

# **Oracle® Project Contracts**

User's Guide

Release 11*i*

**Part No. A88867-02**

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Oracle Project Contracts User's Guide, Release 11i

Part No. A88867-02

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**Oracle Project Contracts User's Guide, Release 11*i***

**Part No. A88867-02**

Oracle Corporation welcomes your comments and suggestions on the quality and usefulness of this publication. Your input is an important part of the information used for revision.

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If you have problems with the software, please contact your local Oracle Support Services.



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# Preface

## Audience for This Guide

Welcome to Release 11i of the *Oracle® Project Contracts User's Guide*.

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.
- Oracle Project Contracts

If you have never used Oracle Project Contracts, Oracle suggests you attend one or more of the Oracle Project Contracts training classes available through Oracle University.

- The Oracle Applications graphical user interface.

To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User's Guide*.

See Other Information Sources for more information about Oracle Applications product information.

## How To Use This Guide

This guide contains the information you need to understand and use Oracle Project Contracts.

- Chapter 1: Provides an overview of Project Contracts. This includes a description of the features used to manage the contract from solicitation and proposal through the awarded contract.
- Chapter 2: Describes navigation in the application including finding document records.

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- Chapter 3: Describes contract document creation and updates through the Contract Authoring Workbench regions and windows.
  - Chapter 4: Describes contract funding and how to use the Funding Workbench.
  - Chapter 5: Describes how to track all contract activities using the Deliverables Tracking System.
  - Chapter 6: Provides information on how to manage revisions and modifications to contract documents.
  - Chapter 7: Describes how to create invoicing and billing records using Deliverable-Based Billing.
  - Chapter 8: Describes contract hold control features used to meet your business requirements.
  - Appendices: Provide the default navigator paths for Oracle Project Contracts, and describe the windows used for setting up default information.

## **Documentation Accessibility**

Our goal is to make Oracle products, services, and supporting documentation accessible, with good usability, to the disabled community. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Standards will continue to evolve over time, and Oracle Corporation is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For additional information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

### **Accessibility of Code Examples in Documentation**

JAWS, a Windows screen reader, may not always correctly read the code examples in this document. The conventions for writing code require that closing braces should appear on an otherwise empty line; however, JAWS may not always read a line of text that consists solely of a bracket or brace.

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neither evaluates nor makes any representations regarding the accessibility of these Web sites.

## Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Project Contracts.

If this guide refers you to other Oracle Applications documentation, use only the Release 11i versions of those guides.

## Online Documentation

All Oracle Applications documentation is available online (HTML or PDF).

- **Online Help** - The new features section in the HTML help describes new features in 11i. This information is updated for each new release of Oracle Project Contracts. The new features section also includes information about any features that were not yet available when this guide was printed. For example, if your administrator has installed software from a mini-packs an upgrade, this document describes the new features. Online help patches are available on MetaLink.
- **11i Features Matrix** - This document lists new features available by patch and identifies any associated new documentation. The new features matrix document is available on MetaLink.
- **Readme File** - Refer to the readme file for patches that you have installed to learn about new documentation or documentation patches that you can download.

## Related User's Guides

Oracle Project Contracts shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user's guides when you set up and use Oracle Project Contracts.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

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If you require printed guides, you can purchase them from the Oracle Store at <http://oraclestore.oracle.com>.

## **Guides Related to All Products**

### **Oracle Applications User's Guide**

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Project Contracts (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user's guide online by choosing *Getting Started with Oracle Applications* from any Oracle Applications help file.

## **User Guides Related to This Product**

### **Oracle Bills of Material User's Guide**

This guide describes how to create various bills of materials to maximize efficiency, improve quality, and lower cost for the most sophisticated manufacturing environments. By detailing integrated product structures and processes, flexible product and process definition, and configuration management, this guide enables you to manage product details within and across multiple manufacturing sites.

### **BIS 11i User Guide Online Help**

This guide is provided as online help only from the BIS application and includes information about intelligence reports, Discoverer workbooks, and the Performance Management Framework.

### **Oracle General Ledger User's Guide**

This guide explains how to plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

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### **Oracle Inventory User's Guide**

This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.

### **Oracle Purchasing User's Guide**

This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.

### **Oracle Projects User's Guide**

If you install Oracle Projects, use this user guide to learn how to enter expense reports in Projects that you import into Payables to create invoices. You can also use this manual to see how to create Project information in Projects which you can then record for an invoice or invoice distribution.

## **Installation and System Administration**

### **Oracle Applications Concepts**

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web Applications.

### **Installing Oracle Applications**

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications, the Oracle8 technology stack, and the Oracle8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user's guides and implementation guides.

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## **Upgrading Oracle Applications**

Refer to this guide if you are upgrading your Oracle Applications Release 10.7 or Release 11.0 products to Release 11*i*. This guide describes the upgrade process and lists database and product-specific upgrade tasks. You must be either at Release 10.7 (NCA, SmartClient, or character mode) or Release 11.0, to upgrade to Release 11*i*. You cannot upgrade to Release 11*i* directly from releases prior to 10.7.

## **Maintaining Oracle Applications**

Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains how-to steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and database.

## **Oracle Applications System Administrator's Guide**

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.

## **Oracle Alert User's Guide**

This guide explains how to define periodic and event alerts to monitor the status of your Oracle Applications data.

## **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer 6*i* forms so that they integrate with Oracle Applications.

## **Oracle Applications User Interface Standards for Forms-Based Products**

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

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## Other Implementation Documentation

### **Oracle Applications Product Update Notes**

Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between Release 11.0 and Release 11*i*. It includes new features, enhancements, and changes made to database objects, profile options, and seed data for this interval.

### **Multiple Reporting Currencies in Oracle Applications**

If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this manual before implementing Oracle Project Contracts. This manual details additional steps and setup considerations for implementing Oracle Project Contracts with this feature.

### **Multiple Organizations in Oracle Applications**

This guide describes how to set up and use Oracle Project Contracts with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Project Contracts.

### **Oracle Workflow Guide**

This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes.

### **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Project Contracts implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.

### **Oracle eTechnical Reference Manuals**

Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications, integrate Oracle Applications data with non-Oracle

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applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on Metalink

### **Oracle Manufacturing APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Manufacturing.

### **Oracle Order Management Suite APIs and Open Interfaces Manual**

This manual contains up-to-date information about integrating with other Oracle Manufacturing applications and with your other systems. This documentation includes API's and open interfaces found in Oracle Order Management Suite.

### **Oracle Applications Message Reference Manual**

This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM for Release 11i.

## **Training and Support**

### **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle Project Contracts and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any one of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Project Contracts working for you. This team includes your Technical Representative, Account

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Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle8i server, and your hardware and software environment.

## **Do Not Use Database Tools to Modify Oracle Applications Data**

*Oracle STRONGLY RECOMMENDS that you never use SQL\*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.*

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL\*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using Oracle Applications can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications, you may change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. If you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL\*Plus and other database tools do not keep a record of changes.

## **About Oracle**

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support, and office automation, as well as Oracle Applications, an integrated suite of more than 160 software modules for financial management, supply chain management, manufacturing, project systems, human resources and customer relationship management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers and personal digital assistants, allowing organizations to integrate different computers, different operating systems, different networks, and even different database management systems, into a single, unified computing and information resource.

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Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and applications products, along with related consulting, education, and support services, in over 145 countries around the world.

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Or, send electronic mail to **`mfgdoccomments_us@oracle.com`**.

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# Overview

This chapter introduces Oracle Project Contracts and describes features including:

- [Overview of Project Contracts](#) on page 1-2
- [Features of Project Contracts](#) on page 1-3

## Overview of Project Contracts

Oracle Project Contracts supports the contract management needs of project driven organizations, including commercial and government contractors, agencies, and subcontractors. These organizations operate in a project centric environment characterized by:

- Changing contract specifications
- Volatile demand and long lead-times
- High percentage of procure-to-contract components and services
- Contractual requirements for billing
- Incremental funding in multiple currencies
- Compliance of government regulations

Project Contracts addresses budgetary constraints, contract margins, flowdown of contract information to subcontractors, and prioritization of deliverables. The Contract Organizer window provides a single entry point to access and define contract documents. Through the Contract Organizer, you can access different functional regions including authoring, deliverable tracking, funding, hold management, contract revisions, and other contract related activities.

Project Contracts is designed to support Internet business practices and provides web browser based access to contract information, open standards, and audit trails.

Features include:

- Authoring of all types of contract documents
- Workflow-based contract administration, including status control, hold, and change management
- Comprehensive contract funding
- Deliverable tracking, integrated with ERP functions like planning, production, and procurement
- Contract costing, billing, and revenue recognition
- Role-based access security
- Contract flowdown

## **Oracle e-Business Suite**

Project Contracts is part of the Oracle *e-Business Suite*, an integrated set of e-business solutions for the enterprise. It provides comprehensive use of workflows, flexible attributes, API framework, and Oracle's Internet development tools.

## **Features of Project Contracts**

The contract windows are presented in three displays: Main authoring, Administration, and Finance.

### **Main Contract Authoring**

Contract Authoring provides support throughout the entire contracting lifecycle—from solicitations, bids and proposals in the acquisition phase to awarded contracts. You can define contract document types for different industries that use different terminology such as like Construction, Aerospace, Defense, Professional Services, Telecommunications, and Public Sector. You are able to manage contracts from both the perspective of a seller or a buyer.

#### ☐ Authoring Wizard

The Authoring Wizard guides you through the process of creating a new contract document. A new contract document can be created in one of the following ways:

- As a new document
- From another contract document such as an existing proposal, contract, subcontract or solicitation
- Using templates where you select a subset of contract information to copy

#### ☐ Articles, Terms and Conditions, Standard Notes, and Statement of Work

You setup repositories of clauses or regulations, terms and conditions (such as shipping method, payment terms, freight terms) that can be assigned to any contract document. You can enter statement of work and standard notes for any contract document, or for a particular line.

### **Administration**

Oracle Project Contracts provides a variety of tools to enable contracting personnel to administer contracts during their lifecycle.

#### ☐ Approval and Status Management

Approval hierarchies and cycles for different document types can be defined. Appropriate escalation routines and notifications are created to alert administrators about deadlines for proposal submittals and solicitation response receipts.

### ❑ Changes and Versioning

You can manage amendments and modifications to contract documents, an audit trail of contractual requirements is provided. Change management is workflow-based to implement approval and review of changes throughout the organization.

### ❑ Contract Holds

Oracle Project Contracts enables you to define holds or stop work orders at different levels (header, line, or deliverable) with different hold reasons.

### ❑ Deliverable Tracking System

The Deliverable Tracking System is used to track all contract activities such as planned receipts and shipments, mailing of an initial engineering drawing, or progress report submissions. It is integrated with Oracle Projects, Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. Contract related information from the other products are also be viewed and tracked.

## Finance

Oracle Project Contracts provides a comprehensive model to define and keep track of contract funding and accounting.

### ❑ Funding

You can use incremental funding, funding pools, multiple funding parties, hard and soft limits, and multiple currencies.

### ❑ Billing

You define different billing methods (such as firm fixed price, cost plus incentive, and time and materials) that can be used by the Projects Billing engine to drive the billing process. Oracle Project Billing, or any external billing system, is used to calculate periodic billings.

### ❑ Invoicing and Revenue

Draft invoices can be generated and sent to Oracle Receivables, or your own receivables system, for final invoice processing and for collection of payments. Inquiries are used to compare contract revenue with contract funding.

❑ Contract Flowdown

Oracle Project Contracts enables users to configure flowdown of attributes, articles, terms and conditions, and standard notes to different business areas such as Receiving, Shop Floor, and Billing.



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# Navigation

This chapter provides information about navigating in Oracle Project Contracts, and setting up affiliated documents. The following topics are included:

- [Navigating in Project Contracts](#) on page 2-2
- [Viewing Contract Information](#) on page 2-4
- [Using Actions to Access Contract Functions](#)
- [Searching for Contract Documents](#) on page 2-10
- [Creating and Viewing Related Documents](#) on page 2-15

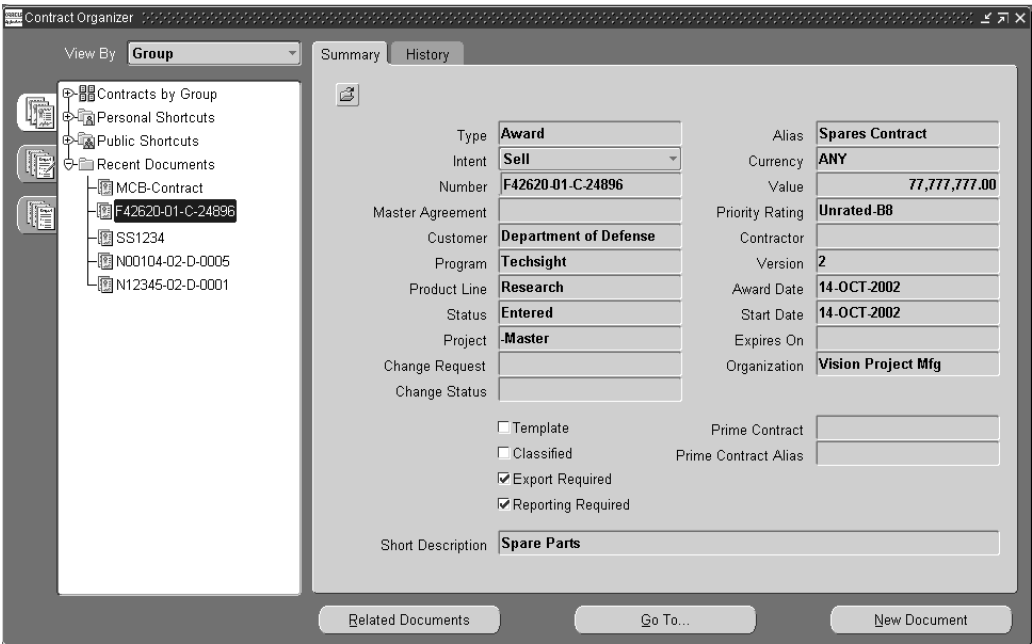
## Navigating in Project Contracts

The Contract Organizer window is a graphical workbench used to access functionality in Oracle Project Contracts. The Contract Organizer window is comprised of three tree tabs, two panes, and a view selection.

The three tree tabs are located in the left section of the window and enable you to toggle between the Solicitation, Proposal, or Contracts areas for contract documents:

- **Contracts**—accesses the Contracts region of the workbench—the final step in the development of a contract. This region is used to maintain contracts and subcontracts after they are awarded.
- **Proposals**—accesses the Proposal region which is used to develop a response to a solicitation. This is the second step in the contractual process.
- **Solicitations**—accesses the Solicitation region and is used to request quotes for a specific project. This is the first step in the contractual process.

The left pane is the tree hierarchy. Depending on your tree tab selection, the right pane displays data that is associated with the selected item on the tree.



The View By list box enables you to change the way you view data in the tree—by Group, Organization, Product Line, or Program.

All existing historical and current documents display for this item in the Summary and History windows.

## Navigation Tree

There are four items on the Navigation Tree. They can be expanded by left-clicking the plus sign (+) with your mouse to select a node detail to display associated subfields:

- Solicitations, Proposals, or Contracts views—displays all existing historical and current documents for the view you have selected.
- Personal Shortcuts—Enables you to group and store information and data that is useful to your individual contract documents. It can group, for example, linkages to local, state, and federal documents, or government and commercial contracts.
- Public Shortcuts—Enables you to store information and data that is useful to anyone associated with your contract document.
- Recent Documents—Displays a specified number of the last documents accessed in the Contract Organizer.

There are buttons at the bottom of the Contract Organizer window:

- Related Documents—Navigates to the Related Document window, listing all related documents for a specific contract record. See: [Creating and Viewing Related Documents, on page 2-15](#).
- Action—Available in the Summary window, navigates to the Actions window to access windows and functions used to update contracts. See: [Using Actions to Access Contract Functions, on page 2-8](#).
- View—Available in the History window, when you select a contract version, you can navigate to that version in the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.
- New Document—Accesses the Contract Authoring Wizard used to create new contract documents. See: [Creating A New Contract Document, on page 3-3](#).

## Viewing Contract Information

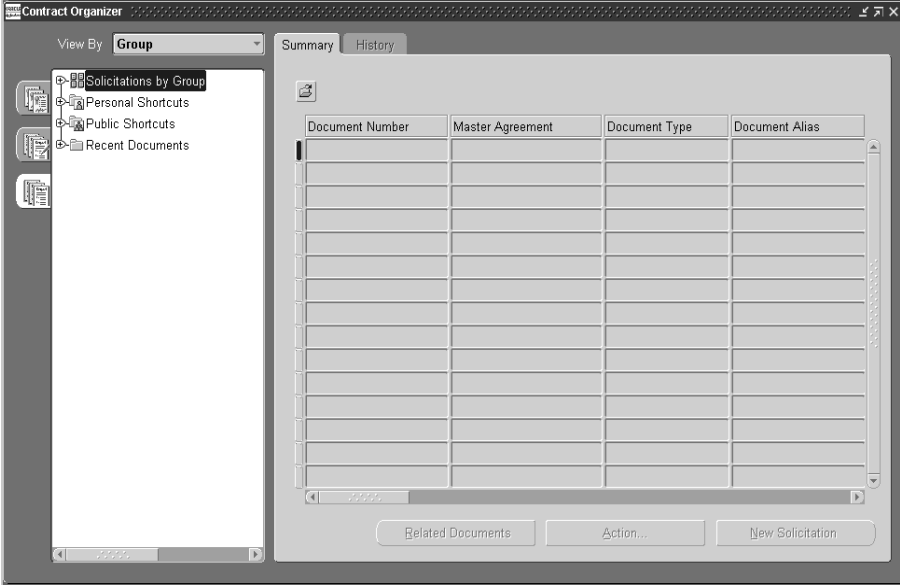
The Contract Organizer provides a single access to all contract documents and views. In addition to navigating to contract development windows, you can also view both summary and history information.

### ►► To view contract information:

1. Navigate to Contract Organizer window.
2. In the View By list box, select the way you want to view data in the tree.

Your choices are:

- **Group**—A contract group consists of a list of contracts. You can have sub-groups within groups. Contract groups provide a convenient way to organize contracts using any criteria you choose. See: [Maintaining Contract Groups, Oracle Contracts Core User's Guide](#)
- **Organization**—This is the contract owning organization responsible for the development of a contract. The contract owning organization is defined in Oracle Projects. Project owning organizations, defined in Oracle Projects, are used as eligible contract owning organizations.
- **Product Line**—You can create records on the Product Line Lookups window to assign categories for the different products and services offered.
- **Program**—Programs enable you to group contracts according to your definitions. This information is defined on the Programs window. See: [Programs Window, on page B-2](#)



- Your choices are Contracts, Proposals, or Solicitations.

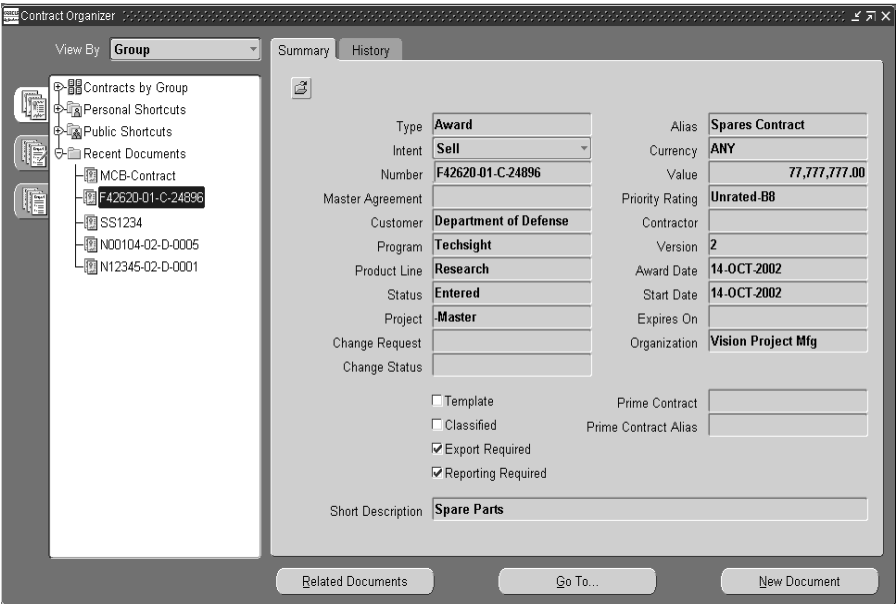
In the left pane, the top level of the tree hierarchy displays your choice. In the right pane a blank window displays with the Summary and History tabs. These windows are blank until you select an item on the tree hierarchy in the left pane.

- Expand the tree hierarchy in the left pane field by left-clicking with your mouse on the plus sign symbol (+). Select an item on the tree hierarchy.

Information for your selection displays in the Summary and History windows.

►► To view summary information:

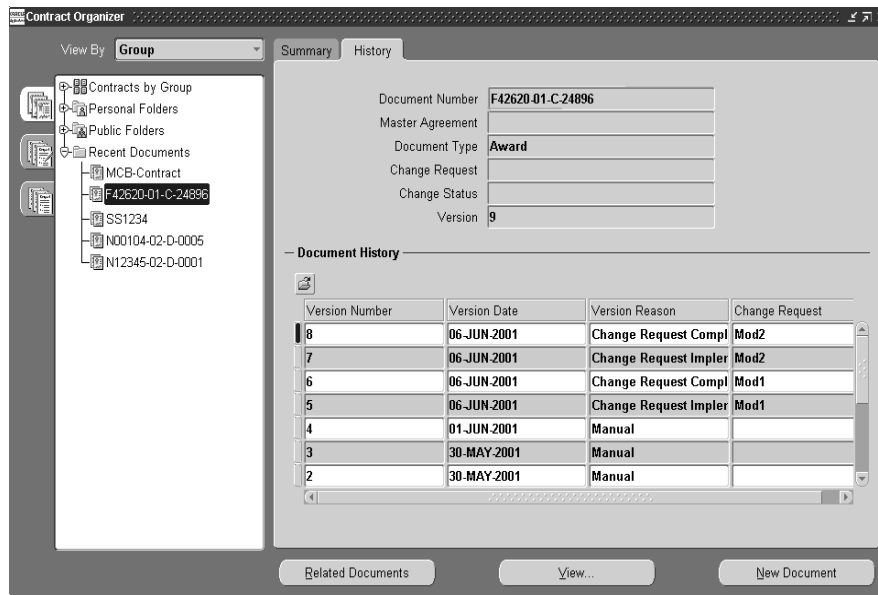
- ❑ Select the Summary tab to view information that has been previously entered for the contract document. It represents an overview of the inbound transactions for this record.



The History tab is used to review all documents associated with the contract document under consideration. For example, a contract document might have incurred changes or modifications including additional attachments or deletions.

**» To view history information:**

- ☐ Select the History tab to view information that has been previously entered within the solicitation.



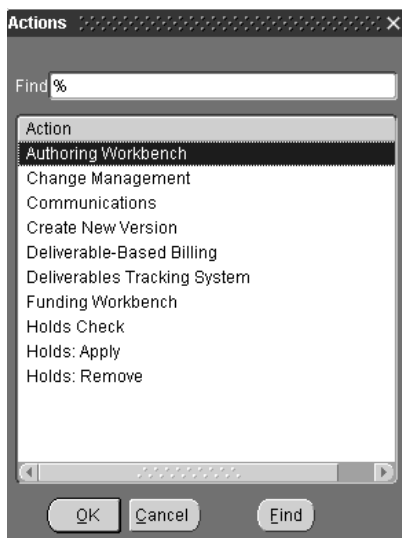
It displays an overview of all transactions at this point in time. The Document History region lists every version number created. You can view each version in the Project Contract windows, giving a historical accountability of the events associated with the contract.

## Using Actions to Access Contract Functions

Actions and Go To windows are used in Oracle Project Contracts so you can access windows and functions used in creating contracts. Both of these types of windows are accessed from several windows including the Contract Organizer, Contract Authoring Workbench, and Deliverable Tracking System.

### ►► To access functions using the Actions and Go To windows:

1. Choose Action or Go To from the applicable window you are using.
2. Select a process or query from the list.



3. Choose OK to display the window for the function selected.

The following list includes many of the actions listed on the windows, enabling you to navigate to other windows.

### **Contract Organizer Actions**

- **Authoring Workbench:** The Contract Authoring Workbench is used to enter all contract information from solicitations, bids and proposals, to awards and subcontracts. See: [Using the Contract Authoring Workbench, on page 3-7](#).
- **Change Management:** The Find Change Requests window enables you to query and create changes for a contract document. The output for the query displays in the Change Requests Summary window. See: [Viewing Change Request Records, on page 6-3](#).
- **Communications:** The Communications Summary window enables you to add and view electronic exchanges (such as electronic mail or text files) about a contract document. See: [Viewing and Logging Communications, on page 3-38](#)
- **Create New Version:** This function allows you to change the version number of the contract document. After the new version is created, you can then make revisions in the Authoring Workbench. See: [Creating New Versions of a Contract Document, on page 6-2](#).
- **Deliverable-Based Billing:** The Find Billable Deliverables window is where you can query a document for items that are available for invoicing. From this window you can navigate to the Deliverable-Based Billing window to create billing transactions. See: [Overview of Deliverable-Based Billing, on page 7-2](#).
- **Deliverables Tracking System:** This window is used to monitor the deliverables of other versions of a contract document. See: [Deliverables Tracking System Window, on page 5-2](#).
- **Funding Workbench:** This workbench is used to define and track contract financing. See: [Using the Funding Workbench, on page 4-7](#).
- **Holds Check:** This window enables you to view or revise a hold status on a contract. See: [Viewing Contract Hold Information, on page 8-2](#).
- **Holds Apply:** This window enables you to create a hold status on a contract, specific lines, or deliverable lines. See: [Applying and Removing Holds to Contracts, Lines, or Deliverables, on page 8-4](#).
- **Holds Remove:** This window enables you to withdraw a hold you created for a contract. See: [Applying and Removing Holds to Contracts, Lines, or Deliverables, on page 8-4](#).

### Contract Authoring Workbench Actions

- Split Line: Enables you to split a contract line into sublines. See: [Splitting Lines on a Contract Document, on page 3-25](#).
- Define Related Documents: This window is used to display and create new records for documents and attachments associated with the contract you are viewing. See: [Defining Related Documents for a Contract, on page 2-16](#).
- Default Deliverables: This function allows you to create a default transaction on the Authoring Workbench for deliverables on a contract. This enables you track line items on the Deliverable Tracking System window. See: [Deliverables Tracking System Window, on page 5-2](#).
- Save as Template: Enables you to save the contract document you are displaying as a template to be used for copying other contract documents. See: [Creating Templates for Contract Documents, on page 3-38](#).
- Change Status: Enables you to change the status of a contract document through Oracle Contracts Core. For example, you can change the status of a contract from Active to Cancelled or Hold Status. See: [Changing the Status of a Contract, Oracle Contracts Core](#).

## Searching for Contract Documents

If you want to query contract records, several windows enable you to specify search criteria. You can search for contract records and specific lines.

The Find Contracts window enables you to specify search criteria. This window consists of three parts:

- A Basic tabbed window containing fields for entering search criteria
- An Advanced tabbed window where you can use operators in conjunction with user selected attribute values to specify search information
- A results region displaying the response to the query

See: [Using Query Find, Oracle Applications User's Guide](#)

### ►► To search for contract documents:

1. Navigate to the Contract Organizer and choose Find from the View menu.  
The Find Contracts window displays.
2. Select either the Basic or Advanced tabbed window.

3. If you select the Basic window, enter your search criteria in the appropriate fields.

You can search fields including the Number, Intent, Type, dates, Project information, Owning and Item Master Organization, Status, Priority Rating, Funding Reference, and Item Number.

The screenshot shows a 'Find Contracts' dialog box with a 'Basic' tab selected. The dialog is divided into two main sections: 'Document' and 'Project'. The 'Document' section contains fields for Number, Intent (set to 'Sell'), Type, Alias, Template, Start Date, Award Date, Party Role, Funding Reference, and Item Master Org. The 'Project' section contains fields for Name, Number, Owning Organization, Status, Priority Rating, and Item Number. At the bottom, there are five buttons: 'Go To...', 'Save As...', 'Cancel', 'Clear', and 'Find'.

| Field               | Value |
|---------------------|-------|
| Number              |       |
| Intent              | Sell  |
| Type                |       |
| Alias               |       |
| Template            |       |
| Start Date          |       |
| Award Date          |       |
| Party Role          |       |
| Funding Reference   |       |
| Item Master Org     |       |
| Project Name        |       |
| Project Number      |       |
| Owning Organization |       |
| Status              |       |
| Priority Rating     |       |
| Item Number         |       |

4. If you select the Advanced window, you can search the line or header using various query operators (such as greater than, less than, and equal to) in conjunction with user selected attribute values.

The screenshot shows the 'Find Contracts' dialog box with the 'Advanced' tab selected. The dialog has a title bar with 'Find Contracts' and standard window controls. Below the tabs, there is a table with four columns: 'Level', 'Left Value', 'Operator', and 'Right Value'. The first row has 'Header' selected in the 'Level' column. Below the table, there is a 'Matching Criteria' section with two radio buttons: 'Match all conditions' (selected) and 'Match any conditions'. At the bottom, there are five buttons: 'Go To...', 'Save As...', 'Cancel', 'Clear', and 'Find'.

| Level  | Left Value | Operator | Right Value |
|--------|------------|----------|-------------|
| Header |            |          |             |
|        |            |          |             |
|        |            |          |             |
|        |            |          |             |
|        |            |          |             |
|        |            |          |             |

**Matching Criteria**

☒ Match all conditions  
☐ Match any conditions

Go To... Save As... Cancel Clear Find

5. Choose Find to retrieve any matching records.  
The Results region displays with the data from your query.

6. Select the record you want to use in the Results region, and choose Go To.

See: [Using Actions to Access Contract Functions](#), on page 2-8.

The screenshot shows the 'Find Contracts' dialog box with the 'Basic' tab selected. The 'Document' section contains fields for Number (N00104-02-D-0005), Intent (Sell), Type, Alias, Template, Start Date, Award Date, and Party Role. The 'Project' section contains fields for Name, Number, Owning Organization, Status, and Priority Rating. Below these are fields for Funding Reference, Item Master Org, and Item Number. At the bottom are buttons for 'Go To...', 'Save As...', 'Cancel', 'Clear', and 'Find'.

**Results**

| Document Number  | Master Agreement | Document Type | Document Alias | Version |
|------------------|------------------|---------------|----------------|---------|
| N00104-02-D-0005 |                  | Award         | Navy Contract  | 4       |
|                  |                  |               |                |         |
|                  |                  |               |                |         |
|                  |                  |               |                |         |

## ►► To search for specific contract lines:

1. Navigate to the Contract Authoring Workbench and choose Find from the View menu or Toolbar

The Find Contract Lines window displays.

| Left Value           | Operator | Right Value          |
|----------------------|----------|----------------------|
| <input type="text"/> | Equal To | <input type="text"/> |
| <input type="text"/> |          | <input type="text"/> |
| <input type="text"/> |          | <input type="text"/> |
| <input type="text"/> |          | <input type="text"/> |
| <input type="text"/> |          | <input type="text"/> |

Clear Set As Default Find

2. Select a contract field in the Left Value field.  
For example, you can search contract lines using the information in the Award Fee field.
3. Select a query operator (such as greater than, less than, and equal to) in conjunction with the selected attribute value.
4. In the Right Value field, enter a value for your query.  
For example, if you entered Award Fee in the Left Value field, enter a fee amount such as 1000.
5. Choose Find to search for the specific lines on a contract containing this criteria.
6. You can save this search criteria to use in future queries. Choose Save as Default to display the Search Name window.
7. Enter a name for this query in the Search Name field.
8. Choose OK to save this search query.

# Creating and Viewing Related Documents

You can associate document records to a contract, and view a list of these records. The records are generated from transactions created on the Authoring Workbench, Deliverable Tracking System, and Funding Workbench

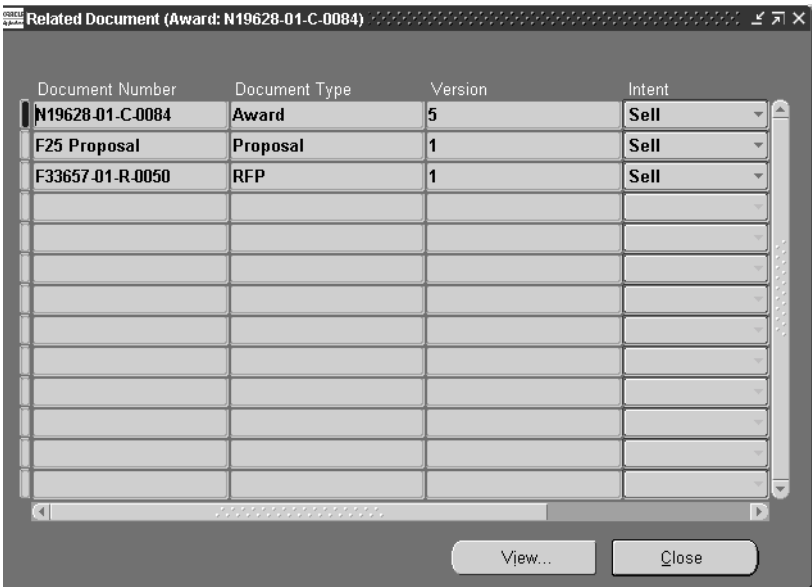
**» To view related documents:**

- 1. From the Contract Organizer window, choose Related Documents.

The Related Document window displays a listing of all documents associated with the selected document number. The list is sorted by Document Number, Type, Version, and Intent.

- 2. Select a record in the list, and choose View.

An Action window displays. You can choose to view information on this contract record from the Authoring Workbench, Deliverables Tracking System, or Funding Workbench.



- 3. Select the view you want to display, and choose OK.

The Related Document window you selected displays. You may also use the Attachments button to assign various electronic documents to your related documents.

## Defining Related Documents for a Contract

►► **To relate documents to a contract record:**

- 1. Navigate to the Contract Organizer and select the record you want to relate to a document.
- 2. Navigate to the Contract Authoring Workbench.
- 3. Choose Action to display the Actions window.
- 4. Select Define Related Documents.

The Related Contract Documents window displays.

| Type     | Intent | Document Number  | Version |
|----------|--------|------------------|---------|
| Award    | Sell   | N19628-01-C-0084 | 5       |
| Proposal | Sell   | F25 Proposal     | 1       |
| RFP      | Sell   | F33657-01-R-0050 | 1       |
|          | Buy    |                  |         |
|          |        |                  |         |
|          |        |                  |         |
|          |        |                  |         |
|          |        |                  |         |

Done

- 5. In the Type field, select a Related Document Type such as award, proposal, or bid.
- 6. In the Intent field, select whether or not this is a buy or sell order type.
- 7. Select the Document Number you want to associate with this contract record.
- 8. If applicable, choose the version number of this document number.

9. Choose Done to save your work.

The Contract Authoring Workbench displays again.



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## The Contract Process

This chapter describes the steps in creating contract documents including:

- [Overview of the Contract Process](#) on page 3-2
- [Creating New Contract Documents](#) on page 3-3
- [Using the Contract Authoring Workbench](#) on page 3-7
- [Creating Templates for Contract Documents](#) on page 3-38
- [Viewing and Logging Contract Communications](#) on page 3-38
- [Comparing Contract Versions](#) on page 3-41
- [Calculating Contract and Line Totals](#) on page 3-43

## Overview of the Contract Process

Contract authoring comprises the data entry of a contract document. You create the contract document in the Contract Authoring Wizard. Next you add information in the Contract Authoring Workbench including defining terms and conditions, assigning contacts, and linking it to billing methods. After the document is created, the Contract Organizer window provides a single entry point to different functional areas including deliverable tracking, funding, contract hold statuses, and change management.

Typically, a solicitation or a request for parts or services, is the first step in the contract process. A solicitation may include:

- Supplies or services needed
- Description of specifications
- Work statement
- Packaging and marking specifications
- Inspection requirements
- Delivery dates
- Special requirements

The next step is creating a proposal, a document that is a negotiated response to the solicitation. In a proposal you might add other elements to the document such as:

- An acceptance period
- A discount for prompt payment
- An acknowledgment of amendments

An awarded contract the final step: the proposal has been accepted and the contract awarded.

## Creating New Contract Documents

Oracle Project Contracts provides an Authoring Wizard that guides you through the process of creating a new contract document. You can create a new document, or copy another existing document or template into a new contract document.

### » To create a new contract document:

1. Navigate to the Contract Authoring Wizard.

The first window is Contract Authoring Wizard, Step 1 of 3: Create Option.

2. Choose one of the radio buttons to select a method for creating a document.

Your choices are:

- Create a New Blank Document
- Copy From Existing Contract Document
- Create From Template

3. Choose Next.

Depending on your selection, either Step 2 or Step 3 windows display.



4. If your choice is Create a New Blank Document, the window displaying is the Contract Authoring Wizard, Step 3. Select values in the fields for this contract.

Depending on the contract type, some fields are enabled or disabled:

*Type:* You can have a number of different contract types including award, bid, proposal, subcontract, and so on. These types are defined in the System Setup window, Contract Document Types tab. See: [Creating Data in the System Setup Window, on page B-5](#).

*Master Agreement:* This field is enabled if your contract type is a delivery order. The value entered here would be the master, basic order agreement, or blanket order number.

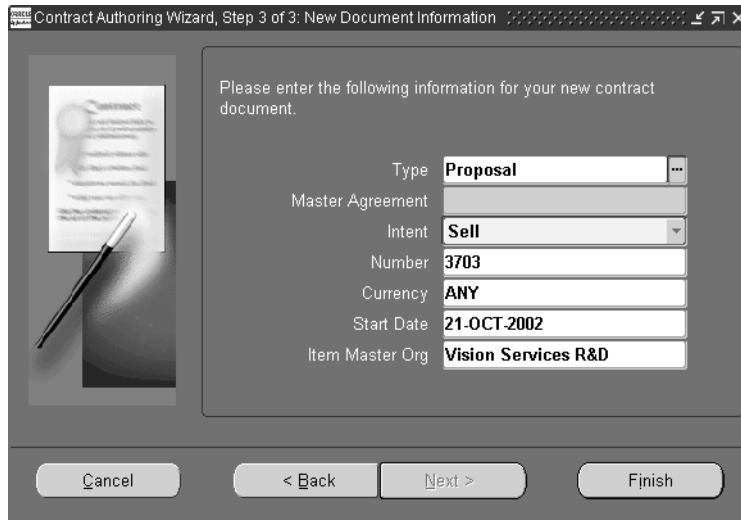
*Intent:* This field indicates the designation of the order. Buy is used for subcontracted deliverables, or as a customer buy document. Sell is used for all outbound deliverables. An award type contract can be either buy or sell. This value is defined for document types in the System Setup window, see: [Creating Data in the System Setup Window, on page B-5](#).

*Number:* This field is enabled if your contract document type numbering is set to manual. Otherwise it is automatically generated. If the numbering is set to manual, enter a unique value, it can later be changed to another value on the Contract Authoring Workbench. See: [Defining Numbering Options, on page B-5](#).

*Currency:* The currency in which the contract amounts and prices are defined within this contract. You can set up currency codes in your Oracle General Ledger Currency Codes window. See: [Defining Currencies, Oracle General Ledger User's Guide](#).

*Start:* Date: Date on when the contract begins or the effective from date.

*Item Master Org:* The manufacturing organization where you have defined inventory items; it is a manufacturing entity. It is linked to an operating unit which displays on the Contract Authoring Workbench.



Contract Authoring Wizard, Step 3 of 3: New Document Information

Please enter the following information for your new contract document.

Type: **Proposal**

Master Agreement:

Intent: **Sell**

Number: **3703**

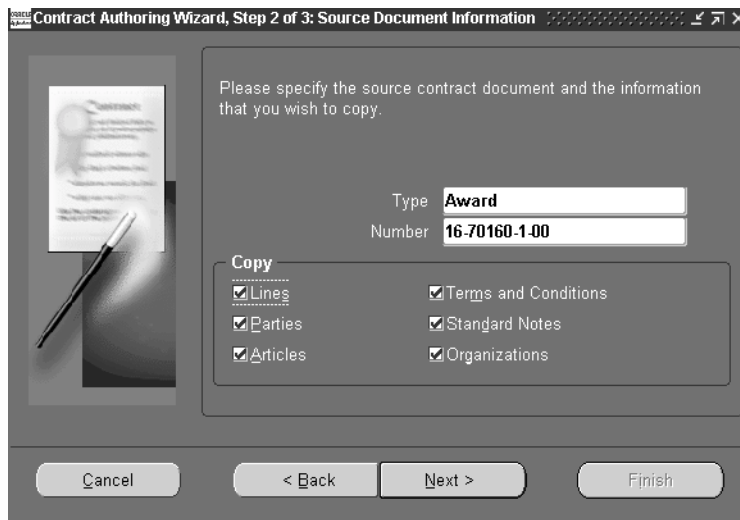
Currency: **ANY**

Start Date: **21-OCT-2002**

Item Master Org: **Vision Services R&D**

Buttons: Cancel, < Back, Next >, Finish

5. If your choice is Copy From Existing Contract Document, the window displaying is the Contract Authoring Wizard, Step 2. You can use the values in the Type and Number fields, or select another contract document.



Contract Authoring Wizard, Step 2 of 3: Source Document Information

Please specify the source contract document and the information that you wish to copy.

Type: **Award**

Number: **16-70160-1-00**

Copy

☒ Lines

☒ Parties

☒ Articles

☒ Terms and Conditions

☒ Standard Notes

☒ Organizations

Buttons: Cancel, < Back, Next >, Finish

The default values in the Type and Number fields display from the record selected in the Contract Organizer window.

6. In the Copy region, the defaulted values display from the original contract for Lines, Parties, Articles, Terms and Conditions, Standard Notes, and Organizations. Uncheck the values you do not want to copy into this new contract document.
7. Choose Next.

The window, Contract Authoring Wizard, Step 3 of 3: New Document Information displays.

8. If your choice is Create From Template, the window displaying is the Contract Authoring Wizard, Step 2. Select a document type in the Type field.
9. In the Number field, select the document you want to use as a template in the Copy From window.

You can save a document as a template in the Contract Authoring window, see: [Creating Templates for Contract Documents, on page 3-38](#).

10. In the Copy region, the defaulted values display from the source contract. Uncheck the values you do not want to copy into this new contract document.

You can select any document to use as the source document. All values and information can be copied from the template document with the exception of the Award Date, Project, and Due Date values. This includes the line information, parties, articles, terms and conditions, standard notes, and organizations.

11. Choose Finish when you have entered all the information needed to create a new document.

The Contract Authoring Workbench displays. In this workbench you can enter detailed information on the contract lines, terms and conditions, notes, and any data applicable to this contract. See: [Using the Contract Authoring Workbench, on page 3-7](#).

## Using the Contract Authoring Workbench

After you create your contract document, use the Contract Authoring Workbench to assign terms and conditions, designate parties and contacts, enter financial and administrative data, assign print forms, and update any changes. The Contract Authoring Workbench consists of a tree hierarchy in the left pane displaying the contract selected and corresponding line numbers. The right pane consists of nine tabbed windows accessing different document regions. These tabs access the following areas:

- **Contract Header:** This is a region of information applying to the entire contract including type, status, start date, document number, and any applicable master agreement.
- **Contract Lines:** The individual lines within a contract contain information specific to that line such as quantity, due date, part number, description, and status.
- **Parties And Contacts:** You can specify the parties to the contract, their contract roles, and contact names.
- **Terms and Conditions:** This text contains clarifying language about rules, instructions, notices, agreements, and other parameters under this contract.
- **Articles:** This is standard or non-standard text clauses for the contract.
- **Administration:** You can assign workflows to a contract, such as an approval workflow. It can be generated from this region in order to receive authorizations.
- **Standard Notes:** You can enter and view standard notes for such items as packaging or shipping instructions.
- **Print Forms:** This tabbed window is used to define print forms, if required for this contract.
- **User Attributes:** Each user-defined attribute group is defined as a descriptive flexfield context. You can define as many contexts as required.

The first field on the window enables you to access several different regions for creating header and line data. You update different information on the window according to the region selected:

- **Main:** Used to enter primary contract data including type, number, status, and currency.
- **Administrative:** Used to enter dates and customer requirements.

- Financial: Used to enter costing and other accounting information.
- Billing: Used to enter billing information for various contract types.
- Additional Billing Used to enter additional billing data such as incentive information.
- Other: Used to enter export and inspection data.

### Using Filters to View Contract Documents

The Contract Authoring Workbench provides the ability to filter out information so you can display specific data by due date. In the Filters pull-down menu, located above the tree hierarchy, select a filter for displaying contract information. These filters use the Due Date value in the Contract Lines window. For example, you can filter the available contract data by Due On Today, Due On This Month, or Due On Next Month.

### Creating Deliverable Records

The Deliverables Tracking System window is used to monitor the execution of the contract. After creating the contract, you then create deliverable records in the Contract Authoring Workbench. For subsequent changes to the contract, you can automatically default those changes to the Deliverables Tracking System window. See: [Deliverables Tracking System Window, on page 5-2](#), and [Defaulting Contract Changes to the Deliverables Tracking System, on page 5-18](#).

### See Also

[Main Region in the Contract Header Tabbed Window, on page 3-9](#)

[Administrative Region in the Contract Header Tabbed Window, on page 3-11](#)

[Financial Region in the Contract Header Tabbed Window, on page 3-12](#)

[Main Region in the Contract Lines Tabbed Window, on page 3-15](#)

[Financial Region in the Contract Lines Tabbed Window, on page 3-18](#)

[Billing Region in the Contract Lines Tabbed Window, on page 3-21](#)

[Additional Billing Region in the Contract Lines Tabbed Window, on page 3-22](#)

[Other Region in the Contract Lines Tabbed Window, on page 3-22](#)

[Parties and Contacts, on page 3-26](#)

[Terms and Conditions, on page 3-29](#)

[Articles Tabbed Window, on page 3-30](#)

[Administration Tabbed Window, on page 3-33](#)

[Standard Notes Tabbed Window, on page 3-34](#)

[Print Forms Tabbed Window, on page 3-36](#)

[User Attributes Tabbed Window, on page 3-37](#)

## Main Region in the Contract Header Tabbed Window

The Contract Header tabbed window is used to enter information applying to the entire contract including type, status, start date, document number, and applicable master agreement.

### ►► To create and update a document on the Contract Authoring Workbench:

1. Navigate to the Contract Authoring Workbench.
2. Select the Contract Header tab.
3. Select the Main region in the first Contract Header field

The information entered from the Contract Authoring Wizard, or from later updates displays on this window.

This includes the Type, Intent, Number, Master Agreement, Status, Currency, and Start Date fields. See: [Creating New Contract Documents, on page 3-3](#).

You can change the Number, Currency, and Start Date fields. Predefined workflows enable you to change the contract status as you move the document through the contract process.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Main**

Type: **Award**

Intent: **Sell**

Number: **F42620-01-C-24896**

Master Agreement:

Program: **Aircraft Engines**

Product Line: **Aircraft Military**

Status: **Entered**

Project: **100000**

Contract Total:

Contract Value: **14,703,800.00**

Alias:

Currency: **USD**

Priority Rating: **DO-A1**

Version: **1**

Award Date:

Start Date: **19-FEB-2002**

Expires On:

**Prime Contract**

Number:

Alias:

**Organizations**

Owning:

Operating Unit: **Vision Project Mfg**

Item Master: **Vision Project Mfg**

Short Description: **Test Program**

Description: **New parts used in durability tests.**

Go To Action

- Optionally, select values for the Program and Product Line.

Programs and Product Lines enable you to group contracts according to your definitions. Programs are defined on the Programs window, and Product Lines are defined on the Oracle Project Contracts: Product Line Lookups window. See: [Programs Window, on page B-2](#) and [Application Object library Lookups for Oracle Project Contracts, on page B-2](#)

- If you are using Oracle Projects; you can assign a master project and, optionally, a task to the contract header. You can associated subprojects to the master project and assign them to the contract lines. See: [Entering Project and Task Options, Oracle Projects User's Guide](#), and [Creating a New Project from a Project Template or Existing Record, Oracle Projects User's Guide](#).
- The Contract Total field displays the results of the Calculate Totals function. This rollout function is accessed from the Tools menu; it adds the values of all the lines on the contract. See: [Calculating Contract and Line Totals on page 3-43](#)
- Optionally, you can enter an Alias, an internal identifier for this contract.

8. Optionally, select a Priority Rating. This is a rating assigned to customer contracts for national defense, although commercial organizations may also use this value. These types are defined in the System Setup window, Priority Ratings tab. See: [Creating Data in the System Setup Window, on page B-5](#).
9. In the Version field, the number for the current version of this contract displays. See: [Creating a New Version of a Contract Document, on page 6-2](#).
10. Enter the date the contract was awarded in the Award Date field.
11. In the Start Date field, enter the date when actions for this entire contract begins.
12. If you wish to have an expiration date for the entire contract, enter that date in the Expires On field.
13. Optionally, in the Prime Contract Region, you can enter a value to identity a contractor. You can use an alias as an internal reference for this number.
14. The Organization region displays the Item Master organization and its linked Operating Unit. You can add a contract owning organization in the Owning field, but not change the other organization values.  
  
The contract owning organization is defined in Oracle Projects.
15. Optionally, you can enter descriptions about this contract.  
  
There are two description fields: Short Description and Description. Each of these fields allows you to enter a brief of the contract.
16. Define billing methods used for this contract. Choose Action, and select Define Billing Methods. See: [Defining Billing Methods for a Contract, on page 3-12](#).
17. Choose Done.
18. Save your work.

## Administrative Region in the Contract Header Tabbed Window

The Administrative region of the Contract Header window is a repository for approval dates, clauses, and regulations used for a particular contract.

The upper part of the window contains date information. After you create a contract document, it may go through a cycle of approvals. As these authorizations proceed, the dates of the actions are marked here including Authorize Date, Date Negotiated, Date Issued, Date Received, Award Cancel Date, Date Approved, Date Signed By Customer, Date Signed By Contractor, and First Article Approve Date.

Regulatory information is marked in the check boxes for reporting, penalty, export, small business, and quality requirements.

The Solicitations and Proposals region is enabled when that document type is created. You can keep track of solicitations and proposals through location and date information entered in this region.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Administrative**

Authorize Date: 23-OCT-2002  
 Date Issued: 22-OCT-2002  
 Date Received:  
 Award Cancel Date:  
 Date Negotiated:  
 Date Approved:

Industry Class:  
 Date Signed By Customer:  
 Date Signed By Contractor:  
 First Article Approve Date:  
 Customer PO:  
 Non-Competition Reason:

☒ Export Required  
☐ Classified  
☒ Penalty Clause Applies  
☒ Reporting Required

☒ Small Business Plan Required  
☒ Small Business Report Required  
☒ Customer Quality Acceptance Required  
☐ Customer Furnished Equipment Required

**Solicitations and Proposals**

Proposal Delivery Location: Hill Airforce Base, UT  
 Proposal Due:  
 Proposal Expires:  
 Copies Required: 4

Go To Action

## Financial Region in the Contract Header Tabbed Window

The Contract Header financial region is used for negotiated contract costing data. This region includes fields and check boxes to flag information used for reporting, and check boxes to enable billing transactions. This is also the region where you access the Define Billings Methods window.

### Defining Billing Methods for a Contract

Your organization's billing methods are defined in the System Setup window, Billing Methods tab. See: [Creating Data in the System Setup Window, on page B-5](#).

After the methods are defined for the organization, methods also need to be set for specific contracts and individual lines.

►► **To add costing information pertaining to the entire contract:**

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Select the Contract Header tab, select Financial in the pull down menu.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Financial**

Billing Methods: **Multiple** [Assign...]

Country of Origin: **US**

Tax Code: [ ]

Cost of Sale Rate: [ ]

Not to Exceed Amount: [ ]

Target Date of Definitization: [ ]

Technical Data Withholding Rate: [ ]

☐ Financial Control Verified

☒ Not To Exceed Warning Required

☒ Cost Accounting Standards Applies

☒ DCAA Audit Required

☐ Interim Report Required

☐ Cost of Money Applies

☐ Overhead Rates Finalized

☐ Progress Payment Applies

Rate: [ ]

Liquidation Rate: [ ]

Alternate Liquidation Rate: [ ]

☐ Cost Share

☒ Definitized

☐ Bill Without Definitization [ ]

Comment: [ ]

[Go To] [Action]

3. The Billing Methods field displays the way the contract is billed, such as fixed price or cost sharing. Choose Assign to access the Define Billing Methods window to select methods.

When Multiple displays in this field, it indicates that individual lines on the contract have different billing methods. See: [Billing Region in the Contract Lines Tabbed Window](#), on page 3-21

4. Select the methods you want to use in the Name field. The description automatically displays.

5. Optionally, check the Default check box if you want the billing method assigned at the contract header to default to each line. This defaulted value can be changed at the line level.
6. Choose Done to save your work and return to the Contract Header tabbed region.

| Name                    | Description                          | Default                             |
|-------------------------|--------------------------------------|-------------------------------------|
| Cost-Plus-Award-Fee     | Cost Reimbursable with Award Fee     | <input type="checkbox"/>            |
| Cost-Plus-Fixed-Fee     | Cost Reimbursable with Fixed Fee     | <input type="checkbox"/>            |
| Cost-Plus-Incentive-Fee | Cost Reimbursable with Incentive Fee | <input type="checkbox"/>            |
| Cost-Sharing            | Cost Sharing                         | <input type="checkbox"/>            |
| Facilities Contract     | Facilities Contract                  | <input type="checkbox"/>            |
| Firm-Fixed-Price        | Firm Fixed Price                     | <input checked="" type="checkbox"/> |
| Time-and-Materials      | Time and Materials                   | <input type="checkbox"/>            |

Done

7. In the upper area of the Financial region window, optionally you can enter information in the fields used for reporting.

This includes the following fields: Country of Origin, Tax Code, Cost of Sale Rate, Not to Exceed Amount, Target Date of Definitization, Technical Data Withholding Rate.

8. In the lower region of the window, optionally, you can mark check boxes for reporting purposes.

This includes: Financial Control Verified, Not To Exceed Warning Required, Cost Accounting Standard Applies, DCAA Audit Required, Interim Report Required, Cost of Money Applies, Overhead Rates Finalized, and Cost Share.

9. If you are using Deliverable-Based Billing, check either the Definitized or Bill Without Definitization checkboxes to enable that function.

See: [Creating Billing Records for Contract Lines](#), on page 7-3. When one of these check boxes is flagged on the Contract Header tabbed window, the values are defaulted to the contract lines. You can change the information on the Contract Lines financial region.

10. In the Progress Payment Applies region, mark this check box if you want to add information about advance ongoing payments from your customers on this contract.

The information in these fields indicate:

*Rate:* Enter a percentage value indicating the contract progress payment rate.

*Liquidation Rate:* Enter a percentage value indicating the reimbursement rate for the payments

*Alternate Liquidation Rate:* If you negotiated another alter rate, enter that rate here.

11. Optionally, you can enter any descriptive text regarding this contract in the Comments box.
12. Save your work.

## Main Region in the Contract Lines Tabbed Window

After the contract header information is created, the next step is to define the individual lines. If the contract document is created by copying from another contract or template—the line information is duplicated and you can change the specific information for the new document.

### ►► To create and update line numbers on your contract:

1. Navigate to the Contract Authoring Workbench.
2. Select the Contract Lines tab.
3. If you are viewing a line that has been previously created, select that line in the left pane tree hierarchy.

The line information displays in the right pane window.

4. If you are creating a new line, select either the top level to create a new line, or any node in the tree hierarchy to create a level beneath the line. Choose New.

The tree hierarchy displays a node titled New Line in the left pane, and a blank Contract Lines window in the right pane.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Main**

Line Number: **0004** Start Date: **21-OCT-2002**

Status: **Entered** End Date: **20-OCT-2003**

Line Style: **Item** Due Date: **...**

Project: **...** Days ARO: **...**

Task: **...**

Item: **AS30001** **Heavy Duty Aircraft Engine Assembly**

Line Description: **...**

Customer Item: **FP1234** National Stock Number: **4421.62-772-2004**

☐ Not Separately Priced

| Line Quantity | UOM       | Unit Price          | Line Value        | Line Total |
|---------------|-----------|---------------------|-------------------|------------|
| <b>17</b>     | <b>Ea</b> | <b>34,200.00000</b> | <b>581,400.00</b> | <b>...</b> |
|               |           | <b>Not Firm</b>     | <b>...</b>        | <b>...</b> |

☒ Billable ☒ Subcontracted

☒ Shippable ☐ Drop Shipped ☐ Completed

Comment: **...**

Go To Action

5. Enter the Line Number.
6. The Status field value is blank when you are creating a new line. After the line is created it displays the stage that this line is in the contract cycle.  
The Status field value reflects the status of the new line.
7. Select a style for the line in the Line style field.  
Each line on the contract can be a different style type for contracting inventory items, services, or data items.
8. At the contract line and sub-line level, optionally you can assign any of the following values.
  - Master project
  - Master project and task
  - Subproject
  - Subproject and task

[See: Projects Window, on page B-5](#)

9. In the Dates fields, enter the information that is applicable.
  - Start Date, this value is defaulted from the Contract Header window.
  - End Date is entered when this contract line is closed
  - Due Date is the date this line item is due to the customer
  - Days ARO is the number of days after the receipt of the order that is due to the customer

10. If this line is for a part listed in Oracle Inventory's Item Master file, enter that number in the Item field.

The description automatically displays.

11. If this line is for a part not defined in the Items window, enter a specific description in the Line description field.
12. Optionally, you can enter a Customer Item number—if applicable.
13. Optionally, enter the National Stock Number if this is a government contract and a number is given for cataloging and stocking parts.
14. Check the Not Separately Priced check box if the price for this item is included in a rollout price on this document. If this box is checked, the Unit Price field is disabled.
15. Enter the number of items for this line in the Line Quantity field. The default unit of measure displays in the UOM field, and this value can be changed.
16. The Firm and Not Firm buckets for Unit Price and Line value fields separate prices that are either definitized or negotiated final prices (Firm), or undefinitized or option lines (Not Firm). Enter prices in the appropriate fields.

For separately priced items, enter a value in the Firm or Not Firm Unit Price field

For items bought in bulk or a lot, enter a value in the Firm or Not Firm Line Value field.

17. The Line Total field displays the results of the Calculate Totals function

This rollout function is accessed from the Tools menu; it sums the value of the selected line, and any sublines under this line. See: [Calculating Contract and Line Totals on page 3-43](#)

18. Mark the check boxes that are applicable for this line indicating if this item is Billable, Shippable, Subcontracted, Drop Shipped, and Completed.

This information is supplied to the Deliverable Tracking system window to monitor the line activity. See: [Deliverable Tracking System Window on page 5-2](#).

19. Enter any descriptive information for this line in the Comment text field.
20. Save your work.

## Financial Region in the Contract Lines Tabbed Window

The Contract Lines financial region is used for negotiated contract costing data. This region includes fields and check boxes to flag information used for reporting, check boxes to enable billing transactions, and descriptive text documenting pricing justifications.

### ►► To add costing information for contract lines:

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Select a line and the Contract Lines tab, select Financial in the pull down menu.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Financial**

Target Date of Definitization: **31-OCT-2002**

Discount for Prompt Payment:

Cost of Sale Rate:

☒ Financial Control Verified  
☒ Definitized  
☐ Bill Without Definitization  
☐ DCAA Audit Required  
☐ Cost of Money Applies

☐ Interim Report Required  
☒ Not To Exceed Warning Required  
☐ Cost Schedule Status Report Applies  
☐ Earned Value Analysis Applies

**Prepayment**

Amount:

Percentage: **15**

**Progress Payment Applies**

Rate:

Liquidation Rate:

Alternate Liquidation Rate:

Basis of Estimates Description:

Go To Action

3. In the upper region of the window, optionally you can enter reporting information in the fields.

This includes Target Date of Definitization, Discount for Prompt Payment, and Cost of Sale Rate.

4. In the lower region of the window, optionally, you can mark check boxes for reporting purposes.

This includes the following check boxes: Financial Control Verified, Definitized, Bill Without Definitization, DCAA Audit Required, Cost of Money Applies, Interim Report Required, Not To Exceed Warning Applies, Cost Schedule Status Report Applies, Earned Value Analysis Applies.

If you are using Deliverable-Based Billing, check either the Definitized or Bill Without Definitization checkboxes to enable that function. See: [Creating Billing Records for Contract Lines](#), on page 7-3.

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**Note:** Billing methods are specified for each contract on the Contract Header. See: [Defining Billing Methods for a Contract on page 3-12](#).

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5. Optionally, in the Prepayment region you can enter an amount and percentage of the line item cost your customer pays in advance.
6. In the Progress Payment Applies region, mark this check box if you want to add information about advance ongoing payments from your customers on this line.

The information in these fields indicate:

*Rate:* Enter a percentage value indicating the contract progress payment rate.

*Liquidation Rate:* Enter a percentage value indicating the reimbursement rate for the payments

*Alternate Liquidation Rate:* If you negotiated another alter rate, enter that rate here.

7. The Basis of Estimates Description box includes text explaining estimates and justifications for costs of the items on this contract document.
8. Save your work.

## Billing Region in the Contract Lines Tabbed Window

The Contract Lines Billing region is used for billing information. This region is divided into two sections, one for cost data and one for fee data, used for billing.

### ►► To add billing information for contract lines:

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Select a line and the Contract Lines tab, select Billing in the pull down menu.
3. In the Billing Method field, you can change the default billing method assigned from the Contract Header.

Billing methods are specified for each contract on the Contract Header. See: [Defining Billing Methods for a Contract on page 3-12](#). The methods you have selected in the Define Billing Methods window display in the list of values for this field.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Billing**

Billing Method: **Cost-Plus-Award-F...** Line Value: **35,712,000.00**

**Cost**

Total Estimated Cost: **33,876,029.00** Ceiling Cost:

Cost Share Customer %:  Level of Effort Hours:

**Fee**

Award Fee:  Award Fee Pool Amount: **550,791.00**

Base Fee: **1,285,180.00** Fixed Fee:

Minimum Fee:  Initial Fee:

Maximum Fee:  Final Fee:

Final Fee Adjustment Formula:

Go To Action

4. Use the Cost region to enter data applying to this line. This includes the following fields: Total Estimated Cost, Cost Share Customer Percentage, Ceiling Cost, Level of Effort Cost.
5. Use the Fee region to enter data if this line is priced at a fee rate. This includes the following fields: Award Fee, Base Fee, Minimum Fee, Maximum Fee, Award Fee Pool Amount, Fixed Fee, Initial Fee, Final Fee, Final Fee Adjustment Formula.
6. Save your work.

## **Additional Billing Region in the Contract Lines Tabbed Window**

The Contract Lines Additional Billing region is used to group information for different contract types for billing purposes. This region is divided into three sections—Incentive, Indefinite Delivery, and Other—to collect information for lines that are billed in different manners.

### **►► To add additional billing information for contract lines:**

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Select a line and the Contract Lines tab, select Additional Billing in the pull down menu.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

F42620-01-C-24896

- 0001
- 0002
- 0003
- 0004
- 0005

Contract Header | **Contract Lines** | Parties and Contacts | Terms and Conditions | Articles | Administration

**Additional Billing**

**Incentive**

|                                                      |                                       |                           |                                       |
|------------------------------------------------------|---------------------------------------|---------------------------|---------------------------------------|
| Target Cost                                          | <input type="text" value="1,050.00"/> | Ceiling Price             | <input type="text" value="3,500.00"/> |
| Target Fee / Profit                                  | <input type="text" value="500.00"/>   | Cost Overrun Share Ratio  | <input type="text"/>                  |
| Target Price                                         | <input type="text" value="3,500.00"/> | Cost Underrun Share Ratio | <input type="text"/>                  |
| Final Profit Adjustment Formula <input type="text"/> |                                       |                           |                                       |

**Indefinite Delivery**

|                  |                      |                          |                      |
|------------------|----------------------|--------------------------|----------------------|
| Fixed Quantity   | <input type="text"/> | Estimated Total Quantity | <input type="text"/> |
| Minimum Quantity | <input type="text"/> | Number of Options        | <input type="text"/> |
| Maximum Quantity | <input type="text"/> |                          |                      |

**Other**

|               |                                       |                               |                      |
|---------------|---------------------------------------|-------------------------------|----------------------|
| Initial Price | <input type="text" value="3,200.00"/> | Material Cost Index           | <input type="text"/> |
| Revised Price | <input type="text"/>                  | Labor Cost Index              | <input type="text"/> |
|               |                                       | Date of Price Redetermination | <input type="text"/> |

Go To Action

3. Enter information in the Incentive region if this is an incentive type line for this contract.

Incentive contracts are agreements where the buyer and seller agree to a target cost and maximum price. Cost savings, as well as cost overruns, are shared between buyer and seller. Enter values in the following fields: Target Cost, Target Fee/Profit, Target Price, Ceiling Price, Cost Overrun Share Rate, Cost Underrun Share Rate.

4. Enter information in the Indefinite Delivery region if this is an indefinite delivery line item.

Indefinite delivery contracts typically define a minimum or maximum quantity for the entire contract. The cost or pricing arrangement is for an estimated quantity. Enter values in the following fields: fixed Quantity, Minimum Quantity, Maximum Quantity, Estimated Total Quantity, and Number of Options.

5. The Other region is used to collect information for contract lines that are classified as redetermination and economic price adjustment contracts.

A redetermination contract establishes an initial price and a time for negotiating a price adjustment. An economic price adjustment contract uses labor and material costs compared to price indexes for price adjustments. Enter values in the following fields: Initial Price, Revised Price, Material Cost Index, Labor Cost Index, and Date of Price Redetermination.

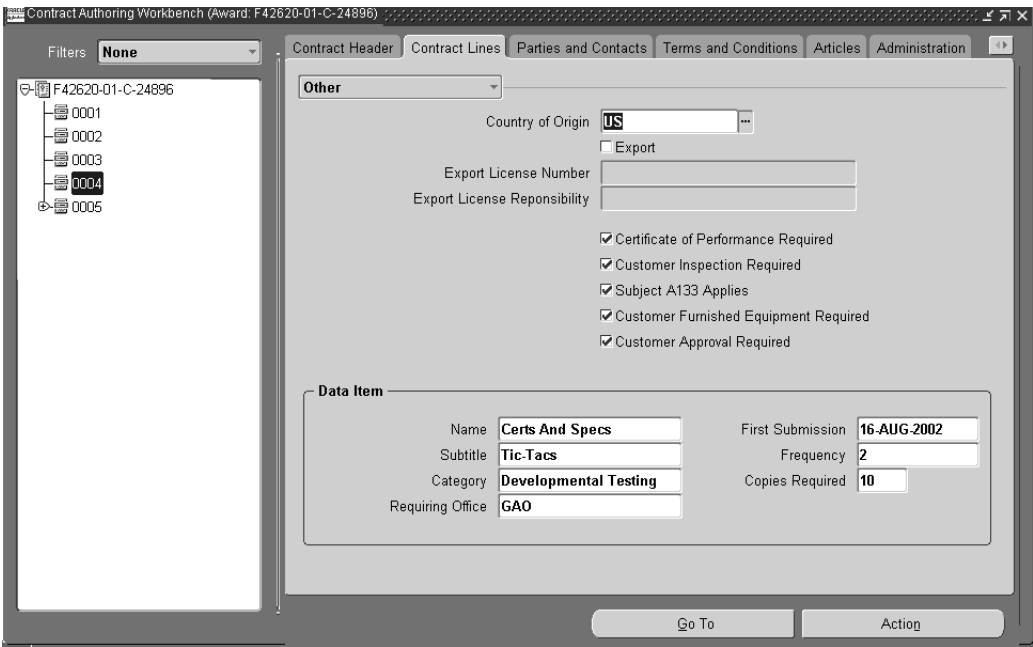
- 6. Save your work.

## Other Region in the Contract Lines Tabbed Window

The Contract Lines Other region is used to add additional line item data for export, inspection regulations, and data item information.

►► **To add export, inspection regulations, or data item information for a contract line:**

- 1. Select a contract document and navigate to the Contract Authoring Workbench.
- 2. Select a line and the Contract Lines tab, select Other in the pull down menu.



3. If this line item is to be shipped to another country, select a value in the Country of Origin field.
4. Check the Export check box to enable the Export Licence Number and Export License Responsibility fields. Optionally, you can enter values in those fields.
5. Optionally, you can mark any of the five check boxes used for performance and inspection regulations.

The check boxes are: Certificate of Performance Required, Customer Inspection Required, Subject A133 Applies, Customer Furnished Equipment Required, and Customer Approval Required.

6. The Data Item region is enabled when the line style type is data item, also called Contract Data Requirements List (CDRL). Data items can include specifications, standards, drawings, associated lists, manuals, and reports.

Optionally you can enter information in the following fields: Name, Subtitle, Category, Requiring Office, First Submission date, Frequency, and Copies Required. This information is defaulted to the Deliverable Tracking System window when you are tracking submissions of these materials. See: [Tracking Drawing or Report Submissions](#) on page 5-11.

7. Save your work.

## Splitting Lines on a Contract Document

You may want to divide the quantity on your contract lines in order to have separate deliveries defaulted to the Deliverable Tracking System. You can split lines into sublines in the Contract Authoring Workbench through the Actions menu.

After the line is split, the price information for the sublines is calculated in the following way:

- Lines with Unit Price values, the original unit price defaults to the sublines
- Lines with Line Value data, the line value is null and can be updated in the Contract Lines tabbed window

### ►► To split contract lines:

1. Navigate to the Contract Lines tabbed window, and select the line you want to divide.
2. Choose Action, and select Split Line.

The Split Line window displays.

| Line Number | Line Style | Quantity | Due Date |
|-------------|------------|----------|----------|
|             |            |          |          |
|             |            |          |          |
|             |            |          |          |
|             |            |          |          |
|             |            |          |          |
|             |            |          |          |
|             |            |          |          |

Clear Split Cancel

3. In the Line Number field, enter the number or designation the subline.
4. Select a style type in the Line Style field.
5. In the Quantity field, enter the split quantity. Select a date in the Due Date field.
6. Enter the Line number, Quantity, and Due Date information in the next row.

---

**Note:** You must have at least two rows of data, and the total quantity of the sublines must equal the original quantity of the line.

---

7. Choose Split to save your work.

## Parties and Contacts

The Parties and Contacts window is used to indicate specific groups and people associated with each contract, and the roles they have in the contract. The window has 4 regions: Parties, Affirmative Action, Government, and Contacts. There are two modes, Maintain and View:

- The View mode displays all the Parties and Contacts from the Contract Header level, this information defaults to the contract line level.
- The Maintain mode is used to add, change, or delete the header information for individual lines that use different values.

**» To create or change parties and contact information on your contract:**

1. Navigate to the Parties and Contacts window and select the Maintain mode from the pull-down menu.
2. Select either the contract level, or individual contract lines.
3. In the Parties region, enter information about the specific parties.
  - Role: The name for the specific activity. For example, you can have a party that is a customer, contractor, ship to location, or funding entity.

---

**Note:** If you assign a role of Customer or Contractor, the name displays in the Customer or Contractor fields on the Summary tab. If more than one record exists for either customer or contractor, Multiple displays in the respective fields.

---

- Name: The name of this role, for example, the city for a shipping location.
- Party Known As: Any other familiar name used for this party.
- Contract Alias: You can indicate any alias created for this contract.

The screenshot shows the Contract Authoring Workbench interface for Award F42620-01-C-24896. The interface includes a sidebar with a tree view of contract sections (0001, 0002, 0003, 0004, 0005) and a main panel with tabs for Contract Header, Contract Lines, Parties and Contacts, Terms and Conditions, Articles, and Administration. The 'Parties and Contacts' tab is active, displaying the 'Parties' section with a 'Maintain' button and a table of roles and names. Below this are sections for 'Affirmative Action' (Minority Group, Small Business, Women Owned) and 'Government' (Code, Facility). The 'Contacts' section at the bottom has a table for roles, sequence numbers, and names.

| Role              | Name                  | Party Known As | Contract Alias |
|-------------------|-----------------------|----------------|----------------|
| Bill To           | Oakton (PJM) (1242)   |                |                |
| Contract Customer | Department of Defense |                |                |
| Fund By           | Department of Defense |                |                |
| Mark For          | Oakton (PJM) (1242)   |                |                |

| Role | Sequence # | Name |
|------|------------|------|
|      |            |      |
|      |            |      |
|      |            |      |

4. In the Affirmative Action region, you can indicate if this contract is awarded to a group defined as a Minority Group. And if applicable, if it is either small business or women owned type of minority.
5. In the Government region, enter any applicable government code or government facility used for this contract.
6. In the Contacts region, you can select information for individuals to communicate with regarding the contract.
  - Role: The specific activity this person is doing.
  - Sequence Number: The order designated to contact this person when you have a list of people.
  - Name: The name of the individual.
7. Save your work.

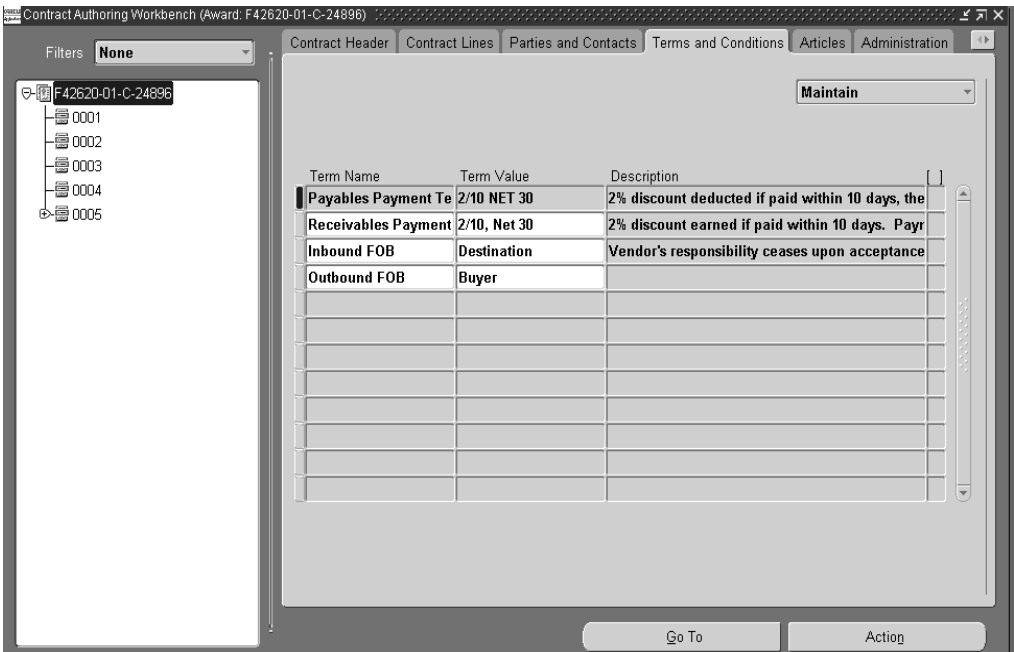
## Terms and Conditions

Terms and conditions represent the clauses and other sections of a contract document that contain clarifying language about rules and procedures. They include text for payment, consignment, and contract line specific terms. The Terms and Conditions window provides the repository to associate these clauses with a specific document. There are two modes, Maintain and View:

- The View mode displays all the Terms and Conditions available on the contract from the Contract Header level.
- The Maintain mode is used to add individual line level terms and conditions.

### ►► To add or change terms and conditions to your contract:

1. Navigate to the Terms and Conditions window and select the Maintain mode from the pull-down menu.
2. Select either the contract level, or individual contract lines.
3. In the Term Type field, select a type indicating the area this concerns such as shipping, receiving, or budget.
4. Select the name of the term in the Term field.



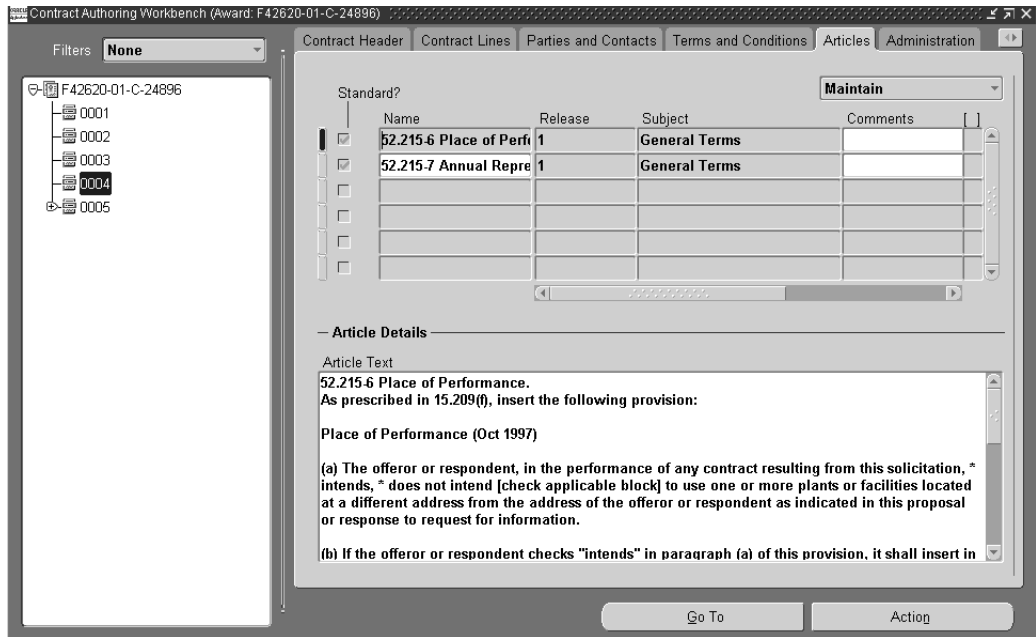
- 5. Select the Term Value.  
For example, if this is a payment term, you might select 2 percent for net 30 days. The data displays for this value in the Effective From and To date, and description fields.
- 6. Save your work.

Articles Tabbed Window

Articles represent standard or non-standard text clauses. The Articles window is the place that you associate the articles to the specific contract. Standard clauses can be referenced on a contract; non-standard ones can be copied from standard ones. Referenced standard clauses can not be changed for a specific contract. There are two modes, Maintain and View:

- The View mode displays all the contract articles from the Contract Header level, this information defaults to the contract line level.

- The Maintain mode is used to modify the articles per individual lines—either to stipulate if specific articles are not applicable, or to insert other provisions for the line.



### ►► To associate or add information to the articles on your contract:

1. Navigate to the Articles window and select the Maintain mode from the pull-down menu.
2. Select either the contract level, or individual contract lines.  
You can associate both standard and non-standard clauses to your contract.
3. For standard article clauses, check the Standard check box.
4. Place the cursor in the Name field to access the list of values for the names of the articles defined in your organization.  
The Standard Article Sets window displays.
5. Select an article, and choose Copy.

Information for this article displays in the Release and Subject fields. In the Article Details region, the wording for this article displays in the Article Text box.

6. Optionally, you can add any descriptive text in the Comments field.
7. For non-standard article clauses, uncheck the Standard check box.
8. Enter the article name in the Name field.
9. Optionally, you can select a value in the Subject field, and add any descriptive text in the Comments field.
10. Enter the text of this article in the Article Details region, in the Article Text box.
11. Save your work.

## Administration Tabbed Window

The Administration tabbed window is divided into two regions. The upper region enables you to associate approval workflow processes to contract documents, submit, and monitor the workflow process. The lower region enables you to assign employees to contract roles.

### ►► To associate a workflow process to your contract:

1. Navigate to the Administration window.
2. In the Type field, select a class of workflow from list of values

The screenshot shows the 'Administration' tab in the Contract Authoring Workbench. The window title is 'Contract Authoring Workbench (Award: F42620-01-C-24896)'. The left sidebar shows a tree view of contract documents, with 'F42620-01-C-24896' selected. The main area is divided into two sections.

**Workflow Association Section:**

| Type    | Workflow Name          | Process Name       | Active?                  |
|---------|------------------------|--------------------|--------------------------|
| Approve | APPROVAL PROCESS OKE-1 | K_APPROVAL_PROCESS | <input type="checkbox"/> |
|         |                        |                    | <input type="checkbox"/> |
|         |                        |                    | <input type="checkbox"/> |
|         |                        |                    | <input type="checkbox"/> |
|         |                        |                    | <input type="checkbox"/> |
|         |                        |                    | <input type="checkbox"/> |

Buttons: Monitor, Start

**Employee Assignment Section:**

| Employee        | Role                   | Start Date  | End Date    |
|-----------------|------------------------|-------------|-------------|
| Adams, Mr. Paul | Contract Administrator | 14-AUG-2001 | 29-AUG-2002 |
|                 |                        |             |             |
|                 |                        |             |             |
|                 |                        |             |             |
|                 |                        |             |             |

Buttons: View Assignments, Go To, Action

3. Select a workflow in the Workflow Name field.
4. Choose Start to initiate the Workflow process.  
The Active? checkbox is checked when the workflow is running.
5. Choose Monitor to navigate to the Workflow Monitor to view the status of this process.

This is a tool that enables you to view the status of a specific instance of a workflow to identify the activity currently being executed for the process. See: [Oracle Workflow Monitor](#), [Oracle Workflow User's Guide](#) See: [Oracle Workflow Monitor](#), [Oracle Workflow User's Guide](#)

6. If you want to assign employees to roles, select the appropriate values in the Employee, Role, Start Date, and End Date fields.
7. Save your work.
8. Choose View Assignments to display all assignments relevant to this document.  
See: [Security Roles and Assignments Windows](#), on page B-3

**See Also**

[Setting Up Oracle Workflow](#), [Oracle Workflow User's Guide](#)

[To Schedule Background Engines](#), [Oracle Workflow User's Guide](#)

[Reviewing Notifications via Electronic Mail](#), [Oracle Workflow User's Guide](#)

## Standard Notes Tabbed Window

The Standard Notes window is used to enter and view information such as packaging, shipping, or any other kind of instruction you want to put on a contract document. There are two modes, Maintain and View:

- The View mode displays all the contract standard notes from the Contract Header level, this information defaults to the contract line level.
- The Maintain mode is used modify the notes per individual lines—either to add notes specific to a line, or stipulate if a note is not applicable.

### **► To add standard note information to your contract:**

1. Navigate to the Standard Notes window.
2. In the Name field enter a designation for this note, select a value in the Type field, and enter any applicable data in the Description field.
3. Check the Default Down check box if you want notes to pass on to individual contract lines. You can change these defaults at the line level.

4. In the Article Details region, enter or paste any textual information in the Standard Note Text box.
5. Save your work.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Articles: 0001, 0002, 0003, 0004, 0005

Standard Notes

Maintain

| Name               | Type           | Description                      |
|--------------------|----------------|----------------------------------|
| Label Instructions | Shipping Notes | Sub set of labeling instructions |
|                    |                |                                  |
|                    |                |                                  |
|                    |                |                                  |
|                    |                |                                  |
|                    |                |                                  |

Details

Standard Note Text

**Physical Marking of items:**

MIL-STD-130: Items shall be marked in accordance with MIL-STD-130. The National Stock Number (NSN), and when assigned, the Configuration Item Identifier (CII), serial number, and military type designation information shall be marked on major assemblies, units, groups, and sets. Special attention must be given to requirements governing the application of the actual manufacturer's Federal Supply Code for Manufacturers (FSCM) to the physical item. Items which are excluded in accordance with paragraph 1.1 of MIL-STD-130, revision J, shall be marked in accordance with the appropriate document

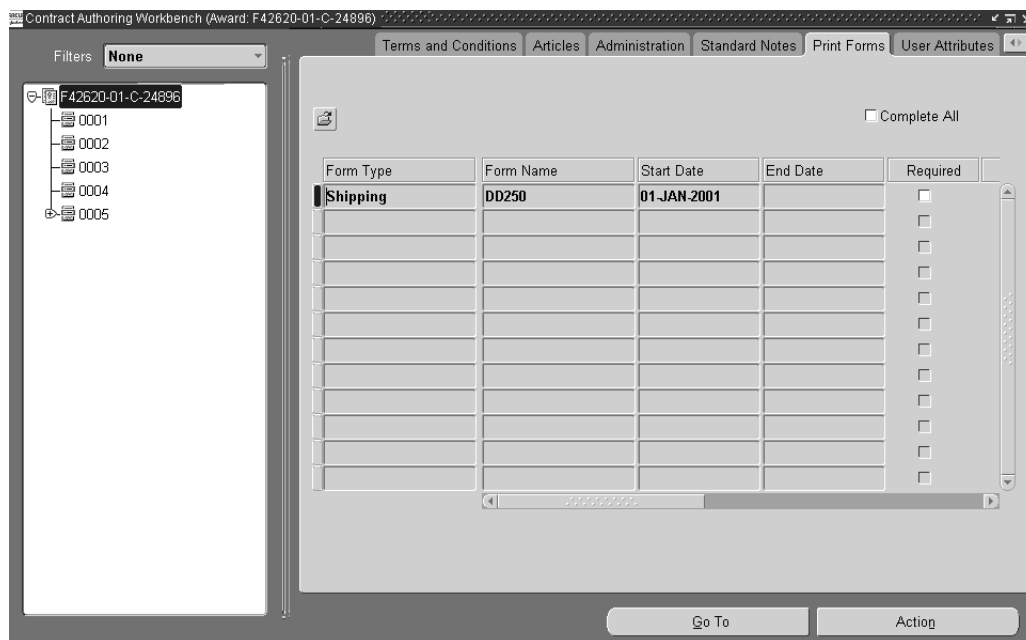
Go To Action

## Print Forms Tabbed Window

This window is used to define the printing forms a customer or government agency requires for shipping, billing, and so forth.

**DD. To define printing forms used for a contract or contract line:**

1. Navigate to the Print Forms window.
2. A Completed checkbox in the scrolling region is used to indicate if all the requirements of the form have been met. You can mark the Complete All checkbox in the upper region of the window to indicate that required forms have sufficient data to fulfill their requirements.



- 3.** Select values in the Form type and Form Name fields.

The Start Date and End Date fields display information created in the Print Forms tabbed window of the System Setup window. See: [Creating Data in the System Setup Window](#), on page B-5.

4. Mark the applicable checkboxes regarding information about this form.
  - Required indicates if this form is mandatory
  - Customer Furnished indicates that your customer is supplying the form
  - Completed indicates that the requirements of the form have been met
5. In the Description field you can enter any textual information for this form.
6. Save your work.

## User Attributes Tabbed Window

The User Attribute window is used to define descriptive flexfield context. Descriptive flexfields are user defined to provide customization on windows for tracking additional information and data unique to your business.

Contract Authoring Workbench (Award: F42620-01-C-24896)

Filters: **None**

Tree View: 0001, 0002, 0003, 0004, 0005

| User Attribute Group | Description         |
|----------------------|---------------------|
| Local Data Elements  | Local Data Elements |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |

Local Data Elements Segment 1 Local Data Elements Segment 2

Global 1.Global 2.Local Data Elements.Local 1.Local 2

Go To Action

When you select a value in the user Attribute field, a pop-up window displays the prompts created in the Descriptive Flexfields windows.

### See Also

[Overview of Flexfields, \*Oracle Applications User's Guide\*](#)

[Entering Data in a Descriptive Flexfields Window, \*Oracle Applications User's Guide\*](#)

## Creating Templates for Contract Documents

You can use templates to create contract documents. Templates are documents with predefined structure and default values. You can select any working contract document to save as a template, and later create a new contract document by copying the template.

When you create a new contract document from a template, you can copy all values and information from the template document with the exception of the Award Date, Project, and Due Date values. This includes the line information, parties, articles, terms and conditions, standard notes, and organizations.

### ►► To create a new template from an existing contract document:

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Choose Action.
3. Select Save As Template  
The Save As Template window displays.
4. Enter a value in the Template Number field.
5. Choose OK to save your work.

This template number is now available when you are creating a new document.  
See: [Creating A New Contract Document](#), on page 3-3.

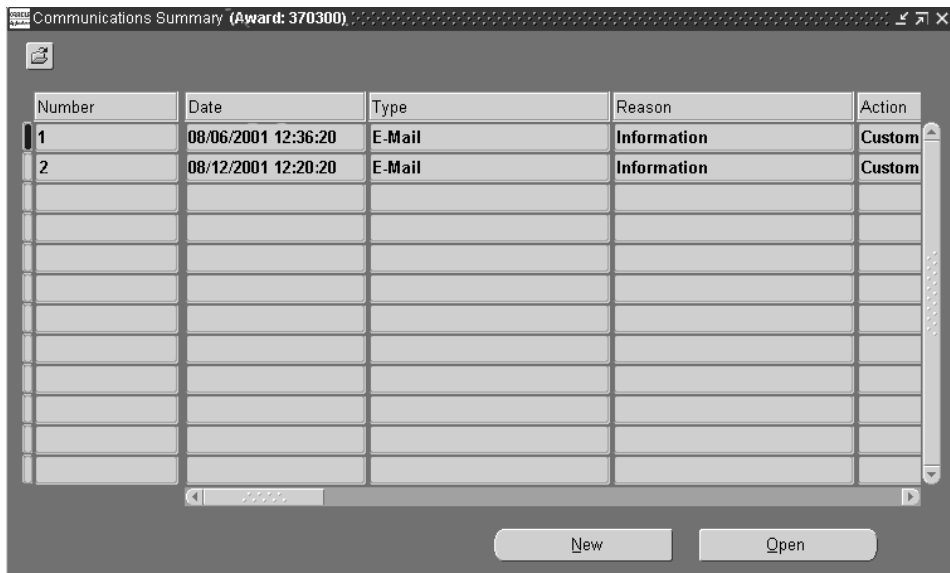
## Viewing and Logging Contract Communications

The Communications Summary window enables you to add and view electronic exchanges—furnishing an audit trail for contractual communications. This information can consist of logged conversations between contracting parties, internal memoranda, and other exchanges such as electronic mail or text files.

**► To view and add communication information to a contract:**

1. Select a contract document and navigate to the Communications Summary window.

The communications for this contract are listed by Number. This window also outlines date, communication type, contact names, contract document lines, project and task, and funding information.



2. To view detailed information, select a record and choose Open.

The Contract Communications window displays. Information for this communication number is displayed in three areas:

- The upper region of the window displays the date, type, and reason for this communication. The Party region lists the parties and contracts for this record, the Action region shows if there is a response.
- The Communication Text tabbed window is used to enter or paste textual information.
- The Reference tabbed window is used to associate Contract, Project and Funding references with this communication number.

The screenshot shows a window titled "Contract Communications (Award: 370300)". It contains several input fields and tabs. The "Number" field is set to "1" and the "Date" field is set to "08/06/2001 12:36:20". The "Type" field is set to "E-Mail" and the "Reason" field is set to "Information". The "Party" section includes fields for "Role" (set to "Contract Customer"), "Party" (set to "Department of Defense"), "Location", and "Contact". The "Action" section includes fields for "Action" (set to "Customer Letter"), "Owner" (set to "Adams, Mr. Paul"), and "Priority". At the bottom, there are two tabs: "Communication Text" and "References". The "Communication Text" tab is active, showing a text area with the text: "The Communications Summary window enables you to add and view electronic exchanges."

3. To create a new record for this contract document, choose New.
4. In the Contract Communications window, enter a value in the Number field for this communication.  
The current date and time automatically displays.
5. Select a value for communication type in the Type field, and optionally, a reason for this exchange.
6. Optionally, in the Party region select values in the Role, Location, and Contact fields. The Party automatically displays for this Role value.
7. In the Action region, select your response in the Action field. Optionally, you can select values in the Owner and Priority fields.
8. In the Communication Text tabbed window, enter or paste textual information. For example, you can paste an email communication or record the information from a telephone conversation.

**Contract Communications (Award: 370300)**

Number:  Type:   
 Date:  Reason:

**Party**

Role:   
 Party:   
 Location:   
 Contact:

**Action**

Action:   
 Owner:   
 Priority:

**Communication Text** | **References**

**Contract References**

Line:  ...  
 Deliverable:   
 Change Request:

**Project References**

Project:   
 Task:

**Funding References**

Party:   
 Reference 1:   
 Reference 2:   
 Reference 3:

[ ☐ ]

9. The Reference tabbed window is used to associate, if applicable, Contract, Project and Funding references with this communication.
  - In the Contract References region, you can select the line number, deliverable number, and change request number.
  - In the Project References region, you can select a project and task.
  - In the Funding References region, you can select a party and up to three references.
10. Save your work

## Comparing Contract Versions

Changing, or creating new versions, of contract documents may occur numerous times for a contract. In Oracle Project Contracts, you can create different contract versions either manually or through the workflow process within the Change Management functionality. Every new version of a contract is displayed in the History tabbed window of the Contract Organizer.

You can also compare versions of a contract document to see the specific changes. This is available in a self service inquiry mode—accessing a report through a browser window. The report displays columns with the changes made in fields on each version selected.

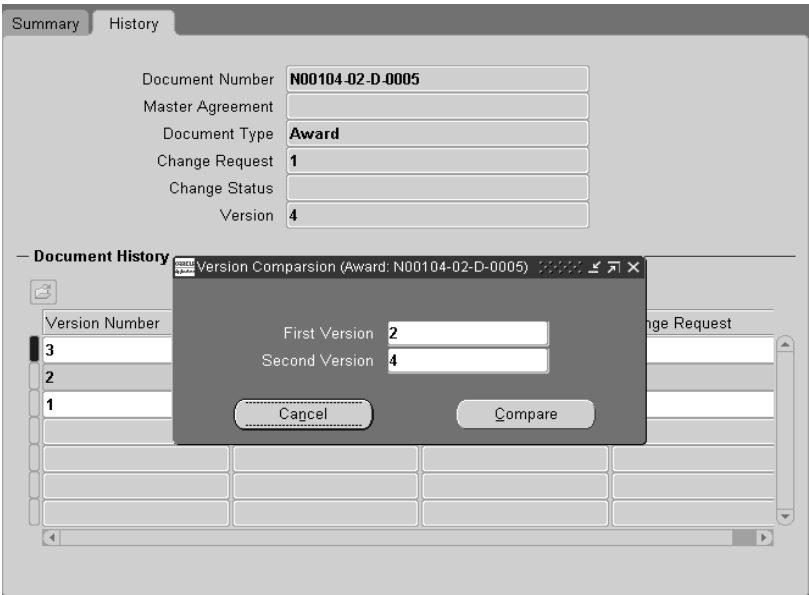
**See Also**

[Creating New Versions of a Contract Document, on page 6-2](#)

[Viewing Contract Information, on page 2-4](#)

**►► To compare different versions of a contract:**

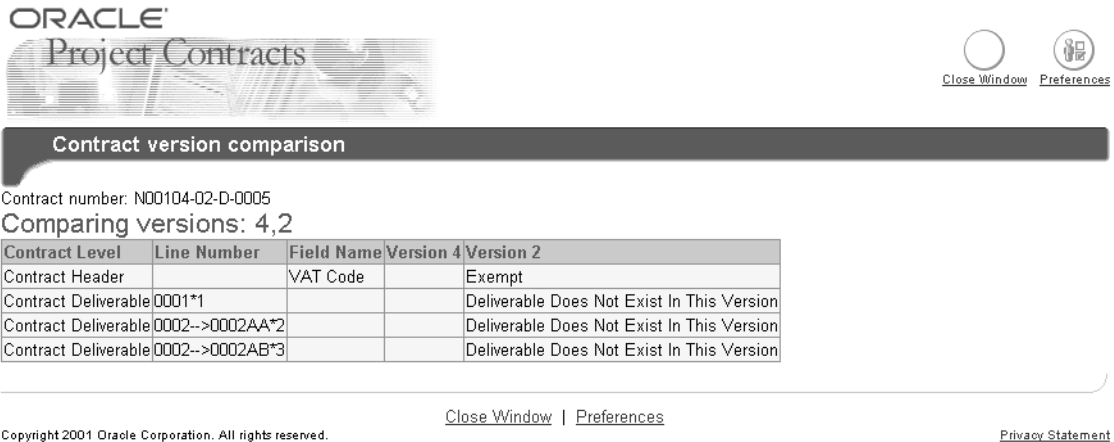
- 1. Navigate to the Contract Organizer and select your contract.
- 2. Select the History tab.  
The number of versions displays in the Version field.
- 3. Choose View to display the Actions menu, and select Compare Versions.  
The Version Comparison window displays.



- 4. Select values in the First Version and Second Version fields for the documents you want to compare.

5. Choose Compare to display the report.

The report only displays columns that show a difference in the versions selected.



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Project Contracts

Close Window Preferences

**Contract version comparison**

Contract number: N00104-02-D-0005  
Comparing versions: 4,2

| Contract Level       | Line Number     | Field Name | Version 4 | Version 2                                  |
|----------------------|-----------------|------------|-----------|--------------------------------------------|
| Contract Header      |                 | VAT Code   |           | Exempt                                     |
| Contract Deliverable | 0001*1          |            |           | Deliverable Does Not Exist In This Version |
| Contract Deliverable | 0002-->0002AA*2 |            |           | Deliverable Does Not Exist In This Version |
| Contract Deliverable | 0002-->0002AB*3 |            |           | Deliverable Does Not Exist In This Version |

Close Window | Preferences

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## Calculating Contract and Line Totals

You can calculate the value of a firm contract line or an entire contract by generating a rollup function. The rollup values display in several places depending on the rollup type selected:

- If you are calculating the entire contract total, the value displays in the Contract Total field, on the Contract Header tab, of the Contract Authoring Workbench
- If you are calculating the value for a firm line, or the sublines feeding into a specific line, the result displays in the Line Total field, on the Contract Lines field, on the Contract Authoring Workbench
- You also have the option to move the subline totals into the Line Value field for the primary line

### ►► To calculate contract and line totals:

1. Select your contract and navigate to the Contract Authoring Workbench.
2. In either the Contract Header or Contract Lines tab, select Calculate Totals from the Tools menu.

---

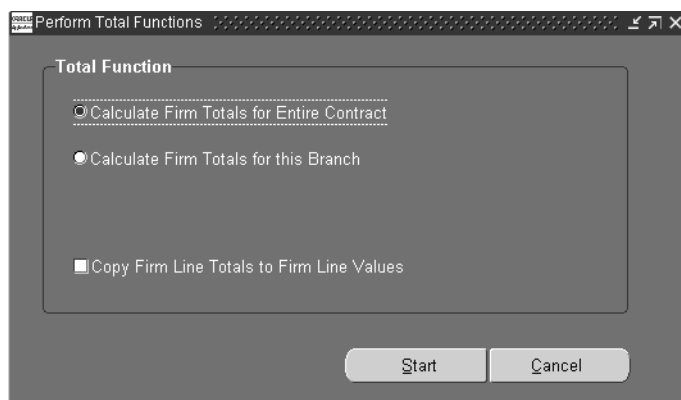
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**Note:** You must select a line in the Contract Lines tab to enable the Calculate Totals function.

---

---

The Perform Total Function window displays.



3. Choose one of the rollup options:

- *Calculate Firm Totals for Entire Contract:* Adds the values of all the lines on the contract.

This is calculated by multiplying the value in the Line Quantity field, by the value in the Firm Unit Price field. The totals for all the lines are then summed. The result displays in the Contract Total field, on the Contract Header tab, of the Contract Authoring Workbench.

- *Calculate Firm Totals for this Branch:* Sums the value of the selected line, and any sublines for this line.

This is calculated by multiplying the value in the Line Quantity field, by the value in the Firm Unit Price field. The result displays in the Line Total field in the Contract Lines tab.

4. Use the Copy Firm Line Totals to Firm Line Values check box to copy the subline roll up values into the Line Value field for primary lines.

5. Choose Start to generate your selected rollup type.

The Contract Authoring Workbench refreshes to the Contract Header tab, and the results display in the fields specific to the rollup selected.



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# Funding

This chapter describes contract funding and includes the following topics:

- [Overview of the Funding Workbench](#) on page 4-2
- [Creating Funding Records](#) on page 4-3
- [Using the Funding Workbench](#) on page 4-7
- [Multi-Currency Funding](#) on page 4-9
- [Viewing Funding History Information](#) on page 4-11
- [Creating and Updating Fund Allocations](#) on page 4-12
- [Creating and Viewing Funding Pools](#) on page 4-14

## Overview of the Funding Workbench

The Funding Workbench is used for defining and tracking contract financing. You can create a contract with one customer funding the total contract value, create a contract with several customers, use a single or multi-currencies, and employ a funding pool for multiple contracts. You can modify your funding and create different versions to create an audit trail. The features in Project Contracts funding includes:

- **Funding Pools:** You have the ability to fund multiple contracts from a pool.
- **Allocate Funding to Lines:** Funding at the contract level is allocated to contract lines, projects, and tasks.
- **Create a PA agreement in Project Contracts** in any currency without entering conversion information
- **Funding Limits:** You are able to designate funding limits at the contract level, allowing for not to exceed amounts or preventing overruns of an allocation.
- **Create Funding Version with Each Contract Version:** Funding changes can be verified prior to implementing a new contract version.

## Funding Setup

Before funding a contract, setup files and information used for some of the features:

- ☐ **Set Up Project Agreements if integrating with Oracle Projects**

You can create PA Agreements in Oracle Project Contracts. However you may want to use the PA Agreements and funding set up in Oracle Projects. See: [Entering Agreements, Oracle Projects User's Guide](#)

- ☐ **Define Funding Pools**

You can define a funding pool and its related funding source. Funding sources and allocations can be defined directly through Project Contracts if you do not use funding pools.

- ☐ **Enter funding information in the Contract Authoring Workbench:**

The contract value information is entered in the Financial region, the Fund By party in the Parties and Contacts window, and the receivables terms and conditions in the Terms and Conditions window if integrating with Oracle Projects.

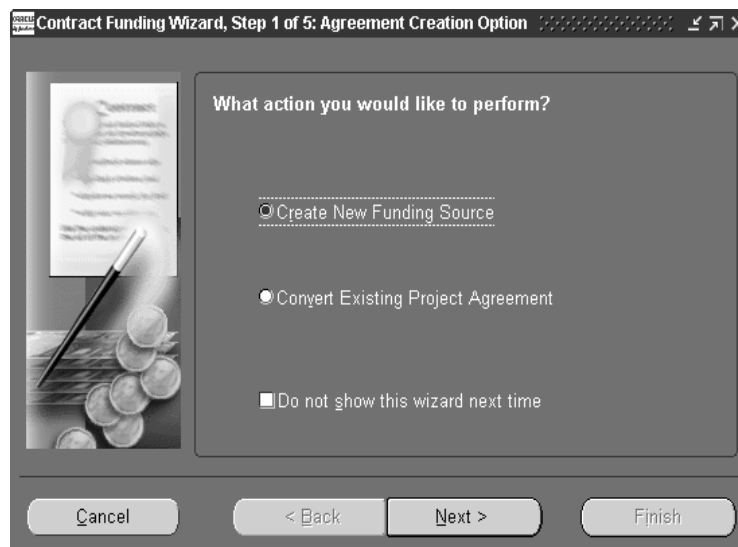
## Creating Funding Records

The Funding Workbench enables you to define and modify the source of funds used to purchase contract items. When you initially choose Funding Workbench, the Contract Funding Wizard displays in order to create a funding source.

### ►► To create funding information:

1. Navigate to Contract Funding Wizard.

The first window to display is Contract Funding Wizard, Step 1 of 4: Agreement Creation Option.



The Contract Funding Wizard supports two radio buttons and a check box. The radio buttons enabling you to:

- Create New Funding Source
- Convert Existing Project Agreement

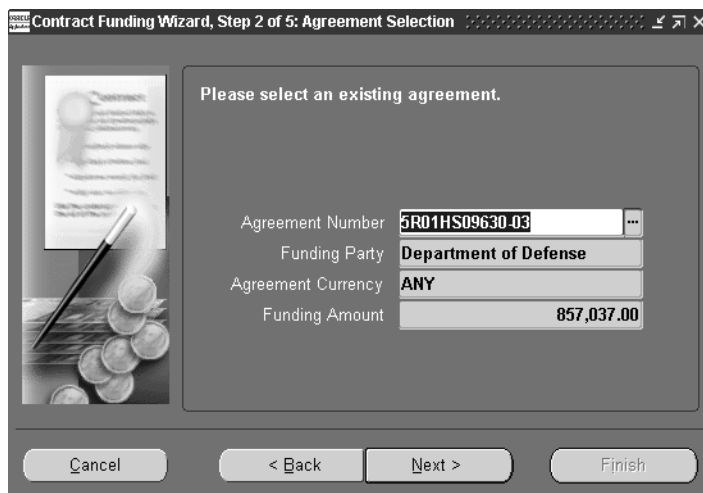
If you do not have existing project agreements to convert, you can disable the Funding Wizard by checking, Do not show this wizard next time.

2. If you choose Create New Funding Source, the Funding Workbench displays. See: [Using the Funding Workbench, on page 4-7](#).

3. If you choose Convert Existing Project Agreement, the Contract Funding Wizard, Step 2 of 4: Agreement Selection displays.

This enables you to link existing agreements created in Oracle Projects to this contract for funding.

Available agreements are those for the projects in the contract project hierarchy, using the same customer defined in the Fund By party role. When you record an agreement, you can specify payment terms for invoices against the agreement, and whether there are limits to the amount of revenue you can accrue and bill against the agreement. See: [Entering Agreements, Oracle Projects User's Guide](#)



**Contract Funding Wizard, Step 2 of 5: Agreement Selection**

Please select an existing agreement.

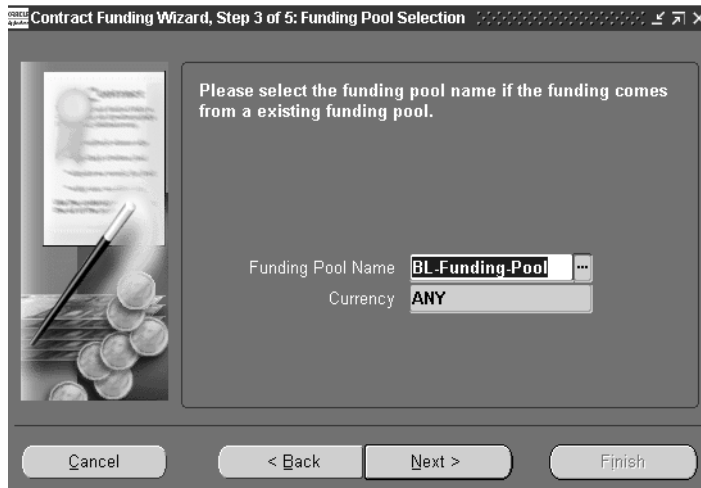
|                    |                       |
|--------------------|-----------------------|
| Agreement Number   | SR01HS09630.03        |
| Funding Party      | Department of Defense |
| Agreement Currency | ANY                   |
| Funding Amount     | 857,037.00            |

4. Select the Agreement Number you want to copy.

The Funding Party, Agreement Currency, and Funding Amount values for this agreement display.

5. Choose Next.

The Contract Funding Wizard, Step 3 of 4: Funding Pool Selection displays if the customer has associated funding pools in the same currency as the agreement currency. See: [Creating and Viewing Funding Pools, on page 4-14](#).



The screenshot shows a dialog box titled "Contract Funding Wizard, Step 3 of 5: Funding Pool Selection". On the left is a graphic of a document and coins. The main text area says: "Please select the funding pool name if the funding comes from a existing funding pool." Below this, there are two input fields: "Funding Pool Name" with the value "BL-Funding-Pool" and a dropdown arrow, and "Currency" with the value "ANY". At the bottom are four buttons: "Cancel", "< Back", "Next >", and "Finish".

6. Optionally, you can select a funding pool. The currency defined for this pool displays.
7. Choose Finish when all the data is entered.

8. If the value in the Funding Source Currency field is different than the contract document currency, choose Next to display the Contract Funding Wizard, Step 4 of 4: Currency Exchange Rate Information displays.
9. Select values in the Conversion Type and Conversion Date fields.



The image shows a screenshot of a software dialog box titled "Contract Funding Wizard, Step 5 of 5: Currency Exchange Rate Information". The dialog box has a dark gray background. On the left side, there is a small graphic showing a document with a pen and several coins. The main text area contains the following text: "Funding source currency is different from contract document currency." and "Please specify the conversion information." Below this text, there are three input fields: "Conversion Type" (a dropdown menu with a small square icon on the right), "Conversion Date" (a text box), and "Conversion Rate" (a text box). At the bottom of the dialog box, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

The calculated Conversion Rate automatically displays.

10. Choose Finish.

The Funding Workbench displays. See: [Using the Funding Workbench, on page 4-7](#).

## Using the Funding Workbench

The Funding Workbench enables you to create incremental funding for your contracts and provides the features of funding pools, multiple funding parties, hard and soft limits, and multiple currencies.

### ►► To define a funding source:

1. Select a contract and navigate to the Funding Workbench.

In the Contract region, the values in the Number, Change Request, Version, and Value fields default from the Contract Header window of the Contract Authoring Workbench.

The Total Funded Amount field is 0 until you create and save a funding record. The value in this field is the combined total from multiple funding sources for this contract.

**Funding Workbench (Award: F42620-01-C-24896)**

**Contract**

Number: **F42620-01-C-24896**

Change Request: **Mod 1**

Version: **3**

Value: **USD 77,877,777.00**

Total Funded Amount: **1,100,000.00**

**Funding Source**

Party Name: **Department of Defense**

Pool Name:

Funding Status: **Definitized**

Currency: **ANY**

Amount: **1,100,000.00**

Invoice Hard Limit: **1,000,000.00**

Revenue Hard Limit: **1,000,000.00**

Agreement Org:

Agreement Number:

**Source To Contract Currency Exchange**

Type:

Date:

Rate:

Effective From: **04-NOV-2002**

**Funding Amount Summary**

Amount: **1,100,000.00**

Allocated: **111,000.00**

Available: **989,000.00**

Initial Amount: **1,000,000.00**

Previous Amount: **1,100,000.00**

**Funding History** **Allocations**

2. In the Funding Source region, select the organization funding this contract in the Party Name field.
3. In the Agreement Org field, you can assign an agreement owning organization.

You can select any project owning organization assigned to the operating unit as the organization that owns the agreement.

4. If you want to create a PA Agreement, enter an agreement number in the Agreement Number field.

---

---

**Note:** The funding currency code is appended to all PA Agreement numbers created in a currency other than the functional currency. For example, if the agreement number entered on the Funding Workbench is 12345 and the contract is funded in United States dollars—the agreement displays in Oracle Projects as 12345-USD.

---

---

5. If you are using a funding pool, select that name in the Pool Name field.
6. In the Funding Status field, select Definitized if the information on this funding is set, or Undefinitized if other factors still need to be determined.
7. Select the funding currency in the Currency field. and in the Amount field, enter the dollar value funded by this source.
8. You can enter separate amounts in the Revenue Hard Limit and Invoice Hard Limit fields.  
  
A revenue hard limit prevents revenue accrual above the amount allocated to a project or task. An invoice hard limit prevents invoice generation above the amount allocated to a project or task.
9. The Source To Contract Currency Exchange region fields are enabled if you select a currency different from the currency selected for this contract.
10. Select the conversion type and conversion date. The conversion rate automatically displays.
11. Select the dates that this funding source is valid in the Effective From date boxes.
12. Save your work.

The Funding Amount Summary region is a view only region. It summarizes the funding for this source including Amount, Allocated, Available, Initial Amount, and Previous Amount. This information is updated as funding transactions are created.

There are two buttons at the bottom of this window:

- Funding History navigates to the Funding History window to view funding transactions listed by change request and version.
- Allocations navigates to the Allocations window where you can add, view and modify funding allocations for this contract.

►► **To define multiple funding sources:**

1. Select a contract and navigate to the Funding Workbench.

The current information for your funding source displays on the workbench.

2. In the Funding Source region, place your cursor in the Party Name field.
3. Select New from the File menu.

The Contract Funding Wizard displays.

4. Enter the new funding information in the Contract Funding Wizard.

See: [Creating Funding Records, on page 4-3](#).

5. Complete the remainder of the funding information in the Funding Workbench.
6. Save your work.

---

---

**Note:** If you create multiple funding parties for a contract, you are prompted for the specific entry in the Find Funding Sources window when you view your funding records.

---

---

## Multi-Currency Funding

Oracle Projects provides multi-currency project funding features that are incorporated into the Project Contracts Funding Workbench. These features include:

- Creating agreements in the funding currency for projects defined in other operating units with different currencies
- Currency conversion information is defined at the project level, so currency conversion attributes are not entered on the Funding Workbench
- The funding currency code is appended to the agreement number when the agreement is created in Oracle Projects.

## Setup

Multi-currency funding is enabled by checking the Enable Multi Currency Billing box in:

- ☐ The Implementation Options window in Oracle Projects, the Billing tabbed region
- ☐ The Billing tabbed region of the Currencies window accessed through the Project Options window.

The Currency window in Oracle Projects, accessed from the Options region of the Projects window

- ☐ If you want multi-currency funding for agreements across operating units, check Allow Funding Across Operating Units box in the Billing tabbed region of the Oracle Projects System Implementation Options window

The funding currency code is appended to the agreement number in the project's operating unit.

---

---

**Note:** If you enable the funding currency as the invoice processing currency, the project can only be funded in one currency.

---

---

## Viewing Funding History Information

Records summarizing funding revisions are listed on the Funding History window. The window displays the records by change request and revision number, and in order of the most current down to the initial funding transaction.

### ►► To view funding history records:

1. Select a contract and navigate to the Funding Workbench.
2. Choose Funding History.

This window displays all the revisions or versions of a contract, regardless if funding is impacted by the change.

3. Choose Close to end this inquiry.

The Funding Workbench displays again.

**Funding History** (Award: F42620-01-C-24896)

Funding Party: **Department of Defense** Initial Amount: **1,355,226.00**

— Funding Amount —

| Change Request | Version | Previous     | Change       | Current      |
|----------------|---------|--------------|--------------|--------------|
|                | 5       | 1,355,226.00 | 3,757,010.00 | 5,112,236.00 |
| P00002         | 4       | 1,355,226.00 | 0.00         | 1,355,226.00 |
|                | 3       | 1,355,226.00 | 0.00         | 1,355,226.00 |
| P00001         | 2       | 1,355,226.00 | 0.00         | 1,355,226.00 |
|                | 1       | 1,355,226.00 | 0.00         | 1,355,226.00 |
|                |         | 1,355,226.00 | 0.00         | 1,355,226.00 |
|                |         | 1,355,226.00 | 0.00         | 1,355,226.00 |
|                |         | 0.00         | 1,355,226.00 | 1,355,226.00 |
|                |         |              |              |              |
|                |         |              |              |              |

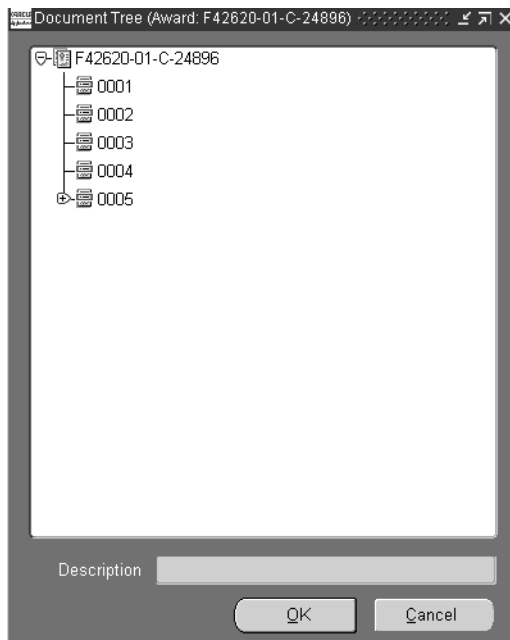
Close

## Creating and Updating Fund Allocations

The Funding Allocations window provides a centralized entry point to allocate funding amounts to contract lines, projects or tasks, and to enter funding modifications.

### ►► To create or update funding allocations:

1. Select a contract and navigate to the Funding Workbench.
2. Choose Allocations to display the Funding Allocations window.
3. You can select lines or create new records in the following ways.
  - Choose Find from the toolbar or View menu to display the Find Allocation Lines window. You can filter records using line number, project and task number, fund type, and funding status as search criteria.
  - Position the cursor in a blank Contract Line field, and select the list of values button to display the Document Tree window. This window displays all the contract lines, you can select a line to display on the Allocations window.



- Select New from the File menu to display a blank Contract Line field to enter a new record.

Fund Allocations (Award: F42620-01-C-24896)

Funding Party: **Department of Defense** Available Funding: **2,364,151.00** ☒

Currency: **USD** Available Invoice Hard Limit: **2,374,151.00**

Available Revenue Hard Limit: **3,254,445.00**

| Contract Line | Project    | Task | Fund Type   | Funding Status | Amount       |
|---------------|------------|------|-------------|----------------|--------------|
| 0001          | 093002sub1 |      | Funded Fee  | Definitized    | 15,000.00    |
| 0002          | 093002     |      | Funded Fee  | Definitized    | 10,000.00    |
| 0001          | 093002     |      | Funded Cost | Definitized    | 200,530.00   |
| 0002          | 093002     |      | Funded Cost | Definitized    | 100,000.00   |
| 0003          | 093002     |      | Fixed Price | Definitized    | 422,555.00   |
| 0004          | 093002sub1 |      | Fixed Price | Undefinitized  | 2,000,000.00 |
|               |            |      |             |                |              |
|               |            |      |             |                |              |
|               |            |      |             |                |              |
|               |            |      |             |                |              |

Contract Line Description:

Create/Update Agreement

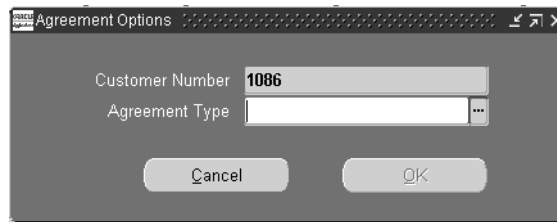
4. Select values for this allocation in the Project, Task, Fund Type, and Fund Status fields.
5. Enter the amount of this allocation, and if applicable, a invoice hard limit or revenue hard limit amount.
6. Select the Effective From and To dates, and any reference information, and the Fiscal Year.
7. In the Agreement Conversion Type, Agreement Conversion Date, and Agreement Conversion Rate fields, enter conversion information if the funding currency is different from the agreement currency.  
This is only necessary if you have not enabled multi-currency funding.
8. Save your work.
9. Choose Create/Update Agreement.

If this is a new funding source without an agreement, when you choose Create/Update Agreement for the first time, the Agreement Options window displays.

If this agreement has already been created, the record is updated in Oracle Projects.

10. The Customer Number displays in the Agreement Options window, select a value in the Agreement Type field and choose OK.

The project agreement is updated in Oracle Projects from the funding sources record



## Creating and Viewing Funding Pools

The Define Funding Pools window is used to define a funding pool and its related funding source.

### ►► To define a funding pool:

1. Navigate to the Define Funding Pools window.
2. In the Pool Name and Description fields, enter the name and description of this pool.
3. In the Administrator field, select the name of the person who is the contact for this funding pool.

4. Select the currency used for this pool in the Currency field.

Define Funding Pools

Pool Name: AGL-DOD Funding Pool      Currency: ANY

Description: AGL-DOD Funding Pool

Administrator: Black, Mr. Chris      Program: [ ]

Funding Sources

| Funding Party         | Funding Currency | Initial Funding | Current Funding |
|-----------------------|------------------|-----------------|-----------------|
| Department of Defense | ANY              | 1,000,000.00    | 1,000,000.00    |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |
|                       |                  |                 |                 |

5. If this pool is associated with a program, select the program name in the Program field. See: [Programs Window, on page B-2](#)
6. In the Funding Sources region, enter the information on this funding pool.
  - *Funding Party*: Name of the funding source.
  - *Funding Currency*: Currency type.
  - *Initial Funding*: Amount for this pool at inception.
  - *Current Funding*: For first time funding, this amount is the same value as the Initial funding. But this may change as you obtain additional funding for a contract.
  - *Unallocated Funding*: For first time funding, this amount is the same value as the Initial funding, but is decremented as you fund the contract.
  - *Effective From and To*: The dates that this funding pool is in use.

- *Conversion Type, Conversion Rate, Conversion Date:* If your Funding Pool currency is different than the Funding Party Currency, enter the conversion information in these fields.
7. Save your work.

---

# Deliverables Tracking System

This chapter describes the Deliverables Tracking System that is used to monitor contract activities such as subcontracting, purchasing, receiving, shipping, and billing. The following topics are included:

- [Overview of the Deliverables Tracking System](#) on page 5-2
- [Deliverables Tracking System Window](#) on page 5-2
- [Viewing Deliverable Tracking Information](#) on page 5-7
- [Splitting Deliverables](#) on page 5-8
- [Defining Dependencies](#) on page 5-10
- [Tracking Drawing or Report Submissions](#) on page 5-11
- [Linking Subcontracts to Deliverable Lines](#) on page 5-12
- [Shipping Deliverables](#) on page 5-13
- [Initiating Purchasing Documents for a Contract](#) on page 5-15
- [Initiating Planning](#) on page 5-17
- [Defaulting Contract Changes to the Deliverables Tracking System](#) on page 5-18
- [Integration with Government Print Forms](#) on page 5-19

## Overview of the Deliverables Tracking System

The Deliverables Tracking System is used to monitor contractual activities including deliverables tracking, subcontracting, purchasing, receiving, shipping, and billing. Deliverables are defined as received in or shipped out—inbound or outbound, and internal or external. Examples of deliverables are delivery of goods by a certain date, engineering designs by a particular date, purchase of goods from a third party, subcontracted goods or services, and shipment of goods.

The Deliverable Tracking System is integrated with other major components of Oracle e-Business Suite, including Oracle Projects, Oracle Project Manufacturing, Oracle Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. In addition to tracking shipping and delivery statuses, this integration enables you to:

- Collect costs against a contract through projects and tasks in Oracle Projects
- Generate billing events and recognize revenue in Oracle Projects
- Transfer demand into the planning and execution system
- Create procurement documents and shipment requests directly in the Deliverables Tracking System

## Deliverables Tracking System Window

Once a contract is awarded, this window is used to monitor the progress of the products or services in accordance with terms of the contract. For the contract lines to display in the tree hierarchy of the Deliverables Tracking System window, you must create deliverable records in the Contract Authoring Workbench.

### ►► To default deliverables for all the lines on a contract:

1. Select your contract and navigate to the Contract Authoring Workbench.
2. Select the Contract Header tab.
3. Choose Action, and select Default Deliverables.

A confirmation message displays.

When the lines on the contract have been defaulted as deliverables, they are available on the Deliverables Tracking System window.

► To view and update line deliverables on a contract:

1. Select a contract and navigate to the Deliverables Tracking System window.

Initially, the information for all contract line deliverables displays, provided they have been defaulted to this window.

**Deliverables Tracking System (Award: 370300)**

**Contract Information**

|                 |               |            |             |                                     |       |
|-----------------|---------------|------------|-------------|-------------------------------------|-------|
| Contract Value  | 77,877,889.00 | Start Date | 23-MAY-2001 | Priority Rating                     | DX-A1 |
| Contract Status | Entered       | Expire On  |             | <input type="checkbox"/> Classified |       |

**Line Information**

|                  |  |             |  |
|------------------|--|-------------|--|
| Line Value       |  | Line Status |  |
| Line Description |  |             |  |


| Line   | Deliverable | Direction  | Item    | Unit Number | Item Description |
|--------|-------------|------------|---------|-------------|------------------|
| 0001   | 1           | Outbound ▾ | SB23988 |             | Piston           |
| 0002   | 2           | Outbound ▾ | CM21210 |             | Shaft            |
| 0003   | 3           | Outbound ▾ | CM20804 |             | Pin              |
| 0004   | 4           | Outbound ▾ | SB21211 |             | Cylinder Bloc    |
| 0005   | 5           | Outbound ▾ |         |             |                  |
| 0006AA | 6           | Outbound ▾ |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |
|        |             |            |         |             |                  |

View      Action ...

The values in the Contract Information region (value, status, dates) default from the Contract Header window of the Contract Authoring Workbench. See: [Main Region in the Contract Header Window, on page 3-9](#).

The values in the Contract Lines Information region (value, status, description) default from the Contract Line window of the Contract Authoring Workbench. See: [Main Region in the Contract Lines Window, on page 3-15](#).

2. Select the line you want to view or update in the tree hierarchy, only the deliverables for that line display in the right pane.
3. Optionally, as you update your delivery line information, you can change values defaulted from the Contract Authoring Workbench.

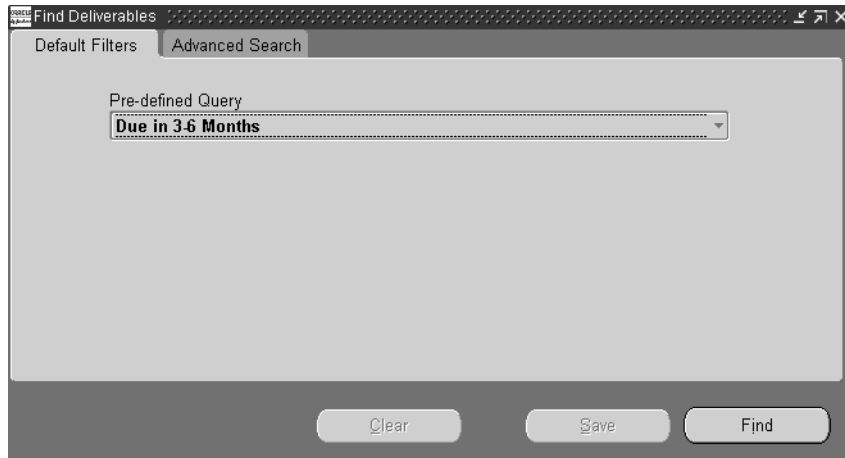
- In the Deliverable field, the number of this delivery displays. To create new deliverables for a line from an existing deliverable, see: [Splitting Deliverables, on page 5-12](#). To create a new deliverable, select a new record and add the field information.
  - In the Direction field, a value displays of either Inbound or Outbound. Outbound refers to goods or services that are shipped out to your customers. If you are creating a new deliverable for a subcontracted or purchased item, you create an inbound delivery for the parts or services received in.
  - If you are creating a new deliverable, you can add or change goods or services in the Item, Item Description, Unit Price, and Unit of Measure fields.
  - The Unit Number displays if you are using the Oracle Project Manufacturing feature End item model/unit number. This feature enables you to identify which bill of material is used for building unit effective items.
  - The value in the Quantity field originates from the Contract Lines window in the Contract Authoring Workbench. If the value is later changed in that window after using the Default Deliverables action, you must manually revise the line quantity in the Deliverable Tracking System window.
  - The Destination Type field is used when initiating purchasing documents for a line. Indicate if this item is an expense or inventory type. See: [Initiating Purchasing Document for a Contract on page 5-15](#)
  - If this deliverable's completion effects other deliverables, the Dependency check box is marked, see: [Defining Dependencies on page 5-10](#).
4. Add any additional shipping, billing, purchasing, or planning information in the appropriate fields.
  5. Save your work.

If your contract has numerous lines and deliverables, you can search the Deliverables Tracking System for specific records.

**» To search for specific deliverable lines:**

1. Navigate to the Deliverables Tracking system window and choose Find from the View menu or Toolbar.

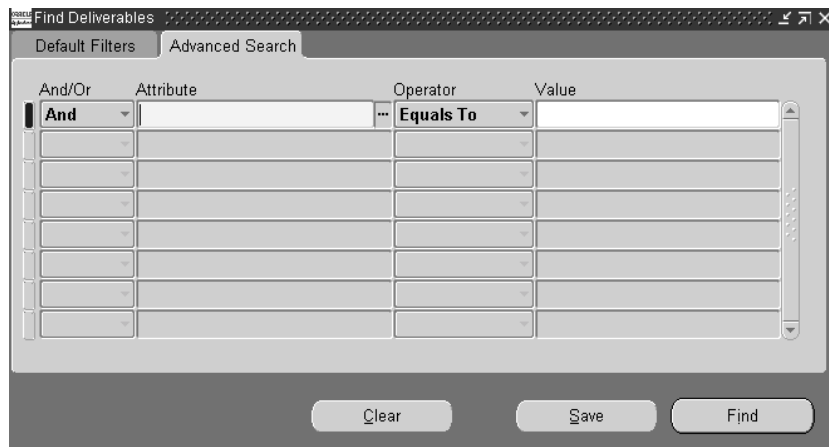
The Find Deliverables window displays.



The screenshot shows the 'Find Deliverables' window with the 'Default Filters' tab selected. It features a 'Pre-defined Query' dropdown menu with the text 'Due in 3-6 Months'. At the bottom, there are three buttons: 'Clear', 'Save', and 'Find'.

2. In the Default Filters tab, select a value in the Pre-defined Query box.

These values are delivered with Oracle Project Contracts.



The screenshot shows the 'Find Deliverables' window with the 'Advanced Search' tab selected. It displays a table for building search criteria. The table has four columns: 'And/Or', 'Attribute', 'Operator', and 'Value'. The first row is pre-filled with 'And', an empty attribute field, 'Equals To', and an empty value field. There are seven empty rows below it. At the bottom, there are three buttons: 'Clear', 'Save', and 'Find'.

| And/Or | Attribute | Operator  | Value |
|--------|-----------|-----------|-------|
| And    |           | Equals To |       |
|        |           |           |       |
|        |           |           |       |
|        |           |           |       |
|        |           |           |       |
|        |           |           |       |
|        |           |           |       |

3. You can also search using your own criteria. Select the Advanced Search tab and select values in the query fields.
  - And/Or: Indicates if you want to include this criteria with the information selected on the Default Filters region.
  - Attribute: You can search using a field on the Deliverable Tracking System window.
  - Operator: Select a query operator (such as greater than, less than, and equal to) in conjunction with the attribute value.
  - Value: You can enter a value for the attribute field selected.
4. Choose Find to search using your selection.
5. Choose Save to save this query. The Search Name window displays.



6. Enter a name for this query in the Search Name field.
7. Choose OK to save this query. The name displays in the Pre-defined Query list on the Default Filters tab.

## Viewing Deliverable Tracking Information

You can view all the information about any deliverable on the Deliverable Tracking Information window. This includes information about print forms used, shipping activities, purchase orders, receiving data, requisition information, subcontracts for a delivery, terms, and standard notes.

This window is view only, the data is generated from entries and transactions within Oracle Project Contracts and from other Oracle Application products.

### ►► To view deliverable tracking information:

1. Select a contract and navigate to the Deliverables Tracking System window.
2. Select a deliverable line on the contract.
3. Choose View.
4. Select the tabbed window pertaining to the tracking information you want to view.
  - *Print Forms*: Displays the printed forms required by contractors or customers during the contracting process. The forms are designated in the Contract Authoring Workbench.
  - *Shipping*: Displays the status and details of shipping activity, initiated in the Deliverable Tracking System and integrated with Oracle Shipping Execution. See: [Overview of Shipping, Oracle Shipping Execution User's Guide, Overview of Ship Confirm, Oracle Shipping Execution User's Guide, Oracle Project Contracts Implementation Guide](#)
  - *Receiving*: Receiving activity displays if any inventory is received for a purchase order created for an inbound deliverable. See: [Overview of Receiving, Oracle Purchasing User's Guide, Receiving Transactions, Oracle Purchasing User's Guide](#).
  - *Requisition*: Displays purchase requisition data generated for inbound deliverables. See: [Initiating Purchasing Document for a Contract on page 5-15](#)
  - *Purchasing*: Displays purchase order data generated for inbound deliverables. See: [Initiating Purchasing Document for a Contract on page 5-15](#)
  - *Subcontract*: Displays the subcontract data linked to customer deliverables. See: [Linking Subcontracts to Deliverable Lines on page 5-12](#)

- *Terms*: Displays the terms designated in the Contract Authoring Workbench.
- *Project*: If the contract line number is linked to a project and task, that information displays.
- *Standard Notes*: This tabbed region has a View and Maintain mode. The View mode displays standard notes defined in the Contract Authoring Workbench. The Maintains mode is used to enter new text. See: [Standard Notes Tabbed Window, on page 3-34](#)

5. Choose OK to return to the Deliverable Tracking System window.

Deliverable Tracking Information (Award: 370300)

Line Number  Deliverable Number  ☒

Print Forms Shipping Receiving Requisition Purchasing Subcontract Terms Project Standard Notes

| Print Form Type | Print Form Name | Start Date  | End Date | Customer Furnish         |
|-----------------|-----------------|-------------|----------|--------------------------|
| Shipping        | DD1149          | 01-JAN-2001 |          | <input type="checkbox"/> |
| Shipping        | DD250           | 01-JAN-2001 |          | <input type="checkbox"/> |
|                 |                 |             |          | <input type="checkbox"/> |
|                 |                 |             |          | <input type="checkbox"/> |
|                 |                 |             |          | <input type="checkbox"/> |

OK

## Splitting Deliverables

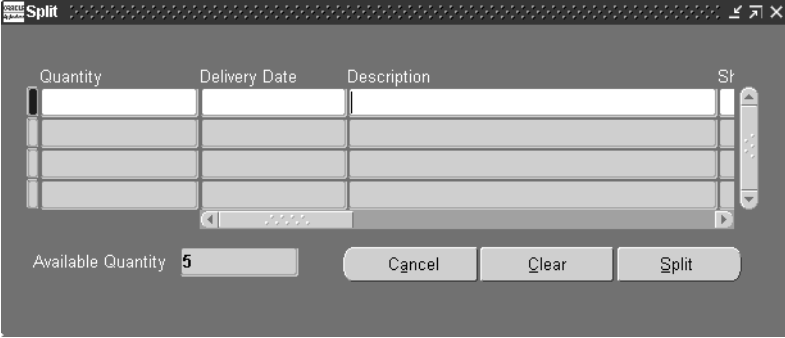
The Deliverable field value in the Deliverable Tracking system window defaults to 1 per line item. The Split window is used to split the initial line value into other delivery lines.

**Note:** You cannot split a deliverable on a line that has been billed.

**►►To split a deliverable:**

1. Navigate to the Deliverables Tracking System window.
2. Select a line on the left pane, and a deliverable line on the right pane of the window.
3. Choose Action and select Split

The Split window displays. The value in the Available Quantity field is the amount you can divide into separate deliverables. You must divide this entire amount into separate deliverables.



| Quantity | Delivery Date | Description | Ship From |
|----------|---------------|-------------|-----------|
|          |               |             |           |
|          |               |             |           |
|          |               |             |           |
|          |               |             |           |

Available Quantity

4. Enter the value you want for this deliverable in the Quantity field, and the due date in the Delivery Date field.
5. Optionally, you can change the defaulted information in the other fields including Description, Ship From and To Locations, Start and End Dates, and Project and Task.
6. Continue entering new deliverables until the Available Quantity value is 0.
7. Choose Split to save your work.

# Defining Dependencies

You may have contract situations where actions for one deliverable depend on completion of other deliverables. For example, deliverable B cannot be completed until deliverable A is complete. In this case, deliverable B is dependent on deliverable A. The Define Dependency window enables you to define multiple dependencies for a specified deliverable.

**» To define dependencies for line deliverables:**

- 1. Select a contract and navigate to the Deliverables Tracking System window.
- 2. Select a contract line on the tree in the left pane, and select the deliverable on the right pane.
- 3. Choose Action, and select Dependency.

| Define Dependency (0003 : 3) |                    |             |                          |
|------------------------------|--------------------|-------------|--------------------------|
| - Predecessor                |                    |             |                          |
| Line Number                  | Deliverable Number | Description | Completed                |
| 0002                         | 2                  |             | <input type="checkbox"/> |
|                              |                    |             | <input type="checkbox"/> |
|                              |                    |             | <input type="checkbox"/> |
|                              |                    |             | <input type="checkbox"/> |
|                              |                    |             | <input type="checkbox"/> |

| - Successor |                    |             |                          |
|-------------|--------------------|-------------|--------------------------|
| Line Number | Deliverable Number | Description | Completed                |
| 0005        | 5                  |             | <input type="checkbox"/> |
|             |                    |             | <input type="checkbox"/> |
|             |                    |             | <input type="checkbox"/> |
|             |                    |             | <input type="checkbox"/> |
|             |                    |             | <input type="checkbox"/> |

Cancel Done

- 4. Optionally, in the Predecessor region, select the Deliverable Number that needs to be completed before this deliverable is completed.  
  
The Line Number displays, you can add descriptive text in the Description field. When this deliverable is completed, the Completed check box is checked.
- 5. Continue adding any other applicable deliverables in the Predecessor region.

6. Optionally, in the Successor region, select the Deliverable Number that needs to be completed after this deliverable is completed.
7. The Line Number displays, you can add descriptive text in the Description field.
8. Choose Done to save your work.

## Tracking Drawing or Report Submissions

The Deliverable Tracking system window provides the facility to track the number of times you submit reports, drawings, manuals, and other material. These items are referred to as CDRL (Contractor Data Requirement List), and they might be sent back and forth for changes and approvals.

Use the data item line style when these contract lines are created. On the Contract Lines window, the Other region, the information entered in the Data Item section defaults to the fields on the Deliverable Tracking System window and are used to flag this functionality. See: [Other Region in the Contract Lines Tabbed Window](#), on page 3-24.

### ►► To track contractor data submissions:

1. Select a contract and navigate to the Deliverables Tracking System window.
2. Select the deliverable line for the data item you want to track.
3. The following fields must contain values in order create submission transactions:
  - CDRL Category
  - First Submission Date
  - Total Number of Copies
  - Frequency
  - Data Item Subtitle

---

**Note:** information entered in the Authoring Workbench, the Other region of the Contract Lines window, defaults to these fields.

---

4. Choose Action and select Subsequent Submission.

| Date Submitted | Days Extended | Reason                |
|----------------|---------------|-----------------------|
| 23-AUG-2001    | 5             | Need more review time |
|                |               |                       |
|                |               |                       |
|                |               |                       |
|                |               |                       |

Cancel Done

5. Select the date in the Date Submitted field.
6. If applicable, you can enter a value in the Days Extended field if this submission has been given more time for review.
7. Optionally, you can enter descriptive text for any reason for this transaction.
8. Choose Done to save your work.

## Linking Subcontracts to Deliverable Lines

Subcontracts are agreements between your organization and your suppliers used to supply a customer contract. You can link subcontracts to the corresponding customer contract deliverables. You first create a contract document with a contract type of Subcontract. Then you use the Deliverable Tracking System to link the deliverables of this document to your main customer contract.

### ►► To link a subcontract to a deliverable line:

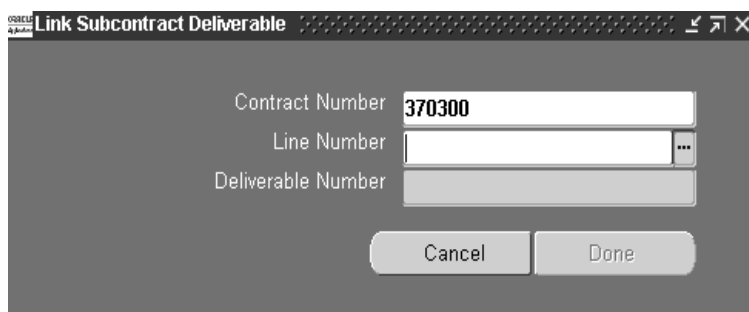
1. Select the subcontract document and navigate to the Deliverable Tracking System.
2. In the tree hierarchy in the left pane, select the line you want to associate with another customer contract.

The right pane displays the delivery information for this line.

3. Choose Action and select Link to Contract.

The Link Subcontract Deliverable window displays.

4. Select the Contract Number, Line Number, and Deliverable Number.



The screenshot shows a window titled "Link Subcontract Deliverable". Inside the window, there are three input fields: "Contract Number" with the value "370300", "Line Number" which is empty, and "Deliverable Number" which is empty. At the bottom right of the window, there are two buttons: "Cancel" and "Done".

5. Choose Done to Save your work.

You can view all associated subcontract information for the main contract by navigating to the Deliverable Tracking Information window. Select the Subcontract tab to display the linked information. See: [Viewing Deliverable Tracking Information, on page 5-7](#).

## Shipping Deliverables

Oracle Project Contracts is integrated with Oracle Shipping Execution enabling you to ship contract deliverables through the Deliverable Tracking system. Features include:

- Records are generated and passed into Oracle Shipping Execution through a workflow
- Contract number, deliverable number, project, task, unit number references from the contract deliverable are passed to the shipping transactions.
- Auto-create Deliveries function in Shipping Execution is used to create deliveries for delivery lines that are not assigned
- Ship Confirm function in Shipping Execution is used to confirm that the delivery lines associated with the delivery has been shipped

**►► To initiate shipping for deliverables on a contract:**

1. Navigate to the Deliverables Tracking System window.
2. Select the deliverables you want to ship.

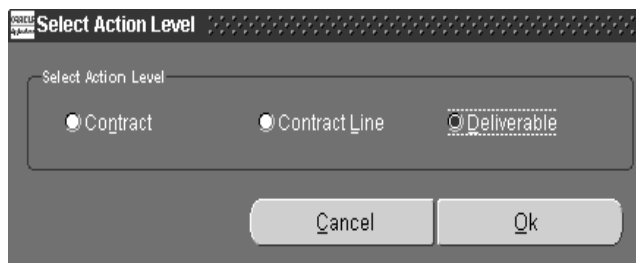
You can create partial shipments for deliverable lines, create a new deliverable for the remaining quantity.

3. Enter the deliverable information for the contract lines. See: [Deliverables Tracking System Window, on page 5-2](#)

The following fields must contain the correct values in order to be flagged for shipping:

- Direction: Outbound
  - Ship To Organization, and Ship To Location
  - Ship From Organization, and Ship From Location
  - Shippable check box
  - Expected Shipment Date
  - Available For Shipment check box
  - Initiate Shipment Date
4. If the Inspection Required check box is flagged, then Shipping status is set to Inspection Required, the shipping activity can not be completed until shipping status is manually set to Inspected.
  5. Choose Action, and select Initiate Shipping.

The Select Action Level window displays.



6. Select one of the radio button depending on whether you are shipping the entire contract, a contract line, or a deliverable line.

7. Choose OK to initiate the shipment transaction.

**See Also**

[Overview of Shipping, \*Oracle Shipping Execution User's Guide\*](#)

[Overview of Ship Confirm, \*Oracle Shipping Execution User's Guide\*](#)

[Oracle Project Contracts Implementation Guide](#)

## Initiating Purchasing Documents for a Contract

You can initiate purchasing documents, such as requisitions for material that you want to link to a specific contract. Procurement records initiated from Project Contracts are automatically linked to the contract. Features include:

- You can create both inventory and expense type purchasing lines. Expense destination purchases enable you to create drop shipment deliverables.
- Contract number, contract line, deliverable number, project, and task are passed to the purchasing documents.
- Records are specified as inbound deliverables on the Deliverable Tracking System.
- The Requisition Import Process is used to import the delivery information into Oracle Purchasing.
- AutoCreate in Oracle Purchasing is used to create purchase orders from the requisition.
- Oracle Purchasing information linked to a contract can be viewed in the Deliverable Tracking Information window.

The first step is to create a new contract, see: [Creating A New Contract Document, on page 3-3](#). Or add a line to an existing contract document, see: [Main Region in the Contract Header Tabbed Window, on page 3-9](#).

Next, you default deliverables in order to display contract lines on the Deliverable Tracking System window. See: [Deliverables Tracking System Window, on page 5-2](#)

### ►► To initiate procurement documents for a contract:

1. Navigate to the Deliverables Tracking System window.
2. Enter the deliverable information for the contract lines. See: [Deliverables Tracking System Window, on page 5-2](#)

The following fields must contain the correct values in order to be flagged for purchasing:

- *Destination Type*: Expense or Inventory. Inventory items are received into stock; expense items are not tracked in the stock room. If the Destination Type is expense, you must also have values in the fields for *Expenditure Item Date*, *Expenditure Organization*, *Expenditure Type*.

Expense destination types are used to create drop shipment deliverables. This is done by creating an outbound deliverable line with your customer as the ship-to organization and ship-to location. And then creating a corresponding inbound deliverable set as Expense destination type. All other details of the line are copied from the outbound line to the inbound line. See: ERP Integration, *Oracle Project Contracts Implementation Guide*

- *Direction*: Inbound
  - *Ship To Organization*, and *Ship To Location*: Both of these fields should reflect your location
  - *Ship From Organization*, and *Ship From Location*: Both of these fields should not have values in a contract with intent to Sell. In a contract with intent to Buy, enter your supplier and supplier site in these fields.
  - *PO Need By Date*: You must enter a date.
  - *Ready To Procure*: This box must be checked
3. Choose Action, and select Initiate Requisition.
- This initiates the Requisition Import process to import requisitions from other Oracle or non-Oracle systems. Requisition Import creates requisition lines and distributions.
  - Purchase orders are created in the Purchase Orders window. Purchasing also provides automatic creation capabilities for documents.

You can view the all associated procurement information for the contract by navigating to the Deliverable Tracking Information window. Select the Requisition or Purchasing tab to display the linked information. See: [Viewing Deliverable Tracking Information, on page 5-7](#)

### See Also

[Overview of Requisitions, Oracle Purchasing User's Guide](#)

[Requisition Import Process, Oracle Purchasing User's Guide](#)

[Overview of Purchase Orders, Oracle Purchasing User's Guide](#)

[AutoCreate Documents Overview, Oracle Purchasing User's Guide](#)

## Initiating Planning

Oracle Project Contracts is integrated with Oracle Planning applications so you can plan contract deliverables.

The following activity takes place when planning is initiated in the Deliverable Tracking System:

- Oracle Project MRP is used to plan the contract demand, see: [Launching a Project MRP Plan, Oracle Master Scheduling/MRP and Oracle Supply Chain Planning User's Guide](#).
- Planning data is created as manual Master Demand Schedule (MDS) using a workflow
- Project, task, unit number references from the contract deliverable are passed to the MDS entry in addition to other deliverable details
- The MRP plan is run using the MDS as input
- All the manufacturing planning takes place at the project or project-task level depending on how the planning options are set.

### ► To initiate planning for deliverables:

1. Navigate to the Deliverables Tracking System window.
2. Enter the deliverable information for the contract lines. See: [Deliverables Tracking System Window, on page 5-2](#).

The following fields must contain the correct values in order to enable planning:

- *Create Demand check box*
  - *Plan Name*
  - *Item*
  - *Quantity*
  - *Ship From Organization*
  - *Expected Ship Date*
3. Choose Action, and select Initiate Planning.

When planning demand is initiated, deliverable details are passed to Oracle Planning through a workflow. After the MRP plan is generated, run the Relief Deliverable Demand concurrent program to relieve MDS schedule quantities.

See: [Relief Deliverable Demand Concurrent Program](#), on page 5-2

## Relief Deliverable Demand Concurrent Program

After the planning demand is initiated in the Deliverable Tracking System, planning data is created as manual Master Demand Schedule (MDS) through a Project Contracts workflow. The material requirements plan (MRP) is then generated. The Deliverable Demand Relief concurrent program is used to relieve MDS schedule quantities upon shipment against a contract deliverable. This program is used to prevent the duplication of demand.

### ►► To run the Relief Deliverable Demand program:

1. Navigate to the Submit Request window.
2. On the Submit a New Request window, choose Single Request and choose OK.
3. Submit Request window, in the Name field select Relief Deliverable Demand from the list of values.

The project listed on the deliverable is validated against the Project Parameters for the organization.

4. Choose Submit.

### See Also

*Oracle Project Contracts Implementation Guide*

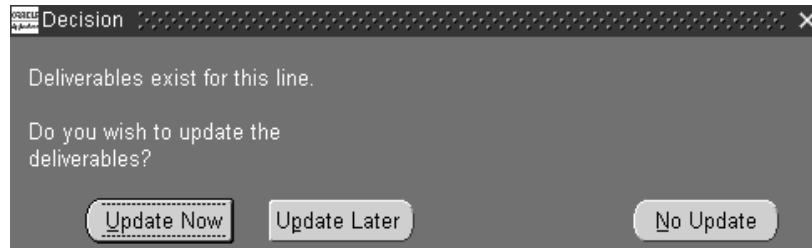
[Concurrent Processing Options, Oracle Applications User's Guide](#)

[Overview of Standard Request Submission, Oracle Applications User's Guide](#)

## Defaulting Contract Changes to the Deliverables Tracking System

If you make changes to your contract lines in the Authoring Workbench, you can forward those changes to the Deliverables Tracking System. Changes default when fields exist on both the Authoring Workbench and the Deliverables Tracking System window.

After creating the change, and saving your work on the Authoring Workbench, a decision window prompts you for updating existing deliverables.



You can choose one of three options:

*Update Now:* Automatically defaults your changes to the Deliverables Tracking System.

*Update Later:* Changes are not updated on the Deliverables Tracking System. When you exit and later reopen the Authoring Workbench, use the Default Deliverables action to forward saved changes to the Deliverable Tracking System.

*No Update:* Changed field information is not forwarded to the Deliverables Tracking System window, and a discrepancy will exist between authoring and deliverables.

## Integration with Government Print Forms

You can export Oracle Project Contracts and Oracle Shipping Execution data into the federal government Defense Department form—Material Inspection and Receiving Report (DD250). This feature provides for provisions required by the government for printing, viewing, and transmitting to a recipient through electronic means such as extensible markup language (XML).

You enter the required data for the report in fields on the Contract Authoring Workbench, the Deliverables Tracking System window, and the Confirm Delivery window in Oracle Shipping Execution. This data is integrated with a third party forms vendor.

### ►► To set up and print DD250:

1. Select a contract and navigate to the Contract Authoring Workbench.

The value in the Number field prints in the Order Number field on the DD250 form.

2. Select the Contract Lines tab and the lines to be shipped. Ensure that values are entered in the Item, Line Description, National Stock Number, Line Quantity, Unit Price fields.

See: [Main Region in the Contract Lines Tabbed Window, on page 3-15](#)

3. Select the Parties and Contacts tab and ensure that records are created for the Prime Contractor, Payment Will Be Made By, and either the Shipped To, or Marked For roles.

See: [Parties and Contacts, on page 3-26](#)

4. Select the Terms and Conditions tab and ensure that records are created for the following Term Names:

- Acceptance Point
- Discount Terms
- Contract Quality Assurance
- Inspection Point

See: [Terms and Conditions, on page 3-29](#)

5. Select the Print Forms tab and create a record for DD250.

Select values in the following fields:

- Form Type: Shipping
- Form Name: DD250
- Required box: enabled

The Start Date and End Date fields default the information created in the Print Forms tabbed window of the System Setup window.

Mark the other applicable boxes regarding information about this form including Customer Furnished and Completed. See: [Print Forms Tabbed Window, on page 3-36](#)

6. Save your work.
7. Navigate to the Deliverables Tracking System window and select the deliverables you want to ship.
8. Enter a value in the Quantity field and flag the other fields needed to initiate shipping.

See: [Deliverables Tracking System Window, on page 5-2](#), and [Shipping Deliverables, on page 5-7](#)

The print form values entered on the Contract Authoring Workbench default to the Deliverable Tracking Information window.

9. Choose Action and Initiate Shipping.
10. Navigate to the Query Manager window in Oracle Shipping Execution, and search for this delivery.  
  
You can select the Lines and LPNs tab—and in the Lines region, select Project Contracts in the Source System field and any other search criteria. See: [Finding Delivery Lines and LPNs, Oracle Shipping Execution User's Guide](#)
11. Choose Find to display the delivery in the Shipping Transactions window.
12. Enter the values used to create a shipping confirmation transaction, and then choose AutoCreate from the Actions menu. See: [Creating a Trip, Oracle Shipping Execution User's Guide](#).
13. Select Ship Confirm from the Actions menu to display the Confirm Delivery window. Two fields must be set on this window to create the DD250 form:

- Create Bill of Lading box must be enabled. This generates a Bill of Lading number and prints it if it is part of a document set.
- In the Document Set field, select With DD250

See: [Overview of Ship Confirm, Oracle Shipping Execution User's Guide](#)

14. Choose OK to save your work.  
  
A trip and related stops are created for the delivery. Records are generated and passed into Oracle Shipping Execution through a workflow.
15. Navigate to the Worklist window in Oracle Workflow  
  
You can use any Web browser that supports JavaScript and Frames to view and respond to your notifications in the Notifications Web page. See: [Viewing Notifications from a Web Browser, Oracle Workflow User's Guide](#)
16. In the Subject field, select your DD250 record.

The notification contains a link to view or download the DD250 form.



---

## Change Management

This chapter describes creating change requests and new versions of contract documents in Project Contracts and includes the following topics:

- [Overview of Change Management](#) on page 6-2
- [Creating New Versions of a Contract Document](#) on page 6-2
- [Viewing Change Request Records](#) on page 6-3
- [Creating Change Requests](#) on page 6-5
- [Changing Contract Lines And Fields](#) on page 6-8

## Overview of Change Management

Changes, or versioning, of contract documents may occur many times during a contract's life cycle. Oracle Project Contracts provides two methods for creating different contract versions: manually or through the workflow process.

You can create a manual change by incrementing the version of your contract document, and then manually updating the changes on the specific contract windows and fields.

When you create new versions using the workflow process for approvals, the Change Management windows are employed to implement the process. These windows enable you to add change request, descriptive text of the change, and reason codes to the change record. For each change, a funding flag indicates if the modification has implications for funding.

Every new version of a contract is displayed in the History tabbed window of the Contract Organizer. You can select a version from the Document History region, and view the version in the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.

You can compare versions of a contract document to see the specific changes by accessing a report through a browser window. The report displays columns showing the field changes in the versions selected.

### See Also

[Comparing Contract Versions](#) on page 3-41.

[Viewing Contract Information](#) on page 2-4.

## Creating New Versions of a Contract Document

You can make manual changes to a document that do not require approval. The first step is to create a new version. After incrementing the version number, you can then make revisions in the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.

### ►► To create a manual revision of a contract document:

1. Navigate to the Contract Organizer window.
2. Select the contract document you want to revise.
3. Choose Action to display the Actions window.

4. Select Create New Version, and choose OK.

A confirmation message displays, however, the value in the Version field on the Contract Organizer window is not incremented until your updates are saved.

5. Navigate to the Project Contract area you want to change, and enter your changes.

You can change values on the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.

6. Save your work.

The value in the Version field for the contract is updated.

## Viewing Change Request Records

The Find Change Requests window enables you use numerous selection criteria to query your contract document.

### ►► To find and view contract change requests:

1. In the Contract Organizer, select a contract and choose Action.
2. In the Actions window, select Change Management.

The Find Change Requests window displays.

The screenshot shows a window titled "Find Change Requests (Award: N19628-01-C-0084)". It contains several input fields and dropdown menus for searching change requests. The "Number" field is filled with "P00001" and the "Description" field is filled with "funding test 7". Other fields include "Requested By", "Status", "Type", "Impact Funding?", "Reason", "Description", and "Change Text". Below these fields are two tabs: "Date Ranges" and "Related Document". The "Date Ranges" tab is active, showing a table with five rows: "Received", "Effective", "Requested", "Approved", and "Implemented". Each row has two empty input fields for date ranges. At the bottom of the window are three buttons: "Clear", "New", and "Find".

| Field           | Value          |
|-----------------|----------------|
| Number          | P00001         |
| Requested By    |                |
| Status          |                |
| Type            |                |
| Impact Funding? |                |
| Reason          |                |
| Description     | funding test 7 |
| Change Text     |                |

| Date Ranges | Related Document |
|-------------|------------------|
| Received    |                  |
| Effective   |                  |
| Requested   |                  |
| Approved    |                  |
| Implemented |                  |

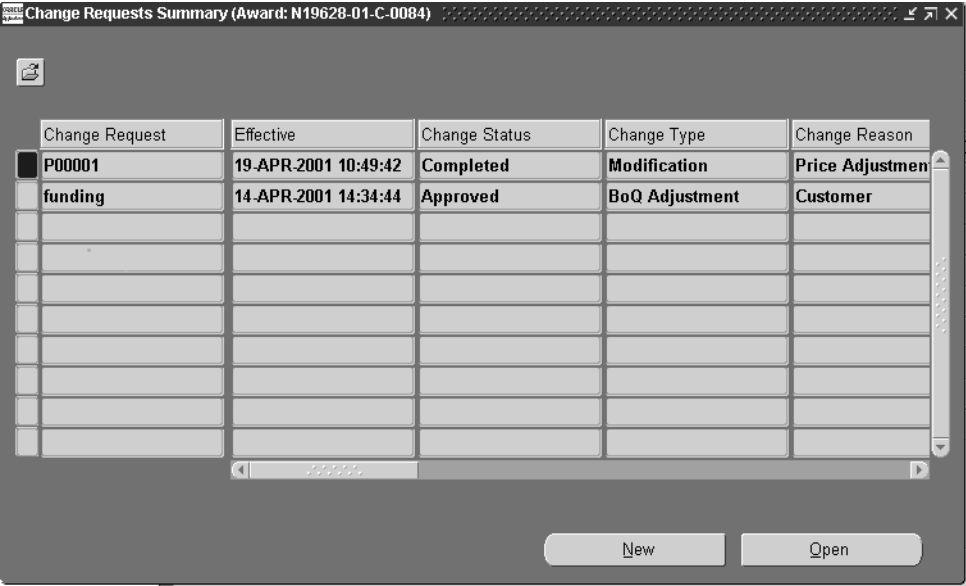
Buttons: Clear, New, Find

3. Search for change records using any combination of the fields on this window for your search criteria.

The query fields include change request number, requested by, description, change text, date ranges, and related documents.

4. Choose Find.

The Change Requests Summary window displays. This window lists all the change requests, the date changed, status of the change, approval information, and descriptive text.



5. Select the document you want to view, and choose Open.

The Change Request window displays. You can view all the relevant information on this change including applicable dates, text changes, related document, status history of all changes, and requestor. See: [Creating Change Requests, on page 6-5](#)

## Creating Change Requests

The change request process consists of several steps involving the Contract Authoring Workbench and Change Request windows:

- Change management uses workflows to process approvals for the contract changes. You must first define the workflows used for this contract document in the Administration window of the Contract Authoring Workbench. See: [Administration Window, on page 3-33](#).
- The request to make revisions is completed in the Change Request window. Enter the change information, and then launch the workflow to receive the needed approvals.

- When approval is received, return to the Change Request to indicate that the changes can be performed, or implemented. You then enter the contract modifications in the appropriate Contract Authoring Workbench regions.

## ►► To change a contract document:

1. In the Contract Organizer, select a contract and choose Action.
2. In the Actions window, select Change Management.

The Find Change Requests window displays.

3. Choose New on the Find Change Requests window. Or enter applicable search criteria and choose New on the Change Requests Summary window.

The Change Request window displays.

The screenshot shows a window titled "Change Request (Award: F34601-01-C-0012)". It contains several input fields and a large text area. The fields are organized as follows:

|              |                   |             |                      |
|--------------|-------------------|-------------|----------------------|
| Number       | 6                 | Received    | 05 JUN-2001 14:49:30 |
| Status       | Entered           | Effective   | 05 JUN-2001 14:49:30 |
| Type         | Price Adjustment  | Requested   | 05 JUN-2001 14:49:30 |
| Reason       | Price Adjustment  | Approved    |                      |
| Requested By | Kingston, Mr. Max | Implemented |                      |
| Description  |                   |             |                      |

Below the fields, there is a checkbox labeled "Impact Funding" which is checked. At the bottom of the window, there are two buttons: "Implement..." and "Change Status".

4. Enter a change request value in the Number field.  
The value in the Status field displays as Entered for new change requests.
5. In the Type field, select the type of change—for example, price adjustment or term change.

6. Select a reason for this change in the Reason field.
7. Select the name of the contact who requested this change in the Requested By field.
8. The current date displays in the date fields, but you can change the values for Received, Effective, and Requested dates.
9. If this change will effect funding for this contract, mark the Impact Funding check box.
10. Optionally, you can add a description of this change in the Description field.
11. There are three tabbed windows in the lower part of this window. Optionally, you can enter additional text or associate documents.
  - Change Text: Enter or paste any textual information regarding this change.
  - Related Documents: Select any documents you may want to associate with this change. You have the options to choose any version of a particular document.
  - Status History: The status is initially entered when you save this record. The window will list all the transaction changes as it moves through the change process.
12. Save your work.
13. Choose Change Status.

The Change Statuses window displays.
14. Select Submitted from the list of values to continue with this change request. Or, if you want to cancel this transaction, select Canceled.

When you submit this record, this action launches the workflow to the approvers listed in the process.
15. When the change request is approved, navigate to the Change Request window and choose Implement.

This creates a new contract version. You are now able to enter the contract modifications in the appropriate regions.
16. Navigate to the Contract Authoring Workbench.
17. Enter the changes for this contract document on the appropriate regions and windows.
18. Save your work.

19. Change the Status to Completed. This creates a new contract version.

**See Also**

[Setting Up Oracle Workflow, \*Oracle Workflow User's Guide\*](#)

[To Schedule Background Engines, \*Oracle Workflow User's Guide\*](#)

[Reviewing Notifications via Electronic Mail, \*Oracle Workflow User's Guide\*](#)

## Changing Contract Lines And Fields

Changes to contract lines can be automatically defaulted to the Deliverables Tracking System. Changes default when fields exist on both the Authoring Workbench and the Deliverable Tracking System window.

After creating the change, and saving your work on the Authoring Workbench, a decision window prompts you for updating existing deliverables. You can choose to automatically update the deliverables, update at another time, or not update the deliverables with your changes.

**See Also**

[Deliverables Tracking System Window on page 5-2](#)

[Defaulting Contract Changes to the Deliverables Tracking System on page 5-18](#)

[Using the Contract Authoring Workbench on page 3-7](#)

This chapter describes how to create invoicing and billing records using Deliverable-Based Billing and includes the following topics:

- [Overview of Deliverable-Based Billing](#) on page 7-2
- [Creating Billing Records for Deliverables](#) on page 7-3
- [Multi-Currency Billing](#) on page 7-9

## Overview of Deliverable-Based Billing

Deliverable-Based Billing enables you to query a document for lines available for invoicing, and then create the billing transactions. Transactions are generated from the Deliverable-Based Billing window. The Oracle Projects Billing engine is used and initiated by a workflow. You can use Oracle Projects events to create the transactions, or you can integrate with another billing system. You can also generate invoices for either Oracle Receivables or third party systems.

### Deliverable-Based Billing Criteria

Individual deliverables are available for billing when:

- If you are using Oracle Projects for deliverable-based billing, the event types are defined
- Either the Definitized or Bill Without Definitization check box is marked on the Financial region of the Contract Lines tabbed window
- The Billable check box, on the Financial region of the Contract Lines tabbed window, is checked for each line to be billed
- In the Deliverable Tracking System, the Ready To Bill check box is marked
- The status of the contract line has Eligible for Invoicing enabled

### Multiple Billing Events for a Deliverable

You can create multiple deliverable-based billing events for a single deliverable in order to bill partial shipments, create freight charges, or create prepayments. You can:

- Bill partial shipments by changing the original quantity on the Deliverable-Based Billing window—if the entire quantity has not been shipped, and then create a new line for the remaining quantity.
- Delete the item number and description and enter a new description such as freight or prepayment.
- Change the quantity and unit price in order to bill additional amounts related to the deliverable line.

### See Also

*Oracle Project Contracts Implementation Guide*

[Creating Data in the System Setup Window](#) on page B-5

*Events, Oracle Projects User's Guide*

*Billing Data Flow, Oracle Projects User's Guide*

## Creating Billing Records for Deliverables

Contracts can have numerous lines and multiple deliveries for those lines. Therefore, when you select the Deliverable-Based Billing function, a Find window initially displays to limit your search.

### ►► To find available deliverables for billing:

1. Select your contract and navigate to Deliverable-Based Billing window from the Actions window.

The Find Billable Deliverables window displays for entering criteria for querying records. You can search all billing records or specify those that are created, initiated, or neither. You can also search on items, lines, deliverables, and deliverable dates.

2. Enter all criteria you want to use, and choose Find.

The Deliverable-Based Billing window displays.

This window is used to view or initiate billing transactions for contract lines. When the window initially displays, it is in a view only mode. All available contract lines and corresponding deliverables that meet your search criteria display.

Deliverable-Based Billing (Award: F42620-01-C-24896)

| Line | Deliverable | Org | Item    | Order Quantity | Quantity Shipped |   |
|------|-------------|-----|---------|----------------|------------------|---|
| 0001 | 1           | PM  | AS20001 | 10             |                  | E |
| 0002 | 1           | PM  | SB21211 | 3              |                  | E |
| 0002 | 2           | PM  | SB21211 | 2              |                  | E |
| 0003 | 3in-2       | P3  | CM21210 | 400            |                  | E |
| 5a   | 1           | PM  |         | 3              |                  | E |
|      |             |     |         |                |                  |   |

View Events Initiate Events

The line rows display information in the following fields: Line, Deliverable, Organization, Item, Order Quantity, Quantity Shipped, Unit Of Measure, Unit Price, Currency, Delivery Date.

You can access the regions used to view the billing events by choosing View Events or Initiate Events:

- When you choose View Events, the Billing Events region displays all events for a contract, both processed and not processed. This is indicated by the Event Processed? check box.
- When you choose Initiate Events, the Saved Events window displays all the events for a record that have been saved but not initiated.

**DD. To view, update, or initiate deliverable billing record events:**

1. Select a record and choose View Events to display billing record events created for a deliverable.

The Billing Events region displays.

The screenshot shows a software window titled "Deliverable-Based Billing (Award: F42620-01-C-24896)". It contains a table with columns: Line, Deliverable, Org, Item, Order Quantity, and Quantity Shipped. Below this table are "View Events" and "Initiate Events" buttons. A section titled "Billing Events" contains another table with columns: Event Type, Event Number, Event Date, Processed?, Draft Invoice Num, and Billing Project. At the bottom of the window are "New" and "Open" buttons.

| Line | Deliverable | Org | Item    | Order Quantity | Quantity Shipped |
|------|-------------|-----|---------|----------------|------------------|
| 0001 | 1           | PM  | AS20001 | 10             |                  |
| 0002 | 1           | PM  | SB21211 | 3              |                  |
| 0002 | 2           | PM  | SB21211 | 2              |                  |
| 0003 | 3in-2       | P3  | CM21210 | 400            |                  |
| 5a   | 1           | PM  |         | 3              |                  |

| Event Type | Event Number | Event Date  | Processed?                          | Draft Invoice Num | Billing Project |
|------------|--------------|-------------|-------------------------------------|-------------------|-----------------|
| Manual     | 1            | 07-OCT-2002 | <input checked="" type="checkbox"/> | 2                 | 093002          |
| Manual     | 4            | 23-OCT-2002 | <input type="checkbox"/>            |                   | 093002          |
| Manual     | 5            | 23-OCT-2002 | <input type="checkbox"/>            |                   | 093002          |
| Manual     | 4            | 23-OCT-2002 | <input checked="" type="checkbox"/> | 1                 | 093002sub1      |
| Manual     | 3            | 23-OCT-2002 | <input type="checkbox"/>            |                   | 093002          |

2. Select a record and choose New to create a billing event for this record, or Open to view the details of the billing record event.

The Events Details window displays; it has two tabbed regions, Billing Information and Reference Information. Events that are processed, are in view mode only and cannot be changed or updated.

3. In the Billing Information region, select billing event values,

The Event Date is today's date on your system. Select an Event Type as defined in Oracle Projects.

Event Number and Event Processed? check box are updated when billing is initiated and this information is passed to the Events Summary window in Oracle Projects. See: [Events, Oracle Projects User's Guide](#).

| Billing Information                       |                           | Reference Information |              |
|-------------------------------------------|---------------------------|-----------------------|--------------|
| Event Date                                | 04-NOV-2002               | Currency              | USD          |
| Event Type                                |                           | Rate Type             |              |
| Event Number                              |                           | Rate Date             |              |
| <input type="checkbox"/> Event Processed? |                           | Exchange Rate         |              |
| Billing Project                           | lr-093002sub1             | Bill Quantity         | 0            |
| Billing Task                              |                           | Unit Price            | 1,300,000.00 |
| Billing Organization                      | Los Angeles Manufacturing | Bill Amount           | 0.00         |
| Item                                      | AS20001                   | Revenue Amount        | 0.00         |
| Description                               | Aircraft Engine Assembly  |                       |              |

Initiate Billing

4. The value in the Billing Project field is defaulted from the Project field for the line in the Contract Authoring Workbench or Deliverable Tracking System. You can add or change the Billing Project. See: [Projects Window, on page B-5](#).
5. Optionally, you can select a value in the Billing Task field.
6. Billing Organization, Item, and Description fields are defaulted from the Contract Authoring Workbench and the Deliverables Tracking System: these values can be changed.
7. The Currency, Rate Type, Rate Date, and Exchange Rate fields are enabled if the currency, as defined in Oracle Projects for the owning organization, is different than the contract currency. You can enter values in the Rate Type and Rate Date fields, the Exchange Rate automatically displays based on the type and date information.
8. The Bill Quantity displays the deliverable quantity value, and can be changed. If changed, the value in the Unit Price field automatically adjusts to the new quantity.

The Bill Amount value automatically displays the calculation change in bill quantity and unit price.

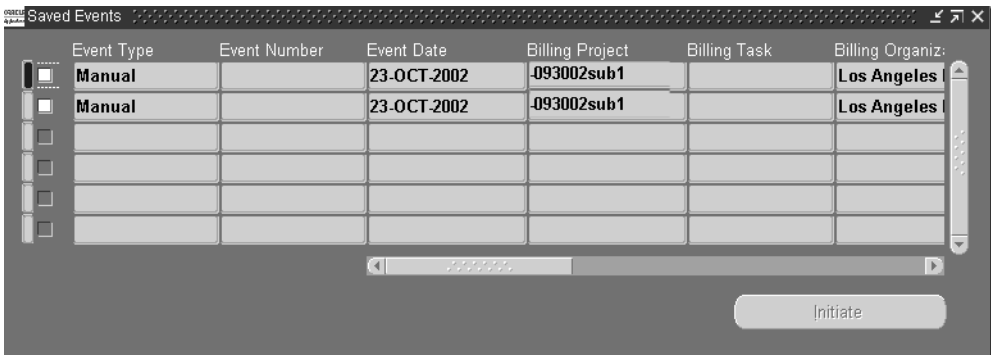
9. Revenue Amount displays the same value as the Bill Amount, but can be changed.
10. In the Reference Information tabbed window, you can enter reference information and other details. The Billing Line value defaults from the line number you enabled at the top of the window. This value can be changed.

The screenshot shows a software window titled "Event Details". It has two tabs: "Billing Information" and "Reference Information". The "Reference Information" tab is selected. Inside this tab, there are several input fields arranged in two columns. The left column contains: "Billing Line" (with the value "0001"), "Change Request", "Funding Reference 1", "Funding Reference 2", and "Funding Reference 3". The right column contains: "Bill of Lading" and "Serial Numbers". At the bottom right of the window, there is a button labeled "Initiate Billing".

11. Optionally, you can select a Change Request number for this line as a notation on the billing record.
12. Select any applicable funding reference information in the three Funding Reference fields.
13. In the Bill of Lading field, you can either select or enter a value.
14. Optionally, you can enter applicable values in the Serial Numbers text box.
15. Choose Initiate Billing to generate the Deliverable-Based Billing records.

**DD. To view or initiate saved deliverable billing record events:**

1. Select a record and choose Initiate Events to display billing record events created for a deliverable that are saved but not initiated.  
  
The Saved Events window displays. This window only available if event records exist that are not initiated.
2. Mark the checkbox located to the left of the Line field indicating records to generate billing transactions. Check all rows you want to bill.



3. Choose Initiate Billing to generate the Deliverable-Based Billing records.

**DD. To create multiple billing events for a deliverable:**

1. Select a record and choose View Events to display billing record events created for a deliverable.
2. Select a record and choose New.  
  
You can create multiple events for a deliverable in order to bill partial shipments, create new charges for freight or prepayments, and add additional charges related to the deliverable:
  - Create partial payments for a deliverable by changing the value in the Bill Quantity field, and creating a new record in the Event Type field for the remaining quantity. In instances like this, the entire quantity cannot be shipped.
  - Set up new charges related to a deliverable by deleting the values in the Item Number and Description fields, and entering a new description such as freight or prepayment. Add the new quantity and charge in the Bill Quantity and Unit Price fields.

- Change the quantity and unit price in order to bill additional amounts, by creating multiple events for a deliverable. Change the values in the Bill Quantity and Unit Price fields.
3. Enter all the relevant information needed to create an event.
  4. Save your work.

**See Also**

[Main Region in the Contract Lines Tabbed Window](#) on page 3-15

[Deliverables Tracking System Window](#) on page 5-2.

## Multi-Currency Billing

Oracle Projects provides multi-currency project billing features that are incorporated into the Deliverable-Based Billing window. You can create billing events in the contract currency if it differs from the functional currency--without entering conversion information on the Deliverable-Based Billing window. In Oracle Projects you can define currency conversion attributes for converting revenue and invoicing amounts to the:

- Project currency
- Project functional currency
- Funding currency

**Setup**

Multi-currency billing is enabled in Oracle Projects. Check the Enable Multi Currency Billing box in the Billing tabbed region of the Currencies window—accessed through the Project Options window.



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# Hold Management

This chapter describes contract hold management and includes the following topics:

- [Overview of Hold Management](#) on page 8-2
- [Viewing Contract Hold Information](#) on page 8-2
- [Applying and Removing Holds to Contracts, Lines, or Deliverables](#) on page 8-4

## Overview of Hold Management

Oracle Project Contracts provides contract hold control features. You can define different hold statuses and hold reasons to meet your business requirements. For example, you may implement holds that affect procurement, or jobs released, or those defined in various government regulations (such as US Federal Acquisition Regulations). Hold management enables you to:

- Define hold statuses and reasons
- Query contracts for a particular hold type, hold reason, customer, or supplier
- Apply holds to an entire contract, a specific contract line, or a specific contract deliverable
- Update, change, and remove hold statuses

You can associate different workflow processes to each hold status. When you apply a hold, remove a hold, or change the status, the corresponding workflow process is invoked to notify appropriate users or execute appropriate actions.

### See Also

*Oracle Project Contracts Implementation Guide*

[Creating Data in the System Setup Window, on page B-5](#)

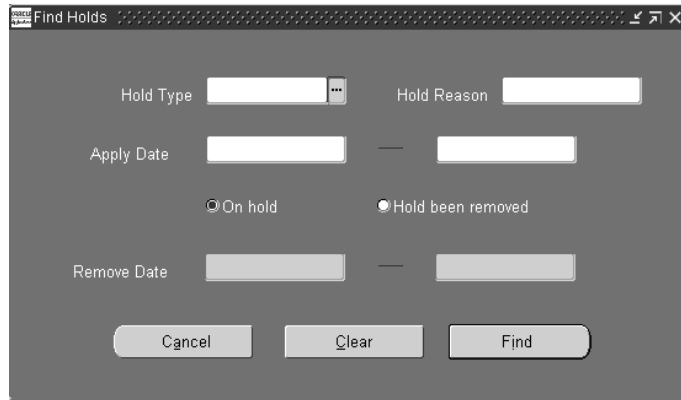
## Viewing Contract Hold Information

You can display contract hold information from two separate views: hold information for all contract documents in your organization is viewed in the Holds History window, information for a specific contract is viewed in the Holds Check window.

### ►►. To find hold information for all the contract documents in your system:

1. In the Navigator, select Contract Holds Check to display the Find Holds window.
2. You can query records using a number of criteria including Hold Type, Hold Reason, and an Apply Hold date range.
3. Choose either the On hold or Hold been removed radio buttons to search the applicable set of hold records.

- If you have chosen the Hold been removed radio button, the Remove Date range fields are available to select a date for your query.

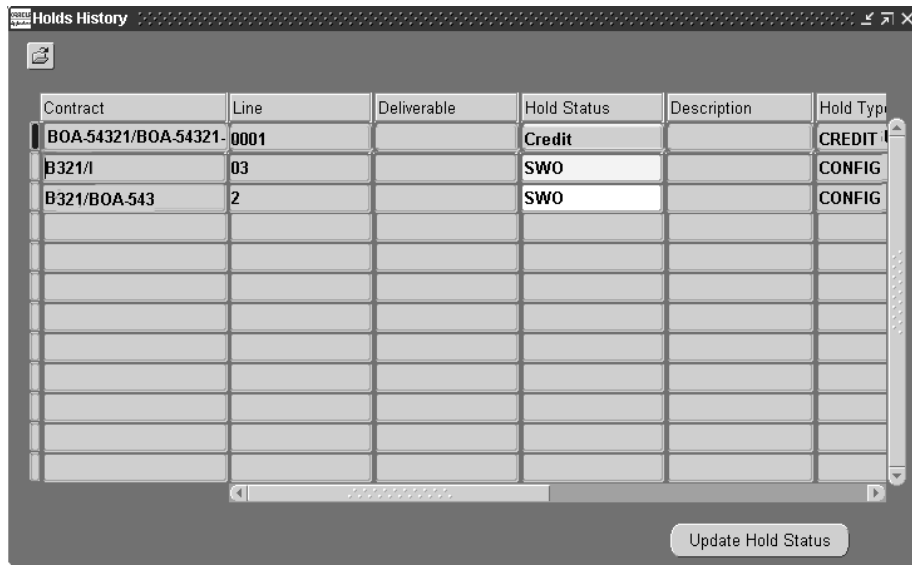


The Find Holds dialog box is a window with a title bar and standard window controls. It contains several input fields and buttons. The fields are arranged in a grid-like fashion. The 'Hold Type' field has a dropdown arrow. The 'Hold Reason' field is a text box. The 'Apply Date' field has a date picker icon. The 'Remove Date' field has a date picker icon. The 'On hold' and 'Hold been removed' radio buttons are located below the date fields. The 'Cancel', 'Clear', and 'Find' buttons are at the bottom.

| Field             | Value                 |
|-------------------|-----------------------|
| Hold Type         |                       |
| Hold Reason       |                       |
| Apply Date        |                       |
| Remove Date       |                       |
| On hold           | <input type="radio"/> |
| Hold been removed | <input type="radio"/> |
| Cancel            | Button                |
| Clear             | Button                |
| Find              | Button                |

- Choose Find to retrieve any matching records.

The Holds History window displays with the data from your query.



The Holds History window is a table with a title bar and standard window controls. It contains a table with 6 columns: Contract, Line, Deliverable, Hold Status, Description, and Hold Type. The table has 10 rows. The first three rows contain data, and the remaining seven rows are empty. The 'Hold Status' column has a dropdown arrow. The 'Update Hold Status' button is at the bottom right.

| Contract            | Line | Deliverable | Hold Status | Description | Hold Type |
|---------------------|------|-------------|-------------|-------------|-----------|
| BOA-54321/BOA-54321 | 0001 |             | Credit      |             | CREDIT    |
| B321/I              | 03   |             | SWO         |             | CONFIG    |
| B321/BOA-543        | 2    |             | SWO         |             | CONFIG    |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |
|                     |      |             |             |             |           |

**►►. To find hold information for a specific contract document:**

- ❑ Select a contract document in the Contract Organizer, and navigate to the Holds Check window.

The information in the Holds History or Holds Check windows is displayed in the following fields, if applicable: Contract, Line, Deliverable, Hold Status, Description, Hold Type, Hold Reason, Apply Date, Scheduled Remove Date, and Remove Date.

**►►. To update the hold status on a contract document:**

1. Navigate to either the Holds History or Holds Check window.
2. In the Hold Status field, select the new value.
3. Choose Update Hold Status to update and save your work.

## **Applying and Removing Holds to Contracts, Lines, or Deliverables**

Hold management enables you to apply a hold to a contract, contract line, or deliverable. Holds to a contract are automatically applied to all their contract lines, and holds on a contract line are applied automatically to all contract deliverables for that contract line.

**►►. To apply a hold on a contract document:**

1. Select a contract document in the Contract Organizer and navigate to the Apply Holds window.
2. Select a type and reason in the Hold Type and Hold Reason fields.

For example, the hold type could be a credit hold, and the reason defined is waiting for a credit check of the organization

Apply Holds (Award: 370300)

Hold Type: **CREDIT**      Apply Date: **08/08/2001**

Hold Reason: **WFT**      Hold Until Date:

Hold Status: **Credit**

Comment: **waiting for credit check** [ ]

Apply To:

☒ Contract      ☐ Lines      ☐ Deliverables

Select To Hold

|                                     | Line   | Description                 |
|-------------------------------------|--------|-----------------------------|
| <input checked="" type="checkbox"/> | 0001   | Prototype Engine Assembly   |
| <input checked="" type="checkbox"/> | 0002   | Communications Control Unit |
| <input checked="" type="checkbox"/> | 0003   | Gearbox                     |
| <input type="checkbox"/>            | 0004   | Low Rate Initial Production |
| <input type="checkbox"/>            | 0007   | Customer Training           |
| <input type="checkbox"/>            | 0008   | Exhibit Items               |
| <input type="checkbox"/>            | 0008AA | Engineering Drawings        |
| <input type="checkbox"/>            | 0008AB | Monthly Status Report       |

Apply

3. Select a status type in the Hold Status field.
4. Select the date that this hold is effective, and optionally a date in the Hold Until Date field.
5. Optionally, you can enter descriptive text about this hold in the Comment box.
6. In the Apply To region, select one of the radio buttons that define the part of the contract document you want to put on hold

*Contract:* This button specifies that the entire contract is on hold. If this is selected, the Select To Hold region is blank and disabled.

*Lines:* This button enables you to select specific lines to hold. In the Select To Hold region, the line number and description display for all lines available for hold status.

*Deliverables:* This button enables you to select specific deliverable lines to hold. In the Select To Hold region, the line number, deliverable number, and description display for all deliverables available for hold status.

- 7. If you have selected either Lines or Deliverables, flag the specific records you want to hold by checking the checkbox next to the Line field.
- 8. Choose Apply to create the hold transaction.

**DD. To remove a hold on a contract document:**

- 1. Select a contract document in the Contract Organizer and navigate to the Remove Holds window.
- 2. In the Select to Remove region, check the check box located to the right of the records you want to remove from hold.

If the entire contract document is on hold, there is only one record displaying in the window. If individual lines or deliverables are on hold, select the records you want to remove from the hold status.

Remove Holds (Award: 370300)

Select To Remove

| Line                                     | Deliverable | Hold Type | Hold Status | Scheduled Remove | Remove                   |
|------------------------------------------|-------------|-----------|-------------|------------------|--------------------------|
| <input checked="" type="checkbox"/> 0002 |             | CREDIT    | SWO         | 08/13/2001       | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |
| <input type="checkbox"/>                 |             |           |             |                  | <input type="checkbox"/> |

Remove Holds

- 3. Optionally, you can change the value in the Hold Status field, and add information in Remove Date, Remove Reason, and Remove Comment fields.
- 4. Choose Remove Holds to save your work.

---

## Windows and Navigator Paths

This appendix shows you the default menu path for each Oracle Project Contracts.

## Windows and Navigator Paths

Although your system administrator may have customized your navigator, typical navigational paths include the following:

| Window Name                              | Navigation Path                                                                                                      |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Apply Holds                              | Contract Organizer > Go To > Holds Apply                                                                             |
| Attribute Group Assignments              | Setup > Framework > Attribute Group Assignments                                                                      |
| Change Request                           | Contract Organizer > Go To > Change Management > Find Change Requests > Find > Change Requests Summary > New or Open |
| Change Requests Summary                  | Contract Organizer > Go To > Change Management > Find Change Requests > Find                                         |
| Communications Summary                   | Contract Organizer > Go To > Communications                                                                          |
| Contract Authoring Wizard                | Contract Organizer > New Document                                                                                    |
| Contract Authoring Workbench             | Contract Organizer > Go To > Authoring Workbench                                                                     |
| Contract Communications                  | Contract Organizer > Go To > Communications > Communications Summary > Open or New                                   |
| Contract Funding Wizard                  | Contract Organizer > Go To > Funding Workbench                                                                       |
| Contract Organizer                       | Contract Organizer                                                                                                   |
| Contract Version Comparison              | Contract Organizer > History tab > View > Compare Versions                                                           |
| Define Billings Method                   | Contract Organizer > Go To > Authoring Workbench > Action > Billing Methods                                          |
| Define Funding Pools                     | Funding Pools                                                                                                        |
| Deliverable-Based Billing                | Contract Organizer > Go To > Deliverable-Based Billing > Find Billable Deliverables > Find                           |
| Deliverables Tracking System             | Contract Organizer > Go To > Deliverables Tracking System                                                            |
| Deliverables Tracking System Information | Contract Organizer > Go To > Deliverables Tracking System > View                                                     |
| Find Billable Deliverables               | Contract Organizer > Go To > Deliverable-Based Billing                                                               |

| Window Name                | Navigation Path                                                                                                      |
|----------------------------|----------------------------------------------------------------------------------------------------------------------|
| Find Change Requests       | Contract Organizer > Go To > Change Management                                                                       |
| Find Contracts             | Contract Organizer > Find                                                                                            |
| Find Contract Lines        | Contract Organizer > Go To > Authoring Workbench > Find                                                              |
| Find Holds                 | Contract Holds Check > Find Holds                                                                                    |
| Flowdown Matrix            | Setup > Flowdown > Flowdown Matrix                                                                                   |
| Fund Allocations           | Contract Organizer > Go To > Funding Workbench > Allocations                                                         |
| Funding History            | Contract Organizer > Go To > Funding Workbench > Funding History                                                     |
| Funding Workbench          | Contract Organizer > Go To > Funding Workbench                                                                       |
| Holds Check                | Contract Organizer > Go To > Holds Check                                                                             |
| Holds History              | Contract Holds Check > Find Holds > Find                                                                             |
| Numbering Options          | Setup > System Setup > Numbering Options                                                                             |
| Perform Total Functions    | Contract Organizer > Go To > Authoring Workbench > Contract Header or Contract Lines > Tools Menu > Calculate Totals |
| Programs                   | Programs                                                                                                             |
| Projects                   | Contract Organizer > Go To > Authoring Workbench > Contract Lines > Project field                                    |
| Related Contract Documents | Contract Organizer > Go To > Authoring Workbench > Action > Related Documents                                        |
| Related Document           | Contract Organizer > Related Documents                                                                               |
| Remove Holds               | Contract Organizer > Go To > Holds Remove                                                                            |
| Save As Template...        | Contract Organizer > Go To > Authoring Workbench > Action > Save As Template                                         |
| Security Role Assignments  | Security > Assignments                                                                                               |
| Split Line                 | Contract Organizer > Go To > Authoring Workbench > Contract Lines > Action > Split Line                              |

| Window Name               | Navigation Path                                                                              |
|---------------------------|----------------------------------------------------------------------------------------------|
| Standard Notes Text       | Contract Organizer > Go To > Deliverables Tracking System > View > Standard Notes tab > Text |
| System Setup              | Setup > System Setup                                                                         |
| Term Type Assignments     | Setup > System Setup > Terms and Conditions > Term Type Assignments                          |
| View Contract Assignments | Security > View Assignments > View                                                           |

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## Setup Windows

This appendix describes the windows used for setting up default information in Oracle Project Contracts.

- [Overview of Setup Definition Windows](#) on page B-2
- [Programs Window](#) on page B-2
- [Security Roles and Assignments Windows](#) on page B-3
- [Creating Data in the System Setup Window](#) on page B-5
- [Business Areas and Contract Flowdown Attributes](#) on page B-13
- [Projects Window](#) on page B-19

## Overview of Setup Definition Windows

Oracle Project Contracts implementation includes defining data shared with other Oracle Applications. Attributes used by Oracle Project Contracts are defined in Project Contract windows, the Application Object Library lookups, and Oracle Projects windows.

### See Also

*Oracle Project Contracts Implementation Guide*

## Application Object Library Lookups for Project Contracts

The Oracle Object Library Lookups windows are used to define and maintain shared lookup types. Lookups are a predefined list of values. A lookup category is called a lookup type, and the allowable values for the lookup type are called lookup codes. You add your own codes to those initially provided for some of the lookup types.

Each value in a lookup type has an internal and a display name. The lookup code is the internal name of a value defined in a lookup type. You can define up to 250 lookups for each Lookup type. The description for the lookup type entered in the Lookup window displays in the lookup window title.

For detailed information on defining and updating lookups, see [the online help for Lookups in Oracle Applications Developer—viewed from Application Utilities Lookups and Application Object Library Lookups](#).

## Programs Window

Programs and program lines enable you to group contracts with similarities. You may want to group contract documents by assigning programs in order to monitor purchasing, funding, resources, or maintenance activities. Use the Programs window to define programs.

When you are creating a new record—enter a unique value in the Number field, and enter information in the Name, and Description fields. Save your work when you are finished.

You associate a program to a contract document on the Contract Header window of the contract Authoring Workbench, and on the Funding Pool window.



| Number           | Name             | Description                       |
|------------------|------------------|-----------------------------------|
| LAV-AD           | LAV-AD           | LAV Air Defense                   |
| Aegis            | Aegis            | Production                        |
| JC001            | Janeen's Airline | Janeen's Airline plane components |
| Aircraft Engines | Aircraft Engines | Aircraft Engines                  |
| FBM              | FBM              | Fire Control                      |
| Techsight        | Techsight        | S/W                               |
| SOFTWARE_TNC     | SOFTWARETNC      | Software-TNC                      |
| F25 Aircraft     | F25 Aircraft     | F25 Aircraft                      |
| Test Program     | Test Program     | Test Program                      |
| C-17 Aircraft    | Globemaster III  | Transport Aircraft                |

### See Also

[Main Region in the Contract Header Tabbed Window, on page 3-9](#)

[Creating and Viewing Funding Pools, on page 4-14](#)

## Security Roles and Assignments Windows

A security role for an employees lists the functions and security levels for that individual. You can assign roles to employees working on contract documents, and define access security by the role assignment. Security role assignments can assigned per a contract document, through a program, or at the site level.

### ►► To assign an employee to a security level role:

1. Navigate to the Security Role Assignments window.
2. In the Employee field, select the employee from the list of values.
3. In the View box, select one of the views, either by All Assignments or Active Assignments Only.
4. Select a security level in the Level field.

Your choices are:

- *Site*: Indicates access to all contract documents for employees with similar access within an organization.

- *Program*: Program level assignments provide similar benefits for organizations that group contract documents into programs. See: [Programs Window, on page B-2](#).
  - *Contract*: Security access is define for a specific contract document.
5. Select a value in the Number field if the security level is program or contract.

Security Role Assignments

Employee: **Barker, Mr. Christopher**

View: **All Assignments**

| Level    | Number | Role                   | Effective Dates |    |
|----------|--------|------------------------|-----------------|----|
|          |        |                        | From            | To |
| Contract | 370300 | Contract Administrator | 15-AUG-2001     |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |
|          |        |                        |                 |    |

6. Select a contract role in the Role field.
7. Optionally, you an set a date range in the Effective Dates To and From fields.
8. Save your work.

You can view all assignments for a contract document in the View Contract Assignments window. This includes security level, employee, role, and effective date ranges.

## ►► To view all assignments for a contract:

1. Navigate to the View Contract Assignments window.
2. Select a contract document type in the Type field.

3. Select a contract document number in the Number field.

Type

Number

As Of

**Assignments**

| Level    | Employee       | Role                   | Start Date  | End Date |
|----------|----------------|------------------------|-------------|----------|
| Contract | One, Mr. Admin | Contract Administrator | 18-APR-2001 |          |
| Contract | Two, Ms. Admin | Contract Administrator | 18-APR-2001 |          |
|          |                |                        |             |          |
|          |                |                        |             |          |
|          |                |                        |             |          |
|          |                |                        |             |          |
|          |                |                        |             |          |
|          |                |                        |             |          |

4. In the As Of field, select the date you want to display all current information about this contract document.
5. Choose View to display all the assignments for this contract document.  
Employees assigned to this specific contract display in the Assignments region by security level, employee name, contract role, and effective date ranges.

## Creating Data in the System Setup Window

Oracle Project Contracts provides a setup capability that enables you to create setup data. This information is defined in the System Setup, Program Lines, Terms and Conditions windows.

To define your Project Contract system attributes, navigate to the System Setup window. Choose one of the seven tabbed windows where you can enter system validation information for different contract regions.

### ►► To create contract values in the System Setup window:

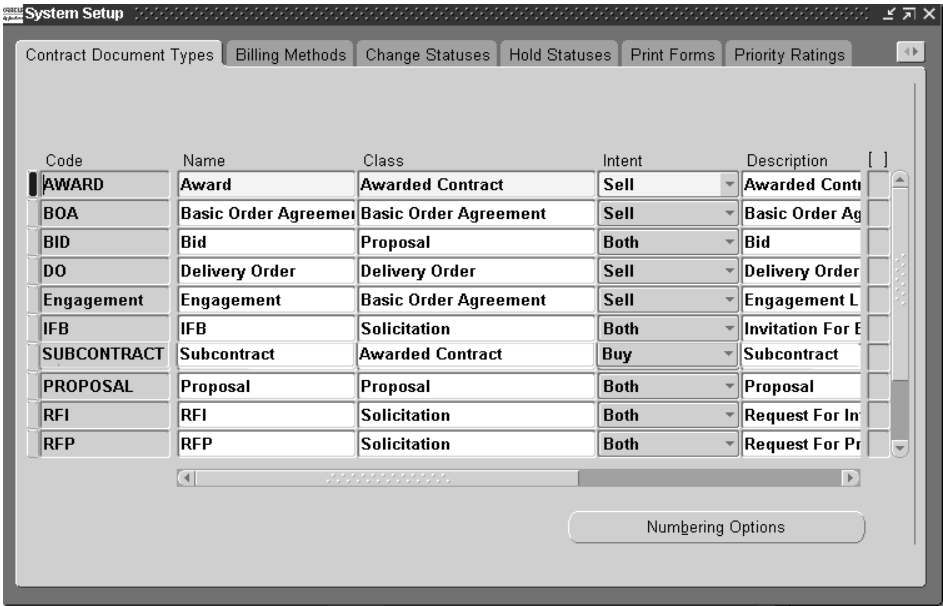
1. Navigate to the System Setup window.
2. Select the tabbed window you want to update.

There are seven windows, a description for each window follows. This includes Contract Document Types, Billing Methods, Change Statuses, Hold Statuses, Print Forms, Priority Ratings, and Communication Actions.

- 3. Enter the appropriate values for the contract attribute.
- 4. Save your work.

**Contract Document Types**

This window is used to define different contract terminology used by both commercial and government contractors. For example, a solicitation may be termed a request for proposal, or request for quotation. A proposal may be termed a bid, proposal, quote, or offer. And a contract may be termed award, grant, contract, subcontract, or agreement.



**» To define contract document types:**

- ☐ Select or enter information for each contract document type you want to create in the following fields: Code, Name, Class (such as awarded contract or proposal), Intent (buy, sell, both), Description, and Effective Dates To And From.

## Billing Methods

Contract billing methods are also known as pricing agreements, price types, and contract types and may be linked to a contract or individual lines.

| Code         | Name                                       | Description                                | Effective Dates - From |
|--------------|--------------------------------------------|--------------------------------------------|------------------------|
| ComboFFP/CPF | ComboFFP/CPFF                              | Combination of FFP/CPFF                    | 24-APR-2001            |
| CPAF         | Cost-Plus-Award-Fee                        | Cost Reimbursable with Award Fee           | 01-JAN-2001            |
| CPFF         | Cost-Plus-Fixed-Fee                        | Cost Reimbursable with Fixed Fee           | 01-JAN-2001            |
| CPIF         | Cost-Plus-Incentive-Fee                    | Cost Reimbursable with Incentive Fee       | 01-JAN-2001            |
| CS           | Cost-Sharing                               | Cost Sharing                               | 01-JAN-2001            |
| ENGAGE       | ENGAGE                                     | Engagement                                 | 01-MAY-2001            |
| FACL         | Facilities Contract                        | Facilities Contract                        | 19-APR-2001            |
| FFP          | Firm-Fixed-Price                           | Firm Fixed Price                           | 01-JAN-2001            |
| FPAF         | Fixed Price Award Fee                      | Fixed Price Award Fee                      | 01-JAN-2001            |
| FPEPA        | Fixed-Price with Economic Price Adjustment | Fixed Price with Economic Price Adjustment | 01-JAN-2001            |
| FPI          | Fixed-Price-Incentive                      | Fixed Price Incentive                      | 01-JAN-2001            |
| IDDQ         | Indefinite-Delivery-Definite-Quantity      | Indefinite Delivery with Definite Quantity | 01-JAN-2001            |

### » To define billing methods:

- ☐ Select or enter information for each billing method you want to create in the following fields: Code, Name, Description, Effective Dates To And From.

You can check the Default check box if you want the billing method assigned at the contract header to default to each line. This defaulted value can be changed at the line level.

## Change Statuses

You can define change statuses for monitoring, tracking, and executing contract change requests. Each change status is associated with a change status type. You can also associate a workflow process to a change status.

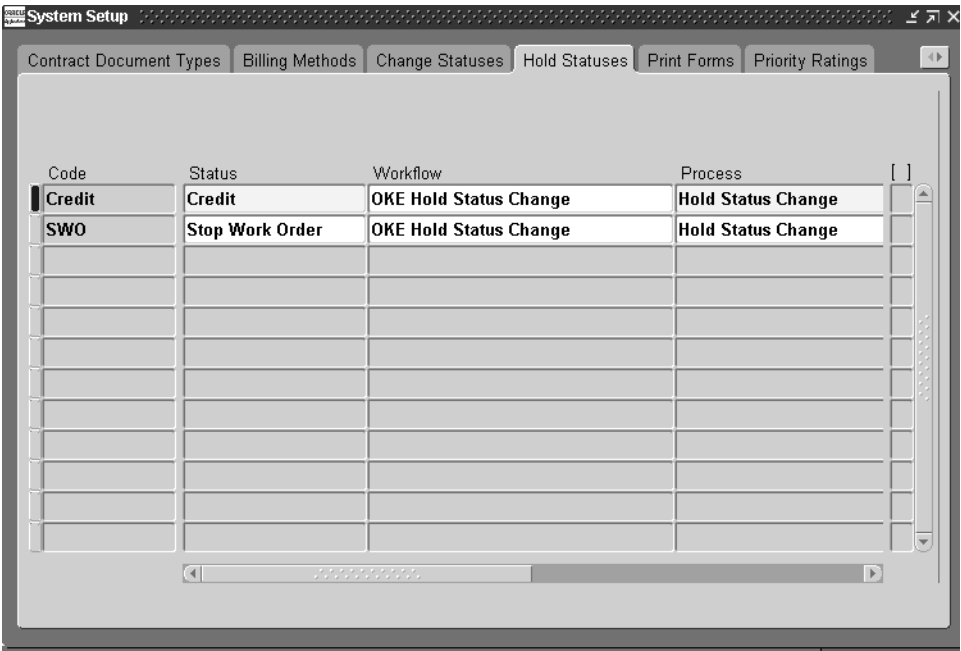
| Code        | Status       | Type        | Default?                            | Workflow                     |
|-------------|--------------|-------------|-------------------------------------|------------------------------|
| APPROVED    | Approved     | Approved    | <input checked="" type="checkbox"/> |                              |
| CANCELED    | Canceled     | Canceled    | <input checked="" type="checkbox"/> | OKE Change Request Processes |
| COMPLETED   | Completed    | Completed   | <input checked="" type="checkbox"/> | OKE Change Request Processes |
| ENTERED     | Entered      | Entered     | <input checked="" type="checkbox"/> |                              |
| IN PROGRESS | Implementing | In Progress | <input checked="" type="checkbox"/> | OKE Change Request Processes |
| REJECTED    | Rejected     | Rejected    | <input checked="" type="checkbox"/> |                              |
| REVERTED    | Reverted     | Reverted    | <input checked="" type="checkbox"/> | OKE Change Request Processes |
| SUBMITTED   | Submitted    | Submitted   | <input checked="" type="checkbox"/> | OKE Change Request Processes |
|             |              |             | <input type="checkbox"/>            |                              |
|             |              |             | <input type="checkbox"/>            |                              |
|             |              |             | <input type="checkbox"/>            |                              |
|             |              |             | <input type="checkbox"/>            |                              |

### ►► To define change statuses:

- ❑ Select or enter information for each change status you want to create in the following fields: Code, Status (such as entered or approved), Type, Default Check box (if you want this status to default to all contract lines), Workflow Process name, Description, and Effective Dates To and From.

**Hold Statuses**

Hold statues are used to monitor and track contract documents, lines, and deliverable lines on hold. You can also associate a workflow process to a hold status to guide the resolution and escalation of the applied hold.

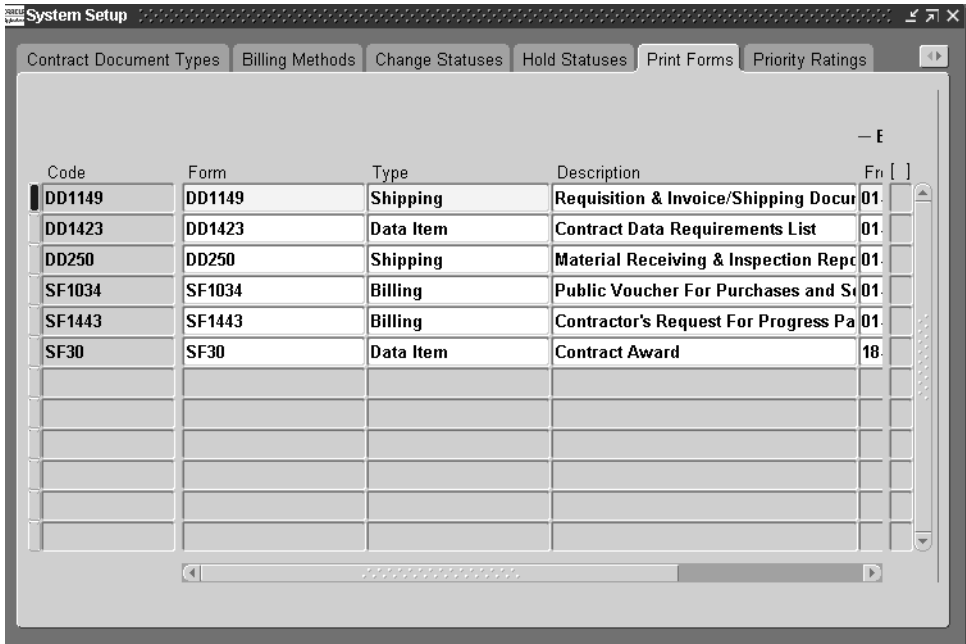


**» To define hold statuses:**

- ☐ Select or enter information for each hold status you want to create in the following fields: Code, Status (such as credit), Workflow Process name, Description, and Effective Dates To and From.

Print Forms

Print form types are used to indicate which forms are necessary for a particular contract line or deliverable line. Print forms can be listed as mandatory or optional.



» To define print forms:

- Select or enter information for each print form type you want to create in the following fields: Code, Form number, Type (such as shipping or billing), Description, and Effective Dates To and From.

## Priority Ratings

Priority Ratings are ratings assigned to customer contracts for prioritization of contracts within your organization. Each priority code is associated to a priority type.

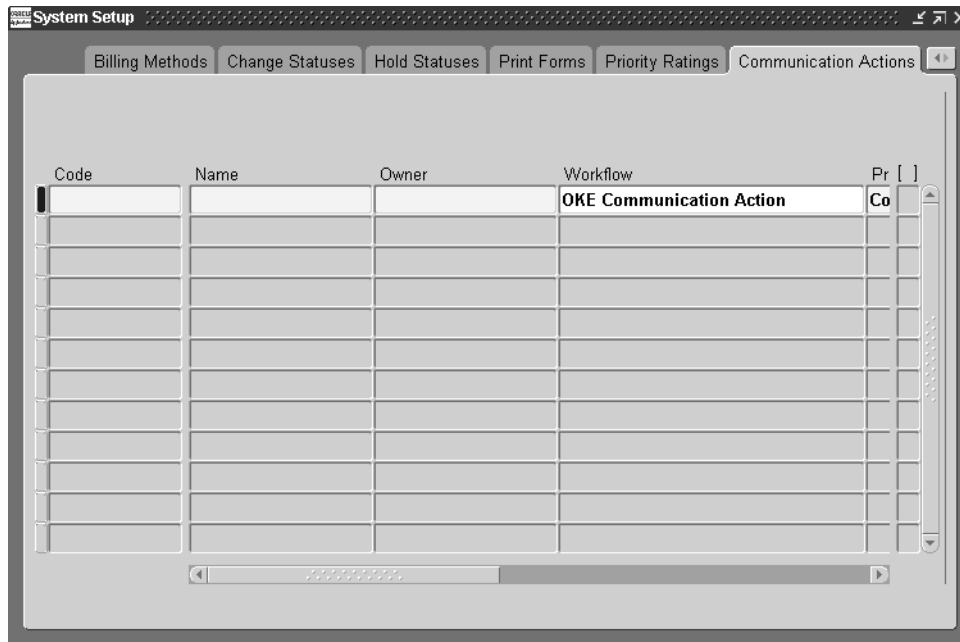
| Code  | Priority Rating | Type | Description                         | Fr |
|-------|-----------------|------|-------------------------------------|----|
| DO-A1 | DO-A1           | DPAS | DO - Aircraft                       | 01 |
| DO-A2 | DO-A2           | DPAS | DO - Missiles                       | 01 |
| DO-A3 | DO-A3           | DPAS | DO - Ships                          | 01 |
| DO-A4 | DO-A4           | DPAS | DO - Tanks / Autos                  | 01 |
| DO-A5 | DO-A5           | DPAS | DO - Weapons                        | 01 |
| DO-A6 | DO-A6           | DPAS | DO - Ammunitions                    | 01 |
| DO-A7 | DO-A7           | DPAS | DO - Electronics                    | 01 |
| DO-B8 | DO-B8           | DPAS | DO - Government-owned Production    | 01 |
| DO-B9 | DO-B9           | DPAS | DO - Contractor-owned Production Eq | 01 |
| DO-C2 | DO-C2           | DPAS | DO - DoD Construction               | 01 |
| DO-C3 | DO-C3           | DPAS | DO - Maintenance, Repair & Operatin | 01 |
| DO-C9 | DO-C9           | DPAS | DO - Miscellaneous                  | 01 |

### ►► To define priority ratings:

- ☐ Select or enter information for each priority rating type you want to create in the following fields: Code, Priority Rating, Type, Description, and Effective Dates To and From.

## Communication Action

The Communication Action window enables you to define communication actions and associate those actions to a workflow process.



► To define communication actions:

- ☐ Select or enter information for each action type you want to create in the following fields: Code, Name, Owner, Workflow name, Process name, Description, and Effective Dates To And From.

## Defining Numbering Options

The Define Numbering Options window is used to set up the type of numbering sequencing you want in your documents.

Numbering can be either manual or automatic sequencing. You can define different numbering options for buy and sell contract types. For example, an award type contract would be a manual numbering schema because the customer gives you their document number—where as subcontracts might be automatically numbered.

In either instance, the numbering scheme is based on alpha, numeric, or alphanumeric characters.

**Numbering Options (Award)**

Intent: **Sell**

**Document Number**

Entry: **Manual**      Next Number:

Type: **Alphanumeric**      Increment:

Width:

**Change Request Number**

Entry: **Manual**      Start with:

Type: **Alphanumeric**      Increment:

Width:

**Line, Subline, Deliverable**

|             | Start with                     | Increment                      | Width                |
|-------------|--------------------------------|--------------------------------|----------------------|
| Line        | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text"/> |
| Subline     | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text"/> |
| Deliverable | <input type="text" value="1"/> | <input type="text" value="1"/> | <input type="text"/> |

## Business Areas and Contract Flowdown Attributes

Oracle Project Contracts enables you to configure flowdown of contract information to different business areas such as Purchasing, Receiving, Work in Process, Billing, and Shipping. You define attribute groups, article subjects, terms and conditions types, and standard notes types. These values are passed down to the contract header, contract lines, articles, terms and conditions, and standard notes on the contract document. Contract flowdown attributes are viewed using the Flowdown Viewer in the appropriate business area.

You set up responsibilities to allow access to a specific set of business data and individual users are then assigned these responsibilities. This information is set up in Oracle Application lookup windows and Oracle Project Contracts windows. The Project Contracts windows are described in this section.

The Contract flowdown viewer is a self-service inquiry page and uses the contract and project reference in the business area to determine the flowdown information:

- In Purchasing, contract information is accessed from the Tools menu in the Purchasing Summary or Requisition Summary windows. The data displayed is determined by the purchase order line or project number.
- In Oracle Work in Process, contract information is accessed from the Discrete Workstation. The project on the WIP job determines the appropriate information. If a project is linked to multiple contracts in Oracle Project Contracts, the list of contracts can be displayed.
- In Oracle Shipping Execution, contract information is accessed from the Tools menu in the Shipping Transactions window. The contract number, deliverable, project, task on the Delivery line determines the flowdown information.

### **See Also**

*Oracle Project Contracts Implementation Guide*

*Discrete Workstation Transactions, Oracle Work in Process User's Guide*

*View Status of a Delivery Line, Oracle Shipping Execution User's Guide*

*Using the Requisition Lines Summary Window, Oracle Work in Process User's Guide*

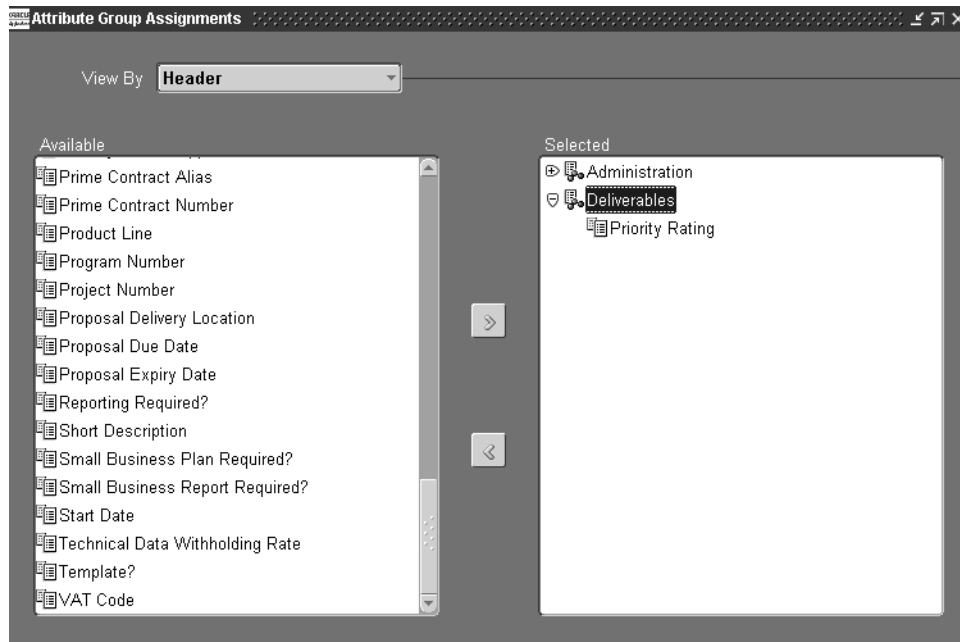
For detailed information on defining and updating lookups, see [the online help for Lookups in Oracle Applications Developer—viewed from Application Utilities Lookups and Application Object Library Lookups](#).

## Attribute Group Assignments Window

Contract attributes can be grouped together for similar purposes, such as billing or administrative related activities. The Attribute Group Assignments window is used to assign individual contract attributes.

### ►►. To assign and view values in the Attribute Group Assignments window:

1. Navigate to the Attribute Group Assignments window.
2. In the View By box, select which view you want to define or display.  
Your choices are attribute group assignments for the Header, Line, or Deliverable.  
The Available pane of the window displays the attributes set up in your system. The Selected pane displays the attribute groups defined for your business areas.
3. To create an attribute group assignment, select the group in the Selected pane. Then select the attribute in the Available pane.
4. Choose the right arrow key to move the attribute in the Available pane to the Selected pane.



5. To deselect an attribute from a group assignment, select the individual attribute in the Selected pane.
6. Choose the left arrow key to move the attribute in the Available pane.
7. Save your work.

## Contract Flowdown Matrix Window

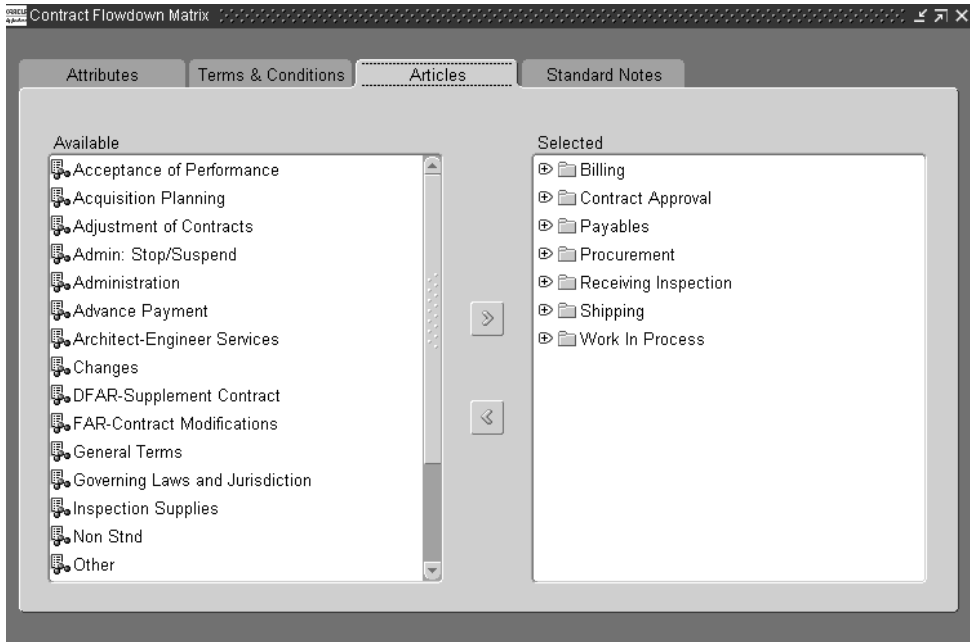
Contract information is passed to different business areas using attribute groups, article subjects, terms and conditions types, and standard notes types. Use the Contract Flowdown Matrix window to configure the values.

### ►►. To define contract flowdown values:

1. Navigate to the Contract Flowdown Matrix window.

This window has five tabbed regions for each section of the contract including Attributes, Terms and Conditions, Articles, and Standard notes.

The Selected pane of the window displays the business areas defined for your organization. The Available pane displays the values set up in your system for the various sections of the contract.



2. Select the tabbed region for the area you want to define for contract matrix flowdown.
3. To define a flowdown value, select the business area in the Selected pane. Then select the attribute in the Available pane.
4. Choose the right arrow key to move the attribute in the Available pane to the Selected pane.
5. To deselect an attribute from a section of the contract, select the individual attribute in a business area in the Selected pane.
6. Choose the left arrow key to move the attribute in the Available pane.
7. Save your work.

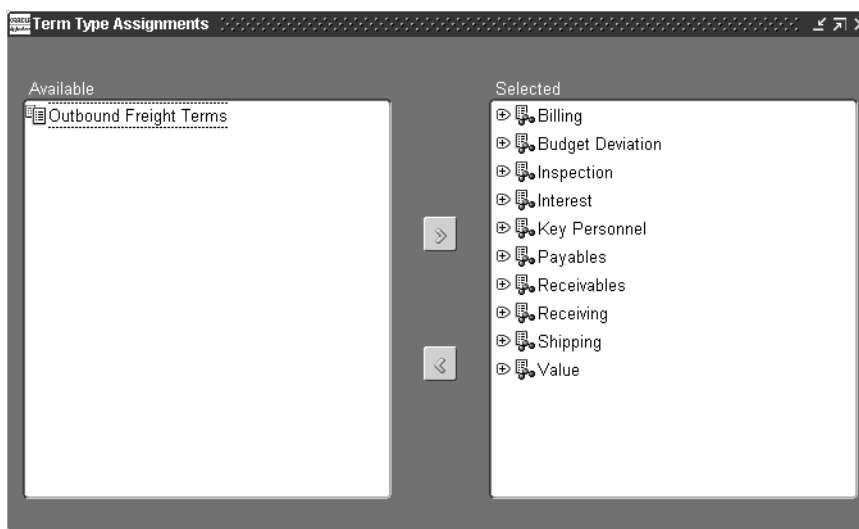
## Term Type Assignments Window

You can setup repositories of standard terms and conditions (such as shipping method, payment terms, and freight terms) that can be assigned to any contract document. Use the Term Type Assignments window to assign terms and conditions to different business areas for contract flowdown. Terms and conditions types are defined as lookups in Oracle Project Contracts.

### ►►. To assign term types to business areas:

1. Navigate to the Term Types Assignments window.

The Selected pane of the window displays the business areas defined for your organization. The Available pane displays the terms types set up in your system.



2. To assign a term type to a business area, select the business area in the Selected pane. Then select the term type in the Available pane.
3. Choose the right arrow key to move the term type in the Available pane to the Selected pane.
4. To deselect a term type from a business area, select the term type in the Selected pane.
5. Choose the left arrow key to move the term type to the Available pane.

6. Save your work.

## Projects Window

Master projects can be assigned at the contract header level, and subprojects or tasks at the contract line level. You can assign a project of any type class (contract, indirect, or capital) to the hierarchy. However, the contract type class must be at the same level for which you want to do funding and billing. Projects can provide:

- A single billing method by assigning one project for the entire contract
- Multiple contract lines with different billing methods assigned at the contract line level
- Fixed price billing method with progress payments, billing at the master project level while billing delivery-based events on separate subprojects

### ►► To view master project information for a contract:

1. Navigate to the Projects window.

The left pane of the window displays the project hierarchy— the top level master project and subprojects listed below it.

The screenshot shows the 'Projects' window. On the left, a tree view displays the project hierarchy: 'Master' (expanded), 'Sub1', and 'Sub2' (selected). On the right, the details for 'Sub2' are shown in a form. Below the form is a table for 'Customers'.

|                |                           |  |
|----------------|---------------------------|--|
| Number         | Sub2                      |  |
| Name           | Sub2                      |  |
| Description    | Sub2                      |  |
| Organization   | Los Angeles Manufacturing |  |
| Status         | Approved                  |  |
| Type           | Production-Bill           |  |
| Type Class     | Contract                  |  |
| Funding Level  | Both Project and Top Task |  |
| Effective Date | 07-DEC-1997 - 31-DEC-2010 |  |

| Customers             |        |              |
|-----------------------|--------|--------------|
| Name                  | Number | Relationship |
| Department of Defense | 1086   | Primary      |
|                       |        |              |
|                       |        |              |
|                       |        |              |

At the bottom right of the window are 'Cancel' and 'Done' buttons.

2. Select the top level project, or expand the view and select a subproject to view project data.

The right pane displays the project information. See: [Entering Project and Task Options, Oracle Projects User's Guide](#), and [Creating a New Project from a Project Template or Existing Record, Oracle Projects User's Guide](#).

The Customers region displays information about the customers assigned to this project.

3. Choose Done when you are finished viewing the project information.

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# Glossary

## A

### **accepted quantity**

The quantity of inventory items received from a customer, based on a return authorization for which you credit the customer.

### **alphanumeric number type**

An option for numbering documents, employees, and suppliers where assigned numbers can contain letters as well as numbers.

### **approval action**

A cycle action you can define in your order cycle to require explicit approval of an order or order line before it progresses further through the order cycle. You can define an approval step at the order or order line level. When you define an approval step, you must approve all orders or order lines using that order cycle, depending on the approval step level.

### **attachment**

Any document associated with one or more application entities. You can view attachments as you review and maintain an entity. Examples include: operation instructions, purchase order notes, item drawings, or an employee photo.

### **automatic numbering**

A numbering option Purchasing uses to assign numbers to your documents, employees, or suppliers automatically.

## **B**

### **blanket purchase agreement**

A type of purchase order you issue before you request actual delivery of goods or services. You normally create a blanket purchase agreement to document a long-term supplier agreement. A blanket purchase agreement may contain an effective date and an expiration date, a committed amount, or quantity. You use a blanket purchase agreement as a tool for specifying agreed prices and delivery dates for goods and services before ordering them.

### **buyer**

Person responsible for placing item resupply orders with suppliers and negotiating supplier contracts.

## **C**

CTD (Capable to Deliver) refers to considering the transportation resources and transportation lead time to meet your customers delivery needs. In this release, only transportation lead time is being considered. Transportation resources will be added in a future release.**contact**

A representative responsible for communication between you and a specific part of your customer's agency. For example, your customer may have a shipping contact person who handles all questions regarding orders sent to that address. The contact's responsibility is the **contact role**.

### **contact role**

A responsibility you associate to a specific contact. Oracle Automotive provides 'Bill To', 'Ship To', and 'Statements,' but you can enter additional responsibilities.

### **contractor**

As a party to an agreement, the contractor is responsible to the customer for implementing obligations including price, costs, quantity, or services.

### **conversion**

Converts foreign currency transactions to your functional currency. **see foreign currency conversion.**

### **customer**

As a party to a contract, the customer is responsible for oversight of the contract, payments and any agreed-to obligations with the contractor.

## D

### **definitize**

To set, or make definite, the terms and rates of a contract. The definitization process includes determining rates and price negotiations.

### **deliverable**

Goods or services distributed under a contract. Deliverables may include tangible as well as intangible items.

### **deliver-to location**

A location where you deliver goods previously received from a supplier to individual requestors.

### **.descriptive flexfield**

A feature used to collect information unique to your business. You determine the additional information you need and descriptive flexfield lets you customize your application to your needs without additional programming.

## E

### **economic price adjustment contract**

A contract that establishes an initial price, but also contains clauses for price adjustments. The price adjustment is based on the labor and material costs compared to established prices, cost standards, or price indexes.

## F

### **flexfield**

A field made up of segments. Each segment has a name you assign and a set of valid values. **see descriptive flexfield and key flexfield.**

### **folder**

A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

### **foreign currency**

Currency that you define for your set of books for recording and conducting accounting transactions other than your functional currency. Oracle Projects

multiplies the daily exchange rate you define or the exchange rate you enter to convert amounts for your functional currency.

**foreign currency conversion**

The conversion of a foreign currency transaction, such as an invoice or a payment, into your functional currency.

**funding pool**

A grouping of multiple funding sources used to allocate financing amounts to programs or contracts.

**funding sources**

Internal or external parties used to finance contracts and programs.

**H**

**hard limit**

An option preventing revenue accrual and invoice generation beyond the amount allocated to a project or task by the agreement.

**hold**

A feature that prevents an order or order line from progressing through the order cycle. You can place a hold on any order or order line.

**I**

**incentive contract**

A contract where the buyer and seller agree to a target cost and maximum price. Cost savings below the target are shared between buyer and seller. If actual cost exceeds the target cost, the cost overrun is shared by the buyer and seller.

**indefinite delivery contract**

A contract that does not procure or specify a firm quantity, and provides for the issuance of orders during the period of the contract. Typically, a minimum or maximum quantity is defined for the entire contract. And the cost or pricing arrangement for an estimated quantity is provided.

## **item**

Anything you make, purchase, or sell, including components, subassemblies, finished products, or supplies. Oracle Manufacturing also uses items to represent planning items that you can forecast, standard lines that you can include on invoices, and option classes you can use to group options in model and option class bills.

## **K**

### **key flexfield**

A set of segments. You choose the number of segments you want, the length of each segment, the order of your segments and more. You can then define the list of acceptable values for each segment.

## **L**

### **LOOKUP**

Attributes are validated by a lookup type. The lookup code is stored in the attribute, but the code's translated meaning will be displayed whenever the attribute value is viewed by an end user.

## **M**

### **manual numbering**

A numbering option to let someone assign numbers manually to documents, employees, and suppliers.

For the rest of the document, we will use 'Multilevel ATP' as a short form for this feature.

## **O**

### **organization**

Internal organizations are divisions, groups, cost centers or other organizational units in a company. Organizations can be used to demonstrate ownership or management of functions.

## **P**

### **PO**

See **purchase order**.

### **project**

A unit of work broken down into one or more tasks, for which you specify revenue and billing methods, invoice formats, a managing organization, and project manager and bill rates schedules. You can charge costs to a project, as well as generate and maintain revenue, invoice, unbilled receivable and unearned revenue information for a project.

### **project funding**

An allocation of revenue from an agreement to a project or task.

### **Project Manufacturing**

A type of manufacturing environment where production requirements are driven by large projects. You can plan, schedule, process, and cost against a specific project or a group of projects. If Oracle Project Manufacturing is installed and the Project References Enabled and Project Control Level parameters are set in the Organization Parameters window in Oracle Inventory, you can assign project and, if required, task references to sales orders, planned orders, jobs, requisitions, purchase orders, and other entities within Oracle Manufacturing. If the Project Cost Collection Enabled parameter is also set, you can collect and transfer manufacturing cost to Oracle Projects.

### **project task**

A subdivision of Project Work. Each project can have a set of top level tasks and a hierarchy of subtasks below each top level task. You can charge costs to tasks at the lowest level only. **See Work Breakdown Structure.**

### **purchase order**

A type of purchase order you issue when you request delivery of goods or services for specific dates and locations. You can order multiple items for each planned or standard purchase order. Each purchase order line can have multiple shipments and you can distribute each shipment across multiple accounts. **See standard purchase order and planned purchase order.**

**purchase order shipment**

A schedule for each purchase order line composed of the quantity you want to ship to each location. You can also provide delivery dates for each shipment line. You can create an unlimited number of shipments for each purchase order line. You receive goods and services against each shipment line.

**purchase requisition**

An internal request for goods or services. A requisition can originate from an employee or from another process, such as inventory or manufacturing. Each requisition can include many lines, generally with a distinct item on each requisition line. Each requisition line includes at least a description of the item, the unit of measure, the quantity needed, the price per item, and the Accounting Flexfield you are charging for the item. **See internal sales order.**

**Q****quantity accepted**

The number of items you accept after inspection.

**quotation**

A statement of the price, terms, and conditions of sale a supplier offers you for an item or items. A quotation usually includes a detailed description (specifications) of goods or services the supplier offers. Suppliers consider quotations as an offer to sell when given in response to an inquiry. A quotation may be verbal or written. You often get verbal quotations for minor purchases by telephone. You usually send a request for quotation if you want a written quotation from a supplier. Written quotations often have an effective date and an expiration date.

**R****receipt**

A shipment from one supplier that can include many items ordered on many purchase orders.

**receipt line**

An individual receipt transaction that identifies receipt of an item against a purchase order shipment.

**redetermination contract**

A contract that establishes an initial price, a ceiling price, and a time for negotiating a price adjustment. The price may be adjusted after an audit is made of actual incurred cost and estimated cost to complete.

**request for quotation (RFQ)**

A document you use to solicit supplier quotations for goods or services you need. You usually send a request for quotation to many suppliers to ensure that you get the best price and terms possible. Depending on the way you do business, you can use two general types of RFQs: specific and generic.

**RFQ**

See **request for quotation**.

**role**

The responsibility or position assigned to an employee on a project.

**role type**

The role or responsibility that an employee can have on a project.

**S****set of books**

A financial reporting entity that partitions General Ledger information and uses a particular chart of accounts, functional currency, and accounting calendar. This concept is the same whether or not the Multi-organization support feature is implemented.

**ship-to address**

A location where items are to be shipped.

**soft limit**

The default option for an agreement that generates a warning when you accrue revenue or generate invoices beyond the amount allocated to a project or task by the agreement, but does not prevent you from running these processes. See also **hard limit**.

**solicitation**

A package containing all relevant information for prospective contractors regarding intentions for procurement. A solicitation may include Request for Proposal (RFP), Request for Information (RFI,) or Invitation For Bid (IFB).

**Suggested Order Date**

The date that the planning process suggests an order for goods or services is entered. The earliest order date allowed is today and no compression days are allowed.

**T****task**

A subdivision of project work. Each project can have a set of top level tasks and a hierarchy of subtasks below each top level task.

**U****unit number**

Unit Number is a feature of Oracle Project Manufacturing: End item model/unit number. This feature enables you to identify which bill of material is used for building controlled items.

**unit of measure**

The unit that the quantity of an item is expressed.

**unit of measure conversions**

Numerical factors that enable you to perform transactions in units other than the primary unit of the item being transacted.

**UOM**

*See* **unit of measure**.

**W****Workflow**

This determines the header flow for an order transaction type or line flows possible for a line transaction type. There can be only one header flow associated with an

Order Transaction Type but a line Transaction Type can be coupled with different Order Types and Item Types and there can be different flow couplings for the permitted Transaction Type, Item Type combinations.

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