

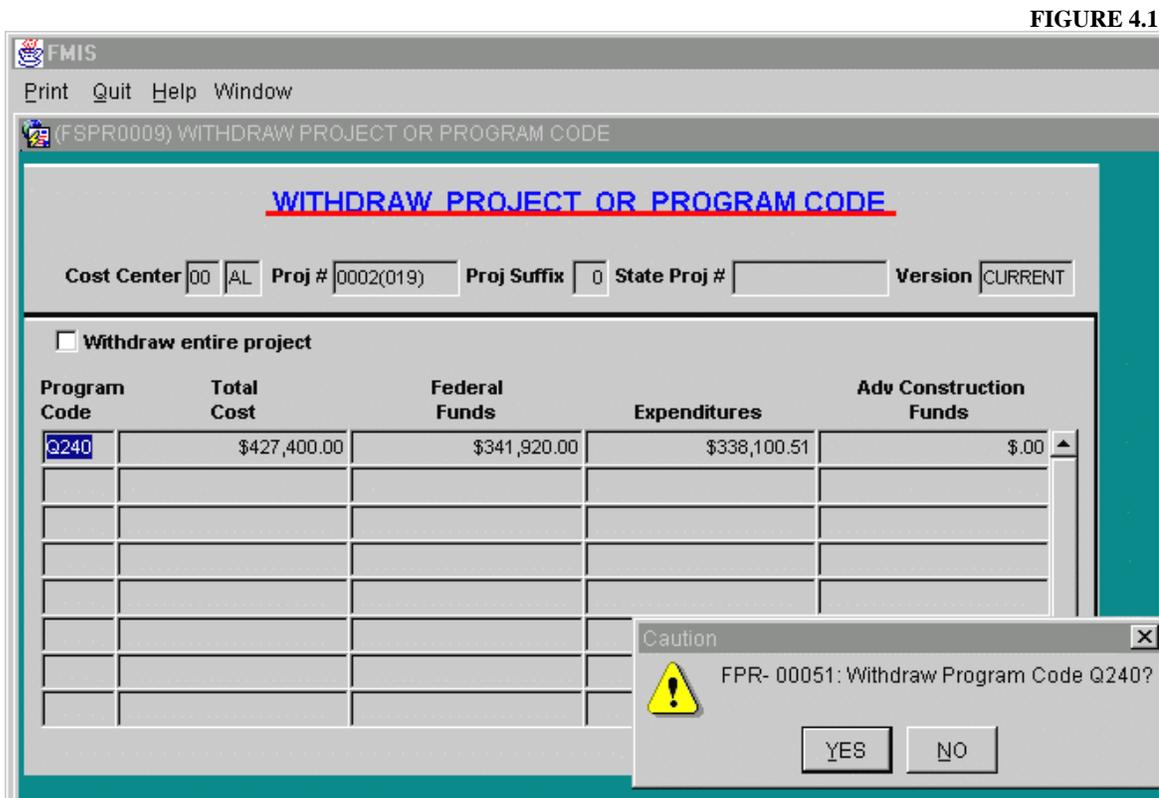
CHAPTER 4 DATA INPUT SPECIAL PROCESSING FEATURES

This chapter provides instructions for special actions that generate a transaction and thus require signature approval. For these actions, the Cost Center and FPN must be entered. Where appropriate, refer to Chapter 3 for Project Header and Detail references.

4.1 WITHDRAW/RE-ESTABLISH A PROJECT OR DETAIL

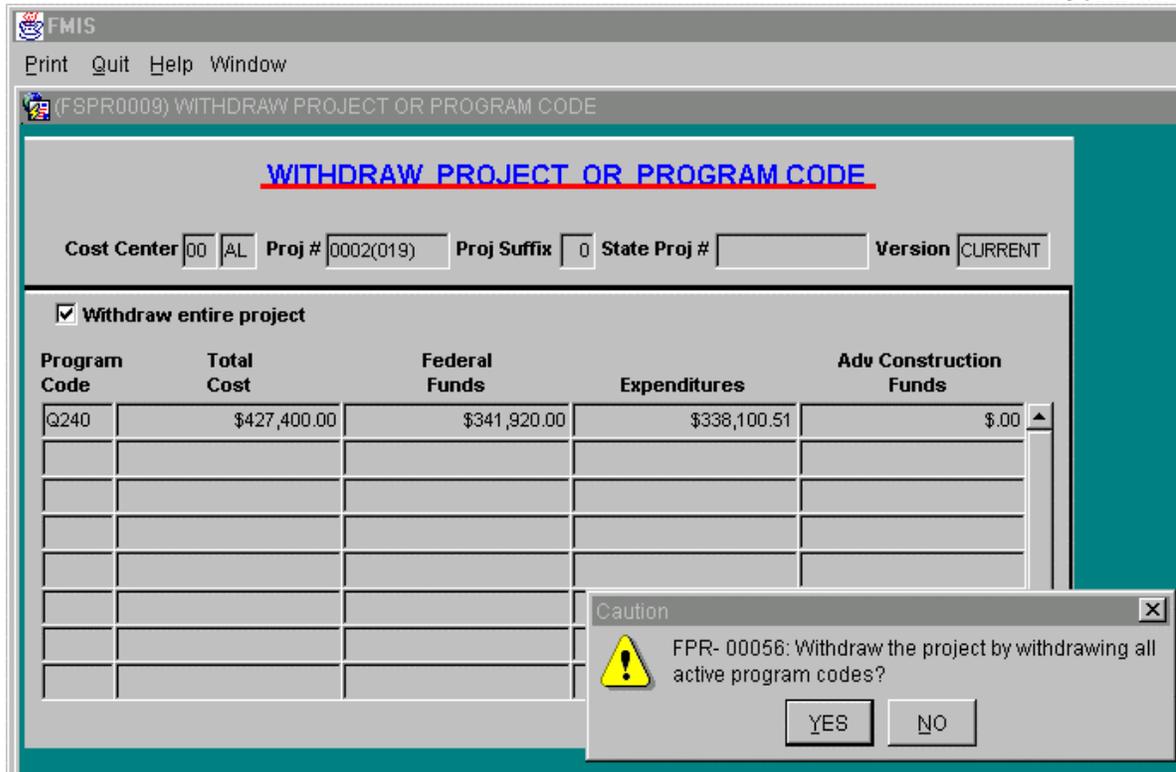
4.1.1 Withdraw a Project or Detail

- (1) To withdraw an entire project or detail, enter a valid FPN and click OPEN. Then click WITHDRW from the Header's top bar.
- (2) The following screen (FIGURE 4.1) will be displayed. To withdraw by program code, highlight the line and click YES in the message box to confirm.



- (3) To withdraw the entire project as shown in FIGURE 4.1A, click WITHDRAW ENTIRE PROJECT; then click YES in message box to confirm.

FIGURE 4.1A



- (4) The specified project or associated details are withdrawn and dollar amounts shown as zero. Project Status will indicate withdrawn. When the project or program code is then displayed, the detail information is shown in red lettering.
- (5) A project or program code may be withdrawn with remaining expenditures, i.e., the Federal funding may be eliminated prior to the repayment of such expenditures. When this occurs, one of the following Status messages will then be shown:
 - WITHDRAWN PENDING EXPENDITURES LAST ACTION: PROJECT WITHDRAWAL
 - ACTIVE, LAST ACTION: PROGRAM CODE WITHDRAWAL

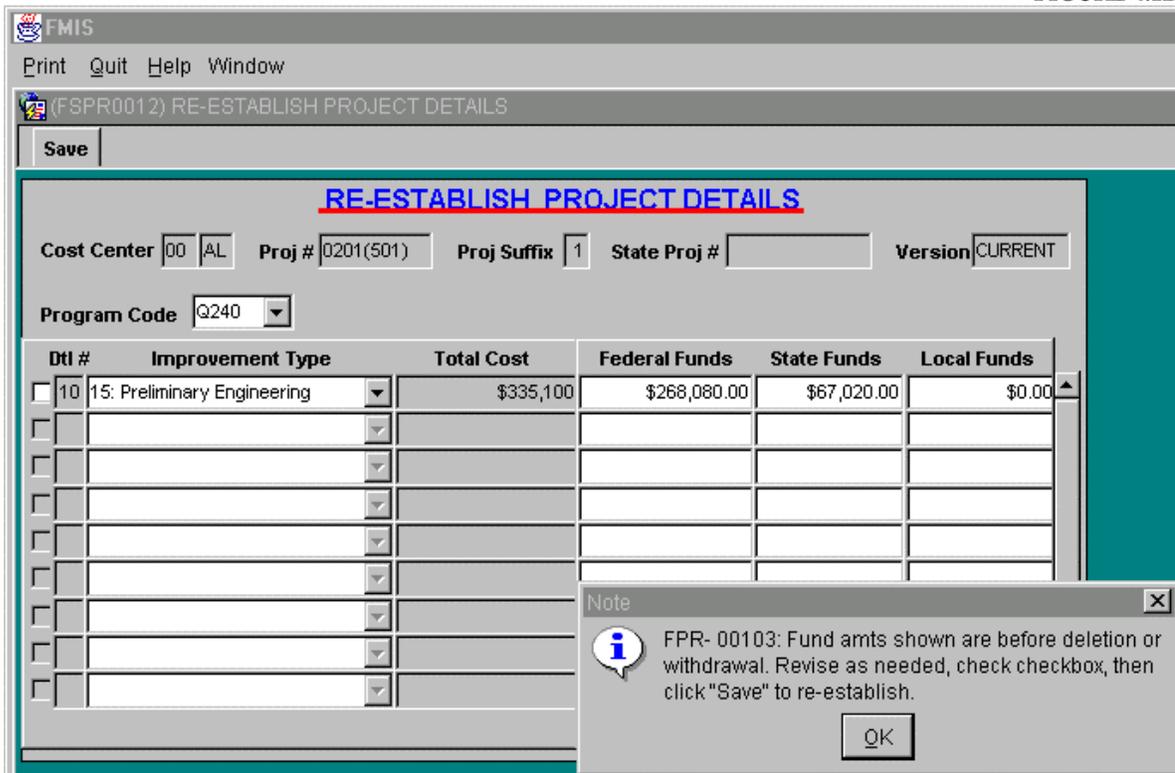
When the expenditure update of FMIS occurs and shows that all expenditures on the project/program code have been repaid, the project/program code will automatically be marked as withdrawn.

- (6) The information for all withdrawn projects can be viewed from the **DETAIL SUMMARY** by clicking **VIEW WITHDRAWN/DELETE**. However, no changes can be made to a withdrawn project until it is re-established as discussed below.

4.1.2 Re-establish a Withdrawn Project or Detail

- (1) To re-establish a withdrawn project or specific detail lines, enter a valid FPN and click REESTAB in the Project Header’s top bar.
- (2) The entire project or specific detail lines are re-established with dollar amounts that were on the detail lines before withdrawal. Select the appropriate detail line by clicking the box to the left of Dtl# (FIGURE 4.1B). Make the necessary changes to the dollar amounts as appropriate and SAVE. All other descriptive information for the project detail is restored.

FIGURE 4.1B



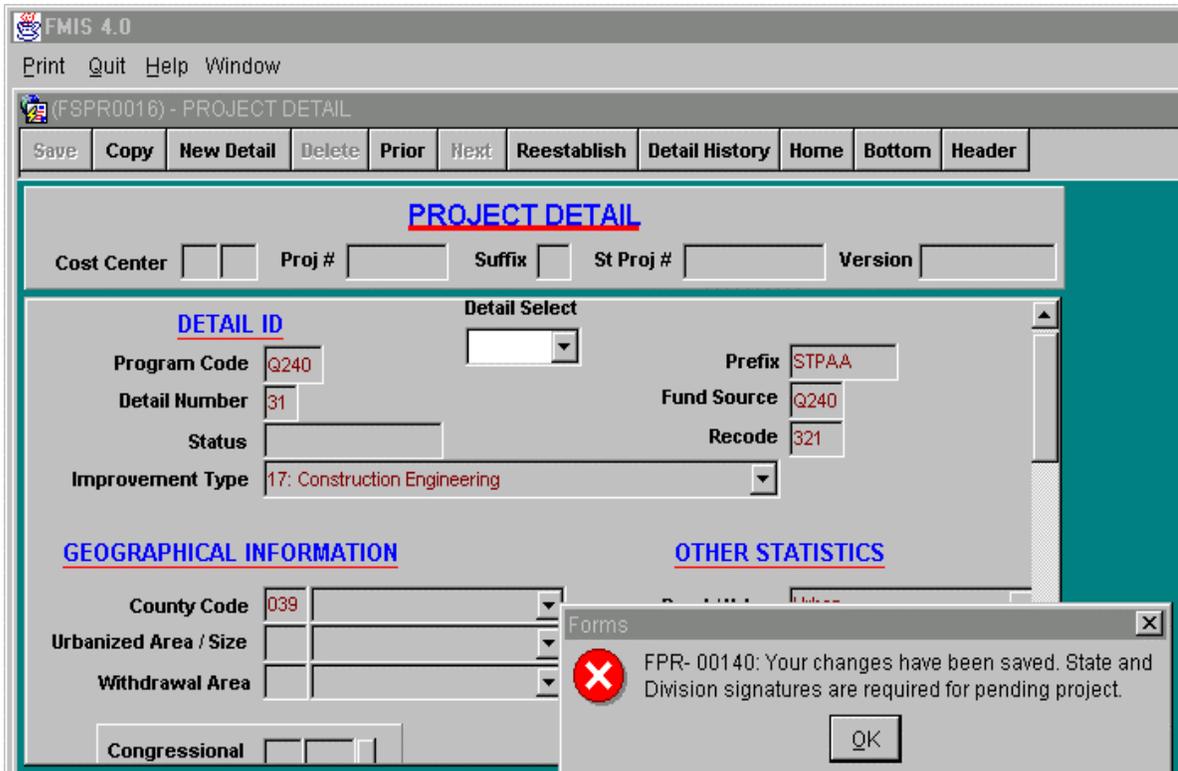
- (3) For the specified project, the Project Header and Detail lines for the project are re-established.
- (4) For a detail (program code), the detail with all lines is re-established. This is verified by a message at the bottom of the screen.
- (5) Take appropriate action to process as with any regular project.

4.2 DELETE/RE-ESTABLISH A DETAIL LINE

4.2.1 Delete a Detail Line

- (1) From the Project Header, enter a valid FPN and click OPEN. Scroll to bottom or click DETL from top bar to access Detail Summary screen. Click the appropriate detail line to open.
- (2) If a different detail line within the selected project is desired, click DETAIL SELECT or enter the detail line number.
- (3) When the desired detail line has been reached, click DELETE. Respond YES to the confirmation message: ARE YOU SURE YOU WANT TO DELETE DETAIL LINE?
- (4) The specified detail line will then be deleted and message displayed as in FIGURE 4.2. Click OK. The detail information is then displayed in red.

FIGURE 4.2



4.2.2 Re-establish a Detail Line

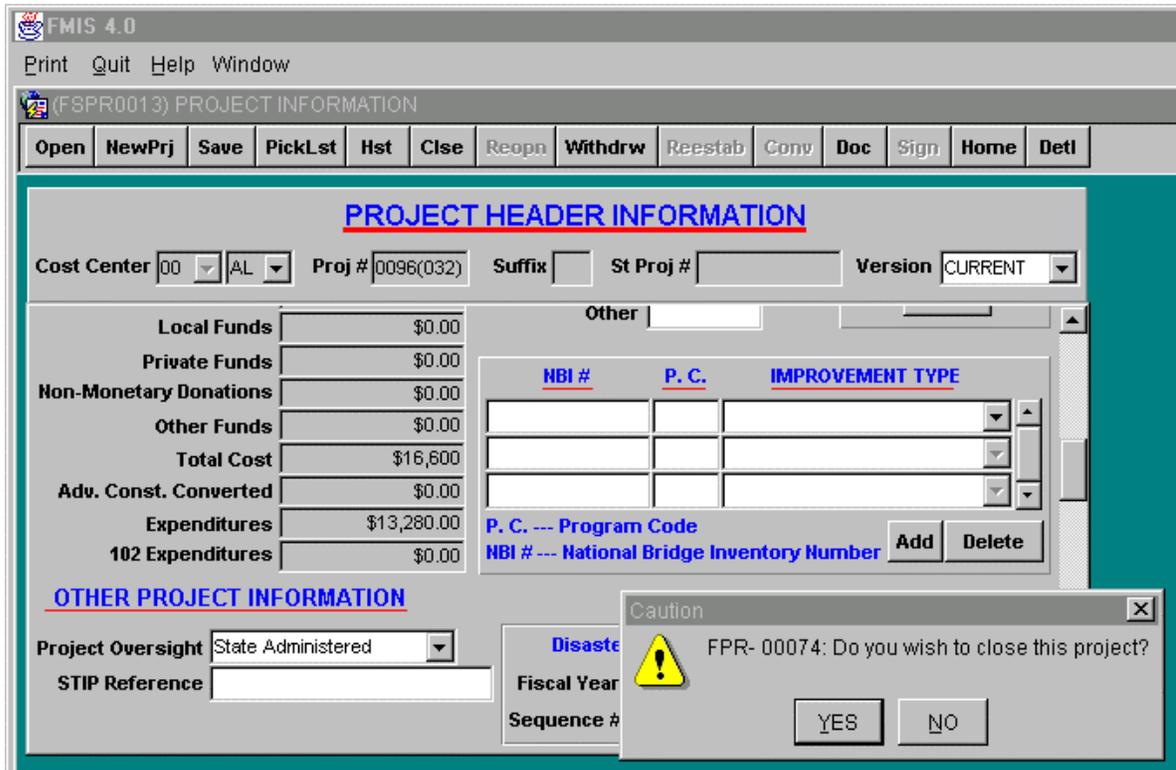
- (1) To re-establish a deleted detail line, enter a valid FPN and click OPEN. From the Detail Summary screen, click VIEW WITHDRAWN/DELETED. Click the appropriate detail.
- (2) From the Project Detail screen, click REESTABLISH.
- (3) The specified detail line will then be re-established and the status line at the bottom of the screen will show the following message:
 - DETAIL LINE HAS BEEN RE-ESTABLISHED. IF NEEDED, CHANGE MONEY AMOUNTS AND OTHER VALUES, THEN SAVE.

4.3 CLOSE/RE-OPEN A PROJECT

4.3.1 Close a Project – All Details

To close a project when obligations and expenditures are equal for each program code or to mark a project for closing, click CLSE from the Project Header’s top bar. Respond YES to the confirmation message in FIGURE 4.3.

FIGURE 4.3



- (1) If the expenditures and obligations are equal, the project will close immediately upon signature approval. The Project Status line will show closed and the current date for Final Voucher will be entered. If the Completed Date is not entered, this date will be generated as well.
- (2) If the expenditures and obligations are not equal, a message will indicate that they are not equal and the project is then “marked” for closing. When the expenditures and obligations become equal due to expenditure update, the project will automatically close with the date of last expenditure update.

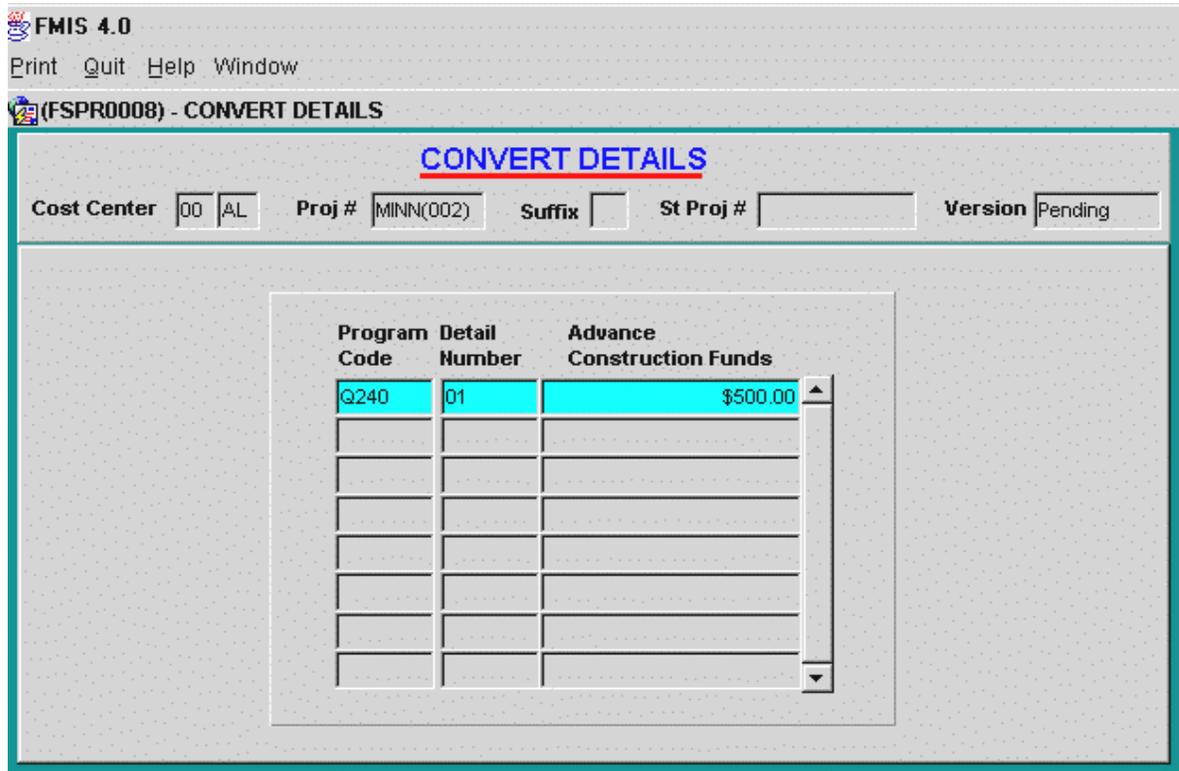
4.3.2 Re-open a Project

To re-open a project, click REOPN from the Project Header’s top bar. A confirmation message for re-opening is displayed. Click YES and the status of the project will be shown as re-opened.

4.4 CONVERT ADVANCE CONSTRUCTION (AC)

A project may be fully or partially converted. To convert a project from AC, click CONV from the Project Header top bar. Click Detail from CONVERT DETAIL screen or click CONVERT on the DETAIL Funding (Advance Construction). (See FIGURE 4.4.)

FIGURE 4.4



The amount on the AC line may be increased or decreased before converting. Enter the funding source program code and the amount to be converted. See FIGURE 4.4A. If the converted amount is for the funding source program code, Federal funds and AC Converted Amount will increase by the amount converted. If the amount converted is to a different program code, the AC amount will decrease and the AC Converted Amount will increase on the source fund. The Federal funds will then increase on the funding source program code. The conversion amount for other funds, such as State, local, etc., must be entered into the destination detail.

FIGURE 4.4A

(FSPR0008) - CONVERT FUNDS FOR SELECTED DETAIL

Select destination detail by either entering the program code and detail number of a new or existing detail, or by picking an existing detail from the Detail List.

SOURCE DETAIL		DESTINATION DETAIL	
Program Code	Q240		
Detail Number	01		

Detail List

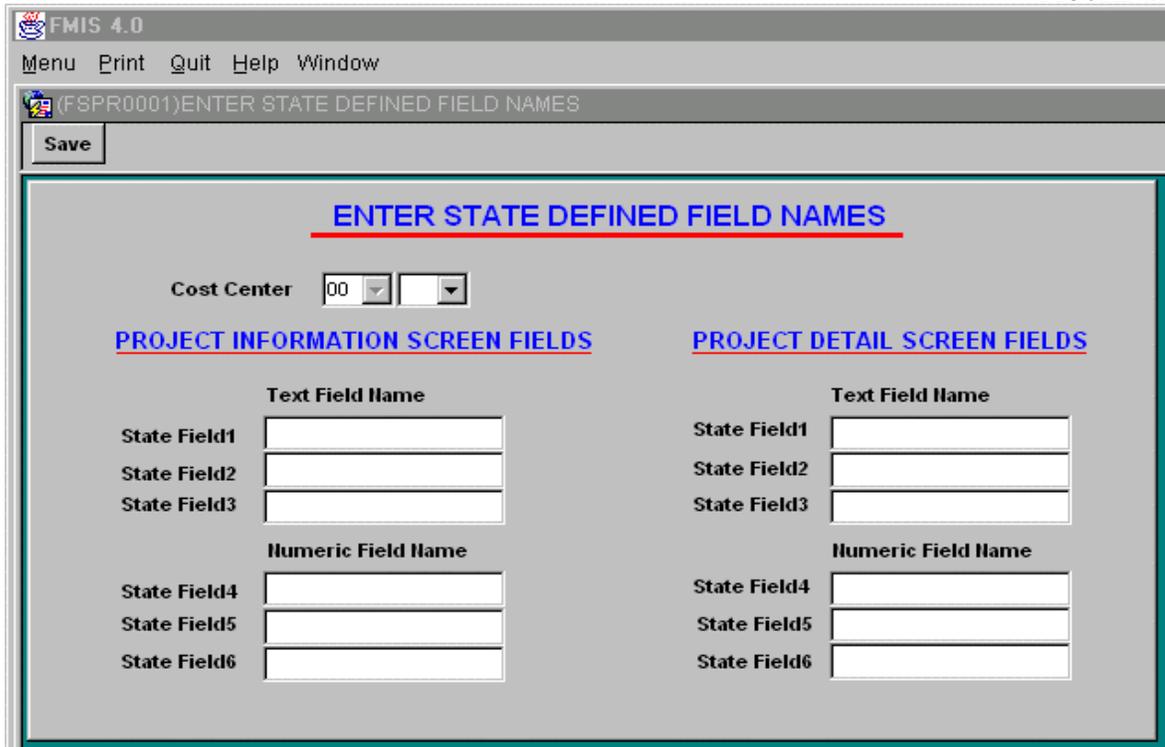
CURRENT FUNDS		CONVERSION AMOUNT	
Federal Funds	\$0.00	Federal Funds	\$0.00
Adv. Construction	\$500.00	State Funds	\$0.00
State Funds	\$1,000.00	Local Funds	\$0.00
Local Funds	\$0.00	Private Funds	\$0.00
Private Funds	\$0.00	Nonmonetary	\$0.00
Nonmonetary	\$0.00	Other Funds	\$0.00
Other Funds	\$0.00		

OK Cancel

4.5. STATE DEFINED FIELDS

The State has 6 optional fields on the Project Header and 6 optional fields on the Project Detail. The data field names may be up to 20 characters. The text fields are alphanumeric with up to 20 characters and the numeric fields are 9 characters. Once these fields are defined, they cannot be changed. Before the screen is accessed (FIGURE 4.5), the Help screen is automatically launched. **Before setting up the fields, carefully read the Help.**

FIGURE 4.5



4.6 DIVISION DEFINED FIELDS

The Division has four (4) optional fields on the Project Header and four (4) optional fields on the Project Detail. The data field names may be up to twenty (20) characters. The text fields are alphanumeric with up to twenty (20) characters and the numeric fields are nine (9) characters. Once these fields are defined, they cannot be changed. Before FIGURE 4.6 screen is accessed, the HELP screen is automatically launched. **Before setting up the fields, carefully read the Help.**

FIGURE 4.6

FMIS 4.0

Menu Print Quit Help Window

(FSPR0020)ENTER DIVISION DEFINED FIELD NAMES

Save

ENTER DIVISION DEFINED FIELD NAMES

Cost Center 00

PROJECT INFORMATION SCREEN FIELDS

Text Field Name

Division Field1

Division Field2

Numeric Field Name

Division Field3

Division Field4

PROJECT DETAIL SCREEN FIELDS

Text Field Name

Dtl Division Field1

Dtl Division Field2

Numeric Field Name

Dtl Division Field3

Dtl Division Field4