

Project ID



PURPOSE

The purpose of this document is to communicate the requirements that must be considered when determining new values, mapping strategies or conversion strategies for Chart of Accounts (COA) ChartFields.

Project ID

Field Definition	Project ID is used to meet an agency's unique financial information/reporting needs. Project ID can be used to capture costs associated with projects such as, but not limited to, fixed capital outlay construction, financial assistance, grants, or events such as hurricanes.
Field Length	15 Characters
Data Type	Alphanumeric
Format	All values must contain 15 characters. Numbering convention is dictated by the agency ensuring that they adhere to rules established by the Enterprise. Agencies should be consistent in establishing values and should consider ranges to ease cross-organization queries and lookups and decrease the subsequent maintenance of trees.
Uniqueness	Project ID is an Enterprise level chartfield with a SHARE Set-ID that will be controlled at the Enterprise level. As such, Project ID values can be shared across agencies and allow for statewide reporting.
Creation Process	Agencies will be responsible for establishing their Project ID values directly in Aspire. Initial go-live values will be added via a conversion program. Each agency will be responsible for creating the inbound file per the conversion specifications. All Project IDs will be converted into the Project Costing module by BU.
Numbering Convention	The first 4 characters of every project will be equal to the first four digits of the agency's GL business unit. The last 11 characters can be used at the agency's discretion.

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Other Information	<ul style="list-style-type: none">• Project ID is a self balancing chartfield.• Every Project ID must have a description (30 characters). Descriptions must be mixed case with the first character of each word being a capital letter. Descriptions should contain only letters, numbers and spaces; no special characters.• Each agency will determine their methodology for structuring and converting their projects into Aspire.• A Project ID must be established for each legacy revenue contract that has a CSFA number and each state funded FCO project.• All open projects (open balance in the current year) and any closed projects that are tied to assets that are not fully depreciated MUST be converted.• Each cost reimbursable grant must have at least one Project ID and one Activity ID defined.• One cost reimbursable grant and at least one Project ID and Activity ID must be defined for each legacy project that has a CFDA number.• For pass-thru grants, the prime agency must convert one cost reimbursable grant and at least one project (to include an Aspire Activity ID) for each inter-agency relationship. The sub-recipient agency must convert at least one project for each inter-agency relationship.
Combination Edits	A combination edit will exist to ensure that when category values beginning with 08 or 14 are entered a Project ID will be required.
Assumptions	<ul style="list-style-type: none">• Agencies will be required to submit a document to the Chief Financial Officer (CFO) specifying how the field will be used.• Customers/Grantors and Employees will be converted prior to converting grants.• Projects, Contracts and Grants modules will be fully configured for an agency prior to converting projects, contracts and grants.• Locations and Billing Methods will be configured prior to converting projects, contracts and grants.
Mapping	<ul style="list-style-type: none">• FLAIR allowed agencies to capture project related information in various fields such as Grant, Organization, OCA and Project ID. Agencies must consider these FLAIR codes when developing their mapping rules.• Agencies will define their specific data mapping rules to conform to sound data mapping techniques and theories as well as

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	Enterprise defined chartfield requirements.
Data Mapping Tool Requirements	<ul style="list-style-type: none">• The tool developed will need to allow agencies to create new Project ID chartfield values and ensure those values are validated for length.• Once the new values are created the agencies will need to map all current FLAIR project related values to a new Aspire Project ID chartfield value.• The tool will be used to validate various mapping rules. Agency specific mapping rules must be validated against the data submitted. In addition various queries will be executed to check for mapping integrity issues.• Initial Project ID values will be loaded into the Aspire module via a Project or Grant conversion program.