

# Oracle® Projects Fundamentals

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**Glossary**

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# Preface

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## Preface

Welcome to Release 11*i* of *Oracle Projects Fundamentals*.

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

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

If you have never used Oracle Projects, we suggest you attend one or more of the Oracle Projects 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 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 Projects.

This preface explains how this user guide is organized and introduces other sources of information that can help you. This guide contains the following chapters:

- Chapter 1, *Overview of Oracle Projects*, provides a brief introduction to the Oracle Projects, group of applications.
- Chapter 2, *Organizations and Resources*, provides an overview of how organizations and resources are defined and used in Oracle Projects applications.
- Chapter 3, *Project Definition and Information*, describes how to define projects, tasks, project structures, and project attributes.
- Chapter 4, *Utilization*, describes the utilization functionality in Oracle Projects, which enables you to track and report on the actual and scheduled utilization of your resources.
- Chapter 5, *Organization Forecasting*, discusses the organization forecasting functionality in Oracle Projects. Organization forecasting is a powerful management planning and reporting tool.
- Chapter 6, *System Administration and Maintenance*, describes procedures and activities you need to know about to administer data and settings in Oracle Projects..
- Chapter 7, *Reports and Listings*, describes each standard report and listing in Oracle Projects.
- Chapter 8, *Processes*, describes all of the processes you can submit in Oracle Projects.
- Chapter 9, *Integration With Other Oracle Applications*, describes how to integrate Oracle Projects with other Oracle applications.
- Chapter 10, *Security in Oracle Projects*, discusses the various security structures used by Oracle Projects: project security, responsibility-based security, and organizational security.
- Chapter 11, *Global Project Support*, discusses functionality within Oracle Projects supporting operation of global enterprise, including support for multiple organizations, multiple currencies, and multiple languages.
- Chapter 12, *Accounting Periods and Dates for Transaction Processing*, discusses financial accounting and date processing functionality within Oracle Projects.

## 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 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.

### **Accessibility of Links to External Web Sites in Documentation**

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle 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 Projects.

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

## Online Documentation

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

- **Online Help** – Online help patches (HTML) are available on MetaLink.
- **About Documents** – Refer to the About Document for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents are available on Oracle *MetaLink*.

## User 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 Projects (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 also access this user guide online by choosing “Getting Started with Oracle Applications” from any the Oracle Applications help file.

## Oracle Projects Documentation Set

### **Oracle Project Costing User Guide**

---

Use this guide to learn detailed information about Oracle Project Costing. Oracle Project Costing provides the tools for processing project expenditures, including calculating their cost to each project and determining the GL accounts to which the costs are posted.

### **Oracle Project Billing User Guide**

---

Use this guide to learn how to use Oracle Project Billing to process client invoicing and measure the profitability of your contract projects.

### **Oracle Project Management User Guide**

---

This guide shows you how to use Oracle Project Management to manage projects through their lifecycles – from planning, through execution, to completion.

## **Oracle Project Resource Management User Guide**

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This guide provides you with information on how to use Oracle Project Resource Management. It includes information about staffing, scheduling, and reporting on project resources.

## **Oracle Projects Implementation Guide**

---

Use this guide to learn how to implement the Oracle Projects suite of products. This guide includes a comprehensive implementation checklist as well as instructions for setting up function security, profile options, descriptive flexfields, workflows, and attachments.

## **Oracle Projects APIs, Client Extensions, and Open Interfaces Reference**

---

This manual gives detailed information about all public application programming interfaces (APIs) that you can use to extend Oracle Projects functionality.

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

### **Oracle Assets User Guide**

---

In Oracle Assets, you can post capital project costs to become depreciable fixed assets. Refer to this guide to learn how to query mass additions imported from Oracle Projects to Oracle Assets and to review asset information.

### **Oracle General Ledger User Guide**

---

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. This manual 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.

### **Oracle HRMS Documentation Set**

---

This set of guides explains how to define your employees, so you can give them operating unit and job assignments. It also explains how to set up an organization (operating unit). Even if you do not install

Oracle HRMS, you can set up employees and organizations using Oracle HRMS windows. Specifically, the following manuals will help you set up employees and operating units:

- **Using Oracle HRMS – The Fundamentals**

This user guide explains how to set up and use enterprise modeling, organization management, and cost analysis.

- **Managing People Using Oracle HRMS**

Use this guide to find out about entering employees.

### **Oracle Inventory User Guide**

---

If you install Oracle Inventory, refer to this manual to learn how to define project-related inventory transaction types and how to enter transactions in Oracle Inventory. This manual also describes how to transfer transactions from Oracle Inventory to Oracle General Ledger.

### **Oracle Payables User Guide**

---

Refer to this manual to learn how to use Invoice Import to create invoices in Oracle Payables from Oracle Projects expense reports data in the Oracle Payables interface tables. This manual also explains how to define suppliers, and how to specify supplier and employee numbering schemes for invoices created using Oracle Projects.

### **Oracle Project Manufacturing Implementation Manual**

---

Oracle Project Manufacturing allows your company to associate manufacturing costs and inventory to a specific project and task. Use this manual as your first source of information if you are implementing Oracle Project Manufacturing.

### **Oracle Purchasing User Guide**

---

If you install Oracle Purchasing, refer to this user guide to read about entering and managing the requisitions and purchase orders that relate to your projects. This manual also explains how to create purchase orders from project-related requisitions in the AutoCreate Documents window.

### **Oracle Receivables User Guide**

---

Use this manual to learn more about Oracle Receivables invoice processing and invoice formatting, defining customers, importing

transactions using AutoInvoice, and Defining Automatic Accounting in Oracle Receivables.

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### **Oracle Business Intelligence System Implementation Guide**

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This guide provides information about implementing Oracle Business Intelligence (BIS) in your environment.

---

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

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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.

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### **Using Oracle Time Management**

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This guide provides information about capturing work patterns such as shift hours so that this information can be used by other applications such as General Ledger.

## **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 installing Oracle Applications.

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### **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 One-Hour Install, which minimizes the time to install Oracle Applications and the 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 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 at either 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 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 forms so that they integrate with Oracle Applications.

## **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 you implement Oracle Projects. This manual details additional steps and setup considerations for implementing Oracle Projects with Multiple Reporting Currencies.

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

---

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

---

### **Oracle Workflow Administrator's Guide**

---

This guide explains how to complete the setup steps necessary for any Oracle Applications product that includes workflow-enabled processes, as well as how to monitor the progress of runtime workflow processes.

---

### **Oracle Workflow Developer's Guide**

---

This guide explains how to define workflow business processes and customize existing Oracle Applications-embedded workflow processes. It also describes how to define and customize business events and event subscriptions.

---

### **Oracle Workflow User's Guide**

---

This guide describes how Oracle Applications users can view and respond to workflow notifications and monitor the progress of their workflow processes.

---

### **Oracle Workflow API Reference**

---

This guide describes the APIs provided for developers and administrators to access Oracle Workflow.

## **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Projects 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 and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on [OracleMetaLink](#).

## **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 tells you how to apply this UI to the design of an application built by using Oracle Forms.

## **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 APIs 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 APIs 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

---

Oracle offers a complete set of training courses to help you and your staff master Oracle Projects 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 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 Projects working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle 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 provides 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 software modules for financial management, supply chain management, manufacturing, project systems, human resources management, 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.

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.

---

## Your Feedback

Thank you for using Oracle Projects and this user's guide.

Oracle values your comments and feedback. At the end of this guide is a Reader's Comment Form you can use to explain what you like or

dislike about Oracle Projects or this user's guide. Mail your comments to the following address or call us directly at (650) 506-7000.

Oracle Applications Documentation Manager  
Oracle  
500 Oracle Parkway  
Redwood Shores, CA 94065  
U.S.A.



CHAPTER

# 1

## Overview of Oracle Projects

**T**his chapter provides a brief overview of the Oracle Projects group of applications, including Project Costing, Project Billing, Project Resource Management, Project Management, Project Collaboration, and Project Intelligence.

---

## Overview of Oracle Projects

The applications that make up the Oracle Projects suite work together to provide a complete enterprise project management solution. They give you a flexible approach to defining and managing your projects and the people, schedules, deliverables, and finances associated with them.

At the aggregate level, enterprise project management involves the collection and coordination of corporate resources (such as people, money, and hard assets) to accomplish a predefined scope of work in a scheduled time frame and budget. Some enterprises only have projects that are internal in nature, such as projects that track time and costs related to marketing campaigns or infrastructure build-out programs for capital development. Alternatively, many enterprises are entirely project oriented: they derive their entire income stream from projects that provide client services. Oracle Projects includes billing functionality that enables these enterprises to generate project invoices of varying complexity for their clients.

The Oracle Projects application suite includes a variety of features central to the requirements of competent and efficient enterprise project management. It enables project managers to effectively oversee their projects, assess progress against predetermined milestones and budgets, staff their projects with appropriate talent, and quickly generate a wide variety of reports. It also helps virtual and globally distributed project teams to efficiently communicate, collaborate, and complete tasks.

Oracle Projects also gives corporate executives the ability to quickly see how projects are performing across the enterprise. It enables them to drill down to areas of geographical interest or product specialization to review projects that are potential problems or are in immediate need of additional attention.

Oracle Projects applications are designed to integrate with many other Oracle application suites (including Oracle HRMS, Oracle Financials, and Oracle Supply Chain applications) to provide an efficient information flow, facilitate a global sharing of resources, and provide robust intercompany accounting.

Oracle Projects consists of the following products:

- Oracle Project Costing
- Oracle Project Billing
- Oracle Project Resource Management

- Oracle Project Management
- Oracle Project Collaboration
- Oracle Project Intelligence

The following sections provide detail information on each of these products.

---

## Oracle Project Costing

Oracle Project Costing provides an integrated cost management solution for all projects and activities within an enterprise. With Project Costing you can manage costs across currency and organizational boundaries. Project Costing also acts as a central repository of project plans and transactions, processes project costs, and creates corresponding accounting entries to satisfy corporate finance requirements.

Project Costing gives operations managers and finance managers complete and timely access to project performance information and the resulting accounting impacts thereof. It also empowers line managers with timely, detailed cost information to monitor project performance in a productivity-enhancing format, and enables financial managers to track the total cost of running the business.

The key features of Oracle Project Costing are:

- Versatile template-driven project definition
- Multiple currency financial plan and budget creation
- Diverse accrual and expenditure capture
- Robust expenditure control, collection, and adjustment functionality, integrated with other Oracle applications
- Powerful burdening functionality
- Rule-based general ledger account functionality
- Comprehensive reporting functionality with drilldown capability
- Capable asset creation and CIP cost collection

Oracle Project Costing can be extended with Oracle Project Billing (see below) and is part of the Oracle Enterprise Project Management Suite, an integrated suite of internet applications designed to transform businesses to e-businesses.

For more information about Oracle Project Costing, see the *Oracle Project Costing User Guide*.

---

## Oracle Project Billing

Oracle Project Billing enables enterprises to simplify customer invoicing, streamline corporate cash flow, and measure the profitability of contract projects. Using configurable accounting rules, Oracle Project Billing extends Oracle Project Costing functionality by processing actual costs, creating corresponding accounting entries for revenue accrual to satisfy corporate finance requirements, and creating customer invoices for project work. With Project Billing, project managers can review project invoices online and analyze project profitability, and accounting managers can see the corporate impact of project work.

The key features of Oracle Project Billing are:

- Robust contract project creation functionality, enabling distinction between project types, billing methods, billing cycles, and contacts.
- Flexible agreements in multiple currencies with either hard or soft limits
- Budgeting for revenue in multiple currencies, separately from cost
- Organization-level and project-specific billing rate schedules and overrides
- Versatile billing retention and tax functionality
- Flexible revenue accrual calculation
- Optional capability to create invoices using billing methods differently from the way revenue is accrued
- Several powerful invoice management features, including holds, currency selection, and review/approve/release functionality
- Robust adjustment functionality, including billable status change, selective recalculation and write-off management
- Versatile and detailed multiple-currency reporting
- Reports for unbilled receivables and unearned revenue
- Integration between Oracle Project Billing and other Oracle applications

For more information about Oracle Project Billing, see the *Oracle Project Billing User Guide*.

---

## Oracle Project Resource Management

Oracle Project Resource Management manages human resource deployment and capacity for project work. It enables efficient coordination of project resource needs, profitability, and organization utilization through the location and deployment of qualified resources to projects across the enterprise. Oracle Project Resource Management empowers key project stakeholders—such as project managers, resource managers, and staffing managers—to make better use of their single most critical asset: their people.

The key features of Oracle Project Resource Management are:

- Comprehensive, shared resource repository with Oracle HRMS
- Shared schedules and availability
- Concise requirements definition
- Targeted searches
- Automated approval processing
- Self-service staffing functions grouped by role
- Global resource deployment
- Actual and scheduled utilization
- Project financial forecasts
- Capture time and expense
- Integration with the Oracle Projects Foundation

Oracle Project Resource Management enables enterprises to improve customer and employee satisfaction, maximize resource utilization and profitability, and increase competitive advantage.

For more information about Oracle Project Resource Management, see the *Oracle Project Resource Management User Guide*.

---

## Oracle Project Management

Successful project management requires continuous decision-making in order to meet expected delivery and financial targets. Oracle Project Management gives project managers the visibility and control they need to deliver projects successfully and operate efficiently. It presents project managers with a comprehensive integration of the major elements of project management: plans, progress, issues, changes, documents, effort and cost, financial information, performance, and status reports.

With Oracle Project Management, project managers can proactively plan and forecast their projects, manage change and performance in real-time, focus on desired project outcomes rather than data management, and make better decisions with less effort.

Key features of Oracle Project Management are:

- Integrated project planning and tracking
- Issue and change management
- Budget and forecast oversight
- Real-time project performance management
- Robust project security and access
- Intuitive and easily personalizable user interface
- Integration with everyday Project Management tools

Oracle Project Management eliminates silos of information, enabling project managers to oversee workplans, resource assignments, financial forecasts, project accounting, communications to stakeholders, and collaborative execution of project work internal and external to the organization.

For more information about Oracle Project Management, see the *Oracle Project Management User Guide*.

---

## Oracle Project Collaboration

Oracle Project Collaboration assists members of global or virtual project teams in the ongoing effort to review and complete project tasks by enabling them to collaborate and communicate with ease. Project teams can also include people from inside and outside an enterprise -- each requiring personalized access to project information. Oracle's integrated, collaborative system enables all relevant project

stakeholders to share information, anytime and anywhere. With complete visibility to assigned tasks, issues, and deliverables, team members work together more efficiently, make more effective decisions, and deliver superior results faster.

Key features of Oracle Project Collaboration are:

- Access to structured workspaces such as the Team Member Home page
- Collaborate toward issue and change resolution by sharing information and assigning actions to appropriate people
- Documentation of progress against assigned work
- Management of documents and deliverables
- Secure and intuitive user interface

Oracle Project Collaboration enables team members to leverage the information entered by project managers through Oracle Project Management.

For more information about Oracle Project Collaboration, see the *Oracle Project Management User Guide*.

---

## Oracle Project Intelligence

Oracle Project Intelligence delivers aggregate and detail information about the projects in an enterprise directly to the people who need it. Executive managers can use Oracle Project Intelligence to review information summaries in both graphic and tabular formats and drill down to specific projects and tasks as necessary.

Oracle Project Intelligence is a comprehensive reporting solution that provides cross-project visibility to opportunity bookings, resource utilization, and profitability and activity analysis. Utilizing secure, role-based portals, it provides daily summaries of key metrics including revenue, cost, margin, bookings, backlog, and utilization.

Key features of Oracle Project Intelligence are:

- Simple setup and out-of-the-box reporting
- Project profitability reporting through portal pages
- Ten key performance indicators across the business cycle
- 33 HTML reports displaying summary, trend, and drill-down to detail information

- Data access secured by organization and operating unit
- Cross-project reporting in seven different dimensions
- Reporting for multiple calendar types -- enterprise, fiscal, and project
- Display of information by year, quarter, month, and week periods
- Comparison of current actuals to prior year, prior period, and budgets
- Reporting by enterprise and functional currency

Oracle Project Intelligence is a component of Oracle Daily Business Intelligence, a suite of reporting and analysis applications that provide a management-reporting layer for business users of the Oracle E-Business Suite.

For more information about Oracle Project Intelligence, see the documentation for Oracle Daily Business Intelligence.

# Organizations and Resources

**T**his chapter discusses three integral aspects of the Oracle Projects application suite: organizations, jobs, and resources.

Oracle Projects shares organization, job, and employee information with Oracle Human Resources. If your business does not currently use Oracle Human Resources, you define this data using the Oracle Human Resources windows provided with Oracle Projects.

Your implementation of Oracle Human Resources to work with Oracle Projects involves the definition of:

- Organizations and organization hierarchies
- Jobs
- Resource information

The structure of your enterprise determines how you define your organizations, business groups, hierarchies, jobs, and job groups.

---

## Organizations

The organizations and organization hierarchies of an enterprise are closely interrelated with the policies and procedures of that enterprise. To configure Oracle Projects to meet your business requirements, you must make critical implementation decisions regarding how you set up your organizations in Oracle Projects.

Organizations are departments, sections, divisions, companies, or other organizational units in your enterprise. You can gather collections of organizations into organization hierarchies. Organization hierarchies make it easier to manage expenditure and reporting data and coordinate the project-owning organizations within your enterprise.

For optimum control, consistency, and trend analysis, it is simplest to keep the organization definitions stable. However, in a dynamic business environment, changes to organizations and organization structures are inevitable. When your organization structure changes, it is very important to understand the implications to your Oracle Projects implementation.

You can change the organization hierarchy setup in Oracle Projects to reflect changes to your company's organization hierarchy. To maintain system control and enforce your business rules, it is important to plan and manage the change carefully. To do this, you must understand how organizations and organization hierarchies are used in Oracle Projects.

### See Also

Organization Definition, *Oracle Projects Implementation Guide*

Representing Organizations, *Using Oracle HRMS -- The Fundamentals*

Creating an Organization, *Using Oracle HRMS -- The Fundamentals*

---

### Terms Used in This Section

Following are definitions of the terms used in this discussion of organizations:

---

## Defining Organizations

Organizations can represent departments, sections, divisions, companies, business groups, or other organizational units within your enterprise. You can also create organizations that represent your external contractors.

Oracle Projects uses organizations for the following business purposes:

- Management of projects and tasks
- Employee assignments
- Expenditure entry
- Non-labor resource ownership
- Budget management
- Resource definition for project status reporting
- Burden cost processing
- Invoice and collections processing
- Reporting

You use the Organization window to define all the organizations within your business group. The organizations you define appear in lists of values in the Organization Name fields throughout Oracle Projects.



**Attention:** When you define organizations, you need to assign Organization Classifications to each organization that you want to use in Oracle Projects. See: Types of Organizations: page 2 – 5.

### See Also

Organization Security: page 10 – 8

## ***Fremont Corporation Organizations***

---

Fremont Corporation consists of four divisions (Administration, Fremont Engineering, Fremont Construction, and Fremont Services), each of which includes several groups. The following table shows the information that Fremont's implementation team enters to define its organizations. All the organizations are internal.

For all of Fremont Corporation's organizations, the following organization classifications are enabled:

- Project/Expenditure/Event
- Project Invoice Collection

| <b>Organization Name</b> | <b>Location</b> |
|--------------------------|-----------------|
| Administration           | HQ              |
| Data Systems             | HQ              |
| East                     | East            |
| Electrical               | HQ              |
| Environmental            | HQ              |
| Executive Office         | HQ              |
| Finance                  | HQ              |
| Fremont Construction     | HQ              |
| Fremont Engineering      | HQ              |
| Fremont Services         | HQ              |
| Human Resources          | HQ              |
| Information Services     | HQ              |
| International            | International   |
| Mechanical               | HQ              |
| Midwest                  | HQ              |
| Risk Analysis            | HQ              |
| South                    | HQ              |

**Table 2 - 1 Fremont Corporation Organizations (Page 1 of 2)**

| Organization Name | Location |
|-------------------|----------|
| Structural        | HQ       |
| West              | HQ       |

Table 2 – 1 Fremont Corporation Organizations (Page 2 of 2)

## Types of Organizations

You can define the following types of organizations for different uses in Oracle Projects:

### Business Group

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A business group is the largest organizational unit you can define to represent your enterprise. A business group may correspond to a company or corporation, or in large enterprises, to a holding or parent company or corporation.



**Attention:** Employees, organizations, and other entities are partitioned by business group. If you set up more than one business group, your data will be partitioned accordingly. In addition, classifying an organization as a business group is not reversible. Be sure to plan your business group setup carefully.

For more information, see Business Groups: page 2 – 10.

### Operating Unit

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An operating unit is used to partition data for a subledger product (AP, AR, PA, PO, OE). It is roughly equivalent to an enterprise that uses a single organization.

When an enterprise utilizes more than one operating unit, it is said to have a "multiple organization installation."

Organization classifications involving financial transactions (such as expenditure/event organizations, billing schedule organizations, and project invoice collection organizations) are always associated with operating units.

For more information, see Operating Units and Multiple Organizations: page 2 – 12.

## **Project/Task Owning Organizations**

---

Project/Task Owning Organizations can own projects and/or tasks in the operating unit. To own projects and tasks in an operating unit, an organization must have the following characteristics:

- The Project/Task Owning Organization Classification must be enabled.
- The organization must belong to the Project/Task Owning Organization Hierarchy Branch assigned to the operating unit.

## **Project Expenditure/Event Organizations**

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Project Expenditure/Event Organizations can own project events, incur expenditures, and hold budgets for projects in the processing operating unit, unless they are overridden by projects or tasks using organization overrides. To have these capabilities in the operating unit, an organization must have the following characteristics:

- The Project Expenditure/Event Organization classification must be enabled.
- The organization must belong to the Expenditure/Event Organization Hierarchy Branch assigned to the operating unit.

For more information, see *Defining Expenditure/Event Organizations for Resource Expenses*: page 2 – 9.

## **Expenditure Organization**

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For timecards and expense reports, the organization to which the incurring employee is assigned, unless it is overridden by project or task using organization overrides.

For usage, supplier invoices, and purchasing commitments, the expenditure organization is the organization entered on the expenditure.

## **HR Organization**

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Any organization that has the HR Organization classification enabled can have employees assigned to it.

Prior to Release 11, Oracle Projects required the HR organization classification for all project and expenditure organizations. With the additional organization classifications, this restriction is removed. You don't need to enable the HR organization classification for Oracle Projects unless you want to assign employees to the organization.

## **Resource Organizations**

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Resource Organizations are organizations that own resources and/or resource budgets. Any organization in the operating unit's business group can own non-labor resources.

- Only HR organizations can have employees assigned to them.
- Oracle Projects does not have a classification requirement for an organization to own non-labor resources.

## **Billing Schedule Organizations**

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Billing Schedule Organizations are organizations that have their own billing schedules.

Any organization in the operating unit's business group can have its own billing schedules.

## **Project Burdening Hierarchy Organizations**

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Burdening for costing uses the Project Burdening Hierarchy Version for both the burden cost code multiplier setup and burdening. Each business group must designate a single organization hierarchy as its default project burdening organization hierarchy. This default can be changed for each burden schedule or each burden schedule version.

The Project Burdening Hierarchy defaults to the burden schedule from the business group organization definition. You set up different burden schedules if your business allows different ways to burden costs.

- Oracle Projects lets you assign burden multipliers to organizations in the Project Burdening Hierarchy Version. You can only assign burden cost code multipliers to organizations that are in the Project Burdening Hierarchy Version.
- Oracle Projects uses the Project Burdening Hierarchy Version associated with the burden schedule to calculate burdened cost. If Oracle Projects does not find the expenditure organizations in the Project Burdening Hierarchy Version during burden processing, the expenditure item is not burdened, and the burdened cost is equal to the raw cost.

For more information on burdening for costing, see Overview of Burdening, page *Oracle Project Costing User Guide*.

## **Project Invoice Collection Organizations**

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If your business decentralizes its invoice collection within an operating unit, you must enable the Project Invoice Collection Organizations classification for each organization in which you want to process invoices.

Oracle Receivables uses transaction types to determine whether a transaction generates an open receivable balance and whether it posts to Oracle General Ledger. Each operating unit in Oracle Projects has at least two default transaction types to process invoices in Oracle Receivables. See *Defining Transaction Types for Invoice Processing, Oracle Projects Implementation Guide*.

If your business decentralizes invoice collection, you must run the IMP: Create Invoice Organization Transaction Types process before you can successfully run the Interface Invoices to Oracle Receivables process. The IMP: Create Invoice Organization Transaction Types process creates a transaction type for each of the Project Invoice Collection Organizations that has the following characteristics:

- The organization has the Project Invoice Collection Organization classification enabled.
- The organization belongs to the Project/Task Owning Organization Hierarchy Branch assigned to the operating unit.

Oracle Projects uses the default transaction type if it cannot find a rollup project invoice collection organization for the invoice.

### **See Also**

Operating Units and Multiple Organizations: page 2 – 12

Entering Organization Classifications, *Using Oracle HRMS -- The Fundamentals*

### **Defining a Default Operating Unit for Project Expenditure/Event Organizations**

To enable an organization to own project events, incur expenditures, and hold budgets for projects, you must perform the following tasks when you define the organization:

- Enable the Project Expenditure/Event organization classification
- Define a default operating unit for the organization in the Additional Organization Information section.

For instructions on performing these tasks, refer to the following sources:

- Creating an Organization, *Using Oracle HRMS -- The Fundamentals*
- Entering Organization Classifications, *Using Oracle HRMS -- The Fundamentals*
- Entering Additional Information, *Using Oracle HRMS -- The Fundamentals*

## **Defining Project Expenditure/Event Organizations for Resource Expenses**

You typically use expenditure organizations to track expenses related to project resources. Project Expenditure/Event organizations can own project events, incur expenditures, and hold budgets for projects. To enable these capabilities in the organization, you must perform the following tasks as you define it:

- Enable the Project Expenditure/Event organization classification.
- Define a default operating unit for the organization in the Additional Information section. This step causes all resources belonging to this organization to inherit the specified operating unit and calendar as their default operating unit and calendar.
- Enable the HR Organization classification. This task is necessary in order to have the ability to assign resources (people) to the organization.
- Attach the organization to the Expenditure hierarchy assigned to the operating unit using the Setup Implementation Options form.

For instructions on performing these tasks, refer to the following sources:

- Creating an Organization, *Using Oracle HRMS -- The Fundamentals*
- Entering Organization Classifications, *Using Oracle HRMS -- The Fundamentals*
- Entering Additional Information, *Using Oracle HRMS -- The Fundamentals*

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## Business Groups

The business group organizations you define represent each legislative unit under which your business operates. Within each business group, you can define organizations to represent the structure of your enterprise.

Organizations and employees are partitioned by business groups. Many enterprises choose to use a single business group so that they can manage and report information from all parts of the enterprise at the same time. However, companies that have foreign operations must have a unique business group for each country. This enables them to deal with local legislative requirements and to define unique structures, jobs, benefits, and compensation policies.

You can choose to have multiple business groups even if you do not have foreign operations. If you have multiple business groups, you must first define a top organization that will encompass all business groups.

Within each business group you define the groupings in which employees work, such as divisions, branches, departments, or sections. You also maintain information about various types of external organizations relevant to human resources, payroll, or administration. For example, you might define an organization as external to record a work site address at which employees are stationed for extended periods of time.

For more information on business groups and structuring your enterprise, see *Adapting or Creating a New Business Group*, *Using Oracle HRMS -- The Fundamentals*

### Using the Cross Business Group Profile Option

In the Oracle HRMS model, the business group is at the country level and a top organization encompasses all business groups in a company worldwide. People, projects, jobs, and organizations can be located in different business groups for different countries and all information can be shared throughout the enterprise.

Oracle Projects allows the visibility of all business groups to one another. For example, you can search staff resources on projects across business groups, and charge any project across the enterprise for a resource.

You control access to single or multiple business groups by setting the profile option HR: Cross Business Group:

- Set the profile option to *Yes* to allow cross business group access.
- Set the profile option to *No* to allow only single business group access.

For more information, see: *Providing Data Across Business Groups*: page 11 – 2.

For information about cross business group access and Oracle Projects security, see *Providing Additional User Level Security for Responsibilities*: page 10 – 4.

## Defining a Business Group

You use the Organization window to retrieve the view-all security profile with the same name as the business group. You enter the name of your business group to create your business group.

The business group you define appears in the list of values when you set up the *HR: Security Profile* profile option.

You must also define required business group information. Note that even though you must fill in a value for every segment in the Business Group Flexfield, Oracle Projects uses only the following information:

- Short name
- Employee Number Generation
- Job Flexfield Structure
- Project Burdening Organization Hierarchy

Oracle Projects defaults the Project Burdening Organization Hierarchy to each burden schedule you define. The system uses the Organization Hierarchy/Version to determine the default burden multiplier when it compiles a burden schedule. See: *Project Burdening Hierarchy Organizations*: page 2 – 7.

You must define the organization hierarchy before you associate it with a business group. See: *Defining Organization Hierarchies*: page 2 – 15.

Oracle Human Resources incorporates all other organizations that you specify into the business group that you define. See: *Setting Up Security in Oracle HRMS: Using Oracle HRMS -- The Fundamentals*

## Security Groups

Security groups are a method of partitioning data. When you use the standard HRMS security model, you do not use security groups. The

business group is the only data partition. Responsibilities are linked to business groups. Therefore, to access different business groups, users must change responsibilities.

If you want one responsibility to be enabled for more than one business group, you must use Cross Business Group responsibility security. In this model, security groups are defined to partition data within a business group. Multiple security groups can then be linked to one responsibility, even if they partition different business groups.

To use security groups you must set the user profile option Enable Security Groups to Yes and run the Multiple Security Groups process.

## See Also

Using the Cross Business Group Profile Option: page 2 – 10

Security in Oracle Projects: page 10 – 2

Security Groups, *Configuring, Reporting and System Administration in Oracle HRMS*.

---

## Operating Units and Multiple Organizations

Operating units are another type of organization classification. You use operating units to partition data for a subledger application such as Oracle Payables, Oracle Receivables, or Oracle General Ledger. When an enterprise utilizes more than one operating unit, it is said to have a "multiple organization installation."

The implementation of multiple organizations in Oracle Projects supports multinational enterprises and enterprises with complex organizational structures.

This section explains how operating units enable Oracle Projects to charge to multiple organizations in a single installation. A multiple organization installation enables you to:

- Ensure secure data access for each operating unit
- Integrate with other Oracle Applications that support multi-organization processing

For more information about adding operating units and setting up a multiple organization installation, see *Adding Operating Units*: page 2 – 22..

## About Multiple Organization Installations

A multiple organization installation in Oracle Projects works like this:

- A single operating unit (the project operating unit) owns each project and project template.
- Project numbers and project template numbers are unique across all operating units in a single installation.
- Customers are shared across operating units, while customer sites are associated with a specific operating unit.
- Individual operating units own customer agreements.
- You can charge, transfer, or allocate expenditures to any project as long as the expenditure operating unit and project operating unit is eligible for cross-charging. See: *Cross Charge, Oracle Project Costing User Guide*
- Costs are entered and processed in the same expenditure operating unit.
  - You enter expenditures in the expenditure operating unit in Oracle Projects (timecards, expense reports and non-labor resource usage), AP (supplier invoices) or PO (requisitions and purchase orders).
  - The system calculates costs in the expenditure operating unit using cost rates that have been set up for that operating unit. The system burdens costs based on the project burden schedule.
  - The system generates accounting transactions in the expenditure operating unit using the operating unit's AutoAccounting or Account Generator process.
  - The system transfers supplier invoices for a project from the expenditure operating unit in Oracle Payables to the same operating unit in Oracle Projects.
  - The system transfers labor cost from the expenditure operating unit in Oracle Projects to the Oracle General Ledger set of books associated with the operating unit.
  - The system transfers Oracle Projects expense reports from the expenditure operating unit in Oracle Projects to the

same operating unit in Oracle Payables. If the expense report is entered as an invoice in Oracle Payables, it is interfaced from the expenditure operating unit in Oracle Payables to the same operating unit in Oracle Projects.

- You can view the Expenditure Items window in either project or cross-project mode:
  - In project mode, the window displays expenditures for a project in the project operating unit.
  - In cross-project mode, the window displays expenditures incurred in the expenditure operating unit.
- The project operating unit processes revenue and invoices against transactions from any expenditure operating units.
  - The project operating unit calculates draft revenue and draft invoices using its bill rates, the project billing rate overrides, or the project labor multipliers.
  - The expenditure operating unit must process project costs charged across operating units before the project operating unit can process them as project revenue and invoices.

**Note:** The Project Streamline Process calculates costs for expenditure items incurred in the project operating unit only.

- The project operating unit uses its AutoAccounting process to generate accounting transactions for project billing.
  - The project operating unit also uses its AutoAccounting process to transfer revenue to Oracle General Ledger and transfer invoices to Oracle Receivables.
- Transfers and splits generate transactions in the same operating unit as the original transaction, although the transfer may be to any chargeable project.
  - The project operating unit submits reports that can be printed for a single project or a range of projects on project-related transactions across expenditure operating units.
  - The project operating unit submits and stores project summary amounts. Project Status Inquiry performs queries on projects within the project operating unit.
  - Reports for employees or organizations list all transactions entered within the operating unit from which the report is submitted.

- Each asset is capitalized from a single capital project to an Oracle Assets corporate book that is associated with the project operating unit's set of books.

## Understanding the Resource Operating Unit

For security and forecasting reasons, each resource in Oracle Projects is associated with an operating unit. This operating unit is initially defaulted from the organization operating unit. The operating unit of the resource is active for the duration of an assignment. It drives forecasting based on the transfer price defined for the operating unit if the resource is assigned on a project under a different operating unit, in other words, a borrowed resource.

Oracle Project Resource Management updates the resource operating unit whenever there are changes to the employee assignment or the default operating unit originally set up for the employee. Oracle Projects tracks these changes for record-keeping purposes and allows date-specific operating unit defaults for the resource.

## See Also

Adding Operating Units: page 2 – 22

Providing Data Access Across Business Groups: page 11 – 2

Multiple Reporting Currencies: page 11 – 31

Cross Charge, *Oracle Project Costing User Guide*

*Multiple Organizations in Oracle Applications*

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## Defining Organization Hierarchies

Organization hierarchies provide a structure for the relationships between the organizations within your enterprise. They enable you to manage expenditure and reporting data and coordinate project-owning organizations. If your organization uses business groups, you can create project burdening organization hierarchies for each business group.

You define an organization hierarchy by telling Oracle Projects which organizations are subordinate to which other organizations. You can

define one organization hierarchy or several, depending on the needs of your enterprise.

There are two basic types of organization hierarchies: ordinary organization hierarchies and global organization hierarchies. To define an ordinary organization hierarchy, you use the Organization Hierarchy window. The organization hierarchy you define there appears in a list of values in the Implementation Options window.

If you have enabled Cross Business Group Access, you can define global organization hierarchies. Global organization hierarchies can contain organizations from any business group. To define a global organization hierarchy, you use the Global Organization Hierarchy window. To access the Global Organization Hierarchy window, you must use a responsibility that is associated with a global security profile. For more information about setting up security in Oracle Projects, see *Security in Oracle Projects: page 10 – 2*.

You can create as many organization hierarchies as you need for different reporting and processing needs, and you can create multiple versions of an organization hierarchy. Oracle Projects uses the hierarchy version to determine which organizations are used for reporting and processing.

You specify a start organization to indicate which branch of your organization hierarchy you want Oracle Projects to recognize as the top of your hierarchy for a particular purpose. If you want to use your entire organization hierarchy, your topmost organization (usually the business group) is the start organization.

The following organization hierarchy versions are assigned to each operating unit in Oracle Projects:

- A Project/Task Owning Organization hierarchy version is assigned to each operating unit. For more information, see *Project/Task Owning Organizations: page 2 – 6*.
- An Expenditure/Event Organization hierarchy version is assigned to each operating unit. For more information, see *Project Expenditure/Event Organizations: page 2 – 6*.
- A Default Reporting Organization Hierarchy Version is assigned to each operating unit. The hierarchy version can be overridden at reporting time.
- A Project Burdening Hierarchy Version is assigned to each business group. See: *Specifying a Project Burdening Hierarchy: page 2 – 19*.

If you currently use Oracle Human Resources, you can use existing hierarchies for Oracle Projects or create new hierarchies. If you do not currently use Oracle Human Resources, you must specify at least one hierarchy for Oracle Projects. You can change these organization hierarchy versions at any time.

## See Also

Business Groups: page 2 – 10

Security in Oracle Projects: page 10 – 2

Providing Data Across Business Groups: page 11 – 2

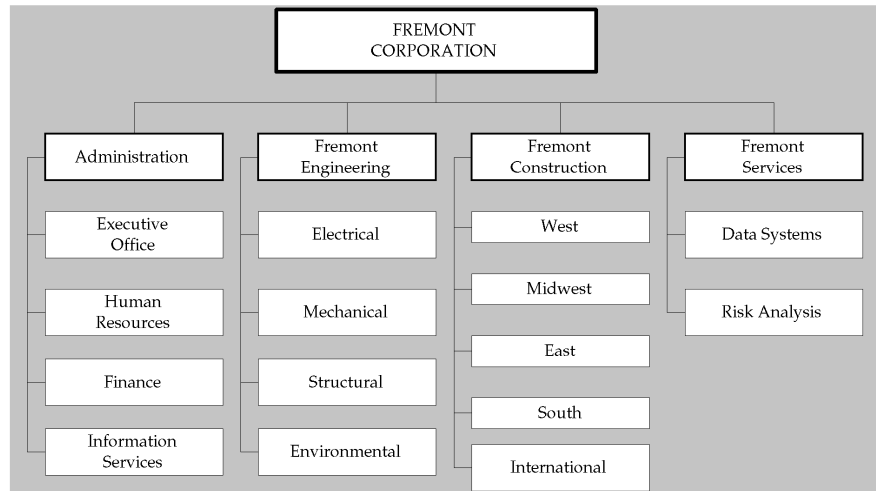
Organization Hierarchies, *Using Oracle HRMS -- The Fundamentals*

### ***Organization Hierarchy Example: Fremont Corporation***

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Fremont Corporation's organization hierarchy contains four organizations directly subordinate to its business group. Those organizations in turn have several subordinate organizations of their own. Following is an illustration of Fremont Corporation's organization hierarchy:

Figure 2 – 1 Fremont Corporation: Organization Hierarchy Example



## Designing Organization Hierarchies to Facilitate Better Searching and Reporting

When you define organization hierarchies, create logical groupings of organizations that you would want to search by. This enables you to control the extent of the searches you perform by entering the name of organizations at different levels of the hierarchy. For example, if you define organizations by regions, you can perform searches by lower levels of a region, and then go up or down the hierarchy to see more or fewer resources.

The accuracy of your search results increases as you increase the granularity of your search criteria. For example, if you only define one organization for all of your resources, that organization will not be a factor in reducing your resource pool. You have to use other search criteria (such as job levels or competencies) to narrow down the field of search results.

In addition to searching, reporting also depends on a good organization hierarchy setup. You need to ensure the organization hierarchy supports the level of reporting that you want to do for one or many organizations rolled up.

If you want to perform resource searching and reporting across business groups, define a global organization hierarchy that contains all of the business groups and subordinate organizations in the hierarchy. When you perform searches, you can define a top level organization in the global hierarchy to search across business groups for project

information. You can also use this global hierarchy for reporting if you want to view reports that compare project information across business groups.

There is no need to specify a global organization hierarchy if you do not want to search or do reporting across business groups. Each organization can have a business group specific organization hierarchy defined in their implementation options. By default, all searches start with the business group hierarchy that the user belongs in. You can always search in the organization hierarchies of other business groups. This setup prevents you from searching in more than one business group at a time, however.

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## Assigning Project Burdening Hierarchies

### Prerequisites

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- Define organizations. See: Defining Organizations: page 2 – 3.
- Define organization hierarchy. See: Defining Organization Hierarchies: page 2 – 15.

► **To specify project burdening hierarchies:**

1. Select an Oracle Projects responsibility with access to the Organization window associated with the Business Group for which you are entering Legal Entities and Operating Units.  
**Note:** Perform these steps in the corresponding Oracle Human Resources windows if you have installed that application.
2. Navigate to the Organizations window (Setup > Human Resources > Organizations > Define).
3. Define an organization or query organizations that you defined as a business group. You must define the hierarchy before you designate it as the project burdening hierarchy.

**Note:** Depending on your enterprise organization structure and business process, it is possible for the Project Burdening Hierarchy Version to be different from the Project/Task Organization Hierarchy Version, Expenditure/Event Organization Hierarchy Version, or Default Project Reporting Organization Hierarchy Version that you defined for any operating units associated with the business group. The Cost Distribution processes will not burden expenditures for

expenditure organizations that are not in the Project Burdening Hierarchy.

### **If you add a new organization to the Project Burdening Hierarchy Version**

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If you add a new organization to the Project Burdening Hierarchy Version, you must do one of the following:

- add new burden multipliers for that organization in the appropriate burden schedules, or
- use the multipliers inherited from the parent organization as the burden multipliers for the organization

If you want to add burden multipliers to a particular schedule version for the organization, you need to compile the affected schedule version.

If you use the parent organization multipliers, you must submit the PRC: Add New Organization Burden Compiled Multipliers process. This process adds multipliers for this organization to all burden schedules versions for which you did not explicitly add multipliers.

If you do not run this process, you will encounter a rejection reason of 'Cannot find compiled multiplier' for transactions charged to this organization.

---

## **Locations**

You define a location for each address your enterprise uses. Give each location a short name and then assign it to an individual organization or to an employee. A location is easier to type than a full address, especially if many employees or organizations use it. If several organizations are located at the same address, you assign the corresponding location to each organization.

For example, if WHQ is the location for World Headquarters and West is the location for a West coast office, you assign all organizations at World Headquarters the location *WHQ*, and all organizations at the West coast office the location *West*.

You can use locations for reporting purposes. For example, you might assign one location to your corporate headquarters and another location to your large branch office on the East coast. Both of these organizations may include several subordinate organizations. You can create custom reports using these locations, such as one that breaks

down the total revenue by the location of a project-owning organization.

You can reuse previous locations or create new locations. For example, if you enter the following as a new location:

City: San Francisco  
State/Region: California  
Country: United States

Any user can access this location information when prompted for location anywhere in the application. However, you can add only city and states, not countries.

## See Also

Defining Organizations: page 2 – 3

Resources: page 2 – 38

Site Locations, *Using Oracle HRMS -- The Fundamentals*

### ***Locations Example: Fremont Corporation***

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Fremont Corporation's Oracle Projects implementation team defines the following locations:

- **HQ:** Fremont's corporate headquarters, where most of its organizations are located
- **East:** The East coast field office of the Fremont Construction business unit
- **International:** The International field office of the Fremont Construction business unit

The location details are shown in the following table:

| Name          | Description                                | City       | State | Country       |
|---------------|--|------------|-------|---------------|
| HQ            | Corporate Headquarters                     | Bay Grove  | CA    | United States |
| East          | Construction -- East cost field office     | Boston     | MA    | United States |
| International | Construction -- International field office | Marseilles |       | France        |

**Table 2 – 2 Fremont Corporation Locations (Page 1 of 1)**

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## Adding Operating Units

Many of the steps you perform to implement your first Oracle Projects operating unit define parameters and features that are shared across all operating units. To set up additional operating units, you only need to perform the steps that control parameters for an individual operating unit. Similarly, some Oracle Projects setup steps define parameters that are shared across operating units associated with the same business group. You need perform these steps only once for each business group.

For guidance on which steps in the Oracle Projects Implementation Checklist you must repeat for each operating unit, see: Implementation Steps: page 2 – 23.

If your implementation requires that you integrate Oracle Projects with other Oracle applications, you must set up the other applications for each operating unit that you want to integrate. For comprehensive implementation information for each product, refer to the implementation instructions in the product's User's Guide, and to *Multiple Organizations in Oracle Applications*.

If your organization structure includes multiple business groups, complete the setup for each business group before you perform the setup steps for the related operating units. For instructions on setting up business groups, see the Human Resources setup steps section in the Oracle Projects Implementation Checklist, *Oracle Projects Implementation Guide*.

If your organization uses cross charging and intercompany billing, see: Setting Up for Cross Charge Processing, *Oracle Projects Implementation Guide* and the Oracle Projects Implementation Checklist, *Oracle Projects Implementation Guide*.

## See Also

Oracle Projects Implementation Checklist, *Oracle Projects Implementation Guide*

Oracle Projects Implementation Checklist for Oracle Projects Integration, *Oracle Projects Implementation Guide*

## Implementation Steps

For each operating unit you want to add, perform the following steps.

### **1. Define implementation options**

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See: Implementation Options, *Oracle Projects Implementation Guide*.

Each operating unit has its own implementation options. The options determine how data is interfaced with other Oracle applications and controls cross-charging and internal billing across operating units.

**Automatic Project Numbering.** If you use automatic project numbering, note that project numbers (including project template numbers) are unique across operating units. If a value is entered for next project number, all operating units that use the automatic project numbering method will display the same number.

**Automatic Invoice Numbering.** Unlike project numbers, invoice numbers are unique within an operating unit, not across operating units. If you use automatic invoice numbering, the next invoice number is specific to the operating unit.

**Note:** If you are implementing Project Billing, the Invoice Batch Source field (under the Billing tabbed region) is required; Oracle Projects uses the batch source as a context value in the Invoice Transaction flexfield. The default is the Oracle Receivables batch source *Project Invoices* and two transaction types, *PA Invoice* and *PA Credit Memo*. For new operating units, the Receivables batch source *Projects Invoices* is replicated automatically.

### **2. Define PA periods**

---

See: Defining GL and PA Periods, *Oracle Projects Implementation Guide*.

You define the PA periods you want to use in the calendar associated with your General Ledger set of books. When the PA period type is defined for the operating unit, the system will copy accounting periods

from the calendar of the General Ledger set of books. For more information on how to define the period type and accounting periods, see *Define Period Types and Adding Periods to a Calendar*, *Oracle General Ledger User's Guide*.

Each operating unit maintains its own PA period status. You use the Maintain PA Periods Status window to maintain the period status and the current reporting period. You can copy additional PA Periods from the calendar by choosing the Copy from GL button. Once a transaction is posted to a PA period from any of the operating units, you cannot change the period date range in the Calendar window.

**Note:** You must open and save a period before you can define it as the current reporting period.

### **3. Define cost rates for expenditure types**

---

See: *Defining Cost Rates for Expenditure Types*, *Oracle Projects Implementation Guide*.

Expenditure types are set up once and are shared across all operating units. However, the cost rates for expenditure types are specific to each operating unit. Each operating unit must have cost rates for the expenditure types in which expenditures are expected to be incurred. The cost rates are denominated in the functional currency of the General Ledger set of books for the operating unit.

### **4. Define usage cost rate overrides**

---

See: *Defining Usage Cost Rate Overrides*, *Oracle Projects Implementation Guide*.

Non-labor resources are set up once and are shared across all operating units. For each of the non-labor resources that an operating unit may put in service, you must set up a cost rate for the associated expenditure type. If you want to have non-labor resources with different cost rates in different operating units, define usage cost rate overrides for organizations in the business group associated with an operating unit. The cost rates are denominated in the functional currency of the General Ledger set of books for the operating unit.

### **5. Define labor costing overrides**

---

See: *Labor Costing Overrides*, *Oracle Projects Implementation Guide*.

Employees are associated with a business group. An employee's work can be charged to any of the operating units that are associated with

the employee's business group. If your business process allows an employee to work in a subset of these operating units, set up labor rates for each of the operating units in which the employee works. You can set up different labor rates for the same employee in different operating units. The cost rates are denominated in the functional currency of the General Ledger set of books for the operating unit.

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## **6. Define bill rate schedules**

See: Defining Bill Rate Schedules, *Oracle Projects Implementation Guide*.

Bill rate schedules work similarly to cost rates. Each operating unit must have its own bill rates. You can have different bill rates for the same resource in different schedules of each operating unit. The bill rates in a bill rate schedule are denominated in the functional currency of the General Ledger set of books for the operating unit. For project billing, you can select the bill rate schedule only within the project operating unit. However, you can select any operating unit's bill rate schedule for a transfer price rule. .

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## **7. Define project types**

See: Project Types, *Oracle Projects Implementation Guide*.

Set up project types for each operating unit. Each project type is specific to the operating unit and has its own attributes to control project processing by operating unit.

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## **8. Define project templates**

See: Defining Project Templates, *Oracle Projects Implementation Guide*.

Like project types and projects, project templates belong to a single operating unit. For each project type class, you must define at least one project template in order to define a project with that project type class. Project templates can only be maintained and copied within an operating unit. However, project template numbers are unique across operating units. A project template number cannot duplicate any project or project template number within the Oracle Projects installation.

---

## **9. Set up AutoAccounting for costs**

See: AutoAccounting for Costs, *Oracle Projects Implementation Guide*.

AutoAccounting rules for costs are set up once for each chart of accounts. However, accounting rule assignments are specific to each

operating unit. The multi-organization Replicate Seed Data process will replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable cost function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your cost accounting entries.

**Note:** If you use SQL statement rules for your AutoAccounting or Account Generator, use partitioned tables (ending in *\_ALL*). Since accounting rules may depend on data elements across operating unit boundaries, using the *\_ALL* tables maintains your ability to use the cross-charging feature supported by Oracle Projects in a multiple organization installation.

## See Also

Accounting for Labor Costs, *Oracle Projects Implementation Guide*

Accounting for Expense Report Costs, *Oracle Projects Implementation Guide*

Accounting for Usage Costs, *Oracle Projects Implementation Guide*

Accounting for Supplier Invoice Adjustment Costs, *Oracle Projects Implementation Guide*

Accounting for Burdened Costs, *Oracle Projects Implementation Guide*

## **10. Set up AutoAccounting for revenue and billing**

---

AutoAccounting rules for revenue and billing are set up once for each Chart of Accounts. However, accounting rule assignments are specific to each operating unit. The multi-organization Replicate Seed Data process will replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable the revenue and billing function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your revenue and billing accounting entries.

**Note:** If you use SQL statement rules for your AutoAccounting or Account Generator, use partitioned tables (ending in *\_ALL*).

## See Also

Accounting for Labor Revenue, *Oracle Projects Implementation Guide*

Accounting for Expense Report Revenue, *Oracle Projects Implementation Guide*

Accounting for Usage Revenue, *Oracle Projects Implementation Guide*

Accounting for Supplier Invoices Revenue, *Oracle Projects Implementation Guide*

Accounting for Event Revenue, *Oracle Projects Implementation Guide*

Accounting for Unbilled Receivables, Unearned Revenue, and Receivables, *Oracle Projects Implementation Guide*

### **11. Define indirect projects for cost collection**

---

See: Accounting for Indirect Costs, *Oracle Projects Implementation Guide*.

Projects are owned by an operating unit. If you want to use Oracle Projects to track costs your operating unit incurs, including work that is not directly associated with project work, you can define as many indirect projects as you need to record indirect costs.

### **12. Specify profile option values**

---

See: Profile Options in Oracle Projects, *Oracle Projects Implementation Guide*.

Profile options specify default values that affect system processes, system controls, and data entry. In a multi-organization environment, you can confine a profile option value to a specific operating unit by defining the profile options at the responsibility level. Review the following Oracle Projects profile options to determine if you want to define their values at the responsibility level:

- PA: Cross-Project User – Update, *Oracle Projects Implementation Guide*
- PA: Cross-Project User – View, *Oracle Projects Implementation Guide*
- PA: Debug Mode, *Oracle Projects Implementation Guide*
- PA: Default Expenditure Organization in AP/PO, *Oracle Projects Implementation Guide*

- PA: Default Public Sector, *Oracle Projects Implementation Guide*

## **Additional Steps for Operating Units Associated With a New Business Group**

The following implementation steps must be performed for each business group.

### **13. Define project burdening organization hierarchy**

---

See: Specifying a Project Burdening Hierarchy: page 2 – 19

Oracle Projects uses the project burdening hierarchy defined for each business group to compile burden schedules. Each business group must have a single version of the organization hierarchy designated as its project burdening hierarchy.

### **14. Define burden schedules**

---

See: Burden Schedules, *Oracle Projects Implementation Guide*.

Set up and compile burden schedules for each business group. Burden schedules are shared among operating units associated with the same business group. If organization burden multipliers are not explicitly defined in the Define Burden Schedule window, they will use the next higher level organization in the Project Burdening Hierarchy defined for the business group as the default.

### **15. Define resource lists**

---

See: Resources and Resource Lists, *Oracle Projects Implementation Guide*:

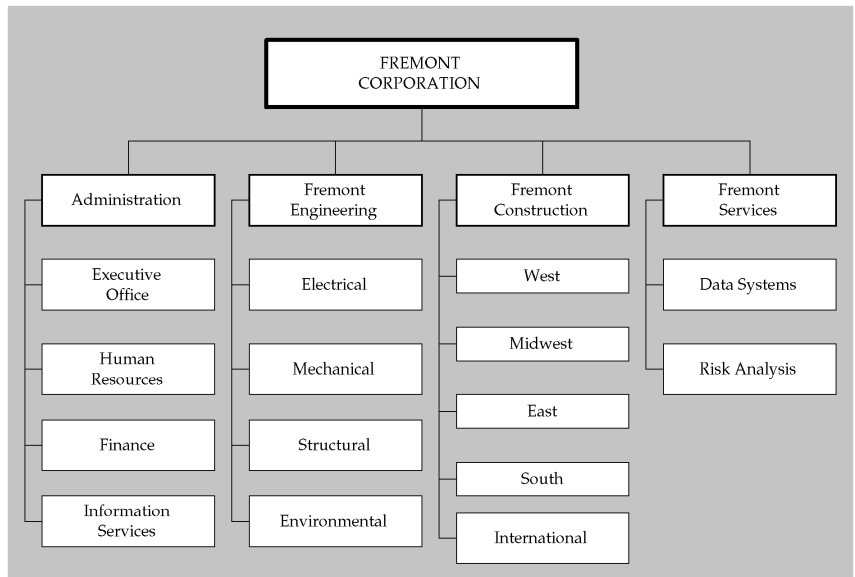
Set up resource lists for each business group. Resource lists are shared among operating units associated with the same business group. You can define a resource list by copying it from an existing resource list in the same business group.

# Case Study: Organization Change in Fremont Corporation

In this case study, we use Fremont Corporation to demonstrate how to use Oracle Projects to address organization changes.

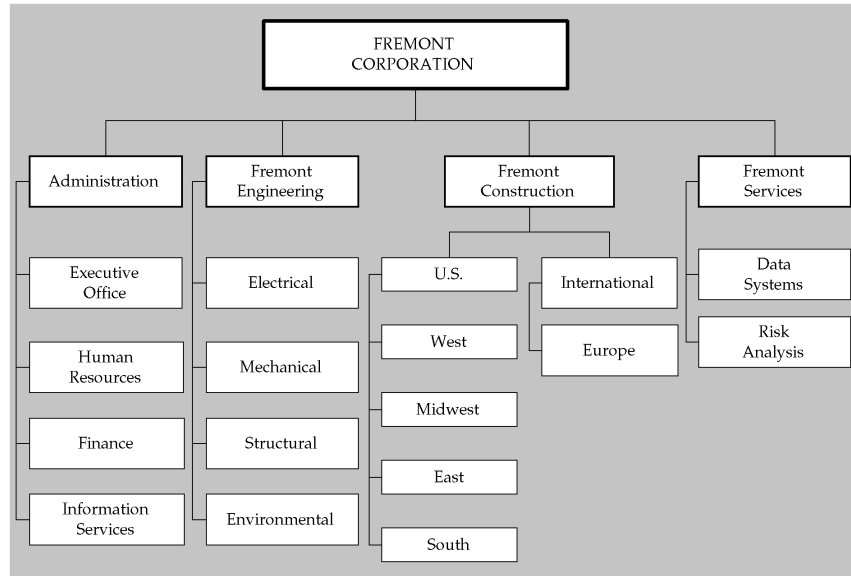
In its original implementation, Fremont Corporation's organization hierarchy contained four organizations directly subordinate to its business group. The four organizations have several subordinate organizations. Following is an illustration of Fremont Corporation's initial organization hierarchy:

Figure 2 – 2 Fremont Corporation: Initial Organization Hierarchy



Due to the continued growth of its international construction business sector, Fremont Corporation sets up a separate organization for Europe, subordinate to the existing International organization, to manage its European construction projects. The new organization hierarchy is shown in the following illustration:

Figure 2 – 3 Fremont Corporation: New Organization Hierarchy



---

## Business Assumptions

This case assumes there is no impact from the organization change on a multiple organizations architecture.

For information on multiple organization change, see Operating Units and Multiple Organizations: page 2 – 12.

---

## Business Requirements

Fremont Corporation identifies the following requirements for the organization changes:

- The organization changes take effect on 22-Sep-97. This date begins the tenth month and last quarter of fiscal year 1997. See Defining PA Periods, *Oracle Projects Implementation Guide*.
- All active Europe projects and their corresponding tasks will be transferred and managed by the Europe organization. The rest of the international projects will still be owned by the International organization.

- Europe will get some resources transferred from International. Europe will also acquire additional resources. Europe will be a cost center that will incur project costs, generate project revenue, and maintain its own budget.
- Europe will have its own billing schedule with a higher international markup.
- Burden Schedules are standardized at Fremont Corporation, and will not require any changes.
- Fremont Construction customer invoices will continue to be processed and collected by Fremont Construction.
- In addition to obtaining reports at each organization level, Fremont Corporation also wants reports at the Fremont Construction level (total construction business) and at the U.S. and International organization levels.



## **Planning the Organization Change**

Oracle Projects provides the flexibility to allow adjustments made to meet real world organization changes. You must plan the necessary setup changes and processes to implement the changes according to your business requirements. Careful planning and analysis will ensure your business objectives are met.

## **When to Make the Change**

Oracle Projects enables you to track project data on both a PA period and GL period basis. To have a clear audit trail for reporting and analysis, most businesses choose a new fiscal month, quarter, or year to implement any organization changes. You must make the necessary setup changes on or after the effective date of the organization change. See: Setup Changes Required for an Organization Change: page 2 – 33.

In our example, Fremont Corporation chooses to have the organization change take effect on 22-Sep-97. Any impacted projects, tasks and transactions that were processed before the system setup changes took place, and whose transaction date is on or after 22-Sep-97, must be adjusted to reflect the organization changes. Following is a summary of actions that Fremont Corporation takes.

## Before the Organization Change

Before the changeover date of 22-Sep-97, Fremont Corporation must analyze, plan and document procedures for performing the organization changes. They process project transactions as usual under the old organization setup.

To avoid adjustments, you can optionally delay processing transactions dated on or after the changeover date. However, you can use manual adjustments or the Oracle Projects Mass Update Batch process to adjust the transactions after they are processed.

## On or After the Organization Change

Fremont Corporation will complete the following steps on or after the date of the organization change:

### 1. Process Transactions

Complete normal steps to finish processing transactions that will post to months prior to Fremont Corporation's fiscal month 10 of 1997.

Although not required by the system, you may want to perform steps to close the prior periods. This will prevent transactions from incorrectly posting to the prior GL or PA periods under the new organization setup.

### 2. Perform Setup Changes

Perform the required changes in your Oracle Projects setup. See Setup Changes Required for an Organization Change: page 2 – 33.

### 3. Assign New Organization to Projects, Tasks, and Transactions

Fremont Corporation must transfer some of the projects and tasks formerly associated with the International organization to the new Europe organization.

They must also change transactions that were processed before the change, but that need to reflect the organization changes. This can be done by performing one or a combination of the following steps:

- Manually update the project/task organization from International to Europe, using the Projects, Templates window. For an audit trail, Oracle Projects will create a mass update batch with a *Manual* prefixed name and *Completed* batch status.
- Manually adjust transactions of affected projects or tasks that are on or after 22-Sep-97 to Europe.

- Prepare the mass update batch. You can prepare the batch by using the Mass Update Batches window or through a customized process. Run the PRC: Mass Update Batch process. Resolve any errors encountered during the process. See: Mass Update for Projects and Tasks: page 6 – 32.

The Mass Update Batch process will mark the affected expenditure items. You must manually adjust any outstanding events affected by the organization changes. You must also manually adjust any cost-based or event-based revenue or invoices affected by the organization change.

After making the adjustments, you must run the appropriate cost, revenue and invoice processes. For more detail on revenue and invoice adjustments, see: *Accruing Revenue for a Project, Oracle Project Billing User Guide* and *Invoicing a Project, Oracle Project Billing User Guide*.

---

## Setup Changes Required for an Organization Change

Some or all of the following implementation steps must be performed when you have an organization change.

**Note:** Several of the following steps are included in the Implementation Checklist. For more information about them, see the *Oracle Projects Implementation Guide*.

### 1. Define Organizations

---

- Define a new organization called *Europe*.
  - Enable the HR Organization classification to enable Europe to have employees
  - Enable the Expenditure/Event Organization classification so that Europe can incur project expenditures and have its own budgets and billing schedules.
  - Enable the Project/Task Owning Organization classification so that Europe can own projects.
  - Do not enable the Project invoice Collection Organization classification. Invoices for Europe are processed using transaction types associated with Fremont Construction.
- Define a new organization called *U.S.* No organization classifications are required for the U.S. organization.

## **2. Define the New Organization Hierarchy**

---

Fremont Corporation must update the organization hierarchy version, according to the new hierarchy.

Because Fremont Corporation has chosen to standardize the organization hierarchy version for all of its project processing, it only needs to make adjustment to the organization hierarchy named *Oracle Projects*, and the organization hierarchy version number *1*. If Fremont Corporation had originally set up different organization hierarchy versions to meet different business policies, procedures, and processes for its business, each organization hierarchy version would have required updating.

## **3. Assign a Project Burdening Hierarchy to the Business Group**

---

Fremont Corporation will skip this step, because Fremont Corporation uses the same organization hierarchy version for project burdening that it uses for other business processes.

## **4. Define Employees**

---

Transfer and add employees to the Europe organization.

## **5. Define Implementation Options**

---

- If the organization change includes creating a new operating unit, implementation options required for a new operating unit must be set. See *Adding Operating Units: page 2 – 22*
- If the Project/Task Owing Organization Hierarchy Branch of an operating unit will change as a result of the organization change, you must change the organization hierarchy /version and/or start organization assigned to the operating unit.
- If the Expenditure/Event Organization Hierarchy Branch will change, you must change the Expenditure/Event Organization Hierarchy Branch assigned to the operating unit.
- If the Default Reporting Organization Hierarchy Version will change, you must change the Reporting Organization Hierarchy Branch assigned to the operating unit.

Fremont Corporation can skip this step, since none of the above conditions are true for this organization change.

## 6. Define Cost Rates for Expenditure Types

---

Update existing expenditure types and add new expenditure types based on the organization change.

Fremont Corporation does not need to add new expenditure types for their organization change. They have already set up standardized expenditure types for the corporation.

## 7. Define Non-Labor Resources

---

Define non-labor resources for the new organization(s).

Fremont Corporation must update the non-labor resources PC and Minivan to add Europe as an additional owning organization, as shown in the following table:

| Non-Labor Resource | Description          | Expenditure Type  | Organization |
|--------------------|----------------------|-------------------|--------------|
| PC                 | PC on the HQ network | Computer Services | Europe       |
| Minivan            | Site visit minivan   | Vehicle           | Europe       |

Table 2 – 3 Define Non-Labor Resources (Page 1 of 1)

## 8. Define Expenditure Type Cost Rates

---

Update rates for expenditure types and/or set up new expenditure type cost rates.

Fremont Corporation sets up higher expenditure cost rates for the expenditure type Computer Services, as shown in the following table, to cover the overall increased cost of supporting the Europe organization.

| Expenditure Type  | Unit of Measure | New Rate |
|-------------------|-----------------|----------|
| Computer Services | Hours           | 10.00    |

Table 2 – 4 Expenditure Type Cost Rates (Page 1 of 1)

## 9. Define Usage Cost Rate Overrides

---

Set up new usage cost rate overrides for the Europe organization.

Fremont Corporation sets up higher cost rates for minivans owned by the Europe organization, as shown in the following table.

| Non-Labor Resource | Expenditure type | Organization | Usage Cost Rate Override |
|--------------------|------------------|--------------|--------------------------|
| Minivan            | Vehicle          | Europe       | 60.00                    |

Table 2 – 5 Usage Cost Rate Overrides (Page 1 of 1)

### 10. Define Employee Rates

---

Define employee rates where required for changed rates and for new employees hired for the Europe organization.

### 11. Define Burden Schedules

---

Update and/or add new burden schedules based on the organization change.

Fremont Corporation does not need to define new burden schedules.

### 12. Define Bill Rate Schedules

---

Fremont Corporation must define a new bill rate schedule for the Europe organization, because Europe will have higher billing rates.

### 13. Define Resource Lists

---

Update resource lists that are affected by the organization changes. Add new organizations to the resource lists that group or maintain resource details by the *organizations* resource type.

### 14. Define Project Types

---

Set up new project types you will need, using the new defaults such as bill rate schedules and burden schedules.

### 15. Define Project Templates

---

Set up new project templates you will need, using new defaults such as project and task organizations.

## 16. Set Up AutoAccounting

---

Make changes to the AutoAccounting setup based on the organization change. Fremont Corporation must update the following Lookup Sets:

| Lookup Set Name             | Lookup Set Description                               | Added Segment Value Lookup: Intermediate Value (Organization) | Segment Value (Company Code) |
|-----------------------------|--|---|------------------------------|
| Organization to Company     | Map organization to the appropriate company code     | Europe  | 03                           |
| Organization to Cost Center | Map organization to the appropriate cost center code | Europe  | 306                          |

Table 2 – 6 Fremont Corporation: Update Lookup Sets (Page 1 of 1)

## 17. Modify Client Extensions

---

Modify any client extensions affected by the change.

---

## Resources

Resources are an integral aspect of Oracle Projects. The resources you use to staff your projects move those projects from conception to completion.

Oracle Projects requires that you assign a job to each resource in your enterprise. A job is a generic role within a business group of any single organization. For example, the jobs Manager and Consultant can occur in many organizations.

When you define the jobs used by your organization, you can use *job groups* to gather together similar jobs for specific purposes, such as reporting and utilization. You can also perform job mapping if the set of jobs you use in Oracle Projects is different from the set defined in your installation of Oracle Human Resources.

This section discusses:

- Defining jobs and job groups
- Performing job mapping
- Entering employee information

If you have already implemented Oracle Human Resources, you should ensure that the jobs and job groups that you defined in Oracle HRMS correspond to the data that you want to use with Oracle Projects.

## See Also

*Using Oracle HRMS -- The Fundamentals*

*Managing Your Workforce Using Oracle HRMS*

*Oracle Project Resource Management User Guide*

Role Definition: *Oracle Projects Implementation Guide*

---

## Job Groups

You assign your jobs to job groups. These groups categorize the jobs into lines of business, such as Consulting, Accounting, Engineering, and Support. These job groups are also useful for reporting and

utilization purposes. However, you might have similar jobs in various job groups. In order to align these similar jobs for reporting, you map each job code to a master job group. The master job groups categorize jobs for your entire enterprise.

For example, you may have analyst positions in several job groups such as a Technical Analyst in Engineering, a Support Analyst in Support, and a Research Analyst in Consulting. You can map these three positions to a single master job group called Analysts. If you have several levels of analysts, then you can map these jobs to separate master job groups as appropriate to suit your business reporting needs.

You use the Job Groups window to define job groups. You should consider how you want to use jobs in Oracle Projects before you define your Job Flexfield and job groups.

### **Prerequisites**

---

- Define business groups. See: Business Groups: page 2 – 10.
- Define job flexfield structures. See: Defining Key Flexfields, *Implementing Oracle HRMS*.

---

## **Job Levels and Job Codes**

Every job has an associated job level and job code. The job level is a numeric value that indicates the skill level of the job. The job code is an alphanumeric identifier used for reporting and utilization. You can use job levels and job codes to identify and rank jobs.

### **Job Levels**

Each job can be associated with one or more job levels. Job levels have the following uses in Oracle Projects:

- Resource Searches: With Oracle Project Resource Management, you can use job levels as search criteria in resource searches.

You can also specify the minimum and maximum job level on a requirement, to identify the ideal level of resource to fill the requirement.

- Utilization analysis: You can use job level as a parameter on utilization reports.

## Job Codes

You can optionally associate a job code with each job.

The job code is an alphanumeric code that is primarily used for reports, such as utilization reports and skills analysis reports, where the job name may be too long to display. If you use job codes, define the codes so that they will be informative when displayed on reports.

---

## Jobs

You use the Job window to define jobs. You should consider how you want to use jobs in Oracle Projects before you define your Job Flexfield. Oracle Projects allows you to budget and bill based on jobs. You can also include job titles on your invoices.

Oracle Projects uses project jobs to:

- Budget by job
- Define bill rates by job (for revenue, invoicing and transfer pricing amounts)
- Include job titles on project invoices
- Resource list definition for budgets
- Resource summarization in PSI (Project Status Inquiry)

To define jobs, you must complete the following steps:

- Define job flexfield value sets
- Define job flexfield segments
- Define job flexfield segment values
- Define job titles
- Define Extra Information

## See Also

Define Jobs, *Implementing Oracle HRMS*

Jobs and Positions, *Using Oracle HRMS -- The Fundamentals*

## Job Flexfield Value Sets

You must define job flexfield value sets for your job flexfield segments. For information about Flexfield value sets, see: *Defining Key Flexfields, Oracle Applications Flexfields User's Guide*.

## Job Flexfield Segments

Define the Job Flexfield segments using the Key Flexfield Segments window.

You must use the Job Flexfield structure that you specified for your business group.

You must use the columns SEGMENT1 and SEGMENT2 to properly report Job Level and Job Discipline segments in implementation reports and invoice formats. If you do not use these two columns, these values will be blank in reports and invoice formats; however, the job will be displayed correctly regardless of which segments you use. The *level* segment specifies the rank of a job, such as staff, senior, principal, and so on. The *discipline* segment specifies the job's vocation, such as engineer, clerk, developer, and so on. For example, the Job Flexfield *Senior Consultant* tells you that holders of this job have a senior rank and do consulting work. However, you do not have to use two segments for your Job Flexfield, or the two recommended segments.

## See Also

*Defining Key Flexfields, Oracle Applications Flexfields Guide*

## Job Flexfield Segment Values

You need to specify valid values for the Job Flexfield segments. You use the Key Segment Values window to enter as many different values as you want. These values appear in a list of values in the Job window.

## See Also

*Defining Segments, Oracle Applications Flexfields Guide*

## Job Titles

When you finish defining your Job Flexfield, you use it to define individual job titles by combining different level and discipline segment values. For example, you can combine segment values to define job titles such as *Senior Engineer*, *Staff Scientist*, and so on.

You use the Job window to enter valid combinations of the two Job Flexfield segments and to provide effective dates.

## See Also

Define Jobs, *Implementing Oracle HRMS*

## Extra Information

The Extra Information window contains additional job information.

### Job Level and Job Code

---

Use the Extra Information window to enter a job level and job code for the job. See: Job Levels and Job Codes: page 2 – 39.

### Schedulable Jobs

---

Specify whether you want this job to be schedulable. If you select Yes, users can schedule resources with this job on projects (using project assignments); otherwise, they cannot.

If you include a job in scheduling (enable the Include in Scheduling box) you must include it in utilization (Include in Utilization box). For more information, see: *Implementing Utilization: Oracle Projects Implementation Guide*.

**Note:** You can control whether to include resources with non-scheduled jobs in reporting.

If you change the schedulable option for the job, the change applies to the entire reporting duration of the resource. For example, if the job of the resource is changed to non-schedulable, the resource is no longer displayed in the Scheduled, Overcommitted or Available Discoverer reports, even for past periods. The existing assignments for the resource are not deleted or removed but cannot be updated.

**Note:** The condition applies to a change in the definition of a job. If the resource is assigned to a different job that is non-schedulable or non-utilizable, the previous utilization and schedule history of the resource is retained and reflected in reporting.

## See Also

Define Jobs, *Implementing Oracle HRMS*

## Job Mapping

In Oracle Projects, each person has a primary job assignment that is defined in Oracle Human Resources. For some enterprises, Oracle HRMS jobs and Oracle Projects jobs are the same. But there are many enterprises that use a different set of jobs for project management than the one they use for human resources.

HRMS jobs are often too granular for the purposes of project jobs. For example, you may have a HRMS job defined as *Consultant - Level 2*, but for the purposes of making project assignments, you want to only see a *Consultant* definition for all consultant jobs.

You can use the Job Mapping feature to map jobs defined in Oracle HRMS to different job titles for use in Oracle Projects. Job mapping enables you to link similar jobs in different job groups.

When you perform job mapping for your enterprise, you can select job groups for project templates. For example, you can assign a billing job group to contract projects and project templates.

You can also specify a job group to use for searches.

### Prerequisites

---

- Define job groups
- Define jobs

## Understanding Job Mapping

You map a job to another job in two steps, using a master job as the intermediate link:

| STEP ... | Map From Job: | To Job:      |
|----------|---------------|--------------|
| 1        | JOB A         | MASTER JOB B |
| 2        | MASTER JOB B  | JOB C        |

Table 2 - 7 Job mapping steps (Page 1 of 1)

The mapping is not automatically bidirectional. For example, in the above mapping, Job C is not mapped to Job A. If you want to map Job C to Job A, you must create a separate mapping, as shown in the following table:

| STEP . . . | Map From Job: | To Job:      |
|------------|---------------|--------------|
| 1          | JOB C         | MASTER JOB B |
| 2          | MASTER JOB B  | JOB A        |

Table 2 – 8 Separate mapping for bidirectionality (Page 1 of 1)

### Rules for Mapping From a Job to a Master Job:

The following rules govern mapping from a job to a master job:

- Jobs that are not master jobs can be mapped to one and only one master job.
- Multiple jobs (in or across a job group) can be mapped to the same master job.

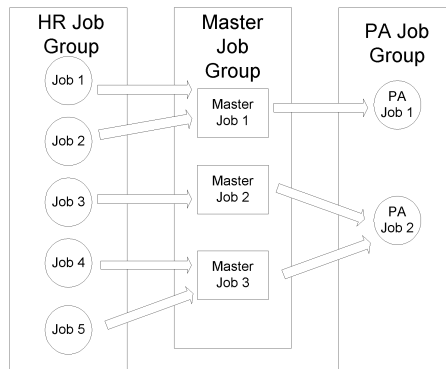
### Rules for Mapping From a Master Job to a Non-Master Job:

The following rules govern mapping from a job to a non-master job:

- Master jobs can be mapped to only one job in each job group.
- Multiple master jobs can be mapped to the same job.

The following diagram illustrates these rules:

Figure 2 – 4 Mapping from a master job to a non-master job



---

## Project Resource Job Group Profile Option

Define the profile option PA: Project Resource Job Group, *Oracle Projects Implementation Guide*.

This profile option specifies the job group that is used as the collection of jobs included in searches. It also determines the minimum and maximum job levels that are used in a resource search.

If your system is set up for cross business group access, you set this profile option once for the site. If you are using single business group access, set this profile option for each business group. See: Using the Cross Business Group Profile Option: page 2 – 10.

---

## Job Competencies

You define competencies for jobs in Oracle HRMS using descriptive flexfields.

## Proficiency Levels

Each job competency must have proficiency levels defined to be recognized in resource requirement searches. Proficiency levels measure how a competence is exhibited in the work context. You create proficiency levels separately for each competence you create. See: Competencies, *Managing Your Workforce Using Oracle HRMS*.

## Aliases

It is recommended that you define aliases for the competencies. Aliases appear in the competence listing for each resource and in Discoverer reports. Aliases should be descriptive and concise. The following example competencies demonstrate meaningful aliases:

| Competence   | Alias |
|--|-------|
| Proficiency in SQL PLUS                                | SQL   |
| Proficiency in Oracle Customer Relationship Management | CRM   |

Table 2 – 9 Sample competencies (Page 1 of 1)

## Rating Scales

Create rating scales if you want to rank job competencies using a standard scale. To create a rating scale, use the Rating Scales window in Oracle HRMS.

## See Also

Creating a Competence Profile, *Managing Your Workforce Using Oracle HRMS*

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

---

## Defining People

Use the Enter Person window to enter information about people. Oracle Projects requires the following information for employees:

- Last name
- First name
- Employee number
- Start date
- Organization
- Job
- Supervisor (for workflow approval processes)
- Billing title
- Expense address flag (home or office) for interfacing expense reports to Oracle Payables



**Attention:** If you have Oracle Human Resources installed, you cannot use Oracle Projects to define employee information. Use an Oracle Human Resources responsibility to define employees.

## See Also

*Oracle Project Resource Management User Guide*

Entering a New Person, *Managing Your Workforce Using Oracle HRMS*

Integrating with Oracle Human Resources: page 9 – 22

Interface Expense Reports to Payables: page 7 – 48

## Use API to Load People Information

As an alternative to entering people information manually, you can use an Application Programming Interface (API) if you have fully installed Oracle Human Resources. *Implementing Oracle HRMS* provides documentation on APIs for creating employee records in HRMS. Use the `create_gb_employee` API to create a U.K. employee, `create_us_employee` to create a U.S. employee, and `create_employee` to create an employee for any other legislation.

For more information on these APIs, see APIs in Oracle HRMS, *Implementing Oracle HRMS*. For technical information about using the HRMS APIs, see: Technical Essays, *Implementing Oracle HRMS*.

## Future-Dated Employees

Future-dated employees are employees whose start date is later than the current date. You can:

- Staff future-dated employees on projects
- Search for future-dated employees
- Include future-dated employees in utilization reporting

### **Future to Active Status**

---

A future-dated employee becomes active when the current date reaches the employee's start date.

### **Calendar for Future-Dated Employees**

---

When you create a future-dated employee, the employee is assigned the default calendar for their organization assignment. This calendar provides the basis of their schedule, capacity, and availability. You cannot change the calendar for an employee until the employee

becomes active. As a result, future-dated employees are not visible in the Calendar Assign Resources window until their respective start dates are current.

### **Use and Restrictions of Future-Dated Employees**

Following are the areas where you can use future-dated employees:

| <b>Functional Area</b> | <b>Future-Dated Employees Uses and Restrictions</b>  |
|------------------------|--|
| Project Setup          | You can define future-dated employees as team members, and you can define the related setup for those future-dated employees, including, rate overrides and transaction controls. However, the start dates of such definitions must be on or after the start date of the employee. |
| Costing and Billing    | You can enter actual project transactions for future-dated employees only after they become active employees. In a future-dated expenditure batch, you can enter employees who will be active as of the transaction dates.   |
| Agreements             | The agreement administrator can be a future-dated employee.  |
| Utilization            | You can view scheduled resource and organization utilization for a future-dated employee for the periods in which the employee will be active.   |
| Authority and Access   | You can assign responsibilities or grant organization authority to a future-dated employee only after the employee's start date.   |
| Budgeting              | You can only enter budget amounts for a future-dated employee only in the periods in which the employee is active.   |

**Table 2 - 10 Using future-dated employees (Page 1 of 1)**

## **Running the Maintain Project Resources Process**

To copy people from Oracle Human Resources tables to Oracle Projects data tables, you run the PRC: Maintain Project Resources process. The process identifies valid people and project-related information in the Oracle HRMS People definition windows and defines them as resources for use in Project Resource Management.

You must run this process during your implementation to acquire your resource pool. After you run the process the first time, a background workflow process maintains the resource data.

For more information, see:

- Maintain Project Resources: page 7 – 102.
- Understanding the Impact of Changes to HRMS–Based Information in the Maintaining Your Data, *Oracle Projects Implementation Guide*
- Deferred Workflow Processes: page 6 – 3

**Note:** You may need to run this process if you encounter workflow processing errors related to resource information.



CHAPTER

# 3

## Project Definition and Information

**T**his chapter describes how to define projects, project structures, project lifecycles, project attributes, project team and organization roles, and tasks.

# Overview of Projects and Tasks

Home
Overview
Directory
Attachments
Setup

Project : Setup > Basic Information
Project BDR -Contract - 1 (BDR -Contract - 1)

## Basic Information

\* Indicates required field

|  |   |
|--|---|
| <p>* Name <input type="text" value="BDR -Contract - 1"/></p> <p>* Long Name <input type="text" value="BDR -Contract - 1"/></p> <p>* Number <input type="text" value="BDR -Contract - 1"/></p> <p>* Organization <input type="text" value="Consulting-East"/></p> <p>* Project Type <input type="text" value="BDR-Contract"/></p> <p>* Status <input type="text" value="Unapproved"/></p> <p>Description <input type="text"/></p> | <p>Public Sector <input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>* Access Level <input type="text" value="Enterprise"/></p> <p>Priority <input type="text"/></p> <p>City <input type="text" value="Boston"/></p> <p>State / Region <input type="text" value="MA"/></p> <p>Country <input type="text" value="United States"/></p> |
|--|---|

### Dates

|             | Start Date           | Finish Date          | Duration (Days) | As Of Date   |
|-------------|----------------------|----------------------|-----------------|--------------|
| Project     | <input type="text"/> | <input type="text"/> |                 |              |
| Target      | <input type="text"/> | <input type="text"/> |                 |              |
| Transaction | 01-Jan-2001          | <input type="text"/> |                 |              |
| Scheduled   |                      |                      |                 | 024-Jan-2003 |
| Baseline    |                      |                      |                 |              |
| Actual      |                      |                      |                 |              |

A project is a primary unit of work that you can break down into one or more tasks. You charge the transactions you enter in Oracle Projects to a project and a task. When you set up a project, you must set up a project structure, and enter project and task information.

This section explains how to use Oracle Projects to organize your project setup to meet your business needs.

---

## Project Structures

A structure in Oracle Projects is a hierarchical arrangement of tasks for use by a project. You can set up different structures in a project for different business purposes.

---

### Overview of Project Structures

You organize your project work into smaller, more easily manageable units called tasks.

You can define hierarchies of tasks called project structures. (A project structure is often referred to as a work breakdown structure or WBS). In each project structure, you can define an unlimited number of tasks, and as many levels of tasks as you want. You can number and name the tasks as you wish.

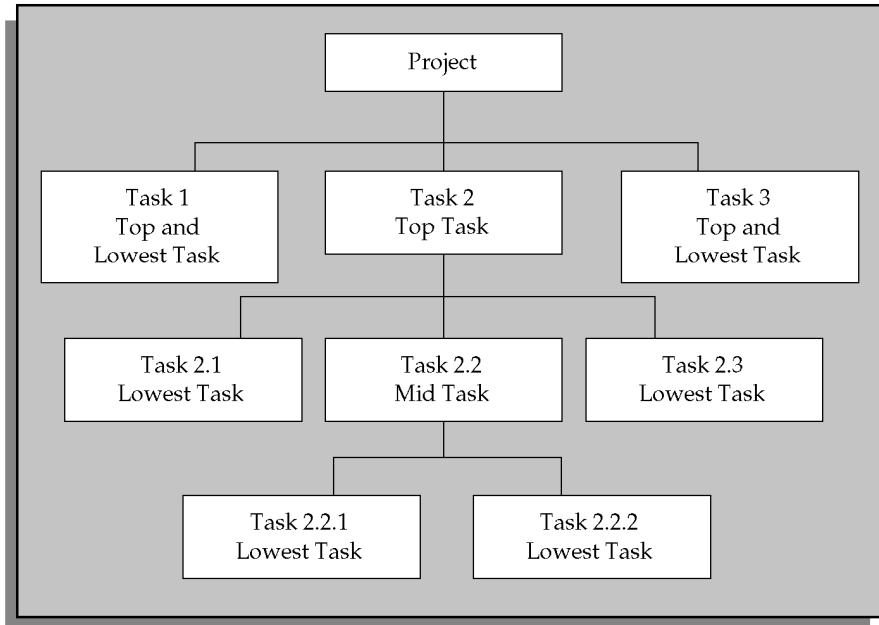
### Organizing a Project Structure

Oracle Projects processes tasks based on their position in the structure. The three distinct positions are:

- **Top Task:** A task whose parent is the project
- **Mid Task:** A task that is not a top task or a lowest task
- **Lowest Task:** A task that is at the bottom of the structure, without any child tasks

A top task can also be considered a lowest task, if the task does not have any child tasks. For example, in the following graphic, Tasks 1 and 3 are lowest tasks as well as top tasks. Tasks 2.1 and 2.3 are lowest tasks although they are on the same level as Task 2.2, which is a mid task. A task that is the child of another task is commonly referred to as a subtask.

Figure 3 - 1 Tasks



Oracle Projects sorts the project structure alphanumerically by task number within a task level, so be sure that your numbering methods reflect an organized structure. For example, if you have several subtasks for a particular top task, such as Task 3, you number the tasks as follows:

- 3 – Top Task
- 3.1 – Subtask 1 under Task 3
- 3.2 – Subtask 2 under Task 3
- 3.2.1 – Subtask 1 under Subtask 3.2
- 3.2.2 – Subtask 2 under Subtask 3.2

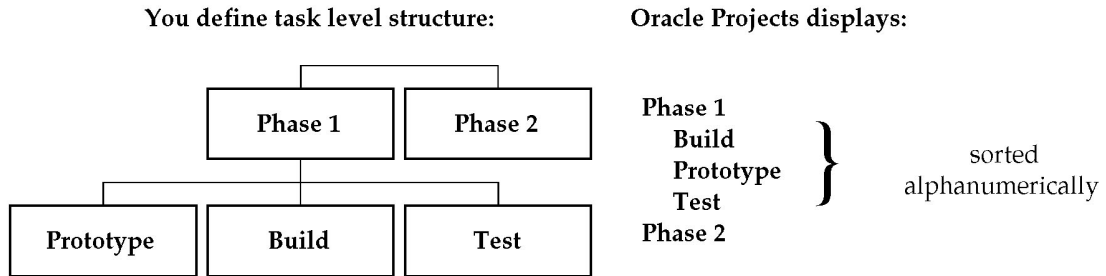
Or, if you have more than ten top tasks in your project structure, use the following numbering method, so Oracle Projects displays the levels in the correct numerical order:

- 01 – Task 1
- 02 – Task 2
- 03... – Task 3, Task 4, and so on
- 10 – Task 10

**Note:** Plan your task numbering method carefully, whether it is numeric or alphanumeric. For example, if you used numbers 1 through 11 (instead of 01, 02, etc.) in the previous example, Oracle Projects would display your tasks in the following order: 1, 10, 11, 2, and so on.

In this example, note how the unplanned use of an alphanumeric numbering method yields unexpected results when the project structure is displayed online in indented format.

Figure 3 – 2 Task Level Structure Example



## See Also

Automated Processing of Work Breakdown Structure Updates: *Oracle Project Management User Guide*

## Control Functions by Project and Task Level

The following tables show how Oracle Projects supports functions at the project and task levels:

| Oracle Projects Functions for All Projects | Project       | Top Task      | Lowest Task   |
|--|---------------|---------------|---------------|
| Budgeting                                  | supported     | supported     | supported     |
| Transaction Entry                          | not supported | not supported | supported     |
| Customer Entry                             | supported     | not supported | not supported |

Table 3 – 1 (Page 1 of 1)

| Oracle Projects Functions for Capital Projects | Project   | Top Task      | Lowest Task   |
|--|-----------|---------------|---------------|
| Asset Definition                               | supported | not supported | not supported |
| Asset Assignments                              | supported | supported     | supported     |

Table 3 – 2 (Page 1 of 1)

| Oracle Projects Functions for Contract Projects | Project   | Top Task      | Lowest Task   |
|---|-----------|---------------|---------------|
| Funding from Customer Agreements                | supported | supported     | not supported |
| Event Entry                                     | supported | supported     | not supported |
| Invoice Generation                              | supported | not supported | not supported |

Table 3 – 3 (Page 1 of 1)

## Types of Project Structures

Two types of project structures can be set up in Oracle Projects: workplan structures and financial structures.

The workplan management functionality in Oracle Projects helps project managers and team members deliver projects on time.

Financial management functionality helps project and financial administrators and managers track billing, costs, budgets, and other financial information for one project or for all projects within an organization.

To accommodate this flexibility, a project can have two types of structures, the *workplan* and *financial* structure types. You can create a project with one structure defined for workplan management purposes and another defined for financial management purposes, or you can use one structure for both purposes.

---

## Financial Structures

You can set up a financial structure for a project that is separate from the workplan structure. The project then has different levels of control for cost estimated budgeting and revenue budgeting.

## Defining Your Financial Structure

When you create a project from a project template or an existing project, Oracle Projects copies the financial structure from the source project or template. When you create a project template, Oracle Project automatically creates one default task for the financial structure. You may want to alter this structure by creating a new top task to begin a new branch of the work breakdown structure, or by creating additional subtasks under an existing task.

**Note:** Ensure that your task numbering method accurately reflects an organized financial structure. See: *Organizing a Project Structure*: page 3 – 3.

You cannot create subtasks for a task that has any of the following:

- Transactions charged to it
- Budget amounts (and the task is not a top task)
- Transaction controls
- Burden schedule overrides
- Any billing overrides (for contract projects)
- Asset assignments (and the task is not a top task) (for capital projects)

### Entering Tasks for a Financial Structure

---

► **To create a new task:**

1. Navigate to the Projects window.
2. Find the project template or project for which you want to enter a task and choose Open.
3. Select the Tasks option from the Project options in the Projects, Template window.
4. If you have enabled the profile option PA\_DISPLAY\_FIND\_TASKS, the Tasks option will display the Find Tasks window. You can search for tasks in your project by Task Number, Task Name, Task Manager, Organization, Service Type, and Project Structure Level. Oracle Projects will display any task meeting the search criteria as well as all parent tasks leading back to the original top task. If you have not enabled the profile option, you can view this window by choosing the Find button or Query, Find.
5. In the Tasks window, do one of the following:

- If you want to create a new top task, select a top task and choose Create Peer Task
  - If you want to create a new child task, select the task for which you want to create a child task and choose Create Subtask
  - If you want to create a peer task, select a task for which you want to create the peer task, or choose Edit, New Record from the menu to create a new record
6. Enter the basic task information, including task number, task name, and task description. Update any of the task details that default for the task if necessary. See: Tasks Window Reference: page 3 – 32.
  7. Create additional top tasks or subtasks if necessary.
  8. Create any task options as required for your project. See: Project and Task Options: page 3 – 90.
- **To review or change task details:**
- In the Tasks window, choose the task you want to review or change. Choose Options to display the Task Options. Choose Task Detail in the Task Options window. Edit your task detail information.
- **To change the parent of a task:**
- You cannot directly change the parent of a task to another task. You must create a new task under the new parent task and delete the old task under the old parent task. If you cannot delete the task, then update the task to not allow charges to prevent future charges to that task. If the old task has transactions charged to it, you may want to transfer the transactions to the new task.

## See Also

Organizing a Project Structure: page 3 – 7

Control Functions by Project and Task Level: page 3 – 5

Tasks: page 3 – 32

Project and Task Options: page 3 – 90

Controlling Expenditures, *Oracle Project Costing User Guide*

## **Deleting a Task from the Financial Structure**

---

You cannot delete a task if you have performed any of the following transaction on the task or any of its subtasks:

- Charged transactions
- Entered a budget amount
- Allocated funding (applies to top tasks)
- Created billing events (applies to top tasks) (for contract projects)

You cannot delete the only task on the project. Each project must have at least one task.

► **To delete a task:**

- Navigate to the Projects window, find the project whose task you want to delete. From the Tasks window, select the task you want to delete and choose Edit, Delete Row from the menu or the toolbar.

## **Viewing a Financial Structure**

---

You can view the hierarchy of tasks for a project in the Tasks, Task Budgets, and Task Status windows. A plus sign (+) indicates an expandable task. A minus sign (-) indicates a collapsible task.

► **To view a financial structure:**

1. Navigate to the Tasks, Task Budgets, or Task Status window:

**Tasks** window: Choose Projects from the Navigator window and find the project you want. Choose Open. From the options region of the Projects, Templates window, select Tasks and choose Detail.

**Task Budgets** window: Choose Budgets from the Navigator window and find the budget you want. Choose Details.

**Note:** Task budgets pertain only to financial structures.

**Task Status** window: Choose Project Status from the Navigator window and find the project you want. Choose Task Status.

2. To expand a task so you can view its subtasks, double-click on the task number or the plus sign (+).

In the **Tasks** window you also can choose the double-plus sign (++) button to expand a task.

3. To collapse a task, double-click on the task number or the minus sign (-).

## Task Attributes for Financial Structures

Some task attributes are used only for financial structures, or for structures that are used as both workplan and financial structures. Examples of these are:

- Allow Charges
- Cost Burden Schedule
- Capitalizable
- Billable
- Billing Schedules and Discounts
- Transaction Dates

See also: Project and Task Options: page 3 – 90.

---

## Workplan Structures

The workplan structure organizes the tasks that define all of the work in a project. The schedule and progress information and the task manager assignments are typically assigned at the task level.

The workplan of a project consists of the workplan structure and the following functionality:

- **Workplan Versioning:** You can create multiple versions of the workplan. This enables what-if analysis for project managers and a historical archive of changes to the workplan.

Examples of changes that a workplan structure can undergo are:

- Addition of a task due to scope change
- Change in dates for schedule slipping analysis
- **Workplan Approval and Publication:** You can submit a workplan for approval for change control purposes. Once approved, or if approval is not necessary, you can publish the Workplan. Publishing the workplan communicates new tasks, dates and changes that affect the schedule of the workplan.
- **Baselining:** You can designate a version of the Workplan as the baseline version.

- **Third Party Project Tool Integration:** You can integrate with third-party project tools. When you integrate with another project tool, you can send and receive tasks, progress, budgets, resources and other project information.

See: Overview of Microsoft Project Integration, *Oracle Project Management User Guide*.

## Defining Your Workplan Structure

The screenshot shows the Oracle Projects web interface. At the top, there is a navigation bar with tabs for Project, ~Collaboration, Resources, Workplan, Control, Financial, and Reporting. Below this is a sub-navigation bar with tabs for Home, Overview, Directory, Attachments, Relationships, and Setup. The main content area is titled 'Structures' and contains the following text and options:

Selecting and clearing these boxes can result in the deletion of tasks.

- Enable Financial Structure
- Enable Workplan Structure
  - Share Workplan and Financial Structures  
Select this box to use the same set of tasks for both structures.

At the bottom right of the configuration area are 'Cancel' and 'Apply' buttons. The footer of the page contains a navigation menu with links for Project, ~Collaboration, Resources, Workplan, Control, Financial, Reporting, Return to Project List, Return To Portal, Preferences, Help, and Logout, along with a copyright notice for Oracle Corp.

To define a workplan structure, you must first enable the workplan structure for the project.

### ► To enable the workplan structure for a project:

1. Navigate to the Project Setup page for a project and select Structures.
2. Select the Enable Workplan Structure check box.
3. If you want the financial structure to be the same as the workplan structure, select the Share Workplan and Financial Structures check box.

**Note:** When a workplan structure is shared with a financial structure, you can set the workplan up so that the system automatically updates task transaction dates to reflect the most up-to-date workplan dates, such as actual or scheduled dates.

In addition, if the financial structure and the workplan structure are shared, you can enter progress information only through the web interface.

4. Click on the Apply button.

For more information on creating workplans, see: *Setting Up Workplans, Oracle Project Management User Guide*.

## Task Attributes for Workplan Structures

Some task attributes are used only for workplan structures, or for structures that are used as both workplan and financial structures. Examples of these are:

- Critical
- Milestone
- Priority
- Work Quantity: see *Understanding Work Quantity, Oracle Project Management User Guide*
- Planned Effort
- Phase: see *Assigning Lifecycle Phases to Tasks: page 3 – 18*
- Schedule Dates

See also: *Project and Task Options: page 3 – 90*.

## Workplan Date Processing

You can use settings on the Workplan Information page to determine how your system processes the task transaction dates in a workplan structure. Task transaction dates control the various financial aspects of tasks, such as when expenditures can be charged and when budget defaults can be processed.

If the workplan structure is shared with a financial structure, you can select *Automatically Update Task Transaction Dates*. This selection causes Oracle Projects to automatically update the transaction dates of all tasks with their actual or scheduled start and finish dates, based on availability.

Use the date adjustment buffer to adjust the transaction dates automatically generated by the system. The system subtracts a positive buffer value from newly derived transaction start dates and adds it to

newly derived transaction finish dates. You can enter a negative buffer value for an opposite effect.

## **See Also**

Project and Task Options: page 3 – 90

Overview of Expenditures, *Oracle Project Costing User Guide*

Transaction Controls, *Oracle Project Costing User Guide*

*Oracle Project Billing User Guide*

Asset Capitalization, *Oracle Project Costing User Guide*

Overview of Budgeting Projects, *Oracle Project Management User Guide*

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# Project Team and Organization Roles

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## Team Members

Team members are people who have a specific project role on a project (such as a Project Manager, for example).

**Note:** Team members are also referred to as key members.

You can use team members and their associated roles when you set up project-based security in Oracle Projects. For more information on project-based security, see *Security in Oracle Projects*: page 10 – 2.

You can designate team members at the project level only. Subject to the functions that are associated with their login responsibility, a project team member can view and update all project information except labor cost details. To permit viewing of labor cost details, you must assign a team member a project role that expressly allows query of labor cost details.

**Note:** A user with cross-project update access does not need to be defined as a team member in order to view or update project information, or to view labor cost details. A user with cross-project view access does not need to be defined as a team member in order to view project-level information.

Oracle Projects comes seeded with a project manager role, and requires that you designate one project team member as a project manager. While you can have only one project manager at any point in time, you can change the project manager role assignment as necessary.

You can also define users as team members in order to facilitate distribution of Projects reports to responsible parties.

## Effective Dates

Oracle Projects uses effective dates to control team member and team member role assignments. You can inactivate a team member's role at any time by specifying an ending effective date. You can reactivate the team member or redefine the team member with a new role by reentering the team member with a beginning effective date that is after the previous ending effective date. You can also associate a team member with more than one role on a project. You do not need to define each person who is doing work on the project as a team member-only

those who need to maintain project data and/or view project expenditures.

When you enter a team member (key member), the system provides a default start date based on the following precedence order. At each precedence level, if there is no value for the date, the date at the next level is the default date:

1. Project Actual Start Date
2. Project Scheduled Start Date
3. Project Target Start Date
4. System date

## **Future-Dated Employees as Team Members**

You can enter a future-dated employee as a project member. A future-dated employee is an employee who is starting employment on a future date.

You can also enter related setup for a future-dated employee, such as rate overrides and transaction controls. The start dates of those definitions must be on or later than the start date of the employee.

---

## **Organization Roles**

Organization roles enable external organizations to participate and collaborate on your projects.

## **Adding External Organizations to Projects**

To add an external organization to a project, use the following navigation path from within the Project tab:

Setup > Organizations

When you add an external organization to a project, you must select a customer or partner project role for the organization.

If the organization has a customer role on the project, you can maintain a list of billing accounts from the organization that belong to the project. If you select customer for a customer organization, you can define billing terms and information for the customer.

## Adding Team Members from External Organizations to Projects

You can add both internal and external team members on a project using the Add Team Members page. You can navigate to this page through either the Team Members page or the Organization Details page.

Adding team members from the Team Members page enables you to add people from any organization. The Team Members page displays all team members, both internal and external, on your project.

Adding team members from the Organization Details page enables you to choose only people from the organization in which you are viewing the details.

**Note:** You can add only internal team members to your project as scheduled members, not external team members.

## Associating Billing Accounts from Customer Organizations with a Project

You can associate billing accounts from customer organizations with a project. Billing accounts enable you to track billing information related to the participation of customer organizations in projects.

- You can add a customer organization billing accounts to your project with the Add Billing Accounts page. You use this page to specify a billing account name and number and enter work and billing site address for the account. You can also define the relationship of the billing account to the project and its percentage of contribution to the project.
- You can define and maintain billing account detail information through the Billing Account Details page. Through this page, you can view and update the basic billing account information, define another project to which to bill, and specify the currency (and currency rate type) of the billing invoice. You can also create and maintain a list of billing contacts in the Contacts section.

The Billing Accounts page displays a list of all of the billing accounts available for your projects. With the appropriate edit access, you can also edit or delete the billing accounts on the project as necessary. The user function name for this access is Projects: Options: Customers and Contacts.

For more information, see Customers, *Oracle Projects Implementation Guide*.

For information on defining the function security for this user function, see Function Security: page 10 – 2.

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## Project Lifecycles

Project lifecycles enable you to track the progression of a project through several distinct project phases from its conception to its completion. Lifecycles can be associated with work breakdown structures and phases can be assigned to top tasks within those structures.

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### Overview of Project Lifecycles

A lifecycle is a collection of sequential project phases. Each phase represents a collection of logically related project activities.

You can use a lifecycle in Oracle Projects to track the progression of a project through the lifecycle phases, and to provide visibility of this progress. You can associate the work breakdown structure in a project or project template with a lifecycle. You can assign the phases in the lifecycle to the top tasks in the work breakdown structure. As the project progresses through the phases, the project manager can update the project to indicate the current phase for the project.

Oracle Projects is integrated with Oracle Advanced Product Catalog, to address the enterprise project management and execution needs for the product lifecycle management (PLM) solution. Lifecycles can be associated with catalog categories, items, and item revisions. Items and revisions can then optionally be supported by a lifecycle tracking project, which is used to drive the product through the lifecycle, and provides metrics such as project progress status through each lifecycle phase.

---

### Defining Lifecycles

For information about setting up phases and lifecycles, see *Implementing Lifecycles*, *Oracle Projects Implementation Guide*.

---

### Using Lifecycles

You can assign a lifecycle to a work breakdown structure for a project or project template, and you can assign phases to top tasks. You can also update the Current Phase of a project. For details, see: Overview of

---

## Assigning Lifecycle Phases to Tasks

You can assign a lifecycle phase to a top task. The following rules apply to assigning lifecycle phases to tasks:

- You must associate a lifecycle with your workplan before you can assign lifecycle phases to the top tasks in the workplan.
- If your workplan is associated with a lifecycle, you must assign lifecycle phases to each of the top tasks in the workplan. You can only assign phases to tasks that are top tasks in all versions of the workplan.
- Each phase can be assigned to only one top task.
- Once a top task has a lifecycle phase assigned to it, you cannot move it below the top task level, whether through moving, copying, or indenting. You can change the sequence of top tasks with assigned phases, however.
- If you change the lifecycle for a project workplan or project template, the system removes all existing phase assignments to top tasks.

### See Also

Integration with Oracle Advanced Product Catalog: page 9 – 33

Implementing Oracle Advanced Product Catalog Integration, *Oracle Projects Implementation Guide*

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## Project and Task Attributes

You can enter attributes for projects and tasks that record information essential to the project and control how the system processes costing, billing, resources, and reporting.

Oracle Projects delivers all of the basic attributes you need to manage your projects and tasks. Your implementation team can also create additional attributes that enable you to enter and maintain project and task information that is unique to your organization.

For more information about options you specify at the project level, see: [Project and Task Information: page 3 – 90](#).

For more information about user-defined attributes for projects, see: [User-Defined Project Attributes: page 3 – 28](#).

For more information about user-defined attributes for tasks, see: [User-Defined Task Attributes: page 3 – 38](#).

---

## Project Information

This section describes the attributes that you can set up for a project.

[User-Defined Project Attributes: page 3 – 28](#)

### Basic Information

Use this region to enter basic project information such as name, description, and dates.

#### **Name**

---

A short, unique, descriptive name of a project. Use this name to find and identify a project throughout Oracle Projects.

#### **Long Name**

---

A longer, unique descriptive name for the project. Can be up to 240 characters long. The default value is the short name (Name).

#### **Number**

---

Unique identification number of a project. You use this number to find and identify the project throughout Oracle Projects. You can manually

enter a project number, or let the system automatically generate one for you. The project numbering method you set up in the Implementation Options form determines how to create the number.

For audit trail purposes, you cannot modify a project number after you charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

**Note:** Unlike projects, *project templates* are always numbered *manually*. The Project Numbering implementation option, which determines whether projects are numbered automatically or manually, does not affect numbering of project templates. See: Project Templates: page 3 – 75.

## **Project Organization**

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The managing (“owning”) organization of a project. Use the organization for reporting and AutoAccounting purposes. You can choose any organization that has the following characteristics:

- The organization belongs to the project/task organization hierarchy assigned to the operating unit.
- The organization has the project/task owning organization classification enabled.
- The project type class is permitted to use the organization to create projects. This permission is determined when you define the organization.
- The organization is active as of the system date.

See: Organizations: page 2 – 2.

### **Changing the Owning Organization**

For audit trail purposes, there are controls over modification of the project or task owning organization.

When you attempt to change the organization on a project or task, the Verify Organization Change Extension is called to determine whether the change is allowed.

You can override the default logic in the extension in one of the following ways:

- Have your System Administrator assign the function Projects: Org Update: Override Standard Checks to your responsibility. See: Function Security: The Building Block of Oracle Projects Security: page 10 – 2.

- Modify the logic in the Verify Organization Change extension. See: *Client Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

If the change is allowed, Oracle Projects displays a dialog box when you save or exit the record. The dialog box asks if you want to mark existing expenditure items on the project that are dated after the date of the change for recalculation. Expenditure items dated prior to the change are not marked for recalculation.

**Note:** If your user responsibility excludes the function Expenditure Inquiry: Adjustments: Recalculate Cost and Revenue, Oracle Projects does not display the dialog box and does not mark the items for recalculation.

If you need to change the owning organization for existing expenditure items on a project, you can use the Mass Update Batches window. See: *Mass Update Batches: page 6 – 32*.

### **Changing the Owning Organization on Multiple Projects and Tasks**

If you need to change the owning organization on multiple projects and tasks, you can use the Mass Update Batches window to create a batch of projects and tasks to update. See: *Mass Update Batches: page 6 – 32*.

## **Project Type**

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The project type determines how Oracle Projects processes costs (expenditure items) for a project and provides defaults and controls for project entry and processing. You must associate each project type with a project type class:

- Use the **Indirect** project type class to collect and track expenditure item costs and labor hours for overhead activities, such as administrative and overhead work, marketing, and bid & proposal preparation. You can also define indirect projects to track time off including sick leave, vacation, and holidays
- Use a **Capital** project type class to collect and track costs and labor hours for asset development activities that you plan to capitalize as one or more assets. See: *About Capital Projects, Oracle Project Costing User Guide*.
- Use a **Contract** project type class to collect and track costs, labor hours, revenue, and billing for services performed for and reimbursed by a client

**Note:** Only Oracle Project Billing supports contract projects. See: *Overview of Contract Projects: Oracle Project Billing User Guide*.

For audit trail purposes, you cannot change a project type after you create customer invoices for the project, or charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

## **Status**

---

Indicates the current status of a project.

Oracle Projects provides several predefined project statuses. You can define additional project statuses in the Status window. Status Controls for each project status allow you to set up permissions or restrictions on actions for each project status. Next Allowable Statuses allow you to control which statuses are permitted as the new status when a project's status is changed manually.

For example, you can control whether new transactions can be charged to a project with a certain project status. The same is true for revenue accrual and invoicing. See: *Project Statuses, Oracle Projects Implementation Guide*. In addition, you can run costing for uncosted transactions that have already been charged to a project that now has a Closed status. See: *Controlling Expenditures, Oracle Project Costing User Guide*.

The Starting Status for the project's Project Type determines the default value of this field.

### **Change Status**

To change the status of a project, you choose Change Status. When you enter a status change for a project, Oracle Projects uses the following rules to determine if the status change is allowed:

- The project must have class codes entered for all required class categories. See: *Project Classifications: page 3 – 25*.
- If the project is a contract project, the project must have at least one customer, and the total billing contribution must equal 100%. See: *Customers and Contacts: page 3 – 39*.
- Each project customer for the project must have at least one billing contact defined. See: *Customers and Contacts: page 3 – 39*.
- The project must have a project manager assigned to it.
- The new status must be an allowable next status. See: *Project Statuses, Oracle Projects Implementation Guide*.

In addition to these rules, Oracle Projects provides a client extension, the Project Verification Extension, that you can use to define additional rules you want to apply for changing the project status of a project. See:

Client Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### **Description**

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A description of the project.

### **Public Sector (Public)**

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Use the Public Sector check box to indicate whether a project is a private or public sector project. Use this for reporting and AutoAccounting purposes.

### **Access Level**

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Access levels control who can search for and view a project. With the appropriate authority, you can specify one of the following access level values for a project:

- Secured
- Enterprise

For more information, see Project Access Level: page 10 – 7.

### **Location**

---

Project location information is used to match resource location to work site location (the location of the project). Location includes three attributes:

- City
- Region
- Country

Information in any of the fields is optional. However, the more information you enter, the more detailed a search can be. For example, you can match a resource to a project in the USA, or you can match a resource to a job in San Francisco, California, USA.

City and Region are entered only at the project level. The value for Country is copied from the Organization, and can be overridden for the project.

You can change the location fields on a project at any time.

## **Project Start and Finish Dates**

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Oracle Projects uses start and finish dates to control processing, indicate estimated and scheduled duration, and serve as tools to evaluate project performance.

The start and finish dates at the project level are:

- **Actual:** Actual dates when work on the project started and finished. You can use these dates to drive future timecard and earned value functionality.
- **Scheduled:** Scheduled start and finish dates for the project.
- **Target:** The expected lifespan of the project.
- **Estimated:** A task manager's estimate of when work on the project will be started and finished.
- **Baseline:** The baselined schedule
- **Transaction:** The transaction start date and finish date control which transactions can be charged the project. You can leave both dates or just the end date blank; you must enter a start date to enter a finish date. See: *Overview of Expenditures, Oracle Project Billing User Guide* and *Controlling Expenditures, Oracle Project Costing User Guide*.

Some of the project dates can be used as the default dates for team members. See: *Team Member Effective Dates*: page 3 – 14.

## **Precedence for Displayed Start Date and Finish Date**

---

Some pages display two pairs of project level dates. The dates displayed are the Project Start and Finish Dates, and another pair of dates labeled *Start Date* and *Finish Date*. The values for the Start Date and Finish Date are determined using the following precedence:

1. Actual Dates
2. Scheduled Dates
3. Target Dates

If there is no value for Actual Start or Finish Date, the Scheduled Date is displayed, and so on. The Start Date and the Finish Date are determined independently, using this precedence. Thus, it is possible for the Actual Start Date to be displayed as *Start Date* and the Scheduled Finish Date to be displayed as *Finish Date*.

## **Default Effective Dates for Team Members**

The project dates serve as default effective dates for team members. For more information, see: Team Member Effective Dates: page 3 – 14.

### **See Also**

Task Start and Finish Dates: page 3 – 35.

Effective Dates, *Oracle Projects Implementation Guide*

Creating a New Project from a Project Template or Existing Project: page 3 – 96

Project Templates: page 3 – 75

### **Project Classifications**

When specifying project classifications, you choose the class category for your project, then select one or more class codes for the class category. For example, you can specify a class category of Funding Source, and assign a class code of Federal to indicate project funding by a federal agency. You define class categories and codes when you set up project classifications.

You can specify classifications at the project level only.

### **See Also**

Defining Project Classifications, *Oracle Projects Implementation Guide*

### **Pipeline**

You can track sales opportunities for your pipeline projects by recording the probability of winning each project, the expected approval date, and the value of the project.

You can define probability values based on how your company does business. For example, you can define values such as:

- 100% Contract Processed
- 60% Expect to Win
- 0% Project on Hold

### **Pipeline Window**

---

The Pipeline window contains the following fields, which are used to calculate the weighted project value of jobs:

**Probability:** The probability that the project will be approved. If a Probability List exists for the associated Project Type, that probability list provides a list of values for this field.

**Project Value:** The expected value of the project.

**Expected Approval Date:** The expected date of approval for the project.

## Additional Information

Use the Additional Information window to enter project-level values or default values, including the following:

### Work Type

---

You can assign a work type to the project. The value you enter is the default value for tasks of the project and for Project Resource Management assignments from the project.

You can override a work type at the project, assignment, and task levels. However, an override does not carry down to existing child tasks or assignments. You must update each existing task and assignment individually. You can assign Billable/Capitalizable work types only to billable tasks.

### Assignment Precedes Task For Actuals

---

This check box determines precedence of default values on an expenditure item for labor expenditure items for the following attributes:

- Work type
- Bill rate
- Cross charge rate

If you select the Assignment Precedes Task for Actuals check box, the following precedence is used:

1. Project Resource Management Assignment
2. Task Level
3. Project

If you do not select the Assignment Precedes Tasks for Actuals check box, the following precedence is used:

1. Task Level
2. Project Resource Management
3. Assignment
4. Project

**Note:** Assignments maintained at the Assignment level precede attributes maintained at the Task level during actuals, not during forecasting.

For more details on the precedence rules for each attribute, refer to each topic's section in this User Guide.

## **Billing Job Group**

---

See: Job Group: page 3 – 71

## **Additional Attributes**

---

**Role List:** A role list specifies which roles are available on a project. You can specify a role list when you create a project.

- If you do not select a role list for a project, any role can be used on the project. The list of values of roles on the project displays all roles defined in the system.
- If you associate a role list with a project, you limit the roles that can be used on the project. The list of values displayed for roles is shorter and project-specific.

**Work Type:** The work type identifies the type of work done on a project and/or task. Work type can identify:

- cost and bill rates for the work being performed
- utilization of the person performing the work
- accounting of cost and revenue associated with the work performed

**Calendar:** You can associate a calendar with a project, to specify the project's primary work pattern for open and staffed assignments. The calendar is also used in workplans to determine the duration of tasks.

## **User-Defined Project Attributes**

---

In addition to the project-level attributes that are delivered with the application, you can also define project attributes that fit the unique needs of your enterprise. For example, an automobile manufacturer can use this functionality to create a set of attributes that associate vehicle specifications with specific manufacturing projects. An architectural firm could create attributes that track the blueprints for different construction projects.

Using the Projects Super User responsibility, you can create groups of attributes and associate them with attribute contexts. The system uses attribute contexts to determine how it associates attribute groups with projects and tasks. For more information on setting up user-defined

attributes, see: *Setting Up User-Defined Attributes, Oracle Projects Implementation Guide.*

You can access project-level attribute groups through links on the Project Setup page.

You can also arrange for user-defined attributes to display in page regions. Project-level attributes can display in page regions on the Project Home, Project Overview, and Project Status Report pages.

You can control at the template level whether the system displays user-defined attributes for projects. For more information see: *Enabling User-Defined Attributes in Project Templates: page 3 – 88.*

## See Also

Page Layouts: page 3 – 30

User-Defined Attributes for Tasks: page 3 – 38

## Calendars for Projects and Resources

The default calendars you specify for the site and organizations carry down to the projects and resources. You can override these defaults by assigning a calendar directly to the project or resource.

### **Assigning Calendars to Projects**

---

Assigning a calendar to a project overrides the default calendar retrieved from the project organization on site. To modify the default calendar on a project, use the Project Details page. This calendar is the default calendar for all team roles created on the project, and determines the team role schedule.

### **Assigning Calendars to Resources**

---

Every resource must have an associated calendar for scheduling purposes. The calendar determines the capacity of the resource. During implementation, you use a process called PRC: Maintain Project Resources to pull the resources from HR tables into Oracle Projects. This process assigns all resources a default calendar. For more information on this process, see *Maintain Project Resources: page 7 – 102.*

The default calendar for the resource can come from various sources depending upon how you have set up your system. Oracle Projects uses the calendar defined for the resource in CRM. If the resource does not have a defined calendar in CRM, the calendar for the resource defaults from the organization. If you do not define a default calendar for the organization, then the calendar for the resource defaults to the entry in the Calendar profile for the site. You can override all these defaults at any time and assign a specific calendar to a resource.

When you create future-dated employees, they are assigned the default calendar for their organization assignment. This calendar provides the basis of their schedule, capacity, availability, and more. You can assign the resource on future assignments, as long as the start date of the role is within their active Human Resource assignment dates. You cannot change the calendar for an employee until the employee becomes active. As a result, future-dated employees are not visible in the Calendar Assign Resources window until their respective start dates are current.

## Organizations

You can assign project roles to organizations. This enables both internal team members and external organizations to participate and collaborate on your projects.

You can create roles for two types of organizations: customer organizations and partner organizations.

This enables you to:

- Add team members from external organization to a project.
- Keep track of all organizations and individual team members with roles on a project. The Directory page lists organizations as well as team members.
- Track billing accounts on a project by customer organization.

For more information, see: Organization Roles: page 3 – 15.

## Team Members (Key Members)

For information about team members, see: Team Members: page 3 – 14.

## Page Layouts

The implementation team can create multiple page layouts to meet the needs of different project types.

Use the Page Layouts page to select layouts for the following pages:

- Project Home
- Project Overview
- Project Status Reports
- Team Member Home
- Workplan Approval
- Workplan Publication

Page layouts can also display page regions for user-defined attributes. Your implementation team can add page regions for user-defined project attributes to layouts for the Project Overview, Project Home, and Project Status Reports pages. It can add page regions for task attributes to layouts for the Task Overview and Task Progress Additional Information pages.

Each project type is associated with a default Project Home page layout. You can either accept the default Project Home page from the project type, or choose a different Project Home layout from the list of values.

### **Shortcut Links**

---

Oracle Projects provides predefined shortcut links organized into five categories: project links, resource links, workplan links, control links, and financial links.

## **Structures**

Use this option enable the workplan structure for the project or template, to indicate whether workplan and financial structures are shared on the project, and to configure structures.

For more information, see: *Defining your Workplan Structure*: page 3 – 11.

## **Item Association**

You can use this option to assign items or revisions to a project, to support the needs of the Product Lifecycle Management solution (PLM).

You can view and maintain associations between projects and items or revisions. You can navigate between projects and their associated items and revisions using the links on this page.

Two types of associations are available on the Item Associations page:

- Associations created for informational purposes. This type of association uses user-defined association purposes to indicate the nature of the relationship. A project can be associated with multiple items or revisions for informational purposes.

You create informational relationships using the Item Associations page.

**Note:** You can create the user-defined association purposes in the Collaborative Development application.

- System-maintained *lifecycle tracking* associations. This type of association is used to identify the primary project used to drive the item through its required lifecycle phases. A project can be associated with only one item or revision for lifecycle tracking purposes.

You can create a lifecycle tracking association in the Collaborative Development application when you create the lifecycle tracking project for the item or revision.

For more information, refer to the Collaborative Development application documentation.

## Tasks

Use this option to create and update tasks and task details for the financial structure. Tasks are elements of the project that are contained in the project structures. For information about project structures, see: Project Structures: page 3 – 3.

As you create tasks, Oracle Projects defaults values from the project or the parent task to the new task. A top task accepts default values from its owning project. In addition, a new subtask accepts default values from its owning parent task.

If you modify project attributes, Oracle Projects does not change the default task information for existing tasks. In addition, if you modify task attributes, Oracle Projects does not change the default task information for lowest tasks. However, new top or lowest tasks you subsequently create inherit the new default information.

The following task details default from the project to any new top or child tasks:

- Organization
- Start date
- Finish date

- Service type
  - For top tasks, this defaults from project type
  - For sub tasks, this defaults from the parent task
- Task manager
  - No default for top tasks
- Work Site
  - For top tasks, this defaults to the customer work site if only one customer
  - For sub tasks, this defaults from the parent task
- Cost burden schedule
- Capitalizable indicator (for capital projects only)
  - For top tasks, this defaults to capitalizable
  - For sub tasks, this defaults from the parent task
- Billable indicator (for contract projects only)
  - For top tasks, this defaults to billable
  - For sub tasks, this defaults from the parent task
- Billing schedules and discounts (for contract projects only)

### **Task Number**

---

Unique identification number of the task within the project. You can enter a numeric or alphanumeric value.

For audit trail purposes, you cannot modify a task number after you create customer invoices for the project, or charge expenditure items, requisitions, purchase orders, or supplier invoices to the project.

**Suggestion:** Oracle Projects sorts your project structure by the task number within a structure level, so ensure that your numbering methods reflect an organized project structure. See: *Defining Your Financial Structure: page 3 – 7.*

### **Task Name**

---

A short, descriptive name of the task. You can use the same task name many times within a project.

## **Task Long Name**

---

A longer, descriptive name for the task. Can be up to 240 characters long. The default value is the task short name (Task Name).

This is a required field. The Task Long Name does not have to be unique within the project.

## **Task Status**

---

You use the Task Status to indicate the status of individual tasks and to control system processing for tasks based on their status. Every task must have a valid status. The system statuses are:

- Not Started
- In Progress
- Completed
- On Hold
- Cancelled

You can change task status for published tasks manually when you update tasks or create progress. Tasks that are marked 100% complete are automatically updated to Completed status. Similarly, if a task's status is changed to Completed, it is automatically marked 100% complete.

The system changes a task's status automatically if the status of a parent or child task is changed. For example, if all the child tasks of a task are set to Completed, the task's status is automatically set to Completed. If a task's status is changed to On Hold or Cancelled, all of the task's subtasks are also changed to match the parent task's status.

## **Work Quantity**

---

You can use work quantity to plan and measure task progress in quantitative terms rather than in terms of completed effort, such as number of items manufactured or number of processes performed. The actual value can be compared to a planned value to derive the base task percent complete.

For example, a construction company could have a task for the installation of windows on a new building. The task is complete when 50 windows are installed. When progress is taken on the task and 25 windows have been installed, the task is 50% complete. This allows companies to track progress according to quantitative values. See:

Collecting Progress for Projects and Tasks, *Oracle Project Management User Guide*.

You can enter work quantity either as an incremental value (the amount of work complete for a task since the last time progress was recorded for the task) or a cumulative value (the total amount of work complete for the task since the task began). This option is set at the workplan, task, and task type level.

You enable work quantity at the workplan level. You must also enable work quantity for each task that will measure progress using that method. A workplan can include tasks that measure progress in terms of effort as well as work quantity.

## **Task Type**

---

The task type defines the initial task status (such as Not Started). It also defines the following attributes:

- **Enable Progress Entry**
  - Progress Entry Required
  - Initial Progress Status
- **Enable Work Quantity.** You can also select values for the following:
  - Work Item
  - Unit of Measure
  - Actual Work Quantity Entry Method (choose Incremental or Cumulative)
- **Enable % Complete Collection**
  - Base % Complete Derivation Method
- **Enable Remaining Effort Collection:** When you enable this option, you can enter the quantity of effort remaining to be completed.
- **Enable Progress Collection:** in terms of work quantity. See: *Collecting Progress for Projects and Tasks, Oracle Project Management User Guide*.

## **Task Start and Finish Dates**

---

Task start and finish dates must be within the corresponding project dates and within the dates of the parent task.

The start and finish dates at the task level are:

- **Actual:** Actual dates when work on the task started and finished. You can use these dates to drive future timecard and earned value functionality.
- **Scheduled:** Scheduled to start and finish dates for the task.
- **Estimated:** A resource's estimate of when work on the task will be started and finished.
- **Baseline:** The baselined schedule for the task
- **Transaction:** The transaction start and finish dates control the transactions that can be charged to the task.

You cannot charge an expenditure item to a task if the expenditure item date falls outside the task dates. Default values for task start and finish dates are the project transaction dates (top tasks) or the parent task's transaction dates (subtasks).

See: Overview of Expenditures and Controlling Expenditures, *Oracle Project Costing User Guide*.

See: Project Start and Finish Date: page 3 – 24.

---

### *(Optional) Task Manager*

The person responsible for managing this task.

**Note:** The task manager is used for reporting purposes only (see: Task–Revenue, Cost, Budgets by Resources: page 8 – 32), and is not the same as the team member.

---

### **Organization**

The organization that manages the task. You can use the organization for reporting and AutoAccounting. This value is defaulted from the project organization; the task organization can be different from the project organization. You can choose any organization that is identified as a project or task owning organization based on the Project/Task Organization Type you set up in the Implementation Options form.

For audit trail purposes, there are controls over when you can change a task organization. See: Changing the Owning Organization: page 3 – 20.

## **Service Type**

---

The type of work performed on this task. You use this value for reporting and AutoAccounting. This value is defaulted from the project type of the project.

## **Work Type**

---

Work Type identifies the type of work done on a task. The Work Type can identify:

- cost and bill rates for the work being performed
- utilization of the person performing the work
- accounting of cost and revenue associated with the work performed

## **Allow Charges**

---

This check box controls whether to allow new expenditure items to be charged to a task. You can only enter expenditure items at the lowest task. The default is to allow charges for all new tasks. You can only allow charges for lowest tasks. Parent tasks are not chargeable. Uncheck this check box if you want to prevent new charges to this task. Oracle Projects automatically unchecks the check box for a task when you create a child task for it. See: Determining if an Item is Chargeable, *Oracle Project Costing User Guide*.

## **Capitalizable**

---

This check box controls whether the expenditure items you charge to the task are eligible for capitalization. The capitalizable indicator is applicable for capital projects only. See: Specifying Capitalizability of Capital Project Structure Levels, *Oracle Project Costing User Guide*.

## **Retirement Cost**

---

You can select this check box for a task on a capital project to indicate that the task is for retirement cost processing. When this option is enabled, all expenditure items charged to a task are designated as cost of removal or proceeds of sale amounts that pertain to retirement adjustment assets. For more information, see: Overview of Asset Capitalization, *Oracle Project Costing User Guide*.

## **Billable**

---

This check box controls whether the expenditure items you charge to the task are eligible for revenue accrual and billing. The billable indicator is applicable for contract projects only. See: *Overview of Contract Projects*, *Oracle Project Billing User Guide* and *Determining if an Item is Billable*, *Oracle Project Costing User Guide*.

## **Location**

---

The customer work site address where you perform a task. You can select any active, ship-to site defined for a project customer.

## **User-Defined Task Attributes**

---

In addition to the task-level attributes that are delivered with the application, you can also define task attributes that fit the unique needs of your enterprise.

Using the Projects Super User responsibility, you can create groups of attributes and associate them with attribute contexts. The system uses attribute contexts to determine how it associates attribute groups with projects and tasks. For more information on setting up user-defined attributes, see: *Setting Up User-Defined Attributes: Oracle Projects Implementation Guide*.

You can access task-level attribute groups through links on the Task Details page.

You can also configure the page layouts of the Task Overview and Task Progress Additional Information pages to display task-level user-defined attributes as page regions.

You can control at the template level whether the system displays user-defined attributes for tasks in your projects. For more information see: *Enabling User-Defined Attributes in Project Templates: page 3 – 88*.

## **See Also**

*Entering Tasks for a Financial Structure: page 3 – 7*

*Project and Task Options: page 3 – 90*

*User-Defined Attributes for Projects: page 3 – 28*

## **Customers and Contacts (Billing Accounts)**

---

You can specify the revenue and billing contribution of a paying customer for project work, define the relationship of a customer to this project, and enter other information about this project's customer. The customer you choose must be an active customer in the Oracle Receivables database.

You must enter at least one customer on a contract project to fund the project, accrue revenue, invoice the customer. The contribution percentage must sum to 100%.

You enter project customer and contact information at the project level only.

## **Project Customers Window**

---

You enter the following customer and contact information in the Project Customers window:

### **Project Customers**

---

**Name/Number:** Choose a project customer. You can choose any active customer in the Oracle Receivables customer database.

**Relationship:** The relationship between this customer and your project, such as Primary, or Non-Paying.

**Contribution:** The percentage of this project's revenue and billing you expect this customer to contribute. If you enter more than one customer for this project, the total customer contributions towards revenue and billing must sum to 100% before you can accrue revenue or bill invoices against this project.

**Note:** You can change the contribution before you generate any revenue or invoices. If funding exists, you must first reverse the funding and budget amounts.

**Bill To Name:** Enter the name of the customer who will receive the project invoices. Depending on the Customer Relationships setting in the Implementation Options window, you can choose the project customer, a related customer, or any customer defined in Oracle Receivables. If the Customer Relationships option is set to No, the project customer is copied to the Bill To Name field. See also: *Implementing Oracle Project Foundation, Oracle Projects Implementation Guide*.

**Bill To Number:** You can enter either a Bill To Number or Bill To Name. When you enter a value in one of these fields, the other field is populated automatically.

**Billing Address:** The address where you want to send this customer's invoices. You can choose any active billing address defined for the Bill To customer in Oracle Receivables.

**Ship To Name:** Enter the name of the customer who will receive shipment of the items. Depending on the Customer Relationships setting in the Implementation Options window, you can choose the project customer, a related customer, or any customer defined in Oracle Receivables. If the Customer Relationships option is set to No, the project customer is copied to the Ship To Name field. See also: *Implementing Oracle Project Foundation, Oracle Projects Implementation Guide*.

**Ship to Number:** You can enter a Ship To Name or Ship To Number. When you enter a value in one of these fields, the other field is populated automatically.

**Shipping Address:** The address where work will be performed for this project. You can choose any active Ship To address defined for the Ship To customer in the Oracle Receivables database.

---

### **Bill Another Project**

**Bill another Project:** Select if you want to identify a project as a provider project for purposes of inter-project billing. The check box is available only if the current operating unit is a provider operating unit and the project customer is associated with a receiver operating unit.

**Receiver Project / Receiver Task:** Enter the numbers of the projects and tasks that will receive the work performed on this project. Valid receiver projects and tasks belong to receiver operating units that have identified the current operating unit as a provider operating unit. You can change the receiver project and task information at any time before you create billing transactions for this project.

---

### **Invoice Currency**

If you want to invoice the project customer in a currency different from the project currency, you can enter the following invoice currency information (currency attributes):

**Note:** You can override these currency attributes in the Invoice Review windows before releasing an invoice.

**Allow Rate Type "User":** Enable this option if you want to allow the rate type "User" for invoicing this project customer.

**Code:** The default invoice currency code for the customer.

**Rate Date:** The default exchange rate date. If this field is left blank, the system will use the Bill Through date for the exchange rate date.

**Rate Type:** The default rate type.

**Exchange Rate:** The default currency exchange rate. You can enter a value only if the Rate Type is *User*.

## **Contacts**

---

**Type:** A contact type, such as Billing or Shipping, to identify a contact. The billing contacts are limited to the contacts defined for the Bill To customer and billing address. The shipping contacts are limited to the contacts defined for the Ship To customer and shipping address.

You need to enter a billing contact for each paying customer on a contract project. You can enter only one billing contact for each customer associated with this project. When invoices are interfaced to Oracle Receivables, this billing contact is used as the billing contact in Oracle Receivables.

**Name:** You can choose any active contact name defined for the Bill To customer and billing address or the Ship To customer and shipping address in the Oracle Receivables database.

**Job Title:** The job title of the contact.

## **See Also**

Project Customer Relationships and Contact Types, *Oracle Projects Implementation Guide*

---

## Resource Information

To assist you in filling staffing requirements, you can set up an automated search and nomination process to identify and nominate resources as candidates for open requirements automatically. The setup in the Candidate Score and Search Settings page includes definitions used in calculating the candidate score and performing automated candidate searches.

## Candidate Score Weightings

Candidate scores define the level of importance of the availability, competencies, and job level of the resource when matched to the specifications of a requirement. The weightings are used to calculate a score for each resource identified by a resource search and for every candidate on your requirements. The score helps you identify stronger candidate. A higher score indicates a better match.

The formula for calculating the scoring percentage is the following sum:

- $(\text{Competence Match} \times \text{Competence Match Weighting}) + (\text{Availability Match} \times \text{Availability Match Weighting}) + (\text{Job Level Match} \times \text{Job Level Match Weighting})$

... divided by the following sum:

- $\text{Competence Match Weighting} + \text{Availability Match Weighting} + \text{Job Level Match Weighting}$

You define these weighting values at the requirement level. Default values are displayed for the requirement if default values are defined for the project or project template. You can change the values at any of these levels. You can also temporarily change these values when performing a resource search.

## Automated Search and Nomination Process

---

The automated search process identifies resources that meet the specified criteria for the requirement, including a minimum candidate score, and nominates those resources as candidates on the requirement. This search is an optional process that you can set up to run on a regular frequency, such as, daily or weekly through the concurrent manager.

Select the Enabled Automated Candidate Nomination Requirements check box if you want to include all of the requirements for a project in the search process. You can also select or de-select this check box for individual requirements to include or exclude them from being considered in the automated nomination process. If the check box at the

project level is not selected, then none of the requirements on the project are included in the automated search process.

Resources are matched against the search criteria defined in the Automated Search and Nomination fields of the requirement. These fields are:

- minimum availability
- organization hierarchy
- starting organization
- country
- minimum candidate score

Then, the resources are matched against the following criteria retrieved from the requirement:

- minimum and maximum job levels
- requirement dates matched to availability dates
- competencies

All matching resources are nominated as candidates for the requirement and assigned a candidate status of System Nominated. If you do not change this status, the candidate is re-evaluated to determine if a match still exists for the requirement the next time the automated search process is run. You can prevent a candidate from being reconsidered by the automated search process by changing the candidate status to any other candidate status.

For more information on candidate statuses, refer to the following sections in the *Project Resource Management Implementation and Administration Guide*:

- Defining Candidate Statuses and Profile Options
- Candidate Notification Workflow Extension

If you do not enable the automated search process for a project or requirement, or if requirement is excluded from the automated search, the search process still uses the Automated Search and Nomination values to identify qualified requirements for resources. Resources can nominate themselves as candidates from their Candidacy Lists for these requirements.

## See Also

Automated Candidate Search Process: page 7 – 61

## Subteams

Subteams enable you to classify team members on a project into logical groups, such as consultants, administrative staff, and engineers.

## Additional Staffing Information

Use the Additional Staffing Information page to enter the following information:

- Calendar
- Role List
- Initial Team Template
- Advertisement Rule

### **Advertisement Rule**

---

An advertisement rule is an automated method of controlling the visibility of a requirement to resources and managers of an organization over a period of time. It is a list of actions that are performed when the condition associated with each action is met.

---

## Costing Information

### Costing Burden Schedules

You must specify a cost burden schedule if you specify that a project type is burdened. The costing burden schedule defaults from the project type.

To enter Costing Burden Schedules, you must select and expand Burden Multipliers from the list of options in the Projects, Templates window.

#### **Cost Burden Schedules Window**

---

You can enter the following information in the Costing Burden Schedules window:

**Burden Schedule:** Enter the burden schedule you want to use for this project or task.

**Burden Hierarchy:** Enter the burden hierarchy you want to default to each burden schedule version.

**Fixed Date:** Enter a fixed date for the burden schedule if you want all expenditure items to be burdened with the multipliers in effect as of that date.


### See Also

Assigning Burden Schedules, *Oracle Project Costing User Guide*

### Budgetary Control

You define budgetary controls in the Budget Integration window. Budgetary controls enable you to use a project cost budget to monitor and control project-related commitment transactions. You also use these controls to integrate project budgets with non-project budgets.

**Note:** If the system does not permit you to update the control settings, verify that the project type budgetary controls settings allow override. See: Project Type Budgetary Controls, *Oracle Projects Implementation Guide*.

 **Attention:** You cannot enable budgetary controls for a project budget after a baseline is created for the the project budget, or if transactions have been entered against the project budget.

You can enter the following information in the Budget Integration window:

**Budget Type.**

- **For Budgetary Controls:** Select a project cost budget type. (Budgetary controls can be enabled for cost budget types only.)
- **For Bottom-Up Budget Integration:** Select a project budget type to be integrated. You can select any active budget type.

**Control Flag.** Check the Control Flag check box if you want to enable budgetary controls for the budget type. (Budgetary controls can be enabled for only one budget type per project.)

**Balance Type.** This field is used to define top-down and bottom-up budget integration.

- **For Bottom-Up Budget Integration:** Select Budget.

**Non-Project Budget.** This field is used to define top-down and bottom-up budget integration.

- **For Bottom-Up Budget Integration:** Select a General Ledger budget from the list of values. The list of values displays defined budgets with a status of Open or Current.

**Encumbrance Type.** This field is used to define top-down and bottom-up budget integration.

**Levels.** Select a default control level for each budget level. When a baseline is created for the project budget, these control levels are used as default values for each budget level:

- **Project**
- **Tasks**
- **Resource Groups.** Select Default from Resource List if you have defined default control levels for your resource list.
- **Resources.** Select Default from Resource List if you have defined default control levels for your resource list.

**Time Phase.** The system uses these values to calculate available funds.

- **Amount Type.** Select an Amount Type to determine the beginning budget period.

- **Boundary Code.** Select a Boundary Code to determine the ending budget period.

For more information about defining control levels and time phases (also referred to as time intervals) for budgetary controls, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

## See Also

Using Budgetary Controls, *Oracle Project Management User Guide*

Implementing Budgetary Controls, *Oracle Projects Implementation Guide*

Integrating Budgets, *Oracle Project Management User Guide*

Implementing Budget Integration, *Oracle Projects Implementation Guide*

## Currency

When a new project is created, the default value for the project currency code is copied from the functional currency defined in the Implementation Options for the project–owning operating unit. You can override the default currency code and enter default conversion attributes for the project in the Costing tab of the Currency window.

### **Costing Currency Options**

---

You can optionally define costing conversion attribute default values for the Project Functional Currency and Project Currency.

These attributes are default values, and entry is optional. The attributes you select are displayed as the defaults during expenditure entry, and are used as defaults for imported transactions.

### **Project Currency**

---

Select a project currency. You can select any active currency defined in Oracle General Ledger.

### **Project Currency Attribute Hierarchy**

---

During project and task setup, the values you enter are copied to all the underlying tasks in the project work breakdown structure.

The hierarchy Projects uses for the defaults is shown below:

1. Value entered for the task
2. Value entered for the project
3. Value entered in the currency implementation options. See: *Currency Implementation Options, Oracle Projects Implementation Guide.*

## Burden Schedule Overrides

You can override the standard burden schedule assigned to a project or task. When you enter a schedule override, you essentially create a new schedule containing revisions of negotiated multipliers for the project or task. Remember to compile your schedule before you use it for processing purposes.

You can override cost burden schedules only if the project type for this project allows overrides.

## See Also

Overriding Burden Schedules, *Oracle Project Costing User Guide*

Burden Schedules, *Oracle Projects Implementation Guide*

## Labor Multipliers

You use labor multipliers when you want to apply only one multiplier to raw labor cost for billing purposes. If you need to apply many multipliers to the raw cost for billing, use burden schedules or burden schedule overrides for revenue and invoicing to record the appropriate multipliers. You can also use labor multipliers with standard burden schedules as explained below.

Oracle Projects calculates the revenue or bill amounts (or both) for this task's labor items using the following formula for items based on bill rate schedules:

$$\text{Revenue or Bill Amounts} = \text{Labor Multiplier} \times \text{Raw Cost}$$

Oracle Projects calculates the revenue or bill amounts (or both) for this task's labor items using the following formula for items based on burden schedules:

$$\text{Revenue or Bill Amounts} = \text{Burdened Amount} \times (1 + \text{Labor Multiplier})$$

If no override revenue or invoice burden schedules exist, Oracle Projects uses the multiplier on top of the standard revenue and invoice burden schedule. The following table shows an example of use of the labor multiplier:

| Cost                        | Amount                                       |
|-----------------------------|--|
| Labor Raw Cost              | 1,000  |
| Standard Multiplier (1.5)   | <u>1,500</u> (from standard burden schedule) |
| Total Burdened Labor        | 2,500  |
| Negotiated Multiplier (1.0) | 2,500 (from labor multiplier)                |
| Final Burdened Labor        | <u>5,000</u>                                 |

**Table 3 – 4 (Page 1 of 1)**

### **Labor Multipliers Window**

---

To enter labor multipliers, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

**Multiplier:** Enter the labor multiplier you want to use for this project or lowest task.

**Effective From/To:** Enter the date range the labor multiplier is effective.

### **See Also**

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

---

## Asset Information

### Assets

You can define assets for capital projects to account for capital assets and retirement adjustment assets. You define capital assets to account for assets that you plan to build or place in service during the course of the project work. You define retirement adjustment assets to account for costs and proceeds of sale associated with the retirement of group assets in Oracle Assets.

In Oracle Projects, you can define all of the information that is required to classify capital and retirement adjustment assets, and interface the assets, along with the associated costs and proceeds of sale amounts, to Oracle Assets as asset lines. For information on the attributes that you can define for an asset, see: *Asset Attributes, Oracle Project Costing User Guide*.

You can define assets for a capital project in the Assets window. To access the Assets window from the Projects, Templates window, select and expand *Asset Information* from the list of options.

### Asset Assignments

After you define a capital asset or a retirement adjustment asset for a capital project, you can assign the asset to the project level, or to one or more tasks. You assign an asset to the project or to a task to associate the asset with the underlying costs or proceeds of sale. You can assign assets to top tasks and lowest tasks.

You must enter the Asset Name you want to assign to the project or task, and specify whether you want to use a Grouping Level for Specific Assets or Common Costs. See: *Assigning Assets to Grouping Levels, Oracle Project Costing User Guide*.

To enter asset assignments in the Asset Assignments window, you must select and expand *Asset Information* from the list of options in the Projects, Templates window.

## See Also

Creating Assets in Oracle Projects, *Oracle Project Costing User Guide*

Asset Grouping Levels, *Oracle Project Costing User Guide*

---

## Capital Information

Use the Capital Information window to define attributes that control calculation of capitalized interest, allocation of unassigned and common asset costs, and the creation of capital events.

## Capitalized Interest

The following fields relate to capitalized interest:

**Capital Interest Schedule:** This field displays the default capitalized interest rate schedule from the project type, if any. If the *Allow Override* option is enabled for the project type, then you can update this field and specify a different rate schedule for the project.

**Allow Capital Interest:** When this check box is selected, the project or task is eligible for capitalized interest calculation. Oracle Projects generates interest transactions when all other criteria, such as thresholds, are met. If the check box is unchecked, then the project or task is always excluded from capitalized interest calculations, regardless of other criteria.

**Capital Interest Stop Date:** You can optionally specify a date for a project or task beyond which capitalized interest is not calculated. When determining whether to calculate capitalized interest, the capitalized interest generation process compares the date in this field to the GL period end date for the interest run.

**Note:** Changes to task settings do not cascade down to any lower-level tasks. Therefore, to affect capitalized interest calculations, you must update capitalized interest attributes at the lowest task level where expenditures are entered.

## Asset Processing

The following fields relate to asset processing. You can update these fields at the project level only.

**Asset Cost Allocation Method:** This field displays the default asset cost allocation method from the project type, if any. You can specify a different method for the project. You can select one of several predefined asset cost allocation methods to specify how Oracle Projects automatically distributes indirect and common costs across multiple assets.

**Event Processing Method:** This field displays the default capital event processing method for the project type, if any. You can specify a

different method for the project. You can designate whether to use periodic or manual capital events to control how assets and costs are grouped over time.

## **See Also**

Capitalizing Interest, *Oracle Project Costing User Guide*

Allocating Asset Costs, *Oracle Project Costing User Guide*

Creating Capital Events, *Oracle Project Costing User Guide*

Project Types, *Oracle Projects Implementation Guide*

## Billing Information

### Billing Setup

To enter billing setup information in the Billing Setup window, you must select and expand Billing Information from the list of options.

#### Revenue and Billing Information

When you enter revenue and billing information for your project, you specify the following information:

- Revenue Distribution Rule

The project type determines which revenue distribution rule appears as the default value for this field. It also determines which other revenue distribution rules you can choose from. The following table shows how Oracle Projects predefines various revenue distribution rules:

| Distribution Rule | Definition  |
|-------------------|---|
| Cost/Cost         | Accrue revenue and bill using the ratio of actual cost to budgeted cost (percent spent).                  |
| Cost/Event        | Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), and bill based on events. |
| Cost/Work         | Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), and bill as work occurs.  |
| Event/Event       | Accrue revenue and bill based on events.  |
| Event/Work        | Accrue revenue based on events, and bill as work occurs.  |
| Work/Event        | Accrue revenue as work occurs, and bill based on events.  |
| Work/Work         | Accrue revenue and bill as work occurs.   |

Table 3 – 5 (Page 1 of 1)

The revenue distribution rule you enter determines how revenue is calculated and how bills are generated for this project.

**Note:** If you want to accrue revenue or generate invoices based on percent complete, you must use the Event/Event, Event/Work, or Work/Event revenue distribution rule. See: Percent Complete Revenue Accrual and Invoice Generation, *Oracle Project Billing User Guide*.

- Billing Cycle

The billing cycle is the user-defined code that determines the next billing date for this project. You can accept the default cycle, or you can override this value and enter a different code. See: *Billing Cycle, Oracle Projects Implementation Guide*.

- **First Bill Offset Days**

The number of days that elapse between the project start date and the date of the project's first invoice. You can accept the default bill offset days, or override this value and enter a different number.

- **Next Billing Date**

Next Billing Date displays the next billing date on which the project is eligible for billing. The Next Billing Date is updated each time draft invoices for the project are released, cancelled, or deleted.

- **Output Tax Code**

Enter the default tax code for invoice lines created for this project.

This output tax code is used as a default tax code for invoice lines, depending on the tax default hierarchy you have set up. See: *Tax Defaults, Oracle Projects Implementation Guide*.

## **Invoice Formats**

---

You can enter invoice formats for this project's invoices. You should define values for these fields if you use as work occurs billing.

- **Labor**

You can enter a format for grouping labor items on this project's labor invoice lines. You can accept the default format for this project type, or you can override this value and enter a preferred format.

- **Non-Labor**

You can enter a format for grouping non-labor items on this project's non-labor invoice lines. You can accept the default format for this project type, or you can override this value and enter a preferred format.

## **Funding**

---

You can enter funding information for the project.

- **Baseline Funding Without Budget**

Check this box if you want to automatically create an approved revenue budget and baseline your funding for this project. See: *Baselining a Draft, Oracle Project Management User Guide*.

- **Reevaluate Funding**

Check this box if you want to reevaluate your funding before generating revenue and invoices. The value defaults from the project type level, but you can override the value here.

- **Funding Revaluation includes Gains and Losses**

Check this box if you want your revaluation to include gains and losses in project revenue. This check box can be only enabled if Funding Revaluation includes Gains and Losses is enabled at the implementation and project type level and Reevaluate Funding is enabled for the project.

If you do not enable Funding Revaluation includes Gains and Losses for the project, the system includes only the backlog amount in the revaluation process.

See: *Funding Revaluation, Oracle Project Billing User Guide*.

## See Also

Overview of Contract Projects, *Oracle Project Billing User Guide*

## Credit Receivers

You can indicate which employees receive credit for a project. You can assign as many employees as you want to a particular credit type. You can also assign one employee to as many types of credit as you want.

Depending on your configuration of Oracle Projects, you can either interface sales credit information to Oracle Receivables for project invoices, or use credit receivers in Oracle Projects for reporting purposes. If you want Oracle Receivables to validate salesperson and sales credit information you interface from Oracle Projects, you need to enable the *Allow Sales Credits* option in the Oracle Receivables Invoice Sources window for the predefined batch source of *PROJECTS INVOICES*. To verify that this option has been set correctly, navigate to the Oracle Projects Implementation Options window and view the

options under Billing. *PROJECTS INVOICES* should appear in the Invoice Batch Source field.

### **Credit Receivers Window**

---

To enter credit receivers, you must select and expand Billing Information from the list of options in the Projects, Templates window. When you enter credit receivers, you specify the following:

**Credit type:** Enter a credit type, such as Quota Credit. If your installation of Oracle Projects is configured to interface sales credit information to Oracle Receivables, then the credit type is validated against sales credit types in Oracle Order Management. If Oracle Projects is not configured to interface sales credit information, this field is validated against credit types in Oracle Projects.

**Employee:** The employee you enter must be defined as a salesperson in Oracle Receivables under the category *Employee* to receive sales credit.

**Credit %:** The amount of credit an employee receives for this credit type. The total percent amount for this credit type assigned to all employees for this project or task must equal 100 percent if:

- Allow Sales Credits option for the batch source Projects Invoices is checked in the Receivables Invoice Sources window
- Transfer to AR checkbox is checked in the Credit Receivers window
- Credit type is Quota Credit

**Interface to AR:** Choose whether you want to interface the sales credit information to Oracle Receivables.

**Effective From/To:** Enter the date range the credit receiver is effective.

## **See Also**

Defining Salespersons and Credit Types *Oracle Receivables User's Guide*

## **Billing Assignments**

Use the Billing Assignments option to assign billing extensions to automatically create revenue or billing events. You can assign billing extensions at the project or top task level only.

## Billing Assignments Window

---

To enter billing assignments, you must select and expand Billing Information from the list of options in the Projects, Templates window. When you choose this option, you can enter the following information in the Billing Assignments window:

**Name:** Enter the name of the billing extension you want to use.

**Currency:** Enter any currency you have defined in the General Ledger

**Amount:** Enter the amount.

**Percent:** Enter the percent amount.

**Active:** Choose whether to enable this extension.

**Conversion Attributes:** Enter the currency conversion attributes for converting from the event transaction currency to the project functional currency, project currency, and funding currency. See: Conversion Attributes: page 3 – 63.

## Customer Billing Retention

You can set up retention at either the project level or the top task level. The Retention Summary page summarizes the withheld and billed amount for each project customer. To expedite your setup, you can copy a project customer's retention level and retention terms to one or more customers on the same project.

When you review or define the retention terms for a customer, you can:

- **Retention Level:** Change the retention level for the project customer
- **No Retention:** Disable both the withholding and billing of retained amounts for a project customer by selecting No Retention
- **Withholding Terms:** Add, update, and delete withholding terms, withholding terms by expenditure category, and withholding terms by event revenue category
- **Billing Terms:** Add, update, and delete billing terms
- **Retention Format:** Select a retention format to derive the line description for the retention lines on project invoices. See: Invoice Formats, *Oracle Project Billing User Guide*.
- **Output Tax Code:** Enter the default tax code for retention invoice lines created for this project. This output tax code is used as a default tax code for invoice lines, depending on the tax default

hierarchy you have set up. See: Tax Defaults, *Oracle Projects Implementation Guide*.

- **Account for Unbilled Retention:** The value for this flag defaults from the value of the same flag in the Implementation Options window and cannot be changed. See: Accounting for Revenue and Invoices, *Oracle Projects Implementation Guide*.

Oracle Projects maintains the total amount withheld per withholding term. You cannot delete a withholding term with a withheld balance, but you can disable it by editing the End Date. Also, when you copy a project or a project template, the retention setup is also copied to the new project.

## See Also

Retention Billing, *Oracle Project Billing User Guide*

Defining Retention Terms, *Oracle Project Billing User Guide*

## Standard Billing Schedules

You can set up a contract project to have revenue and invoicing calculated based on a bill rate schedule or based on a burden schedule.

If you use a bill rate schedule, you can specify an employee-based schedule, a job-based schedule, or both. When revenue and invoicing are calculated, the system first looks for an employee-based bill rate schedule. If none is specified, or if no employee-based rate is available for an employee, the job-based bill rate is used.

Default values for the schedules are copied from the project type.

You can select employee, job, non-labor rate schedules with the rate schedule currency different from the project functional currency if Enable Multi Currency Billing is checked for the project.

**Note:** If Oracle Project Resource Management is installed, you must specify a job-based bill rate schedule. See: *Oracle Project Resource Management User Guide*.

### ► To enter a standard billing schedule:

1. Select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window.

2. If you want to enter a Labor or Non-Labor billing schedule, you must choose whether to use a Bill Rate Schedule or a Burden Schedule.

3. If you want to enter a **Labor Bill Rate Schedule**, enter the Employee, Job, Fixed Date, Discount %, and Discount Reason.

**Note:** A job bill rate schedule is required for forecasting when using Project Resource Management. When you assign a job-based bill rate schedule to a project, you can only assign a bill rate schedule whose job group is the same as the project's billing job group.

4. If you want to enter a **Non-Labor Bill Rate Schedule**, enter the Organization, Schedule Name, Fixed Date, Discount %, and Discount Reason.

The list of values for both the labor and non-labor schedules are restricted as follows:

- If the project/project template does not have multi-currency enabled, then only schedules with the same currency as the project functional currency are listed.
  - If the operating unit does not allow rate schedules to be shared across operating units, then schedules from other operating units are not included.
  - If the operating unit of the organization allows rate schedules to be shared across operating units, schedules from other operating units that do not allow other operating units to use the schedule are excluded.
5. If you want to use a **Burden Rate Schedule**, you can enter a Revenue and/or Invoice for this project. Enter the Fixed Date you want to freeze the schedule. When you enter a fixed date, Oracle Projects uses the burden multipliers effective as of the fixed date for this project. If you want to use the most current rates in the burden schedule for this project, leave this field blank. You can enter a fixed date for firm schedules only.
6. Save your work.

## See Also

Costing Setup: Rate Schedules, *Oracle Projects Implementation Guide*

## Billing Currency

When a new project is created, the default value for the project currency code is copied from the functional currency defined in the Implementation Options for the project-owning operating unit. You can override the default currency code and enter default conversion attributes for the project in the Billing tab of the Currency window.

### **Billing Currency Options**

---

In the Billing tab of the Currency window, you can:

- Enable the multi-currency functionality
- Define currency conversion attributes
- Define some of the currencies for the project

You can select the following options in the Billing tab of the Currency window:

### **Currency Option Check Boxes**

---

- Enable Multi Currency Billing

Check the Enable Multi-Currency check box if you want to do any of the following for the project:

- Select a project currency that is different from the project functional currency
- Enter events, fund the project, or enter bill rate schedules in any currency
- Select a default invoice transaction currency that is different from the project functional currency

**Note:** The default value of this check box is the value in the Billing Implementation Options window. You can override the default value when you create a new project or project template. After transactions have been entered for the project, you cannot change the value of the check box.

- Invoice by Bill Transaction Currency

Check the Invoice by Bill Transaction Currency check box if you want to invoice by your bill transaction currency.

**Note:** After Invoice by Bill Transaction Currency functionality is enabled, the default Invoice Transaction Currency assigned in the Project Customers window is ignored during invoice generation.

- **Bill Transaction Currency for Cost Based Revenue**

To resolve the issue of currency fluctuation between the time a transaction is entered and revenue is generated, specify one of the following currencies as your bill transaction currency for cost based revenue amounts:

- Expenditure transaction currency
- Cost project functional currency
- Cost expenditure functional currency
- Expenditure transaction currency

For more information about converting currencies in Oracle Projects, see Multiple Currency Support: page 11 – 15.

### **Invoice Processing Currency**

---

Select the invoice processing currency for the project. Funding and invoice amounts are converted to this currency and used to check against funding and evaluate hard and soft limits. You can select from:

- Project functional currency,
- Project currency, or
- Funding currency

**Note:** You can select funding currency as the invoice processing currency for a project only if all past and future funding allocated to the project has the same currency.

### **Conversion Attributes to Project Functional Currency, Project Currency, and Funding Currency**

---

Select the currency attributes for conversion of currency amounts to the following currencies. Conversions are made from:

- Billing transaction currency for expenditure items and events
- Funding currency

The following table describes the project functional, project currency and the funding currency:

| Currency Type                      | Description  |
|------------------------------------|--|
| <b>Project Functional Currency</b> | The principal currency in which accounting data is maintained in the General Ledger                |
| <b>Project Currency</b>            | The currency to which all transactions of a project are converted for processing and summarization |
| <b>Funding Currency</b>            | The currency or currencies in which the project is funded  |

Table 3 – 6 (Page 1 of 1)

### Currency Conversion Attributes

Enter the following currency conversion attributes to convert billing transactions for the project to the project functional currency, the project currency, and the funding currency:

**Currency:** The default value for your project functional currency assigned to the operating unit in the currency implementation options.

**Rate Date Type:** The type of date that is used to determine the rate date. You can select PA/Invoice Date or Fixed Date

- **PA/Invoice Date:**

- During revenue generation, the PA date is used as the exchange rate date. The PA date is derived from the Accrue Through Date parameter specified when the Generate Draft Revenue process is submitted. The PA date is the next open future period after the Accrue Through Date.
- During invoice generation, the invoice date is used as the exchange rate date.
- For funding conversions, the Funding Allocation Date is used as the exchange rate date.

- **Fixed Date:** Select a Rate Date to determine an exchange rate when converting revenue and invoice amounts from billing transaction currency to project functional currency, project currency, and funding currency.

**Rate Type:** Select the GL Rate Type to determine the rate. The system-defined rate types, such as Corporate, User, or Spot, are defined in Oracle General Ledger.

**Rate Date:** Select the date to use when Rate Date Type is Fixed Date.

**Rate:** Select the rate to use when Rate Type is User.

For more information, see: and Currency Conversion Attributes for Imported Transactions, *Oracle Project Costing User Guide*.

## See Also

Currencies, *Oracle General Ledger User Guide*

Generate Draft Invoices: page 7 – 24

Generate Draft Revenue: page 7 – 29

Billing Currency: page 3 – 61

Costing Currency Options: page 3 – 47

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## Rate Overrides

### Job Bill Rate and Discount Overrides

You can override a job's standard bill rate for a project or lowest task by rate or discount. When you override a job's standard bill rate by rate override, the new job bill rate becomes the job's bill rate for this project or lowest task.

**Note:** Discounts that you enter in the standard bill rate schedule for the project/task are not applied to job bill rate overrides.

When you override a job's bill rate, the new job bill rate takes precedence over standard bill rates and labor multipliers you assign to this task. In addition the task override takes precedence over any project job bill rate override.

**Note:** Discount overrides are applied to the standard job bill rate at the task level.

---

### Job Bill Rate and Discount Overrides Window

To enter job bill rate overrides, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. When you enter job bill rate overrides, you specify the following:

**Job Name:** Enter the name of the job whose bill rate you want to override.

**Rate Currency:** The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

**Rate:** Enter the new bill rate you want to use.

**Discount %** Enter the discount percentage you want to apply to the standard job bill rate.

**Note:** You can choose either a rate override or a discount %.

**Reason:** Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

**Effective From/To:** Enter the date range the rate is effective.

## See Also

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

## Employee Bill Rates and Discount Overrides

You can override an employee's standard bill rate by rate or discount. When there is an override, the new bill rate or discount rate of the employee takes precedence over the job bill rate and discount override you define at the project level and task level.

**Note:** When you override an employee standard bill rate by a rate override, the new employee bill rate becomes the employee bill rate for the project or lowest task. When you override the employee standard bill rate by a discount override, the discount override is applied to the standard employee bill rate at the task level.

To enter employee bill rate overrides, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window.

**Note:** Discounts that you enter in the standard bill rate schedule for the project are not applied to employee bill rate overrides.

When you override an employee's bill rate, the new employee bill rate takes precedence over the following override you can define at the project level:

- Job bill rate override

In addition, the new employee bill rate takes precedence over the following information you can define at the task level:

- Job bill rate override
- Standard bill rate schedule
- Labor multiplier

If Oracle Project Resource Management is used to schedule resources to projects, you can specify bill rate overrides by scheduled assignments in Oracle Project Resource Management. See *Oracle Project Resource Management Implementation and Administration Guide* for more information on setting up assignments.

Based on the setting of the Assignment Precedes Task attribute for the project, the bill rate defined for the assignment is used to determine the

bill amount for the actual labor transactions associated to the assignment

- Assignment Precedes Task is enabled for a project: Assignment-level overrides take precedence over task-level overrides and are used to derive bill amounts for the actual transactions.
- Assignment Precedes Task is not enabled for a project: Task-level overrides take precedence over any assignment-level overrides and are used to derive bill amounts for actual transactions.
- If overrides are not defined for either assignment or task, the standard rate schedules in the project task definition are used for the bill amount derivation.

See: Assignment Precedes Task: page 3 – 27.

### **Employee Bill Rate and Discount Overrides Window**

---

To enter employee bill rate overrides, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. When you enter employee bill rate overrides, you specify the following:

**Employee Name/Number:** Enter the name or number of the employee whose bill rate you want to override.

**Rate Currency:** The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

**Rate:** Enter the new bill rate you want to use.

**Discount %** Enter the discount percentage you want to apply to the standard employee bill rate.

**Note:** You can choose either a rate override or a discount %.

**Reason:** Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

**Effective From/To:** Enter the date range the rate is effective.

## **See Also**

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

## Non-Labor Bill Rate and Discount Overrides

You can override a non-labor standard bill rate for non-labor expenditure types and non-labor resources.

When you override a usage expenditure type, the override applies to all non-labor resources within that usage expenditure type.

When you override a non-labor resource within a usage expenditure type, the override applies to that particular non-labor resource only, and does not apply to other non-labor resources within that usage expenditure type.

Any non-labor bill rate override you enter takes precedence over non-labor bill rates or markups from your task's standard non-labor bill rate schedules.

Any non-labor bill rate override you enter for this task takes precedence over any project non-labor bill rate override.

**Note:** Discount override is first applied to the standard non-labor bill rates at the task level. If there are no bill rates defined at the task level, the discount override is applied at the project level standard non-labor bill rate.

### Non-Labor Bill Rate and Discount Overrides Window

---

To override non-labor bill rates, you must select and expand Bill Rates and Discount Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

**Expenditure Type:** Enter the expenditure type.

**Non-Labor Resource:** Enter the non-labor resource whose bill rate you want to override.

**Rate Currency:** The default rate currency is the project functional currency. You can enter a currency that is different from the project functional currency if Enable Multi Currency Billing is checked for the project.

**Note:** A rate currency cannot be selected when a bill rate is a markup. The currency is determined from the option selected under Bill Transaction Currency for cost based revenue.

**Rate:** Enter the new rate you want to use.

**Discount %** Enter the discount percentage you want to apply to the standard non-labor bill rate.

**Note:** You can choose either a rate override, discount %, or a markup%.

**Reason:** Enter the reason for the rate or discount percentage override. A reason is required based on the Implementation Options setting.

**Markup %:** Enter the percentage of markup for this rate.

**Effective From/To:** Enter the date range this override is effective.

## See Also

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

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## Job Overrides

### Job Assignment Overrides

You can override both an employee's job assignment and an employee's billing title for this project or lowest level task.

When you override an employee's job assignment, the new job assignment determines bill rates for the employee's billing on this project or lowest task (if this task uses job bill rates). You can choose any active job in the Oracle Applications database.

When you override an employee's primary billing title, the new billing title appears on future invoices for this employee's billing (if this project's labor invoice format displays an employee billing title).

Any job assignment override you enter for this project or lowest task takes precedence over any project job assignment override.

#### **Job Assignment Overrides Window**

---

To override job assignments, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

**Employee Name/Number:** Enter the employee whose job or billing title you want to override.

**Job Override:** Enter the employee's new job assignment.

**Billing Title Override:** Enter the employee's new billing title.

**Effective From/To:** Enter the date range this override is effective.

### See Also

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

### Job Billing Title Overrides

You can override a job's billing title for a project or lowest task. When you override a job's billing title, the new job billing title appears on

future invoices for this job's billing on the project or lowest task (if this project's labor invoice format displays a job billing title).

### **Job Bill Title Overrides Window**

---

To override job billing titles, you must select and expand Bill Rates and Overrides from the list of options in the Projects, Templates window. You specify the following information for this option:

**Job:** Enter the job whose billing title you want to override.

**Billing Title Override:** Enter the job's new billing title.

**Effective From/To:** Enter the date range this override is effective.

### **See Also**

Bill Rate Precedence for Labor, *Oracle Project Billing User Guide*

### **Job Group (Additional Information Window)**

When you define a contract project, you must enter a Billing Job Group to indicate the Job Group that is used for billing. The default value of this field is the value assigned to the Project Type.

When a project uses a job-based bill rate schedule, the Job group on the schedule must match the project's billing job group. If you need to change to a different job-based billing rate schedule, only those schedules that match the project's billing job group are allowed.

If you change the Billing Job Group for a project, the change is effective for all new or unprocessed transactions.

**Note:** You cannot enter a master job group as a project's billing job group.

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## Reporting Information

### Resource List Assignments

You assign resource lists to a project to indicate which resource lists you want to use for summarizing project actual amounts for project status tracking. When you open the Resource List Assignments window for a project, Oracle Projects automatically displays the default resource list assignment from the project type, and you can enter additional assignments if necessary. Note that you can choose only one assignment as the drilldown default.

---

#### Resource List Assignments Window

You can enter the following information in the Default Resource List Assignment window:

**Resource List:** Choose the resource list you want to assign to this project. The resource list defaults from the project type.

**Use:** Indicates the purpose or use of the resource list, such as Status Reporting. Oracle Projects determines this value after you use a resource list in a budget.

**Drilldown Default:** Choose this check box if you want to automatically drilldown by resource list for project status tracking. If you enter additional assignments, only one assignment can be the drilldown default.

### See Also

Budget Setup: Resources and Resource Lists, *Oracle Projects Implementation Guide*

Project Status Inquiry Overview: *Oracle Project Management User Guide*

Summarizing Actuals and Commitments by Resource, *Oracle Project Management User Guide*

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## Cross Charge

You can enter the following information in the Cross Charge Setup window:

### Cross-Charge

**Allow charges from other operating units:** Choose this check box if you want the project to allow charges from other operating units. Your entry creates a default value at the project level and at all task levels other than lowest task.

### See Also

Costing Currency Options: page 3 – 47

Billing Currency Options: page 3 – 61

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## Organization Overrides

You can reassign an employee's, or an entire organization's, costs and revenue to a different organization for a particular project. You can override all of the costs and revenue of an employee or organization, or you can redirect costs and revenue to another organization only for the expenditure categories you specify.

When you enter an organization distribution override, the new organization you enter overrides the expenditure organization Oracle Projects uses in AutoAccounting and to determine the organization to use for burdening.

For AutoAccounting processing, if an organization distribution override exists, the destination organization of the override is substituted for the actual expenditure organization of affected items.

### Organization Overrides Window

You can enter the following information in the Organization Overrides window:

**Source Organization:** Enter the source organization whose costs and revenue you want to assign to a different organization.

**Employee Name/Number:** Enter the name and number of the employee for this project whose costs and revenue you want to assign to a different organization.

**Expenditure Category:** The expenditure category for the costs you want to assign to a different organization.

**Destination Organization:** The new organization to which you want to reassign costs and revenue.

---

## Transaction Controls

You can use transaction controls to configure your projects and tasks to allow only charges that you expect or plan. You can also define what items are billable and non-billable on your projects.

You can configure transaction controls by the following:

- Expenditure Category
- Expenditure Type
- Employee
- Non-Labor Resource

## See Also

Transaction Controls, *Oracle Project Costing User Guide*

Transaction Control Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

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## Project Templates

A project template is a standard project you create for use in creating other projects. You set up project templates that have features common in the projects you want to create.

You can easily enter a project by copying a project template or another project, and then changing specific values using the Quick Entry feature.

You can set up any kind of project as a template, and define different combinations of default project options for each template. You can create a single template for use across the company or many templates for each office in your company. A project template includes the following elements:

- Basic project information
- Project Structures: financial and/or workplan
- Agreement and funding (optional)
- Project and task options
- Budgets and forecasts
- Quick Entry fields which specify fields to enter for the new project when creating it from a template
- Project Option controls which list the project options to display for new projects created from a template
- Controls enabling the display of user-defined attributes for projects and tasks

**Note:** In a multi-organization environment, project templates belong to only one operating unit. Project templates can only be maintained and copied within an operating unit. However, project template numbers are unique across operating units. A project template number cannot duplicate any project or project template number within the Oracle Projects installation.

---

## Project Template Design Considerations

Before you define project templates for your company, consider the following ideas.

- You must create at least one project template for every project type class that your company uses. All projects originate from a

template. You cannot change the project type class when you copy a project from a template.



**Suggestion:** Oracle Projects allows you to change a project's project type, as long as the new type belongs to the project class assigned to the project (See: Changing the Project Type of a Project: page 3 – 97.) However, you may find it most efficient to create a project template for each project type that your company uses, so that you can set up the appropriate parameters for each project type in each template.

- Use a numbering and/or naming convention for your templates so it is easy to identify the purpose and definition of each one.

**Note:** *Project templates* are always numbered *manually*. The Project Numbering implementation option, which determines whether projects are numbered automatically or manually, does not affect numbering of project templates.

- Define typical work breakdown structures and task durations for common projects. Consider the task numbering, task names, task duration, service types, and managing organizations. See: Overview of Projects and Tasks: page 3 – 2
- If you are going to associate the project template with an agreement template, you must enter a customer in the customer project option.
- If you do not want the task organizations to change when you copy the project template, set the project organization to an organization that is not used as a task organization. See: Project and Task Organizations: page 3 – 82
- Use Quick Entry fields for Team Members and Classifications when these values usually change for each new project
- If you want to maintain team members and classifications in your templates, you must define enough templates for each combination of team member and classification, and for the rest of the project template definition. Consider the amount of maintenance required for each template before you create them
- Determine the appropriate project and task options for each template to simplify project entry and maintenance
- If your organization uses user-defined attributes, determine whether the template should allow them to be displayed for projects and tasks. See: Enabling User-Defined Attributes in Project Templates: page 3 – 88.

- Determine who can create templates in your company. Any active template can be used throughout the company



**Suggestion:** If your company does not want to use predefined templates, you can set up one template for each project type that everyone can use. You should enable all project and task options that are appropriate to the project type for this skeleton template. Do not define default values, other than the minimum required fields. See: Specifying Project and Task Options for a Template: page 3 – 87.

## See Also

Creating a Project Template: page 3 – 89

Quick Entry: page 3 – 77

Using Project Templates and Quick Entry: page 3 – 79

Specifying Project and Task Options for a Template: page 3 – 87

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## Quick Entry

Use the Project Quick Entry window when creating a new project by copying a template or existing project. In Project Quick Entry, you override the values defined for the project template. If you copy from a project that was created from a template, Oracle Projects uses the Project Quick Entry fields from the source template for your new project.

Some of the available Quick Entry fields are:

- Project Number
- Project Name
- Project Start Date
- Project Finish Date
- Project Description
- Project Status
- Public Sector Indicator
- Organization

- Agreement Amount
- Agreement Currency
- Agreement Owning Organization
- Customer Name: The customer name specifies your project customer. The customer name is used as the bill to and ship to customer when the bill to and ship to customer name are not specified. See: Project Customers in Project Templates: page 3 – 85.
- Bill To Customer Name: You can choose a bill to customer name only if the customer name is displayed in Quick Entry. You can enter a bill to customer name that is different from the project customer name only if the Customer Relationships option is set to Yes or All.
- Ship To Customer Name: You can choose a ship to customer name only if the customer name is displayed in Quick Entry. You can enter a ship to customer name that is different from the project customer name only if the Customer Relationships options is set to Yes or All.

**Note:** The Bill To Customer Name and Ship To Customer Name fields are not available for Quick Entry, if the Customer Relationships option in set to No.

- Team Members (by project role)
- Project Classifications (by class category)
- Distribution Rule (for contract projects only)

Values you enter in Quick Entry fields override template defaults. Quick Entry fields you leave blank do not override template defaults, except for the following fields:

- Customer Name
- Team/Key Members
- Project Classifications

The following table explains how you can use Quick Entry to enter values for specified fields that differ from the predefined template.

| Project Template   | Quick Entry Fields  | New Project   |
|--|---|---|
| <b>Name:</b> ABC   | <b>Name:</b> XYZ  | <b>Name:</b> XYZ  |
| <b>Org:</b> Info Services  | <b>Org:</b> Data Systems  | <b>Org:</b> Data Systems  |
| <b>Type:</b> Time & Materials  | n/a   | <b>Type:</b> Time & Materials   |
| <b>Work Breakdown Structure:</b><br>Task 1<br>Task 1.1<br>Task 1.2<br>Task 2 | n/a   | <b>Work Breakdown Structure:</b><br>Task 1<br>Task 1.1<br>Task 1.2<br>Task 2: |
| n/a  | <b>Team Members:</b><br>Project Mgr: Gray<br>Coordinator: Smith | <b>Team Members:</b><br>Project Mgr: Gray<br>Coordinator: Smith               |
| <b>Classification:</b><br>Market Sector: Risk                                | n/a   | <b>Classification:</b><br>Market Sector: Risk                                 |

Table 3 – 7 (Page 1 of 1)

## See Also

Defining Quick Entry Fields: page 3 – 86

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## Using Project Templates and Quick Entry

This section describes how specific values are set for new projects and tasks based on the template definition and the values that you enter in Quick Entry. Use the template definition to define project information that does not typically change for each new project created from the template. Use Quick Entry fields to enter values that differ from the project template defaults.

### Start Date and Finish Date in Project Templates

You can set up different types of default start and finish dates (such as scheduled dates, transaction dates) for your project templates. Use Quick Entry to enter the actual start date and finish date of the project. Oracle Projects uses the start and finish dates you enter, and the start

and finish dates for the tasks in the template to determine the new task dates. In other words, Oracle Projects uses Quick Entry start and finish dates you enter and adjusts the task dates accordingly.

For example, if you enter a project start date which is ninety days later than the template start date, Oracle Projects adjusts the new project's *task* start and finish dates forward ninety days as well. If the resulting start or finish dates are later than the project finish date, Oracle Projects sets the start and/or finish date of those tasks to the project finish date. Thus, Oracle Projects ensures that the task dates remain within the new project's effective date range.



**Suggestion:** If you use templates with durations, do not allow entry of the project finish date in Quick Entry without entry of start date.

Oracle Projects shifts the effective dates of the project level options by the number of days between the start date in the project template and the start date that you enter. It shifts the effective dates of the task level options by the number of days between the new task start date and the start date of the task in the project template.

If you do not enter start and finish dates in Quick Entry fields, Oracle Projects creates the new project and its tasks with the same dates as the project template.

## See Also

Precedence for Displayed Start Date and Finish Date: page 3 – 24

## Quick Entry Date Shift Examples

### Example 1: Same project and task duration

In Example 1, Oracle Projects maintains the duration of the project and tasks in the template.

| Project Template |        | Quick Entry |        | New Project    |        |
|------------------|--------|-------------|--------|----------------|--------|
| Project Start    | MAY 01 | Start Date  | JUN 01 | Project Start  | JUN01  |
| Project Finish   | MAY 31 | n/a         |        | Project Finish | JUL 01 |

Table 3 – 8 (Page 1 of 2) Example 1

| Project Template      |        | Quick Entry | New Project           |        |
|-----------------------|--------|-------------|-----------------------|--------|
| Task Start            | MAY 02 | n/a         | Task Start            | JUN 02 |
| Task Finish           | MAY 31 | n/a         | Task Finish           | JUL 01 |
| Team Member Effective | MAY 01 | n/a         | Team Member Effective | JUN 01 |

**Table 3 – 8 (Page 2 of 2) Example 1**

### Example 2: Shorter project duration

In Example 2, the new project duration is shorter (30 days) than the template duration (31 days). The task duration is shortened to 29 days to fall within the project dates.

| Project Template      |        | Quick Entry        | New Project           |        |
|-----------------------|--------|--------------------|-----------------------|--------|
| Project Start         | MAY 01 | Start Date JUN 01  | Project Start         | JUN 01 |
| Project Finish        | MAY 31 | Finish Date JUN 30 | Project Finish        | JUN 30 |
| Task Start            | MAY 02 | n/a                | Task Start            | JUN 02 |
| Task Finish           | MAY 31 | n/a                | Task Finish           | JUN 30 |
| Team Member Effective | MAY 01 | n/a                | Team Member Effective | JUN 01 |

**Table 3 – 9 (Page 1 of 1) Example 2**

### Example 3: Shorter project and task duration

In Example 3, the new project duration (15 days) is shorter than the template duration (31 days), and the task duration (30 days) is cut short (to 14 days) to fall within the project dates.

| Project Template |        | Quick Entry        | New Project    |        |
|------------------|--------|--------------------|----------------|--------|
| Project Start    | MAY 01 | Start Date JUN 01  | Project Start  | JUN 01 |
| Project Finish   | MAY 31 | Finish Date JUN 15 | Project Finish | JUN 15 |
| Task Start       | MAY 02 | n/a                | Task Start     | JUN 02 |
| Task Finish      | MAY 31 | n/a                | Task Finish    | JUN 15 |

**Table 3 – 10 (Page 1 of 1) Example 3**

## Project and Task Organizations in Project Templates

You can create project templates to reflect the organizations that are typically responsible for the project and its different tasks.

When you specify an organization for a new project using Quick Entry, Oracle Projects assigns this new organization to any tasks originally assigned to the same organization as the project organization in the template. All tasks that are by default managed by a different organization than the project organization in the template retain that managing organization in the new project.

In the following table, Oracle Projects updates the task organizations in the new project, based on whether you accept the template default or enter the Quick Entry field. The organization for Task 2 changes because its managing organization is the same as the project organization in the template, and you changed the organization for the new project.

| Project Template   | Quick Entry Fields       | New Project   |
|--|--------------------------|---|
| <b>Name:</b> ABC   | <b>Name:</b> XYZ         | <b>Name:</b> XYZ  |
| <b>Org:</b> Info Services  | <b>Org:</b> Data Systems | <b>Org:</b> Data Systems  |
| <b>Work Breakdown Structure (with Task Orgs):</b><br>Task 1: Risk<br>Task 1.1: Risk<br>Task 1.2: Risk<br>Task 2: Info Services | n/a                      | <b>Work Breakdown Structure (with Task Orgs):</b><br>Task 1: Risk<br>Task 1.1: Risk<br>Task 1.2: Risk<br>Task 2: Data Systems |

Table 3 – 11 (Page 1 of 1)

## Team Members in Project Templates

The team member Quick Entry field overrides all team members defined in the template for a given project role. If you use a project role with a team member Quick Entry field, the team members you entered in the template for that role are not copied to the new project.

The examples below illustrate various ways to define team members in your templates and Quick Entry fields.

### Example 1: Use template definition and Quick Entry field

In the following table, you define the *Coordinator* role in the template and the *Project Manager* role in the Quick Entry field.

| Project Template                    | Quick Entry Fields                 | New Project  |
|-------------------------------------|------------------------------------|--|
| Name: ABC                           | Name: XYZ                          | Name: XYZ  |
| Team Members:<br>Coordinator: Smith | Team Members:<br>Project Mgr: Gray | Team Members:<br>Project Mgr: Gray<br>Coordinator: Smith |

Table 3 – 12 (Page 1 of 1)

### Example 2: Override team member in template with Quick Entry field

In the following table, you define the *Coordinator* role as a team member in the template and a Quick Entry field. The team member you enter in the Quick Entry field overrides the team member you define in the template for that role, even if you leave the Quick Entry field blank. In this case, Oracle Projects creates the new project without a *Coordinator*.

| Project Template                    | Quick Entry Fields                                 | New Project                        |
|-------------------------------------|--|------------------------------------|
| Name: ABC                           | Name: XYZ  | Name: XYZ                          |
| Team Members:<br>Coordinator: Smith | Team Members:<br>Project Mgr: Gray<br>Coordinator: | Team Members:<br>Project Mgr: Gray |

Table 3 – 13 (Page 1 of 1)

### Example 3: Use a role more than once in Quick Entry

You can allow entry of more than one team member per role in Quick Entry fields for all roles except *Project Manager*. You can enter only one project manager for a project.

In the following table, you enter two team members with the same role (*Technical Lead*).

| Project Template | Quick Entry Fields  | New Project   |
|------------------|---|---|
| Name: ABC        | Name: XYZ   | Name: XYZ   |
| n/a              | Team Members:<br>Project Mgr: Gray<br>Technical Lead: Marlin<br>Technical Lead: Jones | Team Members:<br>Project Mgr: Gray<br>Technical Lead: Marlin<br>Technical Lead: Jones |

Table 3 – 14 (Page 1 of 1)

## Project Classifications in Project Templates

The classification you enter in the Quick Entry field overrides all project classifications you define in the template for a given class category. If you use a class category with a classification Quick Entry field, the project classifications you entered in the template for that class category are not copied to the new project.

The examples below illustrate various ways to define project classifications in your templates and Quick Entry fields.

### Example 1: Use template definition and Quick Entry field

In the following table, you define the class category *Market Sector* in the template and *Funding Source* in Quick Entry fields.

| Project Template                       | Quick Entry Fields                          | New Project  |
|--|---|--|
| Name: ABC                              | Name: XYZ                                   | Name: XYZ  |
| Classification:<br>Market Sector: Risk | Classification:<br>Funding Source : Private | Classification:<br>Market Sector: Risk<br>Funding Source : Private |

Table 3 - 15 (Page 1 of 1)

### Example 2: Override classification in template with Quick Entry field

In the following table, you define a classification for the *Market Sector* class category in the template and a Quick Entry field. The classification you enter in the Quick Entry overrides the classification you define in the template for that class category, even if you leave the Quick Entry field blank. In this case, Oracle Projects creates the new project without a *Market Sector* classification.

| Project Template                       | Quick Entry Fields  | New Project   |
|--|---|---|
| Name: ABC                              | Name: XYZ   | Name: XYZ   |
| Classification:<br>Market Sector: Risk | Classification:<br>Funding Source : Private<br>Market Sector: | Classification:<br>Funding Source : Private<br>Market Sector: |

Table 3 - 16 (Page 1 of 1)

### Example 3: Use a class category more than once in Quick Entry

You can allow entry of more than one classification for a class category if you define the class category to allow more than one code per project.

In the following table, you enter two classifications with the class category (*Lead Source*).

| Project Template                              | Quick Entry Fields   | New Project   |
|---|--|---|
| <b>Name:</b> ABC                              | <b>Name:</b> XYZ   | <b>Name:</b> XYZ  |
| <b>Classification:</b><br>Market Sector: Risk | <b>Classification:</b><br>Funding Source : Private<br>Lead Source :<br>Lead Source : | <b>Classification:</b><br>Funding Source : Private<br>Market Sector: Risk<br>Lead Source :<br>Lead Source : |

Table 3 – 17 (Page 1 of 1)

## Project Customers in Project Templates

If you use customer as a Quick Entry field, Oracle Projects does not copy the customers in the template to the new project. If you do not include customer as a Quick Entry field, Oracle Projects copies the customers from the source template to the new project. You can enter only one customer for a project using Quick Entry.

When you specify a value for the customer name in Quick Entry, Oracle Projects creates a project customer with a contribution of 100% and the customer relationship you specified during Quick Entry setup. For contract projects, Oracle Projects sets the bill site and work site of the project customer to the customer's primary bill-to site and ship-to site, respectively. In addition, Oracle Projects creates a billing contact as follows:

1. It first determines the primary bill-to-site for an organization, for a customer
2. It then determines the contact defined for the bill-to-site usage

This returns a distinct bill-to-contact.

If the customer does not have an active, primary bill-to or ship-to site, then the customer validation will fail and you must enter another customer or leave the override customer field blank in order to create the project. If the customer does not have a primary bill-to contact, the project will not be created.

You use the Setup, Customer window within Oracle Projects to define an active, primary bill-to and ship-to site, as well as a bill-to contact, for your customers. You do not have to go to customer setup in Oracle

Receivables to create this data. See: *Customers, Oracle Receivables User Guide*.

## See Also

Creating a Project Template: page 3 – 89

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## Defining Quick Entry Fields

As part of a project template definition setup, you can choose which Quick Entry fields you want to define. Oracle Projects prompts you to enter information in these Quick Entry fields when you create a new project from a template. Choose Quick Entry fields for project information you want to enter (instead of accepting the template default) each time you create a project. Quick Entry fields appear in the Quick Entry window. For each Quick Entry field, you can specify the following:

**Order:** Enter a number to indicate the sequence in which you want the Quick Entry fields to appear.

**Field name:** Choose the fields you want to appear in the Quick Entry window when you create a new project.

**Specification:** You enter a specification for the following field names:

- **Team Member:** Select the project role to use when creating the team member
- **Classification:** Select the class category to use when creating the classification
- **Customer Name:** Select the customer relationship to use when creating the project customer

**Prompt:** You can enter a field name that is different from the predefined field name to display when you use Quick Entry.

**Required:** Choose whether you want to require entry for the Quick Entry field.

Oracle Projects automatically includes Project Name and Project Number as required Quick Entry fields if you use manual project numbering.

- ▶ **To define Quick Entry fields:**
  - Enter or find your template in the Projects, Templates window, and choose Setup Quick Entry. Enter or modify your Quick Entry fields.

If you modify the Quick Entry fields for an existing template, Oracle Projects uses your updated Quick Entry fields for new projects you create from the template or from projects originally created from that template.

## See Also

Project Templates: page 3 – 75

Quick Entry: page 3 – 77

Creating a Project Template: page 3 – 89

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## Specifying Project and Task Options for a Template

You can control which project and task options display for projects based on the template you use to create the new project. You choose to hide or display options for each template during template setup. For example, if your company never uses Organization Overrides, or if you do not want employees to override options for certain projects, you can hide these options for one or more templates.

You can choose which options you want to hide. When you choose to hide an option, Oracle Projects hides it at both the project and task levels (for those options available at both levels).

When you select options to display for a project template, you must ensure that the template displays any options that you want project users to view and enter. You also can enter data for a project option in a template that does not appear on the new project. In this case, you cannot view or change this information in any project created from this template, unless you query the project in the Projects, Templates Summary window (Setup, Projects, Project Templates from the navigator window).

You can change project options for a template at any time. If you modify the project options to display for a template, Oracle Projects reflects these changes when you view the options for projects created from that template. In addition, the updated template definition applies to all new projects you create from this template.

► **To specify project and task options for a template:**

1. Enter or find your template in the Project, Templates Summary window (Setup, Projects, Project Templates from the navigator window) and choose Open.
2. In the Options region, check the Show box to display or hide the appropriate options.
  - You must hide project options that are not appropriate for the project type class. For templates using an indirect or contract project type, hide the *Asset Information* options. For templates using an indirect or capital project type, hide the *Billing Information* and *Bill Rates and Overrides* option
  - Oracle Projects groups some of the options into a simple two level hierarchy. If an option has sub-options, you need to disable each options at all levels. If you hide all of the child options, you must also hide the parent option

---

## Enabling User-Defined Attributes in Project Templates

If your organization uses user-defined attributes for projects and tasks, you can control at the template level whether or not user-defined attribute information is displayed on your projects and tasks.

You use the Project Attributes checkbox to control display of user-defined attributes at the project template level.

The attribute contexts designed by your implementation team determine how the system associates your attribute groups with projects and tasks. The Project Attributes checkbox overrides these associations. When you select Project Attributes for a template, the projects created using that template can display any project and task attribute groups with which they have been associated.

You can predefine user-defined attribute values at the project template level just as you can for the attributes that Oracle delivers.

You use the Project Setup page to enter project-level user-defined attributes. You use the Task Details page to enter task-level user-defined attributes.

## See Also

User-Defined Project Attributes: page 3 – 28

User-Defined Task Attributes: page 3 – 38

Page Layouts: page 3 – 30

Setting Up User -Defined Attributes: *Oracle Projects Implementation Guide*

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## Creating, Updating, and Disabling Project Templates

For information about creating, updating, and disabling project templates, see: Project Templates, *Oracle Projects Implementation Guide*.

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## Project and Task Information Entry

You specify project and task options to control how Oracle Projects processes your projects. Project and Task options are available at various levels of your financial and/or workplan structure. Use the Projects and Tasks windows to specify project and task options.

You can control which options are available for project entry based on the project options that you define for your project templates.

---

## Entering Project and Task Options

- ▶ **To enter a project or task option:**

**Project level options:** Navigate to the Projects Setup page, and select from the setup topics.

**Note:** You can only enter or update information for projects for which you have update security access.

**Task level options:** Navigate to the Task Details page.

**Note:** You can only enter or update information for tasks for which you have update security access.

## See Also

Available Options: page 3 – 90

Using Effective Dates to Enable and Disable Options: page 3 – 95

## Project and Task Options

The following set of tables show the level at which entry is allowed for each project and task option. The tables also show the responsibility (Self-Service or Applications) that provide access to each option.

The following table covers project and task options for project information.

| Project/Task Options                                   | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|--|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Basic Information: page 3 – 19                         | yes                         | yes                         | yes     | no       | no       | no          |
| Structures: page 3 – 31                                | yes                         | yes                         | yes     | no       | no       | no          |
| Classifications: page 3 – 25                           | yes                         | yes                         | yes     | no       | no       | no          |
| Organizations: page 3 – 20                             | yes                         | no                          | yes     | no       | no       | no          |
| Customers and Contacts (Billing Accounts): page 3 – 39 | yes                         | yes                         | yes     | no       | no       | no          |
| Key Members (Team Members): page 3 – 30                | yes                         | yes                         | yes     | no       | no       | no          |
| Attachments,   | yes                         | yes                         | yes     | yes      | yes      | yes         |
| Additional Information: page 3 – 27                    | yes                         | yes                         | yes     | no       | no       | no          |
| Pipeline: page 3 – 25                                  | yes                         | yes                         | yes     | no       | no       | no          |
| Page Layouts: page 3 – 30                              | yes                         | no                          | yes     | no       | no       | no          |
| Item Associations: page 3 – 31                         | yes                         | no                          | yes     | no       | no       | no          |

**Table 3 – 18 Project and Task Options for Project Information: Entry Levels (Page 1 of 1)**

The following table covers project and task options for workplan information.

| Project/Task Options                             | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|--|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Candidate Score and Search Settings: page 3 – 42 | yes                         | yes                         | yes     | no       | no       | no          |
| Subteams: page 3 – 44                            | yes                         | no                          | yes     | no       | no       | no          |
| Additional Staffing Information: page 3 – 44     | yes                         | no                          | yes     | no       | no       | no          |

**Table 3 – 19 Project and Task Options for Workplan Information: Entry Levels (Page 1 of 1)**

The following table covers project and task options for resource information.

| Project/Task Options  | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|---|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Workplan Information, <i>Oracle Project Management User Guide</i>     | yes                         | yes                         | yes     | no       | no       | no          |
| Work Breakdown Structure, <i>Oracle Project Management User Guide</i> | yes                         | no                          | yes     | no       | no       | no          |
| Progress, <i>Oracle Project Management User Guide</i>                 | yes                         | no                          | yes     | no       | no       | no          |

**Table 3 – 20 Project and Task Options for Resource Information: Entry Levels (Page 1 of 1)**

The following table covers project and task options for financial information.

| Project/Task Options   | Self-Service Responsibility | Applications Responsibility | Project | Top Task      | Mid Task      | Lowest Task |
|--|-----------------------------|-----------------------------|---------|---------------|---------------|-------------|
| Tasks: page 3 – 32 (financial tasks)   | no                          | yes                         | yes     | no            | no            | no          |
| Currency: page 3 – 47<br>(NOTE: Billing currency is Project-level only; costing currency is at all levels) | no                          | yes                         | yes     | yes           | yes           | yes         |
| Cross Charge: page 3 – 73  | no                          | yes                         | yes     | yes (Default) | yes (Default) | yes         |
| Budgetary Control: page 3 – 45   | no                          | yes                         | yes     | no            | no            | no          |
| Organization Overrides: page 3 – 73  | no                          | yes                         | yes     | no            | no            | no          |
| Resource List Assignments: page 3 – 72   | no                          | yes                         | yes     | no            | no            | no          |
| Transaction Controls: See: Controlling Expenditures, <i>Oracle Project Costing User Guide</i>              | no                          | yes                         | yes     | no            | no            | yes         |
| Billing Job Group: page 3 – 71   | no                          | yes                         | yes     | no            | no            | no          |

**Table 3 – 21 Project and Task Options for Financial Information: Entry Levels (Page 1 of 1)**

The following table covers project and task options for burden multipliers (contract projects only).

| Project/Task Options                   | Self-Service Responsibility | Applications Responsibility | Project       | Top Task      | Mid Task      | Lowest Task |
|--|-----------------------------|-----------------------------|---------------|---------------|---------------|-------------|
| Costing Burden Schedule: page 3 – 45   | no                          | yes                         | yes (Default) | yes (Default) | yes (Default) | yes         |
| Burden Schedule Overrides: page 3 – 48 | no                          | yes                         | yes           | no            | no            | yes         |

**Table 3 – 22 Project and Task Options for Burden Multipliers (Contract Projects Only): Entry Levels (Page 1 of 1)**

The following table covers project and task options for asset information (capital projects only).

| Project/Task Options           | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|--------------------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Assets: page 3 – 50            | no                          | yes                         | yes     | no       | no       | no          |
| Asset Assignments: page 3 – 50 | no                          | yes                         | yes     | yes      | no       | yes         |

**Table 3 – 23 Project and Task Options for Asset Information (Capital Projects Only): Entry Levels (Page 1 of 1)**

The following table covers project and task options for capital information (capital projects only).

| Project/Task Options              | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|-----------------------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Capitalized Interest: page 3 – 52 | no                          | yes                         | yes     | yes      | yes      | yes         |
| Asset Processing: page 3 – 52     | no                          | yes                         | yes     | no       | no       | no          |

**Table 3 – 24 Project and Task Options for Capital Information (Capital Projects Only): Entry Levels (Page 1 of 1)**

The following table covers project and task options for billing information (contract projects only).

| Project/Task Options             | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|----------------------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Billing Setup: page 3 – 54       | no                          | yes                         | yes     | no       | no       | no          |
| Billing Assignments: page 3 – 57 | no                          | yes                         | yes     | yes      | no       | no          |

**Table 3 – 25 Project and Task Options for Billing Information (Contract Projects Only): Entry Levels (Page 1 of 2)**

| Project/Task Options          | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|-------------------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Credit Receivers: page 3 – 56 | no                          | yes                         | yes     | no       | no       | no          |
| Retention: page 3 – 58        | no                          | yes                         | yes     | no       | no       | no          |

**Table 3 – 25 Project and Task Options for Billing Information (Contract Projects Only): Entry Levels (Page 2 of 2)**

The following table covers project and task options for bill rates and discount overrides (contract projects only).

| Project/Task Options                                    | Self-Service Responsibility | Applications Responsibility | Project       | Top Task      | Mid Task      | Lowest Task |
|---|-----------------------------|-----------------------------|---------------|---------------|---------------|-------------|
| Standard Billing Schedules: page 3 – 59                 | no                          | yes                         | yes (Default) | yes (Default) | yes (Default) | yes         |
| Employee Bill Rate and Discount Overrides: page 3 – 66  | no                          | yes                         | yes           | no            | no            | yes         |
| Job Bill Rate and Discount Overrides: page 3 – 65       | no                          | yes                         | yes           | no            | no            | yes         |
| Labor Multipliers: page 3 – 48                          | no                          | yes                         | yes           | no            | no            | yes         |
| Job Assignment Overrides: page 3 – 70                   | no                          | yes                         | yes           | no            | no            | yes         |
| Job Billing Title Overrides: page 3 – 70                | no                          | yes                         | yes           | no            | no            | yes         |
| Non-Labor Bill Rate and Discount Overrides: page 3 – 68 | no                          | yes                         | yes           | no            | no            | yes         |

**Table 3 – 26 Project and Task Options for Bill Rates and Discount Overrides (Contract Projects Only): Entry Levels (Page 1 of 1)**

The following table covers project and task options for financial planning.

| Project/Task Options  | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|-----------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Budgets and Forecasts | yes                         | no                          | yes     | no       | no       | no          |
| Period Profiles       | yes                         | no                          | yes     | no       | no       | no          |
| Planning Options      | yes                         | no                          | yes     | no       | no       | no          |

**Table 3 – 27 Project and Task Options for Financial Planning: Entry Levels (Page 1 of 1)**

The following table covers project and task options for reporting.

| Project/Task Options  | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|---|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Status Reports, <i>Oracle Project Management User Guide</i> | yes                         | no                          | yes     | no       | no       | no          |

Table 3 – 28 Project and Task Options for Reporting (Page 1 of 1)

The following table covers project and task options for tasks.

| Project/Task Options                  | Self-Service Responsibility | Applications Responsibility | Project | Top Task | Mid Task | Lowest Task |
|---------------------------------------|-----------------------------|-----------------------------|---------|----------|----------|-------------|
| Task Detail                           | no                          | yes                         | no      | yes      | yes      | yes         |
| Task Details with Workplan Attributes | yes                         | yes                         | no      | yes      | yes      | yes         |

Table 3 – 29 Project and Task Options for Tasks: Entry Levels (Page 1 of 1)

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## Using Effective Dates to Enable or Disable Options

Oracle Projects allows you to specify when the various project options take effect using effective dates. For example, leave the Effective To field blank to specify that the option is effective indefinitely. Instead of deleting an option, disable it by changing the effective dates, so you can maintain the audit trail.

The default effective start date of the option is the start date of the project. If the project start date is blank, the default effective start date of the option is the system date. The same applies to task start dates and task level option effective start dates.

### See Also

Entering Project and Task Options: page 3 – 90

Specifying Project and Task Options for a Template: page 3 – 87

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## Creating Projects

To create a new project, you find a template or an existing project that best matches your project needs, copy the template, use Quick Entry to modify information unique to the new project, and then modify or add tasks and any other project options that are required for your project definition.

---

### Creating a New Project from a Project Template or Existing Project

When you create a project from a template or another project, Oracle Projects copies the project, its project structure, and all of the project and task options to the new project. It also copies the budget amounts from the source template or project to the new project's budget.

If you copy an existing capital project, Oracle Projects copies all the asset assignments and most asset information to your new capital project. Oracle Projects does **not** copy the following asset information to your project: Asset Number, Asset Location, Employee Asset Assigned to, and Actual Date Placed in Service. Oracle Projects shifts the Estimated In Service Date by the number of days between the start date in the project template and the start date that you enter.

If you copy from a template with an agreement, funding, and baselined revenue and cost budget, Oracle Projects copies the agreement, funding, baselined revenue, and baselined cost budgets to the new project.

If you copy a project from an existing project that has an attachment, the attachment is copied to the new project. If you copy an existing capital project, assets associated with the existing project (and any attachments to the assets) will be copied to the new capital project. See: *Overview of Document Management, Oracle Project Management User Guide*.

Oracle Projects does not copy any transactions charged to the source project to the new project; these transactions include expenditure items, requisitions, purchase orders, supplier invoices, and billing events (contract projects).

You can only copy from templates which are effective as of the current date.

#### Prerequisites

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- Set up your Project Templates. See: *Creating a Project Template: page 3 – 89.*

## See Also

Project Templates: page 3 – 75

Agreement Template, *Oracle Project Billing User Guide*

Quick Entry: page 3 – 77

Using Project Templates and Quick Entry: page 3 – 79

Changing the Project Type of a Project: page 3 – 97

Copying Budgets from a Project Template or Existing Project, *Oracle Project Management User Guide*

## Project Status of a New Project

When you create a project from a template or another project, the status of the new project you create is determined as follows:

- If the status of the existing project or template is a valid starting status, then its project status is copied to the new project.
- If the status of the existing project or template is *not* a valid starting status, then the default starting status for the project's project type is the starting status of the new project.

See: Project Types, *Oracle Projects Implementation Guide*.

## Changing the Project Type of a Project

You can change the project type of a project if the following requirements are met:

- The new project type belongs to the same project type class as the current project type.
- The project does not have any cost distribution lines.
- The project does not have any draft revenue or draft invoice items.

If the new project type's cost burden schedule differs from that of the project type you are changing from, the following update will take place:

**Note:** If any tasks exist with a cost burden schedule matching the cost burden schedule of the project type before the change,

those tasks will be updated to use the cost burden schedule of the new project type.

## Projects Entered in External Systems

When a project was originally entered in a system outside of Oracle Projects, two fields are displayed to give you information about the project and its tasks:

- **Product Source** : The name of the external system where the project or task was originally entered.
- **Source Reference**: The unique identifier of the project or task in the external system.

These fields are displayed in the following windows:

- Projects
- Tasks
- Find Projects
- Find Tasks
- Project Status Inquiry

See: Implementing APIs for Oracle Projects Integration: *Oracle Projects Implementation Guide*.

## Deleting a Project

You cannot delete a project if you have performed any of the following for that project:

- Charged transactions
- Baselined a budget
- Allocated funding (for contract projects)
- Created billing events (for contract projects)

If you cannot delete the project from the system due to the constraints above, you can disable the project by preventing future charges to it.

### ► To disable a project you cannot delete:

1. Transfer all transactions to a new project. See: Transferring Expenditure Items, *Oracle Project Costing User Guide*.

2. Change the project status or the start and finish dates to prevent new charges to the project. See: *Project Statuses, Oracle Projects Implementation Guide*.
3. Close the project to prevent new charges, and to prevent revenue accrual and invoicing for the project.



**Attention:** You must process any revenue and invoices for the project before you can close the project.

---

## Project Requests

Project requests enable you to track and plan for upcoming project work based on business opportunities that are in the pipeline. With Opportunity to Project integration, you can create projects from opportunity information using the Project Request List page. This enables you to track sales costs and plan the delivery of a project during the sales cycle.

For more information about project requests, see: Opportunity to Project Integration: page 9 – 27.

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### Creating a Project from a Project Request

To create a project from a project request using the Project Request List page, select a project request and click the Create Project button. You can create a new project by:

- Selecting a project template
- Selecting an existing project

The system uses project request information as the default values for the Quick Entry fields. You can override the default values. If you have not set up Quick Entry fields in a project template, then opportunity information is not displayed.

If more than one team member exists for a role that you have set up using Quick Entry, then alphabetical precedence determines the default team members. For example, if you have one Project Manager role defined in the project template, and two sales team members, Adams and Brown, have mapped Project Manager roles on the opportunity, then the default value for the Project Manager role is Adams.

If you have defined a role or a team member in the project template, and you have not specified the role as a Quick Entry field, then opportunity information is not used to determine the default values. The role or team member from the template is included in the project directory.

When you create projects from project requests, the opportunity value is converted to the project currency and to the project functional currency, using the conversion attributes shown below:

- **Currency Code:**
  - Project Currency: The project currency code of the project

- Project Functional Currency: The currency code specified in the Implementation Options window (defined by the set of books assigned to the operating unit)
- **Rate Type:** The rate type specified in the Implementation Options window (Currency tab)
- **Rate Date:** The conversion date based on the expected approval date and the value of the profile option PA: Enable Enhanced Period Processing, as shown in the following table.

The following table shows how the rate date is determined:

| Profile Option Value | Conversion Date   |
|----------------------|---|
| No                   | The end date of the earliest PA period that includes or follows the expected approval date and has Open or Future status.   |
| Yes                  | If the expected approval date falls in a PA period with Open or Future status, the expected approval date is used. If the expected approval date falls in a PA period with Closed status, then the start date of the earliest open or future PA period that follows the expected approval date is used. |

**Table 3 – 30 (Page 1 of 1)**

When you create a project, it is created for the current operating unit as determined by the value of the MO: Operating Unit profile option for your responsibility. Project Administrators must partition their project request lists by the source operating unit of the opportunity to create the resulting projects in the correct operating units.

For more information on creating projects and project templates, see:

- Creating Projects: page 3 – 96
- Project Templates: page 3 – 75

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# Viewing Projects and Project Information

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## Project Search

You can search for and view a project if one of the following conditions exists:

- You are playing a role on the project.
- You have authority over the organization that owns the project.
- You are logged in using a super user responsibility.
- The access level of the project is set to Enterprise.

There are four search methods:

- quick search using the Project keyword search field
- simple search using the additional project fields appearing on the search page, with or without the Project search field
- advanced search using one or more fields on the Advanced Search page
- alternate search using a combination of both base and user defined attributes

## Minimum Search Criteria for All Methods

To perform a search, you must specify at least one value in the Project keyword search field or in one of the following fields:

- Class Code and Class Category
- Customer
- Organization
- Person and Role
- Project Long Name
- Project Manager
- Project Name
- Project Number
- Project Set

You can use the following fields in search criteria only as pairs:

- Role and Person
- Class Code and Class Category
- Report Type and Report Status

For example, if you are searching for a project with "John Smith" as a team member (person), you must also specify his role on the project. If you just want to find all the projects on which John Smith is working, select "Any" as the value for the Role field.

## Keyword Searches

The Project field on the simple search page is a quick search field. Instead of searching all of the project records individually, this field uses a text index to obtain the results of a search query quickly in place of searching all the individual project records. This index is updated on a scheduled basis, and therefore may provide different results from the Advanced Search page.

For example, if you create a project or change the name of a project, and then immediately perform a quick search using the Project keyword search field, the new or changed project may not be included in the results. However, if you use the search fields on the Advanced Search page, the project will be found because the advanced search options do not use the index. The quick search will produce the new or updated project only after the index has been updated.

## Simple Searches

You can use additional simple search fields to narrow your search further. For example, you can use simple search to query all projects that belong to project manager (A) and the organization (B) and have a status of *Active*.

### Using the Wildcard Character in Simple Search Criteria

If you use a wildcard character (%) in your search criteria, you must position the wildcard at the end of the search string. For example, you can enter "ABC%", but you cannot enter "%ABC", "A%BC", or "AB%C".

**Note:** This limitation only applies to the search fields on the basic search page. You can use the wildcard character anywhere in a search string in the Project keyword search field.

## **Specifying Multiple Values in Simple Search Criteria**

If you enter a search value in the Project keyword search field and a value in any of the other fields, the search looks for any projects containing both values. For example, if you enter "ABC%" in the Project keyword search field and John Smith in the Project Manager field, the search looks for any project that begins with ABC in the Project Number, Project Name, Project Long Name, or Description fields, AND that has a project manager named John Smith.

## **Advanced Searches**

You use the advanced search fields when you want to search for projects that meet multiple conditions. You enter multiple search criteria values in the advanced search fields and specify whether to search for projects that meet *all* the conditions or *any* of the conditions.

### **Specifying Multiple Values in Advanced Search Criteria**

If you want to define multiple values in your search criteria when performing an advanced search, you can define the criteria for either:

- multiple search criteria fields with one value each
- multiple values for a single search criteria field

The following examples illustrate both methods.

#### **Example of Search Criteria Using Multiple Fields**

You can define search criteria with the following values:

- Project Name starts with ABC
- Project Manager is John Smith
- Project Number starts with 123

This search will find projects that meet all of this criteria.

#### **Example of Search Criteria Using a Single Field with Multiple Values**

The following search query will find projects that meet any of these criteria:

- Project Name starts with ABC
- Project Name starts with JOE
- Project Name starts with GO

However, you cannot mix these search methods. If you are defining multiple values for a given field, then you cannot define values for any

other field in the same search. For example, you cannot have search criteria using the following combination:

- Project Name contains ABC
- Project Name starts with JOE
- Project Number starts with 123

## Alternate Project Searches

Alternate Project Search is a flexible search option that allows you to search for projects using both base and user-defined attributes. The search is based on templates you create. Each user can create their own sets of the following templates:

- Search Criteria template: It comprises of the criteria for your search. It controls what projects get returned.
- The Results Format template: It controls the format of the search results table ie controls the information you see for projects that are returned in the search. You can select the project information, set up the order in which the information appears, and rename the search results table columns.

You can setup multiple templates to suit your search and display needs, using both base and user-defined attributes. User-defined attributes across multiple attribute groups can be included in the same template.

You can choose default values for the search attributes when you setup your search templates. At the time of the search, you can add further criteria to the template or temporarily change the criteria.

You can also use the separate search and display templates to control project search results and display project information independent of each other.

For more information about user-defined attributes, see *User-Defined Project Attributes*: page 3 – 28.

Depending on the type of search attribute, you can use operators such as *is*, *starts with*, *contains*, and *is not*. Date attributes can also use operators *before* and *after*.

You can enable the entry of multiple values for a single attribute by listing the attribute two or more times. When you enter multiple values for the same attribute, an additional *or* operator is applied to these values during the search. For example, if you search for projects associated with two different project customers, it will return projects

that are associated with either one project customer or the other project customer.

You cannot search for duplicate instances of class categories and class codes, persons and roles, or status values and report types.

## Project Access Levels

The access level determines who can view the project and search for the project. With the appropriate authority, you can specify one of the following values for a project access level:

- Secured

You can view and search projects with this access level if any of the following are true:

- You are playing a role on the project
- You have authority over the organization that owns the project
- You are logged in using a super user responsibility

- Enterprise

Anyone who meets the criteria for Secured access can view and search projects with this access level, as well as all other employees in your enterprise. If a project has this assigned level and you do not have a role or any authority for a project, then you can view only limited project information.

---

## Project List

The project list is a Web-based page that displays project information. You can configure the Project List table to display a variety of summarized project-level financial numbers. The numbers are derived from the Project Status Inquiry (PSI) window. The titles of the financial amount columns on the Project List page are exactly the same as those in the PSI window.

**Note:** Note: All financial amounts are displayed in the functional currency defined for the project. An indication of the functional currency (such as USD for US dollars, for example) is not displayed on the page.

In the responsibility-based security model, the project list displays all projects for an operating unit.

In the role-based security model, the project list displays all projects for the given operating unit, where the user is an active member of, or has project authority over, the project organization.

For more information about security in Oracle Projects, see: *Security in Oracle Projects*: page 10 – 2.

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## Project Sets

You can group selected projects using project sets. For example, you may want to group a set of projects that you are tracking for a related deliverable, or a set of projects on which you are currently working.

The project set owner is the primary person who controls the definition of the set. By default, the project set owner is the user who creates the project set. A project super user can change the owner for a project set. Only the project set owner or a project super user can update the definition of the project set, including adding and removing projects, marking the project set as shared.

Though all users in the system can view a shared project set, you can only see those projects for which you have authority. For example, if John shares a project set that contains ten projects, and Jane has authority to view only seven, then she will see only those seven when she views the shared project set.

The following table shows the searching, viewing, and updating capabilities of the different roles for a project set.

| User  | View Project Set                            | Update Project Set |
|---|---|--------------------|
| Project Set Owner                                 | Yes   | Yes                |
| Project Super User                                | Yes   | Yes                |
| All other users (across multiple operating units) | Only if the project set is marked as Shared | No                 |

**Table 3 – 31 (Page 1 of 1)**

You can also create a personalized view of the project list based on any project set.

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## Project Workbench

The project workbench provides a complete view of all of the functions and data available for a given project. It can provide project managers and other project team members with specific project information.

### Project Workbench Organization

Project data and functions are organized by major areas of project functionality and processing into the following tabs:

- Project
- Resources
- Workplan
- Control
- Financial
- Reporting

### Project Tab

The Project tab provides access to basic project information. The project workbench opens with the Project Home page on the Project subtab. The Project tab also includes the following subtabs:

#### **Project Home**

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The Project Home page displays project notifications and exceptions and includes shortcuts to key project management functions.

#### **Project Overview**

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The Project Overview page shows general project information. Stakeholders who do not have a daily role on a project can use this page to see a general overview of what the project encompasses.

#### **Project Directory**

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The Project Directory page displays team members and organizations that have been assigned roles on the project. It includes addresses and contact information.

## **Project Attachments**

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The Project Attachments page enables team members to create, access, and update project attachments.

## **Project Relationships**

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The Project Relationships page displays relationships for projects and project requests. The Relationships page displays opportunities, project requests, and projects related to a given project request or project. It differentiates between delivery and pursuit project requests and projects.

## **Project Setup**

---

The Project Setup page enables the setup of basic project information and provides links to pages that enable the setup of project classifications, team members, project layouts, and other common kinds of project information, including project-level user-defined attributes, if any are associated with the project.

## **Resources Tab**

The Resources tab provides access to project resource information. It includes subtabs for the Schedule page and the Resources Setup page.

For more information about project resource management, see the *Oracle Project Resource Management User Guide*.

## **Workplan Tab**

The Workplan tab provides access to work breakdown structure information and enables the entry and tracking of progress for the selected project and its tasks. It includes subtabs for the Tasks, Progress, and Workplan Setup pages.

For more information about creating and managing workplans and entering and tracking progress, see Workplan and Progress Management: *Oracle Project Management User Guide*.

## **Control Tab**

The Control tab provides access to issue management and change management functionality for the selected project. It includes subtabs for the Issues, Change Requests, and Change Orders pages.

For more information about issue management, see Issue Management: *Oracle Project Management User Guide*.

For more information about change management, see Change Management: *Oracle Project Management User Guide*.

## **Financial Tab**

The Financial Tab provides access to financial information for the selected project. It includes subtabs for the Budgets and Forecasts page and the Financial Setup page.

For more information about budgeting and forecasting, see Budgeting and Forecasting: *Oracle Project Management User Guide*.

## **Reporting Tab**

The Reporting tab provides access to project status reporting functionality. It includes subtabs for the Status Reports and Reporting Setup pages.

For more information about creating and distributing project status reports, see Project Status Reporting: *Oracle Project Management User Guide*.

CHAPTER

# 4

# Utilization

**T**his chapter describes the Utilization feature in Oracle Projects.

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## Utilization

The utilization functionality of Oracle Project Costing and Oracle Project Resource Management enables you to generate and report on your resource's actual and scheduled utilization. Using Oracle Project Costing, you can report on your resource's actual resource utilization based on actual hours from timecards. Using Oracle Project Resource Management, you can report on scheduled utilization based on future resource assignments on a project.

Utilization can be reported in three different views to support the reporting needs of the following three key roles:

- **Organization Manager:** Organization managers can view utilization of resources for the entire organization, as well as drill down to the utilization of individual resources.
- **Resource Manager:** Resource managers can view utilization amounts for resources that are directly assigned to them as well as resources reporting to their direct reports via the Resource Supervisor hierarchy.
- **Individual Resource:** Individual resources can monitor their own performance by viewing their personal utilization amounts.

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## Utilization Time Periods

Utilization can be reported for one or more of the following time periods, depending on the period types enabled in Utilization Options setup:

- Global Start Week
- PA Period
- GL Period
- Quarter
- Year

---

## Work Types and Utilization Categories

Utilization categories are groupings of work types for reporting purposes. Work types are summarized into utilization categories and can carry different weighting percentages for resource and organization.

The usage of utilization categories is best illustrated through an example. In the following example, a resource has performed warranty work which is not billable. The challenge is how to reflect that in your utilization reporting so that it does not inflate your revenue-generating utilization, but also does not penalize the resource's utilization numbers.

A resource is assigned to complete some rework (warranty) work on an existing project. The enterprise (project organization) will not receive any revenue for the extra work performed. The assignment has been allocated a work type called "Warranty", which automatically classifies the timecard entries entered by the resource.

The project organization should not consider rework as receiving utilization credit. Otherwise, the utilization reports provide a false representation of the total number of hours being effectively utilized by the resources of the organization for revenue generation. Thus, these non-revenue generating resource hours can be excluded from the organization utilization by setting the organization utilization % for "Warranty" work type as 0%.

However, the company does not want the warranty-related work to negatively affect the personal utilization percentage of the resource. So, the weighting for the resource utilization % of the Warranty work type is set at 100%. Doing so, ensures that the resource receives a credit of the performed effort.

---

## Utilization Views

The utilization views summarize resource hours into two distinct groups of utilization reporting categories. These category groupings are used to create the following two utilization views:

**Resource Utilization View:** This view summarizes actual utilization hours by resource utilization categories. The resource utilization percentage is calculated by dividing the weighted resource utilization category hours by the specified utilization method. This view is used in Resource Manager and Resource Personal Utilization reports.

**Organization Utilization View:** This view summarizes actual hours by organization resource categories. The organization utilization percentage is calculated by dividing the weighted organization utilization category hours by the specified utilization method. This view is used in the Organization Utilization report.

These utilization views provide you with distinct managerial summaries of the work that resources and their organizations have performed or will perform.

---

## Utilization Calculation

Utilization calculations determine how utilization percentages are calculated. You can choose from two methods: capacity or total worked hours. The calculation method you select determines the denominator for the utilization percentage calculation.

**Capacity Calculation Method:** The Capacity method uses the net capacity hours of the resource as the denominator for the utilization percentage calculation. Net capacity hours is equal to the total capacity hours derived from the calendar of a resource less the total hours worked or scheduled for a work type with the Reduce Capacity flag as enabled.

Actual utilization % uses actual capacity, and scheduled utilization percentage uses scheduled capacity.

**Total Worked Hours Calculation Method:** The Total Worked Hours method uses the total number of hours recorded by time cards as the denominator for the utilization % calculation.

The following table describes the calculation of the utilization percentages for each utilization view using the two calculation methods.

| Utilization View | Numerator (A)  | Denominator (B)                          | Utilization Percentage (A/B *100) |
|------------------|--|--|-----------------------------------|
| Resource         | Sum of all hours weighted by resource utilization category percentages     | Net capacity hours or total worked hours | Resource View Percentage          |
| Organization     | Sum of all hours weighted by organization utilization category percentages | Net capacity hours or total worked hours | Organization View Percentage      |

**Table 4 - 1 Calculation of Utilization Percentages (Page 1 of 1)**

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## Utilization Reporting

Utilization reports enable you to view resource utilization totals at various organization levels.

You can use the utilization reporting functionality of Project Costing to view totals of your resource utilization for the following organization roles:

- Organization Manager

Organization utilization reports for all resource hours for the selected time period a resource is assigned to the specific organization. The organization manager can view utilization for the entire organization, as well as drill down to see the utilization of individual resources.

- Resource Manager

Resource utilization reports for all resource hours for the selected time period where the resource is currently assigned to the resource manager, regardless of organization assignment.

- Individual Resource

Resources can monitor their personal performances by viewing all their reported and assigned hours for a selected time period.

Utilization totals may be provided for one or more of the following time periods: Global Week, PA Period, GL Period, Quarter and Year, depending on the period types enabled in Utilization Options setup.

You can view utilization totals in the following pages:

- Organization Utilization
  - Resource Utilization for an Organization
- Resource Utilization for a Resource Manager
- Personal Utilization

## Reviewing the Organization Utilization Page

This page provides utilization totals for an organization based on a specified time period. You can view breakdown of the suborganizations of the reported organization, as well as any direct people (those who directly belong to the reported organization). From the direct people link, you can drill down to the Revenue Utilization page of the organization to see details of individual resource utilization percentages. The calculations for the totals on this page are defined below.

- **Employees and Others (Summary):** The employee headcount includes a count of all utilizable employees (employees with an assigned job that qualifies for utilization calculations) and resource managers assigned to the organization as of the first day in the selected time period (Year, Quarter, PA Period, GL Period, or Global Week).

Other headcount includes all utilizable non-employees assigned to the organization as of the first day in the selected time period (Year, Quarter, PA Period, GL Period, or Global Week).

**Note:** This column is intended for future use when Oracle Project Resource Management supports resources other than employees. Until then the values will be zero.

For the period types PA Period, GL Period, and Global Week, the number of employees included in the utilization related numbers is the count of employees assigned to the organization for the period.

For the period types Year and Quarter, the number of employees included in the utilization related numbers is the total as of the beginning of the period plus any new headcount addition.

- **Employees and Others (Sub-Organization Details):** The employee headcount includes a count of all utilizable employees and resource managers assigned to the organization as of the first day in the selected time period (Year, Quarter, PA Period, GL Period, or Global Week).

Other headcount includes all utilizable non-employees assigned to the organization as of the first day in the selected time period (Year, Quarter, PA Period, GL Period, or Global Week).

**Note:** This column is intended for future use when Oracle Project Resource Management supports resources other than employees. Until then, the values will be zero.

- **Actual Capacity:** The net capacity for the organization (total capacity hours minus reduced capacity hours).

Total capacity hours are derived from the calendar of each resource.

The reduced capacity hours are summarized from timecards having a work type that has the Reduce Capacity flag enabled.

- **Actual Worked:** The sum of the hours from reported timecards of all resources in the organization for the specified time period.

- **Weighted Actual:** The sum of weighted actual hours for the organization. Weighted hours are calculated by multiplying the total from each timecard entry by the weighting percentage of the work type associated with the timecard expenditure line item. The weighting percentage is taken from the organization utilization category for the work type. The work type on the timecard entry defaults from the task charged on the project.
- **Actual Utilization (%):** The weighted actual hours expressed as a percentage of actual capacity or actual worked hours. The Actual Utilization percentage is calculated by dividing the weighted actual hours by the denominator specified by the utilization calculation method (capacity or total worked hours).
- **Scheduled Capacity:** The calendar hours less assignments hours with a work type Reduce Capacity flag as enabled.
- **Scheduled Work:** The sum total of scheduled hours for the organization for the specified time period.
- **Weighted Scheduled:** The sum of weighted scheduled hours for the organization. Weighted hours are calculated by multiplying the total scheduled assignment hours with the weighting percentage of the work type. The weighting percentage is taken from the organization utilization category as defined for the work type associated with each assignment.
- **Scheduled Utilization (%):** The weighted scheduled hours as a percentage of scheduled capacity or total worked hours depending upon the selected calculation method. It is calculated by dividing the total scheduled weighted hours by the utilization calculation method (capacity or total worked hours) for the organization and specified time period.

## Reviewing the Resource Utilization for an Organization

The Resource Utilization for an Organization page shows utilization totals for all resources for an organization, based on a specified time period. You access this page by drilling down on the Direct People link on the Organization Utilization page. This page shows the summary of headcount for the organization with detailed breakdown of individual resources and their utilization percentages. The calculations for the totals on this page are defined below.

- **Employees and Others (Summary):** The employee headcount summary includes a count of all utilizable employees and resource managers assigned to the organization as of the first day

in the selected time period (PA Period, GL Period, or Global Week).

For the period types Year and Quarter, the employee headcount summary includes a count of all utilizable employees and resource managers assigned to the organization as of the beginning of the period plus any headcount addition on the first day of each primary period (GL Period).

Other headcount summary includes all utilizable non-employees assigned to the organization as of the first day in the selected time period (PA Period, GL Period, or Global Week). For the period types Year and Quarter, other headcount summary includes all utilizable non-employees assigned to the organization as of the beginning of the period plus any headcount addition on the first day of each primary period (GL Period).

**Note:** This column is intended for future use when Oracle Project Resource Management supports resources other than employees. Until then the values will be zero.

## Reviewing the Resource Utilization page for a Resource Manager

The Resource Utilization page provides resource managers a view of utilization totals for all resources who report directly to the resource manager, as well as resources reporting to the direct reports via the HR Supervisor hierarchy. The calculations for the totals on this page are defined below.

- **Employees and Others:** The headcount of all utilizable employees reporting to the manager as of the current system date, including future-dated employees starting within the specified period. Other headcount summary includes all utilizable non-employees assigned to the manager as of the current system date, including future-dated non-employees.

**Note:** This column is intended for future use when Oracle Project Resource Management supports resources other than employees. Until then, the values will be zero.

- **Actual Capacity:** The net capacity for the organization (total capacity hours minus reduced capacity hours).

Total capacity hours are derived from the calendar of each resource.

The reduced capacity hours are summarized from timecards having a work type that has the Reduce Capacity flag enabled.

- **Actual Worked:** The sum of the hours from reported timecards of all resources in the organization for the specified time period.
- **Weighted Actual:** The sum of weighted actual hours for the organization. Weighted hours are calculated by multiplying the total from each timecard entry by the weighting percentage of the work type associated with the timecard expenditure line item. The weighting percentage is taken from the organization utilization category for the work type. The work type on the timecard entry defaults from the task charged on the project.
- **Actual Utilization (%):** The weighted actual hours expressed as a percentage of actual capacity or actual worked hours. The Actual Utilization percentage is calculated by dividing the weighted actual hours by the denominator specified by the utilization calculation method (capacity or total worked hours).
- **Scheduled Capacity:** The total calendar hours minus assignments hours with a work type that has the Reduce Capacity flag enabled.
- **Scheduled Work:** The sum total of scheduled hours for the organization for the specified time period.
- **Weighted Scheduled:** The sum of weighted scheduled hours for the organization. Weighted hours are calculated by multiplying the total scheduled assignment hours with the weighting percentage of the work type. The weighting percentage is taken from the organization utilization category as defined for the work type associated with each assignment.
- **Scheduled Utilization (%):** The weighted scheduled hours as a percentage of scheduled capacity or total worked hours depending upon the selected calculation method. It is calculated by dividing the total scheduled weighted hours by the utilization calculation method (capacity or total worked hours) for the organization and specified time period.

## Reviewing the Personal Utilization Page

The Personal Utilization page shows an individual resource their own utilization totals. You can view all totals for a specified period, in addition to QTD and YTD totals. You can also drill down to view the totals by utilization category. The calculations for the totals on this page are defined below.

- **Actual Capacity Hours:** The total resource capacity hours (from calendar) minus any assignment hours with a reduced capacity

work type, such as unassigned time. The utilization total is calculated based on the Resource Utilization Category Weighting %.

The resource utilization calculation method (total worked hours or capacity) is defined by the profile option PA: Resource Utilization Calculation Method. The period type is specified in the profile option PA: Resource Utilization Period Type.

The reduced capacity hours are summarized from timecards having a work type with the Reduce Capacity flag enabled.

- **Actual Worked Hours:** The sum of worked hours for the resource obtained from actual timecards. The actual worked hours displayed are normal unweighted hours.
- **Actual Utilization%:** The weighted hours for the resource expressed as a percentage of actual capacity or actual worked (depending upon the value of the profile option PA: Resource Utilization Calculation Method).
- **Scheduled Capacity Hours:** The total calendar hours minus assignment hours with a work type that has the Reduce Capacity flag enabled.
- **Scheduled Confirmed Hours:** The scheduled assignment hours in confirmed status. The scheduled confirmed hours are normal unweighted hours.
- **Scheduled Utilization%:** The Confirmed Weighted Hours for the resource as a percentage of Actual Capacity or Actual Worked (depending upon your profile option).
- **Scheduled Provisional Hours:** The sum total of scheduled hours for the resource. It is calculated by summing all scheduled hours for the resource which have provisional status. The scheduled provisional hours are normal unweighted hours.

## Reconciling Utilization Totals

For more detailed information about the utilization numbers shown in the Resource Utilization for an Organization page, Project Managers can compare the details of the totals shown on that page with the Personal Utilization page and the Resource Utilization for Resource Manager page. This enables them to see in detail each individual and resource manager's utilization numbers.

## **Personal Utilization**

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They can compare the utilization total in the Resource Utilization for an Organization page with the Personal Utilization page by selecting the following filter parameters:

- Resource (from the Utilization View drop down list)
- Confirmed Assignment (from the Include drop down list)

To access the Utilization View and Include drop down lists, click on Show Filters in the Resource Utilization for Organization page.

Ensure that the selected values for Period Type and Utilization Calculation Method/Show Percentage By parameters are similar to the default profile values for the Personal Utilization page.

## **Resource Utilization for Resource Manager**

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They can also compare the utilization total in the Resource Utilization for Organization page with the total shown in the Resource Utilization for Resource Manager page by selecting the following filter parameter:

Select Manager = <Manager Name>

Selecting this filter returns the same resources, provided that the resource manager is managing the same resources that belong to the organization. There may be variances if the resource works in different organizations during the specified period of time. This difference is because of the following page definitions:

- Resource Utilization for Organization displays utilization for resources with a specific resource manager, period, and organization.
- Resource Utilization for Resource Manager displays utilization for resources with a resource manager who is managing the resources for a specific period.



CHAPTER

# 5

## Organization Forecasting

**T**his chapter discusses the organization forecasting functionality in Oracle Projects. Organization forecasting is a powerful management planning and reporting tool.

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## Understanding Organization Forecasting

Organization forecasting provides you with a management planning and reporting tool. This tool enables you to generate organization-level financial forecasts for the revenue, cost, margin, margin percent, utilization, and headcount amounts associated with your project-level staffing plans. Organization forecasting also helps your operating managers plan and administer projects and project resources for their assigned areas of responsibility.

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### Organization Forecasting Concepts

The system calculates organization forecast amounts from project resource requirements and assignments that you define in Oracle Project Resource Management. The forecast generation process rolls up the forecast amounts and reports these amounts as a forecast version in an organization project that is created by the system. Organization forecasting also includes a manual adjustment feature that enables you to amend the system-generated amounts. These versioning and adjustment capabilities enable you to define multiple forecast views for an organization that reflect many different planning assumptions.

The system calculates forecast amounts only for project labor. By defining and enabling transfer price rules for your organizations, you can generate forecasts that reflect internal revenue and cost amounts attributable to borrowed and lent resources.

Organization forecasting supports your internally-focused operations planning and management reporting activities. While these features may also support your externally-focused, enterprise-level financial planning processes, organization forecasting is not intended to replace this type of strategic planning.

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### Organization Forecasting Features

Organization Forecasting includes the following major features:

- Roll-up of project-level revenue and cost amounts based on project resource requirements and assignments defined in Oracle Project Resource Management
- Reporting of internal revenue and cost amounts based on defined transfer price rules

- Reporting of either full forecast amounts, or forecast amounts that are factored (discounted) for project probability percentages
- Calculation of margin and margin percent based on generated forecast amounts and net of transfer price amounts
- Summarization of employee headcount information from Oracle Human Resource Management System
- Calculation of scheduled utilization based on employee assignments
- Manual adjustment capabilities for revenue, cost, headcount, and utilization
- Reporting of forecast amounts in total and by major component

## Restrictions

The following limitations apply to Oracle's organization forecasting functionality:

- Forecasts include only project labor transactions. You cannot generate amounts for other items such as materials and usages.
- The forecast generation processes create forecasts for a single organization in a single operating unit. You cannot roll up organization forecasts to a higher-level entity or across business groups.
- The system creates forecasts in the project functional currency. You cannot view forecast amounts or enter adjustments in a currency other than the project functional currency.
- Organization forecasting includes only projects that use a work-based distribution rule to calculate revenue. You cannot generate forecast amounts for projects that use a cost-based or event-based distribution rule.

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# Using Organization Forecasting

This section describes how to use organization forecasting features.

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## Organization Forecasting Process Flow

Organization forecasting includes the following processes:

- Defining Prerequisite Forecast Information
- Submitting Calculation Processes
- Creating Versions and Generating Amounts
- Reviewing Forecast Amounts
- Adjusting Forecast Amounts
- Submitting and Creating Baselines

## Defining Prerequisite Forecast Information

Organization forecasting depends on several prerequisite activities that are not part of the core forecast processes. You must perform the following activities to define and maintain the underlying information that is required to calculate forecast amounts:

- **Entering New Pipeline Projects:** The definition of new pipeline projects occurs as sales opportunities evolve into approved projects. Organization forecasting begins when you enter new pipeline projects in the system. Once you enter projects, you can proceed with the prerequisite activities of defining project resource requirements and assignments, and other project information required for organization forecasting.

For information on defining projects, see: [Overview of Projects and Tasks: page 3 – 2](#).

- **Adjusting Project Probabilities:** At a project level, probability percentages represent the likelihood that a project will be approved by the customer. When you enter probability percentages for your projects, the forecast calculation processes can factor (discount) forecast amounts for this expected likelihood. Definition of probability percentages is optional. If you specify probability percentages, periodically review and adjust the percentage values to ensure that they reflect your

current expectations. For information on maintaining project probability, see: Project Information: page 3 – 19.

- **Maintaining Project Statuses:** A new project status control called Include in Organization Forecasts has been added for organization forecasting. Project statuses with this status control enabled determine which projects are included in your forecasts. During your project planning cycle, periodically monitor and update project statuses to ensure that your projects are properly reported in your organization forecasts. For information on maintaining project statuses, see: Project Information: page 3 – 19.
- **Defining Project Resource Requirements and Assignments:** To perform organization forecasting, you must define and maintain your project resource requirements and assignments in Oracle Project Resource Management. For more information, refer to the *Oracle Project Management User Guide*.
- **Updating Bill and Cost Rates:** Forecast calculation processes use project bill and cost rates to determine forecast amounts. Periodically review and update your bill and cost rates to ensure that they are consistent with your current forecasting assumptions. For more information on defining bill and cost rates, refer to the following sources:
  - Rate Overrides: page 3 – 65
  - Implementing Oracle Project Billing: *Oracle Projects Implementation Guide*
  - Implementing Forecasting Based on Staffing Plan: *Oracle Projects Implementation Guide*
- **Updating Transfer Price Rules:** Similar to bill and cost rates, the system applies transfer prices during forecast calculations to determine the internal revenue and cost amounts attributable to borrowed and lent resources. Periodically review and update your transfer price rules to ensure that they are consistent with your current forecasting assumptions. For more information on defining transfer price rules, see: Cross Charge Processing Methods and Controls, *Oracle Project Costing User Guide*.

## See Also

Implementing Organization Forecasting: *Oracle Projects Implementation Guide*

## **Submitting Calculation Processes**

During implementation, your implementation team submits concurrent processes to calculate initial forecast amounts for all existing resource requirements and assignments, and to generate utilization percentages. After implementation, you must periodically submit the calculation processes to update your forecast amounts for new and changed resource requirements and assignments, and for changes in bill rates, cost rates, and transfer price rules. To view the list of processes for organization forecasting, see: *Organization Forecasting Processes*: page 7 – 37.

## **Creating Versions and Generating Amounts**

When you submit the forecast generation process during implementation, the system creates an organization project, creates an initial forecast version, and generates amounts. After implementation, you can periodically submit the generation process to create projects and generate forecasts for new organizations. You can also submit the generation process to create new forecast versions for existing organization projects. For more information, see: *Creating a Forecast Version and Generating Amounts*: page 5 – 7.

## **Reviewing Forecast Amounts**

After the system generates a forecast version, you can review and analyze forecast amounts from summary-level and component-level view pages. These pages enable you to review forecast amounts in total and by period for revenue, cost, margin, margin percent, utilization, and headcount amounts. You can also view forecast amounts by component (for example, own revenue, borrowed revenue, internal revenue in, and internal revenue out). For more information, see: *Reviewing Organization Forecast Results*: page 5 – 10.

## **Adjusting Forecast Amounts**

Organization forecasting enables you to enter manual adjustments to amend the system-generated forecast amounts. For more information on entering adjustments, see: *Adjusting Generated Amounts*: page 5 – 9.

## Submitting and Creating Baselines

When you are satisfied with the amounts reflected in a forecast version, you can submit the version and create a baseline. Creating a baseline enables you to preserve a forecast version by preventing further changes to forecast components and amounts. For more information, see: [Maintaining Forecast Versions: page 5 – 8](#).

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## Creating Organization Forecasts

This section describes how to create forecast versions, generate amounts, maintain versions, and adjust generated amounts.

### Creating a Forecast Version and Generating Amounts

You can create a forecast version and submit the forecast generation process online to create an organization forecast for a single organization. To perform these tasks online, navigate to either the [Budgets and Forecasts](#) page or the [Maintain Versions: Organization Forecast](#) page.

You can also submit the forecast generation process as a concurrent process to automatically create a version and generate amounts for one or more organizations. For information on submitting the forecast generation process, see: [Generate Organization Forecasts: page 7 – 38](#).

To create an organization forecast from the [Budgets and Forecasts](#) page, perform the following steps:

1. Log in using the Self Service Project Resource Management Organization Manager responsibility and choose the Project List menu option.



- Suggestion:** The Project List page displays a complete list of projects, including organization projects, based on your authority. To enhance your ability to quickly locate organization projects on the Project List page, create a personalized view that displays only organization forecasts. To create such a view, use an attribute such as the organization forecast project type as a selection filter.
2. Select an organization project name to open the Project Home page.
  3. Select the Financial tab to open the Budgets and Forecasts page.
  4. Select the Organization Forecast plan type, then choose Create Plan Version to open the Create Plan Version page.

5. Enter a version name and optionally, a description.
6. Select Generate, then choose Go.

## Maintaining Forecast Versions

After the system generates a forecast version, the version is listed on the Maintain Versions: Organization Forecast page. This page is the entry point for viewing forecast details and for working with individual forecast versions.

The Maintain Versions: Organization Forecast page lists all working versions and baselines for an organization. From this page you can perform the following tasks:

- create new forecast versions
- submit and rework working versions
- create baselines
- create a new version by copying an existing working version or baseline
- set a working version to current working
- regenerate amounts for existing working versions
- enter adjustments for working versions
- delete a working version
- mark a baseline version as the original baseline
- update version names and descriptions

Before you can submit or rework a working version, or create a baseline for a working version, you must first mark the version as the Current Working version. You can rework a working version after it is submitted, but not after you choose to create a baseline.

When you create a baseline, the system automatically creates a new current working copy from the baseline version. To modify a version after you create a baseline, update the new working copy and create a new baseline.

If you delete a working version, then the system removes the version permanently. You cannot delete a baseline version.

## **Creating Versions and Generating Amounts**

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To create a forecast version and generate amounts from the Maintain Versions: Organization Forecast page, perform the following steps:

1. Choose Create New Version to open the Create Plan Version page.
2. Enter a version name and, optionally, a description.
3. Select Generate, then choose Go.

For more information on the forecast generation process, see: Generate Organization Forecasts: page 7 – 38.

## **Adjusting Generated Amounts**

To manually adjust system-generated forecast amounts, open the Enter Adjustments page from the Maintain Versions: Organization Forecast page. You can enter adjustments by period for revenue, cost, utilization, and headcount.

The system determines the starting period for displayed amounts and the number of periods to display based on the period parameters for organization forecasting in Forecasting Implementation Options. You can override the default display parameters using the page display options.

To enter adjustments, select an adjustment reason from the pre-defined list, and enter amounts by period and forecast component.

**Note:** Adjustment reasons are defined during implementation. For more information, see: Defining Adjustment Reasons: *Oracle Projects Implementation Guide*.

## **Querying Existing Adjustment Amounts**

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You can use the Enter Adjustments page to query existing adjustment amounts by adjustment reason. To query for previously-entered adjustments, select an adjustment reason and choose Go.

## **Updating Existing Adjustment Amounts**

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When you update an existing adjustment amount, the system replaces the existing amount with the amount that you enter. Therefore, you must always enter the new amount that you want to reflect in your forecast. Additionally, when you choose to regenerate forecast amounts, the system overrides *all* existing amounts, including adjustments, with the regenerated amounts.

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## Reviewing Organization Forecast Results

Organization forecasting includes a number of view pages that provide periodic views of the following base measures: revenue, cost, margin, margin percent, utilization, and headcount.

### Budgets and Forecasts Page

The Budgets and Forecasts page is the entry point for accessing organization forecast information. From the Budgets and Forecasts page you can create a plan version, generate amounts, view amounts for the current working and current baseline versions, and navigate to the Maintain Versions: Organization Forecast page.

**Note:** The system automatically adds the Organization Forecasting plan type to an organization project. You cannot add other plan types to an organization project.

Refer to the following sections for information on related topics:

Creating a Forecast Version and Generating Amounts: page 5 – 7.

Maintaining Forecast Versions: page 5 – 8.

### Organization Forecast Summary Page

Use the Organization Forecast Summary page to view total revenue, cost, margin, margin percent, headcount, and utilization percent amounts by period for a forecast version. You can view amounts for up to 6 GL periods or 13 PA periods at a time.

The system determines the starting period for displayed amounts and the number of periods to display based on the period parameters for organization forecasting in Forecasting Implementation Options. You can override the default display parameters using the page display options.

You can drill down to the components of each forecast amount with the exception of margin and margin percent. The system calculates margin and margin percent from forecast revenue and cost amounts. Select a forecast amount name link to drill down to the components of revenue, cost, utilization, and headcount amounts. When you view a components page, you can choose the View Adjustments option to drill down to adjustment amounts by adjustment reason.

For information on forecast calculations, see: Understanding Financial Forecast Calculations, *Oracle Project Resource Management User Guide*.

The following sections define the components the system can display for revenue, cost, utilization, and headcount.

### **Viewing Forecast Revenue Components**

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A forecast can include the following revenue components:

- **Own Revenue:** Revenue for work on projects owned by your organization that is generated by resources assigned to your organization.
- **Borrowed Revenue:** Revenue for work on projects owned by your organization that is generated by resources assigned to other organizations.
- **Internal Revenue In:** Revenue transferred into your organization for work on projects owned by other organizations that is performed by resources assigned to your organization
- **Internal Revenue Out:** Revenue transferred to other organizations for work on projects owned by your organization that is performed by resources assigned to other organizations.
- **Revenue Adjustments:** The total amount of manual revenue adjustments entered for your organization forecast.

**Note:** Total revenue equals the sum of Own Revenue, Borrowed Revenue, Internal Revenue In, and Revenue Adjustments, less the amount of Internal Revenue Out.

### **Viewing Forecast Cost Components**

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A forecast can include the following cost components:

- **Own Project Cost:** Cost for work on projects owned by your organization that is generated by resources assigned to your organization.
- **Lent Resource Cost:** Cost for work on projects owned by other organizations that is generated by resources assigned to your organization.
- **Unassigned Time Cost:** Cost for unassigned time for resources assigned to your organization.
- **Internal Cost In:** Cost transferred into your organization for work on projects owned by your organization that is performed by resources assigned to other organizations.

- **Internal Cost Out:** Cost transferred to other organizations for work on projects owned by other organizations that is performed by resources assigned to your organization.
- **Cost Adjustments:** The total amount of manual cost adjustments entered for your organization forecast.

**Note:** Forecast cost is based on burdened cost amounts. Total cost equals the sum of Own Project Cost, Lent Resource Cost, Unassigned Time Cost, Internal Cost In, and Cost Adjustments, less the amount of Internal Cost Out.

### **Viewing Forecast Utilization Components**

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A forecast can include the following utilization components:

- **Scheduled Utilization (%):** Total scheduled hours for all resources, weighted by utilization categories / Total capacity hours for all resources.
- **Utilization (%) Adjustments:** The total amount of manual utilization adjustments entered for your organization forecast.

### **Viewing Forecast Headcount Components**

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A forecast can include the following headcount components:

- **Beginning Headcount:** Total headcount for the organization at the end of the previous period per the Oracle Human Resources Management System application.
- **Headcount Adjustments:** The total amount of manual headcount adjustments entered for your organization forecast.

CHAPTER

# 6

## System Administration and Maintenance

**T**his chapter describes procedures and activities you need to know about to administer data and settings in Oracle Projects.

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## Understanding Data Processing

Oracle Project Resource Management uses deferred workflow processes and administrative processes to manage changes to your data. You must configure and manage the engines for both types of processes in order to handle the volume of changes happening within your system. For more information on these technologies, refer to:

- Deferred Workflow Processes: page 6 – 3.
- *Oracle Workflow Guide*
- *Oracle Application Object Library User Guide*

Most of the changes you make to your data automatically update related information within the application. These changes occur without any intervention on your part. However, some changes require the use of administrative processes to ensure that the change is reflected accurately. In particular, two situations require this level of maintenance:

- When the automatic processes encounter errors due to missing or invalid setup information, or due to technical failures

In this case, the system notifies an administrative user of the problem, and advises the user to run an administrative process to complete the changes.

- When the changed information is not expected to be done frequently enough to warrant an automatic process

For example, if a change is made to a calendar, you must run the Create Calendar Schedules process to reflect the calendar change throughout the system.

**Note:** Assign at least one user to the seeded application user Projects Application Administrator. This user receives notifications regarding any encountered workflow processing errors. This user should also have the appropriate authority to run the administrative processes which assist in the correction of some of the errors.

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## Deferred Workflow Processes

You use Oracle Workflow to run a variety of workflow processes. You can run some of these processes manually, while others are completely automated and run in the background. The latter kind of workflow processes are called *deferred workflow processes*. Deferred workflow processes depend on actions, such as a status change to trigger the steps of the process. You can customize messages and approval workflow using the Oracle Workflow Builder.

Deferred workflow processes automate time-consuming tasks in the background so that users can continue working in the application without waiting for the task to complete online. For example, a deferred workflow process controls the application of team template requirements to a project. When the system completes the task, it sends a notification to the user that initiated the action.

These deferred workflow processes need at least one background engine to monitor background activities in order to ensure consistent processing. This engine is called the Workflow Background Process. You must submit a request to enable a concurrent program for workflow background processing. Only a user with system administrator responsibilities can run the Workflow Background Process.

### See Also

Integrating with Oracle Workflow: *Oracle Projects Implementation Guide*

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## Available Item Types

The following item types exist in the Workflow Background Process for Oracle Projects:

### Project Resource Management Item Types

- PA Project Assignment: This process controls the routing of project assignment approvals.
- PA Apply Team Template: This process handles the task of applying a team template to a project.

- PA Candidate Notification Process: This process notifies candidates when they are nominated or withdrawn.
- PA Mass Assignment Transaction Workflow: This process handles the creation of assignments when a mass assignment request is submitted.
- PA Overcommitment Notification Process: This process notifies users when assignments cause overcommitments.
- PA Project Forecasting Workflow: This process generates the forecast for a project.
- PA HR Related Updates Workflow: This process synchronizes Oracle HRMS data with Project Resource Management data.
- PA Mass Assignment Approval: This process handles the routing of approvals for mass assignments.
- PA Advertisements Workflow: This process sends out the advertisement notifications and e-mails.

## Project Management Item Types

- PA Project Budget Integration Workflow: This workflow is initiated whenever a budget is baselined and budgetary controls are enabled. It creates budget balances in Projects, and additionally GL, if you have elected to utilize GL integration of budgets. See: Integrating Budgets: *Oracle Project Management User Guide*.

---

## Recommended Process Scheduling Parameters

You can schedule concurrent processes either for all item types included in the Workflow Background Process in a single request submission, or schedule each item type in individual requests. For a single request submission you can leave the Item Type parameter blank. However, if you leave this parameter blank, the Workflow Background Process will run for all item types across all Oracle applications and may affect process performance.

The following table lists the recommended configuration for scheduling the Workflow Background Process for the Project Resource Management item types:

| Parameters         | Request 1                            | Request 2                            | Request 3                            |
|--------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Repeat Every       | 10 minutes                           | 24 hours                             | 3 days                               |
| Minimum Threshold  | Leave Blank                          | Leave Blank                          | Leave Blank                          |
| Maximum Threshold  | Leave Blank                          | Leave Blank                          | Leave Blank                          |
| Process Deferred   | Yes                                  | No                                   | No                                   |
| Process Timeout    | No                                   | Yes                                  | No                                   |
| Process Stuck      | No                                   | No                                   | Yes                                  |
| Apply the Interval | From the completion of the prior run | From the completion of the prior run | From the completion of the prior run |
| Increment Date     | Leave Blank                          | Leave Blank                          | Leave Blank                          |

**Table 6 – 1 (Recommended Configuration for Scheduling a Workflow)**

This configuration demonstrates three concurrently scheduled requests of the Workflow Background Process.

To submit a request, complete the following steps:

1. Navigate to the Submit Requests form.
2. Submit the Workflow Background Process concurrent program as a request.
3. Specify the item type and other parameters as appropriate.
4. Schedule the process to repeat itself at appropriate intervals.

For more information on submitting and scheduling the workflow processes, see:

- Submitting a Request, *Oracle Applications User's Guide*.
- Setting Up Oracle Workflow, *Oracle Workflow Guide*.

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## Archiving and Purging Projects

When you use Oracle Projects to process activity associated with your projects, data accumulates in the database. This data includes transaction information, asset lines, summary data, Multiple Reporting Currencies (MRC) transactions, cross charge transactions, and staffing transactions such as assignments and requirements. You can purge (delete) information that you no longer need to access online.

Purging data can lower operating costs by:

- reducing the amount of disk space that you need to maintain
- reducing the time required to back up data

You can also choose to archive any project data that you purge. Summary information can then be used for status reporting or transfer to other applications.



**Warning:** Purging information from Oracle Projects is a powerful function. The system administrator must set up a special responsibility with appropriate security for purging data. For information on assigning the responsibility and other information about applying business rules to the archive and purge feature, see: *Purging Safely and Efficiently*; page 6 – 9.

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## Purging Process Overview

You purge projects by following these steps:

- Create a purge batch. A purge batch is a list of projects whose data you want to purge and/or archive.
- Run a validation process that determines whether the projects in the purge batch are eligible for purging.
- Release the batch for purging.
- Run a process to purge the batch.

For detailed instructions, see *Purge Procedures*: page 6 – 16.

## Archiving Data

When you create a purge batch, you can also specify that you want to archive certain data. The archive function is available only for project information that you are purging. You cannot archive data without purging it.

**Note:** The archive function saves information about specific projects. It is not intended to be a general backup system for your database. You cannot use the archive and purge feature to restore projects that have been archived.

## Purging Data

### Data That You Can Purge

There are four categories of data that can be purged and archived.

- **Actual Data:** The detailed expenditure, revenue, and staffing transactions (such as assignments and requirements) that are scheduled on the project being purged. This category also includes cross charge transactions that are charged to the project being purged.
- **Summary Data:** The summarized data used for the Project Status Inquiry feature of Oracle Projects
- **Capital Data:** The asset line details
- **Resource Unassigned Time:** Resource capacity, availability and overcommitment

The data you can archive and purge depends on the Project Type Class and Project Status. The table below shows the combinations of Project Type Class and Project Status that allow purging for each type of data.

| Type of Data  | Project Type Class | Project Status |
|---|--------------------|----------------|
| Summary data  | All                | Closed         |
| Capital data (asset line details)   | Capital            | Closed         |
| Actuals:<br>– Cost distribution lines<br>– Expenditure items and related tables<br>– Cross charge transactions<br>– Staffing transactions | All                | Closed         |

**Table 6 – 2 Types of data that can be archived and purged (Page 1 of 2)**

| Type of Data  | Project Type Class | Project Status |
|---|--------------------|----------------|
| Actuals:<br>– Customer invoices<br>– Revenue distribution lines   | Contract           | Closed         |
| Actuals:<br>– Cost distribution lines<br>– Expenditure items and related tables<br>– Cross charge transactions<br>– Staffing transactions<br><b>Note:</b> For open indirect projects, expenditure items and staffing transactions are purged based on the transaction date. | Indirect           | Open           |

**Table 6 – 2 Types of data that can be archived and purged (Page 2 of 2)**

### **Querying and Reporting**

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You cannot query purged records. Purged records are not displayed on standard reports, or in applications that can drill down to project details. For example, you cannot drill down from Oracle Assets to purged asset line details for project assets.

You cannot use the drill down feature for inter-company invoices if the source expenditure items are purged. Adjustments such as cancellation of invoices and write-offs are not allowed.

### **Purging Resource Unassigned Time**

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If you submit the process PRC: Purge Resources Unassigned Time for a particular Purge Till Date, then the process PRC: Identify Transactions for Actuals Utilization can generate incorrect data if it is submitted for a start date that is earlier than or equal to the Purge Till Date. To ensure that the PRC: Identify Transactions for Actuals Utilization process generates correct data, you must submit the process with a start date later than the Purge Till Date. For more information, see: Archiving and Purging Processes: page 7 – 99.

### **Data That Is Not Purged**

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The archive and purge function does not purge project setup information (such as work breakdown structures), budgets, status reports and team templates.

## Purging Adjusted Expenditure Items

### Expenditure Items That Resulted from a Transfer

If the expenditure item being purged resulted from a transfer, the purge process creates a record in the PA\_EXPEND\_ITEM\_ADJ\_ACTIVITIES table for the *original* expenditure item. This record is flagged to indicate that the new expenditure item has been purged.

### Expenditure Items That Have Been Transferred

If the expenditure item being purged has been transferred (and therefore has a matched negative expenditure item associated with it), the purge process does the following:

- purges both the *original* and the *matched* negative expenditure items.
- creates a record in the PA\_EXPEND\_ITEM\_ADJ\_ACTIVITIES table for the *new* expenditure item that resulted from the transfer. This record is flagged to indicate that the original expenditure item has been purged.

See also: Adjusting Expenditures, *Oracle Project Costing User Guide*.

---

## Purging Safely and Efficiently

There are several steps you can take to purge safely and efficiently:

- Back up the database before you start the purge process. For more information, see your Oracle server documentation.
- Confirm the integrity of the database backup.
- Create database rollback segments that are large, or set the commit size to a smaller number to ensure that the process does not terminate for lack of rollback segment space. See your database administrator for assistance. For more information about the commit size, see: and PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.
- Run the purge process when the load on the system is relatively light.
- The purge process can take several hours to complete, depending on the number of records to purge and the capacity of your system. You can purge many records more efficiently by

submitting several smaller purges. On your first purge, set a Closed-Through Date (for closed projects) or Purge-Through (for open projects) that is far in the past, and gradually increase the date with each purge.

## Prerequisites for Purging Projects

All projects in a purge batch must meet certain prerequisites for the batch to be purged or archived and purged.

### Prerequisites for All Projects in a Purge Batch

All projects in a purge batch must meet the conditions shown in the following table before the batch can be purged or archived and purged. The conditions vary by project type class (indirect, contract, or capital):

| Indirect Project | Contract Project | Capital Project | Condition   |
|------------------|------------------|-----------------|---|
| yes              | yes              | yes             | All related records in transaction interface tables must be interfaced to Oracle Projects. See: Transaction Import: page 7 – 96.  |
| yes              | yes              | yes             | All related supplier invoices must be interfaced from Payables to Oracle Projects. See: Interface Supplier Costs: page 7 – 55.  |
| yes              | yes              | yes             | The project must not have pending commitments. See: Commitments from External Systems, <i>Oracle Projects Implementation Guide</i>  |
| yes              | yes              | yes             | Expenditure item costs must be distributed. See: Processes: page 7 – 2.   |
| yes              | yes              | yes             | Costs, including those in the reporting currency set of books, must be interfaced to and accepted in the relevant Oracle application (for example, General Ledger). See: Processes: page 7 – 2.   |
|                  | yes              |                 | The project revenue budget, funding, revenue amount, and invoiced amount must all be equal for hard limit agreements. Otherwise, the revenue and invoiced amounts must be greater than or equal to the funding amount. See: Project Funding, <i>Oracle Project Billing User Guide</i> . |

**Table 6 – 3 Prerequisites for purging projects (Page 1 of 3)**

| Indirect Project | Contract Project | Capital Project | Condition  |
|------------------|------------------|-----------------|--|
|                  | yes              |                 | Events having completion dates must be processed. See: Events, <i>Oracle Project Billing User Guide</i>  |
|                  | yes              |                 | Draft revenues, including those in the reporting currency set of books, must be interfaced to and accepted in General Ledger. See: Interface Revenue to General Ledger: page 7 – 53.   |
|                  | yes              |                 | Draft invoices must be interfaced to and accepted in Oracle Receivables. See: Interface Invoices to Receivables: page <i>Oracle Project Billing User Guide</i> .   |
|                  | yes              |                 | Unbilled receivables and unearned revenue for the project must be zero. See: Reviewing Revenue, <i>Oracle Project Billing User Guide</i> .   |
|                  | yes              |                 | Project-related Receivables invoices must have a zero balance (that is, the invoice must be paid). Contract projects with invoices that have a balance due amount cannot be purged. See: <i>Oracle Receivables User Guide</i> .  |
|                  |                  | yes             | If you have chosen Purge Capital Data in the Purge Batch Details window, all asset lines must be generated and successfully interfaced to Oracle Assets. Also, all project-related assets must be posted in Oracle Assets. See: Generate Asset Lines: page 7 – 19 and Interface Assets: page 7 – 42. |
| yes              | yes              | yes             | AP discount lines must be interfaced to Oracle Projects. See: Interface Supplier Costs: page 7 – 55..  |
| yes              | yes              | yes             | All allocation runs must be in either the Release Success status or the Reversed status for any task of a project that is purged.  |
| yes              | yes              | yes             | All project-related supplier invoices in Oracle Payables must be fully paid.   |
| yes              |                  |                 | Project-related records in Oracle Time & Labor must be interfaced to Oracle Projects.  |
| yes              |                  |                 | The project must not be an Organization Forecast project. See: Organization Forecasting: page 5 – 2.   |
| yes              | yes              | yes             | Receipt accrual amounts for project-related purchase items must be interfaced to Oracle Projects. See: Revenue Accruals: <i>Oracle Project Billing User Guide</i> .  |

**Table 6 – 3 Prerequisites for purging projects (Page 2 of 3)**

| Indirect Project | Contract Project | Capital Project | Condition  |
|------------------|------------------|-----------------|--|
|                  | yes              |                 | All retentions must be billed and the retention balance must be zero. See: Customer Billing Retention: page 3 – 58.                    |
| yes              | yes              | yes             | Project transactions must not be referenced in Oracle Project Contracts, Oracle Property Manager, or Oracle Commitment Administration. |

**Table 6 – 3 Prerequisites for purging projects (Page 3 of 3)**

**Note:** The summarization and burden cost distribution checks can be part of client extensions. The creation of a summarized burden component can be part of a client extension.

### Prerequisites for Cross Charge Transactions in a Purge Batch

Cross charge transactions must meet the conditions shown in the following table before they can be purged or archived and purged.

| Indirect Project | Contract Project | Capital Project | Condition  |
|------------------|------------------|-----------------|--|
| yes              | yes              | yes             | Borrowed and Lent transactions must be distributed and interfaced to General Ledger.   |
| yes              | yes              |                 | Cross charge projects can be purged after intercompany invoices are interfaced to Receivables and tied back to Projects.   |
|                  | yes              |                 | Intercompany billing projects cannot be purged.  |
|                  | yes              |                 | If the <i>Reclassify Costs for Cross Charged Transactions</i> option on the Internal Billing tab in Implementation Options is set to either Raw Cost or Burden Cost, then cross charged transactions must be interfaced to General Ledger. |
|                  | yes              |                 | For inter-project billing, the provider project must be purged before purging any receiver project.  |

**Table 6 – 4 Prerequisites for purging cross charge transactions (Page 1 of 2)**

| Indirect Project | Contract Project | Capital Project | Condition  |
|------------------|------------------|-----------------|--|
|                  | yes              |                 | For inter-project billing, the provider project can be purged after draft invoices belonging to the provider project are interfaced to Receivables and transferred to Payables as supplier invoice costs for the receiver project. |
| yes              | yes              |                 | For inter-project billing, if the receiver project is an indirect project, then it can be purged multiple times in a time phased manner.   |

Table 6 – 4 Prerequisites for purging cross charge transactions (Page 2 of 2)

## Prerequisites for Cross Charge Transactions in a Purge Batch

Staffing transactions must meet the conditions shown in the following table before they can be purged or archived and purged.

| Indirect Project | Contract Project | Capital Project | Condition   |
|------------------|------------------|-----------------|---|
| yes              |                  |                 | For open projects, requirements are not purged if an open requirement exists on the project with an end date earlier than the purge through date. |
| yes              | yes              | yes             | For closed projects, the entire project is not purged if an assignment exists on the project with an end date later than the project close date.  |

Table 6 – 5 Prerequisites for purging staffing transactions (Page 1 of 1)

## Extend Archiving and Purging Requirements

In addition to the default prerequisites listed in the Data That You Can Purge table (page 6 – 7), you can create additional prerequisites for purging and archiving project data. See: *Archive Purge Validation Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

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## Statuses Associated with Purging

There are three types of statuses that relate to purging or archiving project data:

- Project status
- Validation status
- Purge batch status

These statuses are described in the following sections.

## Project Status for Purged Projects

During the purging process, the status of the purged project is updated. The following table lists the default project statuses related to purging.

| Project Status   | Meaning  |
|------------------|--|
| Partially Purged | The project actuals have been purged, but the system has retained specified summary information.   |
| Pending Purge    | The system has marked the project as eligible for purging and has included the project in a purge batch. You cannot modify or enter transactions on a project with Pending Purge status. |
| Purged           | The project has been purged. Project setup information (such as project numbers, budgets, and work breakdown structures) remains in the system.  |

**Table 6 – 6 Default Project Statuses Related to Purging (Page 1 of 1)**

You can define additional project statuses that map to the Partially Purged or the Purged system statuses. You cannot map statuses to the Pending Purge system status. For more information, see: Project Statuses: page 3 – 22.

The system assigns the status of the purged project as specified in the Project Verification client extension. For more information, see: Project Verification Extension: page, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Open projects return to their original status after being purged. For open projects, the default status changes like this:

*original project status* → Pending Purge → *original project status*

For closed projects, the default status changes like this:

*original project status* → Pending Purge → Purged or Partially Purged

Projects with a status of Partially Purged can be purged completely at a later time.

## Project Validation Status

As shown in the following table, the validation status indicates where the project is in the validation process. When you submit projects to be validated, this status is updated to indicate whether the project passed the validation. You will find the validation status on the Purge Validation Report and also listed on the Purge Batch Details window that lists the projects included in each purge batch.

| Validation Status | Meaning  |
|-------------------|--|
| New               | The project has not been processed by the Validate Purge Batch process.  |
| Valid             | The project has been processed by the Validate Purge Batch process, and has passed the validation criteria.  |
| Invalid           | The project has been processed by the Validate Purge Batch process, and has failed the validation criteria. You must correct the errors identified by the process or delete the project from the purge batch before the batch can be purged. |

Table 6 – 7 Validation Statuses (Page 1 of 1)

After a project has passed validation and its validation status is set to Valid, you cannot change any of the transactions tied to the project.

## Purge Batch Status

A purge batch is a list of projects that you want to purge or that have already been purged. Purge Batch Statuses are associated with purge batches as shown in the following table:

| Purge Batch Status | Meaning  |
|--------------------|--|
| Working            | The system is creating a batch (validation has not occurred), or the validation process is over.<br><b>Note:</b> When the validation process is over, the system returns to Working status, even if the system has encountered errors. |
| Validating         | The system is validating a batch.  |
| Released           | The system has released the batch, and the batch is ready to purge. You cannot make any changes to the batch.  |

Table 6 – 8 Purge Batch Statuses (Page 1 of 2)

| Purge Batch Status | Meaning  |
|--------------------|--|
| Purging            | The system is running the purge process, or the process has failed due to a system error. If a system error has occurred, you should query the batch again, and then choose the Purge button to restart the process. |
| Completed          | The system has run a purge process for the batch.  |

**Table 6 – 8 Purge Batch Statuses (Page 2 of 2)**

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## Purge Procedures

Following are descriptions of the steps for purging projects in Oracle Projects.

1. Create a purge batch, or modify an existing purge batch. A purge batch is a list of projects whose data you want to purge and/or archive.

See: Create a Purge Batch: page 6 – 17.

To modify an existing purge batch, see Modifying a Purge Batch: page 6 – 22.

2. Review and revise the list of projects in the batch. See: Review and Refine the List: page 6 – 19.
3. Run the PRC: Validate Purge Batch process to determine whether the projects in the purge batch are eligible for purging. See: Validate the Projects in the Purge Batch: page 6 – 20.
4. Release the batch for purging. (You cannot release a batch that contains errors.) See: Release the Purge Batch: page 6 – 21.
5. Finally, run the purge process (PRC: Purge), which purges batches that have passed the validation process. See: Start the Purge Process: page 6 – 21.

## Instructions for Archiving and Purging Projects

Following are detailed instructions for purging (or archiving and purging) in Oracle Projects.

## Step One: Create a purge batch

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You can populate a purge batch either by providing selection criteria or by selecting specific projects to purge. You can remove projects from the purge batch at any time before you release the batch.

You can define as many purge batches as you want. Each batch can contain either open or closed projects, but not both.

► **To create a purge batch:**

1. Log in using the Projects System Administrator responsibility. See: Assigning Purge Responsibility: page 6 – 26.
2. Navigate to the Purge Batches window. To navigate to the Purge Batches window, log on with the Projects System Administrator responsibility and choose Purge Project Data.

**Note:** To modify an existing purge batch, see Modifying a purge batch: page 6 – 22.

3. Create a purge batch by completing applicable fields (described in the following table) in the Purge Batches window.

| For this field or region  | Do this  |
|---------------------------|--|
| Batch Name<br>Description | If you are creating a new purge batch, enter a name and description of your choosing.  |
| Batch Status              | Display only. Both the Batch Status and Purged Date fields are display only.   |
| Projects                  | Choose <b>Open</b> to select open indirect projects or <b>Closed</b> to select closed projects.<br><b>Note:</b> If you select Open, you can only purge and archive actual data from indirect projects. |
| Administrative Projects   | Enable the Administrative Projects check box to purge and/or archive only administrative projects.   |

Table 6 – 9 Purge Batches window (Page 1 of 2)

| For this field or region | Do this  |
|--------------------------|--|
| Purge Options            | <p>Choose the types of data that you want to purge or archive by selecting the appropriate options:</p> <ul style="list-style-type: none"> <li>– Purge Actuals (Default, required for open projects)</li> <li>– Purge Summary Data</li> <li>– Purge Capital Data</li> <li>– Archive Actuals</li> <li>– Archive Summary Data</li> <li>– Archive Capital Data</li> </ul> <p>You cannot choose to archive data without also selecting the corresponding purge option for that data.</p> <p>Purge options set here take effect for all the projects in the batch. You can, however, change the purge options at the project level.</p> <p><b>Warning:</b> If you change the purge options here after you generate a batch, the change does not affect the projects in the batch.</p> |
| Purge-Through Date       | <p>For open projects, enter the date through which you want to purge and/or archive actuals.</p>   |
| Next Purge Status        | <p>Select the project status to be assigned to closed projects after the purge process has run. (Open projects are assigned their original status after the purge.)</p> <p>The <b>Next Purge Status</b> is used for closed projects where actuals, summary data, and capital data are purged.</p> <p>The <b>Next Partially Purged Status</b> is used for closed projects that retain summary data or capital data. Open projects are assigned their original status after the purge.</p> <p>The default statuses are "Purged" and "Partially Purged." You can change these to any valid user-defined project status that is mapped to a system status of Purged or Partially Purged. See Project Status for Purged Projects: page 6 – 14.</p>                                    |

**Table 6 – 9 Purge Batches window (Page 2 of 2)**

4. Create a list of projects to purge:
  - If you want to select each project to include in the batch, choose Enter Details. In the Purge Batch Details window, use the list of values in the Project Number or Project Name fields to select each project you want to purge, and then skip to Step 2: Review and Refine the List: page 6 – 19.
  - If you want to generate a list of projects based on a set of criteria that you define, choose Generate Details.

- In the Generate Details window, set the criteria for the list of projects you want to purge by filling in the fields shown in the following table:

| For this field      | Do This   |
|---------------------|---|
| Closed-Through Date | Enter a date. The date refers to the date on which the project status was set to Closed.<br><b>Note:</b> This field is available only if you have selected Closed Projects in the Purge Batches window. |
| Organization        | (Optional) Select from the list of values.  |
| Project Type        | (Optional) Select from the list of values.  |
| Project Status      | (Optional) Select a status from the poplist.  |

**Table 6 – 10 Generate Details window (Page 1 of 1)**

If you make a mistake, choose Clear.

- Choose Generate to display a list of the projects that meet the criteria. The Purge Batch Details window opens.

### **Step Two: Review and Refine the List**

---

After you create the purge batch, review the list of projects to be purged.

► **To review and refine the list:**

1. Examine the list of projects to purge and further refine the list as shown in the following table.

| To                                      | Do This  |
|---|--|
| Delete a project (record) from the list | Select the line containing the project, and then choose Delete Record from the Edit menu.                                  |
| Add a project (record) to the list      | Select a blank line or choose New Record from the Edit menu. Then choose a project number or name from the list of values. |

**Table 6 – 11 Purge Batch Details window (Page 1 of 2)**

| To  | Do This  |
|---|--|
| See more information about the selected projects            | Select Project Information from the poplist to display information about the projects to be purged. Add or delete projects as needed.  |
| See or alter the archive and purge options for each project | Select Purge Options from the poplist to display the purge options you specified for the batch. Select or deselect the check boxes. For open indirect projects, you can purge (or archive and purge) actuals only.<br><br><b>Note:</b> Purge options set on the Purge Batches window take effect for all the projects in the batch when you generate or manually select projects. (You can see the results on the Purge Batch Details window.) Changing the purge options on the Purge Batches window <i>after</i> you generate a batch will not affect the purge options for the projects in the batch. |

**Table 6 – 11 Purge Batch Details window (Page 2 of 2)**

2. If you want to change purge options at the project level, then change the poplist from Project Information to Purge Options. Change the options for each project as appropriate.
3. Save the list of projects and close the Purge Batch Details window.

### **Step Three: Validate the Projects in the Purge Batch**

After you create purge batches, you validate them by running the PRC: Validate Purge Batch process. The validation process identifies errors in a purge batch. If a purge batch contains errors, you must correct the errors (see: Modifying an Existing Purge Batch: page 6 – 22), or remove the invalid projects from the list of projects in the purge batch. After you correct the errors, you run the validation process again.

The validation process verifies that the projects to be purged are eligible for purging. All of the projects in a purge batch must be eligible for purging before you can release the batch for purging.

► **To validate a purge batch:**

1. Choose Validate from the Purge Batches window.

The system starts the PRC: Validate Purge Batch process.

You can also validate the batch by running the process from the Submit Requests window. See Validate Purge Batches: page 7 – 99.

You can view the status of the process by navigating to the Completed Requests window.

2. When the process is complete, review the Purge Validation Report.

- If the Validation Exceptions section lists any errors, return to the Purge Batch Details window and correct the errors. See Correcting Errors: page 6 – 23.
- If the system validates the purge batch, you can release the purge batch. See: Release the Purge Batch: page 6 – 21.

**Note:** If you add projects after the system validates the purge batch, you cannot release or purge the batch until you run the Validate Purge Batch process again.

For information about validation requirements, see: Prerequisites for Purging Projects: page 6 – 10. Your implementation team may define additional rules in the Validation Extension. See: Validation Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

#### **Step Four: Release the Purge Batch**

---

After all the projects in the batch are validated (required), you release the batch for purging. You cannot release a batch that contains errors.

► **To release a purge batch:**

- From the Purge Batches window, Choose Release. This sets the batch status to Released.

**Note:** After a batch is released, you must choose Rework if you want to make any changes in the batch. When you choose Rework, the batch status changes from Released to Working.

#### **Step Five: Start the Purge Process**

---

When you are ready to purge (or archive and purge) a batch, run the PRC: Purge Project Data process.

► **To start the purge process:**

- From the Purge Batches window, Choose Purge. The PRC: Purge Project Data process starts.

**Note:** You can also run the purge process from the Submit Requests window.

## Modifying an Existing Purge Batch

### ► To modify an existing purge batch

1. Log in using the Projects System Administrator responsibility. See: Assigning Purge Responsibility: page 6 – 26.
2. Navigate to the Purge Batches window (from the Projects System Administrator responsibility, choose Purge Project Data).
3. In the Batch Name field, query the batch name.
  - To add projects to an existing batch using selection criteria, choose Generate Details. In the Generate Details, set criteria for the list of projects you want to add to the batch, and then choose Generate.
  - To add or remove individual projects, or change the purge options at the project level, choose Edit Details.
4. In the Purge Batch Details window, use the poplist to view the alternative areas.
  - To add or remove a project from the list, choose Project Information.
  - To change the purge options for a project (if you have permission to change the purge options), choose Purge Options.
5. Proceed with the review, validation, release, and initiation steps. See: Review and Refine the List: page 6 – 19.

## Deleting a Purge Batch

### ► To delete a purge batch

1. Log in using the Projects System Administrator responsibility. See: Assigning Purge Responsibility: page 6 – 26.
2. Navigate to the Purge Batches window (from the Projects System Administrator responsibility, choose Purge Project Data).
3. In the Batch Name field, query the batch name. Then choose Edit Details to go to the Purge Batch Details window.
4. For each project in the batch:
  - Select the project and choose Edit > Delete Record.
5. After you delete all the projects from the batch, choose File > Save.

6. Close the Purge Batch Details window to return to the Purge Batches window.
7. In the Purge Batches window, choose Edit > Delete Record. Then choose File > Save.

## Correcting Errors

You can release a purge batch only if every project in the batch has passed validation. All projects in the batch that do not pass validation must be corrected or removed from the batch.

Projects that have passed validation have a validation status of Valid. Projects that do not pass validation have a status of Invalid. You can view the validation status of the projects in the Purge Batch Details window or the Purge Validation Report, which lists invalid projects and the reasons that the project failed validation.

### ► To identify errors in a purge batch:

1. Navigate to the Purge Batches window.
2. In the Batch Name field, query the purge batch name and choose Edit Details. The Purge Batch Details window opens.
3. In the Purge Batch Details window, select a project that failed validation.

For more information about the selected projects, see: Table 6 – 11, Purge Batch Details window: page 6 – 20.

4. Choose the Errors button to display the errors in the Validation Errors window. You can also view the errors in the Purge Validation Report.
5. Correct the errors. You can either remove the problem project from the purge batch (Choose Delete Record from the Edit menu) or correct the condition in the project that is causing the error.

For more information about the conditions that must be met before a project can be purged, see: Prerequisites for Purging Projects: page 6 – 10.

6. Run the validation process again (see: Validate the Projects in a Purge Batch: page 6 – 20.)

---

## After Purging

This section describes steps you can take to manage purged and partially purged projects.

### Managing Purged Projects

You cannot query purged information. Projects with a status of Purged or Partially Purged are not listed on standard reports.

You cannot query purged projects in applications that drill down to project details. For example, in Oracle Assets, you cannot query purged line details for project assets.

To see what information has been purged from a batch, query the batch in the Purge Batches window and view the purge details.

To view purged information in a printed report, you must write reports using the archive tables that hold the transactions for the purged project.

Projects with a status of Partially Purged can be purged (or archived and purged) at any time.

### Purging Project Information from Other Oracle Applications

After you purge a project, you can purge transactions related to the project in other Oracle applications.

In Oracle Payables, you can purge invoices, purchase orders, and requisitions.

In Oracle Receivables, you can purge customer invoices.

### Summarization of Purged Projects

#### Closed Projects

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After you purge transactions from a closed project, the summarization processes in Oracle Projects do not calculate the To-Date summary amounts for that project. Running the summarization processes against this project will have no effect.

## Open Indirect Projects

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When you purge an open indirect project, you must decide how you want to calculate the project's summary amounts after the purge. You use two processes to control the summary amounts:

- Refresh Project Summary Amounts
- Update Project Summary Amounts

### Summarize Only Amounts That Have Not Been Purged

If you want the To-Date summary amounts for a project to include only amounts that have not been purged, you must follow these steps:

- Run the Refresh Project Summary Amounts Process on the project once after each purge.
- After you charge additional transactions to the project, it is only necessary to run the Update Project Summary Amounts Process until the next purge.

### Summarize All To-Date Amounts

If you want the To-Date summary amounts for a project to include all to-date amounts, including amounts that have been purged, you must follow these guidelines:

- NEVER run the Refresh Project Summary Amounts Process on the project.
- After you charge additional transactions to the project, it is only necessary to run the Update Project Summary Amounts Process.



**Warning:** If you run Refresh Project Summary Amounts, the process recalculates to-date amounts using only the un-purged transactions.

See also: Refresh Project Summary Amounts (page 7 – 72) and Update Project Summary Amounts (page 7 – 85).

## Managing the Archive Tables

Your database administrator must decide what to do with the data in the archive tables. The database administrator should back up the data, and if necessary, move it to a different location from your production database. By moving the data, you reduce the load on your production system and database.

---

## Setting Up for Archiving and Purging

The implementation team and system administrator can determine some of the functionality of the archive and purge feature, as described in these sections:

- Assigning Purge Responsibility: page 6 – 26
- Profile Option: page 6 – 26
- Client Extensions: page 6 – 27

If you need to write custom reports using archived data, refer to the following section:

- Transaction Tables Used in Archiving and Purging: page 6 – 27

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### Assigning Purge Responsibility

To protect the information in your database, the system administrator must set up a special responsibility for the person who is authorized to purge Oracle Projects data.

- ▶ **To set up the project purge administrator responsibility:**
  1. Start Oracle Applications and choose the System Administrator GUI responsibility.
  2. Navigate to the Users window.
  3. Assign the following responsibilities to the new user ID:
    - Projects System Administrator
    - Project Billing Super User (if necessary)
  4. Set MO: Operating Unit to the applicable operating unit.
  5. Save your changes.

For more information, see: *Managing Oracle Applications Security, Oracle Applications System Administrator's Guide*.

---

### Profile Option

Use the profile option PA: Commit Size for Archive and Purge to control the batch size for archive and purge processes. For more

information, see: PA: Commit Size for Archive and Purge, *Oracle Projects Implementation Guide*.

---

## Client Extensions

You can use client extensions to extend the functionality of the archive and purge processes. See:

- Archive Purge Validation Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*
- Purge Custom Tables Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

---

## Transaction Tables Used in Archiving and Purging

The archive purge transaction tables store archive and purge data. Use these tables to:

- write custom reports
- define alerts against Oracle Applications tables
- create views for decision support queries using custom query tools

The archive purge transaction tables are listed below:

- PA\_PURGE\_BATCHES\_ALL contains records of all the purge batches held by the operating unit.
- PA\_PURGE\_PROJECTS contains records of all the projects that are purged in a batch. If a project is partially purged and then later is fully purged, it exists in more than one batch.
- PA\_PURGE\_PRJ\_DETAILS contains statistics for each table purged for each project in a run. Purge detail records are created by the purge process.
- PA\_PURGE\_PROJECT\_ERRORS stores the errors that occur in an archive purge run.

For full table definitions, see the Oracle Projects eTechnical Reference Manual (eTRM).

## Purged Tables and Archive Tables

The purge function deletes data from the major transaction tables. As the system purges the specified data, Oracle Projects creates a parallel table for each purged table and stores the archived data in the parallel tables. An additional attribute in the parallel tables identifies the run in which the data was archived.

The following sections list the tables that are purged and their corresponding archive tables, depending on the purge options that you select.

### Actuals Tables

The following table shows the tables that are purged if you choose the Purge Actuals and Archive Actuals purge options.

| Table to be Archived and Purged | Archive Table           |
|---------------------------------|-------------------------|
| PA_Billing_Messages             | PA_Billing_Messages_AR  |
| PA_CC_Dist_Lines_All            | PA_CC_Dist_Lines_AR     |
| PA_Cost_Distribution_Lines_All  | PA_Cost_Dist_Lines_AR   |
| PA_Cust_Event_RDL_All           | PA_Cust_Event_RDL_AR    |
| PA_Cust_Rev_Dist_Lines_All      | PA_Cust_RDL_AR          |
| PA_Distribution_Warnings        | PA_Dist_Warnings_AR     |
| PA_Draft_Invoice_Items          | PA_Draft_Inv_Items_AR   |
| PA__Draft_Invoices_All          | PA__Draft_Invoices_AR   |
| PA_Draft_Revenue_Items          | PA_Draft_Rev_Items_AR   |
| PA_Draft_Revenues_All           | PA_Draft_Revenues_AR    |
| PA_EI_DeNorm                    | PA_EI_DeNorm_AR         |
| PA_Events                       | PA_Events_AR            |
| PA_Expend_Item_Adj_Activities   | PA_Exp_Item_Adj_Act_AR  |
| PA_Expenditure_Comments         | PA_Exp_Comments_AR      |
| PA_Expenditure_History          | PA_Exp_History_AR       |
| PA_Expenditure_Items_All        | PA_Expenditure_Items_AR |
| PA_Expenditures_All             | PA_Expenditures_AR      |
| PA_Retn_Invoice_Details         | PA_Retn_Inv_Details_AR  |
| PA_Routings                     | PA_Routings_AR          |
| <Custom Table>                  | <Custom Table>          |

**Table 6 - 12 Purge transaction tables: actual transaction data (Page 1 of 1)**

**Note:** If you have implemented Oracle Multiple Reporting Currencies (MRC), additional tables related to MRC may also be deleted. See Multiple Reporting Currencies Archive and Purge Tables: page 6 – 29.

### Summarization Tables

The following table shows the tables that are purged if you choose the Summarized Data purge option.

| Table to be Archived and Purged | Archive Table           |
|---------------------------------|-------------------------|
| PA_Project_Accum_Actuals        | PA_Prj_Accum_Actuals_AR |
| PA_Project_Accum_Budgets        | PA_Prj_Accum_Budgets_AR |
| PA_Project_Accum_Commitments    | PA_Prj_Accum_Commit_AR  |
| PA_Project_Accum_Headers        | PA_Prj_Accum_Headers_AR |
| PA_Resource_Accum_Details       | PA_Res_Accum_Details_AR |
| PA_Txn_Accum                    | PA_Txn_Accum_AR         |
| PA_Txn_Accum_Details            | PA_Txn_Accum_Details_AR |
| <Custom Table>                  | <Custom Table>          |

**Table 6 – 13 Purge transaction tables: summary data (Page 1 of 1)**

### Capitalization Tables

The following table shows the tables that are purged if you choose the Capital purge option.

| Table to be Archived and Purged | Archive Table           |
|---------------------------------|-------------------------|
| PA_Project_Asset_Line_Details   | PA_Prj_Asset_Ln_Dets_AR |
| <Custom Table>                  | <Custom Table>          |

**Table 6 – 14 Purge transaction tables: capitalization data (Page 1 of 1)**

### Multiple Reporting Currencies Tables

The following table shows the tables that are purged if you are using Oracle's Multiple Reporting Currencies feature.

| Table to be Archived and Purged | Archive Table          |
|---------------------------------|------------------------|
| PA_MC_CC_Dist_Lines_All         | PA_MC_CC_Dist_Lines_AR |
| PA_MC_Cost_Dist_Lines_All       | PA_MC_CDL_AR           |

**Table 6 – 15 Purge transaction tables: MRC data (Page 1 of 2)**

| Table to be Archived and Purged | Archive Table            |
|---------------------------------|--------------------------|
| PA_MC_Cust_Event_RDL_All        | PA_MC_Cust_Event_RDL_AR  |
| PA_MC_Cust_RDL_All              | PA_MC_Cust_RDL_AR        |
| PA_MC_Draft_Inv_Details_All     | PA_MC_Draft_Inv_Dets_AR  |
| PA_MC_Draft_Inv_Items           | PA_MC_Draft_Inv_Items_AR |
| PA_MC_Draft_Revs_All            | PA_MC_Draft_Revs_AR      |
| PA_MC_Events                    | PA_MC_Events_AR          |
| PA_MC_Exp_Items_All             | PA_MC_Exp_Items_AR       |
| PA_MC_Prj_Ast_Line_Dtls         | PA_MC_Prj_Ast_Ln_Det_AR  |
| PA_MC_Retrn_Inv_Details         | PA_MC_Retrn_Inv_Detls_AR |
| <Custom Table>                  | <Custom Table>           |

**Table 6 – 15 Purge transaction tables: MRC data (Page 2 of 2)**

### Cross Charge Tables

The following table shows the tables that are purged if you are using Oracle’s cross charge features.

| Table to be Archived and Purged | Archive Table        |
|---------------------------------|----------------------|
| PA_Draft_Invoice_Details_All    | PA_Draft_Inv_Dets_AR |
| <Custom Table>                  | <Custom Table>       |

**Table 6 – 16 Purge transaction tables: cross charge data (Page 1 of 1)**

### Staffing Transaction Tables

The following table shows the tables that are purged for staffing transactions.

| Table to be Archived and Purged | Archive Table          |
|---------------------------------|------------------------|
| PA_Action_Set_Line_Aud          | PA_Actn_Setln_Aud_Ar   |
| PA_Action_Set_Line_Cond         | PA_Actn_Set_Ln_Cond_Ar |
| PA_Action_Set_Lines             | PA_Action_Set_Lines_Ar |
| PA_Action_Sets                  | PA_Action_Sets_Ar      |
| PA_Assignment_Conflict_Hist     | PA_Asgmt_Cnflt_Hist_Ar |
| PA_Assignments_History          | PA_Asgmts_Hstry_Ar     |
| PA_Candidate_Reviews            | PA_Candidates_Rev_Ar   |
| PA_Candidates                   | PA_Candidates_Ar       |

**Table 6 – 17 Purge transaction tables: staffing transaction data (Page 1 of 2)**

| Table to be Archived and Purged | Archive Table           |
|---------------------------------|-------------------------|
| PA_FI_Amount_Details            | PA_FI_Amount_Details_AR |
| PA_Forecast_Item_Details        | PA_Frcst_Item_Dtls_Ar   |
| PA_Forecast_Items               | PA_Frcst_Items_Ar       |
| PA_Project_Assignments          | PA_Project_Asgmts_Ar    |
| PA_Project_Parties              | PA_Project_Parties_Ar   |
| PA_Schedule_Except_History      | PA_Sch_Except_Hstry_Ar  |
| PA_Schedules                    | PA_Schedules_Ar         |
| PA_Schedules_History            | PA_Schedules_Hstry_Ar   |

**Table 6 - 17 Purge transaction tables: staffing transaction data (Page 2 of 2)**

### Resource Unassigned Time Tables

The following table shows the tables that are purged for resource unassigned time.

| Table to be Archived and Purged | Archive Table           |
|---------------------------------|-------------------------|
| PA_FI_Amount_Details            | PA_FI_Amount_Details_AR |
| PA_Forecast_Item_Details        | PA_Frcst_Item_Dtls_Ar   |
| PA_Forecast_Items               | PA_Frcst_Items_Ar       |

**Table 6 - 18 Purge transaction tables: resource unassigned time data (Page 1 of 1)**

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## Mass Update for Projects and Tasks

Use the Mass Update Batches window to change the organization of multiple projects and tasks. The Mass Update window performs both of the following functions:

- Creates a batch for mass update of organization for projects and/or tasks.
- Initiates a process that updates the organization on all the projects and tasks specified in the batch. You can optionally mark expenditure items charged to the project or task for recalculation based on the new organization.

You can also run the update as a concurrent program by submitting a request to run the PRC: Process Mass Update Batches program.

---

### Creating a Mass Update Batch

You can use the following two methods, alone or in combination, to create a mass update batch:

- Generate lines for the batch based on selection criteria you enter.
- Enter each project and task.

► **To generate a mass update batch based on selection criteria:**

1. Navigate to the Mass Update Batches window.
2. Enter a Batch Name, Description, and Effective Date for the batch.
3. In the Generate Detail Lines region of the window, enter the selection criteria to select the projects and tasks you want to update. See: Mass Update Batches Window Reference: page 6 – 33.
4. Choose **Generate Detail Lines** to generate the mass update batch lines.
5. If you want to review and/or revise the mass update batch, choose **Details**. See: Batch Lines Window Reference: page 6 – 35.

► **To generate a mass update batch by entering each project and task:**

1. Navigate to the Mass Update Batches window.
2. Enter a Batch Name, Description, and Effective Date for the batch.

3. To enter batch lines in the Batch Lines window, choose **Details**.
4. For each batch line, enter a Project Name, Task Name (optional), New Value (new organization to be assigned), and Effective Date, and indicate whether the item should be marked for recalculation. See: Batch Lines Window Reference: page 6 – 35.

## See Also

Organizations: page 2 – 2

## Mass Update Batches Window Reference

**Batch Name.** Enter a unique name for the Mass Update Batch.

**Description.** Enter a unique, descriptive name for this batch.

**Status.** This field displays the status of the batch. It can have the following values:

- **Working.** The batch can be modified.
- **Submitted.** The batch has been submitted for update. You cannot change the batch.
- **Rejected.** The update process has rejected the batch. You can modify the batch to correct the errors, and resubmit the batch.
- **Completed.** All projects and tasks were updated successfully. You cannot modify the batch.
- **Processing.** The batch is currently being processed. You cannot modify the batch.

**Attribute.** The project and/or task attribute that you want to update. Currently, this field defaults to *Organization* and cannot be modified.

**Effective Date.** The date you enter in this field is used for two purposes:

- The date used to select expenditure items for recalculation
- The date when the batch will be eligible for processing

**Rejection Reason.** The reason that the batch was rejected. Following are the possible rejection reasons:

- *At least one detail line was rejected for this batch.*

- *Batch is not ready for processing due to the effective date.*
- *The batch is not in Submitted status.*
- *Internal SQL Error.*

**Processed By.** This field displays the name of the employee who last submitted the batch for update.

**Processed Date.** The date when the batch was last processed.

**Descriptive Flexfield.** Standard descriptive flexfield.

## Generate Detail Lines Region

**From Project.** You can generate lines for a single project or a group of projects, depending on the criteria you enter:

- **Project Name.** A single project will be selected.
- **Managed By Organization.** All projects owned by the organization you enter will be selected.

**Task.** You can narrow the selection by entering task criteria:

- **All.** All of the tasks for selected projects will be selected.
- **None.** No tasks will be selected.
- **Same Organization.** Tasks owned by the same organization entered under Managed By Organization will be selected.

**New Organization.** The new organization that will be assigned during the update process. This field is required for processing a mass update batch.

**Mark for Recalculation.** If this check box is checked, the selected transactions will be marked for recalculation.

## Buttons

**Submit.** Changes the status of the batch from *Working* to *Submitted*. When a batch is in Submitted status, you cannot modify it. You cannot submit a batch unless it contains at least one detail line.

**Rework.** Returns a submitted batch to *Working* status.

**Update.** Runs the Batch Process for Mass Update online. This button is active only if the status of the batch is *Submitted*.

**Details.** Displays the Batch Lines window.

**Generate Detail Lines.** Generates the mass update batch detail lines based on the criteria specified in the Generate Detail Lines region.

## Batch Lines Window Reference

The Batch Lines window displays all the detail lines for the batch. Use this window to enter new detail lines, or to modify them after you have entered them or after you have automatically generated them.

If your batch has been rejected, you can use this window to view the rejection reason for each rejected line. You can then correct the data or uncheck the Update check box.

**Project Name.** The name of the project for which you want to update the organization. Each detail line in the batch must be a unique project/task combination.

**Task Name.** The name of the task for which you want to update the organization. If you want to update the organization on the project, leave this field blank.

**Old Value.** This field displays the current organization that owns the project or task.

**New Value.** The new organization you want to assign to the project or task.

**Effective Date.** The effective date of the line. This value will default to the Effective Date you entered for the batch. You can override the default value.

**Update.** This check box indicates if a line will be processed when you run the update process for the batch. You can update this check box only if you have the security to update the specified project.

**Mark for Recalculation.** This check box indicates if the expenditure lines associated with the project or task will be marked for recalculation. You can update this check box only if you have the security to mark expenditure items for cost and revenue recalculation. See: Security in Oracle Projects: page 10 – 2.

**Rejected.** This check box is checked if the line was rejected during the latest update process.

**Rejection Reason.** For rejected lines, the reason the current line was rejected during the last update process.

---

## Processing a Mass Update Batch

You can process a mass update batch either online or as a concurrent program.

- ▶ **To run the Mass Update Batch process online:**
  1. Navigate to the Mass Update Batches window.
  2. Choose **Update**.
  
- ▶ **To run the Mass Update Batch process as a concurrent program:**
  1. Navigate to the Submit Request window.
  2. Select the **PRC: Process Mass Update Batches** process.
  3. You can optionally select the batch that you wish to process. If you do not specify a batch, all eligible batches are processed.
  4. Submit the process.

## Mass Update Batch Verifications

For each detail line in the batch, the Mass Update Batch process performs the several verifications before processing the line. If a detail line fails any of the verifications, the Rejected check box is checked and a Rejection Reason can be viewed for the record.

Following are the verifications that the Mass Update Batch process performs:

1. Verify that the Update check box is checked.
2. Verify that the project status is not *Closed*.
3. Verify that the submitter of the process has security to update the project.
4. Verify that the change specified for the line is allowed. This check includes a call to the Verify Organization Change client extension.
5. Update the organization of the project or task.
6. If the Mark for Recalculation check box is checked for the line, the process marks the related expenditure items for recalculation.

## Updates

After all the batch lines have been processed, if any error has occurred during the processing, none of the updates are processed and the batch status is set to *Rejected*.

If no error occurs during the process, the updates are processed and the batch status is set to *Completed*. The Processed By, Processed Date, and Rejection Reason fields of the batch are updated.

## Processing Errors

The following errors can occur during the Mass Update Batch process:

1. **The batch must have *Submitted* status in order to be processed.**

This error can occur when the batch process is run as a concurrent program. It indicates that the status of the batch changed after the concurrent request was submitted.

Solution: Reset the batch status to *Submitted* and submit another request to process the batch.

2. **This user is not yet registered as an employee.**

The user who is running the batch process does not have an employee record. Contact your System Administrator to create an employee record for this use before continuing.

3. **You do not have permission to update this project.**

You do not have permission to update the specified project on a detail line.

4. **The new organization is not allowed to create projects or tasks for the given project type class.**

The new organization is invalid for the organization change, because it is not set up to own projects with the specified project's project type class.

Solution: Enter a valid organization for the line, or uncheck the Update check box for the line.

5. **Project/Task Organization cannot be changed due to costed items/revenues/invoices.**

The project/task organization of the project specified for the batch line cannot be changed because costed items, revenue, or invoices exist for the project or task.

6. **User-defined error messages.**

You can build business rules in the Verify Organization Change Extension to determine whether the organization change is allowed, and to define error messages when the rules are violated.

## **See Also**

*Verify Organization Change Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Process Mass Update Batches: page 7 – 71

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## Impacts of Merging Customer Information

Oracle Projects supports the merging of customer information through its integration with Oracle Receivables.

When you merge customer information in Oracle Receivables, the system merges the customer reference on project customers, agreements, and draft invoices in Oracle Projects. Similarly, when you merge customer addresses in Receivables, the system updates address references on project customers, tasks, and draft invoices in Oracle Projects.

---

## Entities Affected by Customer Merge Operations

Certain Oracle Projects entities are affected whenever you perform a customer merge operation. These entities are:

- Project Customers (including Contacts and Contribution %)
- Agreements
- Draft Invoices

### See Also

Merge Customers, *Oracle Receivables User Guide*

AR Merge: *Oracle Project Billing User Guide*



CHAPTER

# 7

## Processes

**T**his chapter describes all of the processes you can submit in Oracle Projects.

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## Processes in Oracle Projects

Oracle Projects processes accomplish a variety of tasks, including the following:

- Compute the costs of expenditures
- Generate invoices and revenue
- Interface transactions to other modules
- Update the status of transactions that have been interfaced to other modules

---

### Submitting Processes

You can run a single process (see: Submitting Requests: page 8 – 5), or submit a streamline request to run several processes and reports as a group (see: Submitting Streamline Processes: page 7 – 3).

### Entering a Project Number Range Parameter

**From Project Number:** Enter the lowest project number that you want to select. If you leave the parameter blank, the process selects all eligible projects whose numbers are less than the project number entered in the To Project Number parameter.

**To Project Number:** Enter the highest project number that you want to select. If you leave the parameter blank, the process selects all eligible projects whose numbers are greater than the project number entered in the From Project Number parameter.

To select all eligible projects, leave both parameters blank.

### No List of Values for Project Number Range Parameter

The system does not display a list of values or validate the numbers you enter.

This allows you to enter a range of project numbers that will accommodate the needs of the report or process. For example, you can submit a process that will include project 000000 through project 999999, whether or not projects currently exist that have those project numbers. If the process is resubmitted automatically, it will include the full range of projects without the need to manually change the project number range.

---

## Submitting Streamline Processes

Streamline processes submit and monitor a series of processes that must be run sequentially to complete a function. For example, distributing and interfacing labor costs to Oracle General Ledger requires that you submit several processes. Instead, you can run a single process by running PRC: Submit Interface Streamline Processes and selecting the streamline option DXL: Distribute and Interface Labor Costs to GL. The streamline process then submits and monitors the progress of each separate process in sequence. When all processes required to complete a function are finished, the streamline process itself finishes.

Oracle Projects provides two types of streamline processes:

- PRC: Submit Interface Streamline Processes combines processes to distribute, interface, and tie back cost, invoice or revenue between Oracle Projects and other Oracle applications.
- PRC: Submit Project Streamline Processes combines processes to distribute labor, usage, and supplier invoice adjustments, generate revenue, and generate invoice processes for a single project. Generally, you submit a project streamline request after you make expenditure or invoice adjustments.

► **To submit a streamline process:**

1. Navigate to the Submit Request window.
2. For Name, choose PRC: Submit Interface Streamline Processes or PRC: Submit Project Streamline Processes.
3. Choose the Streamline Option(s) you want to submit.

**Note:** You must use the same report mode, either summarized or detailed, to interface expense report costs to Oracle Payables and to tieback the same expense reports. See: Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*.

4. *(Optional)* Enter the Reschedule Interval, Reschedule Time of Day, and Stop Rescheduling Date.

You can specify the rescheduling parameters to configure the process to run automatically, according to a defined schedule.

5. Choose whether you want to Adjust Dates.
6. Choose Submit. Oracle Projects submits your streamline request.

The Streamline Processing Report lists the name, the concurrent request ID, and the completion status of each child process monitored by the streamline process.

---

## Distribution Processes

The distribution processes derive the general ledger account to which transactions are posted.

The distribution processes are:

- Create and Distribute Burden Transactions: page 7 – 5
- Distribute Borrowed and Lent Amounts: 7 – 7
- Distribute Expense Report Costs: page 7 – 8
- Distribute Labor Costs: page 7 – 9
- Distribute Total Burdened Cost: page 7 – 13
- Distribute Usage and Miscellaneous Costs: page 7 – 14
- Distribute Supplier Invoice Adjustment Costs: page 7 – 11

---

## Create and Distribute Burden Transactions

This process summarizes the burden costs and creates the expenditure items for the burden transactions. The burden transactions are created on different projects depending on the method you use to store burden costs.

If you store burden costs as separate, summarized burden transactions, the burden transactions are created on the same project that incurred the costs. If you choose to store burden costs as a value along with raw cost on the expenditure item on the project that incurred the transactions, the burden transactions are created on the collection project and task used for collecting burden transactions intended for accounting by burden cost components only.

The burden transactions created by this process can be billable or non-billable, depending on the Transaction Control logic you have entered. See: Controlling Expenditures, *Oracle Project Costing User Guide*.

The process also computes the costs and determines the GL account to which to post the cost for the burden transactions that it creates.

When top-down budget integration is defined for a project, this process adjust encumbrance entries for transaction burden costs. Between the time a commitment transaction is approved and the time burden cost distribution lines are generated in Projects, the burden multipliers can be changed. This process liquidates the encumbrances

that are created for burden cost during the approval of a commitment transaction, and generates new encumbrances using the current burden cost component multipliers. See: *Using Top-Down Budget Integration: Oracle Project Management User Guide*.

---

### Process Submission

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You submit the PRC: Create and Distribute Burden Transactions process from the Submit Request window. To submit the process for multiple projects, use PRC: Create and Distribute Burden Transactions for a Range of Projects. See: *Submitting Requests: page 8 – 5*.

---

### Process Parameters

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**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: *Entering a Project Number Range Parameter: page 7 – 2*.

**Project Number.** (For PRC: Create and Distribute Burden Transactions only). Enter the number of the project for which you want to run the process.

**Through Date.** The process only selects those expenditure items dated on or before the date that you enter here.

---

### Rescheduling Parameters

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Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Request window.

---

### Reports

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The following reports show you the results of this process:

- **The Distribute Burden Transactions Report.** Lists all items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.
- **The Distribute Burden Transactions Exception Report.** Lists all items that could not be processed by the Create and Distribute

Burden Transactions process. This report lists the rejection reason for each of the items that fails cost distribution.

**Note:** You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

---

## Distribute Borrowed and Lent Amounts

The process distributes all transactions identified for Borrowed and Lent accounting. Run it in the provider operating unit.

### Process Submission

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To submit the PRC: Distribute Borrowed and Lent Amounts process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXC: Distribute and Interface Borrowed and Lent Amounts to GL streamline option.

### Parameters

---

**Expenditure Group.** Select an expenditure group, or leave blank to process all unprocessed expenditure groups.

**Process Through Date.** Enter a date to select all items with expenditure item dates up to and including the specified date. The default is the system date.

**Receiver Operating Unit.** Enter a receiver operating unit, or leave blank to select all receiver operating units.

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Generate Report.** Select Yes to generate a report to show the results of the process.

### Reports

---

The following reports show the results of the process:

- **Distribute Borrowed and Lent Amounts.** Lists the transactions successfully processed for Borrowed and Lent accounting grouped by Receiver Operating Unit and ordered by Project, Task, Item date and Expenditure Type. The report also lists totals for the transfer price in the functional currency and a count of the number of items processed.
- **Distribute Borrowed and Lent Amounts Exceptions.** Lists the transactions that failed borrowed and lent distribution and the rejection reason for each.

**Note:** You can also submit the reports without running the process. Submit AUD: Borrowed and Lent Amounts Distribution report with a single request ID or a range of requests as input parameters.

---

## Distribute Expense Report Costs

The process computes the costs of expense report expenditure items, including adjustments, and determines the account to which to post the cost. The process also identifies if a transaction is cross-charged and determines the processing it may need. It groups expenditure items into batches of expense reports so that they can be interfaced to Oracle Payables.

This process is a prerequisite for the generation of revenue and invoices for expense report expenditure items.

### Process Submission

---

To submit the PRC: Distribute Expense Report Costs process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the following streamline options;

- DTE: Distribute and Transfer Expense Report Costs to AP
- DXES: Distribute/Interface Exp Rpt Costs to AP (Summary rpt)
- DXEU: Distribute/Interface Exp Rpt Costs to AP (detail rpt)

## Process Parameters

---

To limit the process to certain expense reports, specify any of the following parameters: Expenditure Batch, Employee Name, Through Week Ending Date.

## Reports

---

The following reports show you the results of this process:

- **Batch Expense Reports Report.** Lists the results of the Distribute Expense Report Costs process. This report prints all of the expense reports that were successfully cost distributed by the process. It displays the total number of expense reports processed in the batch, the employees who incurred the expenses, and the total amount of the expense report costs.

Currency amounts are shown in the functional and reimbursement currencies.

- **Batch Expense Reports Exception Report.** Lists all expense reports that the process could not process. If one expenditure item of an expense report cannot be processed, all expenditure items for that expense report are not processed. This report lists the rejection reason for each of the expense report items that fails cost distribution. Examples of these failure or rejection reasons include incomplete AutoAccounting rules, missing cost rates, or invalid GL account.

Currency amounts are shown in the functional currency.

**Note:** You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

---

## Distribute Labor Costs

The process computes the labor costs for timecard hours and determines the GL account to which to post the cost. The process also identifies if a transaction is cross-charged and determines the processing it may need.

This process is a required prerequisite for the generation of revenue and invoices for timecard items. For more information, see: Distributing Labor Costs, *Oracle Project Costing User Guide*.

## **Process Submission**

---

To submit the process for a range of projects, submit the PRC: Distribute Labor Costs for a Range of Projects from the Submit Request window.

To submit the process for one project, submit the process PRC: Distribute Labor Costs from the Submit Request window. See: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXL: Distribute and Interface Labor Costs to GL streamline option.

## **Process Parameters**

---

To limit the process to a particular expenditure batch, project number, employee, or week ending date, enter one or more parameters. See: Entering a Project Number Range Parameter: page 7 – 2.

## **Rescheduling Parameters**

---

Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Request window.

## **Reports**

---

The following reports show the results of this process:

- **The Labor Cost Report (Straight-time).** Lists the costs for all of the straight time labor hours successfully processed by the Distribute Labor Costs process. For each labor item, this report lists the employee who reported the labor hours, the expenditure and expenditure item dates, the project and task to which these hours were charged, and the number of hours charged.
- **The Overtime Labor Calculations Report.** Lists all the employees for which the Overtime Calculation extension calculated new overtime items. This report is displayed only if you use the Overtime Calculation extension to automatically calculate overtime. If you use manual overtime entry, this report is not printed.
- **The Labor Cost Exception Report (Straight-time).** Lists all straight-time labor expenditure items that could not be

processed by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that failed cost distribution.

This report displays each employee for which new overtime items were created, the week in which the overtime was created, the employee's labor costing rule used to calculate overtime for the employee, and the number of overtime hours for the different types of overtime. See: *Overtime Calculation Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

- **The Labor Cost Report (Overtime).** Lists the same information as the Labor Cost Report (Straight-time). The difference is that this report displays only overtime items.

**Note:** You can also review rejection reasons for straight-time and overtime items from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: *Viewing Expenditure Items, Oracle Project Costing User Guide*.

- **The Labor Cost Exception Report (Overtime).** Lists the same information as the Labor Cost Exception Report (Straight-time). The difference is that this report only shows overtime expenditure items that could not be processed normally by the Distribute Labor Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

---

## Distribute Supplier Invoice Adjustment Costs

Supplier invoice adjustments are supplier invoice items that have been interfaced from Oracle Payables into Oracle Projects, and subsequently have been transferred to another project, task, or both in Oracle Projects.

This process determines the GL account in which to post supplier invoice adjustment costs.

The transfers may result in posting costs to different GL accounts. The cost amount does not change for these items in Oracle Projects, so any cost changes must be done in Payables.

This process also initiates a funds check for supplier invoice adjustments entered in Oracle Projects. If top-down budget integration is enabled, the process generates journal entries to relieve existing encumbrance amounts and create new encumbrance balances based on

the adjustment transaction details. See: Budgetary Controls, *Oracle Project Management User Guide* and Using Top-Down Budget Integration: *Oracle Project Management User Guide*.

This process is a required prerequisite for the generation of revenue and invoices for adjusted supplier invoice expenditure items.

### **Process Submission**

---

To submit the PRC: Distribute Supplier Invoice Adjustment Costs process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXA: Distribute/Interface Supplier Invoice Adj. to AP streamline option.

### **Process Parameters**

---

To limit the report to one project, and/or expenditure ending date, enter one or both parameters. If you leave the Through Date parameter blank, the process selects all eligible adjusted supplier invoice items for cost distribution.

### **Reports**

---

The following reports show you the results of this process:

- **Supplier Invoice Adjustment Cost Report.** Lists all adjusted supplier invoice expenditure items successfully cost distributed.
- **Supplier Invoice Adjustment Cost Exception Report.** Lists any adjusted supplier invoice expenditure items that could not be processed by this process and lists the rejection reason for each item.

**Note:** You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

## **See Also**

Overtime Calculation Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

---

## Distribute Total Burdened Cost

This process creates total burdened cost distribution lines for all transactions on a burdened project. The process also identifies and processes any cross-charged transactions. The process creates credit and debit distribution lines for burdened costs, assuming that you have implemented the AutoAccounting functions to create burdened cost distribution lines.

After you run this process, run the PRC: Interface Total Burdened Cost to General Ledger process to post the costs to Oracle General Ledger.

**Top-Down Budget Integration:** When top-down budget integration is defined for a project, this process adjusts encumbrance entries for transaction burdened costs. Between the time a commitment transaction is approved and the time burden cost distribution lines are generated in Projects, the burden multipliers can be changed. This process liquidates the encumbrances created for burdened cost during the approval of a commitment transaction, and generates new encumbrances using the current burden cost component multipliers.

---

### Process Submission

To submit the PRC: Distribute Total Burdened Cost process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXB: Distribute and Interface Total Burdened Costs to GL streamline option.

---

### Process Parameters

To limit the report to one expenditure batch, project, or expenditure ending date, enter one or more parameters.

---

### Output Reports

Two output reports show you the results of this process:

- **Burdened Cost Report.** Lists all of the expenditure items successfully distributed by this process. For each item, this report displays the expenditure type class, expenditure type, project and task, as well as other useful information.
- **Burdened Cost Exception Report.** Lists all expenditure items that could not be processed by the process. This report lists the

rejection reason for each of the expenditure items that fails burdened cost distribution.

**Note:** You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

---

## Distribute Usage and Miscellaneous Costs

The process computes the costs and determines the GL account to which to post the cost for expenditure items with the following expenditure type classes:

- Usages
- Burden Transactions
- Miscellaneous Transactions
- Inventory and WIP transactions not already costed or accounted

The process also identifies if a transaction is cross-charged and determines the processing it may need.

The Distribute Usage and Miscellaneous Costs process is a prerequisite for the generation of revenue and invoices for assets usage expenditure items and miscellaneous transactions.

### **Process Submission**

---

To submit the PRC:Distribute Usage and Miscellaneous Costs process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXU: Distribute/Interface Usage and Misc. Costs to GL streamline option.

### **Process Parameters**

---

To limit the report to one expenditure batch, project, or expenditure ending date, enter one or more parameters.

### **Output Reports**

---

Two output reports show you the results of this process:

- **The Usage and Miscellaneous Cost Report.** Lists all expenditure items that were successfully cost distributed. For each item, this report displays the resource and expenditure type that was used, the date on which the resource was used, the project and task to which the item is charged, the quantity of the usage utilized (measured by the units of the expenditure type), the cost rate of the resource, and total cost.
- **The Usage and Miscellaneous Cost Exception Report.** Lists all usage, burden transaction, and miscellaneous transaction expenditure items that could not be processed by the Distribute Usage and Miscellaneous Costs process. Also lists Inventory and WIP transactions not already costed or accounted that could not be processed by the Distribute Usage and Miscellaneous Costs process. This report lists the rejection reason for each of the expenditure items that fails cost distribution.

**Note:** You can also review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Cost Distr. Rejection. See: Viewing Expenditure Items, *Oracle Project Costing User Guide*.

---

## Generation Processes

The generation processes create batches of transactions such as asset lines, invoices, revenue, or allocations.

The generation processes are:

- Create Periodic Capital Events: page 7 – 16
- Generate Allocations Transactions: page 7 – 17
- Generate Asset Lines: page 7 – 19
- Generate Capitalized Interest Transactions: page 7 – 23
- Generate Draft Invoices: page 7 – 24
- Delete Unreleased Invoices for a Range of Projects: page 7 – 27
- Generate Draft Revenue: page 7 – 29
- Delete Draft Revenue of a Single Project: page 7 – 32
- Generate Intercompany Invoices: page 7 – 33
- Release Allocations Transactions: page 7 – 35

---

## Create Periodic Capital Events

This process enables you to create periodic capital events to group project assets and costs for capitalization and retirement cost processing. You enable periodic capital event processing for a project by setting the event processing option in the Capital Information window to *Periodic*.

When you submit this process, Oracle Projects selects unprocessed assets and costs for capital projects based on the in-service date, expenditure item date, and project values you specify in the process parameters. The process then associates the assets and costs with the event period you specify in the process parameters. You can then submit the Generate Asset lines process to generate asset lines for the selected assets and costs.

For more information, see: *Creating Capital Events, Oracle Project Costing User Guide*.

### **Process Submission**

---

You submit the PRC: Create Periodic Capital Events process from the Submit Request window. See: *Submitting Requests: page 8 – 5*.

When you submit this process, Oracle Projects calls the Capital Event Processing extension. You can use this extension to automatically create project assets and asset assignments. For more information, see: *Capital Event Processing Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

---

### Process Parameters

**Event Period.** Specify an event period by selecting a GL period from the list of values for the set of books.

**Asset Date Through.** Enter a date to specify an in-service date for capital assets, or a retirement date for retirement adjustment assets. The process selects all unprocessed assets that have an in-service or retirement date that is less than or equal to the date you specify.

**Expenditure Item Date Through.** Enter a date to specify an expenditure item date. The process selects all unprocessed expenditure items that have an expenditure item date that is less than or equal to the date you specify.

**Project Number.** To limit the process to one project, enter the project.

---

### Reports

This process automatically generates the Create Periodic Capital Events Report. This report provides information about successfully generated capital and retirement events, and reports any processing exceptions.

---

## Generate Allocations Transactions

The PRC: Generate Allocations Transactions process creates a draft allocation batch, using the allocation rule that you specify. (An *allocation run* is the result of the Generate Allocation Transactions process. A *draft* is a trial allocation run that you can review and evaluate. An *allocation rule* is a set of specifications that describes how you want to allocate amounts to specified projects.)

As the system executes the process, the run status changes. You can use the Review Allocation Runs window to carry out certain activities, depending on the run status. For more information about the run status and the Generate Allocation Transactions process, see *Creating Allocations, Oracle Project Costing User Guide*.

**Note:** After you create a draft allocation batch, you release it to allocate the transactions to the specified targets. See: Release Allocation Transactions: page 7 – 35.

## Prerequisites

---

Before you can carry out the PRC: Generate Allocations Transactions process, you must create an allocation rule. See: Defining Allocation Rules, *Oracle Project Costing User Guide*.

**Note:** You cannot run the Generate Allocations Transactions process if a draft allocation exists for the specified rule. Either delete or release the draft allocation before generating a new draft.

Although you can run this process at any time, it is a good practice to carry out the following tasks for the expenditures you want to allocate:

- Interface all costs to and from other applications and systems
- Distribute all costs for the source projects
- *(Required if GL balances are used as sources)* Post general ledger balances
- Run the Update Project Summary Amounts process for the source projects

## Process Submission

---

Submit the PRC: Generate Allocation Transactions process from the Submit Request window. See: Submitting Requests: page 8 – 5.

## Parameters

---

**Rule Name.** Enter the name of the allocation rule you want to use in this allocation run.

**Period Name.** Select the run period for which you want to generate allocation transactions.

**Expenditure Item Date.** Enter a date to be used when the system generates the transaction. The default is the system date.

## Reports

---

The following report shows the results of the process (regardless of whether the process creates a failed or successful allocation run):

- **Allocations Run Report.** The report lists exceptions, the transactions generated by the rule, amounts allocated to each target project, totals, and offsets, if any. For incremental allocations, the report also lists current and previous amounts.

### **Troubleshooting the Process**

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See: Troubleshooting Allocation Runs, *Oracle Project Costing User Guide*.

## **See Also**

Release Allocation Transactions: page 7 – 35

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## **Generate Asset Lines**

The PRC: Generate Asset Lines process generates summary asset lines for a single project or capital event, or a range of projects.

### **About Unassigned Asset Lines**

---

The Generate Asset Lines process attempts to assign an asset to each line it generates. If the process is unable to assign an asset to a generated line (perhaps because a task is assigned to multiple assets), Oracle Projects lists UNASSIGNED in the Asset Name column of the report. You can then assign an asset to the line manually.

To minimize the number of unassigned asset lines, try the following:

- Define an asset cost allocation method for each project to automatically allocate unassigned asset lines to one or more assets. See: *Allocating Asset Costs, Oracle Project Costing User Guide*.
- Use the Asset Assignment extension to explicitly designate the assets you want to assign to specific tasks. See: *Asset Assignment Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
- After you manually assign an asset to a line, run the Interface Assets process before you run Generate Asset Lines again. If you do not run Interface Assets first, your assignments will be lost

when you run Generate Asset Lines, and the lines will again be listed as UNASSIGNED. See: Interface Assets: page 7 – 42.

## **Overriding Asset Lines**

---

You can use the Asset Assignment extension to override existing asset assignments. See: Asset Assignment Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## **Prerequisites**

---

Before you run the Generate Asset Lines process:

- Cost the transactions by running the following processes:
  - Distribute Labor Costs
  - Distribute Expense Report Costs
  - Distribute Usage and Miscellaneous Costs
  - Distribute Supplier Invoice Adjustments
  - Interface Supplier Invoices from Payables
  - Distribute Total Burdened Costs (required if you are capitalizing burdened costs)

**Note:** You do not need to interface these costs to Oracle General Ledger before you generate asset lines.

- Run the Update Project Summary Amounts process so you can see the total expense and CIP/RWIP amounts in the Capital Projects Summary window.
- If you use periodic or manual capital events to group project assets and costs, then process the events. For more information, see: Creating Capital Events, *Oracle Project Costing User Guide*.

## **Process Submission**

---

To submit the process for all projects, submit the PRC: Generate Asset Lines for a Range of Projects process from the Submit Request window.

To submit the process for a single project or capital event, submit the PRC: Generate Asset Lines for a Single Project process from the Submit Request window.

See: Submitting Requests: page 8 – 5.

When you submit this process, Oracle Projects calls the following extensions:

- **Asset Lines Processing Extension.** You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments. For more information, see: *Asset Lines Processing Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*
- **CIP Account Override Extension.** This extension enables you to override the CIP account associated with an asset line and specify a different account for posting CIP clearing amounts. For more information, see: *CIP Account Override Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

### **Process Parameters**

---

**From Project Number / To Project Number.** If you are submitting the Generate Asset Lines for a Range of Projects process, enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: *Entering a Project Number Range Parameter: page 7 – 2.*

**Project Number.** If you are using the Generate Asset Lines for a Single Project process, enter a project number.

**Date Placed in Service Through.** Enter the in service/retirement date up through which you want to process assets. Asset lines will be generated from assets with an actual date placed in service/retirement date before and including this date only.

**Include Common Tasks?** Enter *Yes* to generate asset lines for costs associated with tasks with a Common Costs grouping level type. See: *Specifying Grouping Level Types, Oracle Project Costing User Guide.*

**PA Through Date.** Enter the last day of the PA period through which you want to include costs.

If you enter a date that falls within the PA period, the process uses the period ending date of the *preceding* period. If the date you enter is the

end date of a period, the process uses the end date of that period, as shown in the following table.

| Period | Start Date | End Date  | You enter... | The process uses... |
|--------|------------|-----------|--------------|---------------------|
| P1     | 07-Jun-99  | 13-Jun-99 | 19-Jun-99    | 13-Jun-99           |
| P2     | 14-Jun-99  | 20-Jun-99 | 20-Jun-99    | 20-Jun-99           |

Table 7 – 1 PA Through Date Example (Page 1 of 1)

**Capital Event Number.** To process only assets and costs that are associated with a single capital event, enter a capital event number.

## Reports

---

The Generate Asset Lines process automatically runs the Generate Asset Lines Report, which includes the sections Generate Asset Lines Exceptions, Reverse and Interface Exceptions, and Generate Asset Lines.

Some lines may display UNASSIGNED in the Asset Names column. For more information, see: About Unassigned Lines: page 7 – 19.

These reports show amounts in the project currency.

- **The Generate Asset Lines Exception Report.** This section only prints if you run the Generate Asset Lines for a single project. This section shows asset lines that were not created for a project, and the reason each one was rejected. Rejection reasons include the following:
  - The project has no asset assignments
  - The project has no assets with valid in service dates
  - The project has no eligible costs to process
- **Reverse and Interface Exceptions.** The Reverse and Interface Exceptions Report shows reversing lines that were rejected during the Assets Interface process.
- **Generate Asset Lines.** This section displays the following:
  - The sum and count of reversed lines
  - The sum and count of generated lines
  - A subtotal for each project
  - The overall total for the generation run

## See Also

Placing an Asset in Service, *Oracle Project Costing User Guide*

---

## Generate Capitalized Interest Transactions

The PRC: Generate Capitalized Interest Transactions process calculates capitalized interest for eligible projects and tasks, and generates transaction batches for the calculated amounts.

For more information, see: *Capitalizing Interest, Oracle Project Costing User Guide*.

### **Process Submission**

---

Submit this process from the Submit Requests window. See *Submitting Requests: page 7 – 2*.

### **Process Parameters**

---

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: *Entering a Project Number Range Parameter page 7 – 2*.

**Period Name.** Specify the GL period for the request. Oracle Projects ensures that interest expenditures are generated only once per period for each project.

**Expenditure Item Date.** Enter the date you want to assign to the generated transactions. If this field is blank, Oracle Projects assigns the GL period end date.

**Auto Release Batches.** Select *Yes* to automatically release generated batches for posting. The default value is *No*.

### **Reports**

---

The following reports show you the results of this process:

**Capitalized Interest Transaction Report.** Lists all generated transactions. For each transaction, this report shows the rate name, project number, task number, expenditure type, expenditure organization, expenditure item date, and the interest amount.

**Capitalized Interest Exception Report.** Lists all generated exceptions. For each exception, this report shows the rate name, project number, task number, exception type, and exception description.

---

## Generate Draft Invoices

This process creates invoices from expenditure items and events. In addition to regular invoice generation, this process deletes unreleased draft invoices, and creates invoice write-offs, credit memos, and invoice cancellations.

---

### Automatic Events

An automatic event created by billing extensions after an adjustment must include the number of the original event. Without this information, Oracle Receivables cannot autoinvoice the automatic event. If Oracle Projects does not find this value during the invoice generation process, it will display the following message in the log file: "Cannot find a proper inv line credited for this adjusted event." See: *Inserting Events, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

---

### Cost-to-Cost Invoice Generation

If your project uses the cost-to-cost invoice generation method, you must include burdened costs in your cost budget and revenue amounts in your revenue budget. Without these amounts, Oracle Projects cannot successfully generate invoices for your project.

---

### Process Submission

To submit the process for all projects, submit the PRC: Generate Draft Invoices for a Range of Projects process from the Submit Request window.

To submit the process for one project, submit the PRC: Generate Draft Invoices for a Single Project process from the Submit Request window.

See Submitting Requests: page 8 – 5.

---

### Process Parameters

**Bill Through Date.** The Generate Draft Invoices process creates invoices using expenditure items and events dated on or before the

date you enter here. If you leave this parameter blank, the process uses the current date as the bill through date.

**Invoice Date:** The Generate Invoices process uses the invoice date to convert the billing amounts in the billing transaction currency to billing amounts in the project functional currency, project, and funding currency if the Rate Date Type conversion attribute is defined as PA/Invoice Date. If you leave this field blank, the process uses the through date as the invoice date.

The Invoice Date parameter is used as the AR Invoice Date for all the invoices generated. When you release an invoice manually, you can change the AR Invoice Date. However, Oracle Projects does not recalculate the invoice using the new conversion rate based on the new AR Invoice Date.

**Invoice Generation Option:** The Generate Draft Invoices process uses the Invoice Generation Options to generate retention invoices to bill previously withheld retention amounts. Choose one of the following options for this parameter:

- **Include Retention Invoices:** The process generates both project and retention invoices. This is the default setting for this parameter.
- **Exclude Retention Invoices:** The process excludes retention invoices.
- **Retention Invoices Only:** The process generates only retention invoices.

**From Project Number / To Project Number:** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter page 7 – 2.

**Project Number.** Enter the number of the project for which you want to submit the process.

**Exclude New Transactions:** The default value is No. If you set the value to Yes, new transactions are excluded when you regenerate invoices and only expenditure items and events on the existing invoices subject to regeneration are processed.

**Delete Only Unapproved Invoices:** If you set the value to No, all unreleased invoices are deleted. If you set the value to Yes, the process deletes only unapproved invoices with a draft invoice number greater than the last approved invoice.

**Note:** For PRC: Generate Draft Invoices for a Range of Projects, Delete Only Unapproved Invoice is not applicable if you choose the Exclude New Transactions parameter as No.

**Project Type:** Enter the project type for which you want to submit the process. The process generates invoices for all projects that belong to the specified project type.

**Project Organization:** Enter the project owning organization for which you want to submit the process. The process generates invoices for all projects associated with the project owning organization.

**Customer Name:** Enter the name of the customer for which you want to submit the process. The process generates invoices for all projects that have the specified customer. For multi-customer projects, invoices are generated for all customers even if you select a specific customer.

**Agreement Number:** Enter the agreement number for which you want to submit the process. The process generates invoices for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all agreements even if you select a specific agreement number.

**Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

**Multi Currency Projects Only:** The default value is No. If you set the value to Yes, the process generates invoices for multi-currency projects only.

## **Rescheduling Parameters**

---

Rescheduling parameters allow you to configure the process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit this process for a range of projects from the Request window.

## **Reports**

---

The following reports show you the results of the Generate Draft Invoices process: The last three reports print only when you submit the process for a single project.

- **The Draft Invoice Generation Report.** Prints each draft invoice that is successfully created by the process. For each draft invoice, this report displays the project for which the invoice was created, its draft invoice number, the number of the draft invoice, if any,

that it credits, the customer number, name, and agreement that funds it, the bill through date through used to create the invoice, and the total amount of the invoice. This report also tells you the next action to take in the invoicing flow process for each draft invoice.

- **The Draft Invoice Generation Exception Report.** Lists any of the project draft invoices that the process was unable to successfully create during its processing. For each rejected draft invoice, the Draft Invoice Generation Exception Report displays the rejection reason.
- **The Draft Invoice Generation Eligibility Report.** This report displays information about the project for which the process was submitted. This information includes the project's revenue accrual and billing method, the project start date, and the date of its last invoice generation. If the Generate Draft Invoices process cannot create a new draft invoice, the reason for the generation failure appears under the Rejection Reason column heading.
- **The Draft Invoice Generation Eligibility Report (Unprocessed Expenditure Items Detail).** This report displays all expenditure items that the process could not invoice for the specified project and also shows information for each expenditure item to help you identify why the expenditure item was not invoiced. Use this information to check if the expenditure item date is on or before the bill through date, if the item is revenue distributed, if the item is on billing hold, or if the item is included on a draft revenue that has a generation error.
- **The Draft Invoice Generation Eligibility (Unprocessed Events Detail) report.** Created only when the process is run for one project, this report displays any of the billing events that the process could not invoice for the specified project and shows information for each event to help identify why the event was not invoiced. Use this information to check if the completion date is on or before the bill through date, if the event is on billing hold, or if the write on event is revenue distributed.

---

## Delete Unreleased Invoices for a Range of Projects

This process deletes unreleased invoices for a range of projects.

## Process Submission

---

You submit the PRC: Delete Unreleased Invoices for a Range of Projects process from the Submit Request window. See: Submitting Requests: page 8 – 5.

## Process Parameters

---

**From Project Number / To Project Number:** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Project Type:** Enter the project type for which you want to submit the process. The process deletes invoices for all projects that belong to the specified project type.

**Project Organization:** Enter the project owning organization of the projects for which you want to submit the process. The process deletes invoices for all projects that belong to the specified project owning organization.

**Customer Name:** Enter the name of the customer for which you want to submit the process. The process deletes invoices for all projects that have the specified customer. For multi-customer projects, invoices are deleted for all customers even if you select a specific customer.

**Agreement Number:** Enter the agreement number for which you want to submit the process. The process deletes invoices for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all the agreements even if you select a specific agreement number.

**Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

**Multi Currency Projects Only:** The default value is No. If you set the value to Yes, the process deletes unreleased invoices for multi-currency projects only.

**Delete Only Unapproved Invoice:** If you set the value to No, all unreleased invoices are deleted. If you set the value to Yes, the process deletes only unapproved invoices with a draft invoice number greater than the last approved invoice.

## **Rescheduling Parameters**

---

Rescheduling parameters allow you to configure the process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit this process for a range of projects from the Request window.

## **Reports**

---

The following report shows the result of this process:

- **The Draft Invoice Deletion Report:** Lists the results of the Delete Unreleased Draft Invoices process. The report shows each draft invoice that was successfully deleted. For each draft invoice, this report displays the project for which the invoice was deleted, the draft invoice number, the customer, the agreement, the invoice date, and the total amount of the invoice in the invoice currency.

---

## **Generate Draft Revenue**

This process calculates revenue for contract projects.

**Note:** If your project uses cost-to-cost revenue accrual, you must include burdened costs in your cost budget and revenue amounts in your revenue budget. Without these amounts, Oracle Projects cannot successfully generate revenue for your project.

## **Process Submission**

---

To submit the process for multiple projects, use PRC: Generate Draft Revenue. To submit the process for one project, use PRC: Generate Draft Revenue for a Single Project. See Submitting Requests: page 8 – 5

## **Process Parameters**

---

**Accrue Through Date.** The process only selects those expenditure items and events dated on or before the date that you enter here. If you leave this parameter blank, the Generate Draft Revenue process uses the current date as the accrue through date.

The PA date is set to the revenue accrue through date if the date falls in a PA period with a status of Open or Future. If the revenue accrue through date falls in a closed period PA period, the PA date is set to the

start date of the earliest open or future enterable PA period that follows the revenue accrue through date.

The Generate Draft Revenue process uses PA date to convert the revenue amounts in the billing transaction currency to revenue amounts in the project functional, project and funding currency if the Rate Date Type conversion attribute is defined as PA/Invoice Date.

**Note:** When you process revenue for projects using cost-to-cost revenue accrual, the accrue through date used is the PA Date instead of the expenditure item date.

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Project Number.** (For PRC: Generate Draft Revenue for a Single Project only). Number of the project for which you want to run the process.

**Adjusting Revenue Run.** The default value is No. When you set the value of this parameter to Yes, the process generates revenue for only those events that have the Adjusting Revenue flag checked. See: Adjusting Revenue, *Oracle Project Billing User Guide*.

**Project Type:** Enter the project type for which you want to submit the process. The process generates draft revenue for all projects that belong to the specified project type.

**Project Organization:** Enter the project organization for which you want to submit the process. The process generates draft revenue for all projects associated with the project owning organization.

**Customer Name:** Enter the name of the customer for which you want to submit the process. The process generates draft revenue for all projects that have the specified customer. For multi-customer projects, revenue is generated for all customers even if you select a specific customer.

**Agreement Number:** Enter the agreement number for which you want to submit the process. The process generates draft revenue for all projects which are funded by the specified agreement number. For multi-agreement projects, processing is done for all agreements even if you select a specific agreement number.

**Note:** The selected customer restricts the agreement number list. For example, if you select Customer A as a parameter, the agreement number list is restricted to only those agreements with Customer A.

**Multi Currency Projects Only:** The default value is No. If you set the value to Yes, the process generates draft revenue for multi-currency projects only.

**Release Draft Revenue:** The default value is Yes. If you set the value to No, the process generates draft revenue in an unreleased status. Otherwise, the process generates draft revenue in a released status.

**Include Detail Report:** The default value is No. If you set the value to Yes, the process generates a detailed report.

---

## Rescheduling Parameters

Use the rescheduling parameters to configure a process to run automatically, according to a defined schedule. You can specify rescheduling parameters when you submit the process from the Submit Request window.

---

## Reports

The Generate Draft Revenue process creates the following reports:

- **The Draft Revenue Generation Exception Report.** Lists all of the project draft revenues that the process was unable to successfully create during its processing. For each rejected draft revenue, the Draft Revenue Generation Exception Report displays the rejection reason.
- **The Draft Revenue Generation Exception (Rejected Expenditure Items Detail) Report.** Created only when the process is run for all eligible projects or a group of projects. This report shows you all expenditure items that the Generate Draft Revenue process rejected during its processing. For each rejected expenditure item, the report displays the rejection reason.

**Note:** You can also view the results of the process in the following ways:

- You can review rejection reasons from the Expenditure Items window by using the Show Field option in the Folder menu to display Revenue Distr. Rejection. See: *Viewing Expenditure Items, Oracle Project Costing User Guide.*
- You can review the log file generated by the Generate Draft Revenue process to view exceptions. The log file is generated for both the Single Project and multiple project Generate Revenue processes.

- **The Draft Revenue Generation Exception Report (Rejected Event Detail).** Created only when the process is run for all eligible projects or a group of projects. This report shows you all revenue events that the Generate Draft Revenue process rejected during its processing. For each rejected revenue event, this report displays the rejection reason.
- **The Draft Revenue Generation Report.** Lists each draft revenue that was successfully created by the process. For each draft revenue, this report displays the project for which it was created, its draft revenue number, the number of the draft revenue, if any, that it credits, the customer number, name, and agreement providing the funding, the accrue through date used to generate the revenue, and the total amount of the draft revenue. This report also displays any generation warnings below each draft revenue.
- **The Draft Revenue Generation Eligibility Report.** Created only when the process is run for one project. This report displays the project for which the Generate Draft Revenue process was submitted. If the process cannot create a new draft revenue for the project, the reason for the generation failure appears under the Rejection Reason column heading.
- **The Draft Revenue Generation Eligibility Report (Unprocessed Expenditure Items Detail).** Created only when the process is run for one project. This report displays all of the specified project's expenditure items for which the process could not accrue revenue and shows information to help identify why the item did not accrue revenue. Use this information to check if the expenditure item date is on or before the accrue through date, if the item is costed, if the item is summarized (for *cost* revenue accrual projects), if the item is billable, and if a rejection reason like 'No labor bill rate' was encountered.
- **The Draft Revenue Generation Eligibility Report (Unprocessed Events Detail).** Created only when the process is run for one project. This report displays all of the specified project's revenue events for which the process could not accrue revenue and shows information to help you identify why the event did not accrue revenue. Use this information to check if the event completion date is on or before the accrue through date.

---

## Delete Draft Revenue of a Single Project

This process deletes draft revenue for a single contract project.

When you delete draft revenue for a project that uses cost-to-cost revenue accrual or invoice generation, the corresponding invoices will also be deleted.

---

### **Process Submission**

You submit the PRC: Delete Draft Revenue of a Single Project process from the Submit Request window. See: Submitting Requests: page 8 – 5.

---

### **Process Parameter**

**Project Number.** Number of the project for which you want to run the process.

---

### **Reports**

None.

**Note:** You can also submit the reports without running the process. Submit AUD: Borrowed and Lent Amounts Distribution report with a single request ID or a range of requests as input parameters.

---

## **Generate Intercompany Invoices**

This process:

- Creates intercompany invoices from cross-charged transactions previously identified by intercompany billing to be processed for cross charging
- Deletes unreleased intercompany invoices
- Creates intercompany credit memos and invoice cancellations

The PRC: Generate Intercompany Invoices for a Single Project process deletes unapproved invoices and regenerates new ones.

The process PRC: Generate Intercompany Invoices for a Range of Projects does not delete unapproved invoices. If unreleased invoices exist for an intercompany billing project and the provider and receiver control is set to bill by receiver operating unit, the process skips the affected project. If unreleased invoices exist for a cross charged project, and the provider and receiver control is set to bill by cross charged project, the process skips the affected project.

## Process Submission

---

To submit the process for one project, use PRC: Generate Intercompany Invoices for a Single Project.

To submit the process for multiple projects, use PRC: Generate Intercompany Invoices for a Range of Projects.

See Submitting Requests: page 8 – 5

## Parameters

---

**Bill Through Date.** The process creates invoices using cross-charged expenditure items with dates on or before the date you enter here. If you leave this parameter blank, the process uses the current date.

**From Project Number / To Project Number.** For PRC: Generate Intercompany Invoices for a Range of Projects, enter the range of numbers for the intercompany billing projects for which you want to generate invoices. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Project Number.** For PRC: Generate Intercompany Invoices for a Single Project, enter a number for an intercompany billing project.

**Generate Detail Report:** For PRC: Generate Intercompany Invoices for a Range of Projects, the default value is No. If you set the value to Yes, the process generates a detailed report.

## Reports

---

The following reports show the results of the process:

- **Intercompany Invoice Report.** For each intercompany invoice created successfully, the report prints the invoice and then lists the intercompany billing project for which the invoice was created, its invoice number, the number of the invoice, if any, that it credits, the customer number, name, and receiver operating unit, the bill through date through used to create the invoice, the total amount of the invoice, and the next action to take in the invoicing flow.
- **Intercompany Invoice Exception Report.** Lists any intercompany invoices that the process was unable to create successfully as well as the rejection reason for each.

The following reports print when you submit PRC: Generate Intercompany Invoices for a Single Project and when you submit PRC:

Generate Intercompany Invoices for a Range of Projects with the Generate Detail Report parameter set to Yes:

- **Intercompany Invoice Generation Eligibility Report: Project Eligibility.** Lists information about the intercompany billing project for which the process was submitted. The information includes the project start date, the date of the last time invoices were generated for that project, and the receiver operating unit associated with the project. If the process cannot create a new intercompany invoice, the reason appears in the Rejection Reason column.
- **Intercompany Invoice Generation Eligibility Report: Unprocessed Expenditure Items Detail.** Lists all cross-charged expenditure items that the process could not invoice for the specified project. Refer to the information for each cross-charged expenditure item so you can determine if the expenditure item date is on or before the bill through date, or if the item was rejected during intercompany billing processing.

**Note:** You can also submit the reports without running the process. Submit AUD: Intercompany Invoice Generation Report for a Single Project or AUD: Intercompany Invoice Generation Report for a Range of Projects with a single request ID or a range of requests as input parameters.

---

## Release Allocations Transactions

After you create a successful draft run, the Generate Allocations Transactions process has created the allocation transactions but not yet allocated each transaction to the targets you specified. To allocate the transactions to the targets, you *release* the run.

**Note:** You can release a draft run after the effective dates of the rule. You can also release the run in the Review Allocation Runs window.

After you release the run, the status changes to Release Success or Release Failure. You may have to wait a short while for the status to change. For more information about the status see: Overview of Allocations: About the Run Status, *Oracle Project Costing User Guide*.

---

### Prerequisites

Before you can carry out the PRC: Release Allocations Transactions process, you must:

- Create an allocation rule. See: Defining Allocation Rules, *Oracle Project Costing User Guide*
- Generate allocations transactions. See: Generate Allocation Transactions: page 7 – 17

**Note:** You can release allocation runs only if they have a status of Draft Success.

### **Process Submission**

---

Submit the PRC: Release Allocation Transactions process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### **Parameters**

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**Rule Name.** Enter the name of the allocation rule whose draft you want to release (the status of the rule must be Draft Success).

### **Reports**

---

The following report shows the results of the process (regardless of whether the release process succeeds or fails):

- **Allocations Release Report.** The report lists exceptions, the transactions generated by the rule, amounts allocated to each target project, totals, and offsets, if any. For incremental allocations, the report also lists current and previous amounts.

## **See Also**

Generate Allocation Transactions: page 7 – 17

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## Organization Forecasting Processes

The organization forecasting processes perform calculations and generate organization forecasts.

The organization forecasting processes are:

- Calculate Forecast Amounts (Incremental): page 7 – 37
- Calculate Forecast Amounts (Initial): page 7 – 38
- Generate Organization Forecasts: page 7 – 38
- Identify Transactions for Actuals Utilization: page 7 – 39
- Update Forecast Amounts: page 7 – 40

---

### Calculate Forecast Amounts (Incremental)

The PRC: Calculate Forecast Amounts (Incremental) process calculates forecast amounts for new and changed resource requirements and assignments. Use this process to periodically update your forecast amounts after implementation.

When you submit this process, the system calculates amounts for new and changed forecast items based on current bill rate, cost rate, and transfer price rule information. However, this process does not automatically recalculate all forecast amounts due to changes in rate schedules or transfer price rules. To recalculate amounts for rate schedule and transfer price rule changes, you must periodically submit the PRC: Update Forecast Amounts process.

#### Process Submission

---

Depending on the level of resource planning and forecasting activity in your enterprise, it is recommended that you schedule this process to run several times each day so as to continually update your forecast amounts. In multi-organization implementations, submit this process in only one operating unit to refresh forecast amounts for all organizations. For information on how to submit a process request, see Submitting Requests: page 8 – 5.

#### Process Parameters

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None.

## Reports

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None.

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## Calculate Forecast Amounts (Initial)

The PRC: Calculate Forecast Amounts (Initial) process calculates initial forecast amounts for existing project resource requirements and assignments. When you create or modify resource requirements and assignments in Oracle Project Resource Management, the system automatically creates schedule transactions in daily increments of time called forecast items. The PRC: Calculate Forecast Amounts (Initial) process calculates forecast amounts from these forecast items.

### Process Submission

---

Submit this process only once during the implementation of organization forecasting. For information on how to submit a process request, see Submitting Requests: page 8 – 5.

### Process Parameters

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None.

## Reports

---

When you submit this process, you can specify whether to generate the Organization Forecast Exception Report.

---

## Generate Organization Forecasts

The PRC: Generate Organization Forecasts process retrieves all forecast amounts for an organization and generates a forecast version.

When you submit the concurrent process, the system checks for the existence of an organization project for each organization. If a project is not found, the process automatically creates a new organization project based on the project template defined in your organization forecast implementation options.

When you generate a forecast version, the system assigns the version a unique, sequential version number. When you generate a forecast version online, the system assigns the version name from the name you

enter on the Create Plan Version page. When you submit the forecast generation process as a concurrent process, the system assigns a version name of Auto Generated Plan.

You can change a version name and description information from the Maintain Versions: Organization Forecast page. For more information, see: Maintaining Plan Versions: page 5 – 8.

---

### **Process Submission**

You can submit this process online for a single organization from the Budgets and Forecasts page or the Maintain Versions: Organization Forecast page. You can also submit the process as a concurrent process for a single organization or for multiple organizations in a reporting organization hierarchy. For information on how to submit a process request, see Submitting Requests: page 8 – 5.

---

### **Process Parameters**

**Online Processing:** When you submit this process online, no parameters are required.

**Concurrent Processing:** To submit this process as a concurrent process for a single organization, specify an organization name parameter. To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, the system runs the process for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see: Defining Organization Hierarchies: page 2 – 15.

---

### **Reports**

When you submit this process, the system automatically generates the Organization Forecast Exception Report.

---

## **Identify Transactions for Actuals Utilization**

The PRC: Identify Transactions for Actuals Utilization process calculates resource utilization for Oracle Project Resource Management and forecast utilization percentage amounts for organization forecasting.

## **Process Submission**

---

Submit this process during implementation to calculate initial forecast amounts, and after implementation to update forecast amounts. It is recommended that you schedule this process to run periodically so as to continually refresh your forecast amounts. When you determine the schedule frequency, you should consider the following factors:

- The number of utilization categories that you use in your calculations.
- The number of distinct weighting factors used in your utilization categories.
- The frequency of resource schedule changes.

For more information on utilization calculation, see: Utilization: page 4 – 2. For information on how to submit a process request, see Submitting Requests: page 8 – 5.

---

## **Update Forecast Amounts**

The PRC: Update Forecast Amounts process recalculates forecast amounts based on current bill rates, cost rates, and transfer price rules. Use this process to periodically refresh your forecast amounts.

## **Process Submission**

---

You can submit this process at any time to recalculate forecast amounts. For information on how to submit a process request, see Submitting Requests: page 8 – 5.

## **Process Parameters**

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You can submit this process for:

- a specific project.
- a specific assignment within a project.
- a specific organization.
- multiple organizations in a reporting organization hierarchy.

To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, the system runs the process for the start organization and all subordinate organizations in the hierarchy.

For more information on organization hierarchies, see: Defining Organization Hierarchies: page 2 – 15.

### **Reports**

---

When you submit this process, you can specify whether to generate the Organization Forecast Exception Report.

---

## Interface Processes

The interface processes transfer Oracle Projects transactions to or from another application, or process Oracle Projects transactions for later import by another application.

The interface processes are:

- Interface Assets: page 7 – 42
- Interface Cross Charge Distribution to General Ledger: 7 – 44
- Interface Expense Reports from Payables: page 7 – 46
- Interface Expense Reports to Payables: page 7 – 48
- Interface Intercompany Invoices to Receivables: page 7 – 49
- Interface Invoices to Receivables: page 7 – 50
- Interface Labor Costs to General Ledger: page 7 – 51
- Interface Revenue to General Ledger: page 7 – 53
- Interface Supplier Invoice Adjustment Costs to Payables: page 7 – 54
- Interface Supplier Costs: page 7 – 55
- Interface Total Burdened Cost to General Ledger: page 7 – 58
- Interface Usage and Miscellaneous Costs to General Ledger: page 7 – 59

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## Interface Assets

The Interface Assets process sends capital asset lines to Oracle Assets to become fixed assets. This process also sends retirement adjustment asset lines to Oracle Assets to become group retirement reserve adjustments. The process creates one mass addition line in Oracle Assets for each asset line in Oracle Projects, assigning the asset information you entered for the asset to the mass addition line in Oracle Assets.

**Note:** Interface the costs to General Ledger before you run the Interface Assets process.

## Process Submission

---

You use the Submit Request window to submit the PRC: Interface Assets process. See: Submitting Requests: page 8 – 5.

When you submit this process, Oracle Projects calls the Depreciation Account Override extension. You can use this extension to define your own logic for deriving the depreciation expense account assigned to a project asset. For more information, see: Depreciation Account Override Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Process Parameters

---

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Date Placed in Service Through.** Enter the asset in service/retirement date up through which you want to process costs.

## Reports

---

The following reports show you the results of this process. These reports show amounts in the project currency.

- **Interface Assets Exceptions.** The Interface Assets Exceptions Report indicates which asset lines were not sent to Oracle Assets for the selected projects, and why each one was rejected. Rejection reasons include:
  - Date placed in service belongs to a future Oracle Assets period
  - Asset not created in Oracle Assets (You have not yet posted the mass addition asset line from Oracle Projects) to Oracle Assets
  - Costs for supplier invoice adjustments have not been interfaced to Oracle Payables
  - Costs for the summarized asset lines have not been interfaced to Oracle General Ledger
- **Interfaced Assets.** The Interfaced Assets Report displays the following:
  - The count of asset lines, and the sum of the interfaced assets, for each project and successfully interfaced asset
  - The subtotal for each project

- The overall total

## See Also

Sending Asset Lines to Oracle Assets, *Oracle Project Costing User Guide*

---

## Interface Cross Charge Distributions to General Ledger

The process identifies the cross-charged transactions that fit the parameters you specify and then interfaces the cross-charged distributions to General Ledger. Once interfaced, the cross-charge distributions await further processing by the Journal Import process in Oracle General Ledger.

Successfully interfaced distributions have a status of *Accepted*. Rejected distributions have a status of *Rejected*.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must run this process in your primary currency before you can run the same process in your reporting currencies. See: *Multiple Reporting Currencies in Oracle Applications*.

### Process Submission

---

To submit the PRC: Interface Cross Charge Distributions to General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the following streamline options:

- XC: Interface Cross Charge Distributions to General Ledger. This option initiates the following processes:
  - PRC: Interface Cross Charge Distributions to GL
  - PRC: Journal Import
  - PRC: Tieback Cross Charge Distributions from GL
- DXC: Distribute and Interface Borrowed and Lent Amounts to GL. This option initiates the following processes:

- PRC: Distribute Borrowed and Lent Amounts
- PRC: Interface Cross Charge Distributions to GL
- PRC: Journal Import
- PRC: Tieback Cross Charge Distributions from GL

## Parameters

---

**GL Category.** Select either Borrowed and Lent or Provider Cost Reclass (Reclassification), or leave blank to select both categories. This parameter allows users to completely process Borrowed and Lent transactions in sequence with the Distribute Borrowed and Lent Amounts process.

**Expenditure Batch.** Select an expenditure batch, or leave blank to process all unprocessed expenditure batches. This parameter allows users to completely process Borrowed and Lent transactions in sequence with the Distribute Borrowed and Lent Amounts process.

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2. These parameters allow you to completely process:

- Borrowed and Lent transactions in sequence with the Distribute Borrowed and Lent Amounts process
- Intercompany Billing transactions in sequence with the Generate Intercompany Invoices Process

**End PA Date.** Enter a date to select all cross-charged distributions with PA dates up to and including the specified date. The default is the system date.

## Reports

---

The following reports show the results of the process:

**Transfer Cross Charge Amounts to GL.** Lists by GL category the number of distributions and total debit and credit amounts that were successfully interfaced to GL. The report groups the information by account, PA dates, and GL dates. The report lists the amounts in functional and transaction currencies.

**Transfer Cross Charge Amounts to GL Exceptions.** Lists by GL category and rejection reason the number of distributions and total debit and credit amounts that failed to interface to GL.

**Note:** You can also submit the report without running the process.

---

## Interface Expense Reports from Payables

**Note:** Two processes in Oracle Projects have very similar names. This process gets expense report information *from* Payables.

This process creates pre-approved expense report batches from expense report information entered in Self-Service Expenses or in the Invoices window (in Payables). The data from expense reports entered in Self-Service Expenses does not reside in your invoice tables until you run Payables Invoice Import. Expense reports entered in the Invoices window are saved directly into the invoice tables and do not need to be imported.

Oracle Projects identifies expense report batches that you create from Self-Service Expenses with a source of *Oracle Payables*.

Oracle Projects generates transactions with a source of *Oracle Payables*. The Allow Adjustments option is enabled for this source, but allows only net zero adjustments. Reversals and recalculations of burdened costs are not allowed.

### Prerequisites

---

For expense reports entered in Self-Service Expenses:

- If the Automatically Create Employee As Supplier option is disabled in Payables, open the Supplier window and enter the employee as a supplier.

**Note:** Employees must be designated as suppliers. If they are not, the interface program will not post the invoice.

- Run the Payables Invoice Import program. See: Payables Invoice Import Program *Oracle Payables User's Guide*.
- Run the Payables Transfer to General Ledger program in Payables. For more information, see: Interfacing Invoices to Oracle General Ledger, *Oracle Project Billing User Guide*.

For expense reports entered in the Invoices window (in Payables), run the Payables Transfer to General Ledger program (in Payables). For more information, see: Interfacing Invoices to Oracle General Ledger, *Oracle Project Billing User Guide*.

## Process Submission

---

Use the Submit Request window to submit the PRC: Interface Expense Reports from Payables process. See: Submitting Requests: page 8 – 5.

## Process Parameters

---

**Project Number** Enter the number of the project whose invoice distribution lines you want to transfer. Leave the line blank to select all eligible invoice distribution lines for all projects.

**Batch Name** Enter a name for the pre-approved expenditure batch; Oracle Projects appends ER<*interface ID*> to the end of all batch names. If you do not enter a name, Oracle Projects creates one in the format AP-<*request ID*>ER<*interface ID*>.

**End GL Date** Enter the General Ledger date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

**End Expenditure Item Date** Enter the date through which you want this process to select invoice distribution lines. If you leave this parameter blank, the process selects all eligible invoice distribution lines.

## Reports

---

This process creates the following reports:

**Transfer Expense Reports Report.** Lists the invoice distribution lines that Oracle Projects received successfully, as well as a summary of the total number and cost of the distribution lines.

**Transfer Expense Reports Exception Report.** Lists invoice distribution lines that were not received successfully, and the reason for the failure of each.

## See Also

Interface Expense Reports to Payables: page 7 – 48

Interfacing Expense Reports from Payables, *Oracle Project Costing User Guide*

---

## Interface Expense Reports to Payables

**Note:** Two processes in Oracle Projects have very similar names. This process sends expense report information *to* Payables.

The Interface Expense Reports to Payables process collects all eligible expense reports, including adjustments, in Oracle Projects and interfaces them to the Oracle Payables interface tables. The Interface process also determines the liability account for the expense report costs.

After they are interfaced to these interface tables, the expense reports await further processing by Oracle Payables' Invoice Import process. If any of the expense reports are rejected during the interface to Oracle Payables, then the transfer status for these expense reports is set to Rejected in the interface. Those expense report costs that are successfully interfaced have a transfer status of Interfaced.

Any adjustments processed for existing transactions are attached to the original expense reports in Oracle Payables for Cash Basis Accounting purposes.

---

### Process Submission

To submit the PRC: Interface Expense Reports to Payables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XES or XEU: Interface Expense Report Costs to AP streamline option.

---

### Reports

The following reports show you the results of this process. These reports show amounts in the functional currency.

- **The Interface Expense Reports Report (Interface to Payables).** Lists all interfaced expense reports, along with the total count and the total cost of the expense reports. For each expense report, this report displays the name of the employee who submitted the expense report, the period ending date of the expense report, the total cost of the expenditure items included in the expense report, and the name of the expense reports batch in which the expense report was grouped.

- **The Interface Expense Reports Exception Report (Interface to Payables).** Lists any expense reports that were rejected during interface to Oracle Payables. For each expense report that fails to interface to Oracle Payables, this report lists the rejection reason.

## See Also

Interface Expense Reports to Payables: page 7 – 46

Payables Invoice Import, *Oracle Payables User's Guide*

---

## Interface Intercompany Invoices to Receivables

This process collects all eligible intercompany invoices in Oracle Projects and interfaces them to the Oracle Receivables interface tables. The process also generates receivables accounts for each invoice. Successfully interfaced invoices have a transfer status of "Interfaced." Rejected invoices have an interface status of "Rejected in Interface."

Once in the interface tables, the intercompany invoices await further processing by AutoInvoice process in Oracle Receivables.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you can run this process only in your primary currency. See: *Multiple Reporting Currencies in Oracle Applications* .

### Process Submission

---

To submit the PRC: Interface Intercompany Invoices to Receivables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3). Select the streamline option XII: Interface Intercompany Invoices to AR, which initiates the following processes:

- PRC: Interface Intercompany Invoices to Receivables
- PRC: AutoInvoice
- PRC: Tieback Invoices from Receivables

## Parameters

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**Project Number.** Enter a number for the intercompany billing project, or leave the field blank to interface intercompany invoices for all projects.

## Reports

---

The following reports show the results of the process:

- **Accounts Receivable Transfer Report.** Lists each intercompany invoice interfaced successfully to Oracle Receivables. For each intercompany invoice, the report displays the associated project number and invoice number, the number of the invoice, if any, that this invoice credits, the number of the cross-charged project for the invoice, the GL accounting date in which the invoice posts, and the total bill amount of the invoice.
- **The Accounts Receivable Transfer Exception Report (Invoice Transactions).** Lists any intercompany invoices rejected during the process. For each intercompany invoice that fails to interface to Receivables, the reports lists the reason.

---

## Interface Invoices to Receivables

This process collects all eligible draft invoices in Oracle Projects and interfaces them to the Oracle Receivables interface tables. The process also maintains the project balances of unbilled receivable and unearned revenue and creates accounting transactions for these amounts.

Once interfaced to these interface tables, the draft invoices await further processing by the AutoInvoice process in Oracle Receivables. If any of the draft invoices are rejected during the interface to Oracle Receivables, then the interface status for these invoices is set to Rejected in Interface. Those draft invoices that successfully interface have the transfer status Interfaced.

You can run this process either before or after you run PRC: Interface Revenue to General Ledger (neither process is a prerequisite for the other).

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you can run this process only in your primary currency. See also: *Multiple Reporting Currencies in Oracle Applications*.

## Process Submission

---

To submit the PRC:Interface Invoices to Receivables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XI: Interface Draft Invoice to AR streamline option.

## Process Parameters

---

**Project Number.** Enter the number of the project whose invoices you want to interface to Oracle Receivables. If you leave this parameter blank, the process selects all eligible draft invoices for all projects.

## Reports

---

The following reports show you the results of this process:

- **The Accounts Receivable Interface Report (Invoice Transactions)** prints each draft invoice that successfully interfaced to Oracle Receivables. For each draft invoice, this report displays the draft invoice's project number and draft invoice number, the customer name and customer agreement funding the invoice, the PA and GL accounting dates in which the draft invoice posts, the number of the draft invoice, if any, that this one credits, and the total bill amount of the draft invoice.
- **The Accounts Receivable Interface Exception Report (Invoice Transactions).** Lists any draft invoices that were rejected during the process. For each draft invoice that fails to interface to Oracle Receivables, this report lists the rejection reason.

---

## Interface Labor Costs to General Ledger

This process collects all eligible labor costs in Oracle Projects and interfaces them to the Oracle General Ledger interface tables. The interface process also determines the liability account for the labor costs. Once interfaced, these labor costs await further processing by Oracle General Ledgers Journal Import process.

The labor costs that successfully interface are updated with the interface status of Accepted. If any of the labor costs are rejected

during interface to Oracle General Ledger, then the interface status for these labor items is set to Rejected.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must run this process in your primary currency before you can run the same process in your reporting currencies. See also: *Multiple Reporting Currencies in Oracle Applications*.

### **Process Submission**

---

To submit the PRC: Interface Labor Costs to General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XL: Interface Labor Costs to GL streamline option.

### **Process Parameters**

---

**End PA Date.** The process interfaces all cost distribution lines with a PA date on or before the date that you enter here. If you leave this parameter blank, the process selects all eligible labor expenditure items for interface.

### **Reports**

---

The following reports show you the results of this process. These reports show amounts in the functional currency.

**The Interface Labor Costs to General Ledger Report.** Lists all timecards, along with the total timecard count and the total labor cost successfully interfaced to Oracle General Ledger. For each expenditure, this report displays the name of the employee who reported the timecard, the timecard week ending date, and the total labor cost.

**The Interface Labor Costs to General Ledger Exception Report.** Lists any expenditures that were rejected during the process. For each expenditure that fails to interface to Oracle General Ledger, this report lists the rejection reason.

---

## Interface Revenue to General Ledger

This process collects all eligible revenue in Oracle Projects and interfaces it to the Oracle General Ledger interface tables. This process also maintains project balances for unbilled receivables and unearned revenue and creates accounting transactions for these amounts. After the revenue is interfaced, you use Oracle General Ledger's Journal Import process to import the transactions into General Ledger.

The profile option PA: Interface Unreleased Revenue to GL determines whether or not this process includes unreleased draft revenue. See: PA: Interface Unreleased Revenue to GL, *Oracle Projects Implementation Guide*.

The revenues that successfully interface are updated with the interface status of Accepted. If any of the revenues are rejected during interface to Oracle General Ledger, then the interface status for these revenues is set to Rejected.

You can run this process either before or after you run PRC: Interface Invoices to Receivables (neither process is a prerequisite for the other).

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must run this process in your primary currency before you can run the same process in your reporting currencies. See also: *Multiple Reporting Currencies in Oracle Applications*.

---

### Process Submission

To submit the PRC:Interface Revenue to General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XR: Interface Draft Revenue to GL streamline option.

---

### Process Parameters

**Start PA Date.** Enter the date for the low end of the PA Date range within which you want the process to select eligible draft revenues. If you leave this parameter blank, the process selects all eligible draft revenues having PA Dates before the date you enter in the End PA Date process parameter.

**End PA Date.** Enter the date for the high end of the PA Date range within which you want the process to select eligible draft revenues. If

you leave this parameter blank, the process selects all eligible draft revenues having PA Dates after the date you enter in the Start PA Date process parameter.

**Project Number.** Enter the number of the project whose draft revenues you want to interface to Oracle General Ledger. If you leave this parameter blank, the process selects all eligible draft revenues across all projects.

## Reports

---

The following reports show you the results of this process:

**The Interface Revenues to General Ledger Report (Revenue Transactions).** Lists each draft revenue that successfully interfaced to Oracle General Ledger. For each draft revenue, this report displays the draft revenue's project number and draft revenue number, the customer name and customer agreement funding the revenue, the PA and GL accounting dates in which the draft revenue posts, the number of the draft revenue, if any, that this one credits, and the total revenue amount of the draft revenue.

**The Interface Revenues to General Ledger Exception Report (Revenue Transactions).** Lists any draft revenues that were rejected during the process. For each draft revenue that fails to interface to Oracle General Ledger, this report lists the rejection reason.

---

## Interface Supplier Invoice Adjustment Costs to Payables

This process collects all eligible supplier invoice adjustment costs in Oracle Projects and interfaces them to Oracle Payables. Once interfaced, these costs await further processing by Oracle Payables before you can post the adjustments to Oracle General Ledger.

The costs that successfully interface are updated with the interface status of Accepted. If any of the costs are rejected during interface to Oracle Payables, then the interface status for these items is set to Rejected.

**Note:** Supplier invoices can be adjusted in Oracle Projects and Oracle Payables simultaneously. Before you run this process, make sure that there are no pending adjustments in Oracle Payables.

## Process Submission

---

To submit the PRC: Interface Supplier Invoice Adjustment Costs to Payables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the DXA: Distribute/Interface Supplier Invoice Adj. to AP streamline option.

## Process Parameters

---

**End PA Date.** The process interfaces all supplier invoice cost distribution lines with PA dates on or before the date that you enter here. If you leave this parameter blank, the process selects all eligible cost distribution lines for interface regardless of the PA date.

## Reports

---

The following reports show you the results of this process. These reports show amounts in the functional and transaction (AP invoice) currencies.

- **The Interface Supplier Invoice Adjustment Report.** Lists supplier invoice adjustment items successfully interfaced to Oracle Payables. This report displays the expenditure items that were interfaced to Oracle Payables.
- **The Interface Supplier Invoice Adjustments Exception Report.** Lists any expenditure items that were rejected during the process. For each supplier invoice item that fails to interface to Oracle Payables, this report lists the rejection reason.

---

## Interface Supplier Costs

The PRC: Interface Supplier Costs process retrieves the following items and interfaces them from Oracle Purchasing and Oracle Payables to Oracle Projects:

- All eligible receipt accrual information from Oracle Purchasing
- All eligible accounted, project-related supplier invoice distributions
- Tax lines for project-related intercompany invoices

- All eligible accounted payment discounts that are distributed to project-related invoice distributions

The process first populates the Transaction Import Interface table, creating an expenditure item and cost distribution line for each invoice or payment distribution line, and an expenditure for each invoice.

This process also checks for original items being adjusted when processing adjusting items from Oracle Payables, to ensure that every negative expenditure item adjusts a valid original expenditure item. If an original matching item is found, the process next checks to ensure that the original item is not already adjusted to have a net zero amount.

This process validates and rejects or interfaces the supplier invoice adjustments being interfaced. If the process finds a valid original expenditure item for the adjusting item, it accepts the adjusting item. If the process cannot find a valid original item that matches the adjusting item, it rejects the adjusting item with a reason of *No matching item for adjustment*. If the process finds a matching item that is already reversed, it rejects the adjusting item with a reason of *Item already reversed*.

The process then uses the Transaction Import program to import the transactions into Oracle Projects.

### **Process Submission**

---

Use the Submit Request window to submit the PRC: Interface Supplier Costs process. See: Submitting Requests: page 8 – 5.

### **Process Parameters**

---

**Project Number.** Enter the number of the project whose supplier invoice distribution lines you want to transfer. If you leave this parameter blank, the process selects all eligible supplier invoice distribution lines for all projects.

**Batch Name.** Enter the batch name that you want to create for the group of invoices you will import. The batch name you enter is used as part of the expenditure batch name that will be created for this batch.

**Through GL Date.** Enter the GL Date through which you want this process to select supplier invoice distribution lines. If you leave this parameter blank, the process selects all eligible supplier invoice distribution lines regardless of their GL Dates.

**Through Transaction Date.** Enter the Transaction Date through which you want this process to select supplier invoice distribution lines. If

you leave this parameter blank, the process selects all eligible supplier invoice distribution lines regardless of their Transaction Dates.

**Interface Supplier Invoices.** Select Yes if you want to interface supplier invoices. When this parameter is set to Yes, project-related supplier invoice costs are interfaced from Oracle Payables to Oracle Projects. If an invoice distribution is matched to a purchase order line that is flagged to accrue on receipt and the receipt accrual information is interfaced to projects, only addition invoice amounts are interfaced. These amounts can include tax or freight charges added during invoice entry, or price and exchange rate variances.

**Interface Receipt Accruals.** Select Yes if you want to interface receipt accruals. When this parameter is set to Yes, receipt accruals for project-related items with a destination type of Expense are interfaced from Oracle Purchasing to Oracle Projects.

**Note:** Receipt accrual entries are not interfaced if the received items are invoiced and the invoice amounts are interfaced to Projects.

**Interface AP Discounts.** Select Yes if you want to interface payment discounts. When this parameter is set to Yes, invoice discounts amounts prorated across project-related invoice distributions are interfaced to Projects.

## Reports

---

The following reports show you the results of this process. These reports show amounts in the functional and transaction (AP invoice) currencies.

- **The Interface Project Costs from Payables Report.** Lists all invoice distribution lines and receipt accrual transactions that were successfully interfaced to Oracle Projects. In addition, summary information is provided to display the total number and total costs of the interfaced transactions.
- **The Interface Project Costs from Payables Exception Report.** Lists all invoice distribution lines and receipt accrual transactions that failed to interface to Oracle Projects during the process. For each transaction that fails to transfer, output reports list the rejection reason.

The Transaction Import reports are also generated to show you the results of the import process. See: Transaction Import: page 7 – 96.

---

## Interface Total Burdened Cost to General Ledger

This process collects all eligible total burdened distribution lines in Oracle Projects and interfaces them to Oracle General Ledger.

When top-down budget integration is enabled, this process liquidates the encumbrance against the funding budget for interfaced burden amounts for commitment transactions.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must run this process in your primary currency before you can run the same process in your reporting currencies. See also: *Multiple Reporting Currencies in Oracle Applications*.

### Process Submission

---

To submit the PRC: Interface Total Burdened Cost to GL process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the following streamline options:

- DXB: Distribute and Interface Total Burdened Costs to General Ledger
- XB: Interface Total Burdened Cost to General Ledger

### Process Parameters

---

**End PA Date.** This process interfaces all total burdened cost distribution lines with a PA date on or before the date that you enter here. If you leave this parameter blank, the process selects all eligible total burdened cost distribution lines for interface regardless of the PA date.

### Reports

---

The following reports show you the results of this process:

- **Interface Total Burdened Cost to General Ledger Report.** Lists interfaced burdened items by expenditure type class, along with the total amount successfully interfaced to Oracle General Ledger. This report also displays the employee, expenditure ending date, and the batch name of the interfaced amounts.

- **The Interface Total Burdened Cost to General Ledger Exception Report.** Lists any expenditure items that were rejected during the process and lists the rejection reason for each item.

---

## Interface Usage and Miscellaneous Costs to General Ledger

This process collects all eligible cost distribution lines of the following transactions in Oracle Projects and interfaces them to the Oracle General Ledger interface tables: usage costs, miscellaneous transaction costs, burden transaction costs, and Inventory and WIP transactions not already costed or accounted. The interface process also determines the liability account for these costs. After they are interfaced, these costs await further processing by Oracle General Ledger's Journal Import process.

The costs that are successfully interfaced are updated with the interface status of Accepted. If any of the costs are rejected during interface to Oracle General Ledger, then the interface status for these items is set to Rejected.

When top-down budget integration is enabled, this process liquidates the encumbrance against the funding budget for interfaced burden amounts for commitment transactions.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must run this process in your primary currency before you can run the same process in your reporting currencies. See also: *Multiple Reporting Currencies in Oracle Applications*.

### Process Submission

---

To submit the PRC :Interface Usage and Miscellaneous Costs to General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XU: Interface Usage and Miscellaneous Costs to GL streamline option.

### Process Parameters

---

**Through PA Date.** This process interfaces eligible cost distribution lines with a PA date on or before the date that you enter here. If you

leave this parameter blank, the process selects all eligible distribution lines for interface regardless of the PA date.

## **Reports**

---

The following reports show you the results of this process. These reports show amounts in the functional currency.

**The Interface Usage and Miscellaneous Costs to General Ledger Report.** Lists resources by expenditure week, along with the total count and cost successfully interfaced to Oracle General Ledger. This report displays the non-labor resource, the expenditure week ending date, and the total cost.

**The Interface Usage and Miscellaneous Costs to General Ledger Exception Report.** Lists any expenditure items that were rejected during the process and the rejection reason for each item.

---

## Project Resource Management Processes

The resource management processes perform tasks related to project resource management.

The project resource management processes are:

- Automated Candidate Search: page 7 – 61
- Generate Calendar Schedules: page 7 – 62
- Process Forecast Exceptions: page 7 – 63
- Perform Action Rules: page 7 – 63
- Rebuild Timeline: page 7 – 64
- Refresh Resource Availability: page 7 – 64

---

### Automated Candidate Search

You can set up the Automated Candidate Search process to run on a scheduled basis using the Concurrent Manager. You can also set up multiple instances of this process to run in parallel. In either case, to benefit most from this process, it is recommended that you run this process frequently to accommodate the addition of new projects and requirements and fluctuations in resource availability.

#### Submitting the Process for a Single Project

---

► **To run this process for a single project:**

1. Navigate to the Submit Request screen.
2. Choose PRC: Automated Candidate Search for a Single Project.
3. Select the project.
4. Specify the number of days to look forward for newly starting requirements, or leave blank to include all requirements.
5. Click Submit.

#### Submitting the Process for Multiple Projects

---

► **To run this process for a range of projects:**

1. Navigate to the Submit Request screen.

2. Choose PRC: Automated Candidate Search for a Range of Projects.
3. Enter the project number range, or leave blank to include all projects.
4. Specify the number of days to look forward for newly starting projects, or leave blank to include all projects.
5. Specify the number of days for newly starting requirements, or leave blank to include all requirements.
6. Enter a specific project status, or leave blank to include projects of all statuses.
7. Click Submit.

---

## Generate Calendar Schedules

This process regenerates availability of resources to reflect changes in the calendar.

Existing requirements and scheduled assignments on resource calendars are not impacted by changes. For example, if you add a holiday to the organization calendar and run the PRC: Generate Calendar Schedules process, you will not see this new holiday reflected on any existing requirements or assignment schedules. However, the availability of a person is reduced by the number of hours in the holiday period, because availability is regenerated every time the process is run.

You can run the process for a single calendar or for a range of calendars. You should run this process each time one or more of the following events occur:

- A new calendar is created
- The work pattern for an existing calendar has changed, such as different working days or hours
- New exceptions have been applied to an existing calendar, such as the addition or deletion of a public holiday

You must run this process if you want calendar changes to appear on the schedules and timelines of the resources, new requirements, and new assignments.

### Process Submission

---

From the Submit Request window, Select either PRC: Generate Calendar Schedule for a Single Calendar or PRC: Generate Calendar Schedule for a Range of Calendars.. See: Submitting Requests: page 8 – 5.

## Parameters

---

**Calendar Name.** Enter the name of the calendar for which you want to generate schedules. If you are running the process for a range of calendars, enter the starting and ending calendar names, or leave blank to process all calendars.

---

## Process Forecast Exceptions

After you run your list of exceptions and make the appropriate corrections, you must update your forecast amounts to include the corrected transactions. A process called PRC: Process Forecast Exceptions evaluates eligible forecast items and recreates the item for inclusion in the project forecast. Eligibility criteria for forecast items is as follows:

- forecast item date is between the specified forecast from and to date parameters

If the forecast item is not included in the current project forecast, a new forecast item is created for that period. If the forecast item has been previously summarized, the item is reversed and the rate is recalculated.

To run this process, complete the following steps:

1. Navigate to the Submit Request screen.
2. Choose Submit > PRC: Process Forecast Exceptions.
3. Enter the desired organization.
4. Enter the desired forecast date range.
5. Click Submit.

---

## Perform Action Rules

The PRC: Perform Action Rules process evaluates the action conditions for each action on a scheduled basis. If a condition is valid, then the process activates the related action.

This process applies to all types of action rules. However, it processes only advertisement rule actions for open requirements with advertisement rule status set to *Started* or *Resumed*.

## Process Submission

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You submit the PRC: Perform Action Rules process from the Submit Request window. See: Submitting Requests: page 8 – 5.

---

## Rebuild Timeline

When the calendar for a resource changes, you must run two processes to update the availability data. You must first run the PRC: Generate Calendar Schedules administrative process to reflect the new calendar in the schedules of the resources, requirements, and assignments as is appropriate.

Then, you can run PRC: Rebuild Timeline to reflect the change in calendar and resource availability in the timeline. This process rebuilds the availability data of one or more resources incorporating changes made to the calendar or schedule.

**Note:** If you change the value of the profile option PA: Availability Duration from daily to weekly or vice versa, you must run Refresh Resource Availability and Rebuild Timeline for a Range of Projects or for a Single Project. The processes recalculate the availability of the resource based on the new profile option setting. If a resource has not been scheduled for a long time, say two years, you run either Rebuild Timeline for a Range of Projects or Rebuild Timeline for a Single Project.

---

## Refresh Resource Availability

This process recalculates the availability of resources

If you change the value of the profile option PA: Availability/Overcommitment Calculation Period from daily to weekly or vice versa, you must run this process to recalculate the availability of the resource based on the new profile option setting.

You must also run this process (and the Rebuild Timeline process) if you change the value of the profile option PA: Availability Duration from daily to weekly or vice versa.

---

## Burden Processes

The burden processes perform tasks related to burdening.

The burden processes are:

- Add New Organization Compiled Burden Multipliers: page 7 – 65
- Compile All Burden Schedule Revisions: page 7 – 65

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### Add New Organization Compiled Burden Multipliers

This process adds burden multipliers to burden schedules for an organization when you add a new organization to your organization hierarchy. If you do not add the organization to a specific schedule revision, this process compiles rates for the organization in all burden schedule revisions using the rates of the parent organization as defined in the organization hierarchy. A burden schedule revision must already be successfully compiled for the organization rate to be added.

You must run this process after you create the organization and before you charge transactions using this organization as the expenditure organization.

#### Process Submission

---

You submit the PRC: Add New Organization Compiled Burden Multipliers process from the Submit Request window. See: Submitting Requests: page 8 – 5.

#### Reports

---

This process does not have any output reports. However, the concurrent request status window provides information about the results of the process.

---

### Compile All Burden Schedule Revisions

This process compiles all burden schedule revisions that are not compiled and are not on hold. We recommend that you run this process overnight, as you may have many uncompiled schedule revisions that need to be processed.

## **Process Submission**

---

You submit the PRC: Compile All Burden Schedule Revisions process from the Submit Request window. See: Submitting Requests: page 8 – 5.

## **Reports**

---

The following reports show you the results of this process:

- **Burden Schedule Mass Compilation Report.** Lists all burden schedule revisions that were successfully compiled during the process.
- **Burden Schedule Mass Compilation Exception Report.** Lists any burden schedule revisions that failed the compilation process.

---

## Summarization and Update Processes

The summarization and update processes compute and/or update amounts and balances.

The summarization and update processes are:

- Compute Forecast Labor Revenue: page 7 – 67
- Manage Project Requests : page 7 – 68
- Maintain Budgetary Control Balances: page 7 – 70
- Process Mass Update Batches: page 7 – 71
- Process Work Breakdown Structure Updates: page 7 – 72
- Refresh Project Summary Amounts: page 7 – 72
- Refresh Transaction Summary Amounts: page 7 – 73
- Reevaluate Funding for a Single Project: page 7 – 74
- Reevaluate Funding for a Range of Projects: page 7 – 76
- Delete Reevaluated Funding for a Range of Projects: : page 7 – 78
- Summarize Unbilled Receivables / Unearned Revenue Balances: page 7 – 79
- Update Project Summary Amounts: page 7 – 85
- Year End Budget Rollover: page 7 – 87

---

### Compute Forecast Labor Revenue

This process calculates the potential revenue of labor expenditure items based on established bill rates and markups. The expenditure items that the process selects are billable labor expenditure items charged to contract projects that have not yet been processed by the Generate Draft Revenue process. The items do not have to be approved to be processed for forecast revenue.

#### **Process Submission**

---

You submit the PRC: Compute Forecast Labor Revenue process from the Submit Request window. See: Submitting Requests: page 8 – 5.

## Process Parameters

---

**Project Number.** To limit the process to one project, enter the project. Otherwise, leave this field blank.

**Forecast Through Date.** To limit the process to expenditure items dated on or before a certain date, enter the date. Otherwise, leave this field blank.

## Reports

---

The following reports show you the results of this process:

- **The Forecast Revenue Computation Report.** Lists the results of the Compute Forecast Revenue process. In this report, you see the projects selected for forecast revenue calculation, the total forecast revenue amount, and the expenditure item dates through which forecast revenue was calculated for each project.
- **The Forecast Labor Revenue Computation Exception Report.** Lists the expenditure items for which the Compute Forecast Revenue process could not forecast revenue because a bill rate or markup could not be found for the items.

---

## Manage Project Requests

To create project requests from opportunities, submit the PRC: Manage Project Requests concurrent process using the program mode Create Project Requests. This process creates project requests from sales opportunities by using the following opportunity information:

- Win Probability Range
- Opportunity Value Range
- Opportunity Status
- Sales Stage
- Opportunity Classification

You can also submit the PRC: Manage Project Requests process in Update Projects mode to:

- Update pipeline project information when opportunity information changes
- Trigger workflow notifications of changes

## **Process Submission**

---

To submit the PRC: Manage Project Requests process, see: Submitting Requests: page 8 – 5.

## **Process Parameters**

---

**Note:** The PRC: Manage Project Requests process creates project requests for opportunities in all operating units.

**Mode:** Enter the program mode.

**Project Request Type:** Enter the type of project request you want to create.

**From Probability / To Probability:** Enter the probability range for the opportunities you want the process to select.

**Close Date Within Days:** The process selects opportunities that have a close date within the number of days you enter.

**Status:** Enter the status for opportunities you want the process to select.

**Sales Stage:** Enter the sales stage for opportunities you want the process to select.

**From Value:** Enter the minimum value for opportunities you want the process to select.

**To Value:** Enter the maximum value for opportunities you want the process to select.

**Currency:** Enter the currency for opportunities you want the process to select.

**Classification:** Enter the classification for opportunities you want the process to select. You can assign opportunity classifications to opportunities in Oracle Sales to determine which opportunities are used to create project requests. If you do not specify any classification information, all opportunities are processed for project requests. You can use the parent interest type or the parent primary interest code to process groups of opportunities. If an opportunity has multiple classifications, you can use any of the classifications to designate the opportunity as being project-related.

**Update Probability:** Select Yes to if you want to update the project probability with the latest opportunity probability.

**Update Value:** Select Yes to if you want to update the project opportunity value with the latest opportunity value.

**Update Expected Approval Date:** Select Yes to update the expected project approval date with the latest opportunity close date.

**Note:** You typically update the project probability, opportunity value, and expected approval date for delivery projects, not pursuit projects.

## Reports

---

The output report for the PRC: Manage Project Requests process shows:

- Details of new project requests created
- Old and new values of projects updated based on opportunity changes
- Errors encountered in the process

## Viewing Project Requests

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For information about viewing the project requests that the PRC: Manage Project Requests process creates, see: Viewing the Project Request List: page 9 – 30.

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## Maintain Budgetary Control Balances

The PRC: Maintain Budgetary Control Balances process updates budgetary control balances for transactions that pass funds reservation. The process also deletes funds check results records from the PA\_BC\_PACKETS table that are older than the value specified in the PA: Days to Maintain BC Packets profile option.

If you use Projects budgetary controls, it is recommended that you set the PRC: Maintain Budgetary Control Balances process to run at regular intervals.



**Attention:** When budgetary controls and burdening are enabled for a project, the PRC: Maintain Budgetary Control Balances process must complete before the project's burden costs are interfaced to General Ledger.

## Process Submission

---

From the Submit Request window, submit the PRC: Maintain Budgetary Control Balances process. See: Submitting Requests: page 8 – 5.

### **Process Parameters**

---

This process has no parameters.

### **Reports**

---

No reports are generated from this process.

---

## **Process Mass Update Batches**

This process updates the organization on all the projects and tasks specified in a mass update batch.

You can also run Mass Update Batches as an online program, using the Mass Update Batches window. See: Mass Update Batches: page 6 – 32

### **Process Submission**

---

From the Submit Request window, submit the PRC: Process Mass Update Batches process. See: Submitting Requests: page 8 – 5

### **Process Parameters**

---

**Batch.** Select the batch that you wish to process. If you leave this field blank, all mass update batches with the status Submitted and with effective dates on or earlier than the current system date will be processed.

### **Reports**

---

An output report shows you the results of this process. The report shows amounts in the project currency.

## **See Also**

Processing a Mass Update Batch: page 6 – 36

---

## Process Work Breakdown Structure Updates

The PRC: Process Work Breakdown Structure Updates process recalculates task weighting percentages and updates planning elements for budgeting and forecasting when a change is made to a project work breakdown structure (WBS). WBS changes can result from the following WBS maintenance activities:

- Create tasks
- Delete tasks
- Transfer tasks from one branch of the project WBS to another branch

The process updates planning elements for budgeting and forecasting at the project level, and for all plan types and working plan versions.

### Process Submission

---

When unprocessed WBS changes exist and you attempt to perform certain actions (for example, edit planning options for a budget or forecast, or implement the financial impact of a change document), Oracle Projects displays an information message and a button that you can choose to submit the update process.

### Process Parameters

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None

### Reports

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None

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## Refresh Project Summary Amounts

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts from transactions that you have interfaced.

You can use this process alone, or run this process after you have run Refresh Transaction Summary Amounts to build the summary amounts from large numbers of detail transactions. See: Refresh Transaction Summary Amounts.: page 7 – 73

You must also run this process after you set the current PA Reporting Period to an earlier period than the previous PA Reporting Period, if the system has alerted you that projects have been summarized with dates later than the new reporting period. See: *Setting the PA Reporting Period, Oracle Projects Implementation Guide*.

---

### **Process Submission**

From the Submit Request window, submit the PRC: Refresh Project Summary Amounts process. See: *Submitting Requests: page 8 – 5*

---

### **Process Parameters**

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: *Entering a Project Number Range Parameter: page 7 – 2*.

**Through Date.** Optionally enter an end date for the process.

If you do not enter a date, or the date you enter is equal to or later than the current reporting period end date, the process summarizes all selected data through the current reporting period.

If you enter a date earlier than the end date of the current reporting period, the process summarizes data through the date you enter.

## **See Also**

*Setting the PA Reporting Period, Oracle Projects Implementation Guide*

*Creating Project Summary Amounts After Conversion, Oracle Project Management User Guide*

---

## **Refresh Transaction Summary Amounts**

After you have interfaced detail transactions from your legacy system to Oracle Projects, you use the Refresh Project Summary Amounts and Refresh Transaction Summary Amounts processes to create project summary amounts.

Use this process if you are interfacing large numbers of detail transactions. This process enables you to build the summary amounts in smaller runs based on the process parameters you enter. This process creates transaction totals for the specified range of PA periods, but does not produce the project summary numbers used by the Project Status Inquiry window.

After you run this process, you then run the Update Project Summary Amounts process to create the project summary amounts used by the Project Status Inquiry window.

### **Process Submission**

---

From the Submit Request window, submit the PRC: Refresh Transaction Summary Amounts process. See: Submitting Requests: page 8 – 5

### **Process Parameters**

---

**From Project Number / To Project Number.** Enter the range of project numbers that you want to include. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**From PA Period...To PA Period.** Enter a range of PA periods for which you want the process to run.

**Expenditure Type Class.** You can optionally select an expenditure type class that the process will use.

## **See Also**

Creating Project Summary Amounts After Conversion, *Oracle Project Management User Guide*

Project Status Inquiry, *Oracle Project Management User Guide*

---

## **Revalue Funding for a Single Project**

This process revalues funding for a single project and is run prior to running the PRC: Generate Draft Invoices and PRC: Generate Draft Revenue. For more information about Revalue Funding see: Revalue Funding, *Oracle Project Billing User Guide*.

Unbaselined revaluation adjustment funding lines, and the corresponding realized currency gains and losses events created by earlier runs are deleted when the Revalue Funding process is run for a single project. The process updates the summary project funding after deletion.

### **Process Submission**

---

Submit the PRC: Revalue Funding for a Single Project process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### **Process Parameters**

---

**Project Number:** Enter the number of the project for which you want to run the revaluation process. The selected project must have the project level funding revaluation option enabled.

**Revaluation Through Date:** Enter the revaluation through date. All the paid and unpaid amount are taken as of the revaluation through date, and all invoices used in the revaluation calculation are till this date. The default is the system date.

**Revaluation Rate Type:** Optionally, enter the revaluation rate type to revalue from the funding currency to project functional currency and invoice processing currency. Valid values are the Oracle General Ledger Rate types.

**Note:** If no revaluation rate type is entered, the rate type defined at the project level for converting from funding currency to project functional currency and invoice processing currency will be used for revaluation.

**Revaluation Rate Date:** Optionally, enter the revaluation rate date to revalue from funding currency to the project functional currency and the invoice processing currency.

**Note:** If no revaluation rate date is entered, the revaluation through date will be the default value.

**Baseline Revaluated Funding:** Select whether you want the funding adjusted lines to be baselined immediately after the revaluation process. Valid values are Yes and No.

**Note:** If you choose to baseline the revaluated funding immediately, the process will only baseline the revaluated funding for projects that have Baseline Funding Without Budget option enabled.

## Reports

---

The following reports show the results of this process:

- **The Funding Revaluation Process Report.** Lists all summary project funding successfully processed. For each summary project funding the report displays the project, customer, agreement and task for which the net revaluation funding line was created. It also displays the baselined funding in funding currency, funding revaluated, baselined funding before revaluation, revaluation adjustment, rate type and rate in the project functional and invoice processing currencies, and adjustment baselined or not.
- **The Funding Revaluation Exception Report:** Lists all eligible projects for which the funding revaluation process did not complete successfully. For each rejected project, the report displays the rejection reason.

## See Also

Funding Revaluation, *Oracle Project Billing User Guide*

---

## Revalue Funding for a Range of Projects

This process revalues funding for a range of projects and is run prior to running the PRC: Generate Draft Invoices and PRC: Generate Draft Revenue. For more information about revaluating funding, see: Funding Revaluation, *Oracle Project Billing User Guide*.

### Process Submission

---

Submit the PRC: Revalue Funding for a Range of Projects process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### Process Parameters

---

**From Project Number/To Project Number:** Enter the range of projects you want to include. The selected projects must have the project level funding revaluation option enabled.

**Project Type:** To limit the process to only one project type, enter the project type. Otherwise, leave this field blank.

**Revaluation Through Date:** Enter the revaluation through date. All the paid and unpaid amount are taken as of the revaluation through date, and all invoices used in the revaluation calculation are till this date. The default is the system date.

**Revaluation Rate Type:** Optionally, enter the revaluation rate type to reevaluate from the funding currency to project functional currency and invoice processing currency. Valid values are the Oracle General Ledger Rate types.

**Note:** If no revaluation rate type is entered, the rate type defined at the project level for converting from funding currency to project functional currency and invoice processing currency will be used for revaluation.

**Revaluation Rate Date:** Optionally, enter the revaluation rate date to reevaluate from funding currency to the project functional currency and the invoice processing currency.

**Note:** If no revaluation rate date is entered, the revaluation through date will be the default value.

**Baseline Revaluated Funding:** Select whether you want the funding adjusted lines to be baselined immediately after the revaluation process. Valid values are Yes and No.

**Note:** If you choose to baseline the revaluated funding immediately, the process will only baseline the revaluated funding for projects that have Baseline Funding Without Budget option enabled.

## Reports

---

The following reports show the results of this process:

- **The Funding Revaluation Process Report.** Lists all summary project funding successfully processed. For each summary project funding the report displays the project, customer, agreement and task for which the net revaluation funding line was created. It also displays the baselined funding in funding currency, funding revaluated, baselined funding before revaluation, revaluation adjustment, rate type and rate in the project functional and invoice processing currencies, and adjustment baselined or not.
- **The Funding Revaluation Exception Report:** Lists all eligible projects for which the funding revaluation process did not

complete successfully. For each rejected project, the report displays the rejection reason.

---

## Delete Revaluated Funding for a Range of Projects

This process deletes all the unbaselined revaluation adjustment funding lines and corresponding realized gains and losses events. After deletion, the summary project funding balance is updated.

### Process Submission

---

You submit the PRC: Delete Revaluation Funding for a Range of Projects process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### Process Parameter

---

**Project Number. From/Project Number To:** Enter the range of projects which have Revaluate Funding option enabled, and for which you want to delete revaluation funding.

**Project Type:** To limit the report to only one project type, enter the project type. Otherwise, leave this field blank.

### Reports

---

The following report shows the results of the process:

- **The Funding Revaluation Delete Report:** Lists all projects for which the unbaselined revaluation adjustment funding lines were deleted by the process. The report displays the project name, customer name, agreement number, and task name.

## See Also

Funding Revaluation, *Oracle Project Billing User Guide*

---

## Summarize Unbilled Receivables / Unearned Revenue Balances

The Summarize Unbilled Receivables / Unearned Revenue Balances process creates the summary data required for running the UBR and UER reports. The process creates UBR and UER summary balances for draft revenue and draft invoices in Oracle Projects. Only draft revenues that have been transferred to the General Ledger and draft invoices that have been transferred, imported, and successfully tied back to Oracle Receivables, are selected.

The UBR/UER transactions are summarized by project, by account segment, cost center, and GL period, deriving the summary UBR/UER amounts used in the reports.

### Prerequisites

Before you can carry out the PRC: Summarize Unbilled Receivables/Unearned Revenue Balances process, you must do the following:

- Define the General Ledger Account Key Segment that is associated with the Key Flexfield Qualifier Cost Center and the General Ledger Account Key Segment that is associated with the Key Flexfield Qualifier Account.

For more information on defining your General Ledger Account Key Segments, refer to "Setup" in the *Oracle General Ledger User Guide*.

- Setup Self-Service environment to view the UBR and UER reports. For complete instructions on setting up your self-service environment, refer to the *Oracle Self-Service Web Applications Implementation Manual*.

### Process Submission

Submit the PRC: Summarize Unbilled Receivables / Unearned Revenue Balances process from the Submit Request window.

#### Process Parameters

---

**From Project Number and To Project Number:** Enter the range of project numbers that you want to include.

**Note:** For faster performance, enter a range of projects.

**GL Period (required):** Enter a GL Period for selecting draft revenue and draft invoices in Oracle Projects. The default value is derived from the system date.

**Note:** To create accurate balances, run your process at the end of your GL period, after transaction processing is complete.

## Viewing the Output Reports

The following reports show you the results of this process:

### **Draft Revenue Unbilled Receivables and Unearned Revenue Summary Balances Report:**

---

This report lists the unbilled receivables and unearned revenue for draft revenues successfully processed by the process. For each draft revenue, the report lists the project, project type, GL period, unbilled receivables amount, unearned revenue amounts, and the GL journal entry number.

### **Draft Invoice Unbilled Receivables and Unearned Revenue Summary Balances Report:**

---

This report lists the unbilled receivables and unearned revenue for draft invoices successfully processed by the process. For each draft invoice, the report lists the project, project type, GL period, unbilled receivables amount, unearned revenue amount, and the journal entry numbers.

### **Project Unbilled Receivables and Unearned Revenue Summary Balances Report:**

---

This report lists the unbilled receivables and unearned revenue balances by GL period for all projects in which draft revenue or draft invoices were processed. The report shows the resulting balances of the unbilled receivables and unearned revenue by GL period for each project.

## Viewing the Online Views

The results of the process can also be viewed online. You can export the online views to an Excel spreadsheet for further calculation, analysis, and formatting.

These online reports have an accounting view and a project view. Both of these views are included in the Project Super User and Operations Manager menus.

## Accounting View Reports

Project accountants can use the Accounting View reports to review all entries to UBR and UER accounts in the GL from the Oracle Projects subledger.

The following accounting view reports are available:

### **Unbilled Receivables/Unearned Revenue Balance by Project, Cost Center: Accounting View:**

---

The report shows summary balances for selected cost centers for a given UBR or UER account.

- You can click on the Details icon in the summary line, to drill down and view the unbilled receivables or unearned revenue transactions in Oracle Projects.
- You can click on a selected project number in the Project Number field to view details of transactions for all the cost centers in the selected project.

### **Parameters**

---

The Account and As of GL period fields are required. Use the following other parameters to further filter the report:

- Start and End Cost Center
- Project Type
- Start and End Project Number
- Start and End Project Name
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero account balances.

**Note:** The Account parameter represents the Natural Account segment defined as the General Ledger Accounting Key Flexfield Qualifier. Cost Center parameter represents the cost center segment defined as the General Ledger Accounting Key Flexfield Qualifier.

The default sort order is Project Number and Cost Center columns in ascending order. You can click on any column in the results section of the report to sort the report in the ascending order of that column.

If project number and project name are given, project name takes precedence for retrieving the data.

## **Unbilled Receivables/Unearned Revenue Transaction Details for Project: Accounting View:**

---

This report shows UER and UBR transaction details for a selected project. You can access this report in the following ways:

- From the Results section of the Unearned Revenue/Unbilled Receivables by Project, Cost Center: Accounting View report, click on the Details icon or on the project number in the Project Number field. If you click on the project number, you can view the transaction number, GL period and transaction amount for invoices, credit memos, payments, and adjustments for all cost centers in the project.
- Using the Project Finance Manager responsibility in the Self Service environment.

### **Parameters**

---

The Account and As of GL Period fields are required. Use the following other parameters to further filter the report:

- Cost Center
- Project Type
- Project Number
- Project Name

**Note:** The default sort order is Project Number, GL Period, Transaction Type and Transaction Number columns in the descending order. You can click on any column in the results section of the report to sort the report in the ascending order of that column.

If project number and project name are given, project name takes precedence for retrieving the data.

## **Project View Reports**

Project managers can use the Project View reports to review the balances of UBR and/or UER accounts on a project. The following project view reports are available:

## **Unbilled Receivables/Unearned Revenue Balance by Project: Project View:**

---

This report shows the period-to-date summary balances for both the Unearned Revenue and Unbilled Receivable accounts for a specified GL period.

You can click on a selected project number in the Project Number field to view both the UBR period-to-date summary balance and the UER period to date summary balance for each individual cost center in the project.

### **Parameters**

---

The As of GL Period field is required. Use the following other parameters to further filter the report:

- Project Type
- Start and End Project Number
- Start and End Project Name
- Cost Center Filter: Show: Select one of the following filters:
  - All Projects
  - Project with Multi Cost Center
  - Projects with Single Cost Center
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero UBR or UER account balances.

**Note:** The Cost Center parameter represents the cost center segment defined as the General Ledger Accounting Key Flexfield Qualifier. For more information on defining your General Ledger Account Key Segments, refer to "Setup" in the *Oracle General Ledger User Guide*.

The default sort order is Project Number column in ascending order. Click on any column in the results section of the report to sort the report in the ascending order of that column. If project number and project name are given, project name takes precedence for retrieving the data.

## **Unbilled Receivables/Unearned Revenue Balance by Project, Cost Center: Project View:**

---

This report shows the period-to-date summary balances for both the Unearned Revenue and the Unbilled Receivable balances for each individual cost center in a project.

- You can click on the Details icon in the summary line, to drill down and view the revenue and invoice transactions in Oracle Projects that comprise the UBR and UER balances.
- You can click on a selected project number in the Project Number field to view details of revenue and invoice transactions for all the cost centers in the specific project.

You can access this report in the following ways:

- From the Results section of the Unearned Revenue/Unbilled Receivables by Project, Cost Center: Project View report, click on an individual project in the Project Number field.
- Use the Project Manager responsibility in the Self Service environment.

### **Parameters**

---

The As of GL Period field is required. Use the following other parameters to further filter the report:

- Project Type
- Start and End Project Number
- Start and End Project Name
- Cost Center Filter: Show: Select one of the following:
  - All Projects
  - Project with Multi Cost Center
  - Projects with Single Cost Center
- Projects with Zero Balances: Check the box to retrieve summary amounts for projects having zero UBR or UER account balances.

**Note:** The default sort order is Project Number, Cost Center columns in the ascending order. Click on any column in the results section of the report to sort the report in the ascending order of that column.

If project number and project name are given, project name takes precedence for retrieving the data.

## Unbilled Receivables/ Unearned Revenue Transaction Details for Project: Project View:

---

This report shows the invoice and revenue transactions details of UBR and UER balances in Oracle Projects. You can access this report in the following ways:

- From the Results section of the Unbilled Receivable/Unearned Revenue Balance by Project, Cost Center: Project View report, click on the Details icon, or a project number in the Project Number field. If you click on the project number, data for all cost centers in the project is displayed.
- Use the Project Manager responsibility in the self service environment.

### Parameters

---

The As of GL Period field is required. Use the following other parameters to further filter the report:

- Project Type
- Cost Center
- Project Number
- Project Name

**Note:** The default sort order is GL Period, Transaction Type, and Transaction Number columns in descending order. Click on any column in the results section of the report to sort the report in the ascending order of that column. If project number and project name are given, project name takes precedence for retrieving the data.

---

## Update Project Summary Amounts

This process updates the project summary amounts with new cost, commitment, and revenue transactions and any new baselined budget versions.

You can run this process as many times as you want.

### Process Submission

---

From the Submit Request window, submit one of the PRC: Update Project Summary Amounts processes:

- To submit the process for one project, submit the PRC: Update Project Summary Amounts for a Single Project process.
- To submit the process for a range of projects, submit the PRC: Update Project Summary Amounts process.
- To submit the process after making changes in a resource list, submit the PRC: Update Project Summary Amounts After a Resource List Change process.

See: Submitting Requests: page 8 – 5

### **Selected Parameters**

---

**Accumulate Cost.** Enter Y if you want the Update Project Summary Amounts process to summarize cost amounts.

**Accumulate Revenue.** Enter Y if you want the Update Project Summary Amounts process to summarize revenue amounts.

**Accumulate Budgets.** Enter Y if you want the Update Project Summary Amounts process to summarize budget amounts.

**Accumulate Commitments.** Enter Y if you want the Update Project Summary Amounts process to summarize commitment amounts.

**Expenditure Type Class.** If you are running the Update Project Summary Amounts process for one project, you can optionally select one expenditure type class that the Update Project Summary Amounts process will use.

**Resource List Name.** If you are running the Update Project Summary Amounts After a Resource List Change process, you can optionally select one resource list that the Update Project Summary Amounts process will use.

**Through Date.** Optionally enter an end date for the process.

If you do not enter a date, or the date you enter is equal to or later than the current reporting period end date, the process summarizes all selected data through the current reporting period.

If you enter a date earlier than the end date of the current reporting period, the process summarizes data through the date you enter.

**Generate Report Output.** Enter Y if you want the process to generate a report.

## Reports

---

The following reports show you the results of this process. These reports show amounts in the project currency.

- **Update Project Summary Amounts Report.** Lists all costs, revenue, budget amounts, and commitments that were summarized during the process.

This report also lists *future period transactions*. Future period transactions are transactions whose PA Period is later than the current PA reporting period. Any transactions appearing in this section have not been summarized by the Update Project Summary Amounts process, and will not be reflected in the Project Status Inquiry window. To summarize these transactions, you must set the current reporting period to a PA Period equal to or later than the PA Period of these transactions. See: Setting the PA Reporting Period, *Oracle Projects Implementation Guide*.

- **Update Project Summary Amounts Log.** The Update Project Summary Amounts log can be viewed by choosing Request Log from the Completed Requests window. The log displays amounts before and after the Update Project Summary Amounts process was run.

---

## Year End Budget Rollover

The PRC: Year End Budget Rollover process transfers year-end balances for top-down integrated project budgets to the next fiscal year. For all selected top-down integrated budgets, the process performs the following tasks:

- Creates a new budget version
- Calculates the transfer amount for each project budget line by subtracting the total actual and commitment balances from the budgeted amounts
- Adds the transfer amount for each project budget line to the budget amount for the first period of the next fiscal year
- Subtracts the transfer amount for each budget line from the budget amount for the last period of the closing fiscal year. This sets the budget amounts for the closing year to the transaction total for the year.
- Baselines the new budget version

**Note:** The baseline process performs a funds check on the new encumbrance entries in force pass mode. In force pass mode, all budgetary controls are ignored. The encumbrance entries to reserve additional funds in the new year are generated even if the funding budgets available funds will be exceeded.

### **Process Submission**

---

From the Submit Request window, submit the PRC: Year End Budget Rollover process. See: Submitting Requests: page 8 – 5.

### **Selected Parameters**

---

**Closing Fiscal Year.** You must specify the fiscal year from which you are transferring budget balances.

**Organization Name.** To optionally select all projects belonging to a specified project organization, select an organization name. Otherwise, leave this field blank.

### **Reports**

---

The following reports show the results of this process:

- **Year End Budget Rollover – Success Report.** Lists all project budget amounts successfully rolled over to the next fiscal year. Rollover amounts are listed by project number and budget type.
- **Year End Budget Rollover – Exception Report.** Lists any project budgets that failed the rollover process and displays a rejection reason.

---

## Tieback Processes

The tieback processes identify and update Oracle Projects transactions that have been interfaced to another application.

The tieback processes are:

- Tieback Asset Lines from Oracle Assets: page 7 – 89
- Tieback Cross Charge Distributions from General Ledger: page 7 – 89
- Tieback Expense Reports from Payables: page 7 – 90
- Tieback Invoices from Receivables: page 7 – 92
- Tieback Labor Costs from General Ledger: page 7 – 93
- Tieback Revenue from General Ledger: page 7 – 93
- Tieback Total Burdened Cost from General Ledger: page 7 – 94
- Tieback Usage Costs from General Ledger: page 7 – 95

---

### Tieback Asset Lines from Oracle Assets

This process identifies and updates Oracle Projects assets and asset lines that have been interfaced to Oracle Assets. For assets, the process updates the asset details to reflect the asset number assigned in Oracle Assets and the period in which the asset was posted. For asset lines, the process updates each line to reflect the Oracle Assets period in which the asset line was posted.

#### **Process Submission**

---

Submit the PRC: Tieback Asset Lines from Oracle Assets process from the Submit Requests window. See: Submitting Requests: page 8 – 5.

---

### Tieback Cross Charge Distributions from General Ledger

This process determines if cross-charged distributions previously interfaced to Oracle General Ledger have been rejected by the Journal Import process in General Ledger. If Journal Import rejected the cross-charged distributions, this tieback process deletes all rejected rows from the interface tables and updates the interface status for the cross-charged distribution lines *Rejected*. You can determine the

rejection reason from the Journal Import report. After you resolve the reason the costs were rejected, interface the distributions again to General Ledger.

### **Process Submission**

---

Submit the PRC: Tieback Cross Charge Distributions from General Ledger process from the Submit Requests window. See: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the following streamline options:

- **XC: Interface Cross Charge Distributions to General Ledger.** This option initiates the following processes:
  - PRC: Interface Cross Charge Distributions to GL
  - PRC: Journal Import
  - PRC: Tieback Cross Charge Distributions from GL
- **DXC: Distribute and Interface Borrowed and Lent Amounts to GL.** This option initiates the following processes:
  - PRC: Distribute Borrowed and Lent Amounts
  - PRC: Interface Cross Charge Distributions to GL
  - PRC: Journal Import
  - PRC: Tieback Cross Charge Distributions from GL

### **Reports**

---

The following report shows the results of the process:

**Tieback Cross Charge Distributions Report.** Lists the total number of cross-charged distributions rejected by the Journal Import process since the last time the Tieback Cross Charge Distributions from General Ledger process ran.

---

## **Tieback Expense Reports from Payables**

This process determines the status of expense reports that were previously interfaced to Oracle Payables. If the expense reports were processed by Oracle Payables' Invoice Import process successfully, then

this process updates the expense reports as *Accepted* by Oracle Payables. If the expense reports were rejected by Oracle Payables' Invoice Import process, this tieback process deletes all rejected rows from the interface tables and updates all expense reports as *Rejected* in Oracle Projects. Correct the rejected expense reports and transfer them again.

**Note:** You must use the same report mode, either summarized or detailed, to interface expense report costs to Oracle Payables and to tieback the same expense reports. See: Interface Expense Reports to Oracle Payables, *Oracle Project Costing User Guide* and PA: Summarize Expense Report Lines, *Oracle Projects Implementation Guide*.

### **Process Submission**

---

To submit the PRC: Tieback Expense Reports from Payables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XES or XEU: Interface Expense Reports Costs to AP streamline option.

### **Reports**

---

The following reports show you the results of this process. These reports show amounts in the functional currency.

- **The Tieback Expense Report Costs Report.** Lists the total number of expense reports successfully processed by Invoice Import since the last time the Tieback Expense Reports from Payables process ran.
- **The Tieback Expense Report Costs Exception Report.** Lists any expense reports that were rejected by Oracle Payables' Invoice Import process since the last time the Tieback Expense Reports from Payables process ran. For each rejected expense report, this exception report displays the rejection reason given by Invoice Import.

### **See Also**

Payables Invoice Import *Oracle Payables User's Guide*

---

## Tieback Invoices from Receivables

This process determines the status of draft and intercompany invoices interfaced to Oracle Receivables. For invoices that are successfully processed through Oracle Receivables AutoInvoice process, this tieback process updates the interface status of the invoice to *Accepted*. For rejected invoices, the tieback process deletes the rejected rows from the interface tables and updates the invoice status to *Rejected*. Correct the rejected invoices and interface them again.

After the tieback process is complete, the process identifies intercompany and inter-project invoices that were successfully interfaced and interfaces them to Payables of the receiver operating unit.

---

### Process Submission

To submit the PRC: Tieback Invoices from Receivables process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the Interface to AR streamline options.

---

### Reports

The following reports show you the results of this process:

- **Tieback Invoices Report (Successful Invoice Transfers).** Lists each draft invoice that was successfully processed by the AutoInvoice process. For each draft invoice, the report displays the project number and the draft invoice number, the customer number, name, and agreement funding the invoice, the date that the draft invoice was interfaced to Oracle Receivables, and the AR invoice number of the invoice.
- **Tieback Invoices Report (Rejected Invoice Transfers).** Lists any draft invoices that were rejected by Oracle Receivables' AutoInvoice process. For each rejected draft invoice, this report lists the rejection reason given by AutoInvoice.

---

## Tieback Labor Costs from General Ledger

This process determines if labor costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the labor costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to *Rejected*. After the reason the costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

---

### Process Submission

To submit the PRC: Tieback Labor Costs from General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the Interface Labor Costs to GL streamline options.

---

### Reports

One output report shows you the results of this process:

- **The Tieback Labor Costs Report.** Lists the total number of labor cost items rejected by the Journal Import process since the last time the Tieback Labor Costs from General Ledger process ran.

---

## Tieback Revenue from General Ledger

This process determines if revenue previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the revenue, this tieback process deletes all rejected rows from the interface tables and updates the draft revenues' interface status to *Rejected*. After the reason the revenue was rejected is resolved, these revenues can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

---

### Process Submission

To submit the PRC: Tieback Revenue from General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select one of the Interface Labor Costs to GL streamline options.

## Reports

---

One output report shows you the results of this process:

- **The Tieback Revenue Report.** Lists the total number of draft revenues rejected by the Journal Import process since the last time the Tieback Revenue from General Ledger process ran.

---

## Tieback Total Burdened Cost from General Ledger

This process determines if total burdened costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the total burdened costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to *Rejected*. After the reason the total burdened costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

## Process Submission

---

To submit the PRC: Tieback Total Burdened Cost from GL process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3). Then select the DXB: Distribute and Interface Total Burdened Cost to GL or XB: Interface Total Burdened Costs to GL streamline option.

## Reports

---

One output report shows you the results of this process:

- **Tieback Total Burdened Costs Report.** Lists the total number of burdened cost distribution lines rejected by the Journal Import process since the last time the Tieback Total Burdened Costs from General Ledger process ran.

---

## Tieback Usage Costs from General Ledger

This process determines if usage and miscellaneous costs previously interfaced to Oracle General Ledger have been rejected by Oracle General Ledger's Journal Import process. If Journal Import rejected the costs, this tieback process deletes all rejected rows from the interface tables and updates the cost distribution lines' interface status to *Rejected*. After the reason the costs were rejected is resolved, these costs can then be retransferred to General Ledger. You can determine the rejection reason from the Journal Import report.

### Process Submission

---

To submit the PRC: Tieback Usage Costs from General Ledger process by itself, see: Submitting Requests: page 8 – 5.

To submit the process as part of a streamline process, submit PRC: Submit Interface Streamline Processes (see: Submitting Streamline Processes: page 7 – 3) and select the XU: Interface Usage and Miscellaneous Costs to GL streamline option.

### Reports

---

One report shows you the results of this process:

- **The Tieback Usage and Miscellaneous Costs Report.** Lists the total number of cost distribution lines rejected by the Journal Import process since the last time the Tieback Usage and Miscellaneous Costs from General Ledger process ran.

---

## Transaction Import Process

The Transaction Import process selects all eligible pending transactions in the PA\_TRANSACTION\_INTERFACE\_ALL table that satisfy the selection criteria of the process request and determines the validity of each transaction.

---

### Transaction Import

For each valid transaction, Transaction Import imports the transactions and creates corresponding expenditure records in the Oracle Projects expenditure tables; expenditure records include expenditure batches, expenditures, and expenditure items. For each invalid transaction, Transaction Import rejects the transaction and updates the transaction in the interface table with a status of *Rejected* and the rejection reason. You should update rejected items in the interface tables or your external system and import the transactions again.

If the transaction source for the Transaction Import is purgeable, Transaction Import deletes the corresponding transactions from the interface table. If the transaction source is not purgeable, Transaction Import updates the status of the corresponding transaction in the interface table with a status of *Accepted*.



**Suggestion:** When interfacing large volumes of data, you can reduce the risk of unexpected errors by committing records after a specified number of transactions are processed. A Processing Set size is defined for each transaction source. As transactions are imported, a database commit is issued after each set is complete. If an error occurs and a rollback is issued, only the records in the current set are affected. See Processing Set Size, *Oracle Projects Implementation Guide*.

For detailed information on importing data into Oracle Projects using Transaction Import, including interface table descriptions, see: Overview of Transaction Import, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

---

### Process Submission

You submit the PRC: Transaction Import process from the Submit Request window. See: Submitting Requests: page 8 – 5.

## Process Parameters

---

**Transaction Source.** Enter the transaction source for the transactions that you want to import into Oracle Projects.



**Warning:** Do not use the AP INVOICES transaction source when you run the PRC: Transaction Import program. This transaction source is intended only for use by the Oracle Projects processes to import Oracle Payables invoices.

**Batch Name.** Enter the name of a specific batch of transactions that you want to import into Oracle Projects. You can choose only batches having the transaction source specified for the Transaction Source parameter.



**Suggestion:** For increased performance, submit several concurrent Transaction Import requests specifying different batch names rather than submitting one request for a particular transaction source.

## Reports

---

The following reports show you the results of this process:

- **The Transaction Import Exception Report.** Lists all transactions that were rejected during the Transaction Import process. For each rejected transaction, this report displays the key field values of the transaction in the interface table. It also displays the rejection reason code that identifies the cause of the transaction's rejection. For reference, the last page of this report prints a key of rejection reason codes and their meanings.

**Note:** If any expenditure item fails validation, Oracle Projects rejects the entire expenditure and updates each expenditure item with a status of R (Rejected). To locate all rejected transactions within an expenditure batch, use a SQL\*Plus select statement on the EXPENDITURE\_ID column and specify the expenditure id of the rejected item. Then update the TRANSACTION\_STATUS\_CODE column to remove the R status. Or you can import the corrected items again, so that Oracle Projects creates a new record for the expenditure items instead of updating the rejected records.

- **The Transaction Import Report.** Displays a summary of the expenditures successfully imported into Oracle Projects and the total number of expenditure batches created. For each expenditure batch, the report lists the name, the expenditure batch ending date, and the total number of expenditures created.



**Suggestion:** To view detailed information about the expenditures created in Oracle Projects, submit the AUD: Pre-Approved Expenditures Entry Audit report.

## See Also

Using Transaction Import, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Transaction Import Interface, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

---

## Administrative Processes

The administrative processes do a variety of tasks, such as maintaining indexes and creating records required for processing.

The administrative processes are:

- Archiving and Purging Processes: page 7 – 99
- Create Invoice Organization Transaction Types: page 7 – 102
- Maintain Project Resources: page 7 – 102
- MRC Setup – Projects Transactions Upgrade: page 7 – 105
- MRC Setup – Projects Transactions Upgrade Status Report: page 7 – 106
- Optimize the Project Search Intermedia Index: page 7 – 105
- Rebuild the Project Search Intermedia Index: page 7 – 106
- Upgrade Bill Rate Schedules in Projects: page 7 – 108
- Update Project Access Level: page 7 – 107
- Upgrade Budget Types and Budget Versions: page 7 – 108
- Upgrade Budgets for MRC: page 7 – 114
- Upgrade Funding for MRC: page 7 – 115
- Upgrade Work Types in Projects: page 7 – 115

---

## Archiving and Purging Processes

To archive and purge in Oracle Projects, you use the following processes:

### Validate Purge Batch

The Validate Purge Batch process verifies that projects satisfy the default prerequisites and any additional business rules defined in the Validation Extension. See: Prerequisites for Purging Projects: page 6 – 10 and Validation Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Submitting the Process

---

Submit the PRC: Validate Purge Batch process from the Purge Batches window. See Release the Purge Batch: page 6 – 21.

You can also validate the batch by running the process in the Submit Requests window.

## Parameters

---

**Batch Name.** The name of the batch you want to validate.

**Run Validation.** The default value is **Yes**. Enter **No** to run the Purge Validation Report without running the validation.

**Report Errors Only.** The default value is **No**. Enter **Yes** to report only those projects that fail validation.

## Reports

---

The following reports show the results of this process:

- **The Purge Validation Report** lists all projects included in the purge batch.
- **The Purge Validation Exception Report** lists the projects that failed the validation. The report includes a description of the error or warning message associated with each project.

## Purge Project Data

This process purges and archives project information, as specified for each project in the batch. The Purge Extension allows you to purge custom tables. See: Archive Custom Tables Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

After the process runs, the system changes the purge batch status to Completed and changes the project status. For more information about project statuses, see: Project Statuses for Purged Projects: page 6 – 14.

## Submitting the Process

---

Submit the PRC: Purge Project Data process from the Purge Batches window. See: Start the Purge Process: page 6 – 21.

You can also run the process in the Submit Requests window.

## Parameters

---

**Batch Name.** The name of the batch you want to purge.

**Run Purge.** The default value is **No**. Enter **Yes** to run the Purge Project Data Process. Enter **No** to run the Purge Process Report without running the purge itself.

**Commit Size.** This program processes a certain number of records at a time, depending on your commit size. The commit size indicates how many records the program processes and stores before it purges and/or archives the records.

For example, suppose that you have 4000 records to purge and your commit size is set to 1000. The program processes the first 1000 records and purges them, then processes the next 1000, and so on, until it processes and purges all 4000 records.

The commit size can help to optimize processing time. Your database administrator should identify what is the best commit size for your organization. This field can be set up to display a default value. For more information, see *PA: Commit Size for Archive and Purge, Oracle Projects Implementation Guide*.

**Note:** If you have Multiple Reporting Currencies installed, the commit size includes the increased number of secondary records you have for each reporting currency.

## Reports

---

The following reports show the results of this process:

- **The Purge Process Report** lists the projects that were purged. For each purged project, the report also shows the database tables that were purged, and the number of rows that were purged from each table.

## Purge Resources Unassigned Time

This process purges the unassigned time for all resources. This unassigned time includes resource capacity, availability and overcommitment. The process purges the unassigned time through the Purge Till Date that you specify, assuming therefore that you no longer need to track resource capacity, availability or overcommitment through that past date.

## **Submitting the Process**

---

Submit the PRC: Purge Resources Unassigned Time process from the Submit Requests window.

## **Parameters**

---

**Purge Till Date.** The date through which you want this process to purge data.

**Archive.** Select Yes to archive, or No to not archive data.

## **Reports**

---

The following reports show the results of this process:

- **The Purge Resources Unassigned Time Process Report.** This report lists the database tables that were purged and the number of rows that were purged from each table.

---

## **Create Invoice Organization Transaction Types Process**

If you use decentralized invoicing, run this process after you specify an invoice processing organization level. The process copies the predefined transaction types to generate unique transaction types for each organization at the invoice processing organization level.

## **Process Submission**

---

You submit the IMP: Create Invoice Organization Transaction Types process from the Submit Request window. See: Submitting Requests: page 8 – 5.

---

## **Maintain Project Resources**

This process copies your resources and their associated attributes from the Oracle HRMS tables to Oracle Project Resource Management data tables. It identifies valid employees and adds them as resources in Project Resource Management. It also adds project-related resource information (entered in the Oracle HRMS People windows).

You must run this process during your implementation to acquire your resource pool. After you run this process during implementation, a background workflow process maintains the resource data.

## See Also

Initiating Deferred Workflow Processes: page 6 – 3

**Note:** You may need to run this process if you encounter workflow processing errors related to resource information.

### Qualifying Criteria for Copying Resources

The PRC: Maintain Project Resources process checks to ensure that each resource has the necessary information to be an active resource pool member. The qualifying criteria are listed below:

- The resource must have an active and current primary assignment.
- The resource must be assigned the person type *Employee*, or a person type that maps to the system type *Employee*.
- The end date of the primary assignment must be later than the current (system) date.
- The primary assignment must have a defined job. The job must be mapped to a master job group with an associated job level. The mapped master job group or an associated other job group must be classified as the Project Resource Job Group. For more information, see Jobs: page 2 – 40.
- The job of the resource must have the Include in Utilization option set to Yes.

**Note:** If you set the Include in Utilization option to Yes, and the Schedulable option to No, the resource is included in utilization reports but is not schedulable on project assignments. The resource is therefore not available to be assigned on project team roles, and will not be shown in resource searches, reports related to resource schedule (such as Scheduled Resources , Available Resources, and Overcommitted Resources), or resource timelines. See Jobs: page 2 – 40

- The primary assignment organization must:

- Have a default operating unit for which Oracle Projects is implemented
- Have a specified default calendar, or the profile option PA: Default Calendar must have a defined value

**Note:** Run the PRC: Generate Calendar Schedules process before you run this process to ensure that the default calendar is populated for all qualified resources.

- Have the classification *Project Expenditure/Event Organization*
- Belong to the project expenditure hierarchy
- The operating unit of the resource must have Forecasting Options definitions.
- GL Periods and PA Periods must be defined for one year prior to the current system date. They must also be defined in the future for at least the number of years specified in the PA: Availability Duration profile option. For more information, see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

### **Process Submission**

---

Submit the PRC: Maintain Project Resources process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### **Selected Parameters**

---

**From Employee Number/To Employee Number:** Enter the range of employee numbers for which you want to run the process, or leave the fields blank to process all employees.

**Update Existing Resource Information:** Indicate whether you want to update existing resource information.

If you select Yes, the process copies all resource information from the HR tables to the Project Resource Management tables, and updates existing resource information in Project Resource Management.

If you select No, the process copies only new employee information to the Project Resource Management tables and does not update existing resource information.

### **Reports**

---

The following report shows the results of this process:

- **Maintain Project Resources Exception Report.** Lists all employees who did not qualify for the resource pool.. For each employee listed it displays the reason why the employee did not qualify. It also displays a list of resources whose job either does not have a mapped project resource job level or cannot be scheduled on a project.

---

## Optimize the Project Search Intermedia Index

After you have run the Rebuild the Project Search Intermedia Index process numerous times, the base table index can become fragmented. The Optimize Project Search Intermedia Index process repairs fragmentation of the table

It is recommended that you run this process after a large number of runs of the Rebuild Project Search Intermedia Index process. A common standard is to run the optimize process after the rebuild process has run 1000 times.

### Process Submission

---

Submit the ADM: Optimize Project Search Intermedia Index process from the Submit Request window. See: Submitting Requests: page 10–2.

### See Also

Rebuild the Project Search Intermedia Index: page 7 – 106

---

## MRC Setup – Projects Transactions Upgrade

For a first run, this program converts all open projects in the primary set of books to your reporting currency. For a first run or restart, the program also converts all future–dated transactions. For a rerun, the program only converts projects that you specify.

The program inserts one record for each converted transaction into each of the Projects MRC subtables.

The utility is run separately for each combination of primary set of books and reporting set of books.

### **Process Submission**

---

Submit the UPG: MRC Setup – Projects Transactions Upgrade process from the Submit Request window. See: Submitting Requests: page 8 – 5.

For more information about this process, refer to *Multiple Reporting Currencies in Oracle Applications*.

---

## **MRC Setup – Projects Transactions Upgrade Status Report**

The Projects upgrade utility updates a history table (PA\_MRC\_UPG\_HISTORY) with information about the progress and status of the upgrade process. This process generates a report showing that information.

### **Process Submission**

---

Submit the UPG: MRC Setup – Projects Transactions Upgrade Status Report process from the Submit Request window. See: Submitting Requests: page 8 – 5.

For more information about this process, refer to *Multiple Reporting Currencies in Oracle Applications*.

---

## **Rebuild the Project Search Intermedia Index**

This process enables you to use the Project Keyword Search available on the Project List Search page. You can use Keyword search for projects based on the project name, project number, project long name, or description.

You must run this process on a regular and frequent basis. When a new project is created or a project has had updates to one of the keyword fields, the new project or the updated values become available for keyword search only after this process has been run. The volume of project creation and changes should determine how often you run this process. For example, if new projects are created frequently during the day, then you might want to schedule this process to run every 30 minutes.

### **Process Submission**

---

Submit the ADM: Rebuild Project Search Intermedia Index process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### **Process Parameters**

---

None

### **Reports**

---

None

## **See Also**

Optimize the Project Search Intermedia Index: page 7 – 105

---

## **Update Project Access Level**

This process changes the value of the Project Access Level attribute for a group of projects and project templates. The possible values for Project Access Level are Secured and Enterprise.

### **Process Submission**

---

You submit the UPG: Update Project Access Level process from the Submit Request window. See: Submitting Requests: page 8 – 5.

### **Process Parameters**

---

**Project number from.** The starting value for the range of project numbers.

**Project number to.** The ending value for a range of project numbers.

**Project type.** Update access level for projects and project templates with the selected project type.

**Organization.** Update access level for projects and project templates with the selected project status.

**Project status.** Update access level for the projects and project templates with the selected project status.

**Access level.** The new value of the access level to update.

## **Reports**

---

None

---

## **Upgrade Bill Rate Schedules in Projects**

You must run this process if you are adding an Oracle Project Resource Management license to an existing implementation of Oracle Projects

Before the release of Oracle Project Resource Management, each project type and project one bill rate schedule which could be specified as either a job bill rate schedule or an employee bill rate schedule.

### **Prerequisite**

---

Before you run this process, you must:

- Specify a default employee bill rate schedule or a job bill rate schedule on each project type, depending on which one has not already been specified.

This process populates the bill rate schedules on each project to match the bill rate schedules for the related project type.

### **Submitting the Process**

---

Submit the UPG: Upgrade Bill Rate Schedules in Projects process from the Purge Batches window. See Release the Purge Batch: page 6 – 21.

---

## **Upgrade Budget Types and Budget Versions**

The UPG: Budget Types and Budget Versions process enables you to upgrade existing budget types and budget versions to plan types and plan versions. When you upgrade budget types and budget versions to plan types and plan versions, you can enter budget and forecast amounts in multiple currencies, maintain multiple working budget and forecast versions, plan cost and revenue amounts in the same plan

version, enter budget and forecast amounts via Microsoft Excel, and use features that streamline the setup of budgets and forecasts.

**Note:** You cannot upgrade budget types and budget versions for which budgetary controls and budget integration features are enabled.

For more information on budgeting and forecasting features, see: Budgets, *Oracle Project Management User Guide*.

## About the Upgrade Process

---

When you submit the process to upgrade budget types and budget versions to plan types and plan versions, Oracle Projects performs the following tasks:

- Creates a unique plan type for each budget type that you select.

**Note:** You can elect to upgrade budget types on a project-by-project basis. Once a budget type is upgraded to a plan type, you cannot create additional budget versions, or update and view budget versions for that budget type. After upgrade, you can create, update, and view plan versions only for the upgraded plan type.

- For each plan type, Oracle Projects creates a baselined plan version for each baselined budget version and a current working plan version from the latest baselined budget version.

If no baselined budget version exists, Oracle Projects upgrades the working version for the budget type and designates it as the current working version for the plan type.

- Designates the plan type created for an approved cost budget type as an approved cost budget, and the plan type created for an approved revenue budget type as an approved revenue budget.

**Note:** If the *Use Workflow for Budget Status Changes* option is enabled for a budget type, Oracle Projects enables the corresponding option for the plan type.

- Defines planning options at the project, plan type, and plan version levels based on budget type and budget entry method settings.
  - **Project Level:** Oracle Projects defines planning options at the project level based on the settings of the Approved Cost Budget budget type and the Approved Revenue Budget budget type. Cost planning options are defined based on

the latest baselined budget version for the Approved Cost Budget budget type. Revenue planning options are defined based on the latest baselined budget version for the Approved Revenue Budget budget type.

If a baselined budget version does not exist for an approved cost or revenue budget type, then Oracle Projects uses the settings of the corresponding working budget version for each budget type to determine the project-level settings.

If a working budget version does not exist, then Oracle Projects derives the planning options for a project based on the settings of the budget entry method that is associated with the project type.

- **Plan Type Level:** Oracle Projects defines planning options at the plan type level based on the settings of the latest baselined budget version for the corresponding budget type.

If a baselined budget version does not exist for a budget type, then Oracle Projects uses the settings of the working budget version to determine the plan type settings.

If a working budget version does not exist, then Oracle Projects derives the planning options for a plan type based on the settings for the budget entry method associated with the project type.

- **Plan Version Level:** Oracle Projects defines planning options for a plan version level based on the settings of the corresponding budget version.
- If budget versions are time-phased by PA periods and GL periods, and a period profile does not exist for a project, then Oracle Projects creates a PA period profile and a GL period profile for the project.

**Note:** All plan versions for a project share the same period profiles. Oracle Projects determines the periods in a period profile based on the project duration, the defined project start and end dates (if specified), and the relationship of these dates to the current date.

- Copies existing budget amounts to the corresponding planning elements (tasks and resources) and periods of each plan version, and summarizes these amounts to create totals at each level of the work breakdown structure, up through the project level.

For more information on defining plan types, plan versions, planning options, and period profiles, see: *Using Budgeting and Forecasting, Oracle Project Management User Guide*.

### **Prerequisites**

---

Before you can upgrade budget types and budget versions to plan types and plan versions, you must perform the following steps:

1. Set the value of the PA: Upgrade Budget Types and Budget Versions profile option to *Yes*. See: Profile Options in Oracle Projects, *Oracle Projects Implementation Guide* for more information.
2. Navigate to the Budget Types window and select the *Upgrade* check box for each budget type that you want to upgrade to a plan type.

**Note:** You cannot upgrade budget types for which budgetary controls and budget integration feature are enabled.

3. For the budget types that you want to upgrade, baseline any submitted budget versions. When you submit the upgrade process, Oracle Projects upgrades only budget versions with a status of *Working* or *Baselined*. Versions with a status of *Submitted* are excluded from upgrade.
4. Submit the UPG: Upgrade Budget Types and Budget Versions process in *Pre-Upgrade* mode.

When you submit the process in *Pre-Upgrade* mode, Oracle Projects generates exception reports that identify tasks for which budget and forecast amounts are entered at both a resource group and resource level, as well as projects that do not have the required currency conversion attributes. See: *Process Parameters: page 7 – 111* for more information.

### **Process Submission**

---

Submit the UPG: Upgrade Budget Types and Budget Versions process from the *Submit Request* window. See: *Submitting Requests: page 8 – 5*.

### **Process Parameters**

---

**Mode.** You can submit this process in either *Pre-Upgrade* or *Upgrade* mode.

- **Pre-Upgrade:** When you submit the process in this mode, Oracle Projects generates exception reports that identify the following conditions:
  - Tasks for which budget and forecast amounts are entered at both the resource group and resource level.
  - Projects that do not have the required currency conversion attributes.
  - Budget types and budget versions for which budgetary controls and budget integration features are enabled.

The pre-upgrade reports enable you to adjust budget amounts and update currency conversion attributes prior to submitting the process in Upgrade mode. If you do not manually adjust budget amounts for a task to reflect all amounts at either a resource group or resource level, then Oracle Projects will automatically summarize resource-level amounts to the corresponding resource group during the upgrade process.

- **Upgrade:** When you submit the process in Upgrade mode, Oracle Projects selects and upgrades budget types and budget versions based on the selection criteria that you specify in the process Parameters window. Oracle Projects automatically excludes budget types for which budgetary controls and budget integration features are enabled, and projects that lack required currency conversion attributes.

During the upgrade process, Oracle Projects summarizes budget amounts for tasks with resources that are planned at both the resource group and resource level. The summarized amounts are then reported at the resource group level in the upgraded plan version. In addition, Oracle Projects generates reports to identify the budget types that were successfully upgraded, tasks and resources containing amounts that were summarized from the resource level, and projects and budget types for which the upgrade was not performed.

**From Project Number / To Project Number.** Optionally, enter a range of project numbers to identify a specific set of projects for which you want to upgrade budget types and budget versions. You can leave either or both parameters blank. See: Entering a Project Number Range Parameter: page 7 – 2.

**Budget Type.** Select either *All* or *Selected Budget Types Only*. If you select *Selected Budget Types Only*, then Oracle Projects upgrades budget types and budget versions for only the budget types that you select using the Upgrade check box in the Budget Types window.

**Budget Status.** Select either *All* or *Current Baselined, Original Baselined, and Working Only*.

**Project Type.** Optionally, select a project type to identify a specific project type for which you want to upgrade budget types and budget versions.

**Project Status.** Select either *All* or *Active Projects Only*.

## **Reports**

---

The following reports show you the results of this process.

- **Pre-Upgrade: Mixed Resource Level Planning Exception Report.** When you submit the process in Pre-Upgrade mode, Oracle Projects generates this report to identify tasks and resources for which amounts are planned at both a resource group and resource level.
- **Pre-Upgrade: Project/Budget Exception Report.** Oracle Projects generates this report when you submit the process in Pre-Upgrade mode. This report provides two listings. The first listing identifies projects that cannot be upgraded because they lack required currency conversion attributes. The second listing identifies projects and budget types for which the upgrade cannot be performed because budgetary controls and budget integration features are enabled for the budget type.
- **Upgraded Budgets.** When you submit the process in Upgrade mode, Oracle Projects generates this report to provide listings of the budget types that were successfully upgraded.
- **Upgraded Budgets With Planning Level Changes.** When you submit the process in Upgrade mode, Oracle Projects generates this report to provide a listing of tasks and resources for which budget amounts were automatically summarized at the resource group level because amounts existed at both the resource group and resource level.
- **Upgraded Budget Exception Report.** Oracle Projects generates this report when you submit the process in Upgrade mode. This report provides a listing of projects that were skipped by the upgrade process.

---

## Upgrade Budgets for MRC

This process converts the budgets amount in the primary currency to the reporting currency. The process reads all the budget lines of the project and creates budget lines for each of the reporting currencies implemented for the primary currency associated with the project.

---

### Prerequisites

Before you can run the PRC: Upgrade Budgets for MRC process, you must ensure that the multi-reporting currency for projects is implemented, and the Maintain Budgets in Reporting Currency option is enabled in the Currency tab of the Implementation Options window.

---

### Process Submission

From the Submit Request window, submit the PRC: Upgrade Budgets for MRC process. See: Submitting Requests: page 8 – 5.

---

### Process Parameters

**Upgrade From Date:** Enter the date from where you want to convert your funding lines. The process will convert all the funding lines of all the projects having project start date or project creation date greater than and equal to the upgrade from date.

**Upgrade Budget Versions:** Select one of the following from the list of values

- All Versions
- Current Working/Baselined and Original Baselined Versions

---

### Reports

The following exception report shows the unprocessed budget lines:

- **Budget Lines Reporting Currency Conversion Exception Report:** The report list the budget lines that failed to convert to the reporting currency. The report lists the operating unit, the primary set of books, the reporting set of books, reporting currency, project number, task number, agreement number, funding currency, funding amount, allocation date, conversion rate type, conversion rate date, and exception reason.

---

## Upgrade Funding for MRC

This process converts the funding amount in the primary currency to the reporting currency. The process reads all the funding lines of the project and creates funding lines for each of the reporting currencies implemented for the primary currency associated with the project.

---

### Prerequisites

Before you can run the PRC: Upgrade Funding for MRC process, you must ensure that the multi-reporting currency for projects is implemented, and the Maintain Funding in Reporting Currency option is enabled in the Currency tab of the Implementation Options window.

---

### Process Submission

From the Submit Request window, submit the PRC: Upgrade Funding for MRC process. See: Submitting Requests: page 8 – 5.

---

### Process Parameters

**Upgrade From Date:** Enter the date from where you want to convert your funding lines. The process will convert all the funding lines of all the projects having project start date or project creation date greater than and equal to the upgrade from date.

---

### Reports

The following exception report shows the unprocessed funding lines:

- **Funding Lines Reporting Currency Conversion Exception Report:** The report list the funding lines that failed to convert to the reporting currency. The report lists the operating unit, the primary set of books, the reporting set of books, reporting currency, project number, task number, agreement number, funding currency, funding amount, allocation date, conversion rate type, conversion rate date, and exception reason.

---

## Upgrade Work Types in Projects

If you change the value of the PA: Require Work Type Entry for Expenditures profile option to Yes, then you must run this process to update the work type attribute for existing transactions.

This program updates the work type attribute on the following entities:

- Projects
- Tasks
- Expenditure Items

The work type is updated to the work type entered for the corresponding project type.

### **Prerequisites**

---

Before you run this process:

1. Enter an amount type for all existing work types.
2. Define a work type for all existing project types.

### **Submitting the Process**

---

Submit the UPG: Upgrade Work Types in Projects process from the Purge Batches window. See Release the Purge Batch: page 6 – 21.

CHAPTER

# 8

## Reports and Listings


**T**his chapter describes each standard report and listing in Oracle Projects.

---

## Oracle Applications Common Report Parameters

Report parameters let you specify the information to include in your report or listing. Most reports provide report parameters, and some parameters (such as the Order By option) are required before you can submit the report.

Some parameters let you specify a range of values to include only information within that range. These parameters use the format <parameter>Low to <parameter name>High (or From/To). For example, if you enter a range of customer names from BMW Motors to Global Shipping, Receivables will include these two customers and any customers whose names alphabetically fall within that range in your report. Alternatively, if you leave these parameters blank, Receivables will include information for *all* customers. To limit information to only one customer, enter the same customer name for both the Low and High parameters.

 **Attention:** You do *not* need to enter values for the range of customer names *and* customer numbers if both of these parameters are available for a report. We recommend that you specify either a range of customer names or customer numbers when both of these options are provided.

Below is a list of report parameters that are common to many Oracle Projects reports and listings.

---

## Oracle Projects Common Report Parameters

**Agreement Number:** Enter the agreement number to include in the report. Leave this field blank to show all agreements.

**Cost Budget Type.** To limit the report to one cost budget type, enter the cost budget type. Otherwise, leave this option blank.

**Customer:** Enter the customer name of the customer you want to include in the report. Leave this field blank to show all customers.

**Effective Date.** Enter an effective date to report all entities that are active as of the date you enter here. Leave blank to submit the report for all effective dates.

**Employee Name:** To report on only one employee, enter the employee name. Otherwise leave this option blank.

**Expenditure Category.** To report on only one expenditure category, enter the expenditure category. Otherwise leave blank.

**Expenditure Type:** To report on only one expenditure type, enter the expenditure type class. Otherwise leave blank.

**Expenditure Type Class:** To report on only one expenditure type class, enter the expenditure type class. Otherwise leave blank.

**From/To Date.** Enter the date range for which you want to submit the report.

**Incurred By Organization.** If you want to submit the report only for employees in a particular organization, enter the organization. Otherwise, leave this field blank.

**Job Discipline:** To limit the report to one job discipline, enter the job discipline. Otherwise, leave blank.

**Job Level:** To limit the report to one job level, enter the job level. Otherwise, leave blank.

**Job:** To limit the report to one job, enter the job. Otherwise, leave blank.

**Organization.** To limit the report to one organization, enter the organization. Otherwise, leave this field blank.

**Organization Type.** To limit thereport to one organization type, enter the organization type. Otherwise leave this field blank.

**Project Manager.** To limit the report to one project manager, enter the project manager. Otherwise leave this option blank.

**Project Member.** To submit the report for only one project member's projects, enter the project member's name. Otherwise, leave this field blank.

**Project Number.** To limit the report to one project, enter the project number. Otherwise, leave this option blank. [changed]

**Project Organization.** To report on only one organization, enter the organization. Otherwise leave this option blank.

**Project Role Type.** The report includes only projects where the person specified in the Project Member report parameter is defined with this project role type. If you did not enter a value for the Project Member report parameter, this option has no effect.

**ProjectType:** To limit the report to one project type, enter the project type. Otherwise, leave this option blank.

**Revenue Budget Type.** To limit the report to one revenue budget type, enter the revenue budget type. Otherwise, leave this option blank.

**Set of Books Currency.** To run a process or view information for a reporting set of books, enter the set of books currency. The default value is the primary set of books currency.

**Start Organization.** Enter the organization from which you want this report to start down the organization hierarchy. If you leave this option blank, Oracle Projects uses the Start Organization you defined in the Define Implementation Options window.

**Task Number.** To limit the report to one task, enter the task number. Otherwise, leave this option blank.

**Top Organization.** See: Start Organization.

**Top Task.** The number of the project task from which you want this report to start down the work breakdown structure.

---

## Common Report Headings

Report headings provide general information about the contents of your report, such as the report title, date and time the report was created, your set of books name, page number, and parameters that you specified when submitting the report.

Some column and row headings are provided with the report description and sample output. This section lists headings that are common to many Oracle Projects reports and listings.

**Agreement Number:** The number of each agreement in your report.

**Agreement Type:** The type of each agreement in your report.

**Customer Name:** The name of each customer in your report.

**Customer Number:** The identification number for each customer included in your report. Each customer has a unique ID number.

**Employee Name:** The name of each employee in your report.

**Employee Number:** The employee number of each employee in your report.

**Page:** The current page number of this report. For example, "Page 2 of 6" indicates that you are viewing the second page of a six page report.

**Report Date:** The date that you submitted this report.

**Start Organization.** The name of the organization from which this report starts, then continues down the organization hierarchy

**Start/End Date:** The beginning and ending dates of an entity.

---

## Submitting Reports and Listings

Use Oracle Projects standard reports and listings to review your system setup, keep track of your projects, and reconcile Oracle Projects to your general ledger.

You can run a single report (see: Submitting Requests: page 8 – 5) or submit a streamline request to run a predefined group of reports and processes at one time (see: Submitting Streamline Processes: page 7 – 3).

---

## Submitting Requests

- ▶ **To submit a standard request from the Submit Request window:**
  1. Navigate to the Submit Request window.
  2. Enter *Request* in the Type field.
  3. Enter the name of the request that you want to submit.
  4. If the request or request set has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.
  5. Choose Submit to submit your request. You can review the status of your request in the Concurrent Requests Summary or in the Requests window.

---

## Cancelling Requests

- ▶ **To cancel a concurrent request:**
  - In the Concurrent Requests Summary, query the concurrent request number for your request. Select your request. Choose Cancel Request. See also: Cancelling Requests, *Oracle Applications User's Guide*.

---

## Monitoring Requests

- ▶ **To monitor status of a concurrent request:**
  - You can view the status of your request in the Requests window by choosing View My Requests from the Help Menu. See Also: Monitoring Requests, *Oracle Applications User's Guide*.

---

## Debug Mode

You can run Oracle Projects processes and some reports in debug mode. Debug mode provides more details in the log file for debugging purposes, and creates a trace file for performance analysis.

- ▶ **To run a process or report in debug mode:**

Set the profile option **PA: Debug Mode** to *yes*, and submit the process or report.

## See Also

Submitting Streamline Processes: page 7 – 3

Defining Request Sets *Oracle Applications User's Guide*

Submitting a Request *Oracle Applications User's Guide*

Submitting a Request Set *Oracle Applications User's Guide*

---

## Implementation Listings

These implementation listings help you audit your implementation of Oracle Projects, so you can verify your entry of implementation data and document your implementation decisions.

### Report Submission

You submit each of the implementation listings from the Submit Request window. Include the prefix "IMP:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Agreement Types Listing

Use the IMP: Agreement Types Listing to review all agreement types and their associated terms and revenue limit defaults. See also: Defining Agreement Types, *Oracle Projects Implementation Guide*.

---

### AutoAccounting Functions Listing

Use the IMP: AutoAccounting Functions Listing to review a complete list of the parameters and transactions associated with a particular AutoAccounting function.

For each function, this report displays all of the possible parameters that AutoAccounting rules use to derive key flexfield segment values. The report also shows you all of the transactions related to the AutoAccounting function and whether each transaction is enabled or disabled.

#### Parameters

---

**Function Name.** to limit the output of this report to only one function, enter the function. Otherwise, leave this field blank.

---

### AutoAccounting Lookup Sets Listing

Use the IMP: AutoAccounting Lookup Sets Listing to obtain a list of all the AutoAccounting lookup sets.

For each AutoAccounting lookup set selected, this report prints each possible intermediate value and its corresponding segment value.

### Parameters

---

**Lookup Set.** To limit the output of this report to only one lookup set, enter the lookup set. Otherwise, leave this field blank.

---

## AutoAccounting Rule Definitions Listing

Use the IMP: AutoAccounting Rule Definitions Listing to review the definition of a particular AutoAccounting rule. See: *Defining AutoAccounting Rules, Oracle Projects Implementation Guide*.

For each AutoAccounting rule selected, this report displays the type of its intermediate source (either a Constant, Parameter, or SQL Statement) and the corresponding value for that source. If the intermediate value source is a SQL statement, this report displays the text of that statement.

This listing also includes the segment value source (either the Intermediate Value or a Segment Value Lookup Set) that maps an intermediate value to the final segment value. If the segment value source is a lookup set, this report displays the name of that lookup set.

### Parameters

---

**Rule Name.** To limit the output of this report to only one rule name, enter the rule name. Otherwise, leave this field blank.

---

## AutoAccounting Segment Rule Pairings Listing

Use the IMP: AutoAccounting Segment Rule Pairings Listing to review all pairings of AutoAccounting rules with key flexfield segments.

For each function selected, this report displays each of the function's transactions. It also lists the AutoAccounting rule and key flexfield segment pairings for each transaction. See: *Assigning Rules to Transactions, Oracle Projects Implementation Guide*.

This report also displays the function's transactions without paired segments and rules.

## Parameters

---

**Function Name.** To limit the report to only one function, enter the function. Otherwise, leave this field blank.

---

## Class Categories and Codes Listing

The IMP: Class Categories and Codes Listing lists class categories and their associated class codes. See: Project Classifications (Class Categories and Class Codes), *Oracle Projects Implementation Guide*.

For each class category selected, this report indicates whether a class category is a mandatory part of project setup, whether AutoAccounting uses the class category, and whether the "pick one code only" restriction is assigned to a class category.

## Parameters

---

**Class Category.** To limit the report to one class category, enter the category. Otherwise, leave this field blank

---

## Credit Types Listing

Use the IMP: Credit Types Listing to obtain a list of all credit types. See: Credit Types, *Oracle Projects Implementation Guide*.

---

## Employee Assignments Listing and Employee Assignments by Organization Listing

Use the employee assignments reports to review all employees including their associated organization and job assignments. See: Defining People: page 2 – 46.

**IMP:Employee Assignments Listing.** If you want a listing for a particular organization, use this report and specify that organization in the report parameters. Leave organization parameters blank to see all employees.

**IMP:Employee Assignments by Organization Listing.** This report starts with a particular organization and reports down the organization hierarchy listing employees and their jobs. You cannot print a listing

for a single organization using this report unless the organization is on the lowest level of the hierarchy.

### **Selected Parameters**

---

Enter values for organization, job, job level, and/or job discipline, to limit the output of this listing to include only the specific employees you want to review.

**Effective Date.** Date Oracle Projects uses to identify active employee assignments. The report lists only active employees.

---

## **Event Types Listing**

Use the IMP: Event Types Listing to obtain a list of all the event types and their classifications. See: Event Types, *Oracle Projects Implementation Guide*.

---

## **Expenditure Cost Rates Listing**

Use the IMP: Expenditure Cost Rates Listing to review the non-labor expenditure cost rates. You can print a listing for one or all expenditure categories, one or all expenditure types, and/or for a specified effective date. If an effective date is specified for the report, the report will list only expenditure cost rates that are active as of the date you enter.

See: Defining Cost Rates for Expenditure Types, *Oracle Projects Implementation Guide*.

---

## **Expenditure Types Definition Listing**

Use IMP: Expenditure Types Definition Listing to review expenditure types. You can print a listing for one or all expenditure categories and/or for a specified effective date. If an effective date is specified for the report, the report will list only expenditure types that are active as of the date you enter.

See: Expenditure Types, *Oracle Projects Implementation Guide*

---

## Implementation Options Listing

Use the IMP: Implementation Options Listing to review all values you entered in the Define Implementation Options window. See: Implementation Options in Oracle Projects, *Oracle Projects Implementation Guide*.

---

## Invoice Formats Listing

Use the IMP: Invoice Formats Listing to review invoice formats. See: Invoice Formats, *Oracle Projects Implementation Guide*.

For each invoice format listed, this report displays the grouping, the invoice format type, and the fields and text objects that comprise each invoice format line.

### Parameters

---

**Format Name.** To limit the report to one format name, enter the format name. Otherwise, leave this field blank.

**Grouping Name.** To submit the report for only one grouping name, enter the grouping name. Otherwise, leave this field blank.

---

## Job Listing

Use the IMP: Job Listing to review jobs. See: Jobs: page 2 – 40.

---

## Labor Cost Multipliers Listing

Use the IMP: Labor Cost Multipliers Listing to review all labor cost multipliers. See: Labor Cost Multipliers, *Oracle Projects Implementation Guide*.

---

## Labor Cost Rates Listing and Labor Cost Rates By Organization

Use the Labor Cost Rates Listings to review all employees and their cost rates, job level, job discipline, or labor costing rule. See: Labor Costing Rules *Oracle Projects Implementation Guide*, and Defining People: page 2 – 46.

**IMP: Labor Costs Rates Listing.** For each employee listed, this report displays the employee's active organization and job assignments, the assigned labor costing rule, and the hourly cost rate.

**IMP: Labor Cost Rates Listing By Organization.** This report starts at a specified organization and reports down the organization hierarchy listing employees and their labor cost rates. You cannot print a listing for a single organization using this report unless the organization is on the lowest level of the hierarchy.

---

### Selected Parameters

**Top Organization.** (Cost Rates Listing By Organization only) The organization from which you want the Labor report to start down the organization hierarchy.

**Effective Date.** This listing includes all labor cost rates that are effective as of the date you enter here. Leave blank to include all labor cost rates.

This listing also includes all employee organization and job assignments that are active as of the date you enter here.

**Job Level.** To submit the report for employees at only one job level, enter the job level. Otherwise leave this field blank.

**Job Discipline.** To submit the report for only on job discipline, enter the job discipline. Otherwise, leave this field blank.

**Labor Costing Rule.** To submit the report for only one labor costing rule, enter the labor costing rule.

---

## Labor Costing Rules Listing

Use the IMP: Labor Costing Rules Listing to review labor costing rules See: Labor Costing Rules, *Oracle Projects Implementation Guide*.

## Parameters

---

**Labor Costing Rule.** To limit the report to only one labor costing rule, enter the labor costing rule. Otherwise, leave this field blank.

---

## Non-Labor Resources by Organization Listing

Use the IMP: Non-Labor Resources by Organization Listing to review all non-labor resources associated with a particular organization, expenditure category, or expenditure type. See *Defining People*: page 2 – 46

For each organization listed, this report displays the organization's non-labor resources and their corresponding expenditure types and expenditure categories.

---

## Organization Hierarchy Listing

Use the IMP: Organization Hierarchy Listing to review relationships between organizations. See: *Defining Organization Hierarchies*: page 2 – 15.

This report displays each organization in the hierarchy and its corresponding organization type. By using an indented-outline format, this report depicts the hierarchical relationships between the listed organizations.

## See Also

Organization Listing: page 8 – 13

---

## Organization Listing

Use the IMP: Organization Listing to review organizations. Organizations are work units that Oracle Projects uses for employee assignments, project and task ownership, and cost and revenue allocation.

This report displays each defined organization, its organization type, whether it is Internal or External, and its location. See: Organizations: page 2 – 2.

## See Also

Organization Hierarchy Listing: page 8 – 13

---

## Projects Lookups

Use IMP: Projects Lookups to review all lookup codes, meanings, and descriptions associated with a particular lookup type.

For each lookup type listed, this report displays whether the lookup type and its codes are system-defined or user-definable. It then lists all the lookup codes for a lookup type and their corresponding meanings and active dates.

### Parameters

---

**Lookup Type.** To limit the output of this report to only one lookup type, enter the lookup type. Otherwise, leave this field blank.

---

## Projects Periods

Use IMP: Projects Periods to review all project accounting periods. See: Defining GL and PA Periods, *Oracle Projects Implementation Guide*.

For each project accounting period, this report displays its start and end dates, and its closing status.

### Parameters

---

**Closing Status.** To limit the report to periods with one closing status, enter the closing status (Closed, Future, Never Opened, or Open). Otherwise, leave this field blank.

---

## Project Contact Types Listing

Use the IMP: Project Contact Types Listing to review all project contact types. See: *Defining Contact Types, Oracle Projects Implementation Guide*.

---

## Project Customer Relationships Listing

Use the IMP: Project Customer Relationships Listing to review all project customer relationships. See: *Defining Project Customer Relationships, Oracle Projects Implementation Guide*.

---

## Project Role Listing

Use the IMP: Project Role Listing to review project roles. See: *Project Roles, Oracle Projects Implementation Guide*.

For each project role listed, this report indicates whether individuals with that project role are permitted to query labor costs.

---

## Project Statuses Listing

Use IMP: Project Statuses Listing to review the list of all project statuses. See: *Project Statuses, Oracle Projects Implementation Guide*.

---

## Project Types Listing

Use IMP: Project Types Listing to review all project types. See: *Project Types, Oracle Projects Implementation Guide*.

For each project type listed, this report displays whether the project type is direct or indirect, and whether costs are burdened. It also displays the default service type, default labor and non-labor bill rate schedules, default invoice formats, and the distribution rules assigned to the project.

---

## Revenue Categories Listing

Use the IMP: Revenue Categories Listing to review revenue categories. See: Revenue Categories, *Oracle Projects Implementation Guide*.

For each revenue category listed, this report prints all the associated expenditure types and their corresponding expenditure categories.

### Parameters:

---

**Revenue Category.** To limit the report to only one revenue category, enter the revenue category. Otherwise, leave this field blank.

---

## Service Types Listing

Use the IMP: Service Types Listing to review all the service types. See: Service Types, *Oracle Projects Implementation Guide*.

---

## Standard Bill Rate Schedules Listing

Use the IMP: Standard Bill Rate Schedules Listing to review the rates or markup percentages for an organization's standard bill rate schedule or for all standard bill rate schedules. See: Bill Rate Schedules, *Oracle Projects Implementation Guide*.

### Selected Parameters:

---

**Standard Bill Rate Schedule.** To limit the report to one standard bill rate schedule, enter it. If you specify an Organization, the standard bill rate you enter must belong to that organization. Leave blank to submit the report for all standard bill rate schedules.

---

## Transaction Sources Listing

Use the IMP: Transaction Sources Listing to review the transaction sources you defined to identify data imported into Oracle Projects using Transaction Import. See: Transaction Import: page 7 – 96.

---

## Units Definition Listing

Use the IMP: Units Definition Listing to review all units of measure.  
See: Units, *Oracle Projects Implementation Guide*.

---

## Project Entry Reports

Use the project entry reports to verify that you have set up your projects correctly.

### Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Project Configuration

Use the AUD: Project Configuration report to review the configuration details of a particular project and verify that you have entered the data correctly.

This report lists details of project setup including: multinational information, revenue and billing information, project customers, customer contacts, project members, class categories, employee bill rates overrides, and non-labor bill rate overrides.

#### Parameters

---

**Project Number.** Enter the number of the project for which you want to review setup details.

---

### Task Details

Use the AUD: Task Detail report to review task details for a specific task, or for all tasks of a project. Like the Project Configuration report, this report provides a comprehensive view of how you have defined your tasks.

#### Parameters

---

**Project Number.** Enter the number of the project for which you want to review task details.

**Task Number.** If you want to submit the report for a particular task number, enter it. Leave blank to submit the report for all task numbers.

### **Explode Subtasks.**

- **Yes.** Display information about each subtask of the specified task.
- **No.** Display information for only top-level tasks of the project you specify in the Project Number option.

**Display Task Details.** Enter Yes if you want this report to display for each lowest-level task selected, the task organization, customer, and service type details. Enter No to exclude task details.

---

## **Work Breakdown Structure**

Use the AUD: Work Breakdown report to review the complete task structure of a particular project. This report lists all tasks and subtasks in hierarchical format with their respective start and completion dates. This report lists all tasks in an indented outline format so that you can easily identify the hierarchical relationship between tasks.

### **Parameters**

---

**Project Number.** Enter the number of the project for which you want to review that work breakdown structure.

**Task Number.** To submit the report only for a task and its subtasks, enter the task number. Otherwise, leave this field blank.

---

## Transaction Entry Reports

Use the transaction entry reports to audit data entry of expenditures.

### Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Expenditure Batch Status

Use the AUD: Expenditure Batch Status report to view the status of expenditure batches. With this report you can identify expenditure batches that are ready to be released. You can also ensure that none of your expenditure batches go unprocessed by retaining a status of Working or Submitted.

This report groups expenditure batches first by status, then by expenditure type class. It lists the name of the person who entered the expenditure batch, and it prints the Control and Running totals for the batch. This report also provides summaries for each expenditure batch, for each organization, and for the entire report.

#### Selected Parameters

---

**(Required) Organization Name.** The organization for which you are submitting the report.

**Expenditure Ending Date.** To submit this report only for expenditure batches with a particular expenditure ending date, enter the date. Leave blank to submit the report for all expenditure batches.

**Display Released Batch?** Enter No or leave this field blank if you do not want this report to include expenditure batches with a status of Released. Enter Yes if you want this report to include expenditure batches of any status.

---

### Expense Report Entry

Use the AUD: Expense Report Entry report to review all expense reports within a specified date range for either a particular employee,

all employees within an organization, or all employees within all organizations. An employee can run this report after submitting an expense report to use as a hard copy record of submission. Or, the controller of an organization may want to audit all the expense reports submitted by the employees in a particular organization.

For each expense report selected, the report displays the total expenses submitted by an employee and the total billable expenses as a percentage of the total expenses.

In addition to the Submit Request window, you can submit this report from the Enter Expense Reports window.

### **Selected Parameters**

---

**Week Ending Date From/To.** Enter the range of week ending dates you want included in the report. The report includes only those expense reports with week ending dates on and between the dates you enter.

As shown in the report sample below, the entry method or transaction source of each expense report is displayed in the report header. This eliminates confusion when expenses are entered both by employees (for example, through Internet Expenses) and Pre-Approved Batches.

Employee Name: BOOTH, Mr. DAVID JOHN Employee Number: 58 Total Expenses: 37.07

Week Ending Date: 25-JUN-99 Billable Expenses: 100.0%

Entry Method/Transaction Source: Pre-Approved Batch

| Date  | Week Day  | Qty | Unit  | Amount | Expenditure Type | Project Name   | Project No. | Task No. | Task Name  |
|---|-----------|-----|-------|--------|------------------|----------------|-------------|----------|------------|
| 21-JUN-99   | Monday    | 25  | Miles | 2.75   | P11              | 852/BT/2001241 | 202152      | EN       | Engagement |
| Unclaimed petrol to/from Reading Station from 17-JUN-99 |           |     |       |        |                  |                |             |          |            |
| 21-JUN-99   | Monday    | 78  | Miles | 8.58   | P11              | 852/BT/2001241 | 202152      | EN       | Engagement |
| Petrol to/from BT Reigate                               |           |     |       |        |                  |                |             |          |            |
| 22-JUN-99   | Tuesday   | 78  | Miles | 8.58   | P11              | 852/BT/2001241 | 202152      | EN       | Engagement |
| Petrol to/from BT Reigate                               |           |     |       |        |                  |                |             |          |            |
| 23-JUN-99   | Wednesday | 78  | Miles | 8.58   | P11              | 852/BT/2001241 | 202152      | EN       | Engagement |
| Petrol to/from BT Reigate                               |           |     |       |        |                  |                |             |          |            |
| 24-JUN-99   | Thursday  | 78  | Miles | 8.58   | P11              | 852/BT/2001241 | 202152      | EN       | Engagement |
| Petrol to/from BT Reigate                               |           |     |       |        |                  |                |             |          |            |
|   |           |     |       | -----  |                  |                |             |          |            |
| Sum   |           |     |       | 37.0   |                  |                |             |          |            |

## Missing Timecards

The AUD: Missing Timecards report includes employees that:

- have not entered a timecard in the expenditure week
- have entered a timecard, but have not submitted it (timecard has a status of *Working*)
- have a rejected timecard, but have not corrected it and resubmitted it (timecard has status of *Rejected*)

### Selected Parameters

The expenditure date range is required. To limit the report, you can enter any other parameters.

**From/To Expenditure Ending Date.** This report includes only those timecards with expenditure dates on or between the expenditure dates you specify.

---

## Pre-Approved Expenditures Entry Audit

Use the AUD: Pre-Approved Expenditures Entry Audit report to review preapproved expenditures. After you have entered all the expenditures for an expenditure batch, submit this report and use it to verify that all of the data you have entered is correct before you submit your expenditure batch. This report provides a summary for each expenditure batch that displays the total amounts for each expenditure type in the expenditure batch.

The total currency amounts are shown in the transaction currency.

### Parameters

---

*(Required)* **Entered By.** The report includes only those expenditure batches entered by the person you specify.

*(Required)* **Expenditure Ending Date.** The report selects only expenditure batches with the expenditure date you specify.

*(Required)* **Sort Expenditures By:** Choose the criteria by which to order the report output: alphabetically by Employee Name or Organization, or numerically by Employee Number.

**Expenditure Batch.** To review expenditures for only one expenditure batch, enter an expenditure batch. Otherwise leave this field blank.

**Date Entered.** To include expenditures entered on one particular date, enter it. Otherwise leave this field blank.

**Expenditure Type Class.** To limit the output of this report to expenditure batches having a particular expenditure type class, enter an expenditure type class. Otherwise, leave this field blank.

**Expenditure Batch Status.** To limit the output of this report to expenditure batches having a particular status, enter the expenditure batch status. Otherwise, leave this field blank.

**Expenditure Batch Sort By.** Choose the criterion by which the report sorts expenditure batches.

---

## Timecard Entry Report

Use the AUD: Timecard Entry report to review all timecards within a specified date range for either a particular employee, all employees within an organization, or all employees within all organizations. For example, an employee can run this report after submitting a timecard to use as a hard copy record of submission. Or, the controller of an organization may want to audit all the timecards submitted by the employees of a particular organization.

For each timecard selected, the report displays the total time worked by an employee and the total billable time reported in the timecard as a percentage of the total time.

### Report Submission

You can submit this request from the Submit Request window or from the Timecards window.

#### Selected Parameters

---

**Week Ending Date From/To.** Enter the range of week ending dates you want included in the report. The report includes only those timecards with week ending dates on and between the dates you enter.

As shown in the report sample below, the entry method or transaction source of each timecard is displayed in the report header. This eliminates confusion when timecards are entered both by employees (for example, through Internet Time) and Pre-Approved Batches.

Employee Name: BOOTH, Mr. DAVID JOHN Employee Number: 58 Total Time: 40 Hours

Week Ending Date: 25-JUN-99 Billable Time: 80%

Entry Method/Transaction Source: Pre-Approved Batch

| Item      | Date      | Week Day | Hours | Expenditure Type | Project Name | Project No.        | Task Name | Task No. |
|-----------|-----------|----------|-------|------------------|--------------|--------------------|-----------|----------|
| 21-JUN-99 | Monday    | 8        | LABOR | 852/BT/2001241   | 202152       | Client Billable L  | CO        |          |
| 22-JUN-99 | Tuesday   | 8        | LABOR | 852/BT/2001241   | 202152       | Client Billable L  | CO        |          |
| 23-JUN-99 | Wednesday | 8        | LABOR | 852/BT/2001241   | 202152       | Client Billable L  | CO        |          |
| 24-JUN-99 | Thursday  | 8        | LABOR | 852/BT/2001241   | 202152       | Client Billable L  | CO        |          |
| 25-JUN-99 | Friday    | 8        | LABOR | 852/HOLIDAY      | 85201        | Holiday (Vacation) | HOL       |          |
| -----     |           |          |       |                  |              |                    |           |          |
| Sum       |           | 40       |       |                  |              |                    |           |          |

---

## Project Expenditures Reports

These reports provide a detailed view of the cost, revenue, and invoice activities of your projects. Use them to review your project expenditures, revenues, invoices, and expenditure item adjustments.

You can also use these reports to compare a project's performance against performance data for other projects within the same organization or across organizations. By submitting and analyzing the reports in this section regularly, you can monitor the performance of your projects.

The reports in this section describe how well your projects perform in terms of their budgets versus actual cost and revenue amounts.

These reports provide you with many different views of actual and budgeted project costs and revenues. For example, Oracle Projects reports revenue, cost, and budget summaries at the project level, the task level, the Work Breakdown Structure, the project level by category, and the task level by category. In addition, these reports display budgeted and actual costs and revenues for a specified PA Period, a PA Period range, or as project-to-date amounts.

The reports in this section also provide you with information about the status of your agreements and employee activity by organization.

### Report Submission

You submit each of these reports from the Submit Request window. The report names include a prefix of either "MGT:" or "AUD:". See: Submitting Requests: page 8 – 5.

---

## Capital Project Summary Report

The MGT: Capital Project Summary Report shows capital project amounts by project for the following amount groupings:

- Expensed Amount
- CIP Amount
- Interfaced CIP Amount
- RWIP Amount
- Interfaced RWIP Amount
- Total Amount

## Parameters

---

**Project Type.** To limit the report to projects for a single project type, enter the project type.

**Project Number.** Select a project number to show amounts for a single project.

**Project Organization.** Select a project organization if you want to include projects only for a particular product organization.

**Class Category.** Optionally, select a class category to view only specific project expenditures.

**Class Code.** Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

---

## Expenditures Detail Report

The MGT: Expenditures Detail Report shows expenditures detail for one project. The report shows each expenditure item's revenue amount, burdened cost amount, and billing status. It includes totals for labor items, non-labor items, and the entire project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the report displays labor costs only if the employee submitting the report is a cross-project user or a project member having a project role that allows access to view labor costs. If the employee submitting the report does not have access to view labor costs, the report does not display labor costs.

This report shows amounts in the project currency.

### Selected Parameters.

---

The Sort Expenditures By parameter is required both reports. If you submit the detail report, you must also enter a project number. You can enter any other parameters to limit the report.

**Project Number.** Enter the number of the project for which you want to review expenditure details.

**Sort Expenditure Items By.** Choose the order in which you want to view the report:

- **Employee.** Alphabetically by the employee who submitted the expenditures.
- **Expenditure Item Date.** Ascending date order by the date on which the expenditure item was incurred.
- **Expenditure Type.** Alphabetically by expenditure type.
- **Task.** In alphanumeric order by task number.
- **Vendor.** Alphabetically by supplier.

**Suppress Labor Costs?** To exclude labor costs from the report, enter Yes. Enter No to include labor costs and revenue.

**From/To Expenditure Item Date.** The report lists expenditure items dated on or after the From Expenditure Date, and on or before the To Expenditure Date. Both parameters are optional.

**Display Comments.** To display any comments the expenditure items may have, enter Yes. Enter No to omit comments.

**Task Number.** Enter the task number of the particular task for which you want to review expenditure details. The task you enter here must be a lowest-level task of the project you specified in the Project Number option. Leave this option blank to include expenditure details for all tasks.

**Billable/Capitalizable Flag Yes/No:** Enter Yes if you want the report to show only billable/capitalizable expenditures, or No if you want it to show only non-billable and non-capitalizable expenditures. Otherwise, leave this option blank.

**Items On Hold Yes/No:** Enter Yes if you want the report to show only items on hold, or No if you want it to show only items that are not on hold. Otherwise, leave this option blank.

---

## Expenditures Summary Report

The MGT: Expenditures Summary Report gives an overview of expenditures for one project or many projects belonging to a specified organization or project manager.

For each project listed, this report selects the total labor hours reported, the total billable hours as a portion of the total hours, the total burdened costs, and the total revenue of the project.

The report also separates expenditure items into the categories of labor and non-labor. Because labor costs may be sensitive information, the

report displays labor costs only if the employee submitting the report is a cross-project user or a project member having a project role that allows access to view labor costs. If the employee submitting the report does not have access to view labor costs, the report does not display labor costs.

This report shows amounts in the project currency.

You can submit this report for a particular period of time by specifying the start and end dates of the desired date range in the report parameters. If you do not specify a date range, this report displays project-to-date expenditure totals.

### **Selected Parameters.**

---

**Sort Expenditure Items By.** Choose the order in which you want to view the report:

- **Employee.** Alphabetically by the employee who submitted the expenditures.
- **Expenditure Item Date.** Ascending date order by the date on which the expenditure item was incurred.
- **Expenditure Type.** Alphabetically by expenditure type.
- **Task.** In alphanumeric order by task number.
- **Vendor.** Alphabetically by supplier.

**From/To Expenditure Item Date.** Enter start and/or end dates of the desired date range. If you do not specify a date range, the report displays project-to-date expenditure totals.

**Suppress Labor Costs?** To exclude labor costs from the report, enter Yes. Enter No to include labor costs and revenue.

---

## **Project Asset Details Report**

The MGT: Project Asset Details Report shows capital project amounts by project, event, and asset.

### **Parameters**

---

**Project Type.** To limit the report to projects for a single project type, enter the project type.

**Project Number.** Select a project number to show amounts for a single project.

**Event Period Name.** Select an event period to show amounts for a specific event period.

**Project Organization.** Select a project organization if you want to include projects only for a particular product organization.

**Class Category.** Optionally, select a class category to view only specific project expenditures.

**Class Code.** Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

**Show Asset Details.** By default, this value is set to *Yes*. Select *No* if you want to suppress the display of asset details information.

---

## Project Expenditure Adjustment Activity

Use the AUD: Project Expenditure Adjustment Activity report to review all the adjustments made to expenditure items of a particular project. You can make adjustments to expenditure items. See: *Adjusting Expenditures and Adjustments to Supplier Invoices, Oracle Project Costing User Guide.*

Your accounting department can submit this report regularly to audit the kinds of expenditure adjustments being made for a project. For example, they can use this report to identify any expenditure adjustments that are unauthorized or against company policy.

### Selected Parameters

---

The Project Number parameter is required. You can enter other parameters to limit the report.

**Project Number.** Enter the number of the project for which you want to review expenditure adjustment activities.

**Task Number.** Enter the number of the lowest level task whose expenditures want to review. Leave this field blank to review expenditure adjustment activities for all tasks.

**From/To Adjustment Date.** The report includes expenditure adjustments made on and after the From Adjustment Date, and on and before the To Adjustment Date. Both fields are optional.

---

## Transfer Activity Report

Use the MGT: Transfer Activity report to review the expenditure item transfers into and out of a particular project. You can use this report as an audit tool to control project costs by identifying incorrect or unauthorized transfers for a project. You can also use this report to verify any expenditure item transfers that you perform.

For each specified project, this report shows you the expenditure items transferring into or out of the project and the transfer history of each of these expenditure items. For each expenditure item listed, this report displays the item's cost amount, its quantity, and either the destination project and task numbers or the originating project and task numbers, depending on the expenditure item's transfer direction.

### Selected Parameters

---

You must enter a Project Number. You can enter other parameters to limit the report.

**Project Number.** Enter the number of the project for which you want to run the report.

---

## Project Financial Reports

Use the Project Financial Reports to review revenue and costs for your projects.

**Note:** A project's status determines whether it should be included in project financial reports. See: Project Statuses, *Oracle Projects Implementation Guide*.

### Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "MGT:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Revenue, Cost, Budgets by Resources (Project Level)

Use the MGT: Revenue, Cost, Budgets by Resources (Project Level) report to review project revenue and costs broken down by resources for a particular PA Period and for the project-to-date. This report also displays budgeted revenue and cost amounts broken down into the same resources, but only under the project-to-date column since budgets are independent of PA Periods.

This report always lists revenue amounts by revenue budget type, but the categorization of costs depends on how a project is budgeted. If the project is budgeted by budget item at the project level, then this report lists costs by the cost breakdown code specified in the project-level budget. For the cost breakdown level of Organization and Organization/Expenditure Category and Job, this report lists costs by expenditure category.

If budget amounts are not entered at the budget-item level, then this report cannot determine the revenue or expenditure categories in which the amounts belong. For these cases, it displays the budget amounts under the revenue or expenditure category titled Uncategorized.

For each project selected, this report displays the project's total unbilled receivables amount and its total unearned revenue amount.

If a budget is categorized at the task level, this report shows only summarized information for categorized costs for the whole project across all tasks.

## Parameters

---

Although the report parameters are each optional, you must enter a value for at least one of the following: Project Organization, Project Manager, or Project Number. Enter any additional parameters to limit the report. If you do not enter a Period Name, the report uses the current PA period.

---

## Task – Revenue, Cost, Budgets by Resources

Use the MGT: Task–Revenue, Cost, Budgets by Resources report to review a task’s revenue and costs broken down by resources for a particular PA Period and for the project–to–date.

This report is the task–level counterpart to the Revenue, Cost, Budgets by Resources (Project Level) report. Like the Project Level report, this report lists revenue by revenue budget type and costs by the cost breakdown code specified for the budget items budget. The only difference in this case is that the budget items budget must exist at the task level instead of the project level.

If a task has direct budgeted amounts, but it does not have budgeting by budget item, then this report cannot determine the revenue or expenditure categories in which the budget amounts belong. For these tasks, it displays the budget amounts under the revenue or expenditure categories entitled Uncategorized.

Although you can submit this report to run for all tasks belonging to a specified organization or task manager, it provides summaries only by task.

## Parameters

---

Although the report parameters are all individually optional, you must enter a value for at least one of the following: Task Organization, Task Manager, or Project Number. Enter any additional parameters to limit the report.

---

## Revenue, Cost, Budgets by Work Breakdown Structure

Use the MGT: Revenue, Cost, Budgets by Work Breakdown Structure report to review the tasks in a project’s work breakdown structure and their budgeted and actual revenue, burdened costs, and labor hours.

This report displays information for projects that have baselined budgets only. This report always displays project-to-date totals.

By default, this report displays all of a project's top-level tasks and their subtasks in an indented outline format that depicts the task hierarchy of the project's work breakdown structure. However, you can enter values for the report parameters that limit the output to top-level tasks only, to a specific top-level task only, or to one top-level task and all of its subtasks.

For each task selected, this report displays the task's actual and budgeted amounts side by side for easy comparison. It also lists the task's completion date, if one exists.

The top-level tasks have corresponding actual costs shown even though Oracle Projects only allows expenditure charges to a lowest-level task. These figures are a sum of the task's subtask amounts. This report rolls-up the amounts of the lowest-level tasks to each level in the project's work breakdown structure, all the way up to the project level itself. The project-level aggregates display on the last line of the report.

The budget amounts also roll-up. However, budget definition is not restricted to one level in Oracle Projects. The budget amounts in this report, therefore, might not originate from the lowest-level tasks. For example, a report can show budget amounts for the top-level task 1.0, but not for 1.0's subtasks. These figures, then, are not rolled-up amounts of the lowest-level tasks.

For each project listed, this report shows the total amount invoiced, the project's accounts receivable, its unbilled receivables, and its unearned revenue.

## Parameters

---

Although the report parameters are each optional, you must enter a value for at least one of the following in order for this report to return output: Project Organization, Project Manager, or Project Number. Enter any additional parameters to limit the report.

### Explode Subtasks.

- **Yes.** Display all subtasks under each top level task.
- **No.** Display only top level tasks with amounts that are rolled up from the subtasks.

---

# Employee Activity Report

## Report Submission

You submit the MGT: Employee Activity report from the Submit Request window. See: Submitting Requests: page 8 – 5.

---

## Employee Activity by Organization

Use this report to review a summary of an employee's billable and non-billable hours. This report uses the total number of hours and the total number of billable hours to determine an employee's utilization percentage for the specified date range.

This report also summarizes the employee hours by project and expenditure type, giving you several views of the same data. You can use the Display Details parameter to review details of an employee's reported hours by the date on which they were reported.

### **Selected Parameters**

---

The Start Organization and the date range parameters are required. You can enter any other parameters to limit the report.

### **Display Details**

- **Yes.** Display an employee's hours on each date of the specified range.
- **No.** Do not include any employee hours details.

---

## Billing Review Reports

Use the billing review reports to review invoice information and agreements with your customers.

### Report Submission

You can submit each of these reports from the Submit Request window. Include the prefix "MGT:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Invoice Review

Use the MGT: Invoice Review report to review the draft invoices of a particular project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables for final customer invoice generation.

The report does not include partially written-off amounts on invoices.

This report begins by listing header information regarding the project. It also displays project totals, including the withheld retention and billed retention amounts, the unbilled receivables amount to date, the the currency amount of expenditure items on hold, and the budgeted revenue.

For each draft invoice selected, this report displays invoice header information including the customer name, the percentage of the total invoice amount for which the customer is responsible, withheld amount, whether it is a retention invoice, and the invoice status. It also displays the AR Invoice Number that is created when you interface your draft invoice to Oracle Receivables.

If you regenerate a draft invoice to credit a previously released invoice and create a customer credit memo, this report displays the number of the original approved invoice in the Credit of Number field.

Below the invoice header information, this report displays all the invoice line items of the draft invoice. The invoice line descriptions appear on the final customer invoice when it is generated in Oracle Receivables. You can change the look and content of your invoice line descriptions by regenerating the draft invoice after first selecting new labor or non-labor invoice formats for your project.

This report finishes by listing a summary of the revenue–distributed expenditure items and billing events that have not yet been billed for this project.

### **Report Submission**

---

In addition to submitting the MGT: Invoice Review report from the Submit Reports window, you can also submit this report from the Review Invoices, Adjust Invoices, and Release Invoices windows by selecting Print Invoice Review.

### **Selected Parameters**

---

The following parameters are required: Project Role, Invoice Status, Display Details and Display Unbilled Items. You can enter any other parameters to limit the report.

**Invoice Status.** To limit the report to a particular invoice status, enter the invoice status:

- **All Invoices.** Invoices of any status.
- **Released Invoices Only.** Draft invoices that have already been released.
- **Unreleased Invoices Only.** Draft invoices that are not yet released.

**Display Details.** If you enter Yes, the report includes an invoice line details section that displays all of the expenditure items that Oracle Projects selected to produce the invoice lines. Enter No to include invoice lines only.

**Display Unbilled Items.** Enter Yes to include any unbilled items or items on hold. Otherwise enter No.

---

## **Unbilled Receivables Aging**

Use the MGT: Unbilled Receivables Aging report to review, by project, eligible revenue items that have not yet been invoiced, or those items not included on a released draft invoice. This report lists the receivables in four buckets. You can specify the number of days you want in each bucket when you submit the report.

The report does not include partially written–off amounts on invoices. However, it does include amounts on canceled invoices that have been

written-off completely. Retention amounts shown are net of billed amounts.

You can submit this report for an organization, in which case it groups all projects owned by the organization by their project managers. The report then displays summaries for each project manager.

If you specify a project manager in the report parameters and do not specify an organization, the report groups all projects by project manager regardless of the project-owning organization. This format provides you with the real total of unbilled receivables for a particular project manager.

Events relieve the oldest unbilled receivable as the invoices in which the events are billed are released. Revenue events age from their Completion Date if you choose Expenditure Item Date as your preference in the Age Receivables From report parameter.

### **Selected Parameters**

---

The Age Receivables From and the Number of days in Bucket parameters are required. You can enter any of the other parameters to limit the report.

**Effective Date.** The report ages unbilled receivables backwards starting from the date you enter here until it reaches the start date, which is determined by the value you enter for the Age Unbilled Receivables From parameter.

**Age Receivables From.** Enter the date you want Oracle Projects to use when aging unbilled receivables.

**Number of days in Bucket 1/2/3.** Enter the number of days that you want in each bucket.

---

## **Agreement Status by Customer**

Use the MGT: Agreement Status by Customer report to review the status of your customer agreements. The report includes an agreement's revenue limit, expiration date, and the amounts allocated, accrued, and invoiced against it.

This report groups all the agreements by customer, then orders them by the value that you enter in the Sort By report parameter. It also includes summaries for each customer and for the entire report.

## **Selected Parameters**

---

The Sort By parameter is required. You can enter any other parameters to limit the report.

**Sort By.** Choose the order within each customer in which you want to review the report:

- **Agreement Number.** Ascending alphanumeric order by the agreement number.
- **Amount Not Allocated.** Ascending numeric order, by the funding not allocated.
- **Expiration Date.** Ascending date order by the expiration date of each agreement.
- **Revenue Backlog.** Ascending numeric order by the revenue backlog (amount allocated minus the amount accrued) of each agreement).
- **Revenue Limit.** Ascending numeric order by the revenue limit of each agreement.

---

## Billing Process Flow Reports

These reports show how effectively your organization turns earned revenue into cash. These reports help you identify any bottlenecks in your revenue and invoice processing flow, and they alert you to problems your organization may have in collecting on invoices.

### Report Submission

You submit each of these reports from the Submit Request window. The report names include a prefix, either "FLW:" or "MGT:" See: Submitting Requests: page 8 – 5.

---

### Invoice Flow Detail and Invoice Flow Summary

Use the invoice flow reports to review flow information about project invoices through Oracle Projects.

**FLW: Invoice Flow Detail.** This report groups invoices by invoice status, allowing you to quickly identify where your draft invoices currently are in the invoice processing flow. You can specify a transfer status or a currency amount to report on a subset of invoices.

**FLW: Invoice Flow Summary.** You can use this report to identify by currency range how many invoices are in each stage of the invoice processing flow. After reviewing this report, if you want to see the specific draft invoices that comprise the invoice summaries, submit the Invoice Flow Detail report and specify the same date range.

#### Selected Parameters

---

You must specify a Start Organization or Project Member when you submit these reports. Enter any other parameters to limit the report.

**Project Member.** To submit the report for only one project member's draft invoices, enter the project member's name. Otherwise, leave this field blank.

**Project Role.** The report includes only draft invoices of projects where the person specified in the Project Member report parameter is defined with this project role. If you did not enter a value for the Project Member report parameter, this option has no effect.

**Creation Date To/From.** The report includes draft invoices created on or after the Creation Date From report parameter, and draft invoices

created on or after the Creation Date To report parameter. Both fields are optional. Leave both blank to submit the report for draft invoices regardless of their creation dates.

### **Additional Parameters for Invoice Flow Detail Report**

---

**Include Released Invoices.** Enter Yes if you want the report to include draft invoices with a status of Released. Enter No to exclude released invoices from the report.

**Include Amount Ranges.** Only invoices with amounts in the amount range you specify will be reported. Select All to include draft invoices regardless of invoice amount.

**Invoice Status.** The report includes only invoices with the status you select.

- **Accepted.** Invoices that have been interfaced to and tied back from Oracle Receivables.
- **All.** All invoices regardless of invoice status.
- **Approved.** Invoices that have been approved.
- **Rejected.** Invoices that have been rejected by Oracle Receivables.
- **Rejected in Transfer.** Invoices that have been rejected during the interface to Oracle Receivables.
- **Transferred.** Invoices that have been successfully interfaced to, but not yet accepted by, Oracle Receivables.
- **Unapproved.** Invoices that have not yet been approved.

---

## **Potential Revenue Summary**

Use the MGT: Potential Revenue Summary report to identify projects that cannot fully accrue revenue due to a hard funding limit encountered. This report shows you the total potential revenue, the total amount accrued, and the difference between these two values for a project's expenditure items incurred through the date you specify in the report parameters.

When the total available amount of an agreement's funding is insufficient to accrue revenue on all of a project's expenditure items, Oracle Projects accrues as much as possible against the potential

revenue. This report alerts you to the amount of additional revenue you could accrue with more funding.

**Note:** This report is not run for projects with the Cost/Event distribution rule.

### **Selected Parameters**

---

You must provide a value for at least one of the following parameters: Project Organization, Project Manager, or Project Number. Enter any other parameters to limit the report.

**Accrue Thru Date.** The report includes only expenditure items dated on or before the Accrue Thru Date you enter.

**Include Closed Projects?** Enter Yes if you want the report to include the potential revenue of all projects regardless of project status. Enter No if you want to report to exclude the potential revenue for expenditure items of projects with a Closed status.

---

## **Project Billing Status**

Use the MGT: Project Billing Status report to review the billing status of your projects, and identify projects that have not yet been billed.

For each project listed, this report displays the days since the last billing date, the date of the last billing, the next scheduled billing date, the amount of any pending invoices, and the amount of unbilled receivables. The last page of the report defines the columns in this report.

### **Selected Parameters**

---

You must specify a Start Organization or a Project Member when you submit this report. You can enter any other parameters to limit the report.

**Project Role.** The report includes only projects where the person specified in the Project Member report parameter is defined with this project role. If you did not enter a value for the Project Member report parameter, this option has no effect.

**Days Since Last Billing.** The report includes projects only when the number of elapsed days since the latest invoicing for the project is greater than or equal to the number you enter here. Leave this option blank to include all projects regardless of the last invoice date.

**Only Report Never Billed.** Enter Yes to include only projects that have never been invoiced. Enter No to include projects regardless of invoicing status.

**Billing Method.** To report on projects with one particular billing method, enter the billing method. Leave this option blank to include projects regardless of billing method.

**Thru Next Bill Date.** The report includes projects with next billing dates that are on or after the date you enter here. Leave this option blank to include projects regardless of their next billing dates.

---

## Revenue Flow Detail

Use the FLW: Revenue Flow Detail report to review the flow of draft revenue through Oracle Projects. This report shows all draft revenues generated within a specified PA Period Date range. The draft revenues are sorted by their transfer statuses, thereby allowing you to quickly identify where revenue currently is in the revenue processing flow. If a draft revenue is rejected by the revenue transfer or tieback process, this report displays the reason for the rejection. It also provides action hints to help you resolve any problems and continue the flow of revenue through the system.

### Parameters

---

The From PA Date parameter and the To PA Date parameter are required. You can enter any other parameters to limit the report.

**From/To PA Date.** Enter the PA Period date range for which you want to submit the report.

**Revenue Transfer Status.** To limit the report to one particular transfer status, enter the status. Otherwise, leave this field blank.

- **Accepted.** Transferred to Oracle General Ledger.
- **Pending.** Pending Interface to Oracle General Ledger.
- **Rejected.** Rejected by or rejected in interface to Oracle General Ledger.

**Include Accepted Revenue.** To include in the report revenues with a transfer status of Accepted, enter Yes. Enter No to exclude Accepted revenues.

---

## Interface Audit Reports

Use these reports to verify that your interface of information to another Oracle product was complete and accurate.

### Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Cross Charge GL Audit

Use the AUD: Cross Charge GL Audit report to review cross charge distribution lines interfaced from Oracle Projects to Oracle General Ledger. This report displays items by the debit account number. Information about the item and the credit account are also displayed.

Amounts on this report are shown in the functional currency.

#### Parameters

---

All parameters for this report are optional. However, entering no parameters or specifying only the interface date range can result in poor performance. Specifying the GL account range, the GL period name range, or the journal entry batch name (or any combination of these parameters) will significantly improve the performance of this report.

**From/To Account.** Enter the range of GL account numbers to which you interfaced the distribution lines of cross-charged transactions that you want to appear in the report.

**From/To Period.** Enter the names of the starting and ending GL periods within which you want the report to select distribution lines of cross-charged transactions.

**From/To Interface Date.** Enter the date range within which the cross charge distribution lines you want to include in the report were interfaced to Oracle General Ledger.

**Journal Entry Batch Name.** Enter the name of the journal batch that you created in Oracle General Ledger for which you want the report to select distribution lines of cross charged transactions.

---

## Cost Audit Report

Use the AUD: Cost Audit Report to review labor and usage cost distribution lines interfaced from Oracle Projects to Oracle General Ledger. This report displays items by the expense account number. Information about the item and the liability account are also displayed.

Amounts on this report are shown in the functional currency.

### Parameters

---

All parameters for this report are optional. However, entering no parameters or specifying only the interface date range can result in poor performance. Specifying the GL account range, the GL period name range, or the journal entry batch name (or any combination of these parameters) will significantly improve the performance of this report.

**From/To Account.** Enter the range of GL account numbers to which you interfaced the cost distribution lines of typecasts and usage logs that you want to appear in the report.

**From/To Period.** Enter the names of the starting and ending GL periods within which you want the report to select cost distribution lines of timecards and usage logs.

**From/To Interface Date.** Enter the date range within which the timecard and usage log cost distribution lines you want to include in the report were interfaced to Oracle General Ledger.

**Journal Entry Batch Name.** Enter the name of the journal batch that you created in Oracle General Ledger for which you want the report to select cost distribution lines of timecards and usage logs.

---

## Revenue Audit Report

Use the AUD: Revenue Audit Report to review a listing of the revenue distribution lines interfaced from Oracle Projects to Oracle General Ledger. The revenue distribution lines are reported by revenue account and by project. The project revenue unbilled receivable and unearned revenue amounts and accounts are also displayed.

### Parameters

---

All parameters for this report are optional. However, entering no parameters or specifying only the interface date range can result in

poor performance. Specifying the GL account range, the GL period name range, or the journal entry batch name (or any combination of these parameters) will significantly improve the performance of this report.

**From/To Account.** Enter the range of GL account numbers to which you interfaced the revenue distribution lines that you want to appear in the report.

**From/To Period.** Enter the names of the starting and ending GL periods within which you want the report to select revenue distribution lines.

**From/To Interface Date.** Enter the date range within which the revenue distribution lines you want to include in the report were interfaced to Oracle General Ledger.

**Journal Entry Batch Name.** Enter the name of the journal batch that you created in Oracle General Ledger for which you want the report to select revenue distribution lines.

---

## Interfaced CIP/RWIP Amounts by FA Period

Use the AUD: Interfaced CIP/RWIP Amounts by FA Period report to view a summary of assets and asset lines interfaced from Oracle Projects to Oracle Assets. You can optionally choose to sort the report by asset category or project number.

---

### Parameters

**Set of Books Currency.** Select the set of books currency in which you want to view the report amounts.

**From/To FA Period.** Select a fixed assets period or period range to include in the report.

**From/To GL Account.** Select a GL account or a range of GL accounts to include in the report.

**Project Type.** To limit the report to projects for a single project type, enter the project type.

**Project Number.** Select a project number to show amounts for a single project.

**Project Organization.** Select a project organization if you want to include projects only for a particular project organization.

**Class Category.** Optionally, select a class category to view only specific project expenditures.

**Class Code.** Optionally, select a class code to view only specific project expenditures. To select a class code, you must first select a class category.

**Primary Sort by Asset Category?** This parameter enables you to change the primary sort order for the report. By default, the report is sorted by project. If you want to first sort the report by asset category, select *Yes*. Otherwise, select *No* to maintain the default sort order.

---

## Revaluated Funding Audit

Use the AUD: Revaluated Funding Audit report to view a summary or detailed listing of all the components used in the funding revaluation calculation.

### Parameters

---

Although the report parameters are mostly optional, you must enter a value for the Mode.

**From/To Project:** Enter the range of project numbers you want to run the audit report for.

**Project Type:** To limit the report to only one project type, enter the project type. Otherwise, leave this field blank.

**Revaluation From Date:** The report includes components from the revaluation run on or after the Revaluation From Date.

**Revaluation To Date:** The report includes components from the revaluation run on or before the Revaluation to Date. The default is the system date.

**Mode:** Enter the mode you want to run the report. The options are Detailed and Summary.

---

## Project Subledger Audit Reports

The Project Subledger Audit Reports print cost distribution lines related to projects. The reports enable you to drill down from a GL account balance in the trial balance to the individual project-related transactions.

Amounts in these reports are shown in the functional currency.

### Report Submission

You submit each of these reports from the Submit Request window. Include the prefix "AUD:" when you enter the report name. See: Submitting Requests: page 8 – 5.

---

### Project Subledger Summary

Because the number of transactions that comprise a GL account balance is usually very large, it is preferable to print a summary report of the transactions and then print a detailed report to narrow down the range of transactions that need to be examined. The Project Subledger Summary report prints a summary of cost distribution lines by project.

The transaction sources are classified broadly as Manufacturing and Non-manufacturing. This is done to enable the user to see manufacturing costs separate from non-manufacturing costs. Manufacturing transactions include imported items using the following transaction sources:

- Inventory
- Inventory Misc.
- Work in Process

The report prints subtotals for GL Account, Project Number, Manufacturing-Related, and Expenditure Type Class.

#### Parameters

---

**From/To GL Account.** Select a GL account or a range of accounts.

**From/To Project.** Select a project or range of projects.

**From/To GL Date.** Enter the date range within which you want the report to select cost distribution lines of expense reports.

---

## Project Subledger Detail by Project

This report shows cost distribution lines for a single project by task.

### Parameters

---

**From/To GL Account.** Select a GL account or a range of accounts.

**From/To GL Date.** Enter the date range within which you want the report to select cost distribution lines of expense reports.

**Project Number.** Select a project.

**From/To Task Number.** Select a task or range of tasks.

---

## Project Subledger Detail by Expenditure Type

This report shows project subledger detail across projects for one expenditure type.

### Parameters

---

**From/To GL Account.** Select a GL account or a range of accounts.

**From/To GL Date.** Enter the date range within which you want the report to select cost distribution lines of expense reports.

**Expenditure Type.** Select an expenditure type.

**From/To Project.** Select a project or range of projects.

---

## Period Close Exception Reports

Use the period close exception reports to identify transactions that have not been fully processed, and that would prevent you from closing the PA period. These reports are commonly used when you are preparing to close a PA period. When the exceptions are corrected, the PA period can be closed.

### Report Submission

You can submit each of these reports from the Submit Request window. Include the prefix "EXC:" when you enter the report name. See: Submitting Requests: page 8 – 5.

### See Also

Defining GL and PA Periods, *Oracle Projects Implementation Guide*

---

## Transaction Exception Details

The EXC: Transaction Exception Details report lists all transactions that have not been fully processed. You can use this report to identify corrections that you need to make before attempting to close a PA period.

The report is sorted by PA period. Within each PA period, the report is sorted by exception category (see the list of report parameters below), and then by exception reason. For each group of transactions under an exception reason, the report lists the total amount and total number of items.

Costing and cross charge exceptions are shown in the functional and transaction currencies. Revenue exceptions are shown in the project currency.

The table below shows the information that is listed for transactions in each exception category:

| Exception Category      | Information Listed for Each Transaction  |
|-------------------------|--|
| AP Invoice Exceptions   | invoice number, invoice date, supplier number, supplier, line number, posted (yes or no), project, task, expenditure type, and amount          |
| Costing Exceptions      | supplier or employee, project, task, expenditure type, expenditure item date, expenditure item ending date, expenditure group name, and amount |
| Revenue Exceptions      | project, draft revenue number, and amount  |
| Cross Charge Exceptions | receiver operating unit, project, task, employee, supplier, non-labor resource organization, expenditure organization, date, type              |

**Table 8 - 1 (Page 1 of 1)**

### **Parameters**

**From PA Period...To PA Period.** Enter a range of PA periods for which you want the report to print exceptions. These parameters are required, and your entries must be valid PA periods.

**Exception Category.** If you want the report to print just one category of exceptions, you can select an exception category. If you leave this parameter blank, the report includes all categories. The categories are:

- **Accounts Payable Invoice Exceptions.** Includes supplier invoices that have not been interfaced from Oracle Payables to Oracle Projects.
- **Costing Exceptions.** Includes cost distribution lines that have not been interfaced to Oracle General Ledger.
- **Revenue Exceptions.** Includes revenue distribution lines that have not been interfaced to Oracle General Ledger.
- **Cross Charge Exceptions.** Includes cross charge distribution lines that have not been interfaced to Oracle General Ledger.

**Exception Reason.** If you selected an exception category, you can also select an exception reason. The list of values displays exception reasons that are valid for the category you chose. If you leave this parameter blank, the report includes all exception reasons.

---

## Transaction Exception Summary

The EXC: Transaction Exception Summary report lists a summary of transactions that have not been fully processed. This report also lists the action required to correct the exceptions.

The report is sorted by PA period. Within each PA period, the report is sorted by exception category, and then by exception reason. For each exception reason, the report lists the total amount, the total number of items, and a description of the corrective action required to process the transactions.

Costing and cross charge exceptions are shown in the functional and transaction currencies. Revenue exceptions are shown in the project currency.

### Parameters

---

**From PA Period...To PA Period.** Enter a range of PA periods for which you want the report to print exceptions. These parameters are required, and your entries must be valid PA periods.

---

## Summarization Period Exceptions

When you change the PA Reporting Period, Oracle Projects displays a warning message if the change would affect the summary amounts reported on any projects. This report lists projects that will be affected by changing the reporting period.

The report lists projects by the following categories:

- Projects that have been summarized beyond the reporting period parameter.
- Projects that have not been summarized up to the reporting period parameter.
- Projects that have never been summarized.

For example, suppose the PA Reporting Period is week 3–JUL–98, and you want to change the PA Reporting Period to week 2–JUL–98. When you make the change, the PA Periods window displays a warning message indicating that some projects would be affected by the change. This report enables you to see which projects would be affected.

The summarization period exception report is based on the view PA\_ACCUM\_PERIOD\_EXCEPTIONS\_V.

## Report Submission

You can submit this report from the Submit Request window. Include the prefix "EXC:" when you enter the report name. See: Submitting Requests: page 8 – 5.

### Parameters

---

**Reporting PA Period.** Enter the PA Period you want to set as the new current reporting period.

## See Also

Setting the PA Reporting Period, *Oracle Projects Implementation Guide*

---

## Organization Forecast Exception Report

Use this report to check for errors and to review errors that occur during the organization forecast calculation and generation processes. This report shows calculation errors for all forecast periods based on the date parameters you specify in your organization forecast implementation options.

### Report Submission

The system automatically generates this report when you submit the PRC: Generate Organization Forecast process. This report is also generated automatically when you specify you want to generate the report for the PRC: Calculate Forecast Amounts (Initial) and PRC: Update Forecast Amounts processes.

You can manually generate this report at any time by submitting the PRC: List Organization Forecast Exceptions process. For information on how to submit a concurrent process request, see: Submitting Requests: page 8 – 5.

### Parameters

---

When the system generates this report for a forecast calculation or generation process, the system sets the report parameters based on the parameters you specify for the calculation or generation process. When you submit this report as a concurrent process, you can generate the report for:

- a specific project
- a specific assignment within a project
- a specific organization
- multiple organizations in a reporting organization hierarchy

To submit the process for multiple organizations in a reporting organization hierarchy, specify a start organization parameter. When you specify a start organization, the system runs the process for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see Defining Organization Hierarchies: page 2 – 15.

---

## Discoverer Workbooks

The Oracle Projects Discoverer reporting solution contains the following Business Areas:

- Staffing
- Financial
- Competence
- Utilization

---

### Staffing Business Area

The staffing business area provides general staffing information about resources, projects, and organizations. From a supply perspective, you can identify information regarding resource/organization capacity, availability, over-commitment and overall schedule through these folders. From a demand perspective, you can identify information regarding project/organization requirements.

The staffing business area contains the following folders:

- Staffing Organization Rollup Groups
- Resource Managers
- Fiscal Years
- Fiscal Quarter Numbers
- Calendar Years
- Calendar Months
- Work Types
- Required Project Hours by GL Period
- Required Project Hours by GL Period: Team Role Detail
- Required Project Hours by PA Period
- Required Project Hours by PA Period: Team Role Detail
- Required Project Hours by Global Week
- Required Project Hours by Global Week: Team Role Detail
- Resource Capacity by GL Period
- Resource Capacity by PA Period

- Resource Capacity by Global Week
- Resource Schedule by GL Period
- Resource Schedule by GL Period: Team Role Detail
- Resource Schedule by PA Period
- Resource Schedule by PA Period: Team Role Detail
- Resource Schedule by Global Week
- Resource Schedule by Global Week: Team Role Detail
- Resource Schedule and Capacity by Global Week
- Available Resource Hours by Global Week
- Resource Overcommitment by Global Week

**Note:** The Team Role Detail folders are not used by the predefined workbooks. They are extra folders provided for your convenience.

Reports by global week display the end date of the week. Therefore, if the global week is defined to start on Monday, then the date for Sunday (the end of the week) is used as the week label.

If you are generating a global week report for a specific month, the totals for the weeks will only include the days for the specified month. For example, if the global week is defined to start on Monday and the month of November 2001 begins on Thursday, then the report will only include activity for Thursday through Sunday for the first week of November.

## Staffing Organization Rollup Groups Folder

This folder provides a simplified view of the reporting hierarchy which is specified as the default reporting hierarchy. The organizations are secured by operating unit.

Although the hierarchy may be n level, this folder flattens the hierarchy out into two levels. For example, if the original hierarchy is as follows:

Organization 1

    Organization 2

    Organization 4

Organization 3

    Organization 5

it will be represented in this folder as follows:

Organization 1

Organization 2

Organization 3

Organization 4

Organization 5

## **Resource Managers**

This folder provides all of the managers of people over whom the user has authority. In other words, a user can see all the managers that report to them directly and indirectly and, if they have resource authority over an organization, all the managers of people within that organization.

## **Fiscal Years**

This folder provides the Fiscal Years in the format YYYY ranging from five Fiscal Years in the past to five Fiscal Years in the future.

## **Fiscal Years**

This folder provides the Fiscal Years in the format YYYY ranging from five Fiscal Years in the past to five Fiscal Years in the future.

## **Fiscal Quarter Numbers**

This folder provides the Fiscal Quarter numbers.

## **Calendar Years**

This folder provides the calendar years in the format YYYY ranging from five years in the past to five years in the future.

## **Calendar Months**

This folder provides the calendar month name and number for the twelve months of the year.

## **Work Types**

This folder provides information on work types used in the system.

### **Required Project Hours by GL Period**

For each GL period, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. Hours scheduled in a cancelled status are not included.

### **Required Project Hours by GL Period: Team Role Detail**

For each GL period, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. This folder contains more detailed team role information. Hours scheduled in a cancelled status are not included.

### **Required Project Hours by PA Period**

For each PA period, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. Hours scheduled in a cancelled status are not included.

### **Required Project Hours by PA Period: Team Role Detail**

For each PA period, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. This folder contains more detailed team role information. Hours scheduled in a cancelled status are not included.

### **Required Project Hours by Global Week**

For each Global Week, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. Hours scheduled in a cancelled status are not included.

## **Required Project Hours by Global Week: Team Role Detail**

For each Global Week, this folder contains the total number of hours that remain unfilled on requirements within Project Resource Management. This folder contains more detailed team role information. Hours scheduled in a cancelled status are not included.

## **Resource Capacity by GL Period**

For each GL period, this folder contains the total capacity, in hours, of each person. The capacity of a person is derived from their capacity calendar assignments. It is therefore calculated as, within each GL period, the number of potential working hours attributable to the persons calendar work pattern minus any hours attributable to public holidays.

The resource information in the folder is derived for the GL period specified.

## **Resource Capacity by PA Period**

For each PA Period, this folder contains the total capacity, in hours, of each person. A persons capacity is derived from their capacity calendar assignments. It is therefore calculated as, within each PA Period, the number of potential working hours attributable to the persons calendar work pattern minus any hours attributable to public holidays.

The resource information in the folder is derived for the PA period specified.

## **Resource Capacity by Global Week**

For each Global Week, this folder contains the total capacity, in hours, of each person. A persons capacity is derived from their capacity calendar assignments. It is therefore calculated as, within each Global Week, the number of potential working hours attributable to the persons calendar work pattern minus any hours attributable to public holidays.

The resource information in the folder is derived for the Global Week specified.

## Resource Schedule by GL Period

For each GL period, this folder contains the total number of hours each person is scheduled within Project Resource Management. No details of the actual assignments on which the people are scheduled are available in this folder – the lowest level of data is scheduled hours by person by GL period.

Hours scheduled on either delivery assignments and administrative assignments are included in these totals. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## Resource Schedule by GL Period: Team Role Detail

For each GL period, this folder contains the total number of hours each person is scheduled on each of their assignments within Project Resource Management. To view details of the actual assignments making up a persons schedule the user should query this folder – the lowest level of data is scheduled hours by assignment by GL period.

The scheduled hours of both delivery assignments and administrative assignments can be viewed. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## **Resource Schedule by PA Period**

For each PA period, this folder contains the total number of hours each person is scheduled within Project Resource Management. No details of the actual assignments on which the people are scheduled are available in this folder – the lowest level of data is scheduled hours by person by PA period.

Hours scheduled on either delivery assignments and administrative assignments are included in these totals. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## **Resource Schedule by PA Period: Team Role Detail**

For each PA period, this folder contains the total number of hours each person is scheduled on each of their assignments within Project Resource Management. To view details of the actual assignments making up a persons schedule the user should query this folder – the lowest level of data is scheduled hours by assignment by PA period.

The scheduled hours of both delivery assignments and administrative assignments can be viewed. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## **Resource Schedule by Global Week**

For each Global Week, this folder contains the total number of hours each person is scheduled within Project Resource Management. No details of the actual assignments on which the people are scheduled are available in this folder – the lowest level of data is scheduled hours by person by GL period.

Hours scheduled on either delivery assignments and administrative assignments are included in these totals. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## **Resource Schedule by Global Week: Team Role Detail**

For each Global Week, this folder contains the total number of hours each person is scheduled on each of their assignments within Project Resource Management. To view details of the actual assignments making up a persons schedule the user should query this folder – the lowest level of data is scheduled hours by assignment by GL period.

The scheduled hours of both delivery assignments and administrative assignments can be viewed. Hours scheduled in a provisional status and hours scheduled in a confirmed status are totaled separately (hours scheduled in a cancelled status are not included).

Data is only available for people who have a current and valid employment record in Oracle Human Resources.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration (the default duration is two years).

## **Resource Schedule and Capacity by Global Week**

For each Global Week, this folder contains the total number of hours each person is scheduled within Project Resource Management.

The resource information in the folder is derived for the Global Week specified.

Hours scheduled on either delivery assignments or administrative assignments are included in these totals. Hours scheduled in a provisional status and hours scheduled in a confirmed status are available separately. Hours scheduled in a cancelled status are not included.

## **Available Resource Hours by Global Week**

For each Global Week, this folder contains the available hours, of each resource. A persons capacity is derived from their calendar.

The resource information in the folder is derived for the Global Week specified.

## **Resource Overcommitment by Global Week**

This folder provides overcommitted resources information. The resource information in the folder is derived for the Global Week specified.

## **Folder Items**

The following table lists the items included in each folder of the Staffing Business Area:

| Item                   | Description  | Folder Name Containing the Item   |
|------------------------|--|---|
| Rollup Organization    | The name of the rollup organization                          | Staffing Organization Rollup Groups   |
| Suborganization        | The name of the suborganization                              | Staffing Organization Rollup Groups   |
| Resource Manager       | The full name of the resource manager                        | Resource Managers   |
| Fiscal Year            | The fiscal year  | Fiscal Years  |
| Fiscal Quarter         | The fiscal quarter   | Fiscal Quarter Numbers  |
| Calendar Year          | The calendar year  | Calendar Years  |
| Calendar Month Name    | The name of the calendar month                               | Calendar Months   |
| Calendar Month Numbers | The number of the calendar month                             | Calendar Months   |
| Name                   | User defined name of work type that uniquely identifies it   | Work Types  |
| Fiscal Year            | The fiscal year  | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> <li>- Required Project Hours by PA Period</li> <li>- Required Project Hours by PA Period: Team Role Detail</li> </ul>  |
| Fiscal Quarter         | The fiscal quarter   | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> <li>- Required Project Hours by PA Period-</li> <li>- Required Project Hours by PA Period: Team Role Detail</li> </ul> |
| GL Period              | The GL Period for which the requirement hours are calculated | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> </ul>  |

**Table 8 - 2 (Page 1 of 15)**

| Item                 | Description  | Folder Name Containing the Item  |
|----------------------|--|--|
| Project Manager      | The project manager as of the current date                               | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> <li>- Required Project Hours by PA Period</li> </ul>  |
| Project Name(Number) | The project of the requirement   | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> <li>- Required Project Hours by PA Period</li> </ul>  |
| Team Role            | The team role name of the requirement                                    | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail</li> <li>- Required Project Hours by PA Period</li> </ul>  |
| Required Hours       | The total schedule, in hours, for the GL or PA Period of the requirement | <ul style="list-style-type: none"> <li>- Required Project Hours by GL Period</li> <li>- Required Project Hours by GL Period: Team Role Detail-</li> <li>- Required Project Hours by PA Period</li> </ul> |
| Probability          | The probability of the project   | Required Project Hours by GL Period: Team Role Detail  |
| Start Date           | The start date of the requirement  | Required Project Hours by GL Period: Team Role Detail  |
| End Date             | The end date of the requirement  | Required Project Hours by GL Period: Team Role Detail  |
| Minimum Job Level    | The minimum job level of the requirement                                 | Required Project Hours by GL Period: Team Role Detail  |
| Maximum Job Level    | The maximum job level of the requirement                                 | Required Project Hours by GL Period: Team Role Detail  |
| PA Period            | The PA Period for which the requirement hours are calculated             | <ul style="list-style-type: none"> <li>- Required Project Hours by PA Period</li> <li>- Required Project Hours by PA Period: Team Role Detail</li> </ul>   |
| Project Manager      | The project manager as of the current date                               | The project manager as of the current date   |

**Table 8 – 2 (Page 2 of 15)**

| <b>Item</b>           | <b>Description</b>   | <b>Folder Name Containing the Item</b>                             |
|-----------------------|--|--|
| Project Name (Number) | The project of the requirement                                     | The project of the requirement                                     |
| Team Role             | The team role name of the requirement                              | The team role name of the requirement                              |
| Required Hours        | The total schedule, in hours, for the PA Period of the requirement | The total schedule, in hours, for the PA Period of the requirement |
| Fiscal Year           | The fiscal year  | The fiscal year  |
| Fiscal Quarter        | The fiscal quarter   | The fiscal quarter   |
| PA Period             | The PA Period for which the requirement hours are calculated       | The PA Period for which the requirement hours are calculated       |
| Project Manager       | The project manager as of the current date                         | The project manager as of the current date                         |
| Project Name(Number)  | The project of the requirement                                     | The project of the requirement                                     |
| Team Role             | The team role of the requirement                                   | The team role of the requirement                                   |
| Probability           | The probability of the project                                     | The probability of the project                                     |
| Start Date            | The start date of the requirement                                  | The start date of the requirement                                  |
| End Date              | The end date of the requirement                                    | The end date of the requirement                                    |
| Minimum Job Level     | The minimum job level of the requirement                           | The minimum job level of the requirement                           |
| Maximum Job Level     | The maximum job level of the requirement                           | The maximum job level of the requirement                           |
| Required Hours        | The total schedule, in hours, for the GL Period of the requirement | The total schedule, in hours, for the GL Period of the requirement |
| Fiscal Year           | The fiscal year  | The fiscal year  |
| Fiscal Quarter        | The fiscal quarter   | The fiscal quarter   |

**Table 8 – 2 (Page 3 of 15)**

| <b>Item</b>           | <b>Description</b>   | <b>Folder Name Containing the Item</b>                             |
|-----------------------|--|--|
| PA Period             | The PA Period for which the requirement hours are calculated       | The PA Period for which the requirement hours are calculated       |
| Project Manager       | The project manager as of the current date                         | The project manager as of the current date                         |
| Project Name (Number) | The project of the requirement                                     | The project of the requirement                                     |
| Team Role             | The team role name of the requirement                              | The team role name of the requirement                              |
| Required Hours        | The total schedule, in hours, for the PA Period of the requirement | The total schedule, in hours, for the PA Period of the requirement |
| Fiscal Year           | The fiscal year  | The fiscal year  |
| Fiscal Quarter        | The fiscal quarter   | The fiscal quarter   |
| PA Period             | The PA Period for which the requirement hours are calculated       | The PA Period for which the requirement hours are calculated       |
| Project Manager       | The project manager as of the current date                         | The project manager as of the current date                         |
| Project Name(Number)  | The project of the requirement                                     | The project of the requirement                                     |
| Team Role             | The team role of the requirement                                   | The team role of the requirement                                   |
| Probability           | The probability of the project                                     | The probability of the project                                     |
| Start Date            | The start date of the requirement                                  | The start date of the requirement                                  |
| End Date              | The end date of the requirement                                    | The end date of the requirement                                    |
| Minimum Job Level     | The minimum job level of the requirement                           | The minimum job level of the requirement                           |
| Maximum Job Level     | The maximum job level of the requirement                           | The maximum job level of the requirement                           |
| Required Hours        | The total schedule, in hours, for the GL Period of the requirement | The total schedule, in hours, for the GL Period of the requirement |

**Table 8 – 2 (Page 4 of 15)**

| <b>Item</b>           | <b>Description</b>   | <b>Folder Name Containing the Item</b>   |
|-----------------------|--|--|
| Calendar Year         | The calendar year  | The calendar year  |
| Calendar Month        | The calendar month   | The calendar month   |
| Global Week End Date  | The Global Week for which the hours of the requirement are calculated (identified the end date of the requirement) | The Global Week for which the hours of the requirement are calculated (identified the end date of the requirement) |
| Day of Week           | The name of the day for which the hours of the requirement are calculated  | The name of the day for which the hours of the requirement are calculated  |
| Date                  | The date for which the of the requirement are calculated   | The date for which the of the requirement are calculated   |
| Project Manager       | The project manager as of the current date   | The project manager as of the current date   |
| Project Name (Number) | The project of the requirement   | The project of the requirement   |
| Team Role             | The team role name of the requirement  | The team role name of the requirement  |
| Required Hours        | The total schedule, in hours, for the Global Week of the requirement   | The total schedule, in hours, for the Global Week of the requirement   |
| Calendar Year         | The calendar year  | The calendar year  |
| Calendar Month        | The calendar month   | The calendar month   |
| Global Week End Date  | The Global Week for which the hours of the requirement are calculated (identified the end date of the requirement) | The Global Week for which the hours of the requirement are calculated (identified the end date of the requirement) |
| Day of Week           | The name of the day for which the hours of the requirement are calculated  | The name of the day for which the hours of the requirement are calculated  |
| Date                  | The date for which the of the requirement are calculated   | The date for which the of the requirement are calculated   |
| Project Manager       | The project manager as of the current date   | The project manager as of the current date   |

**Table 8 – 2 (Page 5 of 15)**

| <b>Item</b>           | <b>Description</b>   | <b>Folder Name Containing the Item</b>                               |
|-----------------------|--|--|
| Project Name (Number) | The project of the requirement                                       | The project of the requirement                                       |
| Team Role             | The team role name of the requirement                                | The team role name of the requirement                                |
| Probability           | The probability of the project                                       | The probability of the project                                       |
| Start Date            | The start date of the requirement                                    | The start date of the requirement                                    |
| End Date              | The end date of the requirement                                      | The end date of the requirement                                      |
| Minimum Job Level     | The minimum job level of the requirement                             | The minimum job level of the requirement                             |
| Maximum Job Level     | The maximum job level of the requirement                             | The maximum job level of the requirement                             |
| Required Hours        | The total schedule, in hours, for the Global Week of the requirement | The total schedule, in hours, for the Global Week of the requirement |
| Resource Manager      | The resource manager of the person                                   | The resource manager of the person                                   |
| Resource              | The name of the person   | The name of the person   |
| Job Name              | The job title of the person  | The job title of the person  |
| Job Level             | The job level of the person  | The job level of the person  |
| Fiscal Year           | The fiscal year in which the GL Period exists                        | The fiscal year in which the GL Period exists                        |
| Fiscal Quarter        | The fiscal quarter in which the GL Period exists                     | The fiscal quarter in which the GL Period exists                     |
| GL Period             | The GL Period for which the hours of the person are calculated       | The GL Period for which the hours of the person are calculated       |
| Capacity Hours        | The capacity of the person, in hours, for the GL Period              | The capacity of the person, in hours, for the GL Period              |
| Resource Manager      | The resource manager of the person                                   | The resource manager of the person                                   |
| Resource              | The name of the person   | The name of the person   |
| Job Name              | The job title of the person  | The job title of the person  |

**Table 8 – 2 (Page 6 of 15)**

| <b>Item</b>          | <b>Description</b>   | <b>Folder Name Containing the Item</b>                               |
|----------------------|--|--|
| Job Level            | The job level of the person  | The job level of the person  |
| Fiscal Year          | The fiscal year in which the PA Period exists                        | The fiscal year in which the PA Period exists                        |
| Fiscal Quarter       | The fiscal quarter in which the PA Period exists                     | The fiscal quarter in which the PA Period exists                     |
| PA Period            | The PA Period for which the hours of the person are calculated       | The PA Period for which the hours of the person are calculated       |
| Capacity Hours       | The capacity of the person, in hours, for the PA Period              | The capacity of the person, in hours, for the PA Period              |
| Resource Manager     | The resource manager of the person                                   | The resource manager of the person                                   |
| Resource             | The name of the person   | The name of the person   |
| Job Name             | The job title of the person  | The job title of the person  |
| Calendar Year        | The calendar year in which the Global Week exists                    | The calendar year in which the Global Week exists                    |
| Calendar Month       | The calendar month in which the Global Week exists                   | The calendar month in which the Global Week exists                   |
| Global Week End Date | The Global Week for which the hours of the person are calculated     | The Global Week for which the hours of the person are calculated     |
| Day of Week          | The name of the day for which the hours of the person are calculated | The name of the day for which the hours of the person are calculated |
| Date                 | The date for which the hours of the person are calculated            | The date for which the hours of the person are calculated            |
| Capacity Hours       | The capacity of the person, in hours, for the Global Week            | The capacity of the person, in hours, for the Global Week            |
| GL Period            | The GL Period for which the assignment hours are calculated          | The GL Period for which the assignment hours are calculated          |

**Table 8 - 2 (Page 7 of 15)**

| <b>Item</b>          | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|----------------------|---|---|
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the GL Period | The total schedule hours of the person, including both provisional and confirmed, for the GL Period |
| Confirmed Hours      | The confirmed schedule hours of the person for the GL Period  | The confirmed schedule hours of the person for the GL Period  |
| Provisional Hours    | The provisional schedule hours of the person for the GL Period                                      | The provisional schedule hours of the person for the GL Period                                      |
| GL Period            | The GL Period for which the assignment hours are calculated   | The GL Period for which the assignment hours are calculated   |
| Project Name         | The project to which the assignment belongs   | The project to which the assignment belongs   |
| Project Manager      | The project manager as of the current date  | The project manager as of the current date  |
| Probability          | The probability of the project  | The probability of the project  |
| Team Role            | The team role name of the assignment  | The team role name of the assignment  |
| Start Date           | The start date of the assignment  | The start date of the assignment  |
| End Date             | The end date of the assignment  | The end date of the assignment  |
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the GL Period | The total schedule hours of the person, including both provisional and confirmed, for the GL Period |
| Confirmed Hours      | The confirmed schedule hours of the person for the GL Period  | The confirmed schedule hours of the person for the GL Period  |
| Provisional Hours    | The provisional schedule hours of the person for the GL Period                                      | The provisional schedule hours of the person for the GL Period                                      |
| Assignment Work Type | The work type of the assignment   | The work type of the assignment   |

**Table 8 – 2 (Page 8 of 15)**

| <b>Item</b>       | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|-------------------|---|---|
| Resource Name     | The name of the person  | The name of the person  |
| Project Type      | The project type of the project to which the assignment belongs                                     | The project type of the project to which the assignment belongs                                     |
| Project Number    | The project number to which the assignment belongs  | The project number to which the assignment belongs  |
| PA Period         | The PA Period for which the assignment hours are calculated   | The PA Period for which the assignment hours are calculated   |
| Total Hours       | The total schedule hours of the person, including both provisional and confirmed, for the PA Period | The total schedule hours of the person, including both provisional and confirmed, for the PA Period |
| Confirmed Hours   | The confirmed schedule hours of the person for the PA Period  | The confirmed schedule hours of the person for the PA Period  |
| Provisional Hours | The provisional schedule hours of the person for the PA Period                                      | The provisional schedule hours of the person for the PA Period                                      |
| PA Period         | The PA Period for which the assignment hours are calculated   | The PA Period for which the assignment hours are calculated   |
| Project Name      | The project to which the assignment belongs   | The project to which the assignment belongs   |
| Project Manager   | The project manager as of the current date  | The project manager as of the current date  |
| Probability       | The probability of the project  | The probability of the project  |
| Team Role         | The team role name of the assignment  | The team role name of the assignment  |
| Start Date        | The start date of the assignment  | The start date of the assignment  |
| End Date          | The end date of the assignment  | The end date of the assignment  |

**Table 8 – 2 (Page 9 of 15)**

| <b>Item</b>          | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|----------------------|---|---|
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the PA Period | The total schedule hours of the person, including both provisional and confirmed, for the PA Period |
| Confirmed Hours      | The confirmed schedule hours of the person for the PA Period  | The confirmed schedule hours of the person for the PA Period  |
| Provisional Hours    | The provisional schedule hours of the person for the PA Period                                      | The provisional schedule hours of the person for the PA Period                                      |
| Assignment Work Type | The work type of the assignment   | The work type of the assignment   |
| PA Period Name       | The PA period name for which the assignment hours are calculated                                    | The PA period name for which the assignment hours are calculated                                    |
| PA Period Start Date | The PA Period start date  | The PA Period start date  |
| Resource Name        | The name of the person  | The name of the person  |
| Project Type         | The project type of the project to which the assignment belongs                                     | The project type of the project to which the assignment belongs                                     |
| Project Number       | The project number to which the assignment belongs  | The project number to which the assignment belongs  |
| Calendar Year        | The calendar year in which the Global Week exists   | The calendar year in which the Global Week exists   |
| Calendar Month       | The calendar month in which the Global Week exists  | The calendar month in which the Global Week exists  |
| Global Week End Date | The end date of the Global Week for which the hours of the person are calculated                    | The end date of the Global Week for which the hours of the person are calculated                    |
| Global Week End Day  | The week day name of the end date of the Global Week  | The week day name of the end date of the Global Week  |
| Date                 | The date for which the hours of the person are calculated   | The date for which the hours of the person are calculated   |

**Table 8 – 2 (Page 10 of 15)**

| <b>Item</b>          | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|----------------------|---|---|
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the Global Week | The total schedule hours of the person, including both provisional and confirmed, for the Global Week |
| Confirmed Hours      | The confirmed schedule hours of the person for the Global Week  | The confirmed schedule hours of the person for the Global Week  |
| Provisional Hours    | The provisional schedule hours of the person for the Global Week                                      | The provisional schedule hours of the person for the Global Week                                      |
| Calendar Year        | The calendar year in which the Global Week exists   | The calendar year in which the Global Week exists   |
| Calendar Month       | The calendar month in which the Global Week exists  | The calendar month in which the Global Week exists  |
| Global Week End Date | The end date of the Global Week for which the hours of the person are calculated                      | The end date of the Global Week for which the hours of the person are calculated                      |
| Global Week End Day  | The week day name of the end date of the Global Week  | The week day name of the end date of the Global Week  |
| Date                 | The date for which the hours of the person are calculated   | The date for which the hours of the person are calculated   |
| Project Name         | The project to which the assignment belongs   | The project to which the assignment belongs   |
| Project Manager      | The project manager as of the current date  | The project manager as of the current date  |
| Probability          | The probability of the project  | The probability of the project  |
| Team Role            | The team role name of the assignment  | The team role name of the assignment  |
| Start Date           | The start date of the assignment  | The start date of the assignment  |
| End Date             | The end date of the assignment  | The end date of the assignment  |

**Table 8 – 2 (Page 11 of 15)**

| <b>Item</b>          | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|----------------------|---|---|
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the Global Week | The total schedule hours of the person, including both provisional and confirmed, for the Global Week |
| Confirmed Hours      | The confirmed schedule hours of the person for the Global Week  | The confirmed schedule hours of the person for the Global Week  |
| Provisional Hours    | The provisional schedule hours of the person for the Global Week                                      | The provisional schedule hours of the person for the Global Week                                      |
| Assignment Work Type | The work type of the assignment   | The work type of the assignment   |
| Resource Name        | The name of the person  | The name of the person  |
| Project Type         | The project type of the project to which the assignment belongs                                       | The project type of the project to which the assignment belongs                                       |
| Project Number       | The project number to which the assignment belongs  | The project number to which the assignment belongs  |
| Resource Manager     | The resource manager of the person  | The resource manager of the person  |
| Resource Name        | The name of the person  | The name of the person  |
| Job Name             | The job title of the person   | The job title of the person   |
| Resource Job Level   | The job level of the person   | The job level of the person   |
| Year                 | The fiscal year in which the Global Week exists   | The fiscal year in which the Global Week exists   |
| Month                | The fiscal year in which the Global Week exists   | The fiscal year in which the Global Week exists   |
| Global Week End Date | The end date of Global Week for which the scheduled hours of the person are calculated                | The end date of Global Week for which the scheduled hours of the person are calculated                |
| Day of Week          | The name of the day for which the scheduled hours of the person are calculated                        | The name of the day for which the scheduled hours of the person are calculated                        |

**Table 8 – 2 (Page 12 of 15)**

| <b>Item</b>          | <b>Description</b>  | <b>Folder Name Containing the Item</b>  |
|----------------------|---|---|
| Date of Week         | The date of the week for which the scheduled hours of the day are calculated                          | The date of the week for which the scheduled hours of the day are calculated                          |
| Total Hours          | The total schedule hours of the person, including both provisional and confirmed, for the Global Week | The total schedule hours of the person, including both provisional and confirmed, for the Global Week |
| Confirmed Hours      | The confirmed schedule hours of the person for the Global Week  | The confirmed schedule hours of the person for the Global Week  |
| Provisional Hours    | The provisional scheduled hours of the person for the Global Week                                     | The provisional scheduled hours of the person for the Global Week                                     |
| Resource Manager     | The resource manager of the person  | The resource manager of the person  |
| Resource Name        | The name of the person  | The name of the person  |
| Job Name             | The job title of the person   | The job title of the person   |
| Resource Job Level   | The global job level of the person  | The global job level of the person  |
| Year                 | The fiscal year in which the Global week exists   | The fiscal year in which the Global week exists   |
| Month                | The fiscal month in which the Global Week exists  | The fiscal month in which the Global Week exists  |
| Global Week End Date | The end date of Global Week for which the available hours of the person are calculated                | The end date of Global Week for which the available hours of the person are calculated                |
| Day of Week          | The name of the day for which the available hours of the person are calculated                        | The name of the day for which the available hours of the person are calculated                        |
| Date of Week         | The date of the week for which the available hours of the day are calculated                          | The date of the week for which the available hours of the day are calculated                          |
| Capacity Hours       | The capacity of the person, in hours, for the Global Week.  | The capacity of the person, in hours, for the Global Week.  |

**Table 8 – 2 (Page 13 of 15)**

| <b>Item</b>              | <b>Description</b>   | <b>Folder Name Containing the Item</b>   |
|--------------------------|--|--|
| Definite Available Hours | The definite available hours for the person, in hours, for the Global Week. It is equal to Capacity Hours – Confirmed Hours. | The definite available hours for the person, in hours, for the Global Week. It is equal to Capacity Hours – Confirmed Hours. |
| Provisional Hours        | The provisional scheduled hours of the person for the Global Week.   | The provisional scheduled hours of the person for the Global Week.   |
| Resource Manager         | The resource manager of the person   | The resource manager of the person   |
| Resource Name            | The name of the person   | The name of the person   |
| Job Name                 | The job title of the person  | The job title of the person  |
| Resource Job Level       | The job level of the person  | The job level of the person  |
| Year                     | The fiscal year in which the Global week exists  | The fiscal year in which the Global week exists  |
| Month                    | The fiscal month in which the Global Week exists   | The fiscal month in which the Global Week exists   |
| Global Week End Date     | The end date of Global Week for which the overcommitted hours of the person are calculated                                   | The end date of Global Week for which the overcommitted hours of the person are calculated                                   |
| Day of Week              | The name of the day for which the overcommitted hours of the person are calculated   | The name of the day for which the overcommitted hours of the person are calculated   |
| Date of Week             | The date of the week for which the overcommitted hours of the day are calculated   | The date of the week for which the overcommitted hours of the day are calculated   |
| Capacity Hours           | The capacity of the person, in hours, for the Global Week.   | The capacity of the person, in hours, for the Global Week.   |

**Table 8 – 2 (Page 14 of 15)**

| Item                | Description  | Folder Name Containing the Item                                  |
|---------------------|--|--|
| Overcommitted Hours | The overcommitted hours of the person for the Global Week        | The overcommitted hours of the person for the Global Week        |
| Confirmed Hours     | The confirmed schedule hours of the resource for the Global Week | The confirmed schedule hours of the resource for the Global Week |

**Table 8 – 2 (Page 15 of 15)**

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## Financial Business Area

The financial business area provides information about the project pipeline. It contains the following folders:

- Financial Organization Rollup Groups
- Project Managers
- Fiscal Years
- Fiscal Quarter Numbers
- Project Pipeline by GL Period
- Project Pipeline by PA Period
- Project Role Types
- Project Members
- Lookup for Class Categories

### Financial Organization Rollup Groups Folder

The Financial Organization Rollup Groups shows a simplified view of the reporting hierarchy which is specified as the default reporting hierarchy. The organizations are secured by operating unit and forecasting authority.

Although the hierarchy may be n level, this folder flattens the hierarchy out into just two levels. For example, if the original hierarchy is as follows:

Organization 1  
     Organization 2

Organization 4  
Organization 3  
Organization 5

and the user does not have forecasting authority over organization 2 or 5, this folder will represent the following:

Organization1  
Organization 3  
Organization 4

### **Project Managers Folder**

This folder provides all people who have or have had the role of a project manager.

### **Fiscal Years Folder**

This folder provides the Fiscal Years in the format YYYY ranging from five Fiscal Years in the past to five Fiscal Years in the future.

### **Fiscal Quarter Numbers Folder**

This folder provides the Fiscal Quarter numbers.

### **Project Role Types Folder**

This folder provides the list of all Project Role Types.

### **Project Members Folder**

This folder provides a list of all resources that have a role on a project.

### **Sales Pipeline by GL Period Folder**

For each GL Period, this folder lists projects that are expecting approval and the values associated with them. Both total project value and discounted amount (total project value times project probability) are given.

Only projects with a status of unapproved or submitted and a probability of less than 100 are included in this folder.

This folder lists projects by classification category. Therefore, if a project is classified in two categories, it will appear twice in this folder. Therefore, to avoid double counting project values, it is recommended that queries on this folder should be performed for one classification category at a time.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration. The default duration is two years.

## **Sales Pipeline by PA Period Folder**

For each PA Period, this folder lists projects that are expecting approval and the values associated with them. Both total project value and discounted amount (total project value times project probability) are given.

Only projects with a status of unapproved or submitted and a probability of less than 100 are included in this folder.

This folder lists projects by classification category. Therefore, if a project is classified in two categories, it will appear twice in this folder. Therefore, to avoid double counting project values, it is recommended that queries on this folder should be performed for one classification category at a time.

Historical data is available for either the previous two Fiscal Quarters or for the whole of the current Fiscal Year (whichever provides more data).

Future data is available from the current date until the end of the forecasting duration defined in the site level profile option PA: Availability Duration. The default duration is two years.

## **Lookup for Class Categories Folder**

This folder provides all class categories currently available within the system.

## **Folder Items**

The following table lists the items included in each folder of the Financial Business Area:

| <b>Item</b>             | <b>Description</b>  | <b>Folder Name Containing the Item</b>                            |
|-------------------------|---|---|
| Rollup Organization     | Name of the rollup organization                                     | Financial Organization Rollup Groups                              |
| Suborganization         | Name of the suborganization   | Financial Organization Rollup Groups                              |
| Project Manager         | The full name of the project manager                                | Project Managers  |
| Fiscal Year             | The fiscal year   | Fiscal Years  |
| Fiscal Quarter Number   | The number of the fiscal quarter                                    | Fiscal Quarter Numbers  |
| Project Role Type       | The name of the role on the project                                 | Project Role Types  |
| Project Name            | The project name on which the resource (project member) is assigned | Project Members   |
| Member Name             | The name of the project member                                      | Project Members   |
| Classification Category | The category by which the project is classified                     | - Sales Pipeline by GL Period<br>- Sales Pipeline by PA Period    |
| Classification Code     | The code by which the project is classified                         | - Sales Pipeline by GL Period<br>- Sales Pipeline by PA Period    |
| Project                 | The name of the project   | - Sales Pipeline<br>by GL Period<br>- Sales Pipeline by PA Period |
| Class Code Percentage   | Percentage value of a classification code                           | - Sales Pipeline by GL Period<br>- Sales Pipeline by PA Period    |
| Project Role Type       | The name of a role on a project                                     | - Sales Pipeline by GL Period<br>- Sales Pipeline by PA Period    |
| Probability             | The probability of the project                                      | - Sales Pipeline by GL Period<br>- Sales Pipeline by PA Period    |

**Table 8 – 3 Business Area Items (Page 1 of 2)**

| Item                    | Description  | Folder Name Containing the Item                                |
|-------------------------|--|--|
| Type                    | The type of the project  | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| Expected Approval Date  | The expected approval date of the project                            | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| Fiscal Year             | The Fiscal Year in which the GL Period exists                        | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| Fiscal Quarter          | The Fiscal Quarter in which the GL Period exists                     | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| GL Period               | The GL Period in which the project is expecting approval             | Sales Pipeline by GL Period                                    |
| Total Project Value     | The total value of the project                                       | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| Discounted Amount       | The total project value multiplied by the probability of the project | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| Project Number          | The number of the project  | – Sales Pipeline by GL Period<br>– Sales Pipeline by PA Period |
| PA Period               | The PA Period in which the project is expecting approval             | Sales Pipeline by PA Period                                    |
| Classification Category | The name of the classification category                              | Lookup for Class Categories                                    |

**Table 8 – 3 Business Area Items (Page 2 of 2)**

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## Competence Business Area

The Competence business area provides information about the competence of the resources. Folders available within the Competence business area are:

- Organization Competence Summary
- Resource Listing for Organization and Competence

- Resource Competence Details
- Organization Competence Details
- Project Resource Competencies
- Resource Projects
- Competence Organization Rollup Groups
- Competencies
- Include Sub Organizations
- Billable Job only
- Resources
- All Resource Managers
- Jobs
- Job Levels

## Organization Competence Summary

This folder provides summary of competencies and number of resources per organization that have a particular competence.

It includes the items listed in the following table:

| Item                   | Description                                     |
|------------------------|---|
| Organization Name      | The name of the organization                    |
| Competence Name        | The name of the competence                      |
| Competence Alias       | The short name of the competence                |
| Competence Description | The description of the competence               |
| Resource Count         | The number of resources who have the competence |
| View Resources         | The link to view list of resources              |
| Business Group         | The business group name of the competence       |
| Segment 1-30           | Key FlexField segments of the competence        |

**Table 8 – 4 Organization Competence Summary Folder (Page 1 of 1)**

## Resource Listing for Organization and Competence

This folder provides detail of the people per organization and their competence profile.

It includes the items listed in the following table.

| Item                    | Description   |
|-------------------------|---|
| Organization Name       | The name of the organization                        |
| Competence Name         | The name of the competence                          |
| Person Name             | The name of the resource                            |
| Proficiency Level       | The proficiency level of the competence             |
| Manager Name            | The manager of the resource                         |
| Job Name                | The job name of the resource                        |
| Project Job Level       | The job level of the resource                       |
| Project Job Code        | The job code of the resource                        |
| Location                | The primary location of the resource                |
| View Competence Details | The link to view competence profile of the resource |

**Table 8 – 5 Resource Listing for Organization and Competence Folder (Page 1 of 1)**

## Resource Competence Details

This folder provides detailed competence information of a resource.

It includes the items listed in the following table.

| Item                | Description                                |
|---------------------|--|
| Resource Name       | The name of the person                     |
| Competence Name     | The name of the competence of the resource |
| Competence Alias    | The short name of the competence           |
| Business Group Name | The business group name of the competence  |
| Proficiency Level   | The proficiency level of the competence    |

**Table 8 – 6 Resource Competence Details Folder (Page 1 of 2)**

| Item              | Description                              |
|-------------------|--|
| Last Updated Date | The last date the competence was updated |
| Segment 1- 30     | Key Flexfield segments of the competence |

**Table 8 – 6 Resource Competence Details Folder (Page 2 of 2)**

## Organization Resource Competencies

This folder provides competence information about all resources for an organization.

It includes the items listed in the following table.

| Item                      | Description  |
|---------------------------|--|
| Organization Name         | The name of the organization   |
| Resource Name             | The name of the person   |
| Resource Competencies     | A listing of all the competence aliases of the resource, prefixed by the proficiency level of the competence. If the competence does not have a alias the competence name is used. |
| Resource Competence Count | The number of competencies of the resource   |
| Last Updated              | The last date the competence profile was updated. This is the latest date when any one of the resource competence was updated.   |
| Manager Name              | The name of the manager of the resource  |
| Job Name                  | The job name of the resource   |
| Job Level                 | The job level of the resource  |
| Job Code                  | The job code of the resource   |
| View Competence Details   | The link to view competence profile of the resource  |
| Billable Flag             | The flag indicating if the job of the resource is billable   |

**Table 8 – 7 Organization Resource Competencies Folder (Page 1 of 1)**

## Project Resource Competencies

This folder provides information about all resources for a project, and their competencies and proficiency levels.

It includes the items listed in the following table.

| Item                      | Description  |
|---------------------------|--|
| Project Name              | The name of the project that has the resource assignment   |
| Project Number            | The project number of the project that has the resource assignment   |
| Resource Name             | The name of the person   |
| Resource Competencies     | A listing of all the competence alias of the resource, prefixed by the proficiency level of the competence. If the competence does not have a alias the competence name is used. |
| Resource Competence Count | The number of competencies of the resource   |
| Last Updated              | The last date the competence profile was updated. This is the latest date when any one of the resource competence was updated  |
| Manager Name              | The name of the manager of the resource  |
| Job Name                  | The job name of the resource   |
| Job Level                 | The job level of the resource  |
| Job Code                  | The job code of the resource   |
| View Competence Details   | The link to view competence profile of the resource  |
| Billable Flag             | The flag indicating if the job of the resource is billable   |

**Table 8 – 8 Project Resource Competencies Folder (Page 1 of 1)**

## Resource Projects

This folder provides information about all projects that have a resource assigned to it.

It includes the items listed in the following table:

| Item        | Description  |
|-------------|--|
| Id          | System Identification number of the project                      |
| Name Number | The project name and project number that has resource assignment |
| Name        | The name of the project  |
| Number      | The number of the project  |

**Table 8 – 9 Resource Competencies Folder (Page 1 of 1)**

## Competence Organization Rollup Groups

This folder provides information about all organizations in the reporting organization hierarchy.

It includes the items listed in the following table:

| Item                            | Description   |
|---------------------------------|---|
| Parent Organization Name        | The name of the parent organization   |
| Child Organization Name         | The name of the child organization  |
| Include Sub Organization Yes/No | Select whether to include sub organizations of the selected organization in the result. |

**Table 8 – 10 Competence Organization Rollup Groups Folder (Page 1 of 1)**

## Competencies

This folder provides information about all competence names.

It includes the items listed in the following fields.

| Item            | Description                |
|-----------------|----------------------------|
| Competence Name | The name of the competence |

**Table 8 – 11 Competencies Folder (Page 1 of 1)**

## Include Sub Organizations

The folder provides information whether to include or exclude sub organization.

It includes the items listed in the following table:

| Item           | Description   |
|----------------|---|
| Meaning Yes/No | Used for selecting the sub organization in the list of values |

Table 8 – 12 Include Sub Organizations Folder (Page 1 of 1)

## Billable Job Only

The folder provides information whether the job is a billable job or not.

It includes the items listed in the following table.

| Item           | Description   |
|----------------|---|
| Meaning Yes/No | Used for selecting whether the job is billable or not |

Table 8 – 13 Billable Job Only Folder (Page 1 of 1)

## Resources

The folder shows information about all current and future resources with their resource manager.

It includes the items listed in the following table.

| Item          | Description            |
|---------------|------------------------|
| Resource Name | The name of the person |

Table 8 – 14 Resources Folder (Page 1 of 1)

## All Resource Managers

The folder shows information about all current and future resource managers.

It includes the items listed in the following table.

| Item | Description                      |
|------|----------------------------------|
| Name | The name of the resource manager |

**Table 8 – 15 All Resource Managers Folder (Page 1 of 1)**

## Jobs

The folder shows information about all job names across business groups.

It includes the items listed in the following table.

| Item | Description         |
|------|---------------------|
| Name | The name of the job |

**Table 8 – 16 Jobs Folder (Page 1 of 1)**

## Job Levels

The folder shows information about all job levels across business groups.

It includes the items listed in the following table.

| Item | Description               |
|------|---------------------------|
| Name | The name of the job level |

**Table 8 – 17 Job Levels Folder (Page 1 of 1)**

---

## Utilization Business Area Folders

The Utilization business area folders are divided into the following two group of folders

- Dimension Folders
- Data Folders

## Dimension Folders

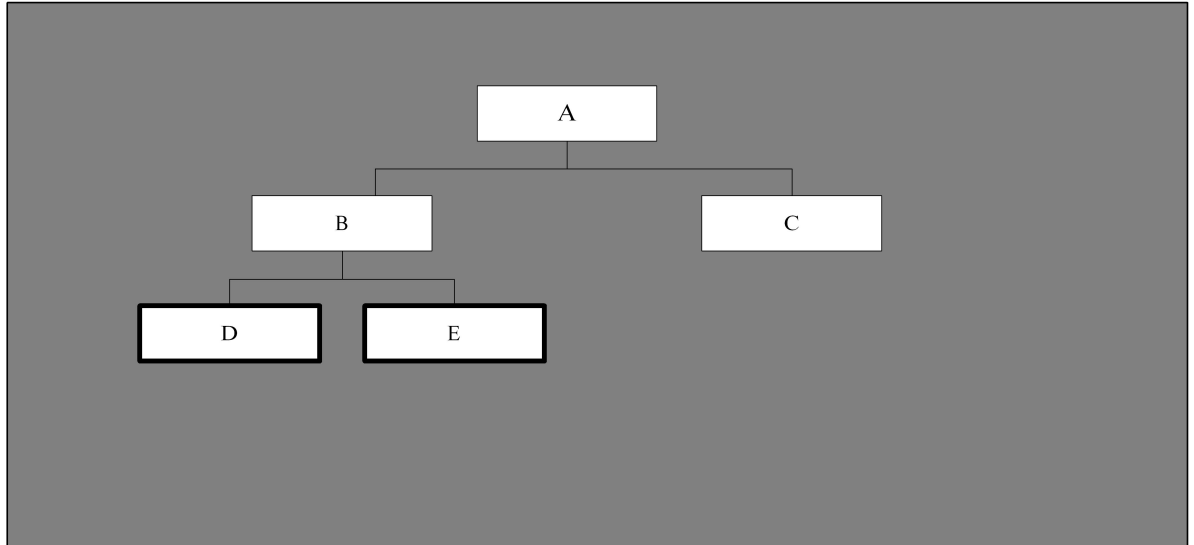
Dimension folders are used primarily as parameters to filter data. The following dimension folders are provided:

- Person
- Work Type
- Job
- Period Type
- Operating Unit
- Utilization Organization
- Organization Hierarchy
- Organization Rollup Hierarchy
- Supervisor Hierarchy
- Supervisor Rollup Hierarchy
- Time Periods
- Number of Trend Periods
- Period Type
- Time
- Time Trend

Although the hierarchies may be level, the dimension folders flatten or denormalize the hierarchy information two or three levels.

The following diagram shows an organization hierarchy where A, B, C, D, and E represent organizations.

Figure 8 - 1 Organization Hierarchy



**Flattened Two-Level Hierarchy**

The following table shows how data is stored in a flattened two-level hierarchy for organizations A, B, and C:

| Supervisor (Parent) | Subordinate (Child) | Supervisor Level (Parent Level) | Subordinate Level (Child Level) |
|---------------------|---------------------|---------------------------------|---------------------------------|
| A                   | A                   | 1                               | 1                               |
| A                   | B                   | 1                               | 2                               |
| A                   | C                   | 1                               | 2                               |
| A                   | D                   | 1                               | 3                               |
| A                   | E                   | 1                               | 3                               |
| B                   | B                   | 2                               | 2                               |
| B                   | D                   | 2                               | 3                               |
| B                   | E                   | 2                               | 3                               |
| C                   | C                   | 3                               | 3                               |

Table 8 - 18 Two Level Hierarchy (Page 1 of 1)

## Flattened Three-Level Hierarchy

The following table shows how data is stored in a flattened three-level hierarchy for Organization A:

| Row ID | Supervisor (Parent) | Subordinate (Child) | Subro (Grand-child) | Level (Supervisor) | Level (Subordinate) | Level (Subro) |
|--------|---------------------|---------------------|---------------------|--------------------|---------------------|---------------|
| 1      | A                   | A                   | A                   | 1                  | 1                   | 1             |
| 2      | A                   | A                   | B                   | 1                  | 1                   | 2             |
| 3      | A                   | A                   | D                   | 1                  | 1                   | 3             |
| 4      | A                   | A                   | E                   | 1                  | 1                   | 3             |
| 5      | A                   | A                   | C                   | 1                  | 1                   | 2             |
| 6      | A                   | B                   | B                   | 1                  | 2                   | 2             |
| 7      | A                   | B                   | D                   | 1                  | 2                   | 3             |
| 8      | A                   | B                   | E                   | 1                  | 2                   | 3             |
| 9      | A                   | C                   | C                   | 1                  | 2                   | 2             |
| 10     | A                   | D                   | D                   | 1                  | 3                   | 3             |
| 11     | A                   | E                   | E                   | 1                  | 3                   | 3             |

Table 8 – 19 Three-Level Hierarchy (Page 1 of 1)

For example, to retrieve data for the A organization and rollup data for its subordinate organizations (B and C) you use the three-level rollup hierarchy table. You can create conditions on this folder to retrieve information in rows 1, 6, 7, 8, and 9.

### Person Folder

---

This folder shows the name of the person.

### Work Type Folder

---

This folder lists all the available worktypes and utilizations, and maps the utilization categories to its worktypes. It also stores the attributes of the worktype.

### Job Folder

---

This folder shows the relationship between job and job levels.

## **Operating Unit Folder**

---

This folder contains the ID and name of the operating unit over which you have security.

## **Utilization Organization Folder**

---

This folder includes all organizations that belong to the Project Intelligence (PJI) organization hierarchy and are used in Utilization reports. See also *Oracle Project Intelligence*.

## **Organization Hierarchy Folder**

---

This folder shows the organization hierarchy. The hierarchy is based on the Project Intelligence hierarchy specified during the Project Intelligence setup. It is a two level hierarchy containing Organization and Sub organization columns. See Setup in *Oracle Project Intelligence*.

## **Organization Rollup Hierarchy**

---

This folder provides information about all organizations in the hierarchy. It is a three level hierarchy. The subro items in this folder represent a level below the subordinate level.

## **Supervisor Hierarchy Folder**

---

This folder provides information about the HR supervisor hierarchy. This is a two level hierarchy and is date effective based on the HR primary active assignment of the person.

## **Supervisor Rollup Hierarchy**

---

This folder provides information about the supervisor rollup hierarchy. This is a three level hierarchy based on the supervisor hierarchy. The subro items in this folder represent a level below the subordinate level.

## **Time Periods Folder**

---

This folder contains one of the following periods:

- Enterprise period
- GL period
- PA period
- Enterprise week

## Number of Trend Periods Folder

---

This folder is used with the time trends folder. It specifies the amount of past and future months the trend can be run for. It has values between 1 and 13.

## Period Types Folder

---

This folder shows the period types. The period types are Enterprise period, GL period, PA period, and Enterprise week.

## Time Folder

---

This folder shows the time periods. The periods belong to the following period types: Enterprise Period, Enterprise Quarter, Enterprise Year, Enterprise Week, GL Period, GL Quarter, GL Year, PA Period, and PA Year.

## Time Trend Folder

---

This folder shows information about the future and past periods. This information is used in trend reports. The maximum number of past and future periods shown depend on the period type and is selected in the Number of Trend Periods folder.

The following table shows the range of values of past and future periods allowed for each period type in the Time Trend folder:

| Period Types                                | Range of Values Allowed for Past and Future Periods |
|---|---|
| GL Year<br>Enterprise Year                  | Between 1 and 2                                     |
| GL Quarter<br>Enterprise Quarter            | Between 1 and 8                                     |
| GL Period<br>PA Period<br>Enterprise Period | Between 1 and 12                                    |
| Enterprise Week                             | Between 1 and 13                                    |

**Table 8 – 20 Period Types (Page 1 of 1)**

**Note:** You can always restrict the number of periods allowed for past and future trend reporting.

## Dimension Folders Items

The following table shows the items in the Dimension Folders of the Utilization reporting business area:

| Items                                | Description  | Folder containing the Item |
|--------------------------------------|--|----------------------------|
| Person ID                            | The identifier of the resource                                     | Person                     |
| Person Name                          | The name of the resource   | Person                     |
| Billable Capitalizable Flag          | The flag indicating if the work type is billable and capitalizable | Work Type                  |
| Work Type                            | The name of the worktype   | Work Type                  |
| Organization Utilization Category ID | The identifier of the organization utilization category            | Work Type                  |
| Organization Utilization Percentage  | The Organization Weighted Utilization %                            | Work Type                  |
| Reduce Capacity Flag                 | The flag indicating if the work type reduces capacity              | Work Type                  |
| Resource Utilization Category ID     | The identifier of the resource utilization category                | Work Type                  |
| Resource Utilization Percentage      | The Resource Weighted Utilization %                                | Work Type                  |
| Training Flag                        | The flag indicating if the work type is training                   | Work Type                  |
| Unassigned Flag                      | The flag indicating if the work type is unassigned                 | Work Type                  |
| Work Type ID                         | The identifier of the work type                                    | Work Type                  |
| Organization Utilization Category    | The name of the organization utilization category                  | Work Type                  |
| Resource Utilization Category        | The name of the resource utilization category                      | Work Type                  |
| Job ID                               | The identifier of the job  | Job                        |

**Table 8 – 21 Dimension Folder Items (Page 1 of 6)**

| Items                  | Description   | Folder containing the Item                             |
|------------------------|---|--|
| Job Level              | The level of the job  | Job  |
| Period ID              | The identifier of the period  | Period Type  |
| Period Value           | The display value of the period type. For example, enterprise period, GL period, PA period, or enterprise period. | Period Type  |
| Operating ID           | The identifier of the operating unit  | Operating Unit   |
| Operating Name         | The name of the operating unit  | Operating Unit   |
| Organization ID        | The identifier of the organization  | - Utilization Organization<br>- Organization Hierarchy |
| Organization Name      | The name of the organization  | Utilization Organization<br>Organization Hierarchy     |
| Period Name            | The name of the period  | Time Period  |
| Sequence               | The sequence number of the period   | Time Period  |
| Period Type            | The name of the period type   | Time Period  |
| Displayed Period       | The name of the period displayed  | Time Period  |
| Sequence Number        | The sequence number of the periods  | Number of Trends Periods                               |
| Period Type            | The name of the period type   | Period Type  |
| Period ID              | The identifier of the period  | Period Type  |
| Organization Level     | The level of the organization in the hierarchy  | Organization Hierarchy                                 |
| Sub Organization ID    | The identifier of the suborganization   | Organization Hierarchy                                 |
| Sub Organization Name  | The name of the suborganization   | Organization Hierarchy                                 |
| Sub Organization Level | The level of the suborganization in the hierarchy   | Organization Hierarchy                                 |
| Sub Relative Level     | The level of the subordinate, relative to the supervisor  | Organization Hierarchy                                 |

**Table 8 – 21 Dimension Folder Items (Page 2 of 6)**

| <b>Items</b>             | <b>Description</b>                                       | <b>Folder containing the Item</b> |
|--------------------------|--|-----------------------------------|
| Sup Organization ID      | The identifier of the organization of the supervisor     | Organization Rollup Hierarchy     |
| Sup Organization Name    | The name of the organization of the supervisor           | Organization Rollup Hierarchy     |
| Sup Organization Level   | The level of the organization of the superior            | Organization Rollup Hierarchy     |
| Subro Organization ID    | The identifier of the subro organization                 | Organization Rollup Hierarchy     |
| Subro Organization Name  | The name of the subro organization                       | Organization Rollup Hierarchy     |
| Subro Organization Level | The level of the subro organization in the hierarchy     | Organization Rollup Hierarchy     |
| Sub Organization ID      | The identification of the sub organization               | Organization Rollup Hierarchy     |
| Sub Organization Name    | The name of the sub organization                         | Organization Rollup Hierarchy     |
| Sub Organization Level   | The level of the sub organization in the hierarchy       | Organization Rollup Hierarchy     |
| Sub Relative Level       | The level of the subordinate, relative to the supervisor | Organization Rollup Hierarchy     |
| Subro Sup Relative Level | The level of the subro, relative to the supervisor       | Organization Rollup Hierarchy     |
| Subro Sub Relative Level | The level of subro, relative to the subordinate          | Organization Rollup Hierarchy     |
| Sup ID                   | The identifier of the supervisor                         | Supervisor Hierarchy              |
| Sup Name                 | The name of the supervisor                               | Supervisor Hierarchy              |
| Sup Level                | The level of the supervisor                              | Supervisor Hierarchy              |
| Sub ID                   | The identifier of the subordinate                        | Supervisor Hierarchy              |
| Sub Name                 | The name of the subordinate                              | Supervisor Hierarchy              |
| Sub Level                | The level of the subordinate                             | Supervisor Hierarchy              |
| Sub Relative Level       | The level of the subordinate relative to the supervisor  | Supervisor Hierarchy              |

**Table 8 – 21 Dimension Folder Items (Page 3 of 6)**

| Items                    | Description   | Folder containing the Item  |
|--------------------------|---|-----------------------------|
| Sup Assignment ID        | The identifier of the assignment of the superior  | Supervisor Hierarchy        |
| Sub Assignment ID        | The identifier of the assignment of the subordinate   | Supervisor Hierarchy        |
| Julian Start Date        | Julian start date. Is the number of days since Jan 1st, 4712 B.C. Julian dates allow continuous dating from a common reference. | Supervisor Hierarchy        |
| Julian End Date          | Julian end date. Is the number of days since Jan 1st, 4712 B.C. Julian dates allow continuous dating from a common reference.   | Supervisor Hierarchy        |
| Start Date               | Start date of the assignment  | Supervisor Hierarchy        |
| End Date                 | End date of the assignment  | Supervisor Hierarchy        |
| Sup Person ID            | The identifier of the supervisor  | Supervisor Rollup Hierarchy |
| Sup Name                 | The name of the supervisor  | Supervisor Rollup Hierarchy |
| Sup Level                | Level of the supervisor   | Supervisor Rollup Hierarchy |
| Subro Person ID          | The identifier of the subpro person   | Supervisor Rollup Hierarchy |
| Subro Name               | The name of the subpro person   | Supervisor Rollup Hierarchy |
| Subro Level              | The level of the subpro person  | Supervisor Rollup Hierarchy |
| Sub Person ID            | The identifier of the subordinate person  | Supervisor Rollup Hierarchy |
| Sub Name                 | The name of the subordinate   | Supervisor Rollup Hierarchy |
| Sub Level                | The level of the subordinate  | Supervisor Rollup Hierarchy |
| Sub Relative Level       | The level of the subordinate, relative to the supervisor  | Supervisor Rollup Hierarchy |
| Subro Sup Relative Level | The level of the subpro, relative to the supervisor   | Supervisor Rollup Hierarchy |
| Subro Sub Relative Level | The level of the subpro, relative to the subordinate  | Supervisor Rollup Hierarchy |
| Sup Assignment ID        | The identifier of the assignment of the superior  | Supervisor Rollup Hierarchy |

**Table 8 – 21 Dimension Folder Items (Page 4 of 6)**

| Items                | Description   | Folder containing the Item  |
|----------------------|---|-----------------------------|
| Subro Assignment ID  | The identifier of the assignment of the intermediate  | Supervisor Rollup Hierarchy |
| Sub Assignment ID    | The identifier of the assignment of the subordinate   | Supervisor Rollup Hierarchy |
| Effective Start Date | Effective start date of the assignment  | Supervisor Rollup Hierarchy |
| Effective End Date   | Effective end date of the assignment  | Supervisor Rollup Hierarchy |
| Julian Start Date    | Julian start date. Is the number of days since Jan 1st, 4712 B.C. Julian dates allow continuous dating from a common reference. | Supervisor Rollup Hierarchy |
| Julian End Date      | Julian end date. Is the number of days since Jan 1st, 4712 B.C. Julian dates allow continuous dating from a common reference.   | Supervisor Rollup Hierarchy |
| Period Name          | The identifier of the Project, GL, or Enterprise calendar.  | Time                        |
| Quarter Name         | The name of the quarter   | Time                        |
| Year                 | The name of the year  | Time                        |
| Period Type          | The period type   | Time                        |
| Calendar ID          | The identifier of the calendar  | Time                        |
| Period ID            | The identifier of the period  | Time                        |
| Quarter ID           | The identifier of the quarter   | Time                        |
| Year ID              | The identifier of the year  | Time                        |
| Sequence             | The sequence number of the time period  | Time                        |
| Period Start Date    | Period start date   | Time                        |
| Period End Date      | Period end date   | Time                        |
| Start Date Time      | Start date time   | Time                        |
| End Date Time        | End date time   | Time                        |
| Quarter Start Date   | Quarter start date  | Time                        |

**Table 8 – 21 Dimension Folder Items (Page 5 of 6)**

| Items               | Description                                 | Folder containing the Item |
|---------------------|---|----------------------------|
| Quarter End Date    | Quarter end date                            | Time                       |
| Year Start Date     | Year start date                             | Time                       |
| Year End Date       | Year end date                               | Time                       |
| Reporting Period    | The reporting period                        | Time Trend                 |
| Reporting Period ID | The identifier of the reporting period      | Time Trend                 |
| Period Name         | The name of the period                      | Time Trend                 |
| Period ID           | The identifier of the period                | Time Trend                 |
| Sequence            | The sequence number of the time trends      | Time Trend                 |
| Period Type         | The name of the period type                 | Time Trend                 |
| Period Start Date   | Period start date                           | Time Trend                 |
| Inverse Sequence    | The sequence number of the past time trends | Time Trend                 |

**Table 8 – 21 Dimension Folder Items (Page 6 of 6)**

## Data Folders

Data folders contain the resource and organization utilization information. The following data folders are provided:

- Manager–Resource Utilization
- Manager–Resource–Worktype Utilization
- Organization Utilization
- Organization–Job Utilization
- Organization–Resource Utilization
- Organization–Worktype Utilization
- Organization–Resource–Worktype Utilization

The following table lists a brief description of the information reported in each folder:

| Folder Name                           | Information Reported   |
|---------------------------------------|--|
| Manager-Resource Utilization          | Use this folder to report Resource Utilization by Managers (HR supervisor hierarchy). The Utilization by Resource Managers workbook uses this folder to show resource summary and trend information. To use this folder in reporting you must specify mandatory conditions of period types and periods, supervisor, and the relative level between the supervisor and subordinate.   |
| Manager-Resource-Worktype Utilization | Use this folder to report Resource Utilization by Managers (HR supervisor hierarchy). Data in the folder is shown by resources and for utilization categories and worktypes by Managers. To use this folder in reporting you must specify the mandatory conditions of period type and period, supervisor, and the relative level between the supervisor and subordinate. The Utilization Category and Worktypes workbooks use this folder. |
| Organization Utilization              | Use this folder to report Resource Utilization by Organization. To use this folder in reporting you must specify the mandatory conditions of period type and period, supervisor, and the relative level between the parent and child organizations.  |
| Organization-Job Utilization          | Use this folder to report Resource Utilization by Organization and Job Levels. It does not contain the resource attribute. To use this folder in reporting you must specify mandatory conditions of period type and period, supervisor, and the relative level between the parent and child organizations.   |
| Organization-Resource Utilization     | Use this folder to report Resource Utilization by Organizations. The Utilization by Organization and Utilization by Resources workbooks use this folder to show resources summary and trend information. To use this folder in reporting you must specify mandatory conditions of period type and period, supervisor, and the relative level between the parent and child organizations.   |
| Organization-Worktype Utilization     | Use this folder to report Resource Utilization by Organizations, Utilization Categories, and Worktypes. It does not contain the resource attribute. To use this folder in reporting you must specify mandatory conditions of period type and period, supervisor, and the relative level between the parent and child organizations.  |

**Table 8 – 22 Data Folders (Page 1 of 1)**

## Data Folder Items

The following table shows the items contained in the Data folders of the Utilization business area:

| Item  | Description  | Folder Name containing the Item   |
|---|--|---|
| Actual Bill Weighted Resource Hours         | Actual billable weighted by resource   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Billable Hours                       | Actual billable hours of the person  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Billable Weighted Organization Hours | Actual billable hours weighted by Organization Utilization %   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Missing Hours                        | The total hours not worked. It is calculated as (Capacity Hours per day) - (Actual Hours worked per day) | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Reduced Capacity Hours               | The actual reduced capacity hours of the person  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Resource Reduce Capacity Hours       | The actual reduced capacity hours of the resource  | <ul style="list-style-type: none"> <li>- Organization Resource Worktype Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>   |
| Actual Total Hours                          | Total actual hours   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Worktype Utilization</li> <li>- Manager Resource Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 1 of 14)**

| Item                                     | Description   | Folder Name containing the Item   |
|--|---|---|
| Actual Total Weighted Organization Hours | Total hours weighted by Organization Utilization %  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Total Weighted Resource Hours     | Total hours weighted by Resource Utilization %  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Training Hours                    | Actual hours of the person spent on assignments with worktypes specified as Training                        | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Actual Unassigned Hours                  | Total unassigned hours of the person  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Availability Default Flag                | The flag indicating the default Availability Threshold option level. See also <i>Project Intelligence</i> . | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Calendar ID                              | The identifier of the calendar  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Calendar Type                            | Calendar type   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 2 of 14)**

| Item                        | Description   | Folder Name containing the Item   |
|-----------------------------|---|---|
| Capacity Hours              | The capacity of the person in hours, based on their calendar  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Worktype Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Expenditure Organization ID | The identifier of the expenditure organization  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Job ID                      | The identifier of the job   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Last Actual Extraction Date | The date when the last summarization program was run. This determines the cutoff date for expected hours. | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Manager Absolute Level      | The level of the manager  | <ul style="list-style-type: none"> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>   |
| Manager ID                  | The identifier of the manager   | <ul style="list-style-type: none"> <li>- Manager Resource Worktype Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |

**Table 8 – 23 Data Folder Items (Page 3 of 14)**

| Item  | Description   | Folder Name containing the Item   |
|---|---|---|
| Organization ID                             | The identifier of the organization  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Organization Level                          | The level of the organization in the hierarchy  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Organization Name                           | The name of the organization  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Organization Utilization Calculation Method | <p>The method to calculate the utilization of the organization. The two methods are:</p> <ul style="list-style-type: none"> <li>- Capacity</li> <li>- Total Worked Hours</li> </ul> | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 4 of 14)**

| Item              | Description                  | Folder Name containing the Item   |
|-------------------|------------------------------|---|
| Period End Date   | The period end date          | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Period ID         | The identifier of the period | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Period Name       | The name of the period       | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Period Start Date | The period start date        | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 5 of 14)**

| Item                  | Description  | Folder Name containing the Item   |
|-----------------------|--|---|
| Period Type ID        | The identifier of the period type                            | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Person ID             | The identifier of the person                                 | <ul style="list-style-type: none"> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> <li>- Manager Resource Utilization</li> </ul>  |
| Person Relative Level | The level of the person, relative to the person's supervisor | <ul style="list-style-type: none"> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>   |
| Quarter End Date      | The quarter end date   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Quarter ID            | The identifier of the quarter                                | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 6 of 14)**

| Item                                    | Description  | Folder Name containing the Item  |
|---|--|--|
| Quarter Name                            | The name of the quarter  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>  |
| Quarter Start Date                      | The quarter start date   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>  |
| Resource Absolute Level                 | The level of the resource  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>  |
| Resource Confirmed Hours                | Total confirmed resource hours at the resource level across worktypes  | <ul style="list-style-type: none"> <li>- Organization Resource Worktype Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>  |
| Resource Total Hours                    | The total actual resource hours at the resource level across worktypes   | <ul style="list-style-type: none"> <li>- Organization Resource Worktype Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>  |
| Resource Utilization Calculation Method | <p>The method to calculate the utilization of the of the resource. The two methods are:</p> <ul style="list-style-type: none"> <li>- Capacity</li> <li>- Total Worked Hours</li> </ul> | <ul style="list-style-type: none"> <li>- Organization Resource Utilization-</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 7 of 14)**

| Item                                       | Description   | Folder Name containing the Item   |
|--|---|---|
| Scheduled Available Hours Bucket1          | Scheduled available hours based on the Availability Threshold option setup at Level 1. See also Project Intelligence Setup.     | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Hours Bucket2          | Scheduled available hours based on the Availability Threshold option setup at Level 2   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Hours Bucket3          | Scheduled available hours based on the Availability Threshold option setup at Level 3   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Hours Bucket4          | Scheduled available hours based on the Availability Threshold option setup at Level 4   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Hours Bucket5          | Scheduled available hours based on the Availability Threshold option setup at Level 5   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Resource Count Bucket1 | Scheduled available resources based on the Availability Threshold option setup at Level 1. See also Project Intelligence Setup. | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Resource Count Bucket2 | Scheduled available resources based on the Availability Threshold option setup at Level 2                                       | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |
| Scheduled Available Resource Count Bucket3 | Scheduled available resources based on the Availability Threshold option setup at Level 3                                       | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 8 of 14)**

| Item   | Description   | Folder Name containing the Item   |
|--|---|---|
| Scheduled Available Resource Count Bucket4               | Scheduled available resources based on the Availability Threshold option setup at Level 4 | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Available Resource Count Bucket5               | Scheduled available resources based on the Availability Threshold option setup at Level 5 | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Confirmed Billable Hours                       | Scheduled confirmed billable hours of the person  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Confirmed Billable Weighted Organization Hours | Scheduled confirmed billable hours weighted by organization                               | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Confirmed Billable Weighted Resource Hours     | Scheduled confirmed billable hours weighted by resource                                   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Confirmed Hours                                | The scheduled confirmed hours of the person   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Scheduled Confirmed Overcommitted Hours                  | The scheduled confirmed and overcommitted hours   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 9 of 14)**

| Item   | Description   | Folder Name containing the Item   |
|--|---|---|
| Scheduled Confirmed Weighted Organization Hours            | Scheduled confirmed hours weighted by organization            | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Confirmed Weighted Resource Hours                | Scheduled confirmed hours weighted by resource                | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Provisional Billable Hours                       | Provisional scheduled billable hours                          | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Provisional Billable Weighted Organization Hours | Scheduled provisional billable hours weighted by organization | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Provisional Billable Weighted Resource Hours     | Scheduled provisional billable hours weighted by resource     | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Provisional Hours                                | Provisional scheduled hours for an assignment                 | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Scheduled Provisional Overcommitted Hours                  | The scheduled provisional and overcommitted hours             | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 10 of 14)**

| Item  | Description  | Folder Name containing the Item   |
|---|--|---|
| Scheduled Provisional Weighted Organization Hours | Scheduled provisional hours weighted by organization | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Provisional Weighted Resource Hours     | Scheduled provisional hours weighted by resource     | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Reduced Capacity Hours                  | The scheduled reduced capacity hours                 | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Resource Reduce Capacity Hours          | The scheduled reduced capacity hours of the resource | <ul style="list-style-type: none"> <li>- Organization Resource Worktype Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul>   |
| Scheduled Training Hours                          | The scheduled training hours                         | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Scheduled Unassigned Hours                        | The scheduled unassigned hours                       | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Sub Organization ID                               | The identifier of the suborganization                | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 - 23 Data Folder Items (Page 11 of 14)**

| Item                      | Description   | Folder Name containing the Item   |
|---------------------------|---|---|
| Sub Organization Level    | The level of the suborganization in the hierarchy   | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Sub Organization Name     | The name of the sub organization                    | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Subordinate Assignment ID | The identifier of the assignment of the subordinate | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Supervisor Assignment ID  | The identifier of the assignment of the supervisor  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 12 of 14)**

| Item                 | Description                    | Folder Name containing the Item   |
|----------------------|--------------------------------|---|
| Time ID              | The identifier of the time     | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Total Resource Count | The total number of resources  | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Worktype ID          | The identifier of the worktype | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> </ul>   |
| Year                 | The calendar year              | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Year End Date        | The year end date              | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 - 23 Data Folder Items (Page 13 of 14)**

| Item            | Description                | Folder Name containing the Item   |
|-----------------|----------------------------|---|
| Year ID         | The identifier of the year | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |
| Year Start Date | The year start date        | <ul style="list-style-type: none"> <li>- Organization Resource Utilization</li> <li>- Organization Resource Worktype Utilization</li> <li>- Organization Worktype Utilization</li> <li>- Organization Utilization</li> <li>- Organization Job Utilization</li> <li>- Manager Resource Utilization</li> <li>- Manager Resource Worktype Utilization</li> </ul> |

**Table 8 – 23 Data Folder Items (Page 14 of 14)**

### **Actual and Schedule Hours**

- Actual hours is work performed by a resource and entered on timecards.
- Schedule hours is work planned. It can be for past, present, or future periods. It is based on the scheduled project assignments.
- Billable, Reduce Capacity, Unassigned, Non-Billable, and Training hours are specified by the worktype classification.

## List of Business Views

Each folder within the EUL maps to a business view on the database. If you need direct access to these views, the following table provides view and folder mapping:

| View Name                | Folder Name   |
|--------------------------|---|
| pa_rep_proj_reQhrs_gl_v  | Required Project Hours by GL Period                     |
| pa_rep_proj_reQhrs_gld_v | Required Project Hours by GL Period: Team Role Detail   |
| pa_rep_proj_reQhrs_pa_v  | Required Project Hours by PA Period                     |
| pa_rep_proj_reQhrs_pad_v | Required Project Hours by PA Period: Team Role Detail   |
| pa_rep_proj_reQhrs_wk_v  | Required Project Hours by Global Week                   |
| pa_rep_proj_reQhrs_wkd_v | Required Project Hours by Global Week: Team Role Detail |
| pa_rep_res_cap_gl_v      | Resource Capacity by GL Period                          |
| pa_rep_res_cap_pa_v      | Resource Capacity by PA Period                          |
| pa_rep_res_cap_wkd_v     | Resource Capacity by Global Week                        |
| pa_rep_res_schhrs_gl_v   | Resource Schedule by GL Period                          |
| pa_rep_res_schhrs_gld_v  | Resource Schedule by GL Period: Team Role Detail        |
| pa_rep_res_schhrs_pa_v   | Resource Schedule by PA Period                          |
| pa_rep_res_schhrs_pad_v  | Resource Schedule by PA Period: Team Role Detail        |
| pa_rep_res_schhrs_wk_v   | Resource Schedule by Global Week                        |
| pa_rep_res_schhrs_wkd_v  | Resource Schedule by Global Week: Team Role Detail      |
| pa_rep_proj_sp_gl_v      | Project Pipeline by GL Period                           |
| pa_rep_proj_sp_pa_v      | Project Pipeline by PA Period                           |
| pa_rep_all_rep_org_v     | Staffing Organization Rollup Groups                     |
| pa_rep_forecast_org_v    | Financial Organization Rollup Group                     |
| pa_proj_manager_v        | Project Managers  |
| pa_rep_all_mgr_v         | Resource Managers                                       |
| pa_rep_year_gl_v         | Fiscal Years  |
| pa_rep_quarter_gl_v      | Fiscal Quarter Numbers                                  |

**Table 8 – 24 List of Business Views (Page 1 of 2)**

| View Name                 | Folder Name                                      |
|---------------------------|--|
| pa_rep_year_cal_v         | Calendar Years                                   |
| pa_rep_month_v            | Calendar Months                                  |
| pa_rep_proj_sp_cc_v       | Lookup for Class Categories                      |
| pa_rep_org_comp_sum_v     | Organization Competence Summary                  |
| pa_rep_org_comp_res_lst_v | Resource Listing for Organization and Competence |
| pa_rep_res_comp_dts_v     | Resource Competence Details                      |
| pa_rep_org_res_comp_v     | Organization Resource Competencies               |
| pa_rep_proj_res_comp_v    | Project Resource Competencies                    |
| pa_rep_res_projects_v     | Resource Projects                                |
| pa_rep_comp_rep_org_v     | Competence Organization Rollup Groups            |
| pa_rep_all_comp_v         | Competencies                                     |
| pa_rep_yes_no_v           | Include Sub Organizations                        |
| pa_rep_resources_v        | Resources  |
| pa_rep_managers_v         | All Resource Managers                            |
| pa_rep_all_jobs_v         | Jobs   |
| pa_setup_job_levels_v     | Job Levels                                       |
| pa_rep_proj_sts_v         | Project Statuses                                 |
| pa_project_role_types_vl  | Project Role Types                               |
| pa_proj_members_view      | Project Members                                  |
| pa_rep_res_cap_wkd_v      | Resource Schedule and Capacity by Global Week    |
| pa_rep_res_ovc_wk_v       | Resource Overcommitment by Global Week           |
| pa_rep_res_avl_wk_v       | Available Resource Hours by Global Week          |
| pa_work_types_vl          | Work Types                                       |
| pa_rep_proj_sp_gl_v       | Sales Pipeline by GL Period                      |
| pa_rep_proj_sp_pa_v       | Sales Pipeline by PA Period                      |

**Table 8 – 24 List of Business Views (Page 2 of 2)**

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## Security Overview

Security is handled using the standard Oracle Applications security model meaning that security is tied to the Applications responsibility that the user selects at login. The user can then only view data and run reports as designated by the profile options, reports, menus, and organizations the responsibility has assigned to it.

Users can view all projects and/or resources in the workbooks if they are granted the following profile options respectively:

- PA: Cross Project User View: Allows user to view all projects
- PA: View All Resources: Allows users to view all resources across all operating units

**Note:** Details of specific business rules and security for each workbook are discussed with the workbook details.

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## Discoverer Workbooks

The following predefined Discoverer workbooks are included in the Oracle Projects reporting solution:

- Required Project Hours (PAREQPRJ)
- Scheduled Resource Hours (PASCHRES)
- Available Resource Hours (PAAVLRES)
- Overcommitted Resource Hours (PAOVCRE)
- Project Pipeline Workbook (PASALPIP)
- Organization Competence Summary Workbook (PA\_PRM\_ORG\_COMP\_SUM)
- Resource Competencies Workbook (PA\_PRM\_RES\_COMP)
- Team Role Details Workbook (PA\_PRM\_TEAM\_ROLE\_DETAILS)
- Utilization by Organization Workbook (PJIORGUT)
- Utilization by Resources Workbook (PJIRESUT)
- Utilization by Resource Managers Workbook (PJIMGRUT)

**Note:** The first five workbooks run on both Discoverer 3i and 4i. The last six workbooks run only on Discoverer 4i.

You may find references in this document to the following Discoverer features:

- **Null Data Display:**

Discoverer displays a blank in a dropdown selection box when the field on which the selection is made contains null values. To select a null value, click on the blank in the same way that you select other, non-null values.

- **Optional Parameters**

As is noted below, worksheet parameters can be switched on or off by the user at runtime. For example, to run a report that has a resource manager parameter for all resource managers, the resource manager parameter can be switched off.

**Note:** While using such parameters is common practice, you should note that your system may experience a decrease in performance when certain parameters are removed from a worksheet.

- **Global Week Reports**

Reports by global week display the end date of the week. Therefore, if the global week is defined to start on Monday, then the date for Sunday (the end of the week) is used as the week label.

If you are generating a global week report for a specific month, the totals for the weeks will only include the days for the specified month. For example, if the global week is defined to start on Monday and the month of November 2001 begins on Thursday, then the report will only include activity for Thursday through Sunday for the first week of November.

---

## Common Report Parameters

Following is a list showing descriptions of report parameters that are used in Discoverer workbooks in Project Resource Management.

**Include Schedulable Resources Only:** To limit the report to only show resources who have have a schedulable job, select Yes.

---

## Common Column Descriptions

Following is a list showing descriptions of column descriptions that are used in Discoverer workbooks in Project Resource Management.

**Schedulable Resource:** Indicates whether the resource can be scheduled on project assignments based on the resource having a schedulable job.

---

## Required Project Hours (PAREQPRJ)

The required project hours workbook allows you to evaluate the number of hours currently required within Project Resource Management by project. You can view this information by Organization and Project Manager.

Worksheets included in this workbook are:

- Required Project Hours by GL Period
- Required Project Hours by PA Period
- Required Project Hours by Global Week

## Security

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When selecting an organization, the user will be restricted to those within the reporting hierarchy of the operating unit associated with their responsibility.

When selecting a project manager, the user is restricted based on the profile option to view all projects and/or project organization authority. Please see the parameter below for more details.

---

## Required Project Hours by GL Period

Some of the business questions answered by this worksheet are:

- What is the total number of hours of work that I need to find resources to fill in my organization by GL period?
- What does the spread of required hours per GL period look like over time?
- What does the spread of required hours per GL period look like over organizations?

The Required Project Hours by GL Period worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization and Project Manager. Additionally, you can roll the data up to Fiscal Quarter and year.

## Parameter Page

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Project Manager – If you have been granted the profile option to view all projects, you can select any project manager. If you have project organization authority you can select only project managers of that organization. If you are only a project manager without the profile option to view all projects or the project organization authority, you can only choose yourself.
- Fiscal Year – You can choose only one year

- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- GL Period – the name of a GL period
- Required Hours – number of hours required

### **Row Dimensions**

---

- Organization – the name of an organization
- Project – the name of a project
- Team Role – the team role name of the requirement

### **Additional Information**

---

If the worksheet returns a value that requires further investigation the user can create a more detailed worksheet based on the folder Required Project Hours by GL Period: Team Role Detail. Using this folder more detailed information about the requirement can be found. The data you can view includes:

- Probability – the probability of the project.
- Start Date – the start date of the assignment.
- End Date – the end date of the assignment.
- Minimum Job Level – the minimum job level of the requirement.
- Maximum Job Level – the maximum job level of the requirement.

---

## **Required Project Hours by PA Period**

Some of the business questions answered by this worksheet are:

- What is the total number of hours of work that I need to find resources to fill in my organization by PA period?
- What does the spread of required hours per PA period look like over time?
- What does the spread of required hours per PA period look like over organizations?

The Required Project Hours by PA Period worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization and Project Manager. Additionally, you can roll the data up to Fiscal Quarter and year.

### **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization: You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Project Manager: If you have been granted the profile option to view all projects, you can select any project manager. If you have project organization authority you can select only project managers of that organization. If you are only a project manager without the profile option to view all projects or the project organization authority, you can only choose yourself.
- Fiscal Year – You can choose only one year.
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- PA Period – the name of a PA period
- Required Hours – number of hours required

## **Row Dimensions**

---

- Organization – the name of an organization
- Project – the name of a project
- Team Role – the team role name of the requirement

## **Additional Information**

---

If the worksheet returns a value that requires further investigation the user should create a more detailed worksheet based on the folder Required Project Hours by PA Period: Team Role Detail. Using this folder more detailed information about the requirement can be found. The data you can view includes:

- Probability – the probability of the project
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Minimum Job Level – the minimum job level of the requirement
- Maximum Job Level – the maximum job level of the requirement

---

## **Required Project Hours by Global Week**

Some of the business questions answered by this worksheet are:

- What is the total number of hours of work that I need to find resources to fill in my organization by Global Week?
- What does the spread of required hours per Global Week look like over time?
- What does the spread of required hours per Global Week period look like over organizations?

The Required Project Hours by Global Week worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization and Project Manager.

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Project Manager – If you have been granted the profile option to view all projects, you can select any project manager. If you have project organization authority you can select only project managers of that organization. If you are only a project manager without the profile option to view all projects or the project organization authority, you can only choose yourself.
- Calendar Year – You can choose only one year.
- Calendar Month – You can choose only one calendar month for the year you have specified.

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Calendar Year – the name of a calendar year
- Calendar Month – the name of a calendar month
- Global Week – the name of a global week
- Day – the name of a day
- Required Hours – number of hours required

### **Row Dimensions**

---

- Organization – the name of an organization
- Project – the name of a project
- Team Role – the team role name of the requirement

### **Additional Information**

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If the worksheet returns a value that requires further investigation the user should create a more detailed worksheet based on the folder Required Project Hours by Global Week: Team Role Detail. Using this folder, you can find more detailed information about the requirement. The data you can view includes:

- Probability – the probability of the project.
- Start Date – the start date of the assignment.
- End Date – the end date of the assignment.
- Minimum Job Level – the minimum job level of the requirement.
- Maximum Job Level – the maximum job level of the requirement.

---

## Scheduled Resource Hours (PASCHRES)

The scheduled resource hours workbook allows you to evaluate the number of hours currently scheduled within Project Resource Management by person. You can view this information by Organization and Resource Manager.

Worksheets included in this workbook are:

- Scheduled Resource Hours by GL Period
- Scheduled Resource Hours by PA Period
- Scheduled Resource Hours by Global Week

### Security

---

When selecting an organization, the user is restricted to those within the reporting hierarchy of the operating unit associated with their responsibility.

When selecting a resource manager, the user select their own direct reports and also all resources below their direct reports in the HR supervisor hierarchy. User can also select resource managers in the organization they have resource authority over. If the user has been granted the profile option to view all resources, they can choose any resource manager.

---

## Scheduled Resource Hours by GL Period

This worksheet addresses business questions such as:

- What is the total number of hours scheduled for the people in my organization per GL period?
- What are the total number of hours scheduled for individuals in my organization per GL period?

- What does the spread of scheduled hours per GL period look like over time?
- If there is an issue with a persons scheduled hours, what projects are they assigned to?

The Scheduled Resource Hours by GL Period worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization, Resource Manager and Person. Additionally, you can roll the data up to Fiscal Quarter and year.

### **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Fiscal Year – You can choose only one year
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- GL Period – the name of a GL period

- Capacity Hours – number of hours available to work
- Total Hours – number of hours scheduled in either a provisional or confirmed status for all work types.
- Provisional Hours – number of hours scheduled in a provisional status

### Row Dimensions

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the global job level of the person

### Additional Information

---

You can add the following item under the Resource Schedule by GL Period folder in the Staffing Business area:

- Confirmed Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage overcommitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed worksheet based on the folder Resource Schedule by GL Period: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. the data you can view includes:

- Project – the name of a project
- Project Manager – the name of the current project manager
- Probability – the probability of the project
- Team Role – the team role name of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Capacity Hours – number of hours available to work

- Total Hours – number of hours scheduled in either a provisional or confirmed status
- Provisional Hours – number of hours scheduled in a provisional status

---

## Scheduled Resource Hours by PA Period

This worksheet addresses business questions such as:

- What is the total number of hours scheduled for the people in my organization per PA period?
- What are the total number of hours scheduled for individuals in my organization per PA period?
- What does the spread of scheduled hours per PA period look like over time?
- If there is an issue with a person's scheduled hours, what projects are they assigned to?

The Scheduled Resource Hours by PA Period worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization, Resource Manager and Person. Additionally, you can roll the data up to Fiscal Quarter and year.

### Parameter Page

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Fiscal Year – You can choose only one year.

- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- PA Period – the name of a PA period
- Capacity Hours – number of hours available to work
- Total Hours – number of hours scheduled in either a provisional or confirmed status for all work types.
- Provisional Hours – number of hours scheduled in a provisional status

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the global job level of the person

### **Additional Information**

---

You can add the following item under the Schedule by PA Period folder in the Staffing Business area:

- Confirmed Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage over-commitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed worksheet based on the folder Resource Schedule by PA Period: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. The data you can view includes:

- Project – the name of a project.
- Project Manager – the name of the current project manager.
- Probability – the probability of the project.
- Team Role – the team role name of the assignment.
- Start Date – the start date of the assignment.
- End Date – the end date of the assignment.
- Capacity Hours – number of hours available to work
- Total Hours – number of hours scheduled in either a provisional or confirmed status
- Provisional Hours – number of hours scheduled in a provisional status

---

## Scheduled Resource Hours by Global Week

This worksheet addresses business questions such as:

- What is the total number of hours scheduled for the people in my organization per Global Week?
- What are the total number of hours scheduled for individuals in my organization per Global Week?
- What does the spread of scheduled hours per Global Week look like over time?
- If there is an issue with a persons scheduled hours, what projects are they assigned to?

The Scheduled Resource Hours by Global Week worksheet helps you answer these questions by letting you analyze and manipulate scheduling information by Organization, Resource Manager and Person. Additionally, you can drill down to view the data by day (to view the hours per day).

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Calendar Year – You can choose only one year.
- Calendar Month – You can choose only one calendar month for the year you have specified.
- Include Schedulable Resources Only

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off.

There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

## **Column Dimensions**

---

- Calendar Year – the name of a calendar year
- Calendar Month – the name of a calendar month
- Global Week – the name of a global week
- Day – the name of a day
- Capacity Hours – number of hours available to work
- Total Hours – number of hours scheduled in either a provisional or confirmed status for all work types.
- Provisional Hours – number of hours scheduled in a provisional status

## Row Dimensions

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the global job level of the person

## Additional Information

---

You can add the following item under the Schedule and Capacity by Global Week folder in the Staffing Business area:

- Confirmed Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage overcommitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed worksheet based on the folder Resource Schedule by Global Week: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. The data you can view includes:

- Project – the name of a project
- Project Manager – the name of the current project manager
- Probability – the probability of the project
- Team Role – the team role name of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Capacity Hours – number of hours available to work
- Total Hours – number of hours scheduled in either a provisional or confirmed status for all work types.
- Provisional Hours – number of hours scheduled in a provisional status

---

## Available Resource Hours (PAAVLRES)

The Available Resource Hours workbook allows you to evaluate the number of capacity hours that are currently not scheduled within Project Resource Management. You can view this information by Organization and/or Resource Manager.

The available hours calculation in the workbook is based on the following profile options:

- PA: Percentage of Resource's Capacity

Worksheets included in this workbook are:

- Available Resource Hours by GL Period
- Available Resource Hours by PA Period
- Available Resource Hours by Global Week

### Security

When selecting an organization, the user is restricted to those within the reporting hierarchy of the operating unit associated with their responsibility.

When selecting a resource manager, the user select their own direct reports and also all resources below their direct reports in the HR supervisor hierarchy. User can also select resource managers in the organization they have resource authority over. If the user has been granted the profile option to view all resources, they can choose any resource manager.

---

## Available Resource Hours by GL Period

This worksheet addresses business questions such as:

- What is the total number of hours, per GL period, that people in my organization are available to work but are not scheduled?
- What are the total number of hours, per GL period, that people who report to me are available to work but are not scheduled?
- What does the spread of availability look like over time?

The Available Resource Hours by GL Period worksheet helps you answer these questions by letting you analyze and manipulate availability information by Organization, Resource Manager and Person. Additionally, you can roll the data up to Fiscal Quarter and year.

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Fiscal Year – You can choose only one year.
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

## **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- GL Period – the name of a GL period
- Available Hours (Potential) – the number of hours unscheduled. It is equal to (Capacity Hours– Confirmed Hours– Provisional Hours).
- Available Hours (Definite) – the number of hours unscheduled or scheduled in a provisional status. It is equal to (Capacity Hours– Confirmed Hours).
- Availability% (Potential) – the number of hours unscheduled divided by the capacity. It is equal to (Capacity Hours– Confirmed Hours– Provisional Hours)/Capacity\*100.

- Availability% (Definite) – the number of hours unscheduled or scheduled in a provisional status divided by the capacity. It is equal to  $(\text{Capacity Hours} - \text{Confirmed Hours}) / \text{Capacity} * 100$ .

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Resource Schedule by GL Period folder in the Staffing Business area:

- Confirmed Hours
- Provisional Hours
- Total Hours
- Capacity Hours

---

## **Available Resource Hours by PA Period**

This worksheet addresses business questions such as:

- What is the total number of hours, per PA period, that people in my organization are available to work but are not scheduled?
- What are the total number of hours, per PA period, that people who report to me are available to work but are not scheduled?
- What does the spread of availability look like over time?

The Available Resource Hours by PA Period worksheet helps you answer these questions by letting you analyze and manipulate availability information by Organization, Resource Manager and Person. Additionally, you can roll the data up to Fiscal Quarter and year.

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Fiscal Year – You can choose only one year.
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

## **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- PA Period – the name of a PA period
- Available Hours (Potential) – the number of hours unscheduled. It is equal to (Capacity Hours– Confirmed Hours– Provisional Hours).
- Available Hours (Definite) – the number of hours unscheduled or scheduled in a provisional status. It is equal to (Capacity Hours– Confirmed Hours).
- Availability% (Potential) – the number of hours unscheduled divided by the capacity. It is equal to (Capacity Hours– Confirmed Hours– Provisional Hours)/Capacity\*100.

- Availability% (Definite) – the number of hours unscheduled or scheduled in a provisional status divided by the capacity. It is equal to  $(\text{Capacity Hours} - \text{Confirmed Hours}) / \text{Capacity} * 100$ .

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Schedule by PA Period folder in the Staffing Business area:

- Confirmed Hours
- Provisional Hours
- Total Hours
- Capacity Hours

---

## **Available Resource Hours by Global Week**

Some of the business questions answered by this worksheet are:

- What is the total number of hours, per Global Week, that people in my organization are available to work but are not scheduled?
- What are the total number of hours, per Global Week, that people who report to me are available to work but are not scheduled?
- What does the spread of availability look like over time?

The Available Resource Hours by Global Week worksheet helps you answer these questions by letting you analyze and manipulate availability information by Organization, Resource Manager and Person. Additionally, you can drill down to view availability by day.

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Calendar Year – You can choose only one year.
- Calendar Month – You can choose only one month for the year you have specified.
- Include Schedulable Resources Only

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

## **Column Dimensions**

---

- Calendar Year – the name of a calendar year
- Calendar Month – the name of a Fiscal Quarter
- Global Week – the name of a Global Week
- Day – the name of a day
- Available Hours (Potential) – the number of hours unscheduled. It is equal to (Capacity Hours– Confirmed Hours– Provisional Hours).
- Available Hours (Definite) – the number of hours unscheduled or scheduled in a provisional status. It is equal to (Capacity Hours– Confirmed Hours).

- Availability% (Potential) – the number of hours unscheduled divided by the capacity. It is equal to  $(\text{Capacity Hours} - \text{Confirmed Hours} - \text{Provisional Hours}) / \text{Capacity} * 100$ .
- Availability% (Definite) – the number of hours unscheduled or schedules in a provisional status divided by the capacity. It is equal to  $(\text{Capacity Hours} - \text{Confirmed Hours}) / \text{Capacity} * 100$ .

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Resource Schedule by Global Week folder in the Staffing Business area:

- Confirmed Hours
- Provisional Hours
- Total Hours
- Capacity Hours

---

## **Overcommitted Resource Hours (PAOVCREs)**

The overcommitted resource hours workbook allows you to evaluate the number of hours people are currently scheduled over their capacity. You can view this information by Organization and Resource Manager.

The overcommitted hours calculation in the workbook is based on the following profile options:

- PA: Overcommitment Percentage

Worksheets included in this workbook are:

- Overcommitted Resource Hours by GL Period
- Overcommitted Resource Hours by PA Period
- Overcommitted Resource Hours by Global Week

## Security

When selecting an organization, the user is restricted to those within the reporting hierarchy of the operating unit associated with their responsibility.

When selecting a resource manager, the user select their own direct reports and also all resources below their direct reports in the HR supervisor hierarchy. User can also select resource managers in the organization they have resource authority over. If the user has been granted the profile option to view all resources, they can choose any resource manager.

## Overcommitted Resource Hours by GL Period

This worksheet addresses business questions such as:

- What is the total number of overcommitted hours for the people in my organization per GL period?
- What are the total number of overcommitted hours for individuals in my organization per GL period?
- What does the spread of overcommitted hours per GL period look like over time?
- If a person is overcommitted, what assignments have caused this?

The Overcommitted Resource Hours by GL Period worksheet helps you answer these questions by letting you analyze and manipulate capacity and overcommitment information by Organization, Resource Manager and Person. Additionally, you can roll the data up to Fiscal Quarter and year.

## Parameter Page

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting

Resource Manager, either directly or via the HR supervisor hierarchy.

- Fiscal Year – You can choose only one year.
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- GL Period – the name of a GL period
- Capacity Hours – number of hours available to work
- Confirmed Hours – number of hours scheduled with a confirmed status
- Overcommitted Hours – number of hours scheduled with a confirmed status minus capacity
- Overcommitted percentage – number of overcommitted hours divided by capacity

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Resource Schedule by GL Period in the Staffing Business area:

- Total Hours
- Provisional Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage overcommitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed worksheet based on the folder Resource Schedule by GL Period: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. The data you can view includes:

- Project – the name of a project.
- Project Manager – the name of the current project manager
- Probability – the probability of the project
- Team Role – the team role name of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Confirmed Hours – number of hours scheduled in a confirmed status

---

## Overcommitted Resource Hours by PA Period

This worksheet addresses business questions such as:

- What is the total number of overcommitted hours for the people in my organization per PA period?
- What are the total number of overcommitted hours for individuals in my organization per PA period?
- What does the spread of overcommitted hours per PA period look like over time?
- If a person is overcommitted, what assignments have caused this?

The Resource Hours by PA Period worksheet helps you answer these questions by letting you analyze and manipulate capacity and overcommitment information by Organization, Resource Manager and

Person. Additionally, you can roll the data up to Fiscal Quarter and year.

### **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Fiscal Year – You can choose only one year.
- Fiscal Quarter Number – You can choose only one quarter number for the year you have specified.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off. There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Fiscal Year – the name of a Fiscal Year
- Fiscal Quarter – the name of a Fiscal Quarter
- PA Period – the name of a PA period
- Capacity Hours – number of hours available to work
- Confirmed Hours – number of hours scheduled with a confirmed status
- Overcommitted Hours – number of hours scheduled with a confirmed status minus capacity

- Overcommitted percentage – number of overcommitted hours divided by capacity

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Resource Schedule by PA Period in the Staffing Business area:

- Total Hours
- Provisional Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage over-commitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed worksheet based on the folder Resource Schedule by PA Period: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. The data you can view includes:

- Project – the name of a project
- Project Manager – the name of the current project manager
- Probability – the probability of the project
- Team Role – the team role name of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Confirmed Hours – number of hours scheduled in a confirmed status

---

## Overcommitted Resource Hours by Global Week

This worksheet addresses business questions such as:

- What is the total number of overcommitted hours for the people in my organization per Global Week or Day?
- What are the total number of overcommitted hours for individuals in my organization per Global Week or Day?
- What does the spread of overcommitted hours per Global Week or Day look like over time?
- If a person is overcommitted, what assignments have caused this?

The Overcommitted Resource Hours by Global Week worksheet helps you answer these questions by letting you analyze and manipulate capacity and overcommitment information by Organization, Resource Manager and Person. Additionally, you can drill down to view the data by day (to view the hours per day).

### Parameter Page

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can choose only one organization but the worksheet will then run for the organization chosen and any below it in the reporting hierarchy.
- Starting Resource Manager – Please see the discussion in "Security" above.
- View Resources – You can choose "Direct Resources" to view only the direct resources reporting to the Starting Manager, or choose "All Resources" to view all resources reporting to the Starting Resource Manager, either directly or via the HR supervisor hierarchy.
- Calendar Year – You can choose only one year.  
n Calendar Month – You can choose only one calendar month for the year you have specified.
- Include Schedulable Resources Only

### Conditions

---

Conditions are filters in the worksheet that you can turn on or off.

There are no conditions (other than those defined for the parameters listed above) predefined on this worksheet.

### **Column Dimensions**

---

- Calendar Year – the name of a calendar year
- Calendar Month – the name of a calendar month
- Global Week – the name of a global week
- Day – the name of a day
- Capacity Hours – number of hours available to work
- Confirmed Hours – number of hours scheduled with a confirmed status
- Overcommitted Hours – number of hours scheduled with a confirmed status minus capacity
- Overcommitted percentage – number of overcommitted hours divided by capacity

### **Row Dimensions**

---

- Organization – the name of an organization
- Resource Manager – the name of a resource manager
- Person – the name of a person
- Job Name – the title of the job of the person
- Job Level – the project job level of the person

### **Additional Information**

---

You can add the following items under the Resource Schedule by Global Week folder in the Staffing Business area:

- Total Hours
- Provisional Hours



**Suggestion:** A useful addition to this worksheet is a user-defined exception highlighting people whose percentage over-commitment is over a certain threshold.

It is common practice for the cells of data points meeting the exception criteria to be shown in red.

If the worksheet returns a value that requires further investigation, you should create a more detailed spreadsheet based on the folder Resource Schedule by Global Week: Team Role Detail. Using this folder, the actual assignments on which a given person is scheduled can be examined and manipulated. The data you can view includes:

- Project – the name of a project
- Project Manager – the name of the current project manager
- Probability – the probability of the project
- Team Role – the team role name of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Confirmed Hours – number of hours scheduled in a confirmed status

---

## Project Pipeline Workbook (PASALPIP)

The Project Pipeline workbook allows you to view the value of projects currently within your pipeline. You can view this information by Organization and/or Resource Manager. Thus, you can now track potential revenue attributable to different classification codes with varying percentages.

You can run the report to view all projects that have a selected project role. The report shows projects that have one or more classification category defined with a single or multiple class codes. If the project has classification category with percentage values for each class code then the various values in the report re-split according to the specified percentage.

Worksheets included in this workbook are:

- Project Pipeline by Fiscal Year
- Project Pipeline by Fiscal Quarter
- Project Pipeline by GL Period
- Project Pipeline by PA Period

In all worksheets, null values are displayed as 0.

## Security

When selecting an organization, the user is restricted to those they have organization forecast authority over and the ones that are also within the reporting hierarchy of the operating unit associated with their responsibility.

---

## Project Pipeline by Fiscal Year

This worksheet addresses business questions such as:

- What is my organization's total/discounted Project Pipeline up to and including a particular Fiscal Year?
- What is the total/discounted project pipeline of project's I will manage up to and including a particular Fiscal Year?
- How is the project pipeline spread across all industries up to and including a particular Fiscal Year?

The Project Pipeline by Fiscal Year worksheet helps you answer these questions by letting you analyze and manipulate project value and probability information by Class Category, Organization and/or Project Manager.

## Parameter Page

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – If you have forecast organization authority over one or more organizations, you can choose only those organizations. However, if you have been granted the profile option to view all projects, you can choose any organization within your reporting hierarchy.
- Classification Category – You can choose only one classification category. Your project pipeline will then be displayed by the classification codes within the category chosen. The list of Class Categories parameter shows all categories and not just the categories with one class code defined.
- Fiscal Year – You can choose only one year but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the year specified.

- **Project Manager** – You can choose one or more project managers. Project Pipeline will only be shown for projects managed by the project managers selected.
- **Include Values Over** – a currency value that the total project pipeline figure must be greater than in order for the project to be displayed.
- **Project Role** – You can choose a project role to view the pipeline projects that have the specified project role.
- **Project Member** – You can choose a resource to view the pipeline projects that have the resource playing the project roles specified above.
- **Project Status** – You can choose the project status parameter to include the projects with all project statuses. By default, the value of Project Status parameter is Unapproved.

**Note:** The Project Status parameter is available when using Discoverer 4i only.

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off.

- **Include Probabilities Under** – a numeric value that the project probability must be less than in order for the project to be displayed. Defaults to 100.

### **Column Dimensions**

---

- **Fiscal Year** – the name of the Fiscal Year
- **Total Value** – the total project value
- **Discounted Value** – the total project value multiplied by the probability of the project.
- **Class Code** – the class code defined for the classification category.

### **Row Dimensions**

---

- **Organization** – the name of an organization
- **Classification Code** – the classification code within the classification category
- **Project** – the name of a project
- **Primary Customer Name** – the name of the primary customer

- Project Probability – the current project probability
- Type – the name of the project type on which the project is based
- Status – the status of the project
- Expected Approval Date – the date on which the project approval is expected

---

## Project Pipeline by Fiscal Quarter

This worksheet addresses business questions such as:

- What is my organization's total/discouted Project Pipeline up to and including a particular Fiscal Quarter?
- What is the total/discouted Project Pipeline of project's I will up to and including a particular Fiscal Quarter?
- How is the project pipeline spread across all industries up to and including a particular Fiscal Quarter?

The Project Pipeline by Fiscal Quarter worksheet helps you answer these questions by letting you analyze and manipulate project value and probability information by Class Category, Organization and/or Project Manager.

### **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – If you have forecast organization authority over one or more organizations, you can choose only those organizations. However, if you have been granted the profile option to view all projects, you can choose any organization within your reporting hierarchy.
- Classification Category – You can choose only one classification category. Your project pipeline will then be displayed by the classification codes within the category chosen. The list of Class Categories parameter shows all categories and not just the categories with one class code defined.
- Fiscal Year – You can choose only one year but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the year specified.

- **Fiscal Quarter Number** – You can choose only one quarter number but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the quarter specified.
- **Project Manager** – You can choose one or more project managers. Project pipeline will only be shown for projects managed by the project managers selected.
- **Include Values Over** – a currency value that the total project pipeline figure must be greater than in order for the project to be displayed.
- **Project Role** – You can choose a project role to view the pipeline projects that have the specified project role.
- **Project Member** – You can choose a resource to view the pipeline projects that have the resource playing the project roles specified above.
- **Project Status** – You can choose the project status parameter to include the projects with all project statuses. You can choose the project status parameter to include the projects with all project statuses. By default, the value of Project Status parameter is Unapproved.

**Note:** The Project Status parameter is available when using Discoverer 4i only.

### **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off.

- **Include Probabilities Under** – a numeric value that the project probability must be less than in order for the project to be displayed. Defaults to 100.

### **Column Dimensions**

---

- **Fiscal Year** – the name of the Fiscal Year
- **Fiscal Quarter** – the name of the Fiscal Quarter
- **Total Value** – the total project value
- **Discounted Value** – the total project value multiplied by the probability of the project.
- **Class Code** – the class code defined for the classification category.

## **Row Dimensions**

---

- Organization – the name of an organization
- Classification Code – the classification code within the classification category.
- Project – the name of a project
- Primary Customer Name – the name of the primary customer
- Project Probability – the current project probability
- Type – the name of the project type on which the project is based
- Status – the status of the project

---

## **Project Pipeline by GL Period**

This worksheet addresses business questions such as:

- What is my organization's total/discounted Project Pipeline up to and including a particular GL period?
- What is the total/discounted Project Pipeline of project's I will manage up to and including a particular GL period?
- How is the project pipeline spread across all industries up to and including a particular GL period?

The Project Pipeline by GL period worksheet helps you answer these questions by letting you analyze and manipulate project value and probability information by Class Category, Organization and/or Project Manager.

## **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialogue under the Tools menu.

- Organization – If you have forecast organization authority over one or more organizations, you can choose only those organizations. However, if you have been granted the profile option to view all projects, you can choose any organization within your reporting hierarchy.
- Classification Category – You can choose only one classification category. Your project pipeline will then be displayed by the classification codes within the category chosen. The list of Class

Categories parameter shows all categories and not just the categories with one class code defined.

- Fiscal Year – You can choose only one year but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the year specified.
- Fiscal Quarter Number – You can choose only one quarter number but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the quarter specified.
- Project Manager – You can choose one or more project managers. Project pipeline will only be shown for projects managed by the project managers selected.
- Include Values Over – a currency value that the total project pipeline figure must be greater than in order for the project to be displayed.
- Project Role – You can choose a project role to view the pipeline projects that have the specified project role.
- Project Member – You can choose a resource to view the pipeline projects that have the resource playing the project roles specified above.
- Project Status – You can choose the project status parameter to include the projects with all project statuses. By default, the value of Project Status parameter is Unapproved.

**Note:** The Project Status parameter is available when using Discoverer 4i only.

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off.

- Include Probabilities Under – a numeric value that the project probability must be less than in order for the project to be displayed. Defaults to 100.

## **Column Dimensions**

---

- Fiscal Year – the name of the Fiscal Year
- Fiscal Quarter – the name of the Fiscal Quarter
- GL Period – the name of the GL period
- Total Value – the total project value

- Discounted Value – the total project value multiplied by the probability of the project.
- Class Code – the class code defined for the classification category.

### **Row Dimensions**

---

- Organization – the name of an organization
- Classification Code – the classification code within the classification category.
- Project – the name of a project
- Primary Customer – the name of the primary customer
- Project Probability – the current project probability
- Type – the name of the project type on which the project is based
- Status – the status of the project

---

## **Project Pipeline by PA Period**

This worksheet addresses business questions such as:

- What is my organization’s total/discounted Project Pipeline up to and including a particular PA period?
- What is the total/discounted Project Pipeline of project’s I will manage up to and including a particular PA period?
- How is the project pipeline spread across all industries up to and including a particular PA period?

The Project Pipeline by PA period worksheet helps you answer these questions by letting you analyze and manipulate project value and probability information by Class Category, Organization and Project Manager.

### **Parameter Page**

---

Parameters are predefined conditions that you can leave on or switch off by selecting the Conditions dialog under the Tools menu.

- Organization – If you have forecast organization authority over one or more organizations, you can choose only those organizations. However, if you have been granted the profile

option to view all projects, you can choose any organization within your reporting hierarchy.

- **Classification Category** – You can choose only one classification category. Your project pipeline will then be displayed by the classification codes within the category chosen. The list of Class Categories parameter shows all categories and not just the categories with one class code defined.
- **Fiscal Year** – You can choose only one year but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the year specified.
- **Fiscal Quarter Number** – You can choose only one quarter number but the worksheet will also include any projects still in the pipeline that have expected approval dates prior to the quarter specified.
- **Project Manager** – You can choose one or more project managers. Project pipeline will only be shown for projects managed by the project managers selected.
- **Include Values Over** – a currency value that the total project pipeline figure must be greater than in order for the project to be displayed.
- **Project Role** – You can choose a project role to view the pipeline projects that have the specified project role.
- **Project Member** – You can choose a resource to view the pipeline projects that have the resource playing the project roles specified above.
- **Project Status** – You can choose the project status parameter to include the projects with all project statuses. By default, the value of Project Status parameter is Unapproved.

**Note:** The Project Status parameter is available when using Discoverer 4i only.

## **Conditions**

---

Conditions are filters in the worksheet that you can turn on or off.

- **Include Probabilities Under** – a numeric value that the project probability must be less than in order for the project to be displayed. Defaults to 100.

## Column Dimensions

---

- Fiscal Year – the name of the Fiscal Year
- Fiscal Quarter – the name of the Fiscal Quarter
- PA Period – the name of the PA period
- Total Value – the total project value
- Discounted Value – the total project value multiplied by the probability of the project.
- Class Code – the class code defined for the classification category

## Row Dimensions

---

- Organization – the name of an organization
- Classification Code – the classification code within the classification category
- Project – the name of a project
- Primary Customer – the name of the primary customer
- Project Probability – the current project probability
- Type – the name of the project type on which the project is based
- Status – the status of the project
- Expected Approval Date – the date on which the project approval is expected

---

## Organization Competence Summary Workbook (PA\_PRM\_ORG\_COMP\_SUM)

The organization competence summary workbook enables you to view a summary of your resource's competencies in your organization.

**Note:** This workbook is built on Discoverer 4i only

Worksheets included in this workbook are:

- Organization Competence Summary
- Resource Listing for Organization and Competence

In all worksheets, null values are displayed as 0.

## Security

You can view the resources that you have organization authority or are a Resource Manager.

---

## Organization Competence Summary Worksheet

This worksheet addresses business questions such as:

- What is the spread of competencies across the resources in my organization?
- Where am I low in resources having certain competencies?
- What resource skills need to be improved?

The Organization Competence Summary worksheet helps you answer these questions by letting you review and analyze the competencies of your resources within your organization and enable you to drill down to another report for further information.

The worksheet displays only resources who have current or future assignments that belong to the selected organization.

### Parameter Page

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can select an organization that the resource belongs to.
- Include Sub–organizations – You can choose to include suborganizations within the organization hierarchy. The hierarchy used for suborganizations is the Reporting Hierarchy from the starting organization selected above.
- Competence Name – You can select to view resources with a particular competence across all business groups.
- Starting Manager – You can choose a Starting Manager to view all resources below the Starting Manager in the HR supervisor hierarchy.
- View – You can choose to view only the direct resources reporting to the Starting Manager or view all resources below the Starting Manager in the HR supervisor hierarchy.

- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable. No conditions, other than those defined for the parameters listed above, exist for this worksheet.

### **Column Dimension**

---

- Alias – a short name for the competence
- Description– the description of the competence
- Resource Count – the total number of resources who have the competence
- View Resources – the link to the list of resources who have the competence
- Schedulable Resource

### **Row Dimensions**

---

- Organization – Organization of the resource
- Competence Name – the name of the competence

### **Additional Information**

---

You can add the following items under the Organization Competence Summary folder in the Competencies Business area:

- Segments 1...20
- Business Group

---

## **Resource Listing for Organization and Competence Worksheet**

This worksheet addresses business questions such as:

- Who are the resources that have a particular competence?
- Which resource skills need to be updated?

The Resource Listing for Organization and Competence worksheet helps you answer these questions by showing you details of all resources

within an organization who have a particular competence and their respective proficiency level.

### **Parameter Page**

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu. Selected Parameters are:

- Organization – You can select an organization. The worksheet shows the organization chosen and any below it in the reporting hierarchy.
- Competence Name – You can select a particular competence across all business groups.
- Starting Manager – You can choose a Starting Manager to view all resources below the Starting Manager in the HR supervisor hierarchy.
- View – You can choose to view only the direct resources reporting to the Starting Manager or view all resources below the Starting Manager in the HR supervisor hierarchy.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

No conditions, other than those defined for the parameters listed above, exist for this worksheet.

### **Column Dimensions**

---

- Proficiency Level – the proficiency level of the competence of the resource
- Manager – the name of the manager of the resource
- Job Name – the job of the resource
- Project Job Level – the global job level of the resource
- Project Job Code – the project code of the job
- Location – the primary address of the resource
- View Competence Details – the link to the competence details of the resource.
- Schedulable Resource

## Row Dimensions

---

- Person – the full name of the resource

---

## Resource Competencies Workbook (PA\_PRM\_RES\_COMP)

The Resource Competencies workbook enables you to view a complete listing of the competencies for all the resources, by organization. For each resource, you can drill down to the Resource Competencies Details page to view the competencies of the resource.

**Note:** This workbook is built on Discoverer 4i only

Worksheets included in this workbook are:

- Organization Resource Competencies
- Project Resource Competencies
- Resource Competence Details

### Security

You can view the resources that you have organization authority for or are a Resource Manager.

---

## Organization Resource Competencies

This worksheet addresses business questions such as:

- What competencies do resources in my organization have?
- What is the proficiency level of the competencies?

The Organization Resource Competencies worksheet helps you answer these questions by showing you all resources for an organization or group of organizations, the competencies of each resource and the proficiency level of those competencies. You can also view the competence spread by jobs and job levels.

### Parameter Page

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Organization – You can select an organization.

- **Include Sub-Organizations** – You can choose to include suborganizations within the organization hierarchy. The hierarchy used for suborganizations is the Reporting Hierarchy from the starting organization selected above.
- **Starting Manager** – You can choose a Starting Manager to view all resources below the Starting Manager in the HR supervisor hierarchy.
- **View** – You can choose to view only the direct resources reporting to the Starting Manager or view all resources below the Starting Manager in the HR supervisor hierarchy.
- **Resource** – You can choose only one resource name.
- **Job** – You can choose the job name of the resource. All jobs across business groups are shown.
- **Job Level** – You can choose the global job level of the resource. All levels across business groups are shown.
- **Billable Job Only** – You can choose to include only resources that have a billable job.
- **Include Schedulable Resources Only**

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

No conditions, other than those defined for the parameters listed above, exist for this worksheet.

### **Column Dimensions**

---

- **Competencies** – a listing of all the competence aliases of the resource, prefixed by the proficiency level of the competence. If the competence does not have an alias then the competence name is used.
- **Competence Count** – the total number of competencies of the resource
- **Manager** – the name of the manager of the resource
- **Last Updated** – the latest date the competence profile of resource was updated
- **Job** – the job of the resource
- **Project Job Level** – the project job level of the resource

- Job Code – the job code of the resource
- View Competencies Detail – the link to view the detail competencies of the resource
- Schedulable Resource

### **Row Dimensions**

---

- Organization – The organization of the resource
- Person – the name of the resource

---

## **Project Resource Competencies**

This worksheet addresses business questions such as:

- What competencies do my project’s resources have?
- What is the proficiency of the competencies?

The Project Resource Competencies worksheet helps you answer these questions by showing you all resources in each project, the competencies for each resource and the proficiency level of those competencies.

### **Parameter Page**

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Project Name – You can choose the name of the project that has resource assignments.
- Starting Manager – You can choose a Starting Manager to view all resources below the Starting Manager in the HR supervisor hierarchy.
- View – You can choose to view only the direct resources reporting to the Starting Manager or view all resources below the Starting Manager in the HR supervisor hierarchy.
- Resource – You can choose a resource name.
- Job – You can choose the job name of the resource. All jobs across business groups are shown
- Job Level – You can choose the global job level of the resource. All levels across business groups are shown.

- Billable Job Only – You can choose to include only resources that have a billable job.
- Include Schedulable Resources Only

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

No conditions, other than those defined for the parameters listed above, exist for this worksheet.

### **Column Dimensions**

---

- Competencies – a listing of all the competence aliases of the resource, prefixed by the proficiency level of the competence. If the competence does not have an alias then the competence name is used.
- Competence Count – the total number of competencies of the resource
- Manager – the name of the resource manager
- Last Updated – the latest date the competence was updated
- Job – the job of the resource
- Project Job Level – the global job level of the resource
- Job Code – the job code of the resource
- View Competencies Details – the link to view the detail competencies of the resource
- Schedulable Resource

### **Row Dimensions**

---

- Project Name – the name of the project that has the resource assignment
- Project Number – the number of the project that has the resource assignment
- Person – the name of the resource

---

## Resource Competence Details

This worksheet addresses business questions such as:

- What is each individual's competence?
- What business group do they belong to?
- What is the proficiency level of their competencies?
- When were their competencies last updated?

The Resource Competence Details worksheet helps you answer these questions by showing you details of each resource competence and the proficiency level of the competencies.

### Parameter Page

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu. Selected parameters are:

- Resource – You can choose any resource who has a current or future assignment that belongs to an organization in the reporting organization hierarchy.
- Starting Manager – You can choose a Starting Manager to view all resources below the Starting Manager in the HR supervisor hierarchy.
- View – You can choose to view only the direct resources reporting to the Starting Manager or view all resources below the Starting Manager in the HR supervisor hierarchy.
- Include Schedulable Resources Only

### Conditions

---

Conditions are filters in the worksheet that you enable or disable.

No conditions, other than those defined for the parameters listed above, exist for this worksheet.

### Column Dimensions

---

- Competence Alias- the short name for the competence
- Business Group Name – the name of business group to which the source belongs

- Proficiency Level – the proficiency level of the competence of the resource
- Last Updated – the latest date the competence profile of resource was updated.
- Schedulable Resource

---

### Row Dimensions

- Competence Name– the name of the competence of the resource

---

### Additional Information

You can add the following item under the Resource Competence Details folder in the Competencies Business area:

- Segment 1...20

---

## Team Role Details Workbook (PA\_PRM\_TEAM\_ROLE\_DETAILS)

The Team Role Details workbook enables you to view information about the assignments and requirements across projects.

**Note:** This workbook is built on Discoverer 4i only

Worksheets included in this workbook are:

- Requirement Details
- Assignment Details

### Security

Security is based on the following:

- Role based authority
- Organization based authority
- Super user profile

This security is not enforced via parameters, but is reflected in the data on the workbook.

---

## Requirement Details

This worksheet addresses business questions such as

- What attributes are there for my open requirements in my organization and projects?
- Do all my assignments have proper work types, bill rates, and transfer price information

### **Parameter Page**

---

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu.

- Starting Organization – Project Organization
- Include Sub–Organizations – You can choose to include sub–organizations below the starting organization within the organization hierarchy. The hierarchy used for sub–organizations is the Reporting Hierarchy defined in the Implementation Options.
- Start Date From – all team roles that have start dates on or after this date are shown
- Start Date To – all team roles that have start dates on or before this date are shown
- Project – the name of the project that has the requirements
- Role – the team role on the project
- Schedule Status – the status of the days on the requirement

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

No conditions are predefined in this worksheet.

### **Column Dimensions**

---

- Project Organization – name of the project owning organization
- Project
  - Project Name – the name of the project
  - Project Number – the number of the project
- Team Role – name of the team role
- Reference Number – the reference number of the project
- Start Date – the start date of the team role

- End Date – the end date of the team role
- Effort Hours – number of total effort hours required for the requirement. This is factored by the Full Time Equivalent (FTE) defined for the operating unit of the logged in user..

**Note:** Full Time Equivalent (FTE) is a factor which defines how many hours in a day or week comprise a work day or work week.

- Schedule Status – the status of the days on the requirement
- Staffing Priority – the staffing priority of the requirement
- Minimum Job Level – the minimum job level required on the requirement
- Maximum Job Level – the maximum job level required on the requirement
- Bill Rate – the bill rate of the requirement
- Competencies – a listing of all the competence aliases of the requirement, prefixed by the proficiency level of the competence. If the competence does not have an alias then the competence name is used.
- Location – the country, state and city of the requirement

### **Additional Information**

---

The worksheet has the following additional columns. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Role – the name of the role
- Subteam – the subteam the requirement belongs to
- Location – Location of the resource, concatenated by
  - Country
  - State
  - City
- Loan Extension Possible – whether a loan extension of the resource is possible for the requirement
- Expense Owner – owner of the expenses of the resource, used primarily for cross charge
- Expense Limit – the expense limit of the requirement

- Duration – the duration of the requirement
- Effort Days – the number of days required for the requirement. This is factored by the Full Time Equivalent hours of the operating unit of the resource
- Effort Weeks – the number of weeks required for the requirement. This is factored by the Full Time Equivalent hours of the operating unit of the resource
- Schedule Status – the status of the days on the requirement
- Candidate Count – the total number of candidate nominations on the requirement
- Advertisement Rule – the advertisement rule for the requirement
- Expenditure OU – the operating unit bearing the expenditure
- Expenditure Organization – the organization bearing the expenditure
- Expenditure Type – the name of the expenditure type
- Forecasting Job Group – the job group associated with the forecasting job
- Forecasting Job – the identifier of the job for the forecast of the requirement
- Work Type – the work type of the requirement
- Initial Bill Rate – the initial bill rate of the requirement, concatenated by
  - Rate
  - Currency
- Override Bill Rate – the override bill rate for the requirement
- Override Bill Rate Currency – the override bill rate currency
- Markup Percent – the markup percent of the bill rate of the requirement
- Override Markup Percent – the overriding markup percentage over raw cost used to determine the revenue or bill amount for the requirement
- Override Transfer Price Rate – the overriding transfer price rate used to determine the cross charge amount of the requirement
- Override Transfer Price Currency – the overriding currency code of the overriding transfer price rate

- **Override Transfer Price** – the overriding transfer price rate used to determine the cross charge amount of the requirement, concatenated by
  - Rate
  - Currency
- **Override Transfer Price Basis** – the overriding transfer price basis used to determine the cross charge amount of the requirement
- **Override Transfer Price Percentage** – the overriding transfer price percentage used to determine the cross charge amount of the requirement
- **Description** – description of the requirement
- **Additional Information** – any additional information about the requirement
- **Calendar Type** – the base calendar used for generating schedules
- **Expenditure Type Class** – the expenditure type class that is used to generate forecast transactions.
- **Template Flag** – indicates whether the requirement is a template requirement i.e. on a team template
- **Search Minimum Availability** – the minimum required availability of a resource to be returned in the search result
- **Search Country Code** – identifies the country for the search
- **Search Minimum Candidate Score** – the minimum score required for a resource to be nominated as a candidate on a requirement
- **Last Auto Search Date** – the most recent date and time when the automated process was run to nominate system generated candidates for the requirement
- **Competence Match Weighting** – the competence match weighting for a requirement
- **Definite Availability Match Weighting** – the definite availability match weighting for a requirement
- **Job Level Match Weighting** – the job level match weighting for a requirement

---

## Assignment Details

This worksheet addresses business questions such as

- What resources are assigned to what roles on my project?
- What are the detailed attributes of my staffed team roles?

The Assignment Details worksheet helps you answer these questions by showing you all the staffed team roles and assignments by organization and project, and the attributes of those team roles.

---

### Parameter Page

Parameters are enabled predefined conditions that you can disable by selecting the Conditions dialogue under the Tools menu.

- Starting Organization – Project Organization
- Include Sub–Organizations – You can choose to include sub–organizations below the starting organization within the organization hierarchy. The hierarchy used for sub–organizations is the Reporting Hierarchy defined in the Implementation Options.
- Start Date From – all team roles that have start dates on or before this date are shown
- Start Date To – all team roles that have end dates on or before this date are shown
- Project – the name of the project that has the assignments
- Role – team role on the project
- Resource – the name of the resource
- Schedule Status – the status of the days on the assignment

---

### Conditions

Conditions are filters in the worksheet that you enable or disable.

No conditions are predefined in this worksheet.

---

### Column Dimensions

- Project Organization – name of the project owning organization
- Project
  - Project – the name of the project

- Project Number – the number of the project
- Team Role – name of the team role
- Resource Name – name of the assigned resource
- Resource Owning Current Organization – name of the organization that the resource belongs to
- Resource Job Level – the project job level of the resource
- Resource Capacity Hours – number of hours available to work for the resource
- Approval Status – the approval status of the assignment
- Start Date – the start date of the assignment
- End Date – the end date of the assignment
- Provisional Hours – number of hours scheduled with a provisional schedule status
- Confirmed Hours – number of hours scheduled with a confirmed schedule status
- Total Hours – number of hours scheduled in either a provisional or confirmed status for all work types.
- Bill Rate – the initial bill rate on assignment creation
- Work Type – the work type of the assignment

### **Additional Information**

---

The worksheet has the following additional columns. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Role – the name of the role
- Staffing Priority – the staffing priority of the assignment
- Capacity Days – the capacity of the resource in days. This is factored by the Full Time Equivalent factor defined for the operating unit of the resource.
- Capacity Hours – the capacity of the resource in hours. This is factored by the Full Time Equivalent factor defined for the operating unit of the resource.
- Sub Team – the subteam the assignment belongs to
- Location – the location of the resource, concatenated by

- Country
- State
- City
- Loan Extension Possible – whether a loan extension of the resource is possible for the assignment
- Expense Owner – owner of the expenses for the resource, used primarily for cross charge
- Expense Limit – the expense limit for the assignment
- Duration– the duration of the assignment
- Effort Days – the number of days required for the assignment
- Effort Weeks – the number of weeks required for the assignment
- Schedule Status – the status of the days on the assignment
- Provisional Days – number of days with a provisional schedule status
- Provisional Weeks – number of weeks with a provisional schedule status
- Confirmed Days – number of days with a confirmed schedule status
- Confirmed Weeks – number of weeks with a confirmed schedule status
- Resource Job Group – job group of the assigned resource
- Resource Job – the job of the assigned resource
- Initial Bill Rate – bill rate on assignment creation, concatenated by
  - Rate
  - Currency
- Override Bill Rate – override bill rate for the assignment
- Override Bill Rate Currency – the override bill rate currency
- Markup Percent – the markup percent of the bill rate of the assignment
- Override Markup Percent – the overriding markup percentage over raw cost used to determine the revenue or bill amount for the assignment
- Override Transfer Price Rate – the overriding price rate used to determine the cross charge amount of the assignment

- Override Transfer Price Currency – the overriding currency code of the overriding transfer price rate
- Override Transfer Price – the overriding transfer price rate used to determine the cross charge amount of the assignment, concatenated by
  - Rate
  - Currency
- Override Transfer Price Basis – the overriding transfer price basis used to determine the cross charge amount of the assignment
- Override Transfer Price Percentage – the overriding transfer price percentage used to determine the cross charge amount of the assignment
- Expenditure Type – expenditure type of the assignment
- Description – description of the assignment
- Additional Information – any additional information about the assignment
- Calendar Type – the base calendar used for generating schedules
- Resource Calendar Percent – the percentage of the resource’s calendar that the resource is allocated on the assignment.
- Pending Approval Flag – indicates whether workflow approval is pending for the assignment.
- Expenditure Type Class – the expenditure type class that is used to generate forecast transactions.
- Note to Approver – note to approver for updating to assignment

---

## Utilization by Organization Workbook (PJIORGUT)

The Utilization by Organization workbook enables you to view resource utilization detail for your organization and sub-organizations.

This workbook uses the Organization Weighted column. The utilization amounts are calculated using the profile options PA: Organization Utilization Calculation Method. You can modify the reports to use the Resource Weighted column.

Worksheets included in this workbook are:

- Summary

- By Utilization Category and Work Type
- Summary Trend

### Security

Security is based on the security profiles setup for Oracle Projects Intelligence. See Setup in *Oracle Project Intelligence* and Security in Configuring, Reporting and System Administration in *Oracle Human Resource Management Systems (HRMS)*.

You can only view information for the organizations on which you have authority.

### Conditions

---

Conditions are filters in the worksheet that you enable or disable.

All parameters are implemented as conditions.

In addition, the workbook displays *Self* numbers for the Starting Organization parameter specified, and *Rollup* numbers for all first level children. Rollup number is the sum of all its children numbers.

## Summary Worksheet

This worksheet shows the resource utilization summary information for organizations and suborganizations.

### Parameter Page

---

Worksheet parameters are attributes you use to run the report. They are predefined, and are enabled by default.

- Note:** You can disable a worksheet parameter by selecting the Conditions dialogue under the Tools menu.
- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown
  - Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You can choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
  - Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period

- Period –all available periods for the selected period type are shown
- Job Level – all job levels in the project resource job group are shown

### **Column Dimensions**

---

- Actual Capacity Hours – the resource’s calendar hours *less* hours entered on time cards with a work type category classified as one that reduces capacity
- Scheduled Capacity Hours – the resource’s calendar hours *less* hours on assignments with a work type category classified as one that reduces capacity
- Actual Hours – total actual worked hours entered on time cards
- Scheduled Hours (Confirmed) – confirmed scheduled assignment hours
- Scheduled Hours (Provisional) – provisional scheduled assignment hours
- Unassigned Time – non-scheduled available hours
- Missing Hours – capacity hours *less* total actual worked hours entered on timecards
- Total Actual Utilization% – actual weighted hours/ actual capacity hours
- Billable Actual Utilization% – billable actual weighted hours/capacity hours
- Non-Billable Actual Utilization% – non-billable actual weighted hours/capacity hours
- Total Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours
- Billable Scheduled (Confirmed) Utilization% – billable confirmed scheduled weighted hours/capacity hours
- Non-Billable Scheduled (Confirmed) Utilization% – non-billable confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

## By Utilization Category and Work Type Worksheet

This worksheet shows resource utilization breakdown by selected utilization categories and work types for organizations and suborganizations.

### Parameter Page

---

- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown
- Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown
- Job Level – all job levels in the project resource job group are shown
- Utilization Categories – all utilization categories defined are shown. You can select only one utilization category.

### Column Dimensions

---

- Expected Utilization% –  $(\text{actual weighted hours} + \text{scheduled confirmed weighted hours}) / \text{capacity hours}$ .

The cutoff date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarization date was at the beginning of the period.

- Actual Utilization% –  $\text{actual weighted hours} / \text{capacity}$
- Scheduled (Confirmed) Utilization% –  $\text{confirmed scheduled weighted hours} / \text{capacity hours}$

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional column available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Work Type – a breakdown of utilization amounts across different worktypes in a selected utilization category is shown

## **Summary Trend Worksheet**

This worksheet shows resource utilization summary trend for organizations and suborganizations.

### **Parameter Page**

---

- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown
- Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown
- Number of Prior Periods in Trend – the number of prior periods to be shown in the trend. The range of values allowed for various period types are as follows:
  - GL and Enterprise Year – 1 to 2 periods
  - GL and Enterprise Quarter– 1 to 8 periods
  - GL, PA, and Enterprise Period– 1 to 12 periods
  - Enterprise Week – 1 to 13 periods

- Number of Future Periods in Trend – the number of future periods to be shown in the trend. The range of values allowed for various period types are as follows:
  - GL and Enterprise Year – 1 period
  - GL and Enterprise Quarter– 1 to 4 periods
  - GL, PA, and Enterprise Period– 1 to 12 periods
  - Enterprise Week – 1 to 13 periods

**Note:** No data is displayed for periods that fall outside the range of values allowed for past and future periods.
- Job Level – all job levels in the project resource job group are shown

### Column Dimensions

---

- Expected Utilization% – (actual weighted hours + scheduled confirmed weighted hours)/capacity hours

The cutoff date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarization date was at the beginning of the period.

- Actual Utilization% – actual weighted hours/capacity
- Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

---

## Utilization by Resources Workbook (PJRESUT)

The Utilization by Resources workbook enables you to view resource utilization detail for a list of resources by organization.

This workbook uses the Resource Weighted column. The utilization amounts are calculated using the profile options PA: Resource

Utilization Calculation Method. You can modify the reports to use the Organization Weighted column.

Worksheets included in this workbook are:

- Summary
- By Utilization Category and Work Type
- Summary Trend

### **Security**

Security is based on the security profiles setup for Oracle Projects Intelligence. See Setup in *Oracle Project Intelligence* and Security in Configuring, Reporting and System Administration in *Oracle Human Resource Management Systems (HRMS)*.

You can only view information for the organizations on which you have authority.

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

All parameters are implemented as conditions.

In addition, the workbook displays *Self* numbers for the Starting Supervisor parameter specified, and *Rollup* numbers for all first level children. Rollup number is the sum of all its children numbers.

## **Summary Worksheet**

This worksheet shows you the resource utilization summary for organizations and suborganizations.

### **Parameter Page**

---

Worksheet parameters are attributes you use to run the report. They are predefined, and are enabled by default.

**Note:** You can disable a worksheet parameter by selecting the Conditions dialogue under the Tools menu.

Worksheet parameters are predefined, and are enabled by default. You can disable a worksheet parameter by selecting the Conditions dialogue under the Tools menu.

- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown

- Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown
- Job Level – all job levels in the project resource job group are shown
- Resource – all resources are displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Actual Capacity Hours – the resource’s calendar hours *less* hours entered on time cards with a work type category classified as one that reduces capacity
- Scheduled Capacity Hours – the resource’s calendar hours *less* hours on assignments with the work type category classified as one that reduces capacity
- Actual Hours – total actual worked hours entered on time cards
- Scheduled Hours (Confirmed) – confirmed scheduled assignment hours
- Scheduled Hours (Provisional) – provisional scheduled assignment hours
- Unassigned Time – non-scheduled available hours
- Missing Hours – capacity hours *less* total actual worked hours entered on timecards
- Total Actual Utilization% – actual weighted hours/ actual capacity hours
- Billable Actual Utilization% – billable actual weighted hours/capacity hours
- Non-Billable Actual Utilization% – non-billable actual weighted hours/capacity hours
- Total Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours

- Billable Scheduled (Confirmed) Utilization% – billable confirmed scheduled weighted hours/capacity hours
- Non-Billable Scheduled (Confirmed) Utilization% – non-billable confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource

## **By Utilization Category and Work Type Worksheet**

This worksheet shows you the resource utilization breakdown by selected utilization categories and work types for a list of resources in an organization.

### **Parameter Page**

---

- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown
- Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown

- Job Level – all job levels in the project resource job group are shown
- Utilization Categories – all utilization categories defined are shown. You can select only one utilization category.
- Resource – all resources displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Expected Utilization% – (actual weighted hours + scheduled confirmed weighted hours)/capacity hours

The cut off date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarized data was at the beginning of the period.

- Actual Utilization% – actual weighted hours/capacity
- Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource
- Work Type – the breakdown of utilization amounts across different worktypes in a selected utilization category is shown

## Summary Trend Worksheet

This worksheet shows the resource utilization trend for a list of resources in an organization.

### Parameter Page

---

- Starting Organization – all organizations in the Oracle Project Intelligence reporting hierarchy over which you have security are shown
  - Resource Manager – all resource managers in the business group associated with your responsibility over which you have authority. You choose to display the organization utilization amounts for all resources that directly or indirectly report to a resource manager.
  - Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
  - Period – all available periods for the selected period type are shown
  - Number of Prior Periods in Trend – the number of prior periods to be shown in the trend. The range of values allowed for various period types are as follows:
    - GL and Enterprise Year – 1 to 2 periods
    - GL and Enterprise Quarter– 1 to 8 periods
    - GL, PA, and Enterprise Period– 1 to 12 periods
    - Enterprise Week – 1 to 13 periods
  - Number of Future Periods in Trend – the number of future periods to be shown in the trend. The range of values allowed for various period types are as follows:
    - GL and Enterprise Year – 1 period
    - GL and Enterprise Quarter– 1 to 4 periods
    - GL, PA, and Enterprise Period– 1 to 12 periods
    - Enterprise Week – 1 to 13 periods
- Note:** No data is displayed for periods that fall outside the range of values allowed for past and future periods.
- Job Level – all job levels in the project resource job group are shown

- Resource – all resources displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Expected Utilization% – (actual weighted hours + scheduled confirmed weighted hours)/capacity hours

The cutoff date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarized date was at the beginning of the period.

- Actual Utilization% – actual weighted hours/capacity
- Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours the last time the summarized program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource

---

## **Utilization by Resource Managers Workbook (PJIMGRRUT)**

The Utilization by Resource Managers workbook enables you to view resource utilization detail for resources reporting to a selected resource manager.

This workbook uses the Resource Weighted column. The utilization amounts are calculated using the profile options PA: Resource Utilization Calculation Method. You can modify the reports to use the Organization Weighted column.

The workbook supports resource HR assignment date on a daily level. For example, if a resource manager of a resource is changed in the middle of a period, the utilization numbers are split between the old and new resource manager for that period, based on the date the change was done.

Worksheets included in this workbook are:

- Summary
- By Utilization Category and Work Type
- Summary Trend

### **Security**

Security is based on the security profiles setup for Oracle Projects Intelligence and HR supervisor hierarchy, similar to a resource manager responsibility. See Setup in *Oracle Project Intelligence* and Security in Configuring, Reporting and System Administration in *Oracle Human Resource Management Systems (HRMS)*.

You can only view information for the resources that report to you directly or through the HR hierarchy.

### **Conditions**

---

Conditions are filters in the worksheet that you enable or disable.

All parameters are implemented as conditions.

In addition, the workbook displays *Self* numbers for the Starting Supervisor parameter specified, and *Rollup* numbers for all first level children. Rollup number is the sum of all its children numbers.

## **Summary Worksheet**

This worksheet shows the resource utilization summary for resource managers and resources in their HR hierarchy.

### **Parameter Page**

---

Worksheet parameters are attributes you use to run the report. They are predefined, and are enabled by default.

**Note:** You can disable a worksheet parameter by selecting the Conditions dialogue under the Tools menu.

- Starting Resource Manager – all resource managers. This includes you, plus all resource managers that report to you through the HR supervisor hierarchy.
- Organization – all organizations in the Oracle Project Intelligence reporting hierarchy. You can also specify resources that belong to a single organization.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown
- Job Level – all job levels in the project resource job group are shown
- Resource – all resources are displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Actual Capacity Hours – the resource's calendar hours *less* hours entered on time cards with the work type category of reduced capacity
- Scheduled Capacity Hours – the resource's calendar hours *less* hours on assignments with the work type category of reduced capacity
- Actual Hours – total actual worked hours entered on time cards
- Scheduled Hours (Confirmed) – confirmed scheduled assignment hours
- Scheduled Hours (Provisional) – provisional scheduled assignment hours
- Unassigned Time – non-scheduled available hours
- Missing Hours – capacity hours *less* total actual worked hours entered on timecards
- Total Actual Utilization% – actual weighted hours/ actual capacity hours
- Billable Actual Utilization% – billable actual weighted hours/capacity hours

- Non-Billable Actual Utilization% – non-billable actual weighted hours/capacity hours
- Total Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours
- Billable Scheduled (Confirmed) Utilization% – billable confirmed scheduled weighted hours/capacity hours
- Non-Billable Scheduled (Confirmed) Utilization% – non-billable confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours picked up the last time the summarization program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource
- Organization – the name of organization of the resource

## **By Utilization Category and Work Type Worksheet**

This worksheet shows the resource utilization breakdown by selected utilization categories and work types for resource managers and resources in their HR hierarchy.

### **Parameter Page**

---

- Starting Resource Manager – all resource managers. This includes you, plus all resource managers that report to you through the HR supervisor hierarchy.
- Organization – all organizations in the Oracle Project Intelligence reporting hierarchy. You can also specify resources that belong to a single organization.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period

- Period – all available periods for the selected period type are shown
- Job Level – all job levels in the project resource job group are shown
- Utilization Categories – all utilization categories defined are shown. You can select only one utilization category..
- Resource – all resources displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Expected Utilization% –  $(\text{actual weighted hours} + \text{scheduled confirmed weighted hours}) / \text{capacity hours}$

The cut off date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarized date was at the beginning of the period.

- Actual Utilization% –  $\text{actual weighted hours} / \text{capacity}$
- Scheduled (Confirmed) Utilization% –  $\text{confirmed scheduled weighted hours} / \text{capacity hours}$

**Note:** Actual hours are the total worked hours the last time the summarized program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource

- Organization – the organization of the resource
- Work Type – the breakdown of utilization amounts across different worktypes in a selected utilization category is shown

## Summary Trend Worksheet

This worksheet shows the resource utilization trend for resource managers and resources in their HR hierarchy.

### Parameter Page

---

- Starting Resource Manager – all resource managers. This includes you, plus all resource managers that report to you through the HR supervisor hierarchy.
- Organization – all organizations in the Oracle Project Intelligence reporting hierarchy. You can also specify resources that belong to a single organization.
- Period Type – the values are Enterprise week, GL period, PA period, and Enterprise period
- Period – all available periods for the selected period type are shown
- Number of Prior Periods in Trend – the number of prior periods to be shown in the trend. The range of values allowed for various period types are as follows:
  - GL and Enterprise Year – 1 to 2 periods
  - GL and Enterprise Quarter– 1 to 8 periods
  - GL, PA, and Enterprise Period– 1 to 12 periods
  - Enterprise Week – 1 to 13 periods
- Number of Future Periods in Trend – the number of future periods to be shown in the trend. The range of values allowed for various period types are as follows:
  - GL and Enterprise Year – 1 period
  - GL and Enterprise Quarter– 1 to 4 periods
  - GL, PA, and Enterprise Period– 1 to 12 periods
  - Enterprise Week – 1 to 13 periods

**Note:** No data is displayed for periods that fall outside the range of values allowed for past and future periods.

- Job Level – all job levels in the project resource job group are shown
- Resource – all resources displayed in the report. You can select multiple resources.

### **Column Dimensions**

---

- Expected Utilization% – (actual weighted hours + scheduled confirmed weighted hours)/capacity hours

The cut off date for actual and scheduled data is the date when the summarization process for actuals is last run. Expected utilization is actual hours before the cut off date *plus* scheduled hours after the cut off date.

**Note:** The Expected Utilization% is for the full period. Therefore if a period has no Actuals, the Actual Utilization% is zero and the Expected Utilization% is equal to Scheduled Utilization%, provided the last summarized date was at the beginning of the period.

- Actual Utilization% – actual weighted hours/capacity
- Scheduled (Confirmed) Utilization% – confirmed scheduled weighted hours/capacity hours

**Note:** Actual hours are the total worked hours the last time the summarized program was run. Scheduled hours are for the full period.

### **Additional Information**

---

The worksheet has the following additional columns available. You can customize which columns are displayed on the report using the standard functionality of Discoverer Plus or Discoverer User Edition.

- Job Level – the job level of the resource from the project resource job group
- Job Name – the name of the job of the resource from the project resource job group
- Resource Manager – the HR supervisor of the resource
- Organization – the organization of the resource

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## Discoverer Query Tips

The following suggestions provide you with guidance while you are performing reporting activities.

### Avoid Blind Queries

A blind query is a query that selects most or all of the items from a business view folder without specifying any conditions.

#### **Why avoid Blind Queries?**

---

Since no condition is specified in a blind query, the query is not able to efficiently use the indexes created for the underlying tables. You may encounter poor query performance if your database contains a large amount of data.

### Capacity, Schedule and Project Pipeline Views

When you create a workbook using any of the folders listed below, we suggest that you create the conditions outlined below. In particular, by restricting the time period for which the workbook is run it's performance will be improved.

#### **Project Pipeline Folders**

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- Always join to the Classification Categories folder and specify one particular category
- Always specify a period of time (such as a quarter, period, or month)

#### **Resource Schedule Folders**

---

- Always specify a period of time (such as a quarter, period, or month)

Use the OR statement in your condition rather than the IN statement. For example, you should use:

Period Name = Feb-99 OR Period Name = Mar-99

instead of:

Period Name IN (Feb-99, Mar-99)

CHAPTER

# 9

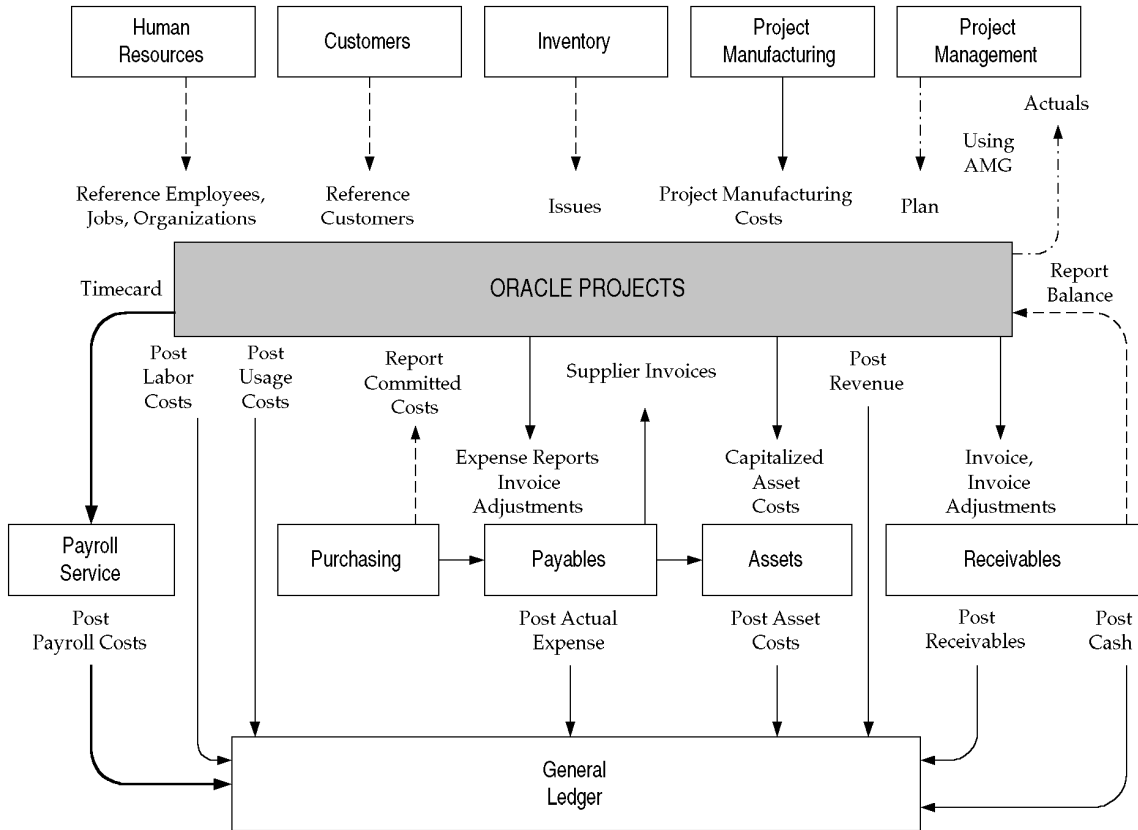
## Integration with Other Oracle Applications

**T**his chapter describes how to integrate Oracle Projects with other Oracle Applications.

# System Integration

Oracle Projects integrates with many other Oracle Applications. The following diagram illustrates the integration flow between these systems.

Figure 9 - 1



| LEGEND |  |
|--------|--|
|        | Data interfaced between applications as part of PA                           |
|        | Data referenced/reported between applications as part of PA                  |
|        | Custom interface; not part of PA   |
|        | Data interfaced between applications using Activity Management Gateway (AMG) |

## See Also

Integrating with Oracle General Ledger: page 9 – 10

Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*

Integrating with Oracle Purchasing and Oracle Payables (Requisitions, Purchase Orders, and Supplier Invoices), *Oracle Project Costing User Guide*

Integrating with Oracle Project Contracts: page 9 – 20

Integrating with Oracle Receivables, *Oracle Project Billing User Guide*

Integrating with Oracle Assets, *Oracle Project Costing User Guide*

Integrating with Oracle Human Resources: page 9 – 22

Integrating with Oracle Project Manufacturing, *Oracle Project Costing User Guide*

Integrating with Oracle Inventory, *Oracle Project Costing User Guide*

Integrating with Oracle Workflow, *Oracle Projects Implementation Guide*

Integrating with Cash Management: page 9 – 25

Opportunity to Project Integration: page 9 – 27

Integrating with Oracle Advanced Product Catalog: page 9 – 33

Multiple Reporting Currencies: page 11 – 31

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## Summary of Flow Diagram

### Oracle General Ledger Integration

Oracle Projects fully integrates with Oracle General Ledger so you can update your general ledger with Oracle Projects activity. Use Oracle Projects to validate your expense, liability, revenue, and other accounts determined by your accounting rules against your chart of accounts.

When you transfer cost and revenue information to Oracle General Ledger, you use Oracle Projects to collect all project cost and revenue detail transactions, summarize them, and transfer them to Oracle General Ledger.

Oracle General Ledger integration includes:

- inquiry of journal entries imported from Oracle Projects via GL Journal Import and using the predefined journal entry sources and categories

## **Oracle Purchasing and Oracle Payables Integration--Requisitions, Purchase Orders, and Supplier Invoices**

Oracle Projects fully integrates with Oracle Purchasing and Oracle Payables, and allows you to enter project-related requisitions, purchase orders, and supplier invoices using those products.

When you enter information in Oracle Purchasing and Oracle Payables that affects Oracle Projects, you enter project information on your source document. Oracle Purchasing, Oracle Payables, and Oracle Projects carry the project information from the requisition to the purchase order in Oracle Purchasing, to the supplier invoice in Oracle Payables, and to the project expenditure in Oracle Projects. You can report committed costs of requisitions and purchase orders that are outstanding against your projects in Oracle Projects.

Oracle Purchasing integration includes:

- entry of project information on requisition distribution lines
- entry of project information on PO distribution lines
- entry of project information on PO release distribution lines
- entry of project information on preferences
- copy project information from requisition to PO in AutoCreate
- support load of project information on requisitions in Requisition Import
- support building of GL account with Workflow based on project information

Oracle Payables integration includes:

- entry and inquiry of project information on invoice distributions
- entry and inquiry of project information on invoice header (for default entry)

- entry and inquiry of project information on distribution set lines
- copy project information from PO to invoice when they match
- support building of GL account with Workflow based on project information
- support load of project information in Invoice Import from project expense reports

## **Oracle Payables Integration--Expense Reports**

Oracle Projects fully integrates with Oracle Payables so that you can easily create and pay invoices for your project expense reports in Oracle Payables. You can enter expense reports in Oracle Projects and use Oracle Payables to create invoices from the expense reports, maintain and track payments of them, and transfer the accounting transactions to Oracle General Ledger.

## **Oracle Project Contracts Integration**

Oracle Projects integrates with Oracle Project Contracts so you can create delivery-based billing events to drive billing based on completed deliverables in the Deliverable Tracking System (DTS) in Oracle Project Contracts.

Oracle Project Contracts integration includes:

- generation of a billing event from the Oracle Project Contracts DTS
- tie back of the billing event created for a deliverable to the deliverable for collection activity tracking
- workflow message notification to the project manager on event creation

## **Oracle Receivables Integration**

Oracle Projects fully integrates with Oracle Receivables to process your invoices and track customer payments. Oracle Projects generates draft invoices and uses Oracle Receivables to collect payments for the project invoices and transfer the accounting transactions to Oracle General Ledger.

When you transfer invoices to Oracle Receivables, Oracle Projects also maintains project balances of unbilled Receivables and unearned revenue and creates accounting transactions for these amounts.

Oracle Receivables integration includes:

- loading of project invoices via AutoInvoice and using the transaction flexfield for project information to be stored on the invoices in AR
- inquiry of invoices by project information using the transaction FlexField in AR forms
- inquiry of invoices by a key reference
- User able to specify one segment of the transaction FlexField as the reference (for example, key identifier for PA, project number, for OE, or order number) via the profile code PA\_AR\_CODE.
- Include the reference for invoice (e.g. project number, order number) in appropriate position for highly used field for display and inquiry on all AR transaction forms and quickpicks. Users will look at invoices by one or a combination of these values: reference, invoice number, and customer.
- Display source of invoice, so that a user dealing with invoices from more than one source knows what the source of the invoice is
- Distinguish Transaction Flex character field from standard descriptive Flex with 4 char field
- selection of invoices for cash application by displaying reference in the invoice List of Values in cash application forms
- inquiry of invoices by primary salesperson (project manager, if project manager is set up as salesperson in Oracle Receivables)
- entry and use of customers

## Oracle Assets Integration

Oracle Projects allows you to manage capital projects. In a capital project, you can collect construction-in-process (CIP) and expensed costs for each asset you are building. You use Oracle Projects to collect all asset cost detail transactions, summarize them, and transfer them to Oracle Assets to become depreciable fixed assets. Oracle Assets will create and transfer journal entries to Oracle General Ledger to relieve the CIP account and record the asset cost.

- Oracle Assets integration includes:
- inquiry of project information on mass addition lines

- drilldown to project asset line details in Oracle Projects from project-related mass addition lines in Oracle Assets
- copying of project information from mass addition lines to asset source lines during Mass Additions Posting process
- inquiry of project information on asset source lines
- drilldown to project asset line details from project-related asset source lines
- Coordination with Oracle Payables so supplier invoices lines are not interfaced to Oracle Assets by both Oracle Payables and Oracle Projects when the invoice line is associated with a capital project.

For more information, see: About Capital Projects, *Oracle Project Costing User Guide*.

## **Oracle Human Resources Integration**

Oracle Projects shares organization, job, and employee information with Oracle Human Resources. If your business does not use Oracle Human Resources, you can easily enter this data in Oracle Projects.

Oracle Human Resources integration includes:

- business group definition, including the specification of the Project Burdening Hierarchy default
- job definitions
- organizations and organization hierarchies and organization types definitions
- entry and inquiry of employees and employee assignments, including date-effective assignments over time and specification of supervisors and billing titles (used in Oracle Projects) on the employee assignments

## **External Transaction Collection Systems Integration**

You can load transactions from external cost collection systems into Oracle Projects using the Transaction Import function. You can load quantities or quantities and raw costs for the transactions. Oracle Projects calculates burdened cost, revenue, and invoice amounts, and performs all accounting functions for these imported transactions.

## Activity Management Gateway

You can use Activity Management Gateway to interface information from other applications to Oracle Projects. For detailed information, see *Implementing APIs for Oracle Projects Integration, Oracle Projects Implementation Guide*.

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## Summary of Project-Related Windows in Other Oracle Applications

The following table lists the windows in other Oracle Applications that include specific logic for project transactions.

| Product | Form                             | Form Name | Window(s) with Oracle Projects Integration  |
|---------|----------------------------------|-----------|---|
| PO      | PO Workbench                     | POXPOEPO  | PO Distributions – Projects tabbed region   |
| PO      | View POs                         | POXPOVPO  | PO Distributions folder includes project fields   |
| PO      | Requisitions Workbench           | POXRQERQ  | Requisition Distributions – Projects tabbed region  |
| PO      | View Requisitions                | POXRQVRQ  | Requisition Distributions folder includes project fields  |
| PO      | Enter PO/Requisition Preferences | POXDOPRE  | Projects tabbed region  |
| PO      | Enter Releases                   | POXPOERL  | Release Distributions – Projects tabbed region  |
| AP      | Invoices Workbench               | APXINWKB  | 1) Find (with dynamic field prompts) to search based on default project info at header level (not distributions)<br>2) Invoices folder includes projects fields<br>3) Invoice Distributions folder includes projects fields |
| AP      | Distribution Sets                | APXSUMDS  | Distribution Lines  |
| AP      | Invoice Distribution Inquiry     | APXGLINQ  | 1) Find – Projects tabbed region<br>2) Invoice Distributions folder includes projects fields  |

| Product | Form                 | Form Name | Window(s) with Oracle Projects Integration  |
|---------|----------------------|-----------|---|
| AR      | Transactions         |           | <p><i>Displays Transaction Flexfield and Reference field:</i></p> <ol style="list-style-type: none"> <li>1) Find</li> <li>2) Transaction Summary</li> <li>3) Transaction–Main</li> <li>4) Transaction Credit</li> <li>5) Copy Transactions</li> <li>6) Lines – More</li> <li>7) Credit Memo</li> </ol> <p><i>Displays Transaction Flexfield</i></p> <ol style="list-style-type: none"> <li>1) Transactions – Freight</li> <li>2) Transactions –Tax</li> </ol> |
| AR      | Transaction Overview |           | <p><i>Displays Transaction Flexfield and Reference field:</i></p> <ol style="list-style-type: none"> <li>1) Find</li> <li>2) Transaction</li> </ol>   |
| AR      | QuickCash            |           | Display project number in Transaction LOV   |
| AR      | Cash Application     |           | Display Reference in Transaction LOV  |
| HR      | Employees            |           | Employee Assignments (multi–row)  |
| FA      | Mass Additions       | FAXMADDS  | <ol style="list-style-type: none"> <li>1) Find Mass Additions window includes Project/Task fields</li> <li>2) Mass Additions folder includes project fields</li> <li>3) Mass Additions single row displays project fields</li> <li>4) Mass Additions single row window includes Project Details button to drill down to Oracle Projects</li> </ol>  |
| FA      | Assets Workbench     | FAXASSET  | <ol style="list-style-type: none"> <li>1) Find – Find by Source Line tabbed region</li> <li>2) Source Lines window displays project fields at bottom of page</li> <li>3) Source Lines window has Project Details button to drill down to Oracle Projects</li> </ol>   |
| FA      | Financial Inquiry    | FAXOLFIN  | <ol style="list-style-type: none"> <li>1) Find – Find by Source Line tabbed region</li> <li>2) Source Lines folder includes project fields</li> <li>3) Source Lines window has Project Details button to drill down to Oracle Projects</li> </ol>   |

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## Integrating with Oracle General Ledger

Oracle Projects fully integrates with General Ledger and allows you to easily update your general ledger with project accounting entries resulting from project cost, revenue, and cross charge transactions. Oracle Projects lets you validate your expense, liability, revenue, and other accounts determined by AutoAccounting against your chart of accounts.

You can interface records for your cost, revenue, and cross charge transactions to Oracle General Ledger whenever you are ready and as many times during an accounting period as you wish.

When you interface project accounting entries to General Ledger, you use Oracle Projects processes which collect all eligible distribution lines, summarize them, and interface them to a General Ledger interface table.

After you interface project accounting entries to the Oracle General Ledger interface table, you run the Journal Import program. This program creates journal entries for your cost, revenue, and cross-charged transactions, which you can post to General Ledger at any time.

After you run the Journal Import program to create journal entries, you tieback project items to Oracle Projects to ensure that all items are successfully loaded into General Ledger. If any items are rejected, you correct them and interface them again to General Ledger.

You can use standard Oracle Projects reports to reconcile your summary project-related journal entries to your project accounting detail transactions. You can also use standard reports to track your expenditure items in Oracle Projects and your journal entries in Oracle General Ledger as you interface data between products.

**Note:** If you implement Multiple Reporting Currencies in Oracle Projects, you must interface costs, revenue, and cross charges to General Ledger in your primary currency before you can interface costs, revenue, and cross charges in your reporting currencies. See also: *Multiple Reporting Currencies in Oracle Applications*

## See Also

Importing Journals in Oracle General Ledger, *Oracle General Ledger User Guide*

Overview of AutoAccounting, *Oracle Projects Implementation Guide*

Accounting Transactions: page 12 – 2

Implementing Budget Integration, *Oracle Projects Implementation Guide*

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## Implementing General Ledger

You need to implement the following information in Oracle General Ledger before you can use Oracle General Ledger with Oracle Projects:

- Set of books
- Calendar

Also during the implementation process, you need to specify if you want to interface costs and revenue transactions to Oracle General Ledger. You do this using the Implementation Options window in Oracle Projects.

## Loading Legacy Data

You may elect to load legacy transactions to Oracle Projects using the Transaction Import process. The General Ledger balances for these transactions may be loaded directly to Oracle General Ledger, so you would not want to transfer the accounting entries for the legacy transactions from Oracle Projects to Oracle General Ledger.

### ► To Load Legacy Data:

Set the following Implementation Options, which control whether you want to interface the costs and revenue to GL, to No:

- Interface Labor Costs to GL
- Interface Usage Costs to GL
- Interface Revenue to GL

When these options are set to No, the Interface to GL programs will mark the rows as Accepted, but will not create rows in the GL interface table.

**Note:** You should run the Interface to GL programs, even when these options are set to No, so that the above actions will occur.

After all the legacy transactions have been loaded, set the control options to Y before you process any new transactions.

## See Also

Define an Oracle Applications Set of Books, *Oracle Projects Implementation Guide*

Implementation Options, *Oracle Projects Implementation Guide*

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## Data that Oracle Projects Predefines

General Ledger uses journal entry sources and journal entry categories to differentiate the various cost and revenue journal entry transactions you load into Oracle General Ledger.

### Journal entry sources

A journal entry source identifies the origin of a journal entry. Each journal entry in the general ledger is associated with a journal entry source. For example, when you import a journal entry to General Ledger from Oracle Projects, *Projects* is that journal entry's source.

Oracle Projects predefines one journal entry source named *Projects* for the source of project accounting journal entries for cost, revenue, and cross charge transactions.

### Journal entry categories

Journal entry categories categorize the types of transactions you can enter in your general ledger.

Oracle Projects predefines four journal entry categories for the journal entries you import to Oracle General Ledger. Three categories are for cost transactions, and the other is for revenue transactions.

- Labor Cost

- Usage Cost
- Total Burdened Cost
- Borrowed and Lent
- Provider Cost Reclassification
- Revenue

## Submitting Processes

You can interface costs, revenue, and cross charges to General Ledger using Oracle Projects streamline processes. When you use a streamline process, you submit one request that interfaces project accounting entries to General Ledger, runs Journal Import, and ties back costs and revenue to Oracle Projects. The streamline process submits each process sequentially. We discuss each of these processes in the pages that follow.

You use the following streamline options to interface costs and revenue with Oracle General Ledger:

- DXB: Distribute and Interface Total Burdened Costs to GL
- DXC: Distribute and Interface Borrowed and Lent Amounts to GL
- DXL: Distribute and Interface Labor Costs To GL
- DXU: Distribute and Interface Usage Costs To GL
- XC: Interface Cross Charge Distributions to GL
- XR: Interface Draft Revenue to GL
- XRXI: Interface Draft Revenue to GL and Invoice to AR
- XB: Interface Total Burdened Costs to GL
- XL: Interface Labor Costs To GL
- XU: Interface Usage Costs To GL

You submit a streamline process by requesting the PRC: Submit Interface Streamline Process using the Submit Request form.

If you need to perform an individual function (such as interfacing labor costs), you can use an individual process.

The streamline processes which include distribution processes (DXL, DXC, and DXU) should not be run during critical processing times. You should run individual distribute processes, and then run the

interface and tieback streamline processes later. This will speed up the cycle of getting project information to project managers.

## See Also

Submitting Requests: page 8 – 5

Processes: page 7 – 1

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## Interfacing Costs and Revenue to General Ledger

You use processes to collect all eligible project accounting entries in Oracle Projects and interface them to General Ledger. When you interface project accounting entries to Oracle General Ledger, Oracle Projects collects all eligible distribution lines with the cost, revenue, and transfer price amounts.

Oracle Projects summarizes detail lines into summary interface lines and places the summarized information into an Oracle General Ledger interface table. Oracle Projects summarizes detail lines by Code Combination ID (CCID), GL Period, and Journal Entry Source.

**Note:** Items must be cost, revenue, or cross-charge distributed before you can interface them to Oracle General Ledger.

## GL Date

The GL Date of the cost, revenue, or cross charge transaction determines the accounting period in which a transaction is posted to a general ledger account. In Oracle Projects, for cost, revenue, and cross charge transactions, the GL Date is the end date of the earliest open or future GL Period on or after the PA Date of a cost distribution line, a draft revenue, or a cross-charge distribution.

Oracle Projects determines the accounting period by comparing the PA Date to the ranges of dates you have defined for your accounting periods in General Ledger.

See: Date Processing in Oracle Projects: page 12 – 5

## Accounting Transactions

When you interface revenue to Oracle General Ledger, Oracle Projects uses AutoAccounting to determine the accounts for unbilled receivables and unearned revenue. Oracle Projects also uses AutoAccounting to determine the liability account for each type of cost you interface (such as labor or usage). The accounting transactions that the process creates are interfaced to General Ledger interface tables.

See: Accounting Transactions: page 12 – 2

## Output Reports

Each time you interface project accounting entries to Oracle General Ledger, Oracle Projects prints output reports which allow you to track your successfully interfaced distribution lines, as well as those distribution lines which fail to interface. You should correct any exceptions and resubmit the process to successfully import rejected items.

Processes: page 7 – 1

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## Journal Import

The Oracle General Ledger Journal Import program takes the summary interface information stored in the Oracle General Ledger interface table and automatically creates cost and revenue journal entries for posting in General Ledger.

Journal Import creates a journal entry batch for each set of books and accounting period of your revenue and cost journal entry records. For each journal entry category in a batch, Journal Import creates a journal entry header. For each header in a journal entry batch, Journal Import creates one or more journal entry lines that correspond to the journal entry records you interfaced from Oracle Projects to General Ledger.

If you run Journal Import from Oracle General Ledger instead of using one of the Oracle Projects streamline options, you should choose not to summarize costs, since Oracle Projects summarizes your project accounting data when you interface costs, revenue, and cross charges to Oracle General Ledger. If you choose to summarize costs, you will not be able to use the drilldown from General Ledger to Projects.



**Warning:** If you run Journal Import from Oracle General Ledger, you should not post errors to suspense. If you do post

errors to suspense, your project accounting details will not reconcile with your general ledger summary amounts.

Once Journal Import validates your import data, it sends the data from the interface table to Oracle General Ledger journal entry tables.

You should not correct Journal Import data from Oracle Projects in Oracle General Ledger; if you do, Oracle Projects may not reconcile with Oracle General Ledger.

### **Journal Import Execution Report**

Each time you run Journal Import, Oracle General Ledger prints the Journal Import Execution Report which allows you to review the status of your import journal entries. You should correct any exceptions and resubmit Journal Import to successfully import rejected journal entries.

## **See Also**

Importing Journals, *Oracle General Ledger User's Guide*

Journal Import Execution Reports, *Oracle General Ledger User's Guide*

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## **Tieback Costs and Revenue from Oracle General Ledger**

After you run Journal Import, you run the appropriate Tieback process to verify your project accounting data loaded successfully into Oracle General Ledger.

## **Output Reports**

Each time you tieback costs, revenue, and cross charges from Oracle General Ledger, Oracle Projects prints output reports which allow you to track your successfully interfaced costs, revenue, and cross charges, as well as those distribution lines which fail to interface. You should correct any exceptions and interface them again to Oracle General Ledger.

## See Also

Processes: page 7 – 1

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## Posting in Oracle General Ledger

When Journal Import runs, it does not automatically post and update your account balances in Oracle General Ledger with these journal entries. You can post these journal entries in General Ledger at any time to update your account balances.

## See Also

Posting Journal Batches, *Oracle General Ledger User Guide*

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## Intercompany Accounting in Oracle General Ledger

Journal Import automatically creates intercompany accounting transactions based on the intercompany accounts you define in Oracle General Ledger. You can specify the intercompany balancing account you want General Ledger to use. You can also define intercompany accounts for General Ledger to use for balancing different types of journal entries.

When you load a journal entry that requires intercompany balancing, Journal Import looks first for an intercompany account for the same source and category as the journal entry. If there is none, General Ledger balances your journal entry to the standard intercompany account you defined for your set of books.

## See Also

Defining Intercompany Accounts, *Oracle General Ledger User Guide*

---

## Opening and Closing Periods

You can open and close accounting periods (PA Periods) in Oracle Projects independently of General Ledger.

The period statuses available in Oracle Projects are Open, Closed, Future, Pending Close, Permanently Closed, and Never Opened.

The period statuses available in General Ledger are Open, Closed, Permanently Closed, Never Opened, and Future Entry.

### See Also

Defining GL and PA Periods, *Oracle Projects Implementation Guide*

Opening and Closing Accounting Periods, *Oracle General Ledger User Guide*

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## Reporting

Oracle Projects automatically maintains audit information so you can reconcile your summary journal entries to your detail project accounting transactions. Oracle Projects provides two reports to help you with your reconciliations:

### **Cost Audit Report**

You can use the AUD: Cost Audit Report to review and reconcile labor and usage cost distribution lines interfaced from Oracle Projects to Oracle General Ledger. This report displays items by the expense Account and displays information about each expenditure item and the associated liability Account.

### **Cross Charge GL Audit Report**

You can use the AUD: Cross Charge GL Audit report to review cross charge distribution lines interfaced from Oracle Projects to Oracle General Ledger. This report displays items by the debit account number. Information about the item and the credit account are also displayed.

### **Revenue Audit Report**

You can use the AUD: Revenue Audit Report to review and reconcile a listing of the revenue distribution lines interfaced from Oracle Projects

to Oracle General Ledger. The revenue distribution lines are reported by revenue Accounting and by project. This report also displays project unbilled receivable and unearned revenue amounts and Accounts.

## See Also

Cost Audit Report: page 8 – 45

Cross Charge GL Audit: page 8 – 44

Revenue Audit Report: page 8 – 45

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## Other Journal Entry Issues

### Creating Cost, Revenue, and Cross-Charge Adjustments

We recommend that you create adjustments for cost, revenue, and cross charge distribution lines in Oracle Projects. If you adjust cost, revenue, and cross charge transactions in Oracle General Ledger, those adjustments are not recorded in Oracle Projects, and will not reconcile with Oracle Projects details.

### Drilldown from Oracle General Ledger to Oracle Projects

Use the View Accounting window to drill down from journal lines in Oracle General Ledger to cost, revenue, or cross charge distributions and subsequently transactions in Oracle Projects.

When cost distribution lines are summarized and successfully interfaced to Oracle Ledger, the batch\_name field in the PA\_COST\_DISTRIBUTION\_LINES table is populated. This value is a concatenation of liability CCID (code combination ID), GL date, and transfer request ID, separated by hyphens. This same value is used to populate the reference\_1 field in the GL\_JE\_LINES table.

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## Integrating with Oracle Project Contracts

Oracle Projects integrates with Oracle Project Contracts so that you can create delivery-based billing events to drive billing based on completed deliverables in the Deliverable Tracking System (DTS) in Oracle Project Contracts.

**Note:** Delivery-based billing events are used only with Oracle Project Contracts integration.

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## Overview of Oracle Project Contracts Integration

In a fixed-price contract, customers are often billed upon shipment or completion of a contract deliverable. In the Oracle Project Contracts DTS, you can designate a contract deliverable line as billable. After a contract deliverable is delivered to the customer, the DTS initiates an Oracle Projects event. The billing event is automatically created in Oracle Projects for further processing.

As with other events, you can bill multiple events at once, or just bill individual events.

The integration of Oracle Projects with Oracle Project Contracts includes:

- generation of a billing event from the Oracle Project Contracts DTS
- tie back of the billing event created for a deliverable to the deliverable for collection activity tracking
- workflow message notification to the project manager on event creation

## Generating a Delivery-Based Billing Event from the DTS

When items are ready for billing (for example, shipped and inspected), you can select all billable deliverables ready for billing, enter an event type and date, and create an event eligible for draft invoicing.

**Note:** You cannot add, edit, or delete events created from the Oracle Project Contracts DTS in Oracle Projects. Changes to events must be made in the DTS.

For more information about generating an event from Oracle Project Contracts, see the *Oracle Project Contracts User Guide*.

## **Tie Back Billing Event to Deliverables**

You can tie back the billing event created for a deliverable to the deliverable for collection activity tracking.

For more information about tying back the billing event to the deliverable, see the *Oracle Project Contracts User Guide*.

## **Workflow Message to Project Manager on Event Creation**

The project manager can receive a workflow notification that a billing event has been created for the contract project. The project manager can then review the event and make changes as necessary in the Oracle Project Contracts DTS.

For more information about generating a workflow notification for a billing event, see the *Oracle Project Contracts User Guide*.

---

## Integrating with Oracle Human Resources

Oracle Projects fully integrates with Oracle Human Resources to keep track of employees and information relevant to them, such as bill rates and mailing address. If you have installed Oracle Human Resources, you must use an Oracle Human Resources responsibility to define employees. Otherwise, you enter this information directly into Oracle Projects and other Oracle Applications that integrate with it (Oracle Payables, Oracle Receivables, and Oracle Purchasing).

This section describes how to use Oracle Project to add or delete an employee or change an employee's name, and delete an employee. Unless otherwise noted, perform each step within Oracle Projects from the window indicated in parentheses. For navigator paths for each window, see: Navigator Paths in Oracle Projects: page A – 2.

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### Adding an Employee

► **To Add an Employee:**

1. Define the employee and enter the employee organization and job assignment (Enter Person). See: . Optionally give the employee assignments for:
  - billing title, if using billing titles in invoice formats
  - location, if using with Oracle Payables or Oracle Purchasing
2. You can enter either the employee's home or work address (Enter Person). Oracle Projects reads this value when interfacing expense reports to Oracle Payables. If you enter a home address, you must define the employee's primary home address.
3. Add the employee's cost rate to any employee-based cost rate schedules (Rate Schedules).
4. Add the employee's bill rate to any employee-based bill rate schedules (Rate Schedules).
5. Add the employee to any resource lists that use employees (Resource Lists).
6. Using the System Administrator responsibility, define the employee's Applications Object Library (AOL) user name. Assign the appropriate responsibilities to the employee (System Administrator: Navigate Security User Define).

7. In Oracle Purchasing, optionally define the employee as a buyer for use with Oracle Purchasing (Oracle Purchasing: Setup Personnel Buyers).
8. In Oracle Receivables, optionally define the employee as a salesperson, if the employee is a project manager or you want to transfer credit receivers from Oracle Projects to Oracle Receivables (Oracle Receivables: Set Up Transactions Salespersons).

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## Changing an Employee's Name

In addition to changing an employee's name in the Person window, complete the following steps.

- ▶ **To Change an Employee's Name:**
  1. In Oracle Projects, update the resource list alias for the employee in all applicable resource lists (Resource Lists).
  2. In Oracle Receivables, update the salesperson name for the employee, if applicable (Oracle Receivables: Set Up Transactions Salespersons).

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## Terminating an Employee

In addition to terminating an employee in the Person window, complete the following steps:

- ▶ **To Terminate an Employee:**
  1. Remove/disable the employee from all applicable resource lists (Resource Lists).
  2. Using the System Administrator responsibility, disable the employee's AOL user name (System Administrator: Navigate Security User Define).
  3. In Oracle Purchasing, delete/disable the employee from the list of buyers (Oracle Purchasing: Setup Personnel Buyers).
  4. In Oracle Receivables, delete/disable the employee from the list of salespeople (Oracle Receivables: Set Up Transactions Salespersons).

## See Also

Defining People: page 2 – 46

## Integrating with Oracle Cash Management

The Cash Forecasting feature in Oracle Cash Management captures cash flow information from Oracle Projects. It also captures cash flow information from other Oracle applications that store projects-related information (Oracle Purchasing, Oracle Receivables, Oracle Order Management, and Oracle Payables).

By integrating Oracle Projects with Cash Forecasting, you can define and generate a cash forecast for a specific project. You can:

- Project cash flows from Oracle Projects sources throughout your enterprise, and across organizations as needed
- Forecast in any currency, and analyze your project's currency exposure by forecasting transactions that are entered in a particular currency

The following table describes inflow source types to use for Oracle Projects.

| Source                   | Source Type            | Description  |
|--------------------------|------------------------|--|
| Receivables and Projects | Customer Invoices      | Unpaid customer invoices for a project, and customer invoices in Projects that have been released but have not been interfaced to Receivables. |
| Projects                 | Project Billing Events | Events with invoicing impact that have not been released   |
| Projects                 | Project Inflow Budgets | Inflow budgets that you enter  |
| Order Management         | Sales Orders           | Uninvoiced sales orders for a project  |

**Table 9 – 1 Projects Integration with Cash Forecasting: Inflow Source Types (Page 1 of 1)**

The following table describes outflow source types to use for Oracle Projects.

| Source                | Source Type             | Description   |
|-----------------------|-------------------------|---|
| Payables              | Supplier Invoices       | Unpaid Projects-related supplier invoices projected to be paid (supplier and expense reports invoices).   |
| Payables and Projects | Expense Reports         | Uninvoiced expense reports entered in Projects that have been interfaced to Payables, and released expense reports in Projects that have not been interfaced to Payables. |
| Projects              | Project Transactions    | Usages, labor, and miscellaneous transactions   |
| Projects              | Project Outflow Budgets | Outflow budgets that you enter  |

**Table 9 – 2 Projects Integration with Cash Forecasting: Outflow Source Types (Page 1 of 1)**

## See Also

Oracle Projects Integration with Cash Forecasting, *Oracle Cash Management User Guide*

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## Integrating with Oracle Sales

Opportunity to Project integration functionality provides an integration between Oracle Sales and Oracle Projects. With this integration, business opportunities and project planning are visible to both the selling and the delivery organizations during the sales cycle. Sales force automation is integrated with project initiation tools, providing an end-to-end view of the opportunity pipeline and an organization's capacity to meet the opportunity. With Opportunity to Project integration, you can:

- View sales pipelines and forecasts
- Track pre-sales costs
- Increase revenue and profit margins

Learn about Opportunity to Project integration in depth through the following topics:

- Understanding Opportunity to Project Integration: page 9 – 27
- Using Opportunity to Project Integration: page 9 – 30
- Implementing Oracle Sales Integration, *Oracle Projects Implementation Guide*

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## Understanding Opportunity to Project Integration

With Opportunity to Projects integration, you can create projects from opportunity information. This enables you to track sales costs and plan the delivery of a project during the sales cycle. You can create projects using project requests, which enable you to track and plan for upcoming project work based on business opportunities that are in the pipeline.

### Concepts and Terminology

*Pursuit projects* enable you to track the cost of sales efforts for a project opportunity. Pursuit projects are usually indirect projects.

*Delivery projects* enable you to plan the delivery of a project, including staffing, costing and revenue forecasting. Delivery projects are usually contract projects.

A *pipeline project* is a delivery project in its early stages. Pipeline projects enable you to plan the anticipated project work. If you win a

sales opportunity, you can approve a pipeline project and use it to deliver the work. A pipeline project has a win probability of less than 100%.

A *project request* is a request for project work to be planned and performed. As an opportunity matures, you can create project requests from information that the sales team gathers, such as changes in the win probability, sales stage, close date, value, and opportunity status.

## Delivery Planning through the Sales Cycle

You can create one delivery project request for every opportunity. You can also convert the delivery project request to a pipeline project, which is used to plan and deliver the work during the sales cycle before the opportunity is won.

To create the pipeline project, you use information from the opportunity, including the customer or prospect, the project location, the anticipated close date, value, and probability of the deal. You can supplement this opportunity information with project and resource templates to determine current capabilities to meet the opportunity requirements, and to manage upcoming projects.

## Pursuit Cost Tracking

You can also create one pursuit project request for every opportunity. Pursuit projects give you the following capabilities:

- You can use the pursuit project to define the pre-sales team and to track sales costs, because the true value of a customer can also include opportunity time and costs.
- You can choose to automatically copy team members from an opportunity to a pursuit project based on their roles. The team members can then charge presales time, costs, and activities to the project.
- You can view project relationships that record the associations between opportunities and related pursuit and delivery projects.
- You can navigate between the opportunity and the related projects, and view related presales costs and activities for a business opportunity.

## Support for Prospects

You can define project requests and pipeline projects for sales prospects as well as for existing customers. A *prospect* is an organization with whom you do not yet have a selling relationship, and who can become a customer at a later time. You can defer defining the account details, such as shipping or payment terms, until a project is ready to be funded and approved.

You must define an account for a prospect in Oracle Receivables before you can enter an agreement for the customer. You must define project billing account details and approve the project before you can use an agreement to fund the project.

## Workflow Notifications for Opportunity Update

When the sales team updates an opportunity, and you update the pipeline project using the Manage Project Requests process, the system generates workflow notifications. Notifications are sent to the project manager and the staffing owner, enabling them to make staffing changes and regenerate revenue forecasts.

## Revenue Forecasting Based on Opportunity Win Probability

The financial planning functionality in Oracle Projects uses the opportunity win probability in Oracle Sales to forecast the anticipated revenue for the project over its lifecycle. When the sales team updates the opportunity win probability, you can regenerate revenue forecast values to incorporate the updated probability and adjust the weighted revenue value.

## Mapping Sales and Projects Information

You can map Oracle Sales roles to Oracle Projects roles. You can also map Oracle Sales win probability information to Oracle Projects probability information.

For more information on mapping sales and projects information, see: Mapping Organization Roles, Person Roles, and Probability Values, *Oracle Projects Implementation Guide*.

---

## Using Opportunity to Project Integration

You can use opportunity to project integration to:

- Create project requests: page 9 – 30
- Create projects from project requests: page 9 – 30
- View project relationships: page 9 – 31

## Creating Project Requests

To create project requests from opportunities, submit the PRC: Manage Project Requests concurrent process using the program mode Create Project Requests. For detailed information about the Manage Project Requests process, see: Manage Project Requests: page 7 – 68.

### **Viewing the Project Request List**

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You can view the project requests created by the PRC: Manage Project Requests process in the Project Request List page. The Project Request List page is a list of project requests made by sales personnel in Sales Online. This list displays the project request type (pursuit or delivery), the estimated project value, and related information.

To access this page, choose the Project Administrator responsibility and click Project Request List. This page enables you to:

- Create personalized views of the project request list
- Filter request lists based on different criteria
- Display selected columns
- Sort data by selected columns
- Use simple and advanced search features

For each project request, you can:

- Create a project from the request
- Cancel the request
- View opportunities and projects that are associated with the project request

## Viewing Project Request Details

---

To view project request details, click the project request in the Project Request List page. The Project Request Detail page displays the following information:

- team members associated with the project request
- general information for the project request such as name, type, description, value, currency, status, and source information
- project customer or prospect details

## Creating Projects from Project Requests

You can create a project from a project request using the Project Request List page. For details, see: [Create projects from project requests: page 3 – 100](#).

## Viewing Projects and Project Relationships

To view relationships between opportunities, project requests, and projects, select a project request on the Project Request List page, and click the View Relationships button. The Relationships page enables you to view and navigate the associations between opportunities, project requests and projects.

You can view relationships between opportunities, project requests, and projects, depending on how many project requests you create for an opportunity.

For every opportunity, you can have a maximum of two project requests (one pursuit request and one delivery request). Each project request can be converted to a project. Therefore, each object can have a maximum of five related objects.

The following table shows the possible related objects for each object.

| Object                   | Maximum Possible Related Objects   |
|--------------------------|--|
| Pursuit Project Request  | Opportunity, Delivery Project Request, Pursuit Project, and Delivery Project |
| Delivery Project Request | Opportunity, Pursuit Project Request, Pursuit Project, and Delivery Project  |

**Table 9 – 3 (Page 1 of 2)**

| Object           | Maximum Possible Related Objects   |
|------------------|--|
| Pursuit Project  | Opportunity, Pursuit Project Request, Delivery Project Request, and Delivery Project |
| Delivery Project | Opportunity, Pursuit Project Request, Delivery Project Request, and Pursuit Project  |

**Table 9 – 3 (Page 2 of 2)**

Using the links on the Relationships page, you can:

- Drill to the Opportunity Details page in Oracle Sales Online by clicking on the opportunity name or number.
- Drill to the Project Request Details page by clicking on the project request name or number.
- Drill to the Project home page by clicking on the project name or number.

## Viewing Workflow Notifications

When the sales team updates an opportunity, you can view workflow notifications that inform you of the changes. This enables you to know when to make staffing changes or regenerate revenue forecasts.

► **To view workflow notifications:**

1. Log in as the Project Manager or Staffing Owner for the project.
2. View Workflow Notifications.
3. Click on the Mass Pipeline Projects Updated Successfully notification you want to view.
4. You can click on the updated project name to view project details. You can also drill to Sales Online by clicking on the opportunity name.

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## Integrating with Oracle Advanced Product Catalog

Product lifecycle management functionality enables you to track the progress of a project through several distinct project phases from its conception to its completion. You can associate project lifecycles with work breakdown structures. You can assign project lifecycle phases to top tasks within those structures.

Oracle Projects integrates with Oracle Advanced Product Catalog to address the enterprise project management and execution needs for the product lifecycle management solution. This integration enables you to associate lifecycles with with catalog categories, items, and item revisions. You can then optionally support items and revisions with a lifecycle tracking project, which drives the product through the lifecycle and provides metrics such as project progress status through each lifecycle phase.

For an overview of Project Lifecycle Management functionality and a complete breakdown of its various features, see *Project Lifecycles*: page 3 – 17.

### See Also

Implementing Oracle Advanced Product Catalog Integration, *Oracle Projects Implementation Guide*



CHAPTER

# 10

## Security In Oracle Projects

**T**his chapter discusses the various security structures used by Oracle Projects: project security, responsibility-based security, and organizational security.

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## Security In Oracle Projects

Oracle Projects uses an integrated set of security mechanisms to control function and data access within Projects applications. These mechanisms are:

- Responsibility-Based Security: page 10 – 3
- Project Security: page 10 – 4
- Organization Security: page 10 – 8
- Activity Management Gateway Controls: page 10 – 12

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## Understanding Oracle Projects Security

Oracle Projects provides several integrated security mechanisms to help you define user access to organization, project, and resource information, as well as a variety of Oracle Projects functions. These mechanisms are all based on function security, which is the foundation of Oracle Applications security.

Using these integrated security mechanisms, you can define Oracle Projects security at the:

- Responsibility level, across projects.
- Project level, using project roles.
- Organization level, using predefined organization authority roles.

The manner in which you set up your security system depends on how you manage your projects and the levels of access you want to provide to your users. When you set up your security features, take time first to consider the types of users that you have and the levels of data and function access that you think they should have. This study will help you determine how you want to set up security for your enterprise.

**Note:** In addition to the mechanisms mentioned above, Oracle Projects public APIs, the project security extension, and issue and change management functionality can all have an effect on how the system grants function access to users.

## Function Security: The Building Block of Oracle Projects Security

All the security mechanisms of Oracle Projects are built upon function security. Responsibility-based security, project security, and organization security all determine the sets of functions that are *available*

to users. Function security controls which of those functions the users can *perform*.

For detailed information about function security in Oracle applications, see Overview of Function Security, *Oracle Applications System Administrator's Guide*.

For a list of Oracle Projects functions that can be controlled using function security, see Function Security in Oracle Projects, *Oracle Projects Implementation Guide: Appendix*.

## **Menus**

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You use menus to assign groups of functions to either responsibilities or roles. A menu defines the list of functions that are available to a role or responsibility. Menus can use submenus to organize large groups of functions.

You can only assign one menu to a responsibility or role at a time. The only exception to this rule applies when you use role-based security by project status. In this case you create separate function menus for each project status and then assign each of these menus to an individual role.

For more information about menu usage in responsibility-based security, see Responsibility-Based Security: page 10 – 3.

For more information about menu usage in role-based security, see Using Project Security: page 10 – 4.

For more information about role-based security by project status, see Role-Based Security by Project Status: page 10 – 6.

For more information about creating function menus, see Project and Organization Security: *Oracle Projects Implementation Guide*.

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## **Responsibility-Based Security**

Under responsibility-based security, a user's login responsibility determines which functions the user can perform. Each responsibility limits user access to information within the operating unit with which it is associated.

For detailed information about responsibility-based security, see Responsibility-Based Security, *Oracle Projects Implementation Guide*.

## Providing Additional User Level Security for Responsibilities

Oracle Projects supports three levels of security access for users with cross-project and cross-resource access. Cross-project users are users with the ability to view or update information in all projects (regardless of any roles they may play on projects or in organizations). Cross-resource users are users with the ability to view or update information for all resources.

Oracle Projects uses the following three profile options to define cross-project and cross-resource authority:

- **View All Projects:** Enables users to view all project information.
- **Update All Projects:** Enables users to update all project information, as allowed by the security associated with their responsibility.
- **View All Resources:** Enables users to view resource information for all resources across multiple operating units. This profile option is typically enabled for people who use Oracle Project Resource Management to staff and schedule resources for projects. For more information, see the Oracle Project Resource Management Implementation Checklist: *Oracle Projects Implementation Guide*.

**Note:** Users whose responsibilities are associated with a cross business group access security profile can view and update project and resource information across all business groups in your enterprise. For more information, see Security Profiles, *Oracle Projects Implementation Guide*.

For more information about providing additional profile options in conjunction with responsibility-based security, see: Defining Additional User-Level Security, *Oracle Projects Implementation Guide*.

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## Project Security

You can use project security to add several layers of security to the basic responsibility-based security structure. Project security involves project roles and project access levels. Security access to project information can also be affected by issue and change management as well as project status reporting functionality.

This section provides an overview of these aspects of project security. It also explains how you can use the Project Security Extension to override project security.

**Note:** The elements of project security discussed in this section apply only to the portions of Oracle Projects applications that use the HTML architecture of the Oracle Applications Framework. Oracle Projects functionality using non-HTML architecture relies solely upon responsibility-based security.

## Role-Based Security for Projects

Role-based security enables you to control access to functions on a project based on the role the user plays on a project team. Under role-based security, menus are assigned to roles. The access assigned to a role is available to the user for the duration of the user's role on the project.

Roles that have menus assigned to them are considered to be *secured* roles by the system. *Unsecured* roles—roles without a menu assignment—use the responsibility menu to determine their security access.

Role-based security provides more flexibility than responsibility-based security because it is project-specific. Users can play different roles on different project teams. This means that the function access granted to the user can be different for each project.

For example, you can assign a user a project lead role for Project A in the first half of the year and a consultant role on Project B for the second half of the year. Because the two roles are associated with different menus, they can have completely different role-based security access.

Responsibilities, on the other hand, control access at the application level. They give users a broad range of function access that can extend across organizations, resources, and projects. They are not designed to provide function security access at the individual project level.

**Note:** Role-based security overrides responsibility-based security for individual users. The system applies responsibility-based security to users that have not been assigned project roles, as well as to users that have project roles without corresponding function menu assignments.

For more information about responsibility-based security, see *Using Responsibility-Based Security*: page 10 – 3.

For more information about function security and function menus, see *Function Security: The Building Block of Oracle Projects Security*: page 10 – 2.

## Understanding Roles

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A project role is a collection of default information about a team member on a project, such as competencies, job information, and security. You create project roles to represent the typical team member roles needed for projects within your organization. Examples of project roles include project manager, project administrator, database administrator, and consultant. Each role can have a different set of competencies, job information for forecasting and menu to control security access to projects.

For more information about roles, see *Defining Project Roles*, *Oracle Projects Implementation Guide*.

### Overview of Predefined Role Controls

You use role controls to control usage of a role. Role controls can also control users' ability to view project labor costs.

The following predefined controls are available:

- Allow as Project Member
- Allow as Task Member
- Allow as Contract Member
- Allow Scheduling
- Allow Labor Cost Query

You can assign as many of these controls to a given role as necessary. For example, the Allow Scheduling control enables users with this role to create scheduled resource assignments on projects.

Because you assign roles to users at the project level, you must, at a minimum, assign the Allow as Project Member role control to each role.

**Note:** The role controls Allow as Task Member and Allow as Contract Member are not currently enabled.

### Role-Based Security by Project Status

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When you set up role-based security for a role by associating it with a menu, you can optionally include an additional layer of security control based on project status. This additional security layer enables you to use the status of the project as another way of determining access to specific functions related to that project. For example, you can give project managers the ability to update assignment rate information for projects while they are in the sales pipeline with a "submitted" status, and then prevent them from updating that information after those

projects are approved. Once the projects are approved, your project's financial managers should own the ability to update that information.

When you use standard role-based security, you define one security menu for each role. The security menu controls function security for all projects, regardless of their project status.

When you use role-based security by project status, you can define multiple security menus for each role: one menu for each project status value. This enables you to control function security by both role and project status. You can use either the system project status values or a set of user-defined project status values.

You are not required to define a security menu for every project status value. If a project status value does not have a menu associated with it, the system uses the security menu associated with the role.

You set up role-based security by project status at the role level, on an individual role-by-role basis. This functionality enables you to set up role-based security by project status for some roles and not others.

## Project Access Level

You can additionally use access levels to control who can search for and view projects and project templates. You set access levels for projects and project templates on the Basic Information page. If you have the appropriate authority on a project you can set one of the following access level values for it:

- **Secured:** Indicates that the project is secured. The project can be viewed only by users with either secured or unsecured roles on the project and by users with organization authority roles. Users with responsibilities that give them *view all projects* or *update all projects* access can also access secured projects.
- **Enterprise:** Indicates that the project can be viewed by any user in your enterprise, regardless of their role, responsibility, project assignment, or organization authority. A guest role menu determines what enterprise project information users can view. Your implementation team can modify the guest role menu to increase or decrease the amount of access users have to enterprise project functions.

You can use the Update Project Access Level concurrent process to update the access level of several projects at once.

For more information about setting up basic project information, see *Project Information.*: page 3 – 19.

For more information about the Update Project Access Level Process, see Processes: page 7 – 107.

## Issue and Change Management Security

Oracle Projects' issue management functionality and change management functionality can provide another kind of security access to functions. With issue management and change management, users with appropriate authority, such as super users, users with organization authority, and project managers can create issues and changes and designate owners for them. These owners can in turn oversee the progress, resolution, and closure of issues and changes.

For more information about issue management, see Overview of Issue Management: *Oracle Project Management User Guide*.

For more information about change management, see Using Change Management: *Oracle Project Management User Guide*.

## Project Security Extension

The Project Security extension enables you to override the default security and implement your own business rules for project and labor cost security.

The Project Security extension only applies to the non-HTML architecture of Oracle Projects applications. It does not apply to Oracle Applications Framework functionality.

For a detailed description of the project security extension, see: Project Security Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

---

## Organization Security

Organization authority enables you to specify security access for users at an organizational level when their position requires them to oversee all of the projects or resources within one or more organizations. Organization authority can provide access to all projects, all resources, all forecasting, or all utilization information for the specified organization, depending upon the type of organization authority you choose.

You must specify each organization for which a user has organization authority and then specify what type of authority the user gets for those organizations.

**Note:** Organization authority does not acknowledge organizational hierarchies. For example, if a user has resource authority over a top organization, the user does not automatically have resource authority for all organizations subordinate to that top organization. You must specify each organization over which the user has resource authority.

The following table lists describes the four available types of organization authority and describes the information access they provide:

| Types of Organization Authority | Access  |
|---------------------------------|---|
| Project Authority               | <p>Enables the user to perform all functions on all projects in the organization. As delivered by Oracle Projects, the function security menu for Project Authority is the same as the function security menu for the Project Manager role. Your implementation team can update the Project Authority menu according to the needs of your enterprise.</p> <p>The difference between a user having Project Authority and the Project Manager role is that the project manager must be assigned to a role on each project within the organization, while Project Authority can be assigned to a user just once to cover all of the projects within an organization.</p> |
| Resource Authority              | Provides security access that is similar to the access provided by the Resource Manager role. Enables the user to perform tasks, such as nominate candidates, create and approve candidates, and view resource utilization for all resources throughout the entire organization.  |
| Utilization Authority           | Enables the user to calculate and view utilization for all of the resources in the organization.  |
| Forecast Authority              | Enables the user to generate and view forecast information for projects within the organization.  |

**Table 10 – 1 (Page 1 of 1)**

Each organization authority is associated with a predefined menu. When you grant a user any type of organization authority, you are giving that user the function security associated with that menu for the specified organization. Organization authority is essentially role-based security at the organization level.

For more information about defining authorities and primary contacts, see *Organizational Authority: Oracle Projects Implementation Guide*.

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## Demonstrating a Security Check

When a user initiates an action by attempting to perform a function in Oracle Projects, a security check process is invoked. This process searches for the appropriate permissions to allow the user to perform the requested action.

The logic of the security check process is as follows:

1. When a user attempts to perform a function in Oracle Projects, the system starts by checking to see if the function is related to a project.
  - If the function **is related** to a project, the system moves to Step 2.
  - If the function **is not related** to a project, the system moves to Step 5.
2. If the function is related to a project, the system checks whether the user has a role on the project.
  - If the user **has** a role on the project, the system moves to Step 3.
  - If the user **does not have** a role on the project, the system checks the access level of the project.
    - If the project's access level **is set to Enterprise**, the user is given the predefined secured guest role on the project and the system moves to Step 3.
    - If the project's access level **is set to Secured**, the system checks whether the user has organization authority over the organization to which the project belongs or cross-project access at the responsibility level.

If the user **has** access to the secured project the system moves to Step 6.

If the user **does not have** access to the secured project the user cannot perform the action.
3. If the user has a role on the project, the system checks whether the user has a secured role on the project. A secured role is a role that is associated with a function security menu.
  - If the user **has** a secured role on the project, the system moves to Step 4

- If the user **does not have** a secured role on the project, the system moves to Step 6.
4. If the user has a secured role on the project, the system checks whether or not the user's role-based security access is associated with project status.
    - If the user's role-based security **is associated** with the project status, the system determines whether the security menu associated with the current project status includes the function required to perform the action.
      - If the menu **includes** the function required to perform the requested action, the user can perform the action.
      - If the menu **does not include** the function required to perform the action, the system moves to step 6.
    - If the user's role based security **is not associated** with the project status, the system moves to step 5.
  5. The system checks whether the function security provided by the user's role enables the user to perform the action.
    - If the user's role-based function security menu **includes the function** required to perform the requested action, the user can perform the action.
    - If the user's role-based function security menu **does not include** the function required to perform the action, the system moves to step 6.
  6. The system checks whether the user has appropriate function security through organization authority to perform the action.
    - If the user **has** appropriate function security, the user can perform the action.
    - If the user **does not have** appropriate function security, the system moves to step 7.
  7. The system checks whether the user has appropriate function security through the user's assigned responsibility.
    - If the user **has** appropriate function security, the user can perform the action.
    - If the user **does not have** the appropriate function security, the user cannot perform the action.

**Note:** Issue management, change management, project status report functionality, and other Oracle Projects features can

provide users temporary access to certain functions that overrides the rules of the security check.

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## Public APIs

Oracle Projects provides public APIs that enable you to define rules to control the update of data which is imported to Oracle Projects from an external system. For information on this topic, see: Activity Management Gateway Controls, *Oracle Projects Implementation Guide*.

CHAPTER

# 11

## Global Project Support

**T**his chapter discusses functionality within Oracle Projects supporting operation of global enterprise, including support for multiple organizations, multiple currencies, and multiple languages.

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## Providing Data Access Across Business Groups

Global enterprises have resources and projects that are located, managed, and accounted for in different business groups or different countries. To meet the needs of these enterprises, Oracle Projects provides the following functionality:

- Globally located resources can charge their time and expenses to projects that are owned outside their respective business groups.
- Resources can manage and administer projects located in different business groups.
- Oracle Projects produces appropriate accounting entries, intercompany invoices, and management reports even if the resource organization and project owning organization have different accounting calendars and job definitions.

This functionality is provided through the use of global organization hierarchies, global jobs, and cross charge functionality.

### See Also

Organizations: page 2 – 2

Processing Flow for Cross Charge, *Oracle Project Costing User Guide*

Setting Up for Cross Charge Processing: Borrowed and Lent, *Oracle Projects Implementation Guide*

Setting Up for Cross Charge Processing: Intercompany Billing, *Oracle Projects Implementation Guide*

Shared Setup Details for Cross Charge Processing, *Oracle Projects Implementation Guide*

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## Organization Hierarchies Overview

Oracle Projects uses organization hierarchies to control project ownership, resources, and burden schedules. You control which organizations in an operating unit can own projects and tasks by associating the operating unit with a Project/Task Owning Organization Hierarchy. You define which organizations can charge

expenditures to projects in an operating unit by associating the operating unit with an Expenditure Organization Hierarchy. A project can use different burden schedules for any organization belonging to the Project Burdening Hierarchy.

Global organization hierarchies are hierarchies that contain organizations from multiple business groups. By using global hierarchies, operating units can broaden their project resources beyond their own business group, using resources from other business groups to own or perform project tasks.

## See Also

Defining Organization Hierarchies: page 2 – 15

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## Jobs Overview

Oracle Projects uses jobs:

- to determine bill rates and transfer prices
- to describe customer invoice lines
- to budget and summarize project costs by resources

Organizations within your enterprise are not required to use the same job definitions. You can define job groups for specific purposes and define unique jobs for each group. You can then map a job from one group to a job in another group. For example, the job titles you need for your European operating units may be different from the job titles you need for your U.S. operating units. For global projects you can define a global job set and map your European and U.S. jobs to the appropriate global jobs. These global jobs can then be used by your global projects to provide accurate and consistent billing and reporting.

## See Also

Resources: page 2 – 38

## Cross Charge Functionality

Oracle Projects uses cross charge functionality to generate the appropriate accounting entries, and intercompany invoices when applicable, when the resource organization in a transaction is different from the project owning organization. For detailed information about cross charge functionality, see Overview of Cross Charge, *Oracle Project Costing User Guide*.

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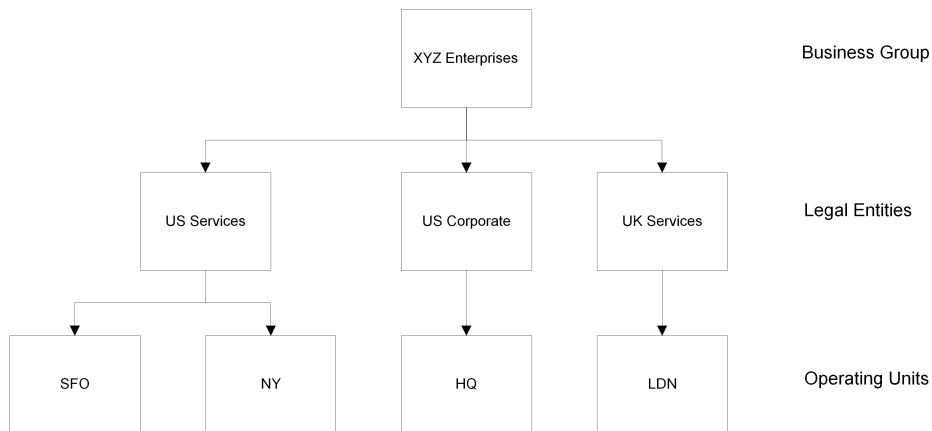
## Business Group Access

Your site's HR Business Group Access Mode determines which organizations can belong to organization hierarchies and which jobs can be included in the job groups that are used by your operating units. Oracle HRMS provides the following two access modes:

- Single Business Group Access (SBGA)
- Cross Business Group Access (CBGA)

### Single Business Group Access Mode

In Single Business Group Access mode, one business group encompasses all of the organizations of your company worldwide.



In this mode:

- Organization hierarchies are business group specific and can contain only organizations within the business group.

- Jobs used for bill rate calculations, invoice formats, and resource lists are limited to jobs in job groups within the business group.
- Employees can cross charge only to projects within their business group.

## Single Business Group Access Usage and Setup

Using Single Business Group Access, you log in using a user name and password. You then select a responsibility. Your user name and responsibility are linked to a business group. You can only access records for this business group. Who you can access is restricted by a security profile. Your permission to perform functions is limited by the menus assigned to your responsibility.

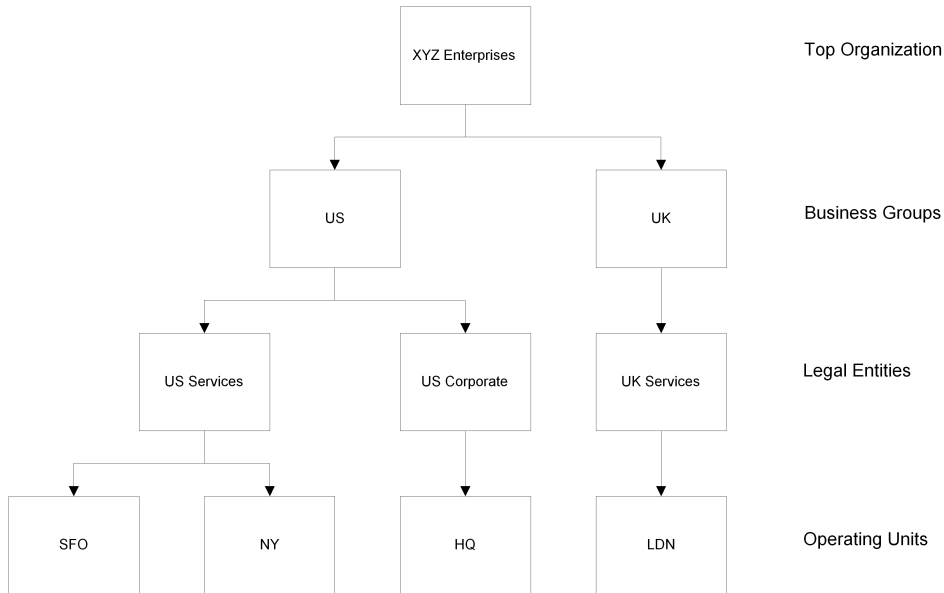
When using Single Business Group Access, note the following items:

- You link one responsibility to one business group.
- You cannot enable more than one business group for a responsibility.
- You must define a separate responsibility for each business group.
- Each responsibility must be assigned to one, and only one, security profile. Note that security profiles limit access to organizations within a business group.
- The HR: Security Profile option is used to assign a security profile to a responsibility.
- A view all security profile is automatically created for each business group. Additional security profiles are only required if you need more granular security within a business group.
- Organization hierarchies defined in a business group can only contain organizations owned by that business group.

For detailed instructions on enabling HR Single Business Group Access, see *Customizing, Reporting and System Administration in Oracle HRMS: Setting Up Standard HRMS Security*.

## Cross Business Group Access Mode

Use Cross Business Group Access mode when your enterprise uses more than one business group to segregate employees and organizations and you wish to allow resources to charge to projects outside their own business group.



In this mode:

- Organization hierarchies can contain organizations from any business group.
- Jobs used for bill rate calculations, invoice formats, and resource lists can be in any job group, without business group restrictions.
- Employees can charge to any project in any business group within your enterprise.

## HR Security Components

To understand the setup and use of business group access modes, you must understand the following HR security components.

- **Responsibilities:** The responsibility is your primary means of defining security. Business groups and menu structures are linked to a responsibility.
- **Menu Structures:** Using menu structures, you can limit the functions a user can access.
- **Security Profiles:** Using security profiles, you can limit access to certain organizations or organization levels within a business group.

## Cross Business Group Access Usage and Setup

You will benefit from using Cross Business Group Access if you have multiple business groups set up in a single database installation and you want one responsibility to be enabled for more than one business group. Using this mode, you still log in using a user name and password and select a responsibility. Your ability to perform functions is still limited by the menus assigned to your responsibility. Who you can access is still restricted by a security profile.

However, global organization hierarchies and global security profiles are not restricted to one business group. Global organization hierarchies can contain organizations from any business group. Global security profiles are created by using a global organization hierarchy to define the profile. The Assign Security Profile window is used to link the global security profile to a responsibility. Employees assigned to the global organization hierarchy are then accessible to holders of that responsibility.

When using Cross Business Group Access, note the following items:

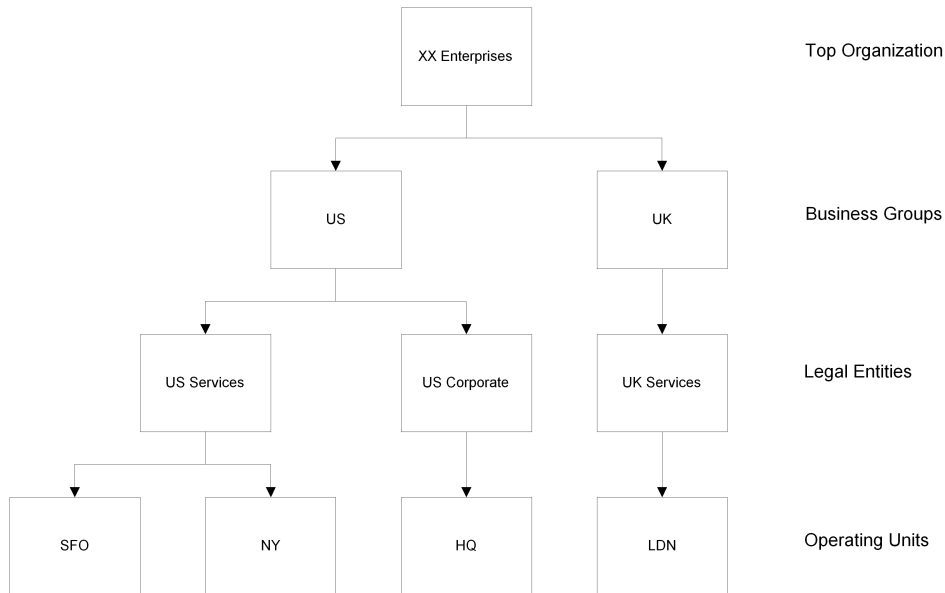
- You can enable more than one business group for a single responsibility.
- You do not have to define a separate responsibility for each business group.
- When you enable Cross Business Group Access, the system automatically creates a default global security profile that allows full access. To restrict user access, you must define additional security profiles.
- You can define global organization hierarchies and global security profiles.
- You use the Assign Security Profile window to assign security profiles to responsibilities.
- The HR: Security Profile option is not used. If it is defined, it is ignored by the system.

For detailed instructions on enabling HR Cross Business Group Access, see *Customizing, Reporting and System Administration in Oracle HRMS: Setting Up Cross Business Group Responsibility Security*.

## Using Global Organization Hierarchies

If you have enabled HR Cross Business Group Access, you can define global organization hierarchies in Oracle Projects. A global organization hierarchy is a hierarchy that contains organizations from more than one business group. Global hierarchies can be used to define global security profiles to allow a responsibility access to organizations and employees across business group boundaries.

Consider the following organization structure:



In order for employees of U.K. Services to charge expenditures to projects owned by any of the U.S. operating units, a global hierarchy must be defined. The hierarchy will also allow the U.K. Services operating unit to own projects and tasks that are defined in the U.S. operating units.

## Global Security Profile

Once you define the global hierarchy, you can use it to create a global security profile. Global security profiles are security profiles that are not associated with a business group. Users can view all organizations and all employees defined by the organization hierarchy assigned to the profile.

To define global security profiles:

1. 1. Navigate to the Global Security Profile window.  
Setup > Human Resources > Global Security Profiles
2. Enter a name for the security profile.
3. In the Organization Security region, deselect the View All Organizations check box.
4. Enter the name of the global hierarchy in the Organization Hierarchy field.
5. To allow access to all organizations in the hierarchy, including the top organization, check the Include Top Organization check box.

After you define the security profile, you must associate it with each appropriate user responsibility. Any user that requires global access must use a responsibility that has a global security profile assigned to it.

For more information about defining and assigning security profiles, see *Customizing, Reporting, and System Administration in Oracle HRMS: Security*.

## Assigning Global Hierarchies to Operating Units

The screenshot shows the Oracle Organizations window for 'Vision Corporation'. The window title is 'Organization'. The 'Name' field is 'Vision Corporation' and the 'Type' is 'Corporate Headquarters'. The 'Dates' section shows 'From' as '01-JAN-1987' and 'To' as an empty field. The 'Location' is 'HR- London, UK' and 'Internal or External' is 'Internal'. The 'Location Address' is '23 Chamomile Street...London..EC1 7TH.United Kingdom.0171 816 8716.017' and the 'Internal Address' is an empty field. The 'Organization Classifications' section has a table with three rows: 'Business Group', 'Project Expenditure/Event Organization', and 'Project Task Owning Organization', all with 'Enabled' checkboxes checked. There is also an 'Others' button.

| Name                                   | Enabled                             |
|--|-------------------------------------|
| Business Group                         | <input checked="" type="checkbox"/> |
| Project Expenditure/Event Organization | <input checked="" type="checkbox"/> |
| Project Task Owning Organization       | <input checked="" type="checkbox"/> |

Others

After you define one or more global hierarchies and global security profiles, you can assign global hierarchies to each operating unit that will use global resources. This is done in the Organization Classifications region of the Organizations window.

Global hierarchies can be used as follows:

- To expand an operating unit's default organization reporting parameter, assign a global hierarchy to the operating unit's Default Reporting Hierarchy.
- To expand the project and task organization list of values during project setup, assign a global hierarchy to the operating unit's Project/Task Owning Hierarchy.
- To expand which person or expenditure organization can charge expenditures in an operating unit, assign a global hierarchy to the operating unit's Expenditure Organization Hierarchy.

**Note:** If you use a global hierarchy for expenditures, persons, and/or non-labor resources, you must have an appropriate

cost rate assigned in each operating unit used by those resources to enter their expenditures.

For more information about assigning organization hierarchies, see Organizations: page 2 – 2.

---

## Job Groups and Global Jobs

When jobs are defined they are assigned to a job group. Multiple job groups can be defined for various purposes. For example, HRMS jobs are defined to reflect HR characteristics and may be different from project jobs. Therefore, you can define an HR job group and a Projects job group. Also, job titles used in one country may not be appropriate in another. Therefore, you can define job groups to be used by your foreign operating units that contain job titles that are common in their countries.

An operating unit that manages global projects and uses resources located in multiple countries can define a global job group. The operating unit then maps jobs used by its resource-providing operating units to jobs in the global job group. This allows the global project to use the same job definitions for all resources rather than unique jobs that are defined by the resource-owning operating units. These common, or global, jobs ease the maintenance of billing rates and simplify resource reporting.

In order to map jobs from one job group to another, a master job group must be defined. Master job groups are intermediate groupings only and cannot be used for other functional purposes. In Single Business Group Access mode, you can have one master job group for each business group and you can map jobs only within the same business group. In Cross Business Group Access mode, there is only one master job group, and you can map jobs across business groups.

The following table shows sample job groups for a global enterprise with operating units in the U.S. and Europe:

| <b>Job Group</b>     | <b>Jobs</b>  |
|----------------------|--|
| US Project Job Group | Manager,<br>Staff Consultant,<br>Senior Consultant,<br>Design Engineer,<br>Electrical Engineer,<br>Construction Worker |
| European Job Group   | Chef de Projet<br>Ingenieur Formateur<br>Architecte<br>Ouvrier   |
| Global Job Group     | Project Manager<br>Consultant<br>Architect<br>Laborer  |
| Master Job Group     | Master Project Manager<br>Master Consultant<br>Master Architect<br>Master Laborer                                      |

**Table 11 - 1 Job Groups (Page 1 of 1)**

Mapping a job from one job group to a job in another job group is a two-step process. You must first map the job to a job in the master job group. Then you map the master job to the appropriate job in the second job group.

For example, the following tables show the mappings that are required to map the U.S. and European jobs from their respective job groups to global jobs in the global job set.

The following table shows the job mappings from the US Project job group to the Master job group:

| <b>This Job in the US Project Job Group:</b> | <b>Is Mapped to this Job in the Master Job Group:</b> |
|--|---|
| Manager                                      | Master Project Manager                                |
| Staff Consultant                             | Master Consultant                                     |
| Senior Consultant                            | Master Consultant                                     |
| Design Engineer                              | Master Architect                                      |

**Table 11 - 2 US Job Group Mappings (Page 1 of 2)**

| <b>This Job in the US Project Job Group:</b> | <b>Is Mapped to this Job in the Master Job Group:</b> |
|--|---|
| Electrical Engineer                          | Master Architect                                      |
| Construction Worker                          | Master Laborer  |

**Table 11 – 2 US Job Group Mappings (Page 2 of 2)**

The following table shows the job mappings from the European job group to the Master job group:

| <b>This Job in the European Job Group:</b> | <b>Is Mapped to this Job in the Master Job Group:</b> |
|--|---|
| Chef de Projet                             | Master Project Manager                                |
| Engenieur Formateur                        | Master Consultant                                     |
| Architecte                                 | Master Architect                                      |
| Ouvrier                                    | Master Laborer  |

**Table 11 – 3 European Job Group Mappings (Page 1 of 1)**

The following table shows the job mappings from the Master job group to the Global job group:

| <b>This Job in the Master Job Group:</b> | <b>Is Mapped to this Job in the Global Job Group:</b> |
|--|---|
| Master Project Manager                   | Project Manager                                       |
| Master Consultant                        | Consultant  |
| Master Architect                         | Architect   |
| Master Laborer                           | Laborer   |

**Table 11 – 4 Master Job Group Mappings (Page 1 of 1)**

Note the following job mapping rules:

- Jobs that are not master jobs can be mapped to one and only one master job.
- Multiple jobs, in and across job groups, can be mapped to the same master job.
- Master Jobs can be mapped to only one job in each job group.

- Multiple master jobs can be mapped to the same job.

## See Also

Job Mapping, *Oracle Projects Implementation Guide*

## Using Job Groups in Oracle Projects

You can use job groups in Oracle Projects to specify:

- Jobs to be used for billing purposes (see Project Types, *Oracle Projects Implementation Guide*)
- Jobs to be used for defining job-based bill rate schedules (see Defining Bill Rate Schedules, *Oracle Projects Implementation Guide*)
- Job titles used for describing customer invoice lines (see Invoice Formats, *Oracle Projects Implementation Guide*)
- Jobs available in resource lists (see Resources and Resource Lists and Defining Resource Lists, *Oracle Projects Implementation Guide*)

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## Multi-Currency Support

In a multinational business environment, employees from locations across the world can report to one operating unit. An operating unit can own projects that are managed and implemented from remote sites. Companies need to do business in multiple currencies. Following are some of the requirements companies have for processing in multiple currencies:

- Project managers need to report project costs and revenues in the currencies of the countries where work is performed.
- Agreements, bill rates, and events may need to be set up in the local currency.
- Invoices need to be issued in the currency required by the supplier.

To enable the flexibility and complexity required for multi-currency processing, Oracle Projects provides multi-currency capability.

This section covers the following topics:

- When Currency Amounts Are Calculated: page 11 – 15
- Converting Multiple Currencies: page 11 – 17
- Currency Models in Oracle Projects: page 11 – 23
- Multiple Reporting Currencies: page 11 – 31

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## When Currency Amounts Are Calculated

The following table shows when currency conversion takes place for multi-currency transactions.

| Type of Transaction                               | When Currency Amounts Are Calculated        |
|---|---|
| Pre-approved expenditure entry                    | During cost distribution in Oracle Projects |
| Transactions imported from Oracle Time            | During cost distribution in Oracle Projects |
| Transactions imported from Oracle Payables        | During Transaction Import                   |
| Material costs imported from Oracle Manufacturing | During Transaction Import                   |

**Table 11 – 5 Currency Conversion For Multi-Currency Calculations (Page 1 of 2)**

| Type of Transaction   | When Currency Amounts Are Calculated  |
|---|---|
| Costing transactions imported from external systems: uncosted               | During cost distribution in Oracle Projects                                     |
| Costing transactions imported from external systems: costed and unaccounted | During cost distribution in Oracle Projects                                     |
| Costing transactions imported from external systems: costed and accounted   | During Transaction Import   |
| Funding   | Amounts are converted to project currency when funding lines are saved          |
| Revenue   | Amounts are converted to project currency during the revenue generation process |
| Customer invoices   | Amounts are converted to project currency during the invoice generation process |

**Table 11 – 5 Currency Conversion For Multi-Currency Calculations (Page 2 of 2)**

## Cross Charge Transactions

The following table shows when currency conversion takes place for cross charge transactions.

| Type of Cross Charge Transaction | When Currency Amounts Are Calculated   |
|----------------------------------|--|
| Borrowed and lent method         | The transfer price is converted to the project currency and the project functional currency during the Distribute Borrowed and Lent Amounts process. |
| Intercompany billing method      | The transfer price is converted to the project currency and the project functional currency during the Generate Intercompany Invoices process.       |

**Table 11 – 6 Currency Conversion for Cross Charge Transactions (Page 1 of 1)**

The currency attributes used to convert the transfer price vary depending on the amount type of the transfer price on the project transaction:

- If the amount type of the transfer price is Revenue, then the billing currency attributes are used to derive the transfer price.
- If the amount type of the transfer price is Cost, then the cost currency attributes are used to derive the transfer price.

---

## Converting Multiple Currencies

When you enter transactions in a currency that is different from functional currency or project currency, Oracle Projects must convert the transaction amount to the functional and project currencies.

Transaction amounts are stored in the following currencies:

- **Transaction Currency:** The currency in which a project transaction occurs
- **Expenditure Functional Currency:** The functional currency of the expenditure operating unit
- **Project Functional Currency:** The functional currency of the operating unit that owns the project
- **Project Currency:** The user-defined project currency

This section describes how Oracle Projects determines the default conversion attributes it displays during expenditure entry.

For information about currency conversion for transactions imported using Transaction Import, see: *Currency Conversion Attributes for Imported Transactions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

## Determining Currency Conversion Attributes for Entered Transactions

To convert transaction currencies to functional and project currencies, Oracle Projects must first determine the exchange rate type and exchange rate date.

To determine conversion attributes, Oracle Projects uses the logic described in the following five example cases. Each attribute is determined separately. That is, if a rate type is found in step one, but no rate date is found at that level, the rate type is used and the logic is followed to the next level to determine the rate date.

**Note:** The logic described for determining default values applies to all project transactions except expense reports. For expense reports, if the expenditure functional currency and the project functional currencies are the same, then the expenditure functional conversion attributes are used as the project functional values.

## Case 1: Project Functional Currency, Expenditure Functional Currency, and Project Currency Are the Same, but Differ from the Transaction Currency

The following logic is used to determine the currency conversion rate type and rate date used in converting the transaction amounts from the transaction currency:

First, the functional currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not override the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the default attribute displayed by the system is the attribute entered at the project level.
4. If there are no defaults entered at the project or task level, the default attribute is the attribute entered in the implementation options for the expenditure operating unit.

These attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project functional currency.

The project functional currency amount is then copied to the expenditure functional currency amount and to the project currency amount.

This logic is summarized in the following table.

| Project Functional Currency  | Expenditure Functional Currency and Project Currency        |
|--|---|
| <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the expenditure operating unit's implementation options</li> </ol> | <p>The project functional currency attributes are used.</p> |

**Table 11 – 7 Case 1: Rate Type and Rate Date Hierarchy (Page 1 of 1)**

You can override functional currency attributes. You cannot directly override project currency attributes. However, if you change the

functional currency attributes, the changes are copied to the expenditure functional currency attributes and project currency attributes.

## **Case 2: Project Functional Currency and Expenditure Functional Currency Are the Same, but Differ from the Project Currency and Transaction Currency**

If the functional currency of the operating unit that incurred the cost is the same as the functional currency of the operating unit to which the cost is charged, but the project currency is different, the following logic is used to determine the rate type and rate date used to convert the transaction amounts from the transaction currency:

The project functional currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not override the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the default attribute displayed by the system is the attribute entered at the project level.
4. If no defaults are entered at the project or task level, the default attribute is the attribute entered in the implementation options for the expenditure operating unit.

The attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project functional currency.

The project functional currency amount is then copied to the expenditure functional currency amount.

The project currency attributes are determined as follows:

1. If you enter the conversion attribute, that attribute is used for the conversion.
2. By default, the system displays the attribute entered for the task to which the transaction is charged. If you do not enter the attribute, the default attribute is used.
3. If no attribute has been entered for the task to which the transaction is charged, the attribute entered for the project is used for the conversion.

4. If there are no defaults entered at the project or task level, the default attribute is the attribute entered in the implementation options for the project operating unit.

The attributes are used to obtain a conversion rate, which is used to convert the transaction currency amount to the project currency.

This logic is summarized in the following table.

| Project Functional Currency (and Expenditure Functional Currency)  | Project Currency   |
|--|--|
| <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the expenditure operating unit's implementation options</li> </ol> | <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the project operating unit's implementation options</li> </ol> |

**Table 11 – 8 Case 2: Rate Type and Rate Date Hierarchy (Page 1 of 1)**

You can override both functional and project currency attributes. You cannot directly override the expenditure functional attributes. However, if you change the project functional currency attributes, the changes are copied to the expenditure functional currency values.

### **Case 3: Project Currency and Expenditure Functional Currency Are the Same, but Differ from the Project Functional Currency and Transaction Currency**

In this scenario, the functional currency of the operating unit that incurred the cost is the same as the project currency, but different from the functional currency of the operating unit to which the cost is charged. The following table summarizes the logic that is used to determine the rate type and rate date used to convert the transaction amounts from the transaction currency.

| Project Functional Currency   | Expenditure Currency (and Project Currency)  |
|---|--|
| <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Exchange rate date: default value from the expenditure operating unit's implementation options</li> <li>5. Exchange rate type: default value from the project operating unit's implementation options</li> </ol> | <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the expenditure operating unit's implementation options</li> </ol> |

**Table 11 – 9 Case 3: Rate Type and Rate Date Hierarchy (Page 1 of 1)**

You can override both the project functional currency attributes and the expenditure functional currency attributes. You cannot directly override the project currency attributes. However, if you change the expenditure functional currency attributes, the changes are copied to the project currency values.

#### **Case 4: Project Functional Currency and Project Currency Are the Same, but Differ from the Expenditure Functional Currency and Transaction Currency**

In this scenario, the functional currency of the operating unit to which the cost is charged is the same as the project currency, but different from the functional currency of the operating unit that incurred the cost. The following table summarizes the logic that is used to determine the rate date and rate type used to convert the transaction amounts from the transaction currency.

| Project Functional Currency (and Project Currency)  | Expenditure Functional Currency  |
|---|--|
| <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Exchange rate date: default value from the expenditure operating unit's implementation options</li> <li>5. Exchange rate type: default value from the project operating unit's implementation options</li> </ol> | <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the expenditure operating unit's implementation options</li> </ol> |

**Table 11 – 10 Case 4: Rate Type and Rate Date Hierarchy (Page 1 of 1)**

You can override both the project functional currency attributes and the expenditure functional currency attributes. You cannot directly

override the project currency attributes. However, if you change the project functional currency attributes, the changes are copied to the project currency values.

### Case 5: All Currencies Are Different

In this scenario, the project functional currency, expenditure functional currency, project currency, and transaction currency are all different.. The following table summarizes the logic that is used to determine the rate date and rate type used to convert the transaction amounts from the transaction currency.

| Project Functional Currency   | Expenditure Functional Currency  | Project Currency   |
|---|--|--|
| <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Exchange rate date: default value from the expenditure operating unit's implementation options</li> <li>5. Exchange rate type: default value from the project operating unit's implementation options</li> </ol> | <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the expenditure operating unit's implementation options</li> </ol> | <p>The following hierarchy is used:</p> <ol style="list-style-type: none"> <li>1. User-entered value</li> <li>2. Default value from the lowest task</li> <li>3. Default value from the project</li> <li>4. Default value from the project operating unit's implementation options</li> </ol> |

**Table 11 - 11 Case 5: Rate Type and Rate Date Hierarchy (Page 1 of 1)**

You can override the project functional currency attributes, the expenditure functional currency attributes, and the project functional currency attributes.

## Currency Models in Oracle Projects

Oracle Projects uses the following models when converting currency from one denomination to another:

- Cost Transaction Currency Model: page 11 – 23
- Customer Billing Invoice Currency Model: page 11 – 25
- Intercompany Billing Invoice Currency Model: page 11 – 27

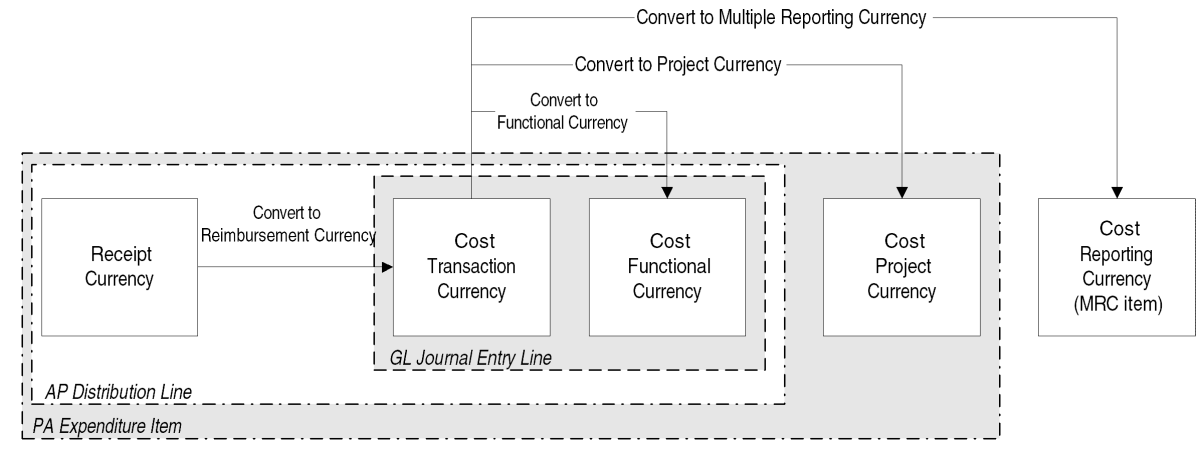
### Cost Transaction Currency Model

As shown in Figure 11 – 1, Oracle Projects performs three levels of currency conversion to support financial accounting and project management requirements for cost transactions:

- Reimbursement currency conversion
- Functional currency conversion
- Project currency conversion

Multiple Reporting Currency items are also created in the reporting sets of books based on the various currency amounts as described below. For more information, see: Multiple Reporting Currencies: page 11 – 31.

Figure 11 – 1 Cost Transaction Currency Model



## **Reimbursement Currency Conversion**

---

The purpose of reimbursement currency conversion is to convert expense report items that were entered using receipts in multiple currencies to a single reimbursement currency. These reimbursement currency amounts serve as the basis for expense report reimbursement. Additionally, they serve as the expense report transaction currency amounts, which will be the basis for all other subsequent currency conversions.

If the receipt currency for an expense item is different from the reimbursement currency, you must either specify a receipt currency exchange rate value if you want Oracle Projects to perform the conversion, or enter the reimbursement amount directly. For more information, see *Entering Expenditures*, *Oracle Project Costing User Guide*.

## **Functional and Project Currency Conversion**

---

The purpose of *functional currency* conversion is to convert transaction amounts that were entered using multiple transaction currencies to the functional currency of the expenditure–owning operating unit. The purpose of *project currency* conversion is to convert transaction amounts that were entered using multiple transaction currencies to the project currency.

When converting expense report reimbursement currency amounts to the functional currency, Oracle Projects looks for functional currency exchange rate attributes and exchange rate values entered for the expense report reimbursement currency. If no functional exchange rate attributes or functional currency exchange rate were entered, Oracle Projects uses the attribute values specified in Currency Implementation Options for the expenditure–owning operating unit to determine the exchange rate. For more information, see *Currency Fields for Expenditures*, *Oracle Project Costing User Guide*.

When performing functional and project currency conversions for expenditure items, Oracle Projects first looks for functional currency and project currency exchange rate attributes and exchange rate values entered at the transaction level. If you do not enter exchange rate attributes or exchange rate values at the transaction level, Oracle Projects uses the default exchange rate attribute settings at the task, project, and operating unit levels to determine both the functional and project currency exchange rates.

If there is no attribute setting at a particular level, Oracle Projects looks to the next level. If no attributes are specified at the transaction, task,

or project level, Oracle Projects uses the default settings specified for the operating unit in Currency Implementation Options. For more information, see *Converting Multiple Currencies*: page 11 – 17.

### **Currency Amounts Stored on Cost Transactions**

In the following table, an X denotes the currency amounts that are stored on a particular Oracle Applications entity:

| <b>Entity</b>         | <b>Receipt<br/>Currency<br/>Amount</b> | <b>Cost Transaction<br/>or<br/>Reimbursement<br/>Currency<br/>Amount</b> | <b>Cost<br/>Functional<br/>Amount</b> | <b>Cost Project<br/>Amount</b> |
|-----------------------|--|--|---------------------------------------|--------------------------------|
| AP Distribution Line  | X                                      | X  | X                                     |                                |
| GL Journal Entry Line |  | X  | X                                     |                                |
| PA Expenditure Item   | X                                      | X  | X                                     | X                              |

**Table 11 – 12 Stored Amounts for Cost Transactions (Page 1 of 1)**

## **Customer Billing Invoice Currency Model**

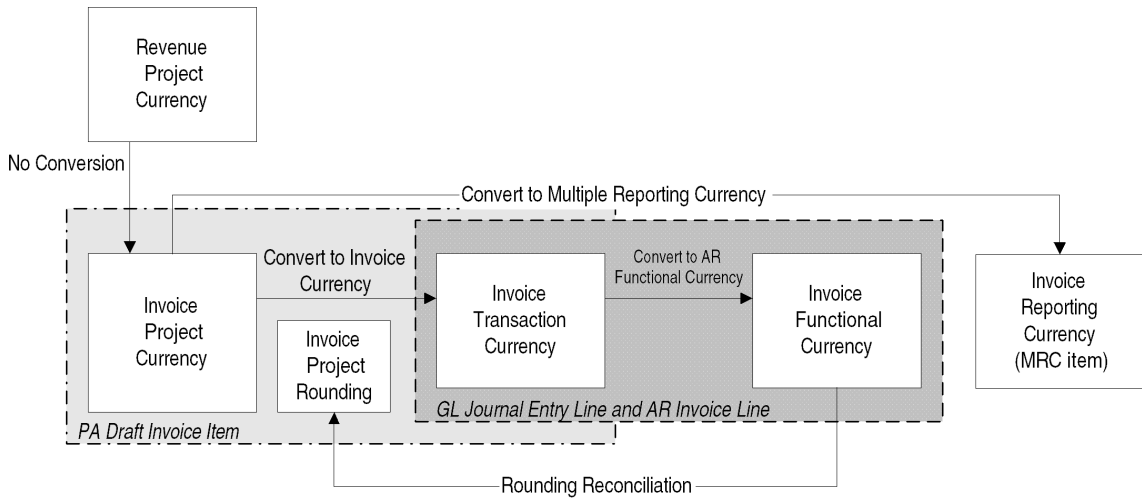
As shown in Figure 11 – 2, Oracle Projects performs two levels of currency conversion to support financial accounting and project management requirements for customer billing:

- Invoice currency conversion
- Receivables functional currency conversion

In addition, Oracle Projects performs an invoice *rounding reconciliation* process to ensure that converted invoice values remain in agreement throughout the currency conversion process.

Multiple Reporting Currency items are also created in the reporting sets of books based on the various currency amounts as described below. For more information, see: *Multiple Reporting Currencies*: page 11 – 31.

**Figure 11 – 2 Customer Billing Invoice Currency Model**



---

### **Invoice Currency Conversion**

The purpose of *invoice currency* conversion is to convert invoice amounts from the project currency to an invoice currency using the attributes specified for a customer in the Project Customers window. These attributes may be changed for a specific generated invoice in the Invoice Summary window.

The Generate Draft Invoices process automatically generates invoices using the project currency, then converts them to the currency attributes specified for a customer. If you want to change the attributes of an invoice after it is generated, you must manually initiate the process to recalculate the invoice. When you initiate the recalculation process, you specify, at the invoice level, the currency attributes in the Invoice Summary window.

---

### **Receivables Functional Currency Conversion**

The purpose of *receivables functional currency* conversion is to convert released invoice currency amounts from the invoice currency, which is the currency amount that is interfaced to Oracle Receivables, to the functional currency. This conversion is required for financial accounting purposes.

## **Rounding Reconciliation**

---

When currencies are converted, it is necessary to round currency amounts to the nearest currency unit. For example, when an invoice amount is converted from currency A to currency B and rounded to the nearest unit, and then is converted back to currency A, a rounding difference can occur. The rounding that can occur in conversion can result in different amounts being generated for the same invoice in the same currency.

Oracle Projects handles this situation by determining if rounding will occur later (when the invoice currency amounts are converted to the functional currency in Oracle Receivables). If Oracle Projects determines that rounding will occur during currency conversion, Oracle Projects creates rounding entries at the invoice line level to offset the effects of the currency conversion.

The generated rounding entries are then passed to Oracle Receivables when the invoices are interfaced. When Oracle Receivables posts the invoice amounts to General Ledger, it also posts the rounding entries. For more information, see: *Invoice Rounding, Oracle Projects Implementation Guide*.

## **Currency Amounts Stored on Customer Billing Transactions**

---

In the following table, an *X* denotes the currency amounts that are stored on a particular Oracle Applications entity:

| <b>Entity</b>         | <b>Invoice Project Currency</b> | <b>Invoice Transaction Currency</b> | <b>Invoice Functional Currency</b> |
|-----------------------|---------------------------------|-------------------------------------|------------------------------------|
| PA Draft Invoice Item | X                               | X                                   |                                    |
| AR Invoice Lines      |                                 | X                                   | X                                  |
| GL Journal Entry Line |                                 | X                                   | X                                  |

**Table 11 - 13 Stored Amounts for Customer Billing (Page 1 of 1)**

## **Intercompany Billing Invoice Currency Model**

As shown in Figure 11 - 3, Oracle Projects performs four levels of currency conversion to support financial accounting and project management requirements for intercompany billing:

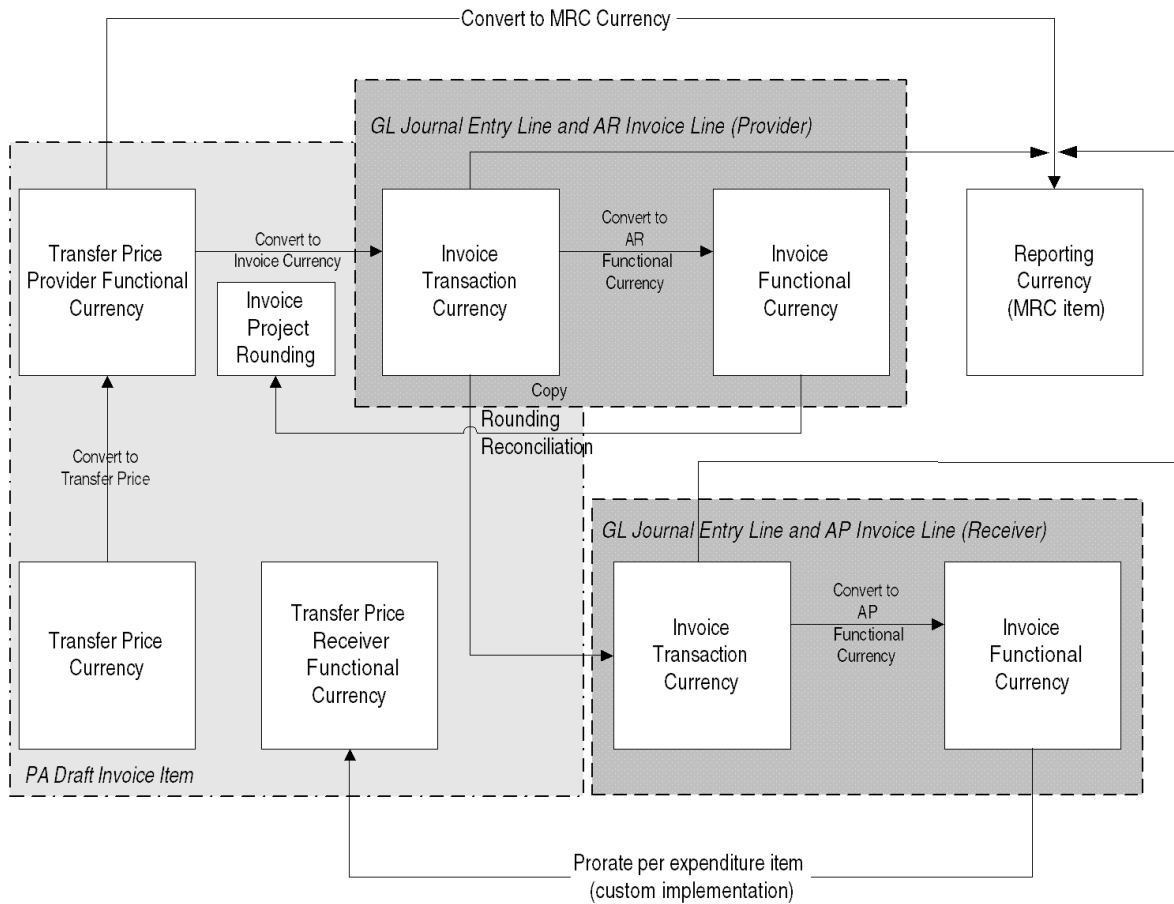
- Transfer price currency conversion

- Intercompany invoice currency conversion
- Receivables functional currency conversion
- Payables functional currency conversion

In addition, Oracle Projects performs an invoice *rounding reconciliation* process to ensure that converted invoice values remain in agreement throughout the currency conversion process, and a prorate process.

Multiple Reporting Currency items are also created in the reporting sets of books based on the various currency amounts as described below. For more information, see: Multiple Reporting Currencies: page 11 – 31.

**Figure 11 – 3 Intercompany Billing Invoice Currency Model**



## **Transfer Price Currency Conversion**

---

The purpose of *transfer price currency* conversion is to convert cross charge transactions from the transfer price currency to the functional currency of the provider operating unit. Transfer price currency is determined by the transfer price basis, which is defined in the Transfer Price Rules window.

- For a basis of raw or burdened cost, the transfer price currency is the transaction currency of the cross charged transaction.
- For a basis of revenue, the transfer price currency is the functional currency of the set of books for the receiver operating unit.
- When a bill rate schedule is used, the transfer price is the standard bill rate schedule currency.

Oracle Projects automatically converts transfer price amounts to the functional currency of the provider operating unit using the transfer price currency conversion attributes defined in Cross Charge Implementation options for the operating unit. The functional currency of the provider operating unit determines the project currency, which is the default currency used to generate invoices for a project.

For more information on transfer pricing, see: Transfer Pricing, *Oracle Project Costing User Guide*. For information on defining transfer price currency conversion attributes, see: Define Cross Charge Implementation Options, *Oracle Projects Implementation Guide*.

## **Intercompany Invoice Currency Conversion**

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The Generate Intercompany Invoices process automatically generates intercompany invoices using the project currency of the provider. The purpose of *intercompany invoice currency* conversion is to convert intercompany invoices to the currency attributes specified for the receiving operating unit in the intercompany project customer setup form. If you want to change the attributes of an invoice after it is generated, you must manually initiate the process to recalculate the invoice, and specify the invoice level currency attributes in the Invoice Summary window.

## **Receivables Functional Currency Conversion**

---

The purpose of *receivables functional currency* conversion is to convert released invoice currency amounts from the invoice currency, which is the currency amount that is interfaced to Oracle Receivables, to the

functional currency. This conversion is required for financial accounting purposes.

### **Payables Functional Currency Conversion**

---

The provider's receivables invoice currency is used to create the receiver's payables invoice currency amounts. Therefore, the purpose of the *payables functional currency* conversion is to convert the receiver's payables invoice amounts to the receiver's functional currency. The conversion is required for financial accounting purposes.

The invoice currency amount is converted to the functional currency based on the default payables currency conversion attributes defined in Oracle Payables for the receiver's operating unit.

### **Rounding Reconciliation**

---

When currencies are converted, the resulting amount must be rounded to the nearest currency unit. For example, when an invoice amount is converted from currency A to currency B and rounded to the nearest unit, and then is converted back to currency A, a rounding difference can occur. The rounding that can occur in conversion can result in different amounts being generated for the same invoice in the same currency.

Oracle Projects handles this situation by determining if rounding will occur later (when the invoice currency amounts are converted to the functional currency in Oracle Receivables). If Oracle Projects determines that rounding will occur during currency conversion, then rounding entries are created at the invoice line level to offset the effects of the currency conversion. The generate rounding entries are then passed to Oracle Receivables when the invoices are interfaced. When Oracle Receivables posts the invoice amounts to General Ledger, it also posts the rounding entries.

For more information, see: *Invoice Rounding, Oracle Projects Implementation Guide*

---

## Multiple Reporting Currencies

The Multiple Reporting Currencies (MRC) feature allows you to report and maintain accounting records at the transaction level in more than one functional currency. You can define one or more reporting sets of books in addition to your primary set of books. In your reporting sets of books, you maintain records in a functional currency other than your primary functional currency. You can set up as many reporting sets of books as you need, and associate them with a primary set of books.

Typically, you use MRC in the following scenarios:

- You operate in a country with an unstable currency and you need to concurrently report your business in a hard currency.
- Your company is multinational, and you need to report financial information in a common functional currency other than that of the transaction or your primary functional currency.
- You operate in a country that is part of the European Monetary Union (EMU), and you want to concurrently report in Euro.

Oracle Projects supports MRC for accounted amounts in:

- Cost
- Revenue
- Funding
- Invoices
- Asset costs

## Processing in Multiple Reporting Currencies

You can specify a reporting set of books when you:

- View amounts in application windows
- Run interface and tieback processes
- Run management and audit reports

You must perform certain actions separately in your primary and reporting currencies. Details about these actions are described below.

### **Opening and Closing Periods**

---

If you are using MRC with Projects, you must open and close PA periods in your primary set of books only. MRC automatically opens and closes PA periods in all of the associated reporting sets of books.

You cannot close a PA period until you have posted all outstanding transactions to General Ledger in both your primary and associated reporting sets of books.

### **Interfaces to General Ledger**

---

You must run each of the following processes in both your primary and reporting sets of books:

- Interface Usage and Miscellaneous Costs to General Ledger
- Interface Total Burdened Cost to General Ledger
- Interface Revenue to General Ledger
- Interface Labor Costs to General Ledger

You must run each process, along with the Journal Import program and the associated Tieback process, in your primary set of books before you can run the same set of processes in your reporting sets of books. If you attempt to run any of the interface processes in your reporting set of books when you have not completed all steps for that interface process in the primary set of books, you will get an error.

**Note:** There is a One-Step Subledger Processing alternative to streamline the process of interfacing transactions to General Ledger in all of the sets of books. See: One-Step Subledger Processing Alternative: page 11 – 36

See: Submitting Processes: page 7 – 2.

### **General Ledger to Projects Drilldown**

---

To be able to drill down from General Ledger to Oracle Projects, you must ensure that the General Ledger responsibility is associated with a Data Group for which the Oracle ID assigned to the Oracle Projects application is *Apps*.

You make this assignment in the Data Groups window. For more information, see: Data Groups Window, *Oracle Applications System Administrator's Guide*.

### **Interfaces to Subledgers**

---

When you run interfaces to Receivables, Payables, or Assets, you can run these processes only in your primary set of books.

## **Importing MRC Amounts**

---

When you implement MRC, this option appears only in the Transaction Sources window for your primary set of books. Checking this option indicates that transaction amounts in the transaction currency and each associated reporting currency are provided by an external system. Otherwise, Projects calculates reporting currency amounts based on the General Ledger daily rates for that particular transaction currency. If you enable this option, you must populate the PA\_MC\_TXN\_INTERFACE\_ALL table with the currency conversion rates and converted amounts for all transactions originating from that transaction source.

## **What Amounts Are Converted**

---

MRC converts accounting transactions from your primary set of books to each respective reporting set of books.

MRC does not convert budget amounts or summary amounts to your reporting currencies. You create these amounts only in your primary set of books currency.

## **Processing Transactions**

Before processing transactions in an MRC environment, make sure the following prerequisites have been met:

### **Prerequisites**

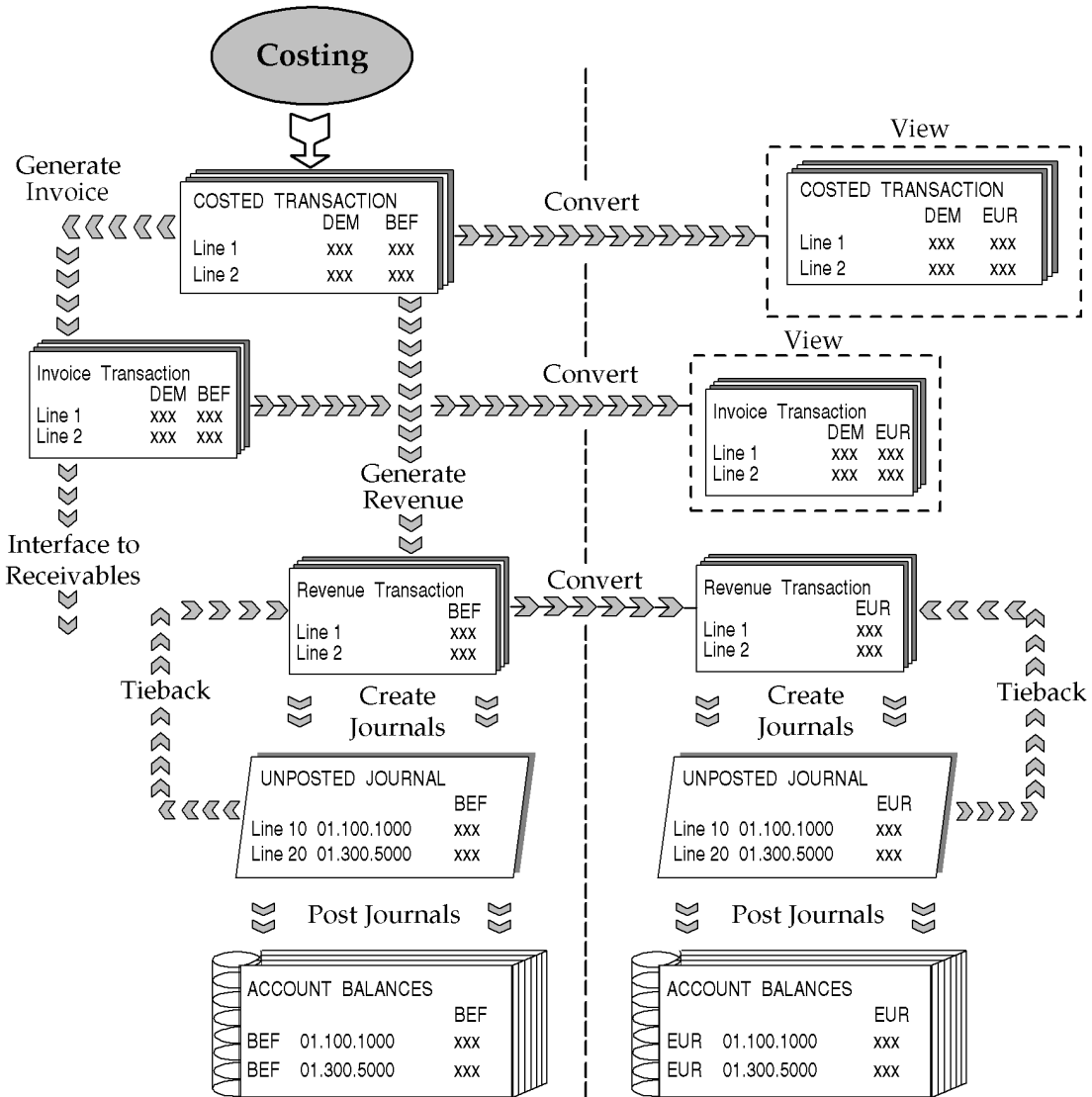
---

- Ensure that you have completed the MRC setup steps.
- Ensure that you have completed the MRC implementation steps.
- Ensure that you have entered all necessary daily rates. See: *Entering Daily Rates (Oracle General Ledger User's Guide)*.

# Project Billing Transaction Processing with MRC

Primary Responsibility/Set of Books (BEF)

Reporting Responsibility/Set of books (Euro)



**Note:** The process named "Create Journals" represents both the Interfaces to the GL process and the Journal Import process.

**Note:** In both the primary and reporting responsibilities you can query data and run reports for all transactions shown.

## Processing Transactions in Project Costing

This section describes the flow of transactions from Project Costing to General Ledger in an MRC environment.

The preceding diagram depicts the task procedures to process transactions in Project Costing.

► **To process transactions in Oracle Project Costing:**

1. Enter (or import) transactions in your primary responsibility.  
Entered transaction amounts are converted to the primary functional currency and to each associated reporting currency, according to the defined conversion options.
2. Cost transactions by running the costing processes in the primary responsibility.  
Costed transaction amounts are converted to each associated reporting currency according to the defined conversion options.
3. From the primary responsibility, transfer the transactions to General Ledger by running the following processes:
  - Interface Labor Costs to General Ledger
  - Interface Total Burdened Cost to General Ledger
  - Interface Usage and Miscellaneous Costs to General Ledger
4. Run the Journal Import program.  
This program creates unposted journals.
5. In your primary responsibility, post the journals to General Ledger.  
The posting process updates the account balances in both the transaction currency and the primary functional currency.
6. Run the tieback processes for each interface to General Ledger process.
7. Once you have successfully completed Steps 3 through 6 in your primary responsibility, use your reporting responsibility to repeat Steps 3 through 6 in each reporting set of books.  
The posting process updates the account balances in both the transaction currency and the reporting functional currency.

You can report and inquire on journal entries and account balances in both your primary and reporting sets of books.

From each associated reporting responsibility, you can view and report the transactions you entered or created in Steps 1 and 2 in both the transaction currency and the associated reporting functional currency.

### **One-Step Subledger Processing Alternative**

---

As an alternative to running, separately for each set of books, the processes for interfacing Projects' costs and revenues to General Ledger, as well as the tieback process for each interface, you can use the One Step Subledger Processing feature to run the processes for all sets of books at the same time. The one-step process is submitted from your primary set of books' responsibility, which can save you time by not requiring you to switch responsibilities if you also have access to each of your reporting sets of books.

The normal procedure is to run an interface process for each of four cost/revenue types—total burdened costs, labor costs, usage and miscellaneous costs, and draft revenue—for your primary set of books and each of your reporting set of books. With the One-Step Subledger Processing feature, you can run all of these cost/revenue processes for all sets of books in one concurrent request. Optionally, you can run each cost/revenue process separately for all sets of books (i.e., four concurrent requests).

► **To transfer Projects transactions to General Ledger for all sets of books:**

1. From your primary responsibility, navigate to the Submit Requests window.
2. Run the program PRC: One-Step Interface Streamline Processes to GL. You will need to select the following parameters:

**Streamline Option:** choose which cost/revenue process you want to submit for the concurrent request:

- All Streamline Processes to GL
- XB: Interface Total Burdened Costs to GL
- XL: Interface Labor Costs to GL
- XU: Interface Usage and Miscellaneous Costs to GL
- XR: Interface Draft Revenue to GL

**Set of Books:** select All Sets of Books or select a specific reporting set of books.

**Note:** If you select All Sets of Books, the concurrent request for the primary set of books is submitted first. The requests for the reporting sets of books will not be submitted until the request for the primary set of books has completed successfully.

3. Choose OK to begin the process.



**Attention:** If your responsibility does not have access to a reporting set of books, the interface will not be completed for that reporting set of books. The One-Step Interface Streamline Processes to GL Report will include a list of reporting sets of books that were not processed. A sample of this report is provided below:

Date: 06-JAN-2000

One-Step Interface Streamline Processes to GL Report

-----  
Vision Project Mfg (USA Rpt.): You do not have access to this set of books

| Set of Books Name        | XU: Interface Usage and Miscellaneous Costs to GL<br>Request ID | Completion Status   |
|--------------------------|---|---------------------|
| Vision Project MFG (MRC) | 579765  | Completed Cancelled |

| Set of Books Name             | XR: Interface Draft Revenue to GL<br>Request ID | Completion Status |
|-------------------------------|---|-------------------|
| Vision Project MFG (MRC)      | 579766  | Completed Normal  |
| Vision Project MFG (EURO Rpt) | 579781  | Completed Normal  |

| Set of Books Name        | XL: Interface Labor Costs to GL<br>Request ID | Completion Status   |
|--------------------------|---|---------------------|
| Vision Project MFG (MRC) | 579767  | Completed Cancelled |

| Set of Books Name             | XB: Interface Total Burdened Costs to GL<br>Request ID | Completion Status |
|-------------------------------|--|-------------------|
| Vision Project MFG (MRC)      | 579768   | Completed Normal  |
| Vision Project MFG (EURO Rpt) | 579790   | Completed Normal  |

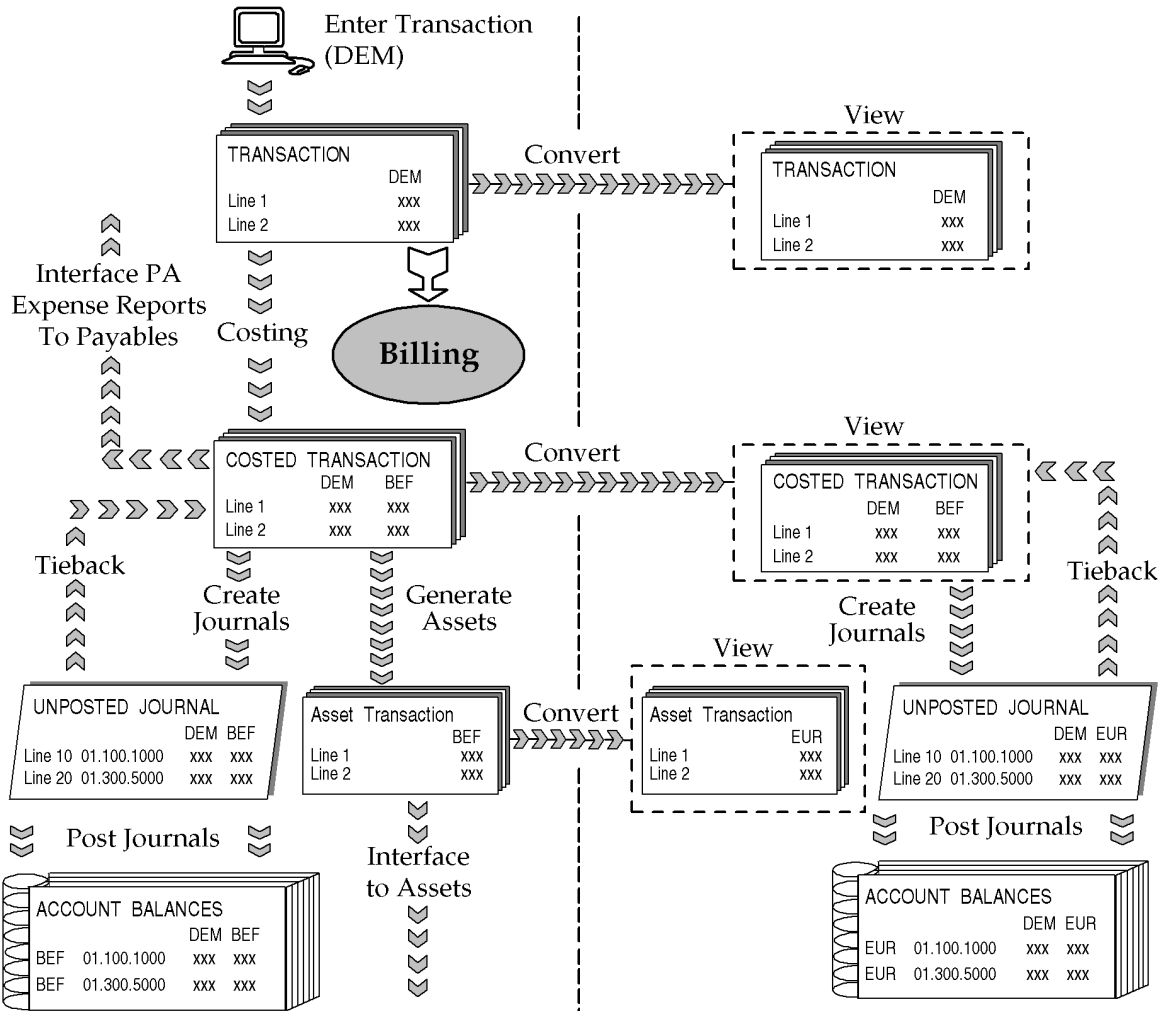
**See Also**

Processing Transactions in Project Billing: page 11 – 40

# Project Costing Transaction Processing with MRC

Primary Responsibility/Set of Books (BEF)

Reporting Responsibility/Set of books (Euro)



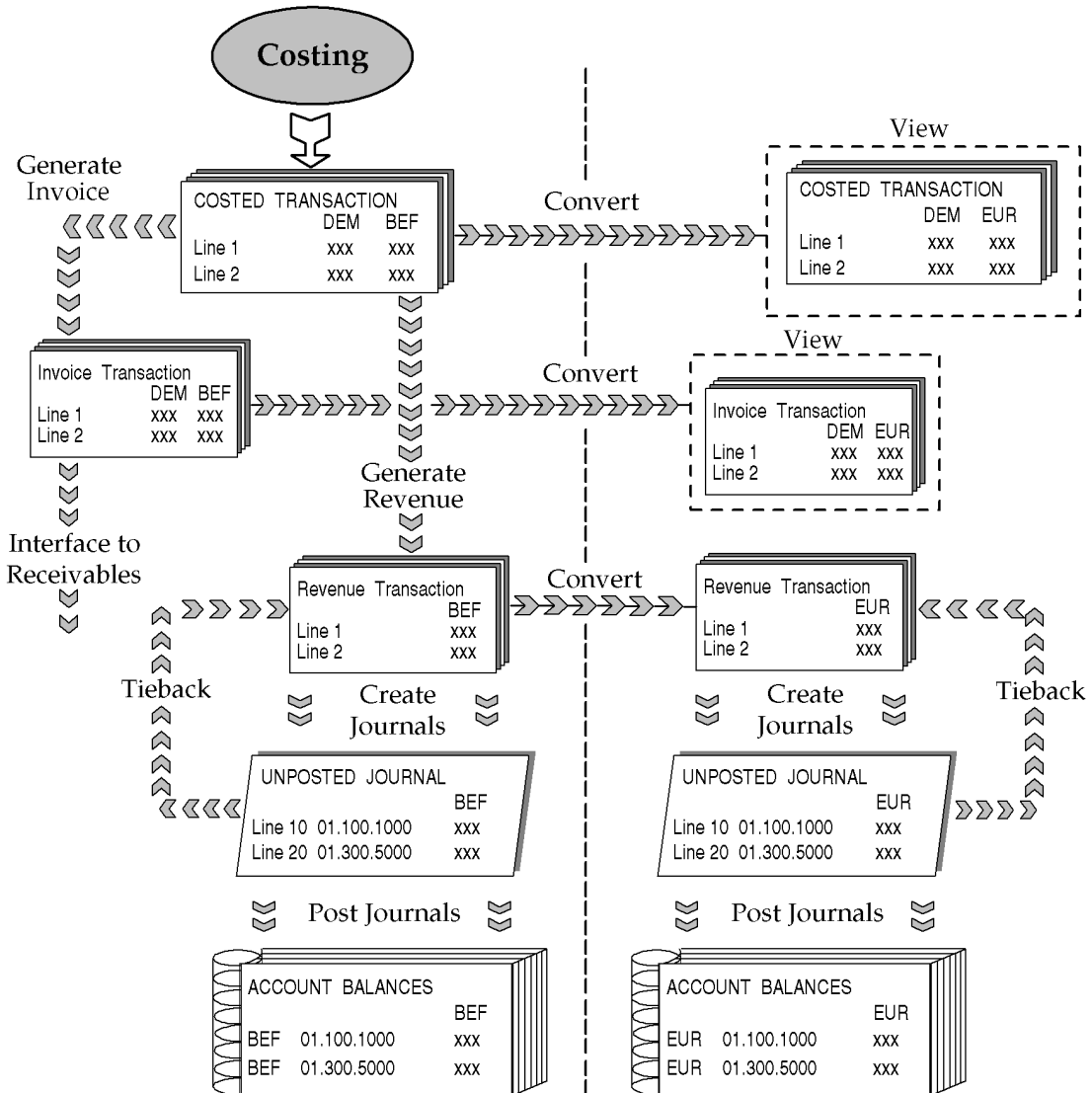
*Note: The process named "Create Journals" represents both the Interfaces to the GL process and the Journal Import process.*

*Note: In both the primary and reporting responsibilities you can query data and run reports for all transactions shown.*

# Project Billing Transaction Processing with MRC

Primary Responsibility/Set of Books (BEF)

Reporting Responsibility/Set of books (Euro)



*Note: The process named "Create Journals" represents both the Interfaces to the GL process and the Journal Import process.*

*Note: In both the primary and reporting responsibilities you can query data and run reports for all transactions shown.*

## Processing Transactions in Project Billing

This section describes the flow of transactions from Oracle Project Billing to General Ledger in an MRC environment.

The preceding diagram depicts the task procedures to process transactions in Oracle Project Billing.

### Prerequisites

---

- Ensure that the Oracle Project Costing processing has already taken place. Refer to Processing Transactions in Oracle Project Costing: page 11 – 35.

#### ► To process transactions in Oracle Project Billing:

1. Generate invoices in your primary responsibility.  
Generated transaction amounts are converted to each associated reporting currency according to the defined conversion options.
2. Generate revenue.  
Generated transaction amounts are converted to each associated reporting currency according to the defined conversion options.
3. From the primary responsibility, transfer the revenue transactions to General Ledger by running the Interface Revenue to General Ledger program.
4. Run the Journal Import program.  
This program creates unposted journals.
5. In your primary responsibility, post the journals to General Ledger.  
The posting process updates the account balances in the primary functional currency.
6. Run the Revenues to GL Tieback process.
7. Once you have successfully completed Steps 3 through 6 in your primary responsibility, use your reporting responsibility to repeat Steps 3 through 6 in each reporting set of books.

The posting process updates the account balances in the reporting functional currency.

**Note:** You can streamline the above processes using the One-Step Subledger Processing feature for Projects.

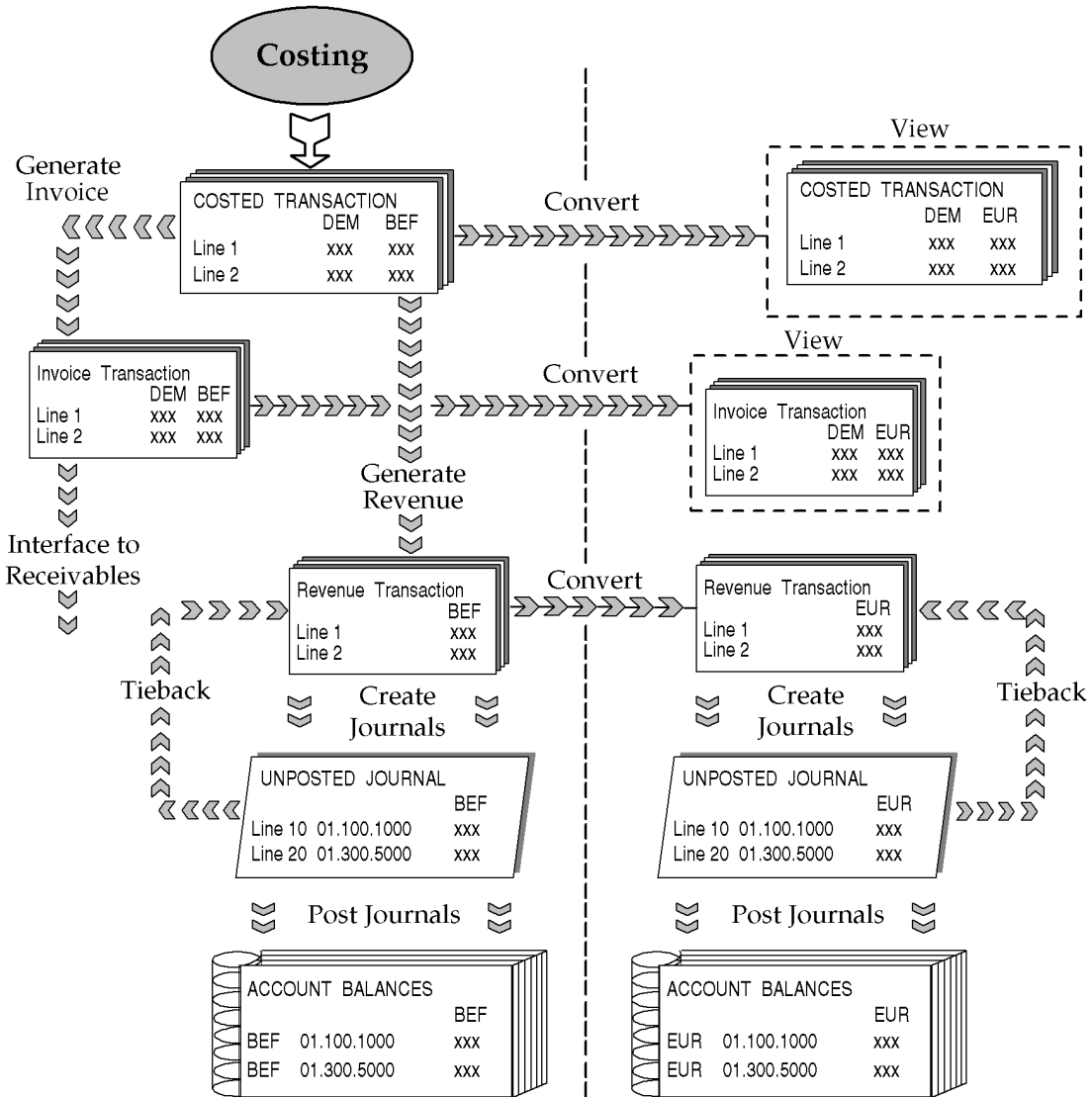
You can report and inquire on journal entries and account balances in both your primary and reporting sets of books.

From each associated reporting responsibility, you can view the transactions you entered or created in Steps 1 and 2 in both the transaction currency and the associated reporting functional currency.

# Project Billing Transaction Processing with MRC

Primary Responsibility/Set of Books (BEF)

Reporting Responsibility/Set of books (Euro)



**Note:** The process named "Create Journals" represents both the Interfaces to the GL process and the Journal Import process.

**Note:** In both the primary and reporting responsibilities you can query data and run reports for all transactions shown.

## See Also

One-Step Subledger Processing Alternative: page 11 – 36

Processing Transactions in Project Costing: page 11 – 35

## Viewing Reporting Currency Amounts

You can view primary and reporting currency amounts while you are logged in under the primary set of books responsibility.

In applicable Find windows, a set of books currency field enables you to specify a reporting currency. When a reporting currency is specified, amount fields are displayed in both the reporting and primary currencies.

The location of reporting amounts varies, depending on the type of information that is displayed. The windows that display reporting currency are described in detail below.

### Find Windows

---

You can specify a reporting currency in the following *find* windows:

- Find Capital Projects
- Find Project Events
- Find Expenditure Items
- Find Invoices
- Find Revenue

### Result Windows

---

A *result* window displays the information selected in the corresponding Find window. In applicable result windows, you can view amounts in the primary currency and the selected reporting set of books currency. The following table shows how each window displays amounts in the reporting set of books currency.

| Window  | Reporting Currency Display  |
|---|---|
| Assets  | You specify the set of books currency in the header region. Reporting currency amounts are displayed in the Asset Details tabbed region.                                      |
| Asset Lines   | You specify the set of books currency in the header region. Reporting currency amounts are displayed in the details region.   |
| Asset Line Details                                  | Use the folder tools to display reporting currency amounts.   |
| Expenditure Items                                   | Use the folder tools to display reporting currency amounts.   |
| Cost Distribution Lines / Project Expenditures view | You specify the set of books currency in the Project Functional tabbed region. Reporting currency amounts are displayed in the Project Functional region and Transfer region. |
| Cost Distribution Lines / All Expenditures view     | You specify the set of books currency in the Functional tabbed region. Reporting currency amounts are displayed in the Functional region and Transfer region.                 |
| Revenue Distribution Lines                          | You specify the set of books currency in the header region. Reporting currency amounts are displayed in the details region.   |
| Funding Inquiry                                     | You specify the set of books currency in the Find region. Reporting currency amounts are displayed in the Reporting Currency Amounts (MRC) tabbed region.                     |
| Invoice Inquiry                                     | You specify the set of books currency in the header region. Reporting currency amounts are displayed in the Approved, Interface, and Rounding tabbed regions.                 |

**Table 11 – 14 (Page 1 of 1)**

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## Multilingual Support

Oracle Applications supports MLS (Multiple Language Support) so you can run Oracle Applications in multiple languages from a single installation of the applications in one database instance.

For a detailed description of the MLS features available in Oracle Applications, see: *Oracle Applications Concepts Manual*.

If you use MLS, you can define MLS-enabled entities in each of your installed languages by selecting Translations from the toolbar or menu. This enables you to enter a name and description in other languages. Then, when a user selects from a list of values, the entities appear on the list in the user's language.

The MLS-enabled entities in Oracle Projects are:

- PA\_AMOUNT\_TYPES\_TL
- PA\_CI\_TYPES\_TL
- PA\_GANTT\_BAR\_STYLES\_TL
- PA\_GANTT\_CONFIG\_TL
- PA\_GANTT\_VIEWS\_TL
- PA\_PROJECTS\_ERP\_EXT\_TL
- PA\_PROJECT\_ROLE\_TYPES\_TL
- PA\_UTIL\_CATEGORIES\_TL
- PA\_WORK\_TYPES\_TL

In addition, Oracle Projects enables MLS for all setups that are modeled as lookups. For more information, see Oracle Projects Lookups: *Oracle Projects Implementation Guide*.

### **MLS for Customer Invoices**

---

You can enter the translated text in the customer's billing language for each invoice line. Oracle Receivables prints the translated text on the invoice when you print the invoice in the customer's billing language.

Every customer invoice generated in Oracle Projects will be linked to the language associated with the Bill Site of the invoice. (The Bill Site field for an invoice is specified for the customer in the Project Customer window, available from the Customers and Contacts option in the Projects window.) You specify the language of the site in the Customers window in Oracle Receivables. For more information, see: *Oracle Receivables Users Guide*.

The system generates invoice line descriptions in the base language. You must enter the translation for this description in the Translated Text field (in the Invoice Lines folder) in the Invoice Lines window. If you have update privileges for the project, you can enter the translated description any time before the invoice is interfaced to Oracle Receivables. You must enter the translation to print the invoice in a customer language that is different from the base language. If you do not enter the translation, the invoice line descriptions print in the base language even if you print the invoice in the customer's language.

For credit memo lines, Oracle Projects copies the translated text from the credited invoice lines. You can change this value subject to the restrictions on invoicing (above).

The translated text is interfaced to Oracle Receivables along with the rest of the invoice. Oracle Receivables uses the translated text and the translated customer name when printing invoices in the customer's language.

### **Autoaccounting and MLS**

---

If you use lookup sets for any of the following parameters in your AutoAccounting rules, you must set up these lookup sets in the base language only:

- Revenue Category
- Project Organization
- Task Organization
- Task Service Type
- Expenditure Organization
- Non-Labor Resource Org.
- Event Organization
- Provider Operating Unit
- Receiver Operating Unit
- Provider Organization
- Receiver Organization
- Customer Name

## **Decentralized Invoice Processing and MLS**

---

If you use decentralized processing for your invoices in Oracle Projects and Oracle Receivables, the system creates transaction types in the base language only. This affects your invoicing organizations when you run the PRC: Create Invoice Organization Transaction Types process. You can translate the name from the base language to other languages, as required, in Oracle Receivables.



CHAPTER

# 12

## Accounting Periods and Dates for Transaction Processing

**T**his chapter describes how accounting dates and accounting periods are considered when transactions are processed in Oracle Projects. It also describes the reporting and accounting dates associated with each type of transaction, and how those dates are derived.

---

## Accounting Transactions

Each expenditure item's accounting transactions are held as cost distribution lines. Cost distribution lines are debit amounts. Oracle Projects creates lines for raw costs, burden costs, and/or total burdened costs (depending on your burdening setup). AutoAccounting determines the General Ledger accounts to which Oracle Projects charges transactions.

---

### Accounting Transactions for Cost

The following examples illustrate how Oracle Projects accounts for cost transactions.

#### Expenditure Type: Labor

##### Post labor costs:

Oracle Projects creates these transactions when labor is distributed.

| Account                         | Debit  | Credit |
|---------------------------------|--------|--------|
| Raw Labor Costs                 | 100.00 |        |
| Payroll Clearing                |        | 100.00 |
| Total Debit (Project Inventory) | 200.00 |        |
| Total Credit (Transfer Out)     |        | 200.00 |

Table 12 - 1 (Page 1 of 1)

##### Pay timecard

These entries are created by your payroll system.

| Account          | Debit  | Credit |
|------------------|--------|--------|
| Payroll Clearing | 100.00 |        |
| Cash             |        | 100.00 |

Table 12 - 2 (Page 1 of 1)

## Expenditure Type: Expense

### Post expense costs

Oracle Projects creates these transactions and sends them to Oracle Payables. Oracle Payables sends them to Oracle General Ledger.

| Account      | Debit  | Credit |
|--------------|--------|--------|
| Expense      | 100.00 |        |
| AP Liability |        | 100.00 |

Table 12 - 3 (Page 1 of 1)

### Pay expense report

Oracle Payables creates this entry when you reimburse employees for their expenses,

| Account      | Debit  | Credit |
|--------------|--------|--------|
| AP Liability | 100.00 |        |
| Cash         |        | 100.00 |

Table 12 - 4 (Page 1 of 1)

## Expenditure Type: Usage

### Post usage costs

Oracle Projects creates this entry when usage distribution is processed.

| Account                       | Debit  | Credit |
|-------------------------------|--------|--------|
| Usage Costs                   | 100.00 |        |
| Usage Clearing (Transfer Out) |        | 100.00 |

Table 12 - 5 (Page 1 of 1)

## See Also

Accounting for Burden Costs, *Oracle Project Costing User Guide*

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## Accounting Transactions for Cost Accrual

With revenue-based cost accrual, you initially account for the raw or burdened costs incurred as an asset in a cost work in process (WIP) account. When you accrue revenue, the costs are recognized as expense via cost accruals.

For detailed examples of cost accrual transactions, see: Cost Accrual Accounting Entries, *Oracle Project Billing User Guide*.

---

## Date Processing in Oracle Projects

Oracle Projects provides flexibility in accounting for dates for financial purposes as well as for tracking project work. This section describes how Oracle Projects derives, stores, and uses dates associated with transactions.

---

### Overview of Dates in Oracle Projects

Oracle Projects tracks detail transactions for project management and for financial accounting. Each transaction has many dates associated with it to handle the different types of processing and reporting required for these two purposes.

**Note:** The phrase *financial accounting* is used in this chapter to refer to enterprise accounting as opposed to project-oriented accounting.

You can report transactions based on:

- When the work was incurred
- When the work was accounted

The date the work was incurred is used for project and resource management control. The date the work was accounted for is for financial accounting control.

Oracle Projects also tracks dates when transactions were processed in the system for process flow audit.

### Dates for Project and Resource Management

For project and resource management control, Oracle Projects maintains the date the transaction was incurred and the expenditure period in which the transaction date falls.

These dates are defined as follows:

#### **Expenditure Item Date**

---

The expenditure item date is the date upon which work was incurred. This date falls between the start date and end date of an expenditure period. For example, if you submit an expense report that includes an expenditure item for air travel incurred on 15-MAR-96, the expenditure item date is 15-MAR-96.

## **Expenditure Ending Date**

---

The expenditure ending date is the end date of a weekly expenditure period. For example, if you submit a timecard for labor hours worked during the week of 20-MAR-96, the expenditure ending date is 20-MAR-96.

**Note:** The expenditure periods usually correspond to the expenditure entry cycle of timecard and expense report entry.

Oracle Projects supports weekly expenditure periods. You specify the day of the week for the Expenditure Cycle Start Day in the Implementation Options window.

## **See Also**

Expenditure Cycle Start Day, *Oracle Projects Implementation Guide*

## **Dates for Financial Accounting**

For a description of how Oracle Projects derives accounting dates, see: Financial Periods and Date Processing: page 12 – 9.

## **Dates for Process Flow Audit**

Oracle Projects maintains the following dates to track process flow through the system.

### **Approved Date**

---

The approved date applies only to customer invoices, and is the date on which the invoice was approved.

Oracle Projects sets this date when you approve an invoice in the Invoice Summary or Invoice windows.

### **Released Date**

---

The released date applies only to revenue and customer invoices, and is the date on which the transaction was approved.

Oracle Projects sets this date when you release an invoice in the Invoice Summary or Invoice windows.

## **Interface Date**

---

The interface date is the date on which you send cost, revenue, and invoices to other Oracle Applications. Oracle Projects sets this date on the date the interface process runs. The interface date is maintained for each cost distribution line, revenue distribution line, and invoice.

---

## **Determining Dates**

Oracle Projects determines the various dates during the processing of each transaction.

## **Expenditure Item Date**

### **Timecards, Expense Reports, Usages, and Miscellaneous Transactions**

---

You enter the expenditure item date when you enter labor, usage, expense report, and miscellaneous transaction expenditure items in Oracle Projects. Each expenditure item has an expenditure item date.

### **Supplier Invoice Items**

---

You enter the expenditure item date for supplier invoices when you enter the project information for the invoice distribution line in Oracle Payables. If you match the invoice to a purchase order, Oracle Payables copies the expenditure item date from the purchase order distribution line. If you use distribution sets to create invoices in Oracle Payables, the expenditure item date is set to the invoice date.

## **See Also**

Integrating with Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide*.

## Expenditure Ending Date

### **Timecards, Usages, Expense Reports, and Miscellaneous Transactions**

---

You enter the expenditure ending date when you enter timecards, usage logs, expense reports, and miscellaneous transactions in Oracle Projects. The expenditure item dates for a labor expenditure must fall between the start and end dates of the expenditure period. The expenditure item date for expense reports, usages, and miscellaneous transactions must fall before or on the expenditure ending date. Each expenditure item is associated with an expenditure which has an expenditure ending date.

### **See Also**

Overview of Expenditures, *Oracle Project Costing User Guide*

### **Supplier Invoice Items**

---

Oracle Projects derives the expenditure ending date for supplier invoice items when you interface supplier invoices from Oracle Payables. The expenditure ending date is the ending date of the week the supplier invoice items are interfaced to Oracle Projects.

### **PA Date**

For a description of how Oracle Projects derives PA dates, see: *Financial Periods and Date Processing*: page 12 – 9.

### **GL Date**

For a description of how Oracle Projects derives GL dates, see: *Financial Periods and Date Processing*: page 12 – 9.

### **Invoice Date**

You specify the invoice date of the customer invoice when you release the invoice in the Summary Invoices or Invoices windows. Oracle Projects passes this date to Oracle Receivables when you interface invoices to Oracle Receivables.

---

# Financial Periods and Date Processing for Financial Accounting

Oracle Projects maintains a project accounting date (PA date) and a general ledger accounting date (GL date) for all transactions. The system derives the accounting dates using the PA and GL accounting periods that you define.

You can account for transactions in Oracle Projects more frequently than you account for transactions in Oracle General Ledger, or you can account for transactions in Projects and General Ledger with the same frequency. If you account for transactions more frequently in Projects, then multiple PA periods correspond to one GL period. If you account for transactions in Projects and General Ledger with the same frequency, then your PA periods and GL periods have a one-to-one relationship.

The PA and GL accounting dates for transactions are generated during the cost distribution processes or when transactions are created. You can report project transactions by GL period after you run these processes. You do not have to wait until transactions are interfaced to GL to report transactions by GL period. For details about when accounting dates are derived, see *When Accounting Dates Are Derived*: page 12 – 23.

You can choose from the following methods for maintaining accounting periods and deriving accounting dates for project transactions:

- Period-end date accounting
- Expenditure item date accounting
- Expenditure item date accounting with common accounting periods

**Note:** Expenditure item date accounting will be required in a future release of Oracle Projects. It is recommended that all new users implement one of the expenditure item date accounting methods.

These methods are described in the following sections.

---

## Period-End Date Accounting

When you use period-end date accounting, you maintain project accounting periods in Oracle Projects and general ledger accounting periods in General Ledger. Oracle Projects derives GL dates from PA

dates and sets each accounting date to the end date of the corresponding accounting period.

## Implementation Settings

You use the following settings for period-end date accounting:

- **PA: Enable Enhanced Period Processing profile option:** Set this profile option value to No.
- **Maintain Common PA and GL Periods Implementation Option:** When you use the default period-end date accounting features, you cannot select this option.

## Defining and Maintaining Periods

When you use period-end date accounting, you define PA periods and GL periods in General Ledger. After you define the periods, you must copy the PA periods to Oracle Projects. You then maintain the GL periods in Oracle General Ledger and the PA periods in Oracle Projects.

## PA Period Close Validations

When you use this method, you cannot close PA periods unless all project transactions are interfaced to Oracle General Ledger or Oracle Payables. The system issues warnings if project-related transactions in Oracle subledgers are not interfaced to Oracle Projects, and if transactions exist in Projects that are not cost distributed.

### **Error Conditions**

---

The system generates errors for the following conditions:

- Labor, usage, and burdened transaction costs exist that are not interfaced to General Ledger
- Expense reports and expense report adjustments exist that are not interfaced to Payables
- Supplier invoice adjustments exist that are not interfaced to Payables
- Revenue lines exist that are not interfaced to General Ledger
- Cross charge distributions exist that are not interfaced to General Ledger

## **Warning Conditions**

---

The system issues warnings for the following conditions:

- Project-related supplier invoices exist in Payables that are not interfaced to Projects
- Project-related transactions exist in Project Manufacturing that are not interfaced to Projects
- Transactions exist in Projects that are not cost distributed

## **GL Period Close Validations**

In most organizations, general ledger accounting periods are not closed until transactions from all subledgers are interfaced to the general ledger and the reconciliation process is complete. However, Oracle General Ledger does not enforce this rule. The general ledger close validations are user-defined and must be enforced by procedures that your company implements and follows.

## **How Accounting Dates Are Derived**

The following sections describe the PA and GL date derivation logic for each transaction type.

### **Project Accounting Date (PA Date)**

---

For each transaction type, Oracle Projects determines the PA date as follows:

- Timecard, Usage, Expense Reports, Miscellaneous, and Supplier Invoice Adjustments

The PA date is set to the end date of the earliest PA period that includes or follows the transaction expenditure item date and has a status of Open or Future.

- Supplier Invoices Interfaced from Payables

The PA date is determined based on the relationship of the transaction expenditure item date to the GL date entered in Oracle Payables.

- If the expenditure item date is less than or equal to the GL date, then the PA date is set to the end date of the earliest PA period that includes or follows the GL date and has a status of Open or Future.

- If the expenditure item date is greater than the GL date, then the PA date is set to the end date of the earliest PA period that includes or follows the expenditure item date and has a status of Open or Future.
- Draft Revenue

The PA date is set to the end date of the earliest PA period that includes or follows the revenue accrue through date and has a status of Open or Future.
- Draft Invoices

The PA date is set to the end date of the earliest PA period that includes or follows the invoice bill through date and has a status of Open or Future.

### **General Ledger Accounting Date (GL Date)**

---

For each transaction type, Oracle Projects determines the GL date as follows:

- Timecard, Usage, Miscellaneous, and Supplier Invoice Adjustments

The GL date is set to the end date of the earliest GL period that includes or follows the PA date of the cost distribution line and has a status of Open or Future according to the period status in Oracle General Ledger.
- Expense Reports

The GL date is set to the end date of the earliest GL period that includes or follows the latest PA date of the cost distribution lines included on the expense report and has a status of Open or Future according to the period status in Oracle General Ledger. The Oracle Payables Invoice Import program uses one GL date for each expense report loaded into Oracle Payables. Therefore, all project cost distribution lines for an expense report use the same GL date.
- Supplier Invoices Interfaced from Payables

When you interface supplier invoices from Payables, Oracle Projects copies the GL date for each supplier invoice cost distribution line from the GL date entered for the invoice distribution in Oracle Payables.
- Draft Revenue

The GL date is set to the end date of the earliest GL period that includes or follows the PA date of the draft revenue and has a status of Open or Future according to the period status in Oracle General Ledger.

- Draft Invoices

The GL date is set to the end date of the earliest GL period that includes or follows the PA date of the draft invoice and has a status of Open or Future according to the period status in Oracle Receivables.

---

## Expenditure Item Date Accounting

Expenditure item date accounting uses the enhanced period maintenance and date derivation features without the Maintain Common PA and GL Periods implementation option. With this method, you maintain both PA periods and GL periods in Oracle Projects. Oracle Projects derives PA dates and GL dates independently, and does not set the accounting dates to the end date of the corresponding accounting period.

## Implementation Settings

You use the following settings for expenditure item date accounting:

- PA: Enable Enhanced Period Processing Profile Option: Set this profile option value to Yes.
- Maintain Common PA and GL Periods Implementation Option. If your PA and GL periods are not identical, do not select this option.

## Defining and Maintaining Periods

When enhanced period processing is enabled, you maintain the status of GL periods for project transaction processing in Oracle Projects. As you define GL periods in Oracle General Ledger, the periods are automatically copied to Oracle Projects.

You also define PA periods in Oracle General Ledger. After you define periods, you must copy the PA periods to Oracle Projects using the Copy from GL function on the Maintain PA Period Statuses window. For more information on maintaining accounting periods in Projects,

see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

After you define periods, you maintain PA period statuses and GL period statuses separately in Oracle Projects. You also maintain GL period statuses in Oracle General Ledger. A GL period status in Oracle Projects may differ from a period status in Oracle General Ledger.

## PA Period Close Validations

The system issues warnings if you attempt to close a PA period before all project-related transactions are interfaced from Oracle subledgers, and when transactions exist in Projects that are not cost distributed.

### Warning Conditions

---

The system generates warnings for the following conditions:

- Project-related supplier invoices exist in Payables that are not interfaced to Projects
- Project-related transactions exist in Project Manufacturing that are not interfaced to Projects
- Transactions exist in Projects that are not cost distributed

## GL Period Close Validations

Oracle Projects does not allow you to close GL periods unless all project transactions are interfaced to Oracle General Ledger or Oracle Payables. In addition, the system issues a warning if transactions exist in Projects that are not cost distributed.

### Error Conditions

---

The system generates errors for the following conditions:

- Labor, usage, and burdened transaction costs exist that are not interfaced to General Ledger
- Expense reports and expense report adjustments exist that are not interfaced to Payables
- Supplier invoice adjustments exist that are not interfaced to Payables
- Revenue lines exist that are not interfaced to General Ledger

- Cross charge distributions exist that are not interfaced to General Ledger

### **Warning Conditions**

---

The system issues a warning if transactions exist in Projects that are not cost distributed.

## **How Accounting Dates Are Derived**

The following sections describe the PA and GL date derivation logic for each transaction type.

### **Project Accounting Date (PA Date)**

---

For each transaction type, Oracle Projects determines the PA date as follows:

- Timecard, Usage, Expense Reports, Miscellaneous, and Supplier Invoice Adjustments

The PA date is set to the transaction expenditure item date if that date falls in a PA period with a status of Open or Future. If the expenditure item date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the expenditure item date.

- Supplier Invoices Interfaced from Payables

The PA date is set to the transaction expenditure item date if that date falls in a PA period with a status of Open or Future. If the expenditure item date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the expenditure item date.

- Draft Revenue

The PA date is set to the revenue accrue through date if that date falls in a PA period with a status of Open or Future. If the revenue accrue through date falls in a closed PA period, then the PA date is set to the start date of the earliest open or future enterable PA period that follows the revenue accrue through date.

- Draft Invoices

The PA date is set to the invoice bill through date if that date falls in a PA period with a status of Open or Future. If the invoice bill through date falls in a closed PA period, then the PA

date is set to the start date of the earliest open or future enterable PA period that follows the invoice bill through date.

### **General Ledger Accounting Date (GL Date)**

---

For each transaction type, Oracle Projects determines the GL date as follows:

- Timecard, Usage, Miscellaneous, and Supplier Invoice Adjustments

The GL date is set to the transaction expenditure item date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Projects. If the expenditure item date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the expenditure item date.

- Expense Reports

The GL date is set to the latest expenditure item date found on the expense report if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Projects. If the expenditure item date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the expenditure item date. The Oracle Payables Invoice Import program uses one GL date for each expense report loaded into Oracle Payables. Therefore, all project cost distribution lines for an expense report use the same GL date.

- Supplier Invoices Interfaced from Payables

When you interface supplier invoices from Payables, Oracle Projects copies the GL date for each supplier invoice cost distribution line from the GL date entered for the invoice distribution line in Oracle Payables.

- Draft Revenue

The GL date is set to the revenue accrue through date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Projects. If the revenue accrue through date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the revenue accrue through date.

- Draft Invoices

The GL date is set to the invoice date if that date falls in a GL period with a status of Open or Future according to the period status in Oracle Receivables. If the invoice date falls in a closed GL period, then the GL date is set to the start date of the earliest open or future enterable GL period that follows the invoice date.

---

## Expenditure Item Date Accounting with Common Accounting Periods

The Expenditure item date accounting with common accounting periods method uses the enhanced period maintenance and date derivation features with the Maintain Common PA and GL Periods implementation option. With this method, you maintain general ledger accounting periods in Oracle Projects and the system automatically maintains project accounting periods.

To use this method, you must define identical PA periods and GL periods. Projects derives a GL date for each transaction and copies the value to the PA date.

### Implementation Settings

You use the following settings for expenditure item date accounting with common accounting periods:

- PA: Enable Enhanced Period Processing Profile Option: Set this profile option value to Yes.
- Maintain Common PA and GL Periods Implementation Option. If your PA and GL periods are identical, enable this option by selecting the check box in the System tab of the Implementation Options window.

### Defining and Maintaining Periods

As with the expenditure item date accounting option, you define GL periods in Oracle General Ledger and they are automatically copied to Oracle Projects. You also define PA periods in Oracle General Ledger. After you define the GL and PA periods, you must copy the PA periods to Oracle Projects using the Copy from GL function on the Maintain PA Period Statuses window. For more information on maintaining accounting periods in Projects, see Period and Calendar Definition, *Oracle Projects Implementation Guide*.

When the Maintain Common PA and GL Periods implementation option is set to *Yes*, you are not required to maintain both the project accounting period statuses and the general ledger period statuses. As you maintain the GL period statuses, Oracle Projects automatically maintains the PA period statuses.

**Note:** When new periods are defined in Oracle General Ledger, you must copy the periods manually from Oracle General Ledger to Oracle Projects to create the PA periods.

## **GL and PA Period Close Validations**

Because the system automatically maintains PA periods, all validation occurs during the GL close process. Oracle Projects does not allow you to close a GL period unless all project-related transactions are interfaced from Oracle subledgers, and all project transactions are interfaced to Oracle General Ledger or Oracle Payables. In addition, the system issues a warning if transactions exist in Projects that are not cost distributed.

### **Error Conditions**

---

The system generates errors for the following conditions:

- Labor, usage, and burdened transaction costs exist that are not interfaced to General Ledger
- Expense reports and expense report adjustments exist that are not interfaced to Payables
- Supplier invoice adjustments exist that are not interfaced to Payables
- Revenue lines exist that are not interfaced to General Ledger
- Cross charge distributions exist that are not interfaced to General Ledger
- Project-related supplier invoices exist in Payables that are not interfaced to Projects
- Project-related transactions exist in Project Manufacturing that are not interfaced to Projects

### **Warning Conditions**

---

The system issues a warning if transactions exist in Projects that are not cost distributed.

## How Accounting Dates Are Derived

When enhanced period processing is enabled and the Maintain Common PA and GL periods implementation option is selected, Oracle Projects derives the GL date for a transaction and copies the GL date to the PA date for all transaction types except draft invoices. The derivation logic for each accounting date is described below.

### **Project Accounting Date (PA Date)**

---

Oracle Projects copies the PA date from the GL date.

### **General Ledger Accounting Date (GL Date)**

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- All Transactions Except Draft Invoices

Oracle Projects uses the Expenditure Item Date Accounting logic for deriving and setting GL dates.

- Draft Invoices

The GL date is derived from Invoice Date, Bill Through Date or System Date, depending on which dates are populated as parameters for processing. The logic for deriving the GL date is:

- (1) Invoice Date: If populated, this date is used to determine the GL date.
- (2) Bill Thru Date: If Invoice Date is not populated and Bill Through Date is, then the Bill Through Date is used.
- (3) System Date: If neither Invoice Date nor Bill Through Date is populated, then the system date is used.

### **Matching Accounting Date Exceptions**

---

When you use the Maintain Common PA and GL Periods implementation option, the PA date and GL date are the same for most transactions. However, when you interface transactions from Projects to Oracle Payables and Oracle Receivables, the system can generate exceptions that cause the transaction GL date to differ from the PA date.

- Transactions Interfaced to Oracle Payables

When you interface expense reports and supplier invoice adjustments to Oracle Payables, the GL date must fall in a GL period with a status of Open or Future as defined in Payables. If the derived GL date falls in a GL period that is closed in

Payables, then the system changes the GL date to the first day of the next open or future enterable period as defined in Oracle Payables.

- Transactions Interfaced to Oracle Receivables

When you release invoices, you have an option to change the invoice date. If the invoice date was changed during release, the GL and PA dates are recalculated when you interface invoices to Oracle Receivables. The GL date is also recalculated if the date falls in a GL period that is closed in Oracle Receivables.

---

## Examples of Accounting Date Derivation

The following examples illustrate the derivation of accounting dates.

### PA Periods and GL Periods That Have a Many-To-One Relationship

Examples 1 through 3 illustrate how the system derives accounting dates when PA periods and GL periods have a many-to-one relationship.

#### Period Definitions

---

The PA period definitions shown in the following table are used in the many-to-one examples.

| PA Period | Status | Start Date  | End Date    |
|-----------|--------|-------------|-------------|
| W5-Dec-00 | Closed | 24-Dec-2000 | 30-Dec-2000 |
| W1-Jan-01 | Open   | 31-Dec-2000 | 06-Jan-2001 |
| W2-Jan-01 | Closed | 07-Jan-2001 | 13-Jan-2001 |
| W3-Jan-01 | Closed | 14-Jan-2001 | 27-Jan-2001 |
| W4-Jan-01 | Closed | 21-Jan-2001 | 27-Jan-2001 |
| W5-Jan-01 | Closed | 28-Jan-2001 | 03-Feb-2001 |

**Table 12 – 6 PA Periods (Page 1 of 1)**

The GL period definitions shown in the following table are used in the many-to-one examples.

| GL Period | Status | Start Date  | End Date    |
|-----------|--------|-------------|-------------|
| Dec-00    | Closed | 01-Dec-2000 | 31-Dec-2000 |
| Jan-01    | Open   | 01-Jan-2001 | 31-Jan-2001 |

**Table 12 - 7 GL Periods (Page 1 of 1)**

### **Derived PA and GL Dates**

The examples in the following tables illustrate the PA and GL dates that are derived when expenditure item dates occur in open and closed PA and GL periods.

In Example 1, the PA period and GL period are open:

| Processing Option  | Expenditure Item Date | PA Date     | GL Date     |
|--|-----------------------|-------------|-------------|
| Period-End Date Accounting   | 02-Jan-2001           | 06-Jan-2001 | 31-Jan-2001 |
| Expenditure Item Date Accounting Without Common Accounting Periods | 02-Jan-2001           | 02-Jan-2001 | 02-Jan-2001 |

**Table 12 - 8 Example 1: PA Period and GL Period Open (Page 1 of 1)**

In Example 2, the PA period is open and the GL period is closed:

| Processing Option  | Expenditure Item Date | PA Date     | GL Date     |
|--|-----------------------|-------------|-------------|
| Period-End Date Accounting   | 31-Dec-2000           | 06-Jan-2001 | 31-Jan-2001 |
| Expenditure Item Date Accounting Without Common Accounting Periods | 31-Dec-2000           | 31-Dec-2000 | 01-Jan-2001 |

**Table 12 - 9 Example 2: PA Period Open and GL Period Closed (Page 1 of 1)**

In Example 3, the PA period and GL period are closed:

| Processing Option  | Expenditure Item Date | PA Date     | GL Date     |
|--|-----------------------|-------------|-------------|
| Period-End Date Accounting   | 30-Dec-2000           | 06-Jan-2001 | 31-Jan-2001 |
| Expenditure Item Date Accounting Without Common Accounting Periods | 30-Dec-2000           | 31-Dec-2000 | 01-Jan-2001 |

Table 12 - 10 Example 2: PA Period Open and GL Period Closed (Page 1 of 1)

## PA Periods and GL Periods That Have a One-To-One Relationship

Examples 4 and 5 illustrate how the system derives accounting dates when PA periods and GL periods have a one-to-one relationship.

### Period Definitions

The GL periods and PA periods are identical. The period definitions shown in the following table are used in the one-to-one examples.

| Period Name | Status | Start Date  | End Date    |
|-------------|--------|-------------|-------------|
| Dec-00      | Closed | 01-Dec-2000 | 31-Dec-2000 |
| Jan-01      | Open   | 01-Jan-2001 | 31-Jan-2001 |

Table 12 - 11 PA Periods (Page 1 of 1)

### Derived PA and GL Dates

The examples in the following tables illustrate the PA and GL dates that are derived when expenditure item dates occur in open and closed PA and GL periods.

In Example 4, the PA period and GL period are open:

| Processing Option  | Expenditure Item Date | PA Date     | GL Date     |
|--|-----------------------|-------------|-------------|
| Period-End Date Accounting   | 02-Jan-2001           | 31-Jan-2001 | 31-Jan-2001 |
| Expenditure Item Date Accounting Without Common Accounting Periods | 02-Jan-2001           | 02-Jan-2001 | 02-Jan-2001 |

**Table 12 - 12 Example 4: PA Period and GL Period Open (Page 1 of 1)**

In Example 5, the PA period and GL period are closed:

| Processing Option  | Expenditure Item Date | PA Date     | GL Date     |
|--|-----------------------|-------------|-------------|
| Period-End Date Accounting   | 29-Dec-2000           | 31-Jan-2001 | 31-Jan-2001 |
| Expenditure Item Date Accounting Without Common Accounting Periods | 29-Dec-2000           | 01-Jan-2001 | 01-Jan-2001 |

**Table 12 - 13 Example 5: PA Period and GL Period Closed (Page 1 of 1)**

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## When Accounting Dates Are Derived

The processes used by Oracle Projects to generate transaction accounting dates and periods are system-defined. They are not dependent on your implementation options or profile settings. The system uses the same processes regardless of the accounting option you select. This section describes the processes that are used to generate accounting dates and periods for the various project transaction types.

### Accounting Period Derivation

For all transactions, Oracle Projects sets the accounting periods to the period that includes the accounting date. PA periods are determined from the derived PA date. GL periods are determined from the derived GL date. With this release, the PA period and GL period are now stored on cost distribution lines and revenue distribution lines.

## Accounting Date and Period Derivation

As indicated below, the transaction type determines when the system generates accounting dates and periods.

- Timecard, Usage, Expense Reports, Miscellaneous, and Supplier Invoice Adjustments

Oracle Projects derives accounting dates when you run the cost distribution processes.

- Supplier Invoices Interfaced from Payables

Oracle Projects derives the PA date for each supplier invoice cost distribution line when you interface the supplier invoice from Oracle Payables.

The system copies the GL date from the related invoice distribution line.

- Draft Revenue

Projects derives accounting dates during the revenue generation process.

- Draft Invoices

Both the PA Date and GL Date are derived when the invoice is generated.

- Intercompany Invoices

Oracle Projects derives the PA date during the invoice generation process.

The GL date is generated when cross charge distributions are interfaced to General Ledger.

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## Setting Up Expenditure Item Date Accounting

To implement expenditure item date accounting, perform the following steps:

1. Enable enhanced period processing.

Set the PA: Enable Enhanced Period Processing profile option to Yes.

2. Enable the Maintain Common PA and GL Periods implementation option (optional).
3. Maintain the statuses of your GL periods in Oracle Projects.

4. Select a calendar for defining PA periods (optional).

For details about these steps, see the *Oracle Projects Implementation Guide*.



APPENDIX

# A

## Menu Paths

**T**his appendix describes the default navigation paths for each window on the Oracle Projects menu.

## Oracle Projects Navigation Paths

This appendix lists the default navigation paths for most of the windows in Oracle Projects. The responsibility that you use determines which of these windows you can use and how you access them. Your implementation team and system administrator set up navigation menus and task flows for your responsibility, and may create customized versions of some of these windows (with different window titles or navigation paths).

### Default Navigator Paths

The following table lists the default navigation paths for most of the windows in Oracle Projects.

| Window   | Default Path  |
|--|---|
| Accounting Calendar. See: <i>Oracle General Ledger User's Guide</i>    | Setup > Financials > Calendar > Periods   |
| Account Generator Processes  | Setup > Flexfields > Key > Accounts   |
| Agreement  | Billing > Agreements  |
| Agreement Template   | Setup > Billing > Agreement Templates   |
| Agreement Types  | Setup > Billing > Agreement Types   |
| Allocation Rule  | Allocations > Allocation Rules  |
| Application Utilities Lookups  | Setup > Human Resources > HR Foundation > Other Definitions > Application Utilities Lookups   |
| AR Payment Terms   | Setup > Billing > Payment Terms   |
| Assign AutoAccounting Rules  | Setup > AutoAccounting > Assign Rules   |
| Assign Calendar Resources  | Setup > System > Scheduling Calendar > Assign Resources   |
| Assign Security Rules. See <i>Oracle Applications Flexfields Guide</i> | Setup > Flexfields > Descriptive > Security > Assign<br>Setup > Flexfields > Key > Security > Assign<br>Setup > Flexfields > Validation > Security > Assign |
| Assign Shift/Exceptions  | Setup > System > Scheduling Calendar > Assign Shifts/Exceptions   |
| AutoAccounting Lookup Sets   | Setup > AutoAccounting > Lookup Sets  |

Table A – 1 Default Navigator Paths (Page 1 of 11)

| Window   | Default Path  |
|--|---|
| AutoAccounting Rules   | Setup > AutoAccounting > Rules  |
| AutoAllocation Workbench   | Allocations > AutoAllocations > Workbench   |
| Availability Type Lookups  | Setup > System > Scheduling Calendar > Others > Define Availability Types   |
| Basis  | Allocations > Allocation Rules. Find or enter a rule and a prorated basis method, and then choose Basis.                              |
| Basis Details  | Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, and then choose Basis Details. |
| Billing Extensions   | Setup > Billing > Extensions  |
| Budget Change Reason Lookups                                     | Setup > Budgets > Change Reasons  |
| Budget Entry Methods   | Setup > Budgets > Entry Methods   |
| Budget Types   | Setup > Budgets > Budget Types  |
| Budgets  | Budgets   |
| Burden Cost Codes  | Setup > Costing > Burden > Cost Codes   |
| Burden Schedules   | Setup > Costing > Burden > Schedules  |
| Burden Structures  | Setup > Costing > Burden > Structures   |
| Calendar   | Setup > System > Scheduling Calendar > Define Calendar  |
| Calendar Exception Reason Lookups                                | Setup > System > Scheduling Calendar > Others > Define Exception Reasons  |
| Calendar Exception Type Lookups                                  | Setup > System > Scheduling Calendar > Others > Define Exception Categories   |
| Calendar Type Lookups  | Setup > System > Scheduling Calendar > Others > Define Calendar Types   |
| Candidate Status Change Reason Lookups                           | Setup > Staffing > Candidate Status Change Reasons  |
| Capital Projects   | Capital Projects. Enter criteria in the Find Capital Projects window and then choose Find.  |
| Class Categories and Codes                                       | Setup > Projects > Classifications  |
| Competencies   | Setup > Human Resources > HR Foundation > Career Management > Competencies  |
| Completed Requests. See: <i>Oracle Applications User's Guide</i> | Other > Requests > Run  |

**Table A - 1 Default Navigator Paths (Page 2 of 11)**

| Window   | Default Path  |
|--|---|
| Contact Types Lookups  | See: Project Contact Type Lookups   |
| Control Action   | Setup > Activity Management Gateway > Control Actions   |
| Control Billing by Top Task  | Billing > Control Billing by Top Task   |
| Control Item Effort Levels Lookups   | Setup > Issue & Change > Effort Levels  |
| Control Item Priority  | Setup > Issue and Change > Control Item Priorities  |
| Control Item Source Type Lookups   | Setup > Issue and Change > Source Types   |
| Copy Rule  | Allocations > Allocation Rules. Find or enter a rule and then choose Copy To.   |
| Cost Bases   | Setup > Costing > Burden > Bases  |
| Cost Base Type Lookups   | Setup > Costing > Burden > Bases. Choose Cost Base Type.  |
| Cost Distribution Lines  | Expenditures > Expenditure Inquiry > Project. Find the project. Choose Item Details. Choose Cost Distribution Lines.  |
| Credit Type Lookups  | Setup > Billing > Credit Types  |
| Cross Validation Rules. See: <i>Oracle Applications Flexfields Guide</i>         | Setup > Flexfields > Key > Rules  |
| Customer Project Relationship Lookups  | See: Project Customer Relationship Lookups  |
| Cycles   | Setup > System > Cycles   |
| Define Security Rules. See: <i>Oracle Applications Flexfields Guide</i>          | Setup > Flexfields > Descriptive > Security > Define<br>Setup > Flexfields > Key > Security > Define<br>Setup > Flexfields > Validation > Security > Define |
| Define Shifts  | Setup > System > Scheduling Calendar > Define Shifts  |
| Descriptive Flexfield Segments. See: <i>Oracle Applications Flexfields Guide</i> | Setup > Flexfields > Descriptive > Segments   |
| Draft Exceptions   | Allocations > Review Allocations Runs. Select a run with the status Draft Failure, and then choose Exceptions.  |
| Enter Person 2 – 46  | Setup > Human Resources > HR Foundation > People > Enter and Maintain   |

**Table A – 1 Default Navigator Paths (Page 3 of 11)**

| Window                          | Default Path  |
|---------------------------------|---|
| Event Entry and Inquiry Windows | Billing > Events > Project<br>Billing > Events > All  |
| Event Details                   | Navigate to the Event Summary page and select Open  |
| Event Summary                   | Navigate to the Find Project Event or Find Events page and select Find                        |
| Event Types                     | Setup > Billing > Event Types   |
| Exceptions                      | Setup > System > Scheduling Calendar > Define Exceptions                                      |
| Expenditure Batches             | Expenditures > Pre-Approved Batches > Enter   |
| Expenditure Batches Summary     | Expenditures > Pre-Approved Batches > Review. Find the batch you want to see and choose Find. |
| Expenditure Categories          | Setup > Expenditures > Expenditure Categories   |
| Find Project Expenditure Items  | Expenditures > Expenditure Inquiry Project  |
| Expenditure Batches             | Expenditures > Pre-Approved Batches > Enter   |
| Expenditure Batches Summary     | Expenditures > Pre-Approved Batches > View  |
| Expenditure Items               | Expenditures > Expenditure Inquiry> All   |
| Expenditure Types               | Setup > Expenditures > Expenditure Types  |
| Find Allocation Runs            | Allocations > Review Allocations Runs   |
| Find Capital Projects           | Capital Projects  |
| Find/Enter Customers            | Setup > Resources and Organizations > Customers > Customer Entry                              |
| Find Events                     | Billing > Events > All  |
| Find Expenditure Batches        | Expenditures > Pre-Approved Batches > Review  |
| Find Expenditure Items          | Expenditures > Expenditure Inquiry> All   |
| Find Funds Check Details        | Expenditures > Transaction Funds Check Results  |
| Find Invoices 8 - 36            | Billing > Invoice Review  |
| Find Key Flexfield Segment      | Setup > Flexfields > Key > Security > Define  |
| Find Project Expenditure Items  | Expenditures > Expenditure Inquiry> Project   |
| Find Project Event              | Billing > Events > Project  |

**Table A - 1 Default Navigator Paths (Page 4 of 11)**

| Window  | Default Path  |
|---|---|
| Find Projects 3 – 75  | Projects<br>or<br>Setup > Projects > Project Templates                                      |
| Find Project Status   | Project Status Inquiry > Project Status Inquiry   |
| Find Revenue  | Billing > Revenue Review  |
| Find Transaction Funds Check Results                                      | Expenditures > Transaction Funds Check Results  |
| Forecasting Implementation Options  | Setup > System > Forecasting Options  |
| Generate Details  | Navigate to Purge Batches, then choose Generate Details.                                    |
| GL Accounts. See: <i>Oracle General Ledger User's Guide</i>               | Setup > Financials > Accounts   |
| GL Periods for Projects. See: <i>Oracle Projects Implementation Guide</i> | Setup > System > GL Periods   |
| Global Organization Hierarchy   | Setup > Human Resources > HR Foundation > Work Structures > Organization > Global Hierarchy |
| Global Security Profile   | Setup > Human Resources > HR Foundation > Security > Global Profile                         |
| Grades  | Setup > Human Resources > HR Foundation > Work Structures > Grade > Description             |
| Implementation Options  | Setup > System > Implementation Options   |
| Information Type Security   | Setup > Human Resources > HR Foundation > Security > Information Types Security             |
| Invoice Formats   | Setup > Billing > Invoice Formats   |
| Invoice Summary   | Billing > Invoice Review. Enter criteria in the Find Invoices window, then choose Find.     |
| Job   | Setup > Human Resources > HR Foundation > Work Structures > Job > Description               |
| Job Groups  | Setup > Human Resources > HR Foundation > Work Structures > Job > Job Group                 |
| Job Mapping   | Setup > Human Resources > Job Mapping   |
| Key Flexfield Segments See: <i>Oracle Applications Flexfields Guide</i>   | Setup > Flexfields > Key > Segments   |
| Labor Cost Multipliers  | Setup > Costing > Labor > Cost Multipliers  |

**Table A – 1 Default Navigator Paths (Page 5 of 11)**

| Window  | Default Path  |
|---|---|
| Labor Costing Overrides   | Setup > Costing > Labor > Labor Costing Overrides   |
| Labor Costing Rules   | Setup > Costing > Labor > Labor Costing Rules   |
| Location  | Setup > Human Resources > HR Foundation > Work Structures > Define Locations  |
| Maintain PA Period Statuses   | Setup > System > PA Periods   |
| Mass Update Batches 6 – 32  | Project Administration > Mass Update Batches  |
| Missing Amounts   | Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, and then choose Missing Amounts. |
| Non-Labor Resources   | Setup > Expenditures > Non-Labor Resources  |
| Offset  | Allocations > Allocation Rules. Find or enter a rule and then choose Offset.  |
| Organization  | Setup > Human Resources > HR Foundation > Work Structures > Organizations > Description   |
| Organization Authority  | Setup > Resources and Organizations > Organization Authority  |
| Organizations   | Other > Change Organization   |
| Organization Hierarchy  | Setup > Human Resources > HR Foundation > Work Structures > Organization > Hierarchy  |
| Organization Labor Costing Rules                                      | Setup > Costing > Labor > Organization Labor Costing Rules  |
| Organization Manager Relationship                                     | Setup > Human Resources > HR Foundation > Work Structures > Organizations > Organization Manager  |
| Organization Overrides 3 – 73   | Projects. In Find Projects, enter criteria and then choose Open. Select Organization Overrides from the Options.                        |
| PA Periods  | Setup > System > PA Periods   |
| Payment Terms   | Setup > Billing > Payment Terms   |
| Percent Complete  | Project Status Inquiry > Percent Complete   |
| Period Types. See: <i>Oracle General Ledger User's Guide</i>          | Setup > Financials > Calendar > Types   |
| Personal Profile Values. See: <i>Oracle Applications User's Guide</i> | Setup > Human Resources > HR Foundation > Other Definitions > User Profile Options  |

**Table A – 1 Default Navigator Paths (Page 6 of 11)**

| Window   | Default Path  |
|--|---|
| Phases Use the Statuses window.                | Setup > System > Statuses   |
| Position Description                           | Setup > Human Resources > HR Foundation > Work Structures > Position > Description  |
| Position Hierarchy                             | Setup > Human Resources > HR Foundation > Work Structures > Position > Hierarchy  |
| Probability Lists                              | Setup > Projects > Probability Lists  |
| Project Contact Types Lookups                  | Setup > Project > Customers > Contact Types   |
| Project Customer Relationship Lookups          | Setup > Projects > Customers > Relationships  |
| Project Customers 3 – 39                       | Navigate to Projects Templates Summary, select Customers and Contacts, and then choose Detail.  |
| Project Expenditure Items                      | Navigate to Find Project Expenditure Items page, select a project, and click Find.  |
| Project Funding Inquiry                        | Billing > Funding Inquiry   |
| Project Cross Charge Setup                     | Projects. Select the Cross Charge option from the Project Options.  |
| Project Job Level Lookups                      | Setup > Human Resources > Project Job Levels  |
| Project Retention Inquiry                      | Billing > Retention Inquiry   |
| Project Status Inquiry                         | Project Status Inquiry > Project Status Inquiry   |
| Project Status Inquiry Columns                 | Setup > Project Status Columns  |
| Project Task and Control Item Priority Lookups | Setup > Issue and Change > Control Item Priorities<br>Setup > Workplan and Progress > Task Priorities   |
| Project Types                                  | Setup > Projects > Project Types  |
| Projects, Templates 3 – 75                     | Projects. In Find Projects window, enter criteria and choose Find. In the Projects, Templates Summary window, select a project and choose Open. |
| Projects, Templates Summary 3 – 75             | Projects. In Find Projects window, enter criteria and choose Find.<br>or<br>Setup > Projects > Project Templates. Choose New.                   |
| Provider and Receiver Controls                 | Setup > Costing > Provider/Receiver Controls  |
| Purge Batch Details                            | Navigate to Purge Batches, then choose Enter Details.   |

Table A – 1 Default Navigator Paths (Page 7 of 11)

| Window                     | Default Path  |
|----------------------------|---|
| Purge Batches: page 6 – 17 | Select the Projects System Administrator responsibility, and then choose Purge Project Data.  |
| Qualification Types        | Setup > Human Resources > HR Foundation > Career Management > Qualification Types   |
| Rate Schedules             | Setup > Expenditures > Rate Schedules   |
| Rating Scales              | Setup > Human Resources > HR Foundation > Career Management > Rating Scales   |
|                            | Other > Concurrent.<br>Setup > Human Resources > HR Foundation > Processes and Reports > View Requests<br>Setup > Human Resources > HR Foundation > Processes and Reports > View Reports<br>In the Find Requests window, enter a request and select Find. |
| Resource                   | Setup > Human Resources > Organization Authority  |
| Resources                  | Allocations > Allocation Rules. Find or enter a rule and then choose Sources. In the Sources window, choose Resources.  |
| Resource Lists             | Setup > Budgets > Resource Lists  |
| Revenue Category Lookups   | Setup > Expenditures > Revenue Categories   |
| Revenue Distribution Lines | Expenditures > Expenditure Inquiry > Project. Find the project, choose Item Details, and then choose Revenue Distribution Lines.  |
| Revenue Lines              | Navigate to the Revenue Summary page and select Lines.  |
| Revenue Summary            | Billing > Revenue Review. Enter criteria and choose Find.   |
| Reverse an Allocation Run  | In the Review Allocation Runs window, select a rule with a run status of Release Success and then choose Reverse.   |
| Review Allocation Runs     | Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window and then choose Find.  |
| Review Transactions        | Expenditures > Transaction Import > Review Transactions   |
| Role Lists                 | Setup > Projects > Role Lists   |

**Table A – 1 Default Navigator Paths (Page 8 of 11)**

| Window  | Default Path  |
|---|---|
| Roles   | Setup > Projects > Roles  |
| Rollup Groups. See: <i>Oracle Applications Flexfields Guide</i>                   | Setup > Flexfields > Key > Groups   |
| Schools/Colleges  | Setup > Human Resources > HR Foundation > Career Management > Schools & Colleges  |
| Security Profile  | Setup > Human Resources > HR Foundation > Security > Profile  |
| Segment Values. See: <i>Oracle Applications Flexfields Guide</i>                  | Setup > Flexfields > Key > Values<br>or<br>Setup > Flexfields > Descriptive > Values<br>or<br>Setup > Flexfields > Validation > Values  |
| Segments (New)  | Navigate to the Segments Summary page and click Segments  |
| Segments Summary  | Navigate to the Descriptive Flexfield Segments page and select Segments   |
| Service Type Lookups  | Setup > Projects > Service Types  |
| Set of Books. See: <i>Oracle General Ledger User's Guide</i>                      | Setup > Financials > Books  |
| Shorthand Aliases. See: <i>Oracle Applications Flexfields Guide</i>               | Setup > Flexfields > Key > Aliases  |
| Sources   | Allocations > Allocations Rules. Find or enter a rule and then choose Sources.  |
| Source Details  | Allocations > Review Allocation Runs. Enter criteria in the Find Allocation Runs window, choose Find, select a run, and then choose Source Details.                                 |
| Source Products   | Setup > Activity Management Gateway > Source Products   |
| Staffing Priority Lookups   | Setup > Staffing > Staffing Priorities  |
| Statuses  | Setup > System > Statuses   |
| Submit Request See: <i>Oracle Applications System Administration User's Guide</i> | Other > Requests > Run<br>Setup > Human Resources > HR Foundation > Processes and Reports > Submit Processes and Reports<br>Expenditures > Transaction Import > Import Transactions |

**Table A - 1 Default Navigator Paths (Page 9 of 11)**

| Window  | Default Path   |
|---|--|
| Submit Request Set. <i>Oracle Applications System Administration User's Guide</i> | Other > Requests > Set<br>Setup > Human Resources > HR Foundation > Processes and Reports > View Requests<br>Setup > Human Resources > HR Foundation > Processes and Reports > Submit Processes and Reports                  |
| System Options  | Setup > Resources and Organizations > Customers > System Options   |
| Targets   | Allocations > Allocation Rules. Find or enter a rule and then choose Targets.  |
| Task Cross Charge Setup   | Projects. Select the Cross Charge option from the Task Options.  |
| Task Detail 3 – 7   | Navigate to Projects, Templates. For Option Name, select Tasks and then choose Detail. In Find Tasks, enter criteria and choose Find. In Tasks, select a task and choose Options. In Task Options, double-click Task Detail. |
| Tax Code Defaults. See: Output Tax Code Defaults                                  |  |
| Transactions  | Allocations > Review Allocations Runs. Enter criteria in the Find Allocation Runs window, choose Find, select a run, and then choose Transactions.   |
| Transaction Controls 3 – 74   | Projects. Find a project and then choose Open. Select Transaction Controls from Project Options or Select Tasks, choose a task, choose Options, and then choose Transaction Controls from Task Options.                      |
| Transaction Sources   | Setup > Expenditures > Transaction Sources   |
| Transfer Price Rules  | Setup > Costing > Cross Charge > Transfer Price Rules  |
| Transfer Price Schedules  | Setup > Costing > Cross Charge > Transfer Price Schedules  |
| Unit Lookups  | Setup > System > Units   |
| Users: page 6 – 26  | Select the System Administrator responsibility, and then navigate to Security > User > Define.   |
| Utilization Categories  | Setup > Utilization > Utilization Categories   |
| Utilization Options   | Setup > Utilization > Options  |

**Table A – 1 Default Navigator Paths (Page 10 of 11)**

| Window   | Default Path   |
|--|--|
| Validation Errors: page 6 – 23                               | After purge batch validation, navigate to Purge Batch Details, select an invalidated project, and choose Errors.                   |
| Value Sets. See: <i>Oracle Applications Flexfields Guide</i> | Setup > Flexfields > Validation > Sets   |
| View AutoAllocation Statuses                                 | Allocations > AutoAllocations > View Status  |
| View Burdened Costs  | Setup > Costing > Burden > View  |
| View Expenditure Accounting                                  | Expenditures > Expenditure Inquiry > All or Project. Find an expenditure item and then choose View Accounting from the Tools menu. |
| View Revenue Accounting                                      | Billing > Revenue Review. Find a revenue item and then click View Accounting.  |
| Work Quantity Work Items Lookups                             | Setup > Workplan and Progress > Work Items   |
| Work Types   | Setup > Utilization > Work Types   |

**Table A – 1 Default Navigator Paths (Page 11 of 11)**

# Glossary

**account** The business relationship that a party can enter into with another party. The account has information about the terms and conditions of doing business with the party.

**account combination** A unique combination of segment values that records accounting transactions. A typical account combination contains the following segments: company, division, department, account and product.

**Account Generator** A feature that uses Oracle Workflow to provide various Oracle Applications with the ability to construct Accounting Flexfield combinations automatically using custom construction criteria. You define a group of steps that determine how to fill in your Accounting Flexfield segments. You can define additional processes and/or modify the default process(es), depending on the application. See also *activity, function, item type, lookup type, node, process, protection level, result type, transition, Workflow Engine*.

**Account segment** One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account combination. Each segment typically represents an element of your business structure, such as Company, Cost Center or Account.

**Account segment value** A series of characters and a description that define a unique value for a particular value set.

**account site** A party site that is used within the context of an account, for example, for billing or shipping purposes.

**accounting currency** In some financial contexts, a term used to refer to the currency in which accounting data is maintained. In this manual, this currency is called functional currency. See *functional currency*.

**accounting transaction** A debit or credit to a general ledger account.

**Accounting Flexfield** The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

**Accounting Flexfield structure** The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

**Accounting Flexfield value set** A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.

**accrue through date** The date through which you want to accrue revenue for a project. Oracle Projects picks up expenditure items having an expenditure item date on or before this date, and events having a completion date on or before this date, when accruing revenue. An exception to this rule are projects that use cost-to-cost revenue accrual; in this case, the accrue through date used is the PA Date of the expenditure item's cost distribution lines.

**accumulation** See *summarization*.

**activity** In Oracle Workflow, a unit of work performed during a business process.

**activity** In Oracle Receivables, a name that you use to refer to a receivables activity such as a payment, credit memo, or adjustment. See also *activity attribute*, *function activity*, *receivables activity name*.

**activity attribute** A parameter for an Oracle Workflow function activity that controls how the function activity operates. You define an activity attribute by displaying the activity's Attributes properties page in the Activities window of Oracle Workflow Builder. You assign a value to an activity attribute by displaying the activity node's Attribute Values properties page in the Process window.

**actual transactions** Recorded project costs. Examples include labor, expense report, usage, burden, and miscellaneous costs.

**ad hoc** For the specific purpose, case, or situation at hand and for no other. For example, an ad hoc tax code, report submission, or database query.

**administrative assignment** Activity on an administrative project such as personal holiday, sick day, or jury duty. Administrative assignments can also represent administrative work such as duties on an internal project. Such assignments are charged to the administrative project which is determined by the administration flag on the project type.

**advance** An amount of money prepaid in anticipation of receipt of goods, services, obligations or expenditures.

**advance** In Oracle Payables, an advance is a prepayment paid to an employee. You can apply an advance to an employee expense report during expense report entry, once you fully pay the advance.

**agreement** A contract with a customer that serves as the basis for work authorization. An agreement may represent a legally binding contract, such as a purchase order, or a verbal authorization. An agreement sets the terms of payment for invoices generated against the agreement, and affects whether there are limits to the amount of revenue you can accrue or bill against the agreement. An agreement can fund the work of one or more projects.

**agreement type** An implementation-defined classification of agreements. Typical agreement types include purchase order and service agreement.

**allocation** A method for distributing existing amounts between and within projects and tasks. The allocation feature uses existing project amounts to generate expenditure items for specified projects.

**allocation method** An attribute of an allocation rule that specifies how the rule collects and allocates the amounts in the source pool. There are two allocation methods, full allocation and incremental allocation. See also *full allocation*, *incremental allocation*.

**allocation rule** A set of attributes that describes how you want to allocate amounts in a source pool to specified target projects and tasks.

**allocation run** The results of the PRC: Generate Allocation Transactions process.

**alternative region** An alternative region is one of a collection of regions that occupy the same space in a window where only one region can be displayed at any time. You identify an alternative region by a poplist icon that displays the region title, which sits on top of a horizontal line that spans the region. This display method has been replaced by tabs in Release 11i and higher.

**amount class** For allocations, the period or periods during which the source pool accumulates amounts.

**amount type** The starting point for a time interval. Available options include period-to-date, year-to-date, and project-to-date. Used to define budgetary controls for a project.

**analysis workbook** A display of enterprise information in a graphical and tabular format. The Analysis Workbook uses Discoverer to enable the user to modify the selection criteria, drill into dimension hierarchies, or link to other data elements.

**approved date** The date on which an invoice is approved.

**archive** To store historical transaction data outside your database.

**asset** An object of value owned by a corporation or business. Assets are entered in Oracle Projects as non-labor resources. See *non-labor resource*. See *fixed asset*.

**assignment forecast item** Assignment Forecast Item is the smallest unit of forecasting information for the assignment. In this entity, the smallest time unit is a day. Forecast items are created for each day of every provisional and confirmed assignment for every billable resource.

**attribute** See *activity attribute, item type attribute*.

**attribute** In TCA, corresponds to a column in a TCA registry table, and the attribute value is the value that is stored in the column. For example, party name is an attribute and the actual values of party names are stored in a column in the HZ\_PARTIES table.

**AutoAccounting** In Oracle Projects, a feature that automatically determines the account coding for an accounting transaction based on the project, task, employee, and expenditure information.

**AutoAccounting** In Oracle Receivables, a feature that lets you determine how the Accounting Flexfields for your revenue, receivable, freight, tax, unbilled receivable and unearned revenue account types are created.

**AutoAccounting function** A group of related AutoAccounting transactions. There is at least one AutoAccounting function for each Oracle Projects process that uses AutoAccounting. AutoAccounting functions are predefined by Oracle Projects.

**AutoAccounting Lookup Set** An implementation-defined list of intermediate values and corresponding Accounting Flexfield segment values. AutoAccounting lookup sets are used to translate intermediate values such as organization names into account codes.

**AutoAccounting parameter** A variable that is passed into AutoAccounting. AutoAccounting parameters are used by AutoAccounting to determine account codings. Example AutoAccounting parameters available for an expenditure item are the expenditure type and project organization. AutoAccounting parameters are predefined by Oracle Projects.

**AutoAccounting Rule** An implementation-defined formula for deriving Accounting Flexfield segment values. AutoAccounting rules may use a combination of AutoAccounting parameters, AutoAccounting lookup sets, SQL statements, and constants to determine segment values.

**AutoAccounting Transaction** A repository of the account coding rules needed to create one accounting transaction. For each accounting transaction created by Oracle Projects, the necessary AutoAccounting rules are held in a corresponding AutoAccounting Transaction. AutoAccounting transactions are predefined by Oracle Projects.

**autoallocation set** A group of allocation rules that you can run in sequence that you specify (step-down allocations) or at the same time (parallel allocations). See also *step-down allocation, parallel allocation*.

**AutoInvoice** A program that imports invoices, credit memos, and on-account credits from other systems to Oracle Receivables.

**automatic event** An event with an event type classification of Automatic. Billing extensions create automatic events to account for the revenue and invoice amounts calculated by the billing extensions.

**AutoReduction** An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

**AutoSelection** A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

**AutoSkip** A feature specific to flexfields where Oracle Applications automatically moves your cursor to the next segment as soon as you enter a valid value into a current flexfield segment. You can turn this feature on or off with the user profile option Flexfields:AutoSkip.

**availability** Availability of a resource for a specified duration is presented in the form of a percentage calculated as follows:

$$\frac{(\text{capacity minus the number of confirmed assignments hours})100}{\text{capacity}}$$

**availability match** See availability

**balancing segment** An Accounting Flexfield segment that you define so that General Ledger automatically balances all journal entries for each value of this segment. For example, if your company segment is a balancing segment, General Ledger ensures that, within every journal entry, the total debits to company 01 equal the total credits to company 01

**baseline** To approve a budget for use in reporting and accounting.

**baseline budget** The authorized budget for a project or task which is used for performance reporting and revenue calculation.

**basis method** How an allocation rule is used to allocate the amounts from a source pool to target projects. The basis methods include options to spread the amounts evenly, allocate by percentage, or prorate amounts based on criteria you specify. Also referred to as the "basis." See also *source pool*.

**batch source** A source you define in Oracle Receivables to identify where your invoicing activity originates. The batch source also controls invoice defaults and invoice numbering. Also known as a **transaction batch source**.

**bill rate** A rate per unit at which an item accrues revenue and/or is invoiced for time and material projects. Employees, jobs, expenditure types, and non-labor resources can have bill rates.

**bill rate schedule** A set of standard bill rates that maintains the rates and percentage markups over cost that you charge clients for your labor and non-labor expenditures.

**bill site** The customer address to which project invoices are sent.

**bill through date** The date through which you want to invoice a project. Oracle Projects picks up revenue distributed expenditure items having an expenditure item date on or before this date, and events having a completion date on or before this date, when generating an invoice.

**billable resource** A resource that has a current billable job assignment. Billable jobs are defined in the job definition screen where the Job Billability flag is set to Y.

**billing** The functions of revenue accrual and invoicing.

**billing cycle** The billing period for a project. Examples of billing cycles you can define are: a set number of days, the same day each week or month, or the project completion date. You can optionally use a client extension to define a billing cycle.

**billing title** See *Employee Billing Title, Job Billing Title*.

**block** Every Oracle Applications window (except root and modal windows) consists of one or more blocks. A block contains information pertaining to a specific business entity. Generally, the first or only block in a window assumes the name of the window. Otherwise, a block name appears across the top of the block with a horizontal line marking the beginning of the block.

**borrowed and lent** A method of processing cross charge transactions that generates accounting entries to pass cost or share revenue between the provider and receiver organizations within a legal entity. See also: Intercompany Billing.

**boundary code** The end point for a time interval. Available options include period, year, and project. Used to define budgetary controls for a project.

**budget** Estimated cost, revenue, labor hours or other quantities for a project or task. Each budget may optionally be categorized by resource. Different budget types may be set up to classify budgets for different purposes. In addition, different versions can exist for each user-defined budget type: current, original, revised original, and historical versions. The current version of a budget is the most recently baseline version. See also *budget line, resource*.

**budgetary controls** Control settings that enable the system to monitor and control project-related commitment transactions.

**budget line** Estimated cost, revenue, labor hours, or other quantity for a project or task categorized by a resource.

**burden cost code** An implementation-defined classification of overhead costs. A burden cost code represents the type of burden cost you want to apply to raw cost. For example, you can define a burden cost code of G&A to burden specific types of raw costs with General and Administrative overhead costs.

**burden costs** Burden costs are legitimate costs of doing business that support raw costs and cannot be directly attributed to work performed. Examples of burden costs are fringe benefits, office space, and general and administrative costs.

**burden multiplier** A numeric multiplier associated with an organization for burden schedule revisions, or with burden cost codes for projects or tasks. This multiplier is applied to raw cost to calculate burden cost amounts. For example, you can assign a multiplier of 95% to the burden cost code of Overhead.

**burden schedule** An implementation-defined set of burden multipliers that is maintained for use across projects. Also referred to as a *standard burden schedule*. You may define one or more schedules for different purposes of costing, revenue accrual, and invoicing. Oracle Projects applies the burden multipliers to the raw cost amount of an expenditure item to derive an amount; this amount may be the total cost, revenue amount, or bill amount. You can override burden schedules by entering negotiated rates at the project and task level. See also *Firm Schedule*, *Provisional Schedule*, *Burden Schedule Revision*, *Burden Schedule Override*.

**burden schedule override** A schedule of negotiated burden multipliers for projects and tasks that overrides the schedule you defined during implementation.

**burden schedule revision** A revision of a set of burden multipliers. A schedule can be made of many revisions.

**burden structure** A burden structure determines how cost bases are grouped and what types of burden costs are applied to the cost bases. A burden structure defines relationships between cost bases and burden cost codes and between cost bases and expenditure types.

**burdened cost** The cost of an expenditure item, including raw cost and burden costs.

**business entity** A person, place, or thing that is tracked by your business. For example, a business entity can be an account, a customer, or a part.

**business group** The highest level of organization and the largest grouping of employees across which a company can report. A business group can correspond to an entire company, or to a specific division within the company. Each installation of Oracle Projects uses one business group with one hierarchy.

**business view** Component of the application database that sorts underlying applications data into an understandable and consolidated set of information. By masking the complexity of the database tables, Business Views provide a standard set of interfaces to any tool or application that retrieves and presents data to the user.

**button** You choose a button to initiate a predefined action. Buttons do not store values. A button is usually labeled with text to describe its action or it can be an icon whose image illustrates its action.

**calendar** Working capacity defined by work patterns and calendar exceptions.

**capacity** Capacity is the total number of hours a resource can be scheduled based on the calendar of the resource. In the case of Labor, capacity is defined in work hours. The capacity of an Organization is the sum total of the capacity of assigned resources.

**capital project** A project in which you build one or more depreciable fixed assets.

**chart of accounts** The account structure your organization uses to record transactions and maintain account balances.

**chart of accounts structure** See: *Accounting Flexfield Structure: page Glossary – 2.*

**check box** You can indicate an on/off or yes/no state for a value by checking or unchecking its check box. One or more check boxes can be checked since each check box is independent of other check boxes.

**child request** A concurrent request submitted by another concurrent request (a parent request.) For example, each of the reports and/or programs in a report set are child requests of that report set.

**CIP assets** See: *construction-in-process assets.*

**chargeable project** For each expenditure, a project to which the expenditure can be charged or transferred.

**claim** A discrepancy between the billed amount and the paid amount. Claims are often referred to as deductions, but a claim can be positive or negative.

**class category** An implementation-defined category for classifying projects. For example, if you want to know the market sector to which a project belongs, you can define a class category with a name such as *Market Sector*. Each class category has a set of values (class codes) that can be chosen for a project. See *class code*.

**class code** An implementation-defined value within a class category that can be used to classify a project. See *class category*.

**clearing account** An account used to ensure that both sides of an accounting transaction are recorded. For example, Oracle General Ledger uses clearing accounts to balance intercompany transactions.

When you purchase an asset, your payables group creates a journal entry to the asset clearing account. When your fixed assets group records the asset, they create an offset journal entry to the asset clearing account to balance the entry from the payables group.

**combination block** A combination block displays the fields of a record in both multi-record (summary) and single-record (detail) formats. Each format appears in its own separate window that you can easily navigate between.

**combination query** See *Existing Combinations*.

**comment alias** A user-defined name for a frequently used line of comment text, which can be used to facilitate online entry of timecards and expense reports.

**commitment transactions** Anticipated project costs. Examples include purchase requisitions and purchase orders, provisional and confirmed contract commitments, and supplier invoices.

**competence** A technical skill or personal ability such as JAVA programming, customer relations, and project billing.

**competence match** A numerical comparison of the competence of a resource to the mandatory and optional competencies of a requirement. In the candidate score calculation, this number is converted to a percentage.

**complete matching** A condition where the invoice quantity matches the quantity originally ordered, and you approve the entire quantity. See also *matching*, *partial matching*.

**construction-in-process (CIP) asset** A depreciable fixed asset you plan to build during a capital project. The costs associated with building CIP assets are referred to as CIP costs. See also *capital project*. You construct CIP assets over a period of time rather than buying a finished asset. Oracle Assets lets you create, maintain, and add to your CIP assets as you spend money for material and labor to construct them. When you finish the assets and place them in service (capitalize them), Oracle Assets begins depreciating them.

**concurrent manager** A unique facility that manages many time-consuming, non-interactive tasks within Oracle Applications. When you submit a request that does not require your interaction, such as releasing shipments or running a report, the Concurrent Manager does the work for you, letting you complete multiple tasks simultaneously.

**concurrent process** A non-interactive task that you request Oracle Applications to complete. Each time you submit a non-interactive task, you create a new concurrent process. A concurrent process runs simultaneously with other concurrent processes (and other interactive activities on your computer) to help you complete multiple tasks at once.

**concurrent queue** A list of concurrent requests awaiting completion by a concurrent manager. Each concurrent manager has a queue of requests waiting to be run. If your system administrator sets up your Oracle Application to have simultaneous queuing, your request can wait to run in more than one queue.

**concurrent request** A request to Oracle Applications to complete a non-interactive task for you, such as releasing a shipment, posting a journal entry, or running a report. Once you submit a request, Oracle Applications automatically completes your request.

**contact** In Oracle Projects, a customer representative who is involved with a project. For example, a contact can be a billing contact, the customer representative who receives project invoices.

**contact point** A means of contacting a party other than postal mail, for example, a phone number, e-mail address, fax number, and so on.

**contact type** An implementation-defined classification of project contacts according to their role in the project. Typical contact types are Billing and Shipping.

**context field prompt** A question or prompt to which a user enters a response, called a context field value. When Oracle Applications displays a descriptive flexfield pop-up window, it displays your context field prompt after it displays any global segments you have defined. Each descriptive flexfield can have up to one context prompt.

**context field value** A response to your context field prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your context prompt, such as 1500, Journal Batch ID, or 2000, Budget Formula Batch ID. The context field value determines which additional descriptive flexfield segments appear.

**context response** See *context field value*.

**context segment value** A response to your context-sensitive segment. The response is composed of a series of characters and a description. The response and description together provide a unique value for your context-sensitive segment, such as Redwood Shores, Oracle Corporation Headquarters, or Minneapolis, Merrill Aviation's Hub.

**context-sensitive segment** A descriptive flexfield segment that appears in a second pop-up window when you enter a response to your context field prompt. For each context response, you can define multiple context segments, and you control the sequence of the context segments in the second pop-up window. Each context-sensitive segment typically prompts you for one item of information related to your context response.

**contract project** A project for which you can generate revenue and invoices. Typical contract project types include Time and Materials and Fixed Price. Formerly known as a **direct project**.

**control level** The level of control to impose on project transactions during a funds check. Available options are absolute, advisory, and none. Used to define budgetary controls for a project.

**controlled budget** A budget for which budgetary controls have been enabled.

**conversion** A process that converts foreign currency transactions to your functional currency. See also *foreign currency conversion*.

**corporate exchange rate** An exchange rate you can optionally use to perform foreign currency conversion. The corporate exchange rate is usually a standard market rate determined by senior financial management for use throughout the organization. You define this rate in Oracle General Ledger.

**cost base** A cost base refers to the grouping of raw costs to which burden costs are applied. Examples of cost bases are Labor and Materials.

**cost budget** The estimated cost amounts at completion of a project. Cost budget amounts can be summary or detail, and can be burdened or unburdened.

**cost burden schedule** A burden schedule used for costing to derive the total cost amount. You assign the cost burden schedule to a project type that is burdened; this default cost burden schedule defaults to projects that use the project type; and then from the project to the tasks below the project. You may override the cost burden schedule for a project or a task if you have defined the project type option to allow overrides of the cost burden schedule.

**cost distribution** The act of calculating the cost and determining the cost accounting for an expenditure item.

**cost rate** The monetary cost per unit of an employee, expenditure type, or resource.

**cost-to-cost** A revenue accrual method that calculates project revenue as budgeted revenue multiplied by the ratio of actual cost to budgeted cost. Also known as **percentage of completion method** or **percentage spent method**.

**credit memo** In Oracle Payables and Oracle Projects, a document that partially or fully reverses an original invoice.

In Oracle Receivables, a document that partially or fully reverses an original invoice. You can create credit memos in the Receivables Credit Transactions window or with AutoInvoice.

**Cross Business Group Access (CBGA)** The ability to view data in operating units that are not associated with the current operating unit's business group.

**Cross Business Group Access mode (CBGA mode)** An installation that has selected CBGA in the profile options is operating in **CBGA mode**.

**cross charge** To charge a resource to a project owned by a different operating unit.

**credit receiver** A person receiving credit for project or task revenue. One project or task may have many credit receivers for one or many credit types.

**credit type** An implementation-defined classification of the credit received by a person for revenue a project earns. Typical credit types include Quota Credit and Marketing Credit.

**Cross-Project responsibility** A responsibility that permits users to view and update any project.

**cross charge transaction** An expenditure item whose provider operating unit is different from the receiver operating unit, the provider organization is different from the receiver organization, or both.

**cross charge project** A project that can receive transactions from an operating unit or organization that is different from the operating unit or organization that owns the project.

**cross charge type** One of the three types of cross charge transactions: intercompany, inter-operating unit, and intra-operating unit.

**cross-project user** A user who is logged into Oracle Projects using a Cross-Project responsibility.

**current budget** The most recently baseline budget version of the budget.

**current record indicator** Multi-record blocks often display a current record indicator to the left of each record. A current record indicator is a one character field that when filled in, identifies a record as being currently selected.

**customer agreement** See *agreement*.

**database table** A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

**deferred revenue** An event type classification that generates an invoice for the amount of the event, and has no immediate effect on revenue. The invoice amount is accounted for in an unearned revenue account that will be offset as the project accrues revenue.

**delivery assignment** Filled work position on a project that is not an administrative project.

**denomination currency** In some financial contexts, a term used to refer to the currency in which a transaction takes place. In this manual, this currency is called transaction currency. See: *transaction currency*.

**depreciate** To depreciate an asset is to spread its cost over the time you use it. You charge depreciation expense for the asset each period. The total depreciation taken for an asset is stored in the accumulated depreciation account.

**Descriptive Flexfield** A field that your organization can extend to capture extra information not otherwise tracked by Oracle Applications. A descriptive flexfield appears in your window as a single character, unnamed field. Your organization can customize this field to capture additional information unique to your business.

**direct project** An obsolete term. See *contract project*.

**dimension** An Oracle Financial Analyzer database object used to organize and index the data stored in a variable. Dimensions are used in Oracle Project to calculate and monitor performance measures. Dimensions answer the following questions about data: "What?" "When?" and "Where?" For example, a variable called Units Sold might be associated with the dimensions Product, Month, and District. In this case, Units Sold describes the number of products sold during specific months within specific districts.

**distribution line** In Oracle Payables and Oracle Projects, a line corresponding to an accounting transaction for an expenditure item on an invoice, or a liability on a payment.

**distribution line** In Oracle Assets, information such as employee, general ledger depreciation expense account, and location to which you have assigned an asset. You can create any number of distribution lines for each asset. Oracle Assets uses distribution lines to allocate depreciation expense and to produce your Property Tax and Responsibility Reports.

**distribution rule** See *revenue distribution rule*.

**draft budget** A preliminary budget which may be changed without affecting revenue accrual on a project.

**draft invoice** A potential project invoice that is created, adjusted, and stored in Oracle Projects. Draft invoices require approval before they are officially accounted for in other Oracle Applications.

**draft revenue** A project revenue transaction that is created, adjusted, and stored in Oracle Projects. You can adjust draft revenue before you transfer it to other Oracle Applications.

**drilldown** A software feature that allows you to view the details of an item in the current window via a window in a different application.

**duration** The total number of days between the start date and end date of a team role.

**dynamic insertion** An optional Accounting Flexfields feature that allows you to create new account combinations during data entry in Oracle Applications. By enabling this feature, it prevents having to define every possible account combination that can exist. Define cross-validation rules when using this feature.

**effort** The total number of hours of a team role.

**employee billing title** An employee title, which differs from a job billing title, that may appear on an invoice. Each employee can have a unique employee billing title.

**employee organization** The organization to which an employee is assigned.

**encumbrance** A journal entry to reserve funds for anticipated project costs (commitments). The primary purpose for posting encumbrances is to avoid overspending a budget.

**End User Layer** Component of Discoverer that translates business view column names into industry standard terminology and provides links between related data tables. Discoverer accesses information through the End User Layer (EUL).

**euro** A single currency adopted by the member states of the European Union. The official abbreviation, EUR, is used for all commercial, business, and financial purposes, and has been registered with the International Standards Organization (ISO).

**event** In Oracle Projects, a summary level transaction assigned to a project or top task that records work completed and generates revenue and/or billing activity, but is not directly related to any expenditure items. For example, unlike labor costs or other billable expenses, a bonus your business receives for completing a project ahead of schedule is not attributable to any expenditure item, and would be entered as an event.

**event type** An implementation-defined classification of events that determines the revenue and invoice effect of an event. Typical event types include Milestones, Scheduled Payments, and Write-Offs.

**exchange rate** A rate that represents the amount one currency can be exchanged for another at a specific point in time. Oracle Applications can access daily, periodic, and historical rates. These rates are used for foreign currency conversion, revaluation, and translation.

**exchange rate type** The source of an exchange rate. For example, user defined, spot, or corporate rate. See also: corporate exchange: page Glossary – 10 rate, spot exchange rate: page Glossary – 34.

**Existing Combinations** A feature specific to key flexfields in data entry mode that allows you to enter query criteria in the flexfield to bring up a list of matching predefined combinations of segment values to select from.

**expenditure** A group of expenditure items incurred by an employee or an organization for an expenditure period. Typical expenditures include Timecards and Expense Reports.

**expenditure (week) ending date** The last day of an expenditure week period. All expenditure items associated with an expenditure must be on or before the expenditure ending date, and must fall within the expenditure week identified by the expenditure week ending date.

**expenditure category** An implementation-defined grouping of expenditure types by type of cost. For example, an expenditure category with a name such as *Labor* refers to the cost of labor.

**expenditure comment** Free text that can be entered for any expenditure item to explain or describe it in further detail.

**expenditure cost rate** The monetary cost per unit of a non-labor expenditure type.

**expenditure cycle** A weekly period for grouping and entering expenditures.

**expenditure group** A user-defined name used to track a group of pre-approved expenditures, such as Timecards, or Expense Reports.

**expenditure item** The smallest logical unit of expenditure you can charge to a project and task. For example, an expenditure item can be a timecard item or an expense report item.

**expenditure item date** The date on which work is performed and is charged to a project and task.

**expenditure operating unit** The operating unit in which an expenditure is entered and processed for project costing.

**expenditure organization** For timecards and expense reports, the organization to which the incurring employee is assigned, unless overridden by organization overrides. For usage, supplier invoices, and purchasing commitments, the incurring organization entered on the expenditure.

**expenditure type** An implementation-defined classification of cost that you assign to each expenditure item. Expenditure types are grouped into cost groups (expenditure categories) and revenue groups (revenue categories).

**expenditure type class** An additional classification for expenditure types that indicates how Oracle Projects processes the expenditure types. For example, if you run the Distribute Labor Costs process, Oracle Projects will calculate the cost of all expenditure items assigned to the Straight Time expenditure type class. Formerly known as **system linkage**.

**expense report** In Oracle Payables, a document that details expenses incurred by an employee for the purpose of reimbursement. You can enter expense reports online in Payables, or employees enter them online in Internet Expenses. You can then submit Expense Report Import to import these expense reports and expense reports from Projects. The import program creates invoices in Payables from the expense report data.

**expense report** In Oracle Projects, a document that, for purposes of reimbursement, details expenses incurred by an employee. You can set up expense report templates to match the format of your expense reports to speed data entry. You must create invoices from Payables expense reports using Expense Report Import before you can pay the expense reports.

**Expense Report Import** An Oracle Payables process you use to create invoices from Payables expense reports. You can also use Expense Report Import to create invoices from expense reports in Oracle Projects.

When you initiate Expense Report Import, Payables imports the expense report information and automatically creates invoices with invoice distribution lines from the information. Payables also produces a report for all expense reports it could not import.

**external organization** See *organization*.

**feeder program** A custom program you write to transfer your transaction information from an original system into Oracle Application interface tables. The type of feeder program you write depends on the environment from which you are importing data.

**field** A position on a window that you use to enter, view, update, or delete information. A field prompt describes each field by telling you what kind of information appears in the field, or alternatively, what kind of information you should enter in the field.

**firm schedule** A burden schedule of burden multipliers that will not change over time. This is compared to provisional schedules in which actual multipliers are mapped to provisional multipliers after an audit.

**first bill offset days** The number of days that elapse between a project start date and the date that the project's first invoice is issued.

**fixed asset** An item owned by your business and used for operations. Fixed assets generally have a life of more than one year, are acquired for use in the operation of the business, and are not intended for resale to customers. Assets differ from inventory items since you use them rather than sell them.

**fixed date** See *schedule fixed date*.

**flat file** A file where the data is unformatted for a specific application.

**flexfield** An Oracle Applications field made up of segments. Each segment has an assigned name and a set of valid values. Oracle Applications uses flexfields to capture information about your organization. There are two types of flexfields: key flexfields and descriptive flexfields.

**flexfield segment** One of the sections of your key flexfield, separated from the other sections by a symbol that you define (such as -, /, or \). Each segment typically represents an element of your business, such as cost center, product, or account.

**folder** Customizable windows located throughout Oracle Applications. Folders allow you to: change the display of a window by resizing or reordering columns, hide or display columns, and change field names to best fit the needs of each user's working style.

**foreign currency** In Oracle Applications, a currency that is different from the functional currency you defined for your set of books in Oracle General Ledger. When you enter and pay a foreign currency invoice, Payables automatically converts the foreign currency into your functional currency at the rate you define. General Ledger automatically converts foreign currency journal entries into your functional currency at the rate you define. See also *exchange rate*, *functional currency*.

**foreign currency conversion** A process in Oracle Applications that converts a foreign currency transaction into your functional currency using an exchange rate you specify.

**form** A window that contains a logical collection of fields, regions, and blocks that appear on a single screen. You enter data into forms. See *window*.

**full allocation** An allocation method that distributes all the amounts in the specified projects in the specified amount class. The full allocation method is generally suitable if you want to process an allocation rule only once in a run period. See also *incremental allocation*.

**function** A PL/SQL stored procedure referenced by an Oracle Workflow function activity that can enforce business rules, perform automated tasks within an application, or retrieve application information. The stored procedure accepts standard arguments and returns a completion result. See also *function activity*.

**function activity** An automated Oracle Workflow unit of work that is defined by a PL/SQL stored procedure. See also *function*.

**function security** An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

**functional currency** The principal currency you use to record transactions and maintain accounting data for your set of books. Also, in cross charge transactions, the currency, as defined in the set of books, associated with a project transaction. For example, the cost functional currency is the functional currency for both the project expenditure item and the set of books of the expenditure operating unit. The invoice functional currency is the functional currency for both the project revenue and the set of books of the project operating unit.

**funds check** The process that verifies a budget's available funds. When budgetary controls are enabled, a funds check is performed against the project budget for commitment transactions. When top-down budgeting is also enabled, a funds check is performed against the funding budget for the project budget lines.

**GL Date** The date, referenced from Oracle General Ledger, used to determine the correct accounting period for your transactions.

In Oracle Projects, the end date of the GL Period in which costs or revenue are transferred to Oracle General Ledger. This date is determined from the open or future GL Period on or after the Project Accounting Date of a cost distribution line or revenue. For invoices, the date within the GL Period on which an invoice is transferred to Oracle Receivables.

**global hierarchy** An organization hierarchy that includes one or more business groups. A global hierarchy can be used by installations that are in CBGA mode.

**global security profile** An HR security profiles that is not associated with a business group. A global security profile can secure organizations and people throughout a global (cross business group) organization hierarchy.

**global segment prompt** A non-context-sensitive descriptive flexfield segment. Each global segment typically prompts you for one item of information related to the zone or form in which you are working.

**global segment value** A response to your global segment prompt. Your response is composed of a series of characters and a description. The response and description together provide a unique value for your global segment, such as J. Smith, Financial Analyst, or 210, Building C.

**hard limit** An option for an agreement that prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by the agreement. If you do not impose a hard limit, Oracle Projects automatically imposes a soft limit of the same amount. See also *soft limit*.

**HR job** In HRMS, the HR job for a resource (person) is the job linked to the primary assignment of the person.

**incremental allocation** An allocation method that creates expenditure items based on the difference between the transactions processed from one allocation to the next. This method is generally suitable if you want to use an allocation rule in allocation runs several times in a given run period. See also *full allocation*.

**indirect project** A project used to collect and track costs for overhead activities, such as administrative labor, marketing, and bid and proposal preparation. You can also define indirect projects to track time off such as sick leave, vacation, and holidays. You cannot generate revenue or invoices for indirect projects.

**inter-operating unit cross charge transaction**  
An expenditure item for which the provider and receiver operating units are different, but both operating units are associated with the same legal entity.

**intercompany billing** A method of internally billing work performed by a provider operating unit and charged to a project owned by a receiver operating unit. The provider operating unit creates a Receivables invoice, which is interfaced as a Payables invoice to the receiver operating unit. See: *Borrowed and Lent*.

**intercompany billing project** A contract project set up in the provider operating unit to process intercompany billing. The provider operating unit must create one intercompany billing project for each receiver operating unit it wants to charge.

**intercompany cross charge transaction** An expenditure item that crosses legal entity boundaries, which means that the provider and receiver operating units are different and are associated with different legal entities.

**intercompany invoice base amount** The sum of the amounts in the provider's transfer price functional currency.

**intercompany invoice currency** The transaction currency of an intercompany invoice. You can specify the invoice currency attributes for each intercompany billing project to convert the intercompany invoice base amount to the intercompany invoice amount

**intermediate value** The parameter value, constant, or SQL statement result that is determined during the first step in the execution of an AutoAccounting rule.

**internal billing** Intercompany billing for work performed between two organizations or projects. The process creates the appropriate documents so the provider operating unit can bill the receiver operating unit.

**internal organization** See *organization*.

**internal requisition** See *internal sales order*; *purchase requisition*.

**internal sales order** A request within your company for goods or services. An internal sales order originates from an employee or from another process as a requisition, such as inventory or manufacturing, and becomes an internal sales order when the information is transferred from Purchasing to Order Management. Also known as **internal requisition** or **purchase requisition**.

**intra-operating unit cross charge transaction**  
An cross charge expenditure item charged entirely within an operating unit. The provider and receiver organizations are different, but the provider and receiver operating units are the same.

**invoice** In Oracle Receivables and Oracle Cash Management, a document that you create in Receivables that lists amounts owed for the purchases of goods or services. This document also lists any tax, freight charges, and payment terms.

**invoice** In Oracle Payables and Oracle Assets, a document you receive from a supplier that lists amounts owed to the supplier for purchased goods or services. In Payables, you create an invoice online using the information your supplier provides on the document, or you import an invoice from a supplier. Payments, inquiries, adjustments and any other transactions relating to a supplier's invoice are based upon the invoice information you enter.

**invoice** In Oracle Projects, a summarized list of charges, including payment terms, invoice item information, and other information that is sent to a customer for payment.

**invoice burden schedule** A burden schedule used for invoicing to derive the bill amount of an expenditure item. This schedule may be different from your revenue burden schedule, if you want to invoice at a different rate at which you want to accrue.

**invoice currency** The currency in which an Oracle Projects invoice is issued.

**invoice date** In Oracle Assets and Oracle Projects, the date that appears on a customer invoice. This date is used to calculate the invoice due date, according to the customer's payment terms.

In Oracle Receivables, the date an invoice is created. This is also the date that Receivables prints on each invoice. Receivables also uses this date to determine the payment due date based on the payment terms you specify on the invoice.

In Oracle Payables, the date you assign to an invoice you enter in Payables. Payables uses this date to calculate the invoice due date, according to the payment terms for the invoice. The invoice date can be the date the invoice was entered or it can be a different date you specify.

**invoice distribution line** A line representing an expenditure item on an invoice. A single expenditure item may have multiple distribution lines for cost and revenue. An invoice distribution line holds an amount, account code, and accounting date.

**invoice format** The columns, text, and layout of invoice lines on an invoice.

**invoice item** A single line of a project's draft invoice, formatted according to the project invoice formats.

**invoice set** For each given run of invoice generation for a project, if multiple agreements exist and multiple invoices are created, Oracle Projects creates the invoices within a unique set ID. You approve, release, and cancel all invoices within an invoice set.

**invoice transaction type** An Oracle Receivables transaction type that is assigned to invoices and credit memos that are created from Oracle Projects draft invoices.

**invoice write-off** A transaction that reduces the amount outstanding on an invoice by a given amount and credits a bad debt account.

**invoicing** The function of preparing a client invoice. Invoice generation refers to the function of creating the invoice. Invoicing is broader in the terms of creating, adjusting, and approving an invoice.

**item type** A term used by Oracle Workflow to refer to a grouping of all items of a particular category that share the same set of item attributes, used as a high level grouping for processes. For example, each Account Generator item type (e.g. FA Account Generator) contains a group of processes for determining how an Accounting Flexfield code combination is created. See also *item type attribute*.

**item type attribute** A feature of a particular Oracle Workflow item type, also known as an item attribute. An item type attribute is defined as a variable whose value can be looked up and set by the application that maintains the item. An item type attribute and its value is available to all activities in a process.

**Item Validation Organization** The organization that contains your master list of items. You must define all items and bills in your Item Validation Organization, but you also need to maintain your items and bills in separate organizations if you want to ship them from other warehouses. Oracle Order Management refers to organizations as warehouses on all Order Management forms and reports. See also *organization*.

**job** A name for a set of duties to which an employee may be assigned. You create jobs in Oracle Projects by combining a job level and a job discipline using your job key flexfield structure. For example, you can combine the job level *Staff* with the job discipline *Engineer* to create the job *Staff Engineer*.

**job billing title** A job billing title, which differs from a job title, that may appear on an invoice.

**job discipline** A categorization of job vocation, used with Job Level to create a job title. For example, a job discipline may be Engineer, or Consultant.

**job group** A collection of jobs defined for a specific purpose. Jobs in a job group have the same key flexfield structure.

**job level** A categorization of job rank, used with Job Discipline to create a job title. For example, a job level may be Staff, or Principal.

**job level** In Oracle Project Resource Management it is a numeric value associated to the job of the Project Resource Job Group. Each resource has a job and an associated job level that either belongs to or is mapped to the Project Resource Job Group. The level provides a basis for searching for potential resource matches. See **job level match**.

**job level match** A numeric value of 0% or 100%. If the job level of the resource is within the range of specified job levels for the search, then the job level match for the resource is 100, otherwise, it is 0. This percentage is used by the calculation for determining the candidate score.

**job title** In Oracle Projects, a unique combination of job level and job discipline that identifies a particular job.

**job title** In Oracle Receivables, a brief description of your customer contact's role within their organization.

**journal entry category** A category to indicate the purpose or nature of a journal entry, such as Adjustment or Addition. Oracle General Ledger associates each of your journal entry headers with a journal category. You can use one of General Ledger's pre-defined journal categories or define your own.

For Oracle Payables, there are three journal entry categories in Oracle Projects if you use the accrual basis accounting method: Invoices, Payments, and All (both Invoices and Payments). If you use the cash basis accounting method, Oracle Projects only assigns the Payment journal entry category to your journal entries.

**journal entry header** A method used to group journal entries by currency and journal entry category within a journal entry batch. When you initiate the transfer of invoices or payments to your general ledger for posting, Oracle Payables transfers the necessary information to create journal entry headers for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry header for each currency and journal entry category in a journal entry batch. A journal entry batch can have multiple journal entry headers.

**journal entry lines** Each journal entry header contains one or more journal entry lines. The lines are the actual journal entries that your general ledger posts to update account balances. The number and type of lines in a journal entry header depend on the volume of transactions, frequency of transfer from Oracle Payables, and your method of summarizing journal entries from Oracle Payables.

**journal entry source** Identifies the origin of journal entries from Oracle and non-Oracle feeder systems. General Ledger supplies predefined journal sources or you can create your own.

**Journal Import** A General Ledger program that creates journal entries from transaction data stored in the General Ledger GL\_INTERFACE table. Journal entries are created and stored in GL\_JE\_BATCHES, GL\_JE\_HEADERS, and GL\_JE\_LINES.

**key flexfield** An intelligent key that uniquely identifies an application entity. Each key flexfield segment has a name you assign, and a set of valid values you specify. Each value has a meaning you also specify. You use this Oracle Applications feature to build custom fields used for entering and displaying information relating to your business. The following application uses the listed Key Flexfields:

Oracle Projects – Accounting, Category Flexfield, Location, Asset Key.

**key flexfield segment** One of up to 30 different sections of your key flexfield. You separate segments from each other by a symbol you choose (such as -, / or \.). Each segment can be up to 25 characters long. Each key flexfield segment typically captures one element of your business or operations structure, such as company, division, region, or product for the Accounting Flexfield and item, version number, or color code for the Item Flexfield.

**key flexfield segment value** A series of characters and a description that provide a unique value for this element, such as 0100, Eastern region, or V20, Version 2.0.

**key member** An employee who is assigned a role on a project. A project key member can view and update project information and expenditure details for any project to which they are assigned. Typical key member types include Project Manager and Project Coordinator.

**labor cost** The cost of labor expenditure items.

**labor cost rate** The hourly raw cost rate for an employee. This cost rate does not include overhead or premium costs.

**labor costing rule** An implementation-defined name for an employee costing method. Also known as pay type. Typical labor costing rules include *Hourly* and *Exempt*.

**labor invoice burden schedule** A burden schedule used to derive invoice amounts for labor items.

**labor multiplier** A multiplier that is assigned to a project or task, and is used to calculate the revenue and/or bill amount for labor items by applying the multiplier to the raw cost of the labor items.

**labor revenue burden schedule** A burden schedule used to derive revenue amounts for labor items.

**legal entity** An organization that represents a legal company for which you prepare fiscal or tax reports. You assign tax identifiers and other relevant information to this entity.

**lifecycle** A collection of sequential project phases.

**liquidation** The process of relieving an encumbrance.

**listing** An organized display of Oracle Applications information, similar to a report, but usually showing setup data as opposed to transaction data.

**Logical Data Model** A representation of the End User Layer. Available in a readable format, the Logical Data Model gives the relationship between folders, allowing a Discoverer user to determine the data elements needed for a specific analysis.

**lookup code** The internal name of a value defined in an Oracle Workflow lookup type. See also *lookup type*.

**lookup type** An Oracle Workflow predefined list of values. Each value in a lookup type has an internal and a display name. See also *lookup code*.

**lowest task** A task that has no child tasks.

**master–detail relationship** A master–detail relationship is an association between two blocks—a master block and its detail block. When two blocks are linked by a master–detail relationship, the detail block displays only those records that are associated with the current (master) record in the master block, and querying between the two blocks is always coordinated. Master and detail blocks can often appear in the same window or they can each appear in separate windows.

**master job** A job in a master job group.

**master job group** The job group that is used as an intermediate mapping group between other job groups.

**match rule** A set of rules that determines which records are matches for an input record. A match rule consists of an acquisition portion to determine potential matches, a scoring portion to score the potential matches, and thresholds that the scores are compared against to determine actual matches.

**matching** In Oracle Cash Management, the process where batches or detailed transactions are associated with a statement line based on the transaction number, amount, currency and other variables, taking Cash Management system parameters into consideration. In Cash Management, matching can be done manually or automatically.

**matching** In Oracle Payables and Oracle Assets, the process of comparing purchase order, invoice, and receiving information to verify that ordering, billing, and receiving information is consistent within accepted tolerance levels. Payables uses matching to control payments to suppliers. You can use the matching feature in Payables if you have Purchasing or another purchasing system. Payables supports two-, three-, and four-way matching.

**message line** A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

**mid task** A task that is not a top task or a lowest task.

**multi-org** See *multiple organizations*.

**multiple organizations** The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

**Multiple Reporting Currencies** A unique set of features embedded in Oracle Applications that allows you to maintain and report accounting records at the transaction level in more than one functional currency.

**node** An instance of an activity in an Oracle Workflow process diagram as shown in the Process window of Oracle Workflow Builder. See also *process*.

**non-capacity work type** Work types assigned to forecast assignment items or actual expenditure items reduce the total capacity of a given resource for the specified time period.

**non-invoice related claim** A claim that is due to a discrepancy between the billed amount and the paid amount, and cannot be identified with a particular transaction.

**non-labor invoice burden schedule** A burden schedule used to derive invoice amounts for non-labor items.

**non-labor resource** An implementation-defined asset or pool of assets. For example, you can define a non-labor resource with a name such as *PC* to represent multiple personal computers your business owns.

**non-labor revenue burden schedule** A burden schedule used to derive revenue amounts for non-labor items.

**non-project budget** A budget defined outside Oracle Projects. Examples include organization-level budgets defined in Oracle General Ledger, and budgets defined in Oracle Contract Commitments.

**non-revenue sales credit** Sales credit you assign to your salespeople that is not associated with your invoice lines. This is sales credit given in excess of your revenue sales credit. See also *revenue sales credit*.

**offsets** Reversing transactions used to balance allocation transactions with the source or other project.

**one time billing hold** A type of hold that places expenditure items and events on billing hold for a particular invoice; when you release that invoice, the items are billed on the next invoice.

**operating unit** An organization that partitions data for subledger products (AP, AR, PA, PO, OE). It is roughly equivalent to a single pre-Multi-Org installation.

**operator** A mathematical symbol you use to indicate the mathematical operation in your calculation.

**option group** An option group is a set of option buttons. You can choose only one option button in an option group at a time, and the option group takes on that button's value after you choose it. An option button or option group is also referred to as a radio button or radio group, respectively.

**Oracle Discoverer** An Oracle tool that enables users to retrieve data from a database. Oracle Discoverer provides a user friendly method for creating database queries and displaying information.

**organization** A business unit such as a company, division, or department. Organization can refer to a complete company, or to divisions within a company. Typically, you define an organization or a similar term as part of your account when you implement Oracle Financials. See also *business group*.

Internal organizations are divisions, groups, cost centers or other organizational units in a company. External organizations can include the contractors your company employs. Organizations can be used to demonstrate ownership or management of functions such as projects and tasks, non-labor resources, and bill rate schedules. See also *Item Validation Organization*.

**organization hierarchy** An organizational hierarchy illustrates the relationships between your organizations. A hierarchy determines which organizations are subordinate to other organizations. The topmost organization of an organization hierarchy is generally the business group.

**organization structure** See *organization hierarchy*.

**original budget** The budget amounts for a project at the first successful baseline of the project.

**Overtime Calculation Program** A program that Oracle Projects provides to determine which kind of overtime to award an employee based on the employee's labor costing rule and hours worked. If your company uses this automatic overtime calculation feature, you may need to modify the program based on the overtime requirements of your business.

**overtime cost** The currency amount over straight time cost that an employee is paid for overtime hours worked. Also referred to as Premium Cost.

**PA Date** The end date of the PA Period in which costs are distributed, revenue is created, or an invoice is generated. This date is determined from the open or future PA Period on or after the latest date of expenditure item dates and event completion dates included in a cost distribution line, revenue, or an invoice.

**PA Period** See *Project Accounting Period*.

**PA Period Type** The Period Type as specified in the PA implementation options for Oracle Projects to copy project accounting periods. Oracle Projects uses the periods in the PA Period Type to populate each Operating Unit's PA periods. PA periods are mapped to GL periods which are used when generating accounting transactions. PA periods drive the project summary for Project Status Inquiry. You define your accounting periods in the Operating Unit's Set of Books Calendar.

**parallel allocation** A set of allocation rules that carries out the rules in an autoallocation set without regard to the outcome of the other rules in the set. See also *autoallocation set*, *step-down allocation*.

**parent request** A concurrent request that submits other concurrent requests (child requests). For example, a report set is a parent request that submits reports and/or programs (child requests).

**partial matching** A condition where the invoice quantity is less than the quantity originally ordered, in which case you are matching only part of a purchase order shipment line. See also *matching*, *complete matching*.

**pay type** See *labor costing rule*.

**phase** A collection of logically related project activities, usually culminating in the completion of a major deliverable.

**pop-up window** An additional window that appears on an Oracle Applications form when your cursor enters a particular field.

**poplist** A poplist, when selected by your mouse, lets you choose a single value from a predefined list.

**posting** The process of updating account balances in Oracle General Ledger from journal entries. Payables uses the term posting to describe the process of transferring accounting entries to General Ledger. Payables transfers your invoice and payment accounting entries and sets the status of the payments and invoices to posted. You must then complete the process by creating and posting the journal entries in General Ledger. Note that Oracle Applications sometimes use the term posting to describe the process of transferring posting information to your general ledger. See also *Journal Import*.

**premium cost** See *overtime cost*.

**primary contact** A person in the organization with resource authority.

**primary set of books** The set of books you use to manage your business. You can choose accrual or cash basis as the accounting method for your primary set of books.

**process** A set of Oracle Workflow activities that need to be performed to accomplish a business goal. See also *Account Generator*, *process activity*, *process definition*.

**process activity** An Oracle Workflow process modelled as an activity so that it can be referenced by other processes; also known as a subprocess. See also *process*.

**process cycle** The planned schedule for batch processing of costs, revenue, and invoices, according to your company's scheduling requirements. See *streamline request*.

**process definition** An Oracle Workflow process as defined in the Oracle Workflow Builder. See also *process*.

**process responsibility type** An implementation-defined name to which a group of reports and processes are assigned. This group of reports and processes is then assigned to an Oracle Projects responsibility. A process responsibility type gives a user access to Oracle Projects reports and programs appropriate to that user's job. For example, the process responsibility type Data Entry could be a set of reports used by data entry clerks. See *responsibility*.

**product lifecycle management** A process for guiding products from their birth through their completion. The lifecycle management process adds business value to an enterprise by using product information to support planning, monitoring, and execution of vital activities.

**profile option** A set of options that control access to certain features throughout Oracle Applications and determines how data is processed. Generally, profile options can be set at the Site, Application, Responsibility, and User levels. For more information, see the user guide for your specific Oracle Application.

**project** A unit of work that can be broken down into one or more tasks. A project is the unit of work for which you specify revenue and billing methods, invoice formats, a managing organization and project manager, and bill rate schedules. You can charge costs to a project, and you can generate and maintain revenue, invoice, unbilled receivable, and unearned revenue information for a project.

**Project Accounting Period** An implementation-defined period against which project performance may be measured. Also referred to as *PA Periods*. You define project accounting periods to track project accounting data on a periodic basis by assigning a start date, end date, and closing status to each period. Typically, you define project accounting periods on a weekly basis, and your general ledger periods on a monthly basis.

### **Project Burdening Organization Hierarchy**

The organization hierarchy version that Oracle Projects uses to compile burden schedules. Each business group must designate one and only one version of an organization hierarchy as its Project Burdening Organization Hierarchy. (Note: In Oracle Projects Implementation Options, each operating unit is associated with an organization hierarchy and version for project setup, invoice level processing, and project reporting. The Project Burdening Organization Hierarchy selected for the business group does not have to match the hierarchy version in the Implementation Options.).

**project chargeable employees** In a multiple organization installation, employees included as labor resource pool to a project. This includes all employees, as defined in Oracle Human Resources, who belong to the business group associated with the project operating unit.

**project currency** The currency in which project transactions are billed (unless overridden during the billing process). Also, the currency in which project amounts are summarized for project summary reporting.

**project funding** An allocation of revenue from an agreement to a project or task.

**project operating unit** The operating unit within which the project is created, and in which the project customer revenue and receivable invoices are processed.

**project resource group** The job group used to identify appropriate roles for use within Project Resource Management.

**project/task organization** The Organization that owns the project or task. This can be any organization in the LOV (list of values) for the project setup. The Project/Task Organization LOV contains organizations of the Project/Task Organization Type in the Organization Hierarchy and Version below the Start Organization. You specify your Start Organization and Version in the Implementation Options window.

**project role** An implementation-defined classification of the relationship that an employee has to a project. You use project roles to define an employee's level of access to project information.

**project status** An implementation-defined classification of the status of a project. Typical project statuses are Active and Closed.

**project template** A standard project you create for use in creating other projects. You set up project templates that have features common in the projects you want to create.

**project type** A template defined for your implementation. The template consists of project attributes such as the project type class (contract, indirect, or capital), the default revenue distribution rule and bill rate schedules, and whether the project burdens costs. For example, you can define a project type with a name such as *Time and Materials* for all projects that are based on time and materials contracts.

**project type class** An additional classification for project types that indicates how to collect and track costs, quantities, and, in some cases, revenue and billing. Oracle Projects predefines three project type classes: *Indirect*, *Contract*, or *Capital*. For example, you use an Indirect project type to collect and track project costs for overhead activities, such as administrative and overhead work, marketing, and bid and proposal preparation.

**Project/customer relationship** An implementation-defined classification of the relationship between a project and a customer. Project/Customer Relationships help you manage projects that involve multiple clients by specifying the various relationships your customers can have with a project. Typical relationships include Primary or Non-Paying.

**Project/Task Alias** A user-defined short name for a project or project/task combination used to facilitate online timecard and expense report entry.

**Project/Task Organization** The Organization that owns the project or task.

**protection level** In Oracle Workflow, a numeric value ranging from 0 to 1000 that represents who the data is protected from for modification. When workflow data is defined, it can either be set to customizable (1000), meaning anyone can modify it, or it can be assigned a protection level that is equal to the access level of the user defining the data. In the latter case, only users operating at an access level equal to or lower than the data's protection level can modify the data. See also *Account Generator*.

**provider operating unit** The operating unit whose resources provide services to another project or organization. For cross charge transactions, the provider operating unit is the expenditure operating unit; the project operating unit owns the intercompany billing project.

**provider organization** For cross charge transactions, the organization that provides resources to another organization. The default is the expenditure organization or the non-labor resource organization, which can be overridden using the Provider and Receiver Organization Override client extension.

**provider project** The contract project that performs work on behalf of another (receiver) project.

**provider transfer price functional currency** The functional currency of the set of books for the *provider operating unit*.

**provider transfer price functional currency amount** The currency amount calculated by applying the transfer price currency conversion attributes (as specified by the implementation options for the provider operating unit) to the transfer price base currency amount.

**provisional schedule** A burden schedule of estimated burden multipliers that are later audited to determine the actual rates. You apply actual rates to provisional schedules by replacing the provisional multipliers with actual multipliers. Oracle Projects processes adjustments that account for the difference between the provisional and actual calculations.

**purchase order (PO)** In Oracle General Ledger and Oracle Projects, a document used to buy and request delivery of goods or services from a supplier.

**purchase order (PO)** In Oracle Assets, the order on which the purchasing department approved a purchase.

**purchase order distribution** Each purchase order shipment consists of one or more purchase order distributions. A purchase order distribution consists of the Accounting Flexfield information Payables uses to create invoice distributions.

**purchase order line** An order for a specific quantity of a particular item at a negotiated price. Each purchase order in Purchasing can consist of one or more purchase order lines.

**purchase order requisition line** Each purchase order line is created from one or more purchase order requisition lines. Purchasing creates purchase order requisition lines from individual requisitions.

**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. Also known as **internal requisition**. See also *internal sales order*.

**purchasing site** A supplier site from which you order goods or services. You must enter at least one purchasing site before Purchasing will allow you to enter a purchase order.

**query** A search for applications information that you initiate using an Oracle Applications window.

**raw costs** Costs that are directly attributable to work performed. Examples of raw costs are salaries and travel expenses.

**receipt currency** The currency in which an expense report item originates.

**record** A record is one occurrence of data stored in all the fields of a block. A record is also referred to as a row or a transaction, since one record corresponds to one row of data in a database table or one database transaction.

**receiver operating unit** An operating unit whose projects receive services from another project or organization. For inter-project billing, the receiver operating unit is the project operating unit that owns the receiver project.

**receiver organization** The operating unit whose projects receive services from another project or organization. For cross charged transactions, the receiver operating unit is the project operating unit that owns

**receiver project** A project for which work is performed by another (provider) project. In inter-project billing, the receiver project incurs costs from a Payables invoice generated by the Receivables tieback process performed by the provider project.

**receiver task** A task in the receiver project to which costs are assigned on the Payables invoice.

**region** A collection of logically-related fields set apart from other fields by a dashed line that spans a block. Regions help to organize a block so that it is easier to understand. Regions in Release 11i and higher are defined by Tabs.

**reimbursement currency** The currency in which an employee chooses to be reimbursed for an expense report. See also *transaction currency*.

**related transaction** Additional transactions that are created for labor transactions using the Labor Transaction Extension. All related transactions are associated with a *source transaction* and are attached to the expenditure item ID of the source transaction. You can identify and process the related transactions by referring to the expenditure item ID of the source transaction. Using labor transaction extensions, you can create, identify, and process the related transactions along with the source transaction.

**released date** The date on which an invoice and its associated revenue is released.

**remit to addresses** The address to which your customers remit their payments.

**report** an organized display of information drawn from Oracle Applications that can be viewed online or printed. Most applications provide standard and customizable reports. Oracle General Ledger's Financial Statement Generator lets you build detailed financial reports and statements based on your business needs.

**report headings** A descriptive section found at the top of each report detailing general information about the report such as set of books, date, etc.

**report option** See *report parameter*.

**report parameter** Submission options in Oracle Applications that allow you to enter date and account ranges. You can also sort, format, select, and summarize the information displayed in your reports. Most standard reports require you enter report parameters.

**report security group** A feature that helps your system administrator control your access to reports and programs. Your system administrator defines a report security group which consists of a group of reports and/or programs and assigns a report security group to each responsibility that has access to run reports using Standard Report Submission. When you submit reports using Standard Report Submission, you can only choose from those reports and programs in the report security group assigned to your responsibility.

**report set** A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month-end management reports.

**requirement** Unfilled work position on a project.

**resource** A user-defined group of employees, organizations, jobs, suppliers, expenditure categories, revenue categories, expenditure types, or event types for purposes of defining budgets or summarizing actuals.

**responsibility** A level of authority set up by your system administrator in Oracle Applications. A responsibility lets you access a specific set of windows, menus, set of books, reports, and data in an Oracle application. Several users can share the same responsibility, and a single user can have multiple responsibilities.

**responsibility type** See *process responsibility type*.

**result code** In Oracle Workflow, the internal name of a result value, as defined by the result type. See also *result type, result value*.

**result type** In Oracle Workflow, the name of the lookup type that contains an activity's possible result values. See also *result code, result value*.

**result value** In Oracle Workflow, the value returned by a completed activity, such as *Approved*. See also *result code, result type*.

**revenue** In Oracle Projects, the amounts recognized as income or expected billing to be received for work on a project.

**revenue accrual** The function of calculating and distributing revenue.

**revenue authorization rule** A configurable criterion that, if enabled, must be met before a project can accrue revenue. For example, an active mandatory revenue authorization rule states that a project manager must exist on a project before that project can accrue revenue. Revenue authorization rules are associated with revenue distribution rules. See also *revenue distribution rule*.

**revenue budget** The estimated revenue amounts at completion of a project. Revenue budget amounts can be summary or detail.

**revenue burden schedule** A burden schedule used for revenue accrual to derive the revenue amount for an expenditure item. This schedule may be different from your invoice burden schedule, if you want to accrue revenue at a different rate than you want to invoice.

**revenue category** An implementation-defined grouping of expenditure types by type of revenue. For example, a revenue category with a name such as *Labor* refers to labor revenue.

**revenue credit** Credit that an employee receives for project revenue. See *revenue sales credit*.

**revenue distribution rule** A specific combination of revenue accrual and invoicing methods that determine how Oracle Projects generates revenue and invoice amounts for a project. See *revenue authorization rule*.

**revenue item** A single line of a project's revenue, containing event or expenditure item revenue summarized by top task and revenue category or event.

**revenue sales credit** Sales credit you assign to your salespeople that is based on your invoice lines. The total percentage of all revenue sales credit must be equal to 100% of your invoice lines amount. Also known as **quota sales credits**. See also *non-revenue sales credit, sales credit*.

**revenue write-off** An event type classification that reduces revenue by the amount of the write-off. You cannot write-off an amount that exceeds the current unbilled receivables balance on a project. See also *invoice write-off*.

**root window** The root window displays the main menu bar and tool bar for every session of Oracle Applications. In Microsoft Windows, the root window is titled "Oracle Applications" and contains all the Oracle Applications windows you run. In the Motif environment, the root window is titled "Toolbar" because it displays just the toolbar and main menu bar.

**row** One occurrence of the information displayed in the fields of a block. A block may show only one row of information at a time, or it may display several rows of information at once, depending on its layout. The term "row" is synonymous with the term "record".

**sales credit** Credits that you assign to your salespeople when you enter orders, invoices, and commitments. Credits can be either quota or non-quota and can be used in determining commissions. See also *non-revenue sales credit*, *revenue sales credit*.

**sales tax** A tax collected by a tax authority on purchases of goods and services. The supplier of the good or service collects sales taxes from its customers (tax is usually included in the invoice amount) and remits them to a tax authority. Tax is usually charged as a percentage of the price of the good or service. The percentage rate usually varies by authority and sometimes by category of product. Sales taxes are expenses to the buyer of goods and services.

**salesperson** A person who is responsible for the sale of products or services. Salespeople are associated with orders, returns, invoices, commitments, and customers. You can also assign sales credits to your salespeople.

**schedule** The working hours defined by the calendar and schedule exceptions.

**schedule fixed date** The date used to freeze bill rate or burden schedules for a project or task. You enter a fixed date to specify that you want to use particular rates or multipliers as of that date. You do not use schedule fixed dates if you want to use the current effective rates or multipliers for a particular schedule.

**scrollable region** A region whose contents are not entirely visible in a window. A scrollable region contains a horizontal or vertical scroll bar so that you can scroll horizontally or vertically to view additional fields hidden in the region.

**segment** A single sub-field within a flexfield. You define the structure and meaning of individual segments when customizing a flexfield.

**service type** An implementation-defined classification of the type of work performed on a task.

**set of books** Defined in Oracle General Ledger, an organization or group of organizations that share a common chart of accounts, calendar, and currency. A set of books is associated with one or more responsibilities.

To use Multiple Reporting Currencies, you must create a primary set of books and separate reporting sets of books for each reporting currency.

**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*.

**shorthand flexfield entry** A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

**shorthand window** A single-segment customizable field that appears in a pop-up window when you enter a key flexfield. The shorthand flexfield pop-up window only appears if you enable shorthand entry for that particular key flexfield.

**sign-on** An Oracle Applications user name and password that allows you to gain access to Oracle Applications. Each sign-on is assigned one or more responsibilities.

**Single Business Group Access mode (SBGA mode)** An installation that has selected No for the profile option **HR: Cross Business Group** is operating in **SBGA mode**.

**source pool** The combination of all the source amounts defined by an allocation rule. See also *allocation rule*.

**source transaction** For related transactions, the identifying source transaction from which the related items are created.

**spot exchange rate** A daily exchange rate you use to perform foreign currency conversions. The spot exchange rate is usually a quoted market rate that applies to the immediate delivery of one currency for another.

**standard bill rate schedule currency** The functional currency of the operating unit in which the standard bill rate schedule is maintained.

**Standard Request Submission** A standard interface in Oracle Applications in which you run and monitor your application's reports and other processes.

**start organization** An organization that defines a set which includes itself and all subordinate organizations in the organization hierarchy. When you choose a start organization as a report parameter, all organizations below the start organization are included in the report.

**status line** A status line appearing below the message line of a root window that displays status information about the current window or field. A status line can contain the following: **^** or **v** symbols indicate previous records before or additional records following the current record in the current block; **Enter Query** indicates that the current block is in Enter Query mode, so you can specify search criteria for a query; **Count** indicates how many records were retrieved or displayed by a query (this number increases with each new record you access but does not decrease when you return to a prior record); the **<Insert>** indicator or *lamp* informs you that the current window is in insert character mode; and the **<List>** *lamp* appears when a list of values is available for the current field.

**step-down allocation** In Oracle Projects, a set of allocation rules that carries out the rules (steps) an autoallocation set serially, in the sequence specified in the set. Usually the result of each step will be used in the next step. Oracle Workflow controls the flow of the autoallocations set. See also *autoallocation set*, *parallel allocation*.

**straight time cost** The monetary amount that an employee is paid for straight time (regular) hours worked.

**streamline process** See *streamline request*.

**streamline request** A process that runs multiple Oracle Projects processes in sequence. When using streamline processing, you can reschedule your streamline requests by setting rescheduling parameters. Rescheduling parameters allow you to configure your processes to run automatically, according to a defined schedule. When you reschedule a process, the concurrent manager submits another concurrent request with a status of *Pending*, and with a start date according to the parameters you define.

**structure** A structure is a specific combination of segments for a key flexfield. If you add or remove segments, or rearrange the order of segments in a key flexfield, you get a different structure.

**subtask** A hierarchical unit of work. Subtasks are any tasks that you create under a parent task. Child subtasks constitute the lowest level of your work breakdown structure; where Oracle Projects looks when processing task charges and for determining task revenue accrual amounts. See *task*.

**summarization** Processing a project's cost, revenue, commitment, and budget information to be displayed in the Project, Task, and Resource Project Status windows. You must distribute costs for any expenditure items, accrue and release any revenue, create any commitments, and baseline a budget for your project before you can view summary project amounts. Formerly known as **accumulation**.

**supplier** A business or individual that provides goods or services or both in return for payment.

**supplier invoice** An external supplier's invoice entered into Oracle Payables.

**system linkage** An obsolete term. See *expenditure type class*.

**tablespace** The area in which an Oracle database is divided to hold tables.

**target** A project, task, or both that receives allocation amounts, as specified by an allocation rule. See also *source pool*

**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. See also *Work Breakdown Structure, subtask*.

**task organization** The organization that is assigned to manage the work on a task.

**task service type** See *service type*.

**tax authority** A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local, and federal governments in the U.S.), while in others there may be only one. Each authority may charge a different tax rate. You can define a unique tax name for each tax authority. If you have only one tax authority, you can define a unique tax name for each tax rate that it charges. A governmental entity that collects taxes on goods and services purchased by a customer from a supplier. In some countries, there are many authorities (e.g. state, local and federal governments in the U.S.), while in others there may be only one. Each authority may charge a different tax rate. Within Oracle Receivables, tax authority consists of all components of your tax structure. For example: California. San Mateo. Redwood Shores for State. County. City. Oracle Receivables adds together the tax rates for all of these locations to determine a customer's total tax liability for an invoice.

**tax codes** Codes to which you assign sales tax or value-added tax rates, tax type, taxable basis, tax controls, and tax accounting. You can define a tax code for inclusive or exclusive tax calculation. Oracle

Receivables lets you choose state codes as the tax code when you define sales tax rates for the United States. (Receivables Lookup)

**team role** Specific position on a project representing either requirements or assignments.

**Time and Materials (T&M)** A revenue accrual and billing method that calculates revenue and billings as the sum of the amounts from each individual expenditure item. The expenditure item amounts are calculated by applying a rate or markup to each item.

**time intervals** The units that define how budget amounts are accumulated to determine the available funds for a transaction. Used to define budgetary controls for a project.

**timecard** A weekly submission of labor expenditure items. You can enter timecards online, or as part of a pre-approved batch.

**toolbar** The toolbar is a collection of iconic buttons that each perform a specific action when you choose it. Each toolbar button replicates a commonly-used menu item. Depending on the context of the current field or window, a toolbar button can be enabled or disabled. You can display a hint for an enabled toolbar button on the message line by holding your mouse steadily over the button. The toolbar generally appears below the main menu bar in the root window.

**top task** A task whose parent is the project.

**transaction currency** The currency in which a transaction originally takes place. For processing purposes, the reimbursement currency in an expense report is the transaction currency.

**transfer price** The price agreed upon by the provider and receiver organizations in a cross charged transaction.

**transfer price base currency** The transfer price basis determines the currency. For a basis of raw or burdened cost, the transfer price base currency is the transaction currency of the cross charged transaction. For a basis of revenue, the transfer price base currency is the functional currency of the set of books for the receiver operating unit. For a basis calculated using the bill rate schedule, the transfer price base currency is the standard bill rate schedule currency.

**transferred date** The date on which you transfer costs, revenue, and invoices to other Oracle Applications.

**transformation function** A seeded or user-defined rule that transforms and standardizes TCA attribute values into representations that can assist in the identification of potential matches.

**transition** In Oracle Workflow, the relationship that defines the completion of one activity and the activation of another activity within a process. In a process diagram, the arrow drawn between two activities represents a transition. See also *activity*, *Workflow Engine*.

**unassigned time** The net amount of hours for a given period for which a resource does not have any scheduled assignments (capacity hours minus scheduled hours.)

**unbilled receivables** The amount of open receivables that have not yet been billed for a project. Oracle Projects calculates unbilled receivables using the following formula: *(Unbilled Receivables = Revenue Accrued – Amount Invoiced)*

**unearned revenue** Revenue received and recorded as a liability or revenue before the revenue has been earned by providing goods or services to a customer. Oracle Projects calculates unearned revenue using the following formula: *(Unearned Revenue = Amount Invoiced – Revenue Accrued)*

**unit of measure** A classification created in Oracle General Ledger that you assign to transactions in General Ledger and subledger applications. Each unit of measure belongs to a unit of measure class.

For example, if you specify the unit of measure Miles when you define an expenditure type for personal car use, Oracle Projects calculates the cost of using a personal car by mileage. Or, in Oracle Payables, you define square feet as a unit of measure. When you enter invoices for office rent, you can track the square footage addition to the dollar amount of the invoice.

In Oracle Assets, a label for the production quantities for a units of production asset. The unit used to measure production amounts.

**UOM** See *unit of measure*.

**usage** See *non-labor resource*.

**usage cost rate override** The cost rate assigned to a particular non-labor resource and non-labor organization which overrides the rate assigned to its expenditure type.

**usage logs** Usage logs record the utilization of company assets on projects as the asset is used.

**user profile** A set of changeable options that affect the way your applications run. You can change the value of a user profile option at any time. See *profile option*.

**utilization** A measure of how effectively a resource was used or is projected to be used.

**utilization method** *Capacity Utilization Method* compares the actual (productive) work performed and forecasted (productive) work to be performed by the resource to the capacity of a resource.

*Worked Hours Utilization Method* compares the actual (productive) work performed and forecasted (productive) work to be performed by the resource to the total number of hours recorded (actuals) or assigned (forecasted) of a resource.

**utilization category** An implementation-defined category used for utilization reporting. This reporting grouping combines one or more work types for organization and resource utilization views.

**utilization view** Utilization views enable you to measure a resource or organization utilization percentage based on different groupings of work types.

**value** Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

**value set** A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

**vendor** See *supplier*.

**window** A box around a set of related information on your screen. Many windows can appear on your screen simultaneously and can overlap or appear adjacent to each other. Windows can also appear embedded in other windows. You can move a window to a different location on your screen.

**window title** A window title at the top of each window indicates the name of the window, and occasionally, context information pertinent to the content of the window. The context information, contained in parenthesis, can include the organization, set of books, or business group that the window contents is associated with.

**WIP** See *work in process*.

**word replacement** A word mapping that is used to create synonyms which are treated as equivalents for searching and matching.

**work breakdown structure (WBS)** The breakdown of project work into tasks. These tasks can be broken down further into subtasks, or hierarchical units of work.

**work in process** An item in various phases of production in a manufacturing plant. This includes raw material awaiting processing up to final assemblies ready to be received into inventory.

**work site** The customer site where project or task work is performed.

**work type** Work types are an implementation-defined classification of work performed. Work types are used to classify both actual and forecast amounts. Examples are Billable, Non-Billable, Training, and Personal. Work types are grouped together by Utilization Categories.

**worksheet** A specific grouping of information within an Analysis Workbook. A workbook is composed of one or more worksheets, each with its own set of data and graphs. Conceptually, this is similar to the “sheets” and “workbook” concept within a spreadsheet application.

**Workflow Engine** The Oracle Workflow component that implements a workflow process definition. The Workflow Engine manages the state of all activities, automatically executes functions, maintains a history of completed activities, and detects error conditions and starts error processes. The Workflow Engine is implemented in server PL/SQL and activated when a call to an engine API is made. See also *Account Generator*, *activity*, *function*, *item type*.

**write-off** See *invoice write-off*, *revenue write-off*.

**write-on** An event type classification that causes revenue to accrue and generates an invoice for the amount of the write-on.

**Zoom** A forms feature that is obsolete in GUI versions of Oracle Applications.

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