

STATE OF WISCONSIN
STATE ACCOUNTING MANUAL

SECTION:	VII Project Accounting	EFFECTIVE DATE:	February 8, 1999
SUB-SECTION:	13 - Accounting Transactions Referencing Projects	REVISION DATE:	February 8, 1999
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Accounting Transactions Referencing Capital Projects (Funds 490 and 495)

All transactions entered for funds 490 (Building Trust Fund) and 495 (Capital Improvement Fund) require project numbers.

Encumbrances/Vendor Payments - Agencies should follow the encumbrance procedures outlined in sub-section 7 for acquiring Division of Facilities Development (DFD) project manager approval for encumbrances and direct charges. Agencies are not required to obtain additional approval when referencing pre-approved encumbrances.

Cash Receipts - Agencies should designate one or more individuals to apply the capital accounting override to revenue transactions via a cash receipt. Please contact the State Controller's Office (SCO) at 266-5051 if you have questions about the cash receipt over-ride.

Journal Vouchers - Agencies must enter project numbers on all lines, including balance sheet lines. *SCO will not approve JV's or JR's without project numbers on all lines.* Project numbers are necessary for interest allocations within the capital funds and for year-end GAAP reporting. Agencies are encouraged to utilize the PV transaction whenever possible to minimize their entries to Due to Other Funds and Due From Other Funds.

Accounting Transactions Referencing Non-Capital Projects

Transactions referencing non-capital projects will reference the entire 8-digit project code consisting of Project, Sub-Project and Phase. WiSMART transactions may refer to the project as Job Number, Project Number, Job Code, or Project Code. WiSMART will verify that the project code is valid for the agency and further verify available budget if the FUNDS EDIT is set to "Y" on the project budget line.

If an entry exists in the APPR field on the PRBL table, WiSMART will verify that the appropriation on the transaction matches the PRBL.