



WISCONSIN ACCOUNTING MANUAL

Department of Administration – State Controller’s Office

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|--------------------|-----------|-----------------------------------|-----------------------|------------------|
| Section | 11 | PROJECT COSTING | Effective Date | 7/1/2015 |
| Sub-section | 01 | Project Costing User Roles | Revision Date | 3/31/2015 |

BACKGROUND

In STAR, project costing (PC) is a module that functions as a cost collection and processing tool while behaving like a data warehouse. Costs are collected from other STAR modules, known as source modules such as purchasing, accounts payable, general ledger, contracts and billing. Projects are directly linked to grant awards and budget transactions are received from commitment control.

Projects are created and administered by individual business units referred to as project costing business units (PCBU). At the same time, projects are also associated to particular general ledger business units (GLBU) which are allowed to post financial transactions to the project. Typically, the PCBU and the GLBU are the same, but not always.

A STAR permission list identifies allowable page level access details. A group of permission lists make up a user role and multiple user roles may be assigned to a single STAR user. The primary end-user roles related to project costing (PC) are:

| Role | Role Description |
|---------------------------------|---|
| Project Processor | Creates and updates projects, activities, budgets and team definitions. The authority assigned to this role may be at the agency or state level. |
| Funds Distributor | User creates, modifies and approves funds distribution rules in projects. The authority assigned to this role may be at the agency or state level. |
| Project Budgeter | User who creates, modifies and approves project budgets. |
| Agency Configuration Maintainer | Responsible for maintaining agency PC configuration values and can view system-wide project costing configuration values. |
| State Configuration Maintainer | State level user who maintains system-wide (and agency level) PC configuration values. |
| Agency Batch (job) Processor | Agency end-user who can run PC batch processes on an ad hoc basis. Such jobs may be related to collecting costs, pricing costs, cost distribution and project capitalization. |
| Projects to Billing Processor | User who can manually run the projects to billing process immediately. |
| State Batch (job) Processor | State level user with access to all PCbatch processes and centrally maintains project utilities. |
| Program/Project Manager | For certain projects, user adds and updates projects, activities and project team definitions. Can add risks/issues and reports on overall project health. |
| PC Reporter | Any end user allowed to view PC batch <u>reports</u> and has access to STAR Query Viewer. |
| PC Viewer | User with inquiry access to <u>all</u> project information. |



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POLICIES

1. Project costing user role assignment requests arise from the the Project Costing Business Unit (PCBU) and submitted to the State Controllers Office. For detailed procedures refer to section 13 of the Wisconsin Accounting Manual.
2. Projects that are in part or in full, funded by the Building Trust Fund or the Capital Improvement Fund are under PCBU 86700, the State Building Commission and are administered by the the capital accounting section in the State Controller’s Office.
3. GLBUs for 86700 projects are the individual state agencies actually paying the project costs.
4. General obligation debt projects are under PCBU and GLBU 86600, Public Debt and are administered by the capital accounting section in the State Controller’s Office

PROCEDURES

Assigning Project Costing Roles

Refer to the procedural details for administering STAR roles in section 13 of the Wisconsin Accounting Manual.