

FING-104 Add a Project Code

From desktop client select Project Master File

In the project box, type in a project code preceding the required project and press F7 to retrieve.

e.g. if intending to add B12907 type BB12906

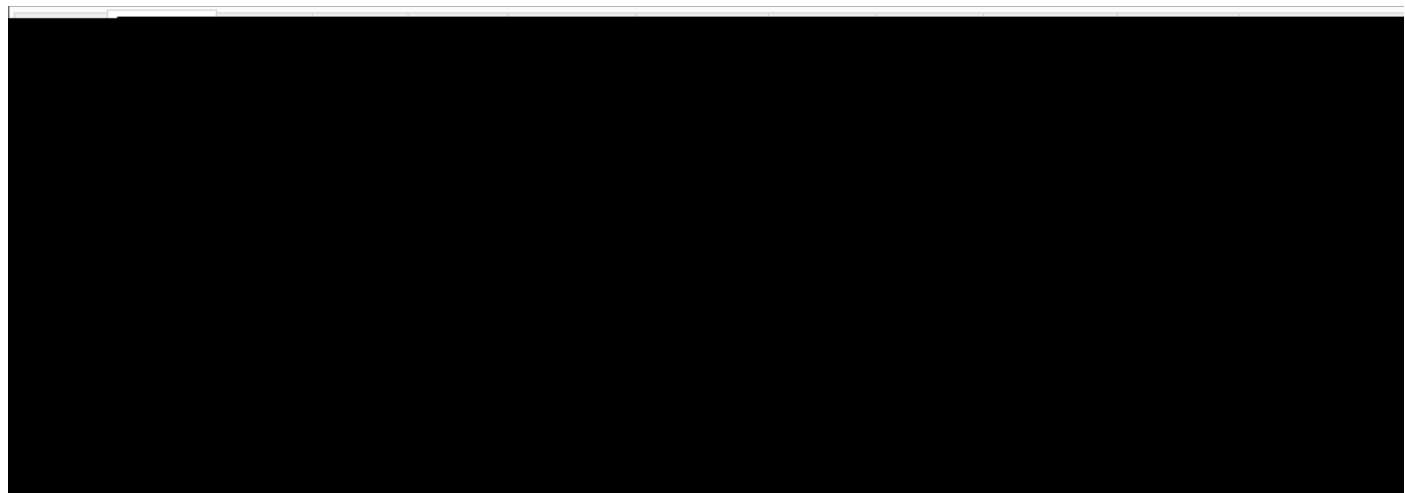
Then overwrite the project with the code you are intending to set up. A message will be displayed saying code doesn't exist

Note: lu

And on the Relation tab, the highlighted items to be completed:

Value	Group	Relation	Description	Rel.value	Description	Percent	Units
1	Common	FINOFFICER	Finance Officer	024871	Bill Farnell	100.00	
2	Common	GENACQUINT	General Account Report Group			100.00	

Also on the Relation tab you need to check the relations so the 'System Relations' folder icon should be pressed:



This opens up a further box where the following items need to be checked:

System	Budget	Start Date	End Date	Status
COSTIC	100.00	00/00	00/00	33
NEWCOSTIC	100.00	00/00	00/00	34

The RESNO is the Budget holder

The project still holds the record for the project you initially copied from so this needs to be changed to the new project number.

You can now Save the project. It will automatically be set to Active between the dates you specified.

Note: if there are items required in the online shop for this project (trips, courses etc) these will need to be added directly into the online shop. Currently no facility to automate this so contact finance-systems@bangor.ac.uk with the detail.