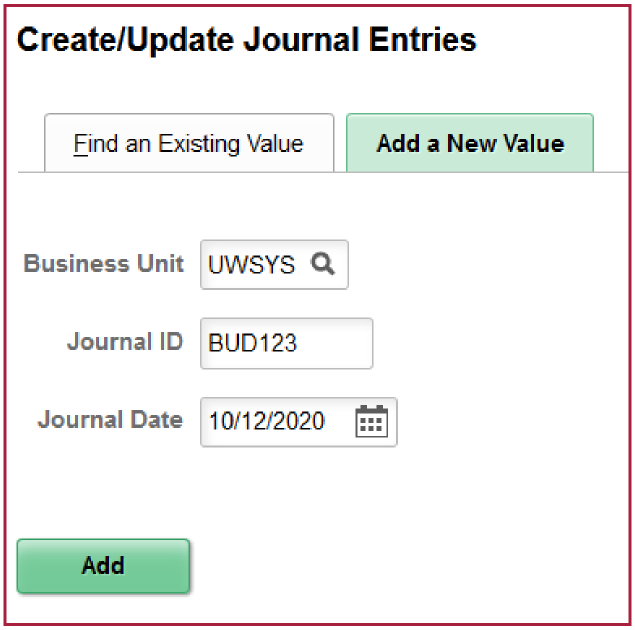
Additional information: ____

____

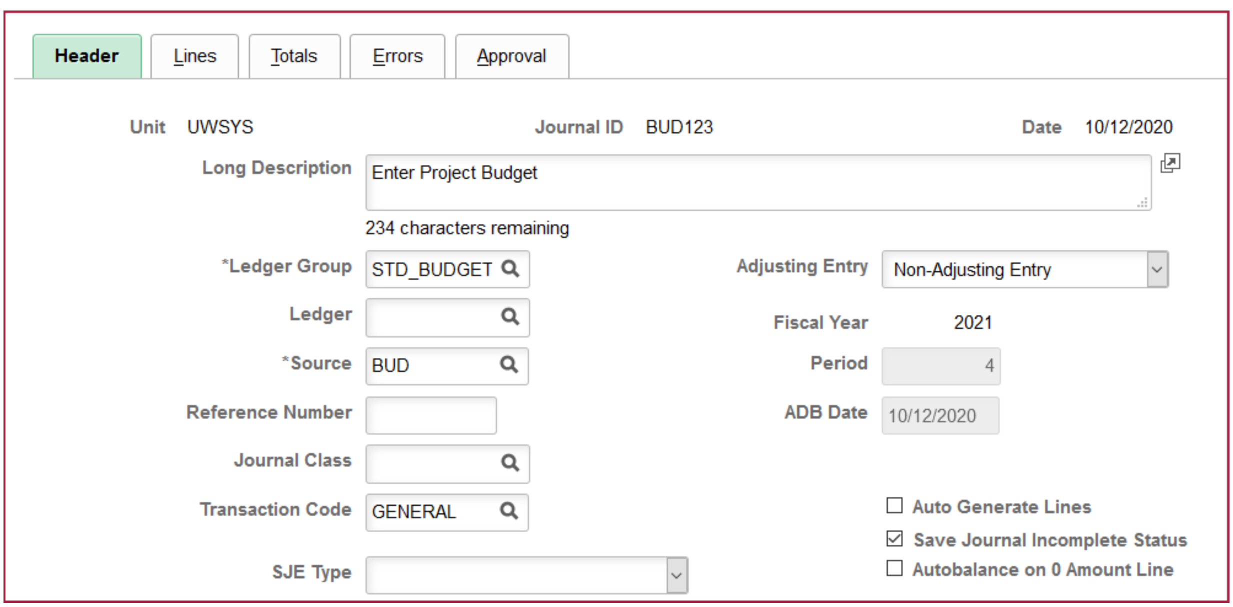
Complete form on-line at http://www.rsp.wisc.edu/sfs/AddSponsorInfo.cfm

Appendix C
Enter a Manual Budget Journal for Projects

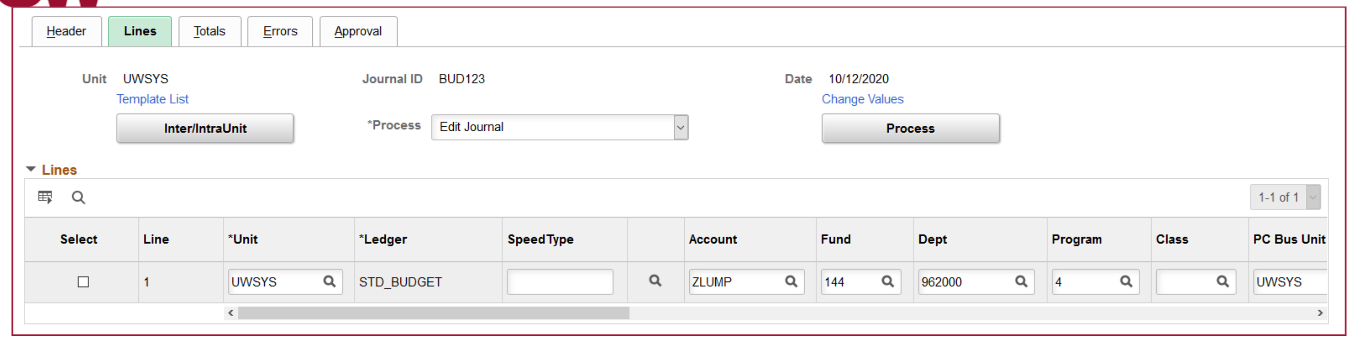
Navigate: General Ledger > Journals > Journal Entry > Create/Update Journal Entries



1) Enter your Journal ID according to your campus procedures
2) Change the date if necessary
3) Click the **ADD** button



4) Enter a Long Description
5) Type or select ***STD_BUDGET*** for the Ledger Group
6) Type or select ***BUD*** for the Source
7) Click on the **Lines** Tab



8) Enter the appropriate ChartFields
   a. Account = ***ZLUMP*** (if you are not splitting it to various categories)
   b. Fund
   c. Department
   d. Program
   e. PC Bus Unit = Your campus SetID
   f. Project
   g. Activity may default in if you are using the grants module (leave blank for everyone else)
   h. Scenario = ***PROJ_GRANT***
   i. Base Amount = amount that was previously entered into the award amount on the Project Lite Bolt-On
   j. Click the **Save** button
   k. Click the **Process** button to ***Edit*** the Journal (Journal Status must change to V for valid)

9) Change the **Process** to Post Journal

10) Click the Process button. (Journal Status will change to P for posted)

11) When you get the following message, click the **OK** button.

12) The budget journal will display in WISER for the project.

Appendix D
Project Status Types Reference Chart

Project Status Value*	Project Status Descr*	Description	Project Status Control			Contracts	
			Effective Status ("Processing Status")	Analysis Types	Control Action	Contract Status	Contract Processing Status
O	Open	Status is to inform users the project is within the performance period.	ACTIVE	None specified	None specified	Pending/Active	ACTIVE
H	Hold - Reject All Transactions	Status will be manually entered when a project is within the performance period, but transactions must be stopped due to legal, contractual, or any other unforeseen circumstances. RSP will notify the PI/Department of this kind of status change	ACTIVE	All Types	Reject	Active (with Hold checkbox selected)	ACTIVE
E	Ended - Past Official End Date	Intended to stop new commitments and inform users that the project has ended.	ACTIVE	GLE COM BUD CBU	Warning Reject Warning Warning	Active	ACTIVE
J	Closed-Adjust	Status will be manually entered during project close-out to make correcting journal entries (Overhead adjustments, DREV entries, Budget adjustments), but not allow new costs.	ACTIVE	ACT COM REQ	Reject Reject Reject	Active or Closed	ACTIVE or CLOSED
C	Closed	Status will be manually entered and used after the project has ended and the final reports have been sent to the sponsor. This also means the project is still auditable and still within the record retention period.	ACTIVE	ACT GLE COM BUD CBU	Reject Reject Reject Warning Warning	Closed	CLOSED

A	Closed - Archive	TBD if this status will be done manually or have it automated somehow. This will be used after the project has been determined outside the record retention period.	INACTIVE	None specified (all will be rejected by Inactive effective status.)	Reject	Closed	CLOSED

*Values are as configured in PROJ_STATUS_TBL
*Values are configured under the SHARE SetID and apply to all Business Units.

Analysis Type
Values:

ACT	Actual (AP Voucher or EX Expense Document)
BUD	Budget entry
CBU	Cost Share Budget (not used at UW)
COM	Commitment (PO Encumbrance)
GLE	GL Expense, not from AP or EX
REQ	Requisition