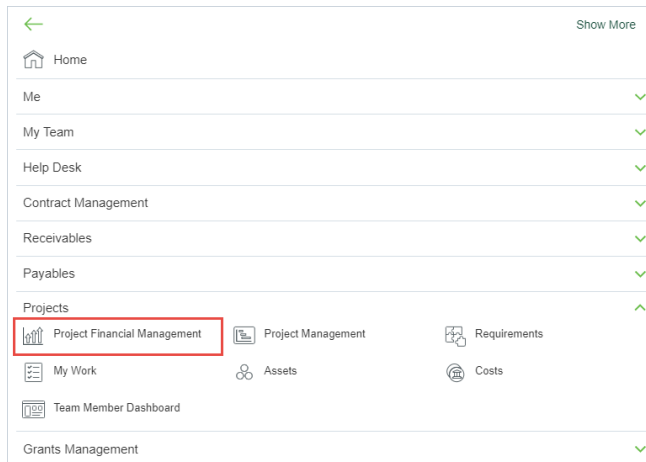


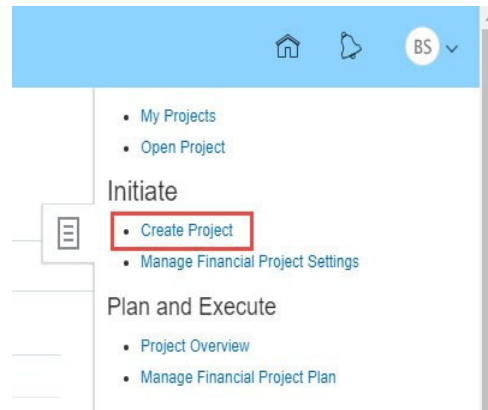
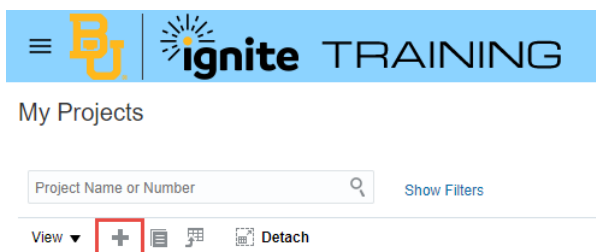
# FACULTY FUNDS: Creating a New Faculty Fund Project

This handout outlines the steps for creating a new Faculty Fund project. These steps are intended to be an in system step-by-step reference guide.

1. From the Ignite homepage, use the left-hand Navigation bar, or use the scroll bar above the tiles to navigate to **Projects**, then **Project Financial Management**.



2. Click the **Plus icon** to begin creating a new project, or select **Create Project** from the **Task bar icon** on the right of the page.



# FACULTY FUNDS: Creating a New Faculty Fund Project

3. Enter the following information, then click **Save and Continue** when finished:
- Source Template:** Faculty Funds
  - Project Name:** Fill out as the Principal Investigator's Bear ID (the part of the email address before @baylor.edu)
  - Project start date:** Should be the first day of the current fiscal year (6/1/202\_)
  - Project finish date:** Enter the last day of the fiscal year when the project ends (5/31/20\_\_)
  - Organization:** Choose organization of the PI
  - Project Manager:** Enter the PI's just last name. Click "Search" Choose name listed, then "OK"

Project Manager

Search

Match: ☒ All ☐ Any

Name:  Last name only

Email:  @baylor.edu

Job:

Search Reset

No rows to display

name selection will display here. Choose, then "OK"

OK Cancel

## ***What if I am creating a new project before the PI's first day of employment?***

In some cases, it is necessary to set up a faculty funds project for a new PI prior to that PI's first day of employment. If this occurs, you should list the entity's business officer as the project manager.

- g. **Project Type:** Faculty Fund Project (default)

Create Project

Source Template: Faculty Funds

Project Name: 21D Test

Project Start Date: 11/08/2021

Project Finish Date: 05/31/2025

Organization: Accounting and Business Law

Project Manager:

Additional Information

Project Type: Faculty Fund Project

Save and Continue Cancel

# FACULTY FUNDS: Creating a New Faculty Fund Project

4. On the **Manage Financial Plan** page, update the project plan:
  - a. Click on the date to Edit the Planned Start and Planned Finish dates, \* as needed, for the 2 tasks that default based on the project template. The dates will default with the dates entered in step 3 above.

Manage Financial Project Plan 12345678 21D Testing

Display ☒ Hierarchy ☐ List

Tasks Progress Gantt Chart

Actions View + - Detach Go to Task Number Tasks All tasks

* Task Number	* Task Name	Resources	* Planned Start Date	* Planned Finish Date	Effort	Raw Cost
					Planned	ITD Actual
						Planned in Project Currency (USD)
						ITD Actual in Project Currency (USD)
8000460	12345678 21D Testing		11/08/2021	05/31/2024		150,000.00
SU	Startup Funds		11/08/2021	08/31/2022		100,000.00
FD	Faculty Discretionary Funds		11/08/2021	05/31/2024		50,000.00

Rows Selected 1 Columns Hidden 30 Columns Frozen 2

\*NOTE: Project transactions will be allowable/unallowable based on the task planned start and planned finish dates.

- b. Click on **View** then select **Columns** and choose to add both **Additional Information** and **Organization**. These columns will now be seen on the page.

Actions View + - Detach Go to Task Number Tasks All tasks

View

Columns

Physical Percent Complete

Project Estimated Finish Date

Baseline Finish Date

Baseline Start Date

Project Actual Finish Date

Project Actual Start Date

Organization

Progress ETC Method

Physical Percent Complete Calculation Method

Work Type

Service Type

Capitalizable

Receive Intercompany and Interproject Invoices

Milestone

Critical

Chargeable

Task

Transaction Finish Date

Additional Information

Organization

Planned Finish Date

05/31/2050

Accounting and Bus

05/31/2050




Accounting and Bus

05/31/2050

Accounting

# FACULTY FUNDS: Creating a New Faculty Fund Project

- c. Update **Additional Information** by clicking on the **icon**. (This is needed for correct accounting.)

* Task Number		* Task Name		Resources	* Planned Start Date	* Planned Finish Date	Additional Information	Organization
8000401	Benjamin Stevens				06/01/2020	05/31/2050		Accounting and Business Law
▶ SU	Startup Funds	+			06/01/2020	05/31/2050		Accounting and Business Law
▶ FD	Faculty Discretionary Funds	+			06/01/2020	05/31/2050		Accounting and Business Law

- I. Click on the **Additional Information icon** for the task. This opens a new window which allows you to select the **Fund:** 160, **Designation:** 1600000, and **Purpose** (choose appropriately for the intended function of the task)

Search and Select: COA Fund for Faculty Funds X

Search

Match ☒ All ☐ Any

Value

Description

Value	Description
160	Faculty Support

Search and Select: COA Designation for Faculty Funds X

Search

Match ☒ All ☐ Any

Value

Description

Value	Description
1600000	Faculty Support
160000A	Faculty Support
160000B	Faculty Support

**Additional Information**

COA Fund for Faculty Funds

160

▼

COA Designation for Faculty Funds

1600000

▼

COA Purpose for Faculty Funds

301

▼

OK

Cancel

2. This step **MUST** be completed for both Startup Funds and Faculty Discretionary Funds. However, it is NOT needed at the Project level.

- d. The **Organization** column displays the owning organization selected at setup.

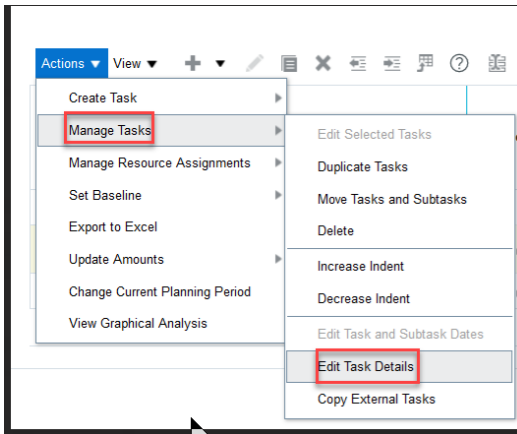
5. Click **Save** in the top right of the screen.

**Save** **Save and Close** **Cancel**

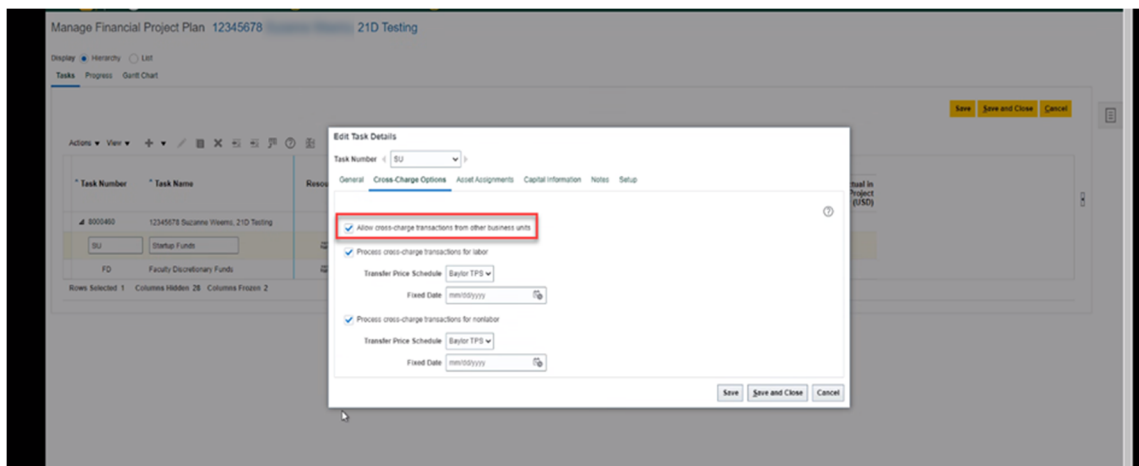
Next, it is important to verify Cross-Charge transactions are allowed between business units. Follow the steps outlined on the next page to ensure this ability.

# FACULTY FUNDS: Creating a New Faculty Fund Project

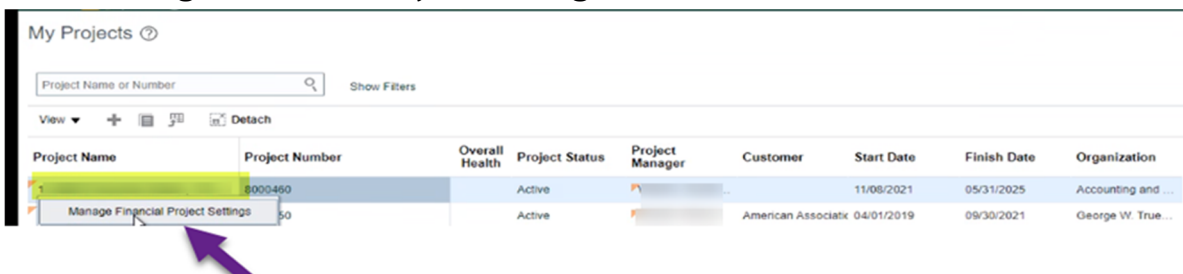
- I. This must be done for both tasks, so **highlight** the Startup Funds task, then from the **Actions** menu, select **Manage Tasks**, then select **Edit Task Detail**.



- a. Select the **Cross-Charge Options** tab and check the **Allow cross-charge transactions from other business units**.



- b. Then click **Save and Close**.
2. Repeat for the above steps for the Faculty Discretionary Funds.
3. Click **Save & Close** to return to the My Projects screen.
4. The project will be listed. Click on the Project Name or Number, then right click and select **Manage Financial Project Settings**.



# FACULTY FUNDS: Creating a New Faculty Fund Project

- a. Click on the **Parties** tab in the top left-hand corner of the screen. Click the + (Plus) icon to begin adding team members.

Manage Financial Project Settings 12345678 Suzanne Weems, 21D Testing

The screenshot shows the 'Parties' tab selected in the top navigation bar. Below the tabs, there is a 'Team Members' section with a 'Show' dropdown set to 'Current members'. A 'View' dropdown menu is open, showing a plus icon (+) which is highlighted with a red box. Below this is a table with columns: Person, Email, Project Role, Start Date, End Date, Security Assignment Status, and Track. The table contains one entry: 'Weems, Suzanne' with email 'Suzanne.Weems@baylor.dev', role 'Project Manager', and start date '11/08/2021'.

- b. The Add Team Members popup window will appear. Enter the following information:
1. Person: Search for and enter a team member last name
  2. Start Date: Use the start date of your project or active date of team member
  3. Project Role: Project Administrator

The screenshot shows the 'Search and Select: Person' popup window. It has a search bar with a red box around it and a red label 'Last name only'. Below the search bar are fields for 'Email' and 'Job'. There are 'Search' and 'Reset' buttons. At the bottom, there are 'OK' and 'Cancel' buttons. A table at the bottom shows columns for Name, Job, Email, and User Status, with the text 'No rows to display'.

**Key Point:** In most instances, both the PI and the PI's Business Officer should be included as team members on a faculty funds project. Team members must be active employees at the time they are added. If you are creating a new project before the PI begins employment, you will need to return to the Add Team Members area to add the PI as a team member after the PIs start date.

- c. Click **Save and Close** or use the **Save and Add Another** button to continue adding team members.

The screenshot shows the 'Add Team Members' popup window. It has a 'Type' dropdown with options: Customer, Partner, Supplier, and Internal (selected). Below this is an 'Organization' dropdown. The 'Person' field is set to 'Iannucci, Tony'. The 'Project Role' is set to 'Co-Principal Investigator'. The 'Start Date' is '11/08/2021' and the 'End Date' is 'mm/dd/yyyy'. There is a 'Track Time' checkbox. At the bottom, there are two buttons: 'Save and Add Another' and 'Save and Close', with the latter highlighted by a red box.

# FACULTY FUNDS: Creating a New Faculty Fund Project

Manage Financial Project Settings 12345678 S 21D Testing

General **Parties** Planning Financial Capital Reporting Cost Rate Overrides

Team Members

Show ☐ All members ☒ Current members

View

Person	Email	Project Role	Start Date	End Date	Security Assignment Status	Track Time
		Project Manager	11/08/2021			
		Project Administrator	11/08/2021			
		Co-Principal Investigator	11/08/2021		Complete	

Project Customers ?

View

Name Address

No data to display.

Partner Organizations

View

Name Address

No data to display.

Supplier Organizations

View

Name Address

No data to display.

**IMPORTANT: The Event Processing Method must be set to MANUAL.**

1. From the **Manage Financial Project Settings** page, click on the **Capital** tab.

General Parties Planning Financial **Capital** Reporting Cost Rate Overrides

2. The Event Processing Method defaults to None, click the **Edit** button on the right side of the screen.

General Parties Planning Financial **Capital** Reporting Cost Rate Overrides

Capitalization Options ?

☒ Allow capitalized interest

Capitalized Interest Rate Schedule

Capitalized Interest Stop Date

Asset Cost Allocation Method None

Event Processing Method None


# FACULTY FUNDS: Creating a New Faculty Fund Project

3. A pop-up box appears, use the menu to select **Manual** for the Event Processing Method, then click **Save and Close**.

Edit Capitalization Options ×

☒ Allow capitalized interest

Capitalized Interest Rate Schedule ▼

Capitalized Interest Stop Date  

Asset Cost Allocation Method None ▼

Event Processing Method Manual ▼

Save and Close Cancel

4. When returned to the Manage Financial Project Settings screen, click **Done** in the upper right-hand corner.

Manage Financial Project Settings [test BCD](#)

Done

[General](#) [Parties](#) [Planning](#) [Financial](#) [Capital](#) [Reporting](#) [Cost Rate Overrides](#)