

To All DAD Administrators:

The Disability Advocacy Database (DAD) was updated to include the ability to have multiple funding splits for Projects for the purpose of Timekeeping. The old Project Funding Source option was to specify one or more funding sources and then to associate funding source percents for time allocation that totaled 100%. Now a user will create/edit a project's funding source and have the ability to create multiple funding splits for one project. This can be used to allow multiple Employees to document time to a single project in which Employees require different percents recorded for time records; or to allow a project to have its funding source percents updated without retroactively changing past time records. Projects will now have a field named Funds which holds all of the Funds used within the Fund Splits for the purpose of reporting and triggering data collection elements/fields.

The process has the logic that every project must have a Master Fund Split and that there can be only one Master Fund Split. Users (with the permission Create Alternate Fund Splits) can add additional Alternate Fund Splits that Users can choose between when recording time (if they have the permission Use Alternate Fund Splits). When a project is created, the initial funds and percentages configured are saved as the Master Fund Split and are displayed in a grid under the rest of the Project Detail info:

Fund Splits

Page 1 of 1										Results Per Page 10			Refresh
Name	Description	Funds	Type	Active Date	Inactive Date	Created By	Creation Date	Last Updated By	Last Update	Edit	Edit Funds/Weights	Delete	
(21) DAD (100%)		(21) DAD (100%)	Master	10/01/2008		Charles Ndour	10/3/2008 2:36 PM	Charles Ndour	10/27/2008 8:46 AM	Edit	Edit Funds/Weights		
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Master Fund Splits can be edited (with the permission Edit Fund Splits) and replaced with new Master Fund Splits (with the permission Replace Master Splits).

These changes apply only to projects and by default are not enabled without changing settings in the Administration.

To Enable the Ability to have Multiple Fund Splits:

After logging into the DAD system, Open the Administration module.



DAD Control Panel

Matt Hayden Logged in at 9:02 AM

[Open Desktop](#)
[Open Report Generator](#)
[Open Administration](#)
[User Preferences](#)

[Logout](#)

From the Administration, select Advocacy Group Options



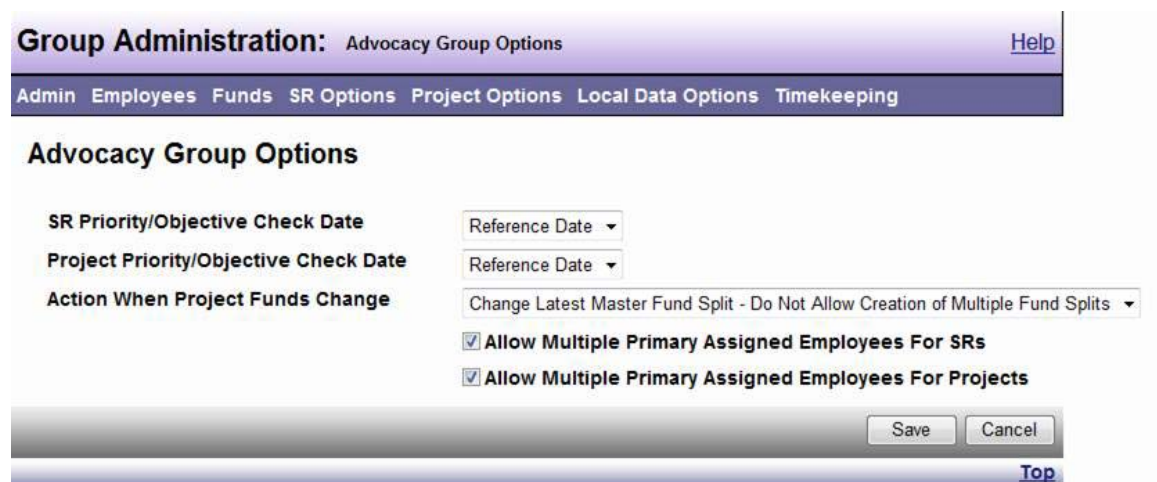
Group Administration: Admin [Help](#)

Admin Employees Funds SR Options Project Options Local Data Options Timekeeping

Admin

[Advocacy Group Options](#)
[Advocacy Locations](#)
[Summary View Options](#)

One of the Options within the Advocacy Group Options window is Action When Project Funds Change. The default option is “Change Latest Master Fund Split – Do Not Allow Creation of Multiple Fund Splits”. This will configure DAD to behave in the manner it did before DAD was updated with only one funding split with no ability to replace or add funding splits, only the ability to edit an existing funding split.



Group Administration: Advocacy Group Options [Help](#)

Admin Employees Funds SR Options Project Options Local Data Options Timekeeping

Advocacy Group Options

SR Priority/Objective Check Date Reference Date ▾

Project Priority/Objective Check Date Reference Date ▾

Action When Project Funds Change Change Latest Master Fund Split - Do Not Allow Creation of Multiple Fund Splits ▾

☒ Allow Multiple Primary Assigned Employees For SRs

☒ Allow Multiple Primary Assigned Employees For Projects

Save Cancel

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By changing the option selection to “Do Not Change Fund Splits – Allow Creation of Multiple Fund Splits” projects now have the ability to have additional funding splits created in the form of replacement

Master Fund Splits or additional Alternate Fund Splits. Users will not be able to use the additional features without adding the new permissions as well.

Once this change is made and changes are made by adding additional fund splits or replacement master fund splits, if the admin changes this option back to Change Latest Master Fund Split, the system will use the most recent Master Fund Split and will not allow any further replacement or the use of any Alternate Fund Splits. This is something to keep in mind when deciding to switch back.

Group Administration: Advocacy Group Options [Help](#)

[Admin](#) [Employees](#) [Funds](#) [SR Options](#) [Project Options](#) [Local Data Options](#) [Timekeeping](#)

Advocacy Group Options

SR Priority/Objective Check Date Reference Date ▾

Project Priority/Objective Check Date Reference Date ▾

Action When Project Funds Change Do Not Change Fund Splits - Allow Creation of Multiple Fund Splits ▾

☒ **Allow Multiple Primary Assigned Employees For SRs**

☒ **Allow Multiple Primary Assigned Employees For Projects**

[Save](#) [Cancel](#)

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The list of permissions added with this update are listed below:

- Create Alternate Fund Splits** (Permission enables an Employee to Create additional Alternate Fund Splits within a Project)
- Edit Fund Splits** (Permission enables an Employee to Edit existing fund splits within a Project)
- Replace Master Splits** (Permission enables an Employee to specify a replacement for an existing Master Fund Split)
- Use Alternate Fund Splits** (Permission enables an Employee to specify a Fund Split when recording time, without this permission, an Employee will be limited to the Master Fund Split. With this permission an Employee will have a drop down to choose Fund Splits from and the Master Fund Split will be the default.)

Administrators have the option of adding these permissions to existing security groups or to create new security groups that just contain these specific permissions (one, some or all of them) and then associating these new security groups with particular employees based on need.

Replacing a Master Fund Split:

To replace (with an Employee with the Permission Replace Master Splits) a Master Fund Split of an existing project, open a project and select Display Project Fund Splits from the Actions Drop Down Menu.

The screenshot shows the 'Project' page for 'FY 09 Committee (DAD) - Matt'. The 'Actions' menu is open, displaying options under 'Views' and 'Tasks'. 'Display Project Fund Splits' is highlighted in the 'Views' section. Below the menu, the 'Fund Splits' table is visible, showing one entry for '(21) DAD (100%)' with a 'Master' type and an 'Active Date' of '10/01/2008'. The table has columns for Name, Description, Funds, Type, Active Date, Inactive Date, Created By, and a numeric column. The page includes pagination (Page 1 of 1) and a 'Results Per Page' dropdown set to 10.

Name	Description	Funds	Type	Active Date	Inactive Date	Created By	
(21) DAD (100%)		(21) DAD (100%)	Master	10/01/2008		Charles Ndour	1

From the Display Project Fund Splits page, select Replace Latest Master Fund Split from the Actions Drop Down Menu.

The screenshot shows the 'Project' page for 'FY 09 Committee (DAD) - Matt'. The 'Actions' menu is open, and 'Replace Latest Master Fund Split' is highlighted in the 'Tasks' section. Below the menu, the 'Fund Splits For FY 09 Committee (DAD) - Matt' table is visible. This table includes additional columns: 'Creation Date', 'Last Updated By', and 'Last Update'. The entry for '(21) DAD (100%)' shows a 'Creation Date' of '10/3/2008 2:36 PM', 'Last Updated By' as 'Charles Ndour', and 'Last Update' as '10/27/2008 8:46 AM'. There is an 'Edit' button next to the entry. The page includes pagination (Page 1 of 1) and a 'Results Per Page' dropdown set to 10.

Name	Description	Funds	Type	Active Date	Inactive Date	Created By	Creation Date	Last Updated By	Last Update	Edit	Edit Funds/Weights	Delete
(21) DAD (100%)		(21) DAD (100%)	Master	10/01/2008		Charles Ndour	10/3/2008 2:36 PM	Charles Ndour	10/27/2008 8:46 AM	Edit	Edit Funds/Weights	

The Employee replacing the Master Fund Split will be prompted with the Funds selection and percentage setup just as with creating a new project. If a user specifies a fund that was not used before

with earlier splits, that funding source will be added to the list of Funds associated with the Project for the purpose of triggering data elements and reporting.

Project

Actions Replace Latest Master Fund Split ▾

Desktop Client Service Request **Project** Time

Replace Latest Master Fund Split For FY 09 Committee (DAD) - Matt

Funds

☐ (01) NDRN

☐ (03) RSA/CAP

☐ (04) SSA

☐ (05) AT-NLS

☐ (06) KAID

☐ (07) AFYA

☐ (08) HRSA/TBI

☐ (09) Voting

☐ (12) ADD

☐ (21) DAD

☐ (22) CMHS

☐ (23) CMHS Set-aside

☐ (32) RSA

☐ (41) JAN/DOL

☐ (98) Admin

☐ (99) Lobbying

☒ Not Selected

Next Cancel

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Project

Actions Edit Fund Split ▾

Desktop Client Service Request **Project** Time

Edit Fund Split: (01) NDRN(10%), (04) SSA(30%), (21) DAD(60%)

Define Fund Split Distribution

(01) NDRN

10 % ▾

(04) SSA

30 % ▾

(21) DAD

60 % ▾

Previous Next Cancel

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Naming of the Fund Splits is by default the Funding sources and their Percents. If left to the default name and the funding source percents are edited, the name will change to reflect the percentage change. If the employee edits the name then the name will need to have the Generate Name From

Funds button selected to restore that auto name adjusting functionality. A fund split can be named any string of text that makes sense if the auto naming option does not work for your agency.

Project

Actions Replace Latest Master Fund Split

Desktop Client Service Request **Project** Time

Replace Latest Master Fund Split For Susan J

Split Details

Name

PADD(50%), PAIMI(50%)

Generate Name From Funds

Description

Active Date

6/12/2009

Previous

Save

Cancel

Master Fund Splits cannot be deleted as Alternate Fund Splits can. Master Fund Splits can be adjusted only by the dates in which they are valid (by default the creation of a replacement Master Fund Split inactivates the existing Master Fund Split to the day before the active date of the replacement, and if the active date range is edited by either selecting an different active date on the replacement or a different inactive date on the now replaced Master Fund Split, the dates will automatically shift to verify there are not any gaps.)

Project

Actions

Display Project Fund Splits

Desktop

Client

Service Request

Project

Time

Fund Splits For FY 09 Committee (DAD) - Matt

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Refresh

Name	Description	Funds	Type	Active Date	Inactive Date	Created By	Creation Date	Last Updated By	Last Update	Edit	Edit Funds/Weights	Delete
(01) NDRN (10%), (04) SSA (30%), (21) DAD (60%)		(01) NDRN (10%), (04) SSA (30%), (21) DAD (60%)	Master	06/24/2009		Matt Hayden	6/12/2009 10:10 AM	Matt Hayden	6/12/2009 10:11 AM	Edit	Edit Funds/Weights	
(21) DAD (100%)		(21) DAD (100%)	Master	10/01/2008	06/23/2009	Charles Ndour	10/3/2008 2:36 PM	Matt Hayden	6/12/2009 10:11 AM	Edit	Edit Funds/Weights	

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Adding an Alternate Fund Split:

To add (with and Employee with the Create Alternate Splits permission) an Alternate Fund Split, the process is the same as above:

Open the Project, Select from the Actions Drop Down Menu Display Project Fund Splits, and then Select from the Actions Drop Down Menu Add Alternate Fund Split.

The screenshot shows the 'Project' interface with the 'Actions' menu open. The menu options are: Display Project Fund Splits, Display Project Fund Splits, Views, Display Project Summary, Display Project Detail, Tasks, Add Alternate Fund Split (highlighted), Replace Latest Master Fund Split, Print, Support, and Help. Below the menu is a table titled 'Fund Splits For FY 09 Committee (DAD) - Matt'.

Name	Description	Funds	Type	Active Date	Inactive Date	Created By	Creation Date	Last Updated By	Last Update	Edit	Edit Funds/Weights	Delete
(01) NDRN (10%), (04) SSA (30%), (21) DAD (60%)		(01) NDRN (10%), (04) SSA (30%), (21) DAD (60%)	Master	06/24/2009		Matt Hayden	6/12/2009 10:10 AM	Matt Hayden	6/12/2009 10:11 AM	Edit	Edit Funds/Weights	
(21) DAD (100%)		(21) DAD (100%)	Master	10/01/2008	06/23/2009	Charles Ndour	10/3/2008 2:36 PM	Matt Hayden	6/12/2009 10:11 AM	Edit	Edit Funds/Weights	

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The creation process is the same as the Replacement Master Fund Split with the selection of Funds and Percents. The only difference is the ability to specify the active date range on the naming and description page for Alternate Fund Splits that is not available with Master Fund Split replacements. This is due to the fact that there does not have to be an Alternate for any given date and therefore can overlap and exist individually for a project regardless of other fund splits.

The screenshot shows the 'Add Alternate Fund Split' form. The form has a 'Split Details' section with the following fields:

- Name: (04) SSA(30%), (21) DAD(70%)
- Description: (Empty text area)
- Active Date: 6/12/2009
- Inactive Date: (Empty date field)

Buttons: Previous, Save, Cancel

Recording Time to a Fund Split:

To record time to an Alternate Fund Split (with an Employee with the Use Alternate Fund Splits permission), an Employee would select Record Time from a Project or from the Time Desktop panel. There is now a Fund Splits Drop Down field that has the list of available fund splits with the Master Fund Split that pertains to the date specified as the default.

The screenshot shows a web-based interface for recording time. At the top, there's a purple header bar with the word "Project" on the left and an "Actions" dropdown menu on the right showing "Edit Project Time". Below this is a navigation bar with tabs: "Desktop", "Client", "Service Request", "Project" (which is selected), and "Time". The main content area is titled "New FY 09 Committee (DAD) - Matt Time". It contains several form fields: "Time Entry For" with a dropdown showing "Hayden, Matt"; "Action" with a dropdown showing "General Activity"; "Date of Time Entry" with a date picker showing "6/12/2009" and a text field showing "Time accumulated for 6/12/2009 : 0 minutes" with a "Refresh" button; "Fund Split" with a dropdown showing "(01) NDRN(10%), (04) SSA(30%), (21) DAD(60%)"; "Amount (in minutes)" with a text field showing "(01) NDRN(10%), (04) SSA(30%), (21) DAD(60%)" and another line showing "(04) SSA(30%), (21) DAD(70%)"; and a "Note" field which is currently empty. At the bottom of the form are three buttons: "Check Spelling", "Save", and "Cancel". A "Top" link is located at the bottom right of the interface.

If a user does not have the Use Alternate Fund Splits, they will not have the option to edit this field from the Master Fund Split.

Time entries will be displayed on the Time Sheet and on the Labor Distribution Report just as they were in the past with no changes to the way they are displayed.

Changes to the Report Generator:

Additional supporting Selected Fields have been added/replaced existing fields:

The screenshot shows a window with two main sections: 'Available Fields' on the left and 'Used Fields' on the right. The 'Available Fields' list includes: Client Organization, Fund Split Active Date, Fund Split All Funds, Fund Split Created By Employee (First, Last), Fund Split Created By Employee (Last, First), Fund Split Creation Date, Fund Split Fund, Fund Split Inactive Date, Fund Split Last Update, Fund Split Last Updated Employee (First, Last), Fund Split Last Updated Employee (Last, First), Fund Split Name, Fund Split Type, Fund Split Weight, Funding Source All Funds, Mapped Fund Split Fund, Project All Assigned Employees (First, Last), and Project All Assigned Employees (Last, First). The 'Used Fields' list includes: Project Name, Project Type, Project Assigned Employee (First, Last), Project Open Date, Project Close Date, and Project Funding Source. Between the lists are navigation buttons: '>' and '<' for moving fields between lists, '>>' and '<<' for moving multiple fields, and up/down arrows on the right for reordering the 'Used Fields' list.

There is still the field for Project Funding Sources but the funding weight and other such timekeeping fields are now Fund Split fields.

The following Filters were added as well to the Selected Filters:

The screenshot shows a 'Field Container' window with a dropdown menu set to 'Project Fund Splits'. Below this is a filter configuration area with a 'Filter Field' dropdown, an 'Operator' dropdown, and a 'Value' input field. A list of filter fields is shown in a scrollable area, including: Fund Split Active Date, Fund Split Created By Employee, Fund Split Creation Date, Fund Split Fund, Fund Split Fund Name, Fund Split Inactive Date, Fund Split Last Update, Fund Split Last Updated Employee, Fund Split Name, Fund Split Type, Fund Split Weight, Mapped Fund Split Fund, and Mapped Fund Split Fund Name. At the bottom right are 'Save Filter' and 'Cancel Edit' buttons, and a 'Top' link.

And the following Sorted Fields were added:

The screenshot shows a 'Field Container' window with a dropdown menu set to 'Project Fund Splits'. Below this is a sort configuration area with a 'Sort Field' dropdown, a 'Sort Order' dropdown set to 'Ascending', and a 'Grouped' checkbox. A list of sort fields is shown in a scrollable area, including: Fund Split Active Date, Fund Split All Funds, Fund Split Created By Employee (First, Last), Fund Split Created By Employee (Last, First), Fund Split Creation Date, Fund Split Fund, Fund Split Inactive Date, Fund Split Last Update, Fund Split Last Updated Employee (First, Last), Fund Split Last Updated Employee (Last, First), Fund Split Name, Fund Split Type, Fund Split Weight, and Mapped Fund Split Fund. At the bottom right are 'Save Sort Field' and 'Cancel Edit' buttons, and a 'Top' link.

Time Reports maintain their same function as the Funding Source weight is derived from the Funding Split but is still the Funding Source Weight.