SECTION:	VII Project Accounting	**EFFECTIVE DATE:**	February 8, 1999
SUB-SECTION:	12 - Modify Existing Non-capital Project	**REVISION DATE:**	February 8, 1999
SUBJECT:	Policy and Procedure	**PAGE:**	1 of 2

Modify Existing Non-Capital Project

Non-capital project budgets will be modified in WiSMART using a Project Master (PJ) transaction. Final approval of all PJ transactions will be by the Department of Administration (DOA), State Controller's Office (SCO). The PJ transaction will update the information in the following tables:

AGPR	Agency Project Table
ENPR	Entity Wide Project Table
PRBL	Project Budget Line Table
PFYT	Project Fiscal Year Table

1.   (Agency)   PJ transaction is prepared to make the necessary budget adjustments

Agency completes all PJ header fields requiring changes. Other than the Action, Agency and Project Number fields (Required), only those fields that you want changed need to be completed.

ACTION	**M** (Required)
PJ DATE	Optional.
AGENCY	State agency number for project. (Required)
PROJ	Project Number. (Required)
PROJECT STATUS	Optional.
PROJ MANAGER	Optional.
START DATE	Optional.
END DATE	Optional.
PROJ FISC YEAR	Optional.
DESCRIPTION	Optional. *If a description is entered on a PJ modification, the description for the corresponding Entity Wide Number in the ENPR table will be updated.*
PROJ FY START	Optional.
ENTITY-WIDE PROJ NO.	Optional.
REVENUE BUDGET IND.	Not applicable and should be left blank.
FHWA APPR CODE	Not applicable and should be left blank.
FED ROUTE/SEC	Not applicable and should be left blank.
FHWA PROJECT	Not applicable and should be left blank.
P/G/N IND	Optional.
BOND FUNDED AMT	Optional.
FED AMT	Optional.
GOVT AMT	Optional.
OTHER AMT	Optional.

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SUB-SECTION:	12 - Modify Existing Non-capital Project	**REVISION DATE:**	February 8, 1999
SUBJECT:	Policy and Procedure	**PAGE:**	2 of 2

I/D | Optional.
PCT | Optional, unless amounts are entered above.
TOTAL PROJ | Optional, unless amounts are entered above.
BUD AMT |

The PJ Document Detail Lines are completed:

SUBPROJ | Optional. Required only if modifying an existing budget line, or adding a new one.
PHASE | Optional. Required only if modifying an existing budget line, or adding a new one.
STATUS | Optional. Required only if you want to change the status of an existing budget line or are adding a new one.
P/NP | Optional. Required only if you are adding a new budget line.
FUNDS EDIT | Optional. Required only if you want to change the funds edit of an existing budget line or are adding a new one.
CE PHASE PCT | Leave blank.
AUTH DATE | Optional. Required only if you are adding a new budget line or need to change an existing budget line.
AGRMT DATE | Leave this field blank.
BUDGET AMT | Optional. Required only if you are adding a new budget line or need to change an existing budget line.
I/D | Optional. The default is an "**I**" for Increase.
APPR UNIT | Optional unless you want to change an existing line or are entering a new line. Entering asterisks in all 4 characters will clear any existing data in this field.
JOB NUMBER | Leave this field blank.
DESCRIPTION | Optional.

Transaction is quick edited (**Q** in Action), and approvals are applied.

1. (SCO) SCO locates held PJ transactions in the suspense file with one approval "Y00AA." PJ transaction is verified for valid project number, government wide number and required blank fields.

2. (SCO) Final approvals are applied and PJ is scheduled for off-line processing.