

## **Preparing CD for Project Accounting:**

- 1. Modify existing internal procedures**
  - **Web-based**
  - **Purchasing – Miser & Matrix**
  - **Budgeting**
  - **Accounting**
  - **Personnel**
  
- 2. Update existing internal accounting, budget, monthly reporting forms**
  - **Excel**
  - **Word**
  - **Filemaker**
  - **Pagemaker**
  
- 3. Re-design existing budget reporting tools and reports**
  - **Filemaker**
  - **Miser & Matrix**
  
- 4. Modify existing internal budget code and acronym db's**
  
- 5. Modify existing Internal WEB pages – Purchasing, Personnel, Forms, etc.**
  
- 6. Convert all Discoverer G/L Browser Queries to new format**
  - **30-50 Queries must be re-built**
  - **Essential to CD Financial Reporting process**
  - **Business Services Section has NO BUDGET to perform this task, but will assist and MAY CHARGE US for their time and effort.**

- 7. Update existing Procard procedures and conduct training within CD**
  - **Data Entry Screen**
  - **Reconciliation Screen**
  - **Cost Transfer Screen**
  
- 8. Modify and update People DB**
  
- 9. Modify monthly Effort Reporting process**
  - **Map CD activities to CD tasks for each dept**
  - **Train dept personnel**
  - **Build Database & Interface to consolidate all dept tasks and post to lab Acctg Office monthly Excel worksheet**
    - **All 280 CD people will Effort Report each month to applicable CD Project Tasks**
  
- 10. Review procedures for maintaining CD Org Chart**
  - **Current Maintenance is a manual process using PageMaker (1 License)**
  
- 11. Finalize CD Project task structure ( + CMS S&C )**
  - **Closing Budget Codes**
  - **Opening New Budget Codes**
  - **Re-assigning Budget Codes to different Depts**
  - **Mapping Budget Codes to Task Numbers**
  - **Naming convention for Tasks (20 char short description)**
  - **Preliminary Project Accounting System Testing**
  - **Final lab-wide PA System Testing**